



CITY OF WICHITA FALLS, TX

# ADOPTED OPERATING BUDGET

FISCAL YEAR ENDED SEPTEMBER 30, 2025



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**FY 2025**

# City of Wichita Falls Adopted Budget

For the Fiscal Year  
October 1, 2024 – September 30, 2025

This budget will raise more revenue from property taxes than last year's budget by an amount of \$3,386,401, which is 6.95% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is \$568,845.

On September 3, 2024, the City Council members voted on the adoption of the FY 2025 Budget as follows:



TAX RATE	ADOPTED FY 2024	ADOPTED FY 2025
Property Tax Rate	\$0.680000	\$0.684800
No-New-Revenue Tax Rate	\$0.639708	\$0.644369
No-New-Revenue M&O Rate	\$0.614954	\$0.618801
Voter Approved Tax Rate	\$0.685010	\$0.684907
Debt Rate	\$0.030147	\$0.026267

The total amount of tax supported debt expenditures for FY 2025 is \$2,119,970.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished*

*Budget Presentation*

*Award*

PRESENTED TO

City of Wichita Falls  
Texas

For the Fiscal Year Beginning  
October 01, 2023

*Christopher P. Morill*

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, 2023. 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 have prepared our current budget to comply with program requirements, and we plan to submit it to GFOA to determine its eligibility for another award.

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## Introduction

## BUDGET MESSAGE

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### CITY OF WICHITA FALLS

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Paul Menzies, Acting City Manager

**DATE:** October 1, 2024

**SUBJECT:** Fiscal Year 2025 Adopted Annual Operating Budget

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I am pleased to present the Revised Adopted Annual Operating Budget for Fiscal Year 2025, which covers the period from October 1, 2024, to September 30, 2025. This budget has been developed with a focus on key goals from the City's recently adopted Strategic Plan:

- **Accelerate Economic Growth**
- **Provide Quality Infrastructure**
- **Actively Engage and Inform the Public**
- **Optimize Engagement with the City and Efficiently Deliver City Services**

#### KEY FEATURES OF THE REVISED ADOPTED BALANCED BUDGET FOR FY 2025

The FY 2025 Adopted Budget offers several opportunities for the City Council:

- **Maintain current service levels despite the ongoing impact of inflation.**
- **Increase the property tax rate from 0.6800 to 0.6848.**
- **Increase police civil service pay by 11%**
- **Increase all other employee pay by 5%**
- **Includes EMT and paramedic certification pay for fire civil service**
- **Includes a 1% vacancy allowance in the personnel budget**
- **Invests over \$31 million to infrastructure replacement and capital improvement projects (CIP).**
- **Apply a 2.5% rate increase to all retail water, sewer and sanitation services**
- **Includes the use of previously designated general fund capital for Sports Complex Improvements (\$2,100,000) and Municipal Court Facilities (\$215,000)**
- **Set aside \$4 million in excess General Fund Reserves to a Capital Fund for future use.**

## BUDGET MESSAGE

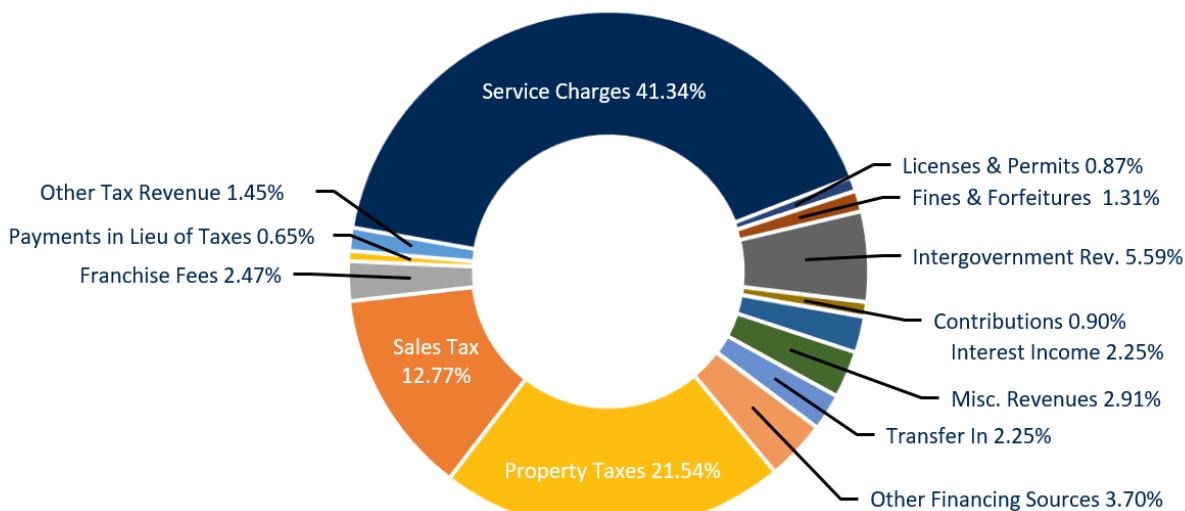
### TOTAL REVENUE BUDGET OVERVIEW

Total revenues (consolidated revenues) for the adopted FY 2025 budget, including fund balance transfers in, are projected at \$242,024,764, which is an increase of \$9,072,408, or 3.89% from the FY 2024 Adopted Budget. The overall increase is due to increased property tax revenues, service charges, and interest income and was partly offset by decreased sales tax revenue. The decrease in transfers is because the FY 2024 Adopted Budget included the use of \$2,000,000 in remaining bond funds for additional street improvements. Total operating revenues for FY 2025, not including fund balance transfers in, are projected to be \$227,623,226, which is a 4.11% increase from FY 2024.

Revenue Source	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
Property Taxes	44,719,973	48,739,569	52,125,970	3,386,401	6.95%
Sales Tax	30,995,258	31,725,000	30,903,921	(821,079)	-2.59%
Franchise Fees	5,912,238	5,527,634	5,979,706	452,072	8.18%
Payments in Lieu of Taxes	1,573,379	1,573,446	1,576,000	2,554	0.16%
Other Tax Revenue	3,631,028	3,341,500	3,515,482	173,982	5.21%
Service Charges	92,041,730	97,026,937	100,055,181	3,028,244	3.12%
Licenses & Permits	1,994,008	2,049,700	2,114,105	64,405	3.14%
Fines & Forfeitures	3,008,785	2,940,400	3,178,200	237,800	8.09%
Intergovernment Rev.	13,646,995	12,378,000	13,532,690	1,154,690	9.33%
Contributions	5,363,752	1,981,356	2,154,852	173,496	8.76%
Interest Income	5,487,659	5,433,200	5,436,000	2,800	0.05%
Misc. Revenues	9,221,699	5,930,401	7,051,119	1,120,718	18.90%
<b>Operating Revenues</b>	<b>217,596,504</b>	<b>218,647,143</b>	<b>227,623,226</b>	<b>8,976,083</b>	<b>4.11%</b>
Transfer In	18,583,998	7,942,567	5,443,345	(2,499,222)	-31.47%
Oth. Fin. Sources	-	6,362,646	8,958,193	2,595,547	40.79%
<b>Consolidated Revenues</b>	<b>236,180,502</b>	<b>232,952,356</b>	<b>242,024,764</b>	<b>9,072,408</b>	<b>3.89%</b>

The chart below shows the breakdown of the City's revenue sources by category. It is important to note that approximately 41.34% of all City revenue is derived through service charges such as water sales, sewer charges, refuse (sanitation) collection charges, stormwater fees, and internal service charges. Also, 38.88% is derived from taxes and franchise fees such as property, sales, and hotel/motel taxes, and payments from ONCOR Electric, ATMOS Gas, Spectrum, and various telecommunication providers.

### FY 2025 Operating Revenues by Source



## BUDGET MESSAGE

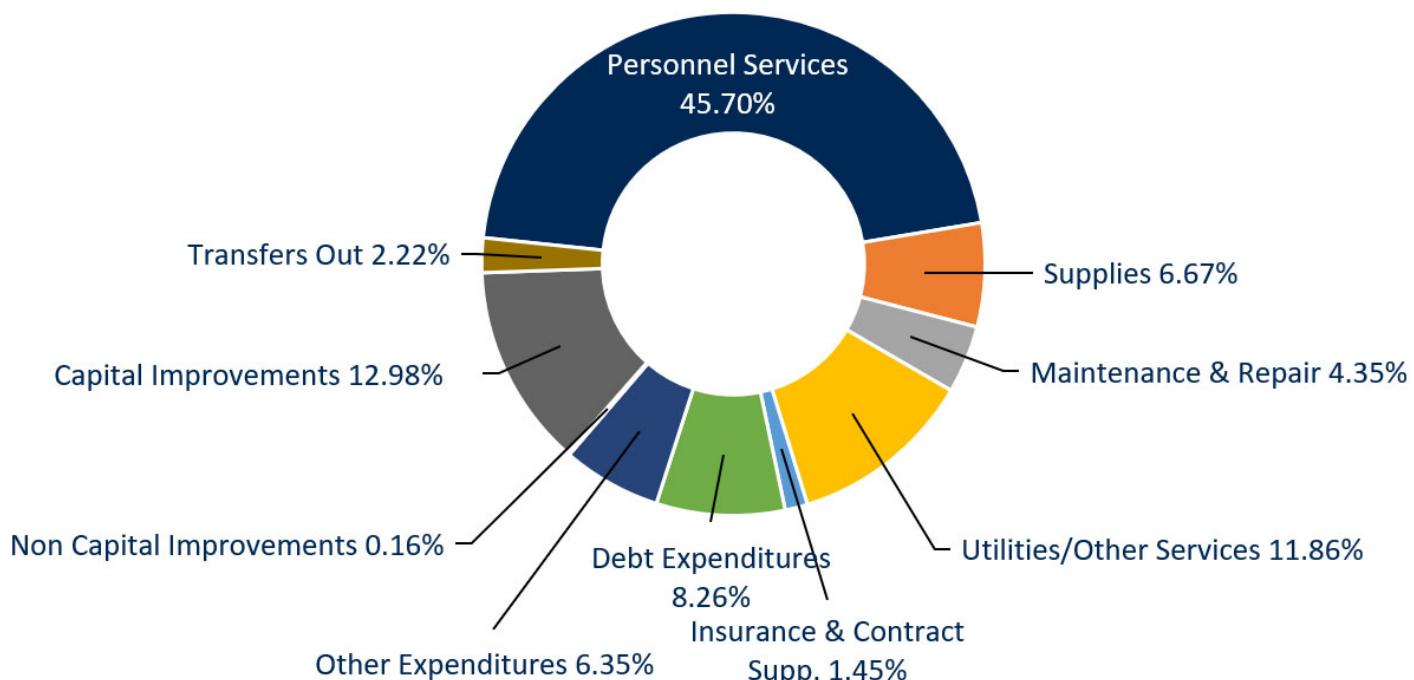
### TOTAL EXPENDITURE BUDGET OVERVIEW

The City's total adopted expenditure budget for FY 2025 is \$242,024,764, which is an increase of \$9,072,408, or 3.89%, from the FY 2024 Adopted Budget. The budget accounts for increased personnel costs resulting from a 11% Police Civil Service pay increase and a 5% cost of living adjustment for all other employees. The table below compares total expenditures by category of the FY 2025 Adopted Budget compared to the FY 2024 Adopted Budget.

Expenditures	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
Personnel Services	95,645,696	104,741,917	110,598,663	5,856,746	5.59%
Supplies	14,717,586	15,838,944	16,133,920	294,976	1.86%
Maintenance & Repair	10,296,703	10,378,043	10,534,680	156,637	1.51%
Utilities/Other Serv	28,776,487	28,573,613	28,702,379	128,766	0.45%
Insur & Contr Supp.	27,957,999	3,395,056	3,513,449	118,393	3.49%
Debt Expenditures	7,312,177	20,030,328	19,995,351	(34,977)	-0.17%
Other Expenditures	12,580,787	14,494,516	15,376,576	882,060	6.09%
Non Cap Improvements	78,152	414,634	391,950	(22,684)	-5.47%
Capital Improvements	28,722,984	30,041,703	31,410,348	1,368,645	4.56%
Transfers Out	7,342,291	5,043,602	5,367,447	323,845	6.42%
<b>Total Expenditures</b>	<b>233,430,862</b>	<b>232,952,356</b>	<b>242,024,764</b>	<b>9,072,408</b>	<b>3.89%</b>

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 45.70%. Services, such as utilities, professional services, and central garage charges make up the next largest spending category at 11.86%. Debt service payments on the City's outstanding bonds make up 8.26% of all spending.

### FY 2025 Expenditures by Classification



## BUDGET MESSAGE

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Some important points:

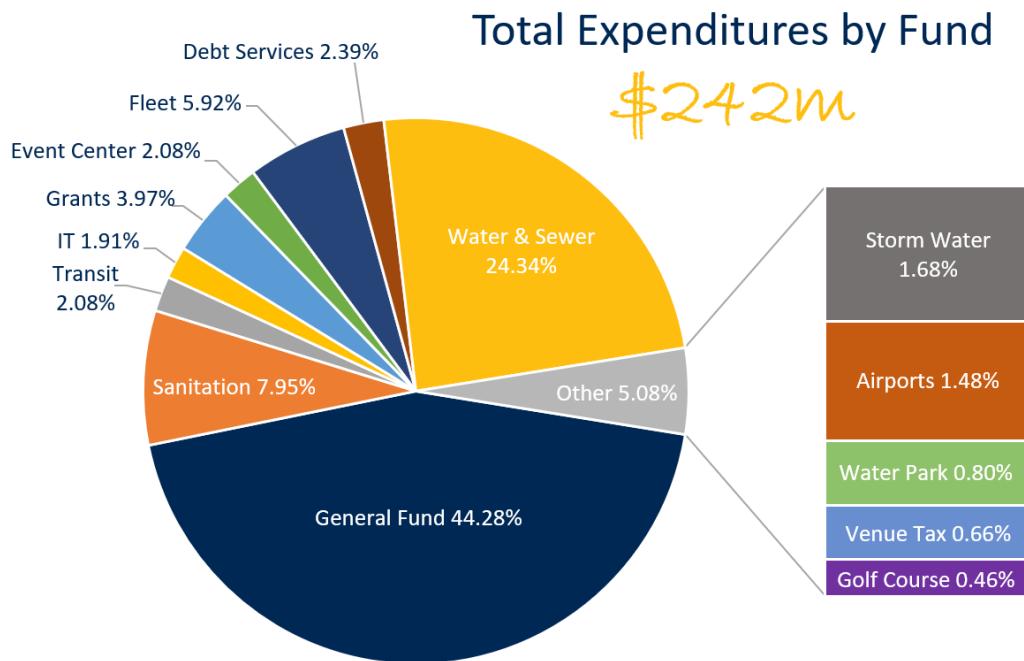
- Personnel Services: The Adopted Budget includes a 11% cost of living compensation increase for civil service Police employees and a 5% cost-of-living compensation increase for all other employees citywide. The Budget also includes the introduction of evening differential pay for Police and Public Works personnel, certification pay for Police, Fire, Health and Information Services, and the addition of seven (7) full time positions citywide.
- Supplies: The cost of supplies including chemicals and fuel increased slightly as inflation is lower than previous years.
- Utilities and Other Services: The FY 2024 Adopted Budget included \$150,000 for a structural assessment of the Transfer Station. This was partially offset by the increased cost of electricity.
- Insurance and Contract Support: The Adopted Budget for insurance and contract support increased by 3.49%, as the increased cost of property insurance was offset by decreased workers compensation costs.
- Debt Expenditures: Annual payment on the City's debt decreased slightly as a capital lease for energy improvements has been retired.
- Capital Improvements: Capital improvements increased by \$2,057,455, or 7.01%. The FY 2025 Adopted Budget includes an increase in the cost of Water and Sewer Line Replacements from \$3,000,000 to \$3,500,000. Also included is the use of General Fund reserves for one-time capital expenditures including artificial turf for the second sports complex, Municipal Court building improvements, flooring replacement at the Public Library, as well as park and public spaces improvements.

### Adopted Capital Improvements Across All Funds (\$)

Category	Amount
Lake Ringgold - Federal Permitting	\$ 5,000,000
Water and Sewer Line Replacements	3,500,000
Water System Infrastructure	2,825,800
Street Rehab and Improvement	3,545,360
Sanitation Trucks	2,213,979
Vehicles (Fleet)	2,192,297
Stormwater System Improvements	2,173,911
Turf at Sports Complex #2	2,100,000
Venue Projects (Memorial Auditorium and MPEC)	1,583,000
Composting Grinder (Landfill)	1,370,408
Buses (Public Transportation)	1,230,000
Facility Improvements	1,139,450
All Other	2,536,233
<b>Total</b>	<b>\$31,410,438</b>

## BUDGET MESSAGE

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 76.57% of all City expenditures.



### ABOVE CURRENT REQUESTS

This budget also includes “Above-Current” Requests. As mentioned, each year Directors enter any new requests into the ‘Above Current Projection’. This allows the City to clearly see new requests and make determinations based upon need. Of the almost \$12.9 million in requests received, this budget includes approximately \$3.9 million, which addresses needs in various City Departments, including seven (7.0) new FTEs across the organization.

Department	Item	Cost	FTE
Recreation	Turf for Sports Complex #2	2,100,000	
Municipal Court	Municipal Court Improvements	215,000	
Parks	Parks Director <sup>1</sup>	130,159	1.0
Fire	Fire Certification Pay	176,967	
	Fire Lieutenant EMS Coordinator	115,109	1.0
	New Vehicles	120,000	
Police	Police Shift Differential Pay	186,785	
	Expanded Police Take Home Vehicle Policy	85,000	
	Increase in Recruit Pay for PD	75,000	
	Language Incentive Pay for PD	30,000	
Library	Off-duty Police Officer coverage	36,655	
AT&T	Bicycle Safety Coordinator <sup>2</sup>		1.0
MPEC	CVB Sales and Service Coordinator	73,498	1.0
	Kitchen Supervisor Position	86,984	1.0
	MPEC Improvements	52,781	
Airports	Reclass Lineman Positions	50,539	
Water & Sewer	Water & Sewer Shift Differential	81,104	
IT	IT Network Analyst	86,984	1.0
	IT Certification Pay	54,608	
City Clerk	Open Records Specialist	69,619	1.0
All Other Items		87,119	
		<b>3,913,911</b>	<b>7.0</b>

<sup>1</sup> Partially offset by reclass of Parks Superintendent

<sup>2</sup> Funded by portion of new Child Safety Fee

## BUDGET MESSAGE

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### **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 a cost of living pay increase of 11% for Police civil service employees and 5% for all other employees. The chart below shows the pay plan adjustments for the last 6 years.

Fiscal Year Ended	STEP (Civil Service)	Merit (Civilian)	Cost of Living Adjustment	Total % Increase
2019	2%	2.5%	3%	Fire: 5% Police: 5% Civilian: 5.5%
2020	FF Rank: 4% All Other: 2%	2.5%	Fire: 5% Police: 5% Civilian: 2%	FF: 9% Fire: 7% Police: 7% Civilian: 4.5%
2021	-	-	-	0 (COVID)
2022	2.5%	2.5%	2%	All: 4.5%
2023	-	-	5%	All: 5%
2024	2.5%	Avg. 2%	4%	Fire: 6.5% Police: 6.5% Civilian: 6%
2025 Proposed	-	-	Police: 11% All: 5%	Police: 11% All: 5%

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 \$500 after two years of service to a maximum of \$2,500 after five years of service.

Additional recommendations within the overall budget for personnel services encompass the creation of seven full-time positions, the implementation of shift differential pay for Police and Public Works staff, implementation of certification pay for Fire, Health and Information Services staff and several enhancements to Police Department compensation. These enhancements include an expanded take-home vehicle policy, increased pay for Police Academy recruits, and the introduction of Language Incentive Pay.

# BUDGET MESSAGE

## THE GENERAL FUND

Services provided in the General Fund include:

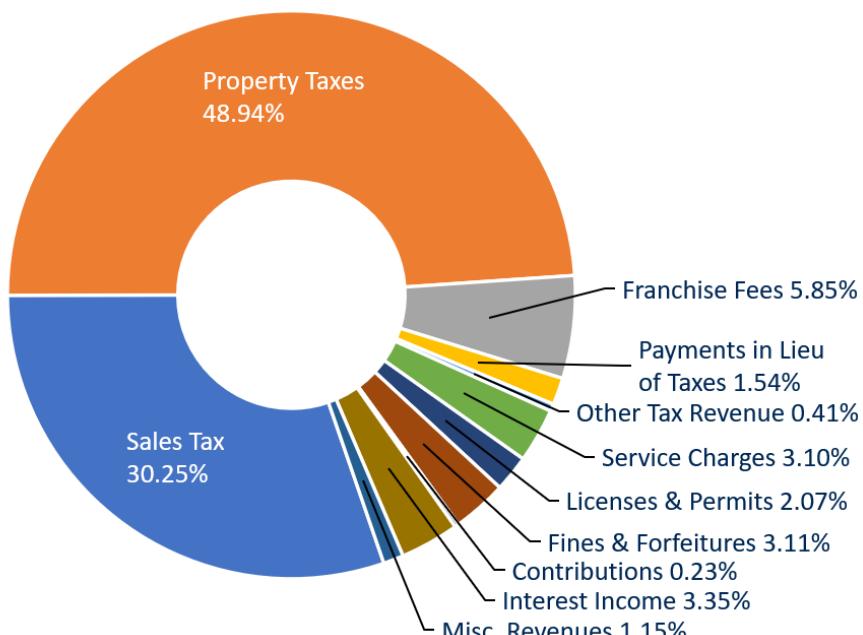
- Police Department
- Fire Department
- Municipal Court
- Administrative Services
- Streets, Engineering, and Traffic
- Parks, Recreation, and Library
- Building Maintenance
- Animal Services, Nursing, and Environmental Health
- Planning, Building Inspections, and Property Management

## GENERAL FUND REVENUES

General Fund Revenues for FY 2025, including transfers-in, total \$108,473,549, which is an increase of 4.87% compared to FY 2024. Operating revenues total \$102,171,858, which is a 4.20% increase compared to FY 2024. Some of the primary changes in revenues resulting in this increase are outlined in the table below.

Revenue Source	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
Property Taxes	42,644,096	46,589,569	50,006,000	3,416,431	7.33%
Sales Tax	30,988,808	31,725,000	30,903,921	(821,079)	-2.59%
Franchise Fees	5,912,238	5,527,634	5,979,706	452,072	8.18%
Payments in Lieu of Taxes	1,573,379	1,573,446	1,576,000	2,554	0.16%
Other Tax Revenue	652,668	436,500	423,600	(12,900)	-2.96%
Service Charges	3,049,719	3,236,758	3,168,035	(68,723)	-2.12%
Licenses & Permits	1,993,198	2,049,700	2,114,105	64,405	3.14%
Fines & Forfeitures	3,008,785	2,940,400	3,178,200	237,800	8.09%
Contributions	277,285	232,500	232,500	-	0.00%
Interest Income	3,417,915	2,772,258	3,423,000	650,742	23.47%
Misc. Revenues	1,677,693	974,429	1,166,791	192,362	19.74%
<b>Operating Revenues</b>	<b>95,195,785</b>	<b>98,058,194</b>	<b>102,171,858</b>	<b>4,113,664</b>	<b>4.20%</b>
Transfer In	3,108,889	5,380,216	3,336,691	(2,043,525)	-37.98%
Oth. Fin. Sources	-	-	2,965,000	2,965,000	
<b>Consolidated Revenues</b>	<b>98,304,674</b>	<b>103,438,410</b>	<b>108,473,549</b>	<b>5,035,139</b>	<b>4.87%</b>

FY 2025 General Fund Operating Revenue by Source

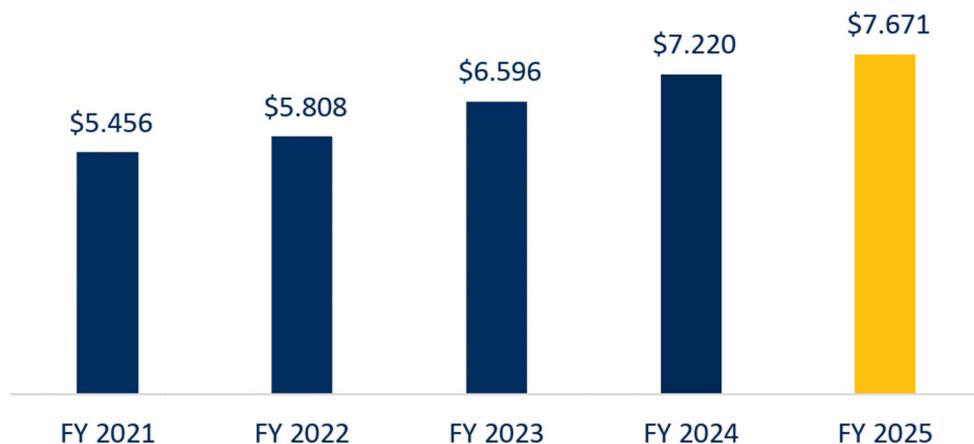


## BUDGET MESSAGE

### **Property Tax Base:**

The Property Tax is the main source of income for the city's General Fund, which is used to provide essential city services. The total value of properties in the area, as determined by the Wichita County Appraisal District, is \$7.671 billion. This represents an increase of \$354 million, or 6.25%, compared to the previous year. The bar graph below shows that the property tax base grew by 13.5% in FY 2023 and by 9.45% in FY 2024. Over the past five years, the average annual growth rate of taxable property values has been 7.83%.

Property Tax Values (in Billions)



### **Property Tax Rate:**

The property tax rate is made up of two parts: the maintenance and operations (M&O) portion and the interest and sinking (I&S) portion. The rate stayed the same in FY 2021, saw a slight decrease in FY 2022, dropped by 0.067 (or 6.7 cents) or 8.75% in FY 2023, and further decreased by 2.06% in FY 2024. However, the FY 2025 Adopted Budget suggests a small increase in the City's property tax rate, raising it by 0.37% from 0.6800 to 0.6848.

As a result of this increase, property tax revenue for the General Fund is expected to grow by \$3,416,341, or 7.33%. This growth is mainly due to a rise in property values, which is estimated to add about \$3.2 million to the revenue with the remainder due to the change in tax rate. As discussed in the budget workshop, although our property tax rate is slightly higher compared to similar cities, our overall tax base is smaller, which means we generate less revenue per person to fund essential government services.

Fiscal Year	Property Tax Rate				Average Annual % Change	
	M&O	I&S	Total Rate	\$ Change	% Change	
2021	0.722736	0.040587	0.763323	0.000	0.00%	
2022	0.726565	0.034363	0.760928	-0.002	-0.31%	
2023	0.661579	0.032742	0.694321	-0.067	-8.75%	
2024	0.649853	0.030147	0.680000	-0.014	-2.06%	
2025	0.658533	0.026267	0.684800	0.0048	0.71%	-2.15%

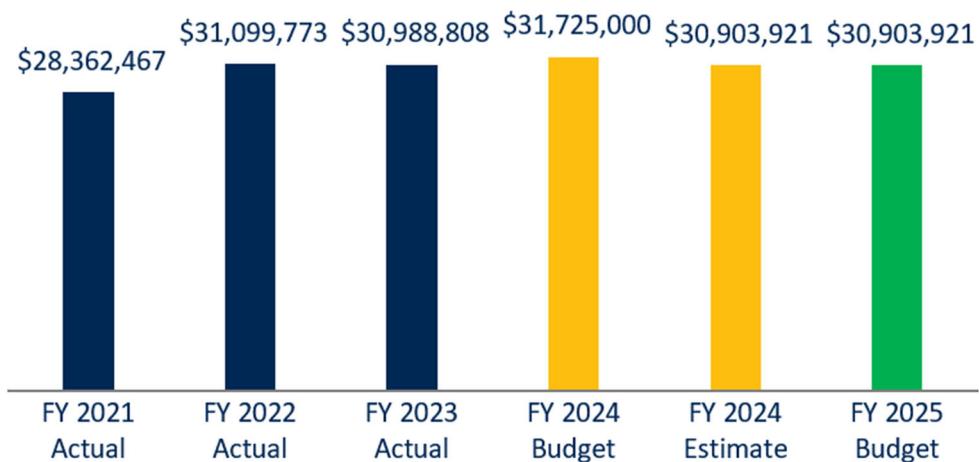
## BUDGET MESSAGE

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### **Sales Tax Receipts:**

Sales Tax is the second-largest revenue source for the City's General Fund and is crucial for funding the City's general operations. The City's General Fund receives 1.50% of retail sales. The bar graph below shows historical trends in sales tax receipts. As of May 2024, receipts for the current FY 2024 are 1.71% lower than the previous year. Revenue projections for FY 2025 are based on the current fiscal year's estimate. Consequently, sales tax revenues for the adopted FY 2025 budget are projected to be \$30,903,921, which is \$821,079, or 2.59%, less than the prior year's budget.

### **Sales Tax Revenue**



### **Franchise Fees:**

The City receives payments from ONCOR Electric, ATMOS Gas, Spectrum Cable, and various telecommunication providers for the use of the City's rights-of-way 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 rights-of-way. When applying these forecasting methods, the FY 2025 Adopted Budget includes \$5,979,706 from these franchises, which is an increase of \$452,072, or 8.18% 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, in-city water rates, 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 2025 fiscal year, this revenue source is projected at \$1,576,000, which is a slight increase from the prior year. A new PILOT agreement with Panda Biotech is currently being negotiated. Although the Adopted Budget does not include any revenue from that agreement, we plan to update the budget to include it once available.

### **Other Tax Revenue:**

This category includes revenue from the County Vehicle Tax, Mixed Beverage Tax, and Occupation Tax. For FY 2025, revenue is estimated at \$423,600, or a 2.96% decrease from the previous year. Occupation and Mixed Beverage Tax receipts are trending lower than previously budgeted.

**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 \$3,168,035, or a -2.12% decrease from the previous year.

## BUDGET MESSAGE

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### **Licenses and Permits:**

The various licenses and permits issued by the City are anticipated to generate approximately 3.14% more in revenue in FY 2025 than the previous year. This revenue budget includes a modest rate increase, which is lower than the Consumer Price Index (CPI), across all city functions. While some rates will increase, others will decrease, and some will stay the same, the average increase will be lower than inflation.

### **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 \$237,800 in FY 2025.

### **Interest Income:**

The City receives interest earnings from reserves that are invested with local government investment pools and fixed income securities. The FY 2025 Adopted Budget for this category is \$3,423,000, which is \$650,742 higher than the current year, and is based on the current Federal Reserve Committees' rate decisions.

### **Miscellaneous Revenues:**

This category includes various types of income from across the General Fund and accounts for an increase of \$192,362, or 19.74%, compared to last year. The majority of this increase is expected due to the ongoing higher usage of the sports complex.

### **Transfers In:**

This represents transfers in from the Water/Sewer Fund, Sanitation Fund, and the Fleet Fund for a total of \$3,336,691.

### **Other Financing Sources:**

This category covers transfers from the fund balance to cover one-time expenditures. For FY 2025, budgeted one-time expenditures include \$2,100,000 for installing turf at Sports Complex #2, \$450,000 for Library Flooring Replacement, \$215,000 for Municipal Court Improvements and \$200,000 for Park Improvements and Public Spaces.

## GENERAL FUND EXPENDITURES

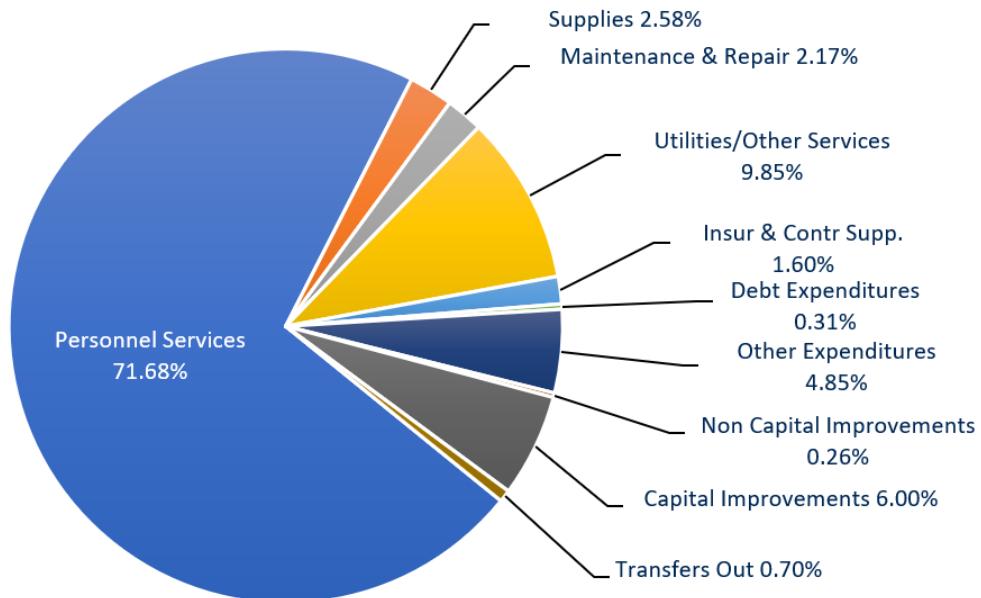
Expenditures for FY 2025 total \$108,473,549, which is an increase of 4.87% compared to FY 2024. Some of the major highlights of the General Fund Expenditure Budget are illustrated in the table and chart below and are described in more detail over the next several sections.

Expenditures	FY 24		FY 25		
	FY 23 Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
Personnel Services	66,907,807	73,868,274	77,755,242	3,886,968	5.26%
Supplies	2,126,257	2,669,721	2,798,604	128,883	4.83%
Maintenance & Repair	3,023,741	1,829,630	2,357,426	527,796	28.85%
Utilities/Other Serv	9,281,455	10,439,762	10,687,040	247,278	2.37%
Insur & Contr Supp.	1,378,799	1,911,888	1,737,472	(174,416)	-9.12%
Debt Expenditures	315,883	323,913	337,596	13,683	4.22%
Other Expenditures	4,256,781	4,942,274	5,262,349	320,076	6.48%
Non Cap Improvements	73,652	163,000	277,950	114,950	70.52%
Capital Improvements	4,552,748	6,317,223	6,504,743	187,520	2.97%
Transfers Out	3,827,529	972,726	755,127	(217,599)	-22.37%
<b>Total Expenditures</b>	<b>95,744,652</b>	<b>103,438,410</b>	<b>108,473,549</b>	<b>5,035,139</b>	<b>4.87%</b>

## BUDGET MESSAGE

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### FY 2025 General Fund Expenditures



#### Personnel Services:

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 2025 General Fund budget dedicates \$77,755,242, or 71.68%, of total spending on personnel related expenses. Personnel expenses in the General Fund represent an increase of \$3,886,968, or 5.26% above the FY 2024 adopted budget. The increase is primarily driven by the adopted cost-of-living pay increase of 11% for Police civil service employees and 5% for all other employees.

Other factors contributing to the increase include: off-duty police coverage for the Public Library (\$36,655), certification pay for the Fire Department (\$176,967) and Health Department (\$30,718), Police Department shift differential pay (\$186,785), an expanded take-home vehicle policy for the Police Department (\$85,000), pay increases for Police Academy Recruits (\$75,000) and the addition of Language Incentive Pay (\$30,000) for the Police Department. Also reflective in the increase is the addition of four (4) new full-time equivalent (FTE) positions to the fund as outlined below:

- Fire Lieutenant EMS Coordinator (1.0 FTE)
- Bicycle Safety Coordinator (1.0 FTE)
- Parks Director (1.0 FTE)
- Open Record Specialist (1.0 FTE)

#### Supplies:

Supplies in the General Fund amount to \$2,798,604, marking a 4.83% increase from the previous year. This rise is primarily driven by inflationary costs of lumber, steel, and chemicals.

#### Maintenance & Repair:

The adopted budget for this category is \$2,357,426, which is an increase of \$527,796, or 28.85%, from last year. This increase is due to additional maintenance needs, including facility improvements, roof replacement for Fire Central Station 1, air conditioning piping for the Health Department, new flooring for the Public Library, and an ADA compliant bathroom remodel at the Municipal Court Building.

#### Insurance and Contracts:

Overall expenses have decreased by \$174,416, or 9.12%, compared to last year. While the City's contribution to the Wichita Appraisal District has risen by \$93,416, or 18.5%, this increase is offset by a \$340,000 reduction in the budgeted cost of worker's compensation claims for FY 2025.

## BUDGET MESSAGE

### **Debt Expenditures:**

Included in this category is the payment towards the 15-Year LED Street Light Program.

### **Non-Capital Fund Expenditures:**

The FY 2025 Adopted Budget of \$277,950 is 70.52% higher compared to FY 2024, and will be allocated for park improvements, city landscaping, and enhancements to Memorial Auditorium's landscaping.

### **Capital Improvements:**

The FY 2025 budget allocates \$6,504,743 for capital improvements funded by the General Fund, representing a \$187,520, or 2.97%, increase compared to the previous year. The largest expenditure is for Street Rehabilitation and Lighting, with a budget of \$2,649,864, reflecting the city's priority on maintaining and enhancing road infrastructure. Another significant allocation is \$2,100,000 for installing turf at Sports Complex #2, aimed at improving recreational facilities. The chart to the right is the list of projects planned for FY 2025.

General Fund	Amount
Street Rehab & Lighting	\$ 2,649,864
Turf for Sports Complex #2	2,100,000
Traffic System Equipment	577,915
Library Improvements	450,000
Axon Police Cameras (Year 2 Pymt)	311,854
Municipal Court Improvements	215,000
Parks Equipment	145,000
Scoreboard Replacement	20,000
Warning Sirens	17,750
Lake Arrowhead Street Maintenance	15,360
PC Computer Equipment	2,000
<b>Total</b>	<b>\$ 6,504,743</b>

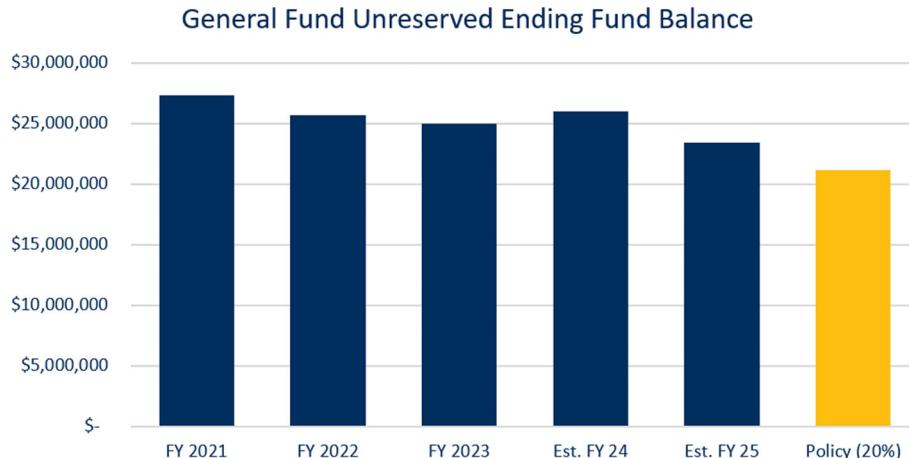
### **Transfers Out:**

These funds support other funds through subsidy when needed and also include amounts for one-time expenditures from surplus reserves from the General Fund. For FY 2025, amounts include \$430,000 for the MPEC, \$100,000 is for taser replacement and \$155,218 for Health Department Grant matching program.

## 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 adopted \$108,473,549 General Fund budget, equals \$21,695,000. This budget estimates an end of FY 2025 fund balance of \$23,450,000, or 21.62%, which includes the recommendation of \$4M in excess fund balance be added to the capital fund for future use.

The chart below shows the 5-year history of unreserved fund balance in the General Fund.



## BUDGET MESSAGE

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### THE WATER/SEWER SYSTEM FUND

The Water and Sewer Fund accounts for the water and sewer utility services provided to residents of the City. Activities necessary to provide such services are accounted for in the fund, including, but not limited to, administration, operations, maintenance, finance and related debt service. The FY 2024 Adopted Budget included a 5% increase in the retail rates, as well as an increase of approximately 8% in wholesale water rates. The FY 2025 Adopted Budget includes an effective average retail rate increase of 2.5%, which is lower than the current Consumer Price Index (CPI). This does not apply to wholesale water rates, which will increase by 0.45% based on the annual wholesale rate study, in accordance with our agreements. 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

Water sales and sewer treatment fees make up almost 92% of the total revenue, and the increase in FY 2025 compared to FY 2024 is tied directly to the previously described rate increase. The FY 2025 Adopted Budget includes the use of \$392,000 from the fund balance and allocates \$5 million for permitting Lake Ringgold, with \$4 million from reserved funds and \$1 million from FY 25 operating revenues.

Revenue Source	FY 24		FY 25		
	FY 23 Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
Water & Sewer Revenue	47,624,764	50,808,500	52,365,700	1,557,200	3.06%
Other Financing Sources	3,658,535	4,000,000	4,392,000	392,000	9.80%
All Other Revenue	3,815,226	1,177,226	1,360,845	183,619	15.60%
<b>Total Operating Revenue</b>	<b>55,098,525</b>	<b>55,985,726</b>	<b>58,118,545</b>	<b>2,132,819</b>	<b>3.81%</b>

The Adopted Budget includes an increase of the total bill for water and wastewater from an average of \$64.46 to \$66.07 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, 2024, not including any increases being considered by the other cities.

City	Water Use	Water Base	Wastewater		Total Bill (Water & Sewer ONLY)
			Use	Base	
McKinney	\$23.50	\$18.70	\$34.25	\$24.55	\$101.00
Mesquite	\$30.68	\$17.68	\$28.92	\$18.41	\$95.69
San Angelo	\$25.18	\$31.92	\$7.62	\$30.17	\$94.89
Allen	\$17.85	\$20.35	\$16.38	\$36.95	\$91.53
Waco	\$17.76	\$16.50	\$32.05	\$24.83	\$91.14
Grand Prairie	\$22.50	\$17.72	\$25.10	\$16.11	\$81.43
Richardson	\$35.60	\$8.00	\$25.35	\$8.00	\$76.95
Beaumont	\$21.84	\$16.14	\$20.76	\$10.93	\$69.67
Abilene	\$19.25	\$18.25	\$14.50	\$16.00	\$68.00
Tyler	\$16.90	\$15.80	\$15.82	\$19.10	\$67.62
Denton	\$18.15	\$15.84	\$21.10	\$12.21	\$67.30
<b>Wichita Falls</b>	<b>\$25.44</b>	<b>\$20.24</b>	<b>\$11.87</b>	<b>\$8.52</b>	<b>\$66.07</b>
Odessa	\$18.60	\$22.27	\$9.99	\$14.55	\$65.41
Midland	\$18.33	\$21.61	\$2.64	\$21.79	\$64.37
League City	\$20.26	\$8.26	\$18.45	\$15.32	\$62.29
Lewisville	\$10.71	\$24.18	\$13.83	\$10.23	\$58.95
Sugar Land	\$6.11	\$15.90	\$17.85	\$16.39	\$56.25
Killeen	\$10.14	\$15.04	\$7.60	\$20.76	\$53.54
College Station	\$13.75	\$12.40	\$4.50	\$22.55	\$53.20
Pasadena	\$11.28	\$13.48	\$11.25	\$13.47	\$49.48
McAllen	\$8.25	\$12.45	\$8.50	\$12.50	\$41.70
Edinburg	\$4.98	\$10.78	\$3.84	\$10.07	\$29.67
<b>AVERAGE</b>	<b>\$18.05</b>	<b>\$16.98</b>	<b>\$16.01</b>	<b>\$17.43</b>	<b>\$68.46</b>

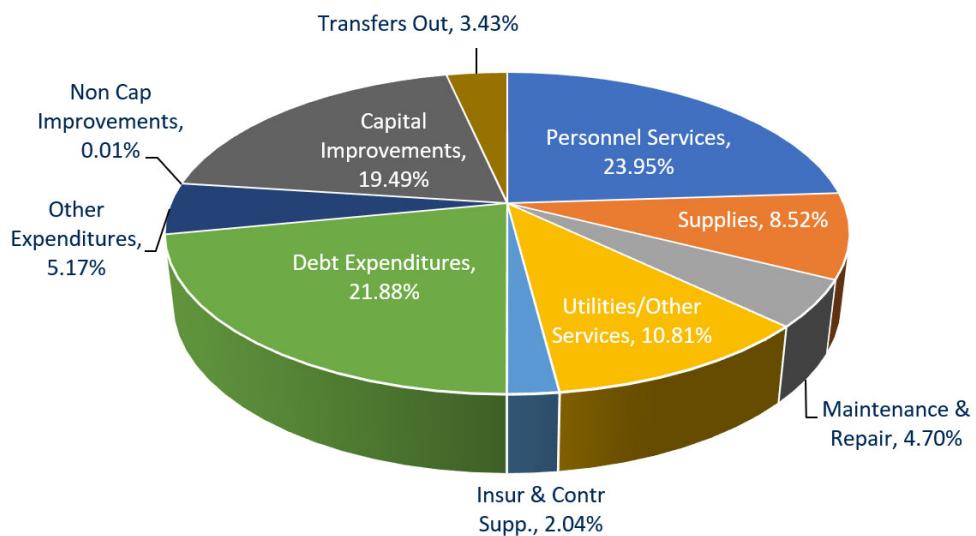
## BUDGET MESSAGE

### WATER/SEWER FUND EXPENDITURES

The FY 2025 expenditure budget for the Water/Sewer System Fund is \$58,118,545 which is an increase of \$2,132,819, or +3.81%, from the prior year adopted budget. It should be noted that the budget plans for the use of \$5 million for the permitting of Lake Ringgold.

Expenditures	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
Personnel Services	12,076,978	13,356,207	13,918,175	561,968	4.21%
Supplies	5,032,422	4,758,212	4,948,755	190,543	4.00%
Maintenance & Repair	2,363,739	2,903,953	2,733,493	(170,460)	-5.87%
Utilities/Other Serv	5,334,062	5,821,002	6,280,998	459,996	7.90%
Insur & Contr Supp.	856,592	1,059,824	1,186,037	126,213	11.91%
Debt Expenditures	1,784,103	12,716,682	12,717,233	551	0.00%
Other Expenditures	2,060,220	2,910,383	3,004,612	94,229	3.24%
Non Cap Improvements	-	8,000	8,000	-	0.00%
Capital Improvements	8,541,962	10,488,800	11,327,800	839,000	8.00%
Transfers Out	1,827,817	1,962,663	1,993,442	30,779	1.57%
	<b>39,877,894</b>	<b>55,985,726</b>	<b>58,118,545</b>	<b>2,132,819</b>	<b>3.81%</b>

### FY 2024 Expenditures by Classification



#### Personnel Services:

Personnel costs represent an increase of \$561,968, or 4.21%, from the prior year. This increase includes the previously mentioned cost-of-living adjustment and the addition of evening shift differential pay.

#### Supply Accounts:

Supply costs have increased \$190,543, or 4.00%, from the FY 2024 Adopted Budget due to increased chemical costs.

#### Maintenance Budget:

The Maintenance Budget has decreased \$170,460, or 5.87%, due to not replacing as many pumps and motors at the Lakes and treatment plants compared to FY 24.

## BUDGET MESSAGE

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### Utilities/ Other Services:

This category has increased \$459,996, or 7.90%, due to the increased cost of electricity and natural gas.

### Insurance & Contracts:

The Adopted Budget for this category is \$1,186,037, which is 11.91% higher than the previous year budget due to an expected increase in the cost of property and liability insurance provided by the Texas Municipal League (TML). This category also includes worker's compensation costs.

### Debt Expenditures:

This category accounts for debt service payments in FY 2025 of \$12,717,233 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 adopted capital improvements for FY 2025:

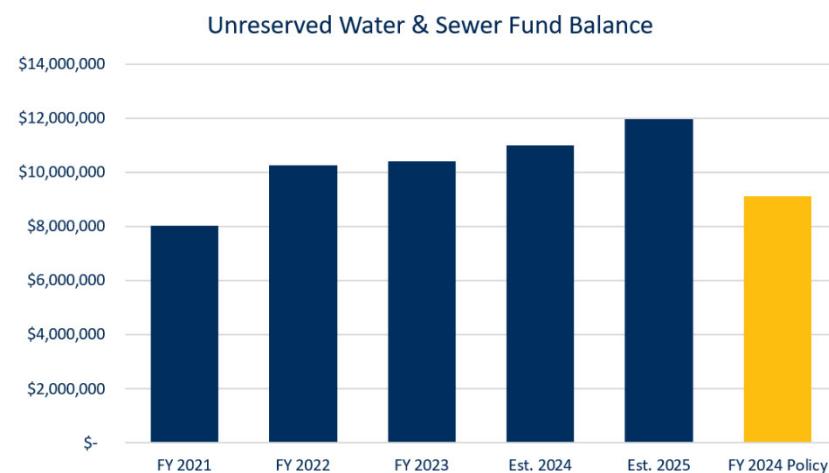
Water & Sewer	Amount
Lake Ringgold	\$ 5,000,000
Water Line Replacement	1,750,000
Sewer Line Replacements	1,750,000
Lift Station Rehab Projects	750,000
Microfiltration Rev. Osmosis	600,000
Refurbish Belt Press & Accessories	433,000
Return Activated Sludge Motors & Pump	392,000
Large Valve Replacement Program	200,000
Lagoon Pump Rehabilitation	76,000
All Other Items	376,800
<b>Total</b>	<b>\$ 11,327,800</b>

### 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 2025 budget of \$30,779, or 1.57%, 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 \$58,118,545 expenditures in the FY 2025 budget, \$12.7 million is reserved for debt payments, bringing the ongoing expenditures budget to \$45.4 million. This means that the total needed to meet the unrestricted fund balance policy is \$9.1 million. The current unrestricted balance at the start of FY 2025 is anticipated to be \$11.9 million.



## BUDGET MESSAGE

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### 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 (79%), landfill tonnage fees (16%), transfer station fees and other miscellaneous charges (5%). At the current sanitation collection and disposal rates, revenues are insufficient to finance the operating budget outlined below. The FY 2025 Adopted Budget includes an average effective 2.5% increase in sanitation rates for all customers, which is below the current inflation rate.

Revenue Source	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff
Commercial Sanitation Fees	6,214,288	6,518,859	6,683,800	164,941	2.53%
Residential Sanitation Fees	7,542,237	8,124,549	8,263,100	138,551	1.71%
Landfill Fees	2,966,115	2,577,000	3,090,100	513,100	19.91%
All Other Revenue	816,690	941,592	935,500	(6,092)	-0.65%
<b>Total Revenues</b>	<b>17,539,330</b>	<b>18,162,000</b>	<b>18,972,500</b>	<b>810,500</b>	<b>4.46%</b>

Included below is a rate comparison with other peer cities that shows Wichita Falls is 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
<b>Wichita Falls*</b>	<b>\$18.93</b>	<b>2 days</b>
College Station	\$18.48	1 day
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
<b>AVERAGE</b>	<b>\$19.65</b>	<b>1.4 days</b>

\* Weighted average of alley and curbside rates

## BUDGET MESSAGE

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### SANITATION FUND EXPENDITURES

The adopted FY 2025 expenditure budget for the Sanitation Fund totals \$18,972,500, which is an increase of \$810,500, or 4.46%, from the prior year adopted budget. Personnel costs have increased proportionately based on the previously mentioned 5% COLA adjustment.

Expenditures	FY 23	FY 24	FY 25	Difference	% Diff
	Actual	Adopted Budget	Adopted Budget		
Personnel Services	4,960,494	5,370,925	5,562,771	191,846	3.57%
Supplies	345,592	389,493	398,843	9,350	2.40%
Maintenance & Repair	165,961	182,840	185,818	2,978	1.63%
Utilities/Other Serv	5,817,969	6,609,050	6,020,357	(588,693)	-8.91%
Insur & Contr Supp.	104,603	94,522	96,556	2,034	2.15%
Other Expenditures	518,072	513,661	533,579	19,918	3.88%
Non Cap Improvements	4,500	6,000	6,000	-	0.00%
Capital Improvements	4,660,734	3,981,763	5,137,327	1,155,564	29.02%
Transfers Out	969,072	1,013,746	1,031,249	17,503	1.73%
<b>Total Expenditures</b>	<b>17,546,996</b>	<b>18,162,000</b>	<b>18,972,500</b>	<b>810,500</b>	<b>4.46%</b>

The chart below shows the adopted Capital Improvements in the Sanitation Fund for FY 2025:

Item	Amount
Horizontal Grinder Unit (Replacement)	\$1,370,408
Automated Sideload Curbside Trucks (3)	1,313,871
Street Rehab Costs	800,000
Structural Repair of Transfer Station Walls	385,000
Commercial Frontload	443,584
Alley Sideload	343,190
Alley Rehabilitation	300,000
Container Carrier	113,334
Wind Screens	42,940
Roll Off Trailer	25,000
<b>Total</b>	<b>\$5,137,327</b>

## BUDGET MESSAGE

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### 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 \$252,573, or 5.32%, more than the previous year's budget. The \$4,998,573 in total revenue includes: (1) \$2,441,882 from the City's 7% portion of the hotel occupancy tax (includes \$30,000 from short-term rentals) which is a 5.94% increase from FY 2024, (2) \$2,091,291 revenue from MPEC events, sponsorships, and advertising sales which is a 9.72% increase than the previous year due to the anticipation in the number of events held, (3) \$430,000 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 \$4,188,796 for MPEC, \$711,778 for the CVB, \$90,000 for funding to local non-profits though the WF Alliance for Arts and Culture, and \$8,000 to River Bend Nature Center. Personnel Services account for 45% of all expenditures in the Fund and have increased by 29.34% over previous year. The increase includes the addition of two full time positions, the previously mentioned adopted COLA increase and an increase in temporary event staffing due to more events.

#### **Regional Airport Fund:**

The Regional Airport Fund is an Enterprise Fund, which is supported by user fees and federal grants. The City's Regional Airport Fund adopted FY 2025 budget is \$2,333,092 which is \$335,894, or 16.82%, higher than the FY 2024 Budget due largely to increased transfers out to pay the debt service on the 2013 Airport bond of \$671,579 for FY 2025.

#### **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 \$1,266,413. This is an increase of \$88,218, or 7.49%, from the previous year. This rise is primarily attributed to the adopted cost of living adjustment, a reclass of 2 part-time positions to a full-time position, and an increase in outgoing transfers necessary to fulfill the matching requirements of a hangar renovation grant program.

#### **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 Proposed Revenue and Expenditure Budget for the Fund is \$14,260,524. 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 \$265,832, or 1.83%, decrease from the FY 2024 budget, due to the landfill compactor overhaul (\$650,000) completed in the previous year. Also included is \$2,657,517 in expenditures for Capital Improvements, reflective of a 5.85% decrease from the previous year.

#### **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 \$4,699,580, which is a decrease of \$638,867, or 11.97%, from the previous year. This decrease is primarily due to a decrease in the capital improvement budget and is partially offset by the proposed cost of living adjustment and the addition of a Network Analyst position. Capital improvements for FY 2024 included one-time upgrades of Panasonic Tough books (\$760,000) and the Zebra Ticket Printers (\$200,000) for the Police Department.

## BUDGET MESSAGE

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### **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. The Transit Fund budget is \$4,962,399 which is \$174,682, or 3.65%, more than the prior year budget. The FY 2025 budget includes increases in insurance expense, compensation for employees, and the purchase of 2 new transit buses (\$1,380,000).

### **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 stormwater drainage management services, including capital improvements. The fee is based upon the impervious area of all real property; whereby each residential water customer is assessed for one Single Family Living Unit Equivalent (SFLUE). Each commercial customer pays a multiplier of the SFLUE based upon the impervious area of their property. The monthly fee for a SFLUE is \$5.00 and generates \$3.7 million annually for the operating and capital costs of this program.

The Stormwater Fund has a total budget of \$4,005,000 which is an increase of \$58,213, or 1.47%. The FY 2025 Proposed Budget includes a revenue increase that is primarily attributed to increased interest revenue. The proposed budget also includes funds for the design of the third phase of the Quail Creek drainage project (\$650,000).

### **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 2025 at \$1,108,172. 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 \$1,913,500, which is a decrease from the previous year of \$725,334, or 27.49%. The FY 2024 budget included the use of \$918,834 of Fund Balance to assist in the purchase and installation of a new \$1,675,700 Mat Racer Attraction and Timing Light System approved by City Council on March 19, 2024.

# STRATEGIC PLAN

## CITY OF WICHITA FALLS

### OUR VISION

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

### OUR MISSION

The mission of the City of Wichita Falls is to enhance our quality of life through responsive services, financial stewardship, and diverse business partnerships.

### OUR VALUES

Excellence  
Integrity  
Accountability  
Transparency  
Innovation



### OUR GOALS

1. Accelerate Economic Growth
2. Provide Quality Infrastructure
3. Actively Engage and Inform the Public
4. Optimize Engagement with the City and City Services

## OUR STRATEGY

- 1.1 - Identify and expand economic development opportunities
  - 1.2 - Make readily available information on 4A/4B incentives for business development
  - 1.3 - Support a thriving Sheppard Air Force Base
  - 1.4 - Create a Parks and Recreation Foundation
  - 1.5 - "Right-size" development regulations
  - 1.6 - Seek out opportunity for additional commercial air service
  - 1.7 - Prioritize code compliance resources
  - 1.8 - Determine the need to update the Downtown Master Plan
  - 1.9 - Establish dedicated funds for street maintenance
  - 1.10 - Pursue music-friendly designation for the city
  - 1.11 - Join a highway coalition to pursue interstate highway designation/connectivity
- 
- 2.1 - Create Lake Ringgold Committee to support future water resources
  - 2.2 - Develop a neighborhood redevelopment plan and program
  - 2.3 - Create funding and construction opportunities for major infrastructure projects
  - 2.4 - Pursue public/private partnerships
  - 2.5 - Establish a Public Safety/Citizen Committee for public safety and other facility needs
  - 2.6 - Create a facilities master plan and financing plan
  - 2.7 - Continue to improve recreational amenities
  - 2.8 - Collaborate with local non-profits to establish a Beautify Wichita Falls Day
  - 2.9 - Continue the Bicycle Friendly initiative
- 
- 3.1 - Improve the City's reputation
  - 3.2 - Establish tours to city facilities for the public
  - 3.3 - Establish and utilize information platforms to provide information consistently and persistently
  - 3.4 - Establish public training courses on various topics of interest for citizens
  - 3.5 - Continue supportive partnerships with the local not-for-profit community
  - 3.6 - Equip City Councilors as community ambassadors
  - 3.7 - Practice Effective Governance
- 
- 4.1 - Establish a robust employee recruitment and retention program
  - 4.2 - Focus on the younger generations' market for recruitment
  - 4.3 - Determine the need to establish a Charter Review Committee
  - 4.4 - Improve employee leadership training programs
  - 4.5 - Continue to improve inter-departmental cooperation
  - 4.6 - Create an employee culture of support and compliance in the community



# STRATEGIC PLAN

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## STRATEGIC PLANNING WORKSHOP

In January 2024, the Mayor, City Council members, City Manager, and Assistant City Managers participated in a Strategic Planning Workshop. The purpose of this workshop was twofold: to develop a governance philosophy for the Council and staff, and to establish key strategic focus areas to guide their work. During the session, participants identified core elements of the Council's vision and mission for the City of Wichita Falls, which would serve as the foundation for a strategic plan with both short-term and long-term goals.

From this workshop, the following Vision, Mission, and Values statements emerged:

## OUR MISSION

The mission of the City of Wichita Falls is to enhance our quality of life through responsive services, financial stewardship, and diverse business partnerships.

## OUR VALUES

City employees and elected officials uphold the following values: excellence, integrity, accountability, transparency, and innovation.

- **Excellence** – We are committed to excellence in all that we do.
- **Integrity** – We adhere to high moral principals 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.

## OUR VISION

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

Key elements of our vision include:

- **Growth**
  - Sustainable growth
  - Thriving economy with more jobs and competitive salaries
  - A business-friendly environment
  - Preserve the hometown feeling
  - Supporting neighboring communities
  - Serve as a hub for the North Texas and Southern Oklahoma area
- **Water security**
- **Excellence in education** (Pre-k through 16)
- **Thriving quality of life**
  - High-quality public services, including safety and streets
  - Excellent healthcare
  - A vibrant economy
  - Age-appropriate recreational opportunities for people and pets
  - Arts and entertainment offerings
  - Diverse housing options
- **Retaining our young people**, the city's greatest asset
- **Strong relationships** with local schools, other governments, and Sheppard Air Force Base.

# STRATEGIC PLAN

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## STRATEGIC PLAN

The City of Wichita Falls City Council and City Executive staff identified four (4) strategic goals based on the short-term and long-term vision. The point of strategic goals is to provide clear direction and focus for an organization's success. They serve as a roadmap, guiding decision-making and resource allocation to ensure that efforts align with the organization's mission, vision, and values.

The goals and initiatives for each are:

### 1 ACCELERATE ECONOMIC GROWTH

The City of Wichita Falls will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.

- 1.1 Identify and expand economic development opportunities
- 1.2 Make readily available information on 4A and 4B incentives for business development
- 1.3 Support a thriving Sheppard Air Force Base
- 1.4 Create a Parks and Recreation Foundation
- 1.5 "Right-size" development regulations
- 1.6 Seek out opportunity for additional commercial air services
- 1.7 Prioritize code compliance resources
- 1.8 Determine the need to update the Downtown Master Plan
- 1.9 Establish dedicated funds for street maintenance
- 1.10 Pursue music-friendly designation for the City
- 1.11 Join a highway coalition to pursue interstate highway designation/connectivity

### 2 PROVIDE QUALITY INFRASTRUCTURE

The City of Wichita Falls will have and maintain a strong infrastructure and up to date facilities to continue to provide superior services for our citizens.

- 2.1 Create Lake Ringgold Committee to support future water resources
- 2.2 Develop a neighborhood redevelopment plan and program
- 2.3 Create funding and construction opportunities for major infrastructure projects
- 2.4 Pursue public/private partnerships
- 2.5 Establish a Public Safety/Citizen Committee for public safety and other facility needs
- 2.6 Create a facilities master plan and financial plan
- 2.7 Continue to improve recreational amenities
- 2.8 Collaborate with local non-profits to establish a Beautify Wichita Falls Day
- 2.9 Continue the Bicycle Friendly initiative

# STRATEGIC PLAN

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## 3 ACTIVELY ENGAGE AND INFORM THE PUBLIC

The City of Wichita Falls will actively engage and inform the public on matters of public concern.

- 3.1 Improve the City's reputation
- 3.2 Establish tours to city facilities for the public
- 3.3 Establish and utilize information platforms to prove information consistently and persistently
- 3.4 Establish public training courses on various topics of interest for citizens
- 3.5 Continue supportive partnerships with the local not-for-profit community
- 3.6 Equip City Councilors as community ambassadors
- 3.7 Practice effective governance

## 4 OPTIMIZE ENGAGEMENT WITH THE CITY AND CITY SERVICES

The City of Wichita Falls will operate in a transparent, efficient, accountable, and responsive manner by preparing the organization and the staff for the future, focusing on core services, attracting, and retaining the best employees and wise stewardship of financial resources. The City will find ways to encourage citizens to engage in the community.

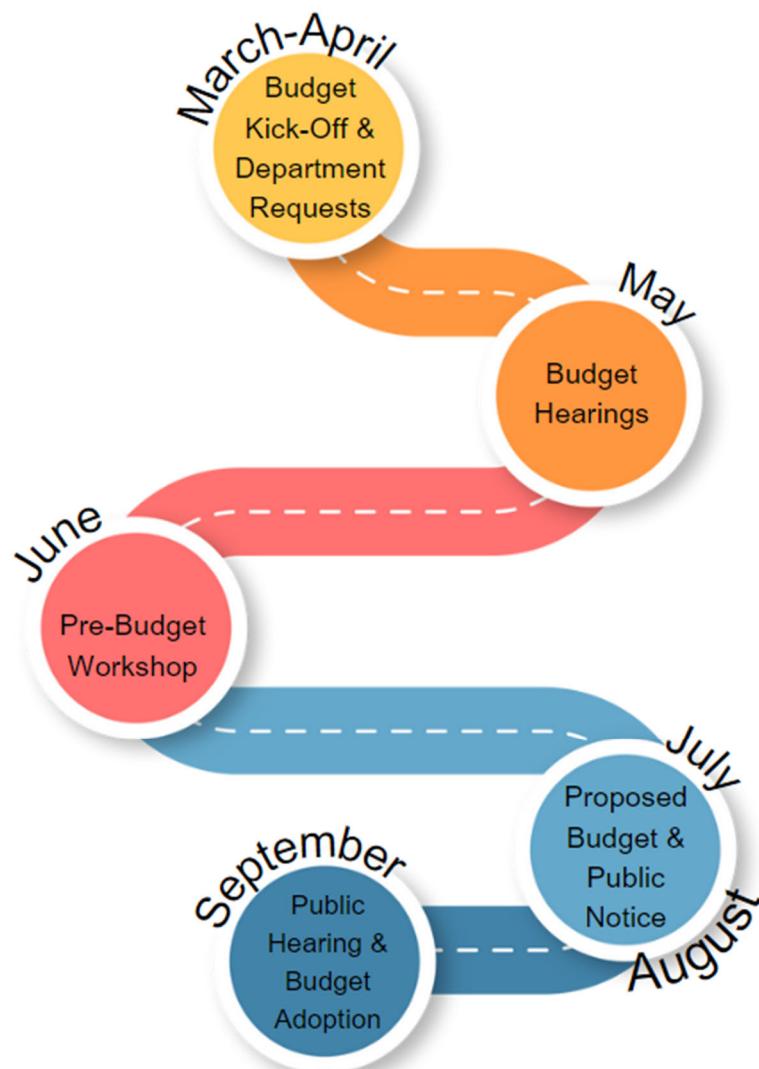
- 4.1 Establish a robust employee recruitment and retention program
- 4.2 Focus on the younger generations' market for recruitment
- 4.3 Determine the need to establish a Charter Review Committee
- 4.4 Improve employee leadership training programs
- 4.5 Continue to improve inter-departmental cooperation
- 4.6 Create an employee culture of support and compliance in the community

# BUDGET PROCESS

The city budget preparation process is a collaborative effort that begins in March with a kick-off meeting where staff receive a budget timeline and economic briefings. This information helps departments develop realistic revenue projections and prepare for potential shortfalls. In April and May, department heads draft preliminary budgets, detailing their funding needs for the upcoming year, including personnel costs, operating expenses, and capital projects. Alongside this, a five-year Capital Improvement Plan (CIP) is developed to identify major projects and potential funding sources, with only FY 2025 projects having committed funding and later projects requiring future City Council approval.

In June, budget staff and city management review each department's budget line by line to prioritize needs and make adjustments. This year, 81 additional funding requests totaling \$12.8 million were reduced to \$1.4 million after careful evaluation. In July, a pre-budget workshop is held with the City Council to discuss the budget findings, emerging trends, and key decisions. This stage ensures that the budget aligns with both community priorities and fiscal constraints.

By August, the city compiles a proposed budget document, integrating all departmental requests, revenue projections, and proposed expenditures, including any new initiatives. The draft is then submitted to the City Council for review. In September, a City Council budget workshop and a public hearing are held to finalize the financial plan for the upcoming year, ensuring that the budget meets the city's goals and addresses the needs of its residents.



March 14, 2024	Budget Kick-off with Management	August 13, 2024	Proposed Budget Workshop with Council
June 18, 2024	Pre-Budget Workshop with Council	August 20, 2024	Budget Public Hearing
July 19, 2024	Proposed Budget Submitted to Council		Intent to Vote on Tax Rate
July 29 – August 2, 2024	Opportunity for City Councilors to Meet with Budget Team Individually	August 23, 2024	Publish Notice of Tax Rate Hearing
August 9, 2024	Publish Notice of Public Hearing on the Budget	September 3, 2024	Tax Rate Public Hearing
			Adoption of the Tax Rate
			Adoption of the Budget and CIP

## BUDGET PROCESS

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### FISCAL YEAR 2025 PROPOSED BUDGET TO ADOPTED BUDGET

The City's Proposed Budget was initially presented to the City Council on July 19, 2024, providing a three-week review period before the scheduled budget workshop. This allowed the Mayor and City Council members to review staff recommendations and meet with the budget team to discuss questions or specific areas of interest.

On August 13, 2024, the Proposed Budget Workshop took place, where the Proposed Budget was formally presented to City Council. During this workshop, key topics such as the tax rate and employee cost-of-living adjustments were discussed, and several council requests were noted. With this feedback, the city's executive leadership and budget team prepared a revised budget, which was presented and reviewed at the Budget Public Hearing on August 20, 2024.

Finally, on September 3, 2024, the revised budget was formally adopted for Fiscal Year 2025.

Category	FY 2025 PROPOSED	FY 2025 ADOPTED
<b>Presentation Date</b>	July 19, 2024	September 3, 2024
<b>Tax Rate</b>	Decrease from 0.6800 to 0.6775	Increase from 0.6800 to 0.6848
<b>Property Tax Revenue Projection</b>	\$51,023,091 (2024 Appraisal Estimate)	\$52,125,970 (2024 Certified Values)
<b>Cost of Living Pay Adjustment</b>	4% increase for all employees	11% increase for Police Civil Service; 5% increase for all other employees
<b>Vacancy Allowance</b>	0%	1%
<b>New Full-Time Equivalents (FTEs)</b>	7.0 FTE	7.0 FTE
<b>Infrastructure &amp; Capital Improvement</b>	\$28.9 million	\$31.4 million
<b>All Other Adjustments</b>	\$754,350	\$1,036,558

## FUND STRUCTURE

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### Major Funds

**The General Fund** is the primary operating fund for the city, covering general governmental activities not assigned to specific funds. It finances essential services such as public safety (police, fire, and emergency services), parks and recreation, city administration, and public infrastructure. The revenue for this fund primarily comes from property taxes, sales taxes, licenses, permits, and fees.

**The Water/Sewer Fund** is an enterprise fund responsible for the operation and maintenance of the city's water distribution and wastewater management systems. Revenues are generated through user fees paid by residents and businesses, ensuring the provision of clean, safe drinking water and proper sewage disposal. This fund covers the costs of infrastructure, water treatment facilities, sewage treatment plants, and associated personnel. For budget purposes, the Water and Sewer Fund is represented as a group of funds, which includes the primary **operating** fund, as well as the **capital** fund for Lake Ringgold, Microfiltration and Reverse Osmosis Fund, and Water & Sewer Capital.

**The Sanitation Fund** is another enterprise fund that finances the city's waste management and recycling programs. It includes garbage collection, landfill operations, and recycling services. Like the Water/Sewer Fund, revenues are typically generated through user fees, helping to maintain clean and healthy living environments through efficient waste removal and disposal services.

**The Regional Airport Fund** is an enterprise fund that supports the operations, maintenance, and development of the city's regional airport. This includes terminal services, runway maintenance, and other airport-related activities. Revenues are typically generated through landing fees, parking, and other user fees. The fund ensures that the airport operates efficiently and meets the needs of air travel and transportation for the region.

### Types of Funds

Governmental accounting uses three main types of funds:

**Governmental Funds:** Used for basic public services like police, fire, and parks. They focus on short-term financial resources and use modified accrual accounting. They cover activities that are primarily supported by taxes and grants. Special Revenue Funds manage revenue from specific sources earmarked for purposes other than debt service or capital projects.

**Proprietary Funds:** Used for business-like activities where the city charges for services (e.g., water, sanitation). They are self-sustaining and use accrual accounting, focusing on long-term financial health. These funds operate similarly to private businesses, aiming to cover costs through user fees. The City of Wichita Falls manages two types of proprietary funds: enterprise funds and internal service funds.

**Fiduciary Funds:** Used to manage assets the government holds on behalf of others, like pension funds. These funds cannot be used for government purposes and also use accrual accounting. They ensure that the government acts as a trustee or custodian for external parties' assets.

Each fund type plays a crucial role in maintaining transparency and accountability in city operations, ensuring resources are properly allocated for essential services and long-term sustainability.

## FUND STRUCTURE

### GENERAL FUND

- City Administration
  - Mayor & City Council
  - City Attorney
  - City Clerk
  - City Manager
  - Facility Maintenance
  - Finance
  - Human Resources
  - Public Information Office
- Development Services
  - Building Inspections
  - Code Enforcement
  - Planning
  - Property Management
- Engineering
- Health
  - Animal Services
  - Clinical Services
  - Environmental Health
  - Health Administration
  - Laboratory
- Library
- Martin Luther King Center
- Municipal Court
- Parks
- Public Safety
  - Fire
  - Police
- Recreation
- Streets
- Traffic

### Governmental Funds

### DEBT SERVICE FUND

### SPECIAL REVENUE

- Community Development
  - CDBG Block Grant
  - HOME Fund
  - Housing Choice Voucher Program
- Health Department
  - Community & Rural Health
  - Community Clinical Linkage
  - HIV
  - Immunizations
  - Infectious Disease
  - Texas Healthy Communities
  - Tuberculosis
  - Women, Infants and Children (WIC)
- Transportation Planning Grant

### CAPITAL FUNDS

- Lake Ringgold Fund
- Microfiltration and Reverse Osmosis (MFRO) Fund
- Water & Sewer Capital Fund

### HOTEL/MOTEL TAX FUND

- Convention Visitor's Bureau
- Multi-Purpose Event Center

### Proprietary Funds

### ENTERPRISE FUNDS

- MAJOR
  - WATER & SEWER FUND
    - Utility Collections
    - Sewer Rehabilitation
    - Wastewater Collection
    - Wastewater Treatment
    - Water Distribution
    - Water Purification
    - Water Source of Supply
  - SANITATION FUND
    - Landfill
    - Refuse Collection
    - Transfer Station
  - REGIONAL AIRPORT FUND
- NON-MAJOR
  - Kickapoo Airport
  - Golf Course Fund (Weeks Park Golf Course)
  - Stormwater Fund
  - Transit Fund
  - Waterpark Fund

### INTERNAL SERVICES

- Fleet Services
- Information Technology



## City Profile

# WICHITA FALLS CITY COUNCIL



**TIM SHORT**

MAYOR

The City of Wichita Falls operates under a council-manager form of government, where the elected city council sets policies and makes decisions, while the appointed city manager oversees daily operations and public services. The council consists of a Mayor, five district representatives, and one at-large representative, all serving three-year terms through non-partisan elections. This system balances democratic accountability with efficient administration of city services.



**BOBBY WHITELEY**

AT LARGE



**MICHAEL SMITH**

DISTRICT 1



**LARRY NELSON**

DISTRICT 2



**JEFF BROWNING**

DISTRICT 3



**MIKE BATTAGLINO**

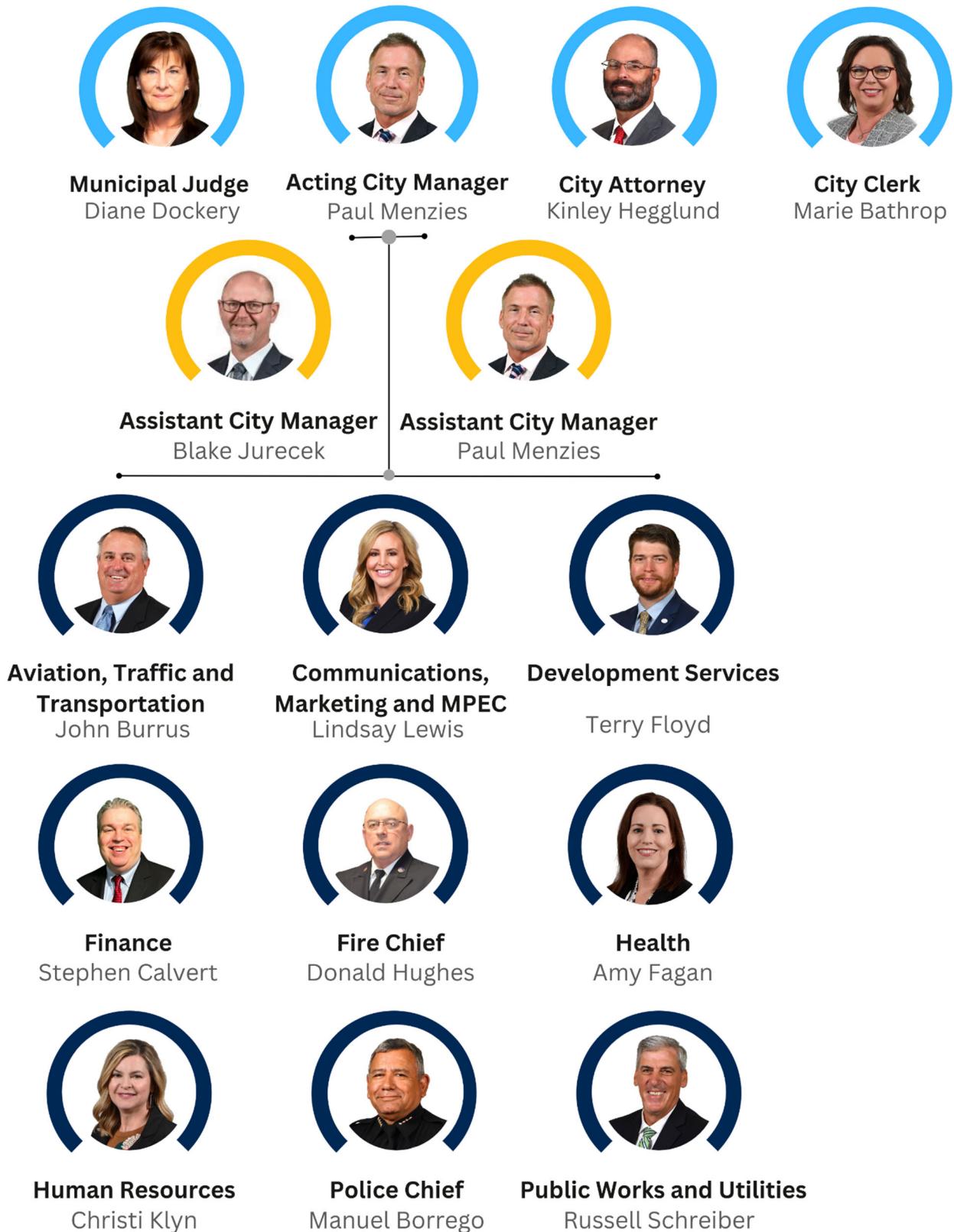
DISTRICT 4



**TOM TAYLOR**

DISTRICT 5

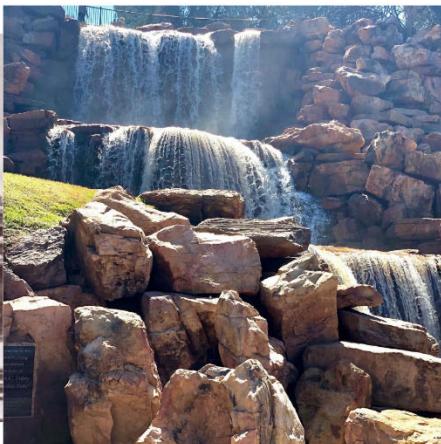
# CITY STAFF



# CITY PROFILE



# HISTORY OF WICHITA FALLS



Wichita Falls is located in the extreme north-central part of Texas, serving as the largest city and county seat of Wichita County. The area's diverse natural features, including mesquite, oak, cottonwood, and pecan trees, have long influenced its agricultural landscape. Early European explorers, such as Pedro Vial and José Mares, traversed the region in the late 18th century, mapping trails between San Antonio and Santa Fe. The fertile soils and rivers that shaped the land made it an ideal location for future farming and ranching.

The region was originally inhabited by the Wichita and Taovayas Native American tribes, who migrated from present-day Kansas and Nebraska in the mid-18th century. These tribes were proficient horsemen and hunters, yet agriculture remained central to their way of life. Later conflicts would eventually displace them. In 1854, the first land surveys of the region were conducted, and permanent Anglo settlers began to arrive. Mabel Gilbert, one of the earliest settlers, established a farm on a bluff near the Red River in 1855.

Wichita Falls' emergence as a major economic center began in 1882 with the arrival of the Fort Worth and Denver City Railroad, transforming the city into a regional hub for trade and transportation. Key figures such as Joseph Kemp and Frank Kell played crucial roles in expanding the city's infrastructure, constructing additional rail lines to connect Wichita Falls to national markets. In 1901, J.A. Kemp spearheaded the creation of Lake Wichita, providing essential water resources for irrigation and drinking, further bolstering the city's growth.

The discovery of oil near Burk Burnett in 1918 led to a significant boom in both population and industry. Oil became the city's economic engine for decades, with major corporations such as the Texas Company (later Texaco), Guffey Oil Company (which became Gulf), and Magnolia Oil (later Mobil) crediting much of their success to the rich oil fields in the region. This period of rapid industrial growth was accompanied by the establishment of Call Field, an Army Air Corps training base during World War I. Wichita Falls continued to expand through the 1930s with the creation of the Municipal Airport and Hardin Junior College, now Midwestern State University. The development of Sheppard Field in 1941, which later became Sheppard Air Force Base, solidified the city's importance to the military.

Wichita Falls' growth continued through the 20th century, earning the nickname "Factory City" in the 1950s, with over 100 manufacturing companies operating in town. Despite a devastating tornado in 1979, the city demonstrated resilience, rebuilding swiftly and earning national recognition as an All-America City in 1981. Today, the city's namesake waterfall, built in 1986 as a tribute to the falls that washed away over a century ago, serves as a lasting symbol of its strength and community spirit.

# WICHITA FALLS BY THE NUMBERS

**102,316**

City of Wichita Falls

**129,978**

Wichita County

**149,299**

Metropolitan Area

## Population by Race:

White: 60,333  
 African American: 12,543  
 Native American: 374  
 Asian: 2,711  
 Islander: 136  
 All Other Races: 91  
 Two or More Races: 3,463  
 Hispanic or Latino: 22,831

## Gender:



**52.4%**



**47.6%**

## Age:

Under 18: 22.8%  
 18-64: 63.2%  
 64+: 14.0%



Total Households: 38,473

Average Family Size: 3.01

Median Household Income: \$60,772

\*Data courtesy of U.S. Census Bureau

Public School Enrollment (2023): 13,296

Graduation Rate: 96.2%

Early Learning Schools: 2

Elementary Schools: 14

Middle Schools: 3

High Schools: 2

Career & Technical Education: 1



Midwestern State University

Enrollment: 5,324

Student-to-Faculty Ratio: 16:1

Undergraduate Programs: 49

Graduate Programs: 27



Vernon College

Enrollment: 3,167

Student-to-Faculty Ratio: 15:1



Average Summer Temperature: 95°

Average Winter Temperature: 50°

Average Rainfall: 28 inches

Sunny Days per Year: 230+ days

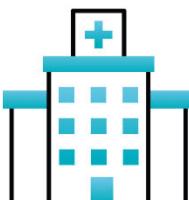


City Parks: 37

Park Acreage per Resident:

2.5 per 1,000 Residents

10+ Recreation Complexes



Population Insured: 85%

Number of Hospitals: 5

Clinics & HealthCare Facilities: 30+



Average Commute Time:

14.4 minutes

Public Transit Routes: 7

Airports: 2

# WICHITA FALLS AT A GLANCE



## MAJOR INDUSTRIES

- Military
- Healthcare
- Education
- Manufacturing
- Oil and Gas

## TOP TAX PAYERS

- Oncor Electric Delivery Co.
- Atmos Energy / Mid-Tex Division
- Sikes Senter Mall Realty Holding LLC
- North American Pipe Corp.
- Arbor Creek Apartments LLC
- Wal-Mart Stores East Inc.
- Wal-Mart Stores Texas LP
- Warren Power
- United Supermarkets LLC
- Winfield Solutions LLC

## HOME TO

- ★ Hotter N' Hell Hundred
- ★ Sheppard Air Force Base
- ★ Wichita Theatre
- ★ Euro-NATO Joint Jet Pilot Training Program
- ★ World's Littlest Skyscraper

## TOP EMPLOYERS

- Sheppard Air Force Base
- United Regional Health Care System
- Wichita Falls ISD
- Midwestern State University
- City of Wichita Falls
- Wal-Mart
- North Texas State Hospital
- Clinics of North Texas
- Vitro Architectural Glass
- Howmet Corporation



## Budget Summaries

## BUDGET SUMMARY

### FY 2025 TOTAL ADOPTED BUDGET

Revenues	
All Taxes	94,101,079
Service Charges	100,055,181
Licenses & Permits	2,114,105
Fines & Forfeitures	3,178,200
Intergovernmental Revenue	13,532,690
Contributions	2,154,852
Interest Income	5,444,000
Misc. Revenues	7,043,119
Transfer In	5,443,345
Other Fin. Sources	8,958,193
<b>Total Revenues</b>	<b>242,024,764</b>
Expenditures	
Personnel Services	110,598,663
Supplies	16,133,920
Maintenance & Repair	10,534,680
Utilities/Other Serv	28,702,380
Insur & Contr Supp.	3,513,449
Debt Expenditures	19,995,351
Other Expenditures	15,376,576
Non Cap Improvements	391,950
Capital Improvements	31,410,348
Transfers Out	5,367,447
<b>Total Expenditures</b>	<b>242,024,764</b>

## BUDGET SUMMARY

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# FY 2025 Total Adopted Budget

## ALL FUNDS

	General Fund	Water & Sewer Fund	Sanitation Fund	Special Revenue	Debt Service	All Other Funds	Total
Proj. Beginning Balance	\$ 44,065,000	\$ 24,000,000	\$ 11,823,000	\$ 3,185,000	\$ 1,200,000	\$ 20,310,000	\$ 104,583,000
Less: Unavailable Bal.	<u>13,650,000</u>	<u>9,050,000</u>	<u>8,000,000</u>	<u>-</u>	<u>-</u>	<u>5,000,000</u>	<u>35,700,000</u>
Available Balance	<u>30,415,000</u>	<u>14,950,000</u>	<u>3,823,000</u>	<u>3,185,000</u>	<u>1,200,000</u>	<u>15,310,000</u>	<u>68,883,000</u>
<b>Revenues</b>							
All Taxes	88,889,227	-	-	-	2,119,970	3,091,882	94,101,079
Service Charges	3,168,035	52,831,500	18,559,700	-	-	25,495,946	100,055,181
Licenses & Permits	2,114,105	-	-	-	-	-	2,114,105
Fines & Forfeitures	3,178,200	-	-	-	-	-	3,178,200
Intergovernmental Revenue	-	-	-	9,220,941	-	4,311,749	13,532,690
Contributions	232,500	-	-	-	1,887,352	35,000	2,154,852
Interest Income	3,423,000	781,000	366,000	206,000	204,000	464,000	5,444,000
Misc. Revenues	1,166,791	114,045	46,800	15,000	-	5,700,483	7,043,119
Transfer In	3,336,691	-	-	173,160	1,503,494	430,000	5,443,345
Oth. Fin. Sources	2,965,000	4,392,000	-	-	-	1,601,193	8,958,193
Total Revenues	<u>108,473,549</u>	<u>58,118,545</u>	<u>18,972,500</u>	<u>9,615,101</u>	<u>5,714,816</u>	<u>41,130,253</u>	<u>242,024,764</u>
<b>Expenditures</b>							
Personnel Services	77,755,242	13,918,175	5,562,771	3,016,125	-	10,346,351	110,598,664
Supplies	2,798,604	4,948,755	398,843	230,001	-	7,757,717	16,133,920
Maintenance & Repair	2,357,426	2,733,493	185,818	199,574	-	5,058,369	10,534,680
Utilities/Other Serv	10,687,040	6,280,998	6,020,357	1,268,938	-	4,445,046	28,702,379
Insur & Contr Supp.	1,737,472	1,186,037	96,556	-	-	493,384	3,513,449
Debt Expenditures	337,596	12,717,233	-	-	5,714,816	1,225,706	19,995,351
Other Expenditures	5,262,349	3,004,612	533,579	4,796,463	-	1,779,572	15,376,575
Non Cap Improvements	277,950	8,000	6,000	100,000	-	-	391,950
Capital Improvements	6,504,743	11,327,800	5,137,327	4,000	-	8,436,479	31,410,349
Transfers Out	755,127	1,993,442	1,031,249	-	-	1,587,629	5,367,447
Total Expenditures	<u>108,473,549</u>	<u>58,118,545</u>	<u>18,972,500</u>	<u>9,615,101</u>	<u>5,714,816</u>	<u>41,130,253</u>	<u>242,024,764</u>
Anticipated Change	<u>(6,965,000)</u>	<u>(392,000)</u>				<u>(1,601,193)</u>	<u>(8,958,193)</u>
Ending Balance	<u>\$ 23,450,000</u>	<u>\$ 14,558,000</u>	<u>\$ 3,823,000</u>	<u>\$ 3,185,000</u>	<u>\$ 1,200,000</u>	<u>\$ 16,911,193</u>	<u>\$ 63,127,193</u>

## BUDGET SUMMARY

# FY 2025 Total Adopted Budget

## ALL OTHER FUNDS

	Hotel/Motel Fund	Venue Tax Fund	Regional Airport	Kickapoo Airport	Fleet	IT	Transit	Stormwater	Golf Course	Water Park	Total
Proj.Beginning Balance	\$ 318,000	\$1,484,000	\$2,230,000	\$ 32,000	\$3,740,000	\$ 854,000	\$ -	\$11,000,000	\$ 6,000	\$ 646,000	\$ 20,310,000
Less. Restricted Bal.	-	-	-	-	-	-	-	\$ 5,000,000	-	-	5,000,000
Available Balance	318,000	1,484,000	2,230,000	32,000	3,740,000	854,000	-	6,000,000	6,000	646,000	15,310,000
Revenues											
All Taxes	2,441,882	650,000	-	-	-	-	-	-	-	-	3,091,882
Service Charges	400	-	293,120	120	14,091,524	4,312,210	650,400	3,700,000	1,108,172	1,340,000	25,495,946
Licenses & Permits	-	-	-	-	-	-	-	-	-	-	-
Fines & Forfeitures	-	-	-	-	-	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	-	-	-	4,311,749	-	-	-	4,311,749
Contributions	35,000	-	-	-	-	-	-	-	-	-	35,000
Interest Income	-	-	93,000	4,000	-	-	-	305,000	-	62,000	464,000
Misc. Revenues	2,091,291	-	1,666,149	1,262,293	169,000	-	250	-	-	511,500	5,700,483
Transfer In	430,000	-	-	-	-	-	-	-	-	-	430,000
Oth. Fin. Sources	-	933,000	280,823	-	-	387,370	-	-	-	-	1,601,193
Total Revenues	4,998,573	1,583,000	2,333,092	1,266,413	14,260,524	4,699,580	4,962,399	4,005,000	1,108,172	1,913,500	41,130,253
Expenditures											
Personnel Services	2,254,884	-	479,552	400,727	2,568,120	1,698,476	1,950,344	\$ 429,248	-	565,000	10,346,351
Supplies	507,464	-	468,123	450,249	4,875,569	236,777	836,350	16,185	-	367,000	7,757,717
Maintenance & Repair	82,715	-	117,163	22,465	2,195,938	2,018,663	324,000	175,425	-	122,000	5,058,369
Utilities/Other Serv	1,451,443	-	301,304	118,373	109,058	375,111	267,409	215,115	1,047,172	560,061	4,445,046
Insur & Contr Supp.	230,000	-	63,801	35,121	15,000	-	74,000	250	1,000	74,212	493,384
Debt Expenditures	-	-	-	-	1,225,706	-	-	\$ -	-	-	1,225,706
Other Expenditures	419,285	-	231,570	42,478	301,616	25,399	130,296	585,816	-	43,112	1,779,572
Non Cap Improvements	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements	52,782	1,583,000	-	-	2,657,517	345,154	1,380,000	2,175,911	60,000	182,115	8,436,479
Transfers Out	-	-	671,579	197,000	312,000	-	-	407,050	-	-	1,587,629
Total Expenditures	4,998,573	1,583,000	2,333,092	1,266,413	14,260,524	4,699,580	4,962,399	4,005,000	1,108,172	1,913,500	41,130,253
Anticipated Change	-	933,000	280,823	-	-	387,370	-	-	-	-	1,601,193
Ending Balance	\$ 318,000	\$ 551,000	\$1,949,177	\$ 32,000	\$3,740,000	\$ 466,630	\$ -	\$ 6,000,000	\$ 6,000	\$ 646,000	\$ 13,708,807

## BUDGET SUMMARY

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### General Fund Summary

General Fund Summary	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Property Taxes	42,644,096	46,589,569	50,006,000	3,416,431	7.33%
Sales Tax	30,988,808	31,725,000	30,903,921	(821,079)	-2.59%
Franchise Fees	5,912,238	5,527,634	5,979,706	452,072	8.18%
Payments in Lieu of Taxes	1,573,379	1,573,446	1,576,000	2,554	0.16%
Other Tax Revenue	652,668	436,500	423,600	(12,900)	-2.96%
Service Charges	3,049,719	3,236,758	3,168,035	(68,723)	-2.12%
Licenses & Permits	1,993,198	2,049,700	2,114,105	64,405	3.14%
Fines & Forfeitures	3,008,785	2,940,400	3,178,200	237,800	8.09%
Contributions	277,285	232,500	232,500	-	0.00%
Misc. Revenues	5,095,608	3,746,687	4,589,791	843,104	22.50%
Transfer In	3,108,889	5,380,216	3,336,691	(2,043,525)	-37.98%
Oth. Fin. Sources	-	-	2,965,000	2,965,000	100.00%
<b>Total Revenues</b>	<b>98,304,674</b>	<b>103,438,410</b>	<b>108,473,549</b>	<b>5,035,139</b>	<b>4.87%</b>
<b>Expenditures</b>					
Personnel Services	66,907,807	73,868,274	77,755,242	3,886,968	5.26%
Supplies	2,126,257	2,669,721	2,798,604	128,884	4.83%
Maintenance & Repair	3,023,741	1,829,630	2,357,426	527,796	28.85%
Utilities/Other Serv	9,281,455	10,439,762	10,687,040	247,279	2.37%
Insur & Contr Supp.	1,355,775	1,911,888	1,737,472	(174,416)	-9.12%
Debt Expenditures	315,883	323,913	337,596	13,683	4.22%
Other Expenditures	4,252,624	4,938,774	5,262,349	320,076	6.48%
Non Cap Improvements	73,652	163,000	277,950	114,950	70.52%
Capital Improvements	4,552,748	6,317,223	6,504,743	187,520	2.97%
Transfers Out	3,827,529	972,726	755,127	(217,599)	-22.37%
<b>Total Expenditures</b>	<b>95,717,471</b>	<b>103,434,910</b>	<b>108,473,549</b>	<b>5,038,639</b>	<b>4.87%</b>

## BUDGET SUMMARY

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# Water & Sewer Fund Summary

## OPERATING AND CAPITAL FUND

Water & Sewer Fund Summary	FY 23 Actual	FY 24 Adopted	FY 25 Adopted	Difference	% Diff.
		Budget	Budget		
<b>Revenues</b>					
Taxes	6,449	-	-	-	-
Service Charges	49,336,885	51,191,500	52,831,500	1,640,000	3.20%
Contributions	2,207,260	-	-	-	-
Misc. Revenues	1,026,496	794,226	895,045	100,819	12.69%
Transfer In	3,658,535	-	-	-	-
Oth. Fin. Sources	-	4,000,000	4,392,000	392,000	9.80%
<b>Total Revenues</b>	<b>56,235,625</b>	<b>55,985,726</b>	<b>58,118,545</b>	<b>2,132,819</b>	<b>3.81%</b>
<b>Expenditures</b>					
Personnel Services	12,076,978	13,356,207	13,918,175	561,968	4.21%
Supplies	5,032,422	4,758,212	4,948,755	190,543	4.00%
Maintenance & Repair	2,363,739	2,903,953	2,733,493	(170,460)	-5.87%
Utilities/Other Serv	5,334,062	5,821,002	6,280,998	459,996	7.90%
Insur & Contr Supp.	856,592	1,059,824	1,186,037	126,213	11.91%
Debt Expenditures	1,784,103	12,716,682	12,717,233	551	0.00%
Other Expenditures	2,060,220	2,910,383	3,004,612	94,229	3.24%
Non Cap Improvements	-	8,000	8,000	-	0.00%
Capital Improvements	8,541,962	10,488,800	11,327,800	839,000	8.00%
Transfers Out	1,827,817	1,962,663	1,993,442	30,779	1.57%
<b>Total Expenditures</b>	<b>39,877,894</b>	<b>55,985,726</b>	<b>58,118,545</b>	<b>2,132,819</b>	<b>3.81%</b>

## BUDGET SUMMARY

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### Sanitation Fund Summary

Sanitation Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Commercial Sanitation Fees	6,214,288	6,518,859	6,683,800	916,542	5.19%
Residential Sanitation Fees	7,542,237	8,124,549	8,263,100	114,148	38.22%
Landfill Fees	2,966,115	2,577,000	3,090,100	-	-
All Other Revenue	816,690	941,592	935,500	(220,190)	-100.00%
<b>Total Revenues</b>	<b>17,539,330</b>	<b>18,162,000</b>	<b>18,972,500</b>	<b>810,500</b>	<b>4.46%</b>
<b>Expenditures</b>					
Personnel Services	4,960,494	5,370,925	5,562,771	191,846	3.57%
Supplies	345,592	389,493	398,843	9,350	2.40%
Maintenance & Repair	165,961	182,840	185,818	2,978	1.63%
Utilities/Other Serv	5,817,969	6,609,050	6,020,357	(588,693)	-8.91%
Insur & Contr Supp.	104,603	94,522	96,556	2,034	2.15%
Other Expenditures	518,072	513,661	533,579	19,918	3.88%
Non Cap Improvements	4,500	6,000	6,000	-	0.00%
Capital Improvements	4,660,734	3,981,763	5,137,327	1,155,564	29.02%
Transfers Out	969,072	1,013,746	1,031,249	17,503	1.73%
<b>Total Expenditures</b>	<b>17,546,996</b>	<b>18,162,000</b>	<b>18,972,500</b>	<b>810,500</b>	<b>4.46%</b>

## BUDGET SUMMARY

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### Stormwater Fund Summary

Stormwater Summary	FY 23		FY24		FY 25	
	Actual	Budget	Adopted	Budget	Difference	% Diff.
<b>Revenues</b>						
Service Charges	\$ 3,755,677	\$ 3,700,000	\$ 3,700,000	\$	-	0.00%
Misc. Revenues	283,407	246,787	305,000	58,213	23.59%	
<b>Total Revenues</b>	<b>\$4,039,084</b>	<b>\$3,946,787</b>	<b>\$4,005,000</b>	<b>\$ 58,213</b>	<b>1.47%</b>	
<b>Expenditures</b>						
Personnel Services	\$ 360,355	\$ 389,008	\$ 429,248	\$ 40,240	10.34%	
Supplies	66,092	18,465	16,185	(2,280)	-12.35%	
Maintenance & Repair	24,228	174,200	175,425	1,225	0.70%	
Utilities/Other Serv	232,877	243,219	215,115	(28,104)	-11.56%	
Insur & Contr Supp.	103	205	250	45	21.95%	
Other Expenditures	20,364	713,817	585,816	(128,001)	-17.93%	
Capital Improvements	3,338,061	2,002,000	2,175,911	173,911	8.69%	
Transfers Out	405,873	405,873	407,050	1,177	0.29%	
<b>Total Expenditures</b>	<b>\$4,447,953</b>	<b>\$3,946,787</b>	<b>\$4,005,000</b>	<b>\$ 58,213</b>	<b>1.47%</b>	

## BUDGET SUMMARY

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### Special Revenue Fund Summary

Special Revenue Summary	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	10,113	-	-	-	0.00%
Intergovernment Revenue	8,657,817	8,238,683	9,220,941	982,258	11.92%
Interest Income	210,778	190,356	206,000	15,644	8.22%
Misc. Revenues	21,844	15,000	15,000	-	0.00%
Transfer In	54,697	190,566	173,160	(17,406)	-9.13%
<b>Total Revenues</b>	<b>8,955,249</b>	<b>8,634,605</b>	<b>9,615,101</b>	<b>980,496</b>	<b>11.36%</b>
<b>Expenditures</b>					
Personnel Services	2,543,667	2,806,864	3,016,125	209,261	7.46%
Supplies	171,174	166,541	230,001	63,460	38.10%
Maintenance & Repair	60,038	9,350	199,574	190,224	2034.48%
Utilities/Other Serv	966,924	1,447,316	1,268,938	(178,378)	-12.32%
Other Expenditures	4,423,404	3,962,900	4,796,463	833,563	21.03%
Non Cap Improvements	-	237,634	100,000	(137,634)	-57.92%
Capital Improvements	247,032	4,000	4,000	-	0.00%
<b>Total Expenditures</b>	<b>8,412,239</b>	<b>8,634,605</b>	<b>9,615,101</b>	<b>980,496</b>	<b>11.36%</b>

## BUDGET SUMMARY

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### Debt Service Fund Summary

Debt Service Fund	FY 24		FY 25			
	FY 23	Actual	Adopted	Adopted	Difference	% Diff.
<b>Revenues</b>						
Taxes	2,087,589	2,150,000	2,119,970	(30,030)	-1.40%	
Contributions	1,576,987	1,713,856	1,887,352	173,496	10.12%	
Misc. Revenues	594,371	187,049	204,000	16,951	9.06%	
Transfer In	1,486,617	1,661,907	1,503,494	(158,413)	0.00%	
<b>Total Revenues</b>	<b>5,745,565</b>	<b>5,712,812</b>	<b>5,714,816</b>	<b>2,004</b>	<b>0.04%</b>	
<b>Expenditures</b>						
Utilities/Other Serv	6,000	-	-	-	-	
Debt Expenditures	5,101,598	5,712,812	5,714,816	2,004	0.04%	
<b>Total Expenditures</b>	<b>5,107,598</b>	<b>5,712,812</b>	<b>5,714,816</b>	<b>2,004</b>	<b>0.04%</b>	

## BUDGET SUMMARY

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### Hotel/Motel Fund Summary

Hotel/Motel Tax Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Taxes	2,306,648	2,305,000	2,441,882	136,882	5.94%
Service Charges	799	-	400	400	-
Contributions	1,235,000	35,000	35,000	-	0.00%
Misc. Revenues	2,180,319	1,906,000	2,091,291	185,291	9.72%
Transfer In	2,689,000	500,000	430,000	(70,000)	0.00%
<b>Total Revenues</b>	<b>8,411,766</b>	<b>4,746,000</b>	<b>4,998,573</b>	<b>252,573</b>	<b>5.32%</b>
<b>Expenditures</b>					
Personnel Services	1,984,072	1,743,417	2,254,884	511,467	29.34%
Supplies	754,072	532,233	507,464	(24,769)	-4.65%
Maintenance & Repair	518,861	154,600	82,715	(71,885)	-46.50%
Utilities/Other Serv	4,420,983	1,407,451	1,451,443	43,992	3.13%
Insur & Contr Supp.	173,075	168,000	230,000	62,000	36.90%
Debt Expenditures	-	261,880	-	(261,880)	-100.00%
Other Expenditures	449,281	478,419	419,285	(59,134)	-12.36%
Capital Improvements	234,788	-	52,782	52,782	-
<b>Total Expenditures</b>	<b>8,535,133</b>	<b>4,746,000</b>	<b>4,998,573</b>	<b>252,573</b>	<b>5.32%</b>

### Venue Tax Fund Summary

Venue Tax Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Taxes	660,000	600,000	650,000	50,000	8.33%
Oth. Fin. Sources	-	-	933,000	933,000	-
<b>Total Revenues</b>	<b>660,000</b>	<b>600,000</b>	<b>1,583,000</b>	<b>983,000</b>	<b>163.83%</b>
<b>Expenditures</b>					
Debt Expenditures	101,700	-	-	-	-
Capital Improvements	579,702	600,000	1,583,000	983,000	163.83%
<b>Total Expenditures</b>	<b>681,402</b>	<b>600,000</b>	<b>1,583,000</b>	<b>983,000</b>	<b>163.83%</b>

## BUDGET SUMMARY

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### Regional Airport Fund Summary

Regional Airport Fund	FY 23	FY 24	FY 25	Difference	% Diff.
	Actual	Adopted Budget	Adopted Budget		
<b>Revenues</b>					
Service Charges	315,210	262,820	293,120	30,300	11.53%
Contributions	67,220	-	-	-	-
Misc. Revenues	1,682,104	1,709,378	1,759,149	49,771	2.91%
Transfer In	163,445	25,000	-	(25,000)	0.00%
Oth. Fin. Sources	-	-	280,823	280,823	-
<b>Total Revenues</b>	<b>2,227,979</b>	<b>1,997,198</b>	<b>2,333,092</b>	<b>335,894</b>	<b>16.82%</b>
<b>Expenditures</b>					
Personnel Services	408,668	462,687	479,552	16,865	3.64%
Supplies	514,604	528,005	468,123	(59,882)	-11.34%
Maintenance & Repair	77,925	116,197	117,163	966	0.83%
Utilities/Other Serv	226,966	253,798	301,304	47,506	18.72%
Insur & Contr Supp.	105,135	35,817	63,801	27,984	78.13%
Other Expenditures	270,761	274,100	231,570	(42,530)	-15.52%
Transfers Out	-	326,594	671,579	344,985	105.63%
<b>Total Expenditures</b>	<b>1,604,059</b>	<b>1,997,198</b>	<b>2,333,092</b>	<b>335,894</b>	<b>16.82%</b>

## BUDGET SUMMARY

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### Kickapoo Airport Fund Summary

Kickapoo Airport Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	-	120	120	-	0.00%
Misc. Revenues	1,083,328	1,178,075	1,266,293	88,218	7.49%
Transfer In	334,157	-	-	-	0.00%
<b>Total Revenues</b>	<b>1,417,484</b>	<b>1,178,195</b>	<b>1,266,413</b>	<b>88,218</b>	<b>7.49%</b>
<b>Expenditures</b>					
Personnel Services	323,851	358,464	400,727	42,263	11.79%
Supplies	531,976	580,593	450,249	(130,344)	-22.45%
Maintenance & Repair	9,318	21,765	22,465	700	3.22%
Utilities/Other Serv	89,973	80,022	118,373	38,351	47.93%
Insur & Contr Supp.	35,171	21,000	35,121	14,121	67.24%
Other Expenditures	57,572	66,351	42,478	(23,873)	-35.98%
Transfers Out	-	50,000	197,000	147,000	294.00%
<b>Total Expenditures</b>	<b>1,047,861</b>	<b>1,178,195</b>	<b>1,266,413</b>	<b>88,218</b>	<b>7.49%</b>

## BUDGET SUMMARY

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### Transit Fund Summary

Transit Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	478,814	647,400	650,400	3,000	0.46%
Intergovernment Rev.	4,605,539	4,139,317	4,311,749	172,432	4.17%
Misc. Revenues	2,172	1,000	250	(750)	-75.00%
Transfer In	204	-	-	-	0.00%
<b>Total Revenues</b>	<b>5,086,729</b>	<b>4,787,717</b>	<b>4,962,399</b>	<b>174,682</b>	<b>3.65%</b>
<b>Expenditures</b>					
Personnel Services	1,679,342	1,854,020	1,950,344	96,324	5.20%
Supplies	708,867	893,600	836,350	(57,250)	-6.41%
Maintenance & Repair	195,431	324,550	324,000	(550)	-0.17%
Utilities/Other Serv	170,934	239,180	267,409	28,229	11.80%
Insur & Contr Supp.	59,351	24,000	74,000	50,000	208.33%
Other Expenditures	106,919	142,367	130,296	(12,071)	-8.48%
Capital Improvements	2,169,518	1,310,000	1,380,000	70,000	5.34%
<b>Total Expenditures</b>	<b>5,090,361</b>	<b>4,787,717</b>	<b>4,962,399</b>	<b>174,682</b>	<b>3.65%</b>

## BUDGET SUMMARY

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### Fleet Maintenance Fund Summary

Fleet Maintenance Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	12,766,937	14,357,356	14,091,524	(265,832)	-1.85%
Misc. Revenues	969,119	169,000	169,000	-	0.00%
Transfer In	6,385,221	-	-	-	0.00%
<b>Total Revenues</b>	<b>20,121,277</b>	<b>14,526,356</b>	<b>14,260,524</b>	<b>(265,832)</b>	<b>-1.83%</b>
<b>Expenditures</b>					
Personnel Services	2,303,087	2,458,080	2,568,121	110,041	4.48%
Supplies	3,612,421	4,734,424	4,875,569	141,145	2.98%
Maintenance & Repair	2,346,902	2,723,859	2,195,938	(527,921)	-19.38%
Utilities/Other Serv	159,268	155,323	109,058	(46,265)	-29.79%
Insur & Contr Supp.	23,313	13,800	15,000	1,200	8.70%
Debt Expenditures	8,893	1,015,041	1,225,706	210,665	20.75%
Other Expenditures	269,877	291,066	301,616	10,550	3.62%
Capital Improvements	1,424,300	2,822,763	2,657,517	(165,246)	-5.85%
Transfers Out	312,000	312,000	312,000	-	0.00%
<b>Total Expenditures</b>	<b>10,460,063</b>	<b>14,526,356</b>	<b>14,260,524</b>	<b>(265,832)</b>	<b>-1.83%</b>

## BUDGET SUMMARY

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### Information Technology Fund Summary

Information Technology Fund	FY 23	FY 24	FY 25	Difference	% Diff.
	Actual	Adopted Budget	Adopted Budget		
<b>Revenues</b>					
Service Charges	4,114,825	4,114,825	4,312,210	197,385	4.80%
Oth. Fin. Sources	-	1,223,622	387,370	(836,252)	-68.34%
<b>Total Revenues</b>	<b>4,114,825</b>	<b>5,338,447</b>	<b>4,699,580</b>	<b>(638,867)</b>	<b>-11.97%</b>
<b>Expenditures</b>					
Personnel Services	1,413,939	1,513,029	1,698,476	185,447	12.26%
Supplies	473,687	264,907	236,777	(28,130)	-10.62%
Maintenance & Repair	1,269,541	1,824,979	2,018,663	193,684	10.61%
Utilities/Other Serv	276,721	324,979	375,111	50,132	15.43%
Insur & Contr Supp.	4,261	-	-	-	-
Other Expenditures	15,712	25,399	25,399	-	0.00%
Capital Improvements	1,967,108	1,385,154	345,154	(1,040,000)	-75.08%
<b>Total Expenditures</b>	<b>5,420,970</b>	<b>5,338,447</b>	<b>4,699,580</b>	<b>(638,867)</b>	<b>-11.97%</b>

## BUDGET SUMMARY

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### Golf Course Fund Summary

Golf Course Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	717,106	583,000	1,108,172	525,172	90.08%
Misc. Revenues	576,476	371,391	-	(371,391)	-100.00%
<b>Total Revenues</b>	<b>1,293,582</b>	<b>954,391</b>	<b>1,108,172</b>	<b>153,781</b>	<b>16.11%</b>
<b>Expenditures</b>					
Maintenance & Repair	992	-	-	-	-
Utilities/Other Serv	1,201,261	953,391	1,047,172	93,781	9.84%
Insur & Contr Supp.	512	1,000	1,000	-	0.00%
Other Expenditures	1,191	-	-	-	-
Capital Improvements	418,772	-	60,000	60,000	-
<b>Total Expenditures</b>	<b>1,622,729</b>	<b>954,391</b>	<b>1,108,172</b>	<b>153,781</b>	<b>16.11%</b>

## BUDGET SUMMARY

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### Waterpark Fund Summary

Waterpark Fund	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	1,326,699	1,170,000	1,340,000	170,000	14.53%
Misc. Revenues	631,486	550,000	573,500	23,500	4.27%
Transfer In	575,000	-	-	-	0.00%
Oth. Fin. Sources	-	918,834	-	(918,834)	-100.00%
<b>Total Revenues</b>	<b>2,533,186</b>	<b>2,638,834</b>	<b>1,913,500</b>	<b>(725,334)</b>	<b>-27.49%</b>
<b>Expenditures</b>					
Personnel Services	522,922	430,600	565,000	134,400	31.21%
Supplies	366,323	297,000	367,000	70,000	23.57%
Maintenance & Repair	128,099	50,000	122,000	72,000	144.00%
Utilities/Other Serv	582,313	591,634	560,061	(31,573)	-5.34%
Insur & Contr Supp.	54,883	65,000	74,212	9,212	14.17%
Other Expenditures	42,000	74,600	43,112	(31,488)	-42.21%
Capital Improvements	182,857	1,130,000	182,115	(947,885)	-83.88%
<b>Total Expenditures</b>	<b>1,879,397</b>	<b>2,638,834</b>	<b>1,913,500</b>	<b>(725,334)</b>	<b>-27.49%</b>

# LONG-RANGE FINANCIAL PLANNING

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## LONG-RANGE FINANCIAL PLANNING

The long-range financial planning section is a key component of the City of Wichita Falls' budget, providing a framework for anticipating future financial needs and ensuring long-term fiscal sustainability. By aligning financial resources with the City's strategic goals, we can proactively address challenges, capitalize on opportunities, and safeguard the community's financial health. The long-range financial plan considers both short-term and long-term factors, focusing on sustainability, resource allocation, and risk management over a multi-year horizon.

## SIGNIFICANCE OF THE LONG-RANGE OPERATING FINANCIAL PLAN

The long-range operating financial plan is crucial for aligning the City's financial resources with its strategic goals. By forecasting revenues, managing expenditures, and prioritizing investments, the plan ensures that the City can meet both immediate needs and long-term objectives. It provides a clear path for maintaining essential services, funding capital improvements, and achieving growth while preserving financial stability.

In relation to the City's strategic goals—such as accelerating economic growth, providing quality infrastructure, and optimizing city services—the long-range plan acts as a financial blueprint. It ensures that resources are allocated efficiently to support initiatives like expanding economic opportunities, enhancing public safety, and improving infrastructure. This proactive approach allows the City to achieve its vision for a vibrant, growing community while maintaining fiscal responsibility and resilience.

## KEY ELEMENTS OF LONG-RANGE FINANCIAL PLANNING

### 1. Revenue Forecasting

A critical aspect of long-range financial planning is accurately projecting revenues over a 2-5 year period. The City uses historical data, economic trends, and policy changes to estimate future revenues from sources such as sales taxes, property taxes, fees, and state or federal funding. A key focus is on maintaining stable revenue streams while anticipating potential fluctuations caused by economic cycles or legislative changes.

- **Sales Tax Revenue:** With the local economy and consumer spending being significant contributors, sales tax revenue is closely monitored. Wichita Falls aims to diversify its economic base to reduce reliance on any one sector.
- **Property Tax Revenue:** Projections consider growth in property values and new developments while balancing the need for competitive tax rates.
- **Other Revenue Streams:** The City evaluates user fees, permits, fines, and other funding sources to ensure they align with service delivery costs and long-term needs.

### 2. Expenditure Management

Careful expenditure management is essential to maintaining a balanced budget. The City continuously monitors operational costs, personnel expenses, and capital needs to ensure spending aligns with strategic goals.

- **Personnel Costs:** Salaries and benefits represent a significant portion of the General Fund. Long-range plans incorporate adjustments for wage increases, healthcare costs, and retirement obligations.

# LONG-RANGE FINANCIAL PLANNING

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- **Operating Expenses:** The City plans for inflationary pressures on essential services, such as utilities, supplies, and contract services, to ensure operational efficiency without compromising service delivery.
- **Capital Projects:** Funding major infrastructure projects is an ongoing priority. The City uses a multi-year capital improvement plan (CIP) to identify and prioritize projects, such as street maintenance, facility upgrades, and water infrastructure improvements.

## 3. Debt Management

Wichita Falls strives to balance its current and future debt obligations to finance capital projects without overburdening future budgets. The City uses debt strategically, ensuring that borrowing remains within responsible limits.

- **Debt Service Projections:** The City reviews its existing debt service schedules and ensures that future borrowing aligns with its debt capacity and policy guidelines.
- **Capital Funding:** Long-range planning includes a mix of pay-as-you-go financing, bonds, and other debt instruments to fund major projects while maintaining flexibility in the operating budget.

## 4. Cash Flow Forecasting

The City relies on historical cash flow patterns, anticipated revenue streams, and expense obligations to project cash availability over multiple years. This forward-looking approach allows for informed decisions about resource allocation, debt management, and investment opportunities while preparing for potential cash flow gaps due to seasonal or economic fluctuations.

- **Cash Inflows:** Regular monitoring of revenue sources like taxes, grants, and service fees helps ensure that projected cash inflows align with budgetary needs. The City seeks to optimize collection practices and identify areas where inflows can be stabilized or diversified.
- **Cash Outflows:** Forecasts account for operating expenses, debt service, and capital expenditures to support sustainable growth. By evaluating long-term obligations and expected increases in costs, the City ensures that expenditures remain within sustainable limits.
- **Managing Surpluses and Shortfalls:** Cash flow projections help the City plan for times of surplus, allowing for prudent reserve building or strategic investments. Similarly, potential cash shortfalls are identified early, enabling proactive measures like adjusting expenditures, leveraging short-term financing, or accessing reserves.

## 5. Reserves and Fund Balances

Maintaining healthy reserves is a cornerstone of long-term financial stability. Wichita Falls' financial policies require maintaining adequate fund balances to mitigate risks and ensure the ability to respond to emergencies or economic downturns.

- **Major Fund Reserves:** The City targets a reserve level sufficient to cover 90 days of operating expenditures, ensuring a buffer for unexpected costs or revenue shortfalls.
- **Capital Reserves:** Capital reserve funds are set aside for planned infrastructure improvements, avoiding the need for large one-time financial burdens on the operating budget.

## 6. Capital Improvement Planning (CIP)

The City's CIP outlines major infrastructure and facility investments needed over the next 5 years. These projects are prioritized based on factors such as public safety, infrastructure condition, and community growth. The long-range plan integrates funding strategies for CIP projects to ensure timely completion without disrupting daily operations.

## LONG-RANGE FINANCIAL PLANNING

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### 7. Risk Management and Contingencies

The City recognizes the importance of preparing for potential risks, such as natural disasters, economic downturns, and changes in federal or state funding. Long-range planning includes contingencies to address unforeseen events, ensuring the City can maintain financial flexibility and stability in times of uncertainty.

### STRATEGIES FOR FISCAL STABILITY

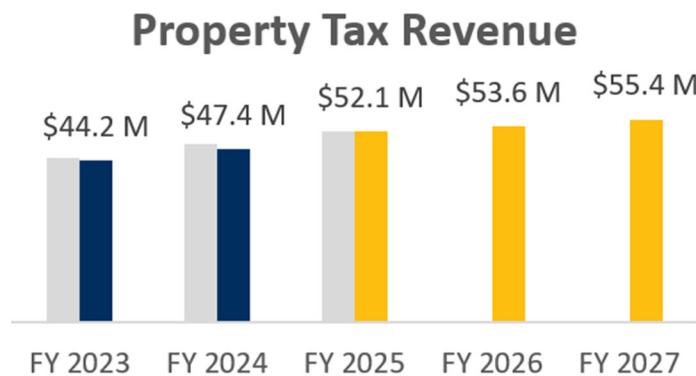
To support long-term financial health, Wichita Falls employs several key strategies:

- **Economic Diversification:** Expanding the local economy beyond traditional industries to attract new businesses and increase job opportunities, reducing vulnerability to market fluctuations.
- **Efficiency Initiatives:** Continuously seeking ways to improve the cost-effectiveness of services through technological advancements, process improvements, and interdepartmental collaboration.
- **Strategic Investments:** Prioritizing investments in infrastructure, public safety, and quality-of-life amenities that will generate long-term benefits for the community.
- **Public Engagement:** Incorporating feedback from residents, businesses, and other stakeholders to ensure financial decisions reflect community priorities.

### THREE YEAR PROJECTIONS

The Finance Department updates forecast monthly, as recommended by the Government Finance Officers Association of the United States and Canada (GFOA). Projections for the next few years take into account a variety of factors, including economic growth, population changes, state legislation, and inflation rates. The forecasts listed here are snap shots in time, and will change as conditions change. Here are some key assumptions that influence these forecasts:

- **Property Tax Revenue:** The City of Wichita Falls projects growth in property tax revenue due to rising property values spurred by economic development and modest population increases. Per the Texas Workforce Commission, Wichita Falls recently saw a job growth rate of 1.69% alongside slight population growth. However, state-imposed caps limit annual property tax revenue increases to 3.5% without requiring voter approval. The revenue forecast assumes the maximum allowable **sales tax growth of 3.5%**, with adjustments to the effective tax rate often necessary to meet budgetary and regulatory requirements, although no rate increase is factored into these projections.



## LONG-RANGE FINANCIAL PLANNING

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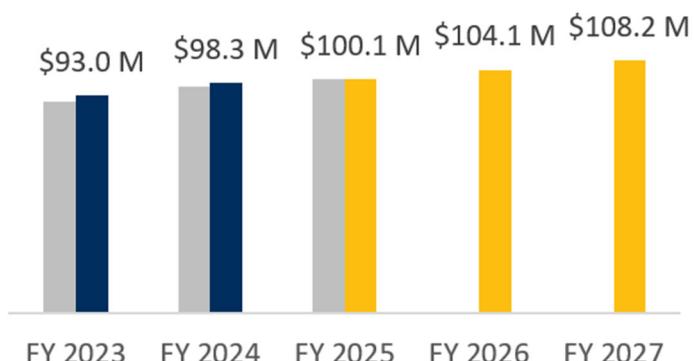
- **Sales Tax Revenue:** Sales tax revenue is the most variable component of city income, as it is highly sensitive to changes in economic conditions. The Finance Department collaborates with sales tax experts, updating and reviewing key assumptions monthly to reflect the latest economic and local developments. Maintaining accurate forecasts is a top priority, as they adjust to align with economic fluctuations and changes within the City. Projections for FY25 and beyond anticipate a **slower growth rate of 1%**, with consumer spending expected to stabilize following recent years of recovery. Factors like inflation, interest rates, and evolving consumer behaviors may contribute to this moderation. As a result, future revenue forecasts adopt a more conservative approach to sales tax projections, helping mitigate the risk of budget shortfalls if growth falls below prior expectations.

### Sales Tax Revenue



- **Service Charges:** Service charges, which include fees for utilities, permits, and other city services, are projected to experience moderate growth over the next few years, primarily driven by inflation. Water and sewer service charges contribute nearly 53% of this revenue, while sanitation rates account for around 18%. Wichita Falls has approved a 2.5% increase for FY25 to align with the Consumer Price Index (CPI), helping offset rising costs. Despite this adjustment, customer rates in Wichita Falls remain below the average for comparable cities, providing residents with relatively affordable services. However, this revenue source is still sensitive to economic conditions, as utility fees fluctuate with energy costs and consumption patterns, and permit revenue may decline with reduced construction activity. To support consistent growth, Wichita Falls plans to make annual adjustments to fee structures in line with the consumer price index, **forecasted at 4% annually**, although these increases will be carefully balanced with affordability considerations to avoid overburdening residents.

### Service Charges

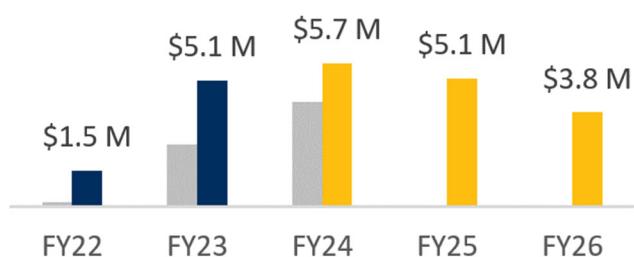


## LONG-RANGE FINANCIAL PLANNING

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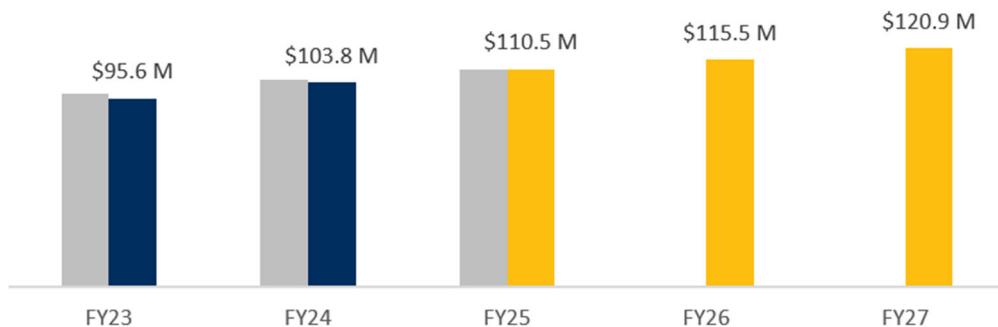
- **Interest Income:** Interest rates through TexPool, Logic, and the U.S. Treasury Interest Rate Statistics are reviewed and analyzed monthly. The Federal Open Market Committee (FOMC) holds eight meetings annually to assess economic and financial conditions, determine the appropriate stance of monetary policy, and evaluate risks to its long-term goals of price stability and sustainable economic growth. The City uses the FOMC's decisions and projections to forecast potential impacts on interest rate revenue. The projected decline in interest revenue over the next three years is influenced by the Fed's recent decision to lower the target interest rate to a range of 4.75% to 5.00%, with expectations of a further decrease to 3.1% by the end of 2026 and stabilization at a long-term target of 2.8%. These rate cuts respond to rising unemployment and slowing job growth, reflecting a shift in focus towards supporting the labor market amid ongoing economic challenges.

### Interest Income



- **Personnel Costs:** Personnel costs for the city are anticipated to increase each year over the next three years due to various factors, including rising salaries, pension contributions, and health benefits. Pension obligations, particularly for the police and fire departments, are influenced by state-mandated funding levels. Wichita Falls is preparing for annual operating cost increases of approximately 2-5% to accommodate the growing expenses in areas such as public safety and pensions. As these costs rise, total personnel service expenditures are projected to grow from about \$110.5 million in FY 2025 to around \$120.9 million by FY 2027. This trend will necessitate careful budget planning to manage these increasing financial commitments, with inflation also playing a significant role in overall city expenditures, especially regarding staff salaries.

### Personnel Costs



## LONG-RANGE FINANCIAL PLANNING

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- **Non-Labor Operating Costs:** Non-labor operating costs for the city are projected to increase by approximately 4% annually over the next three years. This rise is driven by various factors, including inflation, rising costs for goods and services, and increased demand for city services. Overall projections for non-labor operating expenses range between 4% and 7% each year, reflecting the challenges of maintaining service levels amid fluctuating economic conditions. As these costs continue to rise, careful financial planning will be essential to ensure the city can effectively manage its budget while meeting the needs of the community.

### Non Labor Costs





## Revenue Summaries

## REVENUES

# CITY WIDE REVENUES

The City of Wichita Falls relies on a diverse array of funding sources to support its operations and provide essential services to the community. Key revenue streams include property taxes, sales taxes, interest income, and service charges for Water and Sewer utilities. A thorough understanding of these revenue sources is crucial for effective strategic planning and informed decision-making. By carefully tracking trends and making accurate revenue forecasts, city leaders can ensure that critical services are maintained, financial resources are optimized, and long-term sustainability is achieved. The table below provides a detailed breakdown of the city's major revenue sources.

	FY 23 Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Property Taxes	44,719,973	48,739,569	52,125,970	3,386,401	6.95%
Sales Tax	30,995,258	31,725,000	30,903,921	(821,079)	-2.59%
Franchise Fees	5,912,238	5,527,634	5,979,706	452,072	8.18%
Payments in Lieu of Taxes	1,573,379	1,573,446	1,576,000	2,554	0.16%
Hotel/Motel/Venue Taxes	2,966,648	2,905,000	3,091,882	186,882	6.43%
Other Tax Revenue	664,380	436,500	423,600	(12,900)	-2.96%
Water & Sewer Revenue	47,624,764	50,808,500	52,365,700	1,557,200	3.06%
Commercial Sanitation Fees	6,214,288	6,518,859	6,683,800	164,941	2.53%
Residential Sanitation Fees	7,542,237	8,124,549	8,263,100	138,551	1.71%
Landfill Fees	2,966,115	2,577,000	3,090,100	513,100	19.91%
Service Charges	27,694,326	28,998,029	29,652,481	654,452	2.26%
Intergovernment Revenue	13,646,995	12,378,000	13,532,690	1,154,690	9.33%
Licenses & Permits	1,994,008	2,049,700	2,114,105	64,405	3.14%
Fines & Forfeitures	3,008,785	2,940,400	3,178,200	237,800	8.09%
Contributions	5,363,752	1,981,356	2,154,852	173,496	8.76%
Interest Income	5,487,659	5,433,200	5,436,000	2,800	0.05%
Misc. Revenues	9,221,699	5,930,401	7,051,119	1,120,718	18.90%
<b>Total Operating Revenues</b>	<b>217,596,504</b>	<b>218,647,143</b>	<b>227,623,226</b>	<b>8,976,084</b>	<b>4.11%</b>
Transfer In	18,583,998	7,942,567	5,443,345	(2,499,222)	-31.47%
Oth. Fin. Sources	0	6,362,646	8,958,193	2,595,547	40.79%
<b>Total Consolidated Revenues</b>	<b>236,180,502</b>	<b>232,952,356</b>	<b>242,024,764</b>	<b>9,072,409</b>	<b>3.89%</b>

Total revenues (consolidated revenues) for the adopted FY 2025 budget, including fund balance transfers in, are projected at \$242,024,764, which is an increase of \$9,072,409, or 3.89% from the FY 2024 Adopted Budget. The overall increase is due to increased property tax revenues, service charges, and interest income and was partly offset by decreased sales tax revenue. The decrease in transfers is because the FY 2024 Adopted Budget included the use of \$2,000,000 in remaining bond funds for additional street improvements. Total operating revenues for FY 2025, not including fund balance transfers in, are projected to be \$227,623,226, which is a 4.11% increase from FY 2024.

## REVENUES

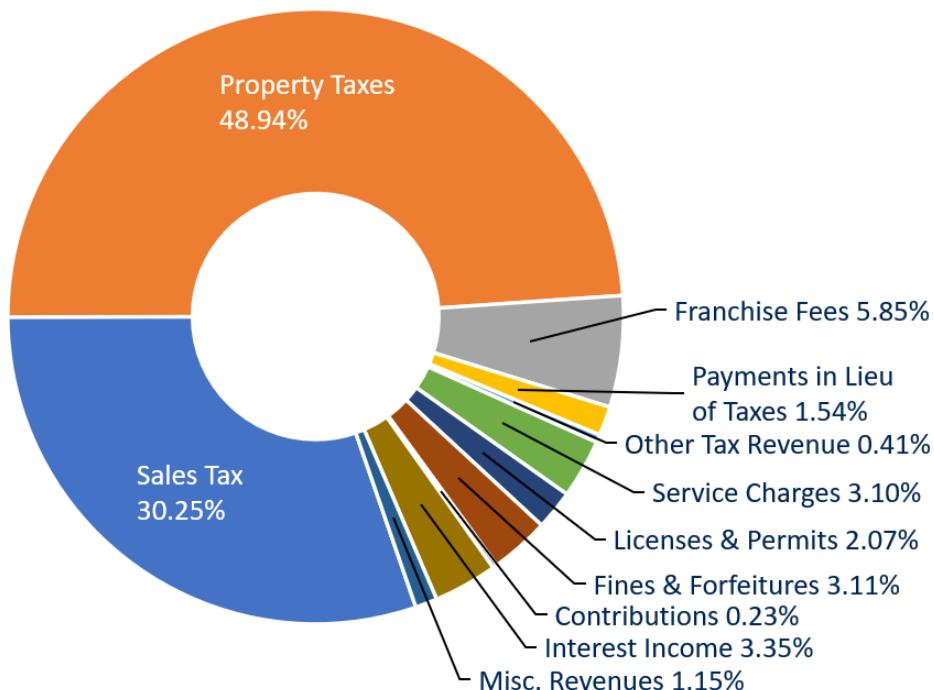
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### GENERAL FUND REVENUES

General Fund Revenues for FY 2025, including transfers in, total \$108,473,549, which is an increase of 4.87% compared to FY 2024. Operating revenues total \$102,171,858, which is a 4.20% increase compared to FY 2024. Some of the primary changes in revenues resulting in this increase are outlined in the table below.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Property Taxes	42,644,096	46,589,569	50,006,000	3,416,431	7.33%
Sales Tax	30,988,808	31,725,000	30,903,921	(821,079)	-2.59%
Franchise Fees	5,912,238	5,527,634	5,979,706	452,072	8.18%
Payments in Lieu of Taxes	1,573,379	1,573,446	1,576,000	2,554	0.16%
Other Tax Revenue	652,668	436,500	423,600	(12,900)	-2.96%
Service Charges	3,049,719	3,236,758	3,168,035	(68,723)	-2.12%
Licenses & Permits	1,993,198	2,049,700	2,114,105	64,405	3.14%
Fines & Forfeitures	3,008,785	2,940,400	3,178,200	237,800	8.09%
Contributions	277,285	232,500	232,500	-	0.00%
Interest Income	3,417,915	2,772,258	3,423,000	650,742	23.47%
Misc. Revenues	1,677,693	974,429	1,166,791	192,362	19.74%
<b>Operating Revenues</b>	<b>95,195,785</b>	<b>98,058,194</b>	<b>102,171,858</b>	<b>4,113,664</b>	<b>4.20%</b>
Transfer In	3,108,889	5,380,216	3,336,691	(2,043,525)	-37.98%
Oth. Fin. Sources	-	-	2,965,000	2,965,000	
<b>Consolidated Revenues</b>	<b>98,304,674</b>	<b>103,438,410</b>	<b>108,473,549</b>	<b>5,035,139</b>	<b>4.87%</b>

FY 2025 General Fund Operating Revenue by Source



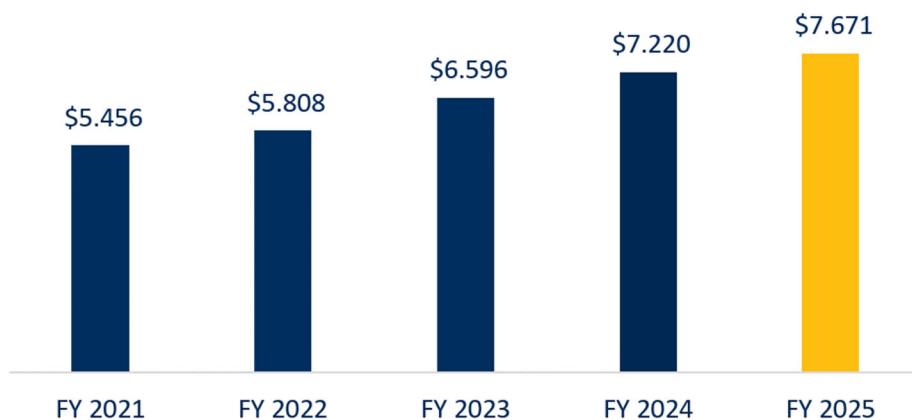
## REVENUES

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### **Property Tax Base:**

The Property Tax is the main source of income for the city's General Fund, which is used to provide essential city services. The total value of properties in the area, as determined by the Wichita County Appraisal District, is \$7.671 billion. This represents an increase of \$354 million, or 6.25%, compared to the previous year. The bar graph below shows that the property tax base grew by 13.5% in FY 2023 and by 9.45% in FY 2024. Over the past five years, the average annual growth rate of taxable property values has been 7.83%.

Property Tax Values (in Billions)



### **Property Tax Rate:**

The property tax rate is made up of two parts: the maintenance and operations (M&O) portion and the interest and sinking (I&S) portion. The rate stayed the same in FY 2021, saw a slight decrease in FY 2022, dropped by 0.067 (or 6.7 cents) or 8.75% in FY 2023, and further decreased by 2.06% in FY 2024. However, the FY 2025 Adopted Budget includes a small increase in the City's property tax rate, raising it by 0.37% from 0.6800 to 0.6848.

As a result of this increase, property tax revenue for the General Fund is expected to grow by \$3,416,341, or 7.33%. This growth is mainly due to a rise in property values, which is estimated to add about \$3.2 million to the revenue with the remainder due to the change in tax rate. As discussed in the budget workshop, although our property tax rate is slightly higher compared to similar cities, our overall tax base is smaller, which means we generate less revenue per person to fund essential government services.

Fiscal Year	Property Tax Rate				Average Annual % Change		
	M&O	I&S	Total Rate	\$ Change	% Change	% Change	% Change
2021	0.722736	0.040587	0.763323	0.000	0.00%		
2022	0.726565	0.034363	0.760928	-0.002	-0.31%		
2023	0.661579	0.032742	0.694321	-0.067	-8.75%		
2024	0.649853	0.030147	0.680000	-0.014	-2.06%		
2025	0.658533	0.026267	0.684800	0.0048	0.71%		-2.15%

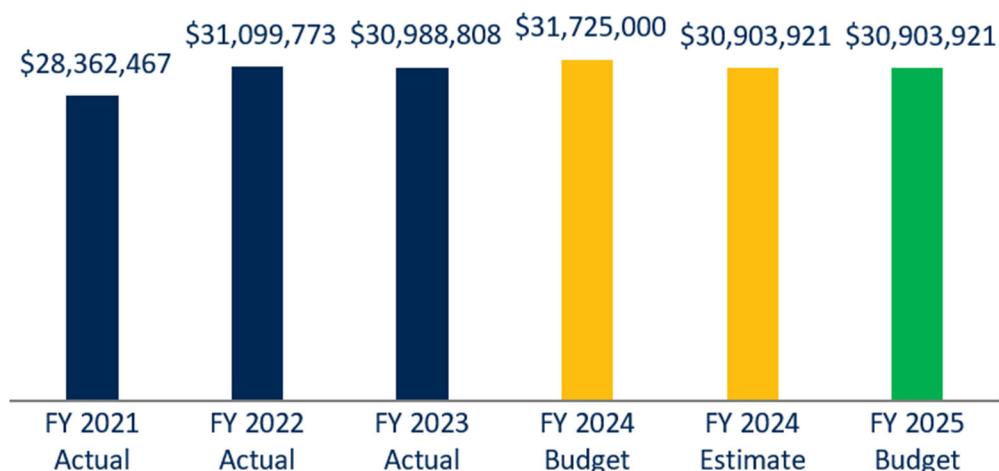
## REVENUES

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### **Sales Tax Receipts:**

Sales Tax is the second-largest revenue source for the City's General Fund and is crucial for funding the City's general operations. The City's General Fund receives 1.50% of retail sales. The bar graph below shows historical trends in sales tax receipts. As of May 2024, receipts for the current FY 2024 are 1.71% lower than the previous year. Revenue projections for FY 2025 are based on the current fiscal year's estimate. Consequently, sales tax revenues for the adopted FY 2025 budget are projected to be \$30,903,921, which is \$821,079, or 2.59%, less than the prior year's budget.

### **Sales Tax Revenue**



### **Franchise Fees:**

The City receives payments from ONCOR Electric, ATMOS Gas, Spectrum Cable, and various telecommunication providers for the use of the City's rights-of-way 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 rights-of-way. When applying these forecasting methods, the FY 2025 Adopted Budget includes \$5,979,706 from these franchises, which is an increase of \$452,072, or 8.18% 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, in-city water rates, 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 2025 fiscal year, this revenue source is projected at \$1,576,000, which is a slight increase from the prior year. A new PILOT agreement with Panda Biotech was in negotiations during budget adoption and was not included in the budget.

**Other Tax Revenue:** This category includes revenue from the County Vehicle Tax, Mixed Beverage Tax, and Occupation Tax. For FY 2025, revenue is estimated at \$423,600, or a 2.96% decrease from the previous year. Occupation and Mixed Beverage Tax receipts are trending lower than previously budgeted.

## REVENUES

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**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 \$3,168,035, which is a -2.12% decrease from the previous year.

**Licenses and Permits:** The various licenses and permits issued by the City are anticipated to generate approximately 3.14% more in revenue in FY 2025 than the previous year. This revenue budget includes a modest rate increase, which is lower than the Consumer Price Index (CPI), across all city functions. While some rates will increase, others will decrease, and some will stay the same, the average increase will be lower than inflation.

**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 \$237,800 in FY 2025.

**Contributions:** The contributions revenue account includes contributions from both 4A and 4B tax funds.

**Interest Income:** The City receives interest earnings from reserves that are invested with local government investment pools and fixed income securities. The FY 2025 Adopted Budget for this category is \$3,423,000, which is \$650,742 higher than the current year, and is based on the current Federal Reserve Committees' rate decisions.

**Miscellaneous Revenues:** This category includes various types of income from across the General Fund and accounts for an increase of \$192,362, or 19.74%, compared to last year. The majority of this increase is expected due to the ongoing higher usage of the sports complex.

**Transfers In:** This represents transfers in from the Water/Sewer Fund, Sanitation Fund, and the Fleet Fund for a total of \$3,336,691.

**Other Financing Sources:** This category covers transfers from the fund balance to cover one-time expenditures. For FY 2025, budgeted one-time expenditures include \$2,100,000 for installing turf at Sports Complex #2, \$450,000 for Library Flooring Replacement, \$215,000 for Municipal Court Improvements and \$200,000 for Park Improvements and Public Spaces.

## REVENUES

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### WATER & SEWER FUND REVENUES

The Water and Sewer Fund revenues are primarily generated from fees and charges related to providing essential water and wastewater services to the community. These revenues come from residential, commercial, and industrial customers who pay for water consumption, sewer usage, and service connections. Additional income may be derived from penalty fees, late payments, and interest on investments. The fund is designed to be self-sustaining, meaning that all expenses for operating, maintaining, and upgrading the water and sewer systems are covered by the revenues collected. This ensures the ongoing provision of safe, clean water and the efficient disposal of wastewater, which are critical to public health and the environment.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Water & Sewer Revenue	48,771,632	50,808,500	52,365,700	1,557,200	3.06%
Other Service Charges	565,252	383,000	465,800	82,800	21.62%
Interest Income	893,781	685,181	781,000	95,819	13.98%
Misc. Revenues	2,356,163	109,045	114,045	5,000	4.59%
<b>Total Operating Revenue</b>	<b>52,586,828</b>	<b>51,985,726</b>	<b>53,726,545</b>	<b>1,740,819</b>	<b>3.35%</b>
Transfer In	3,658,535	-	-	-	0.00%
Oth. Fin. Sources	-	4,000,000	4,392,000	392,000	9.80%
<b>Total Consolidated Revenue</b>	<b>56,245,363</b>	<b>55,985,726</b>	<b>58,118,545</b>	<b>2,132,819</b>	<b>3.81%</b>

**Service Charges:** This category represents the largest portion of revenue in the Water & Sewer Fund, accounting for approximately 78% of the total revenue. For Fiscal Year 2025, service charge revenues are budgeted at \$52,365,700, reflecting an increase of \$1,557,200, or 3.06%, compared to the prior year's adopted budget. This increase is based on updated projections regarding water usage volume and is directly linked to the recently approved rate increase.

The following chart provides a comparison of the City of Wichita Falls' current water rates with those of similar cities across Texas. The data was gathered from each city's website as of June 1, 2024, and does not include any potential rate increases under consideration. Once other cities update their rates, it is anticipated that Wichita Falls' adopted rates will be approximately 3.5% lower than the average of the comparison group. The Adopted Budget also includes an increase in the total water and wastewater bill for the average user, with the cost rising from \$64.46 to \$66.07 based on an average consumption of 5,000 gallons per month.

## REVENUES

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### 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	\$23.50	\$18.70	\$34.25	\$24.55	\$101.00
Mesquite	\$30.68	\$17.68	\$28.92	\$18.41	\$95.69
San Angelo	\$25.18	\$31.92	\$7.62	\$30.17	\$94.89
Allen	\$17.85	\$20.35	\$16.38	\$36.95	\$91.53
Waco	\$17.76	\$16.50	\$32.05	\$24.83	\$91.14
Grand Prairie	\$22.50	\$17.72	\$25.10	\$16.11	\$81.43
Richardson	\$35.60	\$8.00	\$25.35	\$8.00	\$76.95
Beaumont	\$21.84	\$16.14	\$20.76	\$10.93	\$69.67
Abilene	\$19.25	\$18.25	\$14.50	\$16.00	\$68.00
Tyler	\$16.90	\$15.80	\$15.82	\$19.10	\$67.62
Denton	\$18.15	\$15.84	\$21.10	\$12.21	\$67.30
Wichita Falls	\$25.44	\$20.24	\$11.87	\$8.52	\$66.07
Odessa	\$18.60	\$22.27	\$9.99	\$14.55	\$65.41
Midland	\$18.33	\$21.61	\$2.64	\$21.79	\$64.37
League City	\$20.26	\$8.26	\$18.45	\$15.32	\$62.29
Lewisville	\$10.71	\$24.18	\$13.83	\$10.23	\$58.95
Sugar Land	\$6.11	\$15.90	\$17.85	\$16.39	\$56.25
Killeen	\$10.14	\$15.04	\$7.60	\$20.76	\$53.54
College Station	\$13.75	\$12.40	\$4.50	\$22.55	\$53.20
Pasadena	\$11.28	\$13.48	\$11.25	\$13.47	\$49.48
McAllen	\$8.25	\$12.45	\$8.50	\$12.50	\$41.70
Edinburg	\$4.98	\$10.78	\$3.84	\$10.07	\$29.67
<b>AVERAGE</b>	<b>\$18.05</b>	<b>\$16.98</b>	<b>\$16.01</b>	<b>\$17.43</b>	<b>\$68.46</b>

**Other Service Charges:** This category includes fees for specific services or utility connections. While contributing a smaller portion of the fund, it is expected to grow significantly, with a projected 21.62% increase in FY 2025, reaching \$465,800.

**Interest Income:** Earnings from investments of the fund's reserves are also expected to increase. For FY 2025, a 13.98% rise is forecasted, bringing in \$781,000.

**Miscellaneous Revenues:** This category consists of various smaller and irregular income sources, such as fines and penalties. It is projected to total \$114,045 in FY 2025, reflecting a modest 4.59% increase.

## REVENUES

### SANITATION FUND REVENUES

The Sanitation Fund is divided into three sections: Refuse Collection (referred to as Sanitation), Transfer Station, and Landfill. Additionally, there is a budget unit called Special Items, which allocates funds for a planned landfill expansion in about 20 years. These divisions collectively handle the collection of residential and commercial solid waste and run the "Choose to Reuse" program. This program includes an Organic Reuse Program and drop-off locations for recycling glass, newspapers, and aluminum. The Sanitation Fund also manages the City's Transfer Station, where waste is loaded into larger transport units for transfer to the landfill, and oversees landfill operations, including a compost facility. The 2025 Adopted Budget includes a city-wide rate effective average increase of 2.5%, affecting residential, commercial curbside and alley customers. This increase accounts for the rising costs of trucks and equipment, as well as higher labor and fuel expenses.

	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Commercial Sanitation Fees	6,214,288	6,518,859	6,683,800	164,941	2.53%
Residential Sanitation Fees	7,542,237	8,124,549	8,263,100	138,551	1.71%
Landfill Fees	2,966,115	2,577,000	3,090,100	513,100	19.91%
Services Charges	464,840	422,750	522,700	99,950	23.64%
Interest Income	340,098	296,152	366,000	69,848	23.59%
All Other Revenue	11,752	2,500	46,800	44,300	1772.00%
<b>Total Operating Revenue</b>	<b>17,539,330</b>	<b>17,941,810</b>	<b>18,972,500</b>	<b>1,030,690</b>	<b>5.74%</b>
Oth. Fin. Sources	-	220,190	0	(220,190)	-100.00%
<b>Total Consolidated Revenue</b>	<b>17,539,330</b>	<b>18,162,000</b>	<b>18,972,500</b>	<b>810,500</b>	<b>4.46%</b>

**Commercial Sanitation Fees:** Fees charged to businesses for waste collection and sanitation services. For FY 2025, these are projected at \$6,683,800, a 2.53% increase from FY 2024.

**Residential Sanitation Fees:** Fees paid by households for sanitation and waste collection services. FY 2025 revenues are projected at \$8,263,100, reflecting a 1.71% increase from the previous year.

**Landfill Fees:** Charges for the use of landfill services. This revenue source is expected to grow significantly by 19.91% in FY 2025, reaching \$3,090,100.

**Service Charges:** Fees for specific services provided within the sanitation system, such as roll-off fees, payload fees, franchise hauler fees and permit fees. Service charge revenues are projected to increase by 23.64% in FY 2025, totaling \$522,700.

**Interest Income:** Earnings from the investment of fund reserves. For FY 2025, this is expected to generate \$366,000, a 23.59% increase from FY 2024.

**All Other Revenue:** Various smaller, irregular sources of revenue. A significant increase is projected for FY 2025, bringing this category to \$46,800.

**Other Financial Sources:** Reflecting a one-time financial adjustment in FY 2024, no additional sources are budgeted for FY 2025, leading to a 100% decrease.

## REVENUES

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### STORMWATER FUND REVENUES

In 2000, the City Council authorized the establishment of a Stormwater Drainage Utility System. This system 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, such as rooftops, driveways, or any areas that prevent rainwater from soaking into the ground; 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.

	FY 23 Actual	FY 24		FY 25	
		Adopted Budget	Budget	Adopted Budget	Difference % Diff.
<b>Revenues</b>					
Stormwater Fees - Commercial	1,917,501	1,900,000	1,900,000	0	0.00%
Stormwater Fees - Residential	1,838,176	1,800,000	1,800,000	0	0.00%
Interest Income	283,407	246,787	305,000	58,213	23.59%
<b>Total Operating Revenue</b>	<b>4,039,084</b>	<b>3,946,787</b>	<b>4,005,000</b>	<b>58,213</b>	<b>1.47%</b>
Oth. Fin. Sources	-	-	-	-	0.00%
<b>Total Consolidated Revenue</b>	<b>4,039,084</b>	<b>3,946,787</b>	<b>4,005,000</b>	<b>58,213</b>	<b>1.47%</b>

**Stormwater Fees:** classified as *service charges* in the total budget, these charges used to fund essential stormwater management services, including infrastructure maintenance, flood prevention, and water quality protection. For this fiscal year, stormwater fees will remain unchanged, resulting in no difference from the previous year. This stability helps maintain service levels without impacting property owners with additional fees.

**Interest Income:** Interest earnings are projected to increase due to higher anticipated interest rates this fiscal year, leading to more income from invested assets.

## REVENUES

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### VENUE AND HOTEL/MOTEL TAX FUND REVENUES

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%.

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 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.

#### VENUE TAX FUND REVENUES

	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
HOT Taxes	660,000	600,000	650,000	50,000	8.33%
<b>Total Operating Revenue</b>	<b>660,000</b>	<b>600,000</b>	<b>650,000</b>	<b>50,000</b>	<b>8.33%</b>
Oth. Fin. Sources	-	-	933,000	-	0.00%
<b>Total Consolidated Revenue</b>	<b>660,000</b>	<b>600,000</b>	<b>1,583,000</b>	<b>983,000</b>	<b>163.83%</b>

**Other Financing Sources:** This category covers transfers from the fund balance to cover one-time capital expenditures

#### HOTEL/MOTEL TAX FUND REVENUES

	FY 23	FY 24	FY 25		
	Actual	Adopted Budget	Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
HOT Taxes	2,306,648	2,305,000	2,441,882	136,882	5.94%
Service Charges	799	-	400	400	100.00%
Contributions	1,235,000	35,000	35,000	-	0.00%
Misc. Revenues	2,180,319	1,906,000	2,091,291	185,291	9.72%
<b>Total Operating Revenue</b>	<b>5,722,766</b>	<b>4,246,000</b>	<b>4,568,573</b>	<b>322,573</b>	<b>7.60%</b>
Transfer In	2,689,000	500,000	430,000	(70,000)	-14.00%
<b>Total Consolidated Revenue</b>	<b>8,411,766</b>	<b>4,746,000</b>	<b>4,998,573</b>	<b>252,573</b>	<b>5.32%</b>

## REVENUES

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**Contributions:** This category encompasses funding from external sources, such as the 4B Sales Tax Fund, which supports events and promotions. The expected contribution amount for the upcoming period remains unchanged.

**Miscellaneous Revenues:** This account represents the projected revenues generated from the MPEC under city management, including events, sponsorships, and advertising sales. Revenues are expected to increase by \$185,291, or 9.72%, due to an increase in hosted events.

**Transfer In:** This category represents a subsidy from the General Fund. The subsidy amount has been reduced by \$70,000 as it is anticipated that the fund will require less support from the General Fund. Although it was budgeted, the subsidy was not required in FY 2023 and is not expected to be needed in FY 2024.

## REVENUES

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### REGIONAL AIRPORT FUND REVENUES

The Wichita Falls Regional Airport operates as a joint military and civilian facility, sharing runways and taxiways with Sheppard Air Force Base. It is served by American Airlines, which offers regional flights to Dallas/Fort Worth International Airport. The airport accommodates both scheduled and unscheduled commercial flights, as well as private aircraft. Providing a convenient commercial connection to Dallas/Fort Worth and a well-equipped facility for charter and private flights, the airport is a valuable asset to the Wichita Falls area. Wichita Falls Regional FBO provides hangar space, parking, and fueling services for general aviation and corporate aircraft, while Aero Maintenance offers full-service maintenance for both general and corporate aircraft on-site.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	315,210	262,820	293,120	30,300	11.53%
Contributions	67,220	-	-	-	0.00%
Interest Income	78,141	68,094	93,000	24,906	36.58%
<b>Misc. Revenues</b>					
Fuel Sales	901,624	990,385	968,940	(21,445)	-2.17%
Concessions	283,613	242,500	243,400	900	0.37%
Rent	211,878	202,219	217,559	15,340	7.59%
Parking Revenue	90,845	95,280	96,000	720	0.76%
Other Misc. Revenues	171,276	110,900	140,250	29,350	26.47%
<b>Operating Revenues</b>	<b>2,119,807</b>	<b>1,972,198</b>	<b>2,052,269</b>	<b>80,071</b>	<b>4.06%</b>
Transfer In	163,445	25,000	-	(25,000)	-100.00%
Oth. Fin. Sources	-	-	280,823	280,823	100.00%
<b>Consolidated Revenues</b>	<b>2,283,252</b>	<b>1,997,198</b>	<b>2,333,092</b>	<b>335,894</b>	<b>16.82%</b>

**Service Charges:** Fees collected for services provided by the facility. These include landing fees, maintenance fees, or other direct services offered to customers.

**Contributions:** Funds received from donations, grants, or other contributions, often from public or private entities. In this case, no contributions are budgeted for FY 24 or FY 25.

**Interest Income:** Earnings from the investment of funds or savings are expected to rise this fiscal year due to higher than anticipated interest rates. This increase is projected to result in additional income from invested assets, amounting to an increase of \$24,906, or 36.58%.

#### **Miscellaneous Revenues:**

- **Fuel Sales:** Revenue from selling aviation fuel to airlines, private aircraft, or other users at the airport.
- **Concessions:** Income from businesses operating within the airport, such as restaurants, retail stores, and other vendors providing goods and services to passengers and visitors.
- **Rent:** Payments received from leasing spaces within the airport, such as terminals, office spaces, hangars, or land leased for other purposes.
- **Parking Revenue:** Fees collected from passengers and visitors for using airport parking facilities.

## REVENUES

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- **Other Miscellaneous Revenues:** Any other smaller or less frequent income streams, such as advertising, vending machine sales, or special event fees that don't fit into the other categories.

**Transfer In:** Funds transferred from other departments or government entities, often used to support operations or capital improvements. In this case, no transfers are planned for FY 25.

**Other Financial Sources:** Any additional financial sources that are not categorized elsewhere, such as proceeds from loans, bonds, or one-time financial events that provide extra funding.

## REVENUES

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### KICKAPOO AIRPORT FUND REVENUES

Kickapoo Airport serves the general aviation needs of Wichita Falls and North Texas, accommodating approximately 80 aircraft, including small jets and helicopters, that are housed and maintained on-site. The airport is equipped with a state-of-the-art Automated Weather Observation System (AWOS) providing real-time weather data to pilots and the public. Located just minutes from downtown businesses, restaurants, and shopping, Kickapoo offers various services such as aircraft towing, full-service fueling, aircraft rental, catering, courtesy cars, free Wi-Fi, and a pilot's lounge. The airport also has a mechanic shop, pilot supplies, and instructors available for fixed-wing and helicopter training. It operates a 4,450-foot runway and plays a key role in the vibrant aviation community around Sheppard Air Force Base.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
Service Charges	-	120	120	-	0.00%
Interest Income	3,185	3,000	4,000	1,000	33.33%
Misc. Revenues					
Fuel Sales	822,553	887,335	972,193	84,858	9.56%
Rent	242,846	281,640	290,000	8,360	2.97%
Other Misc. Revenues	14,743	6,100	100	(6,000)	-98.36%
<b>Operating Revenues</b>	<b>1,083,328</b>	<b>1,178,195</b>	<b>1,266,413</b>	<b>88,218</b>	<b>7.49%</b>
Transfer In	334,157	-	-	-	0.00%
<b>Consolidated Revenues</b>	<b>1,417,485</b>	<b>1,178,195</b>	<b>1,266,413</b>	<b>88,218</b>	<b>7.49%</b>

**Service Charges:** Fees collected for services provided by the facility. These include landing fees, maintenance fees, or other direct services offered to customers.

**Interest Income:** Earnings from the investment of funds or savings are expected to rise this fiscal year due to higher anticipated interest rates. This increase is projected to result in additional income from invested assets, amounting to an increase of \$1,000, or 33.33%.

#### **Miscellaneous Revenues:**

- **Fuel Sales:** Revenue from selling aviation fuel to airlines, private aircraft, or other users at the airport.
- **Rent:** Payments received from leasing spaces within the airport, such as terminals, office spaces, hangars, or land leased for other purposes.
- **Other Miscellaneous Revenues:** Any other smaller or less frequent income streams, such as advertising or vending machine sales that don't fit into the other categories.

## REVENUES

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### TRANSIT FUND REVENUES

The Transit Fund supports the city's bus system, known as *FallsRide*, primarily through Federal and State Grants, along with service charges (fares). FallsRide operates a Route Deviation and Demand Responsive system, allowing buses to deviate up to 3/4 mile from regular routes for passenger pick-ups or drop-offs, with service available Monday through Saturday. Operations are based out of the new Transit Center, enabling in-house vehicle maintenance, refueling, and cleaning. Specialized services include the Grocery Cart program for seniors and individuals with disabilities, and the Section 5310 Medical Transportation Program, which offers transportation assistance for health-related services. FallsRide also operates the Sheppard Express route for military members and provides free rides for Midwestern State University and Vernon College students.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
Revenues					
Intergovernmental Revenue - Grants	4,605,539	4,139,317	4,311,749	172,432	4.17%
Service Charges					
Passenger Fees	181,362	208,000	295,000	87,000	41.83%
Fuel Sales	132,500	232,000	150,000	(82,000)	-35.34%
MSU Service Agreement	96,564	122,000	116,000	(6,000)	-4.92%
Advertising Fees	53,988	71,000	75,000	4,000	5.63%
Greyhound Commissions	14,400	14,400	14,400	-	0.00%
Misc. Revenues	2,172	1,000	250	(750)	-75.00%
<b>Operating Revenues</b>	<b>5,086,525</b>	<b>4,787,717</b>	<b>4,962,399</b>	<b>174,682</b>	<b>3.65%</b>
Transfer In	204	-	-	-	0.00%
<b>Consolidated Revenues</b>	<b>5,086,729</b>	<b>4,787,717</b>	<b>4,962,399</b>	<b>174,682</b>	<b>3.65%</b>

**Intergovernmental Revenue - Grants:** Funds received from federal, state, or local grants aimed at supporting transit operations, maintenance, and capital improvements. These grants often require the city to meet specific objectives related to public transportation accessibility, infrastructure, or environmental goals.

#### Service Charges:

- **Passenger Fees:** Revenue from fares paid by transit riders, including single-trip tickets, monthly passes, and any other fare options, which serves as a primary source of operational income.
- **Fuel Sales:** Income from the sale of fuel, possibly to other public or private entities, helping offset the costs of maintaining fuel supplies for city transit.
- **MSU Service Agreement:** Revenue generated from a partnership or agreement with Midwestern State University (MSU) to provide transit services for students, faculty, and staff.
- **Advertising Fees:** Income from advertising placements on transit vehicles, bus stops, or transit stations, generating revenue from local or national businesses.
- **Greyhound Commissions:** Commissions earned from ticket sales or services provided in partnership with Greyhound.

**Miscellaneous Revenues:** Income from various sources, including concession sales, office rentals, and other occasional fees or services provided within the transit system.

## REVENUES

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### FLEET MAINTENANCE FUND REVENUES

Fleet Maintenance is an internal services fund that is tasked with the upkeep and repair of all motorized equipment owned by the City of Wichita Falls, which includes police cars, fire trucks, and trash trucks, along with providing welding support. The division conducts inspections for taxis, wreckers, and commercial waste trucks, and works collaboratively with local agencies like the Sheriff's Department and Volunteer Fire Departments for vehicle services. Additionally, it constructs cost-effective bus shelters in-house and partners with Sheppard Air Force Base on wildlife management to reduce bird strike risks at the airport. The department generates revenue primarily through service charges, with 96% of its income coming from central garage charges incurred by various city funds, which pay fees to cover mechanic wages and operational expenses.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
<b>Revenues</b>					
<b>Service Charges</b>					
Fuel Sales	14,890	12,756	13,808	1,052	8.25%
Outside Agency Services	387,224	295,045	366,264	71,219	24.14%
City Garage Services	12,364,823	14,049,555	13,711,452	(338,103)	-2.41%
Misc. Revenues	969,119	169,000	169,000	-	0.00%
<b>Operating Revenues</b>	<b>13,736,056</b>	<b>14,526,356</b>	<b>14,260,524</b>	<b>(265,832)</b>	<b>-1.83%</b>
Transfer In	6,385,221	-	-	-	0.00%
<b>Consolidated Revenues</b>	<b>20,121,277</b>	<b>14,526,356</b>	<b>14,260,524</b>	<b>(265,832)</b>	<b>-1.83%</b>

#### Service Charges:

- **Fuel Sales:** Revenue generated from the sale of fuel to other city departments, external agencies, or specific programs. This covers the cost of fuel used by various city vehicles and ensures funds are allocated back to the fleet maintenance budget.
- **Outside Agency Services:** Income from services provided to non-city entities, such as maintenance or repair work on vehicles owned by external agencies or organizations that partner with the city.
- **City Garage Services:** Revenue from internal services provided to other city departments, including maintenance, repairs, and parts replacement for city-owned vehicles. This ensures each department funds the upkeep of their vehicles.

**Miscellaneous Revenues:** Income generated from various non-operational sources, including the sale of decommissioned city-owned vehicles and equipment, as well as revenue from the disposal of scrap or obsolete materials

## REVENUES

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### INFORMATION TECHNOLOGY FUND REVENUES

The Information Technology fund is an internal services fund that manages all computer, telephone, and data network systems, providing daily maintenance and support for City staff. In addition, it assists user departments with various special projects throughout the year, including researching and developing specifications for new applications and hardware requirements.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
Revenues					
Service Charges	4,114,825	4,114,825	4,312,210	197,385	4.80%
<b>Operating Revenues</b>	<b>4,114,825</b>	<b>4,114,825</b>	<b>4,312,210</b>	<b>197,385</b>	<b>4.80%</b>
Oth. Fin. Sources	-	1,223,622	387,370	(836,252)	-68.34%
<b>Consolidated Revenues</b>	<b>4,114,825</b>	<b>5,338,447</b>	<b>4,699,580</b>	<b>(638,867)</b>	<b>-11.97%</b>

**Service Charges:** Each city department is required to pay a fee to cover costs related to maintaining and accessing the city's IT infrastructure, which encompasses hardware, software, network services, technical support, and cybersecurity measures. These costs are allocated based on each department's usage and specific needs.

**Other Financing Sources:** This category covers transfers from the fund balance to cover one-time expenditures.

## REVENUES

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### GOLF COURSE REVENUES

The Champions Course at Weeks Park, located in the heart of Weeks Park, features an 18-hole golf course, driving range, and pro shop. Owned by the City of Wichita Falls and managed by A.P.G.L. management, all revenues and expenses are processed through the city, with the management company charging a monthly fee. Designed by Jeffrey D. Brauer, the course spans over 7,300 yards and includes five tee boxes per hole, Tifway 419 fairways, and Bentgrass greens. Revenue sources consist of service charges, including green fees, along with miscellaneous income from cart rentals and range ball sales. Since the management company took over operations, revenues are consolidated for budgeting purposes and reported as they come in.

	FY 23 Actual	FY 24 Adopted Budget	FY 25 Adopted Budget	Difference	% Diff.
Revenues			1,108,172		
Service Charges					
Green Fees	717,106	583,000	-	-	-
Misc. Revenues					
Cart Rentals	370,196	205,391	-	-	-
Golf Passes	101,507	78,000	-	-	-
Range Sales	104,772	88,000	-	-	-
<b>Total Revenues</b>	<b>1,293,582</b>	<b>954,391</b>	<b>1,108,172</b>	<b>153,781</b>	<b>16.11%</b>

**Service Charges - Green Fees:** Revenue from fees paid by golfers to access the golf course.

**Other Miscellaneous Revenue:**

- **Cart Rental:** Income from renting golf carts to players, which provides an additional convenience for players while generating revenue for the course.
- **Range Sales:** Revenue from the sale of driving range access, where players purchase buckets of balls to practice.
- **Player Development Passes:** Income from memberships or passes that allow players to access developmental programs or discounted play rates, supporting both player engagement and recurring revenue.

## REVENUES

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### WATERPARK FUND REVENUES

Castaway Cove Waterpark is a family-friendly water adventure in Wichita Falls, TX, covering 15 acres and featuring various attractions, including thrilling waterslides, a family water play area, wave pool, lazy river, sand volleyball court, and a performance stage for live concerts. The Park also includes an interactive Kiddie Park for young children and Buccaneer Bay, a multi-level water play structure with slides and a giant tipping water bucket. For adrenaline seekers, the Pirates Plunge offers a six-story bodyslide with a 37-foot vertical drop, while the Storm Watch Tower features flumes for single or double riders, and Parrot's Perch includes four slide paths from a 40-foot tower. The waterpark generates revenue from various sources, including admissions; season passes; rentals; merchandise sales; food and beverage sales; and other miscellaneous revenue.

	FY 24		FY 25		
	FY 23	Adopted	Adopted	Difference	% Diff.
Actual	Budget	Budget			
<b>Revenues</b>					
Service Charges					
Admission	754,969	801,000	840,000	39,000	4.87%
Season Passes	571,730	369,000	500,000	131,000	35.50%
Misc. Revenues					
Concessions	423,009	363,000	363,000	-	0.00%
Merchandise Sales	65,921	74,000	74,000	-	0.00%
Rentals	87,510	65,000	70,000	5,000	7.69%
Interest Income	53,788	45,000	62,000	17,000	37.78%
Sponsorships	645	3,000	3,000	-	0.00%
Other Misc. Revenues	614	-	1,500	1,500	100.00%
<b>Operating Revenues</b>	<b>1,958,186</b>	<b>1,720,000</b>	<b>1,913,500</b>	<b>193,500</b>	<b>11.25%</b>
Transfer In	575,000	-	-	-	0.00%
Oth. Fin. Sources	-	918,834	-	-	0.00%
<b>Consolidated Revenues</b>	<b>2,533,186</b>	<b>2,638,834</b>	<b>1,913,500</b>	<b>(725,334)</b>	<b>-27.49%</b>

#### Service Charges:

- **Admission:** Revenue from daily or single-visit tickets purchased by guests to enter the waterpark, which serves as one of the primary income sources.
- **Season Passes:** Income from passes that allow guests unlimited or discounted entry for the entire season, providing recurring revenue and encouraging repeat visits.

#### Miscellaneous Revenues:

- **Concessions:** Revenue from food and beverage sales within the park, offering guests convenience and enhancing their experience while generating additional income.
- **Merchandise Sales:** Income from the sale of branded items, swimwear, or other souvenirs, which contributes to the park's revenue while promoting brand recognition.
- **Rentals:** Revenue from renting items such as lockers, tubes, cabanas, or towels, adding to guest convenience and enjoyment.
- **Interest Income:** Earnings from interest on investments held by the waterpark.
- **Sponsorships:** Income from businesses that sponsor events, attractions, or advertise within the waterpark, providing financial support in exchange for brand exposure.
- **Other Miscellaneous Revenues:** Various other sources of income that may include special events, group bookings, or other non-standard services provided to guests.



## Department Overviews

## GENERAL FUND: MAYOR AND CITY COUNCIL

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### WHO WE ARE:

*To represent the citizens of our community by providing responsible and responsive governance that ensures the well-being, prosperity, and safety of all residents. Through leadership, transparency, and collaboration, we work to enact policies and make decisions that support our city's growth and quality of life.*

### WHAT WE DO:

- **Legislative Oversight:** Approve and implement city ordinances, resolutions, and policies that guide the city's direction.
- **Community Engagement:** Maintain open communication with residents to address concerns and represent their interests.
- **Strategic Planning:** Collaborate with city leadership to establish long-term goals and priorities for community development.
- **Budget Approval:** Review and approve the city's budget to ensure responsible use of public funds.

### FY 2024 ACCOMPLISHMENTS

- ✓ Strengthened community relations through town hall meetings and public forums.
- ✓ Enacted updated zoning regulations to support sustainable growth.
- ✓ Enhanced transparency by launching an online city council portal for public access to council proceedings.
- ✓ Approved new budget initiatives focused on public safety and infrastructure improvements.

### LOOKING AHEAD IN FY 2025

- **Plan:** Expand community outreach with additional public forums and engagement tools.
- **Project:** Oversee the development and adoption of the city's comprehensive master plan.

### GOALS & POLICIES

## CITY OF WICHITA FALLS' STRATEGIC PLAN

### OUR VISION

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

### OUR MISSION

The mission of the City of Wichita Falls is to enhance our quality of life through responsive services, financial stewardship, and diverse business partnerships.

### OUR VALUES

Excellence  
Integrity  
Accountability  
Transparency  
Innovation

## OUR GOALS

### 1 Accelerate Economic Growth

- 1.1 - Identify and expand economic development opportunities
- 1.2 - Make readily available information on 4A/4B incentives for business development
- 1.3 - Support a thriving Sheppard Air Force Base
- 1.4 - Create a Parks and Recreation Foundation
- 1.5 - "Right-size" development regulations
- 1.6 - Seek out opportunity for additional commercial air service
- 1.7 - Prioritize code compliance resources
- 1.8 - Determine the need to update the Downtown Master Plan
- 1.9 - Establish dedicated funds for street maintenance
- 1.10 - Pursue music-friendly designation for the city
- 1.11 - Join a highway coalition to pursue interstate highway designation/connectivity

### 2 Provide Quality Infrastructure

- 2.1 - Create Lake Ringgold Committee to support future water resources
- 2.2 - Develop a neighborhood redevelopment plan and program
- 2.3 - Create funding and construction opportunities for major infrastructure projects
- 2.4 - Pursue public/private partnerships
- 2.5 - Establish a Public Safety/Citizen Committee for public safety and other facility needs
- 2.6 - Create a facilities master plan and financing plan
- 2.7 - Continue to improve recreational amenities
- 2.8 - Collaborate with local non-profits to establish a Beautify Wichita Falls Day

### 3 Actively Engage and Inform the Public

- 3.1 - Improve the City's reputation
- 3.2 - Establish tours to city facilities for the public
- 3.3 - Establish and utilize information platforms to provide information consistently and persistently
- 3.4 - Establish public training courses on various topics of interest for citizens
- 3.5 - Continue supportive partnerships with the local not-for-profit community

### 4 Optimize Engagement with the City and City Services

- 3.6 - Equip City Councilors as community ambassadors
- 3.7 - Practice Effective Governance
- 4.1 - Establish a robust employee recruitment and retention program
- 4.2 - Focus on the younger generations' market for recruitment
- 4.3 - Determine the need to establish a Charter Review Committee
- 4.4 - Improve employee leadership training programs
- 4.5 - Continue to improve inter-departmental cooperation
- 4.6 - Create an employee culture of support and compliance in the community



## GENERAL FUND: MAYOR AND CITY COUNCIL

### EXPENDITURES BY ACCOUNT

MAYOR AND CITY COUNCIL	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Mayor and City Council			
Salaries - Supervision	55,200	55,200	55,200
FICA	4,223	4,223	4,223
Supplies-Office	110	110	1,500
Supplies-Personal Computers	0	225	0
Services-Telephone	851	691	1,259
Travel Expenses	3,917	11,500	30,000
Education Registration	4,665	2,500	2,500
Council Retreat Expenses	0	27,500	5,000
Memberships	12,060	12,500	12,500
Boards/Local Meetings	3,470	5,000	7,500
Public Relation/Promo	789	1,000	1,500
Postage/Freight	267	250	250
<b>Total Expenditures</b>	<b>\$85,551</b>	<b>\$120,699</b>	<b>\$121,432</b>

## GENERAL FUND: ADMINISTRATION

### City Attorney

#### MISSION

*The mission of the City Attorney's Office is to provide the highest-quality legal services to the City of Wichita Falls in the most ethical, timely, efficient, and cost-effective manner. To accomplish this mission, our office is guided by these three pillars of excellence: **Integrity, Preparation, & Responsiveness**. The City Attorney's Office remains dedicated to delivering effective legal representation to the City Council and staff in the performance of their duties. Between July 1, 2023, and June 30, 2024, the office handled 594 projects across diverse areas, representing an 8.7% increase in workload. Additionally, it defended the City against claims and litigation and represented the State in all Municipal Court cases.*

#### SERVICES PROVIDED

- **City Attorney Kinley Hegglund** provides effective legal representation to the City Council and administrative staff and attends all Council meetings. He is also the legal advisor to the Wichita Falls 4B Sales Tax Corporation, the Wichita Falls Economic Development Corporation, and the City-County Hospital Board. Additionally, Mr. Hegglund serves as the Chairman of the Employee Benefit Trust and is the City's representative to the Atmos Cities Steering Committee, Oncor Cities Steering Committee, and Texas Coalition for Affordable Power.
- **Deputy City Attorney Julia Vasquez** manages all litigation and employment issues on behalf of the City. She is the legal liaison to the Human Resources Department and handles all legal matters related to personnel and Police and Fire Civil Service. She represents the City Attorney's office at all Meet & Confer (Police and Fire), Civil Service Commission, and Police Legal Review meetings. Further, Ms. Vasquez is responsible for handling all State and Federal litigation and claims brought against the City.
- **Deputy City Attorney James McKechnie** oversees all contract reviews, including various real estate transactions, construction contracts, purchase agreements, platting, easement drafting, and all other contracts entered into by the City. Additionally, Mr. McKechnie 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 employment and personnel matters, city litigation, claims management, and contract review. Ms. Aguon also serves as the legal liaison to the City's Landmark Commission and represents the City at all Landmark Commission meetings.
- **Assistant City Attorney Misty King** serves as the Municipal Prosecutor for the City of Wichita Falls, overseeing the enforcement of municipal ordinance violations and Class C Misdemeanors. Ms. King provides extensive legal counsel on matters pertaining to code enforcement, animal control, and health department offenses. She also represents the City at all Accident Review Board meetings.
- **Executive Legal Assistant Paige Lessor** provides comprehensive support to all the attorneys in the office, encompassing a wide variety of legal, clerical, and administrative services. Serving as the office manager, Ms. Lessor drafts, proofreads, and edits various legal documents, researches legal issues, files legal documents, oversees filing systems and records management, and maintains the City Attorney's webpage. Ms. Lessor also prepares the yearly budget with the oversight of the City Attorney and monitors budget expenditures. Additionally, Ms. Lessor serves as the 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 various tasks.

## GENERAL FUND: ADMINISTRATION

### City Attorney

#### ACCOMPLISHMENTS

July 1, 2023 - June 30, 2024

- **Discussion, negotiation, and drafting of economic development agreements between various entities and the Wichita Falls Economic Development Corporation and the 4B Sales Tax Corporation.**
  - Performance Agreement between WF4BSC and the City for funding for upgrades and improvements to the **Wichita Falls Sports Complex**
  - Performance Agreement between WF4BSC and the City for the TxDOT grant local match to construct a section of the **Circle Trail**
  - Performance Agreement between WF4BSC and the Chamber allocating funds to assist the Chamber in securing a contracted consulting firm to advocate on behalf of **Sheppard Air Force Base**
  - Amended Performance Agreement between WF4BSC and **Restoring the Past, LLC** to extend the time for the project at 604 7th Street to be completed
  - Amended Performance Agreement between WF4BSC and **Restoring the Past, LLC** to extend the time for the project at 608 7th Street to be completed
  - Performance Agreement between WF4BSC and **Sheppard Air Force Base** for funding runway weed control to assist in BASH Management
  - WFEDC Annual Agreement with **SMAC** for funding to provide administrative services for primary job economic development activities
  - WFEDC Annual Agreement with **Downtown Wichita Falls Development** for funding to advertise and publicize opportunities available in the downtown area of Wichita Falls for the creation and retention of jobs and promotion of downtown business enterprise.
  - WFEDC Annual Agreement with the **Chamber** to carry out industrial and economic development programs
  - WFEDC Annual Agreement with **Midwestern State University** to provide funding for the administration of the i.d.e.a.WF program, which includes helping people start and grow businesses that produce primary jobs that will expand the regional economy
  - WFEDC Agreement with **Magic Aire** to provide a forgivable loan to aid the company in its parking lot infrastructure project
  - WFEDC Agreement with **Senderoo, LLC** to provide a forgivable loan to the Company for the installation of a new HVAC system in a warehouse
  - WFEDC Restated Agreement with **Panda Biotech, LLC**
  - WFEDC Agreement with **Covercraft Industries, LLC**
  - WFEDC Business Park Land Sale Agreement with **BHD Land Development, LLC**
  - WFEDC Agreement with **Seasons Eatings Snack Company, LLC** for a forgivable loan to assist the company in purchasing mechanical equipment to increase production
- **Special Projects**
  - **OPS Water Contract:** The City Attorney's Office effectively and successfully negotiated a 40-year, multi-million-dollar contract for the sale of water to Oklaunion Power Station LLC (OPS), with Julia Vasquez serving as the sole legal negotiator for the City. The intricate negotiations spanned almost four years, involving interactions with five multi-billion-dollar partners invested in OPS. Our office advantageously brokered a successful revision of the original contract, established in 1973, resulting in substantial annual rate increases linked to the Consumer Price Index (CPI). Additionally, the City maintained a steadfast position, refusing to accept several terms that would have imposed additional responsibilities and liabilities.

## GENERAL FUND: ADMINISTRATION

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### City Attorney

- **Unique Vehicle / Golf Cart Ordinance:** Together with the Police Department, our office drafted an innovative ordinance that legalizes the use of unique vehicles such as golf carts, recreational off-highway vehicles, and utility vehicles on city streets. This ordinance integrates precise regulations aimed at safeguarding both the operators and their passengers, as well as ensuring the safety of conventional vehicle drivers who will coexist on the roads. By doing so, the City aimed to elevate the overall quality of life for the community's residents, providing a safe and enjoyable recreational experience.
- **TML Award:** In recognition of our achievements in the Chapter 54 nuisance abatement initiatives, we have submitted our success story to the Texas Municipal League (TML) for their prestigious annual award. These initiatives were crafted to address the pervasive issue of severely blighted properties within residential neighborhoods. A notable example includes our intervention at a prominently located property along Kell and I-44, which served as a focal point upon entering and exiting our esteemed City. We successfully remedied the blight through proactive measures and steadfast dedication, achieving full compliance and restoring the property to its rightful state. This submission to TML not only highlights our commitment to revitalizing our community but also underscores our proactive approach to municipal governance and quality-of-life enhancement.
- **Sheppard Air Force Base Squadron Adoption Program:** Our office adopted the local Judge Advocate General (JAG) squadron. Through this program, we hosted and visited with JAG officers and their staff, fostering and enhancing the relationship between our local community and the military community at Sheppard Air Force Base.
- **Defense of the City against personal injury claims; state and federal litigation.**  
From July 1, 2023, through June 30, 2024, in addition to already pending claims and litigation, this office has received 20 new claims and two new state cases. The City successfully prevailed in multiple disputes, including the following cases:
  - **Leetech Solutions, LLC vs. City of Wichita Falls; Cause No. DC89-CV2022-1832; 89th District Court of Wichita County, Texas**  
Our office prevailed in this case, which involved a claim by Leetech Solutions, LLC, for breach of contract and tortious interference. On June 1, 2021, the City awarded the 2021 Lift Station 15, 36 & 39 Rehabilitation Project to Leetech Solutions, LLC, for \$389,000.00. The Notice to Proceed was issued on July 19, 2021, with an original contract period of 150 days, setting the completion date for December 29, 2021. The City granted Leetech two extensions totaling 140 days, along with credits for six weather days and four holidays, moving the completion date to May 28, 2022. As of July 20, 2022, approximately 3% of the project work had been completed, and 133% of the contract time had elapsed. Staff recommended, and the Council approved, a resolution to terminate the contract with Leetech and file a claim against the contractor's performance bond.  
The contract was terminated on August 2, 2022. Leetech filed an Original Petition against CWF for breach of contract and tortious interference on September 8, 2022. CWF filed an answer, including a Plea to the Jurisdiction, on October 3, 2022. The Court set a hearing on the Plea to the Jurisdiction for January 18, 2023, at 1:30 p.m. Leetech subsequently amended their petition, removing the claims subject to the City's Plea. The remaining claim was a breach of contract, which the City defended vigorously. Written discovery was completed, and depositions were held on May 17, 2023, and August 10, 2023. Mediation was held on April 3, 2024, but the parties did not reach a settlement. Following mediation, Leetech voluntarily dismissed its lawsuit, and the order of dismissal was signed on April 18, 2024.
  - **Karen Thompson vs. Michael Wiggins, Matthew Nyberg; Cause No. JP1-1-SC2023-0731; Justice Court, Precinct 1, Place 1 of Wichita County, Texas**

## GENERAL FUND: ADMINISTRATION

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### City Attorney

On July 7, 2023, Ms. Thompson filed a complaint against two of the City's Code Enforcement Officers, alleging that the "Code Enforcement Dept staff" failed to honor her request to be notified by mail with time she deemed sufficient to remedy any of the City's concerns. She sought damages in the amount of \$4,500.00, along with unspecified amounts for restitution, lost wages, materials, and labor. On July 18, 2023, noting that the plaintiff's claimed cause of action was unclear from the pleadings, the assistant city attorney, on behalf of the defendants, Wiggins and Nyberg, moved for dismissal for lack of jurisdiction. The judge agreed with the defendants' contention that jurisdiction to hear the case rested exclusively with a county court or district court pursuant to § 51.014(8) of the Texas Civil Practice and Remedies Code and § 311.034 of the Texas Government Code. Accordingly, without the need for a hearing, the judge dismissed the lawsuit within hours of receipt of the defendants' motion to dismiss.

- ***Donna Miller vs. City of Wichita Falls; Cause No. 177,897-C; 89th District Court of Wichita County, Texas***

Donna Miller, represented by attorney Joe Steimel, claims personal injuries stemming from a motor vehicle accident with a City employee on November 17, 2010. In this case, Donna Miller was rear-ended by Terry Points after she hit a car in front of her that had suddenly stopped at the intersection of Broad Street & 5th Street. The plaintiff did not go to the emergency room; therefore, we do not have a good estimate of the amount of damages at this time. The City was not properly served in this case. Further, Terry Points was served outside the statute of limitations period. On April 17, 2013, the judge granted Terry Point's summary judgment request based on the service outside the statute of limitations period. The case was severed with the City as the remaining defendant. The City filed a Statement Supporting the Court's intent to Dismiss for Want of Prosecution. On March 14, 2024, the Plaintiff filed a Motion for Nonsuit, and the Court granted the Nonsuit on March 15, 2024.

- **A Municipal Court Prosecutor Annual Report from July 1, 2023 – June 30, 2024**

- During the previous 12 months, the Municipal Court prosecutor conducted 61 bench trials and 21 jury trials.
- Ms. King continued the coordination and presentation of training sessions with multiple city departments to instruct and advise city staff on municipal court procedures and in writing probable cause affidavits, with special training for the Water Department during the height of the drought, when violations of the City's drought ordinance were being cited.
- Ms. King also worked with Code Enforcement to target and work with high-priority defendants and gained compliance on several problem properties.

## GENERAL FUND: ADMINISTRATION

### City Attorney

GOALS & POLICIES					
FY2024 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2023 ESTIMATE	FY2024 TARGET
Legal representation	Defend the City against claims and litigation	Cases/claims filed against the City	Legal representation of the City, its officers, and agents in the performance of their official duties against any claims and/or litigation	100%	100%
Contracts/Questions	Special projects worked by staff over the year	Completion of the projects	Various matters handled by the legal office, including (but not limited to): review of contracts, special projects, drafting of agreements, review of subpoenas, drafting of ordinances and resolutions	100%	100%
Economic Development	Prepare all agreements and ancillary documents for the 4B Sales Tax Corp.	Agreements prepared and executed; legal advice provided.	Attend all 4BSTC meetings and prepare all performance agreements and related documents entered into by the Corporation	100%	100%
	Prepare all agreements and ancillary documents for the WFEDC	Agreements prepared and executed; legal advice provided.	Attendance at all WFEDC meetings and preparation of all performance agreements and related documents entered into by the Corporation	100%	100%
Municipal Court prosecution	Bench Trial Docket	Trials before the judge	Trial before the Municipal Court Judge	100%	100%
	Jury Trial Docket	Trials before a jury	Trial before six jurors at Municipal Court	100%	100%
	Prosecutor appointments	Meet the Prosecutor	Monday morning appointment-based meetings to discuss violations and possible settlement options with prosecutor	100%	100%

## GENERAL FUND: ADMINISTRATION

### City Attorney

#### EXPENDITURES BY ACCOUNT

LEGAL DEPARTMENT	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Legal Department			
Salaries - Supervision	216,922	223,723	233,000
Salaries - Clerical	95,399	100,076	105,073
Salaries-Operational	379,580	437,314	458,335
Overtime	89	1,060	1,050
Stability Pay	4,840	9,680	10,500
Deferred Compensation	15,698	14,535	16,112
FICA	48,260	57,308	60,079
TMRS Retirement	126,370	123,603	141,436
Life Insurance Contribution	899	785	992
Disability Insurance Contributions	678	595	749
Health Insurance Contributions	83,811	64,077	64,077
Supplies-Minor Furniture	2,434	0	0
Supplies-Office	3,466	6,600	6,600
Supplies-Periodicals/Supplements	9,186	10,449	11,061
Supplies-Library Materials	3,025	11,786	12,536
Supplies-Personal Computers	824	0	0
Supplies-PC Software	341	250	250
Services-Telephone	2,922	2,593	3,500
Services-Other Professional	62,854	50,000	50,000
Services-Court Cost/Registration	605	4,650	4,000
Services-Binding/Printing	540	2,650	3,497
In City Mileage Reimbursement	7,347	7,200	12,000
Travel Expenses	16,989	18,100	19,035
Education Registration	7,494	9,600	9,000
Memberships	1,480	5,280	5,280
Boards/Local Meetings	369	600	750
Postage/Freight	2,152	2,800	2,800
<b>Total Expenditures</b>	<b>\$1,094,574</b>	<b>\$1,165,314</b>	<b>\$1,231,711</b>

## GENERAL FUND: ADMINISTRATION

### City Clerk

#### WHO WE ARE:

*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. Like the Secretary of State, the City Clerk is the local official who maintains the integrity of the election process, ensures transparency and access to city records, facilitates the city's legislative process, and is the recorder of local government history. The City Clerk is 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, issues cemetery deeds, facilitates cemetery 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.*

#### WHAT WE DO:

- 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 and tracking/receiving minutes.
- Records Management (oversees and ensures records are maintained in accordance with the Local Government Records Act LGC Chapters 201-205)
- Permits/Licenses (issues solicitor, itinerant merchant, transient show, and dealer of crafted precious metal permits)
- Certification of TABC Applications
- Cemetery Deeds/Transfers
- Boards and Commissions (facilitate the application and appointment process and ensure required training and documents are completed)
- Assist all City departments in researching historical records
- Notary Public

#### FY 2024 ACCOMPLISHMENTS

- ✓ Conducted the 2023 General Election, digitized all election records, and completed updating the Election Register required by law
- ✓ Campaign Finance reports from September 2023 to present on the City website as required by law
- ✓ Certified two petitions for measures to be placed on the November 2024 ballot
- ✓ All Public Information Requests (PIR) completed in accordance with GC Chapter 552 – Public Information Act
- ✓ Ordinances, Resolutions, and Minutes saved in Laserfiche in 3 or < days after approval
- ✓ Met with 17 departments in Memorial Auditorium to assist with their records management plan for the move to Big Blue and Wichita Tower
- ✓ Completed cleanup and destruction of historical records in Memorial Auditorium before the move and scanned permanent records
- ✓ Provided Records Management training to various departments
- ✓ Planned and hosted quarterly TML Region V meeting
- ✓ Administrative Assistant moved to full-time

## GENERAL FUND: ADMINISTRATION

### City Clerk

- ✓ City Clerk's office awarded the Texas Municipal Clerks Association (TMCA) Municipal Clerk's Office Achievement of Excellence award for 2024-2025
- ✓ Marie Balthrop, City Clerk, served as the host for the TMCA Clerk Connections Podcast
- ✓ Theodore Ham, Deputy City Clerk, was one of 9 nominees for the TMCA Emerging Leader award

### LOOKING AHEAD IN FY 2025

- Upcoming Projects
  - Biennial Board and Commission Appreciation Luncheon
  - Candidate Orientation session for the 2024 election
  - Create a new council member orientation packet and host an orientation session.
  - Conduct refresher training for the Open Meetings Act and Public Information Act for the City Council (a joint effort with the City Attorney's office)

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Advancement of multi-year records management program	Actively Engage and Inform the Public	Practice Effective Governance	Based on the beginning status	75%	80%
Conduct 2024 General and Special Election	Actively Engage and Inform the Public	Practice Effective Governance	Election completed in accordance with LGC and City Charter	100%	100%
Processing time for Public Information Requests	Actively Engage and Inform the Public	Practice Effective Governance	Respond within 10 or < business days.	100%	100%

## GENERAL FUND: ADMINISTRATION

### City Clerk

#### EXPENDITURES BY ACCOUNT

CITY CLERK	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
City Clerk Department			
Salaries - Supervision	90,106	95,400	115,000
Salaries - Clerical	11,451	29,497	34,347
Salaries-Operational	43,873	46,235	124,739
Overtime	680	371	893
Stability Pay	688	3,246	4,000
Cell Phone Allowance	720	720	720
FICA	10,856	13,092	15,204
TMRS Retirement	22,132	30,442	31,462
Life Insurance Contribution	180	159	230
Disability Insurance Contributions	135	120	158
Health Insurance Contributions	17,345	33,507	33,507
Supplies-Minor Office Tools/Equipment	2,070	0	0
Supplies-Office	679	1,000	1,500
Supplies-Educational	194	150	150
Supplies-Periodicals/Supplements	74	128	128
Supplies-PC Software	439	255	255
Services-Telephone	1,076	1,051	1,418
Services-Other Professional	6,648	3,395	4,195
Services-Court Cost/Registration	0	100	100
Services-Advertising	1,628	3,500	2,000
Services-Binding/Printing	671	616	0
Insurance Expense	88	88	88
Travel Expenses	5,091	5,000	10,700
Education Registration	2,000	2,000	3,500
Lease Payments	700	1,080	1,097
Election Expense	0	25,000	25,000
Memberships	572	860	760
Boards/Local Meetings	4,551	1,580	4,600
Postage/Freight	4,157	3,500	3,500
<b>Total Expenditures</b>	<b>\$228,803</b>	<b>\$302,092</b>	<b>\$419,251</b>

## GENERAL FUND: CITY MANAGER

### WHO WE ARE:

*To provide effective leadership and management of city operations, ensuring efficient service delivery, innovation, and a high quality of life for our community. We support the Mayor and City Council in implementing policies and provide expertise in administrative functions to enhance city services.*

### WHAT WE DO:

- **City Operations Management:** Oversee all city departments to ensure cohesive, efficient service delivery.
- **Policy Implementation:** Execute the policies and initiatives set forth by the Mayor and City Council.
- **Budget Administration:** Manage the city's budget to align with strategic goals and ensure fiscal sustainability.
- **Community Partnerships:** Foster partnerships with local businesses, organizations, and stakeholders to enhance city initiatives.

### GOALS & POLICIES

- Maintain high standards of operational efficiency and customer service.
- Support sustainable and innovative practices in city operations.
- Ensure the alignment of departmental goals with the city's overall mission and community needs.

### EXPENDITURES BY ACCOUNT

CITY MANAGER	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
City Manager			
Salaries - Supervision	473,025	506,360	521,766
Salaries - Clerical	49,725	52,629	55,256
Stability Pay	3,878	7,756	8,013
Cell Phone Allowance	1,440	1,440	1,440
Deferred Compensation	49,689	37,713	55,845
FICA	32,583	42,627	45,453
TMRS Retirement	121,400	91,940	126,462
Life Insurance Contribution	668	642	702
Disability Insurance Contributions	505	486	530
Health Insurance Contributions	21,921	32,858	32,858
Supplies-Office	991	1,500	1,500
Supplies-Periodicals/Supplements	124	250	250
Services-Telephone	1,456	1,183	2,156
Services-Binding/Printing	671	0	200
In City Mileage Reimbursement	12,000	12,000	12,000
Travel Expenses	13,979	13,000	20,000
Education Registration	2,720	3,700	3,000
Lease Payments	700	800	1,080
Memberships	4,181	5,125	5,000
Boards/Local Meetings	796	1,100	1,100
Postage/Freight	1,561	1,300	1,300
<b>Total Expenditures</b>	<b>\$794,013</b>	<b>\$814,409</b>	<b>\$895,910</b>

## GENERAL FUND: ADMINISTRATION

### Facility Maintenance

#### WHO WE ARE:

*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.*

#### WHAT WE DO:

- 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.

#### FY 2024 ACCOMPLISHMENTS

- ✓ Memorial Auditorium Building Renovation Project.
- ✓ Replaced all of the Public Safety 911 Dispatch consoles. Also installed new LED lighting, painted the interior walls, and replaced the carpet.
- ✓ Assisted with the relocation of all of the City employees in Memorial Auditorium to 3 different locations.
- ✓ Completed the installation of the new HVAC system at the Health Department.
- ✓ Completed a remodel at the Police Department that included the construction of 2 new offices.
- ✓ Replaced the roof at the Public Library.
- ✓ Made facility repairs at the Downtown Farmer's Market.
- ✓ Garage door replacements at multiple facilities including Fire Stations and Public Health Facilities.
- ✓ Added security gates at the Health Department.
- ✓ Air Conditioning unit replacements at multiple facilities.
- ✓ Replaced the HVAC unit in the Public Safety Computer Room.
- ✓ Processed over 1300 service calls.

#### LOOKING AHEAD IN FY 2025

- Replace the roof at the Central Fire Station.
- Replace the carpet at the Public Library.
- Replace 25% of the HVAC piping at the Health Department.
- Remodel restroom at the Municipal Court to accommodate ADA requirements.
- Continued work on the Memorial Auditorium Building Renovation.

## GENERAL FUND: ADMINISTRATION

### Facility Maintenance

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Improve City Buildings appearance and operation.	4. Efficiently Deliver City Services	4.2 - Reinforce a culture of superior customer service 4.3 – Streamline municipal business processes 4.5 – Continue to improve inter-departmental cooperation	Complete service requests.	93%	95%
Improve City Buildings appearance and operation.	4. Efficiently Deliver City Services	4.2 - Reinforce a culture of superior customer service 4.3 – Streamline municipal business processes 4.5 – Continue to improve inter-departmental cooperation	Appliances are in working order.	90%	90%
Provide safer buildings.	4. Efficiently Deliver City Services	4.2 - Reinforce a culture of superior customer service 4.3 – Streamline municipal business processes 4.5 – Continue to improve inter-departmental cooperation	Provided daily janitorial service and maintenance.	95%	95%

### EXPENDITURES BY ACCOUNT

FACILITY MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Facility Maintenance Services			
Salaries - Supervision	59,973	63,498	66,678
Salaries - Clerical	32,081	30,096	32,237
Salaries-Operational	743,226	864,829	874,535
Overtime	23,440	21,200	25,200
Terminal Pay	255	0	2,500
Stability Pay	16,941	34,346	39,500
FICA	65,238	71,127	74,920
TMRS Retirement	144,064	153,411	161,891
Life Insurance Contribution	1,151	1,086	1,238
Disability Insurance Contributions	871	817	955
Health Insurance Contributions	182,222	200,175	200,175
HSA Contributions-Employer	1,556	1,509	3,000
Supplies-Minor Tools and Equip	1,744	3,000	3,000
Supplies-Minor Furniture	4,772	0	0

## GENERAL FUND: ADMINISTRATION

### Facility Maintenance

FACILITY MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Office	728	1,500	1,500
Supplies-Medical/Drug	111	100	100
Supplies-Janitorial	100,153	101,115	101,115
Supplies-Chemical	0	14,606	14,606
Supplies-Clothing and Uniforms	4,514	12,360	12,360
Supplies-Periodicals/Supplements	0	200	200
Maintenance-Machine/Tools/Implements	10,692	13,650	13,650
Maintenance-Radios	0	200	200
Maintenance-Instruments	444	20,005	20,005
Maintenance-Heating/Cooling Systems	204,606	182,175	182,175
Maintenance-Other Equipment	4,492	31,000	31,000
Maintenance-Buildings	59,837	218,350	418,350
Maintenance-Auditorium	1,609,944	3,150	3,150
Maintenance-Health Facilities	22,195	22,150	167,950
Maintenance-Animal Services	18,879	12,600	12,600
Maintenance-Police Facilities	67,373	29,385	4,385
Maintenance-Fire Facilities	60,976	17,125	120,125
Maintenance-Library	31,196	26,901	16,901
Maintenance-Municipal Court	2,522	17,606	70,606
Maintenance-MLK Center	17,524	7,000	7,000
Services-Telephone	4,407	3,753	3,753
Service-Wireless Phone Aircards	701	720	720
Services-Electricity	89,621	127,400	100,000
Services-Gas	19,712	28,000	28,000
Services-Water/Sewer/Sanitation	15,684	17,078	17,078
Services-Central Garage	24,704	26,919	24,704
Services-Other Professional	108,886	190,000	190,000
Services-Binding/Printing	473	200	200
Postage/Freight	1,548	1,000	1,500
Other Improvements	0	890,000	665,000
<b>Total Expenditures</b>	<b>\$3,759,458</b>	<b>\$3,461,341</b>	<b>\$3,714,763</b>

TRAINING CENTER	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Training Center/Radio Comm			
Services-Telephone	73,955	82,524	111,407
Services-Electricity	38,297	45,500	50,802
Services-Gas	3,030	3,900	4,100
Services-Water/Sewer/Sanitation	3,071	2,874	3,000
Postage/Freight	230	0	0
<b>Total Expenditures</b>	<b>\$118,584</b>	<b>\$134,798</b>	<b>\$169,309</b>

# GENERAL FUND: ADMINISTRATION

## Finance

### WHO WE ARE:

*The Finance division is committed to delivering financial stewardship by managing city's resources with transparency, integrity, and accountability.*

### WHAT WE DO:

- Prepares financial reports including preparation of the Annual Comprehensive Financial Report (ACFR)
- Works with staff and vendors to ensure purchasing policy compliance
- Processes payments to vendors
- Prepares bi-weekly payroll for city employees
- Oversees financial management and reporting for all State and Federal grants
- Prepares financial forecasts and the Annual Operating Budget
- Manages bank funds, investment, and debt
- Records and reconciles general ledger transactions

### FY 2024 ACCOMPLISHMENTS

- ✓ Governmental Finance Officers Association (GFOA) Triple Crown for FY 2022 including Distinguished Budget Presentation Award, Certificate of Achievement in Financial Reporting, and Popular Annual Financial Report Award
- ✓ Maintained Transparency Stars Program status with Texas Comptroller's office
- ✓ Developed routine reporting for ARPA funds
- ✓ Coordinated auction of surplus furniture and equipment from Memorial Auditorium
- ✓ Completed a Request for Qualifications (RFQ) for independent audit services

### LOOKING AHEAD IN FY 2025

- Clean Audit and Award-Winning ACFR
- Thoughtful and Award-Winning Budget
- Identify and track potential opportunities for increased revenue, decreased expenses and strategic investments in our community
- Complete Requests for Proposals (RFP) for banking and investment services

### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Earn Certificate of Achievement for Excellence in Financial Reporting Award	Actively Engage and Inform the Public	3.7 Practice Effective Governance	Submit ACFR to the GFOA for the Certificate of Achievement in Financial Reporting Award	Awarded	Award
Earn Distinguished Budget Award from GFOA	Actively Engage and Inform the Public	3.7 Practice Effective Governance	Submit Budget to the GFOA Award program	Awarded	Award
Develop Process for Tracking Potential Financial Opportunities	Accelerate Economic Growth	Financial Stewardship (1.1, 1.2, 1.9, 2.3, 2.6, 3.7)	State how the department will measure the performance and achievement of the outlined goal	NA	Process in Place 97

## GENERAL FUND: ADMINISTRATION

### Finance

#### EXPENDITURES BY ACCOUNT

FINANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Finance			
Salaries - Supervision	265,316	314,897	337,504
Salaries - Clerical	92,330	108,190	117,522
Salaries-Operational	334,169	411,330	414,437
Overtime	2,772	1,590	2,100
Stability Pay	6,996	19,858	14,500
Cell Phone Allowance	690	720	720
FICA	49,791	60,651	59,009
TMRS Retirement	110,050	147,977	124,812
Life Insurance Contribution	890	1,061	926
Disability Insurance Contributions	672	791	699
Health Insurance Contributions	93,315	98,439	98,439
HSA Contributions-Employer	145	0	4,000
Supplies-Minor Office Tools/Eq	0	200	500
Supplies-Minor Furniture	2,138	6,000	2,000
Supplies-Office	10,002	9,500	10,500
Supplies-Periodicals/Supplements	1,134	650	725
Supplies-Code Books	0	0	95
Supplies-Personal Computers	814	2,000	0
Supplies-PC Software	1,343	775	2,000
Supplies-Other	0	0	100
Maintenance-Office Furniture/Equip	0	6,000	2,000
Maintenance-Buildings	0	2,087	0
Services-Telephone	3,594	2,922	3,945
Service-Wireless Phone Aircards	0	460	0
Services-Other Professional	3,925	5,500	5,500
Services-Advertising	2,264	10,000	5,000
Services-Binding/Printing	4,864	6,000	6,000
Services-Other Miscellaneous	450	0	550
Insurance Expense	50	115	215
Travel Expenses	13,817	15,500	10,500
Education Registration	6,637	5,500	3,300
Memberships	3,310	4,030	3,210
Postage/Freight	8,774	12,000	10,000
<b>Total Expenditures</b>	<b>\$1,020,252</b>	<b>\$1,254,743</b>	<b>\$1,240,807</b>

## GENERAL FUND: ADMINISTRATION

### Finance

NON-DEPARTMENTAL	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Non-Departmental			
Salaries-Operational	2,032	0	(758,611)
Terminal Pay	730,964	652,034	800,000
FICA	55,469	0	0
TMRS Retirement	108,635	0	0
Life Insurance Contribution	197	0	0
Disability Insurance Contributions	149	0	0
Eye Glass Reimbursement	309	0	0
Supplies-Office	206	0	0
Flood-Health Department	41,250	0	0
Services-Telephone	1,160	769	1,401
Services-Central Garage	4,997	4,911	5,831
Services-Bank	36,809	40,000	40,000
Services-Audit	33,976	72,000	40,113
Services-Other Professional	159,060	150,000	172,445
Services-Employee Physicals	254,285	250,000	250,000
Worker's Compensation	466,072	840,000	500,000
Unemployment Compensation	11,449	20,000	15,000
Insurance Expense	187,432	172,000	201,000
Claims and Settlements	45,217	20,000	75,000
General Liability Claims	35,921	100,000	100,000
Wind Storm Damage	23,024	0	0
Contract-Helen Farabee Center	100,000	100,000	100,000
Contract-Teen Court	0	7,500	0
Contract-Nortex Planning Comm	18,417	20,000	20,000
Contract-Neighborhood Centers	26,727	17,000	0
Contract-Co Appraisal District	464,728	505,200	598,616
Lease Payments	144,371	140,571	13,800
Public Relation/Promo	15,000	15,000	16,410
Information Services	3,454,911	3,454,911	3,674,098
Budget Contingency	0	469,378	604,387
Prior Year Expend-Spectra	6,181	0	0
Operating Transfer-General	3,644,598	0	155,127
Operating Transfer-MPEC	0	500,000	500,000
Operating Transfer-Other	54,697	238,598	0
<b>Total Expenditures</b>	<b>\$10,128,242</b>	<b>\$7,789,872</b>	<b>\$7,124,617</b>

## GENERAL FUND: ADMINISTRATION

### Human Resources

#### WHO WE ARE:

*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.*

#### WHAT WE DO:

- 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.

#### FY 2024 ACCOMPLISHMENTS

- ✓ By setting higher standards with vendors conducting background screen and pre-employment physicals, improved time to fill vacancy days by 2 weeks, from 51-day average in 2023-to-42-day average in 2024.
- ✓ Improved organization vacancy count by an average of 20 vacancies per week compared to last fiscal year.
- ✓ Successfully on-boarded 329 employees.
- ✓ Reviewed more than 850 employee evaluations.
- ✓ Implemented the new KnowBe4 learning management system and training library for employee compliance training.
- ✓ Successfully recruited 7 new Firefighter Trainees and 21 new Police Trainees.
- ✓ Partnered with the Texas A&M, CEC, MSU, and the Wichita Falls Chamber to bring in 13 paid interns and 8 un-paid interns City-wide this fiscal year, and further improved community internship opportunities.

## GENERAL FUND: ADMINISTRATION

### Human Resources

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Reduce Turnover	4. Efficiently Deliver City Services	4.1 Improve Employee Recruitment and Retention	Regrettable Turnover	Non-Exempt: 8.1% Exempt: 9.4% Police: 3.9% 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)	42 Day Average	<36 Day Average
Recruit Interns	1. Accelerate Economic Growth	1.8 Continue Community Internship Opportunities	Number of internships provided	21	>22

## GENERAL FUND: ADMINISTRATION

### Human Resources

#### EXPENDITURES BY ACCOUNT

HUMAN RESOURCES	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Human Resources			
Salaries - Supervision	127,715	133,566	140,235
Salaries - Clerical	57,434	64,115	67,255
Salaries-Operational	372,796	377,659	402,377
Pool Operational	8,817	15,900	15,750
Overtime	8,720	0	0
Stability Pay	5,528	11,056	11,000
Cell Phone Allowance	969	720	720
FICA	41,859	44,013	44,382
TMRS Retirement	88,012	94,931	91,256
Life Insurance Contribution	704	674	716
Disability Insurance Contributions	531	511	541
Health Insurance Contributions	90,086	74,586	74,586
HSA Contributions-Employer	485	503	1,000
Supplies-Minor Tools and Equip	195	0	0
Supplies-Minor Furniture	0	450	450
Supplies-Office	4,418	4,248	4,248
Supplies-Photographic	45	1,700	500
Supplies-Educational	0	500	500
Supplies-Periodicals/Supplements	150	0	0
Supplies-Personal Computers	1,730	0	0
Maintenance-PC Software	86	0	86
Maintenance-Systems Software	33,927	33,456	33,300
Services-Telephone	3,618	2,986	5,442
Service-Wireless Phone Aircards	1,242	1,512	1,512
Services-Central Garage	1,331	888	1,130
Services-Other Professional	54,373	47,930	48,430
Services-Advertising	1,081	8,500	8,500
Services-Binding/Printing	1,395	3,105	1,100
Services-Other Miscellaneous	1,979	4,000	4,000
Insurance Expense	4,146	0	0
Travel Expenses	5,484	9,000	9,000
Education Registration	3,390	2,150	2,600
In-Service Train/Tuition Asst	27,873	20,360	37,381
Lease Payments	3,454	4,522	3,777
Memberships	225	1,675	1,675
Boards/Local Meetings	7,256	2,500	2,500
Public Relation/Promo	1,254	3,150	3,150
Postage/Freight	3,434	3,200	3,200
<b>Total Expenditures</b>	<b>\$965,742</b>	<b>\$974,067</b>	<b>\$1,022,297</b>

## GENERAL FUND: ADMINISTRATION

### Public Information Office

#### WHO WE ARE:

*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, 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.*

#### WHAT WE DO:

- 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.

#### FY 2024 ACCOMPLISHMENTS

- ✓ Successfully moved all equipment necessary to stream City Council meetings live in a new location. This included a lot of prep work in the new location which included, but isn't limited to, set design, lighting, sound equipment, AV, installation of monitors, sound board, etc.
- ✓ Continued to increase followers on our social media platform, Facebook.
- ✓ Created an internal request process for all Departments in order to effectively track and monitor the progress on projects.

#### LOOKING AHEAD IN FY 2025

- City Council meeting recaps called "Council Wrap" where the Public Information Officer and City Manager highlight what decision were made during the City Council meeting.

#### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Create public facility tours to educate the public on upcoming facility needs	3 Actively Engage and Inform the Public	3.2 Establish tours to city facilities to the public	Completion of the tour program	25%	100%
Continue to utilize social media, informational videos and the website to educate residents.	3 Actively Engage and Inform the Public	3.3 Establish and utilize information platforms to provide information consistently and persistently	Continued growth in followers across platforms	100%	100%

## GENERAL FUND: ADMINISTRATION

### Public Information Office

#### EXPENDITURES BY ACCOUNT

PUBLIC INFORMATION OFFICE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Public Information Office			
Salaries - Supervision	133,481	141,186	148,255
Salaries - Clerical	29,197	30,536	30,686
Salaries-Operational	45,491	47,381	49,752
Overtime	2,017	0	0
Stability Pay	1,711	3,696	5,250
Cell Phone Allowance	577	576	576
FICA	15,312	16,762	17,057
TMRS Retirement	34,488	36,151	37,577
Life Insurance Contribution	277	261	293
Disability Insurance Contributions	209	198	221
Health Insurance Contributions	37,170	32,000	32,000
HSA Contributions-Employer	145	151	600
Supplies-Minor Tools and Equip	379	750	750
Supplies-Minor Furniture	42	250	250
Supplies-Office	898	750	750
Supplies-Clothing and Uniforms	69	500	500
Supplies-Periodicals/Supplements	204	128	128
Supplies-PC Software	250	12,635	13,780
Maintenance-PC Software	0	0	86
Maintenance-Systems Software	627	1,500	1,420
Services-Telephone	2,596	1,565	2,853
Service-Wireless Phone Aircards	0	1,512	2,880
Services-Central Garage	742	555	480
Services-Other Professional	386	0	1,044
Services-Advertising	0	3,560	3,560
Services-Binding/Printing	54	250	250
Travel Expenses	6,096	3,500	3,500
Education Registration	2,130	2,350	2,350
Lease Payments	272	840	0
Memberships	752	535	535
Boards/Local Meetings	550	0	0
Public Relation/Promo	7,834	10,000	10,000
Postage/Freight	248	200	200
Other Machinery and Equipment	0	1,449	0
<b>Total Expenditures</b>	<b>\$324,204</b>	<b>\$351,727</b>	<b>\$367,584</b>

## GENERAL FUND: DEVELOPMENT SERVICES

### Building Inspections

#### WHO WE ARE:

The Building Inspection Division provides a platform for ensuring 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 ensure 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.

#### WHAT WE DO:

- 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

#### FY 2024 ACCOMPLISHMENTS

- ✓ Continued 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. Completion date for these two schools will be by August 15<sup>th</sup>, 2024.
- ✓ Plan review for commercial projects averaged 4-5 days with the help of all departments.

#### LOOKING AHEAD IN FY 2025

- Train and install new permit software to be online by October 2024.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Continue to improve the permit, inspection and plan review systems to keep up with customer needs.	4. Optimize Engagement with the City and City Services	4.5 – Continue to improve inter-departmental cooperation	Continue to measure plan review timelines to efficiently issue permits in a timely manner.	80%	90%
Provide a pre-construction meeting for larger projects	3. Actively Engage and Inform the Public	3.3- Establish and utilize information platforms.	Keep a pre-construction log on larger projects that come in.	60%	70%
Continue to support our design professionals and contractors in the permit phase.	4. Optimize Engagement with the City and City Services	4.6- Create an employee culture of support and compliance in the community	Follow up on projects that are permitted for concerns from the GC or design professional.	70%	80%
					105

## GENERAL FUND: DEVELOPMENT SERVICES

### Building Inspections

#### EXPENDITURES BY ACCOUNT

INSPECTIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Inspections			
Salaries - Supervision	145,182	160,641	168,670
Salaries - Clerical	1,251	0	0
Salaries-Operational	412,222	463,889	463,465
Overtime	339	0	0
Terminal Pay	0	0	3,710
Stability Pay	6,050	12,100	11,500
Cell Phone Allowance	1,876	1,440	2,160
FICA	41,150	45,152	47,836
TMRS Retirement	91,542	97,385	103,448
Life Insurance Contribution	748	765	807
Disability Insurance Contributions	565	581	609
Health Insurance Contributions	110,724	101,254	101,254
HSA Contributions-Employer	0	0	1,000
Supplies-Minor Tools and Equip	175	300	300
Supplies-Minor Furniture	301	860	860
Supplies-Office	4,453	2,700	3,662
Supplies-Medical/Drug	0	100	100
Supplies-Clothing and Uniforms	837	1,000	1,000
Supplies-Educational	0	500	500
Supplies-Code Books	1,296	3,000	3,000
Supplies-Personal Computers	0	480	600
Supplies-PC Software	395	0	0
Supplies-Other	0	200	200
Maintenance-Systems Hardware	0	270	270
Maintenance-PC Software	385	415	387
Services-Telephone	4,052	3,468	6,321
Service-Wireless Phone Aircards	3,191	4,104	4,104
Services-Central Garage	55,251	49,016	40,969
Services-Bank	60	0	0
Services-Other Professional	71,958	78,500	0
Services-Advertising	335	0	0
Services-Binding/Printing	1,723	2,400	2,400
Services-Subcontractors	0	5,000	5,000
Travel Expenses	1,606	2,700	2,700
Education Registration	2,473	4,000	4,000
Lease Payments	2,285	2,320	2,346
Memberships	637	850	850
Boards/Local Meetings	63	2,400	0
Postage/Freight	5,308	5,375	5,375
<b>Total Expenditures</b>	<b>\$968,435</b>	<b>\$1,053,165</b>	<b>\$989,403</b>

## GENERAL FUND: DEVELOPMENT SERVICES

### Code Enforcement

#### WHO WE ARE:

*Code Compliance 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.*

#### WHAT WE DO:

- 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.

#### FY 2024 ACCOMPLISHMENTS

- Between October 1, 2023 and June 26, 2024
  - 6,383 Total Cases
  - 12,076 Total Inspections
  - 513 Citations Issued
- Ten (10) properties taken to City Council for demolition orders.
- Thirteen (13) additional properties will be taken to City Council for demolition orders in the upcoming months.
- Thirteen (13) hazardous structures demolished.
- Continued to streamline MyGov workflows to increase case processing efficiency.

#### LOOKING AHEAD IN FY 2025

- Attending civic engagements and special events to change the perception of Code Compliance.
- The development and adoption of a “Junk Vehicle” ordinance is a key project for the upcoming year.

## GENERAL FUND: DEVELOPMENT SERVICES

### Code Enforcement

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Develop and implement effective zones based on population.	1. Accelerate Economic Growth	1.7 Prioritize Code Compliance Resources	Creating equal population dense zones to effectively provide coverage for inspections and requests.	75%	90%
Participate in Neighborhood Revitalization efforts.	2. Provide Quality Infrastructure	2.2 Develop a neighborhood redevelopment plan and program	Assist Development Services staff to determine needs, goals and implementation of ordinances needed for revitalization efforts.	70%	95%
Development and Implementation of systems & policies related to downtown ordinances.	1. Accelerate Economic Growth	1.8 Determine the need to update the Downtown Master Plan	Systems and policies are in place to effectively and efficiently enforce Downtown Vacant Structure Registry and Property Maintenance Code ordinances.	95%	100%
Provide a timely and effective response to citizen concerns and implement a proactive enforcement style.	3. Actively Engage and Inform the Public	3.7 Practice Effective Governance	Running frequent reports to ensure requests are responded to and updates are provided.	80%	95%
Work with other departments and divisions to streamline the abatement process for violations.	4. Optimize Engagement with the City and City Services	4.5 Continue to improve inter-departmental cooperation	Using MyGov 5.0 to work with departments to improve functionality of the software, improve reporting, and streamline processes for effective communication between departments.	75%	80%
Be transparent and engage with citizens to change the perception of Code Compliance through participation in various engagements.	3. Actively Engage and Inform the Public	3.1 Improve the City's reputation	Attending neighborhood meetings, special events, and other outlets to discuss and educate the citizens on the duties of Code Compliance.	75%	100%

## GENERAL FUND: DEVELOPMENT SERVICES

### Code Enforcement

#### EXPENDITURES BY ACCOUNT

CODE ENFORCEMENT	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Code Enforcement			
Salaries - Supervision	16,876	70,067	32,832
Salaries - Clerical	30,695	26,008	27,594
Salaries-Operational	258,560	252,220	311,072
Overtime	1	0	0
Stability Pay	2,945	5,890	8,800
Cell Phone Allowance	1,439	1,152	1,418
FICA	22,815	26,644	28,466
TMRS Retirement	50,413	57,468	61,544
Life Insurance Contribution	409	390	472
Disability Insurance Contributions	308	298	358
Health Insurance Contributions	68,673	50,000	50,000
HSA Contributions-Employer	472	498	990
Supplies-Minor Tools and Equip	628	200	200
Supplies-Minor Furniture	342	300	300
Supplies-Office	2,027	3,350	3,350
Supplies-Medical/Drug	0	55	100
Supplies-Clothing and Uniforms	509	550	800
Supplies-System Software	0	600	0
Supplies-Other	84	150	150
Maintenance-Systems Hardware	48	150	150
Maintenance-PC Software	300	405	301
Services-Telephone	1,476	1,470	2,679
Service-Wireless Phone Aircards	3,191	3,648	3,716
Services-Water/Sewer/Sanitation	0	0	500
Services-Central Garage	24,827	34,057	29,600
Services-Binding/Printing	708	850	600
Services-Subcontractors	10,061	50,000	50,000
Travel Expenses	1,062	1,500	5,000
Education Registration	1,350	1,500	3,000
Lease Payments	1,271	1,195	1,221
Memberships	0	400	400
Postage/Freight	9,899	8,500	9,500
<b>Total Expenditures</b>	<b>\$511,387</b>	<b>\$599,515</b>	<b>\$635,113</b>

## GENERAL FUND: DEVELOPMENT SERVICES

### Planning

#### WHO WE ARE:

*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*

#### WHAT WE DO:

- 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

#### FY 2024 ACCOMPLISHMENTS

- ✓ The Neighborhood Revitalization Steering Committee was formed on May 7, 2024, and was given the Council directive to making recommendations on objectives for a neighborhood plan to include development regulations, incentive programs, community goals, and others as directed by Council.
- ✓ As part of the 88<sup>th</sup> Texas Legislative Session, the State adopted new guidelines for the processing and transparency of requirements for land subdivision. The staff worked with the Development Stakeholders to craft an ordinance aligned with the State. The public engagement continued in the revisions to the City's Pavement Design Manual and the Stormwater Design Manual to allow for increased options in designing infrastructure for residential subdivisions.
- ✓ The number of Pre-development meetings has dropped from the year prior to by 40% to (112) held with commercial, industrial and residential. The range of scale of development after increased inflation has reduced the number of locally owned or micro enterprises business (consisting of 4 or fewer employees); However, working with the WF Chamber, staff have increased the number of coordination meetings for potential industrial prospects.
- ✓ Processed 44 plats to subdivide land for development, ranging from preliminary to final. The plats reviewed for FY 25 decreased by 4 plats from FY 24.
- ✓ Reviewed 55 site plans for consistency with zoning standards, particularly setbacks, parking, signage and landscaping. This is an increase of 14% from the year prior.

## GENERAL FUND: DEVELOPMENT SERVICES

### Planning

- ✓ Issued 46 property addresses either through the platting process or requests for re-address.
- ✓ Partnerships strengthened with SAFB through the Wichita Falls Economic Development Corporation (WFEDC) financial assistance to help alleviate aviation hazards thus protecting the military mission and improving aviation safety both for civilians and military. Annual funding approved over a four-year period to continue the progress achieved since the 2014 drought with Air Field Bird Strike Hazard Reclamation. Project involves annual time-sensitive spraying of invasive weed species around the runways and grass seed application of desirable species.
- ✓ 4B Downtown Matching Grant Program experienced another successful year with significant building reinvestments downtown, 18 requests were received for project assistance while processing \$124,979 in reimbursements for 14 completed projects during the calendar year.
- ✓ Wichita Falls Lofts, a redevelopment site for 40-new income-qualified housing units, successfully financed the project using state housing tax credits to acquire a former commercial site near Crockett Elementary. Abatement/demolition began fall 2023 and the new apartments were constructed in 2024 helping fulfill a need for more quality affordable housing in close proximity to neighborhood amenities such as public transportation, retail, emergency services and schools.
- ✓ Collaboration with two major manufacturing companies to obtain Texas Enterprise Program incentives based on their continued commitment for capital reinvestment, retention of full-time jobs and product diversification providing added stability to the regional economy.
- ✓ Community preservation collaboration with the City's Historic Preservation Officer, Landmark Commission, West Floral Heights Historic District, West Floral Heights Neighborhood Association and the Wichita Falls Association of Realtors to improve community-wide awareness of the City's only designated residential historic district and existence of design standards to protect the unique architectural heritage of this 115-year-old district. Project resulted in creating a historic plaque program; a tangible symbol of historic district status on all 208 residences along with staff conducting training sessions about the City's design standards for exterior alterations (demolition, renovation, addition). Historic plaque installation commenced during National Historic Preservation Month.
- ✓ Processed 55 design review requests for historically designated properties which included minor (Preservation staff) and major (Landmark Commission) exterior alterations. This is a 24% increase from the prior year.

#### LOOKING AHEAD IN FY 2025

- Continued work on the Neighborhood Revitalization Program.
- Further discussion/work to better "right size" ordinances to fit community standards.

## GENERAL FUND: DEVELOPMENT SERVICES

### Planning

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Neighborhood Revitalization	2 Provide Quality Infrastructure	2.2 Develop a Neighborhood Redevelopment Plan and Program	<p>Initiate implementation of neighborhood revitalization priorities under <i>Phase I</i>:</p> <ul style="list-style-type: none"> <li>-Ord. revisions (junk vehicle/trees)</li> <li>-Bridwell Park improvements</li> <li>- Bi-annual information fair</li> </ul> <p><i>Phase II:</i></p> <ul style="list-style-type: none"> <li>-Neighborhood clean-up programs</li> <li>-Partnerships w/ non-profits (Christmas- in-Action; Operation Fresh Start)</li> <li>-Create neighborhood branding</li> <li>-Property maintenance code area</li> <li>-Incentive Program</li> </ul> <p><i>Phase III:</i></p> <ul style="list-style-type: none"> <li>Adopt a Neighborhood Plan for CWFRA</li> <li><i>Phase III:</i></li> <li>Begin engaging community for a second neighborhood revitalization area</li> </ul>	65%  50%  50%	90%  100%  20%
Downtown Revitalization Plan Implementation	1 Accelerate Economic Growth	1.8 Determine the need to update the Downtown Master Plan	<p>Zoning Diagnostic Report Implementation:</p> <ul style="list-style-type: none"> <li>- Parking Assessment/Signage</li> <li>- Enhance Downtown Improvement Grants or Create New Program</li> <li>- Consider a Public Improvement District (PID)</li> <li>- Focused Street Improvements: 8<sup>th</sup> St; Indiana-Scott Ave</li> </ul>	40%  15%  15%  10%	70%  80%  90%  75%  25%
Increase Awareness of Historic Preservation Programs	3.0 Actively Engage & Inform the Public	3.3 Establish and Utilize Information Platforms to Provide Information Consistently and Persistently	<p>Actively work with Landmark Com. and partner agencies to improve community awareness of:</p> <ul style="list-style-type: none"> <li>- Historic District properties and associated Design Standards thus reducing non-compliant alterations</li> </ul>	70%  50%	85%  70%

## GENERAL FUND: DEVELOPMENT SERVICES

### Planning

		3.8 Practice Effective Governance	- commercial/institutional historic rehab funding assistance programs - apply for CLG grant FY25/26 updating 1982 Preservation Plan/Cultural Resources Survey	0%	50%
Streamline Development Review Process	4.0 Actively Engage and Inform the Public	4.5.1 Create a Proactive Focus for Customer Service	Continued implementation of improved coordination in the development review process with: - Phase III: Plats Checklist v2	100%	
Subdivision & Development: Compliance Update	1.0 Accelerate Economic Growth	1.3 "Right size" Development Regulations	Subdivision Ordinance revisions to incorporate revised engineering standards for commercial/ industrial development.	100%	--
ARPA Project Coordination	1.0 Accelerate Economic Growth 3.0 Actively Engage & Inform the Public	1.1 Identify and Expand Economic Development Opportunities 3.8 Practice Effective Governance	Continued coordination with project managers regarding reporting and compliance with federal ARPA (American Rescue Plan Act) funding.	50%	75%

## GENERAL FUND: DEVELOPMENT SERVICES

### Planning

#### EXPENDITURES BY ACCOUNT

PLANNING	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Planning			
Salaries - Supervision	219,954	204,431	208,417
Salaries - Clerical	36,825	37,790	37,325
Salaries-Operational	111,700	196,475	182,418
Stability Pay	4,016	8,032	12,050
Cell Phone Allowance	720	720	720
FICA	27,046	27,962	31,267
TMRS Retirement	60,583	60,308	69,311
Life Insurance Contribution	491	459	537
Disability Insurance Contributions	370	347	406
Health Insurance Contributions	52,655	49,500	49,500
HSA Contributions-Employer	484	503	1,000
Supplies-Minor Furniture	854	0	0
Supplies-Office	4,089	3,000	3,000
Supplies-Clothing and Uniforms	376	120	0
Supplies-Educational	0	150	200
Supplies-Periodicals/Supplements	844	954	935
Supplies-Personal Computers	0	626	0
Supplies-PC Software	235	1,672	0
Maintenance-PC Software	0	894	0
Services-Telephone	2,021	1,842	2,039
Services-Central Garage	4,028	3,996	4,002
Services-Other Professional	3,066	0	0
Services-Lien Filings	(100)	5,000	5,000
Services-Advertising	1,314	3,000	3,000
Services-Binding/Printing	530	750	750
Travel Expenses	3,590	6,100	6,500
Education Registration	3,110	3,250	3,000
Lease Payments	2,285	2,320	2,346
Memberships	1,140	2,009	1,500
Boards/Local Meetings	4,355	3,000	3,000
Postage/Freight	1,981	2,200	2,200
Motor Vehicles	0	32,000	0
<b>Total Expenditures</b>	<b>\$548,561</b>	<b>\$659,409</b>	<b>\$630,423</b>

## GENERAL FUND: ENGINEERING

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### WHO WE ARE:

*The Engineering Department is committed to delivering exceptional project and asset management by providing high quality and excellence in design, construction management and asset tracking of critical infrastructure for the City of Wichita Falls.*

### WHAT WE DO:

- 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

### FY 2024 ACCOMPLISHMENTS

- ✓ Designed in-house \$9.2M in capital improvement projects. Oversaw \$3M in consultant design projects.
- ✓ Oversaw the construction of \$26.1M in projects
  - Completed the second phase of the Business Park Infrastructure Improvements, Fisher Rd, Midwestern Pkwy, and Hammon Rd widening.
  - Completed the removal and replacement of the 9<sup>th</sup> Street Elevated Storage Tank.
  - Completed the SCADA System Improvements for Water Purification.
  - Completed the Lake Wichita Park Parking Lot.
  - Oversaw the completion of 42,059 linear feet of new and rehabilitated streets, 1,306 linear feet of drainage improvements, 12,237 linear feet of new and replacement water mains and rehab of 3,807 linear feet of sanitary sewer mains.
- ✓ Provided oversight 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 215 sidewalk, driveway approaches, and curb and gutter repairs, and private utility repairs.

## GENERAL FUND: ENGINEERING

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 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.

## GENERAL FUND: ENGINEERING

### EXPENDITURES BY ACCOUNT

ENGINEERING	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Engineering			
Salaries - Supervision	228,802	253,695	200,205
Salaries-Operational	821,632	857,270	990,688
Overtime	15,893	14,840	18,375
Certification Pay	1,950	1,950	1,950
Stability Pay	11,377	22,756	23,875
Cell Phone Allowance	2,340	2,340	1,980
FICA	75,895	84,989	75,851
TMRS Retirement	173,689	183,309	167,939
Life Insurance Contribution	1,377	1,330	1,302
Disability Insurance Contributions	1,039	1,007	984
Health Insurance Contributions	199,248	179,047	179,047
HSA Contributions-Employer	1,916	1,895	4,000
Supplies-Minor Tools and Equip	378	2,305	11,608
Supplies-Minor Office Tools/Eq	0	150	695
Supplies-Minor Furniture	9,148	1,700	1,500
Supplies-Office	5,948	10,050	9,500
Supplies-Medical/Drug	0	70	100
Supplies-Janitorial	242	500	300
Supplies-Lab	2,454	3,375	1,888
Supplies-Clothing and Uniforms	0	410	410
Supplies-Educational	0	800	300
Supplies-Periodicals/Supplements	716	278	278
Supplies-Personal Computers	960	1,000	1,000
Supplies-PC Software	172	135	1,245
Supplies-Other	18	0	0
Maintenance-Office Furniture/Equip	695	1,000	1,000
Maintenance-Radios	0	300	300
Maintenance-Instruments	4,991	6,570	6,570
Maintenance-PC Software	86	0	129
Maintenance-Systems Software	650	7,400	7,650
Maintenance-Heating/Cooling Systems	0	500	500
Maintenance-Utility Cuts	2,133	0	0
Maintenance-Buildings	1,157	1,252	1,420
Services-Telephone	6,485	5,596	7,554
Service-Wireless Phone Aircards	1,368	1,368	1,824
Services-Electricity	1,805	1,690	1,887
Services-Central Garage	72,616	77,783	80,802

## GENERAL FUND: ENGINEERING

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ENGINEERING	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Other Professional	15,046	7,960	10,960
Services-Court Cost/Registrations	0	400	100
Services-Advertising	229	2,000	2,000
Services-Binding/Printing	322	4,106	650
Insurance Expense	0	15	15
In City Mileage Reimbursement	3,300	3,300	3,300
Travel Expenses	1,401	3,100	3,100
Education Registration	3,263	5,200	5,200
Lease Payments	2,975	2,975	5,400
Memberships	950	1,890	2,290
Boards/Local Meetings	78	100	100
Postage/Freight	752	2,000	850
PC Computer Equipment	0	2,000	2,000
<b>Total Expenditures</b>	<b>\$1,675,498</b>	<b>\$1,763,705</b>	<b>\$1,840,620</b>

## GENERAL FUND: HEALTH

### Animal Services

#### WHO WE ARE:

*The Animal Services Division is dedicated to safeguarding the health, safety, and welfare of both our community's residents and its animals. This commitment is upheld through rigorous enforcement of state and local laws, compassionate animal care, stringent disinfection protocols to mitigate disease transmission, and our ongoing efforts to enhance the live outcome rates.*

*Furthermore, Animal Services is steadfast in cultivating positive relationships with our citizens, community partners, businesses, and various city/county departments. A key focus area involves intensifying initiatives for pet licensing, and microchipping to facilitate the swift reunion of lost pets with their owners. Central to our mission is the continuous development of our staff through comprehensive training programs, ensuring the delivery of exceptional services, and maintaining a welcoming environment for all animals under our care.*

#### WHAT WE DO:

- 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

#### FY 2024 ACCOMPLISHMENTS

- ✓ Deceased Animal Removal and disposal
- ✓ Increased engagement from local community partners through our "It's Hip to Snip" Campaign. This initiative involved collaborating with rescue organizations to jointly promote the campaign. Together, we developed a comprehensive informational card featuring all partners' logos alongside ours. This collective effort underscored our commitment to reducing the stray animal population, emphasizing that this responsibility is shared among multiple entities, not borne solely by one shelter or individual.
- ✓ Substantial advancements were made in the development and upkeep of policies, procedures, and staff training. These efforts are nearing completion and will soon be published on AirMason, ensuring transparency and efficiency in our operations.
- ✓ Our focus on community outreach during the past year included a successful rollout of our Animal Ordinance education campaign. This initiative featured informative videos featuring employees, City Councilors, veterinarians, and Animal Shelter Advisory Committee board members. Working in collaboration with KFDX & KAUZ news stations, we secured a monthly segment throughout 2023 dedicated to discussing specific ordinances. In tandem, our Public Information Officer (PIO) team diligently utilized social media platforms and our YouTube channel to disseminate information, ensuring broad community access to vital updates and educational content.

## GENERAL FUND: HEALTH

### Animal Services

- ✓ In keeping with our commitment to transparency, we implemented a standard of posting our intake and outcome numbers on social media to give citizens an idea of how many animals we bring into our shelter weekly. This initiative started by openly sharing data, including euthanasia numbers, we empower our community to advocate for change and promote responsible pet ownership. This helped us roll out our "It's Hip to Snip" campaign, aimed at curbing stray overpopulation, which garnered widespread attention through collaborations with local rescues and targeted social media outreach. In addition, we have a white board that is updated daily showing the number of animals in our facility and how they were brought in.
- ✓ Made substantial strides in enhancing organizational effectiveness through the development and upkeep of comprehensive policies, procedures, and staff training programs.

These achievements underscore our dedication to fostering community involvement, maintaining rigorous operational standards, and enhancing public awareness of local animal welfare laws.

#### LOOKING AHEAD IN FY 2025

- Animal Services Staff will continue to seek opportunities to engage with the public, to include outreach, education, and support.
- Goals focused on increasing the live outcome rate as well as adoptions are the focus for the upcoming year.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Increase Live Outcome Rate	3. Actively Engage and Inform the Public	3.3 Establish and utilize information platforms to provide information consistently and persistently.	Increase in the number of live releases through active community engagement through our "Hip to Snip" Campaign	72%	>80%
Increase the number of animals that are returned to their owner	4. Optimize Engagement with the City and City Services	4.6 Create an employee culture of support and compliance in the community	Increase in the number of animals that are returned to their owner	25%	>50%
Community Outreach (10 events)	3. Actively Engage and Inform the Public	3.3 Establish and utilize information platforms to provide information consistently and persistently.	Increased number of community events and engagement sessions	10	12

## GENERAL FUND: HEALTH

### Animal Services

#### EXPENDITURES BY ACCOUNT

ANIMAL SERVICES	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Animal Services			
Salaries - Supervision	64,534	68,327	71,745
Salaries - Clerical	50,597	66,836	70,784
Salaries-Operational	558,218	623,143	648,575
Overtime	15,762	18,550	20,055
Stability Pay	2,450	4,624	10,500
Cell Phone Allowance	489	360	180
FICA	50,478	51,853	58,934
TMRS Retirement	112,113	111,841	127,137
Life Insurance Contribution	908	800	1,012
Disability Insurance Contributions	685	613	763
Health Insurance Contributions	116,384	108,270	108,270
HSA Contributions-Employer	2,048	1,895	5,000
Supplies-Minor Tools and Equip	15,227	38,099	20,652
Supplies-Minor Office Tools/Eq	13	0	0
Supplies-Minor Furniture	1,992	2,127	4,290
Supplies-Office	10,176	11,304	14,165
Supplies-Medical/Drug	43,142	45,950	52,587
Supplies-Chemical	17,767	18,334	20,643
Supplies-Clothing and Uniforms	12,723	14,193	15,326
Supplies-Educational	2,859	3,600	4,198
Supplies-Animal Feed	16,835	15,890	16,362
Supplies-Promotional	661	900	1,350
Supplies-Personal Computers	0	0	12,965
Supplies-PC Software	2,500	3,890	4,040
Supplies-Radios	2,579	3,224	3,224
Supplies-Other	24,262	28,622	29,800
Maintenance-Machine/Tools/Implements	0	280	288
Maintenance-Office Furniture/Equip	1,666	0	0
Maintenance-Radios	435	1,520	1,568
Maintenance-PC Software	514	0	559
Services-Telephone	9,112	5,989	10,914
Service-Wireless Phone Aircards	6,627	6,648	7,102
Services-Electricity	21,860	24,700	27,578
Services-Gas	8,307	10,000	12,000
Services-Water/Sewer/Sanitation	3,017	5,000	6,180
Services-Central Garage	57,718	63,249	74,700
Services-Other Professional	5,410	7,926	8,447

## GENERAL FUND: HEALTH

### Animal Services

ANIMAL SERVICES	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Advertising	1,094	1,200	1,500
Services-Binding/Printing	1,922	4,060	5,071
Services-Other Miscellaneous	2,397	4,993	5,356
Contract-Other Agencies	8,425	13,550	14,118
Travel Expenses	34	0	13,319
Education Registration	50	3,150	3,400
Lease Payments	3,809	3,306	3,360
Memberships	521	700	775
Boards/Local Meetings	456	940	968
Postage/Freight	5,005	4,500	5,050
Other Machinery and Equipment	27,817	18,150	0
<b>Total Expenditures</b>	<b>\$1,291,597</b>	<b>\$1,423,106</b>	<b>\$1,524,811</b>

## GENERAL FUND: HEALTH

### Clinical Services & Wellness

#### WHO WE ARE:

*Clinical programs within the Health Department are essential to the protection and promotion of the health of the community through services and education.*

*The Wellness Programs Division empowers our community with the knowledge and tools to make healthy lifestyle decisions.*

#### WHAT WE DO:

##### Clinical Services:

- Immunizations Clinic
- Sexually Transmitted Infection (STI) Clinic
- Tuberculosis Clinic
- HIV Prevention
- Disease Intervention Services
- Epidemiology

##### Wellness Programs:

- CPR Training
- Nutrition Classes
- Bike Safety Education
- Cooking Classes
- Tobacco Cessation
- Live Well Resource Database
- Demonstration Gardening Project
- Health Attack and Stroke Presentations
- Chronic Disease & Pain Self-Management
- Eat Well Restaurant Recognition Program
- Stress Management & Mindfulness Classes
- Diabetes Self-Management & Prevention Classes

#### FY 2024 ACCOMPLISHMENTS

- 93 newly diagnosed cases of syphilis and 50 partners were treated
- 100% of reportable Sexually Transmitted Infections (STI) received treatment and/or linkage to care
- 1 active and 23 latent TB cases received treatment
- 127 investigations were conducted for infectious disease and 4,370 COVID-19 cases were investigated
- 442 HIV tests conducted during 45 community outreaches
- 4,700 immunizations were administered
- Certified 36 city employees for CPR
- Facilitated 16 diabetes workshops for 39 participants

## GENERAL FUND: HEALTH

### Clinical Services & Wellness

- Added Chronic Pain Self-Management classes; facilitated 2 classes for 20 people.
- Hosted 17 Health Cooking Classes throughout the community for 118 participants.
- Partnered with TxDOT to provide Bike Safety education to over 550 elementary students.
- Distributed over 400 pounds of produce from the Demonstration Garden to over 80 families.

### LOOKING AHEAD IN FY 2025

- Clinical staff will continue to provide public health services for the community, and will investigate diseases and any unusual expression of illness.
- Wellness staff will continue to offer a cadre of classes and opportunities that engage the public in improving their own health and wellbeing. Staff will continue to be engaged in the community we serve and seek new opportunities for service.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Improve communication with patients and citizens	3. Actively Engage & Inform the Public	3.3 – Establish and utilize information platforms to provide information consistently and persistently	Formulate weekly text messages and emails utilizing recently updated electronic health record system to deliver pertinent information	100%	100%
Expand STI awareness and education to at risk populations	3. Actively Engage & Inform the Public	3.4 – Establish public training courses on various topics of interest for citizens	Conduct sexual health training courses and present them at monthly outreaches	100%	100%
Increase the number of immunizations administered to elderly	3. Actively Engage & Inform the Public	3.6 – Continue supportive partnerships with the local not-for-profit community	Conduct monthly clinics in conjunction with not-for-profit organizations that primarily serve the elderly population	100%	100%

## GENERAL FUND: HEALTH

### Clinical Services & Wellness

Increase outreach to the public	3. Actively Engage & Inform the Public	3.3 Establish and utilize information platforms to provide information consistently and persistently	Participate in at least 24 outreach events annually	100%	100%
Utilize social media platforms to inform the public of health education classes	3. Actively Engage & Inform the Public	3.3 Establish and utilize information platforms to provide information consistently and persistently	Produce 15 educational materials for use on social media platforms monthly	100%	100%
Increase outreach to the public	3. Actively Engage & Inform the Public	3.4 Establish public training courses on various topics of interest for citizens	Provide 24 health & safety education programs throughout the community	80%	90%
Promote equitable access to life-saving health information	3. Actively Engage & Inform the Public	3.4 Establish public training courses on various topics of interest for citizens	Hold 24 CPR and Basic First Aid classes for City of Wichita Falls employees annually	80%	100%
Collaborate with the not-for-profit community to reach the most vulnerable members of our community	3. Actively Engage & Inform the Public	3.6 Continue supportive partnerships with the local not-for-profit community	Collaborate with at least 12 not-for-profit partners to provide services and resources to the community annually	80%	100%
Increase outreach to the public	4. Optimize Engagement with the City and City Services	4.5 Continue to improve inter-departmental cooperation	Develop an interdisciplinary program to consolidate City and community partner health and safety information for the public	50%	100%

## GENERAL FUND: HEALTH

### Clinical Services & Wellness

#### EXPENDITURES BY ACCOUNT

CLINICAL SERVICES AND WELLNESS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Clinical Services and Wellness			
Salaries - Supervision	72,700	81,578	77,577
Salaries - Clerical	31,155	32,984	34,639
Salaries-Operational	298,355	369,702	446,580
Overtime	773	0	525
Terminal Pay	18	0	0
Stability Pay	3,473	6,964	4,750
FICA	29,873	32,051	42,475
TMRS Retirement	65,136	69,131	88,436
Life Insurance Contribution	535	498	701
Disability Insurance Contributions	403	380	529
Health Insurance Contributions	75,007	66,802	66,802
HSA Contributions-Employer	153	11	2,000
Supplies-Minor Furniture	1,080	0	0
Supplies-Office	7,314	10,515	10,830
Supplies-Medical/Drug	90,783	182,504	187,896
Supplies-Chemical	0	1,745	1,745
Supplies-Clothing and Uniforms	3,672	4,538	4,538
Supplies-Educational	4,033	1,000	1,000
Supplies-Periodicals/Supplements	1,089	1,780	1,850
Supplies-Promotional	841	3,200	4,000
Supplies-PC Software	74	120	120
Supplies-Other	100	0	0
Maintenance-Instruments	0	420	420
Maintenance-PC Hardware	0	0	299
Maintenance-PC Software	342	299	0
Services-Telephone	10,495	8,504	11,480
Service-Wireless Phone Aircards	912	3,072	3,072
Services-Other Professional	7,776	7,969	10,745
Services-Advertising	421	750	750
Services-Binding/Printing	784	502	502
Services-Other Miscellaneous	5,363	2,671	2,671
In City Mileage Reimbursement	22	0	0
Education Registration	150	300	500
Lease Payments	2,190	2,529	2,582
Memberships	71	140	140
Postage/Freight	270	500	500
<b>Total Expenditures</b>	<b>\$715,359</b>	<b>\$893,158</b>	<b>\$1,010,654</b>

## GENERAL FUND: HEALTH

### Environmental Health

#### WHO WE ARE:

*The Wichita Falls-Wichita County Public Health District is committed to its mission of "Preventing Illness and Injury, Promoting a Healthy and Safe Community, Protecting all Members of Our Community." The Environmental Health Division accomplishes the work of the mission through retail food permits and inspections, public and semi-public aquatic facility permits and inspections, grease trap and waste haulers permit and inspections (limited to City of Wichita Falls), lodging permits and inspections, body art establishment permits and inspections (limited to City of Wichita Falls), public health and safety inspections of: school buildings, daycare facilities, and foster homes, on-site sewage facility (septic system) permits and inspections, and mosquito control. This represents 2,012 permits, 4,606 inspections and 357 complaints in 2023. 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 2023, mosquito control staff set 2019 mosquito traps and collected 165 mosquito pools that were sent to the Department of State Health Services laboratory for testing. Nine came back positive for West Nile virus and two returned positive for Saint Louis Encephalitis. Additionally, the trucks were deployed 79 times and completed 120 spray missions to spray for adult mosquitoes.*

#### WHAT WE DO:

- 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

#### FY 2024 ACCOMPLISHMENTS

- ✓ One staff member took and passed the TCEQ Designated Representative licensing test required to perform OSSF inspections (FY 2023).
- ✓ One staff member took and passed the TDRL Sanitarian licensing exam (FY 2023).
- ✓ Three staff members took the Certified Pool Operator Training, which is an internationally recognized training (FY 2023).
- ✓ Developed an interactive mosquito map for citizens to keep up to date with the latest mosquito information (FY 2023).
- ✓ Brought an updated Food Ordinance to the City of Wichita Falls Council. It passed with an effective date of August 5, 2024. This is the first food ordinance update since 2019. The ordinance is going to be presented to the county and surrounding municipalities in remainder of FY 2024.
- ✓ Implementing a new inspections software system, Hedgerow, with an anticipated staged go-live date of August 1 and September 1, 2024 (FY 2024).
- ✓ Field cage trials for mosquito chemical efficacy in July 2024. These will inform the program of any possible resistance in the local mosquito population and also allow us to try out a new chemical available on the market to test its efficacy on the local mosquito population.

## GENERAL FUND: HEALTH

### Environmental Health

#### LOOKING AHEAD IN FY 2025

- Learn and fully train staff on new workflows to pair with the new inspection software. The new system will have better reporting features to optimize work flow, improve consistency among inspectors, and have a user-friendly consumer portal.
- Update the Body Art Ordinance. (Last updated in 2017)
- Increase transparency and communications with citizens across all programs within the division. We have been working to improve the website to make it more user-friendly and attractive. We are working to optimize navigation between pages with the use of buttons and links.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Work with Hotter'N Hell Committee to facilitate access to relevant public health information for event participants	Provide Quality Infrastructure	2.4 Pursue Public/Private Partnerships	Citizen feedback/complaints from participants. By improving communications, we anticipate a decrease in the overall number of complaints, but also improve the quality of complaints that we do receive so that they can be worked to prevent future issues.	<5 complaints	<5 complaints
		2.8 Continue Bicycle Friendly Initiative			
	Actively Engage and Inform the Public	3.1 Improve the City's reputation			
		3.3 Establish and utilize information platforms to provide information consistently and persistently			
Improve communications with citizens about Mosquito Control	Actively Engage and Inform the Public	3.1 Improve the City's reputation	Citizen mosquito control surveys: collect information on whether citizens are aware of the mosquito control program and the services it provides.	60% citizens aware	85% citizens aware
		3.3 Establish and utilize information platforms to provide information consistently and persistently	Percentage of the website updated.	85%	99%
Update Local Ordinances	Actively Engage and Inform the Public	3.8 Practice Effective Governance	Ordinances Updated	Retail Food 100%	Body Art 100%

## GENERAL FUND: HEALTH

### Environmental Health

#### EXPENDITURES BY ACCOUNT

ENVIRONMENTAL HEALTH	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Environmental Health			
Salaries - Supervision	66,116	70,002	73,514
Salaries - Clerical	29,569	31,308	32,716
Salaries-Operational	353,735	390,909	409,086
Pool Operational	30,090	29,680	36,728
Overtime	3,598	6,360	6,879
Certification Pay	0	0	30,718
Stability Pay	6,601	13,478	18,500
Cell Phone Allowance	3,166	3,240	3,240
FICA	34,673	37,296	40,084
TMRS Retirement	75,113	80,442	85,439
Life Insurance Contribution	607	606	658
Disability Insurance Contributions	457	465	496
Health Insurance Contributions	114,453	114,454	114,454
HSA Contributions-Employer	484	503	0
Supplies-Minor Tools and Equip	2,142	2,440	2,513
Supplies-Minor Furniture	1,572	909	845
Supplies-Office	8,057	7,495	7,720
Supplies-Medical/Drug	136	155	160
Supplies-Chemical	76,541	83,779	92,213
Supplies-Clothing and Uniforms	3,503	3,475	3,577
Supplies-Personal Computers	1,895	0	0
Supplies-PC Software	1,530	775	930
Supplies-Other	1,210	1,550	1,597
Maintenance-PC Hardware	0	0	430
Services-Telephone	3,618	2,945	3,975
Service-Wireless Phone Aircards	350	4,560	4,559
Services-Central Garage	41,313	34,242	27,397
Services-Binding/Printing	1,353	2,794	2,876
Services-Other Miscellaneous	1,806	1,776	1,829
Travel Expenses	570	0	4,500
Education Registration	95	3,300	4,390
Lease Payments	452	451	460
Memberships	110	0	0
Postage/Freight	1,960	3,597	3,705
<b>Total Expenditures</b>	<b>\$866,874</b>	<b>\$932,987</b>	<b>\$1,016,188</b>

## GENERAL FUND: HEALTH

### Health Administration

#### WHO WE ARE:

*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 2024. The Health District has a total annual budget of approximately \$9.1 million; of that amount, eighteen grants provide more than \$4.4 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 Women, Infant & 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, Records, Grants Management, Communications & Outreach, and Policy & Continuity.*

#### WHAT WE DO:

- 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
- Communication with the public regarding services provided by the Health Department

#### FY 2024 ACCOMPLISHMENTS

- Implemented a web-based system, Permitium, for application of birth and death records.
- Executed 5 new contracts with health insurance providers.
- The Vital Statistics Team received the 5 Star Award from the state of Texas. This rating is given to agencies that meet or exceed state standards for birth and death records receipt, maintenance, and distribution
- Implementation of two new web-based systems to replace the outdated existing system.
- A new grant for \$2.5 million was provided by DSHS and approved by City Council.
- Additional funds were sought and approved from granting agencies in support of grant and department objectives.

#### LOOKING AHEAD IN FY 2025

- Continue to engage and encourage staff growth and development.
- Seek additional grant funding to support and newly identified department objectives, as indicated in the Strategic Plan.
- Continue to provide excellent customer service.
- Continue to educate and engage the public regarding Health Department services and capabilities.

## GENERAL FUND: HEALTH

### Health Administration

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Update and administer the Community Themes & Strength Assessment	3. Actively Engage & Inform the Public	3.3 Establish and utilize information platforms to provide information consistently and persistently	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.	68%	100%
Update & publish Strategic Plan	3. Actively Engage and Inform the Public	3.8 Practice effective governance	Document published and available on website and advertised on social media.	25%	100%
Continue quarterly all staff meetings.	4. Optimize Engagement with the City and City Services	4.1 Establish a robust employee recruitment and retention program  4.5 Continue to improve inter-departmental cooperation	Number of meetings; review of post-meeting survey; implementation of changes based on surveys	100%	100%

## GENERAL FUND: HEALTH

### Health Administration

#### EXPENDITURES BY ACCOUNT

HEALTH ADMINISTRATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Health Administration			
Salaries - Supervision	168,340	285,665	241,901
Salaries - Clerical	174,877	192,236	201,540
Overtime	370	0	0
Stability Pay	6,188	7,536	10,000
Cell Phone Allowance	705	360	720
FICA	24,907	24,102	33,145
TMRS Retirement	54,913	51,986	72,343
Life Insurance Contribution	450	544	565
Disability Insurance Contributions	340	412	426
Health Insurance Contributions	40,249	39,114	39,114
Supplies-Minor Tools and Equip	0	800	850
Supplies-Minor Furniture	2,183	650	800
Supplies-Office	5,641	7,260	7,478
Supplies-Clothing and Uniforms	288	1,200	1,300
Supplies-Periodicals/Supplements	302	504	504
Supplies-PC Software	38	76,499	2,299
Maintenance-Machine/Tools/Implements	0	150	150
Maintenance-Instruments	0	1,400	1,400
Maintenance-PC Software	43	43	43
Services-Telephone	17,690	19,146	25,847
Service-Wireless Phone Aircards	190	456	456
Services-Electricity	41,603	44,200	49,350
Services-Gas	2,771	4,100	6,280
Services-Water/Sewer/Sanitation	5,054	7,392	6,000
Services-Central Garage	1,321	1,145	1,183
Services-Bank	12,274	9,374	4,873
Services-Other Professional	104,132	103,550	105,818
Services-Advertising	660	0	0
Services-Binding/Printing	417	570	620
Services-Other Miscellaneous	636	525	525
Insurance Expense	15	0	0
Travel Expenses	553	0	0
Education Registration	100	0	0
Lease Payments	260	260	266
Memberships	3,535	3,460	3,645
Boards/Local Meetings	975	2,300	2,369
Postage/Freight	9,990	6,025	9,714
Administration Fees	15,193	19,700	19,700
Other Improvements	103,362	0	0
<b>Total Expenditures</b>	<b>\$800,563</b>	<b>\$912,664</b>	<b>\$851,224</b>

## GENERAL FUND: HEALTH

### Laboratory

#### WHO WE ARE:

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 divisions 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.

#### WHAT WE DO:

- 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

#### FY 2024 ACCOMPLISHMENTS

- Successful renewal of Clinical Laboratory Improvement Act (CLIA) license.
- Completed a successful Phenova Water Supply Proficiency Test on July 3, 2024.

#### LOOKING AHEAD IN FY 2025

- Review and revise operating procedures for both clinical and water testing.
- Seek additional training and best practices.
- Continue to provide accurate and reliable testing in support of Health Department operations.

#### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Maintain Proficiency	3. Actively Engage and Inform the Public  4. Optimize Engagement with the City and City Services	3.1 Improve the City's reputation  4.6 Create an employee culture of support and compliance in the community	Score 100% on all Proficiency Tests	25%	100%

## GENERAL FUND: HEALTH

### Laboratory

Maintain Compliance with Regulatory Bodies	3. Actively Engage and Inform the Public	3.8 Practice effective governance	Review and Update Policies and Procedures (as needed) to Maintain Compliance	50%	100%
Maintain a High Level of Customer Satisfaction	3. Actively Engage and Inform the Public	3.1 Improve the City's reputation 3.8 Practice effective governance	Provide accurate and timely service to customers	100%	100%

### EXPENDITURES BY ACCOUNT

LABORATORY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Laboratory			
Salaries - Clerical	12,615	15,643	15,496
Salaries-Operational	104,352	110,505	116,036
Stability Pay	1,210	2,420	3,000
FICA	8,804	8,454	10,183
TMRS Retirement	17,136	18,234	18,963
Life Insurance Contribution	140	164	147
Disability Insurance Contributions	105	124	111
Health Insurance Contributions	8,672	7,468	7,468
Supplies-Minor Office Tools/Eq	0	2,900	2,500
Supplies-Minor Furniture	0	434	450
Supplies-Office	1,911	2,200	2,275
Supplies-Medical/Drug	604	0	0
Supplies-Lab	21,961	29,208	29,208
Supplies-Concession/Alcohol	1,152	0	0
Supplies-Clothing and Uniforms	439	474	474
Supplies-Linen	140	432	432
Supplies-Educational	1,010	680	680
Supplies-Promotional	0	150	150
Maintenance-Machine/Tools/Implements	1,036	3,140	3,140
Maintenance-Instruments	1,720	5,686	5,686
Services-Telephone	2,901	2,551	3,444
Services-Other Professional	12,304	9,000	10,500
Services-Lab Proficiency Test	3,397	3,951	4,626
Services-Binding/Printing	0	1,055	1,055
Services-Other Miscellaneous	898	2,065	2,065
Travel Expenses	0	0	750
Lease Payments	68	68	70
Memberships	110	650	729
Postage/Freight	981	3,001	3,001
<b>Total Expenditures</b>	<b>\$203,665</b>	<b>\$230,657</b>	<b>\$242,640</b>

## GENERAL FUND: LIBRARY

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### WHO WE ARE:

*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.*

### WHAT WE DO:

- 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, poster printer
- Scanning services
- Circulation of materials for educational, informational, recreational, and cultural needs
- Downloadable content and databases
- Meeting room 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

### FY 2024 ACCOMPLISHMENTS

- ✓ LIBRARY USAGE: According to the Texas Public Libraries Annual Report for Local Fiscal Year 2022-2023 the library has 270,936 physical items in our collection. That does not include the digital materials our customers can access via the Hoopla or Libby apps. We provide 33 databases for customer use. Librarians answered 18,299 reference questions. We had 112,491 library visits and have 29,698 active library card holders. We circulated 287,385 items. Our 32 public computers and WIFI are a big draw, resulting in 130,896 and WIFI sessions. There were 104,282 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.
- ✓ SOLAR ECLIPSE PARTY: In lieu of Touch-a-Truck, this year we decided to take advantage of a scientific phenomena and hosted a community-wide Solar Eclipse Party. We handed out 1,129 eclipse glasses on October 14, and the door count for library visits that day was 816. We had multiple news coverage of the event.

## GENERAL FUND: LIBRARY

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- ✓ OTHER PROGRAMS: We implemented a schedule change so that each program librarian worked late Monday through Wednesday. That meant we were able to have regular programming four days a week, with occasional Saturday programs, with a total of 7,251 program attendees. An example of some of our programs: Holiday Open House, craft programs, teen movie nights, story time, book clubs, reading challenges, Summer Reading Program, and more. Such events allow us to assist the City in enhancing public outreach and engagement and bring citizens downtown for entertainment and play.
- ✓ SOFTWARE MIGRATION: We set a goal to replace our integrated library system software -- Horizon, a SirsiDynix product -- with LS2, a TLC product -- by establishing a timeline and having the new system in place by summer of 2024. We achieved this goal in March. We have also met our goal of rewriting borrower policy manuals and procedures to reflect the intricacies of the new ILS. By replacing outdated and unsupported software, we are better able to provide quality infrastructure to our users.
- ✓ GRANT OPPORTUNITIES: The Priddy Foundation approached us with an opportunity to upgrade existing computer technology and to purchase a mobile outreach van. Both grants were accepted and approved by the City Council. These grants are an opportunity for library staff to actively engage and inform the public by enhancing public outreach and engagement.
- ✓ COLLECTION MAINTENANCE: After adding additional shelving to house our biography collection, we had to do another shifting of materials in our adult non-fiction collection. We updated signage and replaced bookends as well. Large clean spaces and well-maintained, up-to-date collections allow us to efficiently deliver information services to our customers.
- ✓ PROFESSIONAL DEVELOPMENT: We set a goal of increasing librarian participation in professional development opportunities. We achieved this goal by requiring each librarian have this as their own personal goal for their evaluations. Ensuring that librarians connect with the most up-to-date information about library trends via workshops, conferences, webinars, colleague meetings, etc., helps the City reinforce a culture of superior customer service.

### LOOKING AHEAD IN FY 2025

- Revise library's Long-Range Plan to meet state requirements
- Clean up the LS2 database of 2800 youth accounts that do not match responsible party
- Purchase, wrap, and utilize a Ford Transport van to use for library outreach

## GENERAL FUND: LIBRARY

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Engage in succession planning for Library Administrator position	4. Optimize engagement with the City and City services	4.1 Establish a robust employee recruitment and retention program	Establish strategies to be in place by December 31, 2024	25%	100%
Revise library's Long Range Plan to meet state requirements	3. Actively engage and inform the public	3.7 Practice effective governance	Completed by January of 2025	N/A	100%
Clean up the LS2 database of 2800 youth accounts that do not match responsible party	3. Actively engage and inform the public	3.7 Practice effective governance	Completed by Summer of 2025	N/A	100%
Purchase, wrap, and utilize a Ford Transport van to use for library outreach	3. Actively engage and inform the public	3.7 Practice effective governance	Completed by Spring of 2025	N/A	100%

## EXPENDITURES BY ACCOUNT

LIBRARY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General Library Operations			
Salaries - Supervision	93,000	98,467	103,391
Salaries - Clerical	222,659	251,159	261,458
Salaries-Operational	408,641	436,222	456,064
Overtime	310	0	0
Stability Pay	12,788	25,576	27,000
FICA	54,486	60,117	63,292
TMRS Retirement	117,540	129,665	132,677
Life Insurance Contribution	957	845	1,033
Disability Insurance Contributions	724	642	780
Health Insurance Contributions	124,062	132,767	132,767
HSA Contributions-Employer	2,247	2,515	4,000

## GENERAL FUND: LIBRARY

LIBRARY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Minor Tools and Equip	237	1,500	351
Supplies-Minor Furniture	11,628	17,370	15,375
Supplies-Office	40,138	30,000	30,000
Supplies-Concession	49	0	0
Supplies-Educational	10,837	8,000	8,320
Supplies-Periodicals/Supplements	20,676	50,220	50,609
Supplies-Digit Media/Databases	131,467	159,480	153,258
Supplies-Library Materials	131,385	135,928	140,709
Supplies-Personal Computers	3,727	6,900	100,698
Supplies-PC Software	631	0	0
Supplies-Other	571	600	200
Maintenance-Office Furniture/Equip	0	2,000	0
Maintenance-Systems Hardware	30,297	31,200	7,800
Maintenance-Systems Software	74,974	87,927	115,860
Services-Telephone	16,476	11,418	20,809
Service-Wireless Phone Aircards	1,934	2,400	5,000
Services-Electricity	76,571	102,700	114,666
Services-Gas	1,313	1,400	1,500
Services-Water/Sewer/Sanitation	5,677	5,000	5,200
Services-Cable TV	12,364	15,730	16,150
Services-Bank	5,211	900	1,500
Services-Other Professional	1,250	3,000	3,120
Services-Advertising	7,286	5,000	4,000
Services-Binding/Printing	3,453	4,450	2,750
In City Mileage Reimbursement	0	400	400
Travel Expenses	1,424	6,000	6,240
Education Registration	824	4,400	4,576
Lease Payments	36,710	45,522	50,201
Memberships	20,845	31,540	32,802
Boards/Local Meetings	0	200	200
Rent-Equipment	336	1,200	1,200
Public Relation/Promo	3,691	9,000	9,888
Postage/Freight	5,578	11,300	5,000
<b>Total Expenditures</b>	<b>\$1,694,973</b>	<b>\$1,930,658</b>	<b>\$2,090,844</b>

## GENERAL FUND: MARTIN LUTHER KING CENTER

### WHO WE ARE:

*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 2024 calendar year as well as a projected plan for 2025.*

- *The annual Martin Luther King Prayer/Scholarship Breakfast generally held in January approximately 450 community members attended the event with \$12,847.00 raised to provide scholarship for area youths.*
- *The Community Garden operated at 100% capacity with all plots rented out to community members.*
- *Collaborated with the Wichita Falls Area Food Bank on the Senior Farmer's market nutrition Program (SFMNP) and issued 352 vouchers for the elderly resident in Wichita County.*
- *Collaborated with the Wichita Falls Area Food Bank on a by weekly produce express at the MLK Center whereby approximately 1,440 were served throughout the year to help combat food insecurity in the Wichita Falls community.*
- *Approximately 46 kids and their parents participated the MLK annual Easter egg hunt with volunteers coming from nearby Churches and Community members.*
- *Overall approximately 400 people accessed the MLK Center for various programs, meetings and general assistance throughout the year.*

### WHAT WE DO:

- We try to aid resident in bridging the gap with technology and services.
- Assist the elderly residents with computer and phone related technology.
- 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 Child Care Inc. provide space for a childcare facility within the MLK Center.
- In a collaborative effort with the Wichita Falls Area Food Bank provide space for food distribution to help ease food insecurity throughout the community.

### FY 2024 ACCOMPLISHMENTS

- ✓ Establish a community-oriented celebration for June 19<sup>th</sup> 450 people attended the event
- ✓ Engaged the Community with activities and meetings at the MLK Center.
- ✓ Accessed ARPA funds to upgrade existing computer room.
- ✓ Accessed CDBG funds to continue upgrading the existing facility
- ✓ Establish a building usage policy and agreement for the MLK Center.

### LOOKING AHEAD IN FY 2025

- Upcoming Plans: Establish a Job assistance program with volunteer help. Continue to engage, listen and foster an atmosphere of cooperation with the community.
- Upcoming Projects: Continue to refurbish and upgrade the existing facility. Expand on the June 19<sup>th</sup> celebration to include other components of the community. Get the computer lab up and going for the community as well as Wi-Fi access throughout the building.

## GENERAL FUND: MARTIN LUTHER KING CENTER

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Actively Engage and Inform the Public	<p>3.3 Establish and utilize information platforms to provide information consistently and persistently.</p> <p>3.4 Establish public training courses on various topics of interest for citizens.</p> <p>3.7 Practice Effective Governance</p>	<p>The MLK center will ensure all information given to the citizen is accurate, consistent and up to date. We will also continue offering courses on various topics to meet the community needs. We will always be wise in practicing effective governance of the city resources.</p>	<p>The MLK center will measure these goals based upon the participation and feedback of the community members that actively participated in the events as well as request for additional events and services to meet the needs of the community</p>	25%	40%
Optimize Engagement with the City and City Services	4.6 Create and employee culture of support and compliance in the community.	<p>The MLK Center will continue being a trusted partner with community. The MLK Center will also develop and foster a caring and willing atmosphere for all citizen that enter the building seeking assistance.</p>	<p>The MLK Center will measure this goal based upon feedback for participants that come by for repeated assistance and response from community involvement and listening to what the community needs are from the community.</p>	20%	40%

## GENERAL FUND: MARTIN LUTHER KING CENTER

### EXPENDITURES BY ACCOUNT

MLK CENTER OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General MLK Center Operations			
Salaries - Supervision	49,239	51,835	54,426
Salaries - Clerical	28,009	29,081	30,532
Pool Clerical	121	0	0
Overtime	507	0	0
Stability Pay	2,420	4,840	5,000
FICA	5,799	6,190	6,597
TMRS Retirement	12,936	13,351	14,352
Life Insurance Contribution	102	99	109
Disability Insurance Contributions	77	76	82
Health Insurance Contributions	17,345	14,936	14,936
Supplies-Minor Office Tools/Equipment	144	500	400
Supplies-Minor Furniture	4,580	4,000	3,000
Supplies-Office	664	1,400	1,300
Supplies-Other	18	500	500
Maintenance-Office Furniture/Equipment	0	500	500
Maintenance-Instruments	86	500	500
Maintenance-Buildings	0	600	600
Services-Telephone	3,186	5,421	7,318
Service-Wireless Phone Aircards	380	460	460
Services-Electricity	9,365	10,920	12,192
Services-Gas	6,011	7,800	8,000
Services-Water/Sewer/Sanitation	3,783	4,000	4,300
Services-Other Professional	3,316	16,000	16,000
Services-Binding/Printing	1,058	1,200	1,500
In City Mileage Reimbursement	0	200	200
Rent-Equipment	800	1,200	1,200
Postage/Freight	1,257	2,000	2,000
<b>Total Expenditures</b>	<b>\$151,203</b>	<b>\$177,609</b>	<b>\$186,005</b>

## GENERAL FUND: MUNICIPAL COURT

### WHO WE ARE:

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

### WHAT WE DO:

- 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 individuals who wish to contest a case filed with the court.
- Warrant Service for unpaid fines. This service includes a number of notification processes prior to arrest warrants being issued.

### FY 2024 ACCOMPLISHMENTS

- ✓ Fully automate court system to allow for remote access to citizens when needed and attorneys via Zoom technology.
- ✓ We strive to improve and maintain a well-balanced level of service to our customers and continue to move forward in case management.
- ✓ The Court now has a Pretrial Docket added to its schedule. This docket allows a person to gather information from the court and educate themselves before going to trial.
- ✓ The court has an upgraded security camera system which allows for better monitoring of activities by officers. This makes the environment much safer.

### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Continued Collection and Warrant Service	Continue cross training staff in all positions.	Maintain a productive and forward movement in case load.	The court has been working with Tyler Corp on the installation of a new Online Case Resolution System. Hopefully, this will be accomplished in 2025.	N/A	N/A

## GENERAL FUND: MUNICIPAL COURT

### EXPENDITURES BY ACCOUNT

MUNICIPAL COURT	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Municipal Court			
Salaries - Supervision	173,118	194,295	201,872
Salaries - Clerical	232,055	276,560	302,397
Salaries-Operational	55,308	172,316	181,426
Pool Operational	14,727	108,025	19,110
Overtime	362	1,590	1,575
Stability Pay	5,253	10,506	19,000
Cell Phone Allowance	360	360	360
FICA	34,926	36,958	50,987
TMRS Retirement	75,571	79,712	111,418
Life Insurance Contribution	618	575	866
Disability Insurance Contributions	467	437	654
Health Insurance Contributions	97,657	115,481	115,481
HSA Contributions-Employer	2,975	3,364	6,000
Supplies-Minor Furniture	0	700	500
Supplies-Office	4,889	7,000	7,000
Supplies-Clothing and Uniforms	711	1,500	1,500
Supplies-Periodicals/Supplements	1,167	5,000	5,000
Supplies-Ammunition	0	0	2,000
Supplies-Other	2,052	4,000	4,000
Maintenance-PC Software	43	0	0
Services-Telephone	9,706	6,279	11,445
Service-Wireless Phone Aircards	350	360	360
Services-Electricity	7,723	8,710	9,725
Services-Gas	2,281	2,400	2,400
Services-Water/Sewer/Sanitation	1,482	1,389	1,389
Services-Central Garage	8,505	7,875	6,713
Services-Bank	66,599	47,400	72,000
Services-Other Professional	32,773	45,000	50,000
Services-Binding/Printing	3,166	5,000	5,000
Travel Expenses	851	4,000	4,000
Education Registration	168	4,000	4,000
Lease Payments	2,824	2,500	3,000
Jury Fees	432	3,500	3,500
Memberships	0	250	250
Postage/Freight	13,216	20,000	20,000
<b>Total Expenditures</b>	<b>\$852,333</b>	<b>\$1,177,042</b>	<b>\$1,224,927</b>

## GENERAL FUND: PARKS

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### WHO WE ARE:

*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.*

### WHAT WE DO:

- **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, Clarence W. Muehlberger Travel Center, five parks at Lake Arrowhead and SAFB Travel Plaza along with the 12 ornamental median structures located throughout the city.
- **City Lot Division** maintained the city-owned trustee lots and performs the mowing of Code Enforcement violations. The crew mowed 1,178 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 87 funerals combined and sold 57 spaces. Riverside expansion is slowly coming together; Riverside Phase I expansion has been slowly 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 2024.

### FY 2024 ACCOMPLISHMENTS

- Maintained all of the above.
- Installed new Zip Line and two sets of swings at Rotary Park.
- Installed new shelter and added electric service to another at Scotland Park.
- Morningside Park got a new playground, three picnic units and two disc golf baskets.
- Installed 16 new park signs, 23 left to install.
- Hursh Park got a new playground installed.
- Lake Wichita Park got a new musical garden, new road and parking lot with curb and gutter.
- Installed 18 concrete T-box pads at Williams Park disc golf course.
- Harvested 150 trees with our new tree spade, planted them in various spots around the city.

### LOOKING AHEAD IN FY 2025

- New Multi-use-courts, lights, ornamental fountain, ball diamond w/bleachers coming to Bridwell Park in the fall.
- Lamar Park will be getting a new playground.
- Lions Park will be getting a new playground and walking path.
- A small tree nursery is in the works.
- A new Dog Park on the northside of town will begin construction in the fall at Conoco Park.
- A new Wheelchair Swing is coming to Rotary Park.

## GENERAL FUND: PARKS

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Circle Trail	Provide Adequate Infrastructure	2.9/2.7 Complete Signature Public Improvements	Focus on trial construction from Campfire to Lucy	0%	50%
Riverside Expansion Phase I & II	Make cemetery operations self-supporting.	2.2 Complete Signature Public Improvements	Continue to build funding from sales and services. Move to next portion of construction	45%	65%
Circle Trail	Provide Adequate Infrastructure	2.9/2.7 Apply for Grant for final section for the circle.	Grants are competitive. We wait for the nominations to be announced, then move to the next step of the process.	20%	45%
Other Park Improvements	Obtain other funding to improve signature parks.	2.2 Obtain funding from grants and private donations.	Continue to make each of our parks a desired destination and a unique experience.	30%	60%
Annual Playground Replacement	Continue to replace older playground units.	Obtain funding from General Fund	Bring playgrounds up to safe and desirable condition.	35%	60%
Complete Parks Master Plan	Create a ten-year Parks Master Plan	Work with consultants to create the plan.	Improve Parks for generations to come.	75%	100%

## GENERAL FUND: PARKS

### EXPENDITURES BY ACCOUNT

GENERAL CITY PARK MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General City Park Maintenance			
Salaries - Supervision	169,459	179,129	318,250
Salaries - Clerical	49,449	52,011	37,325
Salaries-Operational	1,520,434	2,028,923	1,898,268
Overtime	55,079	74,200	73,500
Terminal Pay	364	0	0
Stability Pay	29,317	58,632	58,650
Cell Phone Allowance	2,285	2,280	2,280
FICA	122,736	129,517	139,593
TMRS Retirement	268,882	279,351	299,119
Life Insurance Contribution	2,153	1,896	2,329
Disability Insurance Contributions	1,625	1,449	1,760
Health Insurance Contributions	297,328	297,328	297,328
HSA Contributions-Employer	2,076	1,509	7,000
Supplies-Minor Tools and Equipment	9,998	12,515	15,835
Supplies-Minor Furniture	1,486	3,714	3,715
Supplies-Office	206	2,997	3,000
Supplies-Photographic	0	254	200
Supplies-Medical/Drug	14	266	266
Supplies-Janitorial	7,209	14,500	14,500
Supplies-Botanical/Agriculture	16,554	34,900	35,000
Supplies-Clothing and Uniforms	1,911	3,615	4,000
Supplies-Educational	0	376	376
Supplies-Periodicals/Supplements	0	86	86
Supplies-Animal Feed	0	162	162
Supplies-Personal Computers	114	512	512
Supplies-Other	4,507	12,093	12,093
Maintenance-Machine/Tools/Implements	7,296	7,795	11,500
Maintenance-Pumps/Motors	20,772	11,500	22,000
Maintenance-Office Furniture/Equipment	0	175	175
Maintenance-Radios	0	1,000	1,000
Maintenance-PC Hardware	415	0	0
Maintenance-PC Software	7,112	8,000	8,550
Maintenance-Heating/Cooling Systems	3,611	10,000	16,000
Maintenance-Park Lighting	138	92,500	95,000
Maintenance-Water Mains	51,639	70,000	70,000
Maintenance-Walks/Drives/Parking Lot	0	0	25,000
Maintenance-Other Improvements	4,371	5,550	5,000
Maintenance-Buildings	51	7,500	7,500
Maintenance-Parks Facilities	13,782	24,495	25,000

## GENERAL FUND: PARKS

GENERAL CITY PARK MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Maintenance-Bridges	540	77,000	15,000
Maintenance-Playground Equipment	14,260	34,525	34,525
Maintenance-Other Structures	4,395	16,850	16,650
Services-Telephone	3,056	3,161	3,161
Service-Wireless Phone Aircards	1,503	5,408	6,060
Services-Electricity	80,407	111,800	124,827
Services-Gas	7,350	7,300	7,000
Services-Water/Sewer/Sanitation	64,678	42,161	55,000
Services-Central Garage	800,787	781,095	756,494
Services-Temporary Employment	0	200,000	200,000
Services-Advertising	839	0	0
Services-Binding/Printing	1,109	508	510
Services-Subcontractors	160,927	189,805	189,805
Claims and Settlements	0	6,000	6,000
Contract-Other Agencies	13,800	19,400	19,400
Travel Expenses	0	1,650	1,940
Education Registration	4,240	6,060	6,460
Lease Payments	2,042	2,380	2,380
Memberships	595	1,435	1,450
Rent-Equipment	775	3,500	3,500
Postage/Freight	236	750	750
Permit Expense - City Projects	172	500	500
Construction-Park Improvements	5,047	58,600	60,000
Landscape/Trees/Shrubs	65,081	93,200	205,700
Other Vehicles	0	100,000	145,000
Other Machinery and Equipment	141,942	12,700	0
<b>Total Expenditures</b>	<b>\$4,046,155</b>	<b>\$5,206,519</b>	<b>\$5,373,983</b>

BUSINESS PARK MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Business Park Maintenance & 1000 5 <sup>th</sup> St.			
Salaries-Operational	215,114	321,179	295,286
Overtime	10,480	3,180	3,780
Stability Pay	2,021	4,042	5,175
Cell Phone Allowance	360	360	360
FICA	16,758	19,143	22,353
TMRS Retirement	36,853	41,287	43,256
Life Insurance Contribution	291	235	342
Disability Insurance Contributions	220	178	259

## GENERAL FUND: PARKS

BUSINESS PARK MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Health Insurance Contributions	41,168	53,055	53,055
HSA Contributions-Employer	213	0	3,000
Supplies-Minor Tools and Equipment	829	1,888	2,300
Supplies-Office	234	350	350
Supplies-Medical/Drug	0	0	50
Supplies-Botanical/Agriculture	0	100	200
Supplies-Clothing and Uniforms	390	913	1,500
Supplies-Personal Computers	0	280	280
Supplies-Other	1,360	4,730	5,000
Maintenance-Machine/Tools/Implements	502	796	1,400
Maintenance-Radios	0	650	650
Maintenance-Water Mains	6,254	9,300	9,300
Service-Wireless Phone Aircards	494	456	456
Services-Central Garage	72,040	81,715	99,698
Landscape/Trees/Shrubs	2,624	8,200	8,500
<b>Total Expenditures</b>	<b>\$408,201</b>	<b>\$552,036</b>	<b>\$556,550</b>

CITY LOT MOWING PROGRAM	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
City Lot Mowing Program			
Salaries-Operational	87,154	128,783	127,939
Overtime	2,981	1,060	1,155
Stability Pay	1,210	2,420	2,500
FICA	6,613	7,138	7,406
TMRS Retirement	14,827	15,397	11,243
Life Insurance Contribution	118	80	88
Disability Insurance Contributions	89	62	66
Health Insurance Contributions	8,672	19,468	19,468
Supplies-Minor Tools and Equipment	127	1,261	1,275
Supplies-Office	138	96	100
Supplies-Medical/Drug	0	50	50
Supplies-Botanical/Agriculture	0	100	100
Supplies-Clothing and Uniforms	0	220	220
Supplies-Other	119	504	500
Maintenance-Machine/Tools/Implements	100	362	375
Maintenance-Radios	0	650	650
Services-Central Garage	22,787	18,732	29,082
<b>Total Expenditures</b>	<b>\$144,933</b>	<b>\$196,382</b>	<b>\$202,217</b>

## GENERAL FUND: PARKS

GENERAL CITY CEMETERY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General City Cemetery			
Salaries-Operational	93,744	180,363	199,881
Overtime	1,796	3,180	3,360
Stability Pay	2,420	4,840	2,500
Cell Phone Allowance	360	360	360
FICA	6,955	7,786	14,980
TMRS Retirement	15,955	16,793	32,282
Life Insurance Contribution	122	186	261
Disability Insurance Contributions	92	141	200
Health Insurance Contributions	48,096	51,956	51,956
HSA Contributions-Employer	0	0	1,000
Supplies-Minor Tools and Equipment	342	1,056	1,200
Supplies-Office	75	100	100
Supplies-Medical/Drug	0	50	50
Supplies-Janitorial	0	250	250
Supplies-Botanical/Agriculture	0	100	100
Supplies-Clothing and Uniforms	0	162	200
Supplies-Other	3,611	8,791	8,800
Maintenance-Machine/Tools/Implements	104	3,412	12,300
Maintenance-Radios	0	650	650
Maintenance-Other Equipment	0	600	600
Maintenance-Water Mains	156	1,112	1,500
Maintenance-Walks/Drives/Parking Lot	26,034	25,075	27,075
Services-Telephone	560	827	1,507
Services-Electricity	370	780	871
Services-Gas	1,728	1,600	1,600
Services-Water/Sewer/Sanitation	40	323	300
Services-Central Garage	35,704	44,780	41,622
Services-Binding/Printing	0	162	162
Postage/Freight	240	108	100
Construction-Park Improvements	900	3,000	3,000
<b>Total Expenditures</b>	<b>\$239,404</b>	<b>\$358,542</b>	<b>\$408,767</b>

## GENERAL FUND: PROPERTY MANAGEMENT/LAKE LOTS

### WHO WE ARE:

*The Property Management Department is responsible for managing, maintaining, and enhancing the city's real estate assets to ensure their long-term value and usefulness to the community. Our team is dedicated to efficient stewardship of city properties, including public buildings, land, and leased facilities, with a commitment to safety, functionality, and sustainability.*

### WHAT WE DO:

- Handle all Real Estate transactions for the City. Negotiate for property acquisitions 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, Cell Tower and Wichita Valley Water Improvement district.
- Assist all departments with real property research such as easements, encroachments, alley closures, etc.
- Research legal documents for internal and external customers.
- Prepare lake leases, collect rents and enforce compliance of City Codes.
- Attend Sheriff's sales for back taxes.
- Secure and maintain all Trustee properties and market them for sale.
- 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.
- Collaborate with Wichita County, WFISD and Perdue, Brandon, Fielder, Collins & Mott LLP regarding potential 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.

### FY 2024 ACCOMPLISHMENTS

- ✓ Continued to reduce the Trustee Property Inventory thus eliminating mowing needs and expenses while placing the property back on the tax rolls. Sold 16 Trustee properties this year for a total of \$42,328.98 and a city-owned HUD donated property for \$33,000.00
- ✓ Billed and Collected City Leases: Grazing, hunting, parking, land, lake lot leases, billboards, cell tower and Wichita Valley Water Improvement District for a total of \$199,515.04.
- ✓ Filed a total of 776 legal documents.
- ✓ Lake Arrowhead and Lake Kickapoo: Entered into 16 new leased lots, demolished structures on 1 lease lots, terminated 16 leases and transferred 25 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 9<sup>th</sup> property – all in-house sales and for values greater than the struck off price.
- ✓ Liens: Filed 331 liens, Released 289 liens, Mailed 489 Mowing Invoices and 18 Demolition Invoices. Invoiced a total of \$206,378.00 and Collected Invoices \$24,883.12, Lien Amounts Collected \$68,986.43
- ✓ Continued scanning Laserfiche of all current and archived documents. We have scanned approximately 2,000 archived documents and all current active documents.
- ✓ Continue to look through boxes and boxes of decades old documents and destroy correspondence and records not necessary for compliance.

## GENERAL FUND: PROPERTY MANAGEMENT/LAKE LOTS

### LOOKING AHEAD IN FY 2025

- Demolish the Wichita Falls Hospitality, Inc Hotel located at 100 Central Freeway.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Update Dept./City Webpage regularly and request feedback	3. Actively Engage and Inform the Public	3.1 Improve City's reputation	Frequent communication and feedback from the general public/lease holders	N/A	50%
Promote effective and efficient management of City resources.	4. Optimize Engagement with the City and City Services	4.5 Continue to improve inter-departmental cooperation	Collaboration and feedback from peers resulting in less duplication of work and expediting results. Communication is key!	30%	50%
Continue to improve relationships with Lake leaseholders and the general public	4. Optimize Engagement with the City and City Services	4.6 Create an employee culture of support and compliance in the community	Positive feedback and or complaints received and documented issues resolved.	10%	30%

### EXPENDITURES BY ACCOUNT

PROPERTY MANAGEMENT	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General Property Management			
Salaries - Supervision	95,277	100,935	105,575
Salaries - Clerical	17,803	18,851	19,798
Pool Clerical	0	0	1,050
Salaries-Operational	103,416	109,468	114,944
Overtime	36	0	0
Stability Pay	3,025	6,050	6,750
Cell Phone Allowance	360	360	360
FICA	16,530	17,538	18,647
TMRS Retirement	35,700	37,827	39,423
Life Insurance Contribution	290	278	306
Disability Insurance Contributions	218	210	231
Health Insurance Contributions	21,831	23,425	23,425
Supplies-Minor Tools and Equip	273	538	800

## GENERAL FUND: PROPERTY MANAGEMENT/LAKE LOTS

PROPERTY MANAGEMENT	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Minor Office Tools/Eq	1,017	968	968
Supplies-Office	2,350	2,215	2,215
Supplies-Medical/Drug	44	55	100
Supplies-Clothing and Uniforms	58	180	200
Supplies-Educational	0	300	300
Supplies-Periodicals/Supplements	74	710	710
Supplies-Personal Computers	0	2,514	0
Supplies-System Software	94	1,344	1,344
Supplies-PC Software	25	90	300
Maintenance-PC Software	0	0	86
Services-Telephone	1,213	1,034	1,885
Service-Wireless Phone Aircards	0	957	912
Services-Electricity	71	561	627
Services-Gas	1,794	3,700	3,700
Services-Central Garage	710	995	1,203
Services-Other Professional	1,136	2,400	10,000
Services-Lien Filings	14,116	17,500	17,500
Services-Court Cost/Registrations	1,606	4,000	4,000
Services-Advertising	92	1,613	1,613
Services-Binding/Printing	231	1,000	1,000
Services-Subcontractors	785	5,000	5,000
In City Mileage Reimbursement	2,264	2,000	2,500
Travel Expenses	834	2,500	1,500
Education Registration	1,940	3,000	2,200
Lease Payments	0	0	3,140
Memberships	0	300	300
Postage/Freight	867	0	1,000
Construction-Traffic Signals/Street Lights	0	0	250
Land	30,000	0	0
<b>Total Expenditures</b>	<b>\$356,079</b>	<b>\$370,417</b>	<b>\$395,864</b>

## GENERAL FUND: PROPERTY MANAGEMENT/LAKE LOTS

LAKE LOT ADMINISTRATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Lake Lot Administration			
Salaries - Clerical	17,803	18,851	19,798
Salaries-Operational	59,251	62,551	65,674
Overtime	23	0	0
Stability Pay	1,815	3,630	3,750
Cell Phone Allowance	360	360	360
FICA	5,647	6,228	6,433
TMRS Retirement	12,867	13,431	14,286
Life Insurance Contribution	104	98	109
Disability Insurance Contributions	78	74	82
Health Insurance Contributions	18,418	15,689	15,689
Supplies-Minor Tools and Equip	0	200	600
Supplies-Minor Office Tools/Eq	223	200	200
Supplies-Office	1,657	1,500	1,500
Supplies-Clothing and Uniforms	78	100	100
Supplies-Personal Computers	0	1,064	0
Supplies-PC Software	0	45	45
Supplies-Other	0	100	0
Maintenance-PC Software	0	0	43
Maintenance-Lake Roads	21,688	37,625	50,000
Services-Telephone	287	245	330
Service-Wireless Phone Aircards	0	456	456
Services-Central Garage	5,264	5,381	5,618
Services-Other Professional	0	350	1,000
Services-Court Cost/Registrations	0	200	200
Services-Advertising	325	500	500
Services-Binding/Printing	290	600	1,200
Services-Subcontractors	12,460	10,000	10,000
Travel Expenses	0	215	250
Education Registration	0	250	250
Memberships	0	150	150
Postage/Freight	1,495	1,100	1,500
Construction-Traffic Signals/Street Lights	0	0	500
<b>Total Expenditures</b>	<b>\$160,133</b>	<b>\$181,192</b>	<b>\$200,622</b>

## GENERAL FUND: PUBLIC SAFETY

### Fire

#### WHO WE ARE:

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

#### WHAT WE DO:

- 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: Station tours, community events, and charitable giving (through the Wichita Falls Professional Firefighter's Association).

#### FY 2024 ACCOMPLISHMENTS

- ✓ Responded to 14,022 calls for service, including 159 building fires
- ✓ Due to timely and efficient fire suppression, our FY "value saved" exceeded \$100,000,000.
- ✓ Logged an excess of 33,000 hours of training
- ✓ Successfully recruited and trained 15 new firefighters.
- ✓ Received an excess of \$1,000,000 in grants, including a grant to training 24 members to the level of EMT-Paramedic.

#### LOOKING AHEAD IN FY 2025

- Start of an official Succession Plan.
- Train 24 members to the level of EMT-Paramedic
- Train 30 members to the level of EMT-Advanced.
- Hire from a list of certified candidates for the start of FY 24/25
- Start a hiring process late 2024 for an academy schedule for early next spring.

## GENERAL FUND: PUBLIC SAFETY

### Fire

#### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Meet national standards for staffing first alarm assignments	4. Optimize Engagement with the City and City services.	4.6 Create an employee culture of support and compliance in the community	Assemble 15 firefighters within nine minutes	100%	100%
Meet national standards for first arriving apparatus on all structure fires	4. Optimize Engagement with the City and City services.	4.6 Create an employee culture of support and compliance in the community	First arriving engine on scene within 320 seconds of dispatch, 95% of the time.	98%	98%
Maintain national and state standards for hours of training	4. Optimize Engagement with the City and City services.	4.6 Create an employee culture of support and compliance in the community	Document 35,100 hours of training across all disciplines.	33,000	35,100

#### EXPENDITURES BY ACCOUNT

GENERAL CITY FIRE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General City Fire			
Salaries - Supervision	256,410	398,430	392,356
Salaries - Clerical	95,710	129,455	125,166
Salaries-Operational	11,083,355	12,176,453	13,046,803
Overtime	934,776	636,000	992,250
Certification Pay	131,381	123,300	310,343
Assignment Pay	54,442	54,000	56,400
Stability Pay	1,898	3,796	10,000
Longevity	356,617	354,442	359,602
Cell Phone Allowance	1,980	5,040	6,480
FICA	932,347	994,631	1,035,129
TMRS Retirement	38,295	40,287	59,864
Life Insurance Contribution	14,527	14,235	15,398
Disability Insurance Contributions	11,057	10,886	11,715
Health Insurance Contributions	2,129,904	2,200,000	2,207,468
HSA Contributions-Employer	14,540	15,299	26,999
Fire Pension Contribution	1,966,971	2,303,380	2,293,376
Supplies-Motor Vehicle Fuel	77	0	0
Supplies-Minor Tools and Equip	84,160	71,105	72,601

## GENERAL FUND: PUBLIC SAFETY

### Fire

GENERAL CITY FIRE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Minor Furniture	19,879	12,640	14,508
Supplies-Office	6,064	7,490	8,790
Supplies-Photographic	694	535	535
Supplies-Medical/Drug	31,609	38,310	35,700
Supplies-Janitorial	12,094	19,260	19,260
Supplies-Chemical	7,640	6,902	7,722
Supplies-Botanical/Agriculture	614	2,850	2,700
Supplies-Clothing and Uniforms	102,065	77,860	78,760
Supplies-Firefighting Clothing	167,895	138,932	149,480
Supplies-Linen	1,065	2,000	2,000
Supplies-Educational	15,163	18,000	18,270
Supplies-Periodicals/Supplements	21	1,065	1,218
Supplies-Code Books	2,569	3,000	3,000
Supplies-Ammunition	0	0	1,100
Supplies-Heating Fuel	1,684	0	1,250
Supplies-Promotional	0	0	2,000
Supplies-Personal Computers	4,681	0	0
Supplies-PC Software	946	0	0
Supplies-Other	4,875	5,750	5,750
Maintenance-Motor Vehicles	0	0	7,500
Maintenance-Radios	4,670	4,290	9,290
Maintenance-Instruments	19,432	25,890	31,853
Maintenance-PC Software	43	0	0
Maintenance-Systems Software	0	0	3,000
Services-Telephone	40,525	23,995	50,586
Service-Wireless Phone Aircards	1,247	1,272	2,280
Services-Electricity	57,104	79,300	88,540
Services-Gas	21,810	26,000	22,000
Services-Water/Sewer/Sanitation	10,914	10,691	11,000
Services-Cable TV	0	0	1,500
Services-Central Garage	1,326,687	1,358,216	1,353,815
Services-Other Professional	31,219	51,009	53,669
Services-Binding/Printing	3,079	3,842	5,742
Services-Other Miscellaneous	12,938	29,500	26,400
Insurance Expense	15	0	0
Travel Expenses	9,826	13,520	15,520
Education Registration	59,238	55,690	47,740
Lease Payments	4,315	2,129	4,070
Memberships	1,607	3,041	3,616
Public Relation/Promo	0	0	2,000
Postage/Freight	4,006	6,000	6,250
Operating Transfer-Other	128,234	134,128	0
<b>Total Expenditures</b>	<b>\$20,224,912</b>	<b>\$21,693,846</b>	<b>\$23,120,363</b>

## GENERAL FUND: PUBLIC SAFETY

### Police

#### WHO WE ARE:

*The mission of the Police Department is to prevent crime and to protect the lives and property of the citizens of Wichita Falls. To help accomplish its mission, the Police Department continues to adhere to the philosophy of Intelligence Led Policing concepts and investing wisely in the newest crime fighting technologies. We strive to remain relevant and effective in the world of 21<sup>st</sup> Century Policing through crime reduction outcomes while building and maintaining public trust.*

#### WHAT WE DO:

- 24/7 police protection and emergency response
- Enforce the law and prevent crime
- Provide crime prevention training and information to the public
- Conduct follow up investigations of reported crimes

#### FY 2024 ACCOMPLISHMENTS

- ✓ Retained and hired efficient civilian employees for Dispatch assignment reducing vacancies
- ✓ Obtained private partnership funding for the Multi-Disciplinary Response Team project
- ✓ Successful Federal OCDETF operation netting the arrest of 23 suspects involving illegal narcotics distribution
- ✓ Full implementation of the Body Worn Camera program for uniformed officers

#### LOOKING AHEAD IN FY 2025

- Implementation of an online reporting portal for citizens who are victims of nonviolent crimes
- Analyze the effectiveness of the Multi-disciplinary Response Team's strategy and outcomes

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Reduction in NIBRS Part 1 crime	Actively Engage and Inform the Public	Practice Effective Governance	Through intelligence analysis and direct proactive patrols to high crime areas	-5%	-5%
Increase Police recruitment	Optimize engagement with the City and City Services	Focus on younger generations' market for recruitment	Collaborate with HR to develop optimal hiring practices and promoting of advertising campaigns	20%	20%
Implement and online reporting system for citizens use	Actively Engage and Inform the Public	Practice Effective Governance	Evaluate use and number of reports submitted and analyze reduction of police calls for service	10%	10%

## GENERAL FUND: PUBLIC SAFETY

### Police

#### EXPENDITURES BY ACCOUNT

GENERAL CITY POLICE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General City Police			
Salaries - Supervision	165,189	172,526	181,163
Salaries - Clerical	1,087,858	1,340,423	1,271,590
Salaries-Operational	15,834,643	18,200,540	20,358,389
Pool Operational	46,630	269,604	230,347
Overtime	1,064,991	530,000	577,500
Terminal Pay	0	0	7,000
Certification Pay	274,438	274,800	299,511
Assignment Pay	32,886	36,000	48,000
Stability Pay	51,014	97,466	95,500
Longevity	450,014	449,879	432,704
Clothing Allowance	27,018	27,648	25,344
Cell Phone Allowance	3,582	3,420	3,240
FICA	1,384,733	1,508,082	1,430,034
TMRS Retirement	3,073,062	3,250,522	3,096,371
Life Insurance Contribution	22,576	22,010	23,627
Disability Insurance Contributions	17,154	16,676	17,917
Health Insurance Contributions	2,905,805	2,981,429	2,981,429
HSA Contributions-Employer	25,691	24,255	51,998
Supplies-Motor Vehicle	0	3,177	742
Supplies-Minor Tools and Equip	14,640	24,479	26,434
Supplies-Minor Office Tools/Eq	3,769	10,737	15,406
Supplies-Minor Furniture	10,052	9,925	9,925
Supplies-Office	83,474	77,000	80,000
Supplies-Photographic	5,865	4,500	4,330
Supplies-Medical/Drug	1,791	4,073	5,431
Supplies-Chemical	6,601	6,860	11,810
Supplies-Clothing and Uniforms	169,522	197,363	216,852
Supplies-Linen	791	1,133	1,133
Supplies-Educational	2,416	2,385	7,130
Supplies-Periodicals/Supplements	1,122	9,056	10,375
Supplies-Ammunition	52,282	93,711	105,858
Supplies-Citizen Part Program	4,519	5,000	7,000
Supplies-Promotional	3,985	15,500	15,800
Supplies-Personal Computers	606	2,148	2,255
Supplies-PC Software	761	5,515	3,180
Supplies-Other	25,622	33,333	39,065
Maintenance-Machine/Tools/Implements	1,255	4,500	6,000

## GENERAL FUND: PUBLIC SAFETY

### Police

GENERAL CITY POLICE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Maintenance-Office Furniture/Equip	4,020	8,200	1,400
Maintenance-Radios	1,840	3,000	3,000
Maintenance-Instruments	6,654	9,688	9,768
Maintenance-PC Software	8,849	16,152	17,588
Maintenance-Police Facilities	15,920	15,920	15,655
Services-Telephone	60,165	55,952	75,535
Service-Wireless Phone Aircards	32,001	31,270	85,980
Services-Electricity	60,526	79,300	88,540
Services-Gas	4,769	5,200	5,200
Services-Water/Sewer/Sanitation	10,033	9,692	10,000
Services-Central Garage	2,088,362	2,293,918	2,270,973
Services-Chemical Disposal	0	5,000	8,000
Services-Other Professional	36,810	73,000	103,000
Services-Binding/Printing	20,388	7,100	9,544
Services-Subcontractors Mowing	10,200	10,200	10,200
Services-Other Miscellaneous	83,777	104,823	134,858
Insurance Expense	0	80,000	80,000
Claims and Settlements	0	2,000	2,000
Travel Expenses	17,650	52,460	64,355
Education Registration	12,784	23,220	29,279
In-Service Train/Tuition Asst	30,057	32,750	32,750
Lease Payments	23,156	21,848	26,465
Memberships	7,133	8,180	8,440
Boards/Local Meetings	1,538	2,600	2,600
Postage/Freight	12,482	15,000	15,000
Other Machinery and Equipment	0	0	311,855
Operating Transfer-Other	0	100,000	100,000
<b>Total Expenditures</b>	<b>\$29,405,472</b>	<b>\$32,782,147</b>	<b>\$35,222,374</b>

## GENERAL FUND: RECREATION

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### WHO WE ARE:

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

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

### WHAT WE DO:

- 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, concessions and equipment.
- Administration and marketing of reservations for rental facilities and equipment.

### FY 2024 ACCOMPLISHMENTS

- ✓ Received 4B allotment for improvements to the Sports Complex of \$197,000
- ✓ Economic Impact from Sports Complex increased by 16% over last year.
- ✓ Tournament schedule increased by 22% over 2023, Concession sales up 23% and League play up 43% over 2023.
- ✓ Tennis/ Pickleball revenue increased 8% and participation is up 11% with new leagues, classes and tournaments.
- ✓ 4 USTA Tennis Tournaments have been awarded to Wichita Falls for 2024.
- ✓ Recreation offered 10 new classes and activities with an enrollment increase of 38%.
- ✓ 50 Plus Zone revenue up 17% and participation up 15%.
- ✓ Parks & Recreation Master Plan was awarded and is currently in the process of developing plan by Fall 2024

## GENERAL FUND: RECREATION

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 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.	15%	25%
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	100%	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	100%	100%
Develop a plan for financing improvements to Sports Complex #2 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 Sports Complex #2 and possible alternatives for the Lucy Park Pool.	100%	100%
Complete and use the completed Master Plan to prioritize the Parks & Recreation goals for the future	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	Develop and fund the priorities presented by the completed Master Plan	100%	100%

## GENERAL FUND: RECREATION

### EXPENDITURES BY ACCOUNT

GENERAL CITY RECREATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
General City Recreation			
Salaries - Supervision	71,572	75,779	79,563
Salaries - Clerical	58,859	74,059	74,847
Salaries-Operational	594,366	469,709	664,934
Pool Operational	14,741	11,641	29,526
Overtime	20,911	10,600	12,075
Stability Pay	10,643	21,780	17,500
Cell Phone Allowance	241	360	360
FICA	50,494	49,710	45,033
TMRS Retirement	75,458	107,217	80,186
Life Insurance Contribution	600	605	620
Disability Insurance Contributions	453	464	467
Health Insurance Contributions	97,872	102,240	102,240
HSA Contributions-Employer	146	0	1,000
Supplies-Minor Tools and Equip	(599)	2,000	2,500
Supplies-Minor Furniture	4,608	0	0
Supplies-Office	2,718	6,000	6,000
Supplies-Janitorial	4,015	7,000	10,000
Supplies-Chemical	8,300	10,710	12,000
Supplies-Recreation	9,709	15,300	16,000
Supplies-Athletic	10,867	12,500	14,000
Supplies-Tennis	23,790	0	0
Supplies-Concession	43,179	33,000	33,000
Supplies 50 Plus Zone	12,147	8,000	12,000
Supplies-Clothing and Uniforms	2,358	4,100	6,000
Supplies-Periodicals/Supplements	117	0	128
Supplies-Personal Computers	805	1,500	1,500
Supplies-PC Software	540	0	0
Supplies-Other	2,802	7,400	5,800
Maintenance-Machine/Tools/Implements	914	0	0
Maintenance-Pumps/Motors	356	1,500	1,500
Maintenance-Office Furniture/Equip	3,948	17,000	25,000
Maintenance-PC Software	43	900	500
Maintenance-Heating/Cooling Systems	517	1,200	1,500
Maintenance-Water Mains	11	0	0
Maintenance-Buildings	6,699	5,000	5,000
Maintenance-Parks Facilities	29,036	22,500	23,200
Maintenance-Other Structures	29,250	88,000	51,000

## GENERAL FUND: RECREATION

GENERAL CITY RECREATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Telephone	11,391	6,866	12,514
Service-Wireless Phone Aircards	1,609	2,640	360
Services-Electricity	110,445	162,500	181,434
Services-Central Garage	68,688	61,264	61,507
Services-Bank	5,972	5,000	5,000
Services-Other Professional	145,873	126,500	134,500
Services-Tennis	0	120,000	120,000
Services-Advertising	10,335	8,000	8,000
Services-Binding/Printing	3,652	8,000	8,000
Travel Expenses	1,891	1,510	1,210
Education Registration	8,784	12,000	10,400
Lease Payments	1,668	0	0
Memberships	1,365	1,600	1,850
Rent-Equipment	2,789	7,700	8,000
Rent-Land/Structures	575	1,200	600
Postage/Freight	2,325	3,000	3,000
Other Improvements	0	0	2,100,000
Other Machinery and Equipment	76,056	1,500	20,000
<b>Total Expenditures</b>	<b>\$1,645,904</b>	<b>\$1,697,054</b>	<b>\$4,011,354</b>

## GENERAL FUND: STREET MAINTENANCE

### WHO WE ARE:

*The Streets Department is dedicated to maintaining and enhancing the city's roadways, ensuring safe and efficient transportation for all. We focus on repairing, upgrading, and managing streets, sidewalks, and drainage systems to promote public safety and long-term sustainability, facilitating smooth traffic flow and effective stormwater management with the highest level of quality and efficiency.*

### WHAT WE DO:

- 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

### FY 2024 ACCOMPLISHMENTS

- ✓ Successfully completed 22 work orders and responded to 367 service calls.
- ✓ Repaired 1,078 utility cuts within an average of 32 calendar days of receiving the hole.
- ✓ Responded to 721 pothole repair work orders filling 3,623 potholes and 1,441 street skin patches.
- ✓ Completed sweeping of 4,704 curb miles improving the quality of City streets and protecting stormwater exceeding MS4 permit requirements
- ✓ Cleaned, maintained and mowed 28 detention ponds and over 500 miles of drainage improvements to ensure the drainage system reliability.

### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 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		Close Utility Cuts within 28 Calendar Days	32 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		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		Respond to Pothole Service Requests within 40 calendar days	16 Calendar Days	40 Calendar Days

## GENERAL FUND: STREET MAINTENANCE

### EXPENDITURES BY ACCOUNT

STREET MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Street Maintenance			
Salaries - Supervision	51,086	54,090	56,790
Salaries - Clerical	34,739	36,798	38,635
Salaries-Operational	1,616,459	2,086,115	1,991,764
Overtime	225,729	174,900	185,745
Stability Pay	32,535	62,924	66,375
Cell Phone Allowance	1,086	1,080	1,080
FICA	141,783	127,761	147,396
TMRS Retirement	314,278	275,563	321,404
Life Insurance Contribution	2,236	2,050	2,497
Disability Insurance Contributions	1,687	1,552	1,886
Health Insurance Contributions	331,659	461,213	461,213
HSA Contributions-Employer	5,718	5,259	13,999
Supplies-Motor Vehicle	160	0	413
Supplies-Minor Tools and Equip	9,554	8,500	8,500
Supplies-Minor Furniture	753	990	398
Supplies-Office	1,197	1,300	1,300
Supplies-Photographic	0	100	100
Supplies-Medical/Drug	0	100	100
Supplies-Janitorial	695	1,000	1,000
Supplies-Botanical/Agriculture	6,004	6,000	6,000
Supplies-Traffic Control	15,147	14,900	14,900
Supplies-Linen	0	350	350
Supplies-Periodicals/Supplements	0	100	100
Supplies-Ice Chat	6,766	10,000	10,000
Supplies-Heating Fuel	1,719	2,500	2,500
Supplies-PC Software	0	135	135
Supplies-Other	9,215	13,500	13,500
Maintenance-Machine/Tools/Implements	566	1,000	1,000
Maintenance-Pumps/Motors	0	1,000	1,000
Maintenance-Radios	0	550	550
Maintenance-PC Software	128	0	129
Maintenance-Heating/Cooling Systems	745	500	500
Maintenance-Walks/Drives/Parking Lot	3,748	6,000	6,000
Maintenance-Storm Sewers	0	7,000	7,000
Maintenance-Street Overlay	174,113	156,640	156,640
Maintenance-Buildings	252	1,400	1,400
Maintenance-East Scott Facility	384	0	0
Maintenance-Bridges	0	3,500	3,500

## GENERAL FUND: STREET MAINTENANCE

STREET MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Maintenance-Dams	0	500	500
Maintenance-Canals/Conduits	0	3,200	3,200
Maintenance-Fences	0	1,000	1,000
Services-Telephone	2,694	2,193	3,996
Service-Wireless Phone Aircards	2,769	2,808	2,808
Services-Electricity	8,391	10,920	12,193
Services-Gas	9,932	12,000	12,000
Services-Water/Sewer/Sanitation	604	221	1,000
Services-Central Garage	1,029,129	1,154,125	1,159,874
Services-Other Professional	51,507	50,000	50,000
Services-Advertising	1,272	0	0
Services-Binding/Printing	479	1,200	1,200
Services-Subcontractors	12,208	13,447	13,447
Insurance Expense	0	20	20
Claims and Settlements	0	6,000	6,000
Travel Expenses	521	500	500
Education Registration	180	1,085	1,085
Lease Payments	590	623	696
Memberships	225	350	350
Rent-Equipment	0	3,750	3,750
Postage/Freight	258	100	100
Other Improvements	4,067,759	4,505,860	2,445,360
<b>Total Expenditures</b>	<b>\$8,178,659</b>	<b>\$9,296,271</b>	<b>\$7,244,879</b>

## GENERAL FUND: TRAFFIC

### WHO WE ARE:

*The Traffic Engineering Department is responsible for the following:*

- *Address traffic issues through traffic data analysis 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.*

### WHAT WE DO:

- Maintenance/repair of 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

### FY 2024 ACCOMPLISHMENTS

- ✓ Striped 22 miles of roadway within the city
- ✓ Upgraded signal cabinet with TS-2 technology
- ✓ Striped 20 miles of Bicycle lanes and Bicycle emblems
- ✓ Construction has begun on the rebuilding of the Downtown signals
- ✓ Preliminary work has begun on the Downtown streetlighting project
- ✓ Installation of solar-powered street lighting has been started on Sierra Drive

### LOOKING AHEAD IN FY 2025

- The completion of the Downtown Street lighting project
- The completion of the Downtown Signal rebuild project

## GENERAL FUND: TRAFFIC

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Install Additional Bicycle lanes	Provide Quality Infrastructure	Continue the Bicycle friendly Initiative	Installation of shared and dedicated bicycle infrastructure	\$125,000 4B funds	\$125,000 4B funds
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)	\$80,000	\$105,000
Repaired 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	\$10,000	\$25,000
Annual Sign Replacement Project	Provide Quality Infrastructure	Upgrade or replace outdated public facilities	Replace annual signage identified per section of the City to control sign performance and life cycle	\$52,000	\$60,000
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	\$550,000	\$350,000
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	\$50,800	\$65,800
Replace downtown Street lighting	Provide Quality Infrastructure	Upgrade or replace outdated public facilities	Replace outdated street lighting With new poles, light fixtures, and underground wiring	\$819,241	\$300,000

## GENERAL FUND: TRAFFIC

EXPENDITURES BY ACCOUNT			
TRAFFIC ENGINEERING	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Traffic Engineering			
Salaries - Supervision	71,478	90,132	72,684
Salaries-Operational	497,502	587,720	671,314
Overtime	31,045	19,080	28,350
Terminal Pay	1,167	0	0
Stability Pay	7,260	14,520	14,000
Cell Phone Allowance	1,141	1,440	1,440
FICA	46,723	50,933	50,011
TMRS Retirement	85,486	109,856	91,933
Life Insurance Contribution	652	748	717
Disability Insurance Contributions	492	563	542
Health Insurance Contributions	98,786	99,688	99,688
HSA Contributions-Employer	0	0	2,000
Supplies-Motor Vehicle Fuel	810	0	0
Supplies-Minor Tools and Equip	3,527	6,315	7,050
Supplies-Minor Furniture	595	2,147	2,147
Supplies-Office	1,634	2,000	2,000
Supplies-Medical/Drug	111	150	200
Supplies-Traffic Control	62,424	138,392	119,976
Supplies-Clothing and Uniforms	5,218	5,280	6,000
Supplies-Periodicals/Supplements	5,233	5,200	6,500
Supplies-Container	1,283	0	0
Supplies-PC Software	2,800	2,680	2,280
Supplies-Other	4,405	11,502	15,383
Maintenance-Machine/Tools/Implements	2,277	3,750	17,500
Maintenance-Office Furniture/Equip	0	300	0
Maintenance-Instruments	4,272	9,650	5,950
Maintenance-PC Software	214	450	215
Maintenance-Systems Software	9,800	9,900	13,900
Maintenance-Heating/Cooling Systems	0	250	1,000
Maintenance-Park Lighting	13,025	19,583	26,243
Maintenance-Signal Lights	69,811	47,790	59,690
Maintenance-Street Lights	103,212	50,039	74,412
Maintenance-Warning Sirens	16,351	33,105	40,405
Maintenance-Central Garage	0	2,500	2,500
Services-Telephone	8,368	4,602	8,387
Service-Wireless Phone Aircards	3,741	3,552	3,648
Services-Electricity	38,684	41,600	46,447

## GENERAL FUND: TRAFFIC

TRAFFIC ENGINEERING	FY 2023 Actual	FY 2024 Adopted Budget	FY 2024 Adopted Budget
Services-Elect/Street Lights	291,870	295,000	295,000
Services-Gas	20,427	14,000	25,000
Services-Central Garage	195,025	208,671	195,710
Services-Advertising	1,006	0	2,800
Services-Binding/Printing	18	200	600
Bond Principal Payments	226,631	242,228	255,911
Bond Interest Payments	89,252	81,685	81,685
In City Mileage Reimbursement	3,942	4,800	5,500
Travel Expenses	52	3,000	4,500
Education Registration	46	2,000	8,000
Memberships	0	100	100
Postage/Freight	1,423	600	1,200
Signs	97,117	151,684	152,184
Street Lighting	3,840	214,480	219,864
Traffic Signal Cabinets	12,700	75,200	58,800
Traffic Signal Control Equip	15,600	79,740	84,040
Traffic Signal Infrastructure	0	232,460	282,890
Warning Sirens	6,555	0	17,750
<b>Total Expenditures</b>	<b>\$2,165,030</b>	<b>\$2,981,265</b>	<b>\$3,186,046</b>

## WATER & SEWER FUND: RESOURCE RECOVERY

### WHO WE ARE:

*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 54 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).*

### WHAT WE DO:

- Treat sewage to all Federal and State Regulatory Standards.
- Treat wastewater at WFRRF to a high enough level, that it 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.
- Maintain Operation of the pumps & controls for the Water Fall.

### FY 2024 ACCOMPLISHMENTS

- ✓ Treated 3,723,300,000 total gallons of sewage.
- ✓ Returned 2,988,000,000 gallons to Lake Arrowhead for Drinking Water
- ✓ Provided 1,140,000 gallons of reuse water to Vitro.
- ✓ Staffing levels have improved immensely over previous years.

### LOOKING AHEAD IN FY 2025

- Continuation of our annual sewage lift station refurbishment projects.
- Refurbishment of Sludge Belt Filter Press # 1.
- Replacement of Return Sludge Pumps.
- PLC (Programable Logic Controller) upgrade for Belt Filter Presses.
- Upgrade of Hoist Rails Electrical.

## WATER & SEWER FUND: RESOURCE RECOVERY

### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 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

### EXPENDITURES BY ACCOUNT

RESOURCE RECOVERY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Resource Recovery			
Salaries - Supervision	95,356	100,935	105,990
Salaries - Clerical	33,219	34,681	36,408
Salaries-Operational	1,491,485	1,942,190	2,061,262
Pool Operational	16,182	28,620	28,350
Overtime	171,966	148,400	157,500
Certification Pay	25,657	25,740	33,399
Stability Pay	22,277	42,410	49,250
Cell Phone Allowance	1,049	1,080	1,440
FICA	130,692	120,169	160,571
TMRS Retirement	289,966	259,188	352,901
Life Insurance Contribution	2,065	1,798	2,724
Disability Insurance Contributions	1,559	1,365	2,055
Health Insurance Contributions	413,251	346,571	346,571
HSA Contributions-Employer	2,413	3,191	8,000
Supplies-Minor Tools and Equip	5,249	3,000	3,000
Supplies-Minor Furniture	1,176	875	2,832
Supplies-Office	2,736	4,050	4,300
Supplies-Medical/Drug	0	100	100
Supplies-Janitorial	0	500	500
Supplies-Chemical	1,334,580	1,372,524	1,564,337
Supplies-Lab	94,046	94,000	99,750
Supplies-Mechanical	15,908	7,000	7,000

## WATER & SEWER FUND: RESOURCE RECOVERY

RESOURCE RECOVERY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Trees/Flowers/Shrubs	1,575	0	0
Supplies-Traffic Control	290	0	0
Supplies-Clothing and Uniforms	11,029	15,876	18,963
Supplies-Linen	0	2,000	2,000
Supplies-Educational	0	1,000	1,000
Supplies-Periodicals/Supplements	0	650	650
Supplies-Personal Computers	0	0	1,550
Supplies-PC Software	0	0	350
Supplies-Other	9,893	13,150	29,850
Maintenance-Other Vehicles	16	0	0
Maintenance-Machine/Tools/Implements	1,132	1,000	11,800
Maintenance-Pumps/Motors	203,533	404,500	141,500
Maintenance-Office Furniture/Equip	0	100	100
Maintenance-Radios	105	500	500
Maintenance-Instruments	41,206	83,300	36,100
Maintenance-PC Hardware	0	1,500	3,500
Maintenance-Heating/Cooling Systems	32,831	7,500	10,000
Maintenance-Buildings	152	0	0
Maintenance-River Road Facility	127,938	239,000	255,300
Maintenance-Northside Facility	31,573	28,000	24,000
Maintenance-Other Buildings	187	5,000	5,000
Maintenance-Fences	0	2,500	2,500
Services-Telephone	37,095	35,445	47,850
Service-Wireless Phone Aircards	701	720	720
Services-Electricity	651,809	871,000	972,484
Services-Gas	111,949	150,000	160,000
Services-Water/Sewer/Sanitation	172,038	245,000	225,998
Services-Central Garage	250,329	273,644	282,216
Services-Other Professional	51,765	74,473	86,518
Services-Advertising	2,396	0	0
Services-Binding/Printing	859	1,569	200
Services-Other Miscellaneous	79,344	73,600	73,600
Travel Expenses	1,791	3,500	3,700
Education Registration	14,309	18,254	25,895
Lease Payments	1,472	0	2,503
Memberships	1,234	1,668	1,808
Rent-Equipment	0	1,000	6,500
Postage/Freight	2,960	4,000	4,000
Other Vehicles	13,659	0	0
Machines/Tools/Implements	0	0	350,000
Pumps/Motors	0	0	441,000
Instruments/Apparatus	0	0	146,000
<b>Total Expenditures</b>	<b>\$6,006,000</b>	<b>\$7,097,836</b>	<b>\$8,403,894</b>

## WATER & SEWER FUND: SEWER REHAB & WASTEWATER COLLECTIONS

### WHO WE ARE:

*The Sewer Rehabilitation and Wastewater Collection Divisions are responsible for the operation and maintenance of the sewer collection system. The sewer collection mains range in size from 6 inch to 48 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.*

*Department Staff are responsible for removing obstructions in the mains that have created a blockage, and identifying points of infiltration and inflow into the collection system. Reducing infiltration and inflow into the system improves the treatment plant's overall operation and efficiency, thus reducing operational costs.*

### WHAT WE DO:

- Maintenance of Sewer Collection System (575 miles of pipeline)
- Smoke test lines to identify points of infiltration & inflow into the Sewer Collection System.
- Televise/Inspect Sewer Pipeline Infrastructure
- Clear stop-ups that occur in the Sewer Collections System
- Rehabilitate/Replace Aging Manholes (Inventory of 8,089)
- Repair/Replace Install sewer main line segments and taps
- Public Education: 2,500 educational packets distributed annually and updating department website with the educational programs.
  - The F.O.G program focuses on educating the importance of keeping out fats, oils and grease out of the wastewater collection system.
  - The “Toilet is Not a Trash Can Campaign” provides knowledge of keeping specific items out of the wastewater collection system.
- Assisting the Engineering Department by providing updated geographic information system (GIS) information to assist in keeping utility maps updated.

### FY 2024 ACCOMPLISHMENTS

- ✓ Responded to 9 Sanitary Sewer Overflows (SSOs)
- ✓ Televised 18.5 miles (3.4%) of the system
- ✓ Cleaned 135.8 miles (24.9%) of the system
- ✓ Inspected 1,546 (19.2%) of the manholes
- ✓ Smoke tested 39 mainline segments 0.36% of the system
- ✓ Replaced \$1.0M worth of wastewater pipeline

### LOOKING AHEAD IN FY 2025

- Continue working to reduce Sanitary Sewer Overflows (SSOs)
- Televise 8% of the system
- Clean 25% of the system
- Inspect 20% of the manholes
- Smoke test mainline segments 8% of the system
- Replace \$1.5M worth of wastewater pipeline

## WATER & SEWER FUND: SEWER REHAB & WASTEWATER COLLECTIONS

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Sanitary Sewer Overflows	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	< 10 SSOs per Year	17	15
Televise Sewer Mains	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	7 % of System Annually	3.4 %	8 %
Clean Sewer Mains	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	25 % of System Annually	24.9 %	25 %
Inspect Manholes	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	20 % of Manholes Annually	19.2 %	20 %
Smoke Test System	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	8 % of System Annually	0.36 %	8 %
Replace \$1.5M to \$2.0M worth of wastewater pipelines, annually	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	\$1.0M - \$2.0M expended	\$1.0M	\$1.75M

## WATER & SEWER FUND: SEWER REHAB & WASTEWATER COLLECTIONS

### EXPENDITURES BY ACCOUNT

SEWER REHABILITATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Sewer Rehabilitation			
Salaries - Supervision	60,413	94,134	95,004
Salaries-Operational	151,471	230,844	283,530
Overtime	17,780	10,070	15,750
Certification Pay	1,113	0	2,600
Stability Pay	2,695	550	4,000
Cell Phone Allowance	106	0	0
FICA	16,962	7,678	28,300
TMRS Retirement	37,908	16,560	61,662
Life Insurance Contribution	294	309	488
Disability Insurance Contributions	222	235	368
Health Insurance Contributions	66,603	107,229	107,229
HSA Contributions-Employer	1,461	1,179	3,000
Supplies-Minor Tools and Equipment	224	5,590	5,590
Supplies-Minor Furniture	1,182	500	650
Supplies-Office	373	1,750	1,750
Supplies-Medical/Drug	108	250	250
Supplies-Mechanical	7,314	7,800	6,000
Supplies-Traffic Control	0	125	125
Supplies-Clothing and Uniforms	4,262	4,997	4,997
Supplies-Linen	486	900	900
Supplies-Educational	916	1,050	1,050
Supplies-Other	812	13,360	12,040
Maintenance-Motor Vehicles	120	8,700	8,700
Maintenance-Machine/Tools/Implements	0	800	6,900
Maintenance-Radios	0	200	200
Maintenance-Instruments	10,326	16,000	16,000
Maintenance-PC Hardware	0	1,500	3,900
Maintenance-PC Software	4,843	4,950	4,950
Maintenance-Sanitary Sewers	0	1,000	1,000
Services-Telephone	741	935	1,705
Service-Wireless Phone Aircards	4,197	4,560	4,560
Services-Central Garage	137,836	157,854	169,814
Services-Binding/Printing	2,403	2,600	2,600
Travel Expenses	0	450	450
Education Registration	4,570	14,576	15,268
Memberships	244	550	757
Rent-Equipment	0	6,900	7,900
Postage/Freight	233	1,000	1,000
Machines/Tools/Implements	0	0	36,800
<b>Total Expenditures</b>	<b>\$538,218</b>	<b>\$727,685</b>	<b>\$917,787</b>

## WATER & SEWER FUND: SEWER REHAB & WASTEWATER COLLECTIONS

WASTEWATER COLLECTION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Wastewater Collection			
Salaries - Clerical	56,500	59,728	41,125
Salaries-Operational	384,212	575,275	562,336
Overtime	49,823	44,520	68,250
Certification Pay	1,768	1,500	5,900
Stability Pay	4,978	9,956	12,000
FICA	35,582	35,643	40,851
TMRS Retirement	80,455	76,878	92,052
Life Insurance Contribution	590	478	714
Disability Insurance Contributions	445	366	539
Health Insurance Contributions	161,481	166,696	166,696
HSA Contributions-Employer	425	0	1,000
Supplies-Minor Tools and Equipment	7,969	9,290	9,545
Supplies-Office	4,465	4,450	4,450
Supplies-Medical/Drug	235	250	250
Supplies-Chemical	9,388	16,100	11,100
Supplies-Mechanical	4,565	15,510	15,010
Supplies-Traffic Control	23	1,525	1,525
Supplies-Clothing and Uniforms	4,540	7,662	7,662
Supplies-Linen	614	900	900
Supplies-Other	14,579	15,230	15,230
Maintenance-Motor Vehicles	8,077	8,700	8,700
Maintenance-Machine/Tools/Implements	0	500	500
Maintenance-Office Furniture/Equip	0	750	750
Maintenance-Radios	0	200	200
Maintenance-Instruments	0	0	3,800
Maintenance-PC Software	600	675	675
Maintenance-Sanitary Sewers	64,144	130,000	130,000
Maintenance-Buildings	4,625	1,000	5,000
Services-Telephone	1,045	336	612
Service-Wireless Phone Aircards	7,652	8,280	8,280
Services-Central Garage	178,239	193,444	212,033
Services-Binding/Printing	139	6,925	6,925
Travel Expenses	0	450	1,450
Education Registration	14,784	14,591	15,591
Rent-Equipment	25,422	6,900	7,900
Postage/Freight	92	1,000	1,000
<b>Total Expenditures</b>	<b>\$1,127,456</b>	<b>\$1,415,708</b>	<b>\$1,460,551</b>

## WATER & SEWER FUND: UTILITY COLLECTIONS

### WHO WE ARE:

The Utility Collections Department strives to provide friendly customer service, while making existing customers aware and comfortable with our processes, and welcoming new customers to our city with easy convenient ways to initiate service.

### WHAT WE DO:

- Provide water service and billing to 35,000+ customers
- Assist customers with establishing new accounts, closing old accounts, and transferring service
- Answering questions about charges and high-volume consumptions
- Processing payments for customers to accurately allocate funds to the correct accounts

### FY 2024 ACCOMPLISHMENTS

- ✓ Worked with Rolling Plains in FY 2023-2024 and took in a total of \$194,034.03 in pledges
- ✓ Worked with customers and Water Distribution to ensure drought restrictions were abided by
- ✓ Added a new payment option of paying at Walmart for customer convenience
- ✓ Worked with limitation of new building to provide excellent service to customers

### LOOKING AHEAD IN FY 2025

- Launching a new and improved water portal for customers to view their water usage, check for leaks and set up alerts
- Launching a new and improved online and automated system for a more convenient self-payment process for customers

### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Promote e-statements to customers	Reduce costs incurred by printing and mailing	Offer credit for signing up/notify each customer	Lower cost of printing and mailing bills	25%	35%
Promote bank draft to customers	Reduce late payments	Offer EFT for cut-off customers	Reduce number of customers on the cut-off	20%	30%
Familiarize staff and customers with new systems	Reducing confusion with transition	Have staff notes on new system	Reduce complaints for online portals	0%	100%

## WATER & SEWER FUND: UTILITY COLLECTIONS

### EXPENDITURES BY ACCOUNT

UTILITY COLLECTIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Supervision	139,285	147,405	146,920
Salaries - Clerical	254,238	275,535	282,796
Salaries-Operational	241,025	232,844	266,885
Overtime	7,673	6,360	7,875
Certification Pay	204	0	0
Stability Pay	11,544	22,772	22,625
Longevity	3,569	3,564	3,564
FICA	47,055	51,760	52,113
TMRS Retirement	106,748	111,640	115,204
Life Insurance Contribution	852	832	889
Disability Insurance Contributions	650	641	679
Health Insurance Contributions	166,940	136,511	136,511
Supplies-Minor Tools and Equipment	5,750	5,220	5,220
Supplies-Minor Furniture	484	1,500	1,500
Supplies-Office	3,714	4,530	7,250
Supplies-Medical/Drug	0	100	100
Supplies-Clothing and Uniforms	2,620	5,140	3,640
Maintenance-Office Furniture/Equip	749	400	503
Maintenance-Radios	0	0	4,653
Maintenance-PC Hardware	6,652	5,953	5,745
Maintenance-PC Software	43	45	500
Services-Telephone	6,509	3,899	7,105
Service-Wireless Phone Aircards	857	816	819
Services-Central Garage	59,020	60,698	61,422
Services-Bank	32,339	27,650	28,000
Services-Other Professional	63,433	58,560	58,560
Services-Binding/Printing	39,861	43,186	43,186
Travel Expenses	946	1,388	4,500
Education Registration	1,099	4,500	150
Lease Payments	1,271	1,195	1,195
Postage/Freight	159,435	163,680	183,440
<b>Total Expenditures</b>	<b>\$1,364,563</b>	<b>\$1,378,324</b>	<b>\$1,453,550</b>

WATER SEWER DEBT SERVICE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Other Professional	3,000	0	0
Bond Principal Payments	0	10,455,000	10,930,000
Bond Interest Payments	1,784,103	2,261,682	1,787,233
<b>Total Expenditures</b>	<b>\$1,787,103</b>	<b>\$12,716,682</b>	<b>\$12,717,233</b>

## WATER & SEWER FUND: UTILITY COLLECTIONS

UTILITIES ADMINISTRATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Supervision	232,647	241,715	215,112
Salaries - Clerical	35,344	37,129	38,985
Salaries-Operational	238,720	251,280	268,873
Overtime	177	530	557
Certification Pay	1,800	29,040	2,500
Stability Pay	6,749	14,708	16,125
Cell Phone Allowance	1,289	1,440	1,440
FICA	36,792	40,555	42,537
TMRS Retirement	84,222	87,470	93,064
Life Insurance Contribution	672	598	715
Disability Insurance Contributions	507	455	539
Health Insurance Contributions	79,871	68,115	68,115
HSA Contributions-Employer	145	0	0
Supplies-Minor Tools and Equip	960	200	200
Supplies-Office	762	1,500	1,500
Supplies-Educational	56	750	750
Supplies-PC Software	0	44	44
Maintenance-Office Furniture/Equip	0	250	250
Maintenance-Radios	0	250	0
Maintenance-PC Hardware	0	1,000	1,000
Maintenance-PC Software	7,236	8,000	8,043
Services-Telephone	416	880	1,188
Service-Wireless Phone Aircards	456	456	456
Services-Central Garage	5,356	5,362	5,617
Services-Other Professional	30,126	46,500	44,000
Services-Advertising	10,289	4,000	4,000
Services-Binding/Printing	580	1,400	1,400
In City Mileage Reimbursement	2,100	2,100	2,100
Travel Expenses	16,478	9,500	7,575
Education Registration	790	6,800	5,800
Lease Payments	2,655	1,346	2,511
Memberships	13,028	15,730	15,730
Public Relation/Promo	5,737	13,000	13,000
Postage/Freight	1,679	1,650	1,650
PC Computer Equipment	0	0	2,000
<b>Total Expenditures</b>	<b>\$817,638</b>	<b>\$893,753</b>	<b>\$867,376</b>

## WATER & SEWER FUND: UTILITY COLLECTIONS

UTILITY EQUIPMENT SERVICES	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Supervision	17,029	18,030	18,930
Salaries-Operational	447,609	509,507	525,580
Overtime	28,469	31,800	35,490
Stability Pay	11,193	22,386	25,625
FICA	36,136	40,356	38,080
TMRS Retirement	81,857	87,044	85,259
Life Insurance Contribution	619	624	647
Disability Insurance Contributions	467	492	489
Health Insurance Contributions	123,343	114,387	114,387
HSA Contributions-Employer	232	0	0
Supplies-Motor Vehicle	0	100	100
Supplies-Minor Tools and Equip	188	400	400
Supplies-Office	1,226	800	800
Supplies-Medical/Drug	0	50	50
Supplies-Botanical/Agriculture	673	1,700	1,700
Supplies-Traffic Control	2,043	2,250	2,250
Supplies-Linen	0	200	200
Supplies-Heating Fuel	392	700	700
Supplies-PC Software	0	88	88
Supplies-Other	0	400	400
Maintenance-Machine/Tools/Implements	769	200	200
Maintenance-Radios	0	450	450
Maintenance-PC Software	86	0	0
Maintenance-Utility Cuts	282,602	269,500	284,500
Maintenance-East Scott Facility	3,150	6,845	17,045
Services-Telephone	501	528	962
Service-Wireless Phone Aircards	912	912	912
Services-Electricity	2,408	2,990	3,340
Services-Water/Sewer/Sanitation	0	100	100
Services-Central Garage	196,859	187,119	168,757
Services-Binding/Printing	79	750	750
Travel Expenses	184	0	0
Education Registration	0	260	260
Memberships	0	30	0
Rent-Equipment	0	300	300
Postage/Freight	230	20	20
<b>Total Expenditures</b>	<b>\$1,239,256</b>	<b>\$1,301,318</b>	<b>\$1,328,772</b>

## WATER & SEWER FUND: UTILITY COLLECTIONS

WATER & SEWER SPECIAL ITEMS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Terminal Pay	45,600	0	0
FICA	3,401	0	0
TMRS Retirement	7,425	0	0
TMRS Year-End Pension Adjust.	391,560	0	0
Year-End OPEB Adjustment	(158,527)	0	0
Life Insurance Contribution	33	0	0
Disability Insurance Contributions	25	0	0
Services-Bank	12,892	8,832	8,832
Services-Audit	2,702	0	3,190
Services-Other Professional	80,639	80,000	80,000
Services-Employee Physicals	0	1,000	51,000
Services-Advertising	272	0	0
Worker's Compensation	112,515	140,000	140,000
Unemployment Compensation	923	0	0
Insurance Expense	121,094	124,000	145,000
Claims and Settlements	0	1,000	1,000
General Liability Claims	10,979	64,000	64,000
Contract-Water Imp District #2	290,200	290,124	390,510
Contract-US Geo Survey	62,363	89,100	93,927
Contract-Other Agencies	258,517	351,600	351,600
Interest Expense	3,606	0	0
Lease Payments	(245)	1,021,100	1,022,500
Rent-Office	26,500	26,500	26,401
Bad Debt Expense	246,588	45,000	45,000
Administrative Overhead	927,945	968,181	1,013,880
Information Services	430,245	430,245	438,850
Other Improvements	0	0	4,520,000
Operating Transfer-General	1,827,817	1,962,663	1,993,442
Depreciation Expense	8,904,531	0	0
Capital Asset Contra Expense	(50,855)	0	0
<b>Total Expenditures</b>	<b>\$13,558,745</b>	<b>\$5,603,345</b>	<b>\$10,389,132</b>

## WATER & SEWER FUND: WATER DISTRIBUTION

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### WHO WE ARE:

*The Water Distribution Division is responsible for the maintenance and repair of water mains throughout the City, tapping those mains for new development, maintaining fire hydrants for fire protection, maintaining and operating valves, maintaining the Advanced Meter Infrastructure (AMI) system, and 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.*

### WHAT WE DO:

- 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 2024 ACCOMPLISHMENTS

- Repaired a total of 631 main leaks.
- Replaced \$1.5 M worth of water pipeline.
- Repaired 201 service line leaks through the fiscal year.
- Maintained water loss below the 15% goal (5%).
- Tested 748 random water meters for accuracy.
- Performed 35,700 line locates.

### LOOKING AHEAD IN FY 2025

- Replace approximately \$1.75M worth of water mains in FY2025. Requested additional \$250K above FY2024 budget. Replacing water mains helps us reach our goal of lowering the number of main leaks and water loss.
- Currently replacing \$1.5M worth of water mains as part of the FY2024 BUIP.

## WATER & SEWER FUND: WATER DISTRIBUTION

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Reduce the number of main leaks	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	<9 Leaks per month per 100 miles of pipe	710	621
Test 2% of meters in system for Accuracy	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	100% of meters are accurate +/- 2%	100%	100%
Reduce Water Loss	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	Total Water Loss <15.0 %	5%	<15.0 %
Replace \$1.5M to \$2.0M worth of water mains, annually	2.0 Provide Quality Infrastructure	2.3 Create funding and construction opportunities for major infrastructure projects	\$1.5M - \$2.0M expended	\$1.5	\$1.75

## EXPENDITURES BY ACCOUNT

WATER DISTRIBUTION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Water Distribution			
Salaries - Supervision	59,224	75,294	79,061
Salaries - Clerical	91,528	96,658	99,963
Salaries-Operational	1,561,542	1,786,321	1,788,488
Overtime	372,347	320,120	336,126
Terminal Pay	0	0	1,500
Certification Pay	12,076	12,360	18,200
Stability Pay	22,526	48,240	50,000
Cell Phone Allowance	277	360	360
FICA	153,035	127,092	151,826
TMRS Retirement	344,040	358,381	340,752
Life Insurance Contribution	2,167	2,498	2,581
Disability Insurance Contributions	1,637	1,823	1,948

## WATER & SEWER FUND: WATER DISTRIBUTION

Water Distribution	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Health Insurance Contributions	477,878	460,000	460,000
HSA Contributions-Employer	3,524	3,018	7,000
Supplies-Minor Tools and Equipment	20,164	22,700	22,700
Supplies-Minor Furniture	315	1,000	1,000
Supplies-Office	10,266	8,035	8,035
Supplies-Photographic	0	1,100	1,100
Supplies-Medical/Drug	74	250	250
Supplies-Chemical	2,712	3,700	3,700
Supplies-Mechanical	15,425	9,500	10,450
Supplies-Traffic Control	4,659	6,000	6,000
Supplies-Clothing and Uniforms	24,587	23,800	23,800
Supplies-Educational	0	350	350
Supplies-Personal Computers	1,816	2,094	2,340
Supplies-PC Software	690	1,305	0
Supplies-Other	5,452	11,300	11,300
Maintenance-Motor Vehicles	0	150	150
Maintenance-Machine/Tools/Implements	2,829	4,630	4,630
Maintenance-Radios	730	2,150	1,200
Maintenance-Instruments	1,083	4,325	4,325
Maintenance-Meters	3,651	10,480	10,480
Maintenance-PC Software	1,156	18,000	9,550
Maintenance-Water Mains	438,517	355,000	355,000
Maintenance-Service Connections	356,540	455,045	452,045
Maintenance-East Scott Facility	8,554	10,565	10,565
Maintenance-Fire Hydrants	0	1,000	1,000
Maintenance-Fences	0	1,000	1,000
Services-Telephone	7,426	6,409	8,652
Service-Wireless Phone Aircards	15,961	17,400	17,868
Services-Electricity	9,494	11,440	12,773
Services-Gas	13,342	15,000	15,000
Services-Water/Sewer/Sanitation	4,139	4,042	4,500
Services-Central Garage	442,007	493,228	521,675
Services-Employee Physicals	59,507	50,000	0
Services-Binding/Printing	665	3,723	2,205
Travel Expenses	925	2,377	2,377
Education Registration	8,902	15,250	15,250
Lease Payments	2,226	1,643	1,951
Memberships	12,814	16,030	16,030
Rent-Equipment	0	350	350
Postage/Freight	348	450	450
<b>Total Expenditures</b>	<b>\$4,578,775</b>	<b>\$4,882,986</b>	<b>\$4,897,854</b>

## WATER & SEWER FUND: WATER PURIFICATION

### WHO WE ARE:

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 7.5 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.

### WHAT WE DO:

- 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 2024 ACCOMPLISHMENTS

- ✓ Received portable generator for Emergency Preparedness Plan compliance.
- ✓ Delivered 35,000 Consumer Confidence Reports
- ✓ Replaced the 9<sup>th</sup> Street Elevated Storage Tank for increased storage capacity.
- ✓ Completed the Water Purification SCADA upgrade.

### LOOKING AHEAD IN FY 2025

- Replace the #4 Jasper High Service Pump

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Comply with Federal and State Drinking Water Regulations	3.0 Actively Engage and Inform the Public	3.1 Improve the City's reputation	No exceedances of Maximum Contaminant Levels	100%	100%
Maintain Superior Water Status with TCEQ	3.0 Actively Engage and Inform the Public	3.1 Improve the City's reputation	Superior Status	100%	100%
Reduce Taste & Odor Events	3.0 Actively Engage and Inform the Public	3.1 Improve the City's reputation	<10 T&O Complaints Annually	1	0
Deliver Consumer Confidence Report	3.0 Actively Engage and Inform the Public	3.1 Improve the City's reputation.	Deliver 35,000 CCRs by July 1 <sup>st</sup>	100%	100%

## WATER & SEWER FUND: WATER PURIFICATION

### EXPENDITURES BY ACCOUNT

WATER PURIFICATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Water Purification			
Salaries - Supervision	82,213	87,045	77,577
Salaries - Clerical	27,237	30,536	32,237
Salaries-Operational	1,416,225	1,584,478	1,596,274
Pool Operational	12,706	107,352	110,598
Overtime	83,221	79,500	83,475
Terminal Pay	0	0	6,000
Certification Pay	34,677	34,200	44,499
Stability Pay	30,525	58,630	58,500
Cell Phone Allowance	2,361	2,340	2,340
FICA	121,244	124,296	133,847
TMRS Retirement	272,199	297,265	276,135
Life Insurance Contribution	2,014	1,997	2,069
Disability Insurance Contributions	1,520	1,520	1,561
Health Insurance Contributions	376,054	359,419	359,419
HSA Contributions-Employer	1,501	1,895	4,000
Supplies-Motor Vehicle	68	0	0
Supplies-Minor Tools and Equip	2,253	0	0
Supplies-Minor Furniture	5,445	0	0
Supplies-Office	8,135	8,000	8,000
Supplies-Medical/Drug	0	1,500	1,500
Supplies-Janitorial	70	1,000	1,000
Supplies-Chemical	2,052,173	2,724,392	2,690,832
Supplies-Lab	226,509	262,250	272,000
Supplies-Fencing	0	1,000	1,000
Supplies-Linen	10,743	17,500	17,500
Supplies-Educational	0	400	400
Supplies-Periodicals/Supplements	119	1,300	1,300
Supplies-PC Software	291	0	0
Supplies-Other	5,790	0	0
Maintenance-Motor Vehicles	59	0	0
Maintenance-Other Vehicles	0	1,000	12,500
Maintenance-Machine/Tools/Implements	3,074	6,000	6,000
Maintenance-Pumps/Motors	58,756	148,900	132,400
Maintenance-Office Furniture/Equip	0	9,200	2,000
Maintenance-Radios	0	1,828	1,828
Maintenance-Instruments	265,685	231,612	295,812
Maintenance-PC Hardware	154	300	500
Maintenance-Heating/Cooling Systems	28,522	55,000	55,000

## WATER & SEWER FUND: WATER PURIFICATION

WATER PURIFICATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Maintenance-Reservoirs/Tanks	373	7,500	7,500
Maintenance-Cypress Facility	156,787	161,000	166,244
Maintenance-Jasper Facility	60,875	61,000	67,500
Maintenance-Other Buildings	43,479	21,100	14,600
Services-Telephone	32,969	22,131	40,333
Service-Wireless Phone Aircards	600	2,280	1,824
Services-Electricity	1,032,788	1,430,000	1,596,616
Services-Gas	44,794	49,000	49,000
Services-Water/Sewer/Sanitation	411,613	303,836	346,921
Services-Central Garage	98,776	115,245	116,617
Services-Other Professional	37,599	62,000	92,000
Services-Lab Proficiency Test	98,918	121,250	103,850
Services-Binding/Printing	21,980	12,634	12,350
Services-Other Miscellaneous	36,655	64,925	72,420
Travel Expenses	1,450	3,575	3,575
Education Registration	36,547	39,700	39,700
Lease Payments	44,157	0	701
Memberships	5,533	0	0
Boards/Local Meetings	2,952	3,420	3,420
Rent-Equipment	6,673	7,500	7,500
Postage/Freight	17,418	18,000	18,000
Landscape/Trees/Shrubs	0	8,000	8,000
Instruments/Apparatus	0	0	156,000
<b>Total Expenditures</b>	<b>\$7,324,477</b>	<b>\$8,755,751</b>	<b>\$9,212,774</b>

## WATER & SEWER FUND: WATER SOURCE OF SUPPLY

### WHO WE ARE:

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.

### WHAT WE DO:

- 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.

### FY 2024 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

### LOOKING AHEAD IN FY 2025

- Monitor lakes for tastes and odors, and use data to mitigate finished water taste and odor events
- Complete replacement of Headquarters' Road Pump to make pump station fully operational

### GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Fully Utilize Lake Kemp	2.0 Provide Quality Infrastructure	2.6 Create a facilities master plan and financing plan	25% of Total Supply from Lake Kemp	12.1%	25%

## WATER & SEWER FUND: WATER SOURCE OF SUPPLY

### EXPENDITURES BY ACCOUNT

WATER SOURCE OF SUPPLY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Water Source of Supply			
Salaries-Operational	104,632	131,560	139,667
Overtime	4,447	4,452	4,410
Certification Pay	1,954	2,460	5,300
Stability Pay	1,348	2,696	2,500
Cell Phone Allowance	14	360	360
FICA	8,073	10,065	10,488
TMRS Retirement	18,229	21,707	23,585
Life Insurance Contribution	141	161	178
Disability Insurance Contributions	107	123	134
Health Insurance Contributions	39,958	36,294	36,294
Supplies-Minor Tools and Equip	5	600	600
Supplies-Mechanical	0	1,000	1,000
Supplies-Other	35	500	500
Maintenance-Motor Vehicles	137	5,000	5,000
Maintenance-Machine/Tools/Implements	0	1,500	1,500
Maintenance-Pumps/Motors	25,343	21,600	21,600
Maintenance-Radios	0	700	700
Maintenance-Instruments	7,623	15,500	15,500
Maintenance-Other Buildings	6,040	2,400	2,400
Maintenance-Dams	0	20,000	20,000
Maintenance-Canals/Conduits	59,782	24,200	45,000
Maintenance-Other Structures	1,300	5,500	5,500
Services-Telephone	2,353	2,828	3,818
Services-Electricity	208,618	280,800	313,518
Services-Central Garage	43,758	41,008	43,547
Services-Other Professional	400	6,000	6,000
Services-Lab Proficiency Test	0	5,000	5,000
Services-Other Miscellaneous	21,656	64,800	64,800
Education Registration	0	2,600	2,600
Rent-Equipment	2,539	2,000	2,000
Postage/Freight	230	0	0
Ad-Valorem Taxes	10,124	10,124	10,124
Instruments/Apparatus	0	0	76,000
<b>Total Expenditures</b>	<b>\$568,846</b>	<b>\$723,538</b>	<b>\$869,622</b>

## WATER & SEWER FUND: OTHER

### EXPENDITURES BY ACCOUNT

WATER & SEWER SPECIAL ITEMS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Terminal Pay	45,600	0	0
FICA	3,401	0	0
TMRS Retirement	7,425	0	0
TMRS Year-End Pension Adjust.	391,560	0	0
Year-End OPEB Adjustment	(158,527)	0	0
Life Insurance Contribution	33	0	0
Disability Insurance Contributions	25	0	0
Services-Bank	12,892	8,832	8,832
Services-Audit	2,702	0	3,190
Services-Other Professional	80,639	80,000	80,000
Services-Employee Physicals	0	1,000	51,000
Services-Advertising	272	0	0
Worker's Compensation	112,515	140,000	140,000
Unemployment Compensation	923	0	0
Insurance Expense	121,094	124,000	145,000
Claims and Settlements	0	1,000	1,000
General Liability Claims	10,979	64,000	64,000
Contract-Water Imp District #2	290,200	290,124	390,510
Contract-US Geo Survey	62,363	89,100	93,927
Contract-Other Agencies	258,517	351,600	351,600
Interest Expense	3,606	0	0
Lease Payments	(245)	1,021,100	1,022,500
Rent-Office	26,500	26,500	26,401
Bad Debt Expense	246,588	45,000	45,000
Administrative Overhead	927,945	968,181	1,013,880
Information Services	430,245	430,245	438,850
Other Improvements	0	0	4,520,000
Operating Transfer-General	1,827,817	1,962,663	1,993,442
Depreciation Expense	8,904,531	0	0
Capital Asset Contra Expense	(50,855)	0	0
<b>Total Expenditures</b>	<b>\$13,558,745</b>	<b>\$5,603,345</b>	<b>\$10,389,132</b>

## WATER & SEWER FUND: OTHER

LAKE RINGGOLD	FY 2023 Actual	FY 2024	FY 2025
		Adopted Budget	Adopted Budget
Lake Ringgold			
Services-Other Professional	1,926,944	0	0
Other Improvements	0	5,000,000	5,000,000
<b>Total Expenditures</b>	<b>\$1,926,944</b>	<b>\$5,000,000</b>	<b>\$5,000,000</b>
MICROFILTRATION REVERSE OSMOSIS	FY 2023 Actual	FY 2024	FY 2025
		Adopted Budget	Adopted Budget
MFRO			
Supplies-Minor Tools and Equip	1,033,169	0	0
Other Machinery and Equipment	0	600,000	600,000
<b>Total Expenditures</b>	<b>\$1,033,169</b>	<b>\$600,000</b>	<b>\$600,000</b>
WATER & SEWER CAPITAL	FY 2023 Actual	FY 2024	FY 2025
		Adopted Budget	Adopted Budget
W&S Capital			
Supplies-Minor Tools and Equip	34,223	0	0
Supplies-Minor Furniture	9,830	0	0
Services-Other Professional	448,000	0	0
Construction-Engineering Fees	114,330	0	0
Other Improvements	7,813,897	0	0
Instruments/Apparatus	600,076	0	0
<b>Total Expenditures</b>	<b>\$9,020,356</b>	<b>\$0</b>	<b>\$0</b>

# SANITATION FUND

## WHO WE ARE:

*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.*

## WHAT WE DO:

- 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

## FY 2024 ACCOMPLISHMENTS

- ✓ Collected 24,895 tons of solid waste through curbside pickup.
- ✓ Collected 16,537 tons from alley containers.
- ✓ Collected 32,669 tons from commercial businesses.
- ✓ Delivered 77,089 tons of solid waste to the Landfill from the Transfer Station.
- ✓ Deposited 183,981 tons in the Landfill this year.
- ✓ Composted 21,589 tons of brush and wastewater sludge in the same period.
- ✓ Recycled 315 tons of newsprint, glass and scrap metal.
- ✓ Implemented Routeware on-board collection routing system for curbside trash collection improving efficiency and accuracy for more than 27,000 carts collected twice per week.

## GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Ensure zero TCEQ findings from annual inspections	2.0 Provide Quality Infrastructure		Zero Findings	Zero Findings	Zero Findings
Increase waste diversion through voluntary participation in the Choose to Curb It and Choose to Drop It	2.0 Provide Quality Infrastructure		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
Optimize use of RouteWare on-board routing system for Residential Curbside routes	2.0 Provide Quality Infrastructure		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

## SANITATION FUND

### EXPENDITURES BY ACCOUNT

SANITATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Sanitation			
Salaries - Supervision	150,400	159,233	178,970
Salaries - Clerical	52,042	70,047	66,875
Salaries-Operational	1,693,450	2,088,543	2,158,811
Overtime	138,790	53,000	57,750
Terminal Pay	53,259	0	0
Stability Pay	29,274	56,952	52,750
FICA	153,947	159,806	153,157
TMRS Retirement	345,367	344,679	337,556
TMRS Year-End Pension Adjust.	171,588	0	0
Year-End OPEB Adjustment	(36,770)	0	0
Life Insurance Contribution	2,540	2,529	2,636
Disability Insurance Contributions	1,917	1,913	1,991
Health Insurance Contributions	445,191	434,784	443,500
HSA Contributions-Employer	3,274	2,759	12,999
Supplies-Motor Vehicle	563	600	600
Supplies-Minor Tools and Equip	228,911	260,200	260,200
Supplies-Minor Furniture	1,476	2,729	2,729
Supplies-Office	1,947	1,500	1,500
Supplies-Medical/Drug	0	300	300
Supplies-Clothing and Uniforms	2,422	3,500	3,600
Supplies-Linen	1,357	1,500	1,500
Supplies-Personal Computers	2,650	0	0
Supplies-Other	5,157	7,900	13,150
Maintenance-Machine/Tools/Implements	7,913	29,800	30,000
Maintenance -Radios	399	1,000	2,000
Maintenance -Containers	2,534	0	0
Maintenance -Heating/Cooling Systems	6,299	2,000	2,000
Maintenance -Buildings	200	240	360
Maintenance -Sanitation Offices	424	2,500	3,600
Services-Telephone	2,290	1,875	3,418
Service-Wireless Phone Aircards	1,249	1,368	1,368
Services-Electricity	5,571	8,578	9,578
Services-Gas	1,133	1,100	1,100
Services-Water/Sewer/Sanitation	21	36	36
Services-Central Garage	2,789,877	3,069,951	3,024,557
Services-Bank	71,173	55,000	55,000
Services-Audit	1,274	1,414	2,918
Services-Consulting	444	0	0
Services-Other Professional	76,387	73,752	87,365
Services-Employee Physicals	35,796	25,000	25,000

## SANITATION FUND

SANITATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Advertising	1,375	1,000	3,000
Services-Binding/Printing	2,063	3,100	3,100
Services-Other Miscellaneous	242,230	330,000	405,000
Worker's Compensation	34,587	21,622	21,656
Unemployment Compensation	5,208	500	500
Insurance Expense	15,703	13,400	15,400
Claims and Settlements	0	4,000	4,000
General Liability Claims	49,105	55,000	55,000
In City Mileage Reimbursement	600	600	600
Travel Expenses	0	2,250	2,250
Education Registration	0	2,200	3,184
Lease Payments	3,282	3,250	3,400
Memberships	434	500	500
Rent-Office	13,004	13,004	13,004
Postage/Freight	1,583	3,000	3,000
Administrative Overhead	217,380	251,611	268,185
Information Services	68,621	68,621	69,993
Alleys	286,517	300,000	300,000
Motor Vehicles	1,440,397	2,029,823	2,213,979
Machines/Tools/Implements	7,167	0	25,000
Operating Transfer-General	969,072	1,013,746	1,031,249
Operating Transfer-FA	1,618,314	0	0
Depreciation Expense	320,058	0	0
Capital Asset Contra Expense	(2,614,387)	0	0
<b>Total Expenditures</b>	<b>\$9,134,048</b>	<b>\$11,043,315</b>	<b>\$11,440,873</b>

SANITATION SPECIAL ITEMS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Sanitation Special Items			
Bad Debt Expense	65,957	0	0
Other Improvements	0	800,000	800,000
<b>Total Expenditures</b>	<b>\$65,957</b>	<b>\$800,000</b>	<b>\$800,000</b>

## SANITATION FUND

TRANSFER STATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Transfer Station			
Salaries-Operational	526,369	584,360	611,258
Overtime	35,051	37,100	39,900
Stability Pay	10,094	19,912	22,000
FICA	41,934	38,447	45,843
TMRS Retirement	92,766	82,926	100,928
Life Insurance Contribution	696	675	782
Disability Insurance Contributions	525	514	590
Health Insurance Contributions	130,382	113,114	115,400
HSA Contributions-Employer	1,420	1,509	6,000
Supplies-Minor Tools and Equip	12,274	7,850	7,850
Supplies-Minor Furniture	2,512	1,492	1,492
Supplies-Office	718	750	750
Supplies-Chemical	255	1,200	1,200
Supplies-Botanical/Agriculture	976	1,400	1,400
Supplies-Other	2,424	2,930	2,930
Maintenance -Machine/Tools/Implements	1,084	1,250	1,250
Maintenance -Radios	255	0	0
Maintenance -Instruments	6,661	6,000	6,000
Maintenance -Systems Software	1,000	1,000	1,000
Maintenance -Heating/Cooling Systems	0	1,500	1,500
Maintenance -Other Equipment	477	1,000	1,000
Maintenance -Walks/Drives/Parking Lot	0	50,000	50,000
Maintenance -Buildings	109,919	10,000	10,000
Services-Telephone	4,286	2,871	5,232
Services-Electricity	12,496	13,650	15,240
Services-Water/Sewer/Sanitation	886	761	761
Services-Central Garage	494,808	542,230	553,750
Services-Tire Disposal	0	5,000	1,000
Services-Other Professional	0	150,000	0
Services-Binding/Printing	0	500	500
Services-Other Miscellaneous	6,183	2,000	2,000
Travel Expenses	0	550	796
Education Registration	800	1,575	1,575
Postage/Freight	230	200	200
Buildings	0	0	385,000
Motor Vehicles	301,212	0	0
Other Machinery and Equipment	282,000	680,000	0
<b>Total Expenditures</b>	<b>\$2,080,693</b>	<b>\$2,364,266</b>	<b>\$1,995,126</b>

## SANITATION FUND

LANDFILL	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Landfill			
Salaries - Clerical	65,892	69,098	72,553
Salaries-Operational	607,692	685,847	708,992
Overtime	48,846	42,400	47,250
Stability Pay	8,499	18,592	19,000
FICA	53,157	57,753	56,802
TMRS Retirement	118,290	124,566	123,088
Life Insurance Contribution	889	882	964
Disability Insurance Contributions	671	670	728
Health Insurance Contributions	145,298	115,383	117,700
HSA Contributions-Employer	2,570	2,932	6,000
Supplies-Motor Vehicle	1,743	4,000	4,000
Supplies-Minor Tools and Equip	9,266	5,000	5,000
Supplies-Minor Furniture	1,699	1,492	1,492
Supplies-Office	2,464	2,000	2,000
Supplies-Chemical	42,699	54,000	58,000
Supplies-Fencing	0	3,000	3,000
Supplies-Clothing and Uniforms	1,797	5,000	5,000
Supplies-Heating Fuel	12,407	10,000	10,000
Supplies-Other	9,875	11,150	11,150
Maintenance -Other Vehicles	11,932	22,950	22,500
Maintenance -Radios	599	1,000	2,000
Maintenance -Instruments	475	6,000	6,000
Maintenance -Systems Software	2,411	1,600	1,608
Maintenance -Heating/Cooling Systems	718	2,000	2,000
Maintenance -Other Equipment	3,632	6,500	6,500
Maintenance -Walks/Drives/Parking Lot	3,022	18,000	18,000
Maintenance -Other Improvements	3,157	15,000	15,000
Maintenance -Buildings	2,850	3,500	3,500
Services-Telephone	2,844	1,811	3,300
Service-Wireless Phone Aircards	1,752	1,800	1,800
Services-Electricity	6,871	8,710	9,725
Services-Water/Sewer/Sanitation	1,453	1,248	1,500
Services-Central Garage	1,399,772	2,212,925	1,710,739
Services-Tire Disposal	7,680	2,000	2,000
Services-Consulting	6,012	84,000	84,000
Services-Other Professional	36,237	0	0
Services-Advertising	272	0	0
Services-Binding/Printing	1,973	3,500	3,500
Services-Other Miscellaneous	603,562	3,870	3,870
Travel Expenses	0	1,500	1,500
Education Registration	400	4,000	4,592

## SANITATION FUND

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LANDFILL	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Postage/Freight	891	800	800
Administration Fees	144,890	160,000	160,000
Landscape/Trees/Shrubs	4,500	6,000	6,000
Construction-Engineering Fees	76,500	80,000	0
Other Improvements	803,806	0	0
Motor Vehicles	0	49,000	0
Machines/Tools/Implements	31,000	0	0
Other Machinery and Equipment	1,432,135	42,940	1,413,348
<b>Total Expenditures</b>	<b>\$5,725,101</b>	<b>\$3,954,419</b>	<b>\$4,736,501</b>

## STORMWATER FUND

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### WHO WE ARE:

The Stormwater Department's responsibility is to manage and maintain the city's drainage systems, flood control efforts, and water quality programs. Our goal is to provide ongoing support for projects aimed at reducing flooding, controlling erosion, and protecting local waterways from pollution through preventative maintenance, education and planning.

### WHAT WE DO:

- 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.

### FY 2024 ACCOMPLISHMENTS

- Completed the annual CRS recertification.
- Completed sweeping of 4,700 curb miles of City streets and protecting stormwater exceeding MS4 permit requirements
- Cleaned, maintained and mowed 28 detention ponds and over 500 miles of drainage improvements to ensure the drainage system functions efficiently
- Completed design and bid of Duncan Channel Flood Gate Project
- Construction of Phase I Quail Creek Drainage Improvement Project underway, 35% completed.
- Maintained a CRS rating of 8 following the 5-year recertification audit.

## STORMWATER FUND

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY2024 ESTIMATE	FY2025 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		Meet all MS4 Plan measurable goals	100% Compliance	100% Compliance
			Sweep Streets (MS4 Permit)	3,000 curb miles	3,000 curb miles
			Clean and Maintain Open Drainage Channels (MS4 Permit)	50,000 LF	50,000 LF
Provide key floodplain information to citizens, realtors, and engineers to ensure proper protection and insurance for multiple homeowners	3.0 Actively Engage and Inform the Public	3.7 Practice Effective Governance	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		Ensure 80% of the Stormwater Fee revenue is applied to Drainage Improvement Projects	83%	80%

## EXPENDITURES BY ACCOUNT

STORMWATER	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Stormwater			
Salaries - Supervision	29,063	36,408	55,446
Salaries-Operational	196,820	224,459	238,086
Overtime	15,881	10,600	11,130
Terminal Pay	2,368	0	0
Stability Pay	4,634	9,268	8,750
FICA	18,455	19,957	22,403
TMRS Retirement	40,751	43,043	47,581
TMRS Year-End Pension Adjust.	(3,767)	0	0
Year-End OPEB Adjustment	791	0	0
Life Insurance Contribution	305	321	368
Disability Insurance Contributions	230	244	278
Health Insurance Contributions	51,517	44,205	44,205
HSA Contributions-Employer	330	503	1,000

## STORMWATER FUND

STORMWATER	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Minor Tools and Equip	62,622	13,100	13,100
Supplies-Minor Furniture	3,205	1,700	0
Supplies-Office	200	1,850	1,850
Supplies-Educational	0	100	100
Supplies-PC Software	0	135	135
Supplies-Other	65	1,580	1,000
Maintenance-PC Software	128	0	0
Maintenance-Storm Sewers	0	150,000	150,000
Maintenance-Other Improvements	24,100	24,200	25,425
Services-Telephone	72	142	259
Service-Wireless Phone Aircards	1,482	1,368	1,368
Services-Central Garage	229,221	218,209	189,988
Services-Other Professional	1,235	13,000	13,000
Services-Advertising	868	500	500
Services-Binding/Printing	0	10,000	10,000
Contract-Other Agencies	103	205	250
Travel Expenses	1,457	2,900	3,000
Education Registration	1,028	4,000	4,000
Memberships	295	405	420
Rent-Equipment	0	7,000	7,000
Postage/Freight	2,415	2,500	2,600
Bad Debt Expense	15,169	0	0
Budget Contingency	0	697,012	568,796
Land	39,534	0	0
Construction-Engineering Fees	140,727	0	0
Other Improvements	2,830,541	2,000,000	2,173,911
PC Computer Equipment	0	2,000	2,000
Other Machinery and Equipment	327,260	0	0
Operating Transfer-Other	405,873	405,873	407,050
Operating Transfer FA	393,560	0	0
Depreciation Expense	431,211	0	0
Capital Asset Contra Expense	(3,338,061)	0	0
<b>Total Expenditures</b>	<b>\$1,931,687</b>	<b>\$3,946,787</b>	<b>\$4,005,000</b>

# HOTEL/MOTEL FUND: CONVENTION AND VISITOR'S BUREAU

## WHO WE ARE:

*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.*

## WHAT WE DO:

- Market Wichita Falls as a destination for travel.
- Research, bid, book and service conventions and events.
- Support local attractions through promotion to attract visitors.

## FY 2024 ACCOMPLISHMENTS

- ✓ Per the Office of the Governors Economic Development and Tourism Department, Total Direct Travel Spending increased again in 2023. In 2022, visitors spent an estimated \$236.4M and in 2023 they spent an estimated \$244.8M.
- ✓ With the addition of the Delta by Marriott Hotel and Convention Center, the Sales team has so far won 13 bids to bring 13 new events to Wichita Falls.

## LOOKING AHEAD IN FY 2025

- Continued focus on new bids and events.
- Utilize a new online platform that can track visitors at events by demographics including their origination destination.

## GOALS & POLICIES

FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Continue to find new creative ways to market Wichita Falls to visitors.	3. Actively Engage and Inform the Public	3.1 Improve the City's reputation	Completion of the new advertising publications	25%	100%
Continue to focus on new events to bid and bring to Wichita Falls.	1. Accelerate Economic Growth	1.1 Identify and expand economic development opportunities	Successfully securing new bids and events	100%	100%

## HOTEL/MOTEL FUND: CONVENTION AND VISITOR'S BUREAU

### EXPENDITURES BY ACCOUNT

CONVENTION AND VISITOR'S BUREAU	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Convention/Visitor's Bureau			
Salaries - Supervision	45,135	47,860	50,252
Salaries - Clerical	26,910	28,376	29,790
Salaries-Operational	110,182	115,697	194,983
Overtime	368	530	525
Terminal Pay	544	0	0
Stability Pay	1,634	3,268	4,125
Cell Phone Allowance	251	252	252
FICA	13,750	16,427	15,255
TMRS Retirement	30,028	35,545	32,795
Life Insurance Contribution	242	266	257
Disability Insurance Contributions	182	200	194
Health Insurance Contributions	17,603	20,938	20,938
HSA Contributions-Employer	169	176	2,200
Supplies-Motor Vehicle Fuel	440	750	650
Supplies-Minor Furniture	4,068	0	0
Supplies-Office	4,803	3,500	3,500
Supplies-Clothing and Uniforms	124	250	250
Supplies-Promotional	13,143	18,000	15,000
Supplies-Personal Computers	5,246	2,436	6,314
Supplies-System Software	12,747	16,797	13,468
Supplies-PC Software	4,697	0	0
Maintenance-Motor Vehicles	105	600	500
Maintenance-PC Software	1,062	0	129
Services-Telephone	1,027	1,188	2,165
Service-Wireless Phone Aircards	1,206	1,368	1,368
Services-Bank	101	0	0
Services-Other Professional	2,572	0	0
Services-Advertising	114,893	114,960	124,969
Services-Binding/Printing	7,587	15,250	18,250
Services-Convention/Committed	113,554	131,750	139,820
Services-Other Miscellaneous	0	0	0
Worker's Compensation	0	1,000	1,000
Travel Expenses	4,161	3,950	3,900
Education Registration	2,433	6,850	6,565
Lease Payments	1,879	1,710	1,764
Memberships	5,335	7,700	8,600
Convention Sales Incentives	3,034	6,000	5,000
Public Relation/Promo	8,262	7,700	4,000
Postage/Freight	2,762	4,500	3,000
<b>Total Expenditures</b>	<b>\$562,238</b>	<b>\$615,794</b>	<b>\$711,777</b>

# HOTEL/MOTEL FUND: MULTI-PURPOSE EVENTS CENTER

## WHO WE ARE:

*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.*

## WHAT WE DO:

- 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.

## FY 2024 ACCOMPLISHMENTS

- ✓ Updated and re-certified KYC rigging load roof plan.
- ✓ Completed the process for bidding and installation of the new sound system in KYC.
- ✓ Successfully completed the minor construction projects and changes in the Seminar Room to allow for City Council and other meetings to be conducted in there.
- ✓ Ongoing facility repairs and updates.

## LOOKING AHEAD IN FY 2025

- Pursue the music-friendly designation.
- Continue to attract new events and concerts.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Pursue music-friendly designation	Accelerate Economic Growth	1.10 Pursue music-friendly designation	Establish committee, host online workshop, receive the official designation.	50%	100%
Continue to attract new events and concerts	Accelerate Economic Growth	1.1 Identify and expand economic development opportunities	Comparison of events/concerts held by year	100%	100%

## HOTEL/MOTEL FUND: MULTI-PURPOSE EVENTS CENTER

### EXPENDITURES BY ACCOUNT

MULTI-PURPOSE EVENT CENTER	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
MPEC			
Salaries - Supervision	144,096	143,857	151,044
Salaries - Clerical	31,855	36,224	38,046
Salaries-Operational	1,096,231	890,740	548,984
TF Pool Operational	0	0	670,566
Overtime	50,827	53,000	57,750
Terminal Pay	3,408	0	0
Stability Pay	2,844	3,268	9,125
Cell Phone Allowance	251	0	3,192
FICA	103,483	95,665	133,385
TMRS Retirement	152,713	120,668	158,943
Life Insurance Contribution	1,095	924	1,133
Disability Insurance Contributions	918	789	952
Health Insurance Contributions	146,975	126,000	126,000
HSA Contributions-Employer	2,379	2,747	4,200
Supplies-Motor Vehicle Fuel	9,651	7,000	7,000
Supplies-Minor Tools and Equipment	296,388	16,000	20,000
Supplies-Minor Furniture	13,287	1,000	2,000
Supplies-Office	6,780	7,500	4,000
Supplies-Janitorial	48,661	50,000	50,000
Supplies-Chemical	1,896	3,000	2,500
Supplies-Concession/Paper Goods	21,401	25,000	22,500
Supplies-Concession/Food & Beverage	140,365	195,000	150,000
Supplies-Concession/Alcohol	74,397	110,000	100,000
Supplies-Clothing and Uniforms	7,175	5,000	5,000
Supplies-Linen	32,188	33,000	33,000
Supplies-Personal Computers	1,716	2,000	2,000
Supplies-System Software	31,490	21,000	25,500
Supplies-Other	17,126	15,000	44,782
Maintenance-Motor Vehicles	38	2,500	1,000
Maintenance-PC Software	1,999	0	86
Maintenance-Other Equipment	7,222	1,500	6,000
Maintenance-Buildings	203,033	150,000	75,000
Services-Telephone	9,795	5,806	10,581
Service-Wireless Phone Aircards	5,447	5,472	5,928
Services-Electricity	353,529	422,500	471,728
Services-Gas	59,058	113,000	130,000
Services-Water/Sewer/Sanitation	33,814	40,000	40,000

## HOTEL/MOTEL FUND: MULTI-PURPOSE EVENTS CENTER

MULTI-PURPOSE EVENT CENTER	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Internet	30,132	40,000	40,000
Services-Central Garage	25,385	25,657	30,000
Services-Bank	20,216	25,000	22,000
Services-Audit	10,426	8,000	10,634
Services-Other Professional	262,114	265,500	275,000
Services-Temporary Employment	71,255	110,000	50,000
Services-Advertising	85,638	75,000	75,000
Services-Binding/Printing	6,123	2,500	2,000
Services-Other Miscellaneous	9,721	4,500	2,000
Worker's Compensation	3,460	1,000	2,000
Insurance Expense	107,116	100,000	129,000
Bond Principal Payments	0	261,880	0
Travel Expenses	7,447	5,000	6,000
Education Registration	3,918	3,000	3,500
Lease Payments	266,123	3,400	3,324
Memberships	3,143	2,140	23,280
Rent-Equipment	11,047	5,500	3,000
Public Relation/Promo	12,575	0	5,000
Postage/Freight	633	800	500
Mixed Bev Gross Receipts Tax	18,975	18,000	18,000
License / Permit Expenses	8,492	10,000	10,000
Administrative Overhead	54,547	157,668	78,661
Information Services	34,501	34,501	35,191
Budget Contingency	0	200,000	200,000
Other Improvements	0	0	23,000
Other Machinery and Equipment	174,027	0	29,782
<b>Total Expenditures</b>	<b>\$4,340,544</b>	<b>\$4,064,206</b>	<b>\$4,188,796</b>

## HOTEL/MOTEL FUND

### EXPENDITURES BY ACCOUNT

HOTEL/MOTEL VENUE TAX	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Contract-Other	287,318	0	0
Bond Principal Payments	50,000	0	0
Bond Interest Payments	51,700	0	0
Other Improvements	579,702	600,000	1,583,000
<b>Total Expenditures</b>	<b>\$968,719</b>	<b>\$600,000</b>	<b>\$1,583,000</b>

HOTEL/MOTEL PROJECTS AND PROGRAMS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Contract-Arts Commission	50,000	60,000	90,000
Contract-Other Agencies	12,500	6,000	8,000
<b>Total Expenditures</b>	<b>\$62,500</b>	<b>\$66,000</b>	<b>\$98,000</b>

EXHIBIT HALL RENOVATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Minor Tools and Equip	1,600	0	0
Supplies-Minor Furniture	4,682	0	0
Maintenance -MPEC	305,402	0	0
Services-Primary Contractor	3,197,221	0	0
Services-Advertising	170	0	0
Postage/Freight	14	0	0
Other System Improvements	60,761	0	0
<b>Total Expenditures</b>	<b>\$3,569,850</b>	<b>\$0</b>	<b>\$0</b>

AUDITORIUM	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Insurance Expense	25	0	0
<b>Total Expenditures</b>	<b>\$25</b>	<b>\$0</b>	<b>\$0</b>

# REGIONAL AIRPORT FUND

## WHO WE ARE:

*The Aviation Division includes Wichita Falls Regional Airport, which also operates the fixed base operations. The Regional Airport is a Part 139 FAA/TSA-regulated commercial airport with a general aviation apron. It provides modern facilities and infrastructure that support commercial, private, and military aviation services, ensuring a safe and secure environment for aviation activities in the region.*

*The Regional Airport terminal is serviced by American Airlines through a subcontract with Envoy, offering two arrivals and two departures daily with service to Dallas-Fort Worth Airport for connections to other destinations. In 2023, the Regional Airport recorded 25,012 enplanements, with flights experiencing an average 53% passenger capacity. Staff continues to collaborate with American Airlines to maintain the current flight schedule despite the airline crew shortage.*

*The Regional FBO manages 13 city-owned and 2 privately owned hangars. In 2023, the FBO provided 5,072 gallons of Avgas and 125,912 gallons of jet fuel, serving both transient and home-based aircraft. It also offers courtesy cars for transient customers.*

## WHAT WE DO:

### **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.

### **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, commercial aircraft diversions, and charter operations.
- Ensure FBO is in compliance with FAA and TSA requirements.

## FY 2024 ACCOMPLISHMENTS

### **Regional Airport**

- ✓ Worked with charter airlines to re-establish service.
- ✓ Worked to add additional rental car vendor.
- ✓ 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.

## REGIONAL AIRPORT FUND

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### Regional FBO

- ✓ Continually cross training all linemen between the Regional and Kickapoo FBO's
- ✓ The FBO also supported diversions and 120,686 gal of Jet fuel in 2023, for American Airlines and other various Airlines.
- ✓ Assisted in the Sheppard AFB Airshow by providing fuel services to non-military aircraft.

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 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

## REGIONAL AIRPORT FUND

### EXPENDITURES BY ACCOUNT

REGIONAL AIRPORT OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Regional Airport Operations			
Salaries - Supervision	50,608	53,603	55,221
Salaries - Clerical	34,534	44,679	0
PTNB Clerical	0	0	46,323
Salaries-Operational	45,843	56,641	51,219
Pool Operational	0	3,285	0
Overtime	164	1,272	1,365
Terminal Pay	5,819	0	0
Stability Pay	1,936	3,872	5,000
Cell Phone Allowance	1,081	1,080	1,080
FICA	11,081	11,852	12,513
TMRS Retirement	18,599	25,563	19,097
TMRS Year-End Pension Adjust.	14,654	0	0
Year-End OPEB Adjustment	4,185	0	0
Life Insurance Contribution	142	134	146
Disability Insurance Contributions	107	101	110
Health Insurance Contributions	14,231	7,468	7,468
Supplies-Minor Tools and Equip	675	1,200	1,400
Supplies-Office	861	1,500	1,500
Supplies-Janitorial	23	400	400
Supplies-Concession	620	1,000	1,000
Supplies-Clothing and Uniforms	603	1,250	1,250
Supplies-Other	6,582	3,600	3,600
Maintenance -PC Hardware	4,175	7,800	7,800
Maintenance -PC Software	86	100	100
Maintenance -Heating/Cooling Systems	3,127	3,200	3,200
Maintenance -Buildings	11,074	11,986	11,986
Maintenance -Airport	45,995	40,326	41,292
Services-Telephone	4,290	4,082	7,439
Service-Wireless Phone Aircards	2,522	2,412	2,412
Services-Electricity	86,742	110,500	123,375
Services-Electricity Airport Concessions	5,059	4,000	4,000
Services-Gas	27,302	24,000	24,000
Services-Water/Sewer/Sanitation	6,165	6,100	6,500
Services-Cable TV	2,099	2,100	2,200
Services-Central Garage	18,671	18,362	22,554
Services-Bank	8,676	7,260	23,235
Services-Audit	7,926	5,700	9,358
Services-Other Professional	4,275	2,800	2,800
Services-Employee Physicals	761	0	663

## REGIONAL AIRPORT FUND

REGIONAL AIRPORT OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Advertising	7,000	9,500	9,500
Services-Binding/Printing	656	300	300
Services-Other Miscellaneous	215	1,000	1,000
Unemployment Compensation	3,957	0	0
Insurance Expense	66,334	25,000	59,000
Interest Expense	28,761	0	0
Travel Expenses	969	2,400	2,400
Education Registration	505	1,250	1,250
Lease Payments	2,255	2,193	2,246
Memberships	320	600	600
Boards/Local Meetings	0	250	250
Rent-Land/Structures	0	57,764	59,496
Public Relation/Promo	4,966	2,000	2,000
Postage/Freight	230	250	250
Amortization Expense	62,587	0	0
Administrative Overhead	121,838	156,481	111,287
Information Services	19,908	19,908	20,306
Operating Transfer-Other	0	326,594	671,579
Depreciation Expense	1,548,545	0	0
<b>Total Expenditures</b>	<b>\$2,320,338</b>	<b>\$1,074,718</b>	<b>\$1,443,071</b>

REGIONAL FIXED BASED OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Regional Airport Fixed Based Operations			
Salaries - Clerical	8,243	14,893	34,705
PTNB Clerical	0	0	15,343
Salaries-Operational	139,971	167,839	161,925
Overtime	13,651	3,392	3,570
Stability Pay	138	276	1,000
FICA	11,810	12,543	12,898
TMRS Retirement	20,994	27,053	22,400
Life Insurance Contribution	153	164	180
Disability Insurance Contributions	112	125	136
Health Insurance Contributions	29,402	26,852	26,852
HSA Contributions-Employer	48	0	1,000
Supplies-Minor Tools and Equip	505	2,010	2,010
Supplies-Office	273	1,000	1,000
Supplies-Janitorial	0	500	500
Supplies-Concession	212	1,000	1,000
Supplies-Catering Food	0	1,200	1,200

## REGIONAL AIRPORT FUND

REGIONAL FIXED BASED OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Botanical/Agriculture	0	500	500
Supplies-Clothing and Uniforms	2,225	2,420	2,418
Supplies-Kickapoo Fuel & Oil-CGS	502,025	509,925	449,845
Supplies-Other	0	500	500
Maintenance -Machine/Tools/Implements	952	2,640	2,640
Maintenance -Radios	0	2,500	2,500
Maintenance -PC Hardware	0	1,000	1,000
Maintenance -Heating/Cooling Systems	115	2,000	2,000
Maintenance -Buildings	7,590	10,645	10,645
Maintenance -Airport	4,811	25,000	25,000
Maintenance -Other Buildings	0	9,000	9,000
Services-Telephone	3,077	336	613
Service-Wireless Phone Aircards	350	360	410
Services-Electricity	4,065	4,940	5,516
Services-Cable TV	1,481	1,200	1,200
Services-Central Garage	9,803	30,546	35,929
Services-Bank	25,000	15,000	15,000
Services-Other Professional	393	500	500
Services-Advertising	0	1,500	1,500
Services-Binding/Printing	439	300	300
Services-Other Miscellaneous	0	1,000	1,000
Insurance Expense	5,096	10,817	4,801
General Liability Claims	29,749	0	0
Travel Expenses	0	700	700
Education Registration	420	1,000	1,420
Lease Payments	28,003	27,904	27,965
Public Relation/Promo	0	1,000	1,000
Postage/Freight	0	400	400
<b>Total Expenditures</b>	<b>\$851,104</b>	<b>\$922,480</b>	<b>\$890,021</b>

## KICKAPOO AIRPORT FUND

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### WHO WE ARE:

*Kickapoo Downtown Airport has 38 City-owned and 30 privately owned hangars that currently house 80 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, and mowing and upkeep of the Airfield. In 2023 the Airport has provided 24,933 gallons of 100LL (Avgas) and 74,927 gallons 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. Kickapoo Downtown Airport is a general aviation airport under TxDOT jurisdiction, providing modern facilities and infrastructure that support private aviation services. The airport ensures a safe and secure environment for aviation activities in the region.*

*Kickapoo has 38 city-owned and 30 privately owned hangars, housing 80 based aircraft. The airport is self-sufficient and does not require subsidies from the City General Fund. Services at Kickapoo include fueling and towing of aircraft, general maintenance of hangars, and upkeep of the airfield. In 2023, the airport provided 24,933 gallons of Avgas and 74,927 gallons of jet fuel. It also offers courtesy cars for transient customers. Kickapoo handles an average of 10 transient and 30 home-based aircraft per day, providing various services for these operations.*

### WHAT WE DO:

#### **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.

### FY 2024 ACCOMPLISHMENTS

#### **Kickapoo Airport**

- ✓ Continually cross training all linemen between Kickapoo and the Regional FBOs.
- ✓ Restriped the airport surfaces to increase visibility during aircraft operations.
- ✓ Repaired the flooring in several hangers to increase longevity of the structures.
- ✓ Kicked off multi-year project to replace aging hangers past their structural useful life.

## KICKAPOO AIRPORT FUND

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GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
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 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

## KICKAPOO AIRPORT FUND

### EXPENDITURES BY ACCOUNT

KICKAPOO AIRPORT FUND	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Kickapoo Airport Operations			
Salaries - Supervision	33,739	35,736	36,814
Salaries - Clerical	0	14,529	0
Salaries-Operational	185,712	213,249	272,833
Pool Operational	0	0	3,385
Overtime	28,104	3,392	3,570
Terminal Pay	61	0	0
Stability Pay	3,179	6,358	6,000
Cell Phone Allowance	357	360	360
FICA	18,340	17,791	19,912
TMRS Retirement	36,101	38,372	28,714
TMRS Year-End Pension Adjust.	27,551	0	0
Year-End OPEB Adjustment	(14,900)	0	0
Life Insurance Contribution	245	241	221
Disability Insurance Contributions	185	183	167
Health Insurance Contributions	17,345	27,750	27,750
HSA Contributions-Employer	484	503	1,000
Supplies-Minor Tools and Equip	1,333	2,065	2,065
Supplies-Office	185	1,000	1,000
Supplies-Janitorial	24	500	500
Supplies-Concession	442	1,200	1,200
Supplies-Catering Food	0	1,000	1,000
Supplies-Botanical/Agriculture	850	1,200	1,200
Supplies-Clothing and Uniforms	3,326	3,232	3,232
Supplies-Kickapoo Fuel & Oil-CGS	525,329	569,196	438,852
Supplies-Other	487	1,200	1,200
Maintenance -Machine/Tools/Implements	1,806	2,500	2,700
Maintenance -Radios	0	500	1,000
Maintenance -PC Hardware	600	2,500	2,500
Maintenance -Heating/Cooling Systems	696	1,500	1,500
Maintenance -Buildings	4,795	4,765	4,765
Maintenance -Other Buildings	1,423	10,000	10,000
Services-Telephone	5,147	2,226	3,005
Service-Wireless Phone Aircards	704	600	1,300
Services-Electricity	14,476	18,850	21,047
Services-Elect Airport Hangar	12,464	0	10,000
Services-Gas	2,339	2,700	2,700
Services-Water/Sewer/Sanitation	2,550	2,900	2,900
Services-Central Garage	23,530	32,196	28,110

## KICKAPOO AIRPORT FUND

KICKAPOO AIRPORT FUND	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Bank	25,535	17,000	43,617
Services-Other Professional	626	1,000	1,000
Services-Employee Physicals	2,460	0	2,144
Services-Advertising	90	1,500	1,500
Services-Binding/Printing	52	50	50
Services-Other Miscellaneous	0	1,000	1,000
Worker's Compensation	0	0	121
Unemployment Compensation	3,332	0	0
Insurance Expense	26,310	20,000	34,000
Claims and Settlements	0	1,000	1,000
General Liability Claims	5,530	0	0
Travel Expenses	350	2,400	2,400
Education Registration	862	1,000	1,000
Lease Payments	2,604	2,360	2,411
Memberships	0	300	575
Boards/Local Meetings	0	300	300
Public Relation/Promo	0	1,000	1,000
Postage/Freight	230	0	100
Administrative Overhead	36,768	24,006	17,599
Information Services	16,758	16,758	17,093
Budget Contingency	0	18,227	0
Operating Transfer-Other	0	50,000	197,000
Depreciation Expense	527,380	0	0
<b>Total Expenditures</b>	<b>\$1,587,893</b>	<b>\$1,178,195</b>	<b>\$1,266,413</b>

## TRANSIT FUND

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### WHO WE ARE:

Wichita Falls Transit System (FallsRide) total passenger trips saw a slight increase from 248,000 the previous year to approximately 251,000 in 2024. FallsRide completed 477,287 revenue miles in delivering public transportation services at an average cost of \$4.28 per revenue mile. Passenger fares increased and contributed to the revenue stream at an amount of \$304,142.00. In October 2023, FallsRide went to a cashless system increasing passenger fares for the organization. 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 \$99,000 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. A second Night Crawler was required in the Spring of 2023 to accommodate more ridership. FallsRide also saw an increase in the UMO Touchpass electronic fare usage therefore increasing passenger fares for 2024. FallsRide upgraded its GPS/AVL system to Transloc for passengers to plan rides and track buses in real time.

### WHAT WE DO:

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

### FY 2024 ACCOMPLISHMENTS

- ✓ Purchase of two (2) Replacement Buses that have reached their useful life
- ✓ Increase ridership and UMO Touchpass sales

### LOOKING AHEAD IN FY 2025

- Create a day pass to replace single ride tokens
- Begin study on location for Transfer Plaza in the Lawrence Rd corridor

## TRANSIT FUND

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Bus Replacement	Replace units that have reached useful life	Updated units to provide less down time for maintenance	Contract - Options	100%	50%
Update Routes	Obtain public comment on updating routes	Routes more accommodating to public needs	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%
Identify Transfer Plaza location	Find centralized location for Transfer Plaza to remove transfers at mall (current location)	Provide a transfer plaza for passengers to purchase UMO cards, restrooms and transfer for buses	10%	50%	50%

## TRANSIT FUND

### EXPENDITURES BY ACCOUNT

PUBLIC TRANSPORTATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Supervision	57,227	59,629	62,616
Salaries-Operational	558,738	789,321	821,402
Pool Operational	53,591	125,696	120,750
Overtime	182,897	106,000	120,750
Terminal Pay	6,805	0	0
Stability Pay	6,370	10,594	22,500
Cell Phone Allowance	360	360	360
FICA	64,370	56,147	73,112
TMRS Retirement	125,548	121,102	124,045
TMRS Year-End Pension Adjust.	35,853	0	0
Year-End OPEB Adjustment	(2,372)	0	0
Life Insurance Contribution	760	780	966
Disability Insurance Contributions	574	551	730
Health Insurance Contributions	123,949	114,916	114,916
HSA Contributions-Employer	718	1,006	2,000
Supplies-Motor Vehicle	37,084	0	0
Supplies-Motor Vehicle Fuel	495,905	597,700	0
Supplies-Minor Furniture	600	1,500	500
Supplies-Office	1,601	2,000	2,000
Supplies-Medical/Drug	0	200	200
Supplies-Clothing and Uniforms	2,470	5,000	5,000
Supplies-Periodicals/Supplements	55	5,000	2,000
Supplies-Personal Computers	0	2,000	2,000
Supplies-PC Software	0	1,000	1,000
Supplies-Other	4,221	1,500	1,000
Maintenance -Systems Software	71,750	0	0
Maintenance -Buildings	0	8,000	8,000
Services-Telephone	2,564	1,729	3,151
Service-Wireless Phone Aircards	701	720	720
Services-Electricity	17,094	26,000	29,030
Services-Gas	1,622	5,500	12,000
Services-Water/Sewer/Sanitation	2,437	1,400	8,000
Services-Bank	3,483	0	2,000
Services-Other Professional	110,262	85,000	85,000
Services-Employee Physicals	10,894	10,000	10,000
Services-Advertising	410	0	0
Services-Binding/Printing	217	0	0
Worker's Compensation	10,326	0	10,000

## TRANSIT FUND

PUBLIC TRANSPORTATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Unemployment Compensation	7,980	0	0
Insurance Expense	22,808	22,000	26,000
Claims and Settlements	0	2,000	2,000
General Liability Claims	18,236	0	36,000
Travel Expenses	0	3,500	3,500
Education Registration	100	500	500
Lease Payments	2,503	2,592	2,646
Memberships	359	450	500
Postage/Freight	244	0	200
Administrative Overhead	87,224	119,255	106,422
Information Services	15,182	15,182	15,486
Depreciation Expense	427,364	0	0
<b>Total Expenditures</b>	<b>\$2,571,085</b>	<b>\$2,305,830</b>	<b>\$1,839,001</b>

PUBLIC TRANSPORTATION CAPITAL	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-Motor Vehicle	14,088	0	0
Services-Other Professional	0	93,600	96,000
Other Improvements	128,443	200,000	150,000
Motor Vehicles	1,886,511	1,110,000	1,230,000
Other Vehicles	154,564	0	0
<b>Total Expenditures</b>	<b>\$2,183,606</b>	<b>\$1,403,600</b>	<b>\$1,476,000</b>

PUBLIC TRANSPORTATION PLANNING	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Supervision	59,467	62,008	64,772
Salaries-Operational	5,999	0	0
Overtime	4,386	0	0
Stability Pay	787	1,576	2,125
FICA	5,095	5,675	4,860
TMRS Retirement	11,473	12,242	10,661
Life Insurance Contribution	86	75	82
Disability Insurance Contributions	65	58	62
Health Insurance Contributions	12,592	8,375	8,375
<b>Total Expenditures</b>	<b>\$99,951</b>	<b>\$90,009</b>	<b>\$90,936</b>

## TRANSIT FUND

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PUBLIC TRANSPORTATION PREVENTIVE MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Supervision	19,348	20,485	21,511
Salaries-Operational	158,593	155,902	162,992
Overtime	34,948	26,500	29,400
Stability Pay	3,993	7,986	8,250
FICA	15,531	13,494	13,768
TMRS Retirement	35,245	29,103	30,733
Life Insurance Contribution	223	212	236
Disability Insurance Contributions	168	161	178
Health Insurance Contributions	49,301	41,894	41,984
Supplies-Motor Vehicle	55,635	275,000	100,000
Supplies-Motor Vehicle Fuel	0	0	719,950
Supplies-Other	96,037	0	0
Maintenance -Motor Vehicles	106,681	300,000	300,000
Maintenance -Radios	1,350	5,000	4,000
Maintenance -Systems Software	0	2,000	2,000
Maintenance -Buildings	313	0	0
<b>Total Expenditures</b>	<b>\$577,365</b>	<b>\$877,737</b>	<b>\$1,435,002</b>

## TRANSIT FUND

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TRANSIT HUB OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Salaries - Clerical	56,386	60,324	63,183
Overtime	2,187	530	525
Stability Pay	138	276	1,000
FICA	4,363	4,615	4,731
TMRS Retirement	9,531	9,953	10,221
Life Insurance Contribution	76	38	81
Disability Insurance Contributions	58	29	61
Health Insurance Contributions	7,394	6,407	6,407
Supplies-Office	736	1,200	1,200
Supplies-Clothing and Uniforms	0	700	700
Supplies-Other	434	800	800
Maintenance -PC Software	43	550	1,000
Maintenance -Buildings	15,295	9,000	9,000
Services-Telephone	2,174	1,996	3,638
Service-Wireless Phone Aircards	2,131	912	1,428
Services-Electricity	6,781	4,940	7,259
Services-Gas	930	1,700	3,000
Services-Water/Sewer/Sanitation	7,780	2,500	2,500
Services-Cable TV	0	1,183	1,183
Services-Bank	1,030	0	500
Services-Other Professional	396	2,000	2,000
Services-Binding/Printing	29	0	0
Lease Payments	1,077	888	942
Postage/Freight	230	0	100
<b>Total Expenditures</b>	<b>\$119,199</b>	<b>\$110,541</b>	<b>\$121,459</b>

## FLEET MAINTENANCE FUND

### WHO WE ARE:

***We keep Wichita Falls moving Forward***

### WHAT WE DO:

- Fleet provides 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) while repairs are 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 via a technician that is stationed at the Landfill (LF).

### FY 2024 ACCOMPLISHMENTS

- ✓ Main shop work orders: 3,075
- ✓ Service Station work orders: 3,091
  - PM: 1,023
  - Repair: 2,068
- ✓ Small Engine work orders: 1,446
- ✓ Land Fill work orders: 104
- ✓ Service Truck work orders: 71
- ✓ Fire Shop work orders: 208
- ✓ Total number of Work Orders processed from June 2023 to June 2024: 7,995
- ✓ Fuel dispensed from Service Station: 928,848.73 gal
  - Unleaded- 452,777.39 gal
  - Diesel fuel- 476,071.34 gal
- ✓ Fuel Truck deliveries: 101,667.80 gal
  - Unleaded- 11,550.30 gal
  - Fuel- 90,117.50 gal
- ✓ Fuel Dispensed via Fire Department tanks: 11,933.01 gal
  - Station 3 - 3,036.01 gal
  - Station 7 - 3,256.47 gal
  - Station 8 - 5,640.53 gal

## FLEET MAINTENANCE FUND

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 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 Fleet office.	Bring the facility to 100% use status thus making it a safe, effective and efficient use of space.		
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.	Update Fleet software to accommodate the full use of computer stations.	
Continue repair and maintenance on outside entities equipment	Revenue stream	Economic improvement	Track repair and maintenance costs on outside city equipment.		

## FLEET MAINTENANCE FUND

### EXPENDITURES BY ACCOUNT

FLEET MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Fleet Maintenance			
Salaries - Supervision	192,172	203,504	211,748
Salaries - Clerical	68,782	77,763	82,643
Salaries-Operational	1,291,807	1,409,839	1,501,339
Overtime	17,534	15,900	19,950
Terminal Pay	6,363	0	0
Stability Pay	31,169	62,614	61,625
Cell Phone Allowance	2,160	2,160	1,800
FICA	116,180	125,551	125,986
TMRS Retirement	259,381	270,797	273,428
TMRS Year-End Pension Adjust.	47,107	0	0
Year-End OPEB Adjustment	(12,915)	0	0
Life Insurance Contribution	2,053	2,022	2,107
Disability Insurance Contributions	1,549	1,524	1,591
Health Insurance Contributions	313,135	285,903	285,903
HSA Contributions-Employer	803	503	0
Supplies-Motor Vehicle	601,688	691,748	753,935
Supplies-Motor Vehicle Fuel	2,812,038	3,797,475	3,874,160
Supplies-Small Engine Equip	28,757	34,347	35,930
Supplies-Minor Tools and Equip	9,734	27,200	25,700
Supplies-Minor Furniture	0	0	720
Supplies-Office	3,252	6,525	6,525
Supplies-Medical/Drug	2,464	3,200	3,400
Supplies-Janitorial	0	100	100
Supplies-Clothing and Uniforms	15,567	14,950	17,300
Supplies-Periodicals/Supplements	0	300	300
Supplies-Container	31,154	33,600	34,020
Supplies-Personal Computers	7,592	0	0
Supplies-PC Software	6,562	7,079	7,079
Supplies-Other	93,612	117,900	116,400
Maintenance-Motor Vehicles	2,261,536	2,630,807	2,097,303
Maintenance-Machine/Tools/Implements	5,785	14,400	15,840
Maintenance-Radios	0	830	905
Maintenance-Systems Hardware	0	500	600
Maintenance-PC Software	0	300	300
Maintenance-Systems Software	29,582	30,200	33,220
Maintenance-Heating/Cooling Systems	11,062	15,000	18,700
Maintenance-Reservoirs/Tanks	7,054	10,000	10,350
Maintenance-Buildings	19,462	5,800	1,800
Maintenance-Central Garage	12,422	16,022	16,920

## FLEET MAINTENANCE FUND

FLEET MAINTENANCE	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Services-Telephone	3,609	1,117	2,780
Service-Wireless Phone Aircards	806	816	360
Services-Electricity	25,166	32,500	36,287
Services-Gas	22,994	28,000	24,960
Services-Water/Sewer/Sanitation	13,317	15,375	15,000
Services-Bank	7,316	7,558	7,320
Services-Audit	8,615	9,565	10,171
Services-Other Professional	64,544	50,000	0
Services-Employee Physicals	10,907	9,292	10,980
Services-Advertising	1,321	0	0
Services-Binding/Printing	672	1,100	1,200
Worker's Compensation	9,468	3,000	3,000
Unemployment Compensation	4,194	800	0
Insurance Expense	9,652	10,000	12,000
Bond Principal Payments	0	1,015,041	844,002
Bond Interest Payments	8,893	0	381,704
Travel Expenses	5,975	6,700	5,100
Education Registration	2,243	5,800	6,900
Lease Payments	2,539	2,331	2,285
Memberships	380	750	800
Postage/Freight	2,182	1,250	2,220
Administrative Overhead	208,291	225,968	235,079
Information Services	48,267	48,267	49,232
Buildings	7,818	301,915	304,450
Motor Vehicles	1,395,273	2,453,923	2,312,297
Machines/Tools/Implements	11,800	39,825	40,770
PC Computer Equipment	0	22,100	0
Other Machinery and Equipment	9,409	5,000	0
Operating Transfer-General	312,000	312,000	312,000
Depreciation Expense	4,629,623	0	0
Capital Asset Contra Expense	(1,409,350)	0	0
<b>Total Expenditures</b>	<b>\$13,714,528</b>	<b>\$14,526,356</b>	<b>\$14,260,524</b>

## INFORMATION TECHNOLOGY

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### WHO WE ARE:

*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.*

### WHAT WE DO:

- Provide technical support to over 900 PC's and 1300 users within all City departments, includes 24 hours a day, 7 days a week, 365 days a year 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 \$4.3 million annual budget.

### FY 2024 ACCOMPLISHMENTS

- ✓ Deployed 150 end user PC replacements.
- ✓ City business VOIP phone system upgrade.
- ✓ Installed new Endpoint Detection and Response system.
- ✓ Replaced 172 laptops in the Public Safety vehicles.
- ✓ Deployed 65 new handheld ticket writers and printers for the Police Department.
- ✓ Installed new bodycam, interview room, and in-car video system for the Police Department. This includes over 300 pieces of equipment.
- ✓ Deployed 300 handheld voice radios for the Public Safety sector.
- ✓ Installed fiber optic and Category 6 cabling and associated network equipment to accommodate moving the entire City staff from Memorial Auditorium to 3 alternate locations.
- ✓ Migrated Development Services to a new Permitting System.
- ✓ Conducted State Mandated City-wide Cyber Security Training.
- ✓ 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.
- ✓ Performed Network Security Assessment.
- ✓ Deployed new Helpdesk Ticketing system for the IT and Facilities Division.
- ✓ Processed over 3200 support tickets.

## INFORMATION TECHNOLOGY

GOALS & POLICIES					
FY 2025 DEPARTMENT GOAL	STRATEGIC PLAN GOAL	STRATEGIC PLAN STRATEGY	PERFORMANCE MEASURE	FY 2024 ESTIMATE	FY 2025 TARGET
Minimize System Downtime	4. Efficiently Deliver City Services	4.2 4.3 4.5	Create metric to track system down time.	99%	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%	same
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	40%	90%

### EXPENDITURES BY ACCOUNT

INFORMATION TECHNOLOGY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Information Technology			
Salaries - Supervision	167,897	177,519	186,402
Salaries-Operational	826,537	917,241	1,030,815
Overtime	6,249	0	0
Terminal Pay	14,762	0	0
Certification Pay	0	0	54,608
Stability Pay	13,199	23,978	21,850
FICA	76,908	82,978	86,165
TMRS Retirement	170,468	178,970	183,724
TMRS Year-End Pension Adjust.	88,831	0	0
Year-End OPEB Adjustment	(13,016)	0	0
Life Insurance Contribution	1,358	1,238	1,441
Disability Insurance Contributions	1,025	940	994
Health Insurance Contributions	132,825	127,477	127,477
HSA Contributions-Employer	2,712	2,688	5,000
Supplies-Motor Vehicle	222	0	0
Supplies-Minor Tools and Equip	178,265	4,530	4,530
Supplies-Minor Furniture	451	1,012	1,012
Supplies-Office	6,850	8,050	8,050
Supplies-Mechanical	0	500	500
Supplies-Personal Computers	242,791	165,360	165,360
Supplies-System Software	0	24,500	0

## INFORMATION TECHNOLOGY

INFORMATION TECHNOLOGY	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Supplies-PC Software	42,268	51,810	48,180
Supplies-Other	2,840	9,145	9,145
Maintenance -Motor Vehicles	6,719	14,750	14,750
Maintenance -Radios	9,858	33,500	33,500
Maintenance -PC Hardware	28,502	34,500	34,500
Maintenance -Systems Hardware	119,155	171,420	170,420
Maintenance -PC Software	80,917	140,906	115,178
Maintenance -Systems Software	1,023,625	1,428,258	1,648,670
Maintenance -Other Equipment	765	1,645	1,645
Services-Telephone	132,649	141,270	190,715
Service-Wireless Phone Aircards	117,866	150,567	150,567
Services-Gas	4,818	7,429	7,429
Services-Central Garage	7,607	7,176	7,863
Services-Employee Physicals	696	0	0
Services-Advertising	410	0	0
Services-Binding/Printing	43	1,000	1,000
Services-Subcontractors	12,632	17,537	17,537
Unemployment Compensation	4,261	0	0
Travel Expenses	6,106	12,200	12,200
Education Registration	7,136	11,675	11,675
SBITA Interest Payments	13,539	0	0
Memberships	175	524	524
Postage/Freight	2,295	1,000	1,000
Amortization Expense	60,361	0	0
Other System Improvements	290,360	80,000	0
PC Computer Equipment	1,013,206	1,305,154	345,154
Radios	663,541	0	0
Depreciation Expense	1,067,742	0	0
Capital Asset Contra Expense	(1,967,108)	0	0
<b>Total Expenditures</b>	<b>\$4,671,320</b>	<b>\$5,338,447</b>	<b>\$4,699,580</b>

## GOLF COURSE FUND

### WHO WE ARE:

This enterprise fund is designated to operate and maintain the City-owned Champion Golf Course at Weeks Park. The Golf Course Budget is structured to align with our management services agreement with A.P.G.L. Under this agreement, the City reimburses A.P.G.L. for golf course expenses and pays an additional \$130,000 for complete management oversight of the course. In return, the City receives nearly all of the revenue generated by the course. For FY 2025, the Golf Course estimates revenues and expenditures at \$1,108,172, with no operating subsidy from the General Fund. The FY 2025 Adopted Budget also includes \$60,000 in capital expenditures for course improvements.

### EXPENDITURES BY ACCOUNT

GOLF COURSE ADMINISTRATION	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Golf Course Administration			
Maintenance-Instruments	405	0	0
Maintenance-Buildings	587	0	0
Services-Telephone	982	91	1,000
Services-Electricity	37,011	53,300	59,510
Services-Water/Sewer/Sanitation	1	0	0
Services-Other Professional	48,159	0	0
Services-Advertising	335	0	0
Services-Binding/Printing	26	0	0
Insurance Expense	512	1,000	1,000
Travel Expenses	177	0	0
Lease Payments	1,014	0	0
Other Improvements	418,772	0	0
<b>Total Expenditures</b>	<b>\$507,983</b>	<b>\$54,391</b>	<b>\$61,510</b>

GOLF COURSE MANAGEMENT	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Golf Course Management			
Services-Other Professional	1,108,971	900,000	986,662
<b>Total Expenditures</b>	<b>\$1,108,971</b>	<b>\$900,000</b>	<b>\$986,662</b>

GOLF COURSE CAPITAL	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Golf Course Capital			
Services-Other Professional	5,775	0	0
Other Improvements	0	0	60,000
<b>Total Expenditures</b>	<b>\$5,775</b>	<b>\$0</b>	<b>\$60,000</b>

## WATERPARK FUND

### WHO WE ARE:

The Water Park Fund is an Enterprise Fund, and contains the budget for Castaway Cove Water Park. Total revenues and expenditures for this Enterprise Fund are estimated to be \$1,913,500, which is a decrease from the previous year of \$725,334, or 27.49%. The FY 2024 budget included the use of \$918,834 of Fund Balance to assist in the purchase and installation of a new Mat Racer Attraction and Timing Light System approved by City Council on March 19, 2024.

### EXPENDITURES BY ACCOUNT

WATERPARK OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Castaway Cove Waterpark			
Salaries-Operational	373	0	65,000
PT Temporary Operational	473,683	400,000	450,000
FICA	48,866	30,600	50,000
TMRS Year-End Pension Adjust.	(36,231)	0	0
Year-End OPEB Adjustment	(36,043)	0	0
Supplies-Motor Vehicle Fuel	3,709	3,000	3,000
Supplies-Minor Tools and Equip	47,103	7,000	7,000
Supplies-Minor Office Tools/Eq	840	1,000	1,000
Supplies-Office	4,819	4,000	4,000
Supplies-Janitorial	5,528	2,000	6,000
Supplies-Chemical	54,274	40,000	52,000
Supplies-Clothing and Uniforms	14,577	10,000	14,000
Supplies-Waterpark Food & Bev-CGS	185,653	165,000	215,000
Supplies-Waterpark Merchandise - CGS	29,381	30,000	30,000
Supplies-Other	20,438	35,000	35,000
Maintenance-Machine/Tools/Implements	581	0	2,500
Maintenance-Office Furniture/Equip	2,626	0	0
Maintenance-Other Equipment	41,833	0	40,000
Maintenance-Other Improvements	65,212	50,000	50,000
Maintenance-Buildings	11,186	0	12,000
Maintenance-Other Buildings	1,980	0	2,500
Maintenance-Other CCWP	4,681	0	15,000
Services-Telephone	10,303	8,934	12,061
Services-Electricity	50,079	76,700	75,000
Services-Water/Sewer/Sanitation	45,590	32,000	32,000
Services-Bank	29,699	30,000	37,000
Services-Consulting	98,502	0	69,000
Services-Other Professional	169,781	290,000	176,000
Services-Employee Physicals	4,409	4,000	4,000
Services-Advertising	173,912	150,000	155,000
Services-Binding/Printing	37	0	0
Worker's Compensation	4,741	0	0

## WATERPARK FUND

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WATERPARK OPERATIONS	FY 2023 Actual	FY 2024 Adopted Budget	FY 2025 Adopted Budget
Unemployment Compensation	2,902	0	0
Insurance Expense	47,240	65,000	74,212
Travel Expenses	9,558	16,000	12,000
In-Service Train/Tuition Asst	9,621	10,000	10,000
Memberships	5,243	2,600	7,500
Rent-Equipment	12,548	0	6,000
Postage/Freight	921	1,000	1,000
License / Permit Expenses	5,112	10,000	6,612
Bad Debt Expense	(10,092)	0	0
Other Expenditures	9,089	35,000	0
Other Structures	126,492	1,100,000	128,115
Other System Improvements	23,400	0	14,000
Machines/Tools/Implement	9,214	0	10,000
Pumps/Motors	23,751	30,000	30,000
Depreciation Expense	256,376	0	0
Capital Asset Contra Expense	(182,857)	0	0
<b>Total Expenditures</b>	<b>\$1,880,643</b>	<b>\$2,638,834</b>	<b>\$1,913,500</b>



## 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.

SPECIAL REVENUE FUND				
FY 25 Proposed Budget				
Fund	Grants	Other Revenue	Total	
<b>Community Development</b>				
Community Development Block Grant	\$ 1,402,286		\$	1,402,286
Home Investment Partnership (HOME)	349,481			349,481
Housing Choice Voucher Program	4,954,686	206,000		5,160,686
Transportation Planning Grant	391,771			391,771
<b>Health Department</b>				
Community and Rural Health	154,815			154,815
Community Clinical Linkage	149,011			149,011
Texas Healthy Communities	88,231			88,231
HIV	202,052			202,052
Infectious Disease	100,365			100,365
Tuberculosis	58,498	80,660		139,158
Immunization	168,789	107,500		276,289
Women, Infants, and Children (WIC)	1,200,956			1,200,956
<b>Total Grants/Special Revenue Funds</b>	<b>\$ 9,220,941</b>	<b>\$ 394,160</b>	<b>\$</b>	<b>9,615,101</b>

## 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						
	FY 24		FY 25			
	FY 23	Actual	Adopted Budget	Proposed Budget	Difference	% Diff.
Revenues						
Service Charges	\$	10,113				
Misc. Revenues		3,136				
Intergovernment Rev.		1,203,986	1,438,808	1,402,286	(36,522)	-2.54%
<b>Total Revenues</b>	<b>\$ 1,217,235</b>	<b>\$ 1,438,808</b>	<b>\$ 1,402,286</b>	<b>\$ (36,522)</b>		<b>-2.54%</b>
Expenditures						
Personnel Services	\$	270,474	\$ 325,167	\$ 330,382	\$ 5,215	1.60%
Supplies		4,787	6,165	9,634	3,469	56.27%
Maintenance & Repair		57,924	45	190,043	189,998	422217.78%
Utilities/Other Serv		775,028	789,446	721,418	(68,028)	-8.62%
Other Expenditures		58,560	80,351	50,809	(29,542)	-36.77%
Non Cap Improvements		-	237,634	100,000	(137,634)	-57.92%
Capital Improvements		199,758	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,366,531</b>	<b>\$ 1,438,808</b>	<b>\$ 1,402,286</b>	<b>\$ (36,522)</b>		<b>-2.54%</b>

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 24		FY 25			
	FY 23	Actual	Adopted Budget	Proposed Budget	Difference	% Diff.
Revenues						
Intergovernment Rev.		450,145	461,557	349,481	(112,076)	-24.28%
<b>Total Revenues</b>	<b>\$ 450,145</b>	<b>\$ 461,557</b>	<b>\$ 349,481</b>	<b>\$ (112,076)</b>		<b>-24.28%</b>
Expenditures						
Personnel Services	\$	11,837	\$ 40,869	\$ 33,127	\$ (7,742)	-18.94%
Maintenance & Repair		(6,500)	-	-	-	-
Utilities/Other Serv		70,384	418,534	316,354	(102,180)	-24.41%
Other Expenditures		-	2,154	-	(2,154)	-100.00%
<b>Total Expenditures</b>	<b>\$ 75,721</b>	<b>\$ 461,557</b>	<b>\$ 349,481</b>	<b>\$ (112,076)</b>		<b>-24.28%</b>

## 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 \$206,000 in interest earned as interest rates are projected to rise substantially.

Housing Choice Voucher Program					
	FY 23 Actual	FY 24 Adopted Budget	FY 25 Proposed Budget	Difference	% Diff.
<b>Revenues</b>					
Misc. Revenues	212,359	190,356	206,000	15,644	8.22%
Intergovernment Rev.	4,985,830	4,110,448	4,954,686	844,238	20.54%
<b>Total Revenues</b>	<b>\$ 5,198,189</b>	<b>\$ 4,300,804</b>	<b>\$ 5,160,686</b>	<b>\$ 859,882</b>	<b>19.99%</b>
<b>Expenditures</b>					
Personnel Services	\$ 470,839	\$ 495,479	\$ 481,289	\$ (14,190)	-2.86%
Supplies	24,717	45,750	40,400	(5,350)	-11.69%
Maintenance & Repair	86	90	90	-	0.00%
Utilities/Other Serv	8,944	13,070	14,210	1,140	8.72%
Other Expenditures	4,259,823	3,746,415	4,624,697	878,282	23.44%
Capital Improvements	47,274	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 4,811,683</b>	<b>\$ 4,300,804</b>	<b>\$ 5,160,686</b>	<b>\$ 859,882</b>	<b>19.99%</b>

## 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 24		FY 25		Difference	% Diff.
	FY 23	Adopted Budget	Proposed Budget			
Revenues						
Intergovernment Rev.	233,500	389,013	391,771	2,758	0.71%	
<b>Total Revenues</b>	<b>\$ 233,500</b>	<b>\$ 389,013</b>	<b>\$ 391,771</b>	<b>\$ 2,758</b>	<b>0.71%</b>	
Expenditures						
Personnel Services	\$ 207,620	\$ 221,161	\$ 233,000	\$ 11,839	5.35%	
Supplies	2,580	12,993	10,083	(2,910)	-22.40%	
Maintenance & Repair	6,753	7,700	8,000	300	3.90%	
Utilities/Other Serv	8,820	124,542	123,517	(1,025)	-0.82%	
Other Expenditures	3,985	18,617	13,171	(5,446)	-29.25%	
Capital Improvements	-	4,000	4,000	-	0.00%	
<b>Total Expenditures</b>	<b>\$ 229,758</b>	<b>\$ 389,013</b>	<b>\$ 391,771</b>	<b>\$ 2,758</b>	<b>0.71%</b>	

## GRANTS/SPECIAL REVENUE FUNDS

### HEALTH DEPARTMENT

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

Community & Rural Health Grant						
	FY 24		FY 25		Difference	% Diff.
	FY 23	Adopted Budget	Proposed Budget			
Revenues						
Intergovernment Rev.	118,094	156,302	154,815	(1,487)		-0.95%
<b>Total Revenues</b>	<b>\$ 118,094</b>	<b>\$ 156,302</b>	<b>\$ 154,815</b>	<b>\$ (1,487)</b>		<b>-0.95%</b>
Expenditures						
Personnel Services	\$ 105,617	\$ 133,779	\$ 142,118	\$ 8,339		6.23%
Supplies	6,091	8,662	3,207	(5,455)		-62.97%
Maintenance & Repair	43	43	43	-		0.00%
Utilities/Other Serv	3,834	9,602	6,493	(3,109)		-32.38%
Other Expenditures	2,509	4,216	2,954	(1,262)		-29.93%
<b>Total Expenditures</b>	<b>\$ 118,094</b>	<b>\$ 156,302</b>	<b>\$ 154,815</b>	<b>\$ (1,487)</b>		<b>-0.95%</b>

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.

Community Clinical Linkage Grant						
	FY 24		FY 25		Difference	% Diff.
	FY 23	Adopted Budget	Proposed Budget			
Revenues						
Intergovernment Rev.	151,973	142,500	149,011	6,511		4.57%
<b>Total Revenues</b>	<b>\$ 151,973</b>	<b>\$ 142,500</b>	<b>\$ 149,011</b>	<b>\$ 6,511</b>		<b>4.57%</b>
Expenditures						
Personnel Services	\$ 105,924	\$ 109,689	\$ 115,862	\$ 6,173		5.63%
Supplies	12,507	16,458	15,945	(513)		-3.12%
Maintenance & Repair	86	86	129	43		50.00%
Utilities/Other Serv	31,669	10,190	7,425	(2,765)		-27.13%
Other Expenditures	1,788	6,077	9,650	3,573		58.80%
<b>Total Expenditures</b>	<b>\$ 151,973</b>	<b>\$ 142,500</b>	<b>\$ 149,011</b>	<b>\$ 6,511</b>		<b>4.57%</b>

## 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.

Texas Healthy Communities Grant						
	FY 24		FY 25			
	FY 23	Actual	Adopted Budget	Proposed Budget	Difference	% Diff.
<b>Revenues</b>						
Intergovernment Rev.		80,076	85,185	88,231	3,046	3.58%
<b>Total Revenues</b>	<b>\$</b>	<b>80,076</b>	<b>\$</b>	<b>85,185</b>	<b>\$</b>	<b>88,231</b>
<b>Expenditures</b>						
Personnel Services	\$	68,835	\$	69,975	\$	76,568
Supplies		581		9,182		5,270
Utilities/Other Serv		9,250		4,263		3,573
Other Expenditures		1,410		1,765		2,820
<b>Total Expenditures</b>	<b>\$</b>	<b>80,076</b>	<b>\$</b>	<b>85,185</b>	<b>\$</b>	<b>88,231</b>
					<b>\$</b>	<b>3,046</b>
						<b>3.58%</b>

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.

HIV Grant						
	FY 24		FY 25			
	FY 23	Actual	Adopted Budget	Proposed Budget	Difference	% Diff.
<b>Revenues</b>						
Intergovernment Rev.		131,061	147,609	202,052	54,443	36.88%
<b>Total Revenues</b>	<b>\$</b>	<b>131,061</b>	<b>\$</b>	<b>147,609</b>	<b>\$</b>	<b>202,052</b>
<b>Expenditures</b>						
Personnel Services	\$	180,398	\$	121,541	\$	185,413
Supplies		8,562		6,262		7,197
Maintenance & Repair		86		-		43
Utilities/Other Serv		8,515		5,552		3,727
Other Expenditures		5,574		14,254		5,672
<b>Total Expenditures</b>	<b>\$</b>	<b>203,135</b>	<b>\$</b>	<b>147,609</b>	<b>\$</b>	<b>202,052</b>
					<b>\$</b>	<b>54,443</b>
						<b>36.88%</b>

## 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.

	Infectious Disease					
	FY 23	FY 24	FY 25	Difference	% Diff.	
		Actual	Adopted Budget			
<b>Revenues</b>						
Intergovernment Rev.	70,823	87,894	100,365	12,471	14.19%	
<b>Total Revenues</b>	<b>\$ 70,823</b>	<b>\$ 87,894</b>	<b>\$ 100,365</b>	<b>\$ 12,471</b>	<b>14.19%</b>	
<b>Expenditures</b>						
Personnel Services	\$ 64,210	\$ 82,130	\$ 95,929	\$ 13,799	16.80%	
Supplies	959	2,200	1,000	(1,200)	-54.55%	
Utilities/Other Serv	1,165	2,432	2,104	(328)	-13.50%	
Other Expenditures	4,489	1,132	1,332	200	17.67%	
<b>Total Expenditures</b>	<b>\$ 70,823</b>	<b>\$ 87,894</b>	<b>\$ 100,365</b>	<b>\$ 12,471</b>	<b>14.19%</b>	

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

	Tuberculosis Grant					
	FY 23	FY 24	FY 25	Difference	% Diff.	
		Actual	Adopted Budget			
<b>Revenues</b>						
Transfer In	32,853	54,711	80,660	25,949	0.00%	
Intergovernment Rev.	60,873	42,446	58,498	16,052	37.82%	
<b>Total Revenues</b>	<b>\$ 93,726</b>	<b>\$ 97,157</b>	<b>\$ 139,158</b>	<b>\$ 42,001</b>	<b>43.23%</b>	
<b>Expenditures</b>						
Personnel Services	\$ 91,620	\$ 87,887	\$ 128,827	\$ 40,940	46.58%	
Supplies	768	2,393	2,693	300	12.54%	
Maintenance & Repair	-	43	43	-	0.00%	
Utilities/Other Serv	825	2,297	2,503	206	8.97%	
Other Expenditures	513	4,537	5,092	555	12.23%	
<b>Total Expenditures</b>	<b>\$ 93,726</b>	<b>\$ 97,157</b>	<b>\$ 139,158</b>	<b>\$ 42,001</b>	<b>43.23%</b>	

## 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 24		FY 25			
	FY 23	Actual	Adopted Budget	Proposed Budget	Difference	% Diff.
<b>Revenues</b>						
Misc. Revenues		17,127	15,000	15,000	-	0.00%
Transfer In		21,844	135,855	92,500	(43,355)	0.00%
Intergovernment Rev.		179,106	168,789	168,789	-	0.00%
<b>Total Revenues</b>	<b>\$ 218,076</b>	<b>\$ 319,644</b>	<b>\$ 276,289</b>	<b>\$ (43,355)</b>	<b>-13.56%</b>	
<b>Expenditures</b>						
Personnel Services	\$ 206,131	\$ 293,528	\$ 250,693	\$ (42,835)	-14.59%	
Supplies	3,570	10,476	10,176	(300)	-2.86%	
Maintenance & Repair	43	43	183	140	325.58%	
Utilities/Other Serv	5,629	7,203	7,322	119	1.65%	
Other Expenditures	2,996	8,394	7,915	(479)	-5.71%	
<b>Total Expenditures</b>	<b>\$ 218,368</b>	<b>\$ 319,644</b>	<b>\$ 276,289</b>	<b>\$ (43,355)</b>	<b>-13.56%</b>	

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 24		FY 25			
	FY 23	Actual	Adopted Budget	Proposed Budget	Difference	% Diff.
<b>Revenues</b>						
Intergovernment Rev.		992,350	1,008,132	1,200,956	192,824	19.13%
<b>Total Revenues</b>	<b>\$ 992,350</b>	<b>\$ 1,008,132</b>	<b>\$ 1,200,956</b>	<b>\$ 192,824</b>	<b>19.13%</b>	
<b>Expenditures</b>						
Personnel Services	\$ 760,161	\$ 825,659	\$ 942,917	\$ 117,258	14.20%	
Supplies	106,051	46,000	124,396	78,396	170.43%	
Maintenance & Repair	1,518	1,300	1,000	(300)	-23.08%	
Utilities/Other Serv	42,861	60,185	60,292	107	0.18%	
Other Expenditures	81,758	74,988	72,351	(2,637)	-3.52%	
<b>Total Expenditures</b>	<b>\$ 992,350</b>	<b>\$ 1,008,132</b>	<b>\$ 1,200,956</b>	<b>\$ 192,824</b>	<b>19.13%</b>	



Debt Service Fund

## DEBT SERVICE FUND

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### 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

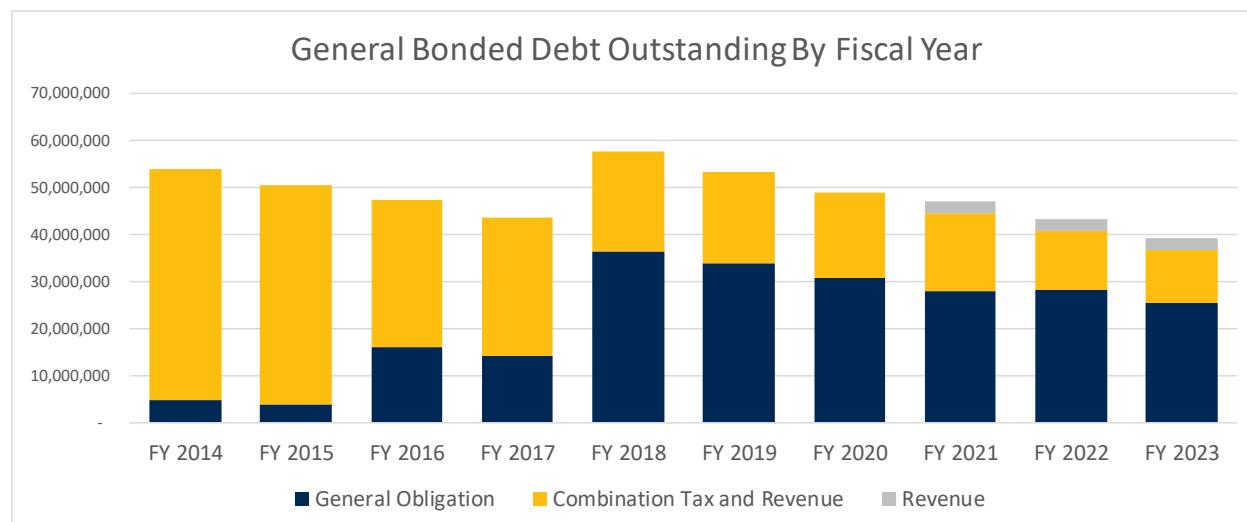
**2020 GO Series:** Voters approved increasing the City's Hotel/Motel Tax by 2% to finance the Venue Projects at the MPEC and the Performance Hall in Memorial Auditorium. These projects will include replacement of roofs, updating of equipment and other maintenance items needed for these facilities.

**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.



Source: [City of Wichita Falls Annual Comprehensive Financial Report for the year ended 9/30/2023](#)

## DEBT SERVICE FUND

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Debt Service Fund Summary FY 2025	
<b>Projected Beginning Balance</b>	<b>\$ 1,976,603</b>
Revenues	
Taxes	2,119,970
Contributions	1,887,352
Interest Income	204,000
Transfer In	1,503,494
<b>Total Revenues</b>	<b>\$ 5,714,816</b>
Expenditures	
Debt Expenditures	
2013 CO Series	\$ 1,361,644
2015 GO Refunding Series A	1,163,000
2015 GO Refunding Series B	325,762
2018 GO Series A	1,214,550
2018 Refunding Series B	731,600
2020 GO Series - Venue Tax	154,200
2021 GO Series	314,060
2021 GO Taxable Series	440,000
Paying Agent Fees	10,000
<b>Total Expenditures</b>	<b>\$ 5,714,816</b>
<b>Ending Balance</b>	<b>\$ 1,976,603</b>

## DEBT SERVICE FUND

City of Wichita Falls, Texas					
Debt by Issuance: Current as of 09/30/2023 Financial Audit					
	Range of Interest Rates	Final Maturity Date	Annual Serial Payments	Bonds Authorized	Bonds Outstanding At 9/30/23
<b>General Obligation Bonds:</b>					
General Obligation Refunding Bonds, Series 2015A	2.00% - 5.00%	9/01/26	\$200,000 to \$1,105,000	\$ 9,650,000	\$ 3,190,000
General Obligation Refunding Bonds, Series 2015B	0.73% - 3.48%	9/01/26	\$110,000 to \$310,000	2,885,000	910,000
General Obligation Bonds, Series 2018A	2.00% - 5.00%	9/01/38	\$550,000 to \$1,155,000	16,345,000	13,370,000
General Obligation Refunding Bonds, Series 2018B	2.00% - 4.00%	10/01/28	\$80,000 to \$725,000	6,170,000	3,935,000
General Obligation Refunding Bonds, Series 2021	4.00%	9/01/31	\$140,000 to \$195,000	1,675,000	6,715,000
General Obligation Refunding Bonds, Taxable Series 2021	0.40% - 2.03%	9/01/33	\$435,000 to \$865,000	7,595,000	<u>1,385,000</u>
<b>Total General Obligation Bonds</b>					<u>29,505,000</u>
<b>Combination Tax and Revenue Bonds:</b>					
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	11,485,000
Combination Tax and Revenue Certificates of Obligation, Series 2013A	2.00% - 4.625%	9/01/33	\$505,000 to \$905,000	13,000,000	1,955,000
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>25,885,000</u>
<b>Total Combination Tax and Revenue Bonds</b>					<u>39,325,000</u>
<b>Revenue Bonds:</b>					
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	30,250,000
Venue Tax Revenue Bonds, Series 2020	4.00%	9/01/50	\$45,000 to \$150,000	2,680,000	2,535,000
<b>Total Revenue Bonds</b>					<u>32,785,000</u>
<b>Total All Bonds</b>					<u>\$101,615,000</u>

## DEBT SERVICE FUND

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The chart below outlines the source of funding for debt payments for the Proposed FY 2025 Budget.

<b>CITY OF WICHITA FALLS</b>	
<b>Debt Service Schedule by Funding Source</b>	
<b>Funding Source</b>	<b>FY 2025</b>
<b>GENERAL OBLIGATION BONDS</b>	
4A Sales Tax Corporation	140,000
4B Sales Tax Corporation	1,747,352
Stormwater	407,050
Airport Operations	671,579
FFA Entitlement	270,065
West Texas Utility	154,800
Property Tax	2,119,970
Hotel Venue Tax	154,200
<b>GENERAL OBLIGATION BONDS</b>	<b>\$5,665,016</b>
<b>WATER/SEWER BONDS</b>	
<b>WATER/SEWER BONDS</b>	<b>12,717,233</b>
<b>TOTAL</b>	<b>\$18,382,249</b>

## DEBT SERVICE FUND

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### 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

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### 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, 2023

Water and Sewer Revenue Bonds:

Change in net position (Exhibit A-8)	\$ 11,064,723
<b>Add:</b>	
Depreciation and amortization	\$ 8,904,531
Interest expense and paying agent fees	2,219,148
Transfers out	<u>1,880,468</u>
	13,004,147
<b>Subtract:</b>	
West Texas Utilities water revenues	500,000
Gain (loss) on sale/abandonment of capital assets	28,525
Capital contributions from developers	2,207,260
Transfers in	<u>784,916</u>
	(3,520,701)
 Net earnings for determining debt service coverage	 <u>\$ 20,548,169</u>

	Priority Lien Bonds	Subordinate Lien Bonds	
Net earnings for determining debt service coverage			\$ 20,548,169
Principal and interest requirements to maturity	\$ 33,495,500	\$ -	
Number of years remaining to pay bonds	<u>4</u>	N/A	
Average annual principal and interest requirement	8,373,875	N/A	
Minimum bond covenant debt service coverage	<u>1.25</u>	<u>1.10</u>	
Minimum debt service coverage requirement	<u>\$ 10,467,344</u>	<u>\$ -</u>	<u>10,467,344</u>
Excess over debt service coverage requirements			<u>\$ 10,080,825</u>

Source: [City of Wichita Falls, Annual Comprehensive Financial Report for the Year Ended 09/30/2023](#)

## DEBT SERVICE FUND

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### OUTSTANDING WATER/SEWER DEBT SERVICE BY ISSUANCE

**2016 Revenue Refunding Bond Series:** This is a refunding of a series initially issued in 2001 in the amount of \$118,770,000 for improvements to the City's water and sewer system. The issue was refunded once in 2007, and again in 2016, to take advantage of cost savings that could be realized by lower interest rates. This bond is funded by, and secured with, revenues generated in the Water/Sewer Fund.

**2013A CO:** This issuance allowed the City to create a temporary water reuse system, as lake levels continued to decline during the drought. In total, this issuance was \$13 million over a 20-year time line and is funded through revenues in the Water/Sewer Fund.

**2015 CO:** This issuance was for 30-Year Combination Tax and Revenue Certificates of Obligation for \$33,545,000, to finance the cost of engineering and construction associated with the City's Indirect Potable Reuse Project (IPR). The Certificates of Obligation were sold to the Texas Water Development Board as part of their Clean Water State Revolving Loan Program which provides loans to municipalities for wastewater projects at 1.2% lower interest rates than what the City would have received in the private market. The project involved the construction of a pump station and pipeline to convey treated wastewater effluent from the River Road Wastewater Treatment Plant to Lake Arrowhead.



## Capital Improvement Plan

City of Wichita Falls, Texas  
Capital Improvement Program

5 YEAR

2025 - 2029





**City of Wichita Falls, Texas  
Finance Department**

## **Capital Improvement Program**

# **5 YEAR**

### **Fiscal Years FY 2025 - 2029**

**Mayor Tim Short**

**Council Members**

**Bobby Whiteley  
At Large**

**Michael Smith  
District 1**

**Larry Nelson  
District 2**

**Jeff Browning  
District 3**

**Mike Battaglino  
District 4**

**Tom Taylor  
District 5**



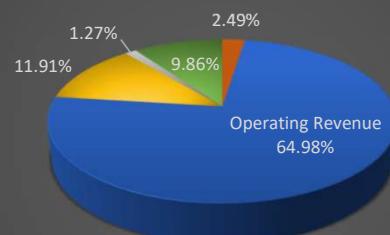
**City of Wichita Falls, Texas**  
**Summary of Capital Project Costs**

	Projected Financial Plan					
	2025	2026	2027	2028	2029	Total
<b>Project Cost:</b>						
Water and Sewer System	\$ 11,327,800	\$ 7,875,000	\$ 18,945,000	\$ 38,400,000	\$ 26,930,000	\$ 103,477,800
Sanitation	4,037,327	4,937,177	9,254,961	3,486,884	2,741,228	24,457,577
Street System	3,545,360	3,756,500	3,943,575	4,144,254	4,348,966	19,738,655
Library, Parks and Recreation	2,715,000	610,000	9,280,000	12,290,000	300,000	25,195,000
Fleet Replacements	2,657,517	5,662,045	5,662,045	5,662,045	5,662,045	25,305,697
Stormwater System	2,173,911	1,000,000	1,251,089	250,000	2,500,000	7,175,000
MPEC	1,583,000	1,200,000	1,500,000	1,600,000	600,000	6,483,000
Transit	1,380,000	5,956,500	1,506,075	1,423,879	1,495,073	11,761,527
Traffic Systems	815,528	700,000	720,000	700,000	730,000	3,665,528
Information Technology	665,009	2,287,008	5,677,008	677,008	365,154	9,671,187
Buildings and General Facilities*	215,000	250,000	100,000	100,000	2,798,824	3,463,824
Water Park	182,115	100,000	100,000	100,000	100,000	582,115
Golf Course	60,000	60,000	60,000	60,000	60,000	-
Airport Improvements**	-	11,775,000	4,000,000	3,000,000	500,000	19,275,000
<b>Total</b>	<b>\$ 31,357,567</b>	<b>\$ 46,169,230</b>	<b>\$ 61,999,753</b>	<b>\$ 71,894,070</b>	<b>\$ 49,131,290</b>	<b>\$ 260,551,910</b>
<b>Sources of Funding:</b>						
Water/Sewer Operating Funds	\$ 11,327,800	\$ 7,875,000	\$ 18,945,000	\$ 38,400,000	\$ 26,930,000	\$ 103,477,800
General Operating Funds	7,198,414	12,110,553	10,170,628	10,007,207	10,168,760	49,655,562
Sanitation Operating Funds	5,137,327	6,092,177	10,466,961	4,762,984	4,078,633	30,538,082
Stormwater Operating Funds	2,173,911	1,000,000	1,251,089	250,000	2,500,000	7,175,000
Venue Tax and Hotel/Motel Tax	1,583,000	1,200,000	1,500,000	1,600,000	600,000	6,483,000
FTA Grant Funds	1,380,000	5,956,500	1,506,075	1,423,879	1,495,073	11,761,527
General Capital Funds	2,315,000	-	-	-	-	2,315,000
Water Park Operating Funds	182,115	100,000	100,000	100,000	100,000	582,115
Golf Course Operating Funds	60,000	60,000	60,000	60,000	60,000	300,000
FAA Grant Funds **	-	11,775,000	4,000,000	3,000,000	500,000	19,275,000
4B Funds	-	-	-	3,300,000	-	3,300,000
Undetermined Funds	-	-	14,000,000	8,990,000	2,698,824	25,688,824
<b>Total</b>	<b>\$ 31,357,567</b>	<b>\$ 46,169,230</b>	<b>\$ 61,999,753</b>	<b>\$ 71,894,070</b>	<b>\$ 49,131,290</b>	<b>\$ 260,551,910</b>

\* Public Safety Facilities Replacement plan is pending development by Council appointed committee and not included

\*\* 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



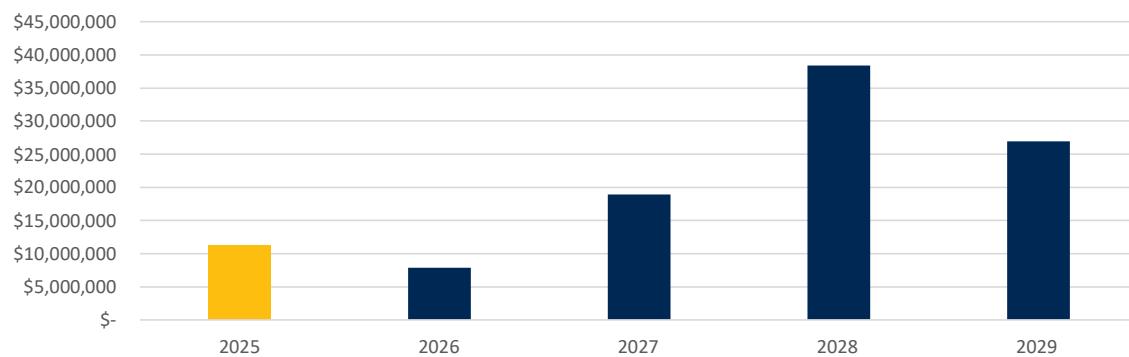
■ Venue and Hotel/Motel Tax    □ Operating Funds    ■ Grants    □ 4B Funds    ■ Undetermined



**City of Wichita Falls, Texas**  
**Water and Sewer Fund Capital Improvements**  
**FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Lake Ringgold	\$ 5,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	<b>\$ 9,000,000</b>
Water Main Replacement	1,820,000	2,030,000	2,030,000	2,030,000	2,030,000	<b>9,940,000</b>
20" AC Water Main Replacement	-	-	6,000,000	-	-	<b>6,000,000</b>
18" SSC Water Main Replacement	-	600,000	600,000	600,000	600,000	<b>2,400,000</b>
Sewer Line Replacement	1,750,000	1,750,000	1,750,000	1,750,000	1,750,000	<b>8,750,000</b>
Lift Station Rehabilitation	750,000	750,000	750,000	750,000	750,000	<b>3,750,000</b>
Microfiltration Elements	350,000	350,000	350,000	350,000	350,000	<b>1,750,000</b>
Reverse Osmosis Elements	250,000	250,000	250,000	250,000	250,000	<b>1,250,000</b>
Large Valve Replacement Program	200,000	200,000	200,000	200,000	200,000	<b>1,000,000</b>
Water Distribution Facility	-	-	-	-	20,000,000	<b>20,000,000</b>
Cypress Water Plant Rehabilitation	-	-	1,500,000	15,000,000	-	<b>16,500,000</b>
Jasper Plant Rehabilitation	-	160,000	1,300,000	14,500,000	-	<b>15,960,000</b>
Ground Storage Tank Repairs	-	-	100,000	1,900,000	-	<b>2,000,000</b>
Motors & Pumps	596,000	-	-	-	-	<b>596,000</b>
Lake Kickapoo Water Pumps	-	150,000	1,500,000	-	-	<b>1,650,000</b>
Equipment & Instruments	611,800	585,000	65,000	70,000	-	<b>1,331,800</b>
SCADA Lift Station System	-	50,000	1,550,000	-	-	<b>1,600,000</b>
<b>Total</b>	<b>\$ 11,327,800</b>	<b>\$ 7,875,000</b>	<b>\$ 18,945,000</b>	<b>\$ 38,400,000</b>	<b>\$ 26,930,000</b>	<b>\$ 103,477,800</b>
<b>Source of Funds:</b>						
Water/Sewer Operating Funds	\$ 11,327,800	\$ 9,875,000	\$ 20,945,000	\$ 40,400,000	\$ 26,930,000	\$ 109,477,800
<b>Total</b>	<b>\$ 11,327,800</b>	<b>\$ 9,875,000</b>	<b>\$ 20,945,000</b>	<b>\$ 40,400,000</b>	<b>\$ 26,930,000</b>	<b>\$ 109,477,800</b>

**5 Year Expenditure Trend**





**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

Project: Lake Ringgold

Department: Public Works

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 5,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 9,000,000

**Description:**

Money budgeted for permitting of Lake Ringgold. Currently, the next permit required would be the 404 permit, Section 404 of the Clean Water Act.

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

**Funding Source:**

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 9,000,000	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 9,000,000
<b>Total</b>	<b>\$ 9,000,000</b>	<b>Total</b>	<b>\$ 9,000,000</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 9,000,000
<b>Total</b>	<b>\$ 9,000,000</b>



Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
Lake Ringgold Permit		-	\$ 5,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 9,000,000
			-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 5,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 9,000,000</b>

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Emergency Water Line Replacement

**Department:** Water Distribution

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ 1,570,000	\$ 1,820,000	\$ 2,030,000	\$ 2,030,000	\$ 2,030,000	\$ 2,030,000	\$ 11,510,000

**Description:**

Emergency Water Line Replacement. Each year we budget to replace a portion of the 580 miles of water distribution lines, in order to keep up with aging infrastructure. Cost of pipe and labor continues to rise, and values should be adjusted every few years for inflation.



**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
Water/Sewer	\$ 9,940,000	Design	\$ -
Other	\$ -	Construction	\$ 9,940,000
<b>Total</b>	<b>\$ 9,940,000</b>	Land	\$ -
		Other	\$ -
		<b>Total</b>	<b>\$ 9,940,000</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Emergency Replacement	-	-	30,000	30,000	30,000	30,000	\$ 120,000
Water Main Replacement	-	1,750,000	2,000,000	2,000,000	2,000,000	2,000,000	\$ 9,750,000
Water Line Upsizing	-	70,000	-	-	-	-	\$ 70,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,820,000</b>	<b>\$ 2,030,000</b>	<b>\$ 2,030,000</b>	<b>\$ 2,030,000</b>	<b>\$ 2,030,000</b>	<b>\$ 9,940,000</b>

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** 20" AC Water Main Replacement

**Department:** Water Distribution

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 6,000,000

**Description:**

Replace a section of 20" AC water main each year from Pleasant View Dr to SAFB over 5 years. Replacement is based on condition of the line, difficulty of repair, leak history, and disruption of service to SAFB when repairs are needed.



**Project Schedule:**

Design: 2026  
Bid: 2026  
Construction: 2026

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 6,000,000	Design	\$ -
Other	\$ -	Construction	\$ 6,000,000
<b>Total</b>	<b>\$ 6,000,000</b>	Land	\$ -
		Other	\$ -
		<b>Total</b>	<b>\$ 6,000,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Replace Water Main	\$ -	\$ -	\$ 6,000,000	\$ -	\$ -	\$ -	\$ 6,000,000
			\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000,000</b>
Notes:							



**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** 18" SSC Water Main Replacement

**Department:** Water Distribution

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,000,000

**Description:**

Replace aging 18" SSC Water Main serving Industrial/Commercial along I-44 and Burk Burnett. This is the main trunk main that feeds from the City's north pressure plane to Burk Burnett, along with several industrial customers along I-44. Due to age, and number of previous repairs, this line is in need of replacement.



**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

Funding Source:	
Water/Sewer	\$ 3,000,000
Other	\$ -
<b>Total</b>	<b>\$ 3,000,000</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ 3,000,000
Land	\$ -
Other	\$ -
<b>Total</b>	<b>\$ 3,000,000</b>

Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
Replace Water Main		-	600,000	600,000	600,000	600,000	600,000	\$ 3,000,000
			-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 600,000</b>	<b>\$ 3,000,000</b>				

Notes:	Replace a section of 18" SSC water main with 20" PVC each year from Reilly Rd to 8600 I-44 over 5 years.
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Sanitary Sewer Line Replacement

**Department:** Wastewater Collection

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ 1,540,000	\$1,790,000	\$ 1,790,000	\$ 1,790,000	\$ 1,790,000	\$ 1,790,000	\$10,490,000

Annual sewer line replacements. Each year a portion of the 550 mile sewer collections system is budgeted for repair. In order to keep up with aging infrastructure, and increasing costs for pipe and labor, this figure should be adjusted every few years to keep up with rising costs.

**Project Schedule:**

Design: Ongoing  
Bid: Ongoing  
Construction: Ongoing

Funding Source:	Estimated Project Cost:
Water/Sewer	Design \$ -
Other	Construction \$ 10,490,000
	Land \$ -
	Other \$ -
<b>Total</b>	<b>Total \$ 10,490,000</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Sewer Line Replacement	1,500,000	1,710,000	1,710,000	1,710,000	1,710,000	1,710,000	\$ 10,050,000
Emergency Repairs	40,000	40,000	40,000	40,000	40,000	40,000	\$ 240,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 1,540,000</b>	<b>\$ 1,750,000</b>	<b>\$ 10,290,000</b>				

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project: Sewage Pump Station Rehabilitation**

**Department: Wastewater Treatment/Public Works**

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 750,000	\$ 3,750,000

**Description:**

Current plans are rehabilitating 3 lift stations per year. This would put the complete system on a 20-year cycle. The wastewater is very corrosive to the materials used in lift station construction, and more often than not, lift stations have to be replaced instead of repaired.



**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
Water/Sewer	\$ 4,482,500	Design	\$ -
Other	\$ -	Construction	\$ 4,482,500
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 4,482,500</b>	<b>Total</b>	<b>\$ 4,482,500</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Lift Station Rehab	400,000	750,000	750,000	750,000	750,000	750,000	\$ 4,150,000
Pump Impeller Replacements	12,000	-	-	-	-	-	\$ 12,000
Blower Bearing Replacements	52,500	-	-	-	-	-	\$ 52,500
Painting Project	18,000	-	-	-	-	-	\$ 18,000
Lift Station Odor Control	250,000	-	-	-	-	-	\$ 250,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ 732,500</b>	<b>\$ 750,000</b>	<b>\$ 4,482,500</b>				

<b>Notes:</b>	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Micro Filtration Elements

**Department:** Water Purification

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ 330,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 2,080,000

**Description:**

The RO elements need to be replaced approximately every 7 years. This may vary some, due to feed water quality. The membranes degrade over time, and replacement is required.

**Project Schedule:**

Design: Ongoing  
Bid: Ongoing  
Construction: Ongoing

Funding Source:	
Water/Sewer	\$ 2,080,000
Other	\$ -
<b>Total</b>	<b>\$ 2,080,000</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ 2,080,000
Land	\$ -
Other	\$ -
<b>Total</b>	<b>\$ 2,080,000</b>

Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
MicroFiltration Elements		330,000	350,000	350,000	350,000	350,000	350,000	\$ 2,080,000
			-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
<b>Total</b>		<b>\$ 330,000</b>	<b>\$ 350,000</b>	<b>\$ 2,080,000</b>				

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Reverse Osmosis Elements

**Department:** Water Purification

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ 230,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,480,000

**Description:**

The RO elements need to be replaced approximately every 7 years. This may vary some, due to feed water quality. The membranes degrade over time, and replacement is required.



**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 1,480,000	Design	\$ -
Other	\$ -	Construction	\$ 1,480,000
<b>Total</b>	<b>\$ 1,480,000</b>	Land	\$ -
		Other	\$ -
		<b>Total</b>	<b>\$ 1,480,000</b>

Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
RO Elements		230,000	250,000	250,000	250,000	250,000	250,000	\$ 1,480,000
			-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
<b>Total</b>		<b>\$ 230,000</b>	<b>\$ 250,000</b>	<b>\$ 1,480,000</b>				

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Large Valve Replacement Program

**Department:** Water Distribution

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000

**Description:**

Annual large valve replacement program. Each year, we replace several large valves in the water distribution system that are broken or inoperable. These valves are typically on large transmission mains, and when these large valves are broken, it can cause a large area to be without water during a repair on that water main.



**Project Schedule:**

Design: Ongoing  
Bid: Ongoing  
Construction: Ongoing

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 1,200,000	Design	\$ -
Other	\$ -	Construction	\$ 1,200,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 1,200,000</b>	<b>Total</b>	<b>\$ 1,200,000</b>

Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
Annual Valve Program		200,000	200,000	200,000	200,000	200,000	200,000	\$ 1,200,000
			-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
<b>Total</b>		<b>\$ 200,000</b>	<b>\$ 1,200,000</b>					

Notes:	
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**City of Wichita Falls, Texas**  
**Water and Sewer Fund Capital Improvements**  
**FY 2025 - 2029**

**Project:** Construction of New Water Distribution Facility

**Department:** Water Distribution

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000	\$ 20,000,000

**Description:**

The new construction is proposed to be located at the Cypress Water Treatment Plant in the lot shared with the Kell West Elevated Storage. This new complex will replace the current Water Distribution facility that is over 100 years old and is in need of major repair and renovation. Additionally, the current facility located at 801 Jacksboro Hwy has no room for further growth and has exceeded its useful life expectancy.

**Project Schedule:**

Design: 2029  
 Bid: 2029  
 Construction: 2029

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 20,000,000	Design	\$ -
Other	\$ -	Construction	\$ 20,000,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 20,000,000</b>	<b>Total</b>	<b>\$ 20,000,000</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Construction of Facility	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000	\$ 20,000,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 20,000,000</b>	<b>\$ 20,000,000</b>				

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project: Cypress 61 Plant Rehabilitation**

**Department: Water Purification**

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 1,500,000	\$ 15,000,000	\$ -	\$ -	\$ 16,500,000

**Description:**

The Cypress 1961 Plant is currently inoperable and needs to be rehabbed to bring online. Rehab would include new slide gates for raw water feed, new flocculators, resurfacing the basin floors and walls, repairing and repainting the scrapers, replacing the settled water launders, replacing the filter surface wash, replacing filter influent and effluent valving, replacing filter controls and adding SCADA feedback, repairing/replacing finished water piping.



**Project Schedule:**

Design: 2026

Bid: 2026

Construction: 2027

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 16,500,000	Design	\$ 1,500,000
Other	\$ -	Construction	\$ 15,000,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 16,500,000</b>	<b>Total</b>	<b>\$ 16,500,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Construction	\$ -	\$ -		\$ 15,000,000	\$ -	\$ -	\$ 15,000,000
Design			\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 15,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,500,000</b>

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Jasper Treatment Plant Rehab

**Department:** Water Purification

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ -	\$ -	\$ 300,000	\$ 14,500,000	\$ -	\$ 14,800,000

**Description:**

A new pump station is required to use the full range of the ground storage at Jasper Water Treatment Plant. Updating pumps will require a new pump station due to current electrical codes and space requirements inside the current high service pump station. This would also allow operators to pump the full capacity of the plant.



**Project Schedule:**

Design: 2027

Bid: 2027

Construction: 2028

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
Water/Sewer	\$ 14,800,000	Design	\$ 300,000
Other	\$ -	Construction	\$ 14,500,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 14,800,000</b>	<b>Total</b>	<b>\$ 14,800,000</b>

<b>Project Listing</b>		<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Design		\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ 300,000
Construction						\$ 14,500,000		\$ 14,500,000
								\$ -
								\$ -
								\$ -
								\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 14,500,000</b>	<b>\$ -</b>	<b>\$ 14,800,000</b>

<b>Notes:</b>	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** North Beverly Ground Storage Tank Replacement      **Department:** Water Purification

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ -	\$ 100,000	\$ 1,900,000	\$ -	\$ 2,000,000

**Description:**

The current ground storage tanks are in need of repairs, and due to the amount of water used in the North Pressure Plane, the current size needs to be upgraded.

**Project Schedule:**

Design: 2027  
Bid: 2027  
Construction: 2028

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 2,000,000	Design	\$ 100,000
Other	\$ -	Construction	\$ 1,900,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 2,000,000</b>	<b>Total</b>	<b>\$ 2,000,000</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Design	-	-		100,000	-	-	\$ 100,000
GST Construction		-		-	1,900,000	-	\$ 1,900,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>
Notes:							



**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Motors and Pumps

**Department:** Water Purification

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 596,000	\$ -	\$ -	\$ -	\$ -	\$ 596,000

**Description:**

Several large pumps and motors at the River Road Resource Recovery treatment plant are in need of replacement due to age. These pumps and motors are critical to operation of the plant and lift stations.

**Project Schedule:**

Design: N/A  
Bid: N/A  
Construction: N/A

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 596,000	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 596,000
<b>Total</b>	<b>\$ 596,000</b>	<b>Total</b>	<b>\$ 596,000</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Return Activated Sludge Motors	-	392,000	-	-	-	-	\$ 392,000
Lagoon Pump Rehab		76,000	-	-	-	-	\$ 76,000
Sludge Pump Stators	-	26,000	-	-	-	-	\$ 26,000
Flygt Pump	-	53,000	-	-	-	-	\$ 53,000
Trailer Mounted Pump	-	49,000	-	-	-	-	\$ 49,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 596,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 596,000</b>

Notes:	
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**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** New Lake Kickapoo Pump Station

**Department:** Water Source

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 150,000	\$ 1,500,000	\$ -	\$ -	\$ 1,650,000

**Description:**

Lake Kickapoo pump station was constructed in 1945 and is in need of replacement.

**Project Schedule:**

Design: 2026  
Bid: 2026  
Construction: 2027

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 1,650,000	Design	\$ 150,000
Other	\$ -	Construction	\$ 1,500,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 1,650,000</b>	<b>Total</b>	<b>\$ 1,650,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Design	-	-	150,000	-	-	-	\$ 150,000
Construction		-	-	1,500,000	-	-	\$ 1,500,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 1,500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,650,000</b>
Notes:							





**City of Wichita Falls, Texas  
Water and Sewer Fund Capital Improvements  
FY 2025 - 2029**

**Project:** Other Equipment & Ancillary Items

**Department:** Water and Sewer

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 611,800	\$ 585,000	\$ 65,000	\$ 70,000	\$ -	\$ 1,331,800

**Description:**


**Project Schedule:**

Design: N/A

Bid: N/A

Construction: N/A

Funding Source:	Estimated Project Cost:
Water/Sewer	Design \$ -
Other	Construction \$ -
	Land \$ -
	Other \$ 1,331,800
<b>Total</b>	<b>Total \$ 1,331,800</b>

**Estimated Project Cost:**

Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 1,331,800
<b>Total</b>	<b>Total \$ 1,331,800</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Refurbish Belt Press	-	350,000	-	-	-	-	\$ 350,000
Replace Belt Press Accessories	-	83,000	-	-	-	-	\$ 83,000
RO Train Conductivity Controllers	-	49,000	-	-	-	-	\$ 49,000
Gas Detectors w/Docking Stations	-	36,800	-	-	-	-	\$ 36,800
SMART FLOW Sensor System	-	33,000	-	-	-	-	\$ 33,000
SO2 Crane Rail Replacement	-	30,000	-	-	-	-	\$ 30,000
Lime Pinch Valve Actuators	-	28,000	-	-	-	-	\$ 28,000
Drafter Computer	-	2,000	-	-	-	-	\$ 2,000
JetVac Recycle Unit	-	-	585,000	-	-	-	\$ 585,000
Mini-Excavator	-	-	-	65,000	-	-	\$ 65,000
Dump Truck	-	-	-	-	70,000	-	\$ 70,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 611,800</b>	<b>\$ 585,000</b>	<b>\$ 65,000</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ 1,331,800</b>

Notes:	
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**City of Wichita Falls, Texas**  
**Water and Sewer Fund Capital Improvements**  
**FY 2025 - 2029**

**Project:** Study & Installation of SCADA System

**Department:** Wastewater Treatment

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 50,000	\$ 1,550,000	\$ -	\$ -	\$ 1,600,000

**Description:**

Current communications are obsolete, and spare parts are no longer being manufactured. This will also allow SCADA to get more feedback and control of each station.

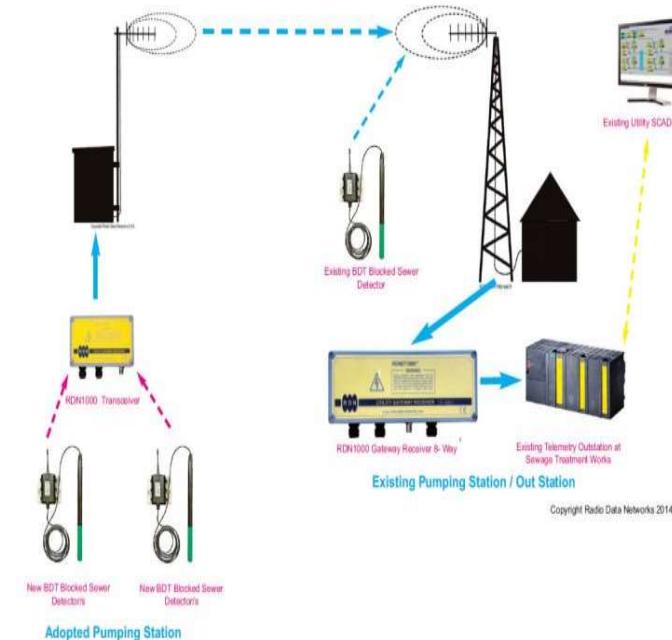
**Project Schedule:**

Design: 2026  
 Bid: 2026  
 Construction: 2027

Funding Source:		Estimated Project Cost:	
Water/Sewer	\$ 1,600,000	Design	\$ -
Other	\$ -	Construction	\$ -
<b>Total</b>	<b>\$ 1,600,000</b>	<b>Land</b>	<b>\$ -</b>
		<b>Other</b>	<b>\$ 1,600,000</b>
		<b>Total</b>	<b>\$ 1,600,000</b>

Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
SCADA System		\$ -	\$ -	50,000	1,550,000	\$ -	\$ -	\$ 1,600,000
<b>Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 1,550,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,600,000</b>

Notes:	
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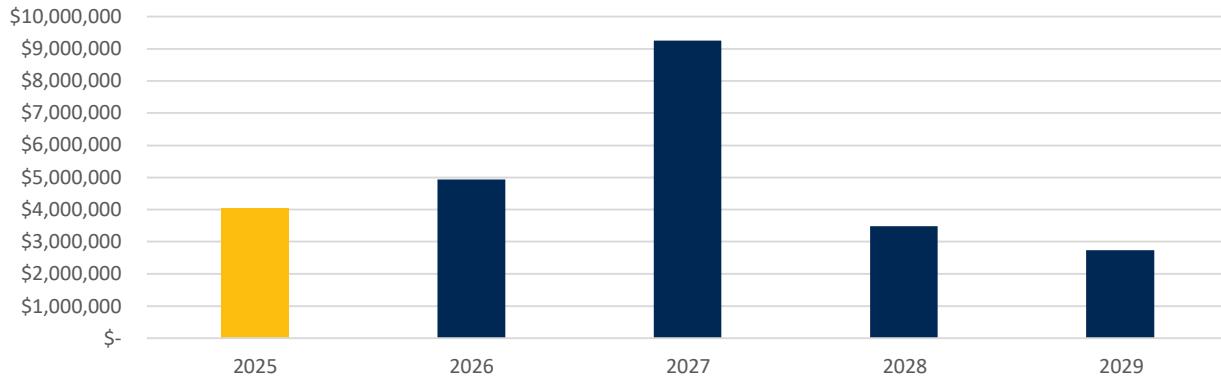




**City of Wichita Falls, Texas  
Sanitation Fund Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Collection Vehicles	\$ 2,238,979	\$ 2,205,677	\$ 2,315,961	\$ 2,431,759	\$ 2,553,347	<b>\$ 11,745,723</b>
Transfer Station Facilities	385,000	50,000	52,500	55,125	187,881	<b>730,506</b>
Landfill Vehicles & Equipment	1,413,348	895,000	-	1,000,000	-	<b>3,308,348</b>
Landfill Active Gas Collection	-	300,000	5,400,000	-	-	<b>5,700,000</b>
Landfill Liner Construction	-	1,486,500	1,486,500	-	-	<b>2,973,000</b>
<b>Total</b>	<b>\$ 4,037,327</b>	<b>\$ 4,937,177</b>	<b>\$ 9,254,961</b>	<b>\$ 3,486,884</b>	<b>\$ 2,741,228</b>	<b>\$ 24,457,577</b>
<b>Source of Funds:</b>						
Sanitation Operating Funds	\$ 4,037,327	\$ 8,530,000	\$ 2,750,000	\$ 4,665,000	\$ 3,280,000	<b>\$ 23,262,327</b>
<b>Total</b>	<b>\$ 4,037,327</b>	<b>\$ 8,530,000</b>	<b>\$ 2,750,000</b>	<b>\$ 4,665,000</b>	<b>\$ 3,280,000</b>	<b>\$ 23,262,327</b>

**5 Year Expenditure Trend**





**City of Wichita Falls, Texas  
Sanitation Capital Improvements  
FY 2025 - 2029**

**Project:** Collection Equipment & Vehicle Replacements

**Department:** Sanitation

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 2,238,979	\$ 2,205,677	\$ 2,315,961	\$ 2,431,759	\$ 2,553,347	\$ 11,745,723

**Description:**

The replacement cycle for collection vehicles has been determined to be three Automated Sideloads (ASL) curbside service vehicles, one Alley Sideload and one Commercial Front Load (FEL). Other equipment and vehicles are determined based on age and industry standards.



**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing



<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
		Design	\$ -
Sanitation	\$ 11,745,724	Construction	\$ -
Other	\$ -	Land	\$ -
<b>Total</b>	<b>\$ 11,745,724</b>	<b>Other</b>	<b>\$ 11,745,724</b>
		<b>Total</b>	<b>\$ 11,745,724</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Automated Sideload Trucks (3)		1,313,871	1,379,565	1,448,543	1,520,970	1,597,018	\$ 7,259,967
Alley Sideload Trucks		343,190	360,350	378,367	397,285	417,150	\$ 1,896,341
Commercial Front End Loader		443,584	465,763	489,051	513,504	539,179	\$ 2,451,082
Container Carrier		113,334	-	-	-	-	\$ 113,334
Roll Off Trailer	-	25,000	-	-	-	-	\$ 25,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,238,979</b>	<b>\$ 2,205,677</b>	<b>\$ 2,315,961</b>	<b>\$ 2,431,759</b>	<b>\$ 2,553,347</b>	<b>\$ 11,745,724</b>

Notes:	
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**City of Wichita Falls, Texas  
Sanitation Capital Improvements  
FY 2025 - 2029**

**Project:** Transfer Station Facility Maintenance

**Department:** Sanitation

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 385,000	\$ 50,000	\$ 52,500	\$ 55,125	\$ 187,881	\$ 730,506

**Description:**

The Transfer Station walls are moving causing serious spalling along the joints. The City Engineering Division coordinated with Shinpaugh Engineering to determine proper structural repair options.



**Project Schedule:**

Design: 2024  
Bid: 2024  
Construction: 2025

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
Sanitation	\$ 730,506	Design	\$ -
Other	\$ -	Construction	\$ 730,506
<b>Total</b>	<b>\$ 730,506</b>	Land	\$ -
		Other	\$ -
		<b>Total</b>	<b>\$ 730,506</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Structural Repair of TS Walls	-	385,000	-	-	-	-	\$ 385,000
Access Road Maintenance	-	-	50,000	52,500	55,125	57,881	\$ 215,506
Scale Replacements	-	-	-	-	-	130,000	\$ 130,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 385,000</b>	<b>\$ 50,000</b>	<b>\$ 52,500</b>	<b>\$ 55,125</b>	<b>\$ 187,881</b>	<b>\$ 730,506</b>

<b>Notes:</b>	
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**City of Wichita Falls, Texas  
Sanitation Capital Improvements  
FY 2025 - 2029**

**Project:** Landfill Equipment & Vehicles Replacements

**Department:** Sanitation

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 1,413,348	\$ 895,000	\$ -	\$ 1,000,000	\$ -	\$ 3,308,348

**Description:**

The Landfill has multiple types of vehicles and equipment necessary to operate and maintain a Type I landfill and composting facility per TCEQ rules and regulations. Replacements are scheduled based on age and industry standards. The Grinder is essential in the composting process to shred organic material, large-diameter wood, such as tree trunks, and brushy debris. The compost program is a vital part to the diversion of organics from the landfill, otherwise it would break down to biogas containing methane that harm the environment. Composting has also allowed the wastewater sludge to be diverted from the landfill, continuing to save money in the water treatment process, disposal process and increasing the life of the landfill. Most importantly, by diverting the wastewater sludge and other organics, the landfill will be able to operate for many more years.



**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
Sanitation	\$ 3,308,348	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 3,308,348
<b>Total</b>	<b>\$ 3,308,348</b>	<b>Total</b>	<b>\$ 3,308,348</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Horizontal Grinder Unit		1,370,408	-	-	-	-	\$ 1,370,408
Scraper (Unit 1059)	-	-	895,000	-	-	-	\$ 895,000
Replace D-9 Dozer	-	-	-	-	1,000,000	-	\$ 1,000,000
Windscreens	-	42,940	-	-	-	-	\$ 42,940
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,413,348</b>	<b>\$ 895,000</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 3,308,348</b>

Notes:	
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**City of Wichita Falls, Texas  
Sanitation Capital Improvements  
FY 2025 - 2029**

**Project:** Landfill Active Gas Collection

**Department:** Sanitation

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 300,000	\$ 4,000,000	\$ -	\$ -	\$ 4,300,000

**Description:**

The Biden Administration adopted the EPA regulations reducing Emmision Guidelines (EG) from 50 to 34mg Non-Methane Organic Chemicals (NMOC). The current landfill projection will exceed 34 mg/yr in November 2024 which will trigger the need to install an active gas collection system within 30 months of exceedence (May 2027). Consulting engineers have projected that the cost to install the initial portion of the gas system will now be \$5,700,000. Prices on everything from materials to installation have been on the rise over the last 2-3 years. That cost includes design, flare purchase and installation, well drilling, piping installation, and CQA/survey.



**Project Schedule:**

Design: 2025  
Bid: 2025  
Construction: 2026

Funding Source:		Estimated Project Cost:	
Sanitation	\$ 4,300,000	Design	\$ 300,000
Other	\$ -	Construction	\$ 4,000,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 4,300,000</b>	<b>Total</b>	<b>\$ 4,300,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Landfill Gas Collection Design	-	-	300,000	-	-	-	\$ 300,000
Landfill Gas Collection			-	5,400,000	-	-	\$ 5,400,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 5,400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,700,000</b>

Notes:	
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**City of Wichita Falls, Texas  
Sanitation Capital Improvements  
FY 2025 - 2029**

**Project:** Landfill Liner Construction

**Department:** Sanitation

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 1,486,500	\$ 1,486,500	\$ -	\$ -	\$ 2,973,000

**Description:**

Periodically we need to construct a new cell for waste disposal. This requires constructing a composite plastic/clay liner to protect the environment from the leachate generated by the trash. Timing on cell construction is based on annual trash volumes that we collect each year. The liner must be designed and permitted in advance of construction. When the cells are designed and constructed, 2 to 3 cells will need to be completed at the same time because of the elevation in which trash may be buried now. Therefore, total construction of new cells and closure of used cells is expected to cost approximately \$8.8M which may be needed as early as 2030.



**Project Schedule:**

Design: TBD

Bid: TBD

Construction: TBD

Funding Source:		Estimated Project Cost:	
Sanitation	\$ 2,973,000	Design	\$ 2,973,000
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 2,973,000</b>	<b>Total</b>	<b>\$ 2,973,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Liner Construction Escrow	\$ -	\$ -	\$ 1,486,500	\$ 1,486,500	\$ -	\$ -	\$ 2,973,000
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,486,500</b>	<b>\$ 1,486,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,973,000</b>

Notes:	
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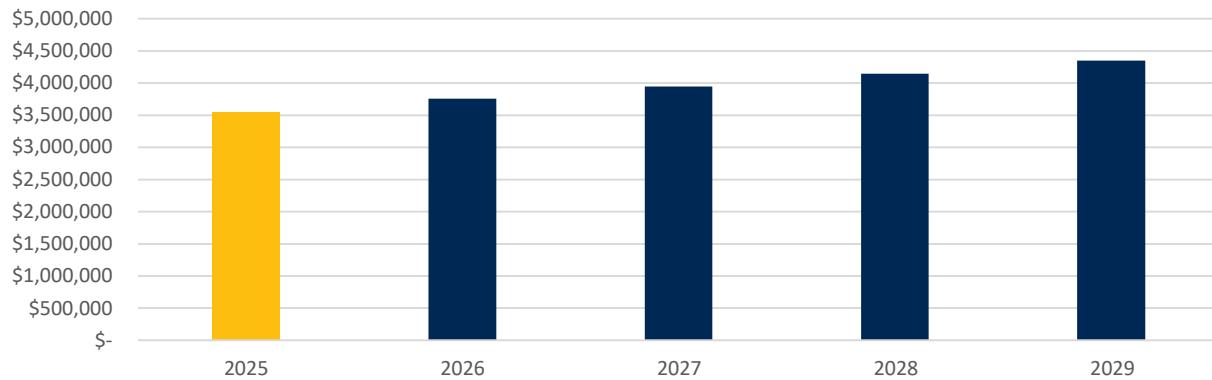


**City of Wichita Falls, Texas  
Streets Capital Improvements  
FY 2025 - 2029**

The City has over 540 miles of roadway to be maintained. The City conducted a Street Assessment of all the roadways on a 4-year rotation. The life expectancy for most of the street surfaces in this city is about 15 to 20 years. The assessment recommends at least \$7M in funding per year to maintain the current overall City Pavement Condition Index; however, the City has been funding with the General Fund and supplemented the rehabilitation project with 2017 Street Bond funds for two years. The funding is used for maintenance and reconstruction of existing streets. The streets are chosen based upon the PCI, traffic counts and maintenance issues. It is estimated that every \$300,000 will complete approximately 1 mile of street. The general operating funds would renovate approximately 40 miles over the five year period.

Projected Financial Plan						
	2025	2026	2027	2028	2029	Total
<b>Project Cost:</b>						
Streets Rehab Costs	\$ 3,245,360	\$ 3,441,500	\$ 3,613,575	\$ 3,794,254	\$ 3,983,966	\$ 18,078,655
Alley Rehabilitation	300,000	315,000	330,000	350,000	365,000	1,660,000
<b>Total</b>	<b>\$ 3,545,360</b>	<b>\$ 3,756,500</b>	<b>\$ 3,943,575</b>	<b>\$ 4,144,254</b>	<b>\$ 4,348,966</b>	<b>\$ 19,738,655</b>
<b>Source of Funds:</b>						
General Operating Funds	\$ 2,445,360	\$ 2,601,500	\$ 2,731,575	\$ 2,868,154	\$ 3,011,561	\$ 13,658,150
Sanitation Operating Funds	1,100,000	1,155,000	1,212,000	1,276,100	1,337,405	6,080,505
<b>Total</b>	<b>\$ 3,545,360</b>	<b>\$ 3,756,500</b>	<b>\$ 3,943,575</b>	<b>\$ 4,144,254</b>	<b>\$ 4,348,966</b>	<b>\$ 19,738,655</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas  
Streets Capital Improvements  
FY 2025 - 2029**

**Project:** Street Rehabilitation Project

**Department:** Street Maintenance

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 3,245,360	\$ 3,441,500	\$ 3,613,575	\$ 3,794,254	\$ 3,983,966	\$ 18,078,655

**Description:**

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

**Funding Source:**

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
General Fund	\$ 13,658,150	Design	\$ -
Sanitation	\$ 4,420,505	Construction	\$ 18,078,655
<b>Total</b>	<b>\$ 18,078,655</b>	Land	\$ -
		Other	\$ -
		<b>Total</b>	<b>\$ 18,078,655</b>

**Estimated Project Cost:**

Design	\$ -
Construction	\$ 18,078,655
Land	\$ -
Other	\$ -
<b>Total</b>	<b>\$ 18,078,655</b>

**Project Listing**

	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Street Rehabilitation - GF	-	2,280,000	2,394,000	2,513,700	2,639,385	2,771,354	\$ 12,598,439
Street Rehabilitation - Sanitation	-	800,000	840,000	882,000	926,100	972,405	\$ 4,420,505
Lake Arrowhead Road Rehab	-	15,360	30,000	31,500	33,075	34,729	\$ 144,664
Street Crack Seal Maintenance	-	100,000	105,000	110,250	115,763	121,551	\$ 552,563
Street Assessment	-	50,000	52,500	55,125	57,881	60,775	\$ 276,282
Cemetery Road Rehab	-	-	20,000	21,000	22,050	23,153	\$ 86,203
Street Lighting	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,245,360</b>	<b>\$ 3,441,500</b>	<b>\$ 3,613,575</b>	<b>\$ 3,794,254</b>	<b>\$ 3,983,966</b>	<b>\$ 18,078,655</b>

**Notes:**





**City of Wichita Falls, Texas  
Streets Facility Capital Improvements  
FY 2025 - 2029**

**Project:** Alley Maintenance

**Department:** Engineering

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 300,000	\$ 315,000	\$ 330,000	\$ 350,000	\$ 365,000	\$ 1,660,000

**Description:**

Annual Program to improve the condition of alleys used in the refuse collection system. The City maintains over 77 miles of alleys for the refuse collection system.

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

**Funding Source:**

Sanitation \$ 1,660,000

Other \$ -

**Total** \$ 1,660,000

**Estimated Project Cost:**

Design \$ -

Construction \$ 1,660,000

Land \$ -

Other \$ -

**Total** \$ 1,660,000



**Project Listing**

	Prior Year	2025	2026	2027	2028	2029	Total
Annual Alley Rehabilitation		300,000	315,000	330,000	350,000	365,000	\$ 1,660,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 315,000</b>	<b>\$ 330,000</b>	<b>\$ 350,000</b>	<b>\$ 365,000</b>	<b>\$ 1,660,000</b>

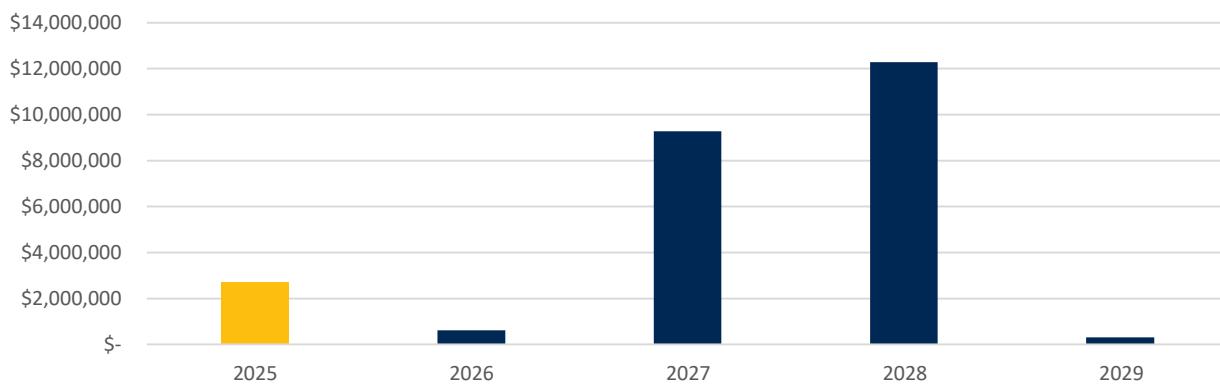
Notes:



**City of Wichita Falls, Texas  
Library, Parks and Recreation Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Circle Trail	\$ -	\$ -	\$ 7,000,000	\$ 6,000,000	\$ -	\$ 13,000,000
Library Improvements	450,000	-	-	-	-	\$ 450,000
Lake Wichita	-	-	2,000,000	500,000	-	\$ 2,500,000
Parks	145,000	260,000	280,000	290,000	300,000	\$ 1,275,000
Recreation Center	20,000	-	-	5,500,000	-	\$ 5,520,000
Riverside Cemetery	-	350,000	-	-	-	\$ 350,000
Sports Complex	2,100,000	-	-	-	-	\$ 2,100,000
<b>Total</b>	<b>\$ 2,715,000</b>	<b>\$ 610,000</b>	<b>\$ 9,280,000</b>	<b>\$ 12,290,000</b>	<b>\$ 300,000</b>	<b>\$ 25,195,000</b>
<b>Source of Funds:</b>						
General Operating Funds	\$ 2,715,000	\$ 610,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 4,195,000
4B Funds	-	-	-	3,300,000	-	\$ 3,300,000
Undetermined	-	-	9,000,000	8,700,000	-	\$ 17,700,000
<b>Total</b>	<b>\$ 2,715,000</b>	<b>\$ 610,000</b>	<b>\$ 9,280,000</b>	<b>\$ 12,290,000</b>	<b>\$ 300,000</b>	<b>\$ 25,195,000</b>

**5 Year Expenditure Trend**





**City of Wichita Falls, Texas**  
**Library, Parks and Recreation Capital Improvements**  
**FY 2025 - 2029**

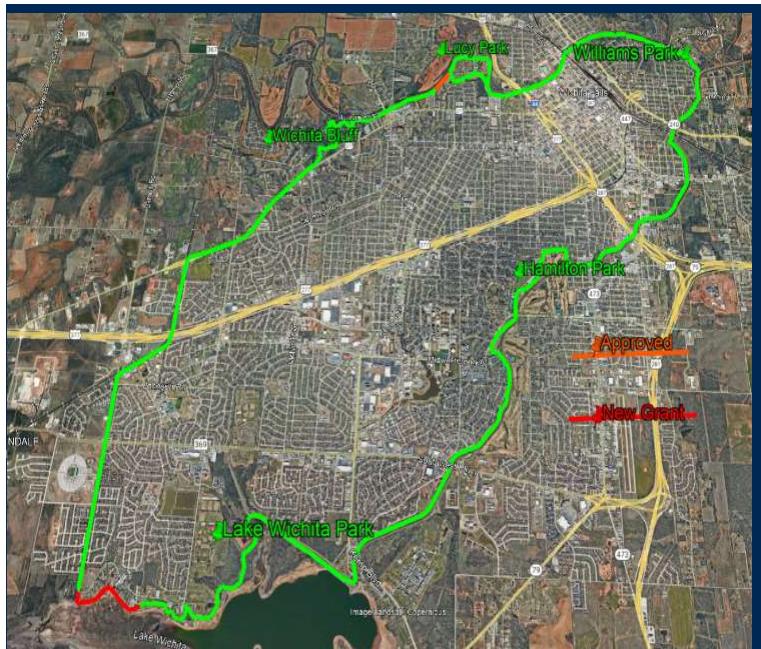
Project: Circle Trail

Department: Parks

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 5,160,000	\$ -	\$ 7,000,000	\$ 6,000,000	\$ -	\$ 18,160,000

**Description:**

(This section is currently empty.)



**Project Schedule:**

Design:	2024
Bid:	2024
Construction:	2025

Funding Source:		Estimated Project Cost:	
Undetermined	\$ 13,000,000	Design	\$ -
Grant Funds	\$ 5,160,000	Construction	\$ 18,160,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 18,160,000</b>	<b>Total</b>	<b>\$ 18,160,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Lucy Park to Camp Fire *	-	\$ 5,160,000	-	-	-	-	\$ 5,160,000
Spurs	-	-	-	\$ 7,000,000	\$ 6,000,000	-	\$ 13,000,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 5,160,000</b>	<b>\$ -</b>	<b>\$ 7,000,000</b>	<b>\$ 6,000,000</b>	<b>\$ -</b>	<b>\$ 18,160,000</b>

Notes: \* Grant Funded



**City of Wichita Falls, Texas**  
**Library, Parks and Recreation Capital Improvements**  
**FY 2025 - 2029**

**Project:** Public Library Improvements

**Department:** Library

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000

**Description:**

**Project Schedule:**

Design: 2024

Bid: 2024

Construction: 2025

Funding Source:	
General Fund	\$ 450,000
Other	\$ -
<b>Total</b>	<b>\$ 450,000</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 450,000
<b>Total</b>	<b>\$ 450,000</b>

Project Listing		Prior Year	2025	2026	2027	2028	2029	Total
Replace Carpet Throughout		-	\$ 450,000	-	-	-	-	\$ 450,000
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
		-	-	-	-	-	-	\$ -
<b>Total</b>		<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 450,000</b>



Notes:



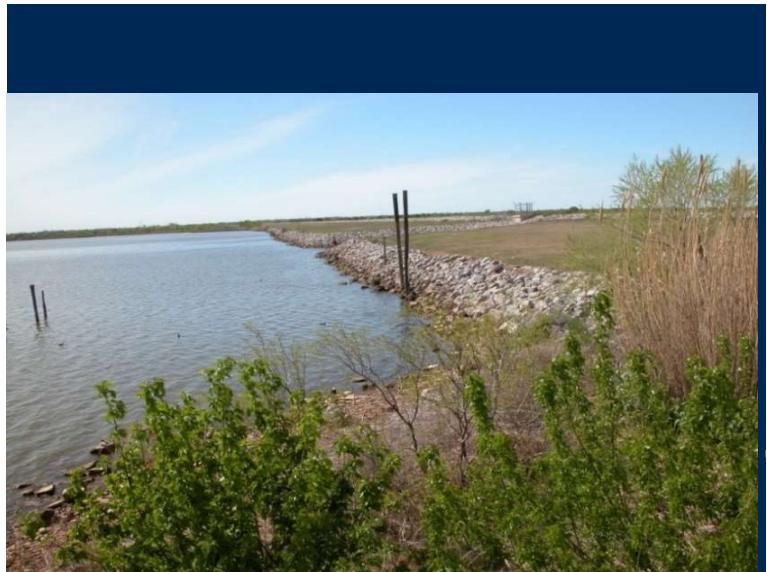
**City of Wichita Falls, Texas  
Library, Parks and Recreation Capital Improvements  
FY 2025 - 2029**

**Project:** Lake Wichita Land Acquisition Near Boat Ramp

**Department:** Parks

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ -	\$ 2,000,000	\$ 500,000	\$ -	\$ 2,500,000

**Description:**



**Project Schedule:**

Design: 2026

Bid: 2026

Construction: 2026

Funding Source:	
Undetermined	\$ 2,500,000
Other	\$ -
<b>Total</b>	<b>\$ 2,500,000</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ 2,500,000
Land	\$ -
Other	\$ -
<b>Total</b>	<b>\$ 2,500,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Lake Bottom excavation	-	-		2,000,000	-	-	\$ 2,000,000
Pavilion	-	-	-	-	500,000	-	\$ 500,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,000,000</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>

Notes:



**City of Wichita Falls, Texas  
Library, Parks and Recreation Capital Improvements  
FY 2025 - 2029**

**Project:** General City Park Improvements

**Department:** Parks

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 145,000	\$ 260,000	\$ 280,000	\$ 290,000	\$ 300,000	\$ 1,275,000

**Description:**

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
General Fund	\$ 1,275,000	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 1,275,000
<b>Total</b>	<b>\$ 1,275,000</b>	<b>Total</b>	<b>\$ 1,275,000</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
City-Wide Park Improvements	-	-	200,000	215,000	220,000	225,000	\$ 860,000
Playground Replacements	-	-	60,000	65,000	70,000	75,000	\$ 270,000
Equipment - Tree Chipper	-	145,000	-	-	-	-	\$ 145,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 145,000</b>	<b>\$ 260,000</b>	<b>\$ 280,000</b>	<b>\$ 290,000</b>	<b>\$ 300,000</b>	<b>\$ 1,275,000</b>



Notes:



**City of Wichita Falls, Texas**  
**Library, Parks and Recreation Capital Improvements**  
**FY 2025 - 2029**

Project: Community Recreation Center

Department: Recreation

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 20,000	\$ -	\$ -	\$ 5,500,000	\$ -	\$ 5,520,000

**Description:**

(This section is empty)

**Project Schedule:**

Design: 2028

Bid: 2028

Construction: 2028

Funding Source:	Estimated Project Cost:
General Fund \$ 20,000	Design \$ -
4B \$ 3,300,000	Construction \$ 5,500,000
Undetermined \$ 2,200,000	Land \$ -
<b>Total</b> \$ 5,520,000	Other \$ 20,000
	<b>Total</b> \$ 5,520,000

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Recreation Center	-	-	-	-	5,500,000	-	\$ 5,500,000
Scoreboard Replacements	-	20,000	-	-	-	-	\$ 20,000
<b>Total</b>	\$ -	\$ 20,000	\$ -	\$ -	\$ 5,500,000	\$ -	\$ 5,520,000

Notes:





**City of Wichita Falls, Texas**  
**Library, Parks and Recreation Capital Improvements**  
**FY 2025 - 2029**

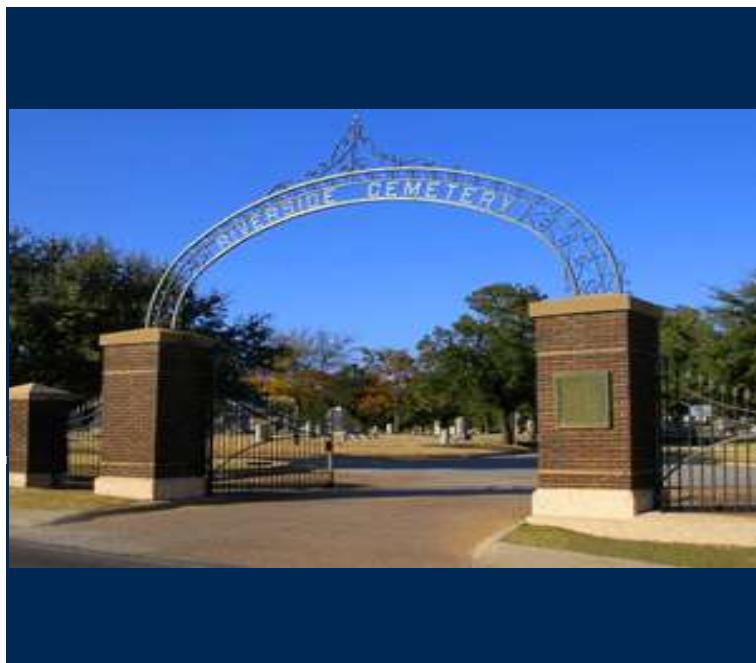
**Project:** Riverside Cemetery Expansion

**Department:** Parks

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000

**Description:**

(This section is currently empty.)



**Project Schedule:**

Design: 2026

Bid: 2026

Construction: 2026

Funding Source:		Estimated Project Cost:	
General Fund	\$ 350,000	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 350,000
<b>Total</b>	<b>\$ 350,000</b>	<b>Total</b>	<b>\$ 350,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Cemetery Expansion	-	-	350,000	-	-	-	\$ 350,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>

Notes:



**City of Wichita Falls, Texas**  
**Library, Parks and Recreation Capital Improvements**  
**FY 2025 - 2029**

**Project:** Sports Complex Artificial Turf

**Department:** Recreation

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 2,100,000	\$ -	\$ -	\$ -	\$ 2,100,000

**Description:**

(This field is currently empty)



**Project Schedule:**

Design: 2025

Bid: 2025

Construction: 2025

Funding Source:	
General Capital	\$ 2,100,000
Other	\$ -
<b>Total</b>	<b>\$ 2,100,000</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ 2,100,000
Land	\$ -
Other	\$ -
<b>Total</b>	<b>\$ 2,100,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Complex Artificial Turf *	-	\$ 2,100,000	-	-	-	-	\$ 2,100,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,100,000</b>

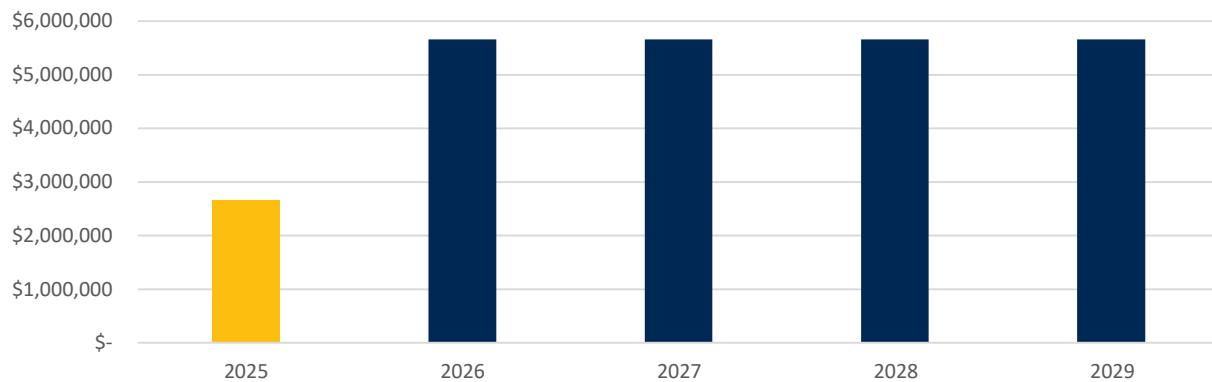
Notes: \* Total Project estimated at \$4,200,000 and is expected to be partially funded by 4B



**City of Wichita Falls, Texas  
Fleet Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
City Wide Fleet	\$ 2,312,297	\$ 5,390,045	\$ 5,390,045	\$ 5,390,045	\$ 5,390,045	\$ 23,872,477
Fleet Facilities	345,220	272,000	272,000	272,000	272,000	1,433,220
<b>Total</b>	<b>\$ 2,657,517</b>	<b>\$ 5,662,045</b>	<b>\$ 5,662,045</b>	<b>\$ 5,662,045</b>	<b>\$ 5,662,045</b>	<b>\$ 25,305,697</b>
<b>Source of Funds:</b>						
General Operating Fund	\$ 2,657,517	\$ 3,662,045	\$ 5,662,045	\$ 5,662,045	\$ 5,662,045	\$ 23,305,697
<b>Total</b>	<b>\$ 2,657,517</b>	<b>\$ 3,662,045</b>	<b>\$ 5,662,045</b>	<b>\$ 5,662,045</b>	<b>\$ 5,662,045</b>	<b>\$ 23,305,697</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas  
Fleet Capital Improvements  
FY 2025 - 2029**

**Project: Fleet Capital Replacement**

**Department: Central Services**

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 2,312,297	\$ 5,390,045	\$ 5,390,045	\$ 5,390,045	\$ 5,390,045	\$ 23,872,477

**Description:**


**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

Funding Source:	
General Fund	\$ 23,872,477
Other	\$ -
<b>Total</b>	<b>\$ 23,872,477</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 23,872,477
<b>Total</b>	<b>\$ 23,872,477</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
General City Fleet	-	2,312,297	5,390,045	5,390,045	5,390,045	5,390,045	\$ 23,872,477
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,312,297</b>	<b>\$ 5,390,045</b>	<b>\$ 5,390,045</b>	<b>\$ 5,390,045</b>	<b>\$ 5,390,045</b>	<b>\$ 23,872,477</b>

Notes:





**City of Wichita Falls, Texas  
Fleet Facility Capital Improvements  
FY 2025 - 2029**

**Project:** Fleet Facility Maintenance

**Department:** Central Services

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 345,220	\$ 272,000	\$ 272,000	\$ 272,000	\$ 272,000	\$ 1,433,220

**Description:**

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
General Fund	\$ 1,433,220	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 1,433,220
<b>Total</b>	<b>\$ 1,433,220</b>	<b>Total</b>	<b>\$ 1,433,220</b>



<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Central Services Remodel		250,000	250,000	250,000	250,000	250,000	\$ 1,250,000
Overhead Door Replacement		20,450	22,000	22,000	22,000	22,000	\$ 108,450
Hand Held Cut Off Saw		7,920	-	-	-	-	\$ 7,920
Automotive A/C Recovery Equip.		7,800	-	-	-	-	\$ 7,800
Portable Pressure Washer		6,500	-	-	-	-	\$ 6,500
Replace Heaters		9,000	-	-	-	-	\$ 9,000
Automotive Lift Replacement		25,000	-	-	-	-	\$ 25,000
Tamps		11,550	-	-	-	-	\$ 11,550
Air Compressor		7,000	-	-	-	-	\$ 7,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 345,220</b>	<b>\$ 272,000</b>	<b>\$ 272,000</b>	<b>\$ 272,000</b>	<b>\$ 272,000</b>	<b>\$ 1,433,220</b>

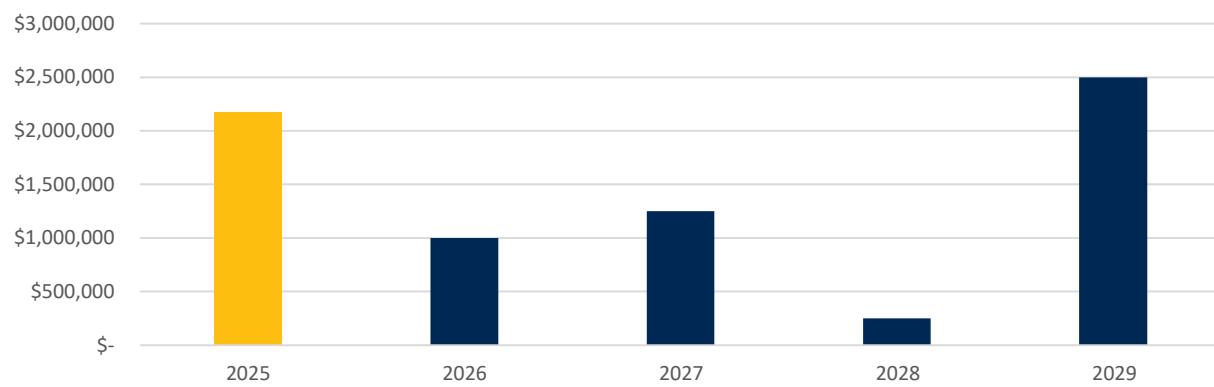
<b>Notes:</b>	
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**City of Wichita Falls, Texas  
Stormwater Drainage Capital Improvements  
FY 2025 - 2029**

Projected Financial Plan						
	2025	2026	2027	2028	2029	Total
<b>Project Cost:</b>						
Stormwater Improvement Projects	\$ 2,173,911	\$ 1,000,000	\$ 1,251,089	\$ 250,000	\$ 2,500,000	\$ 7,175,000
<b>Total</b>	<b>\$ 2,173,911</b>	<b>\$ 1,000,000</b>	<b>\$ 1,251,089</b>	<b>\$ 250,000</b>	<b>\$ 2,500,000</b>	<b>\$ 7,175,000</b>
<b>Source of Funds:</b>						
Stormwater Operating Funds	\$ 2,173,911	\$ 1,000,000	\$ 1,251,089	\$ 250,000	\$ 2,500,000	\$ 7,175,000
<b>Total</b>	<b>\$ 2,173,911</b>	<b>\$ 1,000,000</b>	<b>\$ 1,251,089</b>	<b>\$ 250,000</b>	<b>\$ 2,500,000</b>	<b>\$ 7,175,000</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas  
Stormwater Drainage Capital Improvements  
FY 2025 - 2029**

**Project:** Stormwater Improvement Projects

**Department:** Storm Water Engineering

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 2,173,911	\$ 1,000,000	\$ 1,251,089	\$ 250,000	\$ 2,500,000	\$ 7,175,000

**Description:**

Project Schedule:	
Design:	2025
Bid:	2025
Construction:	2025

Funding Source:		Estimated Project Cost:	
Stormwater	\$ 7,175,000	Design	\$ 850,000
Other	\$ -	Construction	\$ 6,325,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 7,175,000</b>	<b>Total</b>	<b>\$ 7,175,000</b>



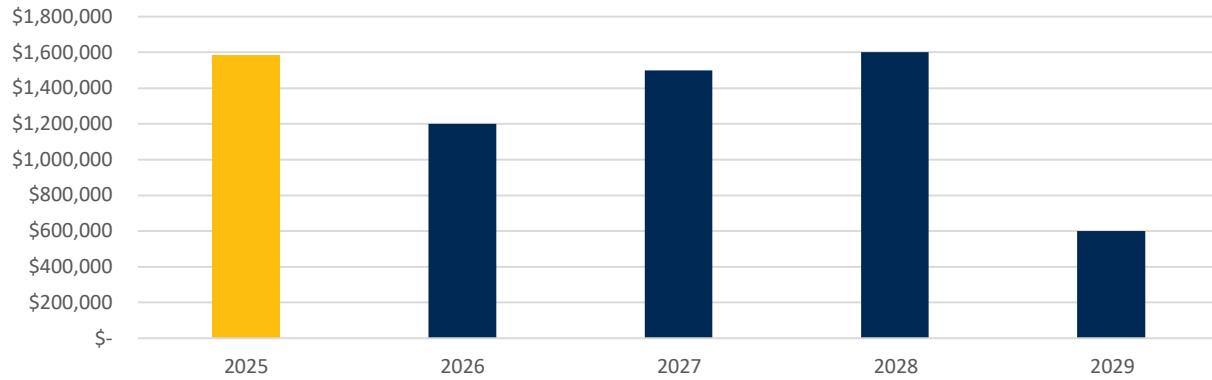
Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Quail Creek Phase 3 (Design)		600,000		-	-	-	\$ 600,000
Quail Creek Phase 3 (Construction)	-	1,573,911	1,000,000	926,089		-	\$ 3,500,000
Replace Holiday Creek Excavator	-	-		325,000	-	-	\$ 325,000
Rhea Road (Design)	-	-			250,000	-	\$ 250,000
Rhea Road (Construction)	-	-	-	-		2,500,000	\$ 2,500,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,173,911</b>	<b>\$ 1,000,000</b>	<b>\$ 1,251,089</b>	<b>\$ 250,000</b>	<b>\$ 2,500,000</b>	<b>\$ 7,175,000</b>



**City of Wichita Falls, Texas  
Stormwater Drainage Capital Improvements  
FY 2025 - 2029**

Projected Financial Plan						
	2025	2026	2027	2028	2029	Total
<b>Project Cost:</b>						
Venue Improvements	\$ 1,583,000	\$ 1,200,000	\$ 1,500,000	\$ 1,600,000	\$ 600,000	\$ 6,483,000
<b>Total</b>	<b>\$ 1,583,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,600,000</b>	<b>\$ 600,000</b>	<b>\$ 6,483,000</b>
<b>Source of Funds:</b>						
Venue Tax and Hotel/Motel Tax	\$ 1,583,000	\$ 1,200,000	\$ 1,500,000	\$ 1,600,000	\$ 600,000	\$ 6,483,000
<b>Total</b>	<b>\$ 1,583,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,600,000</b>	<b>\$ 600,000</b>	<b>\$ 6,483,000</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas**  
**Multi-Purpose Event Center Capital Improvements**  
**FY 2025 - 2029**

**Project:** **Venue Improvements**

**Department:** **MPEC**

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 1,583,000	\$ 1,200,000	\$ 1,500,000	\$ 1,600,000	\$ 600,000	\$ 6,483,000

**Description:**

The public restrooms inside KYC are original to the facility. Work has been done in-house to paint and restain the floors, but the countertops, sinks, toilets and partitions all need an update. The J.S. Bridwell lighting is also original to the building. While we've been able to update one hallway on the arena side with LED lighting, the remainder of the building needs completed. This will save costs long term to install all LED lighting. Last, most facilities that we compete against for events are climate controlled. To continue to attract new and returning ag events, climate control would be a selling point for the facility.



**Project Schedule:**

Design: 2025

Bid: 2025

Construction: 2025

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
Hotel/Motel	\$ 6,483,000	Design	\$ -
Other	\$ -	Construction	\$ 6,483,000
		Land	\$ -
		Other	\$ -
<b>Total</b>	<b>\$ 6,483,000</b>	<b>Total</b>	<b>\$ 6,483,000</b>

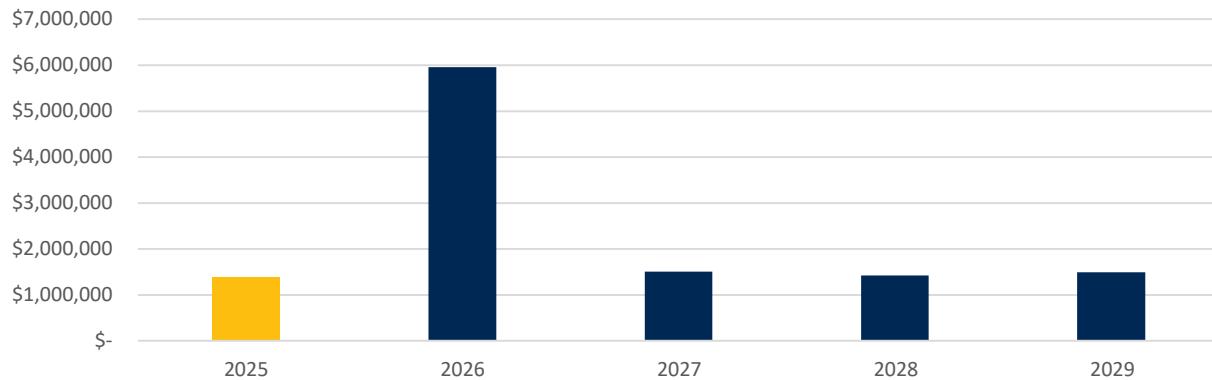
<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Memorial Auditorium							
Rigging	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Stage Curtains		200,000					\$ 200,000
Audio		300,000					\$ 300,000
Fire Protection above Stage		60,000					\$ 60,000
Lighting (includes repairs)		500,000					\$ 500,000
MPEC		123,000				600,000	\$ 723,000
Kay Yeager Coliseum			150,000				\$ 150,000
Ray Clymer Exhibit Hall			1,000,000				\$ 1,000,000
JS Bridwell Ag Center			50,000	1,500,000	1,600,000		\$ 3,150,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,583,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,500,000</b>	<b>\$ 1,600,000</b>	<b>\$ 600,000</b>	<b>\$ 6,483,000</b>



**City of Wichita Falls, Texas  
Transit Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Transit Fleet	\$ 1,230,000	\$ 1,331,500	\$ 1,406,075	\$ 1,423,879	\$ 1,495,073	\$ 6,886,527
Transit Facilities	150,000	4,625,000	100,000	-	-	4,875,000
<b>Total</b>	<b>\$ 1,380,000</b>	<b>\$ 5,956,500</b>	<b>\$ 1,506,075</b>	<b>\$ 1,423,879</b>	<b>\$ 1,495,073</b>	<b>\$ 11,761,527</b>
<b>Source of Funds:</b>						
FTA Grant Funds	\$ 1,380,000	\$ 5,956,500	\$ 1,506,075	\$ 1,423,879	\$ 1,495,073	\$ 11,761,527
<b>Total</b>	<b>\$ 1,380,000</b>	<b>\$ 5,956,500</b>	<b>\$ 1,506,075</b>	<b>\$ 1,423,879</b>	<b>\$ 1,495,073</b>	<b>\$ 11,761,527</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas  
Transit (Fleet) Capital Improvements  
FY 2025 - 2029**

**Project:** Transit Fleet

**Department:** Public Transportation

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 1,230,000	\$ 1,331,500	\$ 1,406,075	\$ 1,423,879	\$ 1,495,073	\$ 6,886,527

**Description:**

**Project Schedule:**

Design: Ongoing  
Bid: Ongoing  
Construction: Ongoing

Funding Source:		Estimated Project Cost:	
FTA Grant	\$ 6,886,526	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 6,886,526
<b>Total</b>	<b>\$ 6,886,526</b>	<b>Total</b>	<b>\$ 6,886,526</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Bus Replacement (4)	-	1,230,000	1,291,500	1,356,075	1,423,879	1,495,073	\$ 6,796,526
Transit Vehicle Replacement	-	-	40,000	-	-	-	\$ 40,000
Transit Van Replacement	-	-	-	50,000	-	-	\$ 50,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,230,000</b>	<b>\$ 1,331,500</b>	<b>\$ 1,406,075</b>	<b>\$ 1,423,879</b>	<b>\$ 1,495,073</b>	<b>\$ 6,886,526</b>

Notes:



**City of Wichita Falls, Texas  
Transit (Facilities) Capital Improvements  
FY 2025 - 2029**

**Project:** Transit Facilities

**Department:** Public Transportation

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 150,000	\$ 4,625,000	\$ 100,000	\$ -	\$ -	\$ 4,875,000

**Description:**

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**Project Schedule:**

Design: 2026  
Bid: 2026  
Construction: 2026

Funding Source:	Estimated Project Cost:
FTA Grant \$ 4,875,000	Design \$ -
Other \$ -	Construction \$ -
	Land \$ -
	Other \$ 4,875,000
<b>Total</b> \$ 4,875,000	<b>Total</b> \$ 4,875,000

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Bus Shelter Project	-	150,000	125,000	100,000	-	-	\$ 375,000
Central Transfer Plaza	-	-	4,500,000	-	-	-	\$ 4,500,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ 4,625,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,875,000</b>



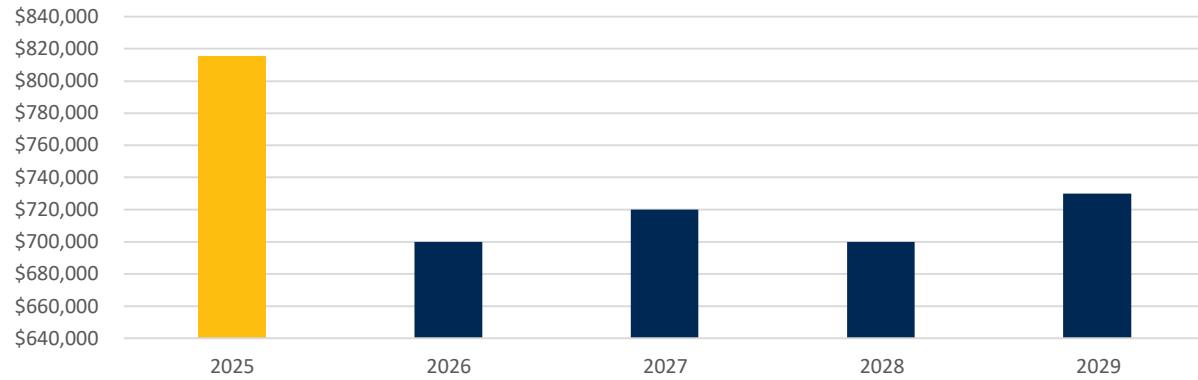
Notes:



**City of Wichita Falls, Texas  
Traffic System Capital Improvements  
FY 2025 - 2029**

Projected Financial Plan						
	2025	2026	2027	2028	2029	Total
<b>Project Cost:</b>						
Traffic System Components	\$ 815,528	\$ 700,000	\$ 720,000	\$ 700,000	\$ 730,000	\$ 3,665,528
<b>Total</b>	<b>\$ 815,528</b>	<b>\$ 700,000</b>	<b>\$ 720,000</b>	<b>\$ 700,000</b>	<b>\$ 730,000</b>	<b>\$ 3,665,528</b>
<b>Source of Funds:</b>						
General Operating Funds	\$ 815,528	\$ 700,000	\$ 720,000	\$ 700,000	\$ 730,000	\$ 3,665,528
<b>Total</b>	<b>\$ 815,528</b>	<b>\$ 700,000</b>	<b>\$ 720,000</b>	<b>\$ 700,000</b>	<b>\$ 730,000</b>	<b>\$ 3,665,528</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas  
Traffic System Capital Improvements  
FY 2025 - 2029**

Project: **Traffic System Components**

Department: **Traffic**

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 815,528	\$ 700,000	\$ 720,000	\$ 700,000	\$ 730,000	\$ 3,665,528

**Description:**

--

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>		<b>Estimated Project Cost:</b>	
General Fund	\$ 3,665,528	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
		Other	\$ 3,665,528
<b>Total</b>	<b>\$ 3,665,528</b>	<b>Total</b>	<b>\$ 3,665,528</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Traffic Sign Replacements	-	152,184	155,000	155,000	155,000	155,000	\$ 772,184
Street Lights	-	219,864	220,000	220,000	220,000	220,000	\$ 1,099,864
Traffic Control Cabinets	-	58,800	65,000	65,000	65,000	65,000	\$ 318,800
Traffic Signal Controls	-	84,040	85,000	85,000	85,000	85,000	\$ 424,040
Traffic Signal Replacements	-	282,890	175,000	175,000	175,000	175,000	\$ 982,890
Warning Sirens	-	17,750	-	20,000	-	30,000	\$ 67,750
<b>Total</b>	<b>\$ -</b>	<b>\$ 815,528</b>	<b>\$ 700,000</b>	<b>\$ 720,000</b>	<b>\$ 700,000</b>	<b>\$ 730,000</b>	<b>\$ 3,665,528</b>



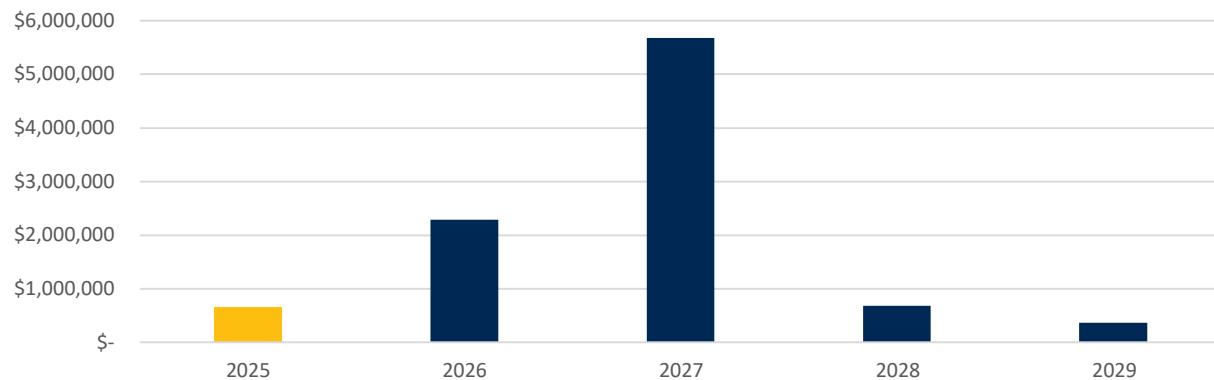
Notes:



**City of Wichita Falls, Texas  
Traffic System Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Network Infrastructure	\$ 353,154	\$ 365,154	\$ 5,365,154	\$ 365,154	\$ 365,154	\$ 6,813,770
Applications	\$ 311,855	\$ 1,921,854	\$ 311,854	\$ 311,854	\$ -	\$ 2,857,417
<b>Total</b>	<b>\$ 665,009</b>	<b>\$ 2,287,008</b>	<b>\$ 5,677,008</b>	<b>\$ 677,008</b>	<b>\$ 365,154</b>	<b>\$ 9,671,187</b>
<b>Source of Funds:</b>						
General Operating Funds	\$ 665,009	\$ 2,287,008	\$ 677,008	\$ 677,008	\$ 365,154	\$ 4,671,187
Undetermined Funds	\$ -	\$ -	\$ 5,000,000	\$ -	\$ -	\$ 5,000,000
<b>Total</b>	<b>\$ 665,009</b>	<b>\$ 2,287,008</b>	<b>\$ 5,677,008</b>	<b>\$ 677,008</b>	<b>\$ 365,154</b>	<b>\$ 9,671,187</b>

**5 Year Expenditure Trend**





**City of Wichita Falls, Texas  
Information Technology Capital Improvements  
FY 2025 - 2029**

**Project:** Network Infrastructure Replacement

**Department:** Information Systems

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 353,154	\$ 365,154	\$ 5,365,154	\$ 365,154	\$ 365,154	\$ 6,813,770

**Description:**

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

Funding Source:	
General Fund	\$ 1,813,770
Undetermined	\$ 5,000,000
<b>Total</b>	<b>\$ 6,813,770</b>

Estimated Project Cost:	
Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 6,813,770
<b>Total</b>	<b>\$ 6,813,770</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Annual Network Infrastructure	-	170,077	170,077	170,077	170,077	170,077	\$ 850,385
Annual Server Replacement	-	145,077	145,077	145,077	145,077	145,077	\$ 725,385
Network Security Assessment	-	30,000	30,000	30,000	30,000	30,000	\$ 150,000
Radio Tower	-		20,000	20,000	20,000	20,000	\$ 80,000
PS Master 5 Microwave Links	-	-	-	5,000,000	-	-	\$ 5,000,000
Other Equipment	-	8,000	-	-	-	-	\$ 8,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 353,154</b>	<b>\$ 365,154</b>	<b>\$ 5,365,154</b>	<b>\$ 365,154</b>	<b>\$ 365,154</b>	<b>\$ 6,813,770</b>

Notes:



**City of Wichita Falls, Texas  
Information Technology Capital Improvements  
FY 2025 - 2029**

Project: System Applications

Department: Traffic

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 311,854	\$ 1,921,854	\$ 311,854	\$ 311,854	\$ -	\$ 2,857,416

**Description:**

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

Funding Source:		Estimated Project Cost:	
General Fund	\$ 2,857,416	Design	\$ -
Other	\$ -	Construction	\$ -
		Land	\$ -
<b>Total</b>	<b>\$ 2,857,416</b>	<b>Other</b>	<b>\$ 2,857,416</b>
		<b>Total</b>	<b>\$ 2,857,416</b>



Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Records Management System	\$ -	\$ -	\$ 650,000	\$ -	\$ -	\$ -	\$ 650,000
CAD/Mobile	\$ -	\$ -	\$ 960,000	\$ -	\$ -	\$ -	\$ 960,000
Axon (Year 2 Pymt)	\$ -	\$ 311,854	\$ 311,854	\$ 311,854	\$ 311,854	\$ -	\$ 1,247,416
<b>Total</b>	<b>\$ -</b>	<b>\$ 311,854</b>	<b>\$ 1,921,854</b>	<b>\$ 311,854</b>	<b>\$ 311,854</b>	<b>\$ -</b>	<b>\$ 2,857,416</b>

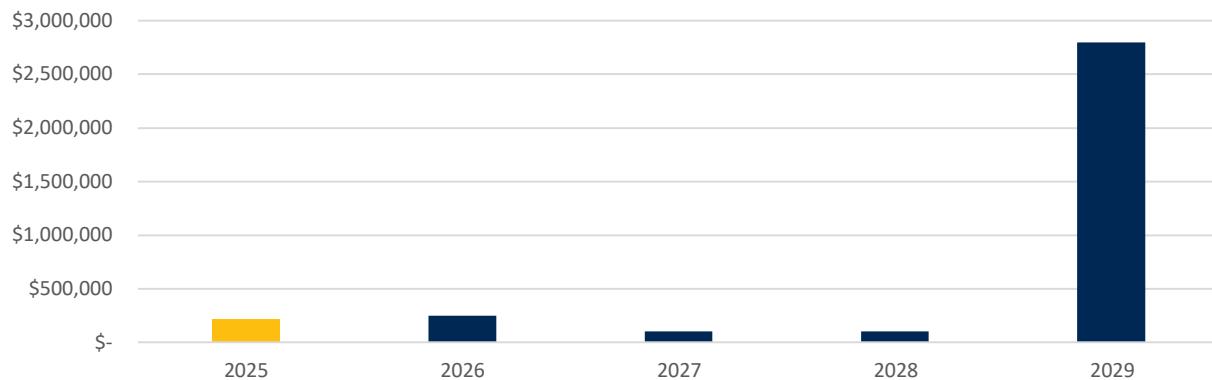
Notes:



**City of Wichita Falls, Texas  
Buildings and General Facility Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Annual Building Maintenance	-	250,000	100,000	100,000	100,000	<b>\$ 550,000</b>
Health Department	-	-	-	-	-	2,698,824
Municipal Court	215,000	-	-	-	-	<b>\$ 215,000</b>
<b>Total</b>	<b>\$ 215,000</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 2,798,824</b>	<b>\$ 765,000</b>
<b>Source of Funds:</b>						
General Operating Funds	\$ 215,000	\$ 250,000	\$ -	\$ -	\$ 2,698,824	<b>\$ 3,163,824</b>
<b>Total</b>	<b>\$ 215,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,698,824</b>	<b>\$ 3,163,824</b>

**5 Year Expenditure Trend**





**City of Wichita Falls, Texas  
Buildings and General Facility Capital Improvements  
FY 2025 - 2029**

**Project:** Annual City-Wide Building Maintenance

**Department:** Building Maintenance

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 250,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 550,000

**Description:**

--

**Project Schedule:**

Design: 2026

Bid: 2026

Construction: 2026

Funding Source:	Estimated Project Cost:
General Fund \$ 550,000	Design \$ -
Other \$ -	Construction \$ -
<b>Total \$ 550,000</b>	<b>Land \$ -</b>
	<b>Other \$ 550,000</b>
	<b>Total \$ 550,000</b>

**Estimated Project Cost:**

Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 550,000

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Auditorium Stair Tread Replace	-	-	250,000	-	-	-	\$ 250,000
Miscellaneous Maintenance	-	-	-	100,000	100,000	100,000	\$ 300,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 550,000</b>



Notes:



**City of Wichita Falls, Texas  
Buildings and General Facility Capital Improvements  
FY 2025 - 2029**

**Project:** Health Department Remodel

**Department:** Building Maintenance

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,698,824	\$ 2,698,824

**Description:**

The Health District was constructed in 1969, and opened to the public in 1970. There were two additions to the building – WIC in 1985, and the Clinical Services addition in 2007. The original building flooded on December 25, 2022, with water covering approximately 23,000 square feet. There were issues with the building prior to the flood, such as flooding when there were dental operatories where immunizations is now located, but the flood and recovery subsequently exacerbated many of the issues. The flooring, walls and ceiling grid all need to be replaced. This must include asbestos abatement. It is imperative to fix these components within the building to maintain the health and safety of staff and customers.



**Project Schedule:**

Design: 2029

Bid: 2029

Construction: 2029

**Funding Source:**

Undetermined	\$ 2,698,824
Other	\$ -
<b>Total</b>	<b>\$ 2,698,824</b>

**Estimated Project Cost:**

Design	\$ -
Construction	\$ 2,698,824
Land	\$ -
Other	\$ -
<b>Total</b>	<b>\$ 2,698,824</b>

**Project Listing**

	Prior Year	2025	2026	2027	2028	2029	Total
Health Department Remodel	-	-	-	-	-	\$ 2,698,824	\$ 2,698,824
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,698,824</b>	<b>\$ 2,698,824</b>				

Notes:



**City of Wichita Falls, Texas  
Buildings and General Facility Capital Improvements  
FY 2025 - 2029**

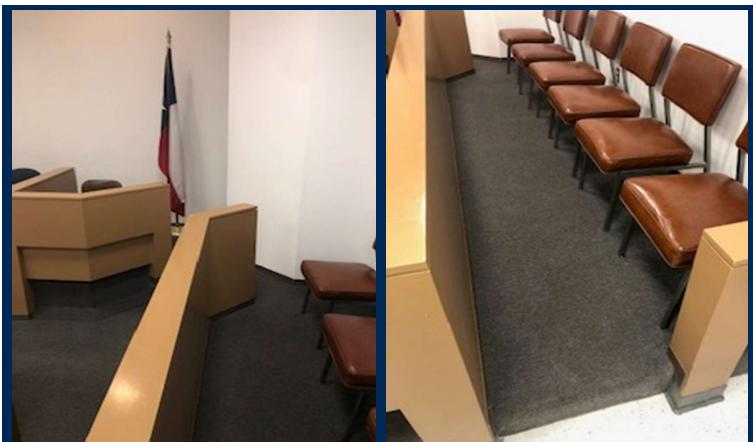
**Project: Municipal Court Renovation**

**Department: Building Maintenance**

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ 215,000

**Description:**

Courtroom facility remodel. Remove outdated raised platform for Jurors and witnesses . widen passageways from courtroom to Jury room to accommodate handicap individuals. Replace and adjust courtroom bench seating to allow for safe passage between rows and more comfortable seating for public who may be in lengthy sessions in court settings.



**Project Schedule:**

Design: 2025

Bid: 2025

Construction: 2025

Funding Source:		Estimated Project Cost:	
General Capital	\$ 215,000	Design	\$ -
Other	\$ -	Construction	\$ 215,000
<b>Total</b>	<b>\$ 215,000</b>	Land	\$ -
		Other	\$ -
		<b>Total</b>	<b>\$ 215,000</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Municipal Court Renovation	-	215,000	-	-	-	-	\$ 215,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 215,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 215,000</b>

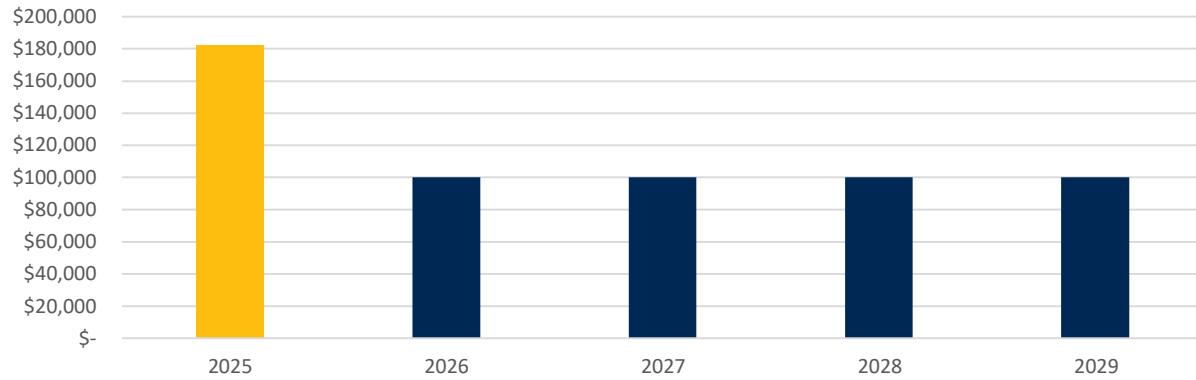
Notes:



City of Wichita Falls, Texas  
Castaway Cove Water Park Capital Improvements  
FY 2025 - 2029

Projected Financial Plan						
	2025	2026	2027	2028	2029	Total
<b>Project Cost:</b>						
Water Park Improvements	182,115	100,000	100,000	100,000	100,000	\$ 582,115
<b>Total</b>	<b>\$ 182,115</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 582,115</b>
<b>Source of Funds:</b>						
Water Park Operating Funds	\$ 182,115	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 582,115
<b>Total</b>	<b>\$ 182,115</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 582,115</b>

5 Year Expenditure Trend





**City of Wichita Falls, Texas**  
**Castaway Cove Water Park Capital Improvements**  
**FY 2025 - 2029**

**Project:** Castaway Cove Water Park Improvements

**Department:** Parks/City Manager's Office

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 182,115	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 582,115

**Description:**

**Project Schedule:**

Design: Ongoing

Bid: Ongoing

Construction: Ongoing

<b>Funding Source:</b>	
Water Park Fund	\$ 582,115
Other	\$ -
<b>Total</b>	<b>\$ 582,115</b>

<b>Estimated Project Cost:</b>	
Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 582,115
<b>Total</b>	<b>\$ 582,115</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
New Water Slide Attraction	-	\$ 128,115	\$ -	\$ -	\$ -	\$ -	\$ 128,115
Water Park Improvements		\$ 54,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 454,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 182,115</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 582,115</b>



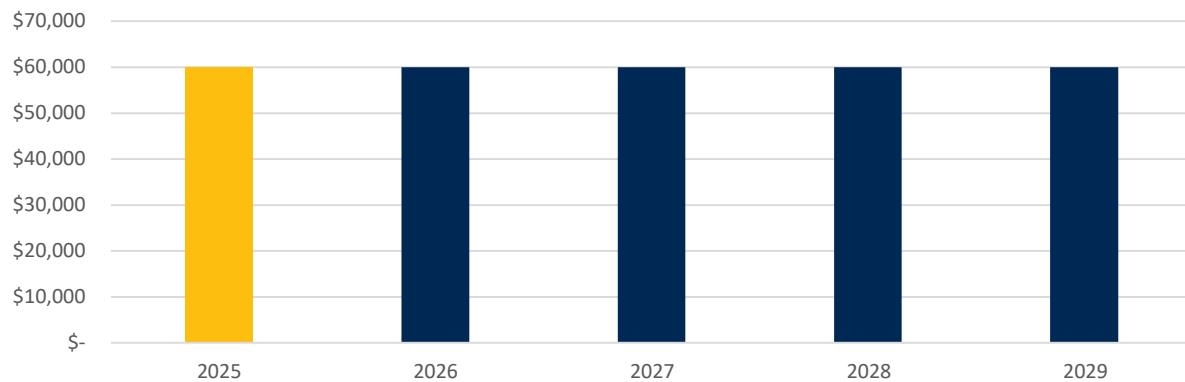
Notes:



**City of Wichita Falls, Texas  
Weeks Park Golf Course Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Range Lighting		60,000		-	-	\$ 60,000
Other Improvements	-		60,000	60,000	60,000	\$ 240,000
<b>Par</b>	<b>\$ 60,000</b>	<b>\$ 240,000</b>				
<b>Source of Funds:</b>						
Golf Course Operating Funds	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 300,000
<b>Total</b>	<b>\$ 60,000</b>	<b>\$ 300,000</b>				

**5 Year Expenditure Trend**





**City of Wichita Falls, Texas**  
**Weeks Park Golf Course Capital Improvements**  
**FY 2025 - 2029**

Project: **Golf Course Improvements**

Department: **Golf Course**

<b>Projected Financial Plan</b>						
<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

**Description:**

**Project Schedule:**

Design: 2025  
 Bid: 2025  
 Construction: 2025

<b>Funding Source:</b>	
Golf Fund	\$ 300,000
Other	\$ -
<b>Total</b>	<b>\$ 300,000</b>

<b>Estimated Project Cost:</b>	
Design	\$ -
Construction	\$ -
Land	\$ -
Other	\$ 300,000
<b>Total</b>	<b>\$ 300,000</b>

<b>Project Listing</b>	<b>Prior Year</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
Range Lighting	-	60,000	-	-	-	-	\$ 60,000
Other Improvements	-	-	60,000	60,000	60,000	60,000	\$ 240,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ 60,000</b>	<b>\$ 300,000</b>				



Notes:

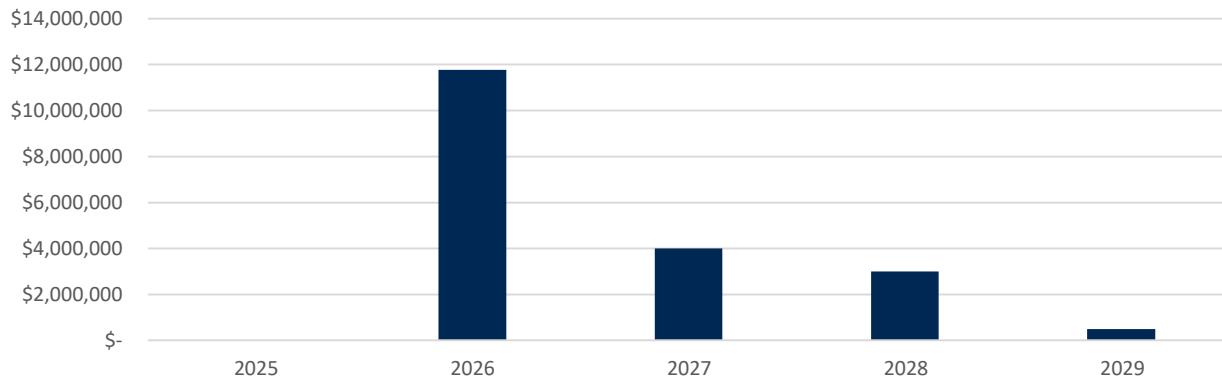


**City of Wichita Falls, Texas  
Library, Parks and Recreation Capital Improvements  
FY 2025 - 2029**

<b>Projected Financial Plan</b>						
	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>Total</b>
<b>Project Cost:</b>						
Kickapoo Airport	\$ -	\$ 1,250,000	\$ 1,000,000	\$ 500,000	\$ 2,750,000	
Regional Airport		- 10,525,000	3,000,000	3,000,000	-	\$ 16,525,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 11,775,000</b>	<b>\$ 4,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ 500,000</b>	<b>\$ 19,275,000</b>
<b>Source of Funds:</b>						
FAA Grant Funds **	\$ -	\$ 11,775,000	\$ 4,000,000	\$ 3,000,000	\$ 500,000	\$ 19,275,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 11,775,000</b>	<b>\$ 4,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ 500,000</b>	<b>\$ 19,275,000</b>

\*\* Airport Funds supported by FAA Grant Funds are not included in the Operating Budget but are allocated through Ordinance

5 Year Expenditure Trend





**City of Wichita Falls, Texas  
Buildings and General Facility Capital Improvements  
FY 2025 - 2029**

Project: **Regional Aviation**

Department: **Aviation - Wichita Falls Municipal Airport**

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 10,525,000	\$ 3,000,000	\$ 3,000,000	\$ -	\$ 16,525,000

**Description:**

**Project Schedule:**

Design: 2026  
Bid: 2026  
Construction: 2026

Funding Source:	Estimated Project Cost:
General Fund \$ -	Design \$ -
Other \$ -	Construction \$ -
	Land \$ -
	Other \$ -
<b>Total \$ -</b>	<b>Total \$ -</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Air Park Apron Design	-		525,000	-	-	-	\$ 525,000
Air Park Apron Build	-		10,000,000	-	-	-	\$ 10,000,000
50,000 sq ft MRO Hanger	-	-		3,000,000	-	-	\$ 3,000,000
Fuel Farm Relocation	-	-	-		3,000,000	-	\$ 3,000,000
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,525,000</b>	<b>\$ 3,000,000</b>	<b>\$ 3,000,000</b>	<b>\$ -</b>	<b>\$ 16,525,000</b>



Notes: \*\* Airport Funds supported by FAA Grant Funds are not included in the Operating Budget but are allocated through Ordinance



**City of Wichita Falls, Texas  
Buildings and General Facility Capital Improvements  
FY 2025 - 2029**

**Project:** Kickapoo Hangar Program

**Department:** Aviation - Wichita Falls Kickapoo Airport

Projected Financial Plan						
Prior Year	2025	2026	2027	2028	2029	Total
\$ -	\$ -	\$ 1,250,000	\$ 1,000,000	\$ -	\$ 500,000	\$ 2,750,000

**Description:**


Project Schedule:	
Design:	2026
Bid:	2026
Construction:	2026

Funding Source:	Estimated Project Cost:
General Fund \$ -	Design \$ -
Other \$ -	Construction \$ -
	Land \$ -
	Other \$ -
<b>Total \$ -</b>	<b>Total \$ -</b>

Project Listing	Prior Year	2025	2026	2027	2028	2029	Total
Hangar Reconstruction	-	-	1,250,000	1,000,000	-	500,000	\$ 2,750,000
	-	-	-	-	-	-	\$ -
	-	-	-	-	-	-	\$ -
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,250,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 2,750,000</b>



Notes: \*\* Airport Funds supported by FAA Grant Funds are not included in the Operating Budget but are allocated through Ordinance



## Personnel

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Mayor &amp; Council</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Councilor	6.00	6.00	6.00	-
Mayor	1.00	1.00	1.00	-
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

<u>City Manager</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant City Manager*	1.20	1.20	1.23	0.03
City Manager	1.00	1.00	1.00	-
Executive Secretary	1.00	1.00	1.00	-
<b>Total</b>	<b>3.20</b>	<b>3.20</b>	<b>3.23</b>	<b>0.03</b>

*\*Position listing improved to reflect assignments as appropriate*

<u>Human Resources</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant Director of Human Resources	-	-	1.00	1.00
Employee Benefits Specialist *	1.00	1.00	1.00	-
Human Resources Benefits Generalist *	1.00	1.00	1.00	-
Human Resource Generalist	2.00	2.00	2.00	-
Human Resources Director	1.00	1.00	1.00	-
Human Resources Supervisor	1.00	1.00	-	(1.00)
Risk Safety Specialist	2.00	2.00	2.00	-
Senior Admin Clerk	2.00	2.00	2.00	-
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	<b>-</b>

*\*Include positions allocated for Employee Benefit costs*

<u>MLK Center</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Clerk	1.00	1.00	1.00	-
Community Center Coordinator	1.00	1.00	1.00	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

<u>Library</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Librarian	7.00	7.00	6.00	(1.00)
Library Administrator	1.00	1.00	1.00	-
Library Assistant*	6.50	6.50	6.00	(0.50)
Lead Librarian	1.00	1.00	2.00	1.00
Customer Service Supervisor	1.00	1.00	1.00	-
Library Supervisor	1.00	1.00	1.00	-
<b>Total</b>	<b>17.50</b>	<b>17.50</b>	<b>17.00</b>	<b>(0.50)</b>

*\*Part-Time Assistant and Librarian combined to create Lead Librarian*

<u>Public Information</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	1.00	1.00	1.00	-
Community and Marketing Director	0.34	0.34	0.34	-
Media Producer	1.00	1.00	-	(1.00)
Public Information Officer	1.00	1.00	1.00	-
Social Media & Marketing Specialist	-	-	1.00	1.00
<b>Total</b>	<b>3.34</b>	<b>3.34</b>	<b>3.34</b>	<b>-</b>

## PERSONNEL BY JOB TITLE – GENERAL FUND

	FY 2023	FY 2024	FY 2025	Change PY
<b>Municipal Court</b>				
Assistant Court Administrator	-	-	1.00	1.00
Deputy City Marshall	2.00	3.00	3.00	-
Deputy Court Clerk	7.00	7.00	6.00	(1.00)
MCT Administrator/ Marshal	1.00	1.00	1.00	-
Municipal Court Judge	1.00	1.00	1.00	-
Municipal Court Warrant Officer	3.03	3.03	3.03	-
Senior Deputy Court Clerk	1.00	1.00	1.00	-
<b>Total</b>	<b>15.03</b>	<b>16.03</b>	<b>16.03</b>	-
<b>Building Maintenance</b>				
Administrative Clerk	1.00	-	-	-
Building Maintenance Worker	4.00	4.00	4.00	-
Custodian	19.60	20.60	20.60	-
Custodian Supervisor	2.00	2.00	2.00	-
Facility Manager	1.00	1.00	1.00	-
Lead Custodian	1.00	1.00	1.00	-
Senior Administrative Clerk	-	1.00	1.00	-
<b>Total</b>	<b>28.60</b>	<b>29.60</b>	<b>29.60</b>	-
<b>Health Administration</b>				
Administrative Clerk	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	-
Senior Administrative Clerk	-	1.00	1.00	-
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	-
<b>Nursing</b>				
Certified Medical Assistant	1.40	0.98	1.00	0.02
Health and Wellness Administrator	1.00	1.00	1.00	-
Health Clinic Aide	0.90	0.90	1.00	0.10
Lead Public Health Nurse	0.90	1.03	0.90	(0.13)
Lead Wellness Program Manager	1.00	-	-	-
Public Health Nurse	2.30	2.30	2.00	(0.30)
Public Health Specialist	0.30	0.30	0.40	0.10
Senior Admin Clerk	1.00	1.00	1.00	-
Wellness Program Administrator	-	1.00	1.00	-
<b>Total</b>	<b>8.80</b>	<b>8.51</b>	<b>8.30</b>	(0.21)

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

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Environmental Health</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Environmental Administrator	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	5.00	5.00	-
Senior Admin Clerk	1.00	1.00	1.00	-
Vector Control Coordinator	-	1.00	1.00	-
<b>Total</b>	<b>10.00</b>	<b>10.00</b>	<b>10.00</b>	-
<u>Animal Services</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Animal Care & Adoption Supervisor	1.00	1.00	1.00	-
Animal Care & Field Supervisor	1.00	1.00	1.00	-
Animal Care & Kennel Supervisor	1.00	1.00	1.00	-
Animal Care Officer	11.00	11.00	11.00	-
Animal Care Specialist	1.00	1.00	1.00	-
Animal Services Administrator	1.00	1.00	1.00	-
Animal Services Dispatcher	1.00	1.00	1.00	-
Senior Admin Clerk	2.00	2.00	2.00	-
<b>Total</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	-
<u>Laboratory</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Laboratory Technical Supervisor	1.00	1.00	1.00	-
Senior Admin Clerk	0.50	0.50	0.50	-
Senior Medical Laboratory Tech	1.00	1.00	1.00	-
<b>Total</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>	-
<u>Finance</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Accounting/Payroll Analyst*	0.80	0.80	1.00	0.20
Assistant Director of Finance	1.00	1.00	1.00	-
Buyer	1.00	1.00	1.00	-
CFO/Director of Finance	0.85	0.85	0.85	-
MPEC Comptroller	1.00	1.00	1.00	-
Purchasing Agent	1.00	1.00	1.00	-
Senior Accountant	2.50	2.50	2.50	-
Senior Admin Clerk*	1.80	1.80	2.00	0.20
Senior Budget Analyst	1.00	1.00	1.00	-
<b>Total</b>	<b>10.95</b>	<b>10.95</b>	<b>11.35</b>	<b>0.40</b>

\*Changes in allocation due to closure of Duplicating Services Fund

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Police</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Secretary	3.00	3.00	4.00	1.00
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 Free Coordinator	-	-	1.00	1.00
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	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*	12.50	12.00	8.00	(4.00)
Police Records Clerk Supervisor	1.00	1.00	1.00	-
Police Sergeant	25.00	25.00	25.00	-
Public Records Specialist	-	-	1.00	1.00
Public Safety Dispatcher	30.00	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	17.00	17.00	16.00	(1.00)
Sentinels	2.50	2.50	2.50	-
<b>Total</b>	<b>293.00</b>	<b>292.50</b>	<b>290.50</b>	<b>(2.00)</b>

\*Reclass 2 FT and 2 PT for Crime Free Coordinator and Public Records Specialist

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Fire</u>	FY 2023	FY 2024	FY 2025	Change PY
Administrative Secretary	1.00	1.00	1.00	-
Assistant Fire Marshal	4.00	3.00	3.00	-
Deputy Fire Chief	1.00	1.00	1.00	-
Emergency Management Coordinator	-	1.00	1.00	-
Fire Battalion Chief	4.00	3.00	3.00	-
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	25.00	1.00
Firefighter	73.00	72.00	72.00	-
Quartermaster	1.00	1.00	1.00	-
Senior Admin Clerk	1.00	1.00	1.00	-
<b>Total</b>	<b>164.00</b>	<b>164.00</b>	<b>165.00</b>	<b>1.00</b>

\*City Council approved additional Fire Lieutenant 6/18/24

<u>Recreation</u>	FY 2023	FY 2024	FY 2025	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	-
P&R Program Coordinator	3.00	3.00	3.00	-
Rec Service Administrator	1.00	1.00	1.00	-
Recreation Leader/50	0.50	0.50	0.50	-
Recreation Leader/Day Camp	1.80	1.80	1.80	-
Recreation Leader/Track	0.15	0.15	0.15	-
Recreation Services Worker	4.00	4.00	4.00	-
Recreation Super/Track	0.19	-	-	-
Senior Admin Clerk	1.00	1.00	1.00	-
Senior Rec. Services Worker	1.00	1.00	1.00	-
Senior Zone 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	-
<b>Total</b>	<b>20.72</b>	<b>20.53</b>	<b>20.53</b>	<b>-</b>

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Parks Maintenance</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant City Manager	0.33	0.33	0.33	-
Assistant Parks Director*	1.00	1.00	-	(1.00)
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	35.28	35.28	-
Park Maintenance Coordinator	3.00	3.00	3.00	-
Park Service Worker	2.00	2.00	2.00	-
Parks Administrator	1.00	1.00	1.00	-
Parks Director*	-	-	1.00	1.00
Parks Maintenance Supervisor	0.33	0.33	0.33	-
Parks Superintendent*	-	-	1.00	1.00
Sr. Maintenance Worker	8.00	9.00	9.00	-
<b>Total</b>	<b>53.94</b>	<b>56.94</b>	<b>57.94</b>	<b>1.00</b>

<u>Business Park</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Parks Maintenance Supervisor	0.67	0.67	0.67	-
Maintenance Worker	4.96	4.96	4.96	-
Park Maintenance Coordinator	1.00	1.00	1.00	-
<b>Total</b>	<b>6.63</b>	<b>6.63</b>	<b>6.63</b>	<b>-</b>

<u>City Lot</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Maintenance Worker	2.44	2.44	2.44	-
Senior Maintenance Worker	1.00	1.00	1.00	-
<b>Total</b>	<b>3.44</b>	<b>3.44</b>	<b>3.44</b>	<b>-</b>

<u>Cemetery</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
MWR - Cemetery	1.96	1.96	1.96	-
PMC - Cemetery	1.00	1.00	1.00	-
SMR - Cemetery	1.00	1.00	1.00	-
<b>Total</b>	<b>3.96</b>	<b>3.96</b>	<b>3.96</b>	<b>-</b>

<u>Planning</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Development Services Admin Assistant	1.00	1.00	1.00	-
Director of Development Services	0.70	0.70	0.70	-
Neighborhood Revitalization Coord	-	1.00	1.00	-
Planner I	-	-	1.00	1.00
Planning Manager	1.00	1.00	1.00	-
Planning Technician	1.00	1.00	-	(1.00)
Principal Planner	1.00	1.00	1.00	-
<b>Total</b>	<b>4.70</b>	<b>5.70</b>	<b>5.70</b>	<b>-</b>

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Building Inspections</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant Building Official	1.00	1.00	1.00	-
Building Inspector	5.00	5.00	5.00	-
Chief Building Official	1.00	1.00	1.00	-
Permit Technician	3.00	3.00	3.00	-
Plan Reviewer	1.00	1.00	1.00	-
<b>Total</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>	<b>-</b>

<u>Code Enforcement</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Code Enforcement Officer	5.17	5.90	6.65	0.75
Code Enforcement Supervisor	0.92	0.80	0.30	(0.50)
Neighborhood Services Manager	0.20	0.30	0.35	0.05
Senior Admin Clerk	1.85	0.80	0.80	-
<b>Total</b>	<b>8.14</b>	<b>7.80</b>	<b>8.10</b>	<b>0.30</b>

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

<u>Property Management</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Lien Coordinator	1.00	1.00	1.00	-
Property Management Administrator	1.00	1.00	1.00	-
Property Management Assistant	1.00	1.00	1.00	-
Senior Admin Clerk	0.50	0.50	0.50	-
<b>Total</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>-</b>

<u>Lake Lot</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Senior Admin Clerk	0.50	0.50	0.50	-
Assistant Prop Mgmt./Lake Lots	1.00	1.00	1.00	-
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>-</b>

<u>Traffic Engineering</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Bicycle Safety Coordinator*	-	-	1.00	1.00
Lead School Crossing Guard	0.34	0.34	0.34	-
School Crossing Guard	4.76	4.76	4.76	-
Traffic Control Coordinator	1.00	1.00	1.00	-
Traffic Control Tech	5.00	5.00	5.00	-
Traffic Control Tech II	3.00	3.00	3.00	-
Traffic Signal Specialist	1.00	1.00	1.00	-
Traffic Superintendent	1.00	1.00	1.00	-
<b>Total</b>	<b>16.10</b>	<b>16.10</b>	<b>17.10</b>	<b>1.00</b>

*\*Above current request*

## PERSONNEL BY JOB TITLE – GENERAL FUND

<u>Engineering</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant City Engineer	-	-	1.00	1.00
City Engineer*	0.67	0.67	-	(0.67)
Civil Engineer	2.00	2.00	1.00	(1.00)
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 Tech	5.00	5.00	5.00	-
Engineering Tech Supervisor	1.00	1.00	1.00	-
Senior Engineering Tech	7.00	7.00	7.00	-
<b>Total</b>	<b>17.72</b>	<b>17.72</b>	<b>17.05</b>	<b>(0.67)</b>

<u>Street Maintenance</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
C & M Supervisor	3.00	3.00	3.00	-
Equipment Operator	11.00	14.00	11.00	(3.00)
General Maintenance Worker	17.00	14.00	17.00	3.00
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	-
<b>Total</b>	<b>54.75</b>	<b>54.75</b>	<b>54.75</b>	<b>-</b>

<u>Legal</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Attorney I	2.00	2.00	1.00	(1.00)
City Attorney	1.00	1.00	1.00	-
Deputy City Attorney	2.00	2.00	2.00	-
Executive Legal Assistant	1.00	1.00	1.00	-
Senior Assistant City Attorney*	-	-	1.00	1.00
Legal Clerk	1.00	1.00	1.00	-
<b>Total</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>-</b>

\*Above current request

<u>City Clerk</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Secretary	0.50	1.00	1.00	-
City Clerk	1.00	1.00	1.00	-
Public Records Coordinator*	-	-	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	-
<b>Total</b>	<b>2.50</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

\*Above current request

<b>Total - General Fund</b>	<b>817.52</b>	<b>822.70</b>	<b>824.05</b>	<b>1.35</b>
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\* See notes below each department for descriptions of changes. Totals include Mayor & City Council.

## PERSONNEL BY JOB TITLE – WATER & SEWER FUND

<u>Utility Collection</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
CFO/Director of Finance	0.15	0.15	0.15	-
Clerk	0.75	0.75	0.75	-
Customer Account Specialist	-	-	1.00	1.00
Customer Service Rep	3.00	3.00	3.00	-
Lead Customer Service Rep	2.00	2.00	1.00	(1.00)
Lead Water Customer Service Rep	1.00	1.00	1.00	-
Senior Customer Service Rep	2.00	2.00	2.00	-
Utility Billing Supervisor	-	-	1.00	1.00
Utility Collection Manager	1.00	1.00	1.00	-
Utility Systems Data Administrator	1.00	1.00	-	(1.00)
Water Customer Service Rep	4.00	4.00	4.00	-
<b>Total</b>	<b>14.90</b>	<b>14.90</b>	<b>14.90</b>	-

<u>Utility Administration</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
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	-
<b>Total</b>	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>	-

<u>Utility Equip Services</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
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	-
<b>Total</b>	<b>12.25</b>	<b>12.25</b>	<b>12.25</b>	-

<u>Water Distribution</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
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	5.00	5.00	-
Senior Utilities System Worker	13.00	10.00	10.00	-
Storekeeper 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	12.00	12.00	-
Utility Locator	2.00	6.00	6.00	-
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	-
<b>Total</b>	<b>52.00</b>	<b>53.00</b>	<b>53.00</b>	-

## PERSONNEL BY JOB TITLE – WATER & SEWER FUND

<u>Sewer Rehab</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
USW I	4.00	4.00	4.00	-
USW II	4.00	4.00	3.00	(1.00)
Senior USW	-	-	1.00	1.00
Wastewater Collection/Rehab	1.00	1.00	1.00	-
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	-

<u>Water Source of Supply</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
P/P Maintenance Mechanic	1.00	1.00	1.00	-
Senior Pump/Plant Manager	2.00	2.00	2.00	-
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	-

<u>Water Purification</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	1.00	1.00	1.00	-
Electronics Instrument Tech I	1.00	1.00	1.00	-
Electronics Instrument Tech II	1.00	1.00	1.00	-
Lead Plant Operator	5.00	5.00	5.00	-
P/P Maintenance Mech	2.00	2.00	3.00	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	6.00	5.00	4.00	(1.00)
USW I	2.00	2.00	2.00	-
Water Laboratory Supervisor	1.00	1.00	1.00	-
Water Operator & Maintenance S	1.00	1.00	1.00	-
Water P/P Maintenance Supervisor	1.00	1.00	1.00	-
Water/Wastewater Lab Tech	1.00	1.00	1.00	-
WP/WS Superintendent	1.00	1.00	1.00	-
<b>Total</b>	<b>39.00</b>	<b>38.00</b>	<b>38.00</b>	-

<u>Wastewater Collection</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk*	2.00	2.00	-	(2.00)
City Works Specialist	-	-	1.00	1.00
Heavy Equipment Operator	2.00	2.00	2.00	-
USW I	8.00	8.00	5.00	(3.00)
USW II	3.00	3.00	4.00	1.00
Senior Utilities System Worker	1.00	1.00	2.00	1.00
WW Collection Supervisor	1.00	1.00	1.00	-
<b>Total</b>	<b>17.00</b>	<b>17.00</b>	<b>15.00</b>	(2.00)

\* Combined to create City Works Specialist

## PERSONNEL BY JOB TITLE – WATER & SEWER FUND

<b><u>Resource Recovery</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	1.00	1.00	1.00	-
Electronics Instrument Tech I	1.00	1.00	1.00	-
Electronics Instrument Tech II	1.00	1.00	1.00	-
Environmental Coordinator	0.50	0.50	0.50	-
Lead Plant Operator	10.00	16.00	16.00	-
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	-
RR Superintendent	1.00	1.00	1.00	-
RR Lab Supervisor	1.00	1.00	1.00	-
Senior P/P Maintenance Mechanic	3.00	4.00	4.00	-
USW I	5.00	5.00	5.00	-
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	-
<b>Total</b>	<b>40.50</b>	<b>47.50</b>	<b>47.50</b>	-
<b>Total - Water &amp; Sewer Fund</b>	<b>194.00</b>	<b>201.00</b>	<b>199.00</b>	<b>(2.00)</b>

## PERSONNEL BY JOB TITLE – SANITATION FUND

<b><u>Sanitation</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	1.00	1.00	1.00	-
Deputy Dir of Public Works	0.50	0.50	0.33	(0.17)
Director of Public Works	0.10	0.10	0.10	-
Environmental Coordinator	1.00	1.00	1.00	-
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	-
<b>Total</b>	<b>54.46</b>	<b>54.46</b>	<b>54.29</b>	<b>(0.17)</b>

*\*Position listing improved to reflect assignments as appropriate*

### **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	-
<b>Total</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>-</b>

### **Landfill**

Administrative Clerk	1.00	1.00	1.00	-
Assistant LF Supervisor	1.00	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	-
<b>Total</b>	<b>19.00</b>	<b>19.00</b>	<b>19.00</b>	<b>-</b>

<b>Total - Sanitation Fund</b>	<b>87.46</b>	<b>87.46</b>	<b>87.29</b>	<b>0.17</b>
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## PERSONNEL BY JOB TITLE – SPECIAL REVENUE FUNDS

<b><u>CDBG Grant Management</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant City Manager	0.13	0.13	0.10	(0.03)
CDBG/HOME Program Specialist	-	1.00	-	(1.00)
CDBG/HOME Program Supervisor	-	1.00	-	(1.00)
Director of Development Services	0.10	0.10	0.05	(0.05)
HOME/CDBG Program Manager	1.00		0.60	0.60
Housing Rehab Inspector	0.30	0.30	0.30	-
Housing Specialist II	1.00		0.60	0.60
Neighborhood Services Manager	-	-	0.10	0.10
<b>Total</b>	<b>2.53</b>	<b>2.53</b>	<b>1.75</b>	<b>(0.78)</b>

<b><u>CDBG Code Enforcement</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Code Enforcement Officer	0.08	0.08	-	(0.08)
Code Enforcement Officer I	-	-	0.35	0.35
Code Enforcement Supervisor	0.05	0.05	0.05	-
Director of Development Services	0.05	0.05	0.10	0.05
Neighborhood Services Manager	0.05	0.05	0.05	-
Senior Admin Clerk	0.05	0.05	0.20	0.15
<b>Total</b>	<b>0.28</b>	<b>0.28</b>	<b>0.75</b>	<b>0.47</b>

<b><u>CDBG Demolition</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Code Enforcement Officer I	0.75	1.55	-	(1.55)
Code Enforcement Supervisor	0.03	0.03	0.65	0.62
Director of Development Services	0.05	0.05	0.05	-
Neighborhood Services Manager	-	0.05	0.05	-
Senior Admin Clerk	0.10	0.10	-	(0.10)
<b>Total</b>	<b>0.93</b>	<b>1.78</b>	<b>0.75</b>	<b>(1.03)</b>

<b><u>CDBG Delivery Costs</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
CDBG/HOME Program Inspector	0.50	0.50	-	(0.50)
Housing Rehab Inspector	-	-	1.00	1.00
Housing Specialist II	-	-	0.20	0.20
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>1.20</b>	<b>0.70</b>

<b><u>Housing Choice Voucher</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Director of Development Services	0.10	0.10	0.10	-
Housing Admin Specialist	1.00	1.00	1.00	-
Housing Inspector	1.00	1.00	1.00	-
Housing Specialist I	3.00	3.00	3.00	-
Housing Specialist II	1.00	1.00	1.00	-
Housing Supervisor	1.00	1.00	1.00	-
Neighborhood Services Manager	0.75	0.75	0.45	(0.30)
<b>Total</b>	<b>7.85</b>	<b>7.85</b>	<b>7.55</b>	<b>(0.30)</b>

## PERSONNEL BY JOB TITLE – SPECIAL REVENUE FUNDS

<u>HOME Administration</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Housing Specialist II	-	-	0.20	0.20
CDBG/HOME Program Inspector	0.20	0.20	1.00	0.80
<b>Total</b>	<b>0.20</b>	<b>0.20</b>	<b>1.20</b>	<b>1.00</b>

<u>Transportation Planning Grant</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Transportation Planner	2.00	2.00	2.00	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

<u>Community Rural Health</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Accreditation Specialist	1.00	1.00	1.00	-
Health Educator	0.30	0.16	0.30	0.14
PH NURSE - RESOURCE	0.20	0.20	-	(0.20)
Public Health Nurse	-	-	0.15	0.15
Public Health Specialist	0.70	0.70	0.60	(0.10)
<b>Total</b>	<b>2.20</b>	<b>2.06</b>	<b>2.05</b>	<b>(0.01)</b>

\*Personnel funding reallocation to the General Fund

<u>Community Clinical Linkage Grant</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Health Educator	0.70	0.84	0.70	(0.14)
Program Coordinator	1.00	1.00	1.00	-
<b>Total</b>	<b>1.70</b>	<b>1.84</b>	<b>1.70</b>	<b>(0.14)</b>

<u>HIV Prevention</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Public Health Technician	1.00	1.00	1.00	-
Certified Medical Assistant	1.00	1.00	1.00	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>-</b>

<u>TX Healthy Communities</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Program Coordinator	-	1.00	1.00	-
<b>Total</b>	<b>-</b>	<b>1.00</b>	<b>1.00</b>	<b>-</b>

\*Did not receive funding in the previous fiscal year

<u>Infectious Disease Grant</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Epidemiologist	0.70	0.70	1.00	0.30
<b>Total</b>	<b>0.70</b>	<b>0.70</b>	<b>1.00</b>	<b>0.30</b>

<u>Tuberculosis Grant</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Certified Medical Assistant	-	0.70	0.70	-
Health Clinic Aide	0.10	-	-	-
Public Health Nurse	0.70	0.85	0.90	0.05
Lead Public Health Nurse	0.10	0.13	0.10	(0.03)
<b>Total</b>	<b>0.90</b>	<b>1.68</b>	<b>1.70</b>	<b>0.02</b>

## PERSONNEL BY JOB TITLE – SPECIAL REVENUE FUNDS

<u>Immunization Grant</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Certified Medical Assistant	0.90	0.68	1.10	0.42
Health Educator	1.00	1.00	-	(1.00)
Immunization Outreach	2.00	2.00	2.00	-
Lead Public Health Nurse	1.00	0.84	0.60	(0.24)
Public Health Nurse	0.60	0.60	0.20	(0.40)
<b>Total</b>	<b>5.50</b>	<b>5.12</b>	<b>3.90</b>	<b>(1.22)</b>

<u>Women, Infants, &amp; Children</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
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	3.00	2.00
Public Health Specialist	2.00	2.00	1.00	(1.00)
WIC Breastfeeding Specialist	2.00	2.00	1.00	(1.00)
WIC Outreach Specialist	-	-	1.00	1.00
WIC Program Administrator	1.00	1.00	1.00	-
WIC Specialist	3.00	3.00	3.00	-
WIC Specialist Supervisor	1.00	1.00	1.00	-
<b>Total</b>	<b>12.00</b>	<b>12.00</b>	<b>13.00</b>	<b>1.00</b>

<u>Emergency Mgmt. Asst. Grant</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Emergency Preparedness Coordinator	1.00	-	-	-
<b>Total</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*For FY 2025, the Emergency Preparedness Coordinator is listed under the Fire Department

<b>Total - Special Revenue Funds</b>	<b>40.29</b>	<b>41.54</b>	<b>41.55</b>	<b>(0.01)</b>
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## PERSONNEL BY JOB TITLE – HOTEL/MOTEL TAX FUND

<u>Convention &amp; Visitor's Bureau</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Communications and Marketing Dir	0.33	0.35	0.35	-
Market & Design Rep	-	-	-	-
Marketing Coordinator	0.50	0.50	0.50	-
Marketing/Design Manager	0.50	0.50	0.50	-
Sales Coordinator	0.50	0.50	0.50	-
Sales Manager	-	-	0.50	0.50
Senior Sales Coordinator	-	0.50	-	(0.50)
Sports & Tourism Coordinator*	0.50	-	1.00	1.00
Visitor and Office Assistant	1.00	1.00	1.00	-
<b>Total</b>	<b>3.33</b>	<b>3.35</b>	<b>4.35</b>	<b>1.00</b>

\* Above current request

<u>MPEC Management</u>	<b>FY2022-23</b>	<b>FY2023-24</b>	<b>FY2023-24</b>	<b>Change PY</b>
Ag Center Manager	1.00	1.00	1.00	-
Box Office Manager	1.00	1.00	1.00	-
Communications and Marketing Dir	0.33	0.35	0.35	-
Concessions Supervisor	1.00	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	-
Kitchen Supervisor*	-	-	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	1.00	-
MPEC Operations Staff	1.00	3.00	3.00	-
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	-
<b>Total</b>	<b>14.83</b>	<b>17.35</b>	<b>18.35</b>	<b>1.00</b>
* Above current request				
<b>Total - Hotel/Motel Fund</b>	<b>18.16</b>	<b>20.70</b>	<b>22.70</b>	<b>2.00</b>

## PERSONNEL BY JOB TITLE – AIRPORTS, FLEET & TRANSIT FUNDS

<u>Regional Airport</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	1.50	1.40	1.50	0.10
Airport Administrator	0.60	0.60	0.60	-
Airport Lineman Temp	-	0.10	-	(0.10)
Airport Operations Manager	1.00	1.00	1.00	-
<b>Total</b>	<b>3.10</b>	<b>3.10</b>	<b>3.10</b>	-
<hr/>				
<u>FBO Regional Airport</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	0.50	0.50	0.50	-
Airport Lineman	4.00	3.00	3.00	-
Billing Clerk	-	1.00	1.00	-
Lead Airport Lineman	1.00	1.00	1.00	-
<b>Total</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	-
<hr/>				
<u>Kickapoo Airport</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Clerk	-	0.50	0.50	-
Airport Lineman	2.00	2.50	2.50	-
Airport Operations Manager	1.00	1.00	1.00	-
Airports Administrator	0.40	0.40	0.40	-
Lead Airport Lineman	1.00	1.00	1.00	-
<b>Total</b>	<b>4.40</b>	<b>5.40</b>	<b>5.40</b>	-
<b>Total - Airports</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>0.00</b>
<hr/>				
<u>Fleet Maintenance</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Administrative Secretary	1.00	1.00	1.00	-
Automotive Services Coordinator	1.00	1.00	1.00	-
Automotive Mechanic	16.00	16.00	15.00	(1.00)
Automotive Services Worker	6.00	6.00	6.00	-
Central Services Supervisor	1.00	1.00	1.00	-
Director of Aviation, Traffic & Transp.	0.85	0.85	0.85	-
Fire Equipment Mechanic	2.00	2.00	2.00	-
Landfill Mechanic	1.00	1.00	1.00	-
Lead Auto Services Worker	1.00	1.00	1.00	-
Senior Admin Clerk	1.00	1.00	1.00	-
Small Engine Coordinator	-	-	1.00	1.00
Store Clerk	2.00	2.00	2.00	-
Warehouse Supervisor	1.00	1.00	1.00	-
Welder	2.00	1.00	1.00	-
<b>Total</b>	<b>35.85</b>	<b>34.85</b>	<b>34.85</b>	-

## PERSONNEL BY JOB TITLE – AIRPORTS, FLEET & TRANSIT FUNDS

<b><u>Public Transportation</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Public Transportation Admin	0.50	0.50	0.50	-
Transit Operations Supervisor	0.50	0.50	0.50	-
Transit Operator	19.00	19.00	19.00	-
Transit Operator - Part Time	5.00	5.00	5.00	-
<b>Total</b>	<b>25.00</b>	<b>25.00</b>	<b>25.00</b>	-
<hr/>				
<b><u>Preventative Maintenance</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Automotive Mechanic	3.00	3.00	3.00	-
Public Transportation Admin	0.30	0.30	0.30	-
<b>Total</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>	-
<hr/>				
<b><u>Public Transportation Planning</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Director of Aviation, Traffic & Transp.	0.15	0.15	0.15	-
Public Transportation Admin	0.20	0.20	0.20	-
Transit Operations Supervisor	0.50	0.50	0.50	-
<b>Total</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	-
<hr/>				
<b><u>Transit Hub Operations</u></b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Customer Service Rep	2.00	2.00	2.00	-
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	-
<b>Total - Transit Fund</b>	<b>31.15</b>	<b>31.15</b>	<b>31.15</b>	-

## PERSONNEL BY JOB TITLE – OTHER FUNDS

<u>Stormwater</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
City Engineer	0.66	0.33	-	(0.33)
Civil Engineer	1.00	1.00	1.00	-
Deputy Director of Public Works	-	-	0.33	0.33
Environmental Coordinator	0.50	0.50	0.50	-
Heavy Equip Operator	2.00	2.00	2.00	-
Street Program Coordinator	1.00	1.00	1.00	-
<b>Total</b>	<b>5.16</b>	<b>4.83</b>	<b>4.83</b>	-

<u>Castaway Cove</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Admin & Accounting	1.00	-	-	-
<b>Total</b>	<b>1.00</b>	<b>-</b>	<b>-</b>	<b>-</b>

\*All positions now funded through 3rd party contract

<u>Information Technology</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Assistant City Manager	0.34	0.34	0.34	-
Business Systems Analyst	1.00	1.00	1.00	-
Database Manager	1.00	1.00	1.00	-
GIS Application Coordinator	1.00	1.00	1.00	-
Help Desk Technician	1.00	1.00	2.00	1.00
Information Security Officer	1.00	1.00	1.00	-
IT Administrator	1.00	1.00	2.00	1.00
PC Analyst	4.00	4.00	3.00	(1.00)
PC Analyst Supervisor	1.00	1.00	1.00	-
Radio System Technician	1.00	1.00	1.00	-
Senior Server Analyst	-	-	1.00	1.00
Server Analyst*	2.00	2.00	2.00	-
Systems Application Analyst	2.00	2.00	1.00	(1.00)
<b>Total</b>	<b>16.34</b>	<b>16.34</b>	<b>17.34</b>	<b>1.00</b>

\* Above current request

<u>Duplicating Services</u>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2025</b>	<b>Change PY</b>
Accounting/Payroll Analyst	0.20	0.20	-	(0.20)
Administrative Secretary	0.20	0.20	-	(0.20)
<b>Total</b>	<b>0.40</b>	<b>0.40</b>	<b>-</b>	<b>(0.40)</b>

\*Reallocated to Finance Department and Fund closed

<b>Total - Other Funds</b>	<b>22.90</b>	<b>21.57</b>	<b>22.17</b>	<b>(0.60)</b>
<b>Grand Total City FTE</b>	<b>1,237.43</b>	<b>1,253.40</b>	<b>1,254.43</b>	<b>1.03</b>



## APPENDIX

# 2024 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.	<b>Prior year total taxable value.</b> Enter the amount of the prior year taxable value on the prior year 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). <sup>1</sup>	\$ 7,187,538,505
2.	<b>Prior year tax ceilings.</b> Counties, cities and junior college districts. Enter the prior year 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 last year or a prior year for homeowners age 65 or older or disabled, use this step. <sup>2</sup>	\$ 0
3.	<b>Preliminary prior year adjusted taxable value.</b> Subtract Line 2 from Line 1.	\$ 7,187,538,505
4.	<b>Prior year total adopted tax rate.</b>	\$ 0.680000 /\$100
5.	<b>Prior year taxable value lost because court appeals of ARB decisions reduced the prior year's appraised value.</b> <ul style="list-style-type: none"> <li>A. Original prior year ARB values:.....</li> <li>..... \$ 43,037,926</li> <li>B. Prior year values resulting from final court decisions:.....</li> <li>..... - \$ 39,740,000</li> <li>C. Prior year value loss. Subtract B from A.<sup>3</sup></li> <li>..... \$ 3,297,926</li> </ul>	
6.	<b>Prior year taxable value subject to an appeal under Chapter 42, as of July 25.</b> <ul style="list-style-type: none"> <li>A. Prior year ARB certified value: .....</li> <li>..... \$ 16,373,165</li> <li>B. Prior year disputed value: .....</li> <li>..... - \$ 13,477,555</li> <li>C. Prior year undisputed value. Subtract B from A.<sup>4</sup></li> <li>..... \$ 2,895,610</li> </ul>	
7.	<b>Prior year Chapter 42 related adjusted values.</b> Add Line 5C and Line 6C.	\$ 6,193,536

<sup>1</sup> Tex. Tax Code §26.012(14)

<sup>2</sup> Tex. Tax Code §26.012(14)

<sup>3</sup> Tex. Tax Code §26.012(13)

<sup>4</sup> Tex. Tax Code §26.012(13)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
8.	<b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Add Line 3 and Line 7.	\$ 7,193,732,041
9.	<b>Prior year taxable value of property in territory the taxing unit deannexed after Jan. 1, 2023.</b> Enter the prior year value of property in deannexed territory. <sup>5</sup>	\$ 0
10.	<b>Prior year taxable value lost because property first qualified for an exemption in the current year.</b> 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 the current year does not create a new exemption or reduce taxable value. <ul style="list-style-type: none"> <li>A. <b>Absolute exemptions.</b> Use prior year market value: .....</li> <li>B. <b>Partial exemptions.</b> Current year exemption amount or current year percentage exemption times prior year value: .....</li> <li>C. <b>Value loss.</b> Add A and B.<sup>6</sup></li> </ul>	\$ 318,685 + \$ 22,506,559 \$ 22,825,244
11.	<b>Prior year 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 the current year.</b> Use only properties that qualified for the first time in the current year; do not use properties that qualified in the prior year. <ul style="list-style-type: none"> <li>A. <b>Prior year market value:</b> .....</li> <li>B. <b>Current year productivity or special appraised value:</b> .....</li> <li>C. <b>Value loss.</b> Subtract B from A.<sup>7</sup></li> </ul>	\$ 406,175 - \$ 21,384 \$ 384,001
12.	<b>Total adjustments for lost value.</b> Add Lines 9, 10C and 11C.	\$ 23,210,295
13.	<b>Prior year captured value of property in a TIF.</b> Enter the total value of the prior year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the prior year taxes were deposited into the tax increment fund. <sup>8</sup> If the taxing unit has no captured appraised value in line 18D, enter 0.	\$ 120,356,178
14.	<b>Prior year total value.</b> Subtract Line 12 and Line 13 from Line 8.	\$ 7,050,165,628
15.	<b>Adjusted prior year total levy.</b> Multiply Line 4 by Line 14 and divide by \$100.	\$ 47,941,126
16.	<b>Taxes refunded for years preceding the prior tax year.</b> Enter the amount of taxes refunded by the taxing unit for tax years preceding the prior tax 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 the prior tax year. This line applies only to tax years preceding the prior tax year. <sup>9</sup>	\$ 135,991
17.	<b>Adjusted prior year levy with refunds and TIF adjustment.</b> Add Lines 15 and 16. <sup>10</sup>	\$ 48,077,117
18.	<b>Total current year taxable value on the current year certified appraisal roll today.</b> 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. <sup>11</sup> <ul style="list-style-type: none"> <li>A. <b>Certified values:</b> .....</li> <li>B. <b>Counties:</b> Include railroad rolling stock values certified by the Comptroller's office: .....</li> <li>C. <b>Pollution control and energy storage system exemption:</b> Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: .....</li> <li>D. <b>Tax increment financing:</b> Deduct the current year captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the current year taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.<sup>12</sup> .....</li> <li>E. <b>Total current year value.</b> Add A and B, then subtract C and D.</li> </ul>	\$ 7,671,263,859 + \$ 0 - \$ 0 - \$ 127,080,939 \$ 7,544,182,920

<sup>5</sup> Tex. Tax Code §26.012(15)<sup>6</sup> Tex. Tax Code §26.012(15)<sup>7</sup> Tex. Tax Code §26.012(15)<sup>8</sup> Tex. Tax Code §26.03(c)<sup>9</sup> Tex. Tax Code §26.012(13)<sup>10</sup> Tex. Tax Code §26.012(13)<sup>11</sup> Tex. Tax Code §26.012, 26.04(c-2)<sup>12</sup> Tex. Tax Code §26.03(c)

Line	No-New-Revenue Tax Rate Worksheet	Amount/Rate
19.	<b>Total value of properties under protest or not included on certified appraisal roll.<sup>13</sup></b> <p>A. <b>Current year taxable value of properties under protest.</b> 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.<sup>14</sup> ..... \$ 0 _____</p> <p>B. <b>Current year value of properties not under protest or included on certified appraisal roll.</b> 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.<sup>15</sup> ..... + \$ 0 _____</p> <p>C. <b>Total value under protest or not certified.</b> Add A and B. \$ 0 _____</p>	
20.	<b>Current year tax ceilings.</b> Counties, cities and junior colleges enter current year 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 the prior year or a previous year for homeowners age 65 or older or disabled, use this step. <sup>16</sup>	\$ 0 _____
21.	<b>Current year total taxable value.</b> Add Lines 18E and 19C. Subtract Line 20. <sup>17</sup>	\$ 7,544,182,920
22.	<b>Total current year taxable value of properties in territory annexed after Jan. 1, of the prior year.</b> Include both real and personal property. Enter the current year value of property in territory annexed. <sup>18</sup>	\$ 0 _____
23.	<b>Total current year taxable value of new improvements and new personal property located in new improvements.</b> New means the item was not on the appraisal roll in the prior year. 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, of the prior year and be located in a new improvement. New improvements <b>do</b> include property on which a tax abatement agreement has expired for the current year. <sup>19</sup>	\$ 83,067,307
24.	<b>Total adjustments to the current year taxable value.</b> Add Lines 22 and 23.	\$ 83,067,307
25.	<b>Adjusted current year taxable value.</b> Subtract Line 24 from Line 21.	\$ 7,461,115,613
26.	<b>Current year NNR tax rate.</b> Divide Line 17 by Line 25 and multiply by \$100. <sup>20</sup>	\$ 0.644369 /\$100
27.	<b>COUNTIES ONLY.</b> Add together the NNR tax rates for each type of tax the county levies. The total is the current year county NNR tax rate. <sup>21</sup>	\$ _____ /\$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.	<b>Prior year M&amp;O tax rate.</b> Enter the prior year M&O tax rate.	\$ 0.649853 /\$100
29.	<b>Prior year taxable value, adjusted for actual and potential court-ordered adjustments.</b> Enter the amount in Line 8 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,193,732,041

<sup>13</sup> Tex. Tax. Code §26.01(c) and (d)

<sup>14</sup> Tex. Tax. Code §26.01(c)

<sup>15</sup> Tex. Tax. Code §26.01(d)

<sup>16</sup> Tex. Tax. Code §26.012(6)(B)

<sup>17</sup> Tex. Tax. Code §26.012(6)

<sup>18</sup> Tex. Tax. Code §26.012(17)

<sup>19</sup> Tex. Tax. Code §26.012(17)

<sup>20</sup> Tex. Tax. Code §26.04(c)

<sup>21</sup> Tex. Tax. Code §26.04(d)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
30.	<b>Total prior year M&amp;O levy.</b> Multiply Line 28 by Line 29 and divide by \$100.	\$ 46,748,683
31.	<b>Adjusted prior year levy for calculating NNR M&amp;O rate.</b>	
	A. <b>M&amp;O taxes refunded for years preceding the prior tax year.</b> 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 2023. This line applies only to tax years preceding the prior tax year..... + \$ 129,555	
	B. <b>Prior year taxes in TIF.</b> 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 current year captured appraised value in Line 18D, enter 0..... - \$ 708,770	
	C. <b>Prior year transferred function.</b> 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. <b>Prior year M&amp;O levy adjustments.</b> Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function .....	\$ 879,216
	E. Add Line 30 to 31D.	\$ 46,169,468
32.	<b>Adjusted current year taxable value.</b> Enter the amount in Line 25 of the <i>No New-Revenue Tax Rate Worksheet</i> .	\$ 7,461,115,613
33.	<b>Current year NNR M&amp;O rate (unadjusted).</b> Divide Line 31E by Line 32 and multiply by \$100.	\$ 0.618801 /\$100
34.	<b>Rate adjustment for state criminal justice mandate.</b> <sup>23</sup>	
	A. <b>Current year state criminal justice mandate.</b> 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. <b>Prior year state criminal justice mandate.</b> 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.....	\$ 0.000000 /\$100
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100
35.	<b>Rate adjustment for indigent health care expenditures.</b> <sup>24</sup>	
	A. <b>Current year indigent health care expenditures.</b> 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, of the prior tax year and ending on June 30, of the current tax year, less any state assistance received for the same purpose..... \$ 0	
	B. <b>Prior year indigent health care expenditures.</b> 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	
	C. Subtract B from A and divide by Line 32 and multiply by \$100.....	\$ 0.000000 /\$100
	D. Enter the rate calculated in C. If not applicable, enter 0.	\$ 0.000000 /\$100

<sup>22</sup> [Reserved for expansion]<sup>23</sup> Tex. Tax. Code §26.044<sup>24</sup> Tex. Tax. Code §26.0441

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
36.	<p><b>Rate adjustment for county indigent defense compensation.</b><sup>25</sup></p> <p>A. <b>Current year indigent defense compensation expenditures.</b> 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, of the prior tax year and ending on June 30, of the current tax year, less any state grants received by the county for the same purpose..... \$ 0 _____</p> <p>B. <b>Prior year indigent defense compensation expenditures.</b> 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..... \$ 0 _____</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.000000 /\$100</p> <p>D. Multiply B by 0.05 and divide by Line 32 and multiply by \$100..... \$ 0.000000 /\$100</p> <p>E. Enter the lesser of C and D. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
37.	<p><b>Rate adjustment for county hospital expenditures.</b><sup>26</sup></p> <p>A. <b>Current year eligible county hospital expenditures.</b> Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, of the prior tax year and ending on June 30, of the current tax year..... \$ 0 _____</p> <p>B. <b>Prior year eligible county hospital expenditures.</b> 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. .... \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100..... \$ 0.000000 /\$100</p> <p>D. Multiply B by 0.08 and divide by Line 32 and multiply by \$100..... \$ 0.000000 /\$100</p> <p>E. Enter the lesser of C and D, if applicable. If not applicable, enter 0</p>	\$ 0.000000 /\$100
38.	<p><b>Rate adjustment for defunding municipality.</b> 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.</p> <p>A. <b>Amount appropriated for public safety in the prior year.</b> Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year..... \$ 0 _____</p> <p>B. <b>Expenditures for public safety in the prior year.</b> Enter the amount of money spent by the municipality for public safety during the preceding fiscal year ..... \$ 0</p> <p>C. Subtract B from A and divide by Line 32 and multiply by \$100 ..... \$ 0.000000 /\$100</p> <p>D. Enter the rate calculated in C. If not applicable, enter 0.</p>	\$ 0.000000 /\$100
39.	<b>Adjusted current year NNR M&amp;O rate.</b> Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	\$ 0.618801 /\$100
40.	<p><b>Adjustment for prior year sales tax specifically to reduce property taxes.</b> Cities, counties and hospital districts that collected and spent additional sales tax on M&amp;O expenses in the prior year should complete this line. These entities will deduct the sales tax gain rate for the current year in Section 3. Other taxing units, enter zero.</p> <p>A. Enter the amount of additional sales tax collected and spent on M&amp;O expenses in the prior year, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent..... \$ 10,329,533</p> <p>B. Divide Line 40A by Line 32 and multiply by \$100 ..... \$ 0.138444 /\$100</p> <p>C. Add Line 40B to Line 39.</p>	\$ 0.757245 /\$100
41.	<p><b>Current year voter-approval M&amp;O rate.</b> Enter the rate as calculated by the appropriate scenario below.</p> <p><b>Special Taxing Unit.</b> If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08.</p> <p><b>- or -</b></p> <p><b>Other Taxing Unit.</b> If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.</p>	\$ 0.783748 /\$100

<sup>25</sup> Tex. Tax Code §26.0442<sup>26</sup> Tex. Tax Code §26.0443

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
D41.	<p><b>Disaster Line 41 (D41): Current year voter-approval M&amp;O rate for taxing unit affected by disaster declaration.</b> 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"> <li>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</li> <li>2) the third tax year after the tax year in which the disaster occurred.</li> </ol> <p>If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.<sup>27</sup> If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).</p>	\$ 0.000000 /\$100
42.	<p><b>Total current year debt to be paid with property taxes and additional sales tax revenue.</b> Debt means the interest and principal that will be paid on debts that:</p> <ol style="list-style-type: none"> <li>(1) are paid by property taxes;</li> <li>(2) are secured by property taxes;</li> <li>(3) are scheduled for payment over a period longer than one year; and</li> <li>(4) are not classified in the taxing unit's budget as M&amp;O expenses.</li> </ol> <p><b>A. Debt</b> 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.<sup>28</sup></p> <p>Enter debt amount ..... \$ 5,714,815</p> <p>B. Subtract <b>unencumbered fund amount used to reduce total debt</b> ..... \$ 0</p> <p>C. Subtract <b>certified amount spent from sales tax to reduce debt</b> (enter zero if none) ..... - \$ 0</p> <p>D. Subtract <b>amount paid</b> from other resources ..... - \$ 3,680,597</p> <p><b>E. Adjusted debt.</b> Subtract B, C and D from A.</p>	\$ 2,034,218
43.	<b>Certified prior year excess debt collections.</b> Enter the amount certified by the collector. <sup>29</sup>	\$ 37,722
44.	<b>Adjusted current year debt.</b> Subtract Line 43 from Line 42E.	\$ 1,996,496
45.	<p><b>Current year anticipated collection rate.</b></p> <p>A. Enter the current year anticipated collection rate certified by the collector.<sup>30</sup> ..... 100.76 %</p> <p>B. Enter the prior year actual collection rate..... 100.75 %</p> <p>C. Enter the 2022 actual collection rate. .... 101.09 %</p> <p>D. Enter the 2021 actual collection rate. .... 100.81 %</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%.<sup>31</sup></p>	100.75 %
46.	<b>Current year debt adjusted for collections.</b> Divide Line 44 by Line 45E.	\$ 1,981,633
47.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,544,182,920
48.	<b>Current year debt rate.</b> Divide Line 46 by Line 47 and multiply by \$100.	\$ 0.026267 /\$100
49.	<b>Current year voter-approval M&amp;O rate plus current year debt rate.</b> Add Lines 41 and 48.	\$ 0.810015 /\$100
D49.	<b>Disaster Line 49 (D49): Current year voter-approval tax rate for taxing unit affected by disaster declaration.</b> 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.	\$ 0.000000 /\$100

<sup>27</sup> Tex. Tax Code §26.042(a)<sup>28</sup> Tex. Tax Code §26.012(7)<sup>29</sup> Tex. Tax Code §26.012(10) and 26.04(b)<sup>30</sup> Tex. Tax Code §26.04(b)<sup>31</sup> Tex. Tax Code §§26.04(h), (h-1) and (h-2)

Line	Voter-Approval Tax Rate Worksheet	Amount/Rate
50.	<b>COUNTIES ONLY.</b> Add together the voter-approval tax rates for each type of tax the county levies. The total is the current year county voter-approval tax rate.	\$ <u>0.000000</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.	<b>Taxable Sales.</b> For taxing units that adopted the sales tax in November of the prior tax year or May of the current tax year, enter the Comptroller's estimate of taxable sales for the previous four quarters. <sup>32</sup> Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage.  Taxing units that adopted the sales tax before November of the prior year, enter 0.	\$ <u>0</u>
52.	<b>Estimated sales tax revenue.</b> Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue. <sup>33</sup>  Taxing units that adopted the sales tax in November of the prior tax year or in May of the current tax year. Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95. <sup>34</sup> - or - Taxing units that adopted the sales tax before November of the prior year. Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	\$ <u>10,233,661</u>
53.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i>	\$ <u>7,544,182,920</u>
54.	<b>Sales tax adjustment rate.</b> Divide Line 52 by Line 53 and multiply by \$100.	\$ <u>0.135648</u> /\$100
55.	<b>Current year NNR tax rate, unadjusted for sales tax.</b> <sup>35</sup> Enter the rate from Line 26 or 27, as applicable, on the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>0.644369</u> /\$100
56.	<b>Current year NNR tax rate, adjusted for sales tax.</b> Taxing units that adopted the sales tax in November the prior tax year or in May of the current tax year. Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November of the prior tax year.	\$ <u>0.644369</u> /\$100
57.	<b>Current year voter-approval tax rate, unadjusted for sales tax.</b> <sup>36</sup> 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>0.810015</u> /\$100
58.	<b>Current year voter-approval tax rate, adjusted for sales tax.</b> Subtract Line 54 from Line 57.	\$ <u>0.674367</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.	<b>Certified expenses from the Texas Commission on Environmental Quality (TCEQ).</b> Enter the amount certified in the determination letter from TCEQ. <sup>37</sup> The taxing unit shall provide its tax assessor-collector with a copy of the letter. <sup>38</sup>	\$ <u>0</u>
60.	<b>Current year total taxable value.</b> Enter the amount from Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ <u>7,544,182,920</u>
61.	<b>Additional rate for pollution control.</b> Divide Line 59 by Line 60 and multiply by \$100.	\$ <u>0.000000</u> /\$100

<sup>32</sup> Tex. Tax Code §26.041(d)

<sup>33</sup> Tex. Tax Code §26.041(i)

<sup>34</sup> Tex. Tax Code §26.041(d)

<sup>35</sup> Tex. Tax Code §26.04(c)

<sup>36</sup> Tex. Tax Code §26.04(c)

<sup>37</sup> Tex. Tax Code §26.045(d)

<sup>38</sup> Tex. Tax Code §26.045(i)

Line	Voter-Approval Rate Adjustment for Pollution Control Requirements Worksheet	Amount/Rate
62.	<b>Current year voter-approval tax rate, adjusted for pollution control.</b> 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).	\$ 0.674367 /\$100

## SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the sum of the prior 3 years Foregone Revenue Amounts divided by the current taxable value.<sup>39</sup> The Foregone Revenue Amount for each year is equal to that year's adopted tax rate subtracted from that year's voter-approval tax rate adjusted to remove the unused increment rate multiplied by that year's current total value.<sup>40</sup>

The difference between the adopted tax rate and adjusted voter-approval tax rate is considered zero in the following scenarios:

- a tax year in which a taxing unit affected by a disaster declaration calculates the tax rate under Tax Code Section 26.042;<sup>41</sup>
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);<sup>42</sup> 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.<sup>43</sup>

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.<sup>44</sup>

Line	Unused Increment Rate Worksheet	Amount/Rate
63.	<b>Year 3 Foregone Revenue Amount. Subtract the 2023 unused increment rate and 2023 actual tax rate from the 2023 voter-approval tax rate. Multiply the result by the 2023 current total value</b> A. Voter-approval tax rate (Line 67). B. Unused increment rate (Line 66). C. Subtract B from A. D. Adopted Tax Rate. E. Subtract D from C. F. 2023 Total Taxable Value (Line 60). G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0.665010 /\$100 \$ 0.012247 /\$100 \$ 0.672763 /\$100 \$ 0.680000 /\$100 \$ -0.007237 /\$100 \$ 7,000,436,000 \$ 0
64.	<b>Year 2 Foregone Revenue Amount. Subtract the 2022 unused increment rate and 2022 actual tax rate from the 2022 voter-approval tax rate. Multiply the result by the 2022 current total value</b> A. Voter-approval tax rate (Line 67). B. Unused increment rate (Line 66). C. Subtract B from A. D. Adopted Tax Rate. E. Subtract D from C. F. 2022 Total Taxable Value (Line 60). G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0.719697 /\$100 \$ 0.013129 /\$100 \$ 0.706568 /\$100 \$ 0.694321 /\$100 \$ 0.012247 /\$100 \$ 6,492,827,283 \$ 795,176
65.	<b>Year 1 Foregone Revenue Amount. Subtract the 2021 unused increment rate and 2021 actual tax rate from the 2021 voter-approval tax rate. Multiply the result by the 2021 current total value</b> A. Voter-approval tax rate (Line 67). B. Unused increment rate (Line 66). C. Subtract B from A. D. Adopted Tax Rate. E. Subtract D from C. F. 2021 Total Taxable Value (Line 60). G. Multiply E by F and divide the results by \$100. If the number is less than zero, enter zero.	\$ 0.760928 /\$100 \$ 0.013129 /\$100 \$ 0.747799 /\$100 \$ 0.760928 /\$100 \$ -0.013129 /\$100 \$ 5,718,123,468 \$ 0
66.	<b>Total Foregone Revenue Amount.</b> Add Lines 63G, 64G and 65G	\$ 795,176 /\$100
67.	<b>2024 Unused Increment Rate.</b> Divide Line 66 by Line 21 of the No-New-Revenue Rate Worksheet. Multiply the result by 100	\$ 0.010540 /\$100
68.	<b>Total 2024 voter-approval tax rate, including the unused increment rate.</b> Add Line 67 to one of the following lines (as applicable): Line 49, Line 50 (counties), Line 58 (taxing units with additional sales tax) or Line 62 (taxing units with pollution)	\$ 0.684907 /\$100

<sup>39</sup> Tex. Tax Code §26.013(b)

<sup>40</sup> Tex. Tax Code §26.013(a)(1-a), (1-b), and (2)

<sup>41</sup> Tex. Tax Code §§26.04(c)(2)(A) and 26.042(a)

<sup>42</sup> Tex. Tax Code §§26.0501(a) and (c)

<sup>43</sup> Tex. Local Gov't Code §120.007(d)

<sup>44</sup> Tex. Local Gov't Code §120.007(d)

## 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.<sup>44</sup> 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.<sup>45</sup>

Line	De Minimis Rate Worksheet	Amount/Rate
69.	<b>Adjusted current year NNR M&amp;O tax rate.</b> Enter the rate from Line 39 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.618801 /\$100
70.	<b>Current year total taxable value.</b> Enter the amount on Line 21 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,544,182,920
71.	<b>Rate necessary to impose \$500,000 in taxes.</b> Divide \$500,000 by Line 70 and multiply by \$100.	\$ 0.006627 /\$100
72.	<b>Current year debt rate.</b> Enter the rate from Line 48 of the <i>Voter-Approval Tax Rate Worksheet</i> .	\$ 0.026267 /\$100
73.	<b>De minimis rate.</b> Add Lines 69, 71 and 72.	\$ 0.651605 /\$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.<sup>46</sup>

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.<sup>47</sup>

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
74.	<b>2023 adopted tax rate.</b> Enter the rate in Line 4 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 0.680000 /\$100
75.	<b>Adjusted 2023 voter-approval tax rate.</b> Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line.  If a disaster occurred in 2023 and the taxing unit calculated its 2023 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2023 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 2023 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 2023, complete Form 50-856-a, <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 2023 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the years following the disaster. <sup>48</sup> Enter the final adjusted 2023 voter-approval tax rate from the worksheet. - or - If the taxing unit adopted a tax rate above the 2023 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.	
76.	<b>Increase in 2023 tax rate due to disaster.</b> Subtract Line 75 from Line 74.	\$ 0.000000 /\$100
77.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 14 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,050,165,628
78.	<b>Emergency revenue.</b> Multiply Line 76 by Line 77 and divide by \$100.	\$ 0
79.	<b>Adjusted 2023 taxable value.</b> Enter the amount in Line 25 of the <i>No-New-Revenue Tax Rate Worksheet</i> .	\$ 7,461,115,613
80.	<b>Emergency revenue rate.</b> Divide Line 78 by Line 79 and multiply by \$100. <sup>51</sup>	\$ 0.000000 /\$100

<sup>44</sup> Tex. Tax Code §26.04(c)(2)(B)

<sup>45</sup> Tex. Tax Code §26.012(8-a)

<sup>46</sup> Tex. Tax Code §26.063(a)(1)

<sup>47</sup> Tex. Tax Code §26.042(b)

<sup>48</sup> Tex. Tax Code §26.042(f)

<sup>49</sup> Tex. Tax Code §26.042(c)

<sup>50</sup> Tex. Tax Code §26.042(b)

<sup>51</sup> Tex. Tax Code §26.042(b)

Line	Emergency Revenue Rate Worksheet	Amount/Rate
81.	<b>Current year voter-approval tax rate, adjusted for emergency revenue.</b> Subtract Line 80 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 68 (taxing units with the unused increment rate).	\$ <u>0.684907</u> /\$100

## SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

**No-new-revenue tax rate.** ..... \$ 0.644369 /\$100

As applicable, enter the current year NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).

Indicate the line number used: 26

**Voter-approval tax rate** ..... \$ 0.684907 /\$100

As applicable, enter the current year 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 68 (adjusted for unused increment), or Line 81 (adjusted for emergency revenue).

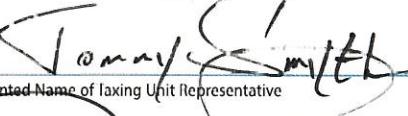
Indicate the line number used: 68

**De minimis rate.** ..... \$ 0.051095 /\$100

If applicable, enter the current year de minimis rate from Line 74

## 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.<sup>52</sup>

print here →   
 Printed Name of Taxing Unit Representative

sign here →   
 Taxing Unit Representative

Date

03/06/24

<sup>52</sup> Tex. Tax Code §§26.04(c-2) and (d-2)

## POLICY STATEMENTS

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### BUDGET POLICIES

The 2025 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

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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

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### 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.

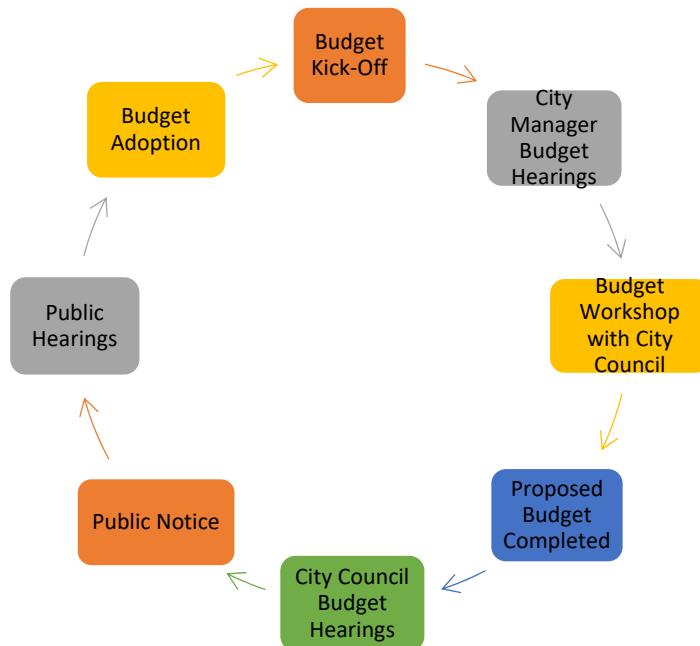
- City Charter Sec. 72. - Unauthorized expenditures.
  - No money shall be drawn from the treasury of the city, nor shall any obligation for the expenditure of money be incurred, except pursuant to appropriations made by the city council.
  - At the close of each fiscal year, the unencumbered balance 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 18, Tuesday	City Council Update – Pre-Budget Workshop
July 19, Friday	City Manager’s Proposed Budget submitted to City Council
July 29 – August 2	Individual City Councilor Opportunity to meet with Budget Team
August 9, Friday	Publish Notice of Public Hearing on the Budget
August 13, Tuesday	City Manager’s Proposed Budget Workshop with City Council
August 20, Tuesday	Budget Public Hearing & Intent to Vote on Tax Rate
August 23, Friday	Publish Notice of Tax Rate Hearing
September 3, Tuesday	Tax Rate Public Hearing, Adoption of the Budget, Adoption of the Tax Rate, Adoption of the CIP

## POLICY STATEMENTS

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### 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](http://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](http://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

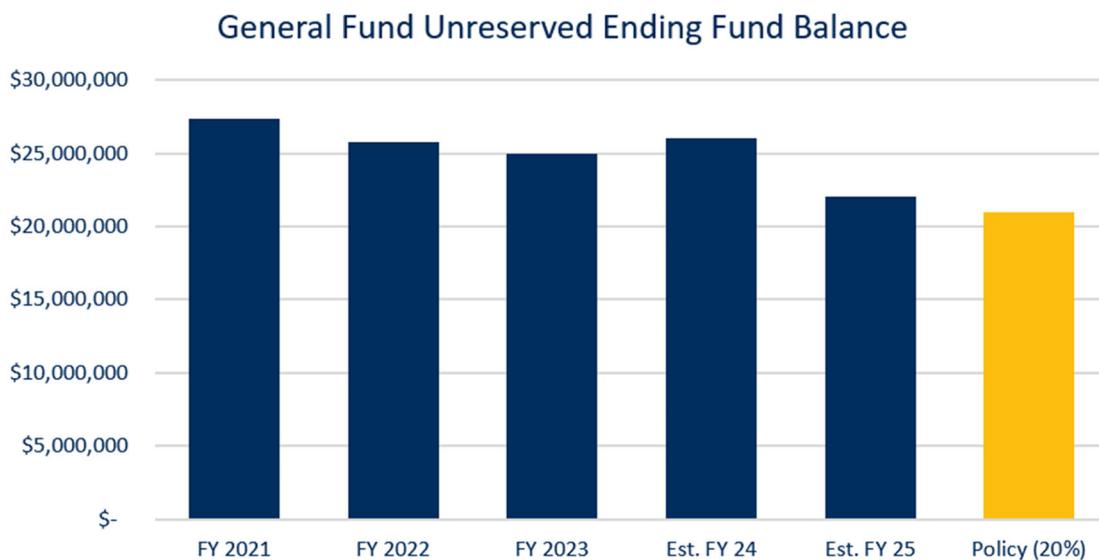
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- Assigned Fund Balance – represents amounts which the City intends to use for a specific purpose, but that do not meet the criteria to be classified as restricted or committed. The City Council by resolution has authorized the Chief Financial Officer 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

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### **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 \$40.9 million, or 0.57% of the taxable value of property. As of July 2023, the City's tax-supported debt was \$710 per capita, as reported by the Texas Bond Review Board.

### Tax Supported Debt per Capita



\*Source: Texas Bond Review Board, Tax-Supported Debt per Capita by Local Government for Fiscal Year 2023, 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

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### **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

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### **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 \$0.6775000 per \$100 of assessed value.

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

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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

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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](http://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

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### BASIS OF PRESENTATION – FUND ACCOUNTING

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

All City funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds. The City's major funds are the General Fund, the Water & Sewer Fund and the Sanitation Fund.

### FIDUCIARY FUNDS

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

### GOVERNMENTAL FUNDS

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

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

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

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

## POLICY STATEMENTS

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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

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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

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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

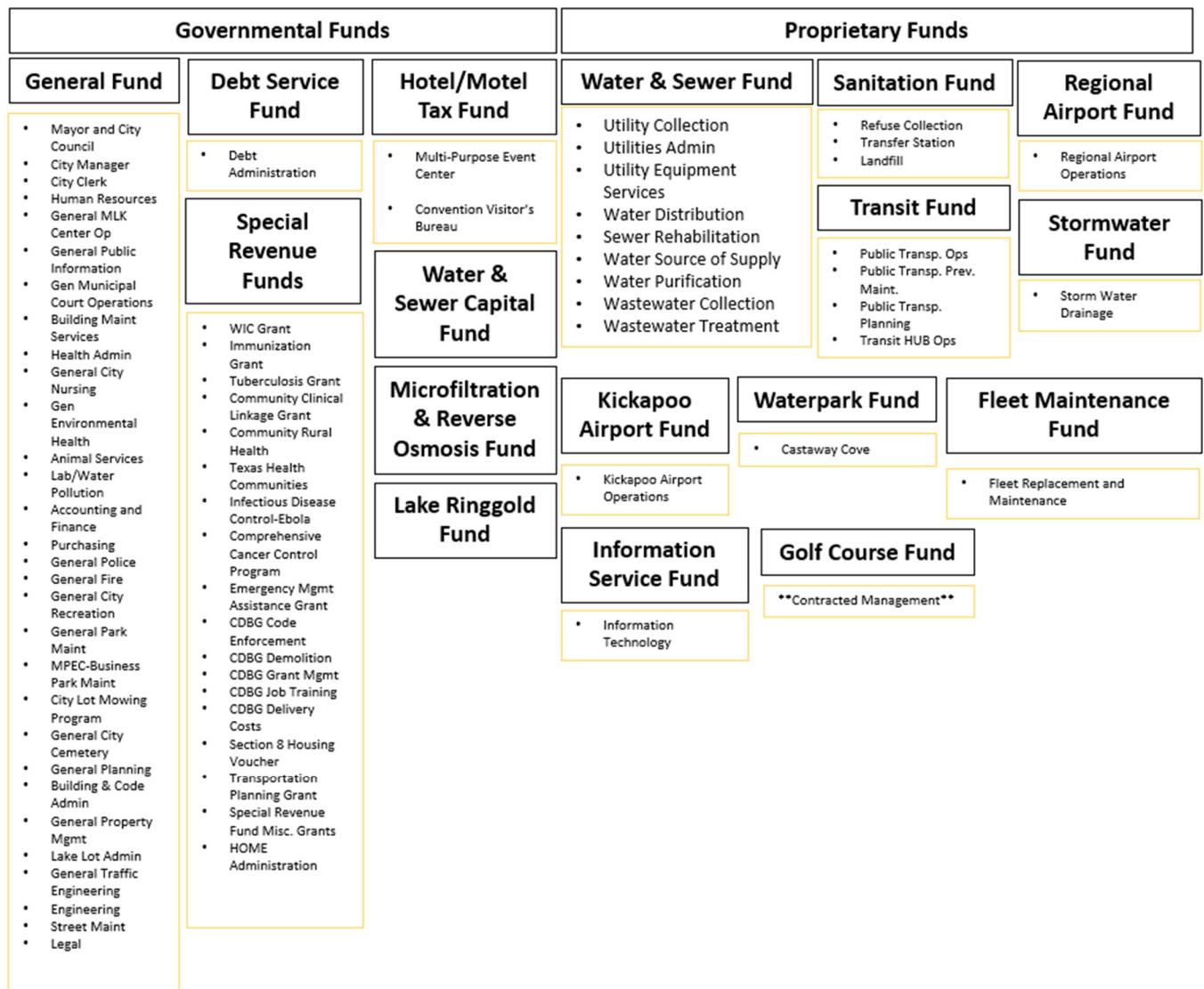
When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the City Council, and unassigned fund balance), the City will start with the most restricted category and spend those funds first before moving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

### CITY FUNDS LIST

Fund	Fund Type	Major/Non-Major	Description	Appropriated
<b>GOVERNMENTAL FUNDS:</b>				
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
Housing Choice Voucher Program	Governmental	Non-major	Special Revenue	Yes
HOME Fund	Governmental	Non-major	Special Revenue	Yes
Transportation Planning Grant Fund	Governmental	Non-major	Special Revenue	Yes
Community & Rural Health Fund	Governmental	Non-major	Special Revenue	Yes
Community Clinical Linkage	Governmental	Non-major	Special Revenue	Yes
TX Healthy Communities	Governmental	Non-major	Special Revenue	Yes
HIV Grant	Governmental	Non-major	Special Revenue	Yes
Infectious Disease Fund	Governmental	Non-major	Special Revenue	Yes
Tuberculosis Grant	Governmental	Non-major	Special Revenue	Yes
Immunization Grant Program Fund	Governmental	Non-major	Special Revenue	Yes
WIC Fund	Governmental	Non-major	Special Revenue	Yes
<b>PROPRIETARY FUNDS:</b>				
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 Service Fund	Yes
Information Technology Fund	Proprietary	Non-major	Internal Service Fund	Yes
<b>Additional funds not appropriated in this budget include, funds used to account for long term debt, funds held in trust and agency funds, information on all funds may be found in the City's Comprehensive Annual Financial Report.</b>				

## POLICY STATEMENTS

### FUND STRUCTURE CHART



## POLICY STATEMENTS

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### 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.<sup>1</sup>

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:<sup>2</sup>

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

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

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

## POLICY STATEMENTS

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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.<sup>3</sup>

### 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.

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<sup>3</sup> PFIA 2256.021

## POLICY STATEMENTS

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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.<sup>4</sup>

### *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.<sup>5</sup>

### *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."

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<sup>4</sup> PFIA 2256.005 (i)

<sup>5</sup> PFIA 2256.008

## POLICY STATEMENTS

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### *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.<sup>6</sup>

### *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

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<sup>6</sup> PFIA 2256.005 (k-1)

## POLICY STATEMENTS

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will be affected 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

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- 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) receives an amount of deposits from customers of other federally insured depository institutions,

## POLICY STATEMENTS

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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

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### Safekeeping and Collateralization

The laws of the State and prudent treasury management require that all purchased securities be bought on a delivery versus payment basis<sup>7</sup> 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.<sup>8</sup> 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,
- Beginning and ending carrying (Book) value of the portfolio by market sector and total portfolio, if applicable,

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<sup>7</sup> PFIA 2256.005 (b)(4)(E)

<sup>8</sup> The Act, Sec. 2256.022

## POLICY STATEMENTS

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- 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.<sup>9</sup>

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.<sup>10</sup>

### 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 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

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<sup>9</sup> PFIA 2256.055 (m)

<sup>10</sup> PFIA 2256.017

## POLICY STATEMENTS

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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.

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### 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).

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### GLOSSARY

The Annual Budget contains specialized and/or technical terminology, along with acronyms, that are unique to public finance and budgeting. To assist the reader in understanding the Annual Budget document, a glossary of terms is provided.

**Account Classification:** A basis for distinguishing types of expenditures. The nine major classifications used by the City of Wichita Falls are: personal services, supplies, maintenance & repairs, utility & other services (Utilities/Other Serv), insurance & contract support (insur & contr Supp), other expenditures, non capital, capital improvements and transfers out.

**Accrual Basis of Accounting:** A method of accounting wherein revenue and expenses are recorded in the period in which they are earned or incurred regardless of whether cash is received or disbursed in that period. This is the accounting basis that is generally required to be used in order to conform to generally accepted accounting principles (GAAP) in preparing financial statements for external users.

**Ad Valorem Taxes:** Also referred to as property tax, this is the charge levied on all real, personal, and mixed property according to the property's assessed valuation and the tax rate, in compliance with the State Property Tax Code.

**Annual Budget:** The total budget as approved by the City Council, as revised.

**Appropriation:** A legal authorization made by the City Council, which permits City officials to incur obligations against and to make expenditures of governmental resources.

**Assessed Property Valuation:** A value established by the Wichita County Appraisal District, which approximates market value of real or personal property. By state law, one hundred percent (100%) of the property value is used for determining the basis for levying property taxes.

**Assigned fund balance:** comprises the portion of net resources for which an intended use has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds other than the general fund, assigned fund balance represents the amounts that are not restricted or committed, but are, at a minimum, intended to be used for the purpose of that fund.

**Balanced Budget:** A budget in which the expenditures incurred during a given period are matched by revenues received during that same period.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayments of the principal are detailed in a bond ordinance. The most common type of bonds are general obligation (G.O.) and revenue bonds. These are most frequently used for construction for large capital projects, such as buildings, streets, and water and sewer lines.

**Budget:** A financial plan for a specified period of time (fiscal year) that matches planned revenues with appropriations. The "proposed" budget designates the financial plan initially developed by departments and presented by the City Manager to the Council for approval. The "adopted budget" is the plan as modified and finally approved by that body. The "approved" budget is authorized by resolution and thus specifies the legal spending limits for the fiscal year.

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### GLOSSARY

**Budget Document:** The compilation of the spending plans for the various funds, along with supporting schedules, tables, and charts which, in total, comprises the annual revenue and expenditure plan.

**Budget Highlights:** Significant changes in expenditures or programs within a fund, department, or division.

**Budget Kick-off:** Signifies the start of the Budget Season (see Budget Season). Finance Department delivers a presentation on the economy and expectations of the following fiscal year budget.

**Budget Message:** The opening section of the budget provides the City Council and the public with a general summary of the most important aspects of the budget. The message explains principal budget issues against the background of financial experience in recent years, and represents the assumptions and policies upon which the City's budget is based.

**Budget Season:** Time period between the Budget Kick-off and September 30. For the City of Wichita Falls the Budget Season starts the first week of March and all departments work hand in hand with Finance to create a balanced budget.

**Budget Summary:** Provides a listing of revenues, expenditures, and available resources for all funds.

**CAFR:** Comprehensive Annual Financial Report, a set of financial statements of the governmental entity that complies with the accounting requirements of the Governmental Accounting Standards Board and audited by an external certified public accounting firm.

**Capital Improvements Plan:** A Capital Improvements Plan (CIP) is a separate budget from the operating budget. This is a 5-year plan that includes items that are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

**Capital Outlay:** Expenditures for equipment, vehicles, or machinery, and other improvements that result in the acquisition of assets with an estimated useful life of more than one year, a unit cost of \$1,000 or more, and capable of being identified as an individual unit of property.

**Capital Projects:** Projects which purchase or construct capital assets. Typically, a capital project encompasses purchase of land and/or the construction of a building or facility.

**Cash Accounting:** A basis of accounting in which transactions are recorded when cash is either received or expended for goods and services.

**Certificates of Obligation:** Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, Certificates of Obligation do not have to be authorized by public referenda.

**Certified Property Values:** To comply with the Property Tax Code, the chief appraiser certifies the approved appraisal roll to each taxing unit on or before July 25.

**Committed fund balance:** includes the portion of net resources that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be changed or lifted only by the government taking the same formal action that imposed the constraint originally. The formal

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### GLOSSARY

action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.

**Debt Service Fund:** A fund used to account for the monies set aside for the payment of interest and principal to holders of the City's general obligation and revenue bonds, the sale of which finances long-term capital improvements, such as facilities, streets and drainage, parks and water/wastewater systems.

**Department:** A major administrative segment responsible for management of operating Divisions that provide services within a functional area.

**Depreciation:** A method of recovering the cost of an asset over the asset's useful life or recovery period.

**Division:** A basic organizational unit that is functionally unique and provides service under the administrative direction of a Department.

**Duplicating Services Fund:** Fund mainly used to account for duplicating services and postage.

**Encumbrances:** Commitments for the expenditure of monies.

**Enterprise Fund:** A fund established to account for operations that are financed and operated in a manner similar to private business. The rate schedules are established to insure that revenues are adequate to meet all necessary expenditures. The Water & Sewer Fund and Sanitation Fund are enterprise funds in the City of Wichita Falls.

**Estimated Revenue:** A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

**Expenditure:** Funds spent in accordance with budgeted appropriations on assets or goods and services obtained.

**Fines & Forfeitures:** Monies imposed as penalty for an offense and collected as revenue by the municipal court for the city.

**Fiscal Year:** A consecutive 12-month period that signifies the beginning and ending dates for recording financial transactions. The City of Wichita Falls' fiscal year begins October 1 and ends September 30 of the following calendar year. This is also called the budget year.

**Franchise Fee:** A charge paid for the use of City streets and public right-of-ways.

**FTE:** Full-Time Equivalent, a human resources measurement equal to one staff person working full-time for one year.

**Fund:** An accounting device established to control receipt and disbursement of income from sources set aside to support specific activities or attain certain objectives. Each fund is treated as a distinct fiscal entity with a self-balancing set of accounts.

**Fund Balance:** The excess of current assets over current liabilities, representing the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

**GASB:** Governmental Accounting Standards Board.

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### GLOSSARY

**General Fund:** The largest fund within the City, the General Fund accounts for the majority of the financial resources of the government. General Fund revenues include property taxes, sales taxes, licenses and permits, service charges, and other type of revenue. This fund includes most of the basic operating functions such as fire and police, municipal court, finance, planning and inspection, public works, parks & recreation, and general administration.

**General Obligation (G.O.) Bonds:** Legal debt instruments that finance a variety of public projects such as streets, building, and improvements. These bonds are backed by the full faith and credit of the issuing government and are financed through property tax revenues. In Texas, G.O. Bonds must be authorized by public referenda.

**Geographic Information System:** A system, which has the ability to translate implicit geographic data (such as a street address, national grid coordinates or latitude and longitude coordinates) into an explicit map location.

**GFOA:** Government Finance Officers Association of the United States and Canada.

**Goal:** Long-term continuing target of an organization (vision of the future).

**Governmental Fund:** Any fund that is not a profit and loss fund. Examples of governmental funds include: general fund, special revenue fund, and debt service fund.

**Grant:** A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the state and federal governments. Grants are usually made for specified purposes.

**Infrastructure:** General fixed assets consisting of certain improvements other than buildings, including; roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems.

**Intergovernmental Revenue:** Grants, entitlements and cost reimbursements from another federal, state, or local governmental unit.

**Internal Service Fund:** Accounts for the financing of goods or services provide by one City department to other departments of the governmental unit on a cost reimbursement basis. The Fleet Maintenance Fund and Information Technology Fund are operated as internal service funds in the City of Wichita Falls.

**Investment:** Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals, or base payments.

**Levy:** To impose and collect by legal authority. The City Council has the authority to levy taxes, special assessments, and service charges as stated in the City Charter.

**Line Item:** reference to an expenditure category.

**Long Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Major Fund:** Individual funds whose revenues or expenditures, excluding other financing sources and uses, exceed 10% of total appropriations.

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### GLOSSARY

**Metropolitan Statistical Area:** A cluster of heavily settled communities that are geographically, socially, and economically related to one another and to a central urban core. A core consists of at least one central city having at least 50,000 inhabitants, or “twin cities with a combined population of at least 50,000”.

**Modified Accrual Basis of Accounting:** A method of accounting that is a mixture of the cash and accrual basis. The modified accrual basis should be used for governmental funds. To be recognized as a revenue or expenditure, the actual receipt or 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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### GLOSSARY

**Proprietary Fund:** The activities of proprietary funds closely resemble those of ongoing businesses in which the purpose is to conserve and add to basic resources while meeting operating expenses from current revenues. The activities are usually financed with user charges that are directly related to the services received. Proprietary funds include enterprise funds and internal service funds.

**Real Property:** Property classified by the State Property Tax Board including residential single and multi-family, vacant lots, acreage, farm and ranch improvements, commercial and industrial, and oil, gas and other mineral reserves.

**Reserve:** An account used to indicate that a portion of fund resources is restricted for a specific purpose, or is not available for appropriation and subsequent spending.

**Resolution:** A formal statement of a decision, determination, or course of action placed before a city council and adopted.

**Restricted fund balance:** includes the portion of net resources that can be spent only for the specific purposes stipulated by external resource providers either constitutionally or through enabling legislation. Examples include bond proceeds, grant awards, specific contributions.

**Revenue Bonds:** Legal debt instruments that finance public projects for such as service as water or sewer. Revenues from the public project are pledged to pay principal and interest of the bonds. In Texas, revenue bonds may or may not be authorized by public referenda.

**Revenues:** Funds received by the government as income, including tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants and interest income.

**Right-of-Way:** Land over which public roads/access are located.

**Roll Year:** Refers to the calendar year in which the property valuations that form the basis for the current fiscal year's property tax revenue projections were certified.

**Rollback Rate:** See **Voter Approved Tax Rate**.

**Roll-Off Containers:** Large open top rectangular containers for holding trash, debris, brush and other non-food waste. There is a charge for container use depending on the size of the container and the amount of use.

**Seal Coat:** Asphalt restoration and maintenance technique used to recondition city streets and thoroughfares.

**Service and Work Programs:** Tangible "end products" provided to the public or user department/ division.

**Services:** Professional or technical expertise purchased from external sources.

**Special Revenue Fund:** A separate fund that accounts for resources that are legally restricted to expenditures for specific operational purposes. Convention and Visitors Fund would be an example of a special revenue fund.

**Standard Metropolitan Statistical Area:** See "metropolitan statistical area".

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### GLOSSARY

**Stormwater Drainage Utility System:** A program that is implemented by governmental entities to control storm water run-off in urban areas.

**Strategy:** A plan to achieve an objective.

**Street Miles:** Centerline miles of actual street.

**Supplies:** Costs of goods consumed by the City in the course of its operation.

**Tax Rate:** The amount of tax levied for each \$100 of assessed value for real, personal, or mixed property. The rate is set by September 1 of each year by the City Council of the City of Wichita Falls, Texas.

**Taxes:** Compulsory charges levied by a government for the purpose of financing service performed for the common benefit.

**Total Tax Rate:** Property Tax rate including both of the portions used for operations and that for debt service.

**Transfers:** The authorized exchanges of cash or other resources between funds.

**Transmittal Letter:** A general discussion of the proposed budget presented in writing by the City Manager to the Mayor and City Council. The transmittal letter highlights the major budget items including any changes made in the current budget year, issues affecting the decisions and priorities of the current year, and actions incorporated into the adopted budget.

**Trend Analysis:** Graphs which analyze historical data, projected information, or comparison from one year to the next. A brief narrative or summary data is included with the graphs.

**Unassigned fund balance:** includes the amount in an operating fund in excess of what can properly be classified in one of the other four categories of fund balance. Unassigned amounts are technically available for any purpose.

**User Fee (User Charge):** The payment of a fee for direct receipt of a public service by the part benefiting from the service.

**Voter Approved Tax Rate (formerly, Rollback Rate):** A property tax rate that is more than 3.5 percent above the “no-new tax rate”. S.B. 2 requires a city to hold an automatic election (i.e., the bill eliminates the petition requirement) on the November uniform election date if it adopts a rate exceeding the 3.5 percent voter-approval rate.

**Working Capital:** The difference between current assets and current liabilities. Working Capital measures the margin of protection for current creditors and reflects the ability of a company to finance current operations.

## APPENDIX

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### GLOSSARY

<b>AMI</b>	Advanced Metering Infrastructure (Water Meters)
<b>C&amp;V</b>	Convention and Visitors Bureau
<b>CAD/RMS</b>	Computer Aided Dispatch/Record Management System
<b>CAFR</b>	Certified Annual Financial Report
<b>CDBG</b>	Community Development Block Grant
<b>CIP</b>	Capital Improvements Program
<b>CO</b>	Certificate of Obligation
<b>M.S.A.</b>	Combined Metropolitan Area
<b>DOT</b>	Department of Transportation
<b>DPS</b>	Department of Public Safety
<b>W.F.I.S.D.</b>	Wichita Falls Independent School District
<b>EMS</b>	Emergency Medical Services
<b>EPA</b>	Environmental Protection Agency
<b>FMLA</b>	Family Medical Leave Act
<b>FTE</b>	Full-Time Employee
<b>FY</b>	Fiscal Year
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Governmental Accounting Standards Board
<b>GF</b>	General Fund
<b>GFOA</b>	Government Finance Officers Association
<b>GIS</b>	Graphic Information System
<b>GO</b>	General Obligation (Bond)
<b>GPS</b>	Global Positioning System
<b>HAZMAT</b>	Hazardous Materials
<b>HOME</b>	Home Investment Partnerships Program
<b>HR</b>	Human Resources (Department)
<b>HVAC</b>	Heating Vent Air Conditioning
<b>ISD</b>	Independent School District
<b>IT</b>	Information Technology
<b>LED</b>	Light-Emitting Diode
<b>LGC</b>	Local Government Code
<b>MC</b>	Municipal Court
<b>mgd</b>	Millions of Gallons per Day
<b>MSU</b>	Midwestern State University
<b>NDS</b>	Neighborhood Development Services
<b>OPEB</b>	Other Post-Employment Benefits
<b>PD</b>	Police Department
<b>PH</b>	Phase
<b>PTC</b>	Property Tax Code
<b>RM</b>	Risk Management
<b>ST</b>	Stormwater Fund
<b>TMRS</b>	Texas Municipal Retirement System
<b>TWDB</b>	Texas Water Development Board
<b>US</b>	United States
<b>USA</b>	United States of America
<b>VC</b>	Vernon College
<b>VTCA</b>	Vernon's Texas Civil Statutes Annotations

## APPENDIX

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### GLOSSARY

<b>WC</b>	Workers' Compensation
<b>WFFRRF</b>	Wichita Falls Firemen's Relief and Retirement Fund
<b>WFPD</b>	Wichita Falls Fire Department
<b>W &amp; S</b>	Water and Sewer Fund