



# CITY OF WILLIS

Annual Program of Services  
2022-2023

Presented to the Mayor  
and City Council

By: Sheyi I. Ipaye, CPM  
City Manager



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# CITY OF WILLIS

## CITY OFFICIALS

### ELECTED OFFICIALS

### ELECTED POSITION

Leonard Reed	Mayor
Ashley Nixon	Council Member Number 1
Barney Stone	Council Member Number 2
Thomas Belinoski	Council Member Number 3
Thomas Luster	Council Member Number 4
William Brown	Council Member Number 5

### APPOINTED OFFICIALS

### TITLE

Sheyi Ipaye, CPM	City Manager
Larry Forester	City Attorney
Gary Scott	Municipal Judge
Marissa Quintanilla	City Secretary



## OFFICE OF THE CITY MANAGER

September 13, 2022

Honorable Mayor Reed and Members of the City Council:

In compliance with state law and the Home Rule Charter of the City of Willis, Texas, I am pleased to submit to you the Proposed Annual Budget and Plan of Municipal Services for the fiscal year beginning October 1, 2022 and ending September 30, 2023.

During my meeting with the Mayor and City Councilmembers, the City Council expressed the desire to maintain the current tax rate and levels of service offered to the citizens of Willis. The City Council also expressed desire for a balanced budget. From those comments, City Staff continued developing the budget, and now feel confident we have accomplished the task given.

The state of our national and local economy continues to be of concern, with rapid inflation, although some of our economic indicators are showing signs of a slow but steady growth. Several considerations, goals, and priorities were identified with the development of this budget.

Those priorities addressed in the FY 2022-2023 Budget are:

- 1) Continue to maintain current ad valorem property tax rate.
- 2) Reposition staff and staffing levels to better reflect the demands for service throughout the organization and City.
- 3) Maintain adequate funding for street infrastructure needs and other capital projects.
- 4) Continue funding adequate pay and benefit to City employees
- 5) Address improvements to municipal facilities
- 6) Fleet replacement particularly at the Police and Public Work Departments.
- 7) Continue promoting economic development activities and make Willis an ideal place to live, work and to do business.

Transmitted herewith is the approved FY 2022-2023 budget for the City of Willis. The budget totals \$12,930,236 of which \$6,578,000 is for the General Fund, \$4,325,000 for the Enterprise Fund, \$912,136 for the General Debt Service Fund, \$700,000 for the Community Development

Corporation Fund, \$500 for the Municipal Court Technology Fund, \$200 for the Municipal Court Safety Fund, \$14,400 for the Hotel Tax Fund, \$400,000 for the Sanitation Fund.

## **LONG-TERM GOALS**

During the Budget process, the Council would have opportunity to review the goals for the upcoming budget year and beyond.

The 2022-2023 goals are stated as follows:

1. Address organizational issues within city government while emphasizing quality customer service at all levels of the organization.
2. Promote a positive environment for economic development in the community to achieve stable and positive financial conditions.
3. Enhance the quality of life by improving the City's capital infrastructures.

## **MAJOR PROGRAM INITIATIVES**

### **Organizational Issues**

The most important goal involving organizational issues is to instill confidence in the integrity of the City government. Through a commitment to excellence in leadership and staff development, employees can deal responsibly with citizen's concerns, resulting in the successful achievement of this goal.

The City of Willis January 1, 2022, certified net taxable property value of \$573,672,894 reflects an increase of \$157,538,800 from the 2021 adjusted taxable value of \$416,134,094. Fiscal issues require constant vigilance. Bearing in mind achieving a long-term, stable, positive financial condition is paramount to the progress of Willis; the City voted and selected a tax rate of \$.5556 which is less than the voters approval tax rate on September 13, 2022 for the FY 2022-2023 Budget. By charging this tax rate on taxable values, the resulting tax levy for General revenue will be approximately \$130,226 more than FY 2021-2022. By setting the tax rate at \$.5556, the Council demonstrated leadership, foresight, and compassion for the citizens of our City.

### **Economic Development**

Willis is fortunate to have many dedicated community leaders who understand the importance of cohesive economic development. Efforts are being made to strengthen our business retention and expansion programs by collaborating and establishing the Willis Chamber of Commerce, reinvesting wealth within our local economy and ultimately improving our economic position through the creation of jobs in our community. Tourism remains a growth industry in Texas and Willis hopes to capitalize on that industry by sponsoring events and festivals for Willis aimed at attracting people to our city.

The City of Willis credit profile is supported by a rapidly growing, though modestly sized, tax base, which is expected to continue to expand due to ongoing residential and commercial development activity. The City benefits from a notably improved financial position, resulting from increased property tax revenue and the consolidation of city finances following the dissolution of the city's economic development corporation and consolidation of its revenues and functions into the general government. On May 14th Moody's upgraded the city's issuer and GOLT ratings to A3 from Baa2 and revised the outlook to positive from stable.

### **Quality of Life**

Our primary responsibility to those who live, work, and visit our city is the commitment to enhance their quality of life providing exemplary services which are respected by all and reflective of our community's desires. By strengthening the City's Capital Improvement Program our streets, water, wastewater, and drainage will be improved.

The City continually reviews our Comprehensive Master plan, Subdivision Regulations, Development Agreements, and Design Criteria for development to sustain current operations and support future growth of our community. We are working together to provide and maintain a dynamic, progressive, quality atmosphere in which to live, work, and play. To enhance the quality of life, the open space master plan has been prepared for promotion of growth through a defined strategic plan for parks and recreation.

### **Recommendations**

The FY 2022-2023 Annual Program of Services is divided into the following areas: Administrative Services, Financial Services, Emergency Services, Municipal Services, and Utility Services. The program areas outline the respective roles of the departments and their associated divisions based upon the services they perform. This allows the creation of individual cost centers and better overall monitoring of fund expenditures. Owing to the delivery of services to business and residential interests in the community, the following are recommendations for FY 2022-2023:

- Adopt a tax rate of \$.5556 for FY 2022-2023 and establish fiscal accountability for growth in the assessment of property valuation to create additional capacity for future debt service.
- Review job compensation plan to ensure a market-based approach for employee recruitment and retention.
- Consider improvements to: Cargill, Hines, Cemetery, Church, Danville, Reese, Powell, North and South Shirley Lane, MLK, Cross St., First St., Bell St., Holland, East and West Watson, and Cochran.
- Submit the Fiscal Year 2022-2023 Annual Program of Services publication to GFOA to determine its eligibility for the Distinguished Budget Presentation Award. These recommendations will assist the City of Willis in meeting basic service needs, accounting for operational deficiencies and preparing to meet future growth.

## Summary

As a result of efficient planning methods, the outcome of our budget process will satisfy our mission statement, which states: "In our on-going commitment to the citizens and businesses in the City of Willis, we endeavor each day to be fiscally responsible, knowing that we are held accountable for our actions, to move the city in a forward progression of economic development, to provide the best customer service to those who live, work and play within our city limits, and to be fair and honest in all that we do. With passion, integrity, and professionalism, from within City Hall to our elected officials, we will be the leaders of Community Driven spirit that will guide the success of Willis into the Future. The Fiscal Year 2018-2019 offers much promise for improving the overall financial condition of the City.

Willis is poised to benefit from the location of our city along Interstate 45, as it brings needed visibility and creates opportunities for business expansion for commercial and retail growth. This will lessen our dependability on ad valorem taxes as the primary on the vacant means of supporting maintenance and operations of the city now and in the future. Finally, the city of Willis continues to improve its financial position and has developed a budget that focuses on both long and short-range concerns. To this end, the improvement in the community is a direct result of the leadership and involvement of its people and those responsible are to be commended It has been a great pleasure working with excellent staff.

I am grateful for the opportunity to serve the Mayor and Council members and the citizens of Willis and for supporting and adopting the new fiscal approach designed to increase our overall fiscal accountability here in the City Willis, Texas.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Sheyi I. Ipaye', with a long horizontal line extending to the right.

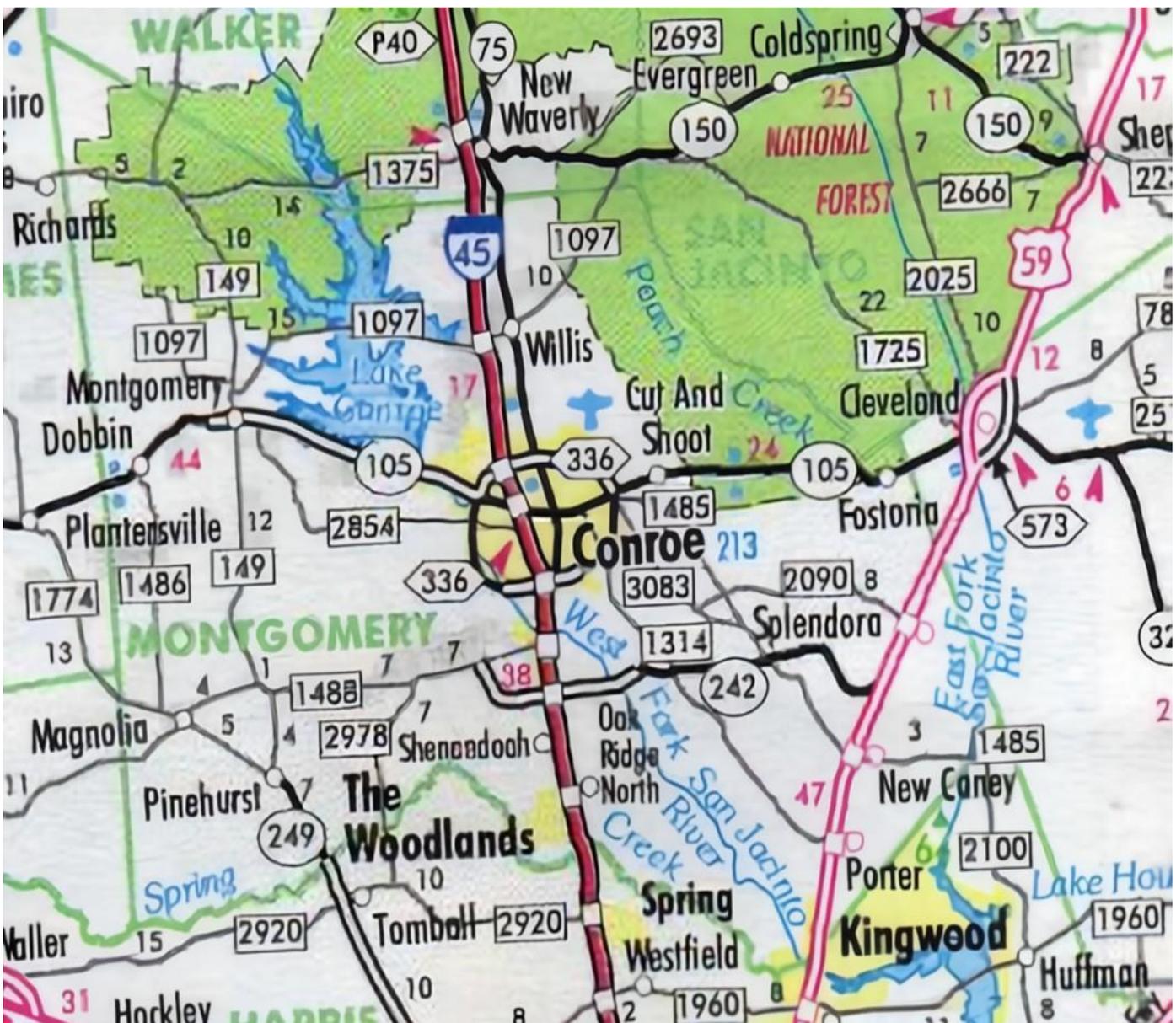
Sheyi I. Ipaye, CPM  
City Manager

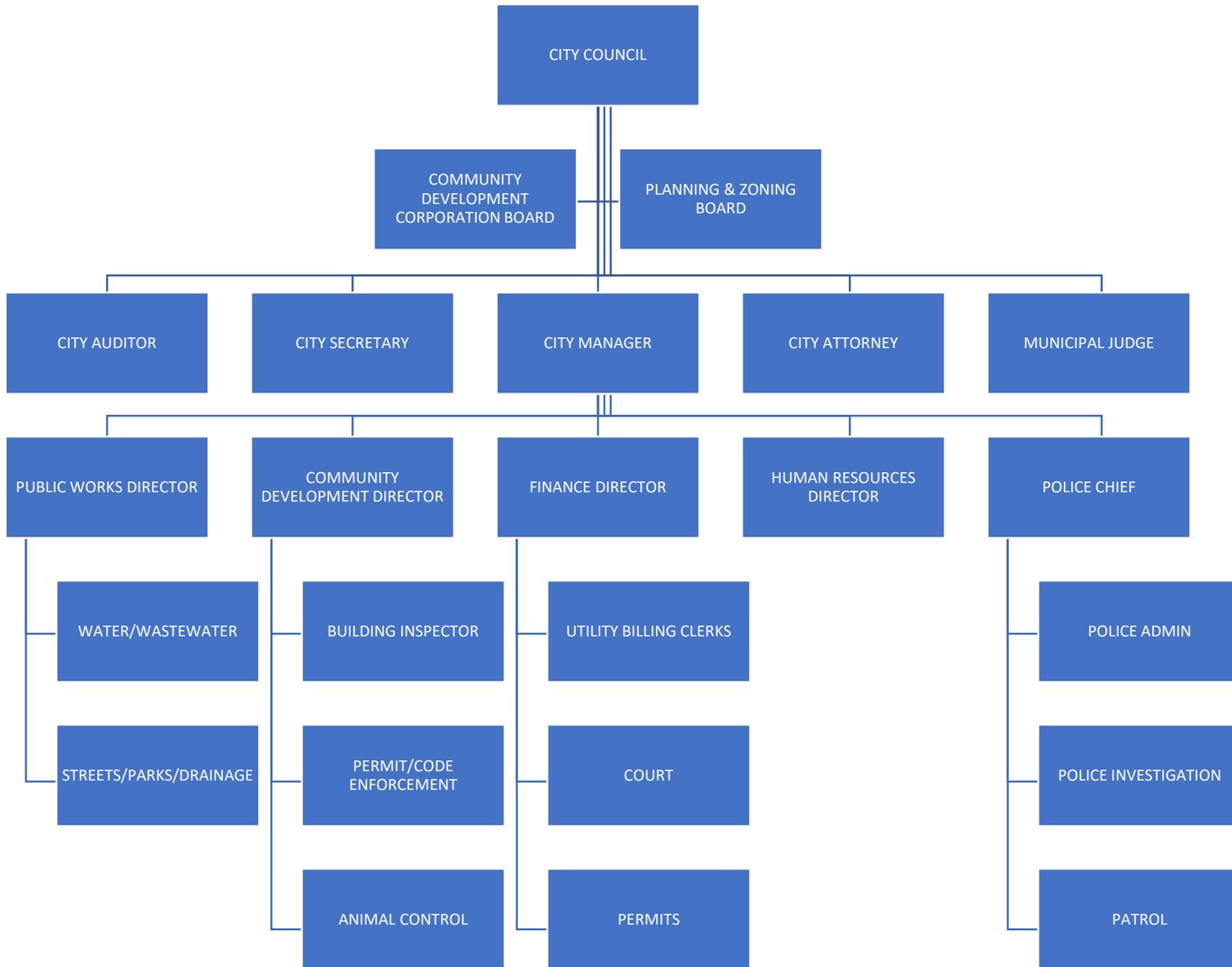
# CITY OF WILLIS

## COMMUNITY PROFILE

The city of Willis is located in North Montgomery County, eight mile north of Conroe, Texas, 50 miles north of Houston, Texas and 20 miles south of Huntsville, Texas. The city is home to an estimated 8,000 residents and estimated 200 businesses. Major employers include Willis ISD, Kongsberg, Hixon Lumber Company, and Willis Convalescent Center to name a few.

## AREA MAP





# CITY OF WILLIS

## CALENDAR

## FISCAL YEAR 2022-2023

June 21	First Budget Work Session with Council
July 19	Second Budget Work Session with Council
August 2	Chief Appraiser Delivers Certified Estimate of Taxable Value No-New-Revenue and Voter-Approval Tax Rates Calculated
August 9	Submission of the No-New-Revenue/Voter Approval Rates City Post Rates on Website
August 16	Tax Rate Record Vote if exceeds lower of the No-New-Revenue or Voter Approval Rate set a public hearing Final Budget Workshop Set Dates for Public Hearing on Budget
September 1	File proposed Budget with City Secretary Publish Notice of Public Hearing on Budget Post Proposed Budget on Website Publish Notice of Tax Rate Hearing if applicable Post Hearing Notices of Website
September 13	Public Hearing on Budget Public Hearing on Tax Rate Adopt the Budget Set the Tax Rates

## Summary of Values as of 2022 Certification City of Willis

	Market Value	Net Taxable	Net Taxable after Freeze
<b>Certified Values</b>	\$683,608,575	\$573,672,894	\$573,672,894
<b>Under Review at Current Value</b>	\$54,159,515	\$50,473,940	\$50,473,940
<b>Under Review at Previous Years Value</b>	\$28,906,765	\$27,920,365	\$27,920,365
<b>Reasonable Estimate of Under Reviews</b>	\$46,035,588	\$42,902,849	\$42,902,849

### Previous Year's Value lost due to appeals under Chapter 42 Texas Property Tax Code 26.012(a)(13)

	Net Taxable	Net Taxable after Freeze
<b>Previous Year Original Certified Value (ETR Line 5A)</b>	\$1,754,010	\$1,754,010
<b>Previous Year Adjusted Value (ETR Line 5b)</b>	\$1,550,000	\$1,550,000
<b>Previous Year Value Loss (ETR Line 5C)</b>	\$-204,010	\$-204,010

### Previous Year's Taxable Value Not in Dispute for Property Subject to an Appeal under Chapter 42 Texas Property Tax Code 26.012(13)(a)(iii)

	Taxable Value
<b>Previous Year Original Certified Value (Deduct from ETR Line 1)</b>	\$74,213,280
<b>Previous Year Original Certified Value (ETR Line 6A)</b>	\$74,213,280
<b>Previous Year Value in Dispute (ETR Line 6B)</b>	\$14,842,656
<b>Previous Year Value NOT in Dispute (ETR Line 6C)</b>	\$59,370,624

### Average Home Value(s)

Average Market Value	Average Assessed Value
\$138,987	\$99,122



Date: August 4, 2022  
 Tony Belinoski, Chief Appraiser  
 Montgomery Central Appraisal District

# Assessment Roll Grand Totals Report

MCAD

Tax Year: 2022 As of: Certification

CWI - City of Willis (ARB Approved Totals)

Number of Properties: 2928

## Land Totals

Land - Homesite	(+)	\$76,077,634		
Land - Non Homesite	(+)	\$127,141,616		
Land - Ag Market	(+)	\$2,373,520		
Land - Timber Market	(+)	\$5,145,720		
Land - Exempt Ag/Timber Market	(+)	\$0		
<b>Total Land Market Value</b>	<b>(=)</b>	<b>\$210,738,490</b>	<b>(+)</b>	<b>\$210,738,490</b>

## Improvement Totals

Improvements - Homesite	(+)	\$167,704,320		
Improvements - Non Homesite	(+)	\$219,383,810		
<b>Total Improvements</b>	<b>(=)</b>	<b>\$387,088,130</b>	<b>(+)</b>	<b>\$387,088,130</b>

## Other Totals

Personal Property (430)		\$85,781,955	(+)	\$85,781,955
Minerals (0)		\$0	(+)	\$0
Autos (0)		\$0	(+)	\$0
<b>Total Market Value</b>			<b>(=)</b>	<b>\$683,608,575</b>
<b>Total Market Value 100%</b>			<b>(=)</b>	<b>\$685,531,195</b>
<b>Total Homestead Cap Adjustment (669)</b>			<b>(-)</b>	<b>\$30,394,601</b>
<b>Total Exempt Property (113)</b>			<b>(-)</b>	<b>\$63,285,125</b>

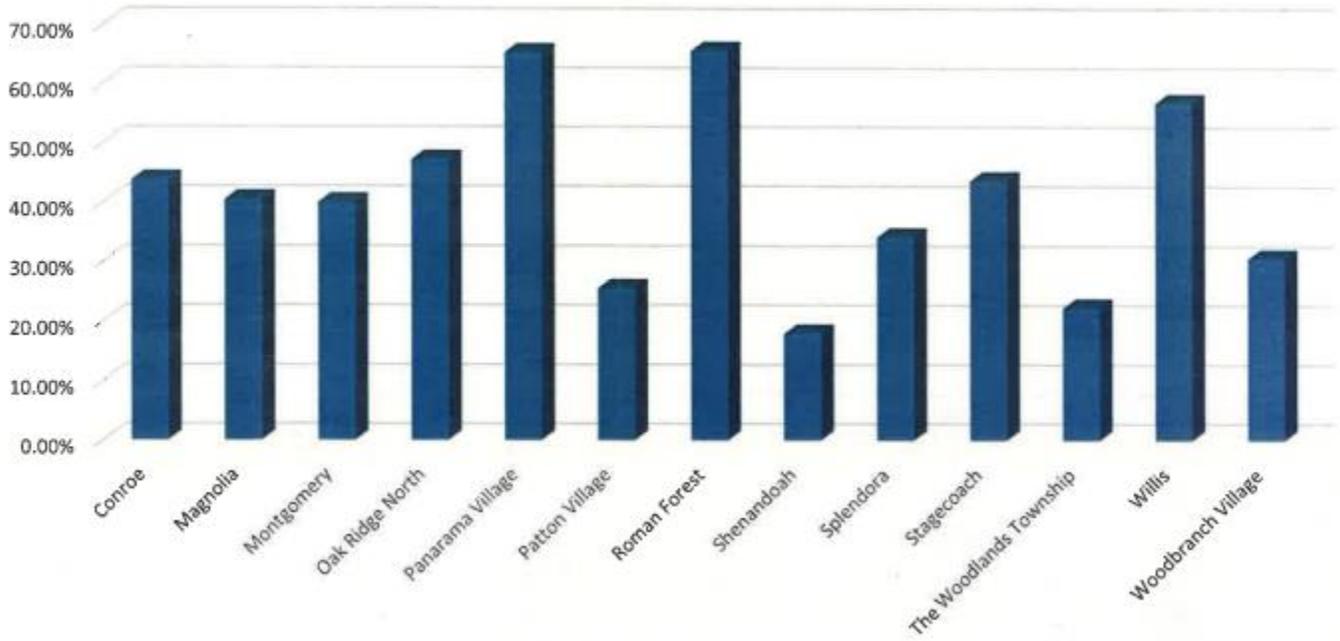
## Productivity Totals

Total Productivity Market (Non Exempt)	(+)	\$7,519,240		
Ag Use (11)	(-)	\$9,930		
Timber Use (6)	(-)	\$16,170		
<b>Total Productivity Loss</b>	<b>(=)</b>	<b>\$7,493,140</b>	<b>(-)</b>	<b>\$7,493,140</b>
<b>Total Assessed</b>			<b>(=)</b>	<b>\$582,435,709</b>

## Exemptions

			(HS Assd	75,516,716 )
(HS) Homestead Local (769)	(+)	\$0		
(HS) Homestead State (769)	(+)	\$0		
(O65) Over 65 Local (271)	(+)	\$1,268,140		
(O65) Over 65 State (271)	(+)	\$0		
(DP) Disabled Persons Local (55)	(+)	\$0		
(DP) Disabled Persons State (55)	(+)	\$0		
(DV) Disabled Vet (16)	(+)	\$171,000		
(DVX) Disabled Vet 100% (13)	(+)	\$1,929,620		
(AUTO) Lease Vehicles Ex (1)	(+)	\$1,636		
(FP) Freeport (1)	(+)	\$5,311,100		
(HB366) House Bill 366 (89)	(+)	\$81,319		
<b>Total Exemptions</b>	<b>(=)</b>	<b>\$8,762,815</b>	<b>(-)</b>	<b>\$8,762,815</b>
<b>Net Taxable (Before Freeze)</b>			<b>(=)</b>	<b>\$573,672,894</b>

### Adopted Tax Rate





# City of Willis, Texas

## Annual Budget

For the year ended September 30, 2023

	General Fund	Debt Service	TIRZ	CDC
<b>Revenues</b>				
Property Tax	\$ 2,210,000	\$ 912,036	\$ 350,000	\$ -
Sales Tax	\$ 3,500,000	\$ -	\$ -	\$ 700,000
Franchise Tax	\$ 250,000	\$ -	\$ -	\$ -
Garbage Collections	\$ 400,100	\$ -	\$ -	\$ -
Municipal Court	\$ 53,900	\$ -	\$ -	\$ -
Permits	\$ 298,100	\$ -	\$ -	\$ -
Other Revenues	\$ 25,200	\$ 100	\$ -	\$ 1,000
<b>Total Revenues</b>	<b>\$ 6,737,300</b>	<b>\$ 912,136</b>	<b>\$ 350,000</b>	<b>\$ 701,000</b>
<b>Expenditures</b>				
Administration	\$ 1,417,663	\$ -	\$ -	\$ 810,064
Community Development	\$ 616,500			
Police Department	\$ 2,410,000	\$ -	\$ -	\$ -
Streets, Drainage, Garbage & Parks	\$ 1,460,700	\$ -	\$ -	\$ -
Municipal Court	\$ 133,400	\$ -	\$ -	\$ -
<b>Debt Service</b>				
Principal	\$ 40,000	\$ 706,000	\$ 47,600	\$ 73,300
Interest	\$ 6,663	\$ 164,036	\$ 10,586	\$ 32,186
Bond Agent Fees	\$ 500	\$ 500	\$ 500	\$ 1,000
<b>Total Expenses</b>	<b>\$ 6,085,426</b>	<b>\$ 870,536</b>	<b>\$ 58,686</b>	<b>\$ 916,550</b>
<b>Revenues Exceeding Expenses</b>	<b>\$ 651,874</b>	<b>\$ 41,600</b>	<b>\$ 291,314</b>	<b>\$ (215,550)</b>
<b>Transfers</b>				
	\$ -	\$ -	\$ -	\$ -
<b>Fund Balance</b>	<b>\$ 651,874</b>	<b>\$ 41,600</b>	<b>\$ 291,314</b>	<b>\$ (215,550)</b>



# CITY OF WILLIS

MAYOR AND CITY COUNCIL, ADMINISTRATION- i.e., CITY MANAGER, CITY SECRETARY, FINANCE, HUMAN RESOURCES

FUND/DEPARTMENT/PROGRAM:

## PROGRAM DESCRIPTION

Willis, a community incorporated in 1937, has a population of 8,501. The City of Willis is primarily responsible for maintaining a safe, pleasant environment within the community by providing effective governance and the efficient delivery of public service.

The City of Willis is a "home rule" city operating under the City Charter originally adopted in 2008. The city is operated by a Council-Manager form of government with a Mayor, five Council Members and a City Manager. The Mayor and the Council Members are elected at large.

The city meets for regular sessions at 5:30 p.m. on the 3<sup>rd</sup> Tuesday of each month.

## MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal 1: Enhance the quality of life in Willis, Texas

Objective 1: Continue to pursue recreational, cultural and aesthetic improvements in the community.

Objective 2: Provide funding of operational and capital expenditures for infrastructure improvements.

Goal 2: Promote a positive environment for economic development in the community.

Objective 1: Develop and support policies to encourage housing development.

Objective 2: Develop and support policies to encourage commercial and industrial development.

Goal 3: Address organizational issues with City government.

Objective 1: Work to install confidence in the integrity of City Government.

Objective 2: Support development of a professional City staff that can effectively and efficiently meet the needs of the community.

ADMINISTRATION/CITY MANAGER

FUND/DEPARTMENT/PROGRAM

## PROGRAM DESCRIPTION

City Manager

The City Manager is the Chief Executive Officer of the City. It is his/her duty, under the City Charter, to execute and implement policies as established by the City Council. He/she is responsible for the overall coordination of the City's governmental activities, for the efficient operation of the City of Willis, provides management leadership to staff and communicates organizational goals and values to the public.

## MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal 1: Enhance the quality of life in Willis, Texas.

- Objective 1: Continue to pursue recreational, cultural and aesthetic improvements in the City.
- Objective 2: Provide funding of operational and capital expenditures for street improvements.

Goal 2: Promote a positive environment for economic development in the community.

- Objective 1: Support policies to encourage housing community development.
- Objective 2: Support policies to encourage commercial and industrial development.

Goal 3: Addresses organizational issues with City government.

- Objective 1: Develop policies, procedures and practices that promote high ethical standards.
- Objective 2: Implement training for effective customer service and instill confidence in the integrity of City government.
- Objective 3: Hire and/or develop a staff that sets the highest professional standards for themselves and the organization.

CITY SECRETARY

FUND/DEPARTMENT/PROGRAM

## PROGRAM DESCRIPTION

The City Secretary is the clerk for the City Council and, as such, is responsible for documentation, publication, and archiving of all official records, including minutes, ordinances, resolutions, contracts, deeds, and easements. The City Secretary serves as chief election official for all municipal elections. The department has primary responsibility for coordinating a Records Management Program. The department provides clerical assistance to other departments through the Central Secretary position. Also, the City Secretary office acts as a public information center to visitors and guests upon entering the City Hall.

## MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal: Provide City Council Agenda packet on a timely basis.

Goal: Post all necessary and required public notices on a timely manner.

Goal: Accurately record City Council minutes and submit for approval at the next City Council meeting.

Objective: Prepare City Council minutes within seven (7) working days.

Objective: Index all file official documents within two (2) weeks of final action.

Goal: Administer City elections in full compliance of the City Charter and the Texas Election Code.

Goal: Provide timely responses to official public information requests.

Objective: Respond within ten (10) days to all public information requests.

CITY OF WILLIS

ADMINISTRATION/HUMAN RESOURCES

FUND/DEPARTMENT/PROGRAM

PROGRAM DESCRIPTION

The Human Resources and Civil Service programs administer the personnel policy, employee recruitment, staff relations and classification. The program is also responsible for compensation administration, personnel records and management, administration of employee benefits, and workers compensation insurance. The program also monitors City policies so that they comply with Federal and State laws governing municipal employment practices. General Fund operations including copier leases and printing supplies, unemployment insurance, property and liability insurance, capital lease principal and interest, and auditing fees.

MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal 1: Continue to attract and retain qualified employees

Objective 1: Post job announcements and advertise in local newspaper and appropriate trade publications.

Goal 2: Administer employee benefits programs.

Objective 1: Enroll new employees and process employee benefit changes in a timely manner.

Objective 2: Liaison with employee benefits carrier and administrators.

Goal 3: Maintain employee compensation schedules.

Objective 1: Update employee compensation and job classification changes as they occur.

Goal 4: Provide General Fund departments with property and liability and workers compensation insurance coverage.

Goal 5: Provide General Fund departments with operating leases for minor equipment and office machines.

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Administration Expense**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 3/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
19-401-6111	Salaries/Wages	\$18,565.00	\$173,961.48	\$287,852.00	\$288,000.00	\$ 445,000.00
19-401-6112	FICA	\$1,434.80	\$10,387.92	\$23,803.00	\$24,000.00	\$ 35,000.00
19-401-6113	Health Insurance	\$5,140.79	\$25,305.77	\$29,521.00	\$30,000.00	\$ 40,000.00
19-401-6114	TMRS	\$1,823.22	\$12,578.37	\$31,022.00	\$30,000.00	\$ 43,000.00
19-401-6115	Unemployment	\$531.78	\$1,759.60	\$720.00	\$2,000.00	\$ 2,500.00
19-401-6116	Worker's Comp	\$0.00	\$820.36	\$765.00	\$1,000.00	\$ 1,000.00
19-401-6117	Incentive/Longevity	\$0.00	\$112.00	\$1,100.00	\$1,000.00	\$ 2,000.00
19-401-6119	Education Incentive	\$276.92	\$1,799.98	\$10,800.00	\$10,000.00	\$ 10,000.00
19-401-6120	Auto Allowances	\$150.00	\$2,738.46	\$11,400.00	\$11,500.00	\$ 12,000.00
19-401-6121	Appreciation	\$0.00	\$0.00	\$0.00	\$0.00	\$ 5,000.00
19-401-6211	Office	\$4,565.94	\$50,357.22	\$29,041.00	\$55,000.00	\$ 30,000.00
19-401-6215	Postage	\$93.12	\$529.68	\$1,279.00	\$1,300.00	\$ 1,500.00
19-401-6313	Buildings/Structures	\$2,537.97	\$15,834.68	\$19,881.00	\$20,000.00	\$ 35,000.00
19-401-6318	Operations/Office Equipm	\$2,358.63	\$38,007.81	\$52,380.00	\$50,000.00	\$ 50,000.00
19-401-6319	Radio/Cell Phones	\$313.17	\$1,593.97	\$14,236.00	\$10,000.00	\$ 15,000.00
19-401-6410	Board/Commission/Comr	\$0.00	\$0.00	\$0.00	\$0.00	\$ 50,000.00
19-401-6411	Association Dues/Subscrip	\$215.20	\$8,322.85	\$10,987.00	\$12,000.00	\$ 15,000.00
19-401-6412	Meeting/Conferences/Tra	\$2,718.55	\$15,916.55	\$10,784.00	\$20,000.00	\$ 35,000.00
19-401-6413	Insurance	\$0.00	\$7,248.08	\$9,123.00	\$10,000.00	\$ 12,000.00
19-401-6414	Elections	\$0.00	\$21,923.00	\$0.00	\$22,000.00	\$ 10,000.00
19-401-6417	Legal Notices	\$460.50	\$1,323.00	\$6,106.00	\$1,500.00	\$ 2,000.00
19-401-6430	Other Misc & Sundry	\$80.12	\$21,118.88	\$0.00	\$25,000.00	\$ 25,000.00
19-401-6511	Legal	\$540.00	\$7,913.42	\$58,964.00	\$35,000.00	\$ 75,000.00
19-401-6513	Consultants	\$0.00	\$10,050.00	\$9,123.00	\$20,000.00	\$ 50,000.00
19-401-6515	Auditing	\$0.00	\$0.00	\$13,200.00	\$15,000.00	\$ 25,000.00
19-401-6516	Interlocal Government	\$4,294.37	\$8,650.30	\$17,981.00	\$20,000.00	\$ 25,000.00
19-401-6520	SHTC Reimbursement	\$0.00	\$0.00	\$630,467.00	\$0.00	\$ -
19-401-6530	Other	\$0.00	\$645.96	\$0.00	\$1,000.00	\$ 1,000.00
19-401-6611	Electric	\$27,901.14	\$157,596.20	\$262,124.00	\$275,000.00	\$ 300,000.00
19-401-6612	Telephone	\$863.84	\$6,469.42	\$7,257.00	\$7,500.00	\$ 7,500.00
19-401-6715	Office Equipment	\$0.00	\$0.00	\$900.00	\$200.00	\$ 1,000.00
19-401-6730	Other Capital Outlay	\$0.00	\$0.00	\$6,981.00	\$5,000.00	\$ 10,000.00
19-401-6811	Bond Principal	\$0.00	\$0.00	\$0.00	\$0.00	\$ 94,400.00
19-401-6812	Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	\$ 18,761.00
19-401-6813	Paying Agent	\$0.00	\$0.00	\$0.00	\$0.00	\$ 500.00
Totals for Department(s) 401 - Adm		\$74,865.06	\$602,964.96	\$1,557,797.00	\$1,003,000.00	\$1,484,161.00

CITY OF WILLIS

COMMUNITY DEVELOPMENT- i.e., PLANNING /ZONING, BUILDING INSPECTIONS, AND ANIMAL CONTROL

PLANNING/ZONING

FUND/DEPARTMENT/PROGRAM

PROGRAM DESCRIPTION

Provide community growth opportunities and quality of life improvements within the City through the enforcement of Planning and Zoning Ordinances and Subdivision Regulations.

MAJOR DEPARTMENT GOALS AND OBJECTIVES AS MEASURED BY WORKLOAD AND PRODUCTIVITY MEASURES

Goal 1: Train Staff relating to Zoning Ordinances

Objective 1: Obtain staff training to allow more informed use of existing ordinance.

Goal 2: Update Zoning ordinances that have been made noncompliant due to state laws being enacted.

Objective 1: Locate out of date zoning ordinances and invalid ordinances.

Objective 2: Provide completed documents to council for corrective adoption.

Objective 3: Obtain an updated zoning map.

CITY OF WILLIS

BUILDING INSPECTIONS

FUND/DEPARTMENT/PROGRAM

**PROGRAM DESCRIPTION**

The Building Inspection Department is divided into the two areas of Administration and Enforcement which review major codes and make recommendations to the respective boards which oversee them.

ADMINISTRATION

Administers the permitting procedures, record keeping, legal issues, zoning applications, and demolition program.

ENFORCEMENT

Enforces the codes and responds to related complaints, as well as protect historically significant structures.

**MAJOR DEPARTMENT GOALS AND OBJECTIVES AS MEASURED BY WORKLOAD AND PRODUCTIVITY MEASURES**

Goal 1: Continue to build working relationships with elected city officials, residents and businesses.

Objective 1: Respond to citizen’s complaints and/or concerns in a timely manner.

Objective 2: Communicate city codes and ordinances concerning health, safety, welfare and quality of life to the public.

Goal 2: Maintain certification and continuing professional education to provide the best service possible to the community.

Objective 1: Maintain ICC certifications in Residential Building Inspector, Residential Plumbing Inspector, Residential Plans Examiner, and Residential Electrical Inspector.

CITY OF WILLIS

ANIMAL CONTROL

FUND/DEPARTMENT/PROGRAM

PROGRAM DESCRIPTION

ANIMAL CONTROL

Responsible for public safety, health and humane treatment of stray pets and wildlife.

MAJOR DEPARTMENT GOALS AND OBJECTIVES AS MEASURED BY WORKLOAD AND PRODUCTIVITY MEASURES

Goal 1: Train staff to operate in code enforcement boundaries and function as both ACO and CEO

Objective 1: Staff to obtain code enforcement license

Objective 2: Staff to obtain euthanasia certification

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Community Development Expense**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 3/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
19-411-6111	Salaries/Wages	\$18,919.82	\$105,910.79	\$229,840.00	\$230,000.00	\$ 260,000.00
19-411-6112	FICA	\$1,487.82	\$8,309.31	\$22,444.00	\$20,000.00	\$ 20,000.00
19-411-6113	Health Insurance	\$2,937.59	\$9,982.22	\$15,780.00	\$15,000.00	\$ 45,000.00
19-411-6114	TMRS	\$1,894.94	\$10,483.20	\$35,019.00	\$30,000.00	\$ 25,000.00
19-411-6115	Unemployment	\$552.72	\$1,878.99	\$1,000.00	\$2,000.00	\$ 5,000.00
19-411-6116	Worker's Comp	\$0.00	\$820.36	\$671.00	\$1,000.00	\$ 1,000.00
19-411-6117	Incentive/Longevity	\$0.00	\$140.00	\$1,888.00	\$2,000.00	\$ 2,500.00
19-411-6119	Education Incentive	\$369.24	\$2,400.06	\$8,506.00	\$7,500.00	\$ 5,000.00
19-411-6120	Auto AllowancesAuto Allo	\$450.00	\$1,750.00	\$7,800.00	\$3,500.00	\$ 5,000.00
19-411-6211	Office	\$42.93	\$490.44	\$3,500.00	\$1,000.00	\$ 5,000.00
19-411-6212	Computer	\$1,223.44	\$1,223.44	\$0.00	\$2,000.00	\$ 2,000.00
19-411-6213	MedicalMedical	\$0.00	\$640.66	\$0.00	\$1,000.00	\$ 1,000.00
19-411-6215	Postage	\$93.12	\$227.44	\$800.00	\$500.00	\$ 1,000.00
19-411-6216	Supply Signs	\$0.00	\$189.75	\$0.00	\$500.00	\$ 500.00
19-411-6217	Fuel	\$649.76	\$2,252.21	\$3,600.00	\$5,000.00	\$ 10,000.00
19-411-6221	Animal Control	\$0.00	\$0.00	\$600.00	\$1,000.00	\$ 1,000.00
19-411-6311	Vehicles	\$159.35	\$546.48	\$8,600.00	\$1,000.00	\$ 30,000.00
19-411-6318	Operations/Office Equipm	\$400.00	\$6,628.09	\$12,500.00	\$12,000.00	\$ 5,000.00
19-411-6319	Radio/Cell Phones	\$582.93	\$2,384.93	\$3,500.00	\$3,500.00	\$ 5,000.00
19-411-6411	Association Dues/Subscrip	\$15.00	\$62.72	\$850.00	\$1,000.00	\$ 1,000.00
19-411-6412	Meeting/Conferences/Tra	\$40.18	\$567.64	\$7,300.00	\$5,000.00	\$ 10,000.00
19-411-6413	Insurance	\$0.00	\$3,038.00	\$3,000.00	\$3,000.00	\$ 3,000.00
19-411-6415	Uniforms	\$0.00	\$804.90	\$1,200.00	\$1,000.00	\$ 1,500.00
19-411-6430	Other Misc & Sundry	\$0.00	\$41.94	\$3,000.00	\$1,000.00	\$ 3,000.00
19-411-6512	Engineering	\$155.00	\$2,490.24	\$3,025.00	\$3,000.00	\$ 3,000.00
19-411-6516	Interlocal Government	\$0.00	\$50,180.00	\$100,000.00	\$100,000.00	\$ 100,000.00
19-411-6517	Plan Review/Inspection Se	\$0.00	\$365.00	\$5,000.00	\$5,000.00	\$ 10,000.00
19-411-6519	Demolition/Cleaning Up	\$441.24	\$513.24	\$12,500.00	\$10,000.00	\$ 35,000.00
19-411-6550	Trash Off	\$0.00	(\$3,178.39)	\$0.00	\$3,500.00	\$ 5,000.00
19-411-6612	Telephone	\$0.00	\$0.00	\$703.00	\$1,000.00	\$ 1,000.00
19-411-6713	Equipment	\$0.00	\$0.00	\$106,000.00	\$10,000.00	\$ 15,000.00
Totals for Department(s) 411 - Com		\$30,415.08	\$211,143.66	\$598,626.00	\$482,000.00	\$ 616,500.00

POLICE DEPARTMENT/ADMINISTRATION

FUND/DEPARTMENT/PROGRAM

## PROGRAM DESCRIPTION

The Police Department is organized into two (2) inter-related divisions with the mission to enhance the quality of life of all members of the community by providing a safe and secure environment, protecting the Constitutional rights of all people, enforcing the laws, exercising regulatory authority, and preserving the peace while applying the highest standards of professionalism, integrity, and accountability in partnership with the community.

### ADMINISTRATION

Police Administration provides overall leadership, direction, and support to the department, and is responsible for the promulgation of policies and procedures that govern the operations and personnel activities of the entire department. Administration has defined a philosophical course of action towards professional community oriented policing services. The Police Department is also the lead department for emergency management, cooperating with other City departments in hazard mitigation, disaster preparedness and response, and recovery.

## MAJOR DEPARTMENT GOALS AND OBJECTIVES AS MEASURED BY WORKLOAD AND PRODUCTIVITY MEASURES

Goal 1: Maintain and enhance public safety through recruitment, training, and retention of professional and competent police officers and support staff.

Objective 1: Achieve full staffing of all positions.

Objective 2: Complete training of all new employees to maintain compliance with TCOLE, TLETS, CJIS, and Recognition Program standards.

Objective 3: Complete in-service training of all personnel to maintain compliance with TCOLE, TLETS, CJIS, and Recognition Program standards.

Goal 2: Improve and develop the supervisory and management knowledge, skills, and abilities of newly appointed supervisors.

Objective 1: Achieve acceptance of at least two supervisors into the Leadership Command College program at the Bill Blackwood Law Enforcement Management Institute .

Objective 2: New supervisors to complete the TCOLE-mandated supervisory training and department reading list within six months of appointment.

Goal 3: Improve and enhance emergency management capabilities in light of staffing changes

Objective 1: Appropriate ICS training courses to be completed by all new employees and those appointed or assigned to new roles.

Objective 2: Complete the replacement of the Disaster Recovery Server (DRS) at the county's EOC in Conroe, and conduct refresher training with appropriate personnel.

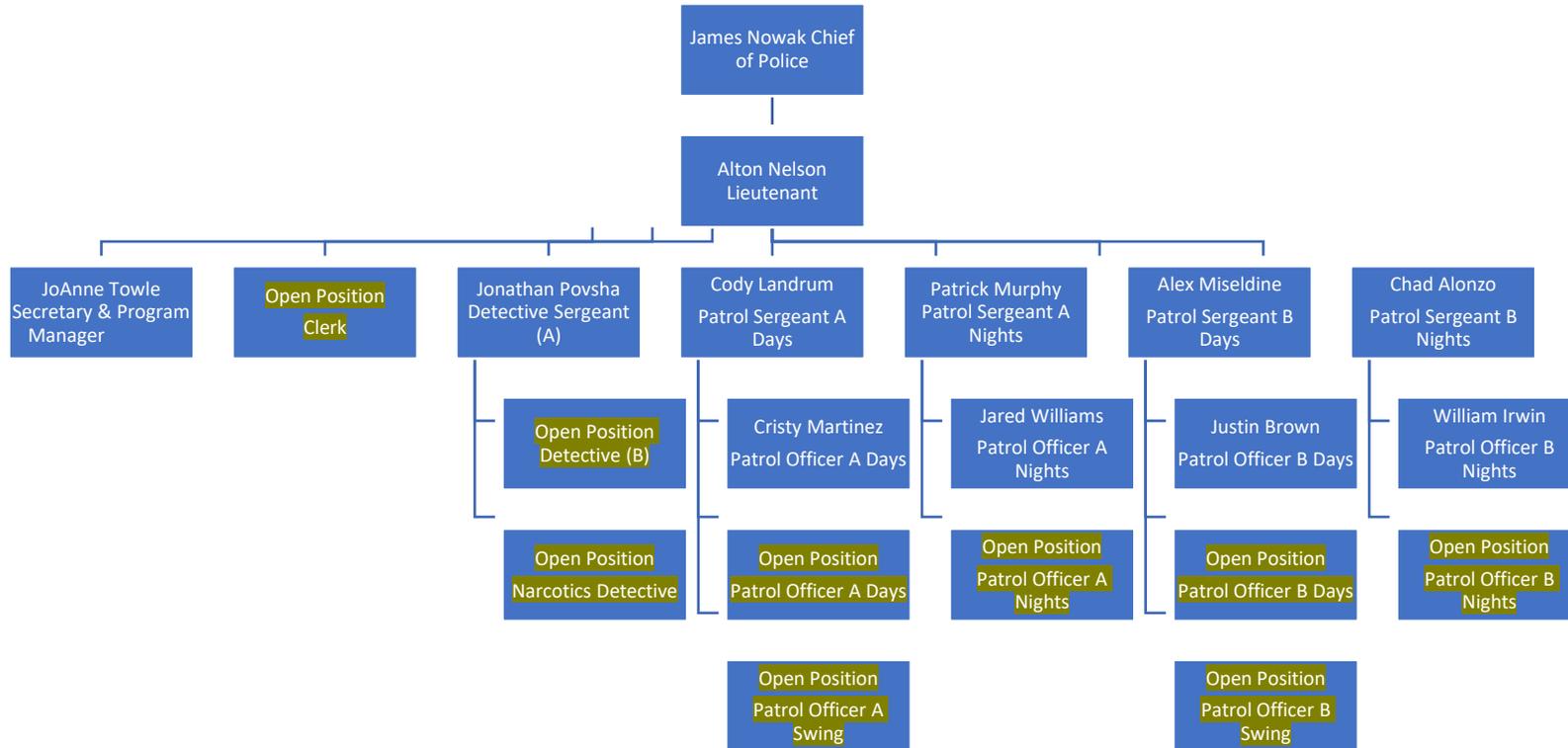
Goal 4: Effectively administer the City's Tow Truck Ordinance to ensure consumer protection and fair distribution of non-consent tows to qualified tow truck companies

Objective 1: Efficiently process tow truck applications

Objective 2: Properly utilize the Towbook app to dispatch and manage tows conducted

Objective 3: Ensure that tow truck operators operate in compliance with the ordinance and that consumers and tow truck companies are treated fairly in the daily administration of the terms of the ordinance

# WILLIS POLICE DEPARTMENT ORGANIZATIONAL CHART



**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Police Department Administration/Support**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
19-451-6111	Salaries/Wages	\$10,366.90	\$77,707.30	\$163,034.00	\$150,000.00	\$ 177,000.00
19-451-6112	FICA	\$874.86	\$6,400.24	\$13,605.00	\$10,000.00	\$ 15,000.00
19-451-6113	Health Insurance	\$2,937.59	\$9,831.87	\$31,321.00	\$15,000.00	\$ 30,000.00
19-451-6114	TMRS	\$1,097.88	\$7,349.06	\$17,731.00	\$8,000.00	\$ 18,000.00
19-451-6115	Unemployment	\$320.20	\$784.33	\$756.00	\$1,000.00	\$ 5,000.00
19-451-6116	Worker's Comp	\$0.00	\$820.36	\$2,903.00	\$1,000.00	\$ 3,000.00
19-451-6117	Incentive/Longevity	\$0.00	\$0.00	\$1,608.00	\$1,500.00	\$ 2,000.00
19-451-6119	Education Incentive	\$369.24	\$2,400.06	\$4,800.00	\$3,000.00	\$ 5,000.00
19-451-6120	Auto Allowances	\$700.00	\$4,200.00	\$8,400.00	\$10,000.00	\$ 10,000.00
19-451-6211	Office	\$1,104.79	\$6,781.10	\$8,500.00	\$8,500.00	\$ 10,000.00
19-451-6212	Computer	\$0.00	\$0.00	\$1,300.00	\$1,000.00	\$ 2,000.00
19-451-6213	Medical	\$0.00	\$2,035.54	\$0.00	\$3,000.00	\$ 3,500.00
19-451-6215	Postage	\$115.07	\$906.18	\$3,500.00	\$1,000.00	\$ 10,000.00
19-451-6220	Firearms/Ammunition	\$0.00	\$0.00	\$10,225.00	\$10,000.00	\$ 10,000.00
19-451-6230	Other Supplies	\$12.99	\$1,013.94	\$1,948.00	\$2,000.00	\$ 3,000.00
19-451-6313	Buildings/Structures	\$1,247.34	\$30,601.53	\$18,811.00	\$35,000.00	\$ 35,000.00
19-451-6317	Equipment	\$285.00	\$285.00	\$3,086.00	\$2,000.00	\$ 5,000.00
19-451-6318	Operations/Office Equipm	\$400.00	\$13,230.43	\$44,795.00	\$20,000.00	\$ 30,000.00
19-451-6319	Radio/Cell Phones	\$0.00	\$0.00	\$3,136.00	\$1,000.00	\$ 3,000.00
19-451-6411	Association Dues/Subscrip	\$152.00	\$1,682.96	\$1,800.00	\$2,000.00	\$ 2,000.00
19-451-6412	Meeting/Conferences/Tra	\$1,232.13	\$2,849.00	\$5,000.00	\$5,000.00	\$ 5,000.00
19-451-6413	Insurance	\$0.00	\$0.00	\$30,193.00	\$30,000.00	\$ 30,000.00
19-451-6415	Uniforms	\$0.00	\$931.75	\$750.00	\$2,000.00	\$ 3,000.00
19-451-6419	TCOLE Training Allocation	\$0.00	\$1,018.75	\$0.00	\$2,000.00	\$ 5,000.00
19-451-6420	Cleaning Allowance	\$0.00	\$0.00	\$1,260.00	\$1,000.00	\$ 2,000.00
19-451-6422	Crime Prevention	\$0.00	\$0.00	\$5,000.00	\$0.00	\$ 5,000.00
19-451-6423	Security/Emergency Mana	\$2,004.40	\$3,170.07	\$9,924.00	\$5,000.00	\$ 20,000.00
19-451-6430	Other Misc & Sundry	\$0.00	\$410.00	\$2,311.00	\$1,000.00	\$ 3,000.00
19-451-6511	Legal	\$160.00	\$1,075.00	\$0.00	\$5,000.00	\$ 10,000.00
19-451-6513	Consultants	\$0.00	\$0.00	\$2,100.00	\$1,000.00	\$ 10,000.00
19-451-6516	Interlocal Government	\$0.00	\$4,608.58	\$5,535.00	\$5,000.00	\$ 10,000.00
19-451-6611	Electric	\$0.00	\$0.00	\$7,056.00	\$5,000.00	\$ 10,000.00
19-451-6612	Telephone	\$1,539.28	\$6,768.16	\$8,000.00	\$8,000.00	\$ 10,000.00
19-451-6713	Office Equipment	\$0.00	\$119.06	\$0.00	\$300.00	\$ 300.00
Totals for Department(s) 451 - Polic		\$24,919.67	\$186,980.27	\$418,388.00	\$355,300.00	\$ 501,800.00

POLICE DEPARTMENT/POLICE

OPERATIONS

FUND/DEPARTMENT/PROGRAM

**PROGRAM DESCRIPTION**

The Police Department is organized into two (2) inter-related bureaus responsible for preserving human life, maintaining public order, protecting the rights of persons and property, and enforcing the applicable laws and ordinances within the City and making the City a better place to live, work and play.

POLICE OPERATIONS

POLICE DEPARTMENT/POLICE

OPERATIONS

FUND/DEPARTMENT/PROGRAM

**PROGRAM DESCRIPTION**

The Police Department is organized into two (2) inter-related divisions with the mission to enhance the quality of life of all members of the community by providing a safe and secure environment, protecting the Constitutional rights of all people, enforcing the laws, exercising regulatory authority, and preserving the peace while applying the highest standards of professionalism, integrity, and accountability in partnership with the community.

POLICE OPERATIONS

**MAJOR DEPARTMENT GOALS AND OBJECTIVES AS MEASURED BY WORKLOAD AND PRODUCTIVITY MEASURES**

Goal 1: Provide quality police services that will ensure safe and efficient traffic flow

Objective 1: Utilize traffic enforcement to reduce the number and/severity of vehicle crashes, especially for moving violations and DWI offenses

Objective 2: Utilize the resources available to remove or mitigate obstructions to normal traffic flow on city streets and highways

Goal 2: Reduce the fear of crime and disorder and enhance community trust

Objective 1: Conduct regular self-initiated contacts with various citizens throughout one's duties to become known to the citizens, become aware of issues affecting their quality of life, and work with the citizen and resources available to mitigate those issues.

Goal 3: Assist registered sex offenders to comply with associated laws and requirements

Objective 1: Conduct registration according to the laws

Objective 2: Conduct monthly visits to ensure compliance

Goal 4: Provide quality police services to crime victims

Objective 1: Conduct professional, thorough investigations of reported offenses

Objective 2: Conduct professional, thorough follow up investigations required to identify and prosecute offenders, and recover stolen property

Objective 3: Make appropriate referrals to victims' services organizations

## MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal 1: Provide quality police services that will ensure safe and efficient traffic control; identification and apprehension of criminal offenders; and positive police community relations.

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Police Department Operations**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
19-452-6111	Salaries/Wages	\$62,321.36	\$450,830.73	\$988,549.00	\$965,000.00	\$ 1,080,000.00
19-452-6112	FICA	\$4,770.26	\$34,184.56	\$79,052.00	\$60,000.00	\$ 85,000.00
19-452-6113	Health Insurance	\$26,438.35	\$88,772.25	\$173,644.00	\$117,000.00	\$ 170,000.00
19-452-6114	TMRS	\$6,248.72	\$44,392.28	\$103,027.00	\$90,000.00	\$ 105,000.00
19-452-6115	Unemployment	\$1,822.52	\$5,570.34	\$4,536.00	\$7,000.00	\$ 13,000.00
19-452-6116	Worker's Comp	\$0.00	\$1,640.72	\$27,529.00	\$17,000.00	\$ 30,000.00
19-452-6117	Incentive/Longevity	\$0.00	\$812.00	\$6,420.00	\$2,000.00	\$ 7,000.00
19-452-6119	Education Incentive	\$2,769.14	\$18,184.02	\$38,400.00	\$29,000.00	\$ 40,000.00
19-452-6211	Office	\$123.85	\$498.41	\$0.00	\$1,000.00	\$ 1,000.00
19-452-6213	Medical	\$484.72	\$1,011.31	\$0.00	\$2,000.00	\$ 3,000.00
19-452-6214	Chemical	\$0.00	\$0.00	\$645.00	\$1,000.00	\$ 1,000.00
19-452-6217	Fuel	\$3,069.49	\$23,580.53	\$67,536.00	\$50,000.00	\$ 86,000.00
19-452-6219	Narcotic Funds	\$0.00	\$0.00	\$7,000.00	\$7,000.00	\$ 10,000.00
19-452-6224	Investigation Purposes	\$0.00	\$150.00	\$5,164.00	\$3,000.00	\$ 5,000.00
19-452-6311	Vehicles	\$1,979.60	\$11,855.13	\$34,090.00	\$20,000.00	\$ 30,000.00
19-452-6317	Equipment	\$0.00	\$112.85	\$0.00	\$1,000.00	\$ 3,000.00
19-452-6319	Radio/Cell Phones	\$2,972.92	\$12,163.06	\$29,386.00	\$26,000.00	\$ 32,000.00
19-452-6411	Association Dues/Subscrip	\$300.00	\$630.00	\$640.00	\$1,200.00	\$ 1,500.00
19-452-6412	Meeting/Conferences/Tra	\$786.84	\$3,145.18	\$10,063.00	\$6,500.00	\$ 11,000.00
19-453-6413	Insurance	\$0.00	\$51,230.48	\$0.00	\$50,000.00	\$ 50,000.00
19-452-6415	Uniforms	\$1,237.47	\$3,605.86	\$9,250.00	\$6,000.00	\$ 10,500.00
19-452-6416	Rentals	\$1,950.00	\$13,455.00	\$24,300.00	\$20,000.00	\$ 25,000.00
19-452-6420	Cleaning Allowance	\$0.00	\$0.00	\$7,560.00	\$6,300.00	\$ 8,700.00
19-452-6530	Other	\$80.00	\$188.61	\$360.00	\$300.00	\$ 500.00
19-452-6712	Vehicles	\$0.00	\$191,730.60	\$278,500.00	\$300,000.00	\$ 100,000.00
Totals for Department(s) 452 - Polic		\$117,355.24	\$957,743.92	\$1,895,651.00	\$1,788,300.00	\$ 1,908,200.00

MUNICIPAL COURT

FUND/DEPARTMENT/PROGRAM

**PROGRAM DESCRIPTION**

Enhance safety and security in Willis and improve the quality of life within the City.

**MAJOR DEPARTMENT GOALS AND OBJECTIVES**

Goal 1: Increase collection rate at the Municipal Court

- Objective 1: Process citations daily.
- Objective 2: Mail reminders and collection notices daily.
- Objective 3: Call all defendants when their cases become past due.
- Objective 4: Issue warrants and capias pro fine warrants timely.
- Objective 5: Mail post warrant cards immediately when warrants are issued.
- Objective 6: Participate in the Texas Warrant Round Up.
- Objective 7: Warrant Collection clerk to attend training with an emphasis on citation collections or collection of outstanding debts.

Goal 2: Obtain and maintain Court Clerk Certifications

- Objective 1: Maintain Court Administrator Level 3 Certification.

## City of Willis

### Approved 10/01/2022-09/30/2023 Budget

#### Court Department

		Actual 03/01/2022 to 03/31/202	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/202	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
19-491-6111	Salaries/Wages	\$4,020.80	\$26,965.48	\$61,998.00	\$60,000.00	\$ 60,000.00
19-491-6112	FICA	\$302.26	\$2,037.25	\$4,454.00	\$4,000.00	\$ 5,000.00
19-491-6113	Health Insurance	\$2,203.19	\$7,373.90	\$10,840.00	\$10,000.00	\$ 10,000.00
19-491-6114	TMRS	\$412.58	\$2,761.47	\$5,832.00	\$3,000.00	\$ 6,000.00
19-491-6115	Unemployment	\$120.34	\$362.42	\$270.00	\$1,000.00	\$ 1,000.00
19-491-6116	Worker's Comp	\$0.00	\$820.36	\$143.00	\$1,000.00	\$ 1,000.00
19-491-6117	Incentive/Longevity	\$0.00	\$0.00	\$780.00	\$800.00	\$ 900.00
19-491-6119	Education Incentive	\$276.92	\$1,799.98	\$3,600.00	\$2,000.00	\$ 3,000.00
19-491-6211	Office	\$84.99	\$114.93	\$2,500.00	\$1,000.00	\$ 3,000.00
19-491-6215	Postage	\$93.12	\$227.44	\$1,000.00	\$500.00	\$ 1,000.00
19-491-6318	Operations/Office Equipm	\$3,675.00	\$5,675.00	\$7,000.00	\$7,000.00	\$ 9,000.00
19-491-6411	Association Dues/Subscrip	\$0.00	\$55.00	\$600.00	\$100.00	\$ 500.00
19-491-6412	Meeting/Conferences/Trai	\$0.00	\$923.62	\$4,000.00	\$3,000.00	\$ 5,000.00
19-491-6430	Other Misc & Sundry	\$0.00	\$0.00	\$660.00	\$500.00	\$ 1,000.00
19-491-6511	Legal	\$1,760.00	\$10,560.00	\$21,470.00	\$20,000.00	\$ 25,000.00
19-491-6715	Office Equipment	\$0.00	\$0.00	\$2,000.00	\$1,000.00	\$ 2,000.00
Totals for Department(s) 491 - Court:		\$12,949.20	\$59,676.85	\$127,147.00	\$114,900.00	\$ 133,400.00

PUBLIC WORKS/STREETS

FUND/DEPARTMENT/PROGRAM

**PROGRAM DESCRIPTION**

Public Works street operations include maintenance, sweeping, patching, rebuilding, curbing, guttering, and storm sewer systems maintenance.

**MAJOR DEPARTMENT GOALS AND OBJECTIVES AS MEASURED BY WORKLOAD AND PRODUCTIVITY MEASURES**

Goal 1: Maintain City Infrastructure in good working order, maximize useful life and minimize emergency repairs.

Objective 1: Identify assess and maintain all City infrastructures.

BUILDING AND GROUNDS

FUND/DEPARTMENT/PROGRAM

PROGRAM DESCRIPTION

Building and Grounds includes ongoing maintenance, supplies and utilities for physical facilities owned and operated by the City including: Administration Building, Public Works Building, and Police Station.

MAJOR DEPARTMENT GOALS AND OBJECTIVES

Minimize wear and tear to City facilities maintaining city facilities in good condition and providing supplies and utilities for facilities operations and maintenance.

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Solid Waste Department**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
19-461-6514	Solid Waste	\$79,524.79	\$235,191.16	\$0.00	\$400,000.00	\$ 400,000.00
Totals for Department(s) 461 - Solid		\$79,524.79	\$235,191.16	\$0.00	\$400,000.00	\$400,000.00

**Street Department**

19-481-6111	Salaries/Wages	\$16,319.64	\$107,249.51	\$210,725.00	\$220,000.00	\$ 195,000.00
19-481-6112	FICA	\$1,229.02	\$8,216.44	\$16,166.00	\$15,000.00	\$ 15,000.00
19-481-6113	Health Insurance	\$7,343.99	\$24,579.68	\$42,209.00	\$35,000.00	\$ 51,000.00
19-481-6114	TMRS	\$1,585.54	\$10,572.27	\$21,069.00	\$20,000.00	\$ 20,000.00
19-481-6115	Unemployment	\$462.40	\$1,359.82	\$1,310.00	\$2,000.00	\$ 3,000.00
19-481-6116	Worker's Comp	\$0.00	\$0.00	\$9,662.00	\$5,000.00	\$ 10,000.00
19-481-6117	Incentive/Longevity	\$0.00	\$0.00	\$1,100.00	\$1,000.00	\$ 1,500.00
19-481-6118	Overtime	\$222.22	\$2,619.83	\$7,627.00	\$4,000.00	\$ 9,000.00
19-481-6119	Education Incentive	\$53.08	\$337.64	\$600.00	\$500.00	\$ 1,000.00
19-481-6211	Office	\$83.48	\$535.31	\$1,815.00	\$1,000.00	\$ 2,000.00
19-481-6212	Computer	\$0.00	\$0.00	\$594.00	\$500.00	\$ 1,000.00
19-481-6213	Medical	\$0.00	\$0.00	\$110.00	\$500.00	\$ 1,000.00
19-481-6214	Chemical	\$0.00	\$3,302.56	\$6,700.00	\$5,000.00	\$ 10,000.00
19-481-6215	Postage	\$0.00	\$0.00	\$110.00	\$100.00	\$ 200.00
19-481-6216	Supply Signs	\$0.00	\$0.00	\$5,500.00	\$1,000.00	\$ 5,000.00
19-481-6217	Fuel	\$2,954.01	\$7,459.24	\$9,900.00	\$10,000.00	\$ 15,000.00
19-481-6218	Paving Material	\$4,430.64	\$306,769.30	\$22,000.00	\$325,000.00	\$ 250,000.00
19-481-6311	Vehicles	\$909.07	\$11,371.12	\$12,000.00	\$15,000.00	\$ 150,000.00
19-481-6313	Buildings/Structures	\$482.79	\$1,500.88	\$1,650.00	\$2,000.00	\$ 5,000.00
19-481-6314	Street Maintenance	\$0.00	\$800.00	\$1,650.00	\$1,000.00	\$ 100,000.00
19-481-6315	Drainage Ditches	\$0.00	(\$4,792.48)	\$1,650.00	\$7,000.00	\$ 10,000.00
19-481-6317	Equipment	\$1,039.18	\$9,120.44	\$12,100.00	\$10,000.00	\$ 20,000.00
19-481-6318	Operations/Office Equipm	\$168.80	\$1,241.03	\$3,300.00	\$2,000.00	\$ 5,000.00
19-481-6319	Radio/Cell Phones	\$408.04	\$3,607.07	\$4,620.00	\$5,000.00	\$ 5,000.00
19-481-6320	Maintenance Signs	\$0.00	\$5,213.70	\$9,000.00	\$10,000.00	\$ 10,000.00
19-481-6321	Parks	\$5,076.98	\$6,603.91	\$8,000.00	\$10,000.00	\$ 10,000.00
19-481-6411	Association Dues/Subscrip	\$0.00	\$0.00	\$1,540.00	\$2,000.00	\$ 3,000.00
19-481-6412	Meeting/Conferences/Tra	\$0.00	\$0.00	\$660.00	\$5,000.00	\$ 5,000.00
19-481-6413	Insurance	\$0.00	\$12,062.82	\$13,200.00	\$15,000.00	\$ 20,000.00
19-481-6415	Uniforms	\$273.55	\$1,940.79	\$3,740.00	\$3,000.00	\$ 5,000.00
19-481-6416	Rentals	\$555.52	\$10,551.70	\$15,000.00	\$15,000.00	\$ 20,000.00
19-481-6512	Engineering	\$0.00	\$16,600.66	\$20,900.00	\$20,000.00	\$ 25,000.00
19-481-6516	Interlocal Government	\$0.00	\$2,480.00	\$13,200.00	\$3,000.00	\$ 10,000.00
19-481-6530	Other	\$0.00	\$0.00	\$3,300.00	\$1,000.00	\$ 5,000.00
19-481-6611	Electric	\$0.00	\$0.00	\$52,000.00	\$50,000.00	\$ 60,000.00
19-481-6612	Telephone	\$332.65	\$1,867.64	\$1,980.00	\$3,000.00	\$ 3,000.00
Totals for Department(s) 481 - Stree		\$43,930.60	\$553,170.88	\$536,687.00	\$821,600.00	\$ 1,060,700.00

WATER AND SEWER/UTILITY BILLING

FUND/DEPARTMENT/PROGRAM

PROGRAM DESCRIPTION

Utility Billing is a part of the Administration Department and is responsible for customer service as well as the accurate billing and timely collections for the City's water and sewer utility. Utility Billing is also responsible for the timely replacement of water meters within the life expectancy of ten years.

MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal 1: Provide accurate and timely utility billing to improve customer service and minimize lost revenue due to worn or damaged waters meters.

Objective 1: Implement a meter replacement program to identify and change out meters that are worn out, damaged and broken.

Goal 2: Provide courteous and professional customer service.

Objective 1: Provide customer service training for Utility Billing staff.

Objective 2: Provide "D Water License" training for the meter reading staff.

Objective 3: Stay current on all utility software updates and staff training.

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Utility Billing Department**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
<b>Expenses</b>						
79-421-6111	Salaries/Wages	\$5,209.50	\$40,469.95	\$76,206.00	\$75,000.00	\$ 80,000.00
79-421-6112	FICA	\$402.34	\$3,118.89	\$5,932.00	\$5,000.00	\$ 6,500.00
79-421-6113	Health Insurance	\$1,468.80	\$4,915.93	\$15,680.00	\$10,000.00	\$ 20,000.00
79-421-6114	TMRS	\$504.90	\$3,913.89	\$7,731.00	\$7,000.00	\$ 8,000.00
79-421-6115	Unemployment	\$147.28	\$769.00	\$360.00	\$1,000.00	\$ 1,000.00
79-421-6116	Worker's Comp	\$0.00	\$820.36	\$191.00	\$1,000.00	\$ 1,000.00
79-421-6117	Incentive/Longevity	\$0.00	\$0.00	\$740.00	\$800.00	\$ 800.00
79-421-6120	Auto Allowances	\$50.00	\$300.00	\$600.00	\$600.00	\$ 650.00
79-421-6211	Office	\$0.00	\$0.00	\$1,000.00	\$100.00	\$ 1,000.00
79-421-6213	Medical	\$0.00	\$77.77	\$0.00	\$100.00	\$ 100.00
79-421-6215	Postage	\$0.00	\$0.00	\$250.00	\$100.00	\$ 300.00
79-421-6318	Operations/Office Equipm	\$0.00	\$0.00	\$1,250.00	\$400.00	\$ 2,000.00
79-421-6511	Legal	\$0.00	\$360.00	\$1,000.00	\$1,000.00	\$ 1,000.00
79-421-6523	Utility Billing	\$2,873.75	\$23,550.99	\$41,200.00	\$50,000.00	\$ 45,000.00
Totals for Department(s) 421 - Utility		\$10,656.57	\$78,296.78	\$152,140.00	\$152,100.00	\$ 167,350.00

PUBLIC WORKS – WATER AND SEWER

WATER AND SEWER OPERATIONS

FUND/DEPARTMENT/PROGRAM

## PROGRAM DESCRIPTION

Public Works Water and Sewer Operations is responsible for the delivery of services and the operation, repair and maintenance of the utility's water and sewer system.

## MAJOR DEPARTMENT GOALS AND OBJECTIVES

Goal 1: Provide delivery of water and sewer utility services to all utility customers with a minimum of service interruptions due to system maintenance and repairs.

Objective 1: Provide timely and adequate maintenance, repair and replacement for the utility system infrastructure.

Goal 2: Provide capital improvements planning for growth and system expansion needs of the utility system.

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Water Production Department**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023	
79-431-6111	Salaries/Wages	\$9,571.34	\$53,292.61	\$138,434.00	\$130,000.00	\$	177,000.00
79-431-6112	FICA	\$706.48	\$4,017.26	\$7,419.00	\$8,000.00	\$	14,000.00
79-431-6113	Health Insurance	\$1,468.80	\$4,915.94	\$20,823.00	\$10,000.00	\$	30,000.00
79-431-6114	TMRS	\$701.20	\$4,603.48	\$9,705.00	\$10,000.00	\$	17,000.00
79-431-6115	Unemployment	\$273.24	\$908.99	\$469.00	\$1,000.00	\$	1,000.00
79-431-6116	Worker's Comp	\$0.00	\$820.37	\$4,191.00	\$1,000.00	\$	5,000.00
79-431-6117	Incentive/Longevity	\$0.00	\$392.00	\$363.00	\$500.00	\$	800.00
79-431-6118	Overtime	\$118.78	\$1,765.41	\$3,284.00	\$2,000.00	\$	5,000.00
79-431-6119	Education Incentive	\$68.30	\$440.25	\$948.00	\$1,000.00	\$	1,000.00
79-431-6211	Office	\$0.00	\$0.00	\$769.00	\$100.00	\$	500.00
79-431-6213	Medical	\$358.76	\$1,490.91	\$637.00	\$2,000.00	\$	2,000.00
79-431-6214	Chemical	\$6,316.50	\$37,299.20	\$63,498.00	\$50,000.00	\$	65,000.00
79-431-6215	Postage	\$0.00	\$0.00	\$200.00	\$100.00	\$	200.00
79-431-6216	Supply Signs	\$0.00	\$0.00	\$100.00	\$100.00	\$	200.00
79-431-6217	Fuel	\$176.44	\$2,647.49	\$8,515.00	\$5,000.00	\$	10,000.00
79-431-6311	Vehicles	\$50.00	\$1,958.28	\$5,000.00	\$3,000.00	\$	50,000.00
79-431-6312	Pumps/Motors	\$0.00	\$0.00	\$45,000.00	\$5,000.00	\$	50,000.00
79-431-6313	Buildings/Structures	\$0.00	\$7,825.00	\$12,000.00	\$10,000.00	\$	35,000.00
79-431-6314	Street Maintenance	\$0.00	\$0.00	\$100.00	\$1,000.00	\$	5,000.00
79-431-6315	Drainage Ditches	\$0.00	\$0.00	\$100.00	\$1,000.00	\$	10,000.00
79-431-6316	Utility Lines	\$0.00	\$470.52	\$5,162.00	\$1,000.00	\$	5,000.00
79-431-6317	Equipment	\$1,000.00	\$2,667.50	\$28,520.00	\$5,000.00	\$	50,000.00
79-431-6318	Operations/Office Equipm	\$4,591.68	\$12,032.59	\$12,553.00	\$15,000.00	\$	15,000.00
79-431-6319	Radio/Cell Phones	\$408.04	\$1,669.43	\$2,703.00	\$2,000.00	\$	3,000.00
79-431-6320	Maintenance Signs	\$0.00	\$0.00	\$100.00	\$100.00	\$	1,000.00
79-431-6322	Samples	\$280.00	\$1,114.67	\$3,500.00	\$2,000.00	\$	4,000.00
79-431-6411	Association Dues/Subscrip	\$258.00	\$551.97	\$1,741.00	\$1,000.00	\$	2,000.00
79-431-6412	Meeting/Conferences/Tra	\$113.75	\$713.73	\$1,750.00	\$2,000.00	\$	3,000.00
79-431-6413	Insurance	\$0.00	\$13,017.34	\$13,200.00	\$15,000.00	\$	15,000.00
79-431-6415	Uniforms	\$89.46	\$850.44	\$2,816.00	\$1,000.00	\$	3,000.00
79-431-6416	Rentals	\$555.52	\$2,151.17	\$8,250.00	\$3,000.00	\$	5,000.00
79-431-6512	Engineering	\$4,036.25	\$5,173.75	\$27,500.00	\$10,000.00	\$	30,000.00
79-431-6516	Interlocal Government	\$5,887.50	\$25,350.59	\$51,066.00	\$50,000.00	\$	50,000.00
79-431-6611	Electric	\$142.29	\$518.56	\$129,800.00	\$100,000.00	\$	130,000.00
79-431-6612	Telephone	\$127.25	\$574.96	\$10,895.00	\$1,000.00	\$	15,000.00
79-431-6811	Bond Principal	\$0.00	\$0.00	\$0.00	\$144,106.00	\$	244,550.00
79-431-6812	Bond Interest	\$0.00	\$0.00	\$0.00	\$336,634.00	\$	220,128.00
79-431-6813	Paying Agent	\$0.00	\$0.00	\$0.00	\$1,500.00	\$	500.00
Totals for Department(s) 431 - Water		\$37,299.58	\$189,234.41	\$621,111.00	\$931,140.00	\$	1,274,878.00

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Water Distribution Department**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
79-432-6111	Salaries/Wages	\$9,408.76	\$60,322.78	\$189,278.00	\$100,000.00	\$ 207,000.00
79-432-6112	FICA	\$711.24	\$4,554.60	\$10,293.00	\$5,000.00	\$ 16,000.00
79-432-6113	Health Insurance	\$2,203.20	\$7,373.90	\$25,737.00	\$10,000.00	\$ 48,000.00
79-432-6114	TMRS	\$953.96	\$6,123.85	\$13,490.00	\$10,000.00	\$ 20,000.00
79-432-6115	Unemployment	\$278.30	\$1,033.35	\$731.00	\$1,000.00	\$ 1,000.00
79-432-6116	Worker's Comp	\$0.00	\$820.37	\$3,722.00	\$2,000.00	\$ 4,000.00
79-432-6117	Incentive/Longevity	\$0.00	\$156.00	\$756.00	\$200.00	\$ 1,000.00
79-432-6118	Overtime	\$448.88	\$3,428.94	\$5,120.00	\$5,000.00	\$ 7,000.00
79-432-6119	Education Incentive	\$79.84	\$474.66	\$840.00	\$700.00	\$ 1,000.00
79-432-6211	Office	\$0.00	\$97.06	\$692.00	\$100.00	\$ 1,000.00
79-432-6212	Computer	\$0.00	\$0.00	\$594.00	\$100.00	\$ 1,000.00
79-432-6213	Medical	\$0.00	\$0.00	\$110.00	\$100.00	\$ 1,000.00
79-432-6214	Chemical	\$0.00	\$0.00	\$10,000.00	\$2,000.00	\$ 5,000.00
79-432-6215	Postage	\$0.00	\$0.00	\$220.00	\$100.00	\$ 300.00
79-432-6216	Supply Signs	\$0.00	\$0.00	\$110.00	\$100.00	\$ 300.00
79-432-6217	Fuel	\$599.56	\$3,919.86	\$6,600.00	\$6,000.00	\$ 7,500.00
79-432-6311	Vehicles	\$2,915.12	\$5,012.96	\$7,500.00	\$7,000.00	\$ 100,000.00
79-432-6313	Buildings/Structures	\$0.00	\$15,755.31	\$1,320.00	\$20,000.00	\$ 20,000.00
79-432-6316	Utility Lines	\$9,113.28	\$33,408.10	\$75,000.00	\$50,000.00	\$ 80,000.00
79-432-6317	Equipment	\$9.87	\$3,968.06	\$31,900.00	\$5,000.00	\$ 30,000.00
79-432-6318	Operations/Office Equipm	\$623.58	\$4,579.65	\$11,051.00	\$10,000.00	\$ 10,000.00
79-432-6319	Radio/Cell Phones	\$408.04	\$1,669.43	\$4,400.00	\$3,000.00	\$ 5,000.00
79-432-6320	Maintenance Signs	\$0.00	\$0.00	\$110.00	\$10.00	\$ 1,000.00
79-432-6322	Samples	\$160.00	\$640.00	\$4,950.00	\$1,000.00	\$ 5,000.00
79-432-6411	Association Dues/Subscrip	\$93.00	\$452.47	\$1,320.00	\$500.00	\$ 1,500.00
79-432-6412	Meeting/Conferences/Tra	\$0.00	\$380.97	\$1,980.00	\$500.00	\$ 2,000.00
79-432-6413	Insurance	\$0.00	\$13,310.85	\$6,380.00	\$15,000.00	\$ 15,000.00
79-432-6415	Uniforms	\$124.50	\$1,300.75	\$3,762.00	\$1,500.00	\$ 5,000.00
79-432-6416	Rentals	\$555.52	\$6,337.56	\$8,202.00	\$8,000.00	\$ 8,500.00
79-432-6512	Engineering	\$5,752.50	\$23,359.80	\$16,500.00	\$30,000.00	\$ 30,000.00
79-432-6516	Interlocal Government	\$65.07	\$2,959.48	\$18,040.00	\$3,000.00	\$ 20,000.00
79-432-6612	Telephone	\$127.25	\$734.81	\$2,238.00	\$1,000.00	\$ 3,000.00
Totals for Department(s) 432 - Water		\$34,631.47	\$202,175.57	\$462,946.00	\$297,910.00	\$ 657,100.00

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Wastewater Collection Department**

			Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
79-441-6111	Salaries/Wages		\$8,458.86	\$53,366.77	\$172,660.00	\$150,000.00	\$ 130,000.00
79-441-6112	FICA		\$640.50	\$4,063.79	\$9,428.00	\$9,000.00	\$ 10,000.00
79-441-6113	Health Insurance		\$1,468.80	\$4,915.93	\$22,817.00	\$9,000.00	\$ 30,000.00
79-441-6114	TMRS		\$857.18	\$5,404.41	\$12,361.00	\$10,000.00	\$ 13,000.00
79-441-6115	Unemployment		\$249.92	\$909.70	\$668.00	\$1,000.00	\$ 1,000.00
79-441-6116	Worker's Comp		\$0.00	\$820.37	\$3,409.00	\$2,000.00	\$ 3,500.00
79-441-6117	Incentive/Longevity		\$0.00	\$0.00	\$738.00	\$1,000.00	\$ 1,000.00
79-441-6118	Overtime		\$448.86	\$2,940.98	\$3,887.00	\$3,000.00	\$ 5,000.00
79-441-6119	Education Incentive		\$20.78	\$127.67	\$420.00	\$200.00	\$ 500.00
79-441-6211	Office		\$55.04	\$1,014.46	\$1,871.00	\$2,000.00	\$ 2,500.00
79-441-6212	Computer		\$0.00	\$0.00	\$594.00	\$1,000.00	\$ 1,000.00
79-441-6213	Medical		\$0.00	\$0.00	\$110.00	\$100.00	\$ 100.00
79-441-6214	Chemical		\$1,751.34	\$4,866.71	\$2,648.00	\$7,000.00	\$ 7,000.00
79-441-6215	Postage		\$0.00	\$0.00	\$550.00	\$500.00	\$ 500.00
79-441-6216	Supply Signs		\$0.00	\$0.00	\$110.00	\$100.00	\$ 100.00
79-441-6217	Fuel		\$590.95	\$3,815.47	\$6,600.00	\$4,000.00	\$ 4,000.00
79-441-6311	Vehicles		\$50.00	\$2,901.45	\$7,700.00	\$4,000.00	\$ 8,000.00
79-441-6312	Pumps/Motors		\$5,514.81	\$17,345.82	\$49,500.00	\$20,000.00	\$ 50,000.00
79-441-6313	Buildings/Structures		\$554.80	\$1,084.80	\$1,100.00	\$1,100.00	\$ 1,500.00
79-441-6316	Utility Lines		\$4,068.84	\$13,804.89	\$45,000.00	\$15,000.00	\$ 50,000.00
79-441-6317	Equipment		\$0.00	\$2,691.27	\$29,920.00	\$5,000.00	\$ 30,000.00
79-441-6318	Operations/Office Equipm		\$418.76	\$5,688.09	\$14,740.00	\$15,000.00	\$ 15,000.00
79-441-6319	Radio/Cell Phones		\$408.05	\$1,669.45	\$4,400.00	\$2,000.00	\$ 5,000.00
79-441-6320	Maintenance Signs		\$0.00	\$0.00	\$110.00	\$100.00	\$ 100.00
79-441-6323	Sludge Removal		\$0.00	\$0.00	\$6,600.00	\$2,000.00	\$ 7,000.00
79-441-6411	Association Dues/Subscrip		\$93.00	\$93.00	\$1,320.00	\$100.00	\$ 1,000.00
79-441-6412	Meeting/Conferences/Tra		\$113.75	\$113.75	\$1,980.00	\$1,000.00	\$ 2,000.00
79-441-6413	Insurance		\$0.00	\$13,310.85	\$14,300.00	\$15,000.00	\$ 15,000.00
79-441-6415	Uniforms		\$114.72	\$982.96	\$3,542.00	\$2,000.00	\$ 3,000.00
79-441-6416	Rentals		\$555.52	\$2,151.17	\$8,418.00	\$3,000.00	\$ 10,000.00
79-441-6512	Engineering		\$11,210.00	\$31,919.00	\$25,000.00	\$40,000.00	\$ 50,000.00
79-441-6516	Interlocal Government		\$65.08	\$2,959.52	\$7,700.00	\$7,000.00	\$ 9,000.00
79-441-6530	Other		\$0.00	\$0.00	\$2,750.00	\$2,000.00	\$ 3,000.00
79-441-6611	Electric		\$538.84	\$3,867.09	\$69,300.00	\$30,000.00	\$ 65,000.00
79-441-6612	Telephone		\$332.67	\$1,867.68	\$9,240.00	\$3,000.00	\$ 9,000.00
79-441-6811	Bond Principal		\$0.00	\$0.00	\$0.00	\$38,000.00	\$ 39,000.00
79-441-6812	Bond Interest		\$0.00	\$0.00	\$0.00	\$90,549.00	\$ 20,562.00
79-441-6813	Paying Agent		\$0.00	\$0.00	\$0.00	\$750.00	\$ 500.00
Totals for Department(s) 441 - Wastewater			\$38,581.07	\$184,697.05	\$541,491.00	\$496,499.00	\$ 602,862.00

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Wastewater Treatment Department**

			Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
79-442-6111	Salaries/Wages		\$3,658.20	\$37,877.89	\$176,464.00	\$40,000.00	\$ 80,000.00
79-442-6112	FICA		\$290.82	\$2,083.52	\$8,500.00	\$4,000.00	\$ 7,000.00
79-442-6113	Health Insurance		\$4,406.39	\$14,747.80	\$25,818.00	\$20,000.00	\$ 20,000.00
79-442-6114	TMRS		\$391.60	\$2,762.55	\$11,117.00	\$3,000.00	\$ 8,000.00
79-442-6115	Unemployment		\$114.28	\$465.76	\$602.00	\$500.00	\$ 1,000.00
79-442-6116	Worker's Comp		\$0.00	\$820.37	\$3,500.00	\$1,000.00	\$ 5,000.00
79-442-6117	Incentive/Longevity		\$0.00	\$0.00	\$395.00	\$500.00	\$ 500.00
79-442-6118	Overtime		\$112.20	\$927.47	\$3,505.00	\$1,500.00	\$ 5,000.00
79-442-6119	Education Incentive		\$308.78	\$1,700.61	\$4,092.00	\$2,000.00	\$ 5,000.00
79-442-6211	Office		\$19.98	\$263.38	\$1,320.00	\$500.00	\$ 1,500.00
79-442-6212	Computer		\$0.00	\$0.00	\$540.00	\$100.00	\$ 500.00
79-442-6213	Medical		\$0.00	\$0.00	\$100.00	\$100.00	\$ 100.00
79-442-6214	Chemical		\$2,225.72	\$22,913.53	\$24,853.00	\$30,000.00	\$ 30,000.00
79-442-6215	Postage		\$0.00	\$0.00	\$110.00	\$100.00	\$ 100.00
79-442-6216	Supply Signs		\$0.00	\$0.00	\$110.00	\$100.00	\$ 100.00
79-442-6217	Fuel		\$251.94	\$2,448.23	\$5,000.00	\$5,000.00	\$ 5,000.00
79-442-6311	Vehicles		\$76.95	\$346.95	\$5,500.00	\$1,000.00	\$ 5,000.00
79-442-6312	Pumps/Motors		\$0.00	\$832.85	\$22,000.00	\$10,000.00	\$ 20,000.00
79-442-6313	Buildings/Structures		\$0.00	\$0.00	\$2,200.00	\$100.00	\$ 5,000.00
79-442-6316	Utility Lines		\$4,000.00	\$4,049.38	\$1,100.00	\$5,000.00	\$ 5,000.00
79-442-6317	Equipment		\$0.00	\$134.97	\$25,000.00	\$1,000.00	\$ 25,000.00
79-442-6318	Operations/Office Equipm		\$196.63	\$9,432.01	\$22,000.00	\$10,000.00	\$ 25,000.00
79-442-6319	Radio/Cell Phones		\$408.05	\$1,669.44	\$4,200.00	\$2,000.00	\$ 5,000.00
79-442-6320	Maintenance Signs		\$0.00	\$0.00	\$110.00	\$100.00	\$ 100.00
79-442-6322	Samples		\$658.00	\$6,655.00	\$12,100.00	\$10,000.00	\$ 15,000.00
79-442-6323	Sludge Removal		\$0.00	\$0.00	\$45,100.00	\$5,000.00	\$ 35,000.00
79-442-6411	Association Dues/Subscrip		\$93.00	\$93.00	\$1,320.00	\$100.00	\$ 1,000.00
79-442-6412	Meeting/Conferences/Tra		\$0.00	\$425.00	\$1,650.00	\$500.00	\$ 2,000.00
79-442-6413	Insurance		\$0.00	\$13,017.34	\$11,000.00	\$13,000.00	\$ 15,000.00
79-442-6415	Uniforms		\$112.93	\$973.91	\$2,970.00	\$1,000.00	\$ 5,000.00
79-442-6416	Rentals		\$555.52	\$2,151.17	\$6,600.00	\$2,500.00	\$ 10,000.00
79-442-6512	Engineering		\$560.00	\$1,085.00	\$12,000.00	\$2,000.00	\$ 15,000.00
79-442-6515	Auditing		\$0.00	\$0.00	\$1,800.00	\$2,000.00	\$ 5,000.00
79-442-6516	Interlocal Government		\$5,852.55	\$43,937.02	\$150,000.00	\$50,000.00	\$ 100,000.00
79-442-6530	Other		\$0.00	\$0.00	\$1,500.00	\$2,000.00	\$ 2,000.00
79-442-6611	Electric		\$0.00	\$0.00	\$60,000.00	\$20,000.00	\$ 50,000.00
79-442-6612	Telephone		\$575.72	\$2,894.83	\$6,380.00	\$3,000.00	\$ 10,000.00
79-442-6811	Bond Principal		\$0.00	\$0.00	\$0.00	\$123,225.00	\$ 125,550.00
79-442-6812	Bond Interest		\$0.00	\$0.00	\$0.00	\$139,598.00	\$ 133,438.00
79-442-6813	Paying Agent		\$0.00	\$0.00	\$0.00	\$250.00	\$ 500.00
Totals for Department(s) 442 - Wast			\$24,869.26	\$174,708.98	\$660,556.00	\$511,773.00	\$ 783,388.00

## CITY OF WILLIS

### REVENUES AND SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for specific revenues that are legally restricted to expenditure for particular purposes. As a governmental fund type, special revenue funds are accounted for and budgeted on a modified accrual basis. Special revenue funds appropriations are adopted on an annual basis as part of the operating budget.

#### MUNICIPAL COURT TECHNOLOGY FUND

The Municipal Court Technology Fund accounts for the portion of fines for traffic violations that are restricted by State Law to be used for Municipal Court technology.

#### MUNICIPAL COURT BUILDING SECURITY FUND

The Municipal Court Safety Fund accounts for the portion of fines for traffic violations that are restricted by State Law to be used for Municipal Court security.

#### HOTEL TAX FUND

The Hotel Tax Fund accounts for the hotel taxes collected from hotels and motels located in the City of Willis. Hotel taxes are restricted for the use for the promotion of tourism an economic development in the City.

#### TIRZ FUND

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**General Fund Revenues**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
<b>19 - General Fund</b>						
<b>Revenues</b>						
19-000-5711	Current Taxes	\$25,364.24	\$1,895,648.81	\$1,749,895.00	\$1,900,000.00	\$ 2,160,000.00
19-000-5713	Delinquent Taxes	\$4,687.09	\$14,890.71	\$20,000.00	\$20,000.00	\$ 25,000.00
19-000-5715	Penalty & Interest	\$3,938.11	\$9,466.54	\$20,000.00	\$20,000.00	\$ 25,000.00
19-000-5721	Sales Tax Revenue	\$200,061.48	\$1,569,498.85	\$3,191,996.00	\$3,200,000.00	\$ 3,500,000.00
19-000-5722	Franchise Tax	\$8.80	\$96,506.26	\$320,000.00	\$200,000.00	\$ 250,000.00
19-000-5723	Court-Time Payments	\$124.25	\$646.25	\$0.00	\$500.00	\$ 500.00
19-000-5724	Omnibase-City	\$12.00	\$48.10	\$600.00	\$100.00	\$ 200.00
19-000-5725	Corporation Court	\$8,514.31	\$21,556.31	\$72,000.00	\$25,000.00	\$ 35,000.00
19-000-5726	Court Cost Retainage	\$0.00	\$666.30	\$3,200.00	\$1,000.00	\$ 3,000.00
19-000-5728	Warrant Fee	\$1,606.42	\$3,828.07	\$10,000.00	\$5,000.00	\$ 5,000.00
19-000-5729	City Court Cost	\$3,457.22	\$10,720.02	\$6,000.00	\$10,000.00	\$ 10,000.00
19-000-5730	Deferred Adjudication	\$0.00	\$0.00	\$12,000.00	\$200.00	\$ 200.00
19-000-5731	License And Fees-ABC	\$0.00	\$3,735.00	\$12,580.00	\$5,000.00	\$ 5,000.00
19-000-5732	Building Permits	\$7,808.01	\$209,348.38	\$52,000.00	\$225,000.00	\$ 200,000.00
19-000-5733	Electrical Permits	\$6,185.35	\$30,811.60	\$12,000.00	\$35,000.00	\$ 20,000.00
19-000-5734	Mechanical Permits	\$5,902.50	\$30,508.15	\$9,000.00	\$35,000.00	\$ 20,000.00
19-000-5735	Plumbing Permits	\$1,720.35	\$35,765.45	\$15,000.00	\$40,000.00	\$ 30,000.00
19-000-5736	Gas Permits	\$0.00	\$0.00	\$100.00	\$100.00	\$ 100.00
19-000-5737	Code Enforcement	\$1,085.00	\$2,750.00	\$1,000.00	\$3,000.00	\$ 3,000.00
19-000-5738	Dilapidate Bldg Removal	\$0.00	\$22,122.36	\$0.00	\$25,000.00	\$ 20,000.00
19-000-5741	Garbage Collection Fees	\$34,828.22	\$203,261.57	\$312,000.00	\$400,000.00	\$ 400,000.00
19-000-5743	Garbage Sales Tax Retain	\$14.31	\$96.13	\$100.00	\$100.00	\$ 100.00
19-000-5762	Interest Income	\$0.00	\$7.75	\$5,000.00	\$100.00	\$ 100.00
19-000-5769	Miscellaneous Income	\$78.00	\$22,388.34	\$10,500.00	\$25,000.00	\$ 25,000.00
19-000-5802	Lease Agreement	\$0.00	\$100.00	\$0.00	\$100.00	\$ 100.00
Totals for Department(s) 000 - Gene		\$305,562.96	\$4,184,817.09	\$5,834,971.00	\$6,175,200.00	\$6,737,300.00

**City of Willis**

**Approved 10/01/2022-09/30/2023 Budget**

**Utility Fund Revenue**

		Actual 03/01/2022 to 03/31/2022	Actual 10/01/2021 to 03/31/2022	Budget 10/01/2021 to 03/31/2022	Projected 10/01/21 to 09/30/2022	Approved 10/01/2022 to 09/30/2023
<b>79 - Utility Fund</b>						
<b>Revenues</b>						
79-000-5751	Water Usage Charges	\$176,336.65	\$899,366.93	\$1,594,996.13	\$1,600,000.00	\$ 1,750,000.00
79-000-5752	Water Tap Fees	\$6,040.00	\$27,415.00	\$110,748.00	\$50,000.00	\$ 100,000.00
79-000-5753	Service Charges	\$2,820.00	\$12,130.00	\$17,846.40	\$30,000.00	\$ 20,000.00
79-000-5754	Penalties	\$6,634.20	\$37,851.83	\$101,809.37	\$50,000.00	\$ 100,000.00
79-000-5756	Sewer Usage Charges	\$159,174.15	\$771,703.50	\$1,656,410.67	\$1,700,000.00	\$ 1,800,000.00
79-000-5757	Sewer Tap Fees	\$1,865.00	\$15,670.00	\$25,924.80	\$25,000.00	\$ 30,000.00
79-000-5759	Lone Star Conservation Fee	\$2,672.62	\$13,444.43	\$23,404.19	\$25,000.00	\$ 25,000.00
79-000-5760	WASW	\$54,911.60	\$276,085.39	\$480,268.30	\$475,000.00	\$ 500,000.00
Totals for Department(s) 000 - General		\$410,454.22	\$2,053,667.08	\$4,011,407.86	\$3,955,000.00	\$ 4,325,000.00





## CITY OF WILLIS BUDGET FY 2022-2023

## Debt Service

No.	Category	Budget	Reference
595006800	Debt Service - Tax		
590006811	Bond Principal	\$706,000.00	EXHIBIT F
590006812	Bond Interest	\$164,036.00	
590006813	Paying Agent	\$500.00	
	Total Debt Service Tax	\$870,536.00	
190006800	Debt Service - General Fund		
194006811	Bond Principal	\$40,000.00	EXHIBIT A
194006812	Bond Interest	\$6,663.00	
194006813	Paying Agent	\$500.00	
	Total Debt Serv Street Tax	\$47,163.00	
794306800	Debt Service Water		
794306811	Bond Principal	\$244,550.00	EXHIBIT C, D and E
794306812	Bond Interest	\$220,128.00	
794306813	Paying Agent	\$1,000.00	
	Total Debt Service Water	\$465,678.00	
794406800	Debt Service Sewer		
794406811	Bond Principal	\$164,550.00	EXHIBIT B, D and E
794406812	Bond Interest	\$153,999.00	
794406813	Paying Agent	\$500.00	
	Total Debt Service Sewer Colle	\$319,049.00	
7944216800	Debt Service Sewer		
2140006800	Debt Service - CDC		
2140006811	Bond Principal	\$73,300.00	EXHIBIT D and E
2140006812	Bond Interest	\$32,186.00	
2140006813	Paying Agent	\$1,000.00	
	Total Debt Service Tax	\$106,486.00	
124006800	Debt Service - TIRZ		
124006811	Bond Principal	\$47,600.00	EXHIBIT D
124006812	Bond Interest	\$10,586.00	
124006813	Paying Agent	\$500.00	
	Total Debt Service Tax	\$58,686.00	
		\$1,867,598.00	

CITY OF WILLIS, TEXAS

2022-2023 BUDGET

\$600,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2005

Dated: August 26, 2005

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2023	5.125	3,331.25	3,331.25	40,000.00	46,662.50
2024	5.125	2,306.25	2,306.25	45,000.00	49,612.50
2025	5.125	<u>1,153.12</u>	<u>1,153.12</u>	<u>45,000.00</u>	<u>47,306.24</u>
Remaining Balance		6,790.62	6,790.62	130,000.00	143,581.24

PAYING AGENT: Wells Fargo

EXHIBIT "A"

**WATER AND SEWER HIGHWAY 75 SOUTH-WILLIS EDC PROJECT**

2022-2023 BUDGET

\$1,355,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2010

Dated: June 2, 2010

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2023	1	6,500.00	6,500.00	5,000.00	18,000.00
2024	1	6,475.00	6,475.00	100,000.00	112,950.00
2025	1	5,975.00	5,975.00	105,000.00	116,950.00
2026	1	5,450.00	5,450.00	155,000.00	165,900.00
2027	1	4,675.00	4,675.00	185,000.00	194,350.00
2028	1	3,750.00	3,750.00	185,000.00	192,500.00
2029	1	2,825.00	2,825.00	185,000.00	190,650.00
2030	1	1,900.00	1,900.00	190,000.00	193,800.00
2031	1	<u>950.00</u>	<u>950.00</u>	<u>190,000.00</u>	<u>191,900.00</u>
Remaining Balance		38,500.00	38,500.00	1,300,000.00	1,377,000.00

PAYING AGENT: Wells Fargo Bank, N.A., Austin, Texas

EXHIBIT "B"

**SEWER BYPASS TO CONROE, REROUTE FORCE MAIN, EXTEND WASTEWATER LINE,  
NEW LIFT STATION, AND REHAB OF LIFT STATION**

7944

CITY OF WILLIS, TEXAS

2022-2023 BUDGET

\$3,150,000 City of Willis Comb Tax and Rev Certificates of Obligation, TWDB Series 2012

Dated: May 1, 2012

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2023	2.51	39,564.50	39,564.50	85,000.00	164,129.00
2024	2.64	38,497.75	38,497.75	85,000.00	161,995.50
2025	2.74	37,375.75	37,375.75	90,000.00	164,751.50
2026	2.82	36,142.75	36,142.75	95,000.00	167,285.50
2027	2.87	34,803.25	34,803.25	95,000.00	164,606.50
2028	2.92	33,440.00	33,440.00	100,000.00	166,880.00
2029	2.98	31,980.00	31,980.00	105,000.00	168,960.00
2030	3.01	30,415.50	30,415.50	105,000.00	165,831.00
2031	3.06	28,835.25	28,835.25	110,000.00	167,670.50
2032	3.11	27,152.25	27,152.25	115,000.00	169,304.50
2033	3.17	25,364.00	25,364.00	115,000.00	165,728.00
2034	3.24	23,541.25	23,541.25	120,000.00	167,082.50
2035	3.29	21,597.25	21,597.25	125,000.00	168,194.50
2036	3.33	19,541.00	19,541.00	130,000.00	169,082.00
2037	3.37	17,376.50	17,376.50	135,000.00	169,753.00
2038	3.38	15,101.75	15,101.75	140,000.00	170,203.50
2039	3.39	12,735.75	12,735.75	140,000.00	165,471.50
2040	3.39	10,362.75	10,362.75	145,000.00	165,725.50
2041	3.4	7,905.00	7,905.00	150,000.00	165,810.00
2042	3.4	5,355.00	5,355.00	155,000.00	165,710.00
2043	3.4	<u>2,720.00</u>	<u>2,720.00</u>	<u>160,000.00</u>	<u>165,440.00</u>
Remaining Balance		499,807.25	499,807.25	2,500,000.00	3,499,614.50

PAYING AGENT: BOKF, NA

EXHIBIT "C"

**CATAHOULA WELL PROJECT**

7943

City of Willis, Texas

2022-2023 Budget

\$2,500,000 Certificates of Obligation, Series 2014

Dated: May 20, 2014

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2023	2.78	\$18,904.00	\$18,904.00	\$170,000.00	\$207,808.00
2024	2.78	\$16,541.00	\$16,541.00	\$180,000.00	\$213,082.00
2025	2.78	\$14,039.00	\$14,039.00	\$185,000.00	\$213,078.00
2026	2.78	\$11,467.50	\$11,467.50	\$195,000.00	\$217,935.00
2027	2.78	\$8,757.00	\$8,757.00	\$200,000.00	\$217,514.00
2028	2.78	\$5,977.00	\$5,977.00	\$210,000.00	\$221,954.00
2029	2.78	\$3,058.00	\$3,058.00	\$220,000.00	\$226,116.00
Remaining Balance		\$78,743.50	\$78,743.50	\$1,360,000.00	\$1,517,487.00

Paying Agent: TIB  
Exhibit "D"

1.1M WESTSIDE CONNECTOR  
1.2M WATER & SEWER FM 1097 EAST  
200K PARK ON ROGERS ROAD

7943	0.2	\$3,780.80	\$3,780.80	\$34,000.00	\$41,561.60
7944	0.2	\$3,780.80	\$3,780.80	\$34,000.00	\$41,561.60
21	0.32	\$6,049.28	\$6,049.28	\$54,400.00	\$66,498.56
12	0.28	\$5,293.12	\$5,293.12	\$47,600.00	\$58,186.24
		\$18,904.00	\$18,904.00	\$170,000.00	\$207,808.00

CITY OF WILLIS, TEXAS

2022-2023 Budget

\$9,500,000 City of Willis Combination Tax and Revenue Certificates of Obligation, Series 2017

Dated: April, 2017

FY Ending Sept. 30	Interest Rate (%)	Interest 1-Feb	Interest 1-Aug	Principal 1-Aug	Total Annual Requirements
2023	2	143,481.25	143,481.25	270,000.00	556,962.50
2024	2	140,781.25	140,781.25	280,000.00	561,562.50
2025	2.25	137,981.25	137,981.25	290,000.00	565,962.50
2026	2.5	134,718.75	134,718.75	300,000.00	569,437.50
2027	2.5	130,968.75	130,968.75	315,000.00	576,937.50
2028	3	127,031.25	127,031.25	330,000.00	584,062.50
2029	3	122,081.25	122,081.25	340,000.00	584,162.50
2030	3	116,981.25	116,981.25	355,000.00	588,962.50
2031	4	111,656.25	111,656.25	370,000.00	593,312.50
2032	4	106,106.25	106,106.25	390,000.00	602,212.50
2033	4	98,306.25	98,306.25	405,000.00	601,612.50
2034	4	90,206.25	90,206.25	425,000.00	605,412.50
2035	4	81,706.25	81,706.25	445,000.00	608,412.50
2036	4	72,806.25	72,806.25	465,000.00	610,612.50
2037	4	63,506.25	63,506.25	490,000.00	617,012.50
2038	4	53,706.25	53,706.25	515,000.00	622,412.50
2039	3.75	43,406.25	43,406.25	540,000.00	626,812.50
2040	3.75	33,281.25	33,281.25	565,000.00	631,562.50
2041	3.75	22,687.50	22,687.50	590,000.00	635,375.00
2042	3.75	<u>11,625.00</u>	<u>11,625.00</u>	<u>620,000.00</u>	<u>643,250.00</u>
Remaining Balance		1,843,025.00	1,843,025.00	8,300,000.00	11,986,050.00

Paying Agent BOKF, NA

EXHIBIT "E"

REHABILITATION OF SEWER PLANT AND SEWER IMPROVEMENTS

7943	0.465	66,718.78	66,718.78	125,550.00	258,987.56
7944	0.465	66,718.78	66,718.78	125,550.00	258,987.56
21	0.07	10,043.69	10,043.69	18,900.00	38,987.38
		<u>143,481.25</u>	<u>143,481.25</u>	<u>270,000.00</u>	<u>556,962.50</u>

CITY OF WILLIS, TEXAS  
 2022-2023 Budget  
 \$9,022,000 City of Willis General Obligation Refunding, Series 2021  
 Dated: November, 2021

FY Ending	Interest Rate	Interest	Interest	Principal	Total Annual
Sept. 30	(%)	1-Feb	1-Aug	1-Aug	Requirements
2023	1.99	\$ 82,017.85	\$ 82,017.85	\$ 706,000.00	\$ 870,035.70
2024	1.99	\$ 74,993.15	\$ 74,993.15	\$ 492,000.00	\$ 641,986.30
2025	1.99	\$ 70,097.75	\$ 70,097.75	\$ 500,000.00	\$ 640,195.50
2026	1.99	\$ 65,122.75	\$ 65,122.75	\$ 517,000.00	\$ 647,245.50
2027	1.99	\$ 59,978.60	\$ 59,978.60	\$ 348,000.00	\$ 467,957.20
2028	1.99	\$ 56,516.00	\$ 56,516.00	\$ 356,000.00	\$ 469,032.00
2029	1.99	\$ 52,973.80	\$ 52,973.80	\$ 363,000.00	\$ 468,947.60
2030	1.99	\$ 49,361.95	\$ 49,361.95	\$ 363,000.00	\$ 461,723.90
2031	1.99	\$ 45,750.10	\$ 45,750.10	\$ 369,000.00	\$ 460,500.20
2032	1.99	\$ 42,078.55	\$ 42,078.55	\$ 568,000.00	\$ 652,157.10
2033	1.99	\$ 36,426.95	\$ 36,426.95	\$ 578,000.00	\$ 650,853.90
2034	1.99	\$ 30,675.85	\$ 30,675.85	\$ 593,000.00	\$ 654,351.70
2035	1.99	\$ 24,775.50	\$ 24,775.50	\$ 605,000.00	\$ 654,551.00
2036	1.99	\$ 18,755.75	\$ 18,755.75	\$ 616,000.00	\$ 653,511.50
2037	1.99	\$ 12,626.55	\$ 12,626.55	\$ 627,000.00	\$ 652,253.10
2038	1.99	\$ 6,387.90	\$ 6,387.90	\$ 642,000.00	\$ 654,775.80
Remaining Balance		\$ 728,539.00	\$ 728,539.00	\$ 8,243,000.00	\$ 9,700,078.00

PAYING AGENT: Wilmington Trust

EXHIBIT "F"

2022-2023 BUDGET					
RESTRICTED REVENUE					
DESCRIPTION	03/01/22-03/31/22	10/01/22-03/31/22	10/01/22-03/31/22	10/01/22-03/31/22	10/01/22-9/30/23
	Actual	Actual	Budget	Proj Year-End	Approved
Hotel/Motel Tax	\$ 1,209.00	\$ 21,209.00	\$ -	\$ 28,000.00	\$ 30,000.00
Municipal Court Technology	\$ 96.00	\$ 292.00	\$ -	\$ 600.00	\$ 500.00
Municipal Court Security	\$ 72.00	\$ 219.00	\$ -	\$ 420.00	\$ 200.00
Chapter 18	\$ -	\$ -	\$ -	\$ -	\$ -
Chapter 59	\$ -	\$ -	\$ -	\$ -	\$ -
TIRZ	\$ -	\$ -	\$ -	\$ 300,000.00	\$ 350,000.00

A RESOLUTION MAKING APPROPRIATIONS FOR THE SUPPORT OF THE CITY OF WILLIS, TEXAS, FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; APPROPRIATING MONEY TO A SINKING FUND TO PAY PRINCIPAL AND INTEREST DUE ON THE CITY'S INDEBTEDNESS; AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF WILLIS, TEXAS FOR THE 2022-2023 FISCAL YEAR.

Whereas, the budget appended here as Exhibit A, for the fiscal year beginning October 1, 2022, and ending September 30, 2023, was duly presented to the City Council by the Mayor, and a public hearing was ordered by the City Council and a public notice of said was published in the Conroe Courier, and said public hearing was held according to said notice;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLIS, TEXAS,

THAT, the appropriations for the fiscal year beginning October 1, 2022, and ending September 30, 2023, for the support of the general government of the City of Willis, Texas, be fixed and determined for said terms in accordance with expenditures shown in the City's fiscal year 2022-2023 Budget, a copy of which is appended hereto as Exhibit A.

THAT, the budget, as shown in words and figures in Exhibit A, is hereby approved in all respects and adopted as the City's budget for the fiscal year beginning October 1, 2022, and ending September 30, 2023.

THAT, there is hereby appropriated the amount shown in said budget necessary to provide for a sinking fund for payment of the principal and interest and the retirement of the bonded debt of the City of Willis, Texas.

PASSED AND APPROVED TO THIS 13<sup>th</sup> DAY OF SEPTEMBER, 2022.



Leonard Reed, Mayor ATTEST:



Marissa Quintanilla, City Secretary

ORDER AND RESOLUTION SETTING THE 2022  
AD VALOREM TAX RATES

ON SEPTEMBER 13, 2022, THE GOVERNING BODY FOR THE CITY OF WILLIS ADOPTED THE FOLLOWING TAX RATES FOR THE 2022 LEVY ON VALUES.

MAINTENANCE AND OPERATION RATE (GENERAL FUND) \$0.3766/\$100  
INTEREST AND SINKING RATE (DEBT SERVICE FUND) \$0.1790/\$100  
TOTAL OF ADOPTED TAX RATES \$0.5556/\$100

THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE.

THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.46% AND WILL INCREASE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$-96.80

MEMBERS VOTING FOR:

- 1. Ashley Nixon
- 2. Tom Luster
- 3. William Brown
- 4. Thomas \_\_\_\_\_ Belinoski
- 5. \_\_\_\_\_

MEMBERS VOTING AGAINST:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_

MEMBERS PRESENT, BUT NOT VOTING:

- 1. Leonard Reed
- 2. \_\_\_\_\_

MEMBERS ABSENT

- 1. Barney Stone
- 2. \_\_\_\_\_

A COPY OF THE RESOLUTION IS REQUIRED

RETURN THIS FORM TO TAMMY MCRAE, MONTGOMERY COUNTY  
TAX ASSESSOR-COLLECTOR AT 400 N. SAN JACINTO ST, CONROE, TX 77301 EMAIL: [tammy.mcrae@mctx.org](mailto:tammy.mcrae@mctx.org).