

## City of Wichita Falls City Council Agenda



Stephen Santellana, Mayor  
Bobby Whiteley, Mayor Pro Tem/At Large  
Michael Smith, District 1  
Larry Nelson, District 2  
Jeff Browning, District 3  
Tim Brewer, District 4  
Steve Jackson, District 5



Darron Leiker, City Manager  
Kinley Heggglund, City Attorney  
Marie Balthrop, City Clerk

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**Notice Of Regular Meeting Of The Mayor And City Council Of The City Of Wichita Falls, Texas, To Be Held In The City Council Chambers, Memorial Auditorium, 1300 Seventh Street, Tuesday, July 18, 2023, Beginning At 8:30 A.M.**

**This meeting can be accessed and viewed at the following locations:**

- 1. A livestream will be shown on the Spectrum/Time Warner Cable Channel 1300**
- 2. A livestream will be shown on the City's Facebook page (City of Wichita Falls, Texas Government) (<https://www.facebook.com/cityofwichitafalls>)**
- 3. A video of the meeting will be posted on the City's YouTube page (<https://www.youtube.com/cityofwf>)**

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Item #

1. Call to Order
2. (a) Invocation: Chaplain Reggie Coe  
Grace Church  
  
(b) Pledge of Allegiance
3. Presentations  
  
(a) Employee of the Month – Drew Begley,  
  
(b) Proclamation – National Day of the Cowboy, Arts Council, Wichita Falls Area, Inc.

### CONSENT AGENDA

4. Approval of minutes of the June 20, 2023 Regular Meeting of the Mayor and City Council.

5. Resolutions

- (a) Resolution authorizing the City Manager to execute all documents necessary to purchase Information Technology Internal Service Fund Consultant Services from Berry, Dunn, McNeil & Parker, LLC in the amount of \$68,185
- (b) Resolution reducing the rental fee of the Mobile Stage for the Founders Lions Club for the T-O Fair on September 12-16, 2023

6. Receive Minutes

- (a) Wichita Falls Economic Development Corporation, Amended, January 12, 2023
- (b) Wichita Falls 4B Sales Tax Corporation (4BSTC), March 2, 2023
- (c) Park Board, April 27, 2023
- (d) Planning & Zoning Commission, May 10, 2023
- (e) Wichita Falls Economic Development Corporation, May 18, 2023
- (f) Landmark Commission, May 23, 2023
- (g) Park Board, May 25, 2023
- (h) Landmark Commission, June 27, 2023

REGULAR AGENDA

7. Public Hearings

- (a) Public hearing and consideration to rezone 2203 Missile Road (+/-3.43 Acres of the Lewis Wells Survey, Abstract 323), from Limited Commercial (LC) to Planned Unit Development – Residential Use (PUD-RU) zoning district to allow for the construction of a 48-unit multi-family complex
  - i. Public Hearing
  - ii. Take Action
- (b) Public Hearing on a Substantial Amendment to the 2021 Annual Action Plan to Re-allocate \$714,872 in HOME-American Rescue Plan (HOME-ARP) Allocation Plan funding
- (c) Public Hearing on Action Plan to allocate \$1,220,974 in FY 2023-2024 Community Development Block Grant (CDBG) funds, and \$459,482 in FY 2023-2024 HOME Investment Partnership Program (HOME) funds

- (d) Conduct a public hearing and consider and take action on an ordinance finding certain buildings and/or structures to be dangerous; requiring property owners to demolish said buildings and/or structures within thirty (30) days of the date of this ordinance and declaring an emergency and immediate effective date
  - i. Public Hearing
  - ii. Take Action

## 8. Ordinances

- (a) Consider and adopt an ordinance amending the Code of Ordinances by amending Chapter 62 Historic Preservation, Article II Landmark Commission, §62-36
- (b) Ordinance amending Chapter 102 of the Code of Ordinances by amending Article IX – Golf Cart to create Article IX – Unique Vehicles, providing for severability, and setting an effective date
- (c) Ordinance modifying the appropriations in the Sanitation Fund budget for the 2022-23 fiscal year to purchase one (1) Landfill Wheel Scraper through the Sourcewell Purchasing Cooperative from Caterpillar Inc. in the amount of \$1,311,700.00, and declaring an emergency
- (d) Ordinance modifying the appropriations in the Water/Sewer Fund budget for the 2022-23 fiscal year for the sole-source replacement of a 7,200 gallon, fiberglass, Sodium Hydroxide bulk storage tank and associated attachments at the Microfiltration/Reverse Osmosis Plant within the Cypress Water Treatment Facility, by Fiber Glass Systems, L.P., in the amount of \$89,653.00, and declaring an emergency
- (e) Ordinance repealing Chapter 78, Article IV. – Curfew for Minors in compliance with House Bill 1819 and declaring an effective date

## 9. Resolutions

- (a) A Resolution of the City of Wichita Falls, Texas, finding that Oncor Electric Delivery Company LLC's Application to Amend its Distribution Cost Recovery Factor and Update Generation Riders to Increase Distribution Rates within the City should be denied; Authorizing participation with the Steering Committee of Cities Served by Oncor; Authorizing hiring of legal counsel; Finding that the City's reasonable rate case expenses shall be reimbursed by the Company; Finding that the meeting at which this Resolution is passed is open to the public as required by law; Requiring notice of this Resolution to the Company and legal counsel
- (b) Resolution authorizing the replacement of the Transfer Station Exhaust Fans through the TIPS Purchasing Cooperative from Trinity Air Conditioning in the amount of \$51,362.00

- (c) Resolution authorizing the City Manager to Approve Change Order No. 1 and Final for the 2021 Taft Blvd Street Improvement Project for a deduct in the amount of \$371,747.26
- (d) Resolution authorizing the City Manager to award bid and contract for the 2023 Duncan Channel & Slide Gate Repair to Earth Builders, L.P. in the amount of \$1,264,115.00
- (e) Resolution authorizing the City Manager to execute a professional services agreement with Black & Veatch Corporation for the Improvements to the Cypress 61 Plant Pipe Gallery, Filter Surface Wash System and Basin Trough Replacement, in the amount of \$180,000.00
- (f) Resolution authorizing the City Manager to execute a Consulting Services Agreement with Garver, LLC for the purpose of developing a Master Plan Update for Wichita Falls Regional Airport in an amount of \$748,426.00
- (g) Resolution of the City of Wichita Falls authorizing and approving the reappointments of individuals to the Board of Directors of the Nortex Housing Finance Corporation

#### 10. Other Council Matters

- (a) Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

#### 11. Comments from the public to members of the city council concerning items that are not on the city council agenda. People wishing to address the council should sign up prior to the start of the meeting. A three-minute time frame will be adhered to for those addressing their concerns. Since comments from citizens are not posted agenda items, the City Council is prohibited from deliberating or taking any action, other than a proposal to place the item on a future agenda. Staff may provide factual statements in response to inquiries or recite existing policy.

#### 12. Executive Sessions

- (a) Executive Session in accordance with Texas Government Code §551.071, consultation with attorney on matter involving pending or contemplated litigation or other matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act (including, but not limited to, legal issues related to Lake Ringgold and HB 2127).
- (b) Executive Session in accordance with Texas Government Code §551.074 to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, dismissal of a public officer or employee (including, but not limited to, the Nortex Housing Finance Corporation, 4B Sales Tax Corporation, Airport Board



of Adjustments, Helen Farabee Board of Trustees, TIF #2, TIF #3, and Zoning Board of Adjustment).

- (c) Executive Session in accordance with Texas Government Code § 551.087, to discuss or deliberate the offer of a financial or other incentive to a business prospect that the City Council seeks to have, locate, stay, or expand in or near the territory of the City of Wichita Falls and with which the City and/or economic development corporations created by the City are conducting economic development negotiations.
- (d) Executive Session in accordance with Texas Government Code § 551.072, to deliberate the purchase, exchange, lease, or value of real property interests due to the fact that deliberation in an open meeting would have a detrimental effect on the position of the City in negotiations with a third party.

### 13. Appointments and Actions regarding Boards and Commissions

- a. 4B Sales Tax Corporation
- b. Airport Board of Adjustments
- c. Helen Farabee Board of Trustees
- d. Library Advisory Board
- e. TIF #2
- f. TIF #3
- g. Zoning Board of Adjustment

### 14. Adjourn

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**Spanish language interpreters, deaf interpreters, Braille copies or any other special needs will be provided to any person requesting a special service with at least 24 hours' notice. Please call the City Clerk's Office at 761-7409.**

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Every item on this agenda shall be considered a public hearing. Regardless of the agenda heading under which any item is listed, any word or phrase of any item listed on this agenda shall be considered a subject for consideration for purposes of the Texas Open Meetings Act and other relevant law, and City Council may deliberate and vote upon any such subject and resolutions related thereto. Resolutions, ordinances, and other actions concerning any word, phrase, or other subject may be voted upon, regardless of any language of limitation found in this agenda or any document referring to such action. Any penal ordinance, development regulation or charter provision of the City of Wichita Falls or item which is funded by the current or next proposed City of Wichita Falls budget, including, without limitation, any street, water pipe, sewer, drainage structure, department, employee, contract or real property interest of the City of Wichita Falls, may be discussed and deliberated, and the subject is hereby defined as such without further notice. Any item on this agenda may be discussed in executive session if authorized by Texas law regardless of whether any item is listed under "Executive Sessions" of this agenda, regardless of any past or current practice of the City Council. Executive sessions described generally hereunder may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice. Executive sessions described generally hereunder are closed meetings, may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice, and may include items under Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.084, and/or 551.087.

### CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin board at Memorial Auditorium, Wichita Falls, Texas on the 12<sup>th</sup> day of July, 2023 at 5:00 o'clock p.m.

  
\_\_\_\_\_  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** July Employee of the Month.

**INITIATING DEPT:** Human Resources

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**NAME:** Drew Begley

**DEPARTMENT:** Public Works

**HIRE DATE:** December 6, 2012

**PRESENT POSITION:** Environmental Coordinator

**COMMENTARY:** Presentation of the Employee of the Month Award (plaque, letter of appreciation, gift card, dinner for two, and a check for \$100).

☒ **Director of Human Resources**

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☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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City of Wichita Falls  
City Council Meeting  
Minutes  
June 20, 2023



**Item 1 - Call to Order**

The City Council of the City of Wichita Falls, Texas, met in regular session at 8:30 a.m. on the above date in the Council Chambers at Memorial Auditorium with the following members present.

Stephen Santellana	-	Mayor
Bobby Whiteley	-	Mayor Pro Tem/ At-Large
Tim Brewer	-	Councilors
Jeff Browning	-	
Steve Jackson	-	
Larry Nelson	-	
Michael Smith	-	
Darron Leiker	-	City Manager
Kinley Heggland	-	City Attorney
Marie Balthrop	-	City Clerk

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Mayor Santellana called the meeting to order at 8:30 a.m.

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**Item 2a – Invocation**

Pastor Kile Bateman, Evangel Church, gave the invocation.

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**Item 2b – Pledge of Allegiance**

Mayor Santellana led the Pledge of Allegiance.

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**Item 3-5 – Consent Items**

8:32 a.m.

Darron Leiker, City Manager, gave a briefing on the items listed under the Consent Agenda.

Moved by Councilor Browning to approve the consent agenda.

Motion seconded by Councilor Smith and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

**Item 3 – Approval of Minutes of the June 6, 2023, Regular Meeting of the Mayor and City Council**

**Item 4 – Resolution 65-2023**

Resolution authorizing the City Manager to award bid and contract for the 2023 Alley Rehabilitation Project to Scales Concrete Construction Co., Inc. in the amount of \$368,027.00.

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**Item 5 – Receive Minutes**

- (a) Employee Benefits Trust, October 27, 2022
- (b) Fire Fighters and Police Officers' Civil Service Commission, January 18, 2023
- (c) Wichita Falls MPO Transportation Policy Committee, January 24, 2023
- (d) Lake Wichita Revitalization Committee, May 9, 2023

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**Item 6a – Ordinance 30-2023**

8:33 a.m.

Ordinance amending the Employee Benefit Trust Agreement to update the fifth Trustee from Deputy City Manager to City Manager Designee.

Moved by Councilor Brewer to approve Ordinance 30-2023.

Motion seconded by Councilor Smith and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 6b – Ordinance 31-2023**

8:34 a.m.

Ordinance authorizing the City Manager to approve a request from the Catholic Diocese of Fort Worth to close, vacate, and abandon two alleys adjacent to 1501 9th Street that consist of approximately 13,750 square feet more or less as depicted and indicated on the attached plat maps.

Moved by Councilor Brewer to approve Ordinance 31-2023.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 6c – Ordinance 32-2023**

8:37 a.m.

Ordinance authorizing the City Manager to execute all documents necessary to apply for and accept \$1 million in Federal Aviation Administration Entitlement grants for snow removal equipment at Wichita Falls Regional Airport.

Moved by Councilor Browning to approve Ordinance 32-2023.

Motion seconded by Councilor Smith and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7a – Resolution 66-2023**

8:41 a.m.

Resolution authorizing the purchase of an Oshkosh H-Series Snow Broom for the Wichita Falls Regional Airport through the Houston-Galveston Area Council (HGAC) Purchasing Cooperative from Siddons Martin Emergency Group, LLC in the amount of \$1,093,345.00.

Moved by Councilor Brewer to approve Resolution 66-2023.

Motion seconded by Councilor Smith.

John Burrus, Director of Aviation, Traffic, and Transportation, stated this item will be purchased with FAA grant funds and the Wichita Falls Economic Development Corporation will provide the required matching funds.

Motion carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7b – Resolution 67-2023**

8:44 a.m.

Resolution authorizing the purchase of a 2023 John Deere 310P Backhoe through the Sourcewell Purchasing Cooperative from Yellowhouse Machinery Co. in the amount of \$155,000.00 for the Streets Division.

Moved by Councilor Browning to approve Resolution 67-2023.

Motion seconded by Councilor Jackson and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7c – Resolution 68-2023**

8:46 a.m.

Resolution to accept the written offers as presented for 7 Trustee parcels and authorizing execution of the Quitclaim Deed to convey title to Samuel Majano, Marvin Baggett, Judy Charley, Henry Soto, and Delfino Maldonado.

Moved by Councilor Brewer to approve Resolution 68-2023.

Motion seconded by Councilor Browning and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7d – Resolution 69-2023**

8:51 a.m.

Resolution re-appointing Troy Farris, Ed.D. to the Wichita County-City of Wichita Falls Hospital Board.

Moved by Councilor Brewer to approve Resolution 69-2023.

Motion seconded by Councilor Browning, and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7e – Resolution 70-2023**

8:53 a.m.

Resolution authorizing the City Manager to execute all documents necessary to purchase 144 computer workstations from Unique Digital Technology, LLC in the amount of \$121,979.52.

Moved by Councilor Browning to approve Resolution 70-2023.

Motion seconded by Councilor Smith and carried by the following vote:



Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7f – Resolution 71-2023**

8:54 a.m.

Resolution authorizing the City Manager to Approve Change Order No. 1 & Final for the 2022 Sewer Budget Utility Improvement Project - Phase 2 in the amount of \$99,050.00.

Moved by Councilor Browning to approve Resolution 71-2023.

Motion seconded by Councilor Jackson and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 7g – Resolution 72-2023**

8:56 a.m.

Resolution authorizing the City Manager to award bid and contract for the Quail Creek Drainage Improvements to Scales Concrete Construction Co., Inc. in the amount of \$6,971,470.00.

Moved by Councilor Brewer to approve Resolution 72-2023.

Motion seconded by Councilor Smith and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Nelson, Smith, and Whiteley

Nays: Councilor Jackson

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**Item 7h – Resolution 73-2023**

8:58 a.m.

Resolution approving an agreement under the Meet and Confer process to allow for the creation of a non-civil service classification of temporary, part-time Reserve Police Officers; and to allow for the hiring of temporary, part-time Reserve Police Officers to assist in non-patrol sections of the Police Department to perform duties where there are insufficient numbers of regular, full-time Police Officers to fulfill the required duties.

Moved by Councilor Brewer to approve Resolution 73-2023.

Motion seconded by Councilor Jackson, and carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Jackson, Nelson, Smith, and Whiteley

Nays: None

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**Item 8 – Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.**

9:08 a.m.

Councilor Jackson stated he has received many phone calls regarding the problems with the geese at Sikes Lake and citizens are not happy that the geese were killed. He feels that this was inhumane. He stated that he lost his best friend, Lewis Croom, and wanted to honor him. Lewis and his dad operated a shoe shop on Van Buren for many years, and he asked everyone to keep his family in your prayers.

Mr. Leiker clarified that to his knowledge the City had nothing to do with the geese at Sikes Lake. Midwestern State University (MSU) worked with the United States Department of Agriculture and Texas Parks and Wildlife on this issue.

Councilor Jackson stated that there are alleys that need work but he does not remember the addresses. He received a complaint from two citizens that were mowing and maintaining their alley, and have a raised garden in the alley. Code Enforcement has told them they would have to remove their raised garden from the alley. He stated their alley looks so much better than the rest of the alleys, and they are growing vegetables for their neighborhood. He would like to see if we can allow them to keep their raised garden.

Councilor Brewer asked Russell Schreiber, Director of Public Works, if the Quail Creek improvements will change the floodway. Mr. Schreiber stated it will lower the 100-year flood plain, with the main impact being on the smaller 10-year storms. New maps will be created and sent to FEMA, and some citizens may be able to drop their flood insurance.

Councilor Whiteley asked about bicycle signs on Taft and Fairway and asked if we plan on adding more, since awareness is important. Mr. Leiker stated he believes we are

installing more signs and that our Public Information Office is going to push out information on all social media platforms regarding bicycle awareness and safety. Mr. Burrus stated we are in the second year of the 4B bicycle infrastructure project and there is approximately \$120,000 that is unencumbered. Staff is looking at dedicated bicycle lanes and additional signage. Councilor Whiteley stated that the awareness issue is important and constant reminders will assist with safety issues.

Councilor Nelson asked Mr. Burrus how the bus shelter program is going, and asked to be notified when the last shelter is built as Channel 3 would like to come out. Mr. Burrus stated the shelter was completed at Covington and Iowa Park Rd. The new part-time welder started this week and will be dedicated to this project. Mr. Burrus will start including feedback on the shelters in his weekly update. Councilor Nelson asked Mr. Schreiber about the Quail Creek project and the change in the floodplain and how that would affect the flow of water downstream to the Red River. Mr. Schreiber stated it will flow through Sikes Lake, through multiple creeks, and ultimately to the Red River.

Mayor Santellana discussed the removal of the geese and stated MSU's Interim President asked that any questions Councilors receive be forwarded to MSU.

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**Item 9 – Comments from the Public to Members of the City Council Concerning Items That Are Not on the City Council Agenda**

9:17 a.m.

Michael Patrick Damron, 1804 10<sup>th</sup> Street, addressed the council to follow up on his statements made at the May 2, 2023, City Council Meeting, and thanked the Council for their time.

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**Item 10 – Executive Sessions**

No Executive Session was held.

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Mayor Santellana recessed the meeting for a short break at 9:19 a.m.

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Mayor Santellana reconvened the meeting at 9:35 a.m.

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Mayor Santellana stated there were additional citizens that wanted to speak under Comments from Citizens.

Becky Raeke, 2420 Riley Road, co-chair for the Bike Wichita Falls Action Team, addressed the Council on behalf of Bike Wichita Falls, and requested more support from the Council to create a bike advocacy position within the City. This person would help them progress the five E's, Engineering, Education, Encouragement, Enforcement, and Evaluation. She discussed how bikes can improve citizens' quality of life and impact the economy.

David Coleman, 3719 Cedar Elm Lane, reiterated Becky's comments and asked the Council to consider funding a bike advocacy position. One of the things they could do is create a program and go out to local schools to teach bike safety at an early age. He feels this position could make a big impact in our community.

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#### **Item 11 – Pre-Budget Workshop for Fiscal Year 2023-2024**

9:40 a.m.

Mr. Leiker discussed the purpose of the pre-budget workshop, and cautioned the Council that these numbers are preliminary since we have not received our final property tax roll.

Jessica Williams, Director of Finance/CFO, reiterated that these are preliminary numbers that can change, and this is not the City Manager's proposed budget. She thanked Lindsay Barker, Chris Horgen, and the PIO staff for their assistance with the videos for the presentation.

Ms. Williams gave a historical overview of previous budgets and proposed revenues and expenditures for the General Fund, Water/Sewer Fund, Sanitation Fund, and other funds for the 2023-2024 proposed budget. She discussed ARPA funds received by the City, the ever-changing regulations on how these funds can be spent, projects completed and planned with these funds, and the City's strategy to finish planned projects. She gave an overview of strategic investments, stewardship, and transparency, economic considerations, and discussed the importance of saving for future infrastructure needs. The proposed budget is based on a 2% reduction in the property tax rate from .694321 to .68000. Ms. Williams discussed the historical increase in property values, and a brief discussion was held regarding comparable city tax rates and tax levies. It was noted that although our tax rate is on the high end, we have the lowest tax levy total and per capita. Ms. Williams discussed historical sales tax revenues, and how sales tax revenues are slowing to lower-than-average levels. Tentative scenarios for employee pay and benefits were provided, and it was noted that increased personnel costs are not included in the preliminary budget. Ms. Williams recommended tying user charges to an index such as CPI or MCI to assist with increased costs in providing services due to inflation, provided comparisons of the water rates, and sanitation rates of other cities, and proposed rate

increases. Council was asked to review key considerations and to reach out to staff with any questions or proposed changes.

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**Item 12 –Adjourn**

Mayor Santellana adjourned the meeting at 11:37 am.

PASSED AND APPROVED this 11<sup>th</sup> day of July 2023.

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Stephen Santellana, Mayor

ATTEST:

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Marie Balthrop, TRMC, MMC  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Resolution authorizing the City Manager to execute all documents necessary to purchase Information Technology Internal Service Fund Consultant Services from Berry, Dunn, McNeil & Parker, LLC in the amount of \$68,185.

**INITIATING DEPT:** Information Technologies & Facilities

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**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** Practice Effective Governance

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**COMMENTARY:** Approximately 10 years ago, the Finance Department and Information Technology Division created an internal service fund to fund the annual maintenance and system replacement costs associated with the City's software, hardware, and technology services. The formula used has been used for many years and we need to ensure we are meeting the proper accounting principles.

The current FY 2023 budget includes \$100,000 for consulting services to evaluate the allocations of the IT Internal Service Fund. An RFP for these services was published in February 2023 and 2 different responses were received. Berry, Dunn, McNeil & Parker, LLC and Avero Advisors were the 2 responders. After reviewing the 2 responses, Staff recommends Berry Dunn as the vendor of choice due to their experience, expertise, and references. Upon their selection, they submitted a State of Work with a cost estimate of \$68,185.

Staff recommends approval of the resolution authorizing the City Manager to sign all documents necessary to purchase Information Technology Internal Service Fund Consultant Services from Berry, Dunn, McNeil & Parker, LLC in the amount of \$68,185.

☒ Assistant City Manager

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**ASSOCIATED INFORMATION:** Resolution

☒ Budget Office Review

☒ City Attorney Review

☒ City Manager Approval

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Resolution No. \_\_\_\_\_

**Resolution authorizing The City Manager to execute all documents necessary to purchase Information Technology Internal Service Fund Consultant Services from Berry, Dunn McNeil & Parker, LLC in the amount of \$68,185**

WHEREAS, the City's 2022-23 budget includes \$100,000 to purchase Information Technology Internal Service Fund Consultant Services; and,

WHEREAS, the City published a Request for Proposal in February 2023 for these services and 2 vendors responded; and,

WHEREAS, Berry, Dunn McNeil & Parker, LLC. was the most responsible bidder; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The City Manager is authorized to execute all documents necessary to purchase Information Technology Internal Service Fund Consultant Services from Berry, Dunn, McNeil & Parker, LLC in the amount of \$68,185.

PASSED AND APPROVED this the 18th day of July 2023.

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MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Resolution reducing the rental fee of the Mobile Stage for the Founders Lions Club for the T-O Fair on September 12-16, 2023.

**INITIATING DEPT:** Parks & Recreation

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**STRATEGIC GOAL:** Actively Communicate and Engage the Public

**STRATEGIC OBJECTIVE:** Strengthen Partnerships with Not-for-Profits

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**COMMENTARY:** The Founders Lions Club has requested a reduced fee for the rental of the Mobile Stage for their T-O Fair annual event at the MPEC on September 12-16, 2023. The Club and the City have had a revenue sharing agreement for the event since the opening of the MPEC, and the City Council has approved a reduced rental fee for each event since the City acquired the Mobile Stage in 2005.

The standard rental fee is \$525 per day, plus any accessories and the \$1,000 damage deposit. Our prior arrangement with the Lions Club is to only charge for the labor costs associated with setting up the stage for the event, approximately \$600. This cost includes the hauling from the storage barn at Central Services and set up on the first day, three days of opening the stage in the morning and closing the stage at night, and the last day of preparing and hauling back to the storage barn. If the fee reduction is approved, staff recommends the minimum charge be set at \$600 to cover the City's labor costs. Other reservation procedures may be waived including payment for any accessories desired and the damage deposit.

Staff recommendation

Staff recommends the City Council approve the resolution (1) approving a rental fee of \$600 for the duration of the event, (2) waiving the fee for any accessories, and (3) waiving the damage deposit.

☒ **Assistant City Manager**

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**ASSOCIATED INFORMATION:** Resolution, Rental Fees

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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The City-owned Mobile Stage

**Resolution No. \_\_\_\_\_**

**Resolution reducing the rental fee of the Mobile Stage for the Founders Lions Club for the T-O Fair September 12-16, 2023**

WHEREAS, the Founders Lions Club has requested a reduced fee for rental of the City's Mobile Stage for its T-O Fair annual event at the MPEC September 12-16, 2023; and,

WHEREAS, the Founders Lions Club managed its event in prior years in a successful manner; and,

WHEREAS, the Founders Lions Club and the City continue to maintain a revenue sharing agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The fee for the rental of the City's Mobile Stage to the Founders Lions Club is hereby reduced to \$600, and any charge for accessories and the damage deposit is waived, for its T-O Fair annual event at the MPEC September 12-16, 2023.

PASSED AND APPROVED this the 18th day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

**AMENDED MINUTES OF THE  
WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION**

**January 12, 2023**

**Present:**

Leo Lane, President	§	WFEDC Members
Phyllis Cowling, Secretary-Treasurer	§	
Darron Leiker	§	
Paul Menzies, Assistant City Manager	§	City Administration
Kinley Hegglund, City Attorney	§	
Terry Floyd, Director of Development Services		
Chris Horgen, Public Information Officer	§	
Paige Lessor, Executive Legal Assistant	§	
Ron Kitchens, CEO	§	Wichita Falls Chamber of Commerce
Taylor Davis, Dir of Bus Retention & Expansion	§	
Tracy Sharp	§	Boyette Strategic Advisors, LLC
Mickey Fincannon, Commissioner	§	Wichita County, Texas
Lynn Walker, Writer	§	Times Record News

**Absent**

David Toogood, Vice President	§	WFEDC Member
Brent Hillery	§	WFEDC Member

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**1. Call to Order**

Mr. Leo Lane called the meeting to order at 2:30 p.m.

**2. Consent Agenda**

a. Approval of Minutes (December 15, 2022)

Ms. Cowling moved to approve the minutes. Seconded by Mr. Leiker, the motion carried

3-0.

b. Financial Report

Mr. Menzies addressed the Board, stating that the sales tax report reflects November receipts and that sales tax is running 3% ahead of last year. He said this rate would generally be good, but we would like to see it slightly higher, considering CPI and inflation. The Fed announced that annualized inflation ended up at 6.5% through December. Mr. Menzies stated that he heard an analyst's opinion that there might be no inflation by summer or fall.

He told the Board their bottom line is approximately \$10 million in unencumbered money. Under the open projects, there is a \$237,990 expense. That amount should be reported under the

MPEC parking lot, not i.d.e.a.WF.

**3. Discussion and possible action regarding amending performance agreement language for P&WC Aerospace (US) Inc. related to primary job creation.**

Ms. Taylor Davis addressed the Board and reminded them about the approval of an incentive for Pratt and Whitney to develop a new product line at their Wichita Falls facility. With this project, they are looking to retain 125 full-time employees, add 30 full-time employees, and generate about \$10 million in capital expenditures and \$2.5 million in new payroll. Ms. Davis is requesting clarification of the terms of the Company's hiring milestones. The Company will incrementally add positions over seven years but will retain 125 full-time employees from the start. In year one, they will add ten new employees. Then, they will add five new full-time employees each year in years two and three. Next, they will add three new FTEs each year in years four and five. Finally, they will add four FTEs each year in years six and seven. By the end of year seven, the Company will employ a total of 155 FTEs. Mr. Lane stated the matrix would make it easier to reconcile later.

**4. Discussion and possible action regarding recommendations by Boyette Strategic Advisors LLC related to proposed guidelines for economic development incentives.**

Tracy Sharp with Boyette Strategic Advisors, LLC, attended the meeting via video teleconference to make a presentation to the Board to walk everyone through the incentive guidelines to encourage new business location decisions and ensure continued business retention. These guidelines should be used case by case during the project negotiation process. Ms. Sharp displayed potential incentive program offerings. She recommended consolidating some of the existing incentive programs, such as the *Cash for Jobs Program*, the *Relocation Incentive Program*, and the *Forgivable Loan Program*, into one program called *Jobs and Investment Grant Program*. Qualifying companies will receive \$5,000 to \$15,000 per new job created and/or 3% to 12% of total investment. The options will depend on the project's value to the community. The grants can be used for land purchases, site or building improvements, purchases of M&E, training of employees, relocation costs, and infrastructure improvements. Ideally, they would only be awarded on a performance basis, meaning the company would have to meet specific performance requirements, which may be tied to job creation, investment, or both. Therefore, the company would not get the funding until it met those performance requirements. Exceptions can be made for cash upfront in certain circumstances, but securitization would be required. Also, *Reduced-Cost Land* would continue to be an incentive offered.

Ms. Sharp reviewed the next slide, which included *Training Cost Reimbursement* and a *Remote Worker Incentive Program*. She also discussed the *Potential Partner Incentive Program*. The main one in this category would be the *City and County Real and Personal Property Tax Abatement*. Previously this would be offered for seven or ten years with a declining benefit. Ms. Sharp recommended offering up to 100% of taxes on real and personal property, excluding school taxes from five to up to 20 years. The extended abatement period would make it a little more competitive and in line with competing cities' offerings. Specific job, investment, and wage requirements are assigned to that offering. The other incentive programs include *Triple Freeport Exemptions*, *Fee Waivers or Reductions*, and *Fast-Track Local Permitting*. Ms. Sharp suggested advertising fast-track local permitting because it is currently being offered, and a seven to ten day

turnaround is impressive.

Ms. Sharp then discussed the minimum thresholds for job creation, wages, and investment. For a position to be eligible to be counted toward the job creation requirement, it must be a benefit-eligible employee working at least 37.5 hours per week for at least six months. And they must pay the Wichita Falls MSA mean or average wage, currently \$43,046 annually or \$20.70 per hour, not including bonus or benefits. To meet the minimum threshold, they must create at least five new positions and invest at least \$500,000. Then Ms. Sharp discussed the maximum incentive benefits for the *New Job Creation Incentive*. There are four different levels of this incentive. At *Level 1*, the company can receive up to \$5,000 per job if they have five full-time primary jobs, the capital investment is at least \$500,000, and the wage must meet the base \$43,046 mean or average wage. Then, the company must create or retain at least ten jobs at *Levels 2, 3, and 4*. The investment amount at each level differs, and the wages increase at each level. At *Level 2*, wages should be 105% of the MSA mean or average wage. Then it should be 110% at *Level 3* and *Level 4* 125%. The incentive per job would increase at each level.

Ms. Sharp then explained the maximum amount of incentives based on the percentage of investment. *Level 1* starts with at least five jobs with 3% of investment. At *Level 2*, the company would have to create at least ten jobs and invest between \$2 million and \$10 million. The wage and percentage of investment increase at each level. These maximum grant amounts can be combined to get a more significant total incentive to offer. *Level 5* would be used when a project meets the minimum or exceeds the wage requirement but also creates a substantial number of jobs and makes a significant investment. If a project would create or retain at least 200 primary jobs, makes at least \$25 million capital investment, and pays at least 105% above the average wage, the company would receive a job incentive of up to \$20,000 per job and a per investment incentive of up to 12%.

Ms. Sharp then discussed real and personal property tax abatement at the city and county levels. Tax abatements would have to be approved by the city and county. The abatements are set up on four levels with different ranges of capital investment, job creation, and wage requirements. *Level 1* would require \$5 million to \$10 million in capital investment, ten jobs at the MSA mean or average wage, and the company could get up to 100% of real and personal property tax abated for up to five years. The abatement could be offered at 100% for all five years, or there could be a declining scale over the five years. Competitor cities have been offering a more competitive tax abatement incentive. *Level 2* would require the company to make a \$10 million to \$25 million capital investment, 25 jobs at 105% of the MSA mean or average wage. Then the company could receive a ten-year abatement term. *Level 3* would require \$25 million to \$50 million capital investment and 100 new jobs at 110% of the MSA mean or average wage. Then the company could receive a 15-year abatement term. *Level 4* would require a capital investment of over \$50 million and 200 jobs at 125% of the MSA mean or average wage. Then the company could receive an abatement term of up to 20 years.

Ms. Sharp then explained the incentive process and compliance. Some of these things are already in place, but she suggested reviewing them to ensure they work the way the Board would like. She recommended ongoing maintenance and annual review of the guidelines with changes requiring approval by the Board. They should be reviewed and approved every three years by the Board. The Chamber will continue to be responsible for determining prospect needs, working with the Board to offer the packages within the guidelines, negotiating the package, and seeking any necessary approvals from the Board and other partners. There should also be standard documentation and procedures which is already in place. But she recommended having an

application or questionnaire for each prospect, a cost/benefit analysis, a format for a conditional incentive offer letter, a performance agreement, and a report for companies to complete annually.

Ms. Sharp reiterated that these are guidelines and not ironclad requirements. Any deviations would require approval of the WFEDC Board and the city, county, and other partners, as appropriate. These guidelines help the Chamber negotiate incentive offers while working with the WFEDC Board. Ms. Sharp concluded her presentation and asked if there were any questions.

Mr. Kinley Heggland said the tax code states that tax abatements cannot go more than ten years by law, and he was trying to figure out how to get to the 15 and 20-year mark. He asked if it was some combination. Ms. Sharp explained that other Texas cities had granted these more extended tax abatements. Mr. Heggland wondered if some form of a 380 agreement granted the money that would have been tax abatement for years 15 or 20. Ms. Sharp explained that the Chamber has all the supporting documentation and that she could research that a little more. Mr. Leiker suggested that the other cities' EDC could have calculated the property tax and then reimbursed the company for that amount. Everyone agreed they must research how these cities are going about these more extended abatements. Mr. Kitchens explained that these cities are doing "reverse taxes in lieu." Reverse taxes in lieu means the city or county agrees with the company that they will owe property taxes, so the government entity will reimburse the money at that time. Ms. Sharp explained that the information they reviewed was pretty definitive that these abatements were happening, but in what form is up to question. She said once the structure is determined, they can always modify the guidelines as needed.

## 5. Executive Session

Mr. Lane adjourned the meeting into executive session at **2:58 p.m.** pursuant to Texas Government Code §§ 551.087, 551.071, and 551.074. He announced the meeting back into regular session at **3:33 p.m.** The subjects posted in the Notice of Meeting were deliberated, and no votes or further actions were taken on the items in executive session.

## 6. Motions

**P&WC Aerospace (US) Inc. performance agreement amendment related to primary job creation.**

Mr. Leiker moved to amend the P&WC Aerospace (US) Inc. Performance Agreement terms such that a seven-year full-time new job chart is incorporated into the agreement stating that the Company agrees to maintain 125 FTEs over the seven years and to add ten FTEs in year one, five FTEs in both years two and three, three FTEs in both years four and five, and two FTEs in both years six and seven for a total of 155 FTEs maintained and created through the seven-year term.

No further discussion or comments from the public were made regarding this agenda item.

Seconded by Ms. Cowling, the motion carried 3-0.

## 5. Adjourned.

The meeting adjourned at 3:35 p.m.



Leo Lane, President



**MINUTES OF THE**  
**WICHITA FALLS 4B SALES TAX CORPORATION (4BSTC)**

**March 2, 2023**

**Present:**

Tony Fidelie, President	§	Members
Glenn Barham, Vice President	§	
Rick Hatcher, Secretary-Treasurer	§	
Dave Clark	§	
Darron Leiker	§	
Nick Schreiber	§	
Michael Mills	§	
 R. Kinley Heggland, Jr., City Attorney	§	City Staff
Paul Menzies, Assistant City Manager	§	
Terry Floyd, Dir of Development Svcs	§	
Stephen Calvert, Senior Budget Analyst	§	
Karen Montgomery-Gagné, Planning	§	
Administrator	§	
Monica Aguon, Assistant City Attorney	§	
Chris Horgen, Public Information Officer	§	
Paige Lessor, Executive Legal Assistant	§	
 Lynn Walker, Writer	§	Times Record News

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**1. Call to Order.**

Mr. Fidelie called the meeting to order at 3:00 p.m.

**2. Report of financial condition (current, past & planned budget & expenditures); and other administrative actions**

Mr. Menzies addressed the Board and stated that sales tax is doing well in the first quarter. Sales tax is up about 4% overall. He directed the Board to the financials in the meeting packet. He discussed giving the Board a better snapshot of the available cash. He explained that the funds for the open projects list have always been encumbered, meaning those funds are set aside for those projects. In the past, the bottom line number had included those encumbered funds. The bottom line number is intended to be the free and clear number. We have now taken the encumbered amount out of the bottom line to more accurately reflect the amount of cash available for new projects. He reminded the Board that they are only a quarter of the way through the fiscal year, which means there are still nine months' worth of sales tax revenue and interest revenue to be gained. He told the Board that 4 to 4.1 million is projected in new revenue over the next nine months. So it is accurate to say that the year-end projected fund balance is about 8 – 8.5 million if no additional funds were spent or committed.

No questions or comments were made about the financial report.

**3. Consent Agenda**

**a) Approval of Minutes of December 1, 2023.**

The Board reviewed the Minutes. No additions or corrections were proposed.

Mr. Hatcher moved to adopt the Minutes as presented. Seconded by Mr. Clark, and no public comment was made, motion carried 7-0.

**b) Approval of Downtown Matching Grant Applications**

- i. 823 Ohio – Half Pint Outdoor Patio**
- ii. 900 Indiana – Perkins Timberlake Building**
- iii. 728 Indiana – City Center**
- iv. 719 Scott – Big Blue**
- v. 909 8th – Chelsea Plaza**
- vi. 912/914 Scott – Great Scott Building**
- vii. 919-925 Indiana – WF Performing Arts Center**

Mr. Clark moved to approve the grant applications collectively. Seconded by Mr. Leiker, and no public comment was made, the motion carried 7-0.

**4. Public hearing regarding a funding request from the City of Wichita Falls related to the potential purchase of property at 1500 Scotland Drive.**

Mr. Fidelie opened the public hearing at 3:05 p.m.

Mr. Fidelie asked if any member of the public would like to address this item with the Board prior to the Executive Session. No questions were asked or comments made.

Mr. Fidelie closed the public hearing at 3:05 p.m.

**5. Executive Session.**

Mr. Fidelie adjourned the meeting into executive session at **3:06 p.m.** pursuant to Texas Government Code sections 551.087 and 551.072. He announced the meeting back into regular session at **3:29 p.m.** The subjects posted in the Notice of Meeting were deliberated, and no votes or further action were taken on these items in executive session.

**6. Public hearing regarding a funding request from the City of Wichita Falls related to the potential purchase of property at 1500 Scotland Drive.**

Mr. Fidelie reopened the public hearing at 3:30 p.m.

Mr. Menzies explained that the owner of a 14.7-acre tract of land known as 1500 Scotland Drive. The lot sits between the City's existing RV park to the northwest and the vacant Hotel by the Falls property to the east and southeast. The owner has offered the property to the City for \$62,443. The City is requesting that this Board fund the purchase of the property for the stated amount. Right now, the plan for the property would be to keep it as a park and open space. There is no plan to "flip it." The long-term goal is to retain the property for parks and open space. Mr. Fidelie clarified that the City would purchase the property, and the WF4BSTC would provide the funding. Mr. Fidelie also specified that the \$62,443 included the closing costs and any additional costs associated with the purchase. Mr. Menzies confirmed the amount was the entire funding amount.



Mr. Fidelie asked if any member of the public wished to address the Board. No public comments were made.

Mr. Barham moved to approve funding in an amount no greater than \$62,443 for the City of Wichita Falls to purchase the property at 1500 Scotland Drive. Seconded by Mr. Clark, the motion carried 7-0.

**7. Adjourn.**

Mr. Fidelie adjourned the meeting at 3:32 p.m.

  
\_\_\_\_\_  
Guy A. "Tony" Fidelie, Jr., President

**Wichita Falls Park Board Meeting  
April 27, 2023**

**W.F. Recreation Center  
Hamilton Park Pavilion 2901 Hamilton Blvd.  
Time: 12:00pm**

**Presiding: Jim Heiman**

**Members Present: Patrick Hearn, Jessica Traw, Tom Taylor, Josh Phillips, Larri Jean Jacoby**

**Members Absent: Alan Donaldson, Simeon Hendrix, Dorcas Chasteen, Sandy Fleming, Michael Battaglino,**

**City Council Representative: Steve Jackson**

**Other: Scott McGee  
Terry Points**

**Guest: Carey Dodson**

**CALL TO ORDER:**

**Jim Heiman called the meeting to order at 12:00 p.m.**

**1 APPROVAL OF MINUTES:**

**The minutes from March 23, 2023 were put before the Board for approval. Josh Phillips made the motion to approve the minutes and Tom Taylor second the motion.**

**3. DEPARTMENTAL REPORT:**

**A. Recreation: Scott McGee**

- **See Attached Recreation Report**

**B. Parks: Terry Points**

- **See Attached Parks Report**

**C. Lake Wichita Revitalization Committee:**

- **No update**

**D. Circle Trail Update:**

- **No update**

**E. Parks Review Update:**

- **No update attached**

**F. Other Business, Announcements, Comments:**

- **Park Board members took Parks Tour (Below are parks seen)**

**Hamilton**

**Bridwell**

**Morningside**

**Grant Street**

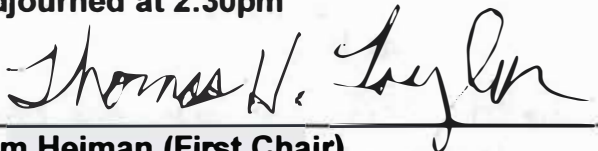
**Lions**

**Expressway Village**

**Harold Jones**

**Meeting was adjourned at 2:30pm**

**Signature:**

  
\_\_\_\_\_  
**Jim Heiman (First Chair)**



Karen Robinson <karen.robinson@wichitafallstx.gov>

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## Park Board Report April

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**Terry Points** <terry.points@wichitafallstx.gov>

Thu, May 18, 2023 at 5:17 PM

To: Karen Robinson <karen.robinson@wichitafallstx.gov>

**Hamilton** *Hamilton Park new shelter slab and sidewalks being poured, shelter will be erected when slab cures. Splash Pad will open 5-26-23. Funded by WCMA.*

**Bridwell** *New fountain, Tennis courts to be removed and a new Futsal Court/ Basketball Court to be installed. We are also going to remove and replace the old backstop. This will be funded by CDBG.*

**Morningside** *Old playground to be removed and new one is ordered. New tables w/slab to be installed. CDBG*

**Grant Street** *Nothing*

**Lions** *CDBG applications have been submitted for new playground, sidewalks and a handicap ramp w/walk to the shelter.*

**Expressway Village** *Nothing*

**Harold Jones** *Nothing*

*Other news from the o'l parks department.*

*More new musical instruments were installed in Lucy. Funded by The Arts Alliance*

*45,000 new flowers were planted this week.*

*Sidewalk fo Kayak Launch was constructed.*

*Veterans Memorial near completion. Celebration set for 05-29-23.*











## Recreation Report for April 2023

50 Plus Zone daily numbers are up to 250 per day.

Membership sales for April up 12 %.

Summer Camp staff has been hired and registration for Summer Camps begins Monday 5/1.

Upcoming events include After School Fishing May 2, 4, 9, & 11 and Concerts in the Park May 9th & 23rd and June 6th & 20th.

Softball and Volleyball Leagues continue.

Sports Complex tournaments booked through second week in July with three scheduled in the Fall so far. Several groups are inquiring about 2024 dates.

Lucy Park Pool undergoing updates and repairs to meet State of Texas requirements. The pool opens on Saturday May 27<sup>th</sup>. Swim lesson registration begins Monday May 1<sup>st</sup>.

Pool staff has been hired with the exception of lifeguards, which is pretty important. Latest social media plug has brought us 4 applicants.

Tennis Pickleball centers have been getting a cleanup and some updating. Contractor is at Weeks today to begin work on the new pickleball courts. Falls Town Courts, LLC begins operation of the centers Monday 5/1.

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## MINUTES

### PLANNING & ZONING COMMISSION

May 10, 2023

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#### PRESENT:

Michael Grassi  
Blake Haney  
Mark McBurnett  
Matt Marrs  
Noros Martin  
Paul Mason  
Jeremy Woodward

◆ Member  
◆ Member  
◆ SAFB Liaison  
◆ Member  
◆ Member  
◆ Alternate No. 2  
◆ Vice-Chair

James McKechnie, Deputy City Attorney  
Terry Floyd, Development Services Director  
Fabian Medellin, Planning Manager  
Cedric Hu, Planning Technician  
Christal Cates, Senior Executive Asst.  
Monica Aguon, City Attorney

◆ City Staff  
◆ City Staff  
◆ City Staff  
◆ City Staff  
◆ City Staff  
◆ City Staff

#### ABSENT:

David Cook  
Doug McCulloch  
Wayne Pharries  
Cayce Wendeborn  
Steve Wood  
Councilor Whiteley

◆ Chairman  
◆ Member  
◆ Member  
◆ Member  
◆ Alternate No. 1  
◆ Council Liaison

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#### I. CALL TO ORDER

The meeting was called to order by Vice Chairman, Mr. Jeremy Woodward, at 2:00 p.m. Vice Chairman Woodward proceeded to make the following comments:

#### III. PUBLIC COMMENTS

Vice Chairman Woodward asked if there were any comments from the public. With no response, Mr. Woodward closed public comments.

#### IV. APPROVAL OF MINUTES

Mr. Noros Martin made a motion to adopt the April 12, 2023, minutes. Mr. Blake Haney seconded the motion. The motion was passed unanimously, 6-0

#### VII. CONSENT AGENDA

**P 23-09 Duncan Addition, Lot 1, Block 1 – Final Plat**



**P 23-10 Foundation Auto Addition, Lot 1, Block 1 – Final Plat****P 23-11 Vance Subdivision, Lot 1, Block 1 – Final Plat**

Vice Chairman Woodward asked if anyone had an item to be moved to the regular agenda. Nothing to be moved. Mr. Michael Grassi made a motion to approve the consent agenda. Mr. Paul Mason seconded the motion. Motion passed unanimously, 6-0.

**VIII. REGULAR AGENDA****1. Case C 23-08 – 1212 Tulip Street:**

**Consider taking action on a conditional use at 1212 Tulip Street to allow for manufactured home as infill development in a Single Family-2 (SF-2) zoning district.**

**Applicant: Judy Wiggins**

Mr. Cedric Hu presented the case and stated, staff had previously met with the owner, Ms. Judy Wiggins, and her wish to place a manufactured home on the property located at 1212 Tulip Street.

The subject property is located in the east area of Wichita Falls, north of the Safety Training center. The property is currently vacant and surrounded by other vacant property and some residences. The zoning of the subject property is Single Family-2 (SF-2) and is surrounded by that same zoning district.

Mr. Hu stated Ms. Wiggins was proposing to place a 23 ft. 8 in. x 40 ft. new manufactured home with a total of 947sf. on the vacant property. The home would have a front setback of 25ft. in the front, 5ft. on both interior sides and 65ft. to the rear of the property.

Mr. Hu advised the Commission that staff had notified 41 property owners within 200sf. and had received 1 response in favor of this proposal.

Mr. Hu stated staff recommended the approval of a conditional use for a manufactured home to be placed at 1212 Tulip Street with the following conditions.

1. The manufactured home meets the requirements of Section 5600 for in-fill manufactured housing of the zoning ordinance for manufactured housing.
2. The proposed home must comply with all applicable codes and ordinances at the time of construction permitting.

Vice Chairman Woodward apologized and stated the order of business was missed at the beginning of the presentation and asked for a motion to hear the case. Mr. Grassi made a motion to approve with Mr. Marrs seconding.

Vice Chairman Woodward asked if the applicant was present. The owner was present, but wished not to present anything. Vice Chairman Woodward asked if

there were any questions from the Commission There were no comments from the Commission. Mr. Woodward called for a vote and the motion passed unanimously 6-0.

**2. Case C 23-09 – 3005 Lavell Avenue:**

**Consider taking action on a conditional use at 3005 Lavell Avenue to allow for development of a duplex in a Single Family-2 (SF-2) zoning district.**

**Applicant: Desilu Properties, LLC, Ricardo Sandoval**

Mr. Marrs made a motion to approve the case. Mr. Grassi seconded the motion. Mr. Hu presented the case and stated, staff had previously met with Mr. Sandoval, of Desilu Properties, in regards to the development of a duplex on the subject property at 3005 Lavell Avenue. Staff advised Mr. Sandoval that City ordinances did not allow for the development of a duplex in a Single Family-2 (SF-2) zoning district, however, he could petition the Commission for a conditional use permit to allow for the development.

The subject property is located in the southwest area of Wichita Falls, northwest of the Rhea Road and Southwest Parkway intersection in the middle of a residential subdivision all in the Single Family-2 (SF-2) zoning district.

Mr. Hu displayed the site plan to the Commission and stated the total square footage for the duplex would be 2,782sf. The building will be divided into 2 residential units with 2 driveways for parking.

Mr. Hu advised staff had notified 27 surrounding property owners and had received back 2 responses in favor and 5 responses in opposition. The responses in opposition were all citizens concerned about increased traffic.

With all potential impacts taken into consideration, staff recommends the approval of the proposed duplex at 3005 Lavell Avenue subject to the following conditions:

1. A total of 4 parking stalls be provided meeting the design standards of Section 6200 – Off Street Parking Regulations.
2. The duplex shall comply with all applicable building code regulations, permitting, and inspections.

Vice Chairman Woodward asked if the applicant was present, the applicant was present, but did not wish to present. Mr. Woodward asked if there were any comments from the public, no comments. Vice Chairman Woodward asked if there were any questions from the Commission. Mr. Mason asked where the required parking would be. Mr. Fabian Medellin stated the garage space and driveway would count as their required parking. Mr. Martin asked if this was a manufactured home or duplex, Mr. Medellin advised it was for a duplex. Mr. Woodward called for a vote and the motion passed unanimously 6-0.



**3. Case C 23-10 – 3305 Buchanan Street**

**Consider taking action on a conditional use at 3305 Buchanan Street to allow for a setback reduction of 25ft. in a Limited Commercial (LC) zoning district.**

**Applicant: Cunningham Clark Construction**

**Owner: The ARC of Wichita County**

Mr. Mason made a motion to approve the case. Mr. Marrs seconded the motion. Mr. Cedric Hu presented the case and stated, staff had previously met with the applicant, Cunningham Clark Construction, and owners, The ARC of Wichita County, on a new development on the subject property at 3305 Buchanan Street. The property is located in a Limited Commercial (LC) zoning district where the subject property is adjacent to a residential use, also in a Limited Commercial (LC) district. Mr. Hu advised the City zoning ordinance provides protections of commercial uses developing adjacent to residential uses by requiring an increased setback of 30'. However, section 4670 also provides a path for the reduction of requirement if a single-family use is outside of a residential district, as this situation is.

The subject property is located on the 3300 block of Buchanan Street, in between Avenue W and Hampstead Lane. The property is a commercial use in the Limited Commercial (LC) district with Single Family-2 (SF-2) zoning district to the west, General Commercial (CG) to the north, south and east.

Mr. Hu stated staff notified 21 property owners and received 2 responses in favor of this proposal. Staff recommended the approval of a conditional use permit to allow for the reduction of the required side interior setback to 5' with the following conditions:

1. The properties of 3305 & 3307 Buchanan Street shall be platted together prior to the issuance of a building permit.
2. Screening through the use of a privacy fence, wood or masonry, of 6 feet shall be provided on the interior side (north) property line.
3. The maximum height of the structure will not exceed one story.
4. Further site plan review by planning and building inspections at the time of permitting for construction to verify conformance with all other applicable code and ordinances

Vice Chairman Woodward asked if the applicant was present, the applicant was present, but did not wish to present. Mr. Woodward asked if there were any comments from the public; no comments. Vice Chairman Woodward asked if there were any questions from the Commission. There were no comments from the

Commission. Mr. Woodward called for a vote and the motion passed unanimously 6-0.

**IX. ADJOURN**

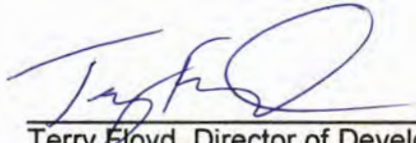
Vice Chairman Woodward adjourned the meeting at 2:16 p.m.



David Cook, Chairman



Date



Terry Floyd, Director of Development Services



Date

**MINUTES OF THE**  
**WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION**

**May 18, 2023**

**Present:**

Leo Lane, President	§	WFEDC Members
David Toogood, Vice President	§	
Phyllis Cowling, Secretary-Treasurer	§	
Darron Leiker	§	
Brent Hillery	§	
Paul Menzies, Assistant City Manager	§	City Administration
Blake Jurecek, Assistant City Manager	§	
Kinley Hegglund, City Attorney	§	
Jessica Williams, CFO/Director of Finance	§	
John Burrus, Director of Aviation, Traffic, & Transportation	§	
Blane Boswell, City Engineer	§	
Chris Horgen, Public Information Officer	§	
Paige Lessor, Executive Legal Assistant	§	
Ron Kitchens, CEO	§	Wichita Falls Chamber of Commerce
Lynn Walker, Writer	§	Times Record News

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**1. Call to Order**

Mr. Lane called the meeting to order at 2:30 p.m.

**2. Consent Agenda**

**a. Approval of Minutes (January 12, 2023)**

Ms. Cowling stated she had a suggested change to the minutes on page three of four in the third paragraph. Each "average city wages" reference should be changed to "average MSA wages."

**b. Financial Report**

Mr. Menzies discussed sales tax revenue with the Board. Sales tax is still running 3% ahead of this time last year. Meaning the Corporation is 3.5% ahead of budget. If this rate continues, sales tax revenue for the Corporation will be approximately \$5.35 million at the end of the fiscal year. Mr. Menzies explained there is about \$10 million free and clear for new projects. He explained that if the Board spent all funds currently committed to other projects, they would still have \$10 million free and clear. Mr. Menzies addressed a change in the financial report. He explained that the amount for the first project listed under "open projects" was \$1,050,000 budgeted for design and engineering for the Business Park Infrastructure Project. The report currently shows approximately \$622,000 remaining. However, the project will be closed out soon.

Mr. Menzies told the Board that Blane Boswell, City Engineer, would expand on the details of that project later in the meeting.

Mr. Lane noted that the sales tax growth is still below the inflation rate and asked if those numbers directly correlate. Ms. Williams stated that they do not directly correlate. She explained that as inflation increases over time, people adjust their personal budget to those inflated rates, and there is less purchasing as time passes.

Mr. Leiker moved to approve the minutes with Phyllis's amendments and the financial report. Seconded by Mr. Toogood, motion carried 4-0.

**3. Consider and take action to award bid and contract for the Wichita Falls Business Park Hammon Road Improvements (Project B) to Bowles Construction Co. in the amount of \$2,769,615.00 and authorize the Board President to execute all related documents.**

Mr. Boswell introduced himself and explained that this project is the last phase of construction at the business park. The first phase was the utility portion, in which some water lines were extended, additional water lines were looped in, and some sewer was upsized. He stated that the second phase of construction included the addition of the eastern half of Fisher Road and the widening of Midwestern Pkwy from Fisher Road to Hammond Road. The project is about 98% complete, and the contractor has until the end of the month to complete it. He said there would probably be a change order for Phase 2 of the project.

The item before the Board today would award an approximately \$2.7 million contract to widen Hammond Road from Midwestern Pkwy north to the U.S. Highway 287 frontage road. This project would include water line relocation from under the middle of the road to the edge of the right of way and drainage improvements. If this contract is awarded today, \$800,000 would be left over out of the original \$10 million. This \$9.2 million total includes all three projects plus design.

Ms. Williams said if there is a remaining balance in the bond fund, it is restricted for use toward other projects at the business park only. Mr. Toogood asked for the name of the incumbent contractor. Mr. Boswell answered that Bowles Construction is the contractor. Mr. Toogood wondered whether the City had been satisfied with their work. Mr. Boswell responded by telling him the company is local and they have done this type of project several times.

**4. Discussion and possible direction related to a potential update to the City's Airport Master Plan and Air Service Needs Study (John Burrus, City of Wichita Falls).**

Mr. Burrus started by updating the Board on some ongoing projects. He discussed the snow removal system at Sheppard AFB. He said he is meeting with the FAA to discuss specifications the following Monday, and the project is progressing. There have been no hiccups. It is just taking a little bit longer. He hopes to take the project to Council sometime in June. After working with some of the companies, it appears that it could be up to a 600-day delivery period on this unit. Sheppard AFB has been briefed. With the funding of \$133,000 provided by WFEDC, it appears that there will be approximately \$30,000 left over. Sheppard AFB was able to provide some additional funds, so those funds can be used rather than money from the WFEDC.

Mr. Burrus met with Sheppard AFB leadership in February, discussed the business park development, and looked at some off-site locations. They also talked about some potential sites within the fenced area of Sheppard AFB, including the old golf course. At that time, Sheppard asked for a formal study on those three sites so they could have something objective to present to

their leadership in San Antonio and at the Pentagon.

In March, Mr. Burrus reached out to the FAA about this project, and they asked if the City would consider updating its Master Plan as a part of the analysis. It has been 15 years since the Master Plan was last updated. The FAA approved the funds in early April, and they are willing to pay 90% of the cost, which is \$760,680. The Master Plan will include evaluations of up to three locations near Sheppard AFB for the business park development, including a phase one environmental analysis of each site. They will also explore the Military Airport Program funding to build business park infrastructure. Funding for taxiways and aprons is already FAA-eligible. However, the Military Airport Program is needed to fund things like hangar and fuel farm reconstruction or expansion. The FAA would like an aeronautical survey included as well. This survey will consist of all runways at Sheppard AFB.

Additionally, the survey will help the City to preserve Sheppard AFB's and Regional Airport's airspace. It will also allow us to look at additional navigational aids coming into the airport, which the FAA deems a critical safety component for airport needs. Although the City already has ordinances in place that protect the airspace, this will formally map it out and provide a tool to analyze future impacts as well. Finally, the Master Plan would also include an air service study which could be used to attract new airlines to the airport. The last study was done in 2015. Mr. Burrus said he would be happy to answer any questions.

Mr. Lane asked Mr. Burrus to explain the vision for this project, specifically what kind of businesses could come into this business park. Mr. Burrus said it would allow the Chamber to recruit repair and maintenance companies. A company had been interested for quite a while, but their funding fell through. Mr. Burrus stated that the Chamber is actively marketing the hangar right now. He said the business park could house any aeronautical company and even freight companies. Additionally, this Master Plan would look at the business park's impact on Sheppard's air space and training schedules. Mr. Burrus said if the hangar can house it, he feels the market is still wide open.

Mr. Kitchens then stated this would be similar to what Lawton has done by taking all the military contractors at Fort Sill and clustering them into one secure facility. Mr. Kitchens elaborated by saying that many of Sheppard's suppliers are servicing the base out of Fort Worth. The thought is that without the capacity to serve these companies, the City will never get them. But if the City could develop the business park, the Chamber could target the current suppliers as well as the MROs and grow the aerospace industry. This idea has been discussed for ten years, but the City has not had the facilities to do it.

Ms. Cowling asked why the terminal needed to be expanded. Mr. Burrus replied that it was a minimal study component. It basically checks a box that says it was examined. When the facility was built, there were plans to expand the terminal. This study is just a review of those plans. The only project left to complete on the entire airfield is the general aviation apron, which is the old commercial apron. It will take some work to get a scope of work and estimated cost put together. However, currently, the airport can accommodate a second airline. The second jet bridge is already being used for charter aircraft. Mr. Burrus reiterated that looking into expanding the terminal is only an FAA requirement on a master plan.

Ms. Cowling then asked if exploring the possibility of getting another air service or the air service requirements portion of the Master Plan was "a check the box" type requirement. Mr. Burrus stated that it was not. The Board could choose to include that section or not, but the proposed price includes it. Mr. Kitchens explained to the Board that the Chamber encouraged the air service requirements in the Master Plan. He explained that this level of data is needed to make



sales calls and presentations to airline companies.

Mr. Leiker asked how long it would take to complete the Master Plan. Mr. Burrus said it should take approximately six months to complete.

No other questions or comments were made.

## **5. Executive Session**

Mr. Lane adjourned the meeting into executive session at **2:47 p.m.** pursuant to Texas Government Code §§ 551.087, 551.071, and 551.074. He announced the meeting back into regular session at **4:13 p.m.** The subjects posted in the Notice of Meeting were deliberated, and no votes or further actions were taken on the items in executive session.

## **6. Motions**

### **Wichita Falls Business Park Hammon Road Improvements (Project B) to Bowles Construction Co.**

Ms. Cowling moved to approve and award bid and contract for the Wichita Falls Business Park Hammon Road Improvements (Project B) to Bowles Construction Co. in the amount of no more than \$2,769,615.00 and authorize the Board President to execute all related documents. After no further discussion or comments from the public and being seconded by Mr. Toogood, the motion carried 5-0.

### **City's Airport Master Plan and Air Service Needs Study**

Mr. Leiker moved to proceed with the update to the City's Airport Master Plan and associated Air Service Needs Study as presented and approve the local match 10% funding not to exceed 76,000.00. After no further discussion or comments from the public and being seconded by Mr. Hillery, the motion carried 5-0.

## **5. Adjourned.**

The meeting adjourned at 4:17 p.m.

  
Leo Lane, President



# LANDMARK COMMISSION MINUTES

May 23, 2023

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## MEMBERS PRESENT:

Michele Derr  
John Dickinson  
Christy Graham  
Joel Hartmangruber  
Nadine McKown  
Janel Ponder Smith  
Tim Brewer

■ Chairwoman  
■ Member  
■ Member  
■ Member  
■ Vice- Chairwoman  
■ Member  
■ Council Liaison

Monica Aguon, Assistant City Attorney  
Terry Floyd, Development Services Director  
Chris Horgen, Public Information Officer  
Karen Montgomery-Gagné, Principal Planner/HPO

■ City Staff  
■ City Staff  
■ City Staff  
■ City Staff

## ABSENT:

Andy Lee  
Noros Martin  
Marcela Medellin

■ Member  
■ P&Z Liaison  
■ Member

## GUESTS:

Gary Douglas  
Whitni Simmons  
Morris Stone  
Kim Tigrett  
Richard Moore

■ 1412 Buchanan St.  
■ 1501 Tilden St.  
■ 3187 SH258E  
■ 1301 Grant St.  
■ Home Depot

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## I. Call to Order, Introductions and Welcome

Chairwoman Michele Derr called the meeting to order at 12:00 p.m. Ms. Derr had Commission members, staff and guests, introduce themselves.

## II. Review & Approval of Minutes from: April 25<sup>th</sup>, 2023

Chairwoman Derr called for review and approval of the April 25<sup>th</sup>, 2023 Landmark Commission meeting minutes. Ms. Janel Ponder-Smith made a motion to approve the minutes, Mr. John Dickinson seconded the motion. Minutes were unanimously approved 6-0.

## Regular Agenda

## III. Action Item: Design Review – 1412 Buchanan Street (*West Floral Heights Historic District*)

Request to install new cedar fencing in the side yard with metal gates (2-5ft.) and new chain link fencing/gates (2-5ft.) in the rear yard.

Ms. Karen Montgomery-Gagné presented the case and stated the owner, Mr. Gary Douglas, was present to provide any additional information for the Commission. Ms. Gagné stated the proposal involved a request to install new cedar and chain-link fencing along with metal gates that would be similar to wrought iron.

Ms. Gagné advised the subject property was located at the corner of Avenue E and Buchanan in the West Floral Heights Historic District. The home was constructed circa 1919 in the Tudor Revival style and is a contributing structure to the West Floral Heights Historic District.

Photos shown from 2004 when the district was being nominated along with other inventory photos from 2013 and 2019 illustrated existing chain-link fencing. Ms. Gagné stated the property had been well maintained with only changes in landscaping. Photos shown taken from Buchanan looking west toward 1412 Buchanan (which consisted of a double lot) had proposed black metal gates for the side yard, north of the house, which are a similar design and style of the front porch railing system. The view from corner of Buchanan and Avenue E, looking at the east and south facades, showed the side driveway and existing chain link fence with limited visibility due to landscaping and setback from edge of property. A photo from the north lot area where fencing was proposed parallel with the street will be setback approximately 58ft from sidewalk with metal gate(s), total 10ft width, proposed across the driveway. A view from the alley showed existing chain link style fence and gate along rear property line. Alley fencing will remain in place – no alterations proposed. An existing wood privacy fence separates 1408 & 1412 Buchanan.

The proposed cedar fence will be 6ft tall and extend 51ft to the north property line and approximately 33ft behind front setback (minimum 25ft). Ms. Gagné stated staff believed the proposal complies with Wichita Falls Design Review Guidelines Sec 4, provision of no new fences in WFH HD front yard setback.

An existing section of chain link fencing runs along the rear and exterior side yard. The owner proposed installing two, 5ft wide chain link gates (10ft) across rear driveway plus an 8ft section of chain link fencing between new gate and detached garage apartment. Ms. Gagné stated staff interpretation of the proposal for new chain link in this location (rear/side yard) would comply with Wichita Falls Design Review Guidelines Sec 4, provision of chain link being historically present then new chain link may be allowed.

Chairwoman Derr asked Mr. Douglas if he wanted to add anything to Ms. Gagné's presentation. Mr. Douglas stated he felt Ms. Gagné had presented everything. Chairwoman Derr asked if there were any comments from the public, and then the Commission. There were no public comments. Ms. Smith stated the Design Review Committee for the West Floral Heights District met and walked the grounds with Mr. & Mrs. Douglas and recommended approval of the proposal. Mr. Joel Hartmangruber made a motion to approve the request for 1412 Buchanan for placement of privacy fencing in the side yard with double metal gates (2 - 5ft) visible from Buchanan Street along with installation of 2 - 5ft chain link gates and an 8ft chain link fencing panel in the rear/side yard visible from Ave E based on compliance with the Wichita Falls Design Review Guidelines Sec. 4, Item 11 F and G. Ms. Smith seconded the motion. The motion passed unanimously.

**IV. Action Item: 1416 Hayes – Residential** (*West Floral Heights Historic District*)

- Address on-going violations, including installing a non-conforming door/windows without permits.
- Possibly take action to recommend staff proceed with issuing municipal citations for all violations.

## Non-conforming Items:

- Windows – vinyl; simulated divided lights
- Door – solid steel; no glazing; storm door

Ms. Gagné provided an update from the last two months when the Commission had taken action on March 28<sup>th</sup>, 2023. City staff was alerted to window installation being conducted by Home Depot on January 27, 2023. Installation was essentially completed when staff was notified. Ten windows had been replaced on east and south facades with direct visibility from Hayes and Avenue E with no permits or design review being obtained. Case was originally scheduled for consideration in February but Commission lacked quorum.

A photo from May 12, 2023, showed the steel front door installed which the Landmark Commission denied in March. By April 2023, the door had been installed by the homeowner. The illegally replaced steel door does not comply with appropriate use of replacement materials, style and overall appearance is altered, thus impacting historic character. On March 28<sup>th</sup>, 2023, the Commission made the determination to deny solid steel door and recommend either: A) repairing original wood door, or B) replacement with a wood or fiberglass door that matched the same architectural style (Craftsman). The homeowner knowingly installed the new door after the Commission had denied the request.

The replacement windows were vinyl double-hung; simulated divided lites and not the same configuration or materials as the original. Reflectivity and glare were visible from replacement windows; they did retain the same dimensions.

Ms. Gagné advised the Commission on March 28<sup>th</sup>, 2023, staff determination was to deny windows as installed with vinyl which does not meet the City's Design Review Guidelines Sec. 4-Item 6 Windows/Screens. The windows need to be replaced with either wood, aluminum or aluminum clad wood material, any color, muntins on exterior and 6 over 6 configurations, with the middle single window (Hayes façade) being an 8 over 8 configuration.

Staff indicated at this time, the owner was not going to consider making any additional alterations due to financial constraints. Previously, Mr. Moore with Home Depot had tried to work with the owner to exchange the new, uninstalled door for one that would be approved by the Commission. Home Depot representatives were told by the homeowner they were not to be on the property and therefore cannot make any alterations.

Chairwoman Derr called for public comment. Mr. Rick Moore with Home Depot provided additional clarification for the Commission and staff. Mr. Moore noted that within one hour of the March 28<sup>th</sup> Commission meeting the homeowner had installed the denied steel front door. Mr. Moore provided additional background information having tried to work with the owners to exchange the custom 42-inch door via another custom door company in California but he was instructed to leave the property. He believed the owner had no interest in making the other changes noted by the Commission. Mr. Moore stated Home



Depot's hands are tied if the owner refuses to work with them while knowing the Commission has not approved the previously installed materials. Commissioners had questions for Mr. Moore, including Mr. Hartmangruber who inquired about the contractor for installation and why the work was done void of permitting. Mr. Moore explained some alteration projects are processed through the regional Home Depot Compliance Division and unfortunately in late fall 2022 the contractor registration with Wichita Falls had expired which resulted in a mix up with permits not being obtained and the work order somehow being approved to proceed in the Home Depot system. He was initially unaware of the secondary project for replacing the front door as it was done through the local Wichita Falls store (Home Depot Contracting) which likely only had information provided by the owner and unless informed of historic district status its likely not checked. Mr. Moore has since talked with store leadership and indicated this is something that needs to be checked. Orders placed with the store would have a third party installer who is subcontracted to install; with no framing involved was probably informed no permit necessary and went to the site to begin work. At that point, the City inspector finds no permit issued/design review authorization and issued the stop work order.

Ms. Smith commented that in reading sections of the City's Code, it stated permits for doors are not needed unless framing involved and questioned based on photos shown by staff that framing appeared to be impacted with this case which would trigger permitting. Mr. Moore stated the order was for a pre-hung door and it appeared 1-inch wood trim work was added around the door to fill in the gaps which may resemble framing since it's new wood. When the original door was removed there was no wood framing to attach just the brickwork. He also informed the Commission that Home Depot doesn't allow framing as its considered a structural project that would trigger requirement for a structural engineer.

Ms. Gagné reminded Commissioners staff currently have the authority for issuing citations via the Code of Ordinances – Chapter 62 (Historic Preservation) Sec. 2 and 3 related to compliance, enforcement and penalties. The Code references the maximum fine that can be assessed. The Commission must determine, if they choose to take action, what is an appropriate time frame in order to obtain compliance and if that would be: A) voluntarily by the applicant/owner or B) proceed with directing staff to issue citations. Mr. Hartmangruber commented he'd like more information from the owner, was he still on deployment, how long, etc. Another Commissioner inquired about the level of fines. Staff Legal liaison Ms. Aguon provided a point of clarification that fine amounts are set by municipal court. Pending determinations today, there are still options available for consideration and the Commission's direction will provide guidance to staff on ways to proceed. Discussion continued among Commissioners regarding next steps and timing for action, and consideration of 30-60 days. Mr. Hartmangruber reiterated he'd like to find out more information from the owner and hopefully work with him to reach compliance. Ms. Smith recommended 60 days and echoed Mr. Hartmangruber's comment. General discussion and members were in consensus on 60 days. Ms. Aguon requested clarification that the 60-days was to submit a design review application and then at that point if no application/communication move forward with citations? There was agreement from Commissioners with Ms. Aguon's clarification.

Two motions were made by the Commission. Chairwoman Derr made a motion that the applicant/owner of 1416 Hayes resubmit a design review application to the Landmark Commission that complies with the City of Wichita Falls Design Review Guidelines and

Secretary of the Interior Standards for Rehabilitation on or before sixty (60) days from today's meeting (May 23, 2023), and this case is to be returned to the Landmark Commission for review thereafter. Ms. Smith seconded the motion which passed unanimously. Chairwoman Derr introduced a second motion directing legal staff memorialize the deadline and requirements via a resolution (refer to Appendix A). Motion was seconded by Ms. Smith and passed unanimously.

**V. Action Item: 1501 Tilden – Residential** (*West Floral Heights Historic District*)

- Review revised application and consider action to address on-going violations, including installing a non-conforming door/windows without permits;
- Possibly take action to recommend staff proceed with issuing municipal citations for all violations.

**Non-conforming Items:**

- Windows – vinyl; simulated divided lites
- Door – double door; altered glazing; no side-lites

Ms. Gagné provided an activity update from the last two months since the Commission had taken action on March 28<sup>th</sup>, 2023 in regards to the request to authorize prior alterations with removal of 9 wood windows, 1 single door, and 1 door with 2-sidelites, void of permitting approval.

Staff recapped the Commission's motions from the March 2023 meeting:

- 1. Front Door:** Motion to deny front door/side lites as installed; do not meet the City's Design Review Guidelines Sec. 4, Item 7 – Doors and submit a new application for a single front door and side lites that maintain the same configuration and design as original. Motion passed unanimously.
- 2. Sunroom Windows:** Motion to deny the installed sunroom windows as they do not meet the requirements (City's Design Review Guidelines Sec. 4, Item 6 – Windows and Screens) for replacement windows as they need to be replaced with wood, aluminum or aluminum clad wood, exterior muntins and a 5 over 1 configuration. Motion passed unanimously.
- 3. Ground Floor Tilden Windows:** Motion to deny the installed replacement windows (City's Design Review Guidelines Sec. 4, Item 6 – Windows and Screens) and replace with an appropriate material with exterior muntins and same configuration of 5 over 1. Motion passed unanimously.
- 4. Side Porte-cochere Door:** Motion to accept the replacement side porte-cochere door as installed based on limited visibility from the public right of way (Ave E/Tilden) and similar size/materials as removed door. Motion passed unanimously.

Staff received a new design review application on April 20<sup>th</sup> but it was missing significant information regarding replacement materials and how the alterations/revised materials would be in keeping with the historical character of the building. Dialogue on-going with the applicant/owner and on May 10<sup>th</sup> they indicated additional information would be submitted which was anticipated for return to the Landmark Commission for the June meeting. However, staff have continued to work closely with Legal on both 1416 Hayes and 1501 Tilden. It was determined that based on the state of non-compliance for both properties, the preference was to bring both cases back to the Commission at the same time.



Chairwoman Derr called for public comments. Owner/applicant Ms. Whitney Simmons provided additional details for the Commission and staff noting she's working with Builder's Lumber for customized windows and doors. She emphasized the prior contractor (Aldana Construction) had told them permits were in place and their initial curved top front door design was actually denied and needed to make a different selection. However, they later discovered from City staff no alterations obtained review and their contractor did not have any building permits.

Since the March Commission meeting, Ms. Simmons has painted the double front doors black and is researching fiberglass door materials. Regarding windows, they had used vinyl in an attempt to match materials on previously replaced windows from 2018 which they learned were also not authorized by the Commission. The chosen configuration was to match the 2<sup>nd</sup> story windows. Currently, Ms. Simmons said they are investigating options for aluminum clad wood windows with exterior muntins. Mr. Hartmangruber, as an architect and meeting on-site in January to look at the removed original materials, wanted to express his appreciation for the investment the Simmons have made and continuing to maintain the historic home. He understands this is a frustrating experience and spoke with the former contractor when they visited the site with staff. Commission discussion ensued with questions about taking action. Ms. Simmons stated they are following the directions from the Commission in March but they have limited funding after the investment with the prior installation. Chairwoman Derr stated in order for the Commission to review their revisions, a fully completed application was necessary. Mr. Hartmangruber explained the point of contact at Builder's Lumber could provide copies of the detailed material specification sheets for the alternate front door/3-part configuration and windows. Ms. Smith inquired if the front entry would have leaded glass and thanked Ms. Simmons for continuing to communicate and work with them and City staff. Ms. Simmons said no, but they are researching options to conform with the 3-part configuration with a single door and paired sidelites.

Mr. Stone, the applicant's father, commented he had concerns with the significant investment the owners have made at 1501 Tilden yet around them are ignored buildings and problems on other people's property including metal sheds and junk being allowed. He asked why the Commission was so concerned when the Simmons have invested \$8,000 for their front doors. Chairwoman Derr responded that the Commission is charged with following the City's Design Review Guidelines and the federal Sec. of the Interior's Standards for Rehabilitation and the Guidelines specifically state vinyl is not a permitted option.

Mr. Dickinson commented that he understood they are now working with Builders Lumber but wondered about a tentative time line – 30, 60 days? Ms. Simmons responded that getting the revised application completed in 30 days would likely be okay but the \$30,000 to pay for replacement windows and front door/sidelites would be an issue. She explained they had already paid their prior contractor so they now have to work through the legal process. Ms. Simmons further stated she wanted to be transparent with the Commission as they have no idea how long that timeline would take for obtaining the funds. Ms. Graham inquired if Ms. Simmons had children. She stated yes. Based on that response, Ms. Graham commented the applicant was busy with children's schedules, working and trying to address these issues. Therefore, Ms. Graham stated extra time was needed with summer break approaching coupled with no July Landmark meeting and recommended 90-days for submittal of a complete application.

Chairwoman Derr introduced a motion for 1501 Tilden setting a required action timeline for submission of a revised Design Review Application which is deemed sufficient for Landmark Commission review within 90 days of today's meeting (May 23, 2023). Ms. Smith seconded the motion that passed unanimously.

#### VI. Other Business:

##### a) Monthly Reports

###### Depot Square:

Ms. Derr gave the following updates:

- Farmers Market – open Saturdays
- Farmers Market - 8<sup>th</sup> & Austin – Summer hours starting May, open Tues. & Thurs.

###### West Floral Heights:

Ms. Smith stated there were no updates.

##### b) Updates:

- Sec. 106 Review: 3344 Old Burk Hwy – Communications Tower Proposal
- Holt Hotel – THC Façade Easement Approval: In-kind Maintenance Project
- Historic Marker Refurbishment Project
- Wichita Falls Historic Resource Survey – Digitization/Web Access Project

##### c) Resources/Periodicals:

- NAPC Window Replacement Myths;
- Window Repair Resources;
- 18 Things Preservation Commissions Should Avoid;
- Preservation (Spring Issue)


##### d) Design Review – Staff Authorized – Minor Alteration/Repairs:

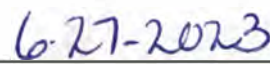
- 1515 Tilden - WFHHD – replace water heater
- 1612 Tilden – WFHHD – gas pressure test/plumbing

#### VII. Adjourn

Next regularly scheduled meeting June 27, 2023 – 12 p.m.

Meeting adjourned at 1:21 p.m.

  
Michele Derr, Chairperson

  
Date

**APPENDIX A****Landmark Commission Resolution**

**Resolution providing for a 60-day deadline for the property owner at 1416 Hayes Street, Wichita Falls, Texas 76309, to submit a design review application to the Landmark Commission for review.**

WHEREAS, the property owner at 1416 Hayes Street, Wichita Falls, Texas 76309, performed major alterations to the exterior of the historic property, including alterations to the front door and the installation of multiple vinyl windows, without prior Application to the Landmark Commission;

WHEREAS, the materials installed by the property owner at 1416 Hayes Street, Wichita Falls, Texas 76309, do not conform to the City of Wichita Falls Design Review Guidelines and the Secretary of the Interior Standards for Rehabilitation;

WHEREAS, the property owner at 1416 Hayes Street, Wichita Falls, Texas 76309 has not submitted a revised application that addresses the determinations of the Landmark Commission on March 28, 2023;

WHEREAS, Landmark Commission wishes to pursue compliance with the City of Wichita Falls Design Review Guidelines and Secretary of the Interior Standards for Rehabilitation; and or

NOW, THEREFORE, BE IT RESOLVED BY THE LANDMARK COMMISSION OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The Landmark Commission hereby requires the property owner at 1416 Hayes Street, Wichita Falls, Texas 76309, submit a Design Review Application to the Landmark Commission that complies with the City of Wichita Falls Design Review Guidelines and Secretary of the Interior Standards for Rehabilitation on or before sixty (60) days from the date of this resolution, and this case is to be returned to the Landmark Commission for review thereafter.

PASSED AND APPROVED this the 23<sup>rd</sup> day of May 2023.



CHAIRPERSON

ATTEST:



Karen Montgomery-Gagné  
Landmark Commission Liaison  
City of Wichita Falls

PAGE 1 OF 1 PAGES  
AGENDA ITEM NO. \_\_\_\_\_



**Wichita Falls Park Board Meeting  
May 25, 2023**

**W.F. Recreation Center  
600 11<sup>th</sup> St. Room 205  
Time: 12:00pm**

**Presiding:** Thomas Taylor

**Members Present:** Jessica Traw, Josh Phillips, Larri Jean Jacoby, Alan Donaldson, Michael Battaglino, Dorcas Chasteen

**Members Absent:** Simeon Hendrix, Sandy Fleming, Patrick Hearn, Jim Heiman

**City Council Representative:** Absent

**Other:** Scott McGee, Terry Points

***CALL TO ORDER:***

Tom Taylor called the meeting to order at 1:30 p.m.

**1 APPROVAL OF MINUTES:**

The minutes from April 27, 2023 were put before the Board for approval.  
Michael Battaglino made the motion to approve the minutes and Larri Jean Jacoby second the motion.

**3. DEPARTMENTAL REPORT:**

**A. Recreation: Scott McGee**

- See Attached Recreation Report

**B. Parks: Terry Points**

- See Attached Parks Report

**C. Lake Wichita Revitalization Committee:**

- May 29, 2023 Veterans Memorial presentation at 4:00pm

**D. Circle Trail Update:**

- No update

**E. Parks Review Update:**

- No update attached

**F. Other Business, Announcements, Comments:**

- See Attached  
CDBG/HOME Program & Neighborhood Resources Presentation  
Community Development Block Grant/Grant Process

Tim Houston  
Rita Miller & Terry Floyd

- Anndrea Harris  
Project Texhoma Group  
Seeking advice to create a safe place on Eastside for children.

Meeting was adjourned at 2:30pm

Signature: 



Karen Robinson &lt;karen.robinson@wichitafallstx.gov&gt;

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## Park Board Report April

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Terry Points &lt;terry.points@wichitafallstx.gov&gt;

Thu, May 18, 2023 at 5:17 PM

To: Karen Robinson &lt;karen.robinson@wichitafallstx.gov&gt;

**Hamilton** *Hamilton Park new shelter slab and sidewalks being poured, shelter will be erected when slab cures. Splash Pad will open 5-26-23. Funded by WCMA.*

**Bridwell** *New fountain, Tennis courts to be removed and a new Futsal Court/ Basketball Court to be installed. We are also going to remove and replace the old backstop. This will be funded by CDBG.*

**Morningside** *Old playground to be removed and new one is ordered. New tables w/slab to be installed. CDBG*

**Grant Street** *Nothing*

**Lions** *CDBG applications have been submitted for new playground, sidewalks and a handicap ramp w/walk to the shelter.*

**Expressway Village** *Nothing*

**Harold Jones** *Nothing*

*Other news from the o'l parks department.*

*More new musical instruments were installed in Lucy. Funded by The Arts Alliance*

*45,000 new flowers were planted this week.*

*Sidewalk fo Kayak Launch was constructed.*

*Veterans Memorial near completion. Celebration set for 05-29-23.*



[Quoted text hidden]

Thanks,  
Terry Points  
Assistant Director of Parks  
City of Wichita Falls, Texas

## Recreation Review May 2023

50 Plus Zone numbers steady for the month with a daily average of 239.

50 Plus Zone Annual Talent Show is today 5/25.

This month's cooking classes have been full for each day.

New classes beginning in May included Android Phone Use for Beginners and Porcelain Painting.

Recreation class enrollment for May at 56 students, which is up 25% over the month of April.

Summer camp enrollment as of today has Camp Lots A Fun at 100% and Camp Summer Fun at 67% for the first session.

Camp Staff training begins next week 5/30 and Camps begin June 5<sup>th</sup>.

Total Swim Class enrollment is at 51% for the summer as of today.

The first two concerts of the Spring Series have seen great crowds with 300 at the first concert and over 400 people at this week's concert on Tuesday.

New Recreation Coordinator is Cindy Cummings. She will begin on Tu. 5/30

New Athletic Coordinator is Quintin Walter. He started this week.

Spring Softball and Volleyball seasons end next week with three days of playoffs.

Through May the economic impact of the tournaments held at the Sports Complex new fields is at \$652,125.

Four tournaments are booked for June, three in July and three for the Fall as of today. Two tournaments have already been booked for 2024.

Lucy Park Pool is down as we wait on parts that hopefully will be here today or tomorrow.

The Boys & Girls Club has allowed us to train our lifeguards at their pool this week.

The new Pickleball courts are open at the Weeks Center.

Our first Pickleball tournament is this weekend!

Tennis/Pickleball events for June include Ladies AM League, Summer Jr. Academies, Beer & Burger Social, UTR Tournament, Community Play Day and Summer Camps.





# MEMORANDUM

**DATE:** May 25, 2023  
**TO:** **Parks & Recreation Board Members**  
**CC:** Terry Floyd, Director of Development Services  
Rita Miller, Neighborhood Services Manager  
Terry Points, Director of Parks & Recreation  
**FROM:** Tim Houston, CDBG/HOME Program Supervisor  
**RE:** **Community Development Block Grant (CDBG) Grant Process/Info**

Below is an outline and short briefing on the City of Wichita Falls CDBG Program Grant. This memo is a short guide and explanation of current projects and is not an exhaustive list of all federal rules and regulations of the CDBG Program that could potentially affect the programs the city chooses to fund or not fund.

## CDBG Program Overview

The City of Wichita Falls receives and operates the CDBG Program within the city, taking over many of the functions of the U.S. Department of Housing and Urban Development (HUD) by doing so. Each city with greater than 50,000 inhabitants, as determined by the census, is eligible to receive this direct grant from HUD as an entitlement community. The city receives annually approximately \$1.2 million that must be divided between many worthy programs. The city typically funds child care subsidies, meals for the disabled/seniors, single-family home rehabilitation, grant administration, and code enforcement for low-to-moderate income (LMI) people, or in LMI areas of the city. This leaves about \$250,000-\$450,000 available each year for other programs that we receive applications for. These applications come from internal city departments, and also from non-profit subrecipients.

Since we are a direct recipient, the CDBG program authorizes the city undertake different projects that assist LMI people in specific ways. All programs must meet a national objective and the city typically picks programs that serve LMI people directly (a limited clientele program), or programs that serve LMI areas of the city (area-wide benefits programs). All programs must also meet local goals and objectives as noted in our 5-year Consolidated Plan, and our annual action plan submitted to HUD each year. To determine basic eligibility for direct, limited clientele programs we review each applicant's household income to ensure income limits, issued by HUD, are followed. For area benefit programs, we must use census data collected to determine LMI areas of the city. Typically, the Census Bureau and HUD will release census tract and block group data that assists the city in determining qualifying areas of the city.

Typically, our grant process is as follows:

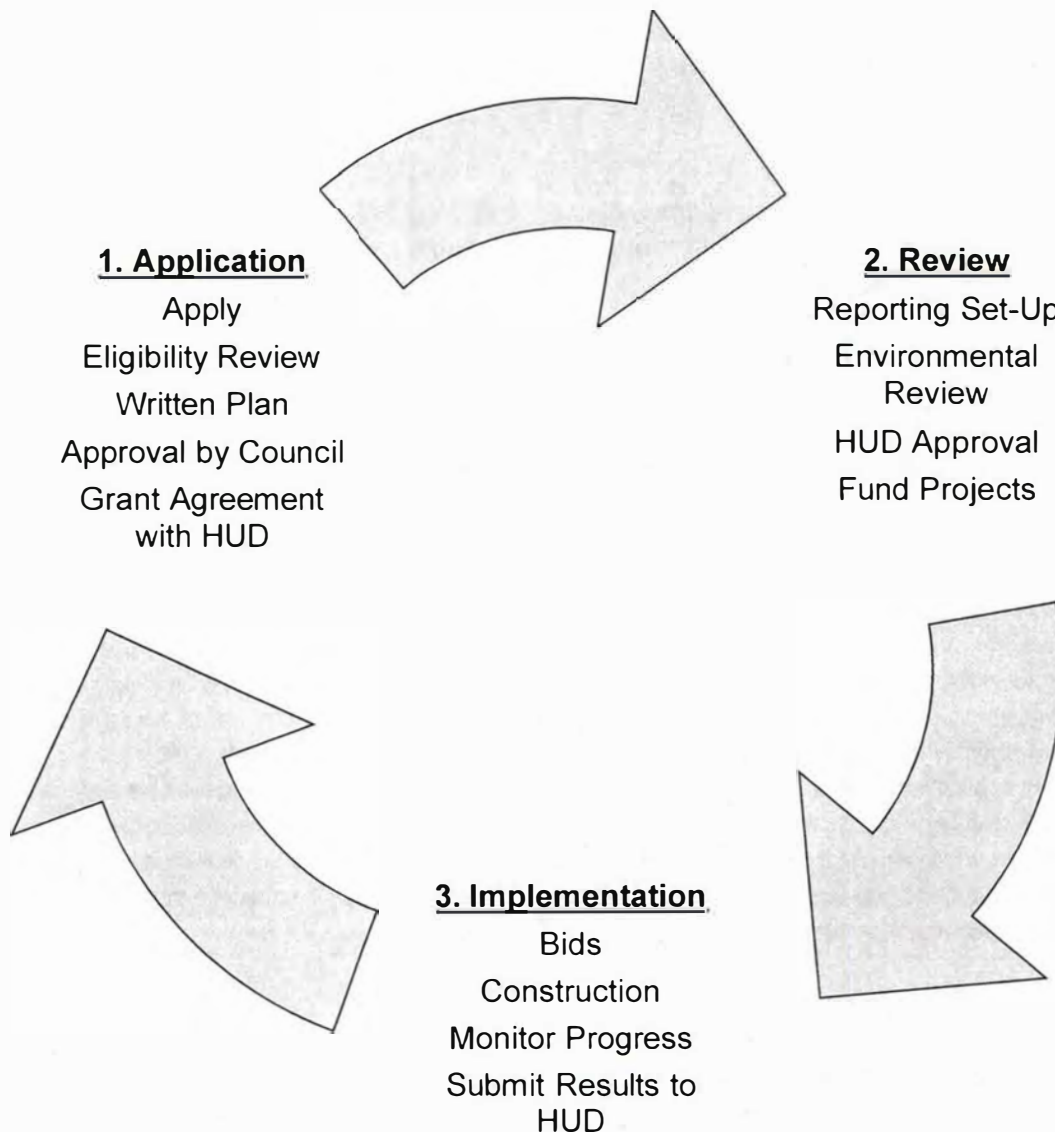
- January – Prepare Application Materials
- February/March – Applications period opens for 6-8 weeks.
- March/April – Staff qualifies programs
- May/June – Meetings with city administration, program applicants, and the City Council
- June/July – Write annual plan (on consolidated plan each 5 years)

- July – Final approval of plan by Council
- August – Submit plan to HUD
- September – Receive grant agreement with HUD
- September-October – Begin environmental reviews, Programs begin when complete
- October-December – Write and submit annual report to HUD

**NOTES:**

1. A review of all applicable laws by way of an environmental review must occur before HUD will release funds for each individual program. If this is not achieved prior to beginning a program the city would need to repay the funds to HUD.
2. All internal programs must be approved by the department director before application can be made, and all executive directors/boards for subrecipients must approve of the programs they apply for.

**CDBG Program Phases**



### Current Open Park Grants

- **✓ In-Progress from 2021-22 (CDBG) – Total Allocation \$235,300**
  - Holiday Creek Linear Park/Trail (Replace Wall/Trail) – \$80,000
  - Holiday Creek Linear Park/Trail Rehab (Replace Railing) – \$100,800
  - O'Reilly Park Rehab (New Restroom) – \$18,000
  - Scotland Park Rehab (South Shelter Replacement) – \$16,000
  - Scotland Park Rehab (Electrical Rehab of North Shelter) – \$3,500
  - Williams Park Rehab (Disc Golf) – \$17,000
- **In-Progress from 2022-23 (CDBG-Coronavirus) – Total Allocation \$422,800**
  - Bridwell Park Rehab (Fountain, Baseball Diamond, Courts) - \$278,600
  - Morningside Park Rehab (Playground Equipment) - \$75,000
  - Tenth Street Pocket Park Rehab (Benches) - \$4,200
  - MLK Center Rehab (Fire Safety, Security, Plumbing) - \$65,000 (CDBG)
- **Proposed 2023-24 (CDBG) – Total Requested \$538,720**
  - Conoco Park Rehab (Off-Leash Dog Park) - \$65,000
  - Lamar Park Rehab (Playground Equipment) - \$75,000
  - Lions Park Rehab (Walking Path, Playground Equipment) - \$273,720
  - Williams Park Rehab (Playground Equipment) - \$75,000
  - Arts Council Application for Bridwell Park Rehab (Sound Garden) - \$50,000

### NOTES:

1. FY 2021-22 Projects were delayed due to the need to submit new environmental reviews for each of the parks. This delay was in part due to the learning process since the Neighborhood Resources had a 100% turnover in program staff from 2020 to 2021. Floodplain regulations applied to each park and delayed the process as we had to provide sufficient evidence that we had considered alternative projects, explored all contingencies, solicited public commentary, made multiple publications, and evaluated the affects on the floodplain. In some instances, program staff had to scour regulations to find exceptions to regulation to allow project to move forward.
2. The city has been fortunate to have additional funding in the CDBG-Coronavirus (CDBG-CV) funding. That allocation was a one-time special set of funds to help ameliorate the effects of COVID-19 in some way. Outdoor parks qualified since it allowed people to enjoy outdoor spaces for their mental and physical health. Funding for projects will be more constrained moving forward as there will not be as much money to go around for all the worthwhile programs proposed.
3. Projects in-progress are in various stages of completion, but have received full and final approval. For more information, please visit with the Director of Parks & Recreation, Terry Points.



### **CDBG Eligible Parks**

As of May 2023, the following parks are in CDBG Eligible Areas of the city:

<b>Fully Eligible</b>	<b>Partially Eligible</b>
<ul style="list-style-type: none"><li>• Ben O'Donnell</li><li>• Bridwell</li><li>• Bud Daniel</li><li>• Conoco</li><li>• Harold Jones</li><li>• Indian Heights</li><li>• Jalonick</li><li>• Lamar</li><li>• Lions</li><li>• Lynwood East</li><li>• Morningside</li><li>• O'Reilly</li><li>• Park Central</li><li>• Scotland</li><li>• Skate Park</li><li>• Sports Complex</li><li>• Spudder Lincoln</li><li>• Westover Hills</li><li>• Wood Memorial</li><li>• Williams</li></ul>	<ul style="list-style-type: none"><li>• Weeks (West of Holiday Creek)</li><li>• Trail/Linear Park (Portions throughout city)</li></ul>

NOTE: The above is subject to change in 2024 as it is expected that HUD and the Census Bureau will update the LMI Census Tracts and Block Groups, which may change the eligibility of different areas in the city.

# LANDMARK COMMISSION MINUTES

June 27, 2023

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## MEMBERS PRESENT:

Michele Derr  
John Dickinson  
Christy Graham  
Joel Hartmangruber  
Andy Lee  
Noros Martin  
Nadine McKown  
Marcela Medellin  
Janel Ponder Smith

■ Chairwoman  
■ Member  
■ Member  
■ Member  
■ Member  
■ P&Z Liaison  
■ Vice-Chairwoman  
■ Member  
■ Member

Monica Aguon, Assistant City Attorney  
Terry Floyd, Development Services Director  
Karen Montgomery-Gagné, Principal Planner/HPO

■ City Staff  
■ City Staff  
■ City Staff

## ABSENT:

Tim Brewer

■ Council Liaison

## GUESTS:

Greg Gilliland, Wichita Falls Brewing Co.  
Matt Bitsche, Wichita Falls Brewing Co.  
Cecil Witherspoon, Reporter  
Jana Schmader, Executive Director

■ 617 7<sup>th</sup> St.  
■ 617 7<sup>th</sup> St  
■ WF TRNews  
■ Downtown Dev.

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## I. Call to Order, Introductions and Welcome

Chairwoman Michele Derr called the meeting to order at 12:05 p.m. Ms. Derr had Commission members, staff and guests, introduce themselves.

## II. Review & Approval of Minutes from: May 23<sup>rd</sup>, 2023

Chairwoman Derr called for review and approval of the May 23<sup>rd</sup>, 2023 Landmark Commission meeting minutes. Mr. Noros Martin made a motion to approve the minutes, Ms. Christy Graham seconded the motion. Minutes were unanimously approved 9-0.

## Regular Agenda

## III. Action Item: Design Review – 617 7<sup>th</sup> Street (*Depot Square Historic District*)

Establish an Outdoor Patio/Beer Garden with:

- Decorative Fencing (metal)
- Arched Swing Gates (wood/metal)
- Shade Sails/Support Poles (canvas/wood)

- Tables/Chairs; Decorative Planters
- Food Truck

Ms. Karen Montgomery-Gagné presented the case and stated representatives from Downtown Wichita Falls Development as well as the applicants, the owners of the Wichita Falls Brewing Company, were present for the meeting. Ms. Gagné advised the Commission the subject property was located in downtown Wichita Falls, at 617 7<sup>th</sup> Street, on the western edge of the Depot Square Historic District. Ms. Gagné stated the proposal before the Commission was to establish an outdoor patio/beer garden on a vacant lot; the component of concern for the Commission related to the addition of items visible from the public right of way which are proposed to include: decorative fencing/arched gates, shade sails attached to free-standing poles, mobile food truck and other non-permanent elements (tables, mister-fans and decorative planters) to be used by the adjacent business, Wichita Falls Brewing Company.

Inventory photos shown to the Commission reflected the lot had been vacant since at least 1985. Ms. Gagné stated the adjacent business at 701 Indiana Avenue that houses Wichita Falls Brewing Company is not inside the Depot Square Historic District, however, the right-of-way and sidewalk on the 7<sup>th</sup> Street side were inside the historic district.

Ms. Gagné referenced the previous case brought before the Commission in October 2020 to establish an outdoor patio and seating area in the 7<sup>th</sup> Street right-of-way. That proposal was approved according to the site plan, with requirements that it must be fenced; outside the corner 45ft sight visibility triangle & obtain an encroachment agreement, noting the encroachment agreement was not completed at this time and design review approvals expire in 12 months from the date of approval if a project has not commenced. This project's design review approval expired November 2021.

Ms. Gagné displayed current photos taken June 19<sup>th</sup>, 2023 showing the subject property was adjacent to existing Wichita Falls Brewing Company that had leased the lot for development of the outdoor patio/beer garden. A photo of the former building threshold and mosaic tile floor (circa 1907) was shown with staff noting the existing threshold would be relocated to accommodate support posts for fencing and gates along the property's edge (sidewalk). Ms. Gagné stated the mosaic tile flooring is to be retained and where concrete is missing and/or damaged will be filled with crushed granite to cover the exposed dirt.

A photo showing the view looking to the east wall (rear) of 701 Indiana, outside the Depot Square District, is the location for future lighting for the open-air beer garden with it directed onto 617 7<sup>th</sup> Street. Ms. Gagné indicated staff has informed the applicants that utilities cannot cross property lines as the lot is only leased.

Staff showed the Commission sample photos provided by the applicant as examples of the proposed decorative fence and swing gates along the property line at 7<sup>th</sup> Street public right-of-way and sidewalk. The proposed fence would be made of metal/steel with

the lower sections consisting of steel materials, approximately 3x3" or 4x4" mesh pattern to match the gates as shown in photos, will either be painted black or polished steel color. The upper sections will consist of two metal cross poles connected to the 4x4" steel support posts.

The proposed gate would be constructed of a mix of louvered wood sections on the bottom portion and steel mesh material (match fencing) on the top portion with arched top. Gates must swing outward & panic hardware installed for compliance with fire and building code requirements. Ms. Gagné advised an encroachment agreement will be triggered unless gate has full-range movement to latch to the fence as not to obstruct sidewalk area. Photos also displayed an example of how signage above the gate would be laser cut metal with the words, "Beer Garden" in either polished, clear-coated steel or painted black to match the fencing and gates.

Site plans displayed showed three shade sails that would be attached to posts on the subject property that would not be attached to adjacent property walls. Brewery owners propose a new access door, approximately at midpoint along their rear/east wall, for patrons and employees allowing access between the brewery and patio. Brewery currently maintains an access easement with owners of 617 7<sup>th</sup> Street allowing this option. The site plan also shows a food truck from Progress & Provisions, to be parked at the rear of the lot, however, Ms. Gagné reminded the Commission only the fencing, arched swing gates/sign and shade sails/support posts were up for consideration today as other elements are not permanent additions to the property.

Ms. Gagné advised the Commission that staff believed the outdoor patio proposal and accompanying material components meet the Wichita Falls Design Review Guidelines found in section 4 (E). New Construction – Design/Style & Fencing) based on the mix of wood and metal materials and respect for the remaining historic architectural elements, reflecting appropriate fence and gate scale and finishes as found in and previously approved in the Depot Square Historic District.

The applicant has also stated he would like to use COR-TEN weathered steel materials for the outdoor patio where possible.

Chairwoman Derr asked the applicant, Mr. Matt Bitsche, if he wanted to add anything to Ms. Gagné's presentation. Mr. Bitsche stated he thought Ms. Gagné did a wonderful job in her presentation and had brought a sample of the fence and gate materials to display for the Commission. Mr. Bitsche recapped Ms. Gagné's presentation and stated there would be landscaping of desert willows on each side of the entry gate as well as from the top cross-bar running above the fencing panels.

Chairwoman Derr asked if there were any comments from the public, and with no public comments, Ms. Derr asked for any questions from the Commission. Mr. Martin asked if there would be any restrooms for patrons. Mr. Bitsche advised of the access to be constructed (door in rear wall of 701 Indiana) that would allow access to the restrooms inside the brewery. Ms. Marcela Medellin asked where the COR-TEN would be used.



Mr. Bitsche stated he doubted that would be used at all as it was only a consideration if the Commission recommended use to retain additional historical character. Ms. Medellin asked about various measurements and locations for elements in the proposal to which Mr. Bitsche provided answers.

With no other comments, Chairwoman Derr asked if there was a motion. Mr. Andy Lee made a motion to approve the design review case as presented to establish elements on site for an outdoor patio/beer garden at 617 7<sup>th</sup> Street which is considered in compliance with the Wichita Falls Design Review Guidelines. Ms. Smith seconded the motion. The motion passed unanimously 9-0 in favor of the proposal.

#### IV. Other Business:

##### a) Monthly Reports

###### Depot Square:

Ms. Derr gave the following updates:

- July 4<sup>th</sup> - 4<sup>th</sup> of July Parade would begin at 9am at the corner of 9<sup>th</sup> and Ohio, sponsored by The Kell House
- July 7<sup>th</sup> – 29<sup>th</sup> – Wichita Theater – The Little Mermaid
- July 11<sup>th</sup> – 21<sup>st</sup> – Wichita Theater – Camp Imagination
- Aug. 4<sup>th</sup> – 26<sup>th</sup> – Wichita Theater – Dinner Theater – Greater Tuna
- Aug. 18<sup>th</sup> – Sept. 16<sup>th</sup> – Wichita Theater – Sponge Bob, The Musical9+

###### West Floral Heights:

Ms. Smith stated there were no updates.

##### b) Updates:

- THC Distinguished Service Award - Wichita Co. Recognition
- Sec. 106 Review: 7541 North Central Frwy - Communications Tower Proposal

##### c) Resources/Periodicals: various webinar opportunities with NAPC/NPS

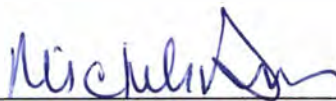
##### d) Design Review – Staff Authorized – Minor Alteration/Repairs:

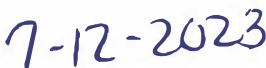
- 600 8<sup>th</sup> St – Historic Holt Hotel LLC. (Depot District/Landmark) – various site repairs

#### V. Adjourn

Next regularly scheduled meeting August 22, 2023 – 12 p.m.

Meeting adjourned at 12:41 p.m.

  
Michele Derr, Chairperson

  
Date

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Public hearing and consideration to rezone 2203 Missile Road (+/- 3.43 Acres of the Lewis Wells Survey, Abstract 323), from Limited Commercial (LC) to Planned Unit Development – Residential Use (PUD-RU) zoning district to allow for the construction of a 48-unit multi-family complex.

**INITIATING DEPT:** Development Services/ Planning

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**STRATEGIC GOAL:** Accelerate Economic Growth

**STRATEGIC OBJECTIVE:** Revitalize Depressed and Declining Neighborhoods

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**COMMENTARY:**

- January 11, 2023– Staff met with the applicant to discuss proposed development. Staff outlined the site’s zoning, allowed uses, adjacent districts, the process to rezone to a PUD-RU, and the need for a Master Plan
- May 10, 2023– Staff met with the applicant to discuss the prepared Master Plan. The applicant and staff discussed specific development regulations for the PUD, and staff began preparing regulations based on the discussed guidelines.
- June 1, 2023 – Staff met with the applicant to discuss and agreed to the prepared developmental regulations. The applicant submitted an application.
- June 23, 2023 – Planning staff mailed notifications of the proposed rezone to property owners within 200 feet of the subject property. Rezone signage was posted at the property notifying of the July 12, 2023 P&Z meeting.
- June 25, 2023 – Notice of July 12, 2023 P&Z public hearing published in the Times Record News (TRN).
- June 30, 2023 – Planning staff mailed notifications of the proposed rezone to property owners within 200 feet of the subject property for the upcoming City Council Meeting on July 18, 2023
- July 2, 2023 – Notice of July 18, 2023 City Council public hearing published in the Times Record News (TRN).
- July 12, 2023 – P&Z conducts public hearing and makes a recommendation to Council.
- July 18, 2023 – City Council scheduled to conduct public hearing and consider ordinance rezoning the subject property.

Summary

The property owner, Michael Grassi, is petitioning the City to change the zoning on the subject tract to accommodate the construction of a 48-unit, market rate multi-family development with enhanced landscaping. The current Limited Commercial (“LC”) zoning would allow for up to 85 multi-family units “by right”; however, the applicant is proposing



reduced building setbacks along the front (Missile Road) and sides to accommodate an increased buffer between the proposed new residential buildings and the existing single-family homes on Pebblestone Drive (see site plan). To facilitate the reduced setbacks, the owner has agreed to the City's request to limit the maximum number of units on the site to 48 (currently allowed is 85), as well as the developer providing for enhanced landscaping improvements above and beyond the City's current ordinance requirements for such. Approval of the rezoning request from LC to the PUD would provide for all of the above.

### Analysis

Staff met with the owner, Michael Grassi, in January to discuss constructing a multi-family development at the subject site. Staff discussed the general developmental regulations for the proposal. Mr. Grassi and the staff addressed the desire to reduce setbacks in order to accommodate the proposed structures on the site. Staff advised of the options to create a Planned Unit Development – RU (PUD-RU) as a unique zoning district allowing the flexibility Mr. Grassi was seeking. The Planning staff outlined the rezoning process for Mr. Grassi. PUDs can deviate from standard developmental ordinances; however, there is a need for balance and harmony with surrounding properties and uses. When a shift from the standard regulations occurs, there is also an opportunity to exceed usual development standards to create something unique. Discussed options with Mr. Grassi for his proposal to exceed in other project areas to create a true PUD.

The applicant prepared a site plan and followed up with staff to discuss the developmental regulations for the proposal. With its current zoning designation (Limited Commercial - LC), a property owner could build a multi-family development up-to 85 units and structures up-to 35 ft. in height. Additionally, uses such as churches, schools, medical offices and daycares (less than 1,200 sq. ft.), along with other commercial/assembly-type uses are allowed by right. The LC zoning allows for developments of more than 25 units per acre, convenience stores and retail/restaurant uses by Conditional Use. In this PUD, Mr. Grassi presented a proposal with 12 quadplexes, totaling 48 units. Each unit is one-story, which is significantly less than could potentially be developed by right with the current LC zoning. The PUD zoning would require that only those items/uses proposed are developed on the site if approved. Any future changes to those items/uses beyond what is outlined in the PUD document would require a process of Planning Commission consideration and subsequent approval by the City Council.

As part of the site plan, the applicant is requesting reductions in the front and side setbacks and curb-cut clearances from adjacent properties and alleys. The standard multi-family front and side setbacks are 25' in LC zoning, however, the plans show both the side and front setbacks reduced to 15'. The site shows two curb cuts, with one on each side street. The access points are only 5' from the rear property line, whereas the minimum would be 17' for Greentree Street and 7' for Hooper Drive under standard LC zoning. Staff advised that increased landscaping and screening above what is required in LC zoning would offset any potential negative impacts to adjoining properties. Staff then began drafting developmental regulations for the site, and after a discussion with Mr. Grassi, the applicant submitted a rezoning application, to zone the site as a PUD.

## Evaluation Criteria

The site is isolated from the surrounding residential subdivisions by street right-of-way. The primary frontage is adjacent to Missile Road, while its sides are adjacent to residential streets, Hooper Drive, and Greentree Avenue. The rear of the property is adjacent to a 20' alley and shares a property line with a single tract (a single residential property). The proposed site plan complies with parking, open space requirements, and increased setbacks from a residence as outlined in City ordinances. The site design and developmental regulations emphasize mitigating measures to protect the adjacent properties while enhancing the neighborhood.

Staff believes increases in screening in landscaping would protect adjacent properties from any visual and auditory impacts created by the proposed development. With the proposed site separated from other residences by right-of-way, the applicant and the staff believe providing views of the landscaped screening would improve the visual corridor while protecting the adjacent uses as well.

Traffic was also a consideration in the selection of uses and site design. Missile Road is a thoroughfare road where access to the road should be limited, as the purpose of this street is to move persons from the neighborhood roads to other neighborhoods or larger roads to travel to other parts of the city. The site design provides access from the side streets to reduce stoppages or slowdowns on Missile Road. With the proposed development adjacent to the thoroughfare, staff anticipates little to no traffic impacting the adjoining neighborhood.

1. **Changed Conditions:** The property has remained undeveloped while the neighborhood developed around the site since the 1980s. The proposed use will support the need for additional housing options throughout the city.
2. **Relationship to the Comprehensive Plan:** With the proposal, the land use is in direct alignment with the long term designation of Low Density Residential. Staff are not recommending an amendment to the designation to further promote the long term designation.
3. **The nature and degree of impact upon neighboring lands:** Based on the requested developmental regulations, staff believe the increased landscaping and screening will sufficiently create a barrier protecting the single family uses. Any increase in public infrastructure (water and sewer) strain will be calculated during the construction plan review, and any upgrades needed will be at the cost to the applicant.

## Staff and Planning & Zoning Commission Recommendations

The Planning & Zoning Commission will convene on July 12, 2023, to consider the rezoning case with a staff recommendation for approval to allow for the unique development. The Commission will make a recommendation for a zoning change from Limited Commercial (LC) to Planned Unit Development – Residential Use (PUD-MU).

If council approves the rezone to Planned Unit Development – Residential Use (PUD-RU), the applicant is subject to all other zoning, subdivision and building code regulations for commercial-related project; particularly adhering to any zoning requirements that may help lessen potential impacts to the adjacent properties. Rezoning the tracts to Planned Unit Development – Residential Use (PUD-RU) would be in harmony with the area.

Staff recommends approval of the proposed rezoning request of +/- 3.43 acres at 2203 Missile Road to Planned Unit Development – Residential Use (PUD-RU).

☒ **Assistant City Manager**

☒ **Director of Development Services**

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**ASSOCIATED INFORMATION:** Exhibit A – Aerial Map; Exhibit B – Photos of Subject Property & Area; Exhibit C – Notification Response Map; Exhibit D – Zoning & Land Use Map; Exhibit E – Existing Zoning Uses in Limited Commercial district; Exhibit F – 2203 Missile Rd. Master Plan; Ordinance; Attachments 1 and 2.

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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## Exhibit A – Aerial Location Map



### R 23-03 2203 Missile Road Aerial Map

CITY OF WICHITA FALLS, PLANNING DIVISION  
MAP PRODUCED BY: Cedric Hu  
DATE PRODUCED: 7 June 2023

Disclaimer  
The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent as on the ground survey and represents only the approximate relative location of property boundaries.

#### Legend

- Subject Property
- Parcels



## EXHIBIT B - Rezoning Request – 2203 Missile Rd.

Photo 1 – View of Subject Property from Trout St.



Photo 2 – View north from the subject property along Missile Rd.





## EXHIBIT B Cont. - Rezoning Request – 2203 Missile Rd.

Photo 3 – West view from Subject Property along Missile Rd.

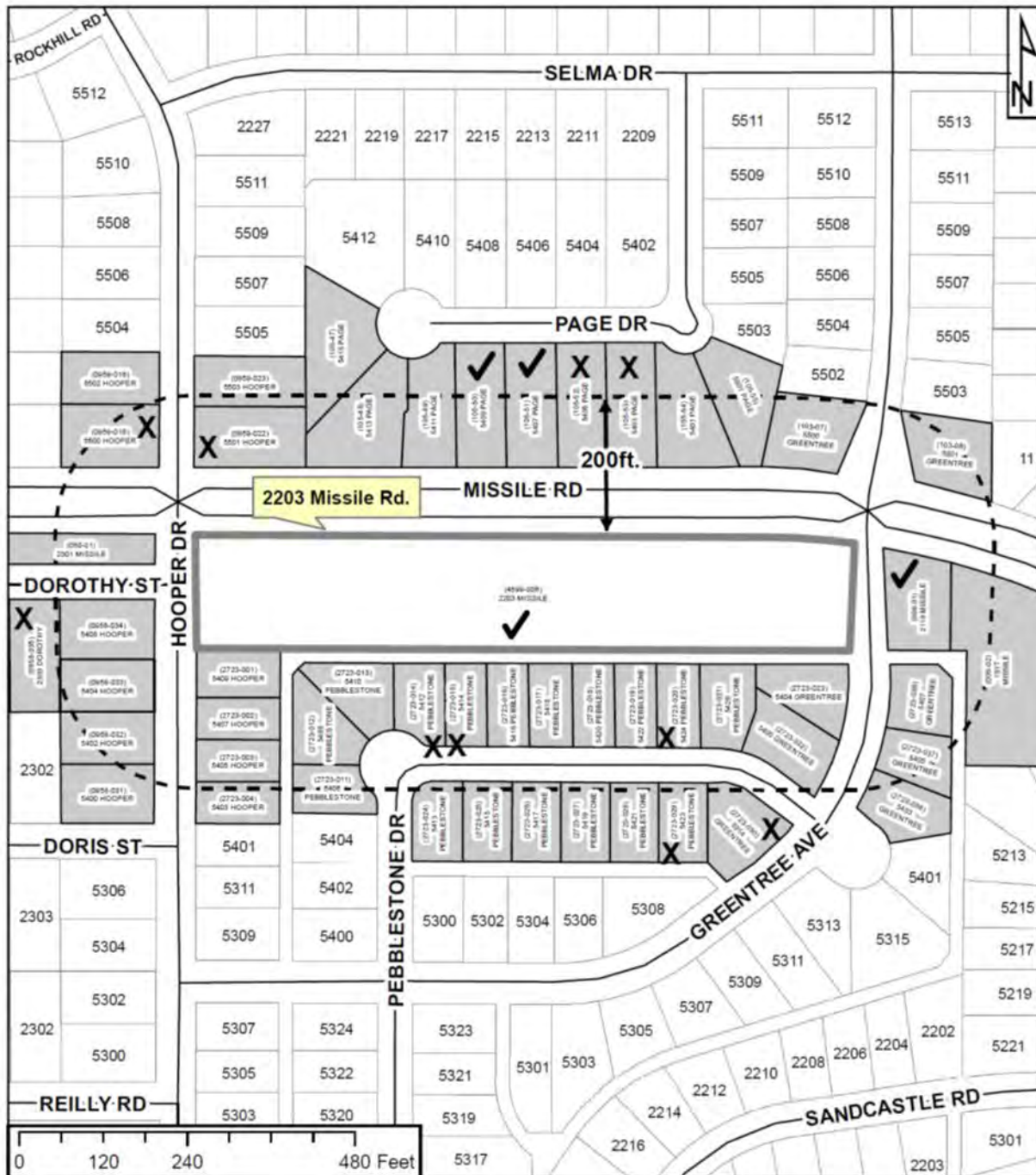


Photo 4– East view from the property along Missile Rd.





# Exhibit C – Notification Map



## R 23-03 2203 Missile Road Notification Response Map

CITY OF WICHITA FALLS, PLANNING DIVISION  
MAP PRODUCED BY: Cedric Hu  
DATE PRODUCED: 12 July 2023

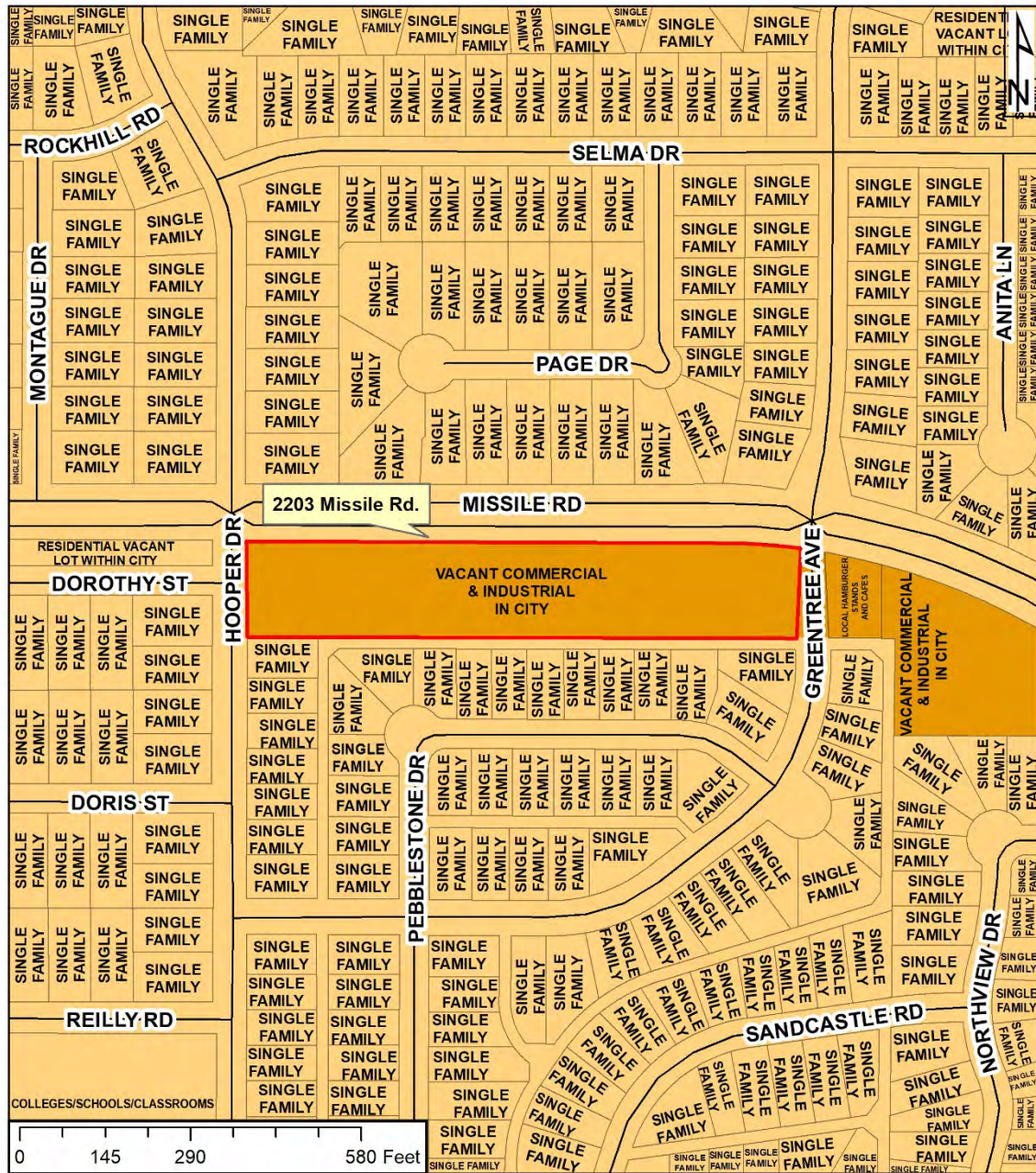
Disclaimer:  
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✓ In Favor  
X Opposed  
U Undecided/No Opinion  
MH Manufactured Home

### Legend

- Subject Property
- Notification Buffer
- Notified Properties
- Parcels

# Exhibit D – Zoning & Land Use Map



**R 23-03**  
**2203 Missile Road**  
**Zoning and Land Use Map**

CITY OF WICHITA FALLS, PLANNING DIVISION  
 MAP PRODUCED BY: Cedric Hu  
 DATE PRODUCED: 7 June 2023

Disclaimer  
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## Legend

- |   |   |
|---|---|
| <span style="border: 2px solid red; display: inline-block; width: 20px; height: 10px;"></span> Subject Property | <b>Zoning</b>   |
| <span style="border: 1px solid black; display: inline-block; width: 20px; height: 10px;"></span> Parcels        | <span style="background-color: #f4a460; display: inline-block; width: 20px; height: 10px;"></span> Single Family 2    |
|   | <span style="background-color: #f4a460; display: inline-block; width: 20px; height: 10px;"></span> Limited Commercial |



## **Exhibit E**

### **Existing Zoning: Limited Commercial (LC) Zoning District**

**The following uses are permitted without any further review by the Planning and Zoning Commission. For additional regulations or definitions, contact the Planning Division.**

**Residential uses:**

Dwelling, duplex two-family  
Dwelling, single-family detached

**Civic uses:**

Day care centers, limited.  
Private recreational areas, limited.

**The following uses are permitted subject to submittal of a site plan and review by the Planning Division.**

**Residential uses:**

Bed and breakfast homestay.  
Boardinghouse.  
Condominium, residential.  
Dwelling, multifamily, up to 25 units per acre.  
Dwelling, zero lot line, single-family, subject to the provisions of section 5200.  
Fraternity and sorority houses.  
Townhouse, residential, subject to the provisions of section 5300.

**Civic uses:**

Day care centers, commercial, 1,200 square feet or less in gross floor area.  
Library, public.  
Parks.  
Public safety services.  
Religious assembly.  
School, primary and secondary.  
Utility service.

**Commercial uses:**

Bed and breakfast inn.  
Medical offices, 1,200 square feet or less in gross floor area.  
Offices, 1,200 square feet or less in gross floor area.  
Oil drilling, subject to the provisions of appendix A, Subdivision and Development Regulations, section 6.4 Oil and Gas Well, as amended.  
Services, 1,200 square feet or less in gross floor area, excluding automotive repair services and restaurants

**The following uses are permitted following approval by the Planning and Zoning Commission for a Conditional Use Permit:**

**Residential uses:**

Dwelling, multifamily, exceeding 25 units per acre.

Household care facility

Manufactured homes, subject to the provisions of section 5600.

**Civic uses:**

Day care centers, commercial, more than 1,200 square feet in gross floor area.

Structured sober living facility.

**Commercial uses:**

Alcoholic beverage sales, subject to the provisions of section 5400.

Art gallery/museum.

Clinic.

Club.

Convenience stores.

Donation box.

Medical offices, more than 1,200 square feet in gross floor area.

Offices, more than 1,200 square feet in gross floor area.

Restaurant, limited.

Retail trade, excluding automobile sales and supermarkets.

Services, more than 1,200 square feet in gross floor area, excluding automotive repair services and restaurants.

Self-storage facility/mini-warehouse





Ordinance No. \_\_\_\_\_

**Ordinance rezoning 2203 Missile Road (+/-3.43 Acres of the Lewis Wells Survey, Abstract 323), from Limited Commercial (LC) to Planned Unit Development – Residential Use (PUD-RU) zoning district**

WHEREAS, the Planning and Zoning Commission considered the proposed rezoning request and land use plan amendment at its July 12, 2023 meeting, and voted favorably to recommend approval of this request; and

WHEREAS, the City Council has reviewed this request and has determined that the herein described zoning amendment is in the public interest.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

1. 2203 Missile Road (+/-3.43 Acres of the Lewis Wells Survey, Abstract 323), as depicted on the attached map incorporated in this ordinance as **Attachment “1”**, is hereby rezoned from Limited Commercial (LC) to Planned Unit Development – Residential Use (PUD-RU) and shall be regulated as follows:

**Use and Development Regulations:**

A conceptual plan represented by a Preliminary Master Plan for development entitled “Planned Unit Development Site Plan” is herein incorporated as part of this ordinance as **Attachment “2”**. The development regulations shall be as follows:

1. Land use regulations:

A. Primary uses, allowed by right:

1. Residential dwelling, multi-family – Setting a maximum number of dwelling units up to 48 as outlined in the included site plan.

B. Accessory uses allowed in conjunction with the primary uses only:

1. Accessory uses - Typical amenities for multifamily development, e.g., dog walk area, outdoor seating, or congregation areas.

2. Development Regulations: All development shall be consistent with Section 3370 Limited Commercial (LC) development regulations, as amended. The guidelines shall apply to the entire site except as indicated below:

A. Front Setback: 15 ft. minimum.

B. Exterior Side Setback: 15 ft. minimum.

- C. Rear Setback: 30 ft. minimum, shall comply with Section 4670 for structures greater than 30 ft. in height.
- D. Building Coverage: 55 percent of lot area, maximum
- E. Open Space: 20 percent of lot area
- F. Height: 35' Maximum.
- G. Residential Density: 48 primary dwelling units per the Planned Unit Development-Residential Use acreage.

- H. Parking, Off-Street: Minimum on-site parking spaces shall be provided as outlined:

Dwelling, multi-family with multiple bedrooms: 2 spaces per dwelling unit (96 parking spaces)

- I. Parking Lot Layout, Curb Cut Design, and Paving Materials shall be regulated by Section 6200 of the Zoning Ordinance, City of Wichita Falls, as amended.

The development will be granted two curb cuts for the entirety of the site with a single cut on each of the respective side exterior streets, Hooper Drive and Greentree Avenue. The access points will be aligned to create a single linear drive bisecting the property, running parallel and adjacent to the south property line traveling west to east. An alley clearance of 10' will be granted to the proposed cut on Greentree Avenue. A 5' interior lot line curb cut radii return will be allowed for the proposed access point on Hooper Drive.

- J. Screening Requirements: Shall be regulated by Section 4600 Screening Regulations of the Zoning Ordinance, City of Wichita Falls, as amended. A six-foot high wooden fence shall be required on the rear property line to form a barrier to adjacent single-family residential uses. The screening will taper down to 3' in height within the building limit lines of Hooper Drive and Greentree Avenue. Consideration will be given to any existing screening if the replacement of any existing fencing is opposed, in writing by a residential property owner with shared lot lines with the subject site.

Screening on the west, north, and east property lines shall be provided with a four-foot-tall decorative metal fence. The metal will be coated with a sealant or paint to prevent rusting or showing signs of wear. The metal fence will provide 50% of the screening face area clear of any opaque materials to provide visibility of the open & green spaces from the right-of-way. The fencing must ensure no persons can access the site through the screening face area to be left clear. Brick columns will be placed at a maximum of every 50' of metal fencing, measured from column centerline to centerline.

- K. Landscaping: To promote open space & green spaces, encourage outdoor activities, and stimulate the visual corridor of Missile Road, the proposed site

will provide enhanced perimeter landscaping equal to double the standard calculations.

Section 6800 (Landscaping) of the Zoning Ordinance, City of Wichita Falls, as amended, will determine the standard requirement. Based on the total frontage of Hooper Drive, Missile Road, and Greentree Avenue (1,239.36'), 60 perimeter trees will be required. The required plant material ratio may use any methods available under Section 6810.12 Minimum Landscape Requirements or an alternate ratio approved by the Director of Development Services.

Or.

The ratio of 17 canopy trees, 17 understory trees, and 110 five-gallon shrubs will be accepted as an alternative to the ratios outlined in the zoning ordinance.

Due to the site's proximity to Sheppard Air Force Base (SAFB) and being located within the SAFB Birds and Wildlife Strike Hazard Zone, the landscape will be provided through deciduous vegetation, and priority will be given to plantings at walking heights. Canopy trees shall have a mature max height of 25', understory trees shall have a maximum height of 20', and shrubs shall have a maximum size of 6' tall.

- L. Green Circle Trail: A 5' wide concrete sidewalk shall be provided encircling the site to allow for the enjoyment of the open and & green spaces.
- M. Outdoor Lighting: shall be directed away from adjacent residential uses and regulated by Section 5975 of the Zoning Ordinance, City of Wichita Falls, as amended.
- 3. Sign Regulations: Signs shall be regulated by the zoning ordinance with the same restrictions as applied in the Limited Commercial (LC) district for Apartment sign types, Section 6700 – Sign Regulations
- 4. Master Plan For Development: The configuration of the parking lot, location of the residential dwelling units, and design of the stormwater drainage shall be as indicated on the Master Plan for Development, Attachment "B," subject only to the changes which may need to occur due to engineering considerations design and review and aesthetic constraints, as constructed and measured drawings are prepared before actual development. Additionally, the developer may make minor changes following Section 3690 (Planned Unit Development District – amendments and changes) of the Zoning Ordinance of the City of Wichita Falls, as amended.
- 5. Other Requirements: All zoning ordinance regulations not addressed explicitly in this ordinance shall apply to this Planned Unit Development – Residential Use (PUD-RU) Ordinance and are hereby made a part hereof and included herein.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

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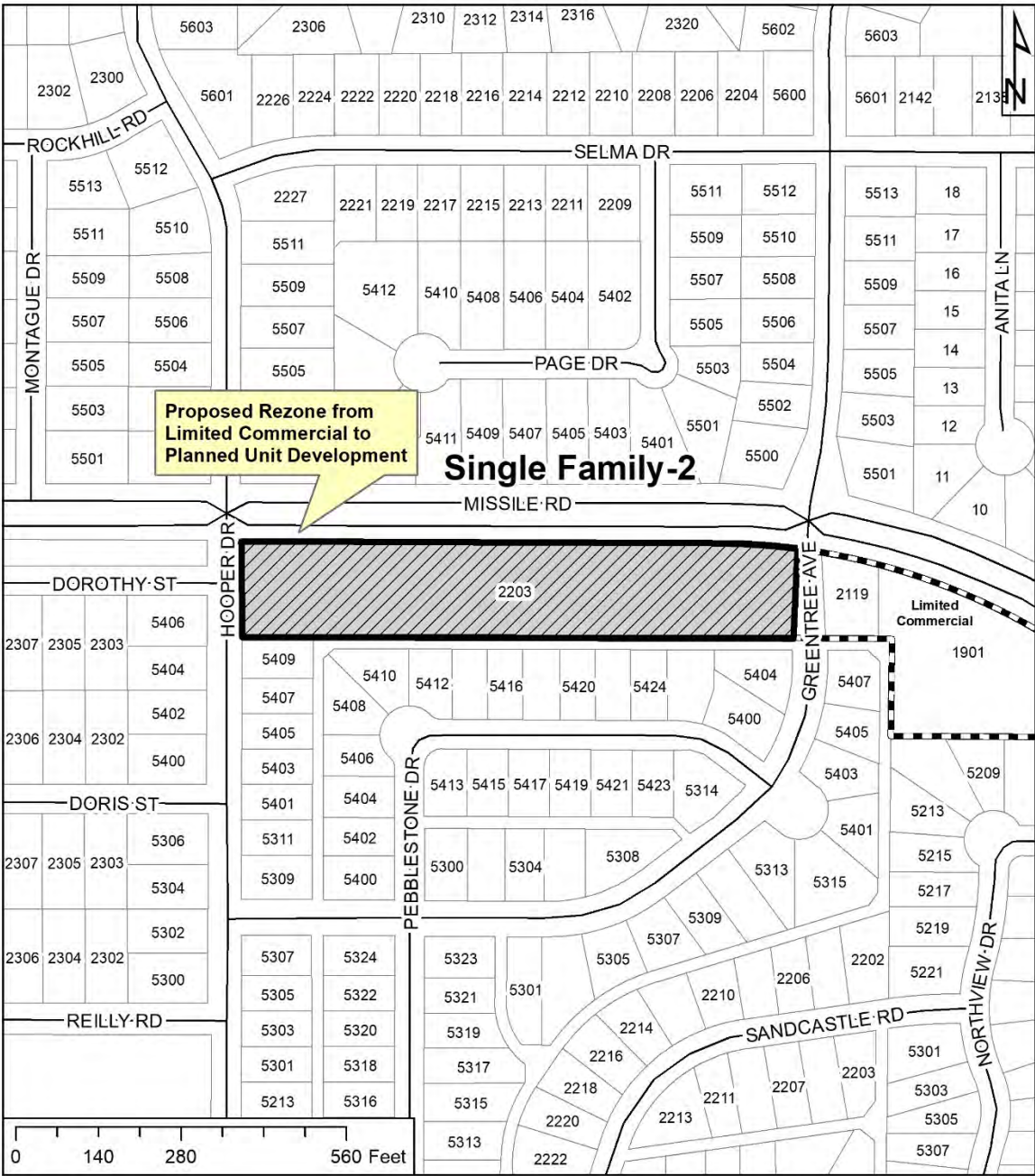
MAYOR

ATTEST:

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City Clerk

Attachment "1"







R 23-03  
2203 Missile Road  
Rezone Map

CITY OF WICHITA FALLS, PLANNING DIVISION  
MAP PRODUCED BY: Cedric Hu  
DATE PRODUCED: 22 June 2023

Disclaimer:  
The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Legend

-  Subject Property
-  Rezone Area
-  Zoning Boundary
-  Parcels





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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Public Hearing on a Substantial Amendment to the 2021 Annual Action Plan to Re-allocate \$714,872 in HOME-American Rescue Plan (HOME-ARP) Allocation Plan funding.

**INITIATING DEPT:** Development Services / Neighborhood Services / Neighborhood Resources

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**STRATEGIC GOAL:** Accelerate Economic Growth and Actively Engage & Inform the Public

**STRATEGIC OBJECTIVE:** Revitalize Depressed and Declining Neighborhoods and Strengthen Supportive Partnerships with the Non-For-Profit Community

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**COMMENTARY:** During 2021 Congress passed the American Rescue Plan Act authorizing the City of Wichita Falls to receive a special allocation of funding, in the amount of \$1,572,080, through the HOME Investment Partnership – American Rescue Plan (HOME-ARP) program to reduce homelessness and increase housing stability. The U.S. Department of Housing and Urban Development (HUD) required each entity to develop an allocation plan specifically for the HOME-ARP Program and allowed each entity to amend its 2021 Action Plan once per year. This HOME-ARP Allocation Plan amendment must be approved and accepted by the City Council and HUD and included in the 2021 Annual Action Plan as an amendment.

During the initial planning and approval in 2022, the City Council awarded First Step \$700,000 to use for non-congregate shelter rehabilitation, which left \$714,872 unreserved for another project to be proposed in the upcoming fiscal year.

The current allocation being recommended to the City Council are by the Council Subcommittee on Outside Agencies as a result of its June 5, 2023, meeting with local non-profit agencies interested in applying for HOME-ARP funding. Funding requests totaling \$1,628,000.00 were submitted to the subcommittee.

The subcommittee is recommending to fund Faith Mission (which includes Faith Refuge) due to their long history and continued service to the homeless of Wichita Falls. Faith Mission proposes to use the \$714,872 in funding to construct a new wing to their Faith Refuge facility. This addition would provide 12 dormitory style rooms for homeless families and increase capacity for 72 people, along with some offices, and other programmatic space that will be separated from the rest of the congregate facility. The organization estimates this will assist upwards of 288 individuals per year and the organization estimates it will cost \$2.175 million to build. While the organization plans to hold a capital campaign in fall 2023 to obtain the additional \$1.461 million, they have

certified to the subcommittee that they have the required funding on-hand to proceed with construction.

A public hearing is required due to the substantial amendment to the 2021 Annual Action Plan and as part of the process of adopting the HOME-ARP Allocation Plan amendment. A second public hearing, as required by HUD, and subsequent action to approve the Resolution approving the amendment will take place at the August 1, 2023, Council meeting.

Allocations of the HOME-ARP funding for the PY 2021 Action Plan Substantial Amendment include the following new and continuing programs:

**HOME-ARP Programs**

Grant Administration / Operational & administrative costs for HOME-ARP Program (Continued from previous year)	\$157,208.00
First Step, Inc. – Non-Congregate Shelter Rehabilitation (Continued from previous year)	\$700,000.00
Faith Mission / Faith Refuge – Non-Congregate Shelter Construction and Rehab (New)	\$714,872.00

☒ Neighborhood Services Manager

☒ Director of Development Services

☒ Assistant City Manager

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**ASSOCIATED INFORMATION:**

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Public Hearing on Action Plan to allocate \$1,220,974 in FY 2023-2024 Community Development Block Grant (CDBG) funds, and \$459,482 in FY 2023-2024 HOME Investment Partnership Program (HOME) funds.

**INITIATING DEPT:** Development Services / Neighborhood Services / Neighborhood Resources

**STRATEGIC GOAL:** Accelerate Economic Growth and Actively Engage & Inform the Public

**STRATEGIC OBJECTIVE:** Revitalize Depressed and Declining Neighborhoods and Strengthen Supportive Partnerships with the Non-For-Profit Community

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**COMMENTARY:** Each year, the U.S. Department of Housing and Urban Development (HUD) requires the city to develop an Annual Action Plan to address local needs identified in the current Five-Year Consolidated Plan, a document that serves as the basis for establishing annual funding allocations. A public hearing provides an opportunity for citizen comments on the proposed PY 2023-24 Annual Action Plan. The Action Plan identifies federal resources available during the upcoming fiscal year and describes the activities expected to be undertaken.

The allocations being recommended to the City Council by the Council Subcommittee on Outside Agencies are a result of the June 5, 2023, meetings with local non-profit agencies and city departments interested in applying for CDBG funding. Funding requests totaling \$1,921,345.00 were submitted to the subcommittee. CDBG funds available for projects totaled \$1,420,974, including the 2023-2024 allocation of \$1,220,974 and \$200,000 in reprogrammed funds from the prior fiscal year. Funding for public service type activities is further limited to no more than 15% of the new annual grant amount.

To be considered an approved activity eligible for funding, HUD requires that projects meet local needs and priorities identified in the Consolidated Plan. Activities must also meet specific criteria for eligibility defined in federal regulations and meet one of the following three national objectives: 1. Benefit low and moderate income persons 2. Aid in the prevention or elimination of slum and blight, or 3. Meet an urgent need to remove a serious and immediate threat to health or safety. We must also make certain that no less than 70% of CDBG expenditures will be used for activities that benefit the low and moderate-income population within our community.

By recommendation and approval of the City Council Subcommittee on Outside Agencies, the following informational tables are proposed to use FY 2023-24 CDBG and HOME entitlement funding in the amounts as follows:

**CDBG: Outside Agencies**

Child Care, Inc. / Child care subsidies for low-income working families	\$128,202.00
Christmas in Action / Home repair for elderly and handicapped owners	\$125,000.00
Senior Citizens Services of North Texas / Meals on Wheels Program	\$54,944.00
<b>TOTAL CDBG Funds: Outside Agencies</b>	<b>\$308,146.00</b>

**CDBG: City Departments**

Code Enforcement / Demolition and clearance of hazardous structures	\$225,000.00
Code Enforcement / Administration & operational costs	\$60,000.00
CDBG Program Delivery Costs / Minor & Emergency Repair Programs	\$35,000.00
Grant Administration / Operational & administrative costs for CDBG Program	\$244,194.00
Minor Repair Program / Minor home repair for low-income homeowners	\$170,000.00
Emergency Repair Program / Immediate-need home repair for low-income homeowners	\$131,454.00
Parks / General Rehab Improvements to Lamar, Lions, and Williams	\$231,180.00
Traffic – Audible Pedestrian Signals	\$16,000.00
<b>TOTAL CDBG Funds: City Departments</b>	<b>\$1,112,828.00</b>

**HOME Program**

First-Time Homebuyer Program / Acquisition assistance costs for down payment, closing costs, minor repairs	\$314,611.00
Affordable Housing Program / Closing costs/principal reduction for Habitat home buyers	\$30,000.00
CHDO Set-Aside / Statutory 15% of Entitlement amount	\$68,923.00
HOME Administration / Operational & administrative costs for HOME Program	\$45,948.00
<b>TOTAL HOME Funds</b>	<b>\$459,482.00</b>

A public hearing is required as part of the process of adopting FY 2023-24 CDBG and HOME entitlement funding. A second public hearing, as required by HUD, and subsequent action to approve the Resolution approving the funding will take place at the August 1, 2023, Council meeting.

- ☒ Neighborhood Services Manager
- ☒ Director of Development Services
- ☒ Assistant City Manager



**ASSOCIATED INFORMATION:**

- ☒ **Budget Office Review**
  - ☒ **City Attorney Review**
  - ☒ **City Manager Approval**
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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Conduct a public hearing and consider and take action on an ordinance finding certain buildings and/or structures to be dangerous; requiring property owners to demolish said buildings and/or structures within thirty (30) days of the date of this ordinance and declaring an emergency and immediate effective date.

**INITIATING DEPT:** Development Services/Neighborhood Services/Code Enforcement

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**STRATEGIC GOAL:** Accelerate Economic Growth

**STRATEGIC OBJECTIVE:** Revitalize Depressed and Declining Neighborhoods

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**COMMENTARY:**

- June 12<sup>th</sup>, 2023 – Notice of public hearing/issue via certified mail to property owners.
- June 18<sup>th</sup>, 2023 – Notice of public hearing/issue published in TRN.
- July 18<sup>th</sup>, 2023 - City Council public hearing and consideration of declaring subject structures dangerous.
- August 17<sup>th</sup>, 2023 – If declaration(s) approved by City Council, deadline for property owners to remediate or demolish.

Pursuant to statute and local ordinance, the City Council can, after a public hearing on the matter, deem structures that have deteriorated to a certain threshold as “dangerous”. Once structures are deemed dangerous, the property owner then has 30-days to either (1) receive a restoration permit for remediation/improvement of the structure to a livable condition, or (2) demolish. If after 30-days the structure remains dangerous, the City can affect demolition and place a lien for such costs on the property.

Staff is requesting the City Council deem the thirteen (13) structures, listed below, as dangerous. If approved, the property owners will then have (30) days in which to remove the structures. If such action has not been taken after 30-days, staff will complete the required HUD environmental review process and seek bids for the removal of the structures.

The City Council can also provide additional time for compliance with a restoration permit (i.e. 60 days, 90 days, etc.) if requested by the property owner. If after that time the structure remains out of compliance, City abatement can commence without any further City Council action.

Staff recommends the City Council (1) conduct the public hearing to provide each of the thirteen (13) property owners an opportunity to provide input/recommendation, and (2) approve the ordinance deeming the properties as dangerous structures.

- ☒ **Assistant City Manager**
- ☒ **Director of Development Services**
- ☒ **Neighborhood Services Manager**

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**ASSOCIATED INFORMATION:** Ordinance, List of Structures

- ☒ **Budget Office Review:**
  - ☒ **City Attorney Review:**
  - ☒ **City Manager Approval**
-

Ordinance No. \_\_\_\_\_

**Ordinance finding certain buildings and/or structures to be dangerous; requiring property owners to demolish said buildings and/or structures within thirty (30) days of the date of this ordinance and declaring an emergency and immediate effective date**

WHEREAS, the Code Enforcement Division, Building Inspections Division, and the City of Wichita Falls, acting under the provisions of Article VIII of Chapter 22 of the Code of Ordinances of the City of Wichita Falls, has served notice to the owners of the property listed in Section 2 of this ordinance, that the building or buildings on the premises have been classified as dangerous structures and that certain corrections were needed to be made or the building(s) demolished; and,

WHEREAS, the property owners and all other persons having an interest in the property have been duly served by the Code Enforcement Division of the time and date of the Public Hearing for the property owners to appear before the City Council to show cause why such buildings or structures in Section 2 should not be demolished in accordance with the State of Particulars set forth in the Code Enforcement Division's notice; and said Public Hearing was had and held at the time and place fixed therefore, the day of the approval of this ordinance, in the Council Chambers in the City of Wichita Falls, Texas, and at such Public Hearing, protests and objections were made in accordance with the **List of Objections** (to be attached after meeting) and said hearing was continued until all desiring to be heard were given full fair opportunity to be heard and the City Council of the City of Wichita Falls, having fully considered all property matters, is of the opinion that the said hearing should be closed; and,

WHEREAS, the City Council finds that the photographs and other evidence presented at the hearing and in the **List of Structures to be Repaired and List of Structures for which Repair is Authorized** justify the determinations herein that the described buildings be demolished or repaired as established in this ordinance.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

1. The aforementioned public hearings are closed, and the protests and objections are overruled, except as identified on **List of Objections**. If corrective actions are not completed within the period authorized by the City Council acting as Building Commission, the structure will be demolished.

2. From the evidence presented in the aforementioned Public Hearing by property owners appearing and the Code Enforcement Division for the City of Wichita Falls, the buildings and/or structures at the locations listed in the attached **List of Structures to be Demolished**, with the corresponding property owners, are found to be dangerous buildings which cannot be repaired as defined in said Article VIII of Chapter 22 of the Code of Ordinances of the City of Wichita Falls, and the property owners listed therein

and any other person having an interest in said buildings as shown by the title search by the City of Wichita Falls are hereby commanded to demolish the buildings and/or structures in accordance with the State of Particulars set forth in the Code Enforcement Division's notice. The property owners listed on the attached **List of Structures to be Demolished** and any other person having an interest in said buildings as shown by title search by the City of Wichita Falls are further commanded to demolish in accordance with the State of Particulars set forth in the Code Enforcement Division's notice within 30 days from the date of this ordinance.

3. If, within 30 days from the date of this ordinance, any building listed in Section 2 of this ordinance has not been demolished and removed, then it shall be demolished and removed at the expense of the City, by the City or the City's contractors (subject to City funding), and the net cost for demolition or removal shall be charged to the owners of the property and assessed on the land on which the building stood.

4. The dangerous building demolition order for the properties listed in the **List of Structures for which Repair is Authorized** is suspended for 30 days from this date, and the dangerous building demolition order is to be valid again if the property owner does not obtain a restoration permit to restore this building within such time. If the property owner obtains a restoration permit to restore this building within the aforementioned period of time, then the dangerous building declaration for this property is suspended for the additional time of 90 days, and the dangerous building demolition order is to be valid again if the property owner does not bring this building into compliance with all codes of the City of Wichita Falls within the aforementioned 90 days. If the property owner brings this building into substantial compliance (as determined by the City's building official) with all codes of the City of Wichita Falls within the aforementioned 90 days, then this dangerous building order will be terminated. The owner's failure to comply with either of the aforementioned deadlines will authorize the City to demolish the structure without further notification to the owner or any other party.

**List of Structures for which Repair is Authorized:**

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5. These structures pose a danger of collapse and conflagration, harbor pests, spread disease, and are places of assembly for dangerous criminals; therefore, their demolition constitutes an emergency for the immediate preservation of the public business place, property, health, safety and general welfare of the public, as this ordinance shall become effective immediately from and after the date of its passage and accordingly it is so ordained.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

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MAYOR



ATTEST:

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City Clerk

**List of Structures to be demolished as follows:**

ADDRESS	OWNER	DATE OF NOTICE
<b>1. 1913 8<sup>th</sup> Street Residential Property (Main and Accessory) LOT 11 BLK 4 KEMP &amp; JACKSON</b>	Igmer & Ana Mejia 3712 Longstraw Dr. Fort Worth, TX 76137	01/23/2023
<b>TAXES OWED</b>	<b>WATER DISCONNECTED</b>	<b>OTHER MISC. INFO.</b>
\$930.84 (2022)	06/04/2020	Structure fires reported on 03/24/2022 & 07/14/2022



**Exterior Walls:** Fire/smoke damaged, cracks/holes in walls, missing members, deteriorated members, loose members.

**Roof:** Fire/smoke damaged, deteriorated members.

**Interior Walls / Ceiling:** Fire/smoke damaged, broken sheetrock/holes in wall and ceiling, deterioration and missing members throughout.

**Floors:** Fire damaged, floor covering damaged, holes in floor, loose members, areas of exposure to outside elements.

**Windows / Doors:** Damaged windows and doors throughout.

**Sanitary Conditions:** Rubbish and trash throughout.

ADDRESS	OWNER	DATE OF NOTICE
<b>2. 1915 8<sup>th</sup> Street</b> <b>Residential Property</b> LOT 12 BLK 4 KEMP & JACKSON	Igmer & Ana Mejia 3712 Longstraw Dr. Fort Worth, TX 76137	01/23/2023
<b>TAXES OWED</b> \$0.00	<b>WATER DISCONNECTED</b> 01/07/2003	<b>OTHER MISC. INFO.</b> Structure has been vandalized and frequented by vagrants.



**Exterior Walls:** Cracks / holes, loose members, missing siding, deterioration throughout.  
**Interior Walls/Ceiling:** Water damage, broken sheetrock/holes in wall & ceiling, interior vandalized.  
**Floors:** Vandalized, multiple holes throughout, floor covering deteriorated, loose members throughout.  
**Doors / Windows:** Doors and windows damaged and missing.  
**Roof:** Deteriorated roofing material throughout, deteriorated/water damaged decking.  
**Sanitary Conditions:** Rubbish and trash throughout, mold present, feces throughout structure.



ADDRESS	OWNER	DATE OF NOTICE
<b>3. 2004 10<sup>th</sup> Street Residential Property (Main and Accessory) LOT 14 BLK 4 FLORAL HEIGHTS</b>	Vida Cooke 1815 8 <sup>th</sup> St. Wichita Falls, TX 76301	03/31/2023
<b>TAXES OWED</b>	<b>WATER DISCONNECTED</b>	<b>OTHER MISC. INFO.</b>
\$0.00	N/A	Structure fires reported on 7/21/2019 & 7/19/2020



**Exterior Walls:** Significant fire and smoke damage throughout. Cracks / holes in walls, deteriorated structural members, loose members, missing members.

**Interior Walls/Ceiling:** Significant fire and smoke damage throughout. Water damage, broken sheetrock / holes in walls and ceiling.

**Floors:** Significant fire and smoke damage throughout. Floor covering deteriorated, holes throughout, multiple areas of exposure to the outside elements.

**Roof:** Significant fire and smoke damage throughout. Deteriorated/fire damaged ceiling joists, decking, rafters, and roofing material.

**Sanitary Conditions:** Rubbish and trash throughout.

ADDRESS	OWNER	DATE OF NOTICE
<b>4. 2311 10<sup>th</sup> Street</b> <b>Residential Property</b> W½ OF LOTS 14&15&16 BLK 37 FLORAL HEIGHTS	Vida Cooke 1815 8 <sup>th</sup> St. Wichita Falls, TX 76301	01/23/2023
<b>TAXES OWED</b> \$0.00	<b>WATER DISCONNECTED</b> 04/27/2023	<b>OTHER MISC. INFO.</b> Structure fire reported on 11/30/2022



**Exterior Walls:** Significant fire and smoke damage throughout. Missing/loose members throughout. Holes and deterioration throughout.

**Interior Walls / Ceiling:** Fire and smoke damaged throughout. Broken/missing sheetrock, holes in walls and ceiling, water damage throughout.

**Floors:** Holes, deterioration throughout. Floor covering damaged.

**Roof:** Significant fire and smoke damage throughout. Holes in roof, fire/water damaged/deteriorated roofing material, decking, ceiling joists, over hang, rafters.

**Foundation:** Requires complete reconstruction. Holes throughout with fire damaged/deteriorated floor joists.

**Sanitary Conditions:** Stagnant water, burnt debris throughout.



ADDRESS	OWNER	DATE OF NOTICE
<b>5. 2159 Avenue F Residential Property (Accessory Only)</b> W 3.45 FT LOT 3 BLK 69A & E 43.10 FT LOT 4 BLK 69A HIGHLAND	Danny & Samantha Canava 2159 Avenue F Wichita Falls, TX 76309	03/30/2023
<b>TAXES OWED</b>	<b>WATER DISCONNECTED</b>	<b>OTHER MISC. INFO.</b>
\$4,658.85 (2020-2022)	N/A	Structure fire reported on 09/30/2022



**Exterior Walls:** Significant fire and smoke damage throughout. Missing/loose members throughout. Holes and deterioration throughout.

**Interior Walls / Ceiling:** Fire and smoke damaged throughout. Broken/missing sheetrock, holes in walls and ceiling, water damage throughout.

**Roof:** Significant fire and smoke damage throughout. Holes in roof, fire/water damaged/deteriorated roofing material, decking, ceiling joists, over hang, rafters.

**Sanitary Conditions:** Stagnant water, burnt debris and rubbish throughout.

ADDRESS	OWNER	DATE OF NOTICE
<b>6. 2160 Avenue G Residential Property</b> LOT 7&E 1.4 FT LOT 6 BLK 69A HIGHLAND	Phannet Nutchand & Salas Bu-Nga 803 Bridge St. Wichita Falls, TX 76306	10/07/2022
<b>TAXES OWED</b>	<b>WATER DISCONNECTED</b>	<b>OTHER MISC. INFO.</b>
\$0.00	03/02/2021	Structure fire reported on 02/17/2021



**Exterior Walls:** Significant fire and smoke damage throughout. Missing/loose members throughout. Holes and deterioration throughout.

**Interior Walls / Ceiling:** Fire and smoke damaged throughout. Broken/missing sheetrock, holes in walls and ceiling, water damage throughout.

**Roof:** Significant fire and smoke damage throughout. Holes in roof, fire/water damaged/deteriorated roofing material, decking, ceiling joists, over hang, rafters.

**Floors:** Floor covering damaged/deteriorated.

**Sanitary Conditions:** Rubbish and trash/burnt debris throughout.



ADDRESS	OWNER	DATE OF NOTICE
<b>7. 4506 Concord Rd. Residential Property</b> N80 FT LOTS 19-20 BLK 120 WESTMORELAND PARK & ADJ PROP	Birl & Oleta Hughes 1632 Osage Ave. Wichita Falls, TX 76301	03/31/2023
<b>TAXES OWED</b> \$8,491.81 (2011-2022)	<b>WATER DISCONNECTED</b> 07/20/2005	<b>OTHER MISC. INFO.</b> Structure has been vandalized and frequented by animals & vagrants.



**Exterior Walls:** Cracks/holes in walls, missing members, deteriorated members, loose members, protective coating / paint missing.

**Roof:** Deterioration and holes throughout.

**Interior Walls / Ceiling:** Broken sheetrock/holes in wall and ceiling, water damage.

**Floors:** Floor covering damaged, holes in floor, areas of exposure to outside elements.

**Windows / Doors:** Missing windows, damaged doors.

**Foundation:** In need of complete reconstruction, floor joists deteriorated, floors uneven throughout.

**Sanitary Conditions:** Rubbish and trash throughout, stagnant water, mold present, animal waste throughout.

ADDRESS	OWNER	DATE OF NOTICE
<b>8. 1805 Fillmore Street (Main and Accessory) Residential Property LOT 14 BLK 94 FLORAL HEIGHTS</b>	Amira Hanna 8724 Lakespring Tr. Hurst, TX 76053	03/31/2023
<b>TAXES OWED</b>	<b>WATER DISCONNECTED</b>	<b>OTHER MISC. INFO.</b>
\$0.00	08/15/2018	Structure fire reported on 08/08/2018



**Exterior Walls:** Significant fire damage throughout. Cracks/holes in walls, missing members, deteriorated members, loose members, several areas of exposure to outside elements.

**Roof:** Fire damaged. Deteriorated/water damaged members, multiple holes, collapsed overhang, fire and smoke damaged decking, rafters, and joists.

**Interior Walls / Ceiling:** Fire and smoke damaged. Broken sheetrock/holes in wall and ceiling, water damage.

**Windows / Doors:** Damaged/missing windows and doors throughout.



ADDRESS	OWNER	DATE OF NOTICE
<b>9. 1802 Huff Avenue</b> <b>Residential Property</b> LOT 15 BLK 9 SOUTHLAND	Sidney R. Scheurman 4719 Cypress Ave. Wichita Falls, TX 76310	10/14/2022
<b>TAXES OWED</b> \$3,164.44 (2019-2022)	<b>WATER DISCONNECTED</b> 02/29/2008	<b>OTHER MISC. INFO.</b> A portion of this structure has collapsed and is encroaching on the adjacent property.



**Exterior Walls:** Cracks/holes in walls, collapsed east wall, missing members, deteriorated members, loose members, listing walls.

**Roof:** Deteriorated / water damaged members, multiple holes, water damaged/deteriorated decking, rafters, and joists.

**Interior Walls / Ceiling:** Broken sheetrock/holes in wall and ceiling, deterioration/water damage throughout.

**Floors:** Floor covering damaged, loose members.

**Windows / Doors:** Damaged windows and doors throughout.

**Sanitary Conditions:** Rubbish and trash throughout, mold present.



ADDRESS	OWNER	DATE OF NOTICE
<b>10. 905 Jacqueline Road Residential Property LOT 16 BLK 1 BOARDMAN</b>	Stage Point Fund LLC 2 Booth Ln. #4 Haverford, PA 19041	03/30/2023
<b>TAXES OWED</b> \$540.81 (2022)	<b>WATER DISCONNECTED</b> 05/11/2022	<b>OTHER MISC. INFO.</b> Structure fire reported at this property on 02/27/2023.



**Exterior Walls:** Fire / smoke damaged.

**Roof:** Fire / smoke damaged.

**Interior Walls / Ceiling:** Fire / smoke damaged, broken sheetrock / holes in walls and ceiling, deterioration / water damage throughout, areas of exposure to outside elements.

**Floors:** Floor covering damaged, holes in floor, loose members, areas of exposure to outside elements.

**Windows / Doors:** Missing windows and doors throughout.

**Sanitary Conditions:** Rubbish trash, and burnt debris throughout.

ADDRESS	OWNER	DATE OF NOTICE
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11. 1809 Kemp Boulevard Residential Property LOT 12 BLK 93 FLORAL HEIGHTS	Estate of Kenneth Ray Knowles % Kristy Knowles 8216 Melville Ln. Fort Worth, TX 76120	01/23/2023
<b>TAXES OWED</b> \$0.00	<b>WATER DISCONNECTED</b> 02/13/2009	<b>OTHER MISC. INFO.</b> Structure fire reported on 12/15/2022. This structure has been vandalized and is frequented by vagrants.



**Exterior Walls:** Fire / smoke damaged.

**Roof:** Fire / smoke damaged.

**Interior Walls / Ceiling:** Fire / smoke damaged, broken sheetrock / holes in walls and ceiling, deterioration / water damage throughout, areas of exposure to outside elements.

**Floors:** Floor covering damaged, holes in floor, loose members, areas of exposure to outside elements.

**Windows / Doors:** Missing windows and doors throughout.

**Sanitary Conditions:** Rubbish trash, and burnt debris throughout.



ADDRESS	OWNER	DATE OF NOTICE
12. 1418 Mitchell Street Residential Property LOT 8 LESS W50 FT MITCHELL ADDITION	Terry O. Wesley PO Box 144182 Austin, TX 78714	01/20/2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	06/27/2015	Structure fire reported on 12/01/2022



**Exterior Walls:** Fire / smoke damaged.

**Roof:** Fire / smoke damaged.

**Interior Walls / Ceiling:** Fire / smoke damaged, broken sheetrock / holes in walls and ceiling, deterioration / water damage throughout, areas of exposure to outside elements.

**Floors:** Floor covering damaged, holes in floor, loose members, areas of exposure to outside elements.

**Windows / Doors:** Missing windows and doors throughout.

**Sanitary Conditions:** Rubbish trash, and burnt debris throughout.

ADDRESS	OWNER	DATE OF NOTICE
13. 2007 Polk Street Residential Property LOT 13 BLK 88A HIGHLAND	Vida Cooke 1815 8 <sup>th</sup> St. Wichita Falls, TX 76301	03/27/2023
TAXES OWED \$0.00	WATER DISCONNECTED 05/03/2023	OTHER MISC. INFO. Structure fire reported on 03/14/2023



**Exterior Walls:** Fire / smoke damaged.

**Roof:** Fire / smoke damaged.

**Interior Walls / Ceiling:** Fire / smoke damaged, broken sheetrock / holes in walls and ceiling, deterioration / water damage throughout, areas of exposure to outside elements.

**Floors:** Floor covering damaged, holes in floor, loose members, areas of exposure to outside elements.

**Windows / Doors:** Missing windows and doors throughout.

**Sanitary Conditions:** Rubbish trash, and burnt debris throughout.

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Consider and adopt an ordinance amending the Code of Ordinances by amending Chapter 62 Historic Preservation, Article II Landmark Commission, §62-36.

**INITIATING DEPT:** City Clerk

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**STRATEGIC GOAL:** Accelerate Economic Growth/Redevelop Downtown

**STRATEGIC OBJECTIVE:** Revitalize Neighborhoods

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**COMMENTARY:** Staff recommends amending Chapter 62 for expanded opportunities for community and historic preservations related agency participation on the City's Landmark Commission board. This board is tasked with identifying, protecting, and perpetuating historic resources while enhancing the city's attraction for heritage tourism and community identity through connections with our cultural and architectural past. The Museum of North Texas history staff and volunteers work to increase awareness of the North Texas region's history and development. The Museum has expressed interest in being a historic preservation partner through the ability to serve on the City's Landmark Commission.

☒ **City Clerk**

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**ASSOCIATED INFORMATION:** Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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**Ordinance No. \_\_\_\_\_**

**Ordinance of the City of Wichita Falls, Texas, amending the Code of Ordinances, by amending Chapter 62 Historic Preservation, Article II Landmark Commission, §62-36**

WHEREAS, the Code of Ordinances requires individuals with historical knowledge to be a part of the Landmark Commission; and,

WHEREAS, the Museum of North Texas History maintains individuals with historical knowledge of both Texas and the City of Wichita Falls; and,

WHEREAS, the City of Wichita Falls would like the Museum of North Texas History to have members be a part of the Landmark Commission to provide historical input.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The City of Wichita Falls Code of Ordinances, Chapter 62 Historic Preservation, Article II Landmark Commission, §62-36 (b), be amended to read as follows:

Of the nine members, one shall be a licensed real estate broker or appraiser, one shall be a member of the Planning and Zoning Commission, one shall be a member of the Wichita County Heritage Society or the Museum of North Texas History, one shall be a member of a primarily residential historic district who shall either own property or reside in the district and one shall be a member of a primarily commercial historic district who shall either own property or reside within the district, two shall be licensed or have expertise in the field of architecture, and two shall be members at-large. In the event that a member from a category noted above is unable to serve on the commission, city council may appoint an additional member at-large.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Ordinance amending Chapter 102 of the Code of Ordinances by amending Article IX – Golf Cart to create Article IX – Unique Vehicles, providing for severability, and setting an effective date.

**INITIATING DEPT:** Police Department

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**STRATEGIC GOAL:** n/a

**STRATEGIC OBJECTIVE:** n/a

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**COMMENTARY:** At the request of the City Council on June 6, 2023, staff has drafted an amendment to the newly adopted golf cart ordinance to include the addition of unique vehicles. The amendment includes the addition of the terms all-terrain vehicle, recreational off-highway vehicle, a sand rail, and a utility vehicle assigned by the Texas Transportation Code Section 551A.001. This addition would allow those unique vehicles operation on the City of Wichita Falls streets.

While Staff included the all-terrain vehicle and sand rail as part of the terms added, it is the opinion of the Wichita Falls Police Chief that all-terrain vehicles and sand rails be excluded due to their high-speed potential and all-terrain vehicles' lack of roll protection.

Should City Council decide that all-terrain vehicles and sand rails be excluded a motion to amend should be worded as follows:

“I make a motion to amend the definition of ‘Off-Highway Vehicle’ to explicitly exclude ‘all-terrain vehicle’ and ‘sand rail.’”

☒ **Chief of Police**

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**ASSOCIATED INFORMATION:** Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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Ordinance No. \_\_\_\_\_

**Ordinance amending Chapter 102 of the Code of Ordinances by amending Article IX – Golf Cart to create Article IX – Unique Vehicles, providing for severability, and setting an effective date.**

**WHEREAS**, the City of Wichita Falls is a home-rule municipality acting under its Charter pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Texas Local Government Code; and,

**WHEREAS**, the City of Wichita Falls has previously determined regulations for golf carts are desirable and appropriate to operate on public streets; and,

**WHEREAS**, the City of Wichita Falls City Council has reviewed and has determined it is desirable to regulate the operation of off-highway vehicles on public streets to ensure public safety similar to golf carts; and,

**WHEREAS**, Texas Transportation Code Section 551A.053 authorizes the governing body of a municipality to regulate and control the operation of off-highway vehicles within the City's legal boundaries and on its public streets to ensure the public safety of the community; and

**WHEREAS**, the City Council finds it necessary to regulate off-highway vehicles in order to preserve health, property, good government, and order in a Home-Rule municipality as defined under Chapter 54 of the Texas Local Government Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

**Section 1. Findings of Fact.** The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**Section 2. Amendment.** Chapter 102, Article IX is hereby amended and shall read as follows:

ARTICLE IX. – ~~GOLF CARTS~~ UNIQUE VEHICLES

Sec. 102-270. - Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Golf cart. The meaning assigned by the Texas Transportation Code section 541.001, as it exists or may be amended, includes a motor vehicle designed by the manufacturer primarily for transporting persons on a golf course. The term, as used herein, shall include a specific restriction that a permitted golf cart shall have an attainable top speed of not greater than 25 mph. ~~Specifically excluded from this definition are those motorized conveyances commonly referred to as ATVs, NEVs, UTVs, ROVs, or four-wheelers.~~

Hours of Operation. The period begins at 7 a.m. and ends at 9 p.m.

Off-Highway Vehicle. The meaning assigned by the Texas Transportation Code Section 551A.001, as it exists or may be amended, includes an all-terrain vehicle or recreational off-highway vehicle, a sand rail, or a utility vehicle. An all-terrain vehicle, recreational off-highway vehicle, a sand rail, and a utility vehicle shall have the meaning assigned by the Texas Transportation Code Section 551A.001, as it exists or may be amended.

Operator. A person who drives or has physical control of a unique vehicle ~~golf cart~~. An operator shall carry a valid ~~Texas~~ driver's license.

Owner. The person who has legal title to the unique vehicle ~~golf cart~~ has the legal right of possession of the unique vehicle ~~golf cart~~ or has the legal right of control of it.

Public street. The public roadways of the City by whatever name, e.g., road, alley, avenue, highway, route, boulevard, etc., within the corporate boundaries of Wichita Falls that: (1) Has a posted speed limit of thirty-five (35) miles per hour or less; and (2) Provides for no more than one (1) lane of vehicular traffic per direction.

Secured. In connection to using a safety belt means using the lap belt and any shoulder straps according to the instructions of:

- a) the manufacturer of the unique vehicle, if the safety belt is original equipment; or
- b) the manufacturer of the safety belt, if the safety belt has been added to the unique vehicle.

Slow-moving-vehicle-emblem. A triangular emblem that conforms to standards and specifications adopted by the Director of the Texas Department of Transportation under Section 547.104 of the Texas Transportation Code, as amended, and is displayed in accordance with Section 547.703 of the Texas Transportation Code, as amended.

Unique Vehicle. The meaning includes golf carts and off-highway vehicles.

Sec. 102-271. – Operation regulations for a golf carts unique vehicle.

- (a) All operators of a golf carts unique vehicle shall be licensed to operate a motor vehicle as provided by the Texas Transportation Code and shall carry a valid ~~Texas~~ driver's license while operating the unique vehicle ~~golf cart~~. A license shall include a valid Texas learner license while accompanied by an adult 18 years or older who holds and carries a valid Texas driver's license.
- (b) All operators of a golf carts unique vehicle shall abide by all traffic regulations applicable to vehicular traffic when using any public street in the City. Operators shall not operate a unique vehicle ~~golf cart~~ on public sidewalks or any portion of the Circle Trail at any time.

- (c) Operators shall not operate ~~a golf cart~~unique vehicle on a public street with a posted speed limit of more than 35 mph. Operators shall not operate a ~~golf cart~~unique vehicle at a speed greater than the posted speed at any time.
- (d) An operator of a ~~golf cart~~unique vehicle is entitled to full use of a lane on the public street, and the operator of another motor vehicle shall not be operated in such a manner as to deprive any ~~golf cart~~unique vehicle of the full use of a lane.
- (e) An operator of a ~~golf cart~~unique vehicle shall not overtake and pass in the same lane occupied by the vehicle being overtaken.
- (f) No operator shall operate a ~~golf cart~~unique vehicle between lanes of traffic or between adjacent lines of rows of vehicles.
- (g) An operator of a ~~golf cart~~unique vehicle shall move to the right and yield the right of way to faster-moving vehicles.
- (h) The operator of a ~~golf cart~~unique vehicle shall not operate a ~~golf cart~~unique vehicle on a public street with more occupants than seating capacity as designed by the manufacturer, and all occupants shall remain seated in a seat designed to hold passengers ~~while the~~while the ~~golf cart~~unique vehicle is in motion.
- (i) The operator of a ~~golf cart~~unique vehicle shall only operate a ~~golf cart~~unique vehicle during the hours of operation.
- (j) The operator and occupants of a unique vehicle shall ~~be secured by wear a safety belt while the unique vehicle is being operated if the unique vehicle is equipped with safety belts.~~so equipped. If an operator operates a unique vehicle and passengers under the age of 17 are not secured by a safety belt, the operator is responsible and can be issued a citation for each unsecured occupant.
- (k) A person, owner, or operator of a ~~golf cart~~unique vehicle commits an offense if they operate a ~~golf cart~~unique vehicle on a public street in violation of this section.

#### Sec. 102-272. – Exceptions

- (a) ~~Golf carts~~Unique vehicles owned or operated for official government purposes by the City of Wichita Falls or any other governmental entity are exempt from regulation by this Code.
- (b) ~~Golf carts~~Unique vehicles owned or operated for holiday parcel delivery are exempt from regulation by this Code article.

#### Sec. 102-273. – Required equipment regulations

- (a) Every ~~golf cart~~unique vehicle operated within the City of Wichita Falls shall be equipped with the following equipment, which shall be operational at all times:



two headlights, two tail lamps, parking brakes, rearview mirror(s), and a slow-moving vehicle emblem clearly visible in daylight or at night from the light of standard automobile headlamps at a distance of at least 500 feet.

- (b) Every ~~golf-cart~~unique vehicle powered by gasoline shall at all times be equipped with an exhaust system in good working order and all ~~golf-carts~~unique vehicles shall comply with all state, federal, and city regulations, specifically Section 46-19, Unnecessary and disturbing noise or vibration.
- (c) ~~Golf-carts~~Unique vehicles operating on a public street shall have an affixed state license plate for ~~golf-carts~~unique vehicles.
- (d) An owner or operator of a ~~golf-cart~~unique vehicle commits an offense if they operate a ~~golf-cart~~unique vehicle on a public street that is not equipped as required by this section or is altered in violation of this section.

Sec. 102-274. – Criminal offense and penalties.

Any person who violates any provision of this article, as it exists or may be amended, shall be deemed guilty of a Class C misdemeanor and upon conviction thereof, shall be guilty of a violation as provided in section 1-14.

**Section 3.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**Section 4.** It is the intention of the City Council of the City of Wichita Falls, Texas, that the provisions of this Ordinance shall become a part of the Code of Ordinances of the City of Wichita Falls, Texas, and that sections of this Ordinance may be renumbered or re-lettered to accomplish such intention.

**Section 5.** Should any word, phrase, paragraph, section, or portion of this Ordinance or the Code of Ordinances, as amended hereby, be held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinance or the Code of Ordinances, as amended hereby, which shall remain in full force and effect.

**Section 6.** This Ordinance shall become effective on August 18, 2023.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

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MAYOR

ATTEST:

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City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Ordinance modifying the appropriations in the Sanitation Fund budget for the 2022-23 fiscal year to purchase one (1) Landfill Wheel Scraper through the Sourcewell Purchasing Cooperative from Caterpillar Inc. in the amount of \$1,311,700.00, and declaring an emergency.

**INITIATING DEPT:** Finance / Public Works

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**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** N/A

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**COMMENTARY:** The Landfill currently has two scraper units. Unit 1056 was purchased in 2020. The second unit (Unit 1059) was purchased in 2005 and has over 24,500 hours. Unit 1059 has had the digital panel replaced, the front and rear engine and cushion hitch rebuilt once and the transmission rebuilt twice. Due to the age of the scraper and metal fatigue, it is no longer cost effective to continue to rebuild or repair the unit.

The scraper is primarily used to move daily cover dirt from the storage area to the slope to cover the trash. By using the scraper, the daily cover can be moved by one operator quickly. If the scrapers are down, the daily cover operations require a minimum of two personnel to load the end dump with cover material using the excavator. In the last year, the landfill has had to use the alternate process at least 44 days when both scrapers were out of service, increasing the time needed and wear on additional equipment for nightly cover along with additional cost of operator overtime.

In summary, Staff recommends approving Sanitation fund balance in the amount of \$1,311,700.00 to purchase the replacement Caterpillar 627 Wheel Scraper which also includes an extended warranty and service maintenance every 250 hours up to 5 years or 5,000 hours. The expected delivery timeframe is 12-14 months. The timely purchase of the new scraper is critical to ensuring the landfill operations remain efficient and safe.

Use of the fund balance for this purchase does not jeopardize the fund balance policies and fund balance will remain within the established goals for this division.

Staff recommends approval of the ordinance.

☒ **CFO/Finance**

☒ **Director, Public Works**

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**ASSOCIATED INFORMATION:** Ordinance, Sourcewell Quote

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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Ordinance No. \_\_\_\_\_

**Ordinance modifying the appropriations in the Sanitation Fund budget for the 2022-23 fiscal year to purchase one (1) Landfill Wheel Scraper through the Sourcewell Purchasing Cooperative from Caterpillar Inc. in the amount of \$1,311,700.00, and declaring an emergency**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

WHEREAS, the City is currently operating in the 2022-23 fiscal year; and,

WHEREAS, the Landfill currently has two scraper units and one has failed and can't be repaired and it is required that two such units be utilized for proper landfill operations; and,

WHEREAS, due to this unforeseen emergency, the City of Wichita Falls, FY 2022-23 Budget needs modification; and,

WHEREAS, due to stated emergency purchase of the Landfill Scraper immediate action is required,

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

\$1,311,700.00 of unrestricted fund balance will be used to increase the FY 2022-23 Operating Budget to allow for the purchase via the Sourcewell Purchasing Cooperative from Caterpillar Inc. a landfill wheel scraper and that this ordinance is effective immediately.

PASSED AND APPROVED this the 18th day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk







Quote 277880-03

July 7, 2023

CITY OF WICHITA FALLS  
PO BOX 1431  
WICHITA FALLS  
Texas  
76307-1431

Attention: Adam Perez

Dear Adam Perez, Thank you for this opportunity to quote Caterpillar products for your business needs. We are pleased to quote the following for your purchase consideration.

One (1) New Caterpillar Model: 627 Wheel Scrapers with all standard equipment in addition to the additional specifications listed below:

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Carter Turner  
Machine Sales Representative

## STANDARD EQUIPMENT

**POWERTRAIN -TRACTOR:** -Cat engine brake -Electric start, 24 volt -Air cleaner, dry type with precleaner -Fan, hydraulic -Ground level engine shutdown -Radiator, aluminum unit core, -9 fins per in. -Guard, crankcase -Muffler (Only for Less or Non-Regulated Regions Engine -Arrangement Only) -Starting aid, ether -Braking system: -Primary and Secondary, wet disk, -hydraulic -Parking,hyd. release,spring applied -Throttle Lock -Transmission: -8 speed planetary powershift -ECPC control -APECS software -Programmable top gear selection -Transmission hold -Differential lock -Guard, powertrain -Ground speed limit -Machine speed limit -SCRAPER: -Cat engine brake -Electric start, 24 volt -Fan, driveline -Ground engine shutdown -Muffler (Only for Less or Non-Regulated Regions Engine -Arrangement Only) -Starting aid, ether -Braking system: -Primary and secondary, wet disk, -hydraulic -4 speed (torque converter drive) -Transmission planetary powershift

**ELECTRICAL -TRACTOR:** -Alternator, 150 amp -Batteries (4), 12 Volt, 1000 CCA -maintenance free, high output -Electrical system, 24V -Lighting system: -Headlights,3x3 LED -Turn signals with hazard function, LED -Floodlight,(2) 3x3 cutting edge -and (1) 3x3 bowl, LED -Side vision (2) 3x3 LED -Starting/charging receptacle -SCRAPER: -Alarm, backup -Alternator, 65 ampere -Batteries (4), 12 Volt, 1000 CCA -maintenance free, high output -Lighting system: -Brake lights, LED --Turn signals with hazard function, LED -Starting/charging receptacle -

**OPERATOR ENVIRONMENT -TRACTOR:** -HVAC system, heat, AC, defrost -Thermostat control of HVAC system -Powered Cab Precleaner -Coat hook -Lunch box platform with holding strap -Diagnostic connection (2) -12V power ports (2) -Differential lock (1) -Dome courtesy light -Horn, electric -T-Handle implement control -Mirror, rear view -Radio ready -ROPS/FOPS cab, pressurized -Keypad switches -Rear engine start -Throttle lock -Wipers/washers -Hazard lights -Work Lights on, off -Information mode -on Messenger Display -Safety tab rocker switches: -Regeneration control -(Tier 4 Final/ EU Stage IV only) -Parking Brake -Seat belt, static two-piece -Seat, Cat Advanced Ride Management -Cat comfort series 3, -rotates 30 degrees -Steering wheel, tilt, telescoping, -padded -Windows, right side emergency egress -Windows, sliding -Windows, laminated,zipped in -Windshield wipers, front and rear -windows,includes washers -Door lock -Messenger display - gauges, warnings include: -Coolant temp -Engine oil temp -Hydraulic oil temp -DPF temp -Fuel level -Park brake -Implement lockout -Brake system -Regeneration required -Throttle lock -System voltage -Bail down -Diff lock -Apron float -Transmission hold -Cushion hitch -High beam lights -Action lamp -Engine speed, rpm -Gear selection -Dpf fill levels

**FLUIDS** -Extended life coolant to -37C (-34F) -

**OTHER STANDARD EQUIPMENT** -Steering lock-external -TRACTOR: -Advanced Cushion Hitch -Accumulators (cushion hitch) with -Canadian Registration Number (CRN) -Fast oil change -Rims (2) -Tow pin, front -Vandalism locks -Heater, engine coolant 120V -SCRAPER: -Bowl -24 cubic yard, heaped -Fast Fill -18.4 cubic yard, struck -Fast oil change -Vandalism locks -Guard, overflow -Heater, engine coolant 120V -Hydraulic position sensing cylinders -(bowl lift and apron) -

**MACHINE SPECIFICATIONS**

827 11A WHEEL TRACTOR-SCRAPER	586-9186	\$1,386,729.07
LANE 3 ORDER	0P-9003	\$0.00
COLD START ATTACHMENT	379-6696	\$9,354.29
NON-POWERED ACCESS GP	309-4780	\$0.00
STANDARD CERTIFICATION AR	373-8589	\$0.00
ENGINE,C13/C9.3,US EPA TIER 4F	564-4653	\$0.00
FILMS AR - U.S. (ANSI)	586-9274	\$0.00
TIRES, 33.25R29 MX XTS** E3	210-9234	\$37,770.14
STORAGE PROTECTION	0P-4616	\$0.00
PRODUCT LINK, CELLULAR PLE641	499-5521	\$0.00
LOAD ASSIST, ARR	373-8559	\$9,519.75
SEQUENCE ASSIST CPM	612-4335	\$6,254.58
CAMERA AR-WAVS	374-4812	\$7,578.30
BEACON LIGHT, CAB ROOF	449-0280	\$506.32
DOMESTIC TRUCK,TR/SCR COMBINED	0P-0255	\$0.00
LINCOLN AUTOLUBE		

Caterpillar Inc  
Contract # 032119-CAT

City of Wichita Falls  
Sourcewell Member ID# 160307

Total List: \$1,457,712.00  
Less Sourcewell Discount of 18% off List: (\$262,388.00)  
Subtotal: \$1,195,324.00  
Machine prep, fuel, and Bluetooth radio: \$4,605.00  
Machine Freight: \$1,500.00  
Lincoln Autolube system: \$12,500.00  
5YR / 5000HR Premier Warranty: \$34,400.00  
Less Warren CAT customer loyalty discount: (\$21,129.00)

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SELL PRICE	\$1,227,200.00
EXT WARRANTY	Included
CSA	\$84,500.00
<b>NET BALANCE DUE</b>	<b>\$1,311,700.00</b>

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**WARRANTY**

Standard Warranty: Standard 12 Month Unlimited Hour Full Machine Coverage  
Extended Coverage: 627-60 MO/5000 HR PREMIER (Tier 4)  
CSA 5YR/5000HR CVA (250HR SERVICE INTERVALS)

**F.O.B./TERMS:**  
Wichita Falls

**PAYMENT TERMS****Cash Invoice Terms**

CASH WITH ORDER	QUOTE SELL PRICE
\$0.00	\$1,311,700.00

Accepted by \_\_\_\_\_ on \_\_\_\_\_

Signature

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

---

**ITEM/SUBJECT:** Ordinance modifying the appropriations in the Water/Sewer Fund budget for the 2022-23 fiscal year for the sole-source replacement of a 7,200 gallon, fiberglass, Sodium Hydroxide bulk storage tank and associated attachments at the Microfiltration/Reverse Osmosis Plant within the Cypress Water Treatment Facility, by Fiber Glass Systems, L.P., in the amount of \$89,653.00, and declaring an emergency.

**INITIATING DEPT:** Finance / Public Works

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**STRATEGIC GOAL:** Provide Quality Infrastructure

**STRATEGIC OBJECTIVE:** N/A

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**COMMENTARY:** The Microfiltration/Reverse Osmosis Plant within the Cypress Water Treatment Facility, which treats the brackish water from the Lake Kemp/Diversion system, utilizes multiple chemicals in the treatment process and the cleaning of the MF/RO equipment. One of the more hazardous chemicals in that plant is Sodium Hydroxide, which requires a specialized bulk chemical storage tank that is capable of withstanding high caustic pH's, in excess of 12.

The current Sodium Hydroxide bulk chemical storage tank has developed a leak at its base and presents an extremely dangerous scenario of catastrophic failure that puts the Water Purification employees at risk and would render the MF/RO Plant inoperable while repairs were made. The current bulk chemical storage tank has been in service for 15 years. To ensure a safe working environment for the plant staff and to keep MF/RO Treatment Plant in service, it is recommended that the existing bulk chemical storage tank be replaced with a new storage tank.

Due to the emergency nature of this work, staff recommends utilizing the original provider/manufacture of the bulk chemical storage tank, Fiber Glass Systems, L.P., who has provided the City with a quote in the amount of \$89,653.00 for the tank and associated attachments. Funding for this tank replacement will come from existing fund balance.

Staff recommends award of the bulk chemical storage tank replacement to Fiber Glass Systems, L.P., at a cost of \$89,653.00.

☒ **CFO/Finance**

☒ **Director, Public Works**

---

**ASSOCIATED INFORMATION:** Ordinance, Quote, Sole-Source Letter



☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

---

Ordinance No. \_\_\_\_\_

**Ordinance modifying the appropriations in the Water/Sewer Fund budget for the 2022-23 fiscal year for the sole-source replacement of a 7,200 gallon, fiberglass, Sodium Hydroxide bulk storage tank and associated attachments at the Microfiltration/Reverse Osmosis Plant within the Cypress Water Treatment Facility, by Fiber Glass Systems, L.P., in the amount of \$89,653.00, and declaring an emergency**

WHEREAS, the City is currently operating in the 2022-23 fiscal year; and,

WHEREAS, the current Sodium Hydroxide bulk chemical storage tank has developed a leak at its base and presents an extremely dangerous scenario of catastrophic failure that puts the Water Purification employees at risk and would render the MF/RO Plant inoperable while repairs were made; and,

WHEREAS, due to this unforeseen emergency, the City of Wichita Falls, FY 2022-23 Budget needs modification; and,

WHEREAS, in order to protect the health and safety of the City's residents, it is necessary for the City of Wichita Falls to immediately purchase the tank replacement from Fiber Glass Systems, L.P. as authorized by Texas Local Government Code 252.022(a)(2) and (a)(3).

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

\$89,653.00 of unrestricted fund balance will be used to increase the FY 2022-23 Operating Budget to allow for the purchase of the Sodium Hydroxide Bulk Chemical Storage Tank replacement at the Microfiltration/Reverse Osmosis Plant within the Cypress Water Treatment Facility and that this ordinance is effective immediately.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

# Fiber Glass Systems | NOV

## QUOTATION \_ASTM Designed FRP Tanks

To: <b>Luke Baker</b>	FGS Proposal No: <b>220520 Rev 2</b>
Of: <b>City of Wichita Falls</b>	Date: <b>6/30/2023</b>
<b>Wichita Falls, TX</b>	FCA 2020: <b>Manufacturing Facility, Giddings, TX</b>
	Prices Firm For: <b>30 days</b>
	Submittals: <b>8-10 weeks ARO</b>
Cell: <b>(940) 923-1011</b>	Delivery: <b>Q1/Q2 2024 after approved drawings</b>
Fax:	Customer Ref:
E-mail: <b>Luke.Baker@wichitafallstx.gov</b>	T-M-1-110 <b>5</b>

### FIBER GLASS SYSTEMS L.P. IS ASME RTP-1 ACCREDITED

In accordance with your subject inquiry, Fiber Glass Systems L.P. is pleased to offer our proposal to manufacture Fiberglass Tanks and Accessories. Acknowledged specification has been used as a reference only. Please refer to our scope letter for items to be supplied and exceptions to be taken, as some items in the specifications may not be included in our scope of supply. **Revision 2 reflects an updated price.**

This quote is subject to the "General Terms and Condition of Sale" set forth by Fiber Glass Systems L.P. and submitted with this quote. Limitations of use and detailed warranties are set forth in product literature. Equipment sold for specific environments must not be used for other environments before determining suitability with Fiber Glass Systems L.P.

**Terms:** Net 30. Terms subject to credit approval with approved drawing. In the event Buyer Cancels an order after production has begun, Buyer will be subject to a 75% charge on all made to order (MTO) products and 20% charge on all standard (STD) products. Delivery charges are not subject to a cash discount. Net prices exclude taxes. If applicable, taxes are the responsibility of purchaser.

### All Terms and Conditions are to be Mutually Agreed Upon Prior to Order Acceptance

Products covered on this quotation are limited to Fiberglass Reinforced Plastic (FRP) Tanks and Fittings. All other materials of construction are not part of this quotation unless specifically stated in the scope of supply

This quotation includes only the equipment listed below and does not include any additional items referred to, inferred, or assumed to be included by any specification correspondence or conversation.

Manufacturing Scope and Pricing are based on information and documents provided at time of request for quotation altogether with the utilization of Fiber Glass Systems L.P. standard components. Components are manufactured following standard FRP Industry practices.

The prices and lead times in this quotation are based on current working rates and supplier prices. In the event of any changes we reserve the right to withdraw or amend this quote.

PROJECT/ REFERENCE:	<b>Replacement 50% Sodium Hydroxide - Alkaline FRP Tank</b>
PROJECT LOCATION:	<b>Wichita Falls, TX</b>
SPECIFICATION:	<b>Referenced Belco drawing 02206307 notes</b>
DRAWINGS:	<b>Referenced Belco drawing 02206307</b>

Our Local Representative for your area is:

Steve Manchester	The Manchester Group	<a href="mailto:steve@manchester-group.com">steve@manchester-group.com</a>	(214) 850-9479
Our Representative is there to assist you with any questions you may have as well as any options we might offer.			

### Scope of Supply

T 254 933 9000  
[Belco-mfg.com](mailto:Belco-mfg.com)

Fiber Glass Systems, LP  
2303 Taylor's Valley Road  
Belton, TX 76513

F-S-1-001-0

Page No. 1 of 4

Item	Qty.	Description
1 -	1 Ea	12'-0" I.D. x 8'-6" SSW, Vertical, Domed Top, Flat Bottom, 7,190-Gallon, Single Wall, Insulated, Fiberglass 50% Sodium Hydroxide-Alkaline Storage Tank/s
		TAG/No. TK-1

Each tank includes:

Qty.	Size	Description	Service
3 Ea	3"	Nozzle/s	Fill, Drain, Overflow
1 Ea	6"	Nozzle/s	Outlet
1 Ea	8"	Nozzle/s	Level Sensor
1 Ea	4"	Nozzle/s	Recycle
1 Ea	1"	Nozzle/s	Heat Tracing Temp. Cut-Off Sensor
1 Ea	6"	Gooseneck Assembly	Vent
1 Ea	30"	Manway w/ Cover, 1/8" thk. EPDM Gasket & SS Hardware	Top Access
1 Ea	30"	Manway w/ Cover, 1/8" thk. EPDM Gasket & SS Hardware	Side Access
4 Ea	SS	Lifting Lugs	
4 Ea	SS	Anchor Lugs	
1 Ea	Lot	Non Slip Top Coating	
1 Ea	Lot	2" Polyisocyanurate Insulation w/ 3/16" thick FRP Skin	
1 Ea		Heat Tracing System installed under insulation	
1 Ea	Lot	FRP External Pipe Support clips	
1 Ea	3"	FRP Fill Internal Pipe w/Support clips	
1 Ea	FRP	Encapsulated, Paper Data Name Plate	
1 Ea		12 Month Warranty	

TANK No. TK-1 DESIGN/ MANUFACTURING PARAMETERS							
GENERAL:			FLANGES:				
DIAMETER:	12'-0"	HEIGHT:	8'-6"	TYPE:	Flat Faced (FF)		
6,770 Operating	<< VOLUME CAP. (Gal) >>		7,190 Nominal	CONSTRUCTION:	Hand Lay Up		
ESTIMATED WEIGHT:	3900 LBS			DRILLING:	150# ANSI B 16.5		
SHIPPING DIMENSIONS:	13.25' W x 13.25' H x 11.5' Long approximate						
CHEMICAL SERVICE:	50% Sodium Hydroxide - Alkaline						
SPECIFIC GRAVITY:	1.53						
SEISMIC DESIGN:	Jobsite Ground Motion Acceleration						
WIND LOAD:	120 MPH						
	CORROSION BARRIER	STRUCTURE					
THICKNESS:	100 mil	Meet design criteria					
VEILS:	(1) - Veils	N/A					
LAMINATE:	(2) 1-1/2" oz. Chop Rov.	Filament wound					
RESIN:	Prem. Vinyl Ester	Prem. Vinyl Ester					
CURE SYSTEM:	Co/MEKP	Co/MEKP					
EXT. FINISH:	Gel coat w/UV inhibitor						
COLOR:	TBD						
DESIGN CONDITIONS		OPERATING CONDITIONS					
115°F	<< TEMPERATURE >>	Not disclosed					
Atmospheric	<< PRESSURE >>	Not disclosed					
Atmospheric	<< VACUUM >>	Not disclosed					
Physical properties Based on Standard Laminate Test Data							
Fiber Glass Systems ASME RTP-1 QA/QC Protocol to be used							
TK-1's ENGINEERING / DESIGN STANDARD(S):							
ASME RTP-1 DESIGN:	NO	PE STAMPED:	NO	ASTM-D 3299:	YES	API 12P:	NO
RTP-1 CODE STAMPED:	NO	FEA DESIGN:	N/A	ASTM-D 4097:	YES	API 12P MONOGRAM:	NO

Unit Price Extension Estimated S&H  
 Tank/s No. TK-1 Price: \$ 85,187.00 \$ 85,187.00 \$ 4,466.00

Shipping Terms are FCA 2020\_ Giddings TX\_ Prepaid & Added at cost plus 15%. Pricing does not include taxes.  
 (f) Full Truckload/s Estimated to jobsite



## EXCLUSIONS

### Taxes

RTP-1 Stamp, Documentation or Testing  
Performance or Warranty Bonds  
Instrumentation  
Piping, Pumps or Valves  
Bolts or Gaskets (See Note 6)  
Titanium hardware unless listed on scope  
Ind. Lab Testing  
Field Services

### RTP-1 Visual level I

Offloading at final destination  
Installation  
Spare Parts or tools  
Anchor bolts or Tank Pad Design (See Note 12)  
Anchor Lug Template  
Field-Testing  
Start-up service  
Series #4000 Liquid Gauge Board

**In addition to listed exclusions, the following items are neither required or included herein this quotation:**

*Declaration of Critical Service, Proof Testing, FEA Design, Acoustic Emissions Testing, Sloped Bottom, Mixer, Mixer Bridge, Ladders, Safety cages, Perimeter handrail, Platforms, Saf-T-Climb or fall arrest devices.*

The following NOTES are a very important part of this document.  
PLEASE READ COMPLETELY

## Technical Details & Clarifications

- (1) Fiber Glass Systems L.P. will supply full submittals, fabrication drawings and design calculations.
- (2) **Wind design is per 2010 version of the ASCE-7 unless otherwise stated**
- (3) **Seismic Design is based on Ground Motion Acceleration per ASCE-7 / IBC using project site's Zip code or Global Coordinates**
- (4) All domed and dished heads will be ASME F&D.
- (5) Insulation, if applicable, includes 2" Polyisocyanurate foam, factory installed, with exterior fiberglass skin.
- (6) Unless stated differently in scope of supply, and If applicable, nuts, bolts & gaskets are included only with Manway access ports and/or blind flanges. All gaskets are EPDM. Hardware is SS
- (7) Exterior Gel Coat is colored gray, white or tan. Gel coat contains UV stabilizer. If alternate color is required, submit color chip and request quotation.
- (8) Inspector shall be Fiber Glass Systems L.P.'s Quality Control Principal.
- (9) All tanks shall be hydro-tested prior to shipping.
- (10) Tanks must be vented.
- (11) Flat bottom, vertical tanks must be fully supported. **All tanks shall sit on tank pads with a minimum concrete compressive strength of 4000 psi.**
- (12) Hold Down Lugs are included. Fiber Glass Systems will not be responsible for tank anchor bolts to tank pad or anchorage connection design analysis.
- (13) Estimated shipping & handling fee is based on today's fuel cost. Freight is subject to change due to prevailing fuel surcharges at the time of shipment; and/or changes to the number of required loads resulting from customers' delivery schedule.
- (14) Delivery schedules are based upon current backlogs and subject to prior commitments. Please verify schedule at time of order placement.
- (15) As part of our design package, Fiber Glass Systems L.P. will:
  1. Determine the number of discrete anchorage points required per vessel.
  2. Tensile and shear load per anchor point will be supplied to the Contractor's Civil Engineer to aid in the design of supporting concrete pads.
- (16) As it is outside the scope of the FRP Tank manufacturer, Fiber Glass Systems L.P. will not engage in the manufacture or design of supports, hangers and/or anchors including, but not limited to:
  1. Concrete pads or reinforcing steel for concrete supports pads.
  2. "J" or "L" cast-in-place anchor bolts and/or any additional structural component of the concrete support pad others than those listed above.



**Attachments:**

*Fiber Glass Systems LP Standard Terms and Conditions*

*We trust we have interpreted your requirements correctly; and look forward to being of further service to you in the future.*

*Best regards,*

*Ashley Burnley*

(254) 933-9000 Ext 1129

[Ashley.Burnley@nov.com](mailto:Ashley.Burnley@nov.com)

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

---

**ITEM/SUBJECT:** Ordinance repealing Chapter 78, Article IV. – Curfew for Minors in compliance with House Bill 1819 and declaring an effective date.

**INITIATING DEPT:** Legal

---

**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** Practice Effective Governance

---

**COMMENTARY:** The Texas Legislature has passed House Bill 1819, prohibiting a political subdivision from adopting or enforcing an order, ordinance, or other measures that impose a curfew to regulate the movements or actions of persons younger than 18 years of age, except for emergency management purposes.

As such, the City is preempted from adopting or enforcing a curfew for minors and the attached ordinance will repeal the City's related law on the matter effective September 1, 2023.

☒ **City Attorney**

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**ASSOCIATED INFORMATION:** Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

---

Ordinance No. \_\_\_\_\_

**Ordinance repealing Chapter 78, Article IV. – Curfew for Minors in compliance with House Bill 1819 and declaring an effective date**

WHEREAS, the Texas Legislature has passed House Bill 1819, which is effective on September 1, 2023; and,

WHEREAS, House Bill 1819 prohibits a political subdivision from adopting or enforcing an order, ordinance, or other measures that impose a curfew to regulate the movements or actions of persons younger than 18 years of age; and,

WHEREAS, Chapter 78, Article IV should be repealed to comply with House Bill 1819.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

Section 1. Chapter 78, Article IV. – Curfew for Minors is hereby repealed, and Chapter 78, Article IV shall be “reserved” for future use.

Section 2. This Ordinance shall become effective on September 1, 2023.

PASSED AND APPROVED this the 18th day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

---

**ITEM/SUBJECT:** A Resolution of the City of Wichita Falls, Texas, finding that Oncor Electric Delivery Company LLC's Application to Amend its Distribution Cost Recovery Factor and Update Generation Riders to Increase Distribution Rates within the City should be denied; Authorizing participation with the Steering Committee of Cities Served by Oncor; Authorizing hiring of legal counsel; Finding that the City's reasonable rate case expenses shall be reimbursed by the Company; Finding that the meeting at which this Resolution is passed is open to the public as required by law; Requiring notice of this Resolution to the Company and legal counsel.

**INITIATING DEPT:** Legal

---

**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** Practice effective governance

---

**COMMENTARY:** On June 30, 2023, Oncor Electric Delivery Company, LLC ("Oncor" or "Company") filed an Application to Amend its Distribution Cost Recovery Factor ("DCRF") and Update its Mobile Generation Riders to increase distribution rates within each of the cities in its service area. In the filing, the Company asserts it is seeking an increase in distribution revenues of approximately \$152.78 million. The Company is also seeking to update its Rider Mobile Generation and Rider Wholesale Mobile Generation to recover revenue related to mobile generation unit leasing and operation. The Rider would recover approximately \$1.07 million.

The Resolution authorizes the City to join with the Steering Committee of Cities Served by Oncor ("OCSC") to evaluate the filing, determine whether the filing complies with law, and if lawful, to determine what further strategy, including settlement, to pursue.

The purpose of the Resolution is to deny the DCRF application proposed by Oncor.

☒ **City Attorney**

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**ASSOCIATED INFORMATION:** Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

---

Resolution No. \_\_\_\_\_

**A Resolution of the City of Wichita Falls, Texas, finding that Oncor Electric Delivery Company LLC's Application to Amend its Distribution Cost Recovery Factor and Update Generation Riders to Increase Distribution Rates within the City should be denied; Authorizing participation with the Steering Committee of Cities Served by Oncor; Authorizing hiring of legal counsel; Finding that the City's reasonable rate case expenses shall be reimbursed by the Company; Finding that the meeting at which this Resolution is passed is open to the public as required by law; Requiring notice of this Resolution to the Company and legal counsel**

WHEREAS, the City of Wichita Falls, Texas ("City") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company") and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the City is a member of the Steering Committee of Cities Served by Oncor ("OCSC"), a membership of similarly situated cities served by Oncor that have joined together to efficiently and cost-effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about June 29, 2023, Oncor filed with the City an Application to Amend its Distribution Cost Recovery Factor and Update Mobile Generation Riders, PUC Docket No. 55190, seeking to increase electric distribution rates by approximately \$152.78 million and update Oncor's Rider Mobile Generation and Rider Wholesale Mobile Generation to recover \$1.07 million related to mobile generation facilities; and

WHEREAS, all electric utility customers residing in the City will be impacted by this rate-making proceeding if it is granted; and

WHEREAS, OCSC is coordinating its review of Oncor's DCRF filing with designated attorneys and consultants to resolve issues in the Company's application; and

WHEREAS, OCSC members and attorneys recommend that members deny the DCRF.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS:

Section 1. That the City is authorized to participate with Cities in PUC Docket No. 55190.

Section 2. That subject to the right to terminate employment at any time, the City hereby authorizes the hiring of the law firm of Lloyd Gosselink and consultants to negotiate with the Company, make recommendations to the City regarding reasonable



rates, and to direct any necessary administrative proceedings or court litigation associated with an appeal of this application filed with the PUC.

Section 3. That the rates proposed by Oncor to be recovered through its DCRF charged to customers located within the City limits, are hereby found to be unreasonable and shall be denied.

Section 4. That the Company shall continue to charge its existing rates to customers within the City.

Section 5. That the City's reasonable rate case expenses shall be reimbursed in full by Oncor within 30 days of presentation of an invoice to Oncor.

Section 6. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law, and the public notice of the time, place, and purpose of said meeting was given as required.

Section 7. That a copy of this Resolution shall be sent to J. Michael Sherburne, Vice President – Regulatory, Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202; to Tab R. Urbantke, Hunton Andrews Kurth LLP, 1445 Ross Avenue, Suite 3700, Dallas, Texas 75202; and to Thomas L. Brocato, General Counsel to OCSC, at Lloyd Gosselink Rochelle & Townsend, 816 Congress Ave., Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

---

M A Y O R

ATTEST:

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City Clerk

APPROVED AS TO FORM:

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City Attorney

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

---

**ITEM/SUBJECT:** Resolution authorizing the replacement of the Transfer Station Exhaust Fans through the TIPS Purchasing Cooperative from Trinity Air Conditioning in the amount of \$51,362.00.

**INITIATING DEPT:** Public Works

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**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** N/A

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**COMMENTARY:** The Transfer Station facility has eight exhaust fans that must be replaced and properly mounted. The current exhaust fans are no longer functioning and have become a safety concern due to deterioration in the mounting brackets. The exhaust fans are necessary to control the dust and fumes in the building during operation.

*Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements. This chapter does not apply to expenditure for. . . (12) personal property sold under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391.*

The Transfer Station has budgeted for the replacement of the exhaust fans in the amount of \$45,000. Funds from other maintenance projects will be used to fund the increase in cost. Therefore, staff recommends the replacement of the Transfer Station exhaust fans through the TIPS Purchasing Cooperative from Trinity Air Conditioning in the amount of \$51,362.00.

☒ **Director of Public Works**

---

**ASSOCIATED INFORMATION:** Resolution, Quote

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

---

**Resolution No. \_\_\_\_\_**

**Resolution authorizing the replacement of the Transfer Station Exhaust Fans through the TIPS Purchasing Cooperative from Trinity Air Conditioning in the amount of \$51,362.00**

WHEREAS, Texas Local Government Local Government Code §252.022 exempts items purchased through interlocal cooperative purchasing contracts from the State's competitive bidding requirements; and

WHEREAS, the City Council of the City of Wichita Falls has passed a resolution approving the participation in such cooperative agreements; and

WHEREAS, the City Council finds that Trinity Air Conditioning is capable of replacing the Transfer Station exhaust fans through the TIPS Purchasing Cooperatives, and it is in the best interest to replace the equipment in accordance with the Cooperative Purchasing Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

City Staff is authorized to execute all documents necessary to replace eight exhaust fans through the TIPS Purchasing Cooperatives in the amount of \$51,362.00.

PASSED AND APPROVED this the 18th day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk



TACLA008546E

P.O. BOX 2461  
1515 ARCHER CITY HWY.  
WICHITA FALLS, TEXAS 76302



(940) 761-1808  
(940) 538-5103  
FAX (940) 766-1241

City of Wichita Falls  
3200 Lawrence Road  
Wichita Falls Texas

January 19, 2023

Attn: Brandy

TIPS #211001

Transfer Station

We propose to remove 8 roof mounted exhaust fans

And install 8 new Acme upblast exhaust fans

Price includes all labor, materials, crane, lifts and

Electrical work

\$51,362.00

Trinity Air Conditioning

Lynn Robinson



ONE LESS THING TO WORRY ABOUT.™

Regulated by the Texas Department of Licensing and Registration • P.O. Box 12187 • Austin, TX 78711 • 800-629-6922

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

---

**ITEM/SUBJECT:** Resolution authorizing the City Manager to Approve Change Order No. 1 and Final for the 2021 Taft Blvd Street Improvement Project for a deduct in the amount of \$371,747.26.

**INITIATING DEPT:** Public Works

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**STRATEGIC GOAL:** Provide Quality Infrastructure

**STRATEGIC OBJECTIVES:** Complete Signature Public Improvements Projects

---

**COMMENTARY:** On May 4, 2021, Council awarded the 2021 Taft Blvd Street Improvement Project to Scales Construction Co., Inc. of Wichita Falls, TX in the amount of \$5,566,124.00. This project involved the widening of Taft Blvd. from Kemp Blvd. to near Southwest Pkwy and associated work. The contractor has completed the required work and final quantities were calculated to determine a deduct in the final contract amount by \$371,747.26. This Change Order will balance final installed quantities and allow staff to close out the project. These remaining funds are part of the 2018 Street Bond fund and will remain in this account to be utilized in the 2024 Annual Street Rehab Projects.

Staff recommends approval of Change Order No. 1 and Final for a deduct in the amount of \$371,747.26 for the final completed quantities on the project.

☒ **Director, Public Works**

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**ASSOCIATED INFORMATION:** Resolution, Change Order No. 1 and Final

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

---



**Resolution No. \_\_\_\_\_**

**Resolution authorizing the City Manager to Approve Change Order No. 1 and Final for the 2021 Taft Blvd Street Improvement Project for a deduct in the amount of \$371,747.26**

WHEREAS, the City of Wichita Falls entered a unit price contract with Scales Construction Co., Inc. with the estimated total cost of \$5,566,124.00; and

WHEREAS, Change Order No. 1 and Final will decrease the contract by \$371,747.26 for a revised cost of \$5,194,376.74;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The City Manager is authorized to execute Change Order No. 1 and Final for the 2021 Taft Blvd Street Improvement Project for a deduct in the amount of \$371,747.26.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

<b>CITY OF WICHITA FALLS, TEXAS</b> <b>CONTRACT CHANGE ORDER FORM</b>		<b>CHANGE ORDER NO.:</b> <b>DATE:</b> <b>AMOUNT OF CHANGE:</b>		<b>1 &amp; FINAL</b> <b>6/12/2023</b> <b>\$ (371,747.26)</b>
<b>PROJECT/CONTRACT:</b> 2021 Taft Blvd Street Improvement Project, CWF19-100-11				
TO: Scales Construction Co., this Change Order, after approval by the Owner, will be your (Contractor) authority to make the following changes in the work under your contract:				
Description of Changes	Decrease in Contract	Increase in Contract	Total Change in Contract	
This change order will modify plan quantities to final in-place quantities.				
Item 5, Remove & Dispose of Pavements	\$ 420.45	\$ -	\$ (420.45)	
Decreased 28.03 SY at \$15.00 per SY for a final total of 13139.97 SY				
Item 6, Remove & Replace Street Signs	\$ 12,000.00	\$ -	\$ (12,000.00)	
Decreased 15 EA at \$800.00 per EA for a final total of 13 EA				
Item 7, Remove & Dispose of Pipe Bollards	\$ 35.00	\$ -	\$ (35.00)	
Decreased 1 EA at \$35.00 per EA for a final total of 9 EA.				
Item 11, Remove Mailboxes & Replace with Standard USPS Mailboxes	\$ 800.00	\$ -	\$ (800.00)	
Decreased 1 EA at \$800.00 per EA for a final total of 7 EA.				
Item 12, Remove & Dispose of Concrete Curb & Gutter	\$ -	\$ 465.00	\$ 465.00	
Increased 155 LF at \$3.00 per LF for a final total of 905 LF.				
Item 13, Remove & Dispose of Concrete Curb & Gutter Along Drainageway	\$ -	\$ 1,035.00	\$ 1,035.00	
Increased 69 LF at \$15.00 per LF for a final total of 104 LF.				
Item 14, Remove & Dispose of Concrete Sidewalks	\$ -	\$ 1,849.50	\$ 1,849.50	
Increased 123.30 SY at \$15.00 per SY for a final total of 316.30 SY.				
Item 15, Remove & Dispose of Concrete Driveways	\$ -	\$ 4,746.60	\$ 4,746.60	
Increased 316.44 SY at \$15.00 per SY for a final total of 2337.44 SY.				
Item 16, Remove & Dispose of Concrete Rip Rap	\$ -	\$ 829.60	\$ 829.60	
Increased 48.80 SY at \$17.00 per SY for a final total of 155.80 SY.				
Item 17, Remove and Dispose of Existing Concrete Drainage Flume	\$ 51.00	\$ -	\$ (51.00)	
Decreased 3 SY at \$17.00 per SY for a final total of 0 SY.				
Item 19, Remove & Dispose of 12" Reinforced Concrete Storm Pipe	\$ 525.00	\$ -	\$ (525.00)	
Decreased 25 LF at \$21.00 per LF for a final total of 75 LF.				
Item 20, Remove & Dispose of 15" Reinforced Concrete Storm Pipe	\$ -	\$ 3,719.10	\$ 3,719.10	
Increased 161.70 LF at \$23.00 per LF for a final total of 208.70 LF.				
Item 22, Remove & Dispose of 30" Reinforced Concrete Storm Pipe	\$ 344.00	\$ -	\$ (344.00)	
Decreased 8 LF at \$43.00 per LF for a final total of 114 LF.				
Item 26, Remove & Dispose of 24" Corrugated Metal Storm Pipe	\$ -	\$ 368.00	\$ 368.00	
Increased 16 LF at \$23.00 per LF for a final total of 81 LF.				

Item 28, Remove & Dispose of 6" PVC Drainage Pipe	\$ 21.00	\$ -	\$ (21.00)
Decreased 1 LF at \$21.00 per LF for a final total of 4 LF.			
Item 30, Remove & Dispose of 15" HDPE Drainage Pipe	\$ 26.00	\$ -	\$ (26.00)
Decreased 1 LF at \$26.00 per LF for a final total of 4 LF.			
Item 31, Remove & Dispose of 3' X 1' Reinforced Concrete Box Culvert	\$ -	\$ 632.04	\$ 632.04
Increased 13.74 LF at \$46.00 per LF for a final total of 73.74 LF.			
Item 35, Remove & Dispose of Metal Beam Guardrail	\$ 3,750.00	\$ -	\$ (3,750.00)
Decreased 250 LF at \$15.00 per LF for a final total of 500 LF			
Item 36, Remove Existing 6" Water Line	\$ 6,474.00	\$ -	\$ (6,474.00)
Decreased 166 LF at \$39.00 per LF for a final total of 16 LF.			
Item 37, Remove Existing 2" Water Line	\$ 8,510.00	\$ -	\$ (8,510.00)
Decreased 230 LF at \$37.00 per LF for a final total of 0 LF.			
Item 46, Installation of 6" Pressure Class 150 C-900 PVC DR 18 Water Pipe	\$ 8,600.00	\$ -	\$ (8,600.00)
Decreased 172 LF at \$50.00 per LF for a final total of 801 LF.			
Item 47, Installation of 8" Pressure Class 150 C-900 PVC DR 18 Water Pipe	\$ 248.08	\$ -	\$ (248.08)
Decreased 4.43 LF at \$56.00 per LF for a final total of 1171.57 LF.			
Item 49, Installation of 6" Gate Valve & Box	\$ 2,100.00	\$ -	\$ (2,100.00)
Decreased 2 EA at \$1050.00 per EA for a final total of 4 EA.			
Item 50, Installation of 8" Gate Valve & Box	\$ 2,800.00	\$ -	\$ (2,800.00)
Decreased 2 EA at \$1400.00 per EA for a final total of 4 EA.			
Item 51, Relocate Water Meters	\$ 7,200.00	\$ -	\$ (7,200.00)
Decreased 9 EA at \$800 per EA for a final total of 6 EA.			
Item 52, Relocate Water Valves & Boxes	\$ 300.00	\$ -	\$ (300.00)
Decreased 1 EA at \$300 per EA for a final total of 8 EA.			
Item 54, Adjust Sanitary Sewer Cleanout Height	\$ 700.00	\$ -	\$ (700.00)
Decreased 1 EA at \$700.00 per EA for a final total of 0 EA.			
Item 56, Adjust Sanitary Sewer Manhole Height	\$ 3,780.00	\$ -	\$ (3,780.00)
Decreased 12 EA at \$315.00 per EA for a final total of 11 EA.			
Item 58, 5' X 2' Precast Reinforced Concrete Box Culvert	\$ 11,550.00	\$ -	\$ (11,550.00)
Decreased 22 LF at \$525.00 per LF for a final total of 82 LF.			
Item 68, 18" Reinforced Concrete Pipe Class III	\$ 21,483.00	\$ -	\$ (21,483.00)
Decreased 93 LF at \$231.00 per LF for a final total of 1059 LF.			
Item 71, 24" Reinforced Concrete Pipe Class III	\$ -	\$ 20,411.34	\$ 20,411.34
Increased 93.63 LF at \$218.00 per LF for a final total of 424.63 LF.			
Item 72, Remove & Replace Street Signs	\$ 622.00	\$ -	\$ (622.00)
Decreased 2 LF at \$311.00 per LF for a final total of 40 LF			
Item 74, Concrete Safety End Treatments with Wingwalls for 42" Reinforced Concrete Pipe Class III	\$ -	\$ 29,100.00	\$ 29,100.00
Increased 3 EA at \$9,700.00 per EA for a final total of 4 EA.			
Item 82, 6" Monolithic Curb & Gutter	\$ 78,058.00	\$ -	\$ (78,058.00)
Decreased 2518 LF at \$31.00 per LF for a final total of 9868 LF.			

Item 83, 8" Thick Lime Stabilized Subgrade	\$ 84,159.00	\$ -	\$ (84,159.00)
Decreased 3117 SY at \$27.00 per SY for a final total of 22949 SY.			
Item 84, 8" Concrete Pavement	\$ 223,618.71	\$ -	\$ (223,618.71)
Decreased 3063.27 SY at \$73.00 per SY for a final total of 21196.73 SY.			
Item 85, 6" Concrete Commercial Drive Approaches	\$ 52.80	\$ -	\$ (52.80)
Decreased 0.8 SY at \$66.00 per SY for a final total of 147.20 SY.			
Item 86, 6" Concrete Alley Drive Approaches	\$ 5,742.00	\$ -	\$ (5,742.00)
Decreased 87 SY at \$66.00 per SY for a final total of 229.00 SY.			
Item 87, 6" Concrete Residential Drive Approaches	\$ -	\$ 8,842.60	\$ 8,842.60
Increased 136.04 SY at \$65.00 per SY for a final total of 1248.04 EA.			
Item 88, 4" Thick by 6' Wide Concrete Sidewalk	\$ 19,159.25	\$ -	\$ (19,159.25)
Decreased 348.35 SY at \$55.00 per SY for a final total of 3056.65 SY.			
Item 89, New Concrete Retaining Wall Less Than 4'-0"	\$ 12,975.00	\$ -	\$ (12,975.00)
Decreased 25 LF at \$519.00 per LF for a final total of 0 LF.			
Item 90, New Concrete Retaining Wall 4'-0" Tall or Greater	\$ 17,920.00	\$ -	\$ (17,920.00)
Decreased 35 LF at \$512.00 per LF for a final total of 0 LF.			
Item 91, 10' Concrete Channel	\$ -	\$ 2,249.00	\$ 2,249.00
Increased 17.30 SY at \$130.00 per SY for a final total of 518.30 SY.			
Item 92, Construct 6" Tall Curb Along Offsite Drainage Channel	\$ -	\$ 18,328.75	\$ 18,328.75
Increased 591.25 LF at \$31.00 per LF for a final total of 781.25 LF.			
Item 93, Construct Curb - Transition Height from 6" to 2'-0" Offsite Drainage Channel	\$ -	\$ 10,560.00	\$ 10,560.00
Increased 120 LF at \$88.00 per LF for a final total of 220 LF.			
Item 94, Transition Height From 2'-0" Curb to 3'-0" Wall Offsite Drainage Channel	\$ -	\$ 2,205.00	\$ 2,205.00
Increased 15 LF at \$147.00 per LF for a final total of 65 LF.			
Item 95, Construct 3'-0" Tall Wall Along Offsite Drainage Channel	\$ -	\$ 2,761.86	\$ 2,761.86
Increased 11.46 LF at \$241.00 per LF for a final total of 36.46 LF.			
Item 96, Transition Height From 3'-0" to 5'-0" Wall Offsite Drainage Channel	\$ -	\$ 3,214.53	\$ 3,214.53
Increased 17.19 LF at \$187.00 per LF for a final total of 67.19 LF.			
Item 97, Construct 5'-0" Tall Wall Along Offsite Drainage Channel	\$ -	\$ 3,323.40	\$ 3,323.40
Increased 19.10 LF at \$174.00 per LF for a final total of 119.10 LF.			
Item 98, Construct 18" Tall Curb Along Offsite Drainage Channel	\$ -	\$ 7,320.00	\$ 7,320.00
Increased 122 LF at \$60.00. per LF for a final total of 322 LF.			
Item 99, Curb-Transition Height from 6" to 18" Offsite Drainage Channel	\$ -	\$ 1,905.00	\$ 1,905.00
Increased 15 LF at \$127.00 per LF for a final total of 55 LF.			
Item 100, Transition Height from 5'-0" Wall to Tie-In to Concrete Pilot Channel	\$ -	\$ 6,144.71	\$ 6,144.71
Increased 42.97 LF at \$143.00 per LF for a final total of 95.97 LF.			
Item 101, Transition Height from Concrete Pilot Channel to 18" Tall Curb	\$ -	\$ 17,044.50	\$ 17,044.50
Increased 227.26 LF at \$75.00 per LF for a final total of 300.26 LF.			
Item 103, Type A Sidewalk Handicap Ramp	\$ -	\$ 3,000.00	\$ 3,000.00
Increased 3 EA at \$1000.00 per EA for a final total of 24 EA.			

Item 106, Furnish & Install 9" - 12" Nominal Rock Rip Rap	\$ -	\$ 13,621.50	\$ 13,621.50
Increased 100.91 SY at \$135 per SY for a final total of 236.90 SY.			
Item 107, Furnish & Install Pedestrian Rail	\$ -	\$ 6,000.00	\$ 6,000.00
Increased 30 LF at \$200 per LF for a final total of 45 LF.			
Item 120, White Crosswalk Striping Blocks	\$ 400.00	\$ -	\$ (400.00)
Decreased 1 EA at \$400.00 per EA for a final total of 12 EA.			
Item 121, Remove & Replace Existing Mailbox	\$ 7,000.00	\$ -	\$ (7,000.00)
Decreased 7 EA at \$1000.00 per EA for a final total of 0 EA.			
<b>TOTAL</b>	<b>\$ 541,424.29</b>	<b>\$ 169,677.03</b>	<b>\$ (371,747.26)</b>
<b>AMOUNT OF ORIGINAL CONTRACT:</b>			<b>\$ 5,566,124.00</b>
<b>TOTAL AMOUNT OF THIS CHANGE ORDER:</b>			<b>\$ (371,747.26)</b>
<b>TOTAL AMOUNT OF PREVIOUS CHANGE ORDERS:</b>			<b>\$ -</b>
<b>CONTRACT AMOUNT TO DATE:</b>			<b>\$ 5,194,376.74</b>
<p>The completion time under your contract will be extended by zero (0) days because of this change order making the revised completion date March 12, 2023.</p> <p>Recommended By Project Engineer</p> <p>By: <u>[Signature]</u></p> <p>Title: <u>Project Engineer</u></p> <p>Date: <u>6/26/23</u></p>			
<p>Accepted By Contractor</p> <p>By: <u>[Signature]</u></p> <p>Title: <u>President</u></p> <p>Date: <u>6/27/2023</u></p>	<p>Recommended By Arch/Eng: (if applicable)</p> <p>By: <u>[Signature]</u></p> <p>Title: <u>City Engineer</u></p> <p>Date: <u>6-30-23</u></p>	<p>Approved By Owner:</p> <p>By: _____</p> <p>Title: <u>City Manager</u></p> <p>Date: _____</p>	



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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Resolution authorizing the City Manager to award bid and contract for the 2023 Duncan Channel & Slide Gate Repair to Earth Builders, L.P. in the amount of \$1,264,115.00.

**INITIATING DEPT:** Public Works

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**STRATEGIC GOAL:** Provide Quality Infrastructure

**STRATEGIC OBJECTIVE:** Complete Signature Public Improvements Projects

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**COMMENTARY:** On June 20, 2023, bids were opened for the 2023 Duncan Channel & Slide Gate Repair. The purpose of the project is to replace the existing broken slide gates at Duncan Channel, which are part of the City's Eastside Flood Response Operations. The Duncan Channel itself is also in need of extensive repair, having cracked and heaving walls and floors, and spalling concrete the entire length of the channel. This project will be the second of several phases to gradually replace the entire channel. This project is generally described as the construction of concrete channel floors and channel walls, the removal and replacement of the existing drainage structures, and slide gates.

The bids received for this project are as follows:

<u>COMPANY</u>	<u>AMOUNT</u>
Earth Builders, LP – Decatur, TX	\$1,264,115.00
Scales Construction Company – Wichita Falls, TX	\$1,487,126.00

Construction of this project should require approximately 180 consecutive days to complete and the Stormwater Fund has adequate funding for the project. The project budgeted was \$1,000,000. Savings from the Quail Creek Drainage project budget and funds for the 2023 various drainage maintenance project budget will be used to fully fund the project.

Earth Builders, L.P. has performed this work for the City in the past and therefore, staff recommends award of the contract to Earth Builders, L.P. in the amount of \$1,264,115.00 based on unit price quantities.

☒ **Director, Public Works**

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**ASSOCIATED INFORMATION:** Resolution, Bid Tab, Location Map

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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Resolution No. \_\_\_\_\_

**Resolution authorizing the City Manager to award bid and contract for the 2023 Duncan Channel & Slide Gate Repair to Earth Builders, L.P. in the amount of \$1,264,115.00**

WHEREAS, the City of Wichita Falls has advertised for bids for the 2023 Duncan Channel & Slide Gate Repair; and,

WHEREAS, it is found that the lowest responsible bidder is Earth Builders, L.P. who made a unit price bid with an estimated total of \$1,264,115.00.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The unit price bid for the 2023 Duncan Channel & Slide Gate Repair is awarded to Earth Builders, L.P., in an estimated total amount of \$1,264,115.00, and the City Manager is authorized to execute a contract for the City with said Contractor for the construction of such project.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

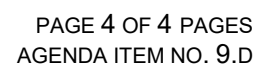
**2023 Duncan Channel & Slide Gate Repair**

**CWF23-552-08**

**Bid Date: June 20, 2023**

BASE BID				Earth Builders, LP Decatur, TX		Scales Construction Company Wichita Falls, TX	
Pay Item	Description	Unit	Project Totals	Unit Price	Total	Unit Price	Total
107-TS	Trench Safety System	LF	185	\$ 20.00	\$ 3,700.00	\$ 400.00	\$ 74,000.00
200.1	Mobilization	LS	1	\$ 62,500.00	\$ 62,500.00	\$ 70,000.00	\$ 70,000.00
202	Temporary Erosion Control	LS	1	\$ 20,000.00	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00
202.15	Erosion Control Blanket	SY	1000	\$ 3.00	\$ 3,000.00	\$ 6.00	\$ 6,000.00
203.1	Site Preparation	LS	1	\$ 250,000.00	\$ 250,000.00	\$ 355,000.00	\$ 355,000.00
203.7	Remove Existing Concrete Box Culvert and RCP Pipe	LF	70	\$ 600.00	\$ 42,000.00	\$ 1,000.00	\$ 70,000.00
204.6	Hydromulch, Seeding, & Watering	SY	1330	\$ 2.00	\$ 2,660.00	\$ 4.00	\$ 5,320.00
301.5	6" Flex Base	SY	345	\$ 25.00	\$ 8,625.00	\$ 30.00	\$ 10,350.00
303-CF	8" Reinforced Concrete Channel Floor	SY	137	\$ 230.00	\$ 31,510.00	\$ 285.00	\$ 39,045.00
303-PS	12" Reinforced Concrete Pedestal Slab	SY	15	\$ 400.00	\$ 6,000.00	\$ 1,803.00	\$ 27,045.00
303-RR	6" Reinforced Concrete Riprap	SY	82	\$ 175.00	\$ 14,350.00	\$ 328.00	\$ 26,896.00
303-W	6" Reinforced Concrete Channel Walls	SY	735	\$ 230.00	\$ 169,050.00	\$ 248.00	\$ 182,280.00
702-RCBC	Reinforced Concrete Box Culvert	LF	69	\$ 2,750.00	\$ 189,750.00	\$ 2,300.00	\$ 158,700.00
702.5-FW	Concrete Wingwall (HW=9FT)	EA	1	\$ 60,000.00	\$ 60,000.00	\$ 42,800.00	\$ 42,800.00
702.5-SW	Concrete Wingwall (HW=16FT)	EA	1	\$ 100,000.00	\$ 100,000.00	\$ 76,100.00	\$ 76,100.00
703	Stainless Steel Slide Gate	LS	1	\$ 150,000.00	\$ 150,000.00	\$ 129,000.00	\$ 129,000.00
801.4-4	4' Chain Link Fence and Gate	LF	125	\$ 50.00	\$ 6,250.00	\$ 85.00	\$ 10,625.00
801.4-6	6' Chain Link Fence and Gate	LF	115	\$ 60.00	\$ 6,900.00	\$ 135.00	\$ 15,525.00
801.4-6B	6' Chain Link Fence and Gate (Barb Top)	LF	48	\$ 80.00	\$ 3,840.00	\$ 155.00	\$ 7,440.00
802.2	Concrete Retaining Wall	CY	72	\$ 1,600.00	\$ 115,200.00	\$ 1,900.00	\$ 136,800.00
803.3	36" Rock Riprap	SY	18	\$ 210.00	\$ 3,780.00	\$ 400.00	\$ 7,200.00
805-ESP	Electrical Service and Pole	LS	1	\$ 15,000.00	\$ 15,000.00	\$ 22,000.00	\$ 22,000.00
<b>Engineer's Estimate: \$998,000.00</b>				<b>Total</b>	<b>\$ 1,264,115.00</b>	<b>Total</b>	<b>\$ 1,487,126.00</b>

**CWF23-552-08**



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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Resolution authorizing the City Manager to execute a professional services agreement with Black & Veatch Corporation for the Improvements to the Cypress 61 Plant Pipe Gallery, Filter Surface Wash System and Basin Trough Replacement, in the amount of \$180,000.00.

**INITIATING DEPT:** Public Works

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**STRATEGIC GOAL:** Provide Quality Infrastructure

**STRATEGIC OBJECTIVE:** N/A

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**COMMENTARY:** The Cypress 61 Plant is an integral plant in the treatment of the City's drinking water. It is one of only 2 plants that can treat the highest amount of water per day (16 million gallons) and is one of only 2 plants that can blend the Reverse Osmosis water before it is discharged to the public. Several components of this treatment plant are in need of replacement due to normal wear and tear over decades of service. Those components include, discharge piping in the pipe gallery, filter surface wash systems and the collection troughs in the 2 basins. The pipe and surface wash systems have been in service for over 40 years and are no longer repairable, requiring replacement. The collection troughs are exposed to the water/atmosphere interface and are subject to extensive corrosion.

In order to ensure the resiliency of the City's water treatment capabilities, staff recommends approval of this agreement. Funding for this project has been previously dedicated from available fund balance and is sufficient for this project.

☒ **Director, Public Works**

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**ASSOCIATED INFORMATION:** Resolution, Agreement

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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Resolution No. \_\_\_\_\_

**Resolution authorizing the City Manager to execute a professional services agreement with Black & Veatch Corporation for the Improvements to the Cypress 61 Plant Pipe Gallery, Filter Surface Wash System and Basin Trough Replacement, in the amount of \$180,000.00**

WHEREAS, the City of Wichita Falls has multiple water treatment plants that add resiliency to the water treatment system; and

WHEREAS, the 61 Plant pipes in the pipe gallery, the filter surface wash systems and the troughs are in need of replacement in order to continue the operation of the 61 Plant to treat drinking water; and

WHEREAS, the City of Wichita Falls has received an estimate from Black & Veatch Corporation for consulting services to design, bid and provide construction oversight to replace the piping, surface wash systems and troughs,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The City Manager is authorized to execute all documents, in a form approved by the City Attorney, necessary for the design, bidding, and construction overview for the replacement of piping, surface wash systems and troughs in the 61 Plant at the Cypress Water Treatment Facility, from Black & Veatch Corporation, in the amount of \$180,000.00

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Resolution authorizing the City Manager to execute a Consulting Services Agreement with Garver, LLC for the purpose of developing a Master Plan Update for Wichita Falls Regional Airport in an amount of \$748,426.00.

**INITIATING DEPT:** Aviation, Traffic, & Transportation

**STRATEGIC GOAL:** Efficiently Deliver City Service; Accelerate Economic Growth; Provide Quality Infrastructure

**STRATEGIC OBJECTIVE:** Practice Effective Governance; Continue Alignment of the Priorities of the City, Chamber of Commerce, and EDC Boards; Support a Thriving Sheppard AFB; Look for Post-Pandemic Economic Opportunities; Upgrade or Replace Outdated Public Facilities

**COMMENTARY:** On June 6<sup>th</sup>, the City Council approved \$76,000 in 4A Economic Development Corporation (4A EDC) funding to be used as a local match for a proposed Master Plan update for Wichita Falls Regional Airport. In addition, on June 8<sup>th</sup>, the Federal Aviation Administration (FAA) formally approved their financial support for this Master Plan update. The Master Plan was last updated in 2009. Since then, the City of Wichita Falls, FAA, the 4B Board, and the 4A EDC have completed over \$50 million in improvements at Wichita Falls Regional Airport to include the following projects:

- Reconstruction of Runway 18/36
- Reconstruction of commercial passenger terminal
- Construction of new vehicle parking and entry road
- Construction of new commercial aircraft apron
- Reconstruction of Taxiway C

The City of Wichita Falls Airport staff has been working with the Wichita Falls Chamber of Commerce for the last two years to explore economic development opportunities. One of the topics of discussion has been the creation and development of an aviation business park. It was determined that Wichita Falls Regional Airport was the only facility in the area to accommodate a comprehensive aviation business park development. This proposed development coincides with the Chamber's vision of recruiting aviation and aeronautical business, along with higher paying jobs, to Wichita Falls. Recent discussions with both Sheppard and the FAA indicated that a formal Master Plan update would be required for this vision to move forward.

Per the FAA consulting selection process, the City of Wichita Falls selected Garver LLC for a five-year period beginning in 2022. The selection of Garver was approved and

evaluated by the FAA. Garver has indicated that they can complete the Master Plan update for \$748,426.00. The cost of the project will be allocated as follows:

• Federal Aviation Administration	\$673,583.40
• 4A Economic Development Corporation	<u>\$74,842.60</u>
Total Project Cost:	\$748,426.00

In this Master Plan update, the following work has been identified:

- Evaluation of several locations for a potential business park
- Development of a 20-year capital improvement plan for airside/landside improvements
- Consideration of Military Airport Program eligible projects
- Commercial air service analysis
- Update Regional's Airport Layout Plan
- Aeronautical survey to look at approaches and potential obstructions

This Master Plan update is anticipated to take two years to complete. There will be multiple opportunities for public involvement and participation throughout the process. The Chamber of Commerce will be included as a key stakeholder throughout the process, as well.

☒ **Director, Aviation, Traffic, & Transportation**

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**ASSOCIATED INFORMATION:** Resolution ; Scope of Work; Fee Schedule; Timeline

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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Resolution No. \_\_\_\_\_

**Resolution authorizing the City Manager to execute a Consulting Services Agreement with Garver, LLC for the purpose of developing a Master Plan Update for Wichita Falls Regional Airport in an amount of \$748,426.00**

WHEREAS, the City of Wichita Falls desires to update its Wichita Falls Regional Airport Master Plan; and,

WHEREAS, the Federal Aviation Administration has agreed to pay for 90% of the project cost associated with updating the Wichita Falls Regional Airport Master Plan; and,

WHEREAS, the 4A Economic Development Corporation has agreed to pay for the 10% local match required to update the Wichita Falls Regional Airport Master Plan; and,

WHEREAS, the City of Wichita Falls desires to enter into a consulting services agreement to update the Wichita Falls Regional Airport Master Plan; and,

WHEREAS, Garver LLC is proposing to update the Wichita Falls Regional Airport Master Plan in an amount of \$748,426.000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

The City Manager is authorized to execute an agreement for the Wichita Falls Regional Airport Master Plan update, with changes thereto in a form approved by the City Attorney, with Garver, LLC in an amount of \$748,426.00.

PASSED AND APPROVED this the 18<sup>th</sup> day of July 2023.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

Exhibit B  
City of Wichita Falls  
Airport Master Plan Update

WORK TASK DESCRIPTION	P-3	P-2	P-1	E-5	E-3	E-1	X-3	T-1
	hr	hr	hr	hr	hr	hr	hr	hr
<b>1. ELEMENT 1 - PROJECT INITIATION, ADMINISTRATION, AND VISIONING</b>								
Task 1.1 - Project Kick-Off Meeting	2		4					
Task 1.2 - Establish Project Committee and Stakeholder Coordination Strategy	10		14					
Task 1.3 - Initial Site Visit and Interviews	32		40					
Task 1.4 - Visioning Session	2		6					
Task 1.5 - Initial Open House	4		12				24	
Task 1.6 - Project Management, Grant Administration, and Scoping	12		24					
QA/QC	2							
<b>Subtotal - ELEMENT 1 - PROJECT INITIATION, ADMINISTRATION, AND VISIONING</b>	<b>64</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>0</b>
<b>2. ELEMENT 2 - INVENTORY OF EXISTING CONDITIONS</b>								
Task 2.1 - Initial Documentation Review	8		32					
Task 2.2 - Existing Conditions - Terminal Area Inventory	12		16					
Task 2.3 - Prepare Draft Inventory Chapter	16	8	90			8	4	28
QA/QC	6			1				
<b>Subtotal - ELEMENT 2 - INVENTORY OF EXISTING CONDITIONS</b>	<b>42</b>	<b>8</b>	<b>122</b>	<b>1</b>	<b>0</b>	<b>8</b>	<b>4</b>	<b>28</b>
<b>3. ELEMENT 3 - AVIATION ACTIVITY FORECASTS</b>								
Task 3.1 - Inventory of Historical and Current Air Traffic Activity	8		16					
Task 3.2 - Forecasting Interviews	4		8					
Task 3.3 - Historical and Forecasted Socioeconomic Data Review	6		16					
Task 3.4 - Air Service Analysis	8		6					
Task 3.5 - Prepare Aviation Forecasts	16	4	36					
Task 3.6 - Prepare Draft Report	8	4	60				4	
QA/QC	6							
<b>Subtotal - ELEMENT 3 - AVIATION ACTIVITY FORECASTS</b>	<b>56</b>	<b>8</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>0</b>
<b>4. ELEMENT 4 - FACILITY REQUIREMENTS</b>								
Task 4.1 - Establishing Facility Requirements								
- Airside and Support Facility Requirements	8	4	26					20
- Terminal Building Facility Requirements	8							
- General Aviation/Landside Facility Requirements	8	4	26					20
Task 4.2 - Prepare Draft Report and Review Meetings	16	32	80				4	
QA/QC	0			1				
<b>Subtotal - ELEMENT 4 - FACILITY REQUIREMENTS</b>	<b>46</b>	<b>40</b>	<b>132</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>40</b>
<b>5. ELEMENT 5 - LAND ACQUISITION REVIEW - ENVIRONMENTAL ANALYSIS</b>								
Task 5.1 - Constraints Map, Desktop Research and Reporting	8	16	80					
Task 5.2 - Alternatives Analysis	8	12	20					
QA/QC	4			1				
<b>Subtotal - ELEMENT 5 - LAND ACQUISITION REVIEW - ENVIRONMENTAL ANALYSIS</b>	<b>20</b>	<b>30</b>	<b>100</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>6. ELEMENT 6 - AIRPORT ALTERNATIVES</b>								
Task 6.1 - Land Use Planning	2		12					8
Task 6.2 - Develop Airside Alternatives	2		16					
Task 6.3 - Terminal Building Alternatives	8							
Task 6.4 - Develop General Aviation/Landside Alternatives	8		12	2				40
Task 6.5 - Alternatives Presentation to PSC	12		12					
Task 6.6 - Public Workshop	4		4				24	
Task 6.7 - Prepare Draft Report	4		40				4	
QA/QC	6			1				
<b>Subtotal - ELEMENT 6 - AIRPORT ALTERNATIVES</b>	<b>46</b>	<b>0</b>	<b>96</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>28</b>	<b>48</b>
<b>7. ELEMENT 7 - AIRPORT LAYOUT PLAN DEVELOPMENT</b>								
Task 7.1 - ALP Cover Sheet and Airport Data Sheet	1		16					
Task 7.2 - Airport Layout Drawing - Existing/Ultimate	8		66					
Task 7.3 - Airport Airspace and Inner Portion of the Approach Surface Drawings	2		120					
Task 7.4 - Runway Centerline Profile Sheet	1		16					
Task 7.5 - Runway Departure Surface Drawings	2		100					
Task 7.6 - Terminal Area Drawing	2		32					
Task 7.7 - On-Airport Land Use Drawing	1		16					
Task 7.8 - Exhibit A Property Map	4		32					
QA/QC	12							
<b>Subtotal - ELEMENT 7 - AIRPORT LAYOUT PLAN DEVELOPMENT</b>	<b>33</b>	<b>0</b>	<b>397</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>8. ELEMENT 8 - AIRPORT CAPITAL IMPROVEMENT PROGRAM/FINANCIAL PLAN</b>								
Task 8.1 - Financial Inventory	4							
Task 8.2 - Airport Development Program	8		16					
Task 8.3 - Airport Development Probable Costs	2			2	2	80		
Task 8.4 - Preliminary Financial Analysis	8							
Task 8.5 - Financial Plan Development	4							
Task 8.6 - Prepare Draft Report	4		40				4	
QA/QC	2			6				
<b>Subtotal - ELEMENT 8 - AIRPORT CAPITAL IMPROVEMENT PROGRAM/FINANCIAL PLAN</b>	<b>36</b>	<b>0</b>	<b>56</b>	<b>8</b>	<b>2</b>	<b>80</b>	<b>4</b>	<b>0</b>
<b>9. ELEMENT 9 - AERONAUTICAL SURVEY</b>								
18B Survey Support	4		8					
QA/QC	2							
<b>Subtotal - ELEMENT 9 - AERONAUTICAL SURVEY</b>	<b>6</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>10. ELEMENT 10 - FINAL DOCUMENTATION/COORDINATION MEETINGS</b>								
Task 10.1 - Final Draft Report	2		8	1				
Task 10.2 - Final Report	4							
Task 10.3 - City Council Approval	12							
Task 10.4 - Sustainability/Waste Reduction Plan	2	4						
QA/QC	2							
<b>Subtotal - ELEMENT 10 - FINAL DOCUMENTATION/COORDINATION MEETINGS</b>	<b>22</b>	<b>4</b>	<b>8</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Hours</b>	<b>365</b>	<b>90</b>	<b>1161</b>	<b>15</b>	<b>2</b>	<b>88</b>	<b>68</b>	<b>116</b>
<b>SUBTOTAL - SALARIES:</b>	<b>\$388,115.00</b>							
<b>DIRECT NON-LABOR EXPENSES</b>								
Document Printing/Reproduction/Assembly	\$1,200.00							
Economic Data	\$890.00							
Flight Data Acquisition	\$3,300.00							
Travel Costs	\$12,000.42							
<b>SUBTOTAL - DIRECT NON-LABOR EXPENSES:</b>	<b>\$17,390.42</b>							
<b>SUBTOTAL:</b>	<b>\$405,505.42</b>							
<b>SUBCONSULTANTS FEE:</b>	<b>\$342,920.58</b>							
Martinez Geospatial (Element 9 - Aeronautical Survey)	\$162,890.58							
Leibowitz and Horton (Task 6.1, 6.4, and 8.5 - Financial Planning)	\$50,670.00							
Team Insight and Associates (Task 3.4 - Air Service Analysis)	\$39,000.00							
Alliance (Task 2.3, 4.1, and 6.3 - Terminal Planning)	\$81,360.00							
<b>TOTAL FEE:</b>	<b>\$748,426.00</b>							



Wichita Falls Regional Airport  
Airport Master Plan Update - Project Schedule

Scope Elements and Review Periods	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
ELEMENT 1 - PROJECT INITIATION, ADMINISTRATION, AND VISIONING	■																							
ELEMENT 2 - INVENTORY OF EXISTING CONDITIONS		■	■	■																				
ELEMENT 3 - AVIATION ACTIVITY FORECASTS			■	■	■	■																		
PAA REVIEW AND APPROVAL OF FORECAST						■	■																	
ELEMENT 4 - FACILITY REQUIREMENTS							■	■	■															
ELEMENT 5 - LAND ACQUISITION REVIEW - ENVIRONMENTAL ANALYSIS							■	■	■	■														
ELEMENT 6 - AIRPORT ALTERNATIVES										■	■	■	■	■										
ELEMENT 7 - AIRPORT LAYOUT PLAN DEVELOPMENT											■	■	■	■	■	■	■							
PAA REVIEW AND APPROVAL OF ALP																		■	■	■	■	■		
ELEMENT 8 - AIRPORT CAPITAL IMPROVEMENT PROGRAM/FINANCIAL PLAN																		■	■	■	■	■		
ELEMENT 9 - AERONAUTICAL SURVEY	■	■	■	■	■	■	■	■	■	■														
ELEMENT 10 - FINAL DOCUMENTATION/COORDINATION MEETINGS																						■	■	■



**EXHIBIT A  
SCOPE OF SERVICES  
WICHITA FALLS REGIONAL AIRPORT  
AIRPORT MASTER PLAN UPDATE PROJECT**

**GENERAL**

In accordance with the requirements established by the Federal Aviation Administration (FAA) and the unique needs and interests of the City of Wichita Falls (Owner), the owner and operator of Wichita Falls Regional Airport (SPS or Airport), this Scope of Services outlines the tasks required to complete an Airport Master Plan (AMP) Update for SPS.

The Airport Master Plan (AMP) Update will be in alignment with FAA Advisory Circular (AC) 150/5070-6B *Airport Master Plans* and include the development of a new Airport Layout Plan (ALP) drawing set and Exhibit A property map in compliance with FAA ARP SOP 2.00 and 3.00.

The general priorities/goals for this AMP Update are as follows:

- Analyze the need and feasibility of acquiring additional property for civilian aviation use.
- Evaluate the potential for SPS to re-enter the FAA's Military Airport Program (MAP).
- Establish a future development plan to accommodate potential aeronautical growth.
- Establish a CIP to identify necessary improvements to maintain and develop airport facilities to support civilian aeronautical use.

The property SPS is located on is owned by the federal government and is considered to be part of Sheppard Air Force Base (SAFB). The City of Wichita Falls leases the areas outlined in red in Figure 1 for civilian aviation use. However, civilian aircraft use other aeronautical facilities at SAFB on a regular basis. The focus of this AMP will primarily be on the areas outlined in red in Figure 1.

**Figure 1 – SPS Lease Area**





## **ELEMENT 1 - PROJECT INITIATION, ADMINISTRATION, AND VISIONING**

### **Task 1.1 – Project Kick-Off Meeting**

Upon receiving Notice to Proceed (NTP), Garver will schedule and complete a project kick-off meeting with key Airport staff, stakeholders, and FAA. The focus of this meeting will be to review the project schedule, scope, and immediate next steps. This meeting is expected to take place via video/teleconference.

The meeting will include a discussion on the establishment of the Project Steering Committee (PSC) and various stakeholders that need to be involved in the project as discussed in Task 1.2. Additionally, the agenda for the initial site visit and interviews (Task 1.3) will be discussed.

### **Task 1.2 – Establish Project Committee and Stakeholder Coordination Strategy**

A Project Steering Committee (PSC) will be established to guide and direct the development of the AMP Update. The PSC will review project deliverables, provide input on the project's direction, and act as a liaison to the community throughout the planning process. The PSC is expected to be comprised of airport staff, key airport stakeholders, military, community leaders, and the FAA. Garver will work with the Owner to identify the individuals that should be part of the PSC and will compose documentation describing the roles and responsibilities of the PSC that can be sent to the proposed PSC committee members.

Additionally, Garver will work with the Owner to identify other key stakeholders that should be involved in the planning process and the portions of the planning process they need to be involved in. The results of this effort will be a list of key project stakeholders and the identification of where and how each stakeholder will be engaged in the project. This task assumes that up to six (6) virtual meetings will be completed with key stakeholders to gather their input at some point during the project.

### **Task 1.3 – Initial Site Visit and Interviews**

Garver will schedule and complete an initial site visit to SPS that will include the following subtasks:

- Tour/review of Owner leased airfield facilities (e.g., runways, taxiways/taxilanes, NAVAIDs, and other infrastructure) to document existing infrastructure.
- Tour/review of support facilities (e.g., ARFF, fuel farm, maintenance/snow removal) to document existing infrastructure and challenges. This is expected to include a meeting with key ARFF personnel at SPS.
- Tour/review of a sampling of general aviation, aircraft maintenance, and other on-airport civilian facilities to document infrastructure and existing use. The general age and use of all general aviation facilities will be documented. Photographs will be taken of all existing facilities and any general visual condition deficiencies will be noted. Inspections of existing facilities (e.g., including internal infrastructure, building systems, etc.) are not included.
- Tour/review landside facilities (e.g., curb, parking, roadways, etc.) within SPS' lease limits to document existing infrastructure, use, and challenges.
- Conduct up to six (6), one-hour interviews with various community officials, tenants, the military, or other key airport stakeholders to discuss the future of SPS and any proposed development plans. Garver will work directly with the Owner to identify the various individuals/organizations that should be interviewed as part of this effort.

This site visit will be completed in three (3) days and will include two (2) Garver staff members. This task includes the preparation of meeting materials (e.g., meeting agendas, exhibits, etc.) necessary for the site





visit. Additionally, meeting minutes will be developed for all six (6) interviews. This site visit will also include the completion of the visioning session discussed in Task 1.4.

#### **Task 1.4 – Visioning Session**

As part of the initial site visit (Task 1.3), Garver will facilitate a visioning session with key stakeholders and community leaders. The visioning session will include the completion of a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis and the identification of items of key importance (e.g. vision items) that will be critical to the future growth and success of SPS. The primary goal of this effort is to establish an understanding amongst key stakeholders regarding the vision items that are most important to the future of the Airport. The identified vision items will be emphasized throughout the remainder of the AMP update process. The visioning session is expected to take approximately two (2) hours.

Upon completion of the visioning session, Garver will prepare a technical memorandum and circulate it to the visioning session participants for their review and comment. The technical memorandum is expected to be three (3) to four (4) pages in length. It will summarize the results of the SWOT analysis and the key vision items identified. The participants will provide comments to Garver on the technical memorandum in writing. Garver will make necessary revisions to the document prior to finalizing the technical memorandum.

This task includes the preparation of meeting materials necessary for the visioning session including presentation materials and handouts.

#### **Task 1.5 – Initial Open House**

Garver will complete an initial public open house as part of project initiation to gather input/feedback related to SPS that will be utilized as part of the master planning process. Several presentation boards showing the existing facilities at SPS will be prepared. The open house will be approximately 2 hours in length and will be held at a location in the Wichita Falls community. The open house will be attended by two (2) Garver staff members. The initial public open house is expected to be completed as part of the same trip discussed in Task 1.3 and 1.4.

#### **Task 1.6 – Project Management, Grant Administration, and Scoping**

Garver will provide general project management services throughout the duration of the project. Additionally, Garver will assist the Owner with the preparation of grant documents, grant reimbursement requests, and quarterly performance reports related to the project. Garver will prepare and revise, as needed, the scope of services for the SPS AMP Update project.

### **ELEMENT 2 – INVENTORY OF EXISTING CONDITIONS**

#### **Task 2.1 – Initial Documentation Review**

Garver will collect and review the following documents and data to establish baseline information to build the inventory of existing facilities and conditions:

- Historical list of capital projects/grant history.
- Current and planned capital improvements at the Airport (as shown in the airport's current Capital Improvement Program).
- Current FAA documentation regarding the Airport and its facilities (e.g. current 5010, instrument



approach procedures, airfield diagram, sectional/IFR charts, and Aeronautical Information Services data from the FAA National Flight Data Center).

- Current/approved Airport Layout Plan (ALP).
- Previous Airport Master Plan (AMP) and noise studies (if applicable).
- Existing facility assessments and as-built plans for existing facilities/infrastructure (e.g. terminal building, roadways, other facilities).
- SPS Airport Certification Manual (ACM).
- Current wildlife hazard assessment/wildlife hazardous management plan.
- Airport Letters of Agreement (LOAs) or Memorandums of Understanding (MOUs).
- SPS lease agreement with SAFB.
- FAA runway incursion data for SPS.
- Historical fuel flowage (previous 5 years broken down by 100LL and Jet A – civilian only).
- Existing airport rules and regulations and minimum standards.
- Existing local zoning ordinances/maps and any airport zoning related processes/practices.
- Existing environmental data/information (e.g. previous EA, EIS, other environmental determinations, threatened and endangered plants, fish, and wildlife data, cultural/archaeological/historical resources data, floodplains, farmland, etc.) as provided through publicly available online databases/resources.
- Any available topographic maps and available aerial photographs.
- Utility location information for underground and above ground utilities located on airport property. This includes utility size and general location. All utility location and size information is expected to be obtained from the utility provider.
- Existing pavement condition/strength reports.
- Local comprehensive plan or other regional development/land-use plans.
- Public parking lot utilization data.
- Traffic count studies. No new traffic counts will be performed as part of this project.

Garver will review each of the items identified to assess their importance to the Airport Master Plan Update and integrate them in the inventory documentation discussed in Task 2.3. Garver will coordinate with local utility companies to obtain information related to the approximate location of any underground utility lines that the Airport currently does not have documentation on. In-field utility investigation is not included as part of this task.

The information reviewed during this effort and obtained during the initial site visit (Task 1.3) and Terminal Area Inventory (Task 2.2) will be used to develop the Inventory Chapter.

#### **Task 2.2 – Existing Conditions – Terminal Area Inventory**

This task will be performed by Alliance, an architectural sub to Garver for the SPS AMP Update. Garver will provide support to Alliance as part of this task.

The objective of this task is to inventory the physical area of the terminal to create a baseline of existing conditions which will be utilized in subsequent tasks. This detailed inventory of space will be tabulated by key categories of functional use which will be used as a basis of comparison to future projections of space based on the prepared forecast.





The following terminal areas will be documented:

- Aircraft gate layout (including size and types of aircraft)
- Ticketing/Check-in (including Self-Service Device vs Agent if applicable)
- Airline Ticket Offices (ATO)
- Baggage Screening
- Outbound Baggage Makeup
- TSA Security Screening Checkpoint
- Gate Holdrooms
- Concessions including Rental Car
- Restrooms
- Baggage Claim
- Inbound baggage laydown
- Airline/Airport Operations
- Offices (TSA, Airport Administration, Public Safety, etc.)
- Terminal Maintenance and Support
- Circulation

The team will review existing documents including the current Airport Layout Plan (ALP), current "as-built" terminal AutoCAD plans, and any additional files applicable to the study such as passenger intercept surveys which may have already been gathered by the Airport. An onsite facility tour will aid in validation of the existing plans and provide the Team with the opportunity to conduct field observations of the various passenger processing areas and terminal operations. This will help to gain both a subjective and quantitative sense for how aircraft, passengers, and baggage are processed. Additionally, interviews with the various tenant stakeholders such as those by the airlines, the Transportation Security Administration (TSA), any concessionaires (food and beverage, retail, rental car) if available, and Airport staff will be conducted. These discussions will assist in gathering pertinent information regarding passenger demographics and processing rates, airline staffing policies, baggage operations and throughput, and any other key factors including but not limited to:

- Passenger early arrival distributions (show up time prior to their scheduled departure time)
- Passenger profiles by check-in type (i.e., Self-Service Device, Agent, Bag Drop, Online, straight to security, etc.)
- Bags per passenger
- Travel party size
- Meeter & Greeter ratios

#### **Task 2.3 – Prepare Draft Inventory Chapter**

Garver will prepare a draft of the Inventory Chapter using the data and information captured as part of the site visit (Task 1.3), data review (Task 2.1), and terminal area inventory (Task 2.2):

- **Airfield and NAVAIDs:** Garver will prepare a narrative section describing the existing airfield infrastructure and NAVAIDs. This is expected to include documenting the existing infrastructure's protected surfaces (e.g., NAVAID critical areas, airport design surfaces, etc.) as well as the age and ownership of all NAVAIDs. This includes the development of up to two (2) exhibits to visually depict this information. The aeronautical infrastructure not leased by the Owner (e.g., Runway 15R/33L, 15C/33C, 15L/33R, taxiways, and NAVAIDs) will only be documented at a basic level. The primary focus will be on documenting infrastructure leased by the Owner and any NAVAIDs owned by the FAA.



- **Terminal Area Facilities:** Garver will prepare a narrative section summarizing the existing civilian terminal building and landside facilities (e.g., curbs, parking lots, etc.). This includes the development of up to two (2) exhibits to visually depict this information.
- **Support Facilities:** Garver will prepare a narrative section describing the existing support facilities at the airport (e.g., ARFF, fuel, airport maintenance/snow removal, etc.). This will include documenting ARFF equipment and response routes. This includes the development of up to two (2) exhibits to visually depict this information.
- **Instrument Approaches:** Garver will prepare a narrative section describing the existing instrument approaches at SPS. This will include documenting the procedure types and existing minimums.
- **Building and Hangar Utilization:** Garver will prepare a narrative section describing the general use of all civilian facilities on the property leased. Any specific findings from the inventory site visit and data collection will be documented. This includes the development of up to two (2) exhibits to visually depict this information.
- **Auto Access and Parking:** Garver will prepare a narrative section describing the existing parking and access roads at the airport including their general size and use. This includes the development of up to two (2) exhibits to visually depict this information.
- **Utilities:** The location and size of existing on-airport utilities will be identified. This includes the development of up to two (2) exhibits to visually depict this information.
- **Environmental:** Garver will perform baseline assessments of existing conditions and determine applicable environmental factors and resources. A constraints map will be developed to identify and show existing locations of environmental resources such as but not limited to water resources, community facilities, hazardous material sites, and cultural sites.

Garver will present the data in written form with tables and graphics. The draft chapter will be submitted to the PSC as a PDF for review. The PSC will provide written comments to Garver for incorporation into the final version of the Inventory Chapter.

### **ELEMENT 3 – AVIATION ACTIVITY FORECASTS**

#### **Task 3.1 – Inventory of Historical and Current Air Traffic Activity**

Current and historical air traffic activity, based aircraft information, and enplanements/passenger data for SPS will be assembled and organized.

Historical air traffic activity will be broken down into total annual operations, operations by user category (e.g. GA, air taxi, military, etc.), local vs itinerant, and IFR vs. VFR. Historical traffic/activity data will be obtained from the FAA, Owner, and the military. The FAA's Terminal Area Forecast (TAF) and Traffic Flow Management System Counts (TFMSC) databases will be utilized for this effort as well as the airport's historical fuel sales information. Additionally, Garver will purchase three (3) years of aircraft arrival and departure data from a third-party flight data vendor. This information will be utilized to identify and evaluate operational peaks in aircraft activity levels and common arrival/departure locations for aircraft utilizing SPS. Aircraft operations data will also be requested from the military. Additional information concerning historical peak hourly, daily, and monthly activity will be obtained through discussions with the Owner.

Garver will also review published research and reports related to national and regional forecasts for air transportation demand in the United States to establish an understanding of how these trends may affect the Airport. This is expected to include reviewing the most recent versions of the FAA's Aerospace Forecast and the General Aviation Manufacturers Association's (GAMA) annual report. Publicly available





documentation related to emerging trends and technologies in aviation (e.g., electric aircraft, vertical takeoff and landing aircraft, etc.) relevant to the forecasting effort will also be reviewed.

Garver will also pull historical passenger and cargo data as provided by the FAA or the Owner to document historical trends.

#### **Task 3.2 – Forecasting Interviews**

As part of the forecasting effort, Garver will complete up to two (2) interviews with local/regional economic development officials (including the Chamber of Commerce) to discuss historical and forecasted economic trends that could impact the Airport. This information will be used to inform the socioeconomic data analysis discussed in Task 3.3. The interviews are expected to be one (1) hour in length and will be completed as a video/teleconference.

#### **Task 3.3 – Historical and Forecasted Socioeconomic Data Review**

Garver will obtain statistical data on historical and forecasted socioeconomic factors from publicly available sources (U.S. Census, Texas Demographic Center, etc.) and Woods and Poole economic forecast data. These factors will include employment, income, population, and business climate/characteristics of Wichita Falls and the surrounding region, with an emphasis placed on the identification of specific socioeconomic characteristics and trends that are likely to affect the economic growth and development of the area. This information will then be utilized to support forecasting efforts (Task 3.5) focused on how these economic trends could impact the growth of passengers traffic, aircraft operations, and based aircraft at SPS.

#### **Task 3.4 – Air Service Analysis**

As part of the AMP Update project, Team Insight and Associates, LLC, a subconsultant to Garver, will provide the following air service analysis support work related to the forecasting effort:

- Conduct a virtual meeting with SPS airports staff
- Assessing the framework of individual airlines' markets to identify historical airline competitive factors.
- Based upon the meeting with SPS staff, estimate other new markets that may be feasible for inclusion in the forecast, recognizing airline consolidation trends, changing airline business models, evolving fleet strategies and changing government regulations. This effort would be geared toward ULCCs carriers. The analysis will include the following:
  - Perform an air service analysis of air service growth trends at the Wichita Falls Regional Airport. The growth trends that will be analyzed will include: business travel demand, leisure inbound & outbound travel demands, geographic regions will include Southeastern United States, Southwestern United States Western and Northeastern Regions of the United States. The analysis will also take into consideration changes in passenger demand and airline re-alignments caused by the impact of the COVID-19 Pandemic.
  - Air service data analysis fields will include city of origin, destination, annual passengers, daily passengers, stage length, ASM, RASM and optimal capacity levels, annual revenues, average fares, load factors, optimal aircraft type and recommended service patterns.
  - A written report of the analyzed air service findings will be completed showing the relevant air service findings to the passenger growth trends in the Passenger Demand Forecast. The written report will also include competitive, economic, political and demographic trends as they relate to the air service development analyses.



- A written report will also include an economic feasibility analysis of potential service enhancements by the Wichita Falls Regional Airport to further meet any identified increased passenger demand opportunities. The main focus will be on the potential establishment of providing above and below wing ground handling services for the airlines servicing the Airport.
- Identify an Airport Service Catchment Area for the Wichita Falls metropolitan area.
- Determine short, medium and long-range air service options and related risk/rewards for each option as they relate to projected passenger demand trends and long-term service from the Airport.
- Analysis will identify the top five (5) domestic destinations within the defined regions that will be analyzed.
- Determine the passenger demand trends within the Airport's Catchment Area to validate the identified air service options.
- Identify competitive issues and trends at major competing airports, mainly Dallas – Fort Worth (DFW), Dallas – Love (DAL) and Oklahoma City (OKC) that will have impacts on potential Airport's Market shares.
- Identify economic, political and demographic trends that will have potential impacts on the Airport's market share growth in the short, medium and long – term as they relate to the air service analysis recommendations.

#### **Task 3.5 – Prepare Aviation Forecasts**

Potential passenger, cargo, aeronautical activity, and based aircraft forecasts will be developed for the Airport based on historical and current activity levels (Task 3.1), national and regional aeronautical activity forecasts (Task 3.1), the socioeconomic information discussed in Tasks 3.2 and 3.3, and the air service analysis discussed in Task 3.4. The methodologies utilized to develop the potential aeronautical activity forecasts will involve a variety of forecasting techniques including statistical modeling techniques, growth extrapolations based on socioeconomic factors, and the application of national/regional forecast models established by the FAA. The baseline year for the forecasts will be 2022 with the first forecast year being 2023. After 2023 (year one of the forecast), forecasts will be prepared in five-year increments (2027, 2032, 2037, and 2042) for the 20-year planning horizon with projections for each of the following:

- **Baseline Forecasts**
  - Based Aircraft (including fleet mix)
  - Total Operations
  - Cargo Activity
  - Passenger Enplanements/Deplanements
- **Derivative Forecasts**
  - Local vs Itinerant Operations
  - Fleet Mix Operations (by Aircraft Design Group and Approach Category)
  - Instrument Approaches
  - Airport Peaking Characteristics

The baseline forecasts will be compared to the FAA's current Terminal Area Forecast (TAF) for the Airport. Additionally, the Airport's current and future critical aircraft (aircraft type/category with at least 500 annual operations) will be identified.

A one (1) hour video/teleconference meeting will be held with the Owner and FAA to review the draft baseline forecast (e.g. annual operations and based aircraft) options prepared by Garver and to select an





initial preferred baseline forecast in each of these areas. This task includes the preparation of presentation materials needed for this meeting. These initial preferred baseline forecasts will then be used to complete draft derivative forecasts (e.g. local vs. itinerant, fleet mix, etc.).

A follow-up one (1) hour video/teleconference meeting will be held with the Owner and FAA to review the draft derivative forecasts and collect feedback.

Finally, Garver will present the results of the forecasting effort to the PSC for feedback. This is expected to be a single in-person meeting in Wichita Falls. One (1) Garver staff member is expected to attend this meeting. The primary focus of this forecasting effort is to gain acceptance of the preferred forecast model prior to beginning the Facility Requirements phase of the project.

#### **Task 3.6 – Prepare Draft Report**

Using the data and information obtained and evaluated during the forecasting process, a draft of the Forecast Chapter will be prepared. The report will document assumptions and methodologies used in preparing the aviation demand forecasts and serve as the basis for later tasks in the study.

FAA will provide an official review and approval of the final draft of the Forecast Chapter prior to moving forward with the Facility Requirements portion of the project.

### **ELEMENT 4 – FACILITY REQUIREMENTS**

#### **Task 4.1 – Establishing Facility Requirements**

This task focuses on identifying the general magnitude of the improvements needed to meet current and forecasted demand at the Airport. Airport facility requirement considerations will be based on the approved aeronautical activity forecast, current facilities, local requirements, and the vision for the Airport. Facility requirements will be identified by Planning Activity Levels (PAL) that correspond to the approved demand forecast and will be presented in tabular form. The PALs are expected to be correlated to each forecast interval as follows:

- 2023 (Year 1 of the Forecast) = PAL 1
- 2027 (Year 5 of the Forecast) = PAL 2
- 2032 (Year 10 of the Forecast) = PAL 3
- 2037 (Year 15 of the Forecast) = PAL 4
- 2042 (Year 20 of the Forecast) = PAL 5

#### Airside and Support Facility Requirements

In this task, Garver will utilize facility planning criteria to evaluate the sufficiency of SPS's existing airside and support facilities to meet forecasted demand. These criteria shall be based upon the latest state and federal standards (e.g. FAA Advisory Circulars), best practices (e.g. Airport Cooperative Research Program reports) and Garver's professional experience. Airside and support facilities to be examined will include:

- Runway Orientation (e.g. wind coverage)
- Runway Length and Width (in accordance with FAA AC 150/5325-4B, 150/5300-13B)





- Taxiways (e.g. geometrical standards, prohibited configurations, layout, spacing, etc.)
- Runway and Taxiway Safety Areas and Object Free Areas
- Runway Protection Zones (RPZ)
- Runway Obstacle Free Zones
- Airfield Pavement Strength
- Airfield Markings and Lighting
- Airport NAVAIDS
- Instrument Approaches
- ARFF Facilities
- Snow Removal Facilities

The primary focus of this analysis will be reviewing the facility requirements related to aeronautical and support facilities located on the property leased by the Owner from SAFB. Non-Owner leased facilities (e.g., Runway 15R/33L, 15C/33C, 15L/33R, taxiways, and NAVAIDS) will only be analyzed at a basic level.

#### Terminal Building Facility Requirements

The terminal building facility requirements analysis will be performed by Alliance, a subconsultant to Garver. The primary objective of this task is to develop the future facility requirements to meet the projected demand levels over the 20-year planning horizon. Understanding the existing terminal capacity may be adequate for the next ten years or so this task will help to identify any current and future capacity shortfalls based on the demand projections. These projections assist in developing a roadmap for future terminal expansion by aiding in identifying and safeguarding land envelopes for future terminal development.

This will be achieved through the following:

- Spreadsheet modeling will be utilized to develop space requirements for all critical components of the terminal building organized by major functional use as identified in the inventory task. The approach for developing the terminal requirements include guidance from various FAA Advisory Circulars, applicable Airport Cooperative Research (ACRP) reports, TSA guidelines for both passenger and checked baggage screening, knowledge of industry trends and the application of industry accepted planning standards. Facility recommendations in general will be based on the International Air Transport Association (IATA) Level of Service (LoS) "Optimum" standard where applicable.
- A table of future terminal space demand organized by Planning Activity Levels (PAL) will be documented which identify "trigger" points at which future demand will exceed current facility capacity. These "trigger" points will also be documented graphically by functional area identifying those areas and the time at which additional expansion is required.
- Gate requirements will be developed utilizing the demand forecast as well as from any future design day flight schedules (DDFS). In the absence of DDFS, various industry standard methods will be utilized such as: annual departures per gate, annual enplanements per gate, and percent increase in annual operations. Results will be tabulated by PAL showing both quantity and mix of aircraft type required.

#### General Aviation/Landside Facility Requirements

In this task, Garver will utilize facility planning criteria to evaluate the sufficiency of various general aviation/landside area facilities to meet forecasted demand. These criteria shall be based upon the latest local, state, and federal requirements, best practices, and Garver's professional experience. General aviation/landside facility requirements to be examined will include:



- Aircraft parking apron (e.g. aircraft parking and tie-down areas)
- FBO facilities and amenities
- Aircraft storage hangars (T-Hangars and Box Hangars)
- Airport fuel farm
- Automobile access and parking facilities

The general aviation/landside facility requirements will be developed in the form of aggregate space requirements and will be compared to those that presently exist to identify the future development goals needed to maintain adequate service, function, and operation of the Airport.

#### **Task 4.2 – Prepare Draft Report and Review Meetings**

Using raw data and information obtained and evaluated during the Facility Requirements process, Garver will develop a presentation outlining the results of the facility requirements analysis. This analysis will be presented to the PSC for their review and feedback prior to the development of the draft report. This is assumed to be a single in-person meeting that will take place in Wichita Falls. Two (2) Garver staff member are expected to attend this meeting.

Once feedback on the draft facility requirements is obtained from the PSC, a draft report will be prepared describing the results of the facility requirements analysis. This report will present information, in both a narrative and graphic format about the Airport's existing facilities and the required facilities necessary to meet forecasted aviation demand.

#### **ELEMENT 5 – LAND ACQUISITION REVIEW - ENVIRONMENTAL ANALYSIS**

As part of the Airport Master Plan, the City desires to investigate the environmental factors that should be considered if the City were to obtain or lease any of the three (3) parcels shown in Figure 2 (parcels outlined in yellow). The scope of work for this project element will be limited to these three (3) parcels with a total acreage of less than 400 acres for environmental study and evaluation. A Phase I Environmental Site Assessment (ESA) will not be performed.



Figure 2 – Potential Land Acquisition Areas



#### Task 5.1 – Constraints Map, Desktop Research and Reporting

Garver will perform baseline assessments of existing conditions and determine applicable environmental factors and resources related to the three parcels. A constraints map will be developed to identify and show existing locations of environmental resources such as but not limited to water resources, community facilities, hazardous material sites, and cultural sites. A narrative summary will also be developed as part of the master plan discussing existing environmental resources and conditions in the parcels. Desktop research and reviews will be conducted to review available data on the three areas of interest using GIS data, area maps, historic aerial photographs, photographs taken during the site reconnaissance, and other online environmental records.





The desktop reviews and constraints identification will be documented and include a narrative description of the property, observations from the site reconnaissance, identification of potential areas of concern, and relevant environmental data collected on the three areas of interest.

Garver will conduct a site reconnaissance of the subject property and the surrounding area to verify information obtained from public records, maps, desktop research, etc. Perform a complete tour of the property to identify areas of potential environmental impact, activities on adjacent properties that might potentially affect the subject property, and any sensitive or unique environmental features. Site reconnaissance will contribute to the development of the constraints report and desktop research.

#### **Task 5.2 – Alternatives Analysis**

An alternatives analysis will be performed to evaluate the three areas of interest. Garver's analyses will include a high-level evaluation of applicable environmental resources and concerns by development alternative. Three areas of interest for land acquisition will be evaluated and included in the alternatives analysis to determine viability for acquisition and use by the airport. A matrix will be prepared to study these areas for comparison and rated by criteria of applicable environmental resources, to be determined through scoping and development of the constraints map. A discussion of the findings by alternative will be included in the master plan.

### **ELEMENT 6 – AIRPORT ALTERNATIVES**

#### **Task 6.1 – Land Use Planning**

Prior to developing alternatives, Garver will prepare three (3) proposed land-use plan alternatives for the Airport that segment portions of existing airport leased property and potential property acquisitions into the following categories:

- Aeronautical Business Area – Land well suited for the development of aeronautical business (e.g. maintenance, avionics, etc.)
- FBO Area – Land well suited to accommodate the development of an FBO.
- Private Hangar Development Area – Land well suited for the development of private hangars for recreational or business use.
- T-Hangar Development Area – Land well suited for the development of T-hangars.

Other land-use categories may be added based on the evolution of the planning effort. The land-use plan alternatives will be reviewed with the PSC in a one (1) hour teleconference meeting and a preferred land-use plan will be selected. Garver will finalize the land-use plan prior to initiating Task 6.4.

#### **Task 6.2 – Develop Airside Alternatives**

Based on the facility requirements established in Element 4 of this scope of services, up to two (2) airside development alternatives will be created. Airside alternatives will be based on schemes for development within existing or expanded airport boundaries and will show the necessary runway, taxiway, and instrument approach procedure improvements during the 20-year planning period. This task will be conducted simultaneously with Task 6.3 and Task 6.4 and will result in a series of overall development alternatives for the Airport.



Airside alternatives will be evaluated based on their ability to satisfy the identified facility requirements, environmental considerations, engineering factors, cost (rough order of magnitude cost level), and ease of implementation (e.g. existing business and residential impacts, land purchase, etc.).

An evaluation matrix will be developed to compare the aforementioned factors associated with each airside alternative.

#### **Task 6.3 – Terminal Building Alternatives**

This task will be performed by Alliance, a subconsultant to Garver.

The objective of this task is to develop various conceptual terminal area expansion alternatives to meet the programmatic requirements derived in the facility requirements effort. The ultimate goal will be to identify a preferred alternative plan which forms the basis of the terminal portion of the facilities implementation plan.

This will be achieved through the following:

- Provide up to five (5) initial terminal site expansion alternatives for the terminal core area.
- After presenting the initial set of site alternatives, incorporate any necessary refinements, consolidation of alternatives, and the addition of any new concepts based on Airport review and comments.
- Evaluate alternatives based on criteria such as operational, environmental, and financial impacts as well as those derived from any previously set goals and objectives. From this exercise a set of up to three (3) shortlisted alternatives will be identified and carried forward for further refinement and evaluation.
- Final evaluation of the shortlisted alternatives will be conducted using the previous set of evaluation criteria to determine the preferred alternative.
- The preferred alternative will include high level site diagrams depicting major expansion elements. Any potential future terminal expansion development beyond the 20-year planning horizon will also be graphically documented.

#### **Task 6.4 – Develop General Aviation/Landside Alternatives**

Based on the facility requirements established in the preceding project element up to four (4) general aviation/landside development alternatives will be created. General aviation/landside alternatives will be based on schemes for development within existing or expanded airport boundaries and will show necessary apron, hangar, FBO, vehicle parking, and roadways improvements during the 20-year planning period. This task will be conducted simultaneously with Task 6.2 and 6.3 and will result in a series of overall development alternatives for the Airport.

General aviation/landside alternatives will be evaluated based on their ability to satisfy the identified facility requirements, environmental considerations, engineering factors, cost (order of magnitude cost level), ease of implementation (e.g. existing business and residential impacts, land purchase, etc.), and their congruence with the airside and terminal building alternatives.

An evaluation matrix will be developed to compare the aforementioned factors associated with each landside/terminal alternative.





#### **Task 6.5 – Alternatives Presentation to PSC**

Garver will conduct an on-site meeting to present the draft alternatives to the PSC along with the evaluation of the alternatives. The result of the meeting will be the selection of the preferred alternative for the Airport for each area (e.g., airside, terminal building, general aviation/landside). This meeting is expected to take place in Wichita Falls and take approximately two (2) hours. Two (2) Garver staff members are expected to attend this meeting.

This task also includes separate meetings with the Wichita Falls Chamber of Commerce and SAFB related to the proposed alternatives. These meetings are expected to take place in person.

#### **Task 6.6 – Public Workshop**

The alternatives will be presented to the public in the form of a single 2-hour public workshop. Two (2) Garver staff members are expected to attend this meeting. This task is to be completed on the same date as the alternatives presentation to the PSC discussed in Task 6.5. This task includes the preparation of presentation materials and handouts needed for the workshop. Feedback collected from the public will be considered in the process of establishing a preferred alternative for each area.

A follow-up one-hour teleconference with the PSC will be held to review the feedback obtained from the public workshop and identify any necessary revisions to the preferred alternatives.

#### **Task 6.7 – Prepare Draft Report**

Using data and information obtained and evaluated during the alternative's analysis process, a draft of the Alternatives Chapter will be prepared. This chapter will present information, in both a narrative and graphic format, about the Airport's development options necessary to meet forecast aviation demand and support the vision items defined for the Airport (Task 1.4).

Concurrence will be obtained from the Owner and FAA on the final preferred development alternatives prior to proceeding forward.

### **ELEMENT 7 – AIRPORT LAYOUT PLAN DEVELOPMENT**

This scope element includes the preparation an Airport Layout Plan (ALP) drawing set that meets the requirements of:

- FAA AC 150/5300-13B, *Airport Design*;
- FAA Airports Standard Operating Procedure (SOP) 2.0, Standard Procedure for FAA Review and Approval of Airport Layout Plans; and,
- FAA Airports SOP 3.0, Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps.

The FAA updates the above-mentioned guidance materials from time-to-time. The specific versions identified above are planned to be used for this project. If the FAA updates any of the guidance materials during the course of this project, Garver and FAA will discuss how to incorporate those changes into the ALP.



This ALP set will include the following sheets:

- Cover Sheet
- Airport Data Sheet(s)
- Airport Layout Drawing (showing existing and ultimate facilities)
- Airspace Drawing
- Airspace Data Tables
- Inner Portion of the Approach Surface Drawings Sheets – One for each runway end (8 total)
- Inner Portion of the Approach Surface Tables
- Runway Centerline Profile Sheet
- Departure Surface Drawings – One for each runway end (8 total)
- Departure Surfaces Tables
- Terminal Area Drawing (civilian facilities area only)
- Land-Use Drawing
- Exhibit A Airport Property Map

The ALP set will be developed using computer-aided drafting program AutoCAD to facilitate revisions and transfers to other systems. The ALP will be completed using standard paper size (24" by 36"), layer structure, line types, and plot styles using AutoCAD 2022 or newer.

Additional details regarding the sheets to be included in the ALP are provided below.

Once approved by FAA, a printed copy of the full ALP set (24" x 36") will be provided to the Owner. The final/approved version of the ALP will be signed by the Owner and FAA electronically.

#### **Task 7.1 – ALP Cover Sheet and Airport Data Sheet**

Garver will prepare an ALP Cover Sheet and Airport Data Sheet meeting the requirements set forth in FAA SOP 2.00. The data sheet will include notations regarding existing and ultimate conditions. All four runways at SPS will be included in the data tables.

#### **Task 7.2 – Airport Layout Drawing – Existing/Ultimate**

Garver will prepare an Airport Layout Drawing (ALD) reflecting existing and ultimate conditions at SPS. The drawing will include the identification of the following:

- Runway, taxiways, buildings, NAVAIDS, parking areas, roads, lighting, fueling facilities, tie-down areas, and other prominent airport features with dimensions.
- Trees, streams, known above ground utility lines, towers, and other prominent natural features.
- Airport boundaries, runway protection zones, easements, and other areas that need to be controlled by the airport.
- Areas reserved for future aviation and non-aviation development (land-use).
- Topographic contours.



#### **Task 7.3 – Airport Airspace and Inner Portion of the Approach Surface Drawings**

Garver will prepare the 14 CFR Part 77 airspace drawing and data table sheets for the airport and surrounding area based on the ultimate runway conditions.

Garver will prepare the inner portion of the approach surface drawings and data table sheets for the Airport to reflect existing and ultimate conditions. A separate sheet will be provided for each runway end at SPS.

#### **Task 7.4 – Runway Centerline Profile Sheet**

Garver will prepare a runway centerline profile sheet using data obtained from the aeronautical survey (Element 9). Centerline profiles will be provided for all four runways.

#### **Task 7.5 – Runway Departure Surface Drawings**

Garver will prepare the runway departure surface drawings and data tables to reflect the departure surface as defined in FAA AC 150/5300-13B. A separate sheet will be provided for each runway end at SPS.

#### **Task 7.6 – Terminal Area Drawing**

Garver will prepare a terminal area drawing showing a more detailed view of the established civilian terminal development area at SPS.

#### **Task 7.7 – On-Airport Land Use Drawing**

A detailed and comprehensive land use plan for the area within the boundaries of the airport property line will be prepared based on the identified overall development concept.

#### **Task 7.8 – Exhibit A Property Map**

Garver will prepare an Exhibit A property map in accordance with FAA ARP SOP 3.00. Existing property information will be obtained from the Owner and the military.

### **ELEMENT 8 – AIRPORT CAPITAL IMPROVEMENT PROGRAM / FINANCIAL PLAN**

#### **Task 8.1 – Financial Inventory**

This task will be performed by Leibowitz and Horton, a subconsultant to Garver.

The objective of this task is to gather documents which affect the financial management of Airport operations and capital development and to confirm the structure, constraints, requirements and opportunities for financing the Master Plan Capital Improvement Program (CIP). The documents gathered and preliminarily reviewed will be used to complete subsequent tasks for the Preliminary Financial Analysis.

Our approach for conducting the Inventory of Financial Information task includes the following key steps:

- Interview key Airport officials to establish an understanding of the legal documents and agreements which affect financial management of the Airport





- Gather the following documents along with any additional documents identified during the interview and review on a preliminary basis:
  - Historical, detailed (account-by-account) financial statements and audit reports for the past three years
  - Detailed year-to-date financial statements for the current year with budget remaining amounts
  - Current operating and capital budgets (internal as well as the CIP submitted to the FAA ADO)
  - Official statements/loan agreements for any outstanding debt issues
  - PFC quarterly reports for the most recently submitted quarter and the same reports submitted one year earlier
  - City ordinances, resolutions, administrative rules, regulations and policies establishing the Airport and affecting its financial management
  - Airline use and lease agreements
  - Rental car (on- and off-airport) and other ground transportation agreements
  - Restaurant/Lounge, gift shop and specialty retail concession agreements
  - FBO agreement, large hangar leases, typical T-hangar leases by size, improved & unimproved ground leases, cargo facility leases and other general aviation lease agreements
  - Other Airport lease, concession, use and privilege agreements
  - FAA, state and local grant records
  - Historical aviation activity statistics for the past three years and current year-to-date by air carrier by month including enplanements, deplanements, aircraft operations, landed weight, fuel flowage gallons and air cargo statistics
- Identify potential funding sources for the Master Plan capital improvement program
- Prepare master plan chapter sections describing the structure and regulatory framework of Airport financial management including a discussion of the sources and uses of capital funding.

#### **Task 8.2 – Airport Development Program**

Using the data collected and developed during previous project elements, Garver will create a comprehensive multi-year airport Capital Improvement Program (CIP) and phasing plan. This CIP will cover the 20-year planning period and will be divided into a three-phase development program: short-term (0-5 years), mid-term (6-10 years), and long-term (11-20 years).

The short-term schedule will be provided year by year, providing a clear prioritization of near-term projects and allowing the Owner and FAA to migrate the CIP into the FAA funding system. Project implementation triggers will be established for each project defined within the CIP to aid the Owner and FAA in determining when various projects need to be executed in the future.

The proposed timing of future improvements will be in accordance with forecasted demand levels and include any necessary changes or additions to airport infrastructure (including compliance with airport design standards), NAVAIDS, and property interests.

#### **Task 8.3 – Airport Development Probable Costs**

Planning-level probable development costs will be prepared for each project in each phase of the CIP. Development costs will be estimated for each project and will be based on the preferred development



concept. These estimates of probable costs will include land acquisition, construction costs, design fees, and legal/administrative fees (e.g. typically to support land acquisition). Cost estimates will be prepared in current-year dollars and are developed for planning purposes only.

#### **Task 8.4 – Preliminary Financial Analysis**

This task will be performed by Leibowitz and Horton, a subconsultant to Garver.

The objective of this task is to prepare a Preliminary Financial Analysis for the recommended CIP alternative provided by the Master Plan consultant. This preliminary evaluation includes considering Wichita Falls' overall capability to fund the CIP and finance Airport operations. The analysis identifies potential funding sources that are practical alternatives for financing the capital development projects. This analysis also includes identifying revenue enhancement opportunities at a summary level for planned development projects as well as potential additional revenue for existing facilities.

Our approach for conducting the Preliminary Financial Analysis task includes the following key steps:

- Review financial and legal information gathered during the Inventory of Financial Information task related to financial condition, Airport policies, administrative regulations, grant status, airline use and lease agreements and other Airport user agreements which affect the financial management of the Airport and which will affect the financial reasonableness of implementing the Capital Improvement Program.
- Review the aviation activity forecast and preliminary development costs and implementation schedules (provided by the Master Plan consultant) to consider possible revisions in the development scope and timing.
- Evaluate revenue enhancement opportunities at a summary level for airside, terminal and landside operations which may result from capital program improvements.
- Develop summary level financial projections of funding sources, funding requirements and other information to provide a basis for assessing preliminary financial plans of the CIP. Revenue and capital funding projections will be compared with operating & maintenance expense and capital expenditure projections to identify a balanced approach for developing and funding the program.
- Conduct workshop sessions with Airport officials to review and discuss the preliminary financing schedules. Resolve funding shortfalls identified in the capital program by revising the CIP schedule, CIP scope and/or capital funding sources. Identify funding preferences and other funding resources that the Airport may want to utilize.

This task includes the completion of a workshop to review/revise the preliminary financing schedules.

#### **Task 8.5 – Financial Plan Development**

This task will be performed by Leibowitz and Horton, a subconsultant to Garver.

The objective of this task is to prepare a detailed financial plan for implementation of the selected Master Plan alternative. The Financial Implementation Plan resulting from this task will present reasonable guidelines, on a preliminary basis, for matching projected financial resources with financial needs. Airline rates and charges and costs per enplaned passenger resulting from the new development will be calculated





at a summary level using the Airport's current methodology and airline lease agreements for determining user fees.

Our approach for preparing the Financial Implementation Plan includes the following key steps:

- Develop projection of operating & maintenance expenses - review historical O&M expenses and identify trends and anticipated increases/decreases. Review the potential effect of the CIP on projected O&M expenses. Interview Airport management to develop appropriate O&M projection assumptions and to identify other anticipated changes.
- Develop projection of non-airline operating revenues - review historical non-airline revenues (including concessions, parking, car rentals, general aviation, FBO activities, fuel flowage, hangar leases, commercial/industrial and other leases) and determine trends for future projections. Interview Airport management to develop appropriate non-airline revenue assumptions.
- Evaluate the revenue generating potential of food & beverage, news & gift and specialty retail concessions for terminal building development areas. Evaluate opportunities for additional revenue generation of car rental companies, other ground transportation and public parking fees. Identify other revenue enhancement opportunities which may result from capital development projects.
- Develop projection of capital improvement expenditures - review the selected CIP project list with construction cost estimates, escalation rates and scheduling of expenditures to determine the annual need for capital funding. Interview Airport management and the Master Plan consultant to develop appropriate projection assumptions.
- Determine funding sources for the financial plan and develop projection for financing the CIP - review the summary of potential funding sources developed in the Preliminary Financial Analysis task (including federal and state grants, PFCs, economic development funds, debt funding, net revenues, bank financing, other sources) with Airport management and determine sources to be used for financing the program. Develop projection of capital financing based the annual amount and availability of funds. Interview Airport management to develop appropriate projection assumptions.
- Determine and develop a summary projection of airline rates and charges - review rate development methodology used for determining rates and charges. Interview Airport management to develop appropriate projection assumptions.
- Evaluate the reasonableness of projected airline rates and charges and cost per enplaned passenger - calculate the cost per enplaned passenger resulting from the financial projection. Compare the projected airline rates and charges and the cost per enplaned passenger with industry averages of other airports of similar size and operation.

#### **Task 8.6 – Prepare Draft Report**

Using the data and information obtained in developing the CIP, a CIP and Financial Plan Chapter will be prepared clearly laying out the Airport's CIP, project trigger mechanisms, project cost estimates, and potential funding sources. This report will be submitted in PDF format to the PSC for review and comment. Updates to the report will be made based on feedback received.



#### **ELEMENT 9 – AERONAUTICAL SURVEY**

The aeronautical survey for this AMP update will be completed by Martinez Geospatial, a subconsultant to Garver. The scope for this work is included as Attachment A.

#### **ELEMENT 10 – FINAL DOCUMENTATION/COORDINATION MEETINGS**

##### **Task 10.1 – Final Draft Report**

A final draft report will be assembled from the information developed in Elements 1 through 9 of this scope of services. The final draft will be submitted to the PSC in PDF format for review and comment. Garver will review final comments provided by the PSC and will incorporate them into the final report, as appropriate. The final draft will include an Introduction Chapter, table of contents, and dividers.

##### **Task 10.2 – Final Report**

One copy of the final report will be printed and submitted to the Owner. As previously mentioned, a 24" x 36" printed version of the signed ALP will be provided to the Owner. In addition, an electronic copy of the study and associated drawings will be provided via a file share service to FAA and the Owner. The ALP files will be provided to the Owner and FAA in Shapefile, AutoCAD, and PDF formats.

##### **Task 10.3 – City Council Approval**

Garver will provide support for the acceptance/adoption of the Airport Master Plan update locally through attendance at one (1) City of Wichita Falls Council meeting. One (1) Garver staff member is expected to attend this meeting. This will include preparing a brief presentation describing the results of the planning process and the proposed future development plan.

##### **Task 10.4 – Sustainability/Waste Reduction Plan**

Garver will provide the Owner with a basic waste reduction/sustainability plan in compliance with FAA Advisory Circular 150/5070-6B *Airport Master Plans*. This is expected to be a stand-alone memorandum that will be three (3) to five (5) pages. The plan will identify ways the airport could reduce waste and manage the airport's environmental impact.

##### **Extra Work:**

For clarification purposes, the proposed scope of services for this Airport Layout Plan specifically does not include any of the following items/tasks stated below:

- Survey work
- Revisions or updates to airport rules and regulations or minimum standards
- Development of an Airport Business Plan.
- Utility and drainage location investigation or research other than what is expressly included in the scope of services
- Aerial photography
- Instrument Approach Development
- Additional meetings other than those expressly stated in this scope of services
- Detailed facility assessments/reviews



- Facility condition testing or the establishment of a pavement maintenance program
- Graphic conceptual renderings of existing or future facilities
- The preparation of materials and exhibits for leases, development contracts, or other documents/materials outside of this Airport Layout Plan
- Detailed engineering cost estimates
- Design or conceptual design work
- Detailed land development planning
- Preparation of a Storm Water Pollution Prevention Plan (SWPPP). The construction contract documents will require the Contractor to prepare, maintain, and submit a SWPPP to DEQ.
- Environmental Handling and Documentation, including wetland and/or stream mitigation plans, or other work related to environmentally or historically (culturally) significant items beyond those listed herein.
- Evaluation of airport energy usage beyond desktop review of existing information.
- Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
- Coordination to obtain right-of-entry for environmental investigations.
- Completion of a biological survey/assessment or presence/absence threatened or endangered species surveys.
- Completion of a Wildlife Hazard Site Visit, Wildlife Hazard Assessment, and/or wildlife management plan.
- Phase II Soil and groundwater sampling and testing.
- Phase III Remediation
- Phase I or II Environmental Due Diligence Audit (EDDA)
- Completion of light emissions studies/evaluations.
- Prepare an Individual Section 303(c)/4(f) statement or evaluation if determined to be necessary following consultation with the appropriate agencies.
- Prepare and submit a USACE Section 404 permit application.
- Specialized studies (including detailed noise and air analysis) required by agencies.
- Assistance associated with zoning or re-zoning property for proposed improvements.
- Additional surveying and documentation of archaeological and historical sites.
- Intensive historic resources surveys, mitigation for adverse effects, or development of agreement documents.
- Coordination of and obtaining required agency permits.
- Property acquisition and relocation services.



Attachment A – Aeronautical Survey Scope







Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### PROJECT SUMMARY

CLIENT	Garver
CLIENT CONTACT	Nathan Polsgrove
CLIENT ADDRESS	13750 San Pedro Ave Suite 350 San Antonio, TX 78232
PROJECT LOCATION	Wichita Falls Municipal Airport (SPS) Wichita Falls, TX

Martinez Geospatial, Inc. (MTZ) will provide GARVER with Photogrammetry & Airports-GIS services in support of a Master Plan/Airport Layout Plan at Wichita Falls Municipal Airport (SPS).

This scope includes tasks required to comply with FAA Airports-GIS program standards. All survey and photogrammetry work will be accomplished in accordance with the following Advisory Circulars:

AC-150/5300-16B (16B)
AC-150/5300-17C (17C)
AC-150/5300-18B (18B)

The FAA Airports-GIS objective for this project is to collect and submit *Safety-Critical* data for the airport. Furthermore, base-mapping (planimetric & topographic data) collected in support of the ALP will be formatted and submitted to FAA Airports-GIS. Specifically, acquisition of data will include an Obstruction Survey/Airport Airspace Analysis, NAVAID inventory & survey, Runway Ends & Profiles survey, and collection (through remote-sensing) of planimetric & topographic data.

MTZ will fulfill the data collection, formatting, and delivery requirements of the FAA Airports-GIS program. In general, MTZ's approach to fulfilling the GIS requirements will be accomplishing those required tasks as outlined in Table 2-1 (Survey Requirements Matrix) of 18B, Column "Airport Layout Plan."

MTZ will make maximum use of existing data within the ADIP Portal for SPS, including Obstacle Data with FAA-assigned Identifiers.

#### PROJECT SPECIFICATIONS

STATE	TEXAS
COUNTY	WICHITA
PROJECT TYPE	AVIATION (AIRPORTS-GIS INCLUDED)
COORDINATE SYSTEM	TEXAS STATE PLANE – NORTH CENTRAL ZONE
HORIZONTAL DATUM	NAD83
VERTICAL DATUM	NAVD88 (GEOID18)
FIELD-SURVEY PROVIDED BY	MARTINEZ GEOSPATIAL, INC.
MAPPING SCALE	1"=100' & 2' CONTOURS
MAPPING FORMATS REQUIRED	STANDARD CAD w/ DTM and AIRPORTS-GIS
ORTHO RES & PHOTO FORMAT	0.5' GSD, TIF & SID FORMAT







Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### PROJECT AREA DEFINITION

The total project area consists of three components:

AREA A	<b>Planimetric &amp; Topographic Mapping Limit</b> - This area defines the limit for the compilation of planimetric & topographic base-mapping.
AREA B	<b>Part 77/OCS Airspace Analysis Limits</b> - Horizontal Limits of the applicable Obstruction Identification Surfaces (OIS) as defined by FAR Part 77 and AC-150/5300-13B.
AREA C	<b>Airports-GIS Airspace Analysis Limits</b> - Horizontal Limits of the applicable Obstruction Identification Surfaces (OIS) as defined in AC-150/5300-18B.

#### PROJECT TASKS

##### Project Planning/Project Management/FAA Airports-GIS Coordination/Field-Survey Coordination

MTZ will assist GARVER to develop, submit, and gain approval of the "Statement of Work" for the project through the FAA ADO and FAA Airports-GIS. MTZ will assemble, submit, and gain approval of the Imagery Plan, Survey Quality Control Plan, and AP Acquisition Report through FAA Airports-GIS. MTZ will also coordinate with the field-surveyor to ensure all documentation required by AGIS, related to field-survey, is completed correctly.

##### Aerial Imagery Acquisition

New color aerial imagery will be captured for all areas outlined in the **PROJECT AREA DEFINITION** section of this scope utilizing a digital photogrammetric camera. The aerial imagery acquisition flight mission will be executed in accordance with all guidelines and specifications within FAA AC 150/5300-17C.

The aerial imagery acquisition flight mission will consist of a single "block" of imagery, as specified below:

IMAGERY RESOLUTION	PURPOSE/USE
10cm	The coverage limit for this imagery is the horizontal extents of <b>AREA A, AREA B &amp; AREA C</b> . This imagery will be utilized for all photogrammetric data collection, including planimetric/topographic mapping and obstruction surveys/airspace analysis. Ortho-imagery will also be generated for this area at a resolution of 0.50' GSD.

Upon completion of the flight mission, the imagery will be reviewed through in-house Quality Assurance procedures for photogrammetric acceptability and compliance with AC 150/5300-17C requirements.





Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### Establish Geodetic Control / Validate existing PACS/SACS (Field Survey)

There are currently one PACS monument and two SACS monuments published in the NGS database for the airport. Surveyors will validate/utilize these monuments to serve as the project tie to the NSRS. If the existing PACS/SACS monuments are determined to be damaged or the validation is unsuccessful the surveyors will establish temporary geodetic control points, as required. Geodetic data will be tied to the NSRS using the latest published adjustment (2011).

Following are the specific PACS & SACS locations to be recovered:

Station Type	Designation	PID	Horizontal Datum	Vertical Datum	GEOID
PACS	SPS A	AB2816	NAD83(2011)	NAVD88	GEOID18
SACS	SPS ARP	AB6412	NAD83(2011)	NAVD88	GEOID18
SACS	SPS ARP 2	AB6411	NAD83(2011)	NAVD88	GEOID18

#### Survey Imagery Photo Control (Field Survey)

Photo-identifiable control points and/or artificial targets will be selected/set and surveyed for use as ground control for aero-triangulation of the new aerial imagery. Imagery control points will be spread throughout the aerial imagery project-area in a geometric pattern conducive to favorable aerotriangulation results. Each imagery control point will be surveyed using RTK survey methods. Imagery Control will be surveyed (properly tied to NSRS) and documented in accordance with AC-150/5300-17C and FAA Airports-GIS requirements. Ground Control data and documentation will be submitted to FAA Airports-GIS along with the Aerial Photography Acquisition Report. It is anticipated that 24 imagery control points will be required. Per FAA requirements, in addition to the imagery control points, an additional 6 Independent Checkpoints will be surveyed and processed through NGS QPUS.

#### Aero Triangulation

The newly acquired digital aerial imagery will be imported onto a digital photogrammetric workstation where it will be oriented with field-surveyed ground control. This procedure will establish both horizontal and vertical control for orienting individual photogrammetric models. This orientation will be accomplished using Soft Copy Aerial Triangulation methods.

#### Create Digital Ortho Imagery

Digital orthophotos will be produced to meet the needs of GARVER and the Airport as well as to comply with the requirements of the FAA Airports-GIS program and AC 150/5300-17C. One set of orthophotos will be produced. Orthophotos will cover the following defined areas and meet the following specifications:

RESOLUTION	COVERAGE LIMIT
0.50' GSD	AREA C (see attached exhibit)

#### Runway Surveys (Field Survey)

Field Surveyors will accomplish survey of all runways at SPS (15C/33C, 15L/33R, 15R/33L, 18/36); survey tasks will include survey of runway-end-points and runway-profiles. For each runway-end-point/threshold a monument will be set, surveyed, and documented in accordance with AC-150/5300-18B. Runway-centerline profiles and offset profiles will be surveyed utilizing mobile-RTK methodology;





Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

final profile data will be extracted at 10-foot stations for FAA Airports-GIS submission. Runway survey data will be utilized for the Obstruction Surveys/Airport Airspace Analysis task. Furthermore, MTZ will identify Airport Reference Point, Airport Elevation, High & Low Elevations of each Runway, and Touchdown Zone Elevations for each runway utilizing the newly surveyed Runway Data. Runway survey data will also be properly formatted by MTZ and reported in both the FAA Airports-GIS deliverable and the CAD base-map deliverable.

#### NAVAID Surveys (Field Survey)

Surveyors will accomplish field-survey of visual NAVAIDs & meteorological equipment serving the SPS airport. Each NAVAID will be surveyed and documented in accordance with AC-150/5300-18B. NAVAID survey data will be properly formatted by MTZ and reported in both the FAA Airports-GIS deliverable and the CAD base-map deliverable. The NAVAID Survey will include the following:

<i>Airport Beacon</i>	<i>15C PAPI</i>	<i>33C PAPI</i>
<i>15C ALSF</i>	<i>33C ALSF</i>	<i>15L PAPI</i>
<i>33R PAPI</i>	<i>15L REILs</i>	<i>33R REILs</i>
<i>15R PAPI</i>	<i>33L PAPI</i>	<i>15R MALSR</i>
<i>33L MALSR</i>	<i>36 REILs</i>	<i>SHP TACAN</i>
<i>SPS VORTAC</i>	<i>15C Localizer</i>	<i>15C Glideslope</i>
<i>33L Localizer</i>	<i>33L DME</i>	<i>33L Glideslope</i>
<i>ASOS</i>	<i>Windsocks</i>	

#### Airport Airspace Analysis/Obstruction Surveys

##### 18B/AGIS

An Airport Airspace Analysis will be performed in accordance with AC 150/5300-18B. This task will be performed in order to comply with the requirements of the FAA Airports-GIS Program for projects involving Airport Layout Plans. All available existing obstacle data for SPS will be obtained & downloaded from ADIP, existing obstacle data (relevant to the AGIS Airspace Analysis) will be validated or updated as necessary and incorporated into this project. Existing obstacle data will be reported back to FAA through ADIP, identifiable by assigned FAA-Obstacle-ID. The Airport Airspace Analysis will meet the following specifications:

<b>RUNWAY</b>	<b>AGIS ANALYSIS TYPE</b>
15C/33C	Runways-With-Vertical-Guidance
15L/33R	Runways-With-Vertical-Guidance
15R/33L	Runways-With-Vertical-Guidance
18/36	Runways-With-Vertical-Guidance

Formatting of final reported 18B/AGIS obstacles will adhere to the specifications of AC 150/5300-18B, Chapter 5 *Airport Data Features*.



4



Scope and Fee Proposal  
Wichita Falls Municipal Airport (5F5)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### Part 77/Obstacle Clearance Surface (OCS)

An FAR Part 77 and an OCS Obstruction Survey will be performed for all runway ends. Utilizing the digital 3D stereo imagery, the prescribed Part 77 & OCS Obstruction-Identification-Surfaces will be examined and analyzed to identify natural and manmade objects penetrating the surfaces. OCS Surfaces will be based on the requirements of AC-150/5300-13B (Tables 3-2, 3-3, 3-4, and 3-5). The Part 77 Obstruction Survey will meet the following specifications:

RUNWAY	PART 77 ANALYSIS TYPE
15C	Precision-Instrument-Runway (PIR)*
33C	Precision-Instrument-Runway (PIR)*
15L	Non-Precision-Instrument-C (NPI-C)
33R	Visual-Other-Than-Utility (BV)
15R	Non-Precision-Instrument-D (NPI-D)
33L	Precision-Instrument-Runway (PIR)*
18	Visual-Other-Than-Utility (BV)
36	Visual-Other-Than-Utility (BV)

\* - analysis of the PIR surface will be limited to the area covered by the required AGIS Imagery, which is approximately 20,000 feet from runway end.

The OCS Obstruction Survey will meet the following specifications (OCS Numbers are taken from AC-13B, Tables 3-2, 3-3, 3-4, and 3-5).

RUNWAY	OCS ANALYSIS TYPE
15C	OCS 5 (< 3/4sm Visibility Minimums)
15C	OCS 6 (Vertical Guidance Surface)
15C	OCS 7 (Departure Surface)
33C	OCS 5 (< 3/4sm Visibility Minimums)
33C	OCS 6 (Vertical Guidance Surface)
33C	OCS 7 (Departure Surface)
15L	OCS 4 (> 3/4sm Visibility Minimums)
15L	OCS 7 (Departure Surface)
33R	OCS 3 (Visual, Large Aircraft)
33R	OCS 7 (Departure Surface)
15R	OCS 5 (< 3/4sm Visibility Minimums)
15R	OCS 6 (Vertical Guidance Surface)
15R	OCS 7 (Departure Surface)
33L	OCS 5 (< 3/4sm Visibility Minimums)
33L	OCS 6 (Vertical Guidance Surface)
33L	OCS 7 (Departure Surface)
18	OCS 3 (Visual, Large Aircraft)
18	OCS 7 (Departure Surface)
36	OCS 3 (Visual, Large Aircraft)
36	OCS 7 (Departure Surface)







Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### **Part 77/OCS Collection Criteria**

The obstruction-identification-surfaces, defined in the previous section, will be digitally referenced with the 3D Stereo Imagery. Utilizing the 3D imagery, trained technicians will visually examine all surfaces and collect X-Y-Z point data for objects meeting collection criteria. Collected data will then be mathematically analyzed against the surfaces using custom processes to produce a final dataset. Multiple Quality-Assurance processes are performed for obstruction data through the project life cycle to ensure accuracy and completeness. Data will be collected to fulfill the following criteria:

- 1) A single X-Y-Z point will be collected / analyzed for any manmade or natural object penetrating a surface. The point will be placed on the highest point of the object. The X-Y location will correspond to the horizontal position of the highest portion of the object, not necessarily the geometric center or middle of the object.
- 2) Occasionally with Obstruction Surveys, large group of trees or terrain (obstruction area) are found to penetrate a surface and it is not feasible or possible to collect each individual penetration. In these cases, the obstruction area will be outlined with a bounding polygon in order to represent the horizontal extents of the area. A grid will then be overlaid on the obstructing area. Within each grid sector, the highest object will be collected. Within the primary surface, the transitional surface, and within the first 5,000 feet of the approach surface, 100-foot grid spacing will be used. Within 10,000 feet of the approach surface, but outside 5,000 feet, 200-foot grid spacing will be used. 200-foot grid spacing will also be used within the horizontal surface. Outside of 10,000 feet of the approach surface and within the conical surface, 500-foot grid spacing will be used.

#### **Supplemental Obstacle Collection**

Within the first 5,000 feet of the Departure Surface, MTZ will collect significant manmade and natural objects with no exemptions based on negative penetration value. For manmade objects, all buildings, utility poles, antennas, towers, and prominent objects will be collected (small objects, such as mailboxes, posts, and utility boxes will be ignored). For roadways (including highways) and railroads, the proper Part 77 offset will be applied according to the type of vehicular traverse way (official Vehicle Service Roads will be included and NAVAID Service Roads will be excluded). For vegetation, significant singular trees will be collected to the extent possible/feasible. In large areas of dense vegetation, a bounding polygon will be drawn to show the extents of the area. A 100-foot grid will be applied and the highest vegetation point within each grid-sector will be collected.



6





Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

**Deliverable Format for Part 77 and AC-13B OCS Obstacle Data**

DELIVERABLE	DESCRIPTION
Shapefile and CAD File	These files will contain the following pieces of data: 1) Obstruction Surface Linework 2) Obstruction X-Y-Z Points 3) Obstruction Area Polygon (if applicable) 4) Obstruction Area Grid (if applicable)
Attributes will be included in the Shapefile as Object Data. For the CAD version, attributes will be provided in Spreadsheet Format and can be cross-referenced with the CAD file by Object Number.	Shapefiles will contain the following pieces of object data: <ul style="list-style-type: none"> <li>• Object type</li> <li>• Northing / Easting / Elevation (MSL)</li> <li>• Latitude/Longitude</li> <li>• AGL Height (as able, for penetrating objects only)</li> <li>• Height-Above-Runway-End</li> <li>• Height-Above-Touchdown-Zone</li> <li>• Height-Above-Airport-Elevation</li> <li>• Distance-Is-Runway-End</li> <li>• Distance-From-Runway-Centerline (and direction)</li> <li>• Penetration Value (if applicable)</li> <li>• Surface Affected &amp; Slope (if applicable)</li> </ul>

**Planimetric & Topographic Mapping Compilation**

Utilizing the aerotriangulated digital imagery, photographic stereo pairs will be oriented and compiled on digital photogrammetric workstations within **AREA A**. Mapping data will be compiled meeting the following specifications:

<b>PLANIMETRIC DATA SCALE</b>	1"=100' SCALE (CLASS II STANDARDS)
<b>TOPOGRAPHIC DATA SCALE</b>	2' CONTOUR INTERVAL (CLASS II STANDARDS)
<b>MAPPING DELIVERABLE</b>	<b>FORMAT</b>
PLANIMETRIC FILE	AUTOCAD (Other formats available upon request)
CONTOUR FILE	AUTOCAD (Other formats available upon request)
DIGITAL-TERRAIN-MODEL FILE	AUTOCAD (Other formats available upon request)

The CAD products defined above will be delivered directly to **GARVER** for incorporation into ALP drawings.

**Planimetric Features will include (but are not limited to):**

- Building Outlines
- Airfield Pavement (Aprons, Taxiways, Runways)
- Airfield Paint Markings
- Airfield Signs
- Airfield Lights
- Roadways/Railways/Bridges
- Parking Lots
- Sidewalks
- Towers/Antennas
- Utilities (Above-Ground & Identifiable in Imagery)





Scope and Fee Proposal  
Wichita Falls Municipal Airport (SP5)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### Mapping Edit and GIS Formatting

In addition to generating mapping data in CAD formats, all collected data will be edited and formatted in the appropriate AGIS format. In terms of GIS-attributes, MTZ will be responsible for populating all geospatial-related and/or critical attributes required for upload. In general terms, the final AGIS file created by MTZ will include both Safety-Critical and Non-Safety-Critical Data. This includes the following:

##### SAFETY-CRITICAL

###### Airspace

AC-18B Feature	AC-18B Section
Obstacle	5.5.2
Obstruction Area (if applicable)	5.5.3
Obstruction ID Surface	5.5.4

###### Runway

AC-18B Feature	AC-18B Section
Runway End	5.4.26
Runway Profile Points	5.8.6
Centerline Perpendicular Points	5.8.3
Touchdown Zone Elevation	5.8.7
Airport Elevation	5.8.2

###### NAVAIDs

AC-18B Feature	AC-18B Section
Navigational Aids	All Applicable - Group 5.10

##### NON-SAFETY-CRITICAL

###### Planimetric

AC-18B Feature	AC-18B Section
Airfield	All Applicable - Group 5.4
Manmade Structures	All Applicable - Group 5.10
Surface Transportation	All Applicable - Group 5.13
Utilities	All Applicable - Group 5.14

###### Topographic

AC-18B Feature	AC-18B Section
Elevation Contour	5.8.10



8



Scope and Fee Proposal  
Wichita Falls Municipal Airport (SP5)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

Final GIS data will meet the following specifications:

GIS DATA-MODEL UTILIZED	FAA Airports-GIS (AC 150/5300-18B, Chapter 5)
GIS DELIVERY FORMAT	ArcGIS Shapefile

#### Airports-GIS Data Submission and Final Reporting

All data will be formatted into compliant Airports-GIS format and prepared for submission. Prior to submission, the survey-files will be tested using the FAA's survey-file-test tool in order to ensure acceptability. A "Final Report" will be generated in accordance with Advisory Circular 150/5300-18B and submitted with the final project file. MTZ will coordinate with GARVER prior to uploading the final submission to AGIS. Following submission, MTZ will periodically follow up with GARVER until the final submission receives approval by NGS. Project close-out will also consist of ensuring receipt and acceptance of the obstruction survey and digital mapping data by GARVER, the FAA and NGS.



9



Scope and Fee Proposal  
Wichita Falls Municipal Airport (SPS)  
Survey, Photogrammetry & Airports-GIS Services  
04/17/2023

#### DELIVERABLE SUMMARY

- 1) Statement of Work Report (for FAA Airports-GIS approval)
- 2) Imagery/Remote Sensing Plan (for FAA Airports-GIS approval)
- 3) Survey & Quality Control Plan (for FAA Airports-GIS approval)
- 4) Aerial Photography Acquisition Report (for FAA Airports-GIS approval)
- 5) Part 77 & Obstacle-Clearance-Surface Obstruction/Penetration Data
- 6) Supplemental Obstacle Data
- 7) Airfield Base-map (Planimetric & Topographic Mapping Data)
- 8) Digital Ortho Imagery of AREA C (0.50' Resolution)
- 9) Comprehensive FAA Airports-GIS Deliverable, consisting of:
  - A) Safety Critical Data (Runway, NAVAID, and Airport Airspace Analysis Data)
  - B) Non-Safety Critical Data (Planimetric & Topographic Mapping)
- 10) Final Report (for FAA Airports-GIS approval)



10



## Area A - Planimetric & Topographic Mapping



Magenta Polygon - Planimetric & Topographic Mapping Limit



MTZ | Martinez Geospatial  
2915 Walters Road Suite 100  
Eagan, Minnesota 55121  
Tel: 651.886.8424 Fax: 651.886.8389







## Area B - Part 77/OCS Airspace Analysis



Green Polygons - 40:1 Departure Surfaces  
Magenta Polygons - Part 77 Obstruction Identification Surfaces

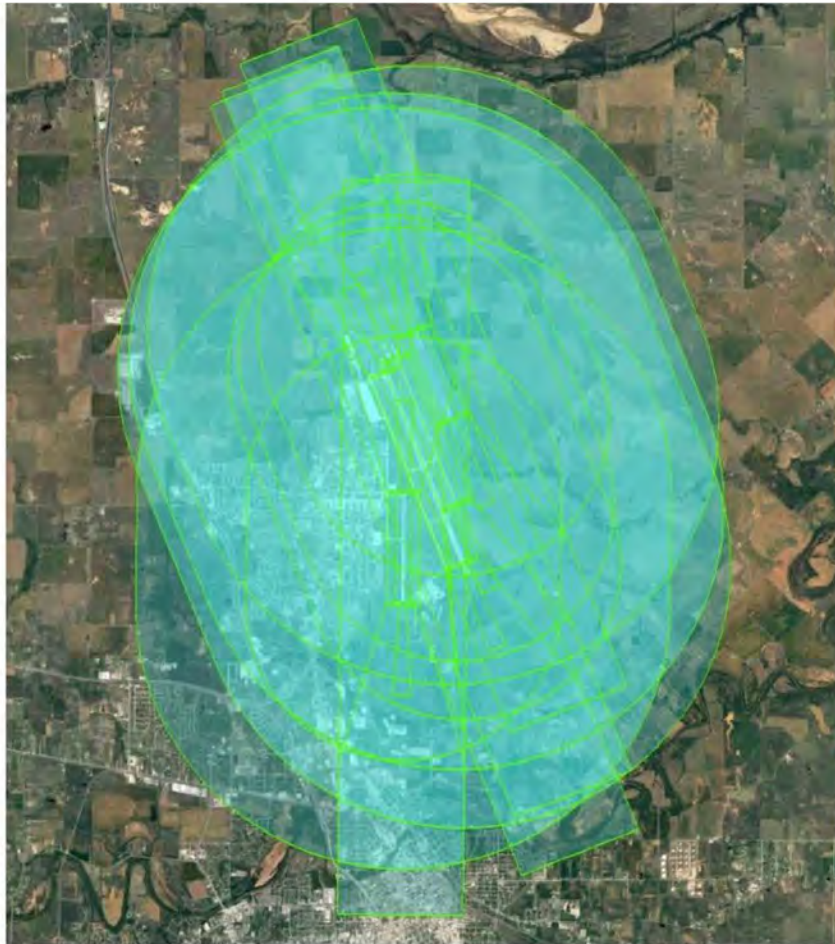


MTZ | Martinez Geospatial  
2915 Walters Road Suite 100  
Eagan, Minnesota 55121  
Tel: 651.686.8424 Fax: 651.686.8389





## Area C - Airports-GIS Airspace Analysis



Green Polygons - 18B/Airports-GIS Obstruction Identification Surfaces  
Cyan Shaded Area - 0.50' GSD Ortho Imagery Coverage



MTZ | Martinez Geospatial  
2915 Waters Road, Suite 100  
Eagan, Minnesota 55121  
Tel: 651.686.8424 Fax: 651.686.8389



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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Resolution of the City of Wichita Falls authorizing and approving the reappointments of individuals to the Board of Directors of the Nortex Housing Finance Corporation.

**INITIATING DEPT:** City Clerk

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**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** Practice effective governance.

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**COMMENTARY:** The Nortex Housing Finance Corporation's Board has recommended that Dennis Wilde be re-appointed to a new five-year term that will expire August 1, 2028.

☒ **City Clerk**

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**ASSOCIATED INFORMATION:** Resolution provided by Nortex Regional Planning Commission.

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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Resolution No. \_\_\_\_\_

**RESOLUTION OF CITY OF WICHITA FALLS AUTHORIZING AND APPROVING THE REAPPOINTMENT OF INDIVIDUAL TO THE BOARD OF DIRECTORS OF THE NORTEX HOUSING FINANCE CORPORATION.**

WHEREAS, pursuant to the Texas Housing Finance Corporation Act, Chapter 394, Texas Local Government Code, as amended, the Texas counties of Archer, Baylor, Clay, Cottle, Foard, Hardeman, Jack, Montague, Wichita, Wilbarger, and Young, Texas (collectively, the "*Sponsoring Entities*") have formed a joint housing finance corporation named the Nortex Housing Finance Corporation (the "*Corporation*") to provide a means of financing the cost of residential ownership and development that will provide decent, safe and sanitary housing for persons and families of low and moderate income; and

WHEREAS, the City of Wichita Falls is a member of the Corporation and has authorized the Corporation to act on its behalf and on behalf of the other Sponsoring Entities for the purposes set forth in the previous paragraph; and

WHEREAS, in accordance with the Articles of Incorporation and the Bylaws of the Corporation, a majority of the Sponsoring Entities must approve the appointment and/or reappointment of members of the Board of Directors of the Corporation; and

WHEREAS, in accordance with the Articles of Incorporation and the Bylaws of the Corporation, the City of Wichita Falls together with the Sponsoring Entities desires to appoint/reappoint existing members of the Board of Directors of the Corporation upon resignation or expiration of their current terms.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WICHITA FALLS, TEXAS, THAT:

*Section 1. Board of Directors.* That the following reappointments for the Board of Directors of the Nortex Housing Finance Corporation and the length of the term thereof are hereby authorized and approved;

DIRECTOR

TERM EXPIRES

Mr. Dennis Wilde

Reappointment

August 1, 2028

*Section 2. Effective Date.* That this Resolution shall be in full force and effect from and upon its adoption.

**PASSED AND APPROVED** this 20<sup>th</sup> day of September 2022.

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MAYOR

ATTEST:

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City Clerk



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**CITY COUNCIL AGENDA**  
**July 18, 2023**

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**ITEM/SUBJECT:** Appointments and Actions regarding Boards and Commissions

**INITIATING DEPT:** City Clerk

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**STRATEGIC GOAL:** Actively Engage & Inform the Public

**STRATEGIC OBJECTIVE:** Enhance public outreach and engagement.

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**COMMENTARY:** Terms of members for several boards expire July 31, 2023, and vacancies were advertised in accordance with Resolution 21-2015. Following are the current members, expiration dates, and interest in being reappointed for the following boards:

- \*4B Sales Tax Corporation
- \*Airport Board of Adjustments
- \*Helen Farabee Board of Trustees
- Library Advisory Board
- \*TIF #2
- \*TIF #3
- \*Zoning Board of Adjustment

Boards with an \* can be discussed in executive session.

In accordance with Resolution 21-2015, no appointee shall serve more than six (6) consecutive years, unless waived by the Mayor and Council. These limits apply only where existing law or ordinance does not specify limits to terms of service on City boards. Staff is requesting six-year term limits to be waived where noted.

Applicants highlighted in green are eligible for and desire reappointment, and those highlighted in yellow will either be moved to another position or replaced with a current applicant.

Applications will be sent to the council by separate e-mail.

**Boards marked with an \* can be discussed in executive session.**

☒ **City Clerk**

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**ASSOCIATED INFORMATION:** Current rosters.

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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## 4B SALES TAX CORPORATION

<b>PLACE</b>	<b>NAME</b>	<b>APPOINTED</b>	<b>EXPIRATION</b>	<b>QUALIFICATIONS</b>	<b>DISTRICT</b>
1	Tony Fidelie, Jr., <b>Chair</b>	06/21/2011 06/04/2013 07/07/2015 07/05/2017 06/18/2019 07/20/2021	07/31/2023		1
2	Rick Hatcher	06/04/2013 07/07/2015 07/05/2017 06/18/2019 07/20/2021	07/31/2023		3
3	Glenn Barham	07/05/2016 07/17/2018 07/07/2020 07/19/2022	07/31/2024		1
4	Darron Leiker	07/18/2006 07/01/2008 07/06/2010 07/17/2012 07/01/2014 08/23/2018 07/07/2020 07/19/2022	07/31/2024		4
5	Nicholas Schreiber	06/18/2019 07/20/2021	07/31/2023		4
6	Michael Mills	12/01/2015 07/05/2016 07/17/2018 07/07/2020 07/19/2022	07/31/2024		3
7	Dave Clark	12/04/2012 06/04/2013 07/07/2015 07/05/2017 06/18/2019 07/20/2021	07/31/2023		1

Current applicants: Adam Arruda, John Deason, Michael Grassi, Kevin Hunter, Carol Murray, Lauren Olaya, Josh Phillips, and Craig Reynolds.

## **AIRPORT BOARD OF ADJUSTMENT**

<b>PLACE</b>	<b>NAME</b>	<b>APPOINTED</b>	<b>EXPIRATION</b>	<b>QUALIFICATIONS</b>	<b>DISTRICT</b>
1	Glenn Beavers	12/18/2018 12/15/2020 12/20/2022	12/31/2020 12/31/2022 12/31/2024	CWF	3
2	James Wingo	12/06/2016 12/18/2018 12/15/2020 12/20/2022	12/31/2020 12/31/2022 12/31/2024	CWF	3
3	Amy Bobrowitz	01/17/2006 12/05/2006 12/02/2008 12/07/2010 12/04/2012 12/02/2014 12/06/2016 12/18/2018 12/15/2020 12/20/2022	12/31/2020 12/31/2022 12/31/2024	CWF	5
4	Vacant		12/31/2023	County resident/City appt.	
5	Debra Carr	11/07/2017 12/03/2019 12/21/2021	12/31/2021 12/31/2023	County resident/City appt.	
6	Mark McBurnett	01/19/2016 11/07/2017 12/03/2019 12/21/2021	12/31/2021 12/31/2023	SAFB Ex-Officio Non-Voting Member	

Current Applicant: Fred Tillman

## HELEN FARABEE REGIONAL MHMR CENTERS BOARD OF TRUSTEES

<i>PLACE</i>	<i>NAME</i>	<i>APPOINTED</i>	<i>EXPIRATION</i>	<i>QUALIFICATIONS</i>	<i>DISTRICT</i>
1	Jan Driver Ward	June 2023	08/31/2023	Archer, Clay, and Montague Counties	
2	Cindy Barksdale	04/2018	08/31/2024	Jack and Wise Counties	
3	Kathy Thorp – <i>Vice Chair</i>	02/04/2016	08/31/2023	Throckmorton and Young Counties	
4	Lou Vail	12/06/2018	08/31/2023	Baylor, Haskell, and Knox Counties	
5	Joan Murray – <i>Secretary</i>	01/01/2018	08/31/2023	Cottle, Dickens, and King Counties	
6	Tom Johnson		08/31/2024	Childress, Foard, Hardeman, and Wilbarger Counties	
7	J. Brian Eby – <i>Chair</i>	09/2020	08/31/2024	Wichita County	
8	Vacant		08/31/2024	CWF	
9	vacant		08/31/2023	CWF	
10	Travis Babcock	April 2023	08/31/2026	WCSO Ex-Officio	
11	Pat Laughery	August 2022	08/31/2025	WCSO Ex-Officio	

Helen Farabee staff has vetted the applicants per their policy and recommend appointment of David Cook to Place 8, and Jessica Traw to place 9. Other current applicants are Shammann Smith and Steven Young.



## **LIBRARY ADVISORY BOARD**

<b>PLACE</b>	<b>NAME</b>	<b>APPOINTED</b>	<b>EXPIRATION</b>	<b>QUALIFICATIONS</b>	<b>DISTRICT</b>
1	Amy Bobrowitz	07/19/2022	07/31/2025		5
2	Betty Richie	07/19/2022	07/31/2025		4
3	Kristen Garrison	10/05/2021	07/31/2024		3
4	Daniel Juarez	07/07/2020	07/31/2023		3
5	Katherine Love	07/07/2020	07/31/2023		3
6	Emily Adams	07/31/2018 07/20/2021	07/31/2024		3
7	Suhua Huang	07/05/2017 07/31/2018 07/20/2021	07/31/2024		3
8	Marianne Dowdy	07/19/2022	07/31/2025		4
9	Shunta McFadden	07/19/2022	07/31/2025		1
	Alan Martin			Non-voting ex officio, President Friends of the Library	
	Jana Hausburg			Non-voting ex officio, Library Administrator	

Current applicants: Adam Arruda, Abigail Eakin, Madeline Eubanks, Stephanie Ingle, Melisse McCartney, Diana Ramsey, Shammann Smith, Lisa Wyatt, and Steven Young.

## TAX INCREMENT FINANCING DISTRICT, REINVESTMENT ZONE #2

<b>PLACE</b>	<b>NAME</b>	<b>APPOINTED</b>	<b>EXPIRATION</b>	<b>QUALIFICATIONS</b>	<b>DISTRICT</b>
1	Vacant		12/31/2023	City of Wichita Falls	
2	Jim Chandler	10/18/2005 12/04/2007 12/01/2009 12/06/2011 12/03/2013 12/01/2015 11/07/2017 12/03/2019 12/21/2021	12/31/2021 12/31/2023	City of Wichita Falls	3
3	Ben J. Filer, <b>Chair</b>	10/18/2005 12/04/2007 12/01/2009 12/06/2011 12/04/2012 12/02/2014 12/06/2016 12/04/2018 12/15/2020	12/31/2020 12/31/2022	City of Wichita Falls	3
4	Jerry Taylor	12/27/2006 02/09/2008 12/06/2010 12/27/2012 11/10/2014 12/27/2016 11/13/2018 12/07/2020 01/09/2023	12/31/2022 12/31/2024	Wichita County	1
5	Mark Schroeder	12/07/2020 01/09/2023	12/31/2022 12/31/2024	Wichita County	

No current applicants.

## TAX INCREMENT FINANCING DISTRICT, REINVESTMENT ZONE #3

<b>PLACE</b>	<b>NAME</b>	<b>APPOINTED</b>	<b>EXPIRATION</b>	<b>QUALIFICATIONS</b>	<b>DISTRICT</b>
1	Gail Natale	12/04/2012 12/02/2014 12/06/2016 12/04/2018 12/15/2020 12/20/2022	12/31/2020 12/31/2022 12/31/2024	City of Wichita Falls	
2	Vacant		12/31/2023	City of Wichita Falls	
3	Jamie Gould	12/20/2022	12/31/2023	City of Wichita Falls	
4	Kenneth Haney, <b>Chair</b>	09/01/2009 12/07/2010 12/04/2012 12/02/2014 12/06/2016 12/04/2018 12/15/2020 12/20/2022	12/31/2020 12/31/2022 12/31/2024	City of Wichita Falls	
5	Michael Battaglino	12/20/2022	12/31/2023	City of Wichita Falls	
6	Ronnie Williams	12/09/2019 10/18/2021	12/31/2021 12/31/2023	Wichita County	
7	Commissioner Barry Mahler	05/31/2011 12/17/2012 12/02/2014 12/27/2016 11/13/2018 12/07/2020 01/09/2023	12/31/2022 12/31/2024	Wichita County	

Current applicant: Shamann Smith

## ZONING BOARD OF ADJUSTMENT

<b>PLACE</b>	<b>NAME</b>	<b>APPOINTED</b>	<b>EXPIRATION</b>	<b>QUALIFICATIONS</b>	<b>DISTRICT</b>
1	Steven Young	12/03/2019 12/21/2021	12/31/2023		4
2	Vacant		12/31/2024		
3	Dave Waddell	12/02/2014 12/01/2015 11/07/2017 12/03/2019 12/21/2021	12/31/2023		3
4	Kerry Maroney	12/18/2018 01/05/2021 12/21/2021	12/31/2023		1
5	Tyson Traw, <b>Chair</b>	07/21/2015 12/01/2015 11/07/2017 12/03/2019 12/21/2021	12/31/2023		5
6	Jose Garcia	12/18/2018 12/15/2020 12/20/2022	12/31/2024	Alternate 1	2
7	Vacant		12/31/2024	Alternate 2	
8	Thomas Taylor	12/15/2020 12/20/2022	12/31/2024	Alternate 3	5
9	Rick Hernandez	12/21/2021	12/31/2023	Alternate 4	
10	Mark McBurnett	01/19/2016 11/17/2017 12/03/2019 12/21/2021	12/31/2023	SAFB Non-Voting Ex Officio	

Current Applicant: Brady Enlow