

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



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, October 17, 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>)**

Item #

1. Call to Order
2. (a) Invocation: Pastor Michael Hanson
First Presbyterian Church

(b) Pledge of Allegiance

CONSENT AGENDA

3. Approval of minutes of the October 3, 2023 Regular Meeting of the Mayor and City Council.
4. Ordinances
 - (a) Ordinance authorizing the City Manager to award contract to Hedgerow Software US Inc for the Health Department Environmental Health Systems Conversion Project, in the amount of \$72,000

5. Receive Minutes

- (a) Library Advisory Board, July 18, 2023
- (b) Lake Wichita Revitalization Committee, September 12, 2023

REGULAR AGENDA

6. Public Hearings & Ordinances

- (a) Conduct a public hearing and consider taking 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
- (b) Ordinance amending Ordinance No. 12-2023 Declaring Certain Structures As Dangerous By Allowing Additional Time To Rehabilitate 914 E. Scott Ave (Abandoned Motel)
- (c) Ordinance appropriating \$950.00 of grant funds pursuant to the FY 2023 Patrick Leahy Bulletproof Vest Partnership Grant, appropriating said funds to the Special Revenue Fund, and authorizing the City Manager to execute all documents necessary to accept and share said funds
- (d) Ordinance appropriating \$37,692.00 of grant funds pursuant to the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, appropriating said funds to the Special Revenue Fund, and authorizing the City Manager to execute all documents necessary to accept and share said funds
- (e) Ordinance authorizing the City Manager or his designee, to accept from the Office of the Governor, Homeland Security Grant Division for the 2023 State Homeland Security Program, Law Enforcement Terrorism Prevention Activities – Grant #4727401, in the amount of \$65,259.00

7. Resolutions

- (a) Resolution authorizing the City Manager to execute contracts with several community service organizations and organizations that promote the convention and tourism industry
- (b) Resolution to accept the written offers as presented for 1 Trustee parcel and authorizing execution of the Quitclaim Deed to convey title to Akiel Hardy and Andrew Skinner

- (c) Resolution authorizing a contract for professional services to Halff Associates, Inc. to provide planning services for a new Parks and Recreations Master Plan in the amount not to exceed \$200,000
 - (d) Resolution authorizing the acquisition of approximately 6.1 acres of land belonging to Burlington Northern Railway Company for the construction of South Wenonah Boulevard, and authorizing the City Manager to execute all related documents to purchase said property for an amount not to exceed \$362,500 plus standard closing costs
 - (e) Resolution authorizing the City Manager to execute a Professional Services Agreement with Biggs & Mathews, Inc. for the design of the South Wenonah Extension in the amount of \$668,500.00
 - (f) Resolution authorizing the City Manager to enter into an agreement with Anthony Inman Construction, Inc for demolition and asbestos abatement services, as well as, the purchase and installation of the replacement building HVAC system and electrical switch gear for Memorial Auditorium with an estimated cost of \$1,984,293 and delegating evaluation authority to the City Manager to the maximum extent authorized by Texas Gov't Code § 2269.053
 - (g) Resolution authorizing a two-year lease agreement with Big Blue Properties WF, LLC for leasing office space for government operations during the Memorial Auditorium renovation for \$17,500 per month
 - (h) Resolution authorizing a two-year lease agreement with Wichita Tower, INC. for leasing office space for government operations during the Memorial Auditorium renovation for \$18,585 per month
 - (i) Resolution of the City Council of the City of Wichita Falls, Texas nominating individuals to serve on the Wichita Appraisal District Board of Directors
8. Other Council Matters
- (a) Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.
9. 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.

10. Executive Sessions

- (a) 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 (including, but not limited to, the lease, sale, and/or value of 6.1 acres of land belonging to Burlington Northern Railway Company, 403 California St., Big Blue, and Wichita Tower)
- (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, Wichita Appraisal District Board of Directors).

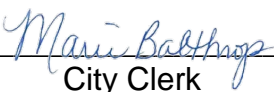
11. Adjourn

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.

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 11th day of October, 2023 at 5:30 o'clock p.m.



City Clerk



City of Wichita Falls
City Council Meeting
Minutes
October 3, 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	-	
Blake Jurecek	-	Assistant City Manager
Kinley Hegglund	-	City Attorney
Marie Balthrop	-	City Clerk

Absent: Darron Leiker, City Manager

- - - - -

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

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Item 2a – Invocation

Pastor Ron Redding, Sunnyside Baptist 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 3a – Employee of the Month – Fox Baker, Library

8:32 a.m.

Mayor Santellana recognized Fox Baker as Employee of the Month for October 2023 and shared a brief video. Mayor Santellana congratulated Mr. Baker and presented him with a plaque, letter of appreciation, dinner for two, and a check, and thanked him for his service.

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Item 3b – Proclamation – Arts and Humanities Month, Wichita Falls Alliance for Arts and Culture

8:35 a.m.

Mayor Santellana read a proclamation proclaiming October as National Arts and Humanities Month in Wichita Falls and called upon citizens to celebrate, support, and promote arts and culture.

Item 4-6 – Consent Items

8:39 a.m.

Blake Jurecek, Assistant 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 Nelson and carried by the following vote:

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

Nays: None

Item 4 – Approval of Minutes of the September 19, 2023, Regular Meeting of the Mayor and City Council

Item 5a – Resolution 109-2023

Resolution authorizing the purchase of three (3) Automated Side Loaders solid waste collection trucks through the Houston-Galveston Area Council (H-GAC) Purchasing Cooperative from Bruckner Truck Sales, Inc. in the amount of \$1,172,937.00.

Item 5b – Resolution 110-2023

Resolution authorizing the purchase of one (1) commercial front end loader solid waste collection truck through the Houston-Galveston Area Council (H-GAC) Purchasing Cooperative from Bruckner Truck Sales, Inc. in the amount of \$366,818.00.

Item 5c – Resolution 111-2023

Resolution authorizing the purchase of one (1) Commercial Side Loader solid waste collection truck through the Houston-Galveston Area Council (H-GAC) Purchasing Cooperative from Bruckner Truck Sales, Inc. in the amount of \$307,430.00.

Item 6 – Receive Minutes

(a) Planning & Zoning Commission, August 9, 2023

(b) Landmark Commission, August 22, 2023

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Item 7a – Ordinance 55-2023

8:41 a.m.

Ordinance amending Sections 11b-4, 11b-6, and 11b-8 of Ordinance No. 52-2023, the fee schedule applied to Sanitation, Sewage, & Stormwater; providing for severability; providing that such Ordinance shall not be codified; and providing an effective date.

Moved by Councilor Brewer to approve Ordinance 55-2023.

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 8a – Resolution 112-2023

8:43 a.m.

Resolution authorizing the City Manager to execute the Joint Funding Agreement for Water Resources Investigations, Number 24SJFATX039000, with the U.S. Geological Survey for \$88,673.00

Moved by Councilor Browning to approve Resolution 112-2023.

Motion seconded by Councilor Jackson carried by the following vote:

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

Nays: None

Item 8b – Resolution 113-2023

8:45 a.m.

Resolution authorizing the City Manager to execute Professional Services Agreement to Biggs and Mathews Environmental, Inc. for engineering services for the City of Wichita Falls Landfill in the amount of \$78,000.00.

Moved by Councilor Browning to approve Resolution 113-2023.

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

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

Nays: None

Item 8c – Resolution 114-2023

8:47 a.m.

Resolution authorizing the purchase of a Powdered Activated Carbon feeder for the Cypress Water Treatment Plant, from Norit Americas Inc., in the amount of \$102,550.00.

Moved by Councilor Brewer to approve Resolution 114-2023.

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

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

Nays: None

Item 8d – Resolution 115-2023

8:50 a.m.

Resolution restructuring the composition of the Wichita Appraisal District's Board of Directors in compliance with Senate Bill 2.

Moved by Councilor Brewer to approve Resolution 115-2023.

Motion seconded by Councilor Browning

Lisa Stephens-Musick, Chief Appraiser, discussed the changes due to SB 2 regarding how individuals will be selected for the Wichita Appraisal District Board of Directors.

The motion carried by the following vote:

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

Nays: None

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Item 8e – Resolution 116-2023

8:57 a.m.

Resolution authorizing the transfer of ownership of Trustee properties at 1626 Pearl Avenue and 1807 Clark Street to Home For Freedom Inc. for the construction of low to moderate income housing for military veterans.

Moved by Councilor Brewer to approve Resolution 116-2023.

Motion seconded by Councilor Nelson.

Kenny Reynolds, 2732 Shepherds Glen, stated that their intent is to build up to four tiny homes on the property for homeless veterans.

Motion carried by the following vote:

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

Nays: None

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Item 8f – Resolution 117-2023

9:02 a.m.

Resolution to accept the written offers as presented for 3 Trustee parcels and authorizing execution of the Quitclaim Deed to convey title to Lupe Chavira, Jose Corona, and Henry Soto.

Moved by Councilor Brewer to approve Resolution 117-2023.

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

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

Nays: None

Item 8g – Resolution 118-2023

9:05 a.m.

Resolution authorizing award of bid for bicycle lane striping services for the Wichita Falls Traffic Engineering Division from the low bidder Linear Traffic Markings, LLC in the amount of \$85,214.00.

Moved by Councilor Browning to approve Resolution 118-2023.

Motion seconded by Councilor Smith

Michael Damron, 1404 10th Street, asked about the center line striping, and Mr. Burrus stated center line striping is evaluated yearly.

The motion carried by the following vote:

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

Nays: None

Item 8h – Resolution 119-2023

9:08 a.m.

Resolution authorizing award of bid for the City's estimated annual requirement of automotive lubricating oils and grease to Reladyne/Western Marketing, Inc. in the amount of \$255,489.60.

Moved by Councilor Nelson to approve Resolution 119-2023.

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

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

Nays: None

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Item 9a – Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

9:14 a.m.

Councilor Nelson asked Chief Borrego about body cameras. Chief Borrego stated they have some body cameras coming in and the vendor will be on site to help set up the cameras and train staff.

Councilor Whiteley congratulated the employee of the month, and stated he is interested in Homes For Freedom and hopes the project takes off.

Councilor Smith discussed recent reports of dogs being loose and killing other animals. He encouraged all pet owners to keep their animals contained and follow City ordinances. He discussed how wonderful the new hotel and conference center are and how it is an asset to the City. Councilor Smith addressed the candidates running for office and discussed the numerous boards and commissions Councilors serve on, and other ways the City Council serves the community. He encouraged individuals to think about getting the flu shot and the new COVID booster, and stated in the future that may be one combined shot. There is a new non-profit called Help Me Grow Wichita County that is opening October 18th. It is sponsored by United Way, is privately funded, gives families with children ages 0-8 access to community resources, and encourages healthy child development. November 7th is the general election for Mayor and various council positions and he encouraged everyone to attend the various forums and debates. The League of Women Voters has a voter's guide that provides background on each candidate and on the constitutional amendments. He asked citizens to study Proposition 9 dealing with the pension for retired teachers, as well as all other amendments. He encouraged everyone to vote and make informed decisions.

Councilor Jackson thanked Homes For Freedom for their project. Early Voting begins October 23, and Election Day is November 7th and he encouraged everyone to vote.

Mayor Santellana discussed Councilor Smith's comments regarding serving on boards and commissions, and community service. He thanked Councilor Smith for always being willing to fill in when needed, and for all of the Councilors for showing up and serving. There are good candidates for the election, and he encouraged citizens to attend the various candidate forums. There is another candidate forum tonight, but he is unable to attend since the City Council and staff will be attending the annual Texas Municipal League conference with other cities across the state. He is hopeful that future candidate forums are recorded and streamed.

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Item 10 – Comments from the Public to Members of the City Council Concerning Items That Are Not on the City Council Agenda

9:29 a.m.

Joyce Stephens, 1218 N. 8th Street, stated that she owns the adjoining property at 1216. The County already merged the property into one address, 1218 N. 8th Street. She would like to extend her home onto 1216, but has been told she must have a survey completed, and she is asking for an exception to the rule. Staff will reach out to Ms. Stephens to discuss her options. Mayor Santellana thanked Ms. Stephens for the book she gave him this morning.

Michael Damron, 1404 10th Street, addressed the Council and discussed the Plaza Hotel renovation project. He previously worked for Mr. Kelty, but had to leave and would like to work for him again. Mr. Kelty has quite an investment in this project. He discussed Sec. 242 of the Civil Rights Statute that requires a fund for victims of crime and he believes he meets that criteria.

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Item 11 –Adjourn

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

PASSED AND APPROVED this 17th day of October 2023.

Stephen Santellana, Mayor

CITY COUNCIL MINUTES
October 3, 2023
PAGE 8 OF 9

ATTEST:

Marie Balthrop, TRMC, MMC
City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Ordinance authorizing the City Manager to award contract to Hedgerow Software US Inc for the Health Department Environmental Health Systems Conversion Project, in the amount of \$72,000.

INITIATING DEPT: Health

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Promote and Encourage Innovation

COMMENTARY: One of the six goals detailed in the Health Department's Strategic Plan identifies the need to increase the use of technology to improve operational efficiency and service quality. Over the last several years, staff have identified the desire to seek a new vendor(s) to replace the current Public Health Information Management System (PHIMS) system used for electronic health records and environmental health inspections. Key components identified by the project manager and staff necessary for improvements on the Environmental Health side included the need for improved documentation, workflow, access, and reporting of inspections conducted by the division. Inspections include food, lodging, body art, aquatic facilities, and on-site sewage facilities (OSSF). These changes would be a substantial benefit for staff efficiency as well as the experience of our customers.

The project to be completed by the selected company includes receiving transferred records from PHIMS, building modules specific to services offered by the Health Department, and maintaining cloud-based records. It is also imperative that the company be able to provide web-based linkage of inspection reports to the citizens.

A Request for Proposals (RFP) #08-22 Electronic Health Record Environmental Health Services System was published on October 23, 2022. Proposals were due by November 14, 2022. Of the seven proposals received, four were specific to environmental health services. The selection panel reviewed submissions in December 2022 and received demonstrations from vendors in January and February 2023.

The panel selected Hedgerow Software US, Inc. for the environmental health portion of the project. With almost 30 years of experience, Hedgerow Software is a leading provider of software solutions for agencies responsible for environmental regulation and protection of public health and safety. References for Hedgerow from other health departments in Texas were very positive. Hedgerow has Canada and US offices and has a 100% US client retention rate, with a 97% North American retention rate over the lifetime of the company. This project should be completed within 180 days.

Staff recommends award of the contract for the Environmental Health Conversion Project to Hedgerow Software US, Inc. in the amount of \$72,000, which includes implementation and costs to cover three quarters upon implementation.

Funding for this project is included in the approved FY 2024 budget in the amount of \$74,500.

☒ **Director of Health**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Ordinance No. _____

Ordinance authorizing the City Manager to award contract to Hedgerow Software US Inc for the Health Department Environmental Health Systems Conversion Project, in the amount of \$72,000

WHEREAS, the City of Wichita Falls has requested proposals in RFP #08-22 Electronic Health Record Environmental Health Services System, to include a Health Department Environmental Health Systems conversion; and,

WHEREAS, the conversion of records and use of a new software will improve efficiencies and the customer experience; and,

WHEREAS, the City Council finds that the company best suited to meet all of the needs outlined in the RFP was Hedgerow Software US, Inc.

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

The contract for the Health Department Environmental Health Systems Conversion Project is awarded to Hedgerow Software US Inc, in an estimated total amount of \$72,000 and the City Manager is authorized to execute a contract for the City with said Contractor for the completion of such project in a form as approved by the City Attorney.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

LIBRARY ADVISORY BOARD MINUTES
July 18, 2023

MEMBERS PRESENT:

Emily Adams (chair)
Amy Bobrowitz
Marianne Dowdy
Kristen Garrison
Daniel Juarez
Katherine Love
Betty Richie

Jana Hausburg
Blake Jurecek

MEMBERS ABSENT

Suhua Huang
Shunta McFadden

Librarian's report

Ms. Adams called the meeting to order at 4:35 p.m. Minutes were approved from April of 2023.

There being no old business to discuss, Ms. Hausburg displayed the newly updated WFPL employee policy manual, a goal she and a committee of 3 have been working on during this fiscal year. Board members who would like to read the new policies should email her and she will send those documents out.

Ms. Hausburg distributed an infographic with updated statistics for the library's summer reading program. There has been an enthusiastic response from the community. She also stated during Pride week in June there were no formal complaints made about any of the materials the library had on display and only one informal complaint was made by a concerned parent.

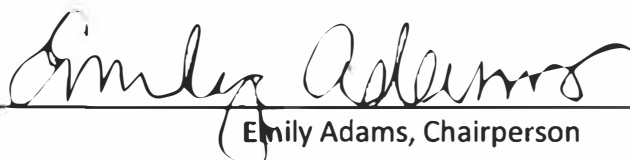
Ms. Hausburg then introduced Customer Service Supervisor Jamie Dollar, who talked about an idea she had implemented to increase the linear footage of shelving for the library's graphic novel collection (adult) and Biographies. This plan also allowed for the creation of a Research Center room that would better protect the remaining physical copies of our Reference books.

Lastly, the Board was informed of the addition of a safety bar on the door in the children's area to allow for quick exit in case of an emergency. The Board was then taken on a tour to show off those new updates.

Meeting was adjourned at 5:05 p.m.

Next meeting will be Tuesday, Oct. 3, 2023 at 4:30 p.m.

Signature: _____


Emily Adams, Chairperson

MINUTES
LAKE WICHITA REVITALIZATION COMMITTEE
September 12, 2023

PRESENT:

■ Members

David Coleman, Chair
Steve Garner, Vice Chair
Sharon Roach
Matt Marrs
Kari Shaw
Austin Cobb
Rick Hernandez

■ Staff

Blake Jurecek, Asst City Manager
Terry Points, Parks Administrator

■ Guests

Wes Dutter, TP&W
John Pezzano, Lakeside City resident

ABSENT: Alison Sanders, Michael Battaglini, Alicia Castillo, Tim Brewer

1. **Call to Order:** David called the meeting to order at 1:03.
2. **Approval of Minutes:** August meeting minutes were approved unanimously.
3. **Project Updates:**
 - 3.a. **Veteran's Plaza Project:**

The Change Order to raise the saluting soldier statue is complete, and the Plaza now meets all ADA requirements. Funds were used from LWRC account held by the City, which leaves a balance of approximately \$6,500 in that fund.

Regarding the previously approved stone & granite marker to honor Thomas W Fowler, David stated that the design of the granite etchings is being developed by Steve Woods of SJRA, and when complete it will be sent to the Fowler family members to get their input. When this is complete, David will bring the proposal back to the group for discussion and approval.

3.b. Lake Deepening:

Steve stated the 90 acre site on the west side of the Lake is NOT a feasible disposal site for dredged materials, so we will focus the project on the Weichman property. David distributed a US Army Corps of Engineers fact sheet regarding the Section 1135 Continuing Authorities Grant program, which states that these grants are 75% Corps and 25% local, with the option to include the value of easements and land in the local match amount. After a project is requested, the USACE will evaluate the request and may initiate and fund a feasibility study. David will set up a meeting with USACE personnel (Tony Clyde and Mike Abate) to discuss the process and get questions answered.

September 12, 2023

Wes Dutter proposed an alternative dredging plan for Lake Wichita that would focus more on the shoreline areas, rather than the middle of the lake. This will allow more access for power boats and kayaks, with better fish habitat and access for fishermen. This proposal was approved unanimously and will be used when the project enters the design phase.

3.c. Parks Master Plan: Blake stated that the City's contract for a Parks Master Plan update will likely be on the October 3 City Council meeting agenda. We are expecting this master plan will describe the future of the Veteran's Plaza area, the former Yacht Club Basin, and other recreational features for Lake Wichita.

4. Discussion of Brick Sales and Fundraising Initiatives: Steve stated he is holding six orders to engrave blank bricks in the Plaza walkway, and he will get them to David, who will consolidate the orders and get them to Austin Stone & Monument. This makes 13 orders, which should be enough for a day's work for the engraver.

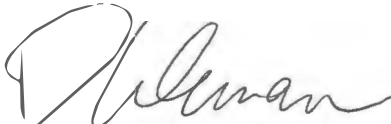
5. Other Business Matters:

Blake confirmed that appointment of Adam Arruda and John Pezzano to the LWRC will be on the September 19 City Council meeting agenda.

Terry announced the repaving work on the Lake Wichita Park parking lot has been delayed.

David stated that he is still waiting for Corey Glassburn to meet him at Wells Fargo to change over the checking account to David's name. John Pezzano will contact Corey to help make this happen.

6. Adjournment: The meeting adjourned at 1:50 pm.



David Coleman, Chair

10 Oct 23

Date

September 12, 2023

CITY COUNCIL AGENDA October 17, 2023

ITEM/SUBJECT: Conduct a public hearing and consider taking 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/Code Enforcement/Building Inspections

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Revitalize Depressed and Declining Neighborhoods

COMMENTARY:

- September 15, 2023 – Notice of public hearing sent via certified mail to property owners.
- September 17, 2023 – Notice of public hearing published in Times Record News.
- September 22, 2023 – Notice of public hearing filed with the Wichita County Clerk's Office.
- October 17, 2023 - City Council Public Hearing and consideration of ordinance to declare listed structures dangerous.
- November 16, 2023 – If approved by City Council, deadline for property owners to demolish or receive a restoration permit.

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 fourteen (14) structures, 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 fourteen (14) 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**

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:

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 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

List of Structures to be demolished as follows:

ADDRESS	OWNER	DATE OF NOTICE
1. 304 6th St. Residential Property (Main Structure) W85 FT LOTS 6-7 BLK 136 ORIGINAL TOWN, WF	CASTANEDA CORNELIO 803 FORT WORTH ST WICHITA FALLS, TX 76301	September 27, 2022
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	August 31, 2023	Residential Remodel permits issued on: 08/23/2022 and 09/25/2023 No passed inspections.



Exterior Walls: Cracks / holes in walls, missing, loose, and deteriorated members throughout.

Roof: Deteriorated roofing material throughout. Multiple holes and deterioration throughout.

Interior Walls / Ceiling: Damaged drywall displaying holes / cracks throughout. Missing and deteriorated members throughout.

Floors: Damaged floor covering and uneven throughout. Holes, loose, and deteriorated members throughout. Multiple areas of exposure to outside elements throughout.

ADDRESS	OWNER	DATE OF NOTICE
2. 2009 8 th St. Residential Property (Accessory Structure Only) LOT 5 BLK 3 FLORAL HEIGHTS	ALEMAN LIDIA 2011 8TH ST WICHITA FALLS, TX 76301	March 31, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	February 19, 2003	Stop Work Order issued on 08/01/2023 for demolition without permit.



Exterior Walls: Cracks / holes in walls, missing, loose, and deteriorated members throughout. Several exterior walls have been removed, exposing the interior to outside elements.

Roof: Deteriorated roofing material throughout. Deteriorated / water damaged decking.

Interior Walls / Ceiling: Damaged drywall displaying holes / cracks throughout. Missing, water damaged, and deteriorated members throughout.

Floors: Damaged floor covering and uneven throughout. Holes, loose, and deteriorated members. Multiple areas of exposure to outside elements throughout.

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

ADDRESS	OWNER	DATE OF NOTICE
3. 2614 9 th St. Residential Property (Accessory Structure Only) LOT 8 BLK 25 FLORAL HEIGHTS	ANJEJO DICKSON 5065 W BLUFFVIEW DR BERRIEN SPRINGS, MI 49103	January 30, 2023
TAXES OWED \$0.00	WATER DISCONNECTED N/A	OTHER MISC. INFO. N/A



Exterior Walls: Cracks / holes in walls, missing, loose, and deteriorated members throughout. Multiple areas of exposure to the outside elements.

Roof: Deteriorated roofing material throughout, deteriorated / water damaged decking.

Interior Walls / Ceiling: Deteriorated / water damaged throughout.

Floors: Damaged / missing floor covering. Holes, loose, and deteriorated members throughout. Multiple areas of exposure to outside elements throughout.

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

ADDRESS	OWNER	DATE OF NOTICE
4. 1008 Austin St. Residential Property (Main Structure) E92' OF S 8' LOT 4 & E92' OF LOT 5 BLK 190 ORIGINAL TOWN	WILLIAMS JOSHUA 4504 DUNBARTON DR WICHITA FALLS, TX 76302	March 30, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	April 11, 2017	Structure fire reported on 11/26/2022.



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

Roof: Significant fire and smoke damage throughout. Holes and deterioration throughout.

Interior Walls / Ceiling: Fire and smoke damaged throughout. Broken / missing drywall throughout. Deterioration throughout.

Floors: Fire damaged. Holes, loose, uneven, and deteriorated members throughout.

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

ADDRESS	OWNER	DATE OF NOTICE
5. 813 Chance St. Residential Property (Main Structure) W25 FT LOT 18 BLK 1 BLACK & WILL 1	LEWIS JULIE D REVOCABLE TRUST 5226 AIR FORCE DR WICHITA FALLS, TX 76306	May 31, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	June 5, 2001	N/A



Exterior Walls: Cracks / holes in walls, missing, loose, and deteriorated members throughout.

Roof: Roof covering damaged throughout. Multiple holes and deterioration throughout.

Interior Walls / Ceiling: Damaged drywall displaying holes / cracks throughout. Missing and deteriorated members throughout.

Floors: Damaged floor covering and uneven throughout. Holes, loose members, deterioration, and areas of exposure to outside elements throughout.

Sanitary Conditions: Rubbish and trash throughout. Mold present.

ADDRESS	OWNER	DATE OF NOTICE
6. 1102 Corwin St. Residential Property (Main Structure) LOT 6 BLK 10 ORIGINAL TOWN WF	BENNETT WINNIE FAYE % JERRY BENNETT 4925 SCOTT RD APT 142 FORT WORTH, TX 76114	October 13, 2022
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$3,408.76 (Lawsuit Filed)	November 14, 2007	N/A
 		
 		

Exterior Walls: Cracks / holes in walls, missing, loose, and deteriorated members throughout.

Roof: Roofing material damaged and deterioration throughout.

Interior Walls / Ceiling: Damaged drywall displaying holes / cracks throughout. Missing and deteriorated members throughout.

Floors: Damaged floor covering, loose members, and uneven throughout.

Sanitary Conditions: Rubbish and trash throughout. Mold present.

ADDRESS	OWNER	DATE OF NOTICE
7. 202 Farris St. Residential Property (Main Structure) LOT 1 & N 1/2 LOT 2 BLK 108 ORIGINAL TOWN, WF	WALLACE TOMMIE 164 GRANITE SCHOALS DR KYLE, TX 78640	January 20, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	November 4, 2008	Animals inhabiting structure / excrement throughout.



Exterior Walls: Cracks / holes, missing, deteriorated, and loose members throughout.

Roof: Deterioration / holes throughout, exposing the interior to outside elements. Joists, rafters, and decking significantly damaged / deteriorated.

Interior Walls / Ceiling: Broken / missing drywall throughout walls and ceiling. Water damaged.

Floors: Floor covering damaged, uneven throughout, and multiple holes throughout, exposing interior to the outside elements.

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

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

ADDRESS	OWNER	DATE OF NOTICE
8. 1816 E. Fort Worth St. Commercial Property (Commercial Structure) LOTS 45 THRU 50 BLK 1 COVINGTON	JONES JACK W 103 CHAPPARAL DR WICHITA FALLS, TX 76308	October 14, 2022
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	March 19, 2019	Structure fire reported at this property on 05/20/2022.



Exterior Walls: Significant fire damage throughout.

Roof: Significant fire damage throughout. Sagging / collapsing roof with holes and deterioration throughout.

Interior Walls / Ceiling: Fire and smoke damaged.

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

Sanitary Conditions: Rubbish, trash and burnt debris throughout.

ADDRESS	OWNER	DATE OF NOTICE
9. 1306 Giddings St. Residential Property (Accessory Structure Only) LOT 4 BLK 1 SOULE	BATEMAN KELLEY 1306 GIDDINGS ST WICHITA FALLS, TX 76309 LIEN HOLDER: MEJIA ENTERPRISES, INC.	January 20, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$2,273.49	November 4, 2022	Structure fire reported on 08/14/2022.



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

Roof: Significant fire and smoke damage throughout. Holes and deterioration throughout.

Interior Walls / Ceiling: Fire and smoke damaged throughout. Broken / missing drywall throughout. Water damage and deterioration throughout.

Floors: Fire damaged. Holes / deterioration throughout. Floor covering damaged.

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

ADDRESS	OWNER	DATE OF NOTICE
10. 1112 Holliday St. Commercial Property (Commercial Structure) LOTS 1&2 BLK 254 ORIGINAL TOWN, WF	CAMERON DIANA PO BOX 1882 FRISCO, TX 75034	October 13, 2022
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	July 26, 2005	



Roof: Significant damage / deterioration throughout. The roof is collapsed, causing the interior exposure to the outside elements.

Interior Walls / Ceiling: Water damage and deterioration throughout. Multiple areas of exposure to outside elements due to the ceiling being collapsed.

Floors: Floor covering damaged / missing with water damage throughout.

Windows / Doors: Missing windows and doors throughout.

Sanitary Conditions: Rubbish and trash throughout. Stagnant water. Mold present.

ADDRESS	OWNER	DATE OF NOTICE
11. 5114 Inlet Dr. Residential Property (Main Structure) LOT 36 BLK 5 MEADOW LAKE B	CARROLL FRANK HENRY 5114 INLET DR WICHITA FALLS, TX 76310	November 8, 2022
TAXES OWED \$2,979.45	WATER DISCONNECTED January 31, 2023	OTHER MISC. INFO. Code Enforcement reported water leak to Utility Collections in October 2022.



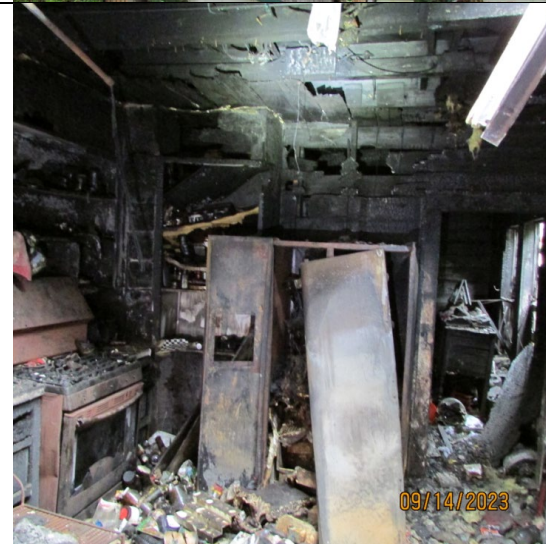
Roof: Deterioration throughout. Multiple holes exposing the interior to the outside elements.
Interior Walls / Ceiling: Deterioration, water damage, and damaged drywall throughout. There are multiple holes and areas of collapse in the ceiling.
Floors: Floor covering damaged.
Sanitary Conditions: Rubbish trash throughout, stagnant water, and mold present. Heavy mosquito presence due to stagnant water in multiple facilities.

ADDRESS	OWNER	DATE OF NOTICE
12. 2620 Iowa Park Rd. AKA 1005 Harlan Ave. Commercial Property (Building used as Residential/Commercial) LOT 1-B BLK 1 THATEN SHOPPING CNTR	OM TIME REAL ESTATE INC 6121 COOPER CREEK ST FORT WORTH, TX 76179	May 31, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	Meter pulled on 12/15/1998	AKA 1005 Harlan Ave.



Roof: Deterioration throughout. Multiple holes exposing the interior to the outside elements.
Interior Walls / Ceiling: Deterioration, water damage, and broken / missing drywall throughout. Multiple holes and areas of collapse in the ceiling.
Floors: Floor covering damaged and holes throughout exposing the interior to the outside elements.
Windows / Doors: Missing windows and doors throughout.
Sanitary Conditions: Rubbish and trash throughout, stagnant water, and mold present.

ADDRESS	OWNER	DATE OF NOTICE
13. 1800 McGregor Ave. Residential Property (Main Structure) LOT 16 BLK 53 SOUTHLAND	JESSUP JOHNNNA 3008 KENESAW AVE WICHITA FALLS, TX 76309	March 27, 2023
TAXES OWED \$0.00	WATER DISCONNECTED December 20, 2022	OTHER MISC. INFO. Structure fire December 17, 2022 Demo Clean & Lien Signed October 5, 2023



****October 5th, 2023 Property owner signed Clean & Lien for demolition of main structure.**

Exterior Walls: Significant fire damage throughout.

Roof: Significant fire damage throughout. Sagging / collapsing roof with holes and deterioration throughout.

Interior Walls / Ceiling: Fire and smoke damaged.

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

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

ADDRESS	OWNER	DATE OF NOTICE
14. 606 Walnut St. Commercial Property (Commercial Structure) W 50' LOT 7 BLK 28 (LESS ROW) BARWISE & JALONICK	PORRAS RAUL RODRIGUEZ 1622 ORCHARD AVE WICHITA FALLS, TX 76301	January 20, 2023
TAXES OWED	WATER DISCONNECTED	OTHER MISC. INFO.
\$0.00	May 13, 2015	Active Commercial Roofing and Window Replacement permit issued 03/08/2023



Roof: Deterioration throughout. Multiple holes exposing the interior to the outside elements.

Interior Walls / Ceiling: Deterioration, water damage, and broken / missing drywall throughout. Multiple holes and areas of collapse in the ceiling.

Floors: Floor covering damaged and holes throughout exposing the interior to the outside elements.

Windows / Doors: Damaged doors throughout.

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

**CITY COUNCIL AGENDA
October 17, 2023**

ITEM/SUBJECT: Ordinance amending Ordinance No. 12-2023 Declaring Certain Structures As Dangerous By Allowing Additional Time To Rehabilitate 914 E. Scott Ave (Abandoned Motel).

INITIATING DEPT: Development Services/Neighborhood Services/Code Enforcement

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Revitalize Depressed and Declining Neighborhoods

COMMENTARY: This property was included in a list of structures that were declared hazardous at the City Council meeting on March 21, 2023 and was ordered to be demolished by the City Council. After meetings and discussion with staff, the new property owner, Doyle Asset Management, LLC (David Doyle) is requesting that City Council reconsider the order to allow for additional time to obtain a restoration permit to rehabilitate the structures to develop future rental units and/or continue the motel use.

Doyle Asset Management, LLC (David Doyle) purchased this property on August 24, 2023, and Mr. Doyle is a licensed contractor and has restored another commercial property in the same area at 919 E. Scott (Casa Falls). Commercial plans are currently in progress and will be submitted to Building Inspections for a full review. In staff discussions with Mr. Doyle, he is planning a future commercial use for this property. Initial plans are either a motel or apartments, dependent on project costs, allowed zoning uses, and building code requirements.

In addition to the property owner's request, included in the agenda item, the owner has provided a structural engineer's report that outlines an assessment, along with suggested repairs, for the property. The report is also included.

Staff is recommending Doyle Asset Management, LLC be allowed to obtain a restoration permit for the property at 914 E. Scott. Should the council allow for time for a restoration permit these are the recommended dates:

November 16, 2023, would allow 30 days to obtain a restoration permit.

February 14, 2024, would provide an additional 90 days for substantial completion.

☒ **Assistant City Manager**

☒ **Director of Development Services**

☒ **Neighborhood Services Manager**

ASSOCIATED INFORMATION: Owner's Email Request for Consideration; Structural Engineer's Report; Ordinance No. 12-2023

☒ **Budget Office Review:**

☒ **City Attorney Review:**

☒ **City Manager Approval**



Terry Floyd <terry.floyd@wichitafallstx.gov>

Request for Removal of Demo Order 914 E Scott

9 messages

David Doyle <doyoyle@doyleinvestmentgroup.net>

Thu, Oct 5, 2023 at 2:23 PM

To: "terry.floyd@wichitafallstx.gov" <terry.floyd@wichitafallstx.gov>

Cc: Michael Moreno <michael.moreno@wichitafallstx.gov>

Hey Terry; I was told I needed to request in writing for the demolition order to be removed via email. So here is my request for you to remove the demolition order on 914 E Scott.

I have the means to remodel the project. I have bought over 80 properties in the past 2 years in Wichita Falls. I will have the project completed within 12 months. I have already hired architectural and MEP engineers to draw the plans for permitting, and our goal is to have approved plans ready before this city council hearing, so I can start construction immediately after hearing.

I have had our structural engineer Brad S. draft and stamp a letter agreeing the property is structurally safe and will be a solid property upon remodel completion. I will send that in the next letter.

I owned a commercial construction company for 12 years that built car dealerships, shopping centers, office buildings , and industrial/medical buildings. I am fully capable to address this project and am willing to do it.

I have already made safe the building in question and improved the property in the 1 month I have possessed it.

I bought Casa Falls at 919 E Scott 1 year ago, and have invested to date 1.5 million in cash into that property. Completely changing the look of it in inside and out. My goal is to bring back, the integrity of Scott Street and I believe it's important we keep this existing structure and give me the green light to run. The building is not the problem, it's the past owner's negligence that was the problem. I won't ever break my word with you guys and until I do , I ask for y'all to trust me and turn me loose !!:)

I ask y'all to please back me in this hearing and let's keep bringing Wichita Falls back to life!

Sincerely, David Doyle
817-992-2877 Cell

David Doyle
Doyle Asset Management, LLC
4700 Rivera CT
North Richland Hills, TX 76180

September 21, 2023
Report # 239100

Structural Inspection

Location: 914 East Scott, Wichita Falls, Texas
Subject: Structural Inspection – Structural Report

Dear Mr. Doyle:

The following is a structural review of the old hotel located at 914 East Scott in Wichita Falls, Texas. The existing hotel is to be renovated into rental units. The existing building has been vacant for many years. The building is in need of major repairs and renovation. See discussion below about the existing hotel.

A site inspection was performed of the home on September 5, 2023. On this day, a visual inspection of the readily accessible exterior and interior of the hotel was performed and no permanently attached wall coverings, roofing, flooring, or other materials were removed or torn into for inspection purposes. The roof was viewed but not walked. Framing was viewed from multiple openings in the ceiling located around the property. Should any areas of distress or concern come to the attention of the owner, the undersigned engineer reserves the right for additional review, inspection, and comment.

The hotel faces South towards East Scott Avenue. Per Wichita County Appraisal District, the hotel was built in 1949 with over 12,000 square feet.

The hotel is a concrete slab on grade foundation with clay block walls and wood stick framed roof structure. Photos of the wood roof structure are attached below for reference.

No drawings or construction information is available for review.

The layout of this house can be seen on the inspection sketch attached.

Foundation Settlement:

During inspection foundation settlement was noted to be high within the hotel rooms. In general, rooms are settled toward the outside perimeter of the hotel. Foundation settlement is high along Holliday Creek, North, and East perimeter of the hotel. When walking into a hotel room the floor is sloped negative walking from the front door to the outside back wall. The movement is due to shallow foundation, underground plumbing leaks, poor soil fills, installation of adjacent creek concrete, and separate lot next door. Drainage improvements are recommended to reduce future movements.

Foundation Repairs:

Foundation repairs are currently being completed on the East side and part of the North side hotel rooms. This area is to be renovated first before other areas. Piers are being installed and the foundation moved closer to level. Addition concrete topcoat leveling will be required after foundation

leveling is completed. Foundation leveling will not fully level the existing foundation because of substantial movement. Other interior repairs will be completed after foundation repairs are completed.

Renovation:

Renovation of the property will continue once foundation repairs are completed. Renovation will include installing new flooring, finishes, and fixtures. Roof repairs are required to provide a leak free roof system. Some areas of the roof have sustained damage from water deterioration. Areas are to be repaired; decking replaced at those locations.

See photos below for reference and conclusion after.



Photo No. 1 – Satellite view of the old hotel from Google.



Photo No. 2 – View of South side of the hotel at entry.



Photo No. 3 – View of the West and North side rooms.



Photo No. 4 – View of the East side rooms.



Photo No. 5 – View of the hotel lobby building.



View of existing
wood interior studs

Photo No. 6 – View of interior studs.



Rafters 2x6

Existing ceiling
joists 2x6

Photo No. 7 – View of the roof framing.



Photo No. 8 – View of roof framing.



Photo No. 9 – View of roof framing.



Photo No. 10 – View of the exterior wall construction.



Photo No. 11 – View of hotel from East Scott.

In Conclusion:

The existing old hotel is currently under renovation. The existing structure, although distressed and damaged, is not dangerous to personnel entry and can be repaired. Once foundation repairs are complete, roof support should be verified. Any movement releasing the roof anchors due to foundation adjustments should be repaired. The roof structure must be properly tied to walls. Wall separations should be repaired. Some walls may be become damaged during foundation repairs and require replacement or additional permanent shoring. Temporary shoring may be required at more sever settlement locations for safety during lifting. Drainage conditions around the property should be completed to reduce future movement once repairs are completed.

Roof repairs are to be completed, including replacing decking and roofing material. A watertight roof is essential to maintain the structural integrity of the framing.

Consult with the engineer for additional inspection once foundation repair is complete. Areas are concealed from inspection that may require removing finishes for viewing.

The discussion within this report is the opinion of the undersigned engineer based on education, experience, and typical industry standards.

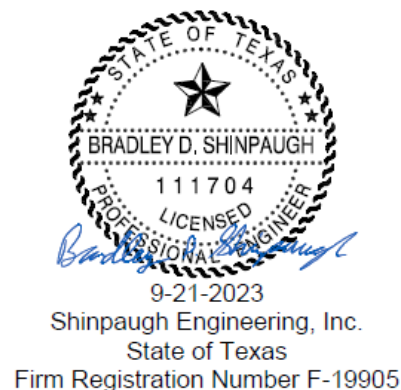
Due to the age of the hotel, unknown construction, and concealed renovation additions, the engineer reserves the right to additional inspections, comment, and design if an area of concern is brought to the attention of the engineer.

If there are any questions about the above, please contact the undersigned structural engineer.

Thank You,

Shinpaugh Engineering, Inc.

Bradley D. Shinpaugh, P.E.



Ordinance No. _____

Ordinance amending Ordinance No. 12-2023 Declaring Certain Structures As Dangerous By Allowing Additional Time To Rehabilitate 914 E. Scott Ave

WHEREAS, the property at 1.55 AC BLKS 9 & 10 KEMP & NEWBY S/D A-299 also known as 914 E. Scott Ave. was included in a list of properties that were declared hazardous structures at the City Council meeting of March 21, 2023 and it was ordered to be demolished upon determination by the City Council; and,

WHEREAS, Doyle Asset Management, LLC (David Doyle) purchased this property on August 24, 2023, and has requested additional time to obtain a Restoration permit to rehabilitate this structure.

WHEREAS, the City Council desires to grant additional time to rehabilitate this property.

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

1. The dangerous building demolition order for the property at 914 E. Scott 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 an 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.

2. Upon rehabilitation of structure, the demolition order shall become void.

3. Due to the fact that the subject matter of this ordinance affects the public health, safety, and welfare of the citizens of the City of Wichita Falls, this ordinance is declared to be an emergency measure and shall become effective immediately upon its passage.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Ordinance appropriating \$950.00 of grant funds pursuant to the FY 2023 Patrick Leahy Bulletproof Vest Partnership Grant, appropriating said funds to the Special Revenue Fund, and authorizing the City Manager to execute all documents necessary to accept and share said funds.

INITIATING DEPT: Police

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The City Council on May 16, 2023, authorized the City Manager to apply for the FY 2023 Patrick Leahy Bulletproof Vest Partnership Grant in the amount of \$13,700.00. The City was recently awarded non-matching grant funds in the amount of \$950.00. These funds will be used for reimbursement for the purchases made of bulletproof vests for the Wichita Falls Police Department.

Staff recommends approval of the ordinance.

☒ **Police Chief**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Ordinance appropriating \$950.00 of grant funds pursuant to the FY 2023 Patrick Leahy Bulletproof Vest Partnership Grant, appropriating said funds to the Special Revenue Fund, and authorizing the City Manager to execute all documents necessary to accept and share said funds

WHEREAS, the City of Wichita Falls has been notified that it has been awarded \$950.00 in grant funding from the Patrick Leahy Bulletproof Vest Partnership Grant; and,

WHEREAS, the City of Wichita Falls will use these funds to purchase bulletproof vests for the Wichita Falls Police Department.

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

The City Manager is hereby authorized to accept grant funding for bulletproof vests from the FY 2023 Patrick Leahy Bulletproof Vest Partnership Grant in the amount of \$950.00.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

**CITY COUNCIL AGENDA
October 17, 2023**

ITEM/SUBJECT: Ordinance appropriating \$37,692.00 of grant funds pursuant to the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, appropriating said funds to the Special Revenue Fund, and authorizing the City Manager to execute all documents necessary to accept and share said funds.

INITIATING DEPT: Police

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The City Council on August 15, 2023, authorized the City Manager to apply for the FY 2023 Edward Byrne Memorial Justice Assistance Grant in the amount of \$37,692.00. The City was recently awarded these non-matching grant funds. These funds will be shared by the Wichita Falls Police Department (\$20,730.60) and the Wichita County Sheriff's Office (\$16,961.40). The Police Department intends to use these funds to assist in the purchase of equipment for the Criminal Investigation Section, the Traffic Accident Section, and Patrol Section.

Staff recommends the City Council approve the attached ordinance appropriating the grant funds.

☒ **Police Chief**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Ordinance No. _____

Ordinance appropriating \$37,692.00 of grant funds pursuant to the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, appropriating said funds to the Special Revenue Fund, and authorizing the City Manager to execute all documents necessary to accept and share said funds

WHEREAS, the City of Wichita Falls has been awarded a non-matching grant for \$37,692.00 from the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program; and,

WHEREAS, these funds will be shared by the Wichita Falls Police Department (\$20,730.60) and the Wichita County Sheriff's Office (\$16,961.40), co-applicant for such grant; and,

WHEREAS, these funds are to be used to purchase equipment for the Criminal Investigation Section, the Traffic Accident Section, and the Patrol Section.

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

The City of Wichita Falls hereby accepts the sum of \$37,692.00 as awarded by the 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Program, and said funds are appropriated to the Special Revenue Fund to account for expenditures of the program.

The City Manager is authorized to execute all documents necessary to accept and share the aforementioned grant funds, including, but not limited to, agreements with granting agencies and with Wichita County.

PASSED AND APPROVED this the 17th day of October, 2023.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Ordinance authorizing the City Manager or his designee, to accept from the Office of the Governor, Homeland Security Grant Division for the 2023 State Homeland Security Program, Law Enforcement Terrorism Prevention Activities – Grant #4727401, in the amount of \$65,259.00.

INITIATING DEPT: Police Department

STRATEGIC GOAL: Efficient Delivery of City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: Back on February 7, 2023, the Wichita Falls Police Department came before the City Council and was approved to apply for a Homeland Security Grant to fund a Law Enforcement Terrorism Prevention Activities Training Program, (Grant/Application #4727401). We are glad to announce that the City of Wichita Falls has been awarded this grant in the amount of \$65,259.00. There is no associated match with this funding.

The funding will be used to bring an advanced level Incident Management training exercise to the NORTEX Region. This training provides responders with the experience and confidence to manage an Active Shooter event, no matter the rank or assignment. Staff recommends approval of the Ordinance. The participants are trained to integrate and manage a multi-discipline response to a full range of Active Shooter and hostile event threats, including Complex Coordinated Attacks. The goal or impact is simple – decrease the time to neutralize the threat and get the injured to a hospital.

Staff recommends approval of the ordinance.

☒ **Police Chief**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Ordinance No. _____

Ordinance authorizing the City Manager or his designee, to accept from the Office of the Governor, Homeland Security Grant Division for the 2023 State Homeland Security Program, Law Enforcement Terrorism Prevention Activities – Grant #4727401, in the amount of \$65,259.00

WHEREAS, the City Council finds it in the best interest of the citizens of Wichita Falls to accept this Grant in the amount of \$65,259.00 (Grant #4727401) for the FY2023 Homeland Security Grant Program; and,

WHEREAS, the City Council agrees that in the event of loss or misuse of the Office of the Governor funds, the City Council assures that the funds will be returned to the Office of the Governor in full; and,

WHEREAS, the City Council designates Darron Leiker, City Manager, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

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

The 2023 State Homeland Security Grant – Law Enforcement Terrorism Prevention Activities for Active Shooter Exercise & Training Course in the amount of \$65,259.00 is hereby accepted and the City Manager is hereby authorized to execute a contract with the Office of the Governor, Public Safety Office, and Homeland Security Division, to accept the grant and other documents related thereto.

PASSED AND APPROVED this the 17th day of October, 2023.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution authorizing the City Manager to execute contracts with several community service organizations and organizations that promote the convention and tourism industry.

INITIATING DEPT: Finance/Community Development

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Strengthen Partnerships with the Not-for-Profit Community

COMMENTARY: The 2023-24 Adopted Budget includes funds in the Community Development Block Grant Program, Hotel/Motel Fund, and the General Fund for several community service organizations and organizations that promote the convention and tourism industry. These funds were set out in the budget as per the recommendations of the City Council Committee on Outside Agency Funding.

This resolution has been prepared to authorize the City Manager to enter into contracts with these organizations in the amounts, and for the purposes, authorized by the City Council. Due to the number of contracts being authorized, they have not been included in the agenda materials. Each of the contracts follows a similar format; however, there are some provisions in the CDBG contracts that are included to comply with federal grant guidelines. The contract terms follow the same terms and conditions as in previous years. They generally provide for the scope of services to be performed by the agency and the specific uses for the funds; a term of one year beginning October 1, 2023, and ending September 30, 2024, maximum compensation; method of payment to the contractors; specific financial reports and records to be generated and maintained; and insurance requirements.

The resolution is recommended for approval.

☒ **Interim Director of Finance**

☒ **Assistant City Mgr.**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to execute contracts with several community service organizations and organizations that promote the convention and tourism industry

WHEREAS, the 2023-24 Adopted Budget includes funds for several community service organizations and organizations that promote the convention and tourism industry; and,

WHEREAS, the City Council desires to enter into contracts with these agencies to provide the terms and conditions for the use of these funds.

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

The City Manager is hereby authorized to enter into contracts with the following organizations in the amounts specified below:

<u>Agency</u>	<u>Fund</u>	<u>Amount</u>
Helen Farabee Regional MHMR Centers	General	\$ 100,000
Child Care Incorporated (Operations)	CDBG	\$ 128,202
Senior Citizens Services of North Texas (Meals on Wheels)	CDBG	\$ 54,944
Christmas in Action	CDBG	\$ 125,000
Faith Mission	HOME-ARP	\$ 714,872
Wichita Falls Arts Commission	Hotel/Motel	\$ 60,000
River Bend Nature Works	Hotel/Motel	\$ 6,000

PASSED AND APPROVED this the 17th day of October, 2023.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution to accept the written offers as presented for 1 Trustee parcel and authorizing execution of the Quitclaim Deed to convey title to Akiel Hardy and Andrew Skinner.

INITIATING DEPT: Property Administration

STRATEGIC GOAL: Accelerate Economic Development

STRATEGIC OBJECTIVE: Support Neighborhood Revitalization

COMMENTARY: In accordance with Section 272.001 and 253.008 of the Texas Local Government Code, a written offer has been made for the property located at **403 California Street** which was struck off on 04/05/2016.

This item relates to one (1) trustee property:

- 403 California St. (struck-off value: \$4,217.02, tax appraisal: \$36,987.00, **written offer: \$1,200.00**, Struck off Date: 04/05/2016)

Staff requests the City Council approve the conveyance of the property above for the offered amount.

To convey the property for less than a minimum bid requires the approval of all three taxing entities.

- October 2, 2023 County Commissioner's Court approved
- October 10, 2023 WFISD School Board approved

The property will be sold "as is" via Quitclaim deed as abstracts, surveys, and title policies are not furnished by the City. The proposed buyers are in good financial standing with the City of Wichita Falls, Wichita County, and the WFISD.

City staff recommends approval of the resolution authorizing the City Manager to execute all necessary documents to facilitate the sale and conveyance of the parcel as described on the attached Request to Purchase list.

☒ **Asst. City Manager**

☒ **Property Administrator**

ASSOCIATED INFORMATION: Resolution, Request to Purchase, and Location Map.

☒ **Budget Office Review:**

☒ **City Attorney Review:**

☒ **City Manager Approval**

Resolution No. _____

**Resolution to accept the written offer as presented for 1 Trustee parcel
and authorizing execution of the Quitclaim Deed to convey titles to
Akiel Hardy and Andrew Skinner**

WHEREAS, the County Commissioners and the WFISD School Board have both voted to accept the bid as presented; and,

WHEREAS, it is determined to be in the best interest of the public to return this property to private ownership and put the property back on the tax roll.

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

The City Manager is hereby authorized to execute all necessary documents to facilitate the sale of 403 California St. to Akiel Hardy and Andrew Skinner in the amount of \$1,200.00.

PASSED AND APPROVED this the 17th day of October, 2023.

MAYOR

ATTEST:

City Clerk

Request to Purchase

403 California St. – Lots 1 and 2, Block 27, Barwise & Jalonick Addition to the City of Wichita Falls, Wichita County, Texas

Akiel Hardy and Andrew Skinner

Written Offer	\$1,200.00
Judgement Amount	\$4,217.02
Tax Appraisal Value (Land)	\$36,987.00
Struck off Date	04/05/2016

403 California St.









LOCATION MAP – 403 California St.



CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution authorizing a contract for professional services to Halff Associates, Inc. to provide planning services for a new Parks and Recreation Master Plan in the amount not to exceed \$200,000.

INITIATING DEPT: Parks and Recreation

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Upgrade or Replace Outdated Public Facilities

COMMENTARY: On April 9, 2023, the City of Wichita Falls (City) issued a Request for Qualifications (RFQ) for consultants to optimize the City's existing parks and recreation resources and assets and strategically plan for the future. The City is preparing a new Parks and Recreation Master Plan. The most recent plan was developed in 2010 and was a 10-year plan. Six bids were received in mid-May. An evaluation team narrowed the bids down to 2 for formal interviews. After the interviews, the evaluation team recommended moving forward with Half Associates.

The Parks Master Plan is a comprehensive study of the City's parks, trails, open spaces, recreation, and park facilities, programs, demographics, growth trends, and future needs as related to the areas addressed in the study. The plan includes goals, objectives, prioritization, and implementation recommendations. The Parks Master Plan provides the framework to continue the fulfillment of the mission statement of the Parks and Recreation Department which is to provide the citizens of the City of Wichita Falls with highest quality park and recreation facilities and activities that are geographically and demographically accessible and serve a diversity of interests. Additionally, a master plan is required for almost all grant opportunities the City applies for.

The FY 2023 budget includes \$200,000 to cover the cost of these services. The project will be broken into 6 phases. The first phase is Pre-planning, which consists of a kick-off meeting, collecting existing parks data, public engagement planning, and community tours. Phase 2 will document the existing conditions by reviewing past studies, taking a demographic snapshot, and documenting existing parks and inventory. Community engagement will be phase 3, which will include developing a steering committee of 10-15 community members, small group stakeholder sessions, elected officials' briefings, public meetings, and statistically valid surveys. Phase 4 is the plan analysis phase, which includes population projections, level of service analysis, demand and resources assessments, recreation assessments, and maintenance assessments. Phase 5 will consist of Halff working with staff to draft recommendations and implementation plans. The final phase will be presenting and adopting the new Parks Master Plan.

It is recommended that the City Council authorize a contract for professional services to Halff Associates, Inc. to provide planning services for a new Parks and Recreations Master Plan in the amount not to exceed \$200,000.

☒ Assistant City Manager

ASSOCIATED INFORMATION: Resolution

☒ Budget Office Review

☒ City Attorney Review

☒ City Manager Approval

Resolution No. _____

Resolution authorizing a contract for professional services to Halff Associates, Inc. to provide planning services for a new Parks and Recreations Master Plan in the amount not to exceed \$200,000

WHEREAS, the last Parks and Recreation Master Plan was developed in 2010 and was valid through 2023; and

WHEREAS, the City of Wichita Falls (City) issued a Request for Qualifications (RFQ) for the purpose of qualifying Consultants to optimize the City's existing parks and recreation resources and assets, as well as strategically plan for the future, the City is interested in preparing a Parks and Recreation Master Plan on April 9, 2023; and

WHEREAS, six bids were received in mid-May. An evaluation team narrowed the bids down to 2 for formal interviews. After the interviews, the evaluation team recommended moving forward with Half Associates.; 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 a contract for professional services to Halff Associates, Inc. to provide planning services for a new Parks and Recreations Master Plan in the amount not to exceed \$200,000.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

CITY OF WICHITA FALLS**RFQ # 02-23 PARKS RECREATION MASTER PLAN
CONSULTANT SERVICES**

The following vendors submitted proposals:

VENDOR	
1	BRANDSTETTER CARROLL INC LEXINGTON, KY
2	DESIGN WORKSHOP, INC AUSTIN, TX
3	GSBS ARCHITECTS FORT WORTH, TX
4	HALFF DALLAS, TX
5	KIMLEY HORN WICHITA FALLS, TX
6	PARKHILL FRISCO, TX



September 12, 2023

Blake Jurecek
Assistant City Manager
City of Wichita Falls
1300 7th Street
Wichita Falls, TX 76307

Dear Mr. Jurecek,

Halff Associates, Inc. is pleased to present the following proposal and fee schedule to the City of Wichita Falls to provide planning services for a new parks and recreation master plan.

We propose the following "Scope of Services" as described in Attachment A. Attachment B provides an anticipated "Basis of Compensation." Attachment C provides an anticipated "Project Schedule" for completion.

We appreciate the opportunity to submit our proposal on this project. Please feel free to contact me at 214-217-6645 or bkane@halff.com if you have any questions or comments regarding the proposal.

Sincerely,

Brennan Kane, Associate AIA
Director of Planning
HALFF ASSOCIATES, INC.

ATTACHMENT A **BASIC SCOPE OF SERVICES** **PLANNING SERVICES FOR** **WICHITA FALLS PARKS & RECREATION MASTER PLAN**

PROJECT DESCRIPTION

Halff Associates Inc. (Halff) shall provide planning services to the City of Wichita Falls that result in a Parks & Recreation Master Plan to guide the development and improvement of parks, recreation, and trails in the community. The resulting master plan will include an implementation action plan that prioritizes projects over the next ten years and is consistent with Texas Parks and Wildlife Department (TPWD) requirements to be eligible for future grants.

PLANNING PROCESS PARAMETERS

The scope of services for this proposal has been prepared using the following assumptions as a basis for its preparation:

- The planning area will encompass the Wichita Falls City Limits and the City's statutory extraterritorial jurisdiction (ETJ)
- The Client will appoint a contact person, "Project Administrator", to work with Halff to act as an intermediary between City staff, City Council, the committees, outside consultants, and other City, county and state government staff persons as required. Halff will take direction from the Client's Project Administrator or City Manager only.
- Deliverables will be produced throughout the process to show progress. The deliverables will build upon each other to lead to the final deliverable.
- Halff will provide draft/interim deliverables as prepared for each phase of the project. These deliverables will be used for public outreach and input, to facilitate meetings and receive feedback, and to complete the project. All draft/interim deliverables will be provided to the Client in an electronic format (e.g., Adobe PDF) for ease of file transfer, reproduction, and distribution.
- Halff deliverables include one consolidated round of revisions from the Client. Halff will provide flexibility to address changes beyond the round of revisions, as needed. Major changes that shift the plan direction or require significant re-work will be an add-service.
- It is the responsibility of the Client's Project Administrator to coordinate, compile, and forward in a consolidated manner all review comments, feedback, and/or requested/suggested revisions to such draft/interim deliverables.
- Only minor revisions will be made following adoption of the plans to produce the final plan documents. Substantive revisions after adoption may require additional services depending on their nature and the current budget status.
- The Client will provide information from all previous planning studies and master plans that may influence the outcome of this planning effort. This information will be provided in digital format when possible and available. If no digital information is available, the Client will create a reproduction, wherever possible, that will not have to be returned at the conclusion of the project. This information may include, but not be limited to, existing land-use plans and GIS data; existing transportation and street master plans; existing water or sanitary sewer planning documents; economic and demographic studies; park, trail, and open space plans; or other pertinent planning or policy documents. Prompt compilation and delivery of these documents to Halff is an essential

prerequisite for the initiation of work and timely forward progress on individual tasks and deliverables.

- The Client will provide Halff with the most recently updated digital base map of the planning area with City limit and extraterritorial jurisdiction (ETJ) lines, school district lines, municipal utility district boundaries, roadway centerlines and rights-of-way (if available), water and sewer facilities; dry utilities; public facilities (including police, fire, hospital, library and other major public facilities); park and open space facilities; sidewalks and trails; rivers, lakes and floodplain information; and other GIS available that may be pertinent to this planning process. These files will be in the form of GIS shapefiles.
- Input and feedback derived from the public engagement process will be assessed and incorporated into the various plan elements rather than compiled as stand-alone documents.
- Additional printing or publication expenses will be charged in accordance with Exhibit B, *Basis of Compensation*. Expenses incurred by the consultant team, such as mileage, materials, food, etc., are integrated into the Base Plan cost in the scope of services.
- Tasks prepared as part of this planning effort may occur concurrently where appropriate, or in some cases may deviate from the sequence shown in this Scope of Services document.

PHASE 1 – PRE-PLANNING

TASK 1.1 - PROJECT INITIATION & KICK-OFF

Halff will coordinate a project kick-off conference call with the Client to discuss project logistics, establish key milestones, request needed information, refine the planning process and calendar, QA/QC standards, establish project goals, discuss composition of stakeholder groups, and finalize the public engagement strategy.

TASK 1.2 – DATA COLLECTION

Halff will obtain key maps, GIS files, and background data from the Client including digital copies of existing plans, studies, and other information that may impact this planning process.

TASK 1.3 – PUBLIC ENGAGEMENT PLAN

Halff will work with staff to finalize the engagement plan for the planning process. The document will be used to guide community engagement efforts and will expand upon this scope of work by outlining key milestones, outreach techniques, responsible parties, input targets, and anticipated outreach schedule and by noting how each activity integrates with the planning process.

TASK 1.4 – COMMUNITY TOUR

Halff will coordinate with the Client to lead a one-day driving tour of the Client's parks, recreation, and trail facilities. The tour will focus on identifying issues and opportunities in the study area.

TASK 1.5 – BASE MAP

Halff will use relevant GIS data provided by the Client to prepare a project base map. Halff assumes that the data that is needed is already available through existing GIS inventories. The Client will work to assemble and provide Halff with the most current data in GIS shapefile format (for mapping items), PDF for reports or documents, and CAD for other applicable design elements. A data request form will be prepared at the beginning of the project requesting specific datasets. Except as stated herein, Halff is not responsible for increasing the accuracy and precision or otherwise improving data received directly from the Client or other vendors.

TASK 1.6 – PROJECT MANAGEMENT

Halff will manage the project so that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc. The Halff project manager and Client's project administrator will hold check-in calls every other week to coordinate, review action items, and ensure the project schedule is maintained.

TASK 1.7 – QA/QC

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 1 Deliverables:

Request for Information (RFI) spreadsheet, monthly progress reports, project schedule, public engagement plan, base map

PHASE 2 – EXISTING CONDITIONS

TASK 2.1 – EXISTING STUDIES REVIEW

Halff will review and analyze previous studies/plans and other documentation that may influence, affect, or impact this planning effort and identify existing recommendations from other sources that may support this planning effort or its post-adoption implementation actions.

TASK 2.2 – RECORD OF ACCOMPLISHMENTS

Halff will prepare a record of accomplishments form for staff to complete related to what initiatives/actions from the 2010 master plan have been completed and what initiatives/actions are still needed.

TASK 2.3 – DEMOGRAPHIC SNAPSHOT

Halff will assemble a brief demographic snapshot including text, tables, and charts utilizing the most recent demographic data from various sources, including the U.S. Census Bureau, American Community Survey 5-Year Estimates, MPO, County, and other municipal sources. Demographic data will include population growth trends and other datasets relevant to the planning effort.

TASK 2.4 – SYSTEM INVENTORY

Halff will utilize data provided by the Client (and subject to the agreed upon parks classifications) to generate a presumed inventory of park and trail properties and recreational facilities by type at each location. This inventory is based solely on existing Client data, does not include a field inventory, geo-location of recreational facilities, or a record of all accessory features at each property (e.g. trash cans, park benches, picnic tables, etc.).

TASK 2.5 – PROJECT MANAGEMENT

Halff will manage the project so that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc. The Halff project manager and Client's project administrator will hold check-in calls every other week to coordinate, review action items, and ensure the project schedule is maintained.

TASK 2.6 – QA/QC

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 2 Deliverables:

Review of existing studies to be incorporated into final plan, record of accomplishments spreadsheet, demographic snapshot to be incorporated into final plan, system inventory

PHASE 3 – COMMUNITY ENGAGEMENT

TASK 3.1 – STEERING COMMITTEE

Halff will utilize a broadly representative Steering Committee to provide key input and oversight of the development of the plan. The Steering Committee should be comprised of 10-15 members identified by staff or formally appointed by City Council. The Steering Committee will be convened for three (03) total meetings throughout the planning project. The Steering Committee will also be invited to attend the community-wide meetings to serve as ambassadors for the planning process and the draft plan.

TASK 3.2 – STAKEHOLDER LISTENING SESSIONS

Halff will facilitate three (03) small group listening sessions with key stakeholders identified by the Client. Each group should be comprised of 8-10 people and are intended to identify important issues as it relates to the planning process in Wichita Falls. Meeting with the following potential stakeholders is suggested, but may be altered based on suggestions by the client:

- Sports leagues
- Recreation providers
- Bicycle/running groups
- City staff
- Volunteer groups
- Board and commission representatives
- Other governmental entities

TASK 3.3 – ELECTED AND APPOINTED OFFICIALS BRIEFINGS

Halff will provide a total of two (02) briefings to the City Council and three (03) briefings to Park Board throughout the planning process to provide key updates and seek feedback on draft recommendations.

TASK 3.4 – PUBLIC MEETINGS

Halff will hold two (02) public meetings throughout the duration of the project. The first public meeting will be held at the beginning of the process to seek visioning input and the second will be held at the end of the process to review draft recommendations. The exact dates and format will be determined in the Public Engagement Plan. Halff will prepare the necessary materials and activities, while the Client will assist with securing a location, advertising, and staffing the open houses.

TASK 3.5 – STATISTICALLY-VALID SURVEY

Halff will prepare and administer a statistically-valid survey to generate additional input. Surveys will be mailed to a random sampling of households to generate enough completed surveys for an overall statistical validity of 95 percent. A summary overview of the results will be provided and incorporated into the plan document.

TASK 3.6 – PROJECT WEBSITE ADMINISTRATION

Halff will develop a project website that will serve as a landing page for the planning project to advertise for upcoming engagement activities and to share major deliverables as the plan progresses. Halff will work with the Client to determine the project name, secure the URL, and host the site for the duration of the project. The site will remain live in a read-only state for up to three (3) months after the end of the project.

TASK 3.7 – PROJECT MANAGEMENT

Halff will manage the project so that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc. The Halff project manager and Client's project administrator will hold check-in calls every other week to coordinate, review action items, and ensure the project schedule is maintained.

TASK 3.8 – QA/QC

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 3 Deliverables:

Meeting presentations and summaries, advertisements, public meeting presentation boards, draft and final survey questions, survey summary, project website.

PHASE 4 – PLAN ANALYSIS

TASK 4.1 – POPULATION PROJECTIONS

Halff will develop population projections for the year 2035 based on past population trends and review of existing forecasts from the County, MPO, ISDs, and the Texas Water Development Board (TWDB). The population projections will be confirmed by the Client.

TASK 4.2 – LEVEL OF SERVICE ANALYSIS

Halff will assess the current and future Level of Service (LOS) for the park system. Using the parkland inventory established earlier in the planning process, a per capita figure for parkland acreage will be calculated to determine if the City is meeting LOS standards today and in the future. Halff will also utilize the 10-minute walk to a park standard to determine gaps in park service areas.

TASK 4.3 – DEMAND ASSESSMENT

Halff will determine major needs and themes communicated by the public through the master plan process. The demand assessment will also consider the past five years of sports league and program participation rates to determine any activities that are increasing or decreasing in demand.

TASK 4.4 – RESOURCE ASSESSMENT

Halff will assess the potential resources available to the City to expand existing parks or acquire new parkland. Resources such as city-owned land, school properties, floodplains, and undeveloped land will be reviewed to determine potential opportunities.

TASK 4.5 – CONDITIONS ASSESSMENT

Halff will conduct a physical asset inventory and condition assessment of up to ten (10) parks. The evaluation methodology shall be reviewed and approved by the Client. Conditions assessment findings will be used to help determine where facility replacement, rehabilitation, or reconstruction is most warranted.

TASK 4.6 – INDOOR RECREATION FACILITIES ASSESSMENT

Halff will determine current level of service (LOS) for aquatics and indoor recreation facilities, compare with benchmark communities, and determine future needs. Halff will review plans of existing facilities as well as conduct an on-site review of the 50+ Zone and Lucy Park Pool in order to determine the physical condition of the facilities. The assessment will also determine the physical ability of the facilities to provide the programs needed by the Client and its correct location within the community.

TASK 4.7 – RECREATIONAL PROGRAMMING ASSESSMENT

Halff will assess how the Client's recreational programs align with community needs. The goal of this assessment is to help focus staff efforts in core program areas by analyzing:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- Review of program development process

TASK 4.8 – OPERATIONS & MAINTENANCE ASSESSMENT

Halff will review maintenance protocols for parks, open spaces, and trails to ensure appropriateness, efficiency, and sustainability. The plan will identify recommendations for routine and preventative maintenance programs, work management, asset lifecycle management, customer feedback program,

performance measurements, staffing levels and equipment management. Halff will also perform an analysis of the current practices of the Client to evaluate its operational situation. This analysis will identify future Client organization and staffing needs, improved operational efficiencies, policy development, process improvements, system and technology improvements, and marketing/communication opportunities. This review will include comparison of current policies with national standards of best practice agencies.

TASK 4.9 – PROJECT MANAGEMENT

Halff will manage the project so that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc. The Halff project manager and Client's project administrator will hold check-in calls every other week to coordinate, review action items, and ensure the project schedule is maintained.

TASK 4.10 – QA/QC

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 4 Deliverables:

Population projections, parks needs assessment summary, indoor recreation needs assessment summary, recreational programming needs assessment summary, operations & maintenance needs assessment summary.

PHASE 5 – DRAFT RECOMMENDATIONS

TASK 5.1 – MASTER PLAN GOALS

Halff will confirm the community vision and facilitate a set of overarching plan goals based on community engagement and the existing conditions analysis.

TASK 5.2 – PARK SYSTEM MAP

Halff will develop an overall park system recommendation map that is based on the findings from the needs assessments, community input, and coordination with future development plans.

TASK 5.3 – IMPLEMENTATION PLAN

Halff will consolidate the recommendations into a comprehensive work program, categorizing implementation actions based on types and responsible entities, including operational changes, capital investments, operational investments, regulations, and future studies. The actions will be organized into an implementation action plan that prioritizes actions in the near-, mid-, and long-term, specifying action types and responsible parties. Additionally, a summary of staffing needs, programs, and ordinances, and will be prepared, aligned with projected capital projects and stakeholder input. Finally, an implementation strategy will be finalized, encompassing funding sources, timeframes, and measurable benefits. The plan recommendations will also include target metrics for evaluating progress, developed in collaboration with the Client.

TASK 5.4 – DRAFT PLAN REVIEW

Halff will prepare a draft plan document that concisely describes the planning process, participants, methodology and recommendations. The plan shall rely on charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information.

TASK 5.5 – PROJECT MANAGEMENT

Halff will manage the project so that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc. The Halff project manager and Client's project administrator will hold check-in calls every other week to coordinate, review action items, and ensure the project schedule is maintained.

TASK 5.6 – QA/QC

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 5 Deliverables:

Master plan goals, recommendation map, implementation plan, draft report.

PHASE 6 – FINAL PLAN AND ADOPTION

TASK 6.1 – FINAL PLAN

Halff shall consolidate all staff and committee comments into a final draft of the plan report.

TASK 6.2 – ADOPTION MEETINGS

Halff will present the draft plan in a public hearing for formal adoption to the following groups: Parks Board and City Council.

TASK 6.3 – PUBLISHING

Halff will produce a high-resolution, full-color digital (PDF format) original of the plan report for use in immediate printing as part of this contract, as well as future printing and digital publication by the Client. Halff shall prepare up to two (02) color copies of the Master Plan. Halff will also supply GIS shapefiles of all recommendations.

TASK 6.4 – PROJECT MANAGEMENT

Halff will manage the project so that it proceeds according to the professional services agreement and this scope of services. This includes timely communication with the Client, coordination and scheduling of meetings and deliverables, preparing invoices and progress reports, etc. The Halff project manager and Client's project administrator will hold check-in calls every other week to coordinate, review action items, and ensure the project schedule is maintained.

TASK 6.5 – QA/QC

Halff will perform internal Quality Control and Quality Assurance (QA/QC) reviews of all deliverables.

Phase 6 Deliverables:

Final plan report, meeting presentations, two copies of final report, project close-out items.

CITY COUNCIL AGENDA October 17, 2023

ITEM/SUBJECT: Resolution authorizing the acquisition of approximately 6.1 acres of land belonging to Burlington Northern Railway Company for the construction of South Wenonah Boulevard, and authorizing the City Manager to execute all related documents to purchase said property for an amount not to exceed \$362,500 plus standard closing costs.

INITIATING DEPT: City Manager's Office/Property Management

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Evaluate Alternative Options for Financing Infrastructure Improvements

COMMENTARY:

Project Timeline

- April 5, 2023 – TIF #2 Board considers and approves by unanimous vote the allocating of all current and remaining unencumbered funds to the design and construction of South Wenonah Boulevard;
- May 2, 2023 – City Council approves Resolution to accept the TIF #2 funds for the South Wenonah Boulevard project;
- **October 17, 2023** – City Council to consider (1) acquisition/purchase of land needed for road (this agenda item), and (2) contract for roadway design, engineering, and project management services (next agenda item);
- 2024 – Design and engineering
- Mid 2025 – Seek/award bid for construction
- Late 2025 – Anticipated start of construction
- December 31, 2025 – TIF #2 expires
- Late 2026 – Anticipated construction completion

Summary

This item would authorize the purchase of 6.1± acres from BNSF Railroad Company for a price not to exceed \$362,500 to facilitate the construction of the South Wenonah Blvd project. The construction of South Wenonah Blvd has been an identified project since the creation of TIF #2 almost 20 years ago. The purpose of this project is to provide a “reliever route” to improve the mobility in the area by alleviating traffic on Lawrence Rd and providing nearby businesses and the public additional points of access to both Kell Freeway and Maplewood Blvd. This area is home to several large retail and distribution businesses which have large and numerous delivery trucks into and out of their sites. The roadway will be designed and constructed with a focus on easier maneuvering of the larger delivery trucks to and from these businesses. Also, the new road will open up additional private development/redevelopment opportunities along its path.

Funding for this right-of-way purchase will come from funds already dedicated by the TIF #2 Board for this overall project, which is *anticipated* to be approximately \$4.8M when the zone expires at the end of 2025. Subtracting the costs for the land purchase (\$362,500 – this agenda item) and the contract for design, engineering, and project management (\$668,500 – next agenda item) leaves approximately \$3.77M in dedicated funds for construction.

The anticipated dates to both award the bid for construction and the start of construction in mid/late 2025 are intended to align with the expiration of the TIF at the end of 2025 to ensure maximum available funding is dedicated to the project.

Staff recommends approval of the resolution.

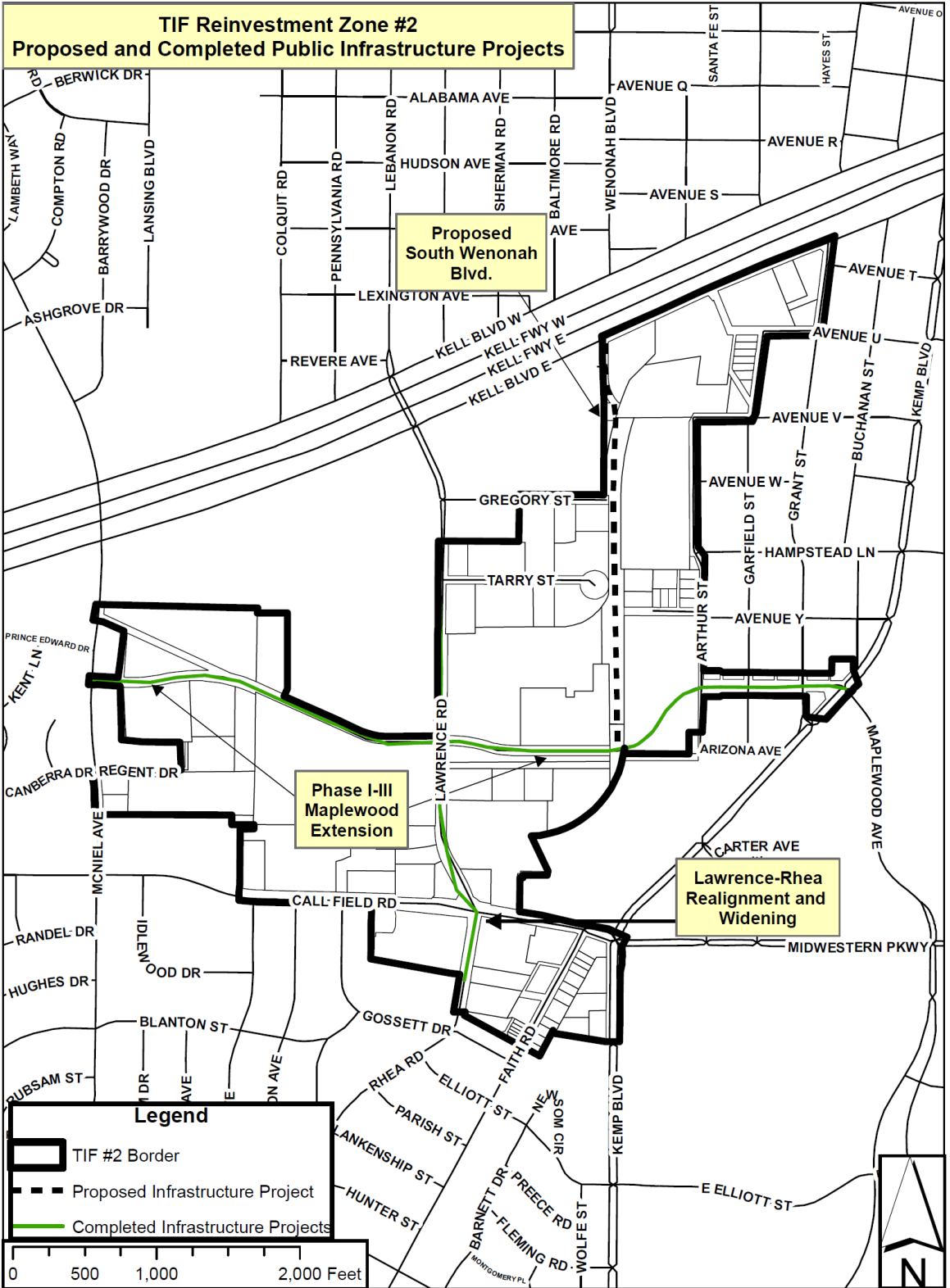
☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Exhibits from TIF #2 meeting, Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**



Resolution No. _____

Resolution authorizing the acquisition of approximately 6.1 acres of land belonging to Burlington Northern Railway Company for the construction of South Wenonah Boulevard, and authorizing the City Manager to execute all related documents to purchase said property for an amount not to exceed \$362,500 plus standard closing costs

WHEREAS, the construction of South Wenonah Boulevard will increase safety and reduce heavy truck traffic on adjacent thoroughfares; and

WHEREAS, the Tax Increment Finance (TIF) Board #2 has allocated its remaining unencumbered fund balance to the project;

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

1. Authorization is granted to acquire the approximately 6.1-acre tract of land from Burlington Northern Railroad Company.
2. Authorization is granted to the City Manager to sign all related documents necessary to purchase the property at a price not to exceed \$362,500 plus standard closing costs.
3. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required by law.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

Exhibit "A"



South Wenonah Boulevard Exhibit

CITY OF WICHITA FALLS, PLANNING DIVISION
 MAP PRODUCED BY: Cedric Hu
 DATE PRODUCED: 30 March 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

- S Wenonah Blvd Ext.
- Property owned by City
- Property owned by Lowes
- Property owned by Railroad

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution authorizing the City Manager to execute a Professional Services Agreement with Biggs & Mathews, Inc. for the design of the South Wenonah Blvd Extension in the amount of \$668,500.00.

INITIATING DEPT: Public Works

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Complete Signature Public Improvements

COMMENTARY: The construction of South Wenonah Blvd has been an identified project since the creation of TIF #2 almost 20 years ago. The purpose of this project is to provide a “reliever route” to improve the mobility in the area by alleviating traffic on Lawrence Rd and providing nearby businesses and the public additional points of access to both Kell Freeway and Maplewood Blvd. This area is home to several large retail and distribution businesses which have large and numerous delivery trucks into and out of their sites. The roadway will be designed and constructed with a focus on easier maneuvering of the larger delivery trucks to and from these businesses.

This Professional Services Agreement with Biggs & Mathews, Inc. for the South Wenonah Extension will include the design and construction management for all street, drainage, and water distribution improvements.

Staff recommends the award of the Professional Services Agreement to Biggs & Mathews, Inc. in the amount of \$668,500.00 for the design of the South Wenonah Extension. Funding for this contract will come from funds already dedicated by the TIF #2 Board for this overall project.

☒ **Public Works Director**

ASSOCIATED INFORMATION: Resolution, Map

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to execute a Professional Services Agreement with Biggs & Mathews, Inc. for the design of the South Wenonah Blvd Extension in the amount of \$668,500.00

WHEREAS, the City of Wichita Falls has determined that Biggs & Mathews, Inc. is qualified to provide Engineering Services for the South Wenonah Extension; and

WHEREAS, it is found that the Engineering Services to complete the South Wenonah Extension are an estimated total of \$668,500.00.

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 South Wenonah Extension, from Biggs & Mathews, Inc., in an estimated total amount of \$668,500.00.

PASSED AND APPROVED this the 17th day of October, 2023.

MAYOR

ATTEST:

City Clerk

PROPOSED S. WENONAH BOULEVARD FROM KELL FWY TO MAPLEWOOD AVE



CITY COUNCIL AGENDA

October 17, 2023

ITEM/SUBJECT: Resolution authorizing the City Manager to enter into an agreement with Anthony Inman Construction, Inc for demolition and asbestos abatement services, as well as, the purchase and installation of the replacement building HVAC system and electrical switch gear for Memorial Auditorium with an estimated cost of \$1,984,293 and delegating evaluation authority to the City Manager to the maximum extent authorized by Texas Gov't Code § 2269.053.

INITIATING DEPT: Information Technologies & Facilities

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Rehabilitate or Replace Outdated Public Facilities

COMMENTARY: On June 14, 2022, the City Council approved a resolution adopting a general plan related to the future appropriations of the City's approximately \$29.1M in Federal American Rescue Plan Act (APRA) funds to provide economic relief in areas that were negatively impacted by the COVID-19 Pandemic. The generally agreed-upon plan included the allocation of funds to strengthen the public health system by replacing the Memorial Auditorium's heating, ventilation, and air conditioning system to reduce potential public exposure to airborne pathogens. The plan will also boost economic impact/tourism use of the public areas of the facility for various cultural and community productions by maintaining safe social distancing. Critical facility improvements will also be made for the provision of improved general government function of the Memorial Auditorium building's municipal offices. An estimated \$17,500,000 has been allocated to this project.

In November of 2022, an RFQ for a Construction Manager at Risk (CMAR) was published. In January of 2023, Anthony Inman Construction (AIC) was selected as the projects CMAR.

In September of 2023, the City of Wichita Falls, in conjunction with AIC, published a bid package that included the replacement of the Memorial Auditoriums HVAC system and electrical switchgear. They have both far exceeded their useful life cycle and are unsupported by their respective vendors. The components are vital to the facility's ability to be operational and occupied by the City's staff and/or citizens. In addition, this bid package includes a required asbestos abatement and interior demolition. This includes taking the proper precautions while removing any materials that have tested positive for asbestos. These items will be disposed of following all State requirements.

The programming and phasing discussion are almost complete and the GMP will be brought before Council in December. Demolition and construction will begin in late February.

Staff recommends moving forward with this early bid package to provide the services for HVAC, electrical switch gear replacement, and asbestos abatement/interior demolition services.

☒ Assistant City Manager

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to enter into an addendum agreement with Anthony Inman Construction, Inc. for demolition and asbestos abatement services, as well as, the purchase and installation of the replacement building HVAC system and electrical switch gear for Memorial Auditorium with an estimated cost of \$1,984,293 and delegating evaluation authority to the City Manager to the maximum extent authorized by Texas Gov't Code § 2269.053

WHEREAS, The American Rescue Plan Act (APRA) allocated approximately \$29.1M to the City of Wichita Falls to provide economic relief in areas that were negatively impacted by the COVID-19 Pandemic; and,

WHEREAS, Approximately \$17,500,000 of The American Rescue Plan Act (APRA) funds have been allocated to this project; and,

WHEREAS, the City Council passed a non-binding resolution on June 14, 2022 creating a general plan for the use of ARPA funds; and

WHEREAS, Memorial Auditorium was constructed in 1927, renovated once in 1964, and in need of renovation of the public spaces and office areas to boost the economic impact and improve the ability to provide safe social distancing; and,

WHEREAS, Anthony Inman Construction (AIC) was selected as the project CMAR and the City wishes to move forward with this addendum as part of phase 1 of the project; and,

WHEREAS, this addendum agreement shall be incorporated into the original CMAR agreement with AIC.

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

Resolution authorizing the City Manager to enter into an addendum agreement with Anthony Inman Construction, Inc for demolition and asbestos abatement services, as well as, the purchase and installation of a replacement HVAC system and building electrical switch gear for Memorial Auditorium with an estimated cost of \$1,984,293 and delegating evaluation authority to the City Manager to the maximum extent authorized by Texas Gov't Code § 2269.053.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk



City of Wichita Falls

Memorial Auditorium Building Renovation

GMP #1

Package 1 – Demolition, Asbestos Abatement, Electrical Switch Gear and Air-cooled Package Chiller

Issued October 11, 2023



MABR- Package 1 GMP



1 | Page



October 11, 2023

Mr. Blake Jurecek
Assistant City Manager
City of Wichita Falls
1300 7th Street
Wichita Falls, TX 76301

Re: City of Wichita Falls Memorial Auditorium Building Renovation
Subj: GMP for Package 1 – Demolition, Asbestos Abatement, Electrical Switch Gear, & Air-cooled Chiller

Anthony Inman Construction has provided the following information to establish the GMP for Package 1 of the Memorial Auditorium Building Renovations. The information included in this document outlines the scope of work, cost, and time for this package.

The Package 2 GMP will follow later in December after the issue of the remainder of the drawings and specifications. Package 2 will include the remainder of the work for the project.

Respectfully Submitted,

Anthony Inman Construction, Inc.
3000 Buchanan
Wichita Falls, TX 76308

MABR- Package 1 GMP



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I. GMP 1 Budget Reconciliation

Direct Cost (Package 1 Only)

- Division 1 – General Requirements
- Division 2 – Existing Conditions – Asbestos Abatement
- Division 2 – Existing Conditions – Demolition
- Division 4 – Masonry Opening at Wood Mezzanine
- Division 6 – Rough Carpentry and Shoring
- Division 7 – Patching of TPO Roof System
- Division 23 – Air cooled package chillers
- Division 26 – Electrical Switchgear

Construction Management and Administration (Package 1 Only)

- General Conditions
- Builders Risk
- Payment and Performance Bond

Indirect Cost (Package 1 Only)

- PLPD Insurance
- Contractors Contingency
- Contractors Fee

Package 1 GMP Total

\$1,984,293





II. GMP 1 Clarifications and Assumptions

1. This clarifications and assumptions document, together with the package 1 construction documents and specifications, define the general scope of the work for the Building Renovations of Memorial Auditorium in Wichita Falls, Texas for utilizing Anthony Inman Construction, Inc. as the CMaR and General Contractor. This clarification and assumptions document as well as other supporting documents of Anthony Inman Construction, Inc. are to be included as an exhibit and to be made fully a part of the contract documents. All other work is specifically excluded from this GMP.
2. Quantities, material sizing, and pricing are based on the information shown on BYSP Architects Package 1 drawings and specifications dated September 22, 2023, Addendum #1 dated October 3, 2023, and Addendum #2 dated October 6, 2023. If the design is changed, then this will be considered a change in the conditions and will addressed through the change provisions outlined in the contract.
3. The project schedule is based upon the documents included within this GMP. The time and cost relating to this GMP is 6 months.
4. No testing lab services or special inspections are included as part of this GMP. For items called out in the specifications and/or addenda, only coordination, access, and support will be provided.





III. Scope for each Division of Work

1. General Clarifications

- a. This GMP includes no additional monies for repair of existing roadways, drives or parking lots. All paved areas are assumed to be of sufficient design and in good condition to accept traffic of a construction project of this nature. The traffic will include cranes, fully loaded concrete trucks, fully loaded freight trucks, equipment to haul earthwork into and out of the project and other associated construction equipment.
- b. No monies are included in the GMP for utility fees or impact fees. All utility connections and impact fees paid by Anthony Inman Construction, Inc. will be reimbursed at a rate of 100% of the actual cost.
- c. This GMP includes builders risk insurance for only this portion of the work as a cost savings measure. The balance of the cost of the builders risk insurance will be added in GMP 2.
- d. This GMP includes only Payment and Performance Bonds for GMP 1. P&P Bond cost will be added to Package 2 GMP at standard Texas Rates.

2. Allowances Included – All necessary labor, materials, and equipment to:

- | | |
|---|----------|
| a. Additional Asbestos Abatement | \$60,000 |
| b. Additional Demolition | \$30,000 |
| c. Temporary Heating and Cooling | \$25,000 |
| d. Construction Contingency | \$70,000 |
| e. Structural Issues and Structural Repairs Contingency | \$70,000 |

3. Unit Cost

- a. None

4. Division 1 – General Requirements

- a. All work that is clearly defined and delineated within the contract documents

5. Division 2 – Existing Conditions

- a. All work that is clearly defined and delineated within the contract documents
- b. Includes removal of existing finishes and asbestos as noted in the plans and specifications.
- c. Includes haul off of all removed items.
- d. Does not include removal of any site work or items outside of the building roof line.

6. Division 4 – Masonry

- a. A new masonry opening from the 2nd floor to the wood mezzanine has been included.





7. Division 6 – Rough Carpentry
 - a. Wood wall protection of masonry at loggia has been included.
 - b. Structural engineering and shoring of midlevel slabs has been included at the restrooms.
8. Division 7 – Moisture Protection
 - a. Patching of TPO roof system as penetrations are removed as been included.
9. Division 23 – HVAC
 - a. (2) 200 Ton air cooled chillers have been included.
 - b. Final hook up and installation will be in package 2.
 - c. All work that is clearly defined and delineated within the contract documents.
 - d. Owner must agree to early payment terms to vendor to secure and order the equipment.
10. Division 26 – Electrical
 - a. Coordination studies will be included in Package 2.
 - b. Final hookup and installation will be in Package 2.
 - c. All work that is clearly defined and delineated within the contract documents.
 - d. Owner must agree to early payment terms to vendor to secure and order the equipment.



CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution authorizing a two-year lease agreement with Big Blue Properties WF, LLC for leasing office space for government operations during the Memorial Auditorium renovation for \$17,500 per month.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: On June 14, 2022, the City Council approved a resolution adopting a general plan related to the future appropriations of the City's approximately \$29.1M in federal American Rescue Plan Act (APRA) funds to provide economic relief in areas that were negatively impacted by the COVID-19 Pandemic. The generally agreed-upon plan included the allocation of funds to strengthen the public health system by replacing the Memorial Auditorium's heating, venting, and air conditioning system to reduce potential public exposure to airborne pathogens. The plan will also boost economic impact/tourism use of the public areas of the facility for various cultural and community productions by maintaining safe social distancing. Critical facility improvements will also be made for the provision of improved general government functions of the Memorial Auditorium building's municipal offices.

This renovation of Memorial Auditorium does require vacating the building during the renovation. Staff has negotiated a lease for 2 years for the required office spaces to continue the day-to-day operations effectively. This lease includes a provision for extensions if necessary. Funding for this office space has been included in the overall cost of the Auditorium building renovation and will be part of the ARPA expenditures.

The lease includes renovating the existing space such as flooring, lighting, and wall coverings. The lease will also include all utilities and staff parking. The City will provide janitorial services for the leased space. This decision was made because the City currently has staff cleaning the Auditorium, which will not be needed during the renovation.

Staff recommends approval of this lease agreement.

☒ Assistant City Manager

ASSOCIATED INFORMATION: Resolution, Contract

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing a two-year lease agreement with Big Blue Properties WF, LLC for leasing office space for government operations during the Memorial Auditorium renovation for \$17,500 per month

WHEREAS, The American Rescue Plan Act (APRA) allocated approximately \$29.1M to the City of Wichita Falls to provide economic relief in areas that were negatively impacted by the COVID-19 Pandemic; and,

WHEREAS, City Council passed a non-binding resolution on June 14, 2022 creating a general plan for the use of ARPA funds; and

WHEREAS, Memorial Auditorium was constructed in 1927, renovated once in 1964, and in need of renovation of the public spaces and office areas to boost the economic impact and improve the ability to provide safe social distancing; and,

WHEREAS, over the 2-year period of renovations, some city governmental operations will operate at the lease facility; and,

WHEREAS, the guidance from the American Rescue Plan Act allows for the appropriation of these funds for this purpose.

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

Resolution authorizing a two-year lease agreement with Big Blue Properties WF, LLC for leasing office space for government operations during the Memorial Auditorium renovation for \$17,500 per month.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution authorizing a two-year lease agreement with Wichita Tower, INC. for leasing office space for government operations during the Memorial Auditorium renovation for \$18,585 per month.

INITIATING DEPT: City Manager's Office

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: On June 14, 2022, the City Council approved a resolution adopting a general plan related to the future appropriations of the City's approximately \$29.1M in federal American Rescue Plan Act (APRA) funds to provide economic relief in areas that were negatively impacted by the COVID-19 Pandemic. The generally agreed-upon plan included the allocation of funds to strengthen the public health system by replacing the Memorial Auditorium's heating, venting, and air conditioning system to reduce potential public exposure to airborne pathogens. The plan will also boost economic impact/tourism use of the public areas of the facility for various cultural and community productions by maintaining safe social distancing. Critical facility improvements will also be made for the provision of improved general government functions of the Memorial Auditorium building's municipal offices.

This renovation of Memorial Auditorium does require vacating the building during the renovation. Staff has negotiated a lease for 2 years for the required office spaces to continue the day-to-day operations effectively. This lease includes a provision for extensions if necessary. Funding for this office space has been included in the overall cost of the Auditorium building renovation and will be part of the ARPA expenditures.

The lease includes renovating the existing space such as flooring, lighting, and wall coverings. The lease will also include all utilities and staff parking. The City will provide janitorial services for the leased space. This decision was made because the City currently has staff cleaning the Auditorium, which will not be needed during the renovation.

Staff recommends approval of this lease agreement.

☒ Assistant City Manager

ASSOCIATED INFORMATION: Resolution, Contract

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing a two-year lease agreement with Wichita Tower, INC. for leasing office space for government operations during the Memorial Auditorium renovation for \$18,585 per month

WHEREAS, The American Rescue Plan Act (APRA) allocated approximately \$29.1M to the City of Wichita Falls to provide economic relief in areas that were negatively impacted by the COVID-19 Pandemic; and,

WHEREAS, City Council passed a non-binding resolution on June 14, 2022 creating a general plan for the use of ARPA funds; and

WHEREAS, Memorial Auditorium was constructed in 1927, renovated once in 1964, and in need of renovation of the public spaces and office areas to boost the economic impact and improve the ability to provide safe social distancing; and,

WHEREAS, over the 2-year period of renovations, some city governmental operation will operate at the lease facility; and,

WHEREAS, the guidance from the American Rescue Plan Act allows for the appropriation of these funds for this purpose.

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

Resolution authorizing a two-year lease agreement with Wichita Tower, INC. for leasing office space for government operations during the Memorial Auditorium renovation for \$18,585 per month.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk

CITY COUNCIL AGENDA
October 17, 2023

ITEM/SUBJECT: Resolution of the City Council of the City of Wichita Falls, Texas nominating individuals to serve on the Wichita Appraisal District Board of Directors.

INITIATING DEPT: City Clerk

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: At the October 3, 2023, meeting the City Council approved a Resolution restructuring the composition of the Wichita Appraisal Districts Board of Directors in compliance with SB 2. With those changes, City Council will no longer make appointments directly to the board, but will make recommendations that will be voted on by each taxing entity that has a vote. Five of the nine members will be appointed this way, and three will be elected during the May 2024 general election. Recommendations for this board can be discussed in executive session.

☒ **City Clerk**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

**Resolution of the City Council of the City of Wichita Falls, Texas
nominating individuals to serve on the Wichita Appraisal District
Board of Directors**

WHEREAS, Section 6.03(f) of the Property Tax Code provides for the governing body of taxing units to nominate individuals for each position to be filled on the Wichita Appraisal District Board of Directors, and;

WHEREAS, The City of Wichita Falls wishes to nominate the following individuals:

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

SECTION 1. The City of Wichita Falls hereby nominates the individuals listed above for the Wichita Appraisal District Board of Directors.

SECTION 2. It is hereby officially found and determined that the meeting at which this resolution was passed was open to the public as required by law.

PASSED AND APPROVED this the 17th day of October 2023.

MAYOR

ATTEST:

City Clerk