City of Wichita Falls
City Council Agenda

Tim Short, Mayor
Austin Cobb, At Large
Whitney Flack, District 1
Robert Brooks, District 2
Jeff Browning, Mayor Pro-Tem/District 3
Mike Battaglino, District 4
Tom Taylor, District 5

James McKechnie, Interim City Manager
Kinley Hegglund, 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 At The MPEC, 1000 Fifth Street, Seminar Room, Tuesday, April 15, 2025, 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 Gene Holley
   Life Church

   (b) Pledge of Allegiance

3. Presentations

   (a) Proclamation – Month of the Military Child, Sheppard AFB, School Liaison Program

   (b) Proclamation - National Public Safety Telecommunicators Week, Wichita Falls Police Department Communications

   (c) Proclamation – Little Alley Day, Tracy Little

4. 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.

CONSENT AGENDA

5. Approval of minutes of the April 1, 2025, Regular Meeting of the Mayor and City Council.

6. Receive Minutes

   (a) Airport Board of Adjustment, March 18, 2013

   (b) Animal Services Advisory Committee, September 20, 2024

   (c) Wichita Falls 4B Sales Tax Corporation, December 5, 2024

   (d) Wichita Falls Economic Development Corporation, December 19, 2024

   (e) Wichita Falls Economic Development Corporation, February 6, 2025

   (f) Lake Wichita Revitalization Committee, February 11, 2025

   (g) Central Wichita Falls Neighborhood Revitalization Committee, March 26, 2025

7. Resolutions

   (a) Resolution authorizing the City Manager to approve Change Order No. 1 for the 2024 Concrete Street Rehabilitation Project to Scales Concrete Construction Co., Inc. to expand the scope and timeframe of the existing project for the replacement of concrete pavement on Emerson St at no cost to the City

   (b) Resolution authorizing the City Manager to approve change order No. 1 for the 2023 Duncan Channel & Slide Gate Repair Project to Earth Builders, L.P. in the amount of $142,566.00 for the construction of 50 linear feet of concrete channel walls and floor

REGULAR AGENDA

8. Public Hearing & Ordinances

   (a) Conduct a public hearing and take action on an ordinance annexing 33.18 acres of land out of the Marino Carbajal Survey, A-44, Wichita County, Texas; referenced

as portions of 330 and 415 Randy Drive, at the request of the property owner; accepting the Randy Drive/KBD WF, LLC. Annexation Servicing Plan Agreement for said tracts under authority of Texas Local Government Code Chapter 43; Subchapter C-3 – authority of municipalities to annex an area on request of owners; and designating the tract's zoning as Light Industrial (LI) and Land Use Plan classification as Light Industrial (LI)

i. Public Hearing
ii. Take Action

(b) Conduct a public hearing and take action on an ordinance to establish the minimum Standards of Care for the Summer Day Camp Program

i. Public Hearing
ii. Take Action

9. Public Hearings and Resolutions

(a) Conduct a public hearing and take action on a resolution to adopt the Heart of the Falls Neighborhood Revitalization Plan

i. Public Hearing
ii. Take Action

(b) Conduct a public hearing to receive citizen comments and take action on a resolution for the proposed 2025 Second Year Annual Action Plan of the adopted Five-Year 2024-2028 Public Housing Agency (PHA) Plan and revised Administrative Plan

i. Public Hearing
ii. Take Action

(c) Resolution authorizing the purchase and installation of a PARCS System for the Wichita Falls Regional Airport through the Omnia Purchasing Cooperative from Cale America Inc d/b/a Flowbird in the amount of $126,700 for the Airports Division

(d) Resolution authorizing the purchase of two (2) 2024 GMC Sierra 1500 pickups through the TIPS Purchasing Cooperative from Chuck Nash Chevrolet Buick GMC in the amount of $100,365.50

(e) Resolution nominating and appointing Glenn Barham to the Wichita-Wilbarger 9-1-1 District Board

(f) Resolution authorizing the purchase of one (1) Jet Vac Water Recycling Unit through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program from Houston Freightliner, Inc. in the amount of $591,191.00

10. Other Council Matters

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

11. Appointments to Boards and Commissions
    - Lake Wichita Revitalization Committee

12. 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 purchase and/or value of lake lots)

(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-Wilbarger 9-1-1 District Board)

(c) Executive Session in accordance with Texas Government Code § 551.087, to discuss or deliberate the offer of a financial or other incentive to a business prospect that the City Council seeks to have, locate, stay, or expand in or near the territory of the City of Wichita Falls and with which the City and/or economic development corporations created by the City are conducting economic development negotiations.

13. 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 the Wichita Falls Public Library, Wichita Falls, Texas on the _____ day of _____, 2025 at _____ o'clock (a.m.)(p.m.).

_____
City Clerk

City of Wichita Falls
City Council Meeting
Minutes
April 1, 2025

Item 1 - Call to Order

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

Tim Short	-	Mayor
Austin Cobb	-	At-Large
Whitney Flack	-	District 1
Robert Brooks	-	District 2
Mike Battaglino	-	District 4
Tom Taylor	-	District 5
James McKechnie	-	Interim City Manager
Kinley Hegglund	-	City Attorney
Marie Balthrop	-	City Clerk

Absent: Jeff Browning, District 3

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Marie Balthrop, City Clerk, administered the Oath of Office to Jack Inman, Honorary Mayor for the Day.

Honorary Mayor Inman called the meeting to order at 8:32 a.m.

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Item 2a – Invocation

Pastor Tim Puckett, Heritage Church, gave the invocation.

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Item 2b – Pledge of Allegiance

Honorary Mayor Inman led the Pledge of Allegiance.

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Item 3a – Presentation – Mayor for the Day, Jack Inman

Mayor Short introduced Mayor for the Day, Jack Inman, shared a brief video and presented him with a certificate, and a key to the City.

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Item 3b – Employee of the Month – Mehgan White, Health Department

Mayor Short recognized Mehgan White as Employee of the Month for April 2025 and shared a brief video. He congratulated Ms. White and presented her with a plaque, letter of appreciation, dinner for two, and a check and thanked her for her service.

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Item 3c – Presentation – Recipient of Dr. John L. Leal Award, Hunter Adams, Water Purification

Mayor Short recognized Hunter Adams for being awarded the Dr. John L. Leal Award and noted that one individual in the state receives this prestigious award annually for outstanding dedication and service to the public water industry.

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Item 3d – Proclamation – KMOC Cross of Christ, KMOC FM 89.5

Mayor Short read a proclamation proclaiming April 6, 2025, as KMOC Cross of Christ Dedication Day.

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Item 3e – Proclamation – Child Abuse Prevention Month, Heart Gallery of Northwest Texas

Mayor Short read a proclamation proclaiming April as Child Abuse Prevention Month in Wichita Falls.

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Item 3f – Proclamation – National Public Health Week, Health Department

Mayor Short read a proclamation proclaiming April 7-11, 2025, as National Public Health Week in Wichita Falls.

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Item 3g – Proclamation – Sexual Assault Awareness Month: Denim Day, First Step of Wichita Falls. Inc.

Mayor Short read a proclamation proclaiming April as Sexual Assault Awareness Month and April 30, 2025, as Denim Day in Wichita Falls.

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Item 3h – Presentation – Annual Comprehensive Financial Report by Edgin, Parkman, Fleming & Fleming

Stephen Calvert, Director of Finance/CFO, thanked his staff and Paul Fleming with Edgin, Parkman, Fleming & Fleming, P.C. for their work on the Annual Comprehensive Financial Report. Mr. Fleming presented a brief update on the audit and stated there were no findings. There were no questions or comments from the public.

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Item 4 – Comments from Citizens

Joel Jimenez and members of DAV 41 presented the Mayor and City Council with a special coin and thanked them for their support of veterans.

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Item 5-7 – Consent Items

James McKechnie, Interim City Manager, gave a briefing on the items listed under the Consent Agenda.

Moved by Councilor Battaglino to approve the consent agenda.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

Item 5 – Approval of minutes of the Mayor and City Council

(a) March 18, 2025 Regular Meeting

(b) March 25, 2025 Special Meeting

Item 6 – Receive Minutes

(a) Library Advisory Board, September 17, 2024

(b) Wichita Falls – Wichita County Public Health Board, January 10, 2025

(c) Planning and Zoning, February 12, 2025

(d) Landmark Commission, February 25, 2025

(e) Central Wichita Falls Neighborhood Revitalization Committee, March 4, 2025

(f) Central Wichita Falls Neighborhood Revitalization Committee, March 18, 2025

Item 7a – Resolution 30-2025

Resolution authorizing award of bid to Retail Motorcycle Ventures, Inc. for the purchase of three (3) BMW Police Motorcycles in the amount of $92,933.31.

Item 7b – Resolution 31-2025

Resolution authorizing the purchase of one (1) 2024 Ford Expedition through the BuyBoard Purchasing Cooperative (Contract #724-23) from Caldwell Country Ford in the amount of $55,677.00.

Item 7c – Resolution 32-2025

Resolution authorizing the purchase of equipment and installation services for FY 2025 Wichita Falls Police Department patrol units through the BuyBoard Purchasing Cooperative from Dana Safety Supply, Inc. in the amount of $173,979.54.

Item 7d – Resolution 33-2025

Resolution authorizing the execution of an insurance policy with ACE Property & Casualty Insurance Company to provide general liability insurance for our Airports in the amount of $55,775.

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Item 8a – Ordinance 16-2025

Ordinance making an appropriation to the special revenue fund for the Get Screened Project in the amount of $30,000 received from the American Cancer Society and authorizing the City Manager to execute contract accepting same.

Moved by Councilor Battaglino to approve Ordinance 16-2025.

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 8b – Ordinance 17-2025

Ordinance making an appropriation to the Special Revenue Fund for Public Health Preparedness in the amount of $124,416; received from the Department of State Health Services; authorizing the City Manager to execute contract accepting same.

Moved by Councilor Battaglino to approve Ordinance 17-2025.

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 9a – Resolution 34-2025

Resolution confirming the appointment of a Fire Chief for the City of Wichita Falls.

Moved by Councilor Battaglino to approve Resolution 34-2025.

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 9b – Resolution 35-2025

Resolution appointing Jeffery Jenkins City Manager for the City of Wichita Falls and authorizing the Mayor to negotiate a Professional Services Agreement with the Appointee with a base salary of $278,000.

Moved by Councilor Battaglino to approve Resolution 35-2025.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 9c – Resolution 36-2025

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $55,850 to the Wichita Falls Chamber of Commerce for reimbursement of due diligence fees paid related to the proposed Wichita Falls Aviation Industrial Park.

Moved by Councilor Battaglino to approve Resolution 36-2025.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 9d – Resolution 37-2025

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the existing performance agreement with Midwestern State University (MSU) for funding up to $1,000,000 to support the proposed Student Success and Military Education Center at MSU's existing main campus in Wichita Falls.

Moved by Councilor Battaglino to approve Resolution 37-2025.

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 9e – Resolution 38-2025

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and approving the sale of approximately 1.31 acres of Corporation-owned property in the Wichita Falls Business Park to Syntrio Solutions, LLC.

Moved by Councilor Battaglino to approve Resolution 38-2025.

The motion was seconded by Councilor Taylor and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 9f – Resolution 39-2025

Resolution approving the programs and expenditures of the Wichita Falls Economic Development Corporation (4A) and amending the budget to include funding up to $500,000 to the Wichita Falls Chamber of Commerce to seek opportunities for real estate acquisition.

Moved by Councilor Battaglino to approve Resolution 39-2025.

The motion was seconded by Councilor Cobb and, with no comments or questions from the public, carried by the following vote:

Ayes: Mayor Short, Councilors Battaglino, Brooks, Cobb, Flack, and Taylor.

Nays: None

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Item 10a – Staff Reports Strategic Plan Update (Paul Menzies, Assistant City Manager

Paul Menzies, Assistant City Manager, presented an update on the progress of the Strategic Plan goals and initiatives. Cody Melton, Fire Chief, discussed the ISO 1 rating, benefits for citizens, and the recertification process. Russell Schreiber, Director of Public Works, discussed the importance of our superior water system in the ISO 1 rating. Christi Klyn, Director of Human Resources, discussed strategic initiatives regarding recruitment and retention, the focus on younger generations through internships, benefits, and future leadership training programs for staff. Mr. Menzies suggested considering updating the plan through the budgeting process. The council expressed their appreciation to the staff for their work moving the plan forward.

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Item 10b – Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.

Councilor Cobb thanked Mr. Menzies for his presentation. He congratulated Hunter Adams on his award, welcomed Jeff Jenkins, City Manager, and congratulated Fire Chief Cody Melton. He also congratulated Jeff Browning on celebrating a wedding anniversary and Councilor Brooks on his new grandchild.

Councilor Brooks thanked everyone for attending today, those who participated in the cleanup last week, and the City for their support. He read a letter from Summer Chaplin regarding an Eagle Scout project and discussed the need for a small splash pad on the Eastside to provide relief from the summer heat. He discussed the need for additional economic development in District 2, discussed issues with theft in his district, and encouraged everyone to visit District 2.

Councilor Flack discussed the importance of the presentations today, the importance of non-profit organizations, and celebrating the wins. Today's meeting was a great representation of a variety of subjects, and she loved the statement made today by one of the proclamation recipients who said, "What we can't prevent, we have to heal." She congratulated Chief Melton and welcomed the new City Manager, Jeff Jenkins. She is excited that we are moving forward and have a great strategic plan, and she thanked everyone who attended and celebrated the various organizations today.

Councilor Taylor stated that today, we truly accentuated the positive and recognized many unsung heroes that make Wichita Falls a great place to live. He thanked the DAV 41 members, congratulated Chief Melton, thanked the fire department for their assistance with fires in his neighborhood, and congratulated everyone recognized this morning.

Councilor Battaglino discussed various upcoming community events and encouraged citizens to participate. He stated he wore purple today for the Month of the Military Child, supporting children who have one or more parents serving, and encouraged others to wear purple this month.

Mayor Short thanked Jack Inman for being Mayor for the Day, his parents for trusting him with their son, various staff for sharing their time and expertise with Jack over the past two days, and Julie at Gidget's for a delicious lunch. Mayor Short discussed the process of hiring a new City Manager, said he believes Jeff Jenkins is the right choice, welcomed him and his wife Brandy back to the area, and stated he looks forward to him being a catalyst to move the City forward.

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Item 11 – Executive Session

The City Council adjourned into Executive Session at 10:02 a.m. in accordance with Texas Government Code §551.074, §551.087 and §551.071.

Mayor Short reconvened the meeting in open session at 11:03 a.m. and announced that no votes or polls were taken.

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Item 12 – Memorial Auditorium Tour to meet at the east entrance, Memorial Auditorium, 1300 Seventh Street.

Mayor Short recessed the meeting at 11:03 a.m. and reconvened the meeting at the east entrance of Memorial Auditorium at 11:16 a.m.

Council and Staff toured Memorial Auditorium and received an update on the renovation progress.

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Item 13 – Adjourn from 1st floor of Memorial Auditorium, 1300 Seventh Street

Mayor Short adjourned the meeting at 11:54 a.m.

PASSED AND APPROVED this 15th day of April 2025.

_____
Tim Short, Mayor

ATTEST:

_____
Marie Balthrop, TRMC, MMC
City Clerk

MINUTES

AIRPORT BOARD OF ADJUSTMENT

March 18, 2013

PRESENT:

Gary Diehm, Acting Chairman	◆ Members
Amy Bobrowitz	◆
Chad Hughes	◆
Tim James	◆
Kinley Hegglund, Assist. City Attorney	◆ Legal Depart.
Karen Gagné, Planning Administrator	◆ City Staff
LeAnn Moran, Airport Administrator	◆
Marty Odom, Planner III	◆
Monique Coleman, Planner II	◆

ABSENT:

Brian Hooker	◆ Council Liaison
Samuel E. Amerine	◆ Members

I. CALL TO ORDER AND ROLL CALL

The meeting was called to order by Acting Chairman Diehm at 1:35 p.m.

Acting Chairman Diehm proceeded to make the following announcements:

a. Motions made by the board members including all staff recommendations listed on the staff report and deviations will be discussed on a case-by-case basis.

b. Applicants and citizens may address the Board or answer questions from the board members are asked to speak into the microphone at the podium.

c. Please turn off all cell phones so they do not disrupt the meeting.

II. APPROVAL OF MINUTES FOR OCTOBER 24, 2012 MEETING

Acting Chair Diehm called for approval of the minutes and asked if there were any corrections or comments. Ms. Coleman made note of one correction to change the width of the runway as noted in the October 24, 2012 minutes from 70 feet to 75 feet. Mr. Diehm called for a motion to approve the minutes with corrections. Mr. Hughes made a motion to approve the minutes as amended and Ms. Bobrowitz seconded. The motion carried; the minutes were approved as corrected.

III. REGULAR AGENDA

CASE AV 13-01

A request for a variance from Section 6400 (Airport Zoning Regulations) of the Zoning Ordinance to construct a new hangar that will extend 4 feet into the transition zone slope.

4515 Jacksboro Hwy. (Kickapoo Downtown Airport)

Acting Chair Diehm proceeded to the case and stated this is a request for a variance from the Airport Zoning Regulations to construct a new hangar that will extend 4 feet into the transition slope zone. Acting Chair Diehm asked for a motion to approve the variance request. Mr. James made a motion to approve and Ms. Bobrowitz seconded. Acting Chair Diehm requested Ms. Coleman present the case.

Ms. Coleman stated this is a request for a variance from Section 6400 (Airport Zoning Regulations) of the Zoning Ordinance, to construct a new hangar that will extend 4 feet into the transition zone slope.

Ms. Coleman stated the applicant is seeking to lease property at Kickapoo Downtown Airport in order to construct an aircraft hangar that is 75 feet by 100 feet. Ms. Coleman stated the peak height of the proposed hangar is 25 feet 6 inches and informed the Board the hangar location is shown on the airport layout plan on page 19 in the booklet provided. Ms. Coleman stated the hangar will extend 4 feet into the transition zone slope and reiterated for the Board the transition zone slope is a building height limitation created by extending a 7 to 1 slope starting at the edge of the primary surface.

Ms. Coleman reminded the Board the October 2012 airport variance case by a previous applicant requested and received a variance from the Airport Board of Adjustment to build a hangar that extended 7 feet into the transition slope zone. Ms. Coleman noted the current request before the Board is similar to the previous variance request except there is a difference in the location of the hangar and extent to which the hangar's peak will penetrate the ceiling of the height limitation zone.

Ms. Coleman stated Section 6400 Airport Zoning Regulations allows the Board to grant a variance with an accompanying FAA determination under certain circumstances. In order to grant a variance, the Board must find a literal application of the regulation would result in practical difficulty or unnecessary hardship, the variance would not be contrary to the public interest and would be within the intent of the regulation.

Ms. Coleman stated based on the conditions for the Board's consideration the applicant provided the following responses to the evaluation criteria for a variance request:

1. Criterion one requests the application to state how a literal application or enforcement of the regulation would result in practical difficulty or unnecessary hardship. Mr. Bohn responded: "If the regulation is enforced it will not be possible to use the lot as an aircraft

hangar and therefore it cannot house the future flight school, which is planned to be in the building."

2. Criterion two requests the applicant state how the granting of a variance would result in substantial justice being done, not contrary to the public interest, and be in accordance with the spirit of the regulation. Mr. Bohn responded: "It will allow my company Cobra Kai Flight Academy to develop this land and house up to 8 aircraft from the community. It further will allow me to place a flight simulator in this building, which will attract business from outside of Wichita Falls. Additionally, Mr. Rik Lipscomb built his hangar 3 months ago, which is 3 feet higher on the same building line and was approved by this board."

Ms. Coleman stated Mr. Bohn received a letter of determination as required from the Federal Aviation Administration (FAA) stating:

- They do not approve or disapprove of the physical development requested and FAA determination is with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground. As such, the FAA has no objections to the proposed construction so long as the following criteria are met:
- The applicant complies with the requirements set forth in the FAA Advisory Circular 150/5370-2E, "Operational Safety on Airports During Construction;"
- A separate notice to the FAA is required for any construction equipment, such as temporary cranes whose working limits would exceed the height and lateral dimensions of a proposal.

Ms. Coleman completed the staff presentation and stated based on the FAA's determination and the responses to the evaluation criteria staff feels since Section 6400 (Airport Zoning Regulations) of the Wichita Falls Zoning Ordinance was written to be consistent with FAA criteria and if the FAA finds no imminent threat with respect to the safe and efficient use of navigable airspace by aircraft and with respect to the safety of persons and property on the ground then a variance may be justified.

Ms. Coleman stated staff recommends approval of the applicant's request of a variance from Section 6450 – Height Limitations of the Airport Zoning Regulations of Appendix B of the Wichita Falls Code of Ordinances, which will allow the requested hangar to penetrate the transition zone slope approximately 4 feet. Ms. Coleman also stated staff's approval is conditioned upon the applicant meeting the above mentioned FAA criteria and Section 6465 D – Permits, which requires obstruction marking and lighting.

Public Comments:

Acting Chair Diehm asked if the applicant or applicant's representatives would like to give a presentation on the case.

Greg Johnson stated he was an associate of Mr. Bohn's. Mr. Johnson stated Mr. Bohn was out of the country but he was here to represent Mr. Bohn's interest. Mr. Johnson stated Ms. Coleman accurately covered all the details of their request and reiterated that their hangar request is on the same line as Mr. Lipscomb's hangar that was previously approved. Mr. Johnson stated he can answer any questions that the Board might have.

Ms. Bobrowitz asked if Mr. Bohn's hangar was the same distance from the taxiway as the October variance request.

Ms. Coleman stated the hanger is on the same line as the hanger request presented before the Board in October. Ms. Coleman also stated Mr. Bohn's hangar is 361 feet from the runway and provided an illustration of the hangar locations on the airport layout plan. Ms. Coleman also noted for the Board Mr. Bohn's proposed hangar location is 116 feet from an existing hangar. Ms. LeAnn Moran, Airport Administrator also used the airport layout plan to show the Airport Board of Adjustment the obstruction free area line and informed the board members Mr. Bohn's hangar does not cross the obstruction free line. Ms. Bobrowitz said these explanations clarified her question.

Acting Chair Diehm asked if there were any public comments. There were no further public comments. Mr. Diehm stated there was a motion (by Mr. James) to approve (the variance) and the motion was seconded (by Ms. Bobrowitz). The motion was approved unanimously by all board members.

IV. OTHER/NEW BUSINESS

Mr. Diehm asked if there were any items under new business to discuss. Ms. Coleman stated there was no new business to discuss.

V. ADJOURN

The Airport Board of Adjustment meeting adjourned at 1:45 p.m.

MAR 31, 2025

Gary Diehm, Acting Chairman — Date

ATTEST:

3-31-2025

Karen Gagné, Planning Administrator — Date

The Animal Services Advisory Committee (ASAC) Minutes
Date: September 20th, 2024

COMMITTEE MEMBERS PRESENT:	
Nicki Bacon	City Official LRCA
Samuel Jones	Animal Services Operator
Dr. Bryan Wade	Veterinarian
COMMITTEE MEMBERS ABSENT:	
Amber Browning	At Large
Michelle Pohlman	Animal Welfare
OTHERS PRESENT:	
Tom Taylor	District 5 City Councilor
Amy Fagan	Director of Public Health
Katelyn Locy	Senior Admin Clerk
Jan Herzog	P.E.T.S. Underdog Express Liaison
Karen Hamlin	Citizen
Carol Covey	Citizen

I. CALL TO ORDER

Nicki Bacon, Chair, Called the meeting to order.

II. STATEMENT OF MEMBERS AND GUESTS PRESENT

All members were present except for the following; Amber Browning and Michelle Pohlman. All guest's names were stated, and none were missed.

III. REVIEW & APPROVAL OF NOVEMBERS MINUTES

The minutes from the ASAC Meeting from April 2024, were distributed and reviewed. A motion was made to accept these minutes by Samuel Jones, with a second following by Dr Bryan Wade. The motion was carried.

IV. OLD BUSINESS

There was no Old Business to discuss

V. NEW BUSINESS

A. Ordinance Changes

The Animal Services Advisory Committee (ASAC) Minutes
Date: September 20th, 2024

Ms. Bacon states that herself and Mrs. Amy Fagan have brought this in front of the board of health. There were some changes that needed to be made.

Everyone was given a copy of the changes made

The first change that was made to Ordinance 14-5 "Interference with Duties" section B. It used to state "The person who commits an offense if he or she fails to comply with any lawful order of the above stated" and did not state what the "above stated" was. We have now added in that in parenthesis 14-4; which is "Responsibility to enforce police powers". This now allows us to know what the "Above stated" meant.

Ms. Bacon continues by going over the second change. This was made to Ordinance 14-10 "Owner Surrendered Animals". We have added for those who are surrendering a litter of puppies or kittens they will be required to have a prepay and appointment day set at the time of surrender for the mother dog within thirty days of surrendering. This will include turning in current rabies and city license. Additionally, we are adding that they are required to attend the responsible pet ownership course. The purpose of this is to help educate them and so they are not surrendering multiple litters.

The next change is made to Ordinance 14-14 "Animal Adoption Policies", we removed the portion where it states "All animals in the home must be spayed/neutered and microchipped". We felt as this was a burden do our adoption process, citizens were stating things such as; "Well If I'm adopting a male cat and I have a male cat in the house why is this being required".

In addition, we have added in number 4, which states that in the event that an animal less than 6 weeks of age is adopted it is required that the animal of the opposite sex in the home is spayed/neutered. This helps us diminish the possibility of pregnancy with adopted animals.

The third change made is under Ordinance 14-17 "Responsible Pet Ownership Program". We added under the eligibility section, any individual who surrenders a litter of puppies or kittens and has previously surrendered one or more puppies or kittens within the past 36 months, are required to take the Responsible Pet Ownership Course.

Ms. Bacon corrects prior statement in regards to Ordinance 14-10, she states that citizens are only required to take responsible pet ownership class if they have previously surrendered within the last 36-month period.

Moving on to the Dangerous Dog License Requirements, we have removed the portion where it stated to register the dog on the national registry. This is due to the National Registry no longer existing.
In addition, we used to require that they have $750,000 worth of insurance, we have no lowered that to $500,000. This is due to being unable to locate an insurance company that would give them the $750,000 coverage that was required.

Now under Ordinance 14-335 "Declaration of a Dangerous Dog", prior it had just stated "If the determination of the Health Director is overturned…". We have now added "or Designee". This allows someone to be designated if the Health Director is unavailable.

Lastly, we added in Ordinance 14-490 for "Seizure Warrant". Prior we did not have anything in the ordinance that covered anything expect all other portions that are already covered (For example permits and dangerous dog, etc.). So, this is for all the portions that are not specifically covered under a seizure warrant and so we are able to still obtain the seizure warrant.
For example, if a dog in someone's backyard and it is emaciated and the citizen does not want to give up their animal, we can now get a seizure warrant from a judge for this situation. It will allow us to then get that animal and get it into safety. What its states is in the event of non-compliance of any portion of this ordinance by a lawful request of an officer we have the right to obtain a seizure warrant to obtain that animal.

Ms. Bacon asks if there are any questions.

Mrs. Herzog asks what judge issues the warrants.

Ms. Bacon answers, the city judge.

Councilor Taylor ask to confirm this go through the city attorney's office.

Ms. Bacon confirms. Additionally adds, the board of health has already approved this.

Mr. Jones makes a motion to accept the changes made to the ordinance, Doctor Wade seconds the motion. The motion carried.

B. Spay & Neuter Campaign Part II

Ms. Bacon begins to explain, our first part was getting with all of our rescues and those who take animals from us. Those being ELR, P.E.T.S Underdog, Humane Society, etc. So, we joined together with all of them and they agreed on helping us with this campaign for Spay & Neuter. We put all those rescues on a bar card with information about Its Hip to Snip, which is our campaign slogan. Our part 2 is to get with all of the veterinarians in our area and do the same thing as before, put all of the veterinarians on a bar card with information. Have them promote Its Hip to Snip and spread the word with the community. This allows the community to see that we are all working together to lower our stray population.

Ms. Bacon asks Doctor Wade for his input on this as he has a veterinary practice here.

Doctor Wade states he would agree with this idea.

Mrs. Bacon continues to by stating, with the rescues we did have some incentives to participate in this.

Mrs. Fagan adds in; when we had our initial meeting, Leslie had come in and one of the items we had spoken about we were limited as a governmental entity on what we can say and do. So, one of the things Mrs. Fagan appreciated was that P.E.T.S. took the campaign and spun it into something that we couldn't say but, it got a lot of attention. The created a shirt with a cuss word in it and a video, the video shoes a farmer driving through a field and then it changes into something totally different. It was a good way to take the messaging and put it into different ways.

The Humane Society did do the same thing and used their own branding and their own spin on it. Mrs. Fagan believes we received a good first level message out. One of the things talked about when we had met with Leslie and all who were in the original meeting was is how to incentivize it and do something like a drawing or raffle but have it to where it is connected but not done by us as we cannot legally do so. We began to work with other entities to see if they could do that as well as promoting the campaign. They were working on ways to do this, weather it was someone seeing the campaign and they bring that in to wherever they would be getting their animals care. Then they would receive items such as a cooler, the idea was when you engage people then it becomes an item to discuss. It then becomes something that is more of a norm rather than something the City tell you like, you have to get your animal spayed or neutered.

Its not just us, we all just deal with the aftermath. So, the idea was just to make it apart of the culture and to go over why we should spay & neuter. Mrs. Fagan states she finds it interesting that one of the items discussed is, the front of our bar card has information and the back of the bar card has the barriers. Its easy to just say, "here is our message and its really important", the issues become why people aren't doing it. What is keeping people from taking action? There is so many reasons why so, the idea that we discussed in the first meeting was, if the reasoning is transportation then here are resources for that. If the reasoning is factual information about your animals' behavior then here is the information for that.

Mrs. Fagan additionally adds, KAUZ and KFDX did agree to run either a 15 sec or – 30 sec PSA'S for this initially so, once we get the veterinarians on board and we come back in, we will reapproach KAUZ and KFDX to do that secondary campaign. These will say; these are your local vets they are dealing with the same issue everyone else is. It's a unified message, and they should run those for us again. We are aiming for November-December, works perfectly due to people starting to get "Christmas Puppies".

Mrs. Hamlin states when P.E.T.S first opened herself and Mrs. Herzog would walk the streets with brochures in the areas primarily you would not see a lot of spaying & neutering. They saw a

lot of response by doing that. Maybe the city could do the same, if not she believes we could round up volunteers to do so. This was also at a time when P.E.T.S was not so overloaded and when they had plenty of grants. Mrs. Hamlin continues, she is unsure on how many grants or funding they have now.

Mrs. Fagan replies, as a Health Department we are located over off third street and these other things get done. Then Animal Services is part of us but, animals have also been as a side if you will. So, when we have staff out, for example today staff is at the fall market, are those staff members handing out anything that is for Animal Services. That is unknown. One of the things we really worked on is, when the staff are out doing other things (Such as a diabetes class, pain management, etc.), those same staff can easily hand out the bar cards and do why we should spay and neuter. That will be something that we will be looking at internally. Mrs. Fagan believes that we can do a better job as a Health Department of also getting that message out because, we touch a lot of lives, we are out in Burk, Electra, and Iowa Park, and so, we need to do better about getting that message out there.

Mrs. Fagan continues by stating, we are with people all the time. The other piece is, his folks are with people all the time and those are initially the ones that have the lose animals or have the challenges. So, I don't know that were handing out anything as ACOs (Animal Care Officers) when we drop off a notice of violation for something else, are we also educating about spay & neuter. Mrs. Fagan says, she doesn't think we are and that is for us to begin. The next step is we have as a department 101 people and we can do more because, we are out in the community. Additionally, we could work with community volunteers to do more about that education. The challenges she sees is that here, if we have somebody who wants to reclaim an animal and they want to get spay & neuter appointment, it's a month and a half out and it's a challenge. There is a lot of demand in this community and not enough resources.

Mrs. Hamlin mentions, she was started to ask Dr. Wade if he gives any kind of cut for when somebody brings in a low-income proof.

Dr. Wade responds, he hasn't in the past but, he has never really been approached with that circumstance.

Mrs. Hamlin states, she knows it can be hard because of the overhead but she just wondered If there is somehow give lower income people a break.

Dr. Wade replies, he's unsure on how that would work, obviously we don't get the grants and the nonprofit advantages that for example P.E.T.S does. So, he believes it would have to be a matter of running the numbers and figuring out what would work.

Mrs. Fagan adds, she believes it's a good question to ask but, she also thinks not to point out Dr Wade as a shining star, he also sits on this board and she takes her dog to his practice as citizen, and he just lost his associate vet. So, she thinks our challenge is we can't even get some of our veterinarians to talk about why rabies is "real" and why quarantining is necessary. We think we have a more universal problem of knowledge and education among our other vets and a larger problem on talking with all of the local veterinarians about rabies and why spay & neuter and go at it that way.

Mrs. Hamlin agrees and says, she has been to another vet and she has seen unaltered animals come in with litters.

Mrs. Fagan states that even if we could just do the education piece on the why because sometimes people don't want to make people mad, or they don't want to have those hard conversations. It's the same with quarantine, we have veterinarians actively telling people that quarantine is unnecessary or that home quarantine is just fine and "why would the city mandate that the animal need to stay with a veterinarian or at animal services the city just wants to make money"

Everyone agrees we need a lot more education

Mrs. Hamlin gives the idea to, this could be used as a tax write off, if maybe once a year or twice a year we have a spay & neuter day. We could do it on like a Saturday and just Spay & Neuter all day. She's unsure if the vets would go for this, and again maybe angle that towards the low-income population so we don't people from the "Country Club" bringing their animals in.
In addition, maybe somehow Animal Control can get certificates from people or pass out information about when they could take their animal to whichever vet to participate. She explains this would be a big sacrifice but, that vet offices could write it off on their income tax. It would be donation and they could do either cats or dogs or both.

Mrs. Fagan responds by stating, we should start with step one which is making those relationships because, a lot of our local veterinarian's offices have sold off. So, those change relationships and its time for us to reach out and make those foundational relationships and talk quarantine first. Then do this as our secondary piece once we have those, we can certainly ask those question as those relationships develop.

Ms. Bacon asks if there is anything further for the Spay & Neuter Campaign. There was none.

C. Shelter Update

The Animal Services Advisory Committee (ASAC) Minutes
Date: September 20th, 2024

Mrs. Bacon begins by going over numbers, in 2023 at this time in August we had 314 owner surrenders and this year we have 313 so, that number has not really changed but shows a 2% decrease. In 2023 ACOs picked up 763 animals this year we have picked up 946, that is a 2% increase. We had 23 returned adoptions in 2023 and 45 already in 2024, that has already increased by 1%. Our front desk staff took in 1,066 in 2023 and have taken in 1,064 in 2024, that number also did not change much with a 1% decrease. We adopted out 279 in 2023 and in 2024 we are at 237, which is a 2% decrease.
We euthanized 729 in 2023 and 668 this year in 2024, so we have decreased 7%. We transferred 388 animals to rescue in 2023 and this year we have done already 434, which is 2% increase. For our owner reclaims we had 395 in 2023 and we have already returned 450 this year, which is a 1% increase from last year.

The ones that we don't count in our live outcome number are our DOAs (which is found dead), Feral Euthanasia, and Owner Request Euthanasia's, as those are elderly, cancer, stuff that we are just doing a service. In 2023 we had 18 DOAs this year we have only had 8. 204 feral euthanasia's this year we have 371, we have gone up 8% there. Owner request euthanasia we had 153 last year this year we have 176, there was no percent increase it stayed the same.
Last year at this time we had 2,166 intakes as a whole, this year we are already at 2,365, so we have increased significantly from our intakes as of last year to this year.

Ms. Bacon explains that the reason why the numbers are so skewed here is because, here we still have animals that are in the shelter. That total being 21 animals being in the shelter, some from April, June, July, and August. That is why the numbers don't add up at the bottom but, they will at the end of the year once all the animals have an outcome.

Our live outcome rate for 2023 was at 59% and this year so far, we are at 63% so, at least we have increased our live outcome by 4%.

Ms. Bacon states, she has also included a section that was just dogs and cats, that way our wildlife (Such as skunks) are not included in our live outcome number, for those just care about the dogs and the cats. For just dogs and cats our live outcome is 62%, the other animals did help our live outcome rate because, we had adopted out animals such as rabbits and snakes.

Ms. Bacon asks if there are any questions.

Mrs. Fagan states that the turnaround is amazing, before the shelter's numbers were 60-70% being euthanized and now its the other way around.

Ms. Bacon says, that when she first started the live outcome rate was around only 40% and that was around 6 years ago.

Mrs. Hamlin mentioned, to get those numbers down as we all know is not just spay & neuter, its also adoption. She is also fostering a dog that she got from animal services. If anybody would have known about him, he may have just been adopted. He knows basic commands, he's around 3 years old, has no issues with cats. Mrs. Hamlin wonders in places such as Mexico, who have a horrible reputation when animals, they have an empty channel (TV Channel), and all they did was come out and show every animal in that shelter that was available.

Ms. Bacon responds by stating, we do weekly with both stations (Pet of the Week).

Mrs. Hamlin explains, the difference is when they did it, it was for all the adoptable animals in the shelter, people would tell her they would watch that like a fishbowl. These videos were just continually looped, showing these wonderful animals and talking about them. She's unsure if there is an empty channel in the city that would do that.

Mrs. Fagan states, the city used to have channel 11 and they got rid of that. The only thing they do now, is they have a YouTube Channel. Its unsure if we can run things perpetually, she thinks its just the videos that they upload. They do upload out Pet of the Week and other things.

Mrs. Hamlin states we really do need one.

Mrs. Fagan replies agreeing we do, as there are some pretty amazing animals here and its just that they would spend a few minutes watching them or seeing them.

Ms. Bacon continues by saying, at one point we did think about doing a Facebook live and putting it in the kitten room and just having it continuously run on live. Then when cleaning needed to happen we could add "We are taking a break for cleaning" and then come back when cleaning is done. So, we have thought about that, and now since we have a shelf in their we could just take one of the Ipads and put it on there.

Mrs. Hamlin adds, that could even be done in the yard as well with dogs.

Mrs. Fagan states, one of the things she does want to say is the number of animals that go out of this facility via transfer out to our rescue groups, is just amazing. She remembers sitting in this room 8 years ago and talking about how we didn't have those partnerships. We are extremely thankful.

Ms. Bacon says, 434 (animals) in 8 months is a lot. Our rescue groups have really stepped up.

Mrs. Fagan agrees, she says our numbers would not be where they are at without those groups. Its amazing to her. Not to go back to our original discussion but, the adoptions being down is what prompted the proposed ordinance modifications. Due to the fact that this is concerning and its so frustrating for staff, when more animals come in then go out.
So, we keep seeing our adoption numbers decrease and its frustrating. We have done more adoption events now then we have ever have before. That's why, Katelyn (Locy) is in her Hockey jersey because, this week is dog's vs cat's, we are doing a home coming theme and half price adoptions. That one of the reasons why, Mrs. Fagan, really hopes with the less strict ordinances on adoptions we will get more animals adopted. People will just flat out tell us, "I don't want spay and neuter the other animals in my home" then, they go somewhere else that doesn't require that. That tends to be very challenging, not getting our animals adopted because, we do have some great ones.

Mrs. Herzog agrees, and adds that it is not unusual that when they post an animal saying they got the animal from animal service but, is now with their rescue, now people want to adopt. In addition, that's not really their practice, as they really want to send them out of state. It's like, the people don't want to come, they don't want to get sad by seeing the ones they can't take. Mrs. Herzog believes that Mrs. Hamlin is really onto something with some kind of video showing the animals and maybe a Facebook life would be an easy way to do that.

Ms. Bacon continue by saying, she's not sure how we would do it for dogs, it was stated to do it out in the yard but we can't leave an Ipad out there. We could possibly do it during the day. It would just be a Facebook live and we could turn it on when we did a meet and great, or when we just take a dog out there.

Mrs. Hamlin asks if we have a barn cat program.

Mrs. Bacon states that we do. With the barn cat program, you are required to adopt two as well. This helps with getting more out and people do participate in the barn cat but, a lot of people I think have that mentality that if you live out in the country that's the only way they can do this.

Mrs. Fagan adds, when we bought this land (The City of Wichita Falls) then intent at that time we were partnered with the Humane Society, we had a contractual relationship with them. They were going to build a facility on this property when we built a facility on this property. That didn't work out and that is fine but, now we have land. Mrs. Fagan has been pounding the pavement a little bit to talk about doing something. This idea first came up when a presentation was made about the parks master plan. About two council meetings ago they were talking about dog parks, everyone wants a dog park, and the citizens are the reason we have a dog park over on southside. Now they are building a new one over on MLK. So, we have talked as a staff about

some kind of dreams for this facility because, we ae going to start writing some grants and hoping we will have some dollars or get in the parks master plan.

Mrs. Fagan continues, she has approached the assistant city manager, parks director, and property management person to see if its even possible. We want to extend this parking lot that the staff use and then Sam (Mr. Jones) had this fun idea to make like a dog run out back for our dogs that are here in the facility because, the get to know area out here is great but, its pretty small. Especially if you are a larger dog and you want to run around and do all the things. So, Sam had dreamed a dream and so, we believe we can put in like U shaped. Then staff or volunteers can take the dogs out there and they can just run around. That would also be a cute way to showcase them, there is nothing more fun than a dog just running having fun at this facility. It's so hard to film in this facility. So, the idea is to clear our all the area and build a dog park out there, that's the dream.

Councilor Taylor responds and states, yesterday they have already spoke about the dog park that is going to be built, it's going to have separated areas for small and large dogs, with included control access. This is where you go into a locked small area before entering or existing the park. Outside of that amenity, at the moment there is nothing more planned. Councilor Taylor would say the timing would be a little late to add into the master plan but, on Wednesday there is a committee meeting open to the public about updates over the master plan and where we are at. So, that would be good. We could get a third dog park over here, and it be joint with the shelter.

One of the early steps would be trying to calculate a cost. Since we own this land that is one big step taken already. Councilor Taylor states, he wouldn't think unless there is some crazy regulation that basically outside of a little concrete and the fencing that we would need, generally speaking it does not sound like an expensive project. Now, the city is looking at forming a park foundation, the goal of this park foundation is to solicit donations from the public. Now this foundation is still in the early planning stages, and most likely wont move forward until after the master plan has finished being presented. That being said, we have a 4B Board and a 4A board, particularly the 4B Board that has a fair amount of money to help promote the city. They do also work with park stuff in a particular sport complex they had put in like a million dollars.

That would be something that Councilor Taylor would be in favor of something like that. It does two things, it helps the cities obligation right here at Animal Services plus citizens would have access to it. This would also allow the city to have one over by Lake Wichita part of town, then the one over on north side, and then have one on this side of town. At yesterday's meeting, the question came up amongst the member ship, well why don't we have another one (speaking about a dog park).

Mrs. Fagan states, that she has talk to Blake and few others and it just all kind of came up in the last one when he was presenting at the council meeting. So, it was something that we had talked about and talked about as a team, about our long-term dreams, hopes, and aspirations. It would be amazing if we could get that to happen. We have all this property let's use it.

Councilor Taylor adds, of course part of the budget, with the developing budget, they go out to the staff with the items they request and towards items we would like to have if money were available. If nothing else that's a starting place. Councilor Taylor believes in the short term perhaps, most likely would be 4B.

Ms. Bacon continues, on the topic of "if we had money", there is a citizen here Ms. Covey that wanted to speak about something.

Ms. Covey states, she did not want to speak today she believed it would be prudent to sit in and to look, learn, and listen. To see everything that was going on.
Last month she had adopted out a cat and it did not go well, it did end with having to euthanize the animal. Wanted to see the subject of money, will always come up. Having the animal looked at by a veterinarian would have saved herself and her family tons of heartbreak. The animal's hips were not correct, they were disintegrating in her socket. The day before she was going into have the surgery, she got sick and she started vomiting everywhere, and there was no reason to have her continue that so they had opted to put her to sleep.

Ms. Covey just wonders if a veterinarian to be put on staff with the city is not an option, what other options are available to us to help make sure we are adopting healthy adoptable animals. Her kids are older and they understood that Alex (The animal adopted) was sick but, what happens when herself gets attached and has her five-year-old is just sitting there crying because "mommy brought home a new animal and it wasn't healthy". This was her main concern.

Ms. Bacon agrees and as that is 100% a valid concern. We have a very well-educated Adoption Supervisor who, she's not a veterinarian but, she can tell when an animal may have an issue. Overall though we cannot guarantee that as we are not medical professionals, if they look, sound, feel healthy and they are great with our staff or great with another animal, those are the things that we look at when we are assessing an animal to go into our adoptions program. We do vaccinate on intake and our animals in adoptions we do booster vaccination if they stay past about two weeks. This ensures that they continue to stay healthy in our care. We additionally do a heartworm test (For Dogs) prior to them leaving. Anything internally, like muscular or in this case bone degeneration, is very hard for us to tell because we do not have that veterinarian on staff.

Ms. Bacon adds that we test for FLV and FIV in our cats. So, we can tell those things when it comes to the health of the animal. We have adopted animals with heartworms before, but we advised them (The Adopters) of that information and treatment would be on them to continue. As far as getting a veterinarian on staff, we have put it in our above current budget. We did a RFP, which was around 20 pages on why we need a veterinarian, and this is what it would cost. This would not be a full-time veterinarian, as we do not have the spacing for an office but somebody that could go through and evaluate the animals and do further tests that we cannot do. We do advise adopters that animals are basically "as is" from what we can see, and they may have. Right, it's just an item that we have put in in our above current.
If an animal does come in injured we have donations that we used for vet care or we have set aside funds for veterinarians. When we run out of funds, we do have rescues that will take the animals for us and get donations to treat them. We just had a dog that had a broken leg, it was broken in two places, and Emily's Legacy took. They had $6,000 worth of donations given by citizens for this dog. Those are the little ways that we can help. As far as getting a veterinarian here logistically and financially that's where we would have to look.

Ms. Covey states that's why she wanted to come to sit in this meeting as it sounds like we have done a lot of things over the years for animal welfare. So, the idea is just to continue going on that route to push towards it.

Ms. Covey asks what people's reasons are for not spaying & neutering their animals, that we had to change the verbiage there.

Ms. Bacon responds by saying, we have had people say, "It will take the manhood away from my animal" and "I wouldn't take my own manhood away". We have also heard that it will change their whole personality or there is no reason for them to do that because I don't have any other animals in my home. When we had the requirement to have all the other animals in the home be spayed or neutered then they wouldn't do that either. Most reasons come up with "ignorance".

Mrs. Fagan adds that cost and time are other factors as well. We are finding people are just different with different opinions. This is not a new problem, it's been a problem for a long time but, even the demeanor of the people that we work with has changed since Covid. People's experience with animals during Covid has changed. During Covid people needed animals because they were at home, and they weren't out doing things. Then we saw people giving us their animals because they were over it, they wanted to travel or just live life. So, it's been a very interesting change over time. That's one of the things that Katelyn does at the front desk; she collects data about the "why". Why is someone turning in their animals or why do they choose not to adopt. We are doing a better job at getting the date and really looking at that data because

it's hard and it can be incredibly hard on staff. Someone came in one day and turned in an 8-yr old beautiful Golden Retriever and they turned the dog over with the reason that the dog is getting older, and they didn't want to deal with the vet bills that come along with age.

Mrs. Fagan states that she had to sit there and watch that person bring the dog, then watch the staff member come get the dog and walk the dog down the hallway with the dog looking back at the owner. It's heart breaking and so, we want to answer those questions too because we want to try and combat where we can, where there is ignorance, where we educate. We always want to try and educate first. It's possibly just some of the cultural changes in our society.

Councilor Taylor agrees.

Mrs. Covey agrees as well and states she honestly can't fathom that as she has an 11-year-old mastiff that is on a chicken noodle soup diet because she can't process food anymore.

Councilor Taylor adds, with like getting a veterinarian. We have a significant portion of our population that doesn't even look out for the common good that a municipality can and should provide for the community. People will say "Why should I pay for her/him to get veterinarian treatment". There is a number of people out there that do not understand or realize or except the need for some things. Councilor Taylor states he can see faces right now, if you propose that right there. "That's more taxes right there" or "That will raise my property tax" and more.

Mrs. Hamlin mentions; she had asked the question before with no answer given at a council meeting. Do we know when an animal gets brought it, what it cost to board that animal, to euthanize that animal, then to be disposed of because her taxes go to that, and she would like to know what that total is.

Mrs. Fagan answers: One of the challenges we face; to be very upfront, her budget is 1.5 million dollars. When we built the facility, it was $700,000 and so it has more than doubled since we built the facility, and we are thankful for that because we have a lot of work that we must do. We are basically "cleaning up after society", if you will but, the challenge that we face is that, for people who love animals you would think that's reasonable, good and go towards something. Then we have people that just see the "You have raised my taxes" or "How dare you spend 1.5 million on an Animal Shelter". Our old CFO felt that way, very much did not want us to invest or spend any dollars and even a veterinarian, we have put that in our above current for 9 years now and it has been turned down 9 times. Last year we pulled that out and just put in an additional staff member because our responsibility has only increased with social media and all the extra things, we need another body. We put in to have she believes a public health specialist like what Paige is (Animal Care and Adoption Specialist) to help do more assessments and to help do more enrichment. Unfortunately, we were unsuccessful in that, and we didn't get another

person, it's hard to explain why. There was an IT person added, there was a this added or a that and animals tend to be a side.

Mrs. Fagan continues by saying, she really struggles with that because if she says its 1.5 million people are going to come in and be like "Show me where we can cut these dollars" Or "Why do dogs need treats". Which none of us in this room would think twice about but, some citizens are not that way, and we already face so much persecution. That's a struggle that she has in Public Health in general because the value is so important but, unless you see it it's a waste of money in some ways.

ADJOURN

No date was set for the next meeting at this time. Dr. Bryan Wade motioned to adjourn the meeting. Samuel Jones seconded. The motions carried, all in favor.

Nicki Bacon

Nicki Bacon
ASAC Chairman
Animal Services Administrator

4-4-25

Date

MINUTES OF THE
WICHITA FALLS 4B SALES TAX CORPORATION (WF4BSTC)

DECEMBER 5, 2024

PRESENT:

Tony Fidelie, President	§	WF4BSTC Members
Glenn Barham, Vice-President	§	
Nick Schreiber, Secretary-Treasurer	§	
Dave Clark	§	
Craig Reynolds	§	
Michael Grassi	§	
Steve Garner	§	
Tim Short, Mayor	§	Mayor & City Council
Mike Battaglino, Councilor, District 4	§	
James McKechnie, Interim City Manager	§	City Staff
R. Kinley Hegglund, Jr., City Attorney	§	
Paul Menzies, Assistant City Manager	§	
Blake Jurecek, Assistant City Manager	§	
Stephen Calvert, CFO & Finance Director	§	
Terry Floyd, Dir. of Developmental Svcs	§	
Chris Horgen, Public Information Officer	§	
Paige Lessor, Executive Legal Assistant	§	

Absent:

---

1. Call to Order.

Mr. Tony Fidelie called the meeting to order at 3:03 p.m.

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

Mr. Paul Menzies addressed the Board to give the financial report. Mr. Menzies noted that sales tax revenue for the year concluded at approximately 1% below the previous year's revenue. However, interest earnings compensated for the shortfall. The financial balance currently stands at $5.4 million in unencumbered funds. This balance does not include projected sales tax revenue, which is expected to commence the following week with receipts from the state. No additional questions or concerns were raised.

3. Consent Agenda

a) Approval of Minutes of November 4, 2024.

Mr. Schreiber moved to approve the consent agenda. Seconded by Mr. Garner, the motion carried 7-0.

4. Public hearing regarding a funding request from the Wichita Falls Chamber of Commerce related to the proposed Engage Sheppard Program.

Mr. Fidelie opened the public hearing at 3:04 p.m.

Mr. Ron Kitchens presented a funding request on behalf of the Chamber of Commerce for the proposed Engage Sheppard program, which was initiated at the request of Sheppard Air Force Base leadership. The program aims to integrate airmen into the local community to improve their physical and mental well-being by providing structured tours of

Wichita Falls. Mr. Kitchens explained that airmen arriving from San Antonio currently spend their first two weeks restricted to the base, after which their off-base activities are limited to visiting a few retail stores and restaurants before returning to their dorms. The initiative seeks to familiarize them with the city's attractions, culture, and opportunities, increasing their likelihood of engaging with the community and considering future assignments in the area.

Mr. Kitchens explained that the proposed plan involves securing a bus, which the City has agreed to provide once a week, to transport airmen on guided tours. The tours will include visits to historical and cultural sites, stops at local businesses, and Midwestern State University (MSU), where they will learn about educational opportunities, including MSU's Military Success Center. The estimated monthly cost for the program is approximately $6,000 in non-covered expenses, and the Wichita Falls Chamber is requesting funding to cover half of these costs, with the other half being provided by the 4A Economic Development Corporation.

Additionally, Mr. Kitchens introduced the Home Away from Home program, modeled after an existing Air Force initiative at a few other bases. The program seeks to connect single airmen and young military families with local host families to provide support and foster long-term relationships. Initially designed for single airmen at their first permanent duty station, the program will be expanded to include married airmen and their families to improve their overall experience and well-being. Mr. Kitchens noted that the Air Force recognizes that service members with positive initial experiences are more likely to pursue long-term careers. The goal is to match airmen with suitable local families, ideally empty nesters who have the time and resources to build meaningful relationships. The program is expected to start with 20 to 40 participants and grow to 120 to 140 families within three years. Security measures will be in place, requiring background checks for participating host families. The Wichita Falls Chamber is seeking a one-year commitment of $40,000 from the 4B Board, mirroring the Economic Development Corporation's commitment, with an annual review to ensure effectiveness and sustainability before continued funding.

Mr. Fidelie asked for public comments. None being made, Mr. Fidelie closed the public hearing at 3:11 p.m.

5. Public hearing regarding a funding request from the Wichita Falls Chamber of Commerce related to the proposed Retail Attraction Program.

Mr. Fidelie opened the public hearing at 3:11 p.m.

Mr. Kitchens presented a proposal to the Board for a retail attraction program emphasizing the need to address the city's retail leakage problem. He highlighted that while sales tax collection is down by 1%, retail spending has not decreased; instead, residents are shopping out of town due to a lack of local options. Mr. Kitchens compared the city to Abilene, which has similar demographics but a much stronger retail presence, attributing this to proactive retail recruitment. He explained that the post-COVID retail landscape has shifted, requiring cities to actively recruit businesses rather than relying on organic growth.

To address this issue, the Chamber is considering a contract with a Birmingham, Alabama-based firm specializing in retail recruitment. This firm primarily assists big-box retailers in site selection and helps communities attract retail by working with property owners and developers. The proposed contract would span three years, with annual funding contingent on performance, and includes hiring a dedicated salesperson to focus on recruitment. Mr. Kitchens stressed that retail attraction is crucial for community satisfaction, ranking higher than public safety in importance. He noted that Dillard's has expressed interest in returning but requires a suitable location, which would necessitate a development partner. The firm has committed to securing 100 retailer introductions in the first year and providing essential market data to match businesses with the community.

Board members asked about the program's commitment structure, performance metrics, and funding sources. Mr. Kitchens confirmed that funding would be reviewed annually, ensuring accountability. The hired salesperson's effectiveness would be measured by documented meetings with potential retailers. The compensation for this role is higher due to its sales-driven nature, differing from a lower-paid administrative hire discussed in a previous agenda item. Board members also inquired about Abilene's retail strategies, learning that they previously used the same firm but now handle recruitment internally.

Mr. Kitchens reassured the Board of the firm's credibility, citing their Texas presence and past successes in communities like Mineral Wells. Other funding sources, such as the realtors' association and Midwestern State University, were discussed but deemed unlikely initial contributors. Mr. Kitchens explained that while some department stores are closing nationwide, others, like Dillard's and Macy's, are adapting with smaller, more sustainable models. The program aims to recruit top-tier retailers rather than dollar-store equivalents and could also attract grocers like H-E-B, provided suitable developers are secured.

Finally, the discussion clarified that the Chamber and the WFEDC operate independently. However, some funding does come from the WFEDC. This initiative would fall into that category, "Forward Wichita Falls." Mr. Kitchens noted that he has known the retail recruitment firm's leadership for years but has never been a client and expressed confidence in their ability to deliver results.

After no further discussion, Mr. Fidelie closed item number five at 3:25 p.m.

6. Executive Session.

Mr. Fidelie adjourned the meeting into executive session at **3:25 p.m.** pursuant to Texas Government Code sections 551.087, 551.071, and 551.072. He announced the meeting back into regular session at **4:01 p.m.** The subjects posted in the Notice of Meeting were deliberated, and no votes or further action were taken on these items in executive session.

7. Consideration of a funding request from the Wichita Falls Chamber of Commerce related to the proposed Engage Sheppard Program.

Mr. Reynolds moved to authorize funding for the Engage Sheppard Program in the amount of $40,000 for one year, which includes $35,000 for staffing, $3,000 for bus service costs, and $2,000 for the Home Away from Home Program's "family-reunion-style" event. Seconded by Mr. Clark, and no further comments or questions, the motion carried 7-0.

8. Consideration of a funding request from the Wichita Falls Chamber of Commerce related to the proposed Retail Attraction Program.

Mr. Fidelie moved to approve funding for the Chamber's Retail Attraction Program in the amount of $82,500 for one year, which includes $27,500 for the Retail Strategies Consulting Services, $45,000 for Chamber staffing, and $10,000 for sales support. Seconded by Mr. Clark and with no comments or discussion made by the public, the motion carried 6-0, with Mr. Garner abstaining from the vote.

9. Adjourn.

No further discussions took place, nor actions taken. Mr. Fidelie adjourned the meeting at 4:03 p.m.

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

MINUTES OF THE
WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION

DECEMBER 19, 2024

PRESENT:		
Leo Lane, President	§	WFEDC Members
David Toogood, Vice President	§	
Brent Hillery	§	
Reno Gustafson	§	
Craig Lewis	§	
Tim Short, Mayor	§	Mayor & Council
Mike Battaglino, Councilor, District 4	§	
Tom Taylor, Councilor, District 5	§	
James McKechnie, Interim City Manager	§	City Administration
Paul Menzies, Assistant City Manager	§	
Blake Jurecek, Assistant City Manager	§	
Kinley Hegglund, City Attorney	§	
Stephen Calvert, CFO & Finance Director	§	
Terry Floyd, Dir. of Development Services	§	
Chris Horgen, Public Information Officer	§	
Paige Lessor, Legal Asst / Recording Secretary	§	
Austin Cobb, Councilor-At-Large-Elect	§	
Ron Kitchens, CEO	§	Wichita Falls Chamber of Commerce
Moriah Williams, Partner		
Vicki Pratt, Partner	§	

1. CALL TO ORDER.

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

2. CONSENT AGENDA.

a. Approval of Minutes (November 21, 2024)

b. Financial Report

Mr. Paul Menzies discussed the sales tax trends and financial status, noting an increase in funds due to expired projects rolling back into the balance. He explained that he is still analyzing what caused the increase. He explained that occasionally, a fluctuation will occur because of state audit adjustments. He noted that the Corporation had a healthy fund balance, but the financial report did not include the encumbered funds from the Engage Sheppard Project and the Retail

Strategies Project that the City Council approved earlier in the week.

Mr. Craig Lewis moved to approve the consent agenda as presented. Seconded by Mr. Reno Gustafson and with no further discussion or public comment, the motion carried 5-0.

3. DISCUSSION AND POSSIBLE ACTION RELATED TO THE PROPOSED INCENTIVE PACKAGE FOR SEALED AIR.

Mrs. Moriah Williams presented an incentive package proposal for Sealed Air, which plans to invest $33 million into two production lines in its Iowa Park plant, creating 25 new jobs and retaining existing positions. The Company has one plant in Iowa Park and one in Wichita Falls, currently employing approximately 700 people. The proposal includes a $3 million forgivable loan to be paid in two installments ($1.5 million in year one and $1.5 million in year two) to be forgiven over seven years, contingent on retaining all current full-time positions plus 25 new full-time positions.

Mr. Lane and Mr. Toogood confirmed with Mrs. Williams and Mr. Justin Richey, Sealed Air Plant Manager, that the 25 new employees would be additional to the existing workforce. Mr. Richey noted that both plants have a total of 800 employees, 700 of which work at the Iowa Park plant.

Mr. Lane then asked the Board if there were any other questions. No additional questions or comments were made.

4. DISCUSSION AND POSSIBLE ACTION RELATED TO THE PROPOSED PURCHASE OF MINERAL RIGHTS RELATED TO THE WICHITA FALLS BUSINESS PARK.

Mrs. Williams introduced this item, explaining that WFEDC does not own the mineral rights to the 340-acre section of the business Park it is currently in contract to sell. To facilitate the project closing, she proposed the WFEDC acquire the mineral rights for up to $1 million, to be reimbursed by the purchaser at closing. The purchase would secure a majority ownership (approximately 63%) of the mineral rights, allowing control over surface drilling. Mr. Lewis, Mr. Hillery, and Mr. Kitchens clarified legal and leasing implications, and the board discussed and acknowledged that the transfer of mineral rights would occur at the closing of the sale of the property.

Mr. Lane confirmed with the Board that no one had any further questions.

5. EXECUTIVE SESSION.

Mr. Lane adjourned the meeting into executive session at **2:41 p.m.** pursuant to Texas Government Code §§§ 551.087, 551.071, and 551.074. He announced the meeting back into regular session at **3:21 p.m.** The subjects posted in the Notice of Meeting were deliberated, and no votes or further actions were taken on the items in executive session.

6. MOTIONS.

SEALED AIR

Mr. Toogood made a motion to authorize a forgivable loan be paid to Sealed Air Corporation located at 1301 W. Magnolia, Iowa Park, Wichita County, Texas, at a rate of $1,500,000 in year one and $1,500,000 in year two and to give the Board President authorization to execute any and all documents related to such agreement. The loan shall be forgiven over the course of seven years, after proof of investment, at a rate of $857 per full-time position retained

for a total of 500 employees, or $428,571 per year. Seconded by Mr. Hillery and with no comments or discussion made by the public, the motion carried 5-0.

WICHITA FALLS BUSINESS PARK MINERAL RIGHTS

Mr. Lewis moved to authorize the purchase of 50% of the unowned mineral rights at the Wichita Falls Business Park at an amount not to exceed $1,000,000 and to give the Board President the authority to sign any and all documents associated with the purchase. Seconded by Mr. Lewis and with no comments or discussion made by the public, the motion carried 5-0.

7. ADJOURNED.

Mr. Lane asked if the public had any questions or comments. Since there were none, he adjourned the meeting at 3:24 p.m.

Leo Lane, President

MINUTES OF THE
WICHITA FALLS ECONOMIC DEVELOPMENT CORPORATION

FEBRUARY 6, 2025

PRESENT:

Leo Lane, President	§	WFEDC Members
David Toogood, Vice President	§	
Brent Hillery	§	
Reno Gustafson	§	
Craig Lewis	§	
Tim Short, Mayor	§	Mayor & Council
Jeff Browning, Councilor, District 3	§	
Mike Battaglino, Councilor, District 4	§	
Tom Taylor, Councilor, District 5	§	
Whitney Flack, Councilor, District 1	§	
Austin Cobb, Councilor-at-Large	§	
Tony Fidelie, President	§	WF4BSTC Members
Glenn Barham, Vice-President	§	
Nick Schreiber, Secretary-Treasurer	§	
Dave Clark	§	
Michael Grassi	§	
Steve Garner	§	
James McKechnie, Interim City Manager	§	City Administration
Paul Menzies, Assistant City Manager	§	
Blake Jurecek, Assistant City Manager	§	
Kinley Hegglund, City Attorney	§	
Marie Balthrop, City Clerk	§	
Stephen Calvert, CFO & Finance Director	§	
Terry Floyd, Dir. of Development Services	§	
Lindsay Lewis, Marketing & Communication Dir.	§	
Chris Horgen, Public Information Officer	§	
Paige Lessor, Legal Asst / Recording Secretary	§	
Ron Kitchens, CEO	§	Wichita Falls Chamber of Commerce

1. CALL TO ORDER.

Mr. Leo Lane called the Special Joint Meeting with the City Council and the WF4BSTC to order at 2:00 p.m.

2. EXECUTIVE SESSION.

Mr. Lane adjourned the meeting into executive session at **2:02 p.m.** pursuant to Texas Government Code §§ 551.087 and 551.071. He announced the meeting back into regular session at **3:54 p.m.** The subjects posted in the Notice of Meeting were deliberated, and no votes or further actions were taken on the items in executive session.

3. ADJOURNED.

Mr. Lane asked if the public had any questions or comments. Since there were none, he adjourned the meeting at 3:55 p.m.

Leo Lane, President

MINUTES

LAKE WICHITA REVITALIZATION COMMITTEE

February 11, 2025

PRESENT:

Steve Garner, Vice Chair ■ Members
Mike Battaglino, City Council Rep
David Coleman, Secretary
Jack Roe
Mark Moran
Matt Marrs
Sharon Roach
Adam Arruda

Tyson Traw, Deputy Public Works Director ■ Staff
Terry Points, Parks Superintendent

■ Guests

ABSENT: Austin Cobb, Josh Whittiker, John Pezzano, David Bender. Alicia Castillo

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1. **Call to Order**: Steve called the meeting to order at 11:36.

2. **Approval of Minutes:** January meeting minutes were approved unanimously.

3. **Project Updates:**

3.a. Veteran's Plaza Project:

Steve stated that Austin will send letters to local charitable foundations to start the process of requesting meetings with their Boards in March to discuss funding the construction at the Veterans Plaza. Presentations are scheduled for two local charitable organizations, and Steve will contact Woody Gossum regarding the Kiwanis.

Steve stated the updated informative video on Lake Wichita is not complete, but will be soon, at which time he will send the video out for comments. The final video will be used by Steve during the Chamber visit to Washington DC. Steve will use funds left over from producing the video to create flyers for general use, which was approved unanimously.

3.b. Lake Deepening:

The dredging project is still in the USACE Continuing Authorities program for FY-25, but the Corps of Engineers must wait for Congress to enact an official final Appropriations Bill. Steve stated he has not gotten a response from Dr. Clyde regarding the status, but he will keep trying. Steve stated that he contacted the landowner of the potential dredge spoils pit, and they are still interested in the project.

3.c. Parks Master Plan: The Park Master Plan was approved by City Council on January 21st and will be posted on the City website next week.

4. Discussion of Brick Sales and Fundraising Initiatives:

There are now six pending new orders, with one pending brick re-do. David will contact Chad to discuss getting the engraving done. David stated we deposited $1,000 for brick orders since the last meeting, with no payments but one pending obligation of up to $2,000 for the new video and flyers.

David will submit draft wording to Terry Points, for a sign at the Veterans Plaza with instructions on how to order a Brick to be engraved.

5. Other Business Matters:

Tyson stated that the City's grant request package for the final section of the Circle Trail is almost complete, and if the submission is approved by City Council, that all interested groups will need to express support directly to TXDOT.

Councilor Battaglino will hold a Town Hall on 14 April at Legion Post 169.

6. Adjournment: The meeting adjourned at 11:56 am.

JWhittiker — 4/8/25

Josh Whittiker, Chair — Date

M I N U T E S

Central Wichita Falls Neighborhood Revitalization Committee

March 26, 2025

PRESENT:

Ann Arnold-Ogden	◆ Member
Wendy Browder	◆ Vice Chair
Councilor Whitney Flack	◆ Councilor
Jose Garcia	◆ Member
Mike Mitchell	◆ Chairman
Paul Menzies, Assistant City Manager	◆ City Staff
Terry Floyd, Development Services Director	◆ City Staff
Fabian Medellin, Planning Manager	◆ City Staff
Christal Cates, Neighborhood Revitalization Coordinator	◆ City Staff

ABSENT:

Councilor Robert Brooks	◆ Councilor
Larry Fox	◆ Member
Andrea Robles	◆ Member

I. CALL TO ORDER

Chairman Mike Mitchell called the meeting to order at 1:35 p.m.

II. PUBLIC COMMENTS

Chairman Mitchell asked if any members of the public wished to speak. No comments.

III. ADOPTION OF THE MINUTES

Chairman Mitchell asked if there were any public comments regarding the minutes. Councilor Whitney Flack made a motion to approve the minutes as presented from March 18th, 2025. Mrs. Ann Arnold-Ogden seconded. The motion passed unanimously, 5-0.

IV. REGULAR AGENDA

1. Presentation and discussion of the draft Heart of the Falls Neighborhood Revitalization Plan

Chairman Mitchell asked staff to begin presentation of the Heart of the Falls Neighborhood Revitalization Plan to the Committee. Staff advised the plan, in sections had already been covered in the previous year at different times, working on various initiatives. Staff briefly covered the “Plan Purpose” and “Existing Conditions” outlined in the plan as well as the “Built Environment” and all graphs

featured with it. Staff went over the "Zoning" portion and "Public Engagement" aspects through "Previous Planning Efforts". Staff finished the presentation with sections, "Where We're at Now" and "Action Steps". During the presentation the Committee had brief discussions about the plan with staff.

Chairman Mitchell stated he believed the Committee was ready to bring a favorable recommendation to City Council. Staff advised the next regularly scheduled meeting on April 1st, 2025 staff would have the plan ready for the Committee to vote on.

Councilwoman Flack requested this plan be fast-tracked to be presented and voted on by City Council on April 15th, 2025. Staff advised the Committee they would work with management and should be able to have it ready to present to City Council as requested.

V. OTHER BUSINESS

1. Updates

A. Neighborhood Party Planning Meeting – Bridwell Park

The public meeting scheduled for Sunday, March 30th from 3pm – 5pm was discussed as well as the need for volunteers for the event. Staff handed out flyers to be distributed to the Committee members neighbors and advised staff would be distributing as well on foot Thursday and Friday as weather permitted. Volunteers were asked to meeting under the park pavilion between 2:30 – 3pm.

Staff also discussed a 4-question survey that would be given to attendees and published on social media for artist feedback for the design of the futsal court murals.

VI. ADJOURN

The next regularly scheduled meeting was set for Tuesday, April 1st at 1:30pm at the Travel Center Conference Room for the plan to be presented in its entirety to the Commission for recommendation.

Chairman Mitchell adjourned the meeting at 2:17 p.m.

Mike Mitchell, Chairman — Date 4/1/25

Fabian Medellin, AICP, Planning Manager — Date 4-1-25

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Resolution authorizing the City Manager to approve Change Order No. 1 for the 2024 Concrete Street Rehabilitation Project to Scales Concrete Construction Co., Inc. to expand the scope and timeframe of the existing project for the replacement of concrete pavement on Emerson Street at no cost to the city

INITIATING DEPT: Public Works

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: n/a

COMMENTARY: On June 5, 2024, bids were opened for the 2024 Concrete Street Rehabilitation Project. This project is generally described as the rehabilitation of various concrete streets and associated work. Scales Concrete Construction Co., Inc. was awarded the project in the amount of $1,470,035.00 on June 18, 2024, with a completion date of February 28, 2025.

This contractor continues to work to complete the project, however, he has utilized 100% of the contract time while having completed approximately 60% of the work. In exchange for assessing liquidated damages, this Change Order will expand the scope of the project to include the replacement of concrete pavement on Emerson St at the Contractor's sole expense. The Change Order will grant the contractor an extension of (196) calendar days to the contract to complete the remainder of the project, including the additional work on Emerson St.

PW staff, Legal, and the City Manager's office have discussed this approach and believe it is the best course of action and in the best interest of the citizens. The location of the additional work will be on Emerson between Rivercrest and King.

Staff recommends the approval of Change Order No. 1.

☒ **Director, Public Works** ☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution , Change Order No. 1, Location Map

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to approve Change Order No. 1 for the 2024 Concrete Street Rehabilitation Project to Scales Concrete Construction Co., Inc. to expand the scope and timeframe of the existing project for the replacement of concrete pavement on Emerson St at no cost to the City

WHEREAS, the City of Wichita Falls entered a unit price contract with Scales Concrete Construction Co., Inc. for the 2024 Concrete Street Rehabilitation Project with an estimated cost of $1,470,035.00; and,

WHEREAS, the City of Wichita Falls has negotiated Change Order No. 1 to expand the scope of the project into portions of Emerson Street, entirely at the cost of the contractor in exchange for assessing liquidated damages; and,

WHEREAS, The City of Wichita Falls agrees to extend the contract time by 196 calendar days; and,

WHEREAS, these changes to the contract result in $0.00 being added to the contract, and the final contract amount remains $1,470,035.00 as previously awarded.

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

The City Manager is authorized to execute Change Order No. 1 for the 2024 Concrete Street Rehabilitation Project in the amount of $0.00.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY OF WICHITA FALLS, TEXAS
CONTRACT CHANGE ORDER FORM

CHANGE ORDER NO.:	1
DATE:	4/1/2025
AMOUNT OF CHANGE:	$ 0.00

PROJECT/CONTRACT: 2024 Concrete Street Rehabilitation Project, CWF24-100-07

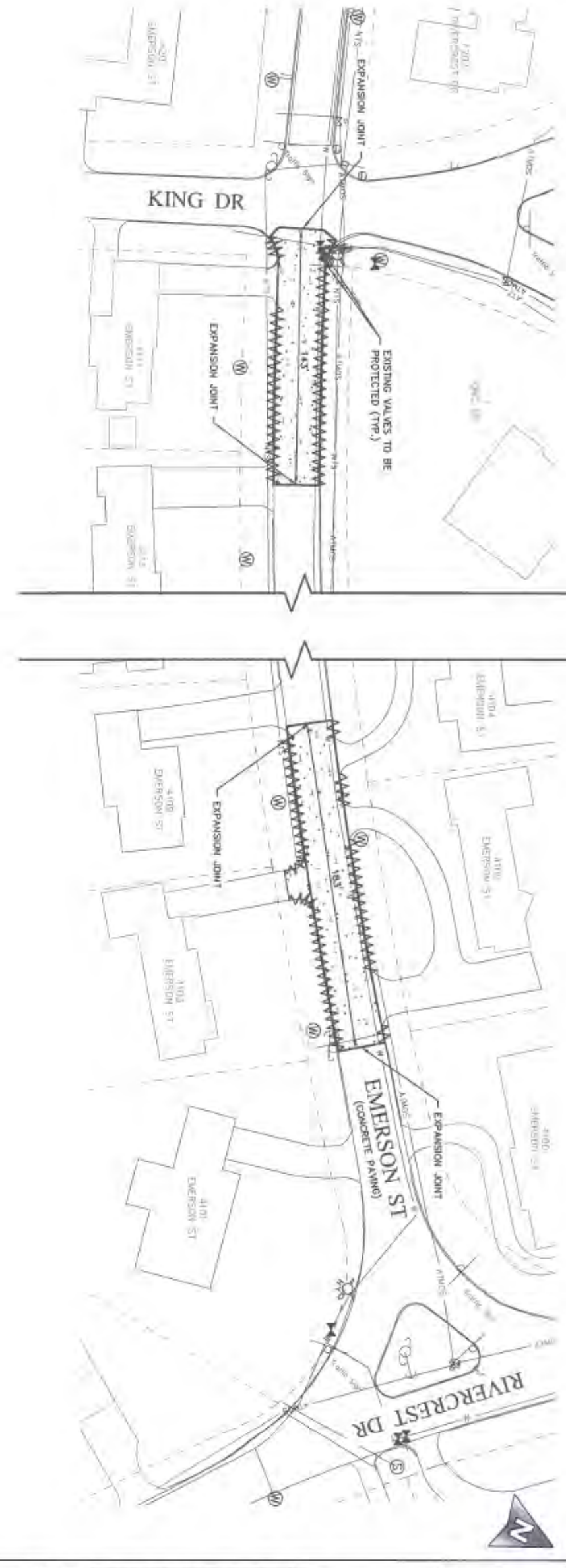
TO: **Scales Concrete Construction Co., Inc.**, this Change Order, after approval by the Owner, will be your
(Contractor)
authority to make the following changes in the work under your contract:

Description of Changes	Decrease in Contract	Increase in Contract	Total Change in Contract
This change order will add work to the contract for the replacement of concrete pavement on Emerson St, which will be completed at the Contractor's expense. In exchange for the additional work, the City will grant the Contractor an extension of (196) calendar days to the contract to complete the remainder of the project, including the additional work on Emerson St.			
Item 203.3-P-CO1: Remove Existing Pavement (Emerson St) Increased 787.5 SY at $20.00 per SY for a final total of $0.00	$ 0.00	$ 0.00	$ 0.00
Item 301.5-CO1: 6" Base Repair (Emerson St) Increased 150 SY at $20.00 per SY for a final total of $0.00	$ 0.00	$ 0.00	$ 0.00
Item 303-6-CO1: 6" Reinforced Concrete Pavement (Emerson St) Increased 787.5 SY at $82.00 per SY for a final total of $0.00	$ 0.00	$ 0.00	$ 0.00
Item 305.1-CO1: Monolithic Curb (Emerson St) Increased 437.5 LF at $15.00 per LF for a final total of $0.00	$ 0.00	$ 0.00	$ 0.00
TOTAL	$ 0.00	$ 0.00	$ 0.00

AMOUNT OF ORIGINAL CONTRACT:	$ 1,470,035.00
TOTAL AMOUNT OF THIS CHANGE ORDER:	$ 0.00
TOTAL AMOUNT OF PREVIOUS CHANGE ORDERS:	$ 0.00
CONTRACT AMOUNT TO DATE:	$ 1,470,035.00

The completion time under your contract will be extended by one-hundred and ninety-six (196) days because of this change order making the revised completion date September 15, 2025.

Accepted By Contractor:	Recommended By Arch/Eng: (if applicable)	Approved By Owner:
By: [signature]	By: [signature]	By:
Title: Project Manager	Title: Asst. City Engineer	Title:
Date: 4/1/2025	Date: 4/2/25	Date:



ADDITIONAL WORK - PLAN VIEW

SCALE 1" = 60'

PROJECT MANAGER: MIRANDA NIEDZWIECKI	2024 CONCRETE STREET REHABILITATION PROJECT CWF24-100-07
DRAWN BY: TW	
PROJECT NUMBER: CWF24-100-07	
DATE: APRIL 2025	
SCALE: AS SHOWN	CHANGE ORDER #1 EMERSON STREET - PLAN VIEW
FIELD BOOK:	
ACAD: 2023 EDITED FOR 2024.DWG	
LAYOUT: EMERSON CO1	

T. TRAN 104707 PROFESSIONAL ENGINEER STATE OF TEXAS

FINISHED SET

SHEET 1 OF 1

Wichita Falls TEXAS Ride Texas Golden Opportunities

NO.	DATE	DESCRIPTION	BY
REVISIONS			

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Resolution authorizing the City Manager to approve change order No. 1 for the 2023 Duncan Channel & Slide Gate Repair Project to Earth Builders, L.P. in the amount of $142,566.00 for the construction of 50 linear feet of concrete channel walls and floor

INITIATING DEPT: Public Works

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: n/a

COMMENTARY: On June 20, 2023, bids were opened for the 2023 Duncan Channel & Slide Gate Repair Project. This project was awarded to Earth Builders, L.P. for $1,264,115.00 on July 18, 2023, and involves the construction of a concrete drainage channel, concrete culvert, and a large slide gate with a lift actuator.

The existing channel walls at the original point of tie-in have begun to shift and fail due to erosion behind the walls. Therefore, staff has determined that the original point of tie-in of the project to the existing channel walls needs to be moved further upstream. In order to find a suitable tie-in, an additional 50 feet of channel walls and floor need to be removed and replaced.

Change Order No. 1 will increase the project quantities at the original bid prices for an additional $142,566.00 and a revised total contract amount of $1,406,681.00. Funding for this additional work is available in the Stormwater fund, therefore, Staff recommends the approval of Change Order No. 1

☒ **Director, Public Works** ☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution , Change Order No. 1

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

Resolution No. _____

Resolution authorizing the City Manager to approve Change Order No. 1 for the 2023 Duncan Channel & Slide Gate Repair Project to Earth Builders, L.P. in the amount of $142,566.00 for the construction of 50 linear feet of concrete channel walls and floor

WHEREAS, the City of Wichita Falls entered a unit price contract with Earth Builders, L.P. for the 2023 Duncan Channel & Slide Gate Repair Project with the estimated total cost of $1,264,115.00; and,

WHEREAS, the City of Wichita Falls has negotiated Change Order No. 1 to expand the scope of the project for an additional $142,566.00 and a final contract amount of $1,406,681.00.

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

The City Manager is authorized to execute Change Order No. 1 for the 2023 Duncan Channel & Slide Gate Repair Project in the amount of $142,566.00.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY OF WICHITA FALLS, TEXAS CONTRACT CHANGE ORDER FORM	CHANGE ORDER NO.:	1
	DATE:	2/19/2025
	AMOUNT OF CHANGE:	$ 142,566.00

PROJECT/CONTRACT: 2023 Duncan Channel & Slide Gate Repair, CWF23-552-08

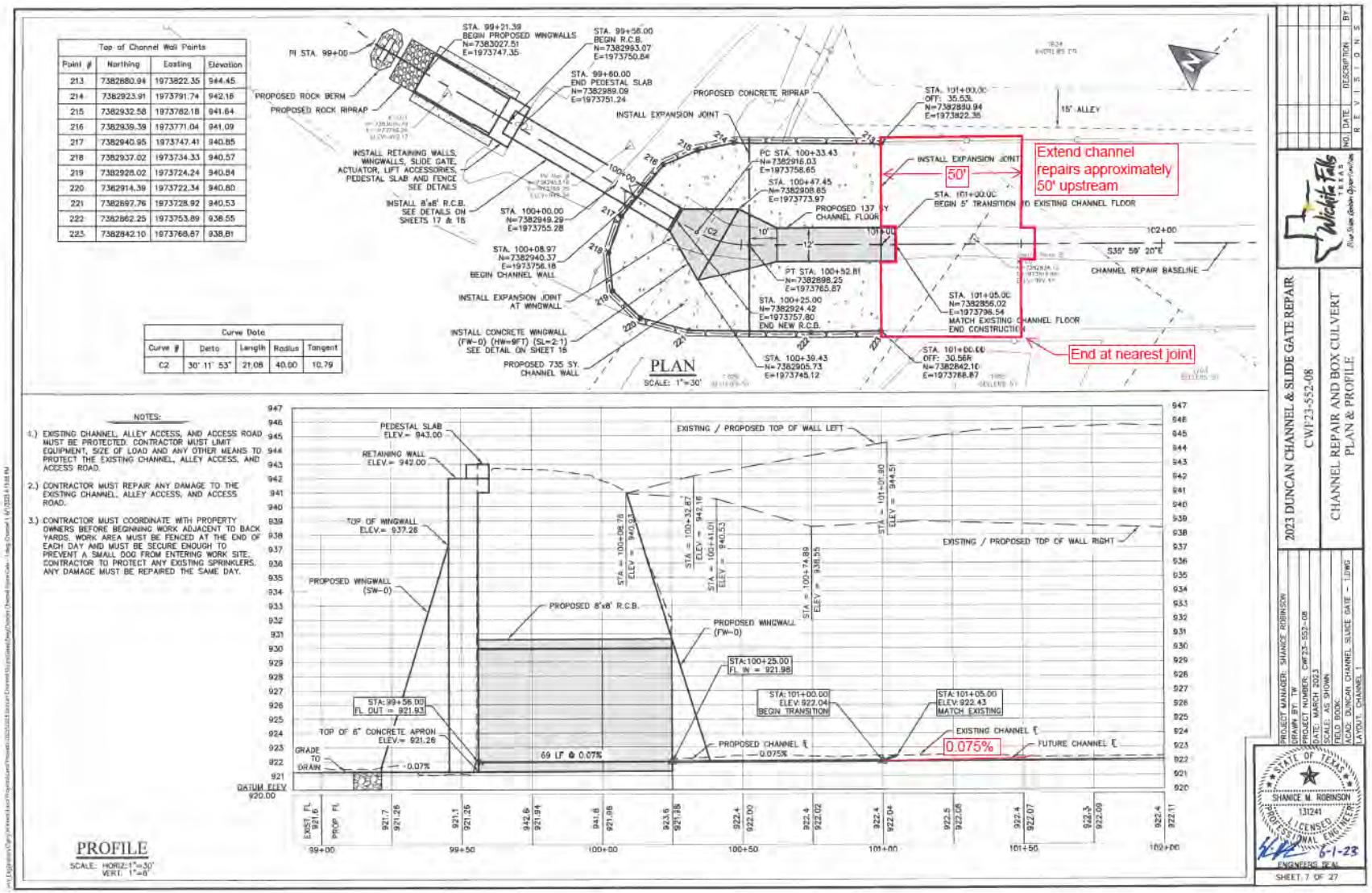
TO: Earth Builders, LP, this Change Order, after approval by the Owner, will be your (Contractor) authority to make the following changes in the work under your contract.

Description of Changes	Decrease in Contract	Increase in Contract	Total Change in Contract
As construction began, it was brought to the attention of the City Engineering Dept that the proposed project limits may need to be extended. The issues noted were that the new construction of the channel walls and floor would be tying into panels that are severely damaged due to erosion and/or root growth beneath the concrete. After a site visit by the City Engineering Dept, it was determined that the best course of action would be to extend the project limits, in order to best protect and retain the structural integrity of the new construction.			
Item 107 TS, Trench Safety System Add 50 LF @ $20/LF for a total of 235 LF	$ -	$ 1,000.00	$ 1,000.00
New Item 203.1B, Site Preparation Add 1 LS at $30,000 for a total of 1 LS	$ -	$ 30,000.00	$ 30,000.00
Item 204.6, Hydromulch, Seeding & Watering Add 153 SY at $2/SY for a total of 1483 SY	$ -	$ 306.00	$ 306.00
Item 303-CF, 8" Reinforced Concrete Channel Floor Add 67 SY at $230/SY for a total of 204 SY	$ -	$ 15,410.00	$ 15,410.00
Item 303-W, 6" Reinforced Concrete Channel Walls Add 395 SY at $230/SY for a total of 1130 SY	$ -	$ 90,850.00	$ 90,850.00
Item 801.4-4, 4' Chain Link Fence Add 100 LF at $50/LF for a total of 225 LF	$ -	$ 5,000.00	$ 5,000.00
TOTAL	$ -	$ 142,566.00	$ 142,566.00

AMOUNT OF ORIGINAL CONTRACT:	$ 1,264,115.00
TOTAL AMOUNT OF THIS CHANGE ORDER:	$ 142,566.00
TOTAL AMOUNT OF PREVIOUS CHANGE ORDERS:	$ -
CONTRACT AMOUNT TO DATE:	$ 1,406,681.00

The completion time under your contract will be extended by one hundred twenty seven (127) days because of this change order making the revised completion date June 15, 2025.

Approved By Owner:	Accepted By Contractor:	Recommended By Arch/Eng: (if applicable)
By:	By:	By:
Title: City Manager	Title: EVP	Title: City Engineer
Date:	Date: 2/25/2025	Date: 4-3-25


Top of Channel Wall Points
Point # | Northing | Easting | Elevation
213 | 7382880.94 | 1973822.35 | 944.45
214 | 7382923.91 | 1973791.74 | 942.16
215 | 7382932.58 | 1973782.18 | 941.64
216 | 7382939.39 | 1973771.04 | 941.09
217 | 7382940.95 | 1973747.41 | 940.85
218 | 7382937.02 | 1973734.33 | 940.57
219 | 7382928.02 | 1973724.24 | 940.84
220 | 7382914.39 | 1973722.34 | 940.80
221 | 7382897.76 | 1973728.92 | 940.53
222 | 7382862.25 | 1973753.89 | 938.55
223 | 7382842.10 | 1973768.87 | 938.81
Curve Data
Curve # | Delta | Length | Radius | Tangent
C2 | 30° 11' 53" | 21.08 | 40.00 | 10.79
PI STA. 99+00
PROPOSED ROCK BERM
PROPOSED ROCK RIPRAP
STA. 99+21.39
BEGIN PROPOSED WINGWALLS
N=7383027.51
E=1973747.35
STA. 99+36.00
BEGIN R.C.B.
N=7382993.07
E=1973750.84
STA. 99+60.00
END PEDESTAL SLAB
N=7382989.09
E=1973751.24
PROPOSED CONCRETE RIPRAP
INSTALL EXPANSION JOINT
INSTALL RETAINING WALLS, WINGWALLS, SLIDE GATE, ACTUATOR, LIFT ACCESSORIES, PEDESTAL SLAB AND FENCE SEE DETAILS
INSTALL 8'x8' R.C.B. SEE DETAILS ON SHEETS 17 & 18
STA. 100+00.00
N=7382949.29
E=1973755.28
STA. 100+08.97
N=7382940.37
E=1973756.18
BEGIN CHANNEL WALL
INSTALL EXPANSION JOINT AT WINGWALL
INSTALL CONCRETE WINGWALL (FW-0) (HW=9FT) (SL=2:1) SEE DETAIL ON SHEET 18
PROPOSED 735 SY. CHANNEL WALL
PC STA. 100+33.43
N=7382916.03
E=1973758.65
STA. 100+47.45
N=7382908.65
E=1973773.97
PROPOSED 137 SY. CHANNEL FLOOR
PT STA. 100+52.81
N=7382898.25
E=1973765.87
STA. 100+25.00
N=7382924.42
E=1973757.80
END NEW R.C.B.
STA. 100+39.43
N=7382905.73
E=1973745.12
STA. 101+00.00
OFF: 35.53L
N=7382880.94
E=1973822.35
15' ALLEY
INSTALL EXPANSION JOINT
50'
Extend channel repairs approximately 50' upstream
STA. 101+00.00
BEGIN 5' TRANSITION TO EXISTING CHANNEL FLOOR
10'
12'
101+00
102+00
S35° 59' 20"E
CHANNEL REPAIR BASELINE
STA. 101+05.00
N=7382856.02
E=1973798.54
MATCH EXISTING CHANNEL FLOOR
END CONSTRUCTION
STA. 101+00.00
OFF: 30.56R
N=7382842.10
E=1973788.87
End at nearest joint
PLAN
SCALE: 1"=30'
NOTES:
1.) EXISTING CHANNEL, ALLEY ACCESS, AND ACCESS ROAD MUST BE PROTECTED. CONTRACTOR MUST LIMIT EQUIPMENT, SIZE OF LOAD AND ANY OTHER MEANS TO PROTECT THE EXISTING CHANNEL, ALLEY ACCESS, AND ACCESS ROAD.
2.) CONTRACTOR MUST REPAIR ANY DAMAGE TO THE EXISTING CHANNEL, ALLEY ACCESS, AND ACCESS ROAD.
3.) CONTRACTOR MUST COORDINATE WITH PROPERTY OWNERS BEFORE BEGINNING WORK ADJACENT TO BACK YARDS. WORK AREA MUST BE FENCED AT THE END OF EACH DAY AND MUST BE SECURE ENOUGH TO PREVENT A SMALL DOG FROM ENTERING WORK SITE. CONTRACTOR TO PROTECT ANY EXISTING SPRINKLERS. ANY DAMAGE MUST BE REPAIRED THE SAME DAY.
PEDESTAL SLAB ELEV.= 943.00
RETAINING WALL ELEV.= 942.00
TOP OF WINGWALL ELEV.= 937.28
PROPOSED WINGWALL (SW-0)
EXISTING / PROPOSED TOP OF WALL LEFT
EXISTING / PROPOSED TOP OF WALL RIGHT
STA = 100+09.78 ELEV = 940.93
STA = 100+32.87 ELEV = 943.16
STA = 100+41.01 ELEV = 940.53
STA = 100+74.89 ELEV = 938.55
STA = 101+01.80 ELEV = 944.51
PROPOSED 8'x8' R.C.B.
PROPOSED WINGWALL (FW-0)
STA:100+25.00 FL IN = 921.98
STA:99+56.00 FL OUT = 921.93
TOP OF 6" CONCRETE APRON ELEV.= 921.26
GRADE TO DRAIN
-0.07%
69 LF @ 0.07%
STA:101+00.00 ELEV: 922.04 BEGIN TRANSITION
STA:101+05.00 ELEV: 922.43 MATCH EXISTING
PROPOSED CHANNEL ℄ -0.075%
EXISTING CHANNEL ℄
0.075%
FUTURE CHANNEL ℄
DATUM ELEV 920.00
EXIST. FL
PROP. FL
99+00
99+50
100+00
100+50
101+00
101+50
102+00
PROFILE
SCALE: HORIZ:1"=30' VERT: 1"=6'
2023 DUNCAN CHANNEL & SLIDE GATE REPAIR
CWP23-552-08
CHANNEL REPAIR AND BOX CULVERT
PLAN & PROFILE
NO. DATE DESCRIPTION BY
REVISIONS
PROJECT MANAGER: SHANICE ROBINSON
DRAWN BY: TW
PROJECT NUMBER: CWP23-552-08
DATE: MARCH 2023
SCALE: AS SHOWN
FIELD BOOK:
ROAD: DUNCAN CHANNEL, SLUICE GATE - 1.DWG
LAYOUT: CHANNEL 1
STATE OF TEXAS
SHANICE M. ROBINSON
131241
LICENSED PROFESSIONAL ENGINEER
5-1-23
ENGINEERS SEAL
SHEET 7 OF 27

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Conduct a public hearing and take action on an ordinance annexing 33.18 acres of land out of the Marino Carbajal Survey, A-44, Wichita County, Texas; referenced as portions of 330 and 415 Randy Drive, at the request of the property owner; accepting the Randy Drive/KBD WF, LLC. Annexation Servicing Plan Agreement for said tracts under authority of Texas Local Government Code Chapter 43; Subchapter C-3 – authority of municipalities to annex an area on request of owners; and designating the tract's zoning as Light Industrial (LI) and Land Use Plan classification as Light Industrial (LI).

INITIATING DEPT: Development Services/Planning Division

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Identify and Expand Economic Development Opportunities

COMMENTARY:

- February 12, 2025 – Petition and fee requesting annexation submitted.
- March 4, 2025 – Property for annexation/zoning posted with notice for public hearings.
- March 4, 2025 - Draft annexation service plan distributed to department directors.
- March 12, 2025 – Departmental response deadline for draft annexation service plan; revisions for various municipal services incorporated.
- **March 12, 2025** – Planning & Zoning Commission conducts public hearing and recommends an initial zoning designation of LI upon annexation.
- March 18, 2025 - Annexation service plan agreement sent to agent/landowner.
- March 26, 2025 – Notice of proposed annexation issued to WFISD, public entities, volunteer fire depts/EMS, and special districts in the area proposed for annexation.
- March 28, 2025 – Notice of City Council public hearing posted on City's website.
- March 30, 2025 - Notice of City Council public hearing published in TRN.
- **April 15, 2025** – City Council conducts public hearing and considers ordinance for petitioned annexation and zoning/land use amendment.

SUMMARY

Approval of the following land owner initiated (voluntary) annexation request would facilitate the potential construction of two (2) 125,000 sq. ft. data center warehouses and a secondary gas power plant to provide power until the final connection with Oncor is completed. Additionally, approval of the item would also designate the property zoning as Light Industrial (LI) to allow for the use. The annexation would expand the City's corporate limits but not the extra-territorial jurisdiction (ETJ) boundary.

A voluntary petition for annexation was received from Corlett, Probst & Boyd, PLLC., agent, on behalf of landowner KBD WF, LLC. for approximately 33.18+/- acres on Randy Drive, east of Burkburnett Road, commonly referenced as portions of 330 and 415 Randy Drive. Following receipt, city departments were notified of this annexation request and asked to respond with their respective service abilities. No objections from city departments were received regarding the Randy Drive/KBD WF, LLC. Annexation Municipal Service Plan (Exhibit E).

As staff processed the annexation case, they contacted Oncor regarding the potential for a small piece of land situated immediately south of 415 Randy Drive to also be considered with the annexation proposal as it would be outside city limits but potentially be surrounded by the Wichita Falls city limits. Oncor Real Estate and ROW Division indicated that, at this time, there is no incentive for the utility to incur added expense to bring a small portion of their lot into city limits, and it is not necessary for this project to move forward.

PROPOSED ZONING DESIGNATION
The ordinance also proposes a new zoning designation of Light Industrial (LI) for the requested annexation tract (33.18 acres), which aligns with the owner's plans for warehouse development. During the analysis of the proposal, LI was the most appropriate land classification as abutting parcels inside city limits are zoned for LI and include related uses such as manufacturing facilities and utility substations or vacant land. The Planning Commission unanimously recommended the zone designation and amendment to the Land Use Plan (LUP) classification for Light Industrial (LI).

Staff recommends approval of the ordinance.

☒ **Director of Development Services**

☒ **Assistant City Manager**

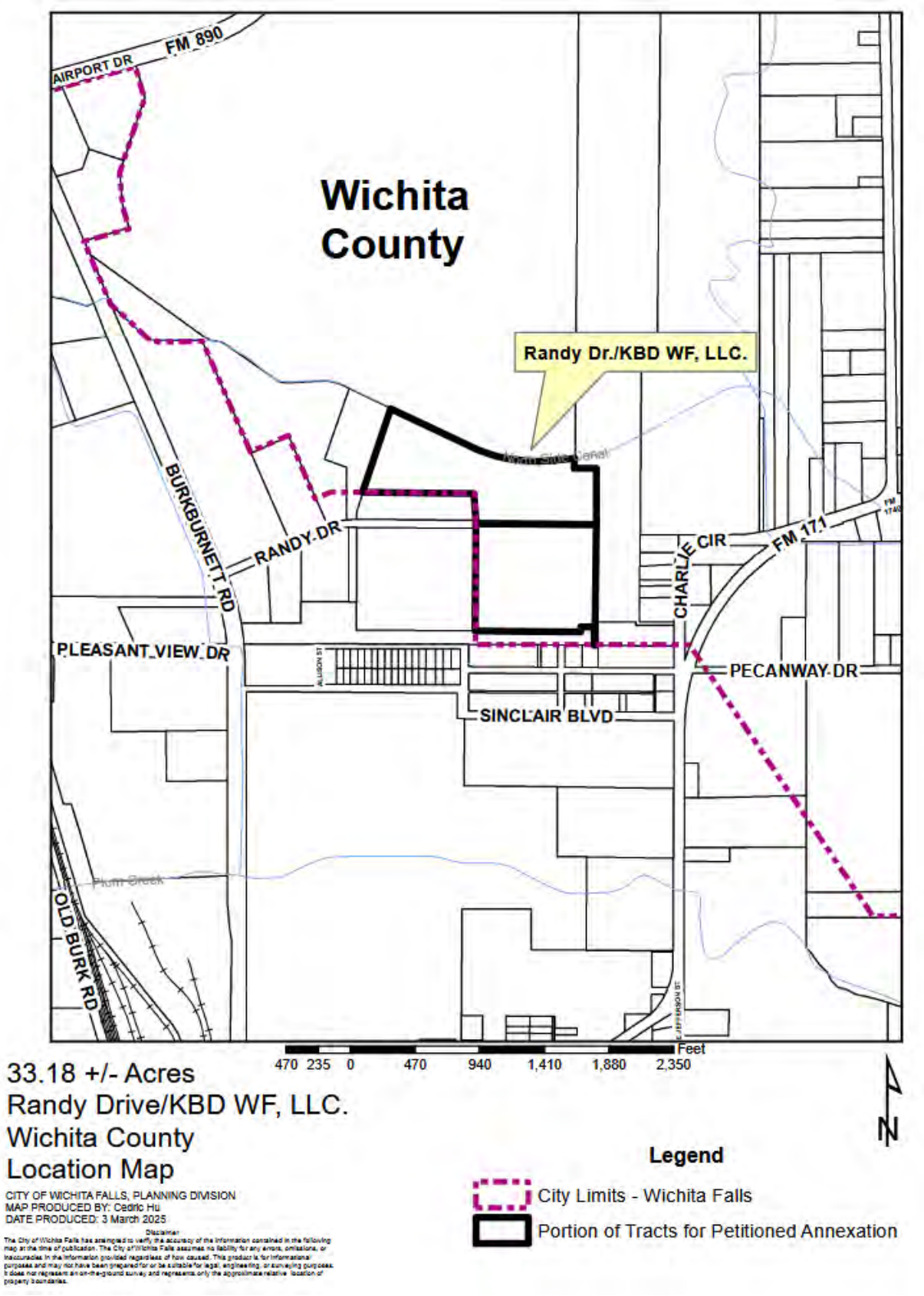
ASSOCIATED INFORMATION: Attachment A – Location Map; Attachment B – Site Photos; Attachment C – Zoning and Land Use Map; Attachment D – Light Industrial (LI) Zoning District Uses; Ordinance; Exhibit 'A' – Field Notes; Exhibit 'B' – Requested Annexation Area Map; Exhibit 'C' – Zoning Map: Annexation Tract; Exhibit 'D' – Land Use: Annexation Tract; and Exhibit 'E' – Randy Drive/KBD WF, LLC. – Annexation Service Plan Agreement.

☒ **Budget Office Review:**

☒ **City Attorney Review:**

☒ **Interim City Manager Approval**

ATTACHMENT A – Location Map



ATTACHMENT B
Site Photos of 330 and 415 Randy Drive Proposed for Annexation

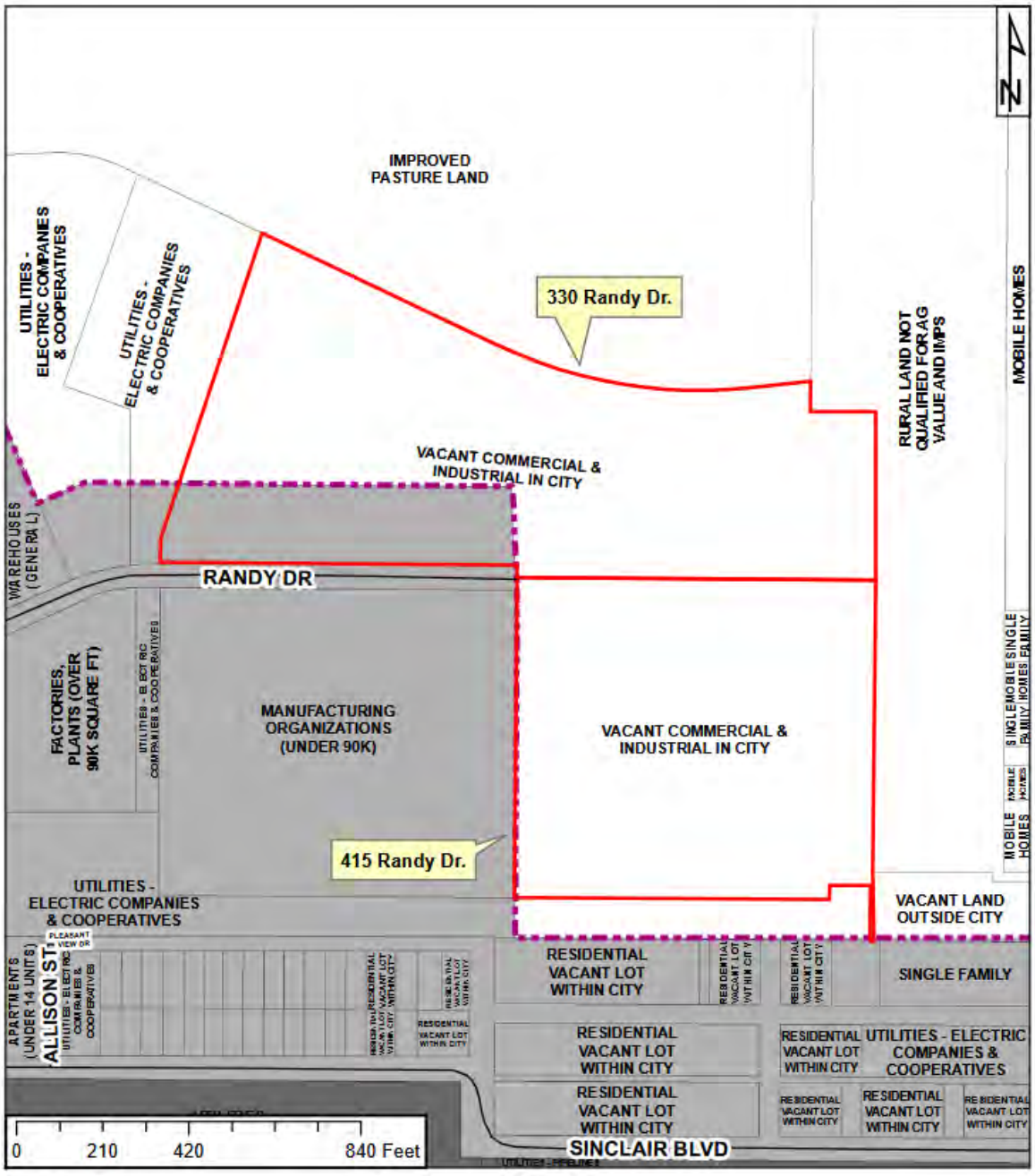
Subject Properties - North view from Randy Drive



Subject Properties - East view at the end of Randy Drive



ATTACHMENT C
Zoning & Land Use Map



R 25-02
330 & 415 Randy Drive
Zoning and Land Use Map

CITY OF WICHITA FALLS, PLANNING DIVISION
MAP PRODUCED BY: Cedric Hu
DATE PRODUCED: 21 January 2025

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

Legend

Subject Properties
Parcels

City Limits
Wichita Falls

Zoning
Light Industrial
Heavy Industrial

ATTACHMENT D
Light Industrial (LI) Zoning District Uses

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

Residential uses:
Existing residential units may be rebuilt or replaced if destroyed, however the number of dwelling units on a parcel shall not be increased. New dwelling units shall not be permitted unless replacing an existing unit of the same square footage.

Civic uses:
Public safety services.
Religious assembly.
Utility service.

Commercial uses:
Adult entertainment and sexually oriented commercial establishments, subject to the provisions of section 5500.
Alcoholic beverage sales, subject to the provisions of section 5400.
Automotive repairs.
Automotive service station.
Automotive sales and service.
Boat sales and service.
Bus station.
Business and trade schools.
Car wash.
Clinic.
Club.
Coin-operated amusement machines establishment.
Contractor's yard.
Convenience store.
Donation box.
Exterminating services, without chemical storage.
Flea market.
Funeral home.
Hospital.
Hotels.
Indoor sports and recreation.
Kennel.
Light manufacturing.
Medical office.
Motels.
Movie theater.
Nursery.
Offices.

Outdoor entertainment and recreation.
Outdoor storage.
Parking facilities.
Repair services.
Restaurants.
Retail trade.
Self-storage facilities/mini-warehouse.
Services.
Shopping center.
Veterinary services.

Light industrial uses:
Agriculture equipment sales and services.
Fabrication and assembly.
Freight hauling.
Heavy machinery sales and service.
Lumberyards.
Manufactured housing, individual accessory use.
Manufactured housing sales.
Oil drilling, subject to the provisions of appendix A, Subdivision and Development Regulations, section 6.4, Oil and Gas Well, as amended.
Trucking facility.
Warehousing facility.

The following uses are permitted subject to approval of a conditional use permit by the Planning & Zoning Commission:

Airport.
Communications towers and antennas as regulated by section 5910.
Community residential center.
Expansion of an existing residence.
Exterminating services, with on-site chemical storage.
Fuel and chemical storage.
Landfill.
Mining and excavation.
Motor vehicle salvage yard, subject to chapter 46, Environment, article V, Outdoor Storage, Wichita Falls Code of Ordinances, as amended.
Outdoor food court.
Shooting range (indoor).
Shooting range (outdoor).
Slaughterhouse and meat packing.
Stockyards.
Structured sober living facility.

Ordinance No. _____

Ordinance annexing 33.18 acres of land out of the Marino Carbajal Survey, A-44, Wichita County, Texas; referenced as portions of 330 and 415 Randy Drive, at the request of the property owner; accepting the Randy Drive/KBD WF, LLC. Annexation Servicing Plan Agreement for said tracts under authority of Texas Local Government Code Chapter 43; Subchapter C-3 – authority of municipalities to annex an area on request of owners; and designating the tract's zoning as Light Industrial (LI) and Land Use Plan classification as Light Industrial (LI)

WHEREAS, the Planning Division received a request for petitioned annexation on February 12, 2025; and,

WHEREAS, the Planning and Zoning Commission considered a proposed zoning designation for the requested property for annexation at its March 12, 2025, meeting and voted to recommend approval of the request; and,

WHEREAS, the governing body, Wichita Falls City Council, heard arguments for and against the petition on April 15, 2025, and granted the petition for annexation by area landowners; and,

WHEREAS, City departments have reviewed such annexation request and find that such annexation would not burden City resources in providing service(s); and,

WHEREAS, the City Council has determined that such annexation is in the public interest.

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

1. A tract of land being 33.18 acres described in Field Notes herein included as Exhibit "A" and as shown on the map included as Exhibit "B", is hereby annexed into the City of Wichita Falls.

2. The annexation will not expand the City of Wichita Falls Extraterritorial Jurisdiction (ETJ) area.

3. The City Council further directs the City Clerk to file a certified and true copy of this ordinance together with a copy or duplicate of the petition for annexation in the office of the Wichita County Clerk, Wichita County, after its passage as required by law.

4. That a portion of 330 and 415 Randy Drive, referenced as Marino Carbajal Survey, A-44, Wichita County, Texas, as depicted on the attached map incorporated in this ordinance as Exhibit "C", is hereby zoned for Light Industrial (LI) uses.

5. The area on the Land Use Map, as depicted on the attached maps incorporated in this ordinance as Exhibit "D", is hereby classified for Light Industrial (LI) uses.

6. The Annexation Service Plan Agreement outlining services to be provided is included as Exhibit ‘E’ in this ordinance.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

Exhibit 'A'
Field Notes

EXHIBIT A

FIELD NOTES

FIELD NOTES OF 33.18 ACRES OUT OF THE MARINO CARBAJAL SURVEY, A-44, WICHITA COUNTY, TEXAS, AND MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at an iron rod found in the North line of a tract of land conveyed to TXU Electric Delivery Company by deed recorded in Volume 2315, Page 126, Official Public Records of Wichita County, at the Southeast corner of Arrowhead Industrial District, Unit One, Block 5 as recorded in Volume 20, Pages 37 and 38, Wichita County Plat Records and in the East line of existing City of Wichita Falls City Limits as described in Ordinance No. 3405 of the City of Wichita Falls, for the most Southerly Southwest corner of this tract;

THENCE N 00° 20' 39" E, with the the East line of said Block 5 and the East line of said City Limits, a distance of 751.38 feet to an iron rod set at the Northeast corner of said Block 5 and the Southeast corner of Randy Drive, for an angle corner of this tract;

THENCE N 00° 21' 15" E, with the the East line of Randy Drive and the East line of said City Limits, a distance of 60.00 feet to an iron rod set at the Northeast corner of Randy Drive, for an angle corner of this tract;

THENCE N 00° 19' 54" E, with the East line of said City Limits, a distance of 200.00 feet to an ell corner of said City Limits and of this tract;

THENCE N 89° 40' 06" W, with the North line of said City Limtis, a distance of 824.64 feet to a point at the intersection of said City Limits and of said TXU Electric Delivery Company tract, for the most Westerly Southwest corner of this tract;

THENCE N 18° 21' 53" E, with the East line of said TXU Electric Delivery Company tract a distance of 798.89 feet to a point at the Northeast corner of said TXU Electric Delivery Company tract and in the South line of a tract of land conveyed to Bing D. Miller by deed recorded in Volume 4099, Page 699, Official Public Records of Wichita County, for the Northwest corner of this tract;

THENCE with the South line of said Miller tract as follows: S 64° 05' 18" E a distance of 631.13 feet to a capped iron rod found at the beginning of a curve to the left having a radius of 1150.00 feet; Southeast with said curve to the left an arc distance of 641.37 feet (Chord = S 80° 03' 58" E - 633.09 feet) to a capped iron rod found at the end of said curve to the left; and N 83° 58' 27" E a distance of 142.86 feet to a point for the Southeast corner of said Miller tract and in the West line of a tract of land conveyed to James C. Freeman, II by deed recorded in Document #20231757, Official Public Records of Wichita County, for the most Northerly Northeast corner of this tract;

STATE OF TEXAS
REGISTERED
DEVIN G. SMITH
5849
PROFESSIONAL
LAND SURVEYOR

PAGE 1 OF 2

WO#24-1022

BASIS OF BEARINGS ARE NAD 83 - TEXAS NORTH CENTRAL

THE ABOVE DESCRIBED TRACT WAS SURVEYED DECEMBER, 2024 AND THE DIMENSIONS SHOWN ARE HEREBY CERTIFIED TO BE TRUE AND CORRECT.

4/3/25

DEVIN G. SMITH
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5849
TBPLS-100541-00 TBPE F-279

33.18 ACRES OUT OF THE MARINO CARBAJAL SURVEY, A44, WICHITA FALLS, WICHITA COUNTY, TEXAS

CORLETT, PROBST & BOYD, P.L.L.C.
ENGINEERS & SURVEYORS
PH. (940)723-1455, FAX (940)397-0549
4605 OLD JACKSBORO HIGHWAY
WICHITA FALLS, TEXAS, 76302

S:\WALT\2024\24-1022\24-1022.DWG EXHIBIT A P-2/3/2025 9:35 AM S-2/3/2025 9:35 AM WALTER THOMPSON

Exhibit 'A'
Field Notes Cont.

EXHIBIT A

THENCE with the West line of said Freeman tract as follows: S 00° 15' 19" E a distance of 76.53 feet to an iron rod found at the most Westerly Southwest corner of said Freeman tract, for an ell corner of this tract; N 89° 57' 08" E a distance of 159.65 feet to an iron rod found at an ell corner of said Freeman tract, for the most Easterly Northeasty corner of this tract, and S 00° 18' 10" W a distance of 1122.34 feet to a capped iron rod found at the most Southerly Southwest corner of said Freeman tract and at the Northwest corner of a tract of land conveyed to Francino Esposito Pratt by deed recorded in Volume 2656, Page 682, Official Public Records of Wichita County, for an angle corner of this tract;

THENCE S 01° 12' 57" E, with the West line of said Pratt tract, a distance of 168.70 feet to an iron rod set at the Southwest corner of said Pratt tract, in the North line of said TXU Electric Delivery Company tract and in the North line of Block A, Pleasant View Addition as recorded in Volume 5, Page 606, Wichita County Plat Records, for the Southeast corner of this tract;

THENCE N 89° 32' 54" W, with the North line of said TXU Electric Delivery Company tract and with the North line of said Block A, a distance of 10.02 feet to a TESCO monument found at ell corner of said TXU Electric Delivery Company tract, for the most Southerly Southwest corner of this tract;

THENCE N 00° 21' 34" E, with the East line of said TXU Electric Delivery Company tract, a distance of 134.70 feet to a TESCO monument found at an ell corner of said TXU Electric Delivery Company tract and of this tract;

THENCE with the North line of said TXU Electric Delivery Company tract as follows N 89° 48' 06" W a distance of 99.13 feet to a 6" wooden fence corner found at an ell corner of said TXU Electric Delivery Company tract and of this tract; S 01° 20' 54" W a distance of 34.68 feet to a 6" wooden fence corner found at an ell corner of said TXU Electric Delivery Company tract and of this tract; and N 89° 45' 05" W a distance of 768.28 feet to the PLACE of BEGINNING and containing 33.18 acres of land.

STATE OF TEXAS
REGISTERED
DEVIN G. SMITH
5849
PROFESSIONAL
LAND SURVEYOR

PAGE 2 OF 2

WO#24-1022

BASIS OF BEARINGS ARE NAD 83 – TEXAS NORTH CENTRAL

THE ABOVE DESCRIBED TRACT WAS SURVEYED DECEMBER, 2024 AND THE DIMENSIONS SHOWN ARE HEREBY CERTIFIED TO BE TRUE AND CORRECT.

2/3/25

DEVIN G. SMITH
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5849
TBPLS-100541-00 TBPE F-279

33.18 ACRES OUT OF THE MARINO CARBAJAL SURVEY, A44, WICHITA FALLS, WICHITA COUNTY, TEXAS

CORLETT, PROBST & BOYD, P.L.L.C.
ENGINEERS & SURVEYORS 4605 OLD JACKSBORO HIGHWAY
PH. (940)723-1455, FAX (940)397-0549 WICHITA FALLS, TEXAS, 76302

S:\WALT\2024\24-1022\24-1022.DWG EXHIBIT A (2) P-2/3/2025 9:35 AM S-2/3/2025 9:35 AM WALTER THOMPSON

Exhibit 'B'
Requested Annexation Area Map

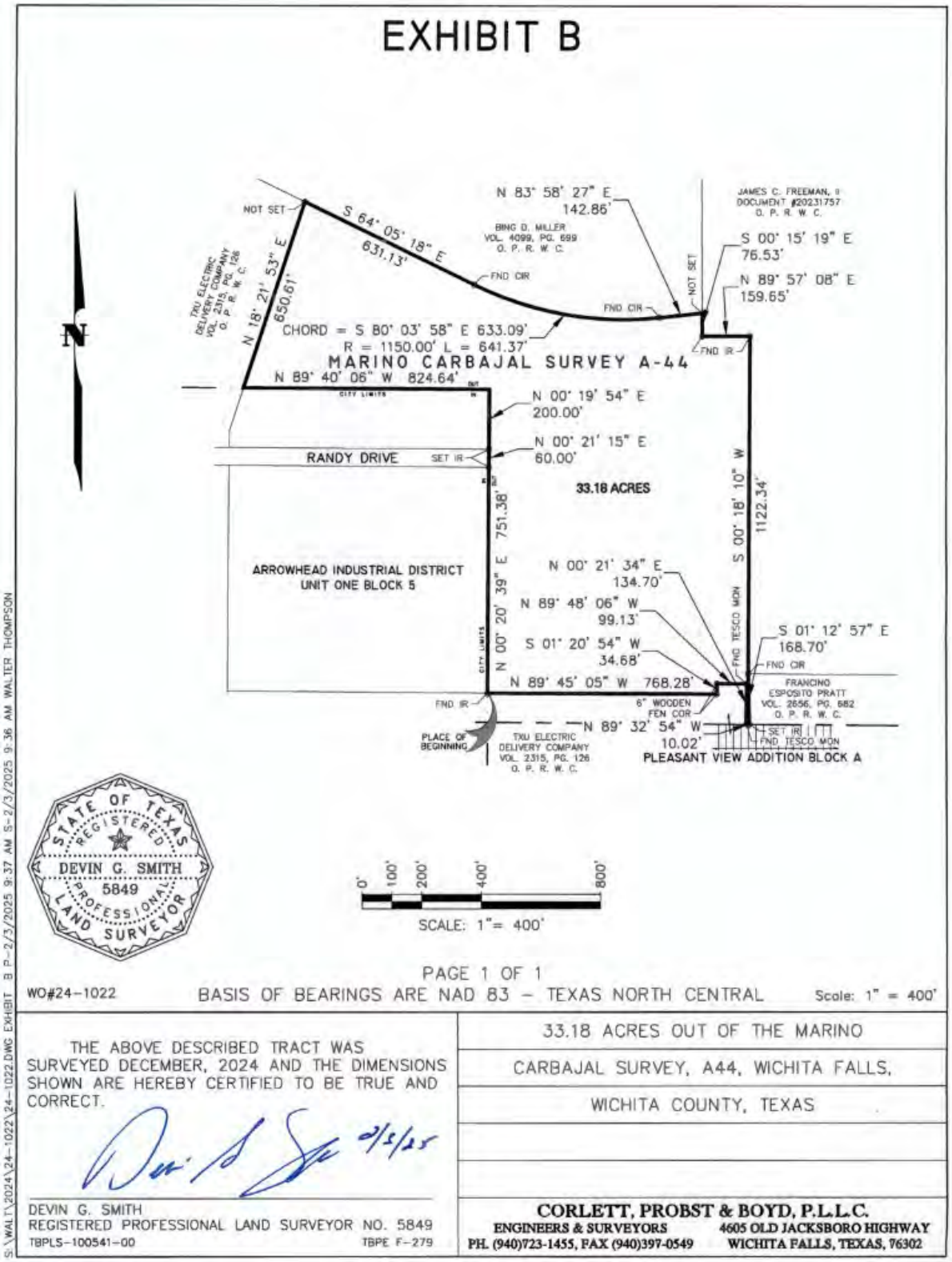
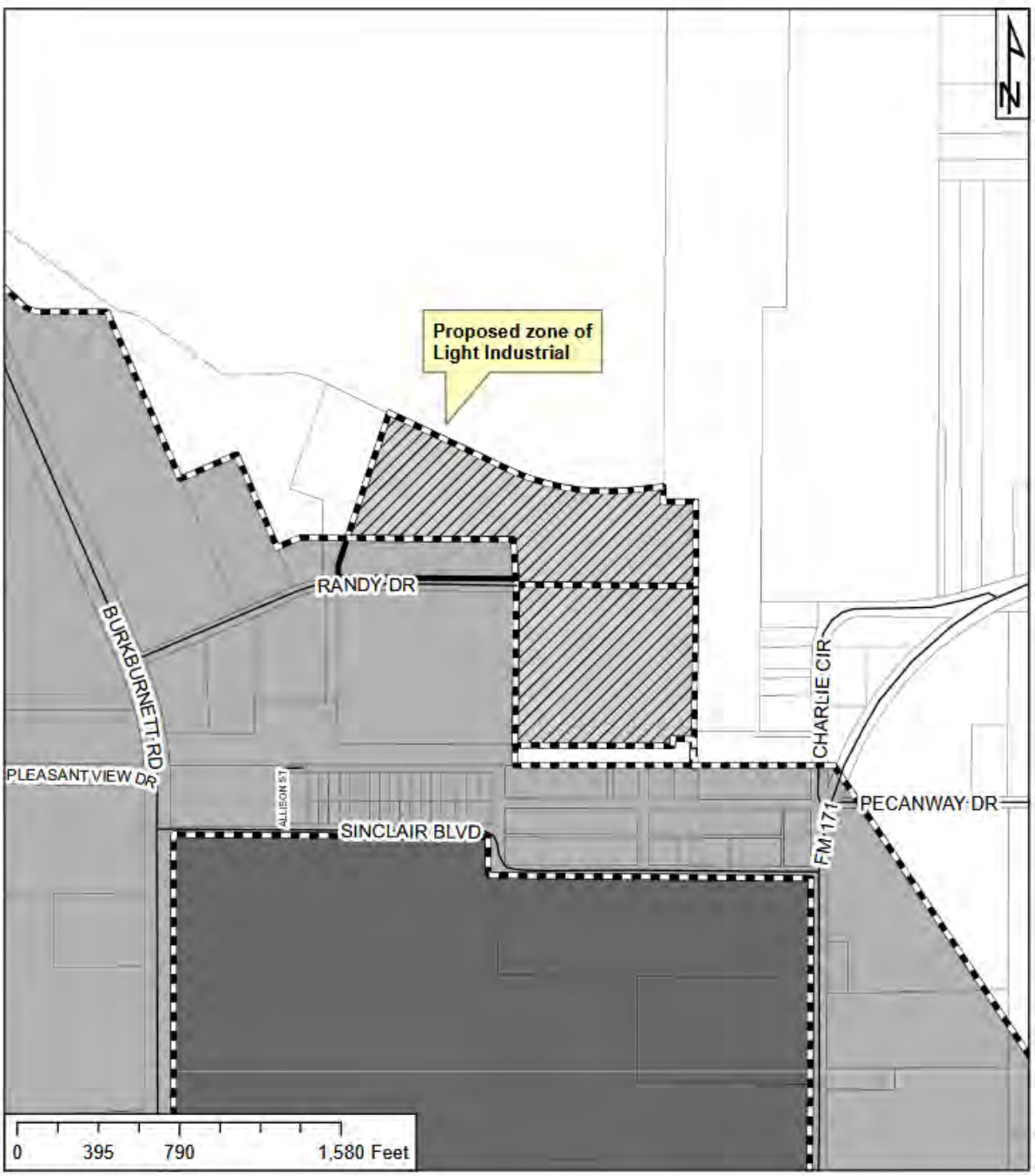


Exhibit 'C'
Zoning for Annexation Tracts



R 25-02
330 & 415 Randy Drive
Zoning Map

CITY OF WICHITA FALLS, PLANNING DIVISION
MAP PRODUCED BY: Cedric Hu
DATE PRODUCED: 12 March 2025

Disclaimer
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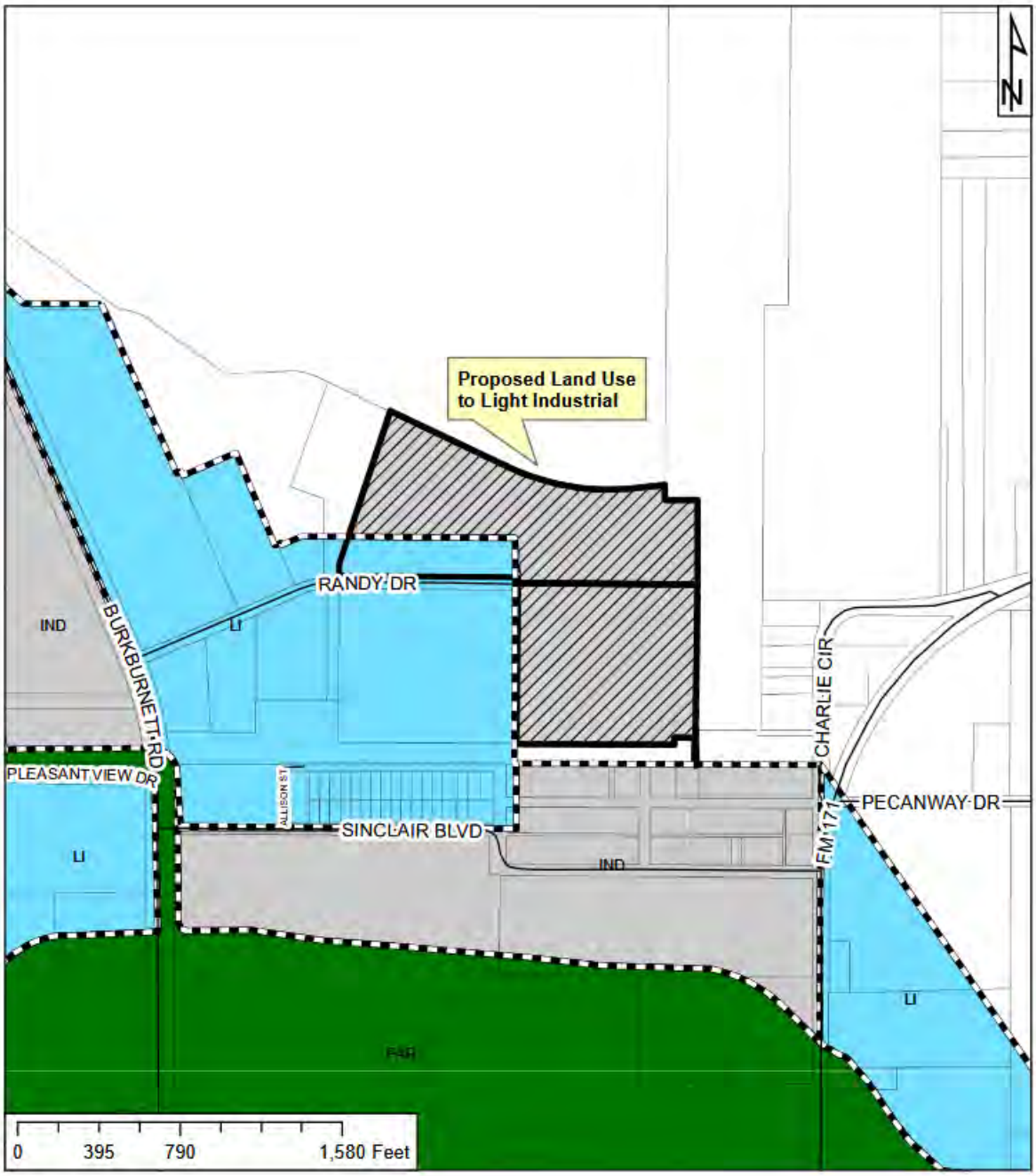
Legend

Zoning Boundary
Rezone Area
Subject Properties
Parcels

Zoning

Light Industrial
Heavy Industrial

Exhibit 'D'
Land Use for Annexation Tracts



R 25-02
330 & 415 Randy Drive
Land Use Map

CITY OF WICHITA FALLS, PLANNING DIVISION
MAP PRODUCED BY: Cedric Hu
DATE PRODUCED: 12 March 2025

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
- Land Use Plan Boundary
- Subject Properties
- Proposed Land Use
- Parcels

Exhibit 'E'

City of Wichita Falls

ANNEXATION SERVICE PLAN AGREEMENT

Randy Drive/KBD WF, LLC.

March 2025

INTRODUCTION

On February 5, 2025, an agent for the landowners (KBD WF, LLC.), Corlett, Probst & Boyd, P.L.L.C. Engineering & Surveyors, submitted a petition for annexation. On February 12, 2025, the processing fee for the petitioned annexation was received by the City of Wichita Falls. The request for an owner-initiated annexation includes +/- 33.18 acres out of a larger tract. The partial tract of land is situated in Wichita County and referenced as Marino Carbajal Survey, A-44 (partial Blocks 3 & 4, Arrowhead Industrial District Unit 1) generally referenced as 330 and 415 Randy Drive, in the vicinity of Randy Drive and Burkburnett Road.

Pursuant to Chapter 43 of the Texas Local Government Code, the City of Wichita Falls has coordinated with each department and put together the Randy Drive/KBD WF, LLC. Petitioned Annexation Service Plan Agreement for future delivery of municipal services to an area that is proposed to be annexed into the City of Wichita Falls, at the request of the landowner, and will be considered on April 15th, of 2025 by the City Council at a public hearing.

The following municipal service agreement outlines each service the municipality (City of Wichita Falls) will provide either on the effective date of the owner-requested annexation adoption or to become effective at such time as outlined in a schedule of service. Reference to 'applicant' shall relate to the landowner/developer (KBD WF, LLC.) for the petitioned annexation. Future municipal services outlined in this agreement are for a land tract subject to petitioned annexation by the City of Wichita Falls, Texas slated for consideration by the governing body on April 15th, 2025 and referenced in Attachment A – General Vicinity Map and Exhibits A, B and C. The City of Wichita Falls is not required to provide services not included in this petitioned annexation municipal services agreement.

RANDY DRIVE/KBD WF, LLC.
PETITIONED ANNEXATION AGREEMENT

SERVICES TO BE PROVIDED

Police

This area will be served using the same standards for response, together with investigative services as provided to other areas of the City.

Fire

This area will be served using the same operational standards for response, investigation and code compliance as provided to other areas of the city.

Parks

1. Open park areas for picnicking will be available to any future property owners of the annexed area on the same basis as residents presently residing within the City limits.

2. Services provided will be identical to those provided to persons living in other areas of the City.

Engineering Services

Engineering services will be limited to the review of development plans, issuance of permits as required in the development phase, and the inspection of the installation of water and sanitary sewer mains, storm sewers, and the paving of streets and alleys.

Library

Library services identical to those services to persons living in other areas of the City will be provided to the annexation area.

Maintenance of Streets and Roads

Maintenance of streets and roads shall be on a level comparable to that provided for other areas of the City with similar roads, equivalent population densities, degrees and nature of development, traffic patterns, and other factors influencing street maintenance.

Traffic Services

When, at a future time, dependent on development demands the City deems it necessary based on the Manual on Uniform Traffic Control Devices (MUTCD) standards from the U.S. Federal Highway Administration for street lights, pavement markings, traffic signals, traffic signs, including street name, warning and regulatory signs, will be maintained by the City of Wichita Falls Traffic Department. Traffic counts and other related studies will be conducted as warranted, using the same procedures and guidelines as practiced within the City.

Solid Waste Collection

1. For any future residential development that may occur in the area, the City will supply curbside automated service by extending our current automated collection service routing. The collection of solid waste from the individual properties and containers shall be made in accordance with usual department scheduling and rates.

2. Commercial solid waste collection services will be provided to any business located in the annexed area under the same rate, procedures and regulations as presently provided for any business customer within the City, upon request.

3. The use of the City's solid waste collection facilities and transfer station(s) will be available to any future residents of the newly annexed area, and on the same basis as those residents living within the City limits.

4. The City is the sole provider of residential and commercial solid waste collection and disposal.

Schedule of Timing for Solid Waste Collection and Transfer Station Services

The property will be served at the same rate as available to other City business customers for refuse collection and transfer station services upon completion of all final platting requirements.

Water and Sanitary Sewer Facilities

Maintenance

1. Maintenance of water facilities will include those facilities installed by the City or installed according to City standards and specifications.

2. Sanitary Sewer will be in accordance with individual application of septic systems where applicable, which shall be the responsibility of the property owner or tenant. The City will maintain facilities installed by the City or installed according to City standards and specifications.

Development

1. Additional extensions of a water system shall be at the expense of the "applicant" as per Chapter 106, Article VI and the Comprehensive Subdivision Ordinance of the Code of Ordinances of the City of Wichita Falls.

2. Sanitary sewer extensions shall be at the expense of the "applicant" in accordance with Chapter 106, Article VI and the Comprehensive Subdivision Ordinance of the Code of Ordinances of the City of Wichita Falls.

Schedule of Timing for Provision of Water and Sanitary Sewer Service

The property is served by City Water and Sanitary Sewer services and may be reconnected to these utilities upon completion of all final platting requirements.

Planning and Zoning Services

1. Planning and zoning services will be provided immediately upon annexation. In addition to the protection of property values through the enforcement of zoning and subdivision regulation, other services including the processing of applications for zoning change and site plan review will be provided by existing City staff.

2. Rezoning of properties will be handled in accordance with existing City procedures. Existing use of properties in conflict with permitted uses shall be deemed nonconforming, and shall continue to operate in accordance with Section 6100 of the Zoning Ordinance.

Building Inspection Services

Inspection services, including the review of building plans, the issuance of permits and the inspection of all buildings, plumbing, mechanical, and electrical work to ensure compliance with City codes and ordinances, will be provided by Building Inspection personnel.

Environmental Health and Code Enforcement Services

1. Complaints of ordinance violation or other code violations within the area will be answered and investigated by existing personnel.

2. Animal control services will be provided to those areas within the annexed area using existing personnel and equipment.

3. Vector control services will be provided to those areas within the annexed area using existing personnel and equipment.

Miscellaneous Services

General municipal administration and administrative services of the City will be available to the annexed area beginning with the effective date of the annexation ordinance.

CITY of WICHITA FALLS

By: _____
James McKechnie
Interim City Manager

KBD WF, LLC.

By: _____
Wade Chappell
Managing Director

CITY of WICHITA FALLS

APPROVED as to FORM:

_____
R. Kinley Hegglund, Jr.
City Attorney

ATTEST:

_____
Marie Balthrop
City Clerk

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Conduct a public hearing and take action on an ordinance to establish the minimum Standards of Care for the Summer Day Camp Program

INITIATING DEPT: Parks & Recreation

STRATEGIC GOAL: Efficiently Deliver City Services

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY:
The City of Wichita Falls provides several youth-oriented activities including a summer day camp. State law considers summer day camps in many instances as "day care facilities," which requires state licensing as a daycare. However, the statute also allows municipal-operated day camps to be exempted from the state licensing requirement by, after a public hearing, adopting an ordinance outlining the "Standards of Care" for such programs.

The proposed standards are included in the attached ordinance and, at minimum, require:

- That such standards are provided to the parents of each program participant, and
- That such standards shall include staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and
- That parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility.

Staff recommends approval of the ordinance.

☐ **Assistant City Manager**

ASSOCIATED INFORMATION: Ordinance

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Ordinance No. _____

Ordinance to adopt established minimum Standards of Care for the Summer Day Camp Program

WHEREAS, the City's Parks and Recreation Department has determined that certain minimum standards of care are necessary to the health, safety, and welfare of individuals participating in the Summer Day Camp Program; and,

WHEREAS, the State of Texas Human Resources Code Chapter 42 exempts certain after - school and summer recreation programs from state licensing requirements as identified in Subsection 42.041(b)(14) stating "an elementary-age (ages 5-13) recreation program operated by a municipality provided the governing body of the municipality annually adopts standards of care by ordinance after a public hearing for such programs, that such standards are provided to the parents of each program participant, and that the ordinances shall include, at a minimum, staffing ratios, minimum staff qualifications, minimum facility, health, and safety standards, and mechanisms for monitoring and enforcing the adopted local standards; and further provided that parents be informed that the program is not licensed by the state and the program may not be advertised as a child-care facility;" and,

WHEREAS, the City Council, at a meeting on April 15, 2025, held a public hearing prior to adopting this ordinance regarding established Standards of Care for the Summer Day Camp Program.

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

The attached minimum standards of care for the City's summer camp program are hereby adopted by the City of Wichita Falls.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

Standards of Care for Summer Day Camp Program.

Definitions.

A. “Camp Program Staff” means a person responsible for the direct care or supervision of participants, including volunteers and contractors. The term excludes a person whose primary duties include administration, clerical support, or facility maintenance.

B. “Department” means the Parks and Recreation Department.

C. “Administrator” means an administrator of the Parks and Recreation Department.

D. “Designee” means a person appointed by the administrator to act on the administrator’s behalf.

E. “Facility” means a building or improvement operated or used by the department in conducting a recreational program.

F. “Participant” means a child age 5 to 13 years old that is enrolled in a recreational program and is under the supervision of department staff.

G. “Recreational Program or Program” means a fee-based children’s program or activity offered and supervised by the department that requires a participant to enroll or register to participate.

H. “Staff” means a person who is employed by the department to work in a recreational program.

I. “Parent” means a legal guardian of a participant.

Purpose. The Standards of Care set forth in this chapter are intended to be the minimum standards by which the City of Wichita Falls Parks and Recreation Department will operate its Summer Day Camp program which is recreational in nature and not designated as a child care program. Pursuant to section 42.041(b)(14) of the Texas Human Resource Code, adoption of these Standards of Care will allow the City to qualify as being exempt from the state licensing requirements of the Texas Human Resource Code.

Participant and Camp Program Staff Ratios.

A. Camp programs shall have no greater than a 12/ 1 ratio of participant to camp program staff for children 5-13 years of age.

B. Each participant should have a program employee who is responsible for him or her and who is aware of details of the participant’s habits, interests, and any special problem.

Minimum Camp Program Staff Qualifications.

A. Camp program staff must be at least 16 years of age.

B. At least 50% of camp program staff must possess certification from a nationally recognized body in First Aid; and Community CPR or equivalent.

C. Camp program staff must complete a camp program staff orientation including but not limited to:

1. An overview of the City of Wichita Falls Standards of Care; and

2. Policies including discipline, guidance, and the release of participants; and

3. An overview of symptoms of child abuse, neglect, and sexual abuse and the responsibility of reporting these; and

4. The procedures to follow in handling emergencies including but are not limited to: fire, explosion, tornado, toxic fumes, volatile persons, and severe injury or illness of a child or adult; and the use and locations of fire extinguishers and first aid equipment.

Employment Restrictions.

A. Criminal background checks will be conducted on prospective camp program staff. Criminal background checks shall conform with the policies and procedures of the City of Wichita Falls Human Resources Department.

Minimum Building Standards.

A. The facility and equipment used do not present any known fire, health, or safety hazards and are kept free of accumulations of objectionable debris.

B. The facility shall be subject to an annual safety inspection.

C. The facility shall reasonably be kept free of insects, rodents, and stray animals.

D. Facility buildings shall maintain clearly marked emergency exits.

E. A disaster and evacuation procedure shall be posted at the facility.

F. First-aid kits and infection control kits shall be available at the facility and taken to other locations at which the participants are engaged in program activities.

G. First-aid guidelines shall be on file and available at the facility.

H. The facility shall have a sufficient number of restrooms maintained in good repair and equipped for independent use by children and designed to permit staff supervision as needed.

Minimum Health and Safety Standards.

A. A participant who is ill or injured shall be supervised until the participant is released to a parent or other authorized person.

B. A participant whose illness or medical condition requires a degree of supervision by staff that would compromise the health or safety of the other participants shall be kept separate from the other participants until the participant is removed from the facility.

C. A participant whose illness or medical condition prevents the participant from comfortably participating in program activities or places other participants at risk may not be admitted or readmitted to the facility for the duration of the illness or condition.

D. A staff member will not administer medication to a participant. Parents are highly encouraged to come to the camp and administer medication by pre-arranging with the Camp Supervisor.

E. Parents must complete a medication administration form with the Camp Supervisor.

F. A staff member shall maintain a medication and first aid log.

Mechanisms for Monitoring and Enforcing Standards.

The administrator or designee shall monitor the camp programs for performance. Compliance with these standards will be a factor in rating the performance of the youth program.

Review.

This Chapter will expire one year after its effective date.

Recommendation for Amendment or Re -Adoption.

No later than May 1st of each year the administrator or designee shall recommend to the City Council adoption of the local standards of care.

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Conduct a public hearing and take action on a resolution to adopt the Heart of the Falls Neighborhood Revitalization Plan.

INITIATING DEPT: Development Services/ Planning Division

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: Develop a Neighborhood Redevelopment Plan

COMMENTARY:

- March 5, 2019 – City Council adopts the 2019 Strategic Plan with the goal of Accelerate Economic Growth through the objective to *Revitalize Depressed and Declining Neighborhoods*.
- Fall/Winter 2021/2022 – Staff began to conduct neighborhood meeting for input on community needs in the Central WF Revitalization Area (CWFRA).
- Spring 2022 – Staff began drafting a neighborhood report and researching initiatives to address the public needs.
- January 2024 – A Neighborhood Revitalization Coordinator was hired.
- May 7, 2024 – City Council established the Central Wichita Falls Revitalization Area Committee (CWFRAC), and since began meeting bi-weekly to discuss community needs and how to address them through the researched programs and initiatives.
- **March 30, 2025** - Staff hosted a public neighborhood meeting at Bridwell Park to answer questions and gain feedback from citizens on the draft plan.
- **April 1, 2025** – The CWFRAC by unanimous vote recommends the Heart of the Falls Neighborhood Revitalization Plan to the City Council for approval.
- **April 15, 2025** – City Council scheduled to consider adopting the Heart of the Falls Neighborhood Revitalization Plan.

Summary

The CWFRA is defined as that area of town generally bounded by Kell (south), Seymour Hwy (north), Kemp (west), and Brook (east). Stabilizing and revitalizing this area, anchored by the now-former WFHS and the recently revitalized Bridwell Park, has been a community goal beginning with the City Council's 2017 Strategic Plan. Following the COVID-19 pandemic, city staff began by surveying the community, with the aid of community partners, to gain insight into the community's needs and character.

Following the engagement efforts, staff began research on revitalization tools and tactics, as well as the existing conditions of the neighborhood. The FY 2024 budget included funding for a Neighborhood Revitalization Coordinator to support these efforts. Since then, the City Council has established the Central Wichita Falls Revitalization Area

Committee (CWFRAC), which began meeting bi-weekly to discuss which revitalization tools would be most impactful while being well-received by the neighborhood and how the initiatives would be implemented. Since May 2024 there have been six separate community events, multiple pop-up survey stands set up at local businesses, online surveys, and bi-weekly committee meetings, to the end of collecting hundreds of survey responses and numerous public comments; all leading to the drafting of the Heart of the Falls Neighborhood Revitalization Plan which was unanimously recommended to the City Council for approval by the Committee earlier this month.

The Plan outlines ten (10) specific goals and proposed timelines (pg. 47 of the plan). These include:

- Amending the zoning ordinances to remove regulatory barriers and expand buildable areas for redevelopment or new development.
- Formation of a Neighborhood Empowerment Zone to incentivize reinvestment in the neighborhood.
- Adoption of Design Guidelines to maintain the neighborhood character.
- Creating a new standard through a Property Maintenance Code for rehabilitated properties.
- Starting a Bright Nights, Safe Streets safety program as an introductory home security system and porch light initiative.
- Create a Neighborhood Logo for community identification and branding.
- Continual Improvements to Bridwell Park
- Enhance existing infrastructure
- Create and improve sidewalks and bike lanes for safe mobility.
- Create a neighborhood beautification/clean-up initiative.

CWFRAC members and staff will present the plan and implementation items to the City Council at the April 15th meeting for consideration of adoption.

Recommendation

Staff recommends the approval of the resolution adopting the Heart of the Falls Neighborhood Revitalization Plan.

☒ **Assistant City Manager** ☒ **Development Services Director**

ASSOCIATED INFORMATION: Resolution; Exhibit A – Ariel Boundary Map; Exhibit B – Heart of the Falls Neighborhood Revitalization Plan

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution adopting the Heart of the Falls Neighborhood Revitalization Plan and directing City staff to develop approaches to implement the strategies outlined

WHEREAS, the City Council has adopted the Strategic Planning Report intending to Provide Quality Infrastructure through the objective to develop a Neighborhood Redevelopment Plan and Program; and,

WHEREAS, the staff actively engaged the neighborhood through the aid of community partners to include the neighborhood aspirations and goals for the program

WHEREAS, the City Council established the Central Wichita Falls Revitalization Area Committee (CWFRAC) to discuss community needs and how to address them through the researched programs and initiatives; and,

WHEREAS, at the CWFRAC meeting on April 1, 2025, the committee voted to recommend presenting the Heart of the Falls Neighborhood Revitalization Plan to City Council for adoption; and,

WHEREAS, the City Council wishes to accept the Heart of the Falls Neighborhood Revitalization Plan, including guiding principles, vision statement, and direct the City staff to develop approaches to implementing the strategies and programs.

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

The City Council hereby adopts the Heart of the Falls Neighborhood Revitalization Plan (Attached Exhibit B) and directs City staff to develop approaches to implement the strategies outlined in the plan.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

Exhibit A – Heart of the Falls Neighborhood Revitalization Boundaries Map



City of Wichita Falls
Neighborhood Revitalization



Heart of the Falls Neighborhood Revitalization Plan

Last Revised 03/31/25

Purpose of the Plan

The Neighborhood Revitalization Area Plan seeks to rebuild trust between the City and the community, integrate the ideas and aspirations of residents and stakeholders, and offer recommendations for strategies and actionable steps to address resident concerns. It aims to foster community investment while minimizing displacement and provide direction for future land use decisions.

Goals

Revitalization will be an ongoing, intergenerational process challenging current ways of living and promoting continuous learning, unlearning, and action. Hope for the future lies in setting strategic goals today to transcend legacies and co-create inclusive futures where all people are acknowledged, respected, and protected. Our priority is to work together with citizens and move forward with shared wisdom, experiences, and cultures in planning and development to ensure sustainability and equity for future generations in this community.

- Identify locations residents and stakeholders' value for maintaining the neighborhood's cultural character.
- Identify areas where change can take place to promote the progress of the neighborhood and the broader community.
- Gather proposed ideas for future enhancements, including transportation, housing, connectivity, parks, open spaces, and the overall quality of life in the community.

The Neighborhood: Existing Conditions

To drive the progress of a community through revitalization, it is essential to have a clear understanding of its current condition. The term "community" refers to the buildings, places, and the people who live, work, and spend time in the neighborhood. In the upcoming sections, we have gathered historical data to present a snapshot of the neighborhood's demographics, including information about the residents, as well as details about the existing buildings, their purpose, value, and construction permits.

Location

The Heart of the Falls Revitalization Area is an approximately 911-acre core, located in central Wichita Falls. The area is bounded by Seymour Highway to the north, Kemp Boulevard to the west, Kell Freeway to the south, and Brook Avenue to the east.



Figure 1

Socioeconomic Burden Indicators

The Council on Environmental Quality has published the Climate and Economic Justice Screening Tool which collects Census data on tracts that are marginalized by underinvestment, overburdened by pollution in disadvantaged communities in real time. The following information has been collected for Census tracts 48485010800, 48485010700, and 48485011000, all located within The Heart of the Falls Revitalization Area.

Low Income – 86th Percentile *(People in households where income is less than or equal to twice the federal poverty level, not including students enrolled in higher education)*

Energy Costs – 94th Percentile *(Average annual energy costs divided by household income)*

Low Life Expectancy – 85th Percentile *(Average number of years a person can expect to live)*

Asthma – 56th Percentile (Share of people who have been told they have asthma)

Diabetes – 83rd Percentile (Share of people ages 18 years and older who have diabetes other than diabetes during pregnancy)

Heart Disease – 68th Percentile (Share of people ages 18 years and older who have been told they have heart disease)

Housing Cost – 90th Percentile *(Share of households making less than 80% of the area median family income and spending more than 30% of income on housing)*

Lack of Indoor Plumbing – 69th Percentile *(Share of homes without indoor kitchens or plumbing)*

Lead Paint – 89th Percentile *(Share of homes that are likely to have lead paint)*

Linguistic isolation – 83rd Percentile *(Share of households where no one over age 14 speaks English fluently)*

Poverty – 89th Percentile *(Share of people in households where income is at or below 100% of the Federal poverty level)*

Unemployment – 67th Percentile *(Number of unemployed people as a part of the labor force)*

High School Education – 23rd Percentile *(Percent of people ages 25 years or older whose high school education is less than a high school diploma)*

Demographics

A city is built and governed by the people it serves. To gain insights into various aspects of the community, such as population, density, and racial composition, we utilized the 2020 Census data to generate visual representations. It is important to note that the demographic data available at the time of gathering information from the Federal Census Bureau was limited. Therefore, this report will focus on a specific subset of the city's population and geographic area, providing a snapshot rather than a comprehensive overview.

Population & Density



Figure 2

The revitalization area comprises approximately 6% of the total population of the city of Wichita Falls.

The Figures 3 and 4 below illustrate the population density within the city, indicating the number of individuals residing in each Census Block. A Census Block typically corresponds to a city block, although it may be larger in rural areas or due to unique land features.

Upon examining the entire city (figure 3), it becomes apparent that most city blocks fall within the first two density ranges: 0-38 and 39-153. The revitalization area covers a total of 900 acres with a density of 7.2 persons per acre. To provide a comparison, the combined area of University Park and Faith Village amounts to 869.11 acres, with a density of 6.63 persons per acre. This comparison demonstrates that a similar number of people reside in a relatively recent subdivision of comparable size located in a different part of the city.

When zooming in on the revitalization area (figure 4), it becomes evident where the highest population concentration lies. The three block groups with the greatest number of residents consist of an apartment complex, a fraternity house, and an irregularly shaped city block with more homes than the standard city block. Initially, the lot layout for the area allowed for approximately 16-18 homes per city block.

Hypothetically, if each city block housed 16 homes, each with two parents and two dependents, the population would amount to 64 individuals per city block. This indicates that the revitalization area generally has a low number of households, as most city blocks fall within the population range of 15-47 individuals.

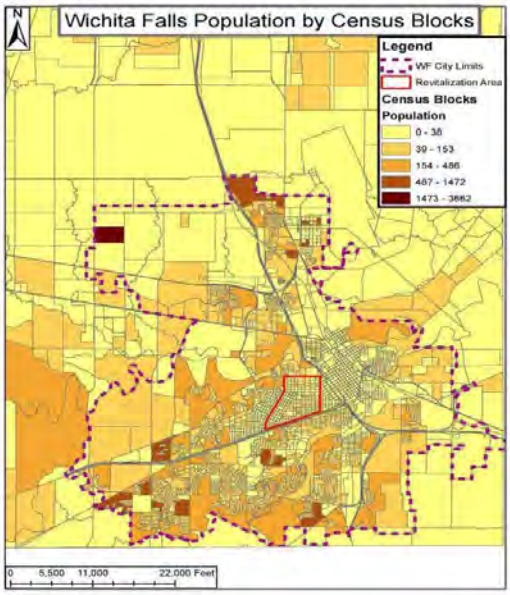


Figure 3

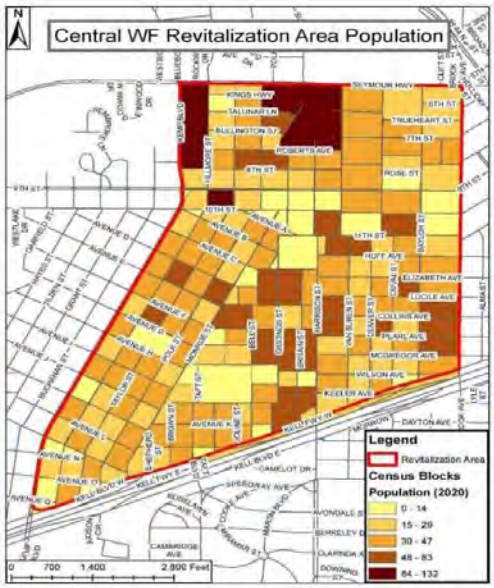


Figure 4

Race

The decennial Census acquires specific information about the population, one of which is race and ethnicity. In order to provide some context, the following graph (figure 5) shows the city-wide top 4 race populations for the Census years of 2010 and 2020. This allows to see the change in race over the past decade. Overall, there was minimal changes in the race populations with a slight decrease in White Only race and a slight increase in Black Only race, Asian Only race, and Hispanic Ethnicity.

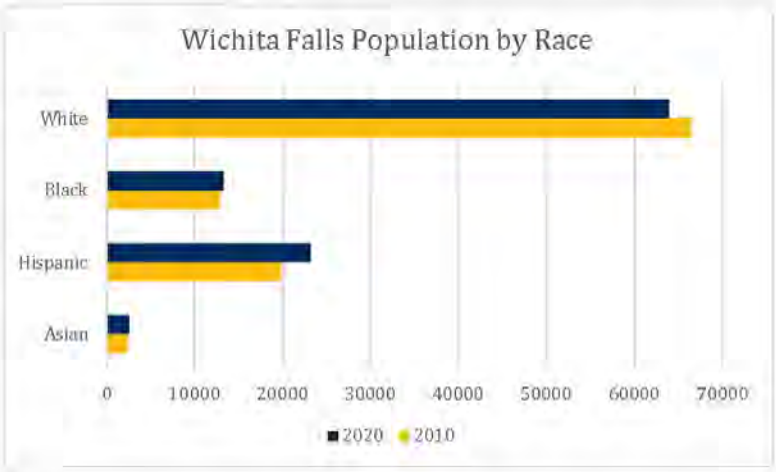


Figure 5

The Revitalization Area has a similar makeup and reflects similar minimal changes.

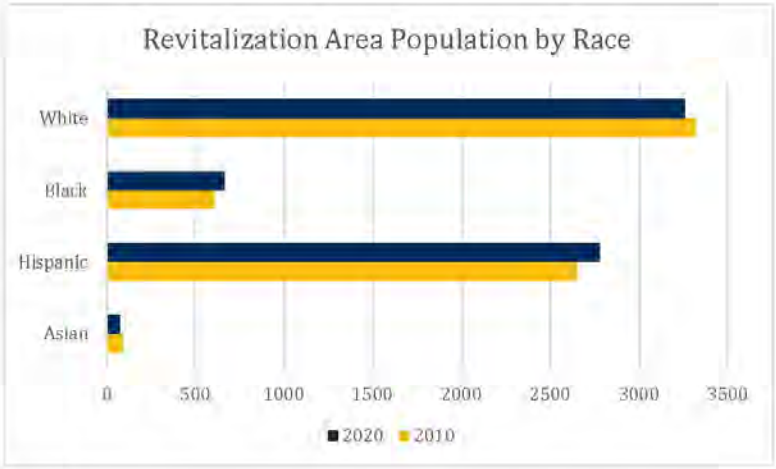


Figure 6

Built Environment

To understand the current conditions of the revitalization area, it's important to consider the physical surroundings that shape the neighborhood. The built environment encompasses the structures where people live, work, and gather. In this section, we will identify the different types of structures, their current values, and the investments made in them over the past ten years.

In the City's zoning ordinances, a distinction is made between residential and non-residential properties, which guides development requirements. Single-family structures, known as a typical home and duplexes are classified as residential properties. However, properties with three or more units, known as multi-family uses, are considered commercial properties due to the higher number of people living in those buildings. In the following map, we highlight the differences between residential, non-residential, and multi-family properties and their locations throughout the Central WF Revitalization Area. By examining the map, it becomes clear that a majority of the non-residential properties are situated along the major

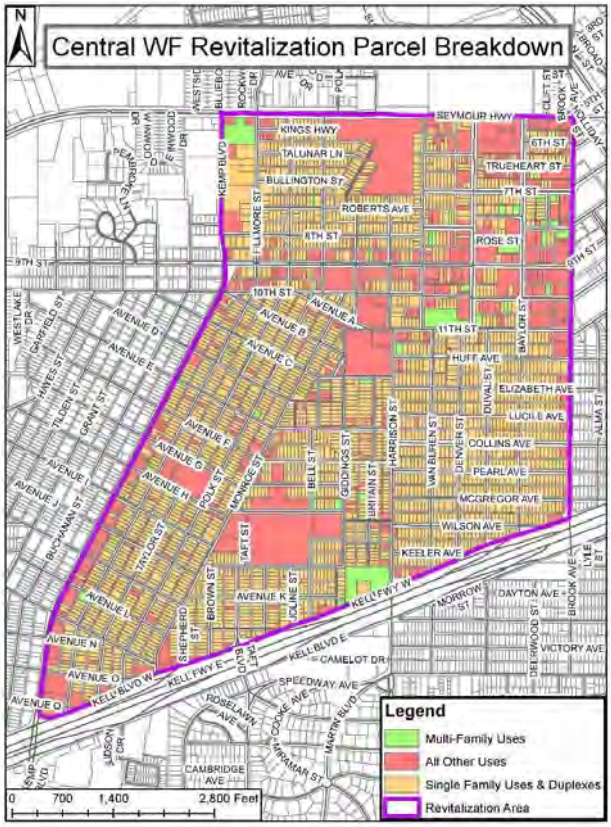


Figure 7

roadways of the neighborhood, including Kemp Blvd., 9th St., 10th St., Seymour Hwy., Brook Ave., and Kell Blvd.

When examining the exact breakdown of parcels in the revitalization area, it reveals interesting insights. Single Family uses dominate the total with 2,387 properties, accounting for 83.9% of the total properties in the area. The second largest category is non-residential uses, comprising 412 properties (14.5%). Finally, the multi-family category represents the smallest number of properties, with only 45 (1.6%).

It's important to note that the non-residential classification encompasses various civic uses, such as churches, parks, and schools, in addition to commercial offices, retail stores, and medical offices.

***Data as of 2022*

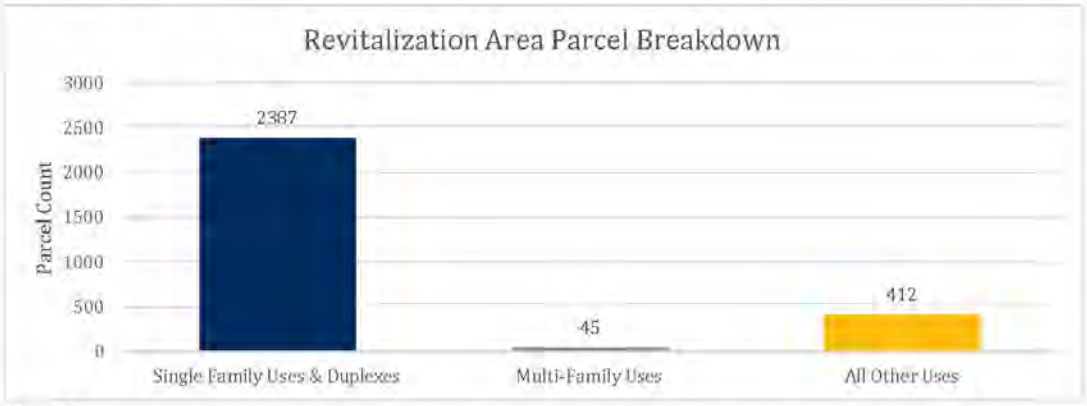


Figure 8

The following three graphs provide insights into the property values within the revitalization area. These graphs show the range of property values, as well as the typical valuations for each type of property. The valuation of a property type is shown using both the mean and median values.

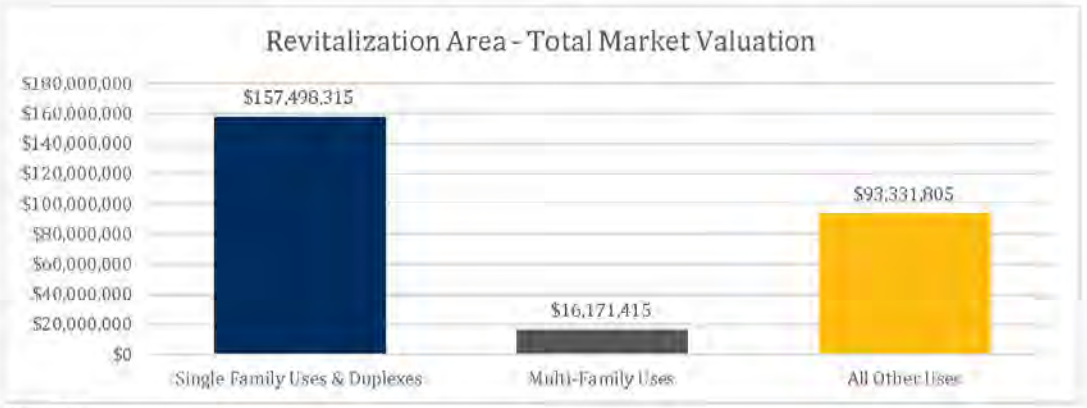


Figure 9

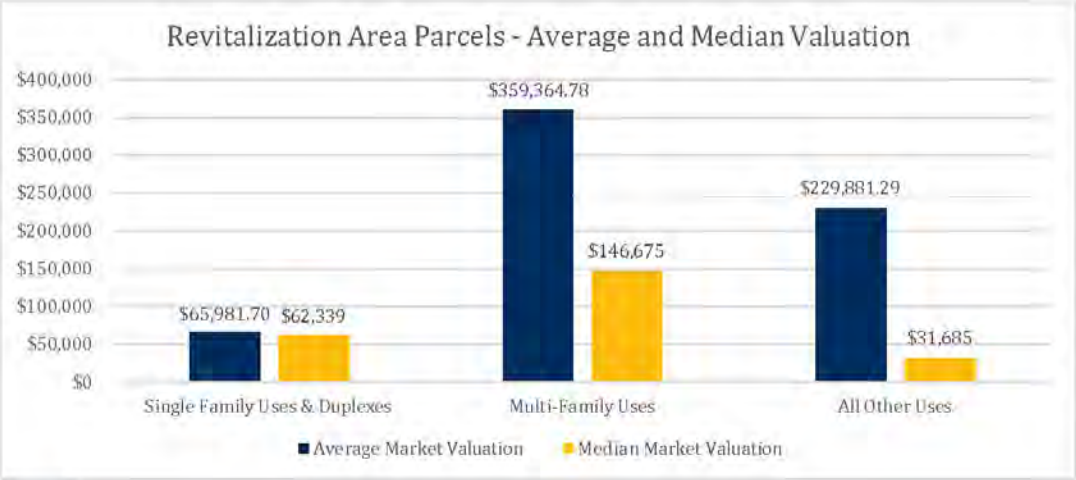


Figure 10

Parcel Type	Count	Average Market Valuation	Median Market Valuation	Low	High
Single Family Uses & Duplexes	2387	$65,981	$62,339	$3,361	$1,044,444
Multi-Family Uses	45	$359,364	$146,675	$16,742	$3,445,959
All Other Uses	412	$229,881	$31,685	$100	$23,245,652

Figure 11

Figures 10 and 11 display the average, median, and range of valuations for each parcel type. The average represents the mean value of the parcels, while the median corresponds to the value of the parcel at the 50th percentile. Notably, the average value exceeds the median value across the board, indicating that the majority of properties are below the median value.

The gap between the average and median values directly relates to the concentration within the lower end of the scale. Larger disparities signify a greater concentration in this lower segment. Among the three parcel types, single-family homes and duplexes exhibit the most even value distribution. This observation is sensible as these parcel types are more common in the revitalization area, resulting in a larger sample size, and they generally have less variance in their values.

The highest-valued home is just slightly above $1 million, significantly lower than the highest valued parcels of other types. Specifically, the highest multi-family use parcel is valued at about $3.5 million, and the largest other use parcel commands a valuation exceeding $23 million. It is noted the largest other use parcel is that of Old High school.

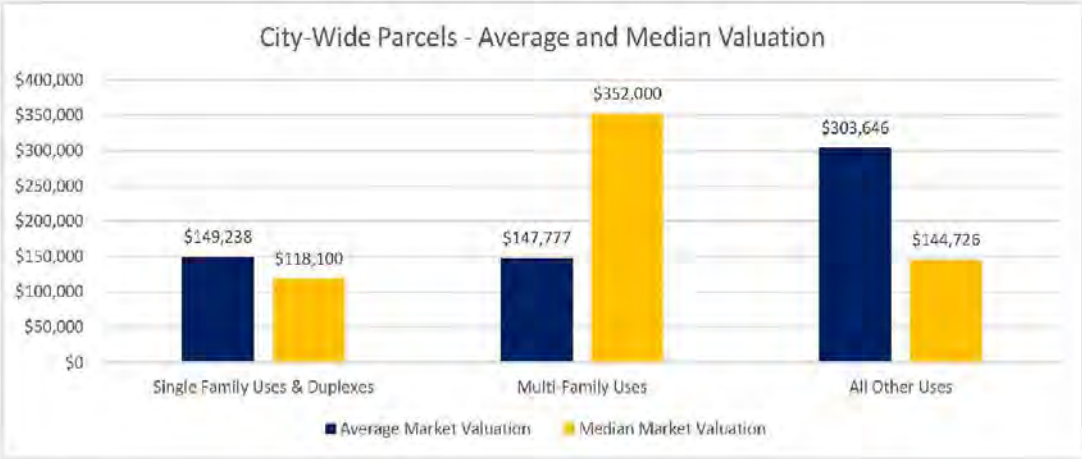


Figure 12

Parcel Type	Count	Average Market Valuation	Median Market Valuation	Low	High
Single Family Uses & Duplexes	19,337	$149,238	$118,100	$163	$1,729,595
Multi-Family Uses	267	$147,777	$352,000	$0	$14,899,000
All Other Uses	20,418	$303,646	$144,726	$10	$171,736,233

Figure 13

Figures 12 and 13 display the average, median, and range of valuations for each parcel type city-wide. The highest valued home is just over $1.7 million dollars. The highest multi-family is $14.9 million and the largest other use parcel comes in at $171.7 million dollars.

Compared to the revitalization area, the city-wide highest valued home is 66% higher. The highest for multi-family and other type parcels are where we see the most astounding gap. Following the same upward trend, the highest multi-family is 332% with the highest other type parcel in at 639% more than that of the revitalization area.

The following graphs uses permit data to showcase the level of investment in the revitalization area compared to the rest of the city. It examines the number of permits issued and the valuation of the work covered by the permit. The permits are categorized into residential and commercial, followed by several permit types, including new construction, remodels, and additions. This analysis sheds light on the level of development and economic activity in the revitalization area as compared to the rest of the city.

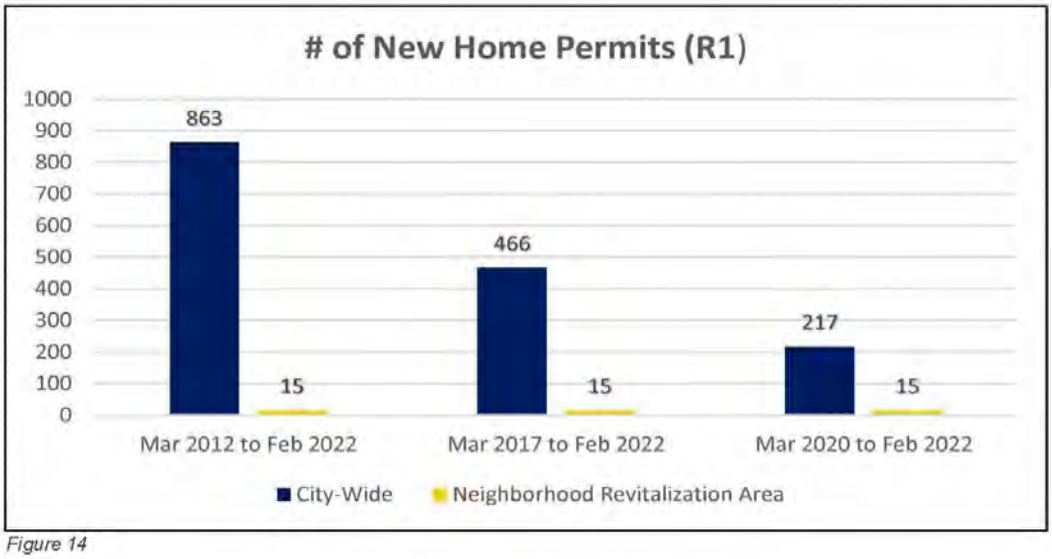


Figure 14

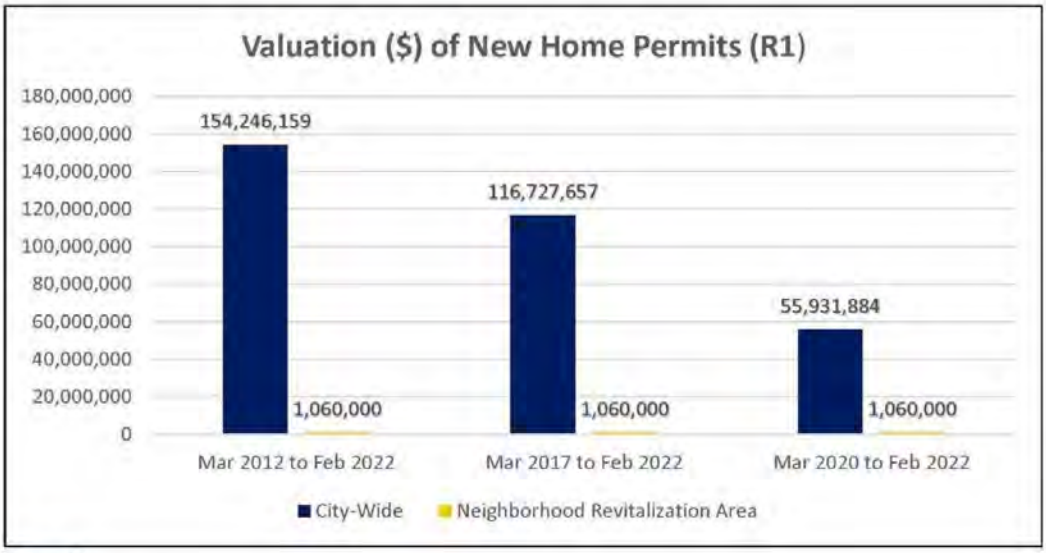


Figure 15

Figures 14 and 15 reveal that only 15 new home (R1) permits were issued in the revitalization area between March 2012 and February 2022. Notably, all these permits were issued after March 2020, indicating a lack of new home permits between March 2012 and March 2020 in the Revitalization Area. Over the ten-year period from 2012 to 2022, the city as a whole saw 863 new home permits issued. Despite comprising 6% of the city's population, the revitalization area accounted for just 1.73% of the new home permits issued.

The combined valuation of the new home permits in the revitalization area amounts to $1.06 million, resulting in an average value of $70,067 per new home. Comparatively, the city-wide average new home permit valuation was $178,372 during the same period, which is over 2.5 times higher than the average value of permits in the revitalization area. Consequently, the total valuation of revitalization area new home permits represents only 0.7% of the city-wide new home permit valuation.
These numbers clearly indicate an extremely low degree of new home permit activity relative to the city as a whole within the revitalization area.

Figures 16 and 17 give us information regarding the number of residential additions and their valuations from the City as a whole compared to the revitalization area. Since March of 2012 permits for additions have shown to be holding steady for the revitalization area at a rate of 1.8 per year while the city-wide an average of 25.6 addition permits per year are obtained.

From March 2012 to February 2022 only 18 residential permits had been issued for the revitalization area, compared to 256 city-wide. During a 5-year time from March 2017 to February 2022 only 8 addition permits were issued giving the average of 1.6 per year while 115 addition permits were issued for the City at the average rate of 23 permits per year. In the most recent findings from March 2020 to February 2022, a slight improvement is shown as 4 permits issued for the revitalization area with an average of 2 per year and 52 city-wide permits with the average of 26 per year.

Figure 15 clearly shows the economic hardship of the revitalization area compared to the city-wide investment of additions. From March 2012 to February 2022, the valuation for the 18 addition permits was $125,400 compared to $6,734,554 for the City. The average valuation on each addition permit in the revitalization area during this 10-year span was $6,967 while the average City wide was $26,307. During the last two years there has been a considerable increase in valuations for permits obtained city-wide at an average of $37,593 while the average addition permit for the revitalization area dropped to $6,125.

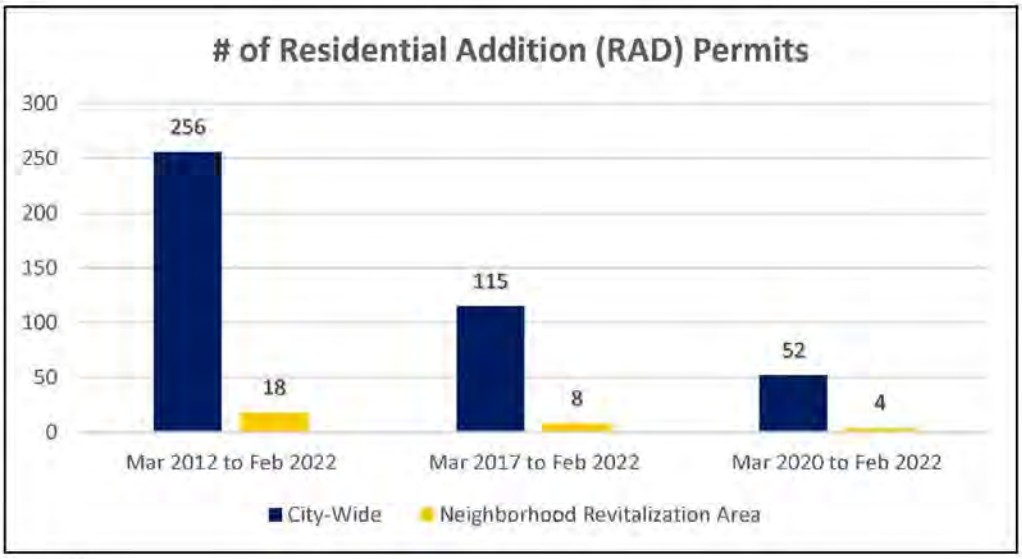


Figure 16

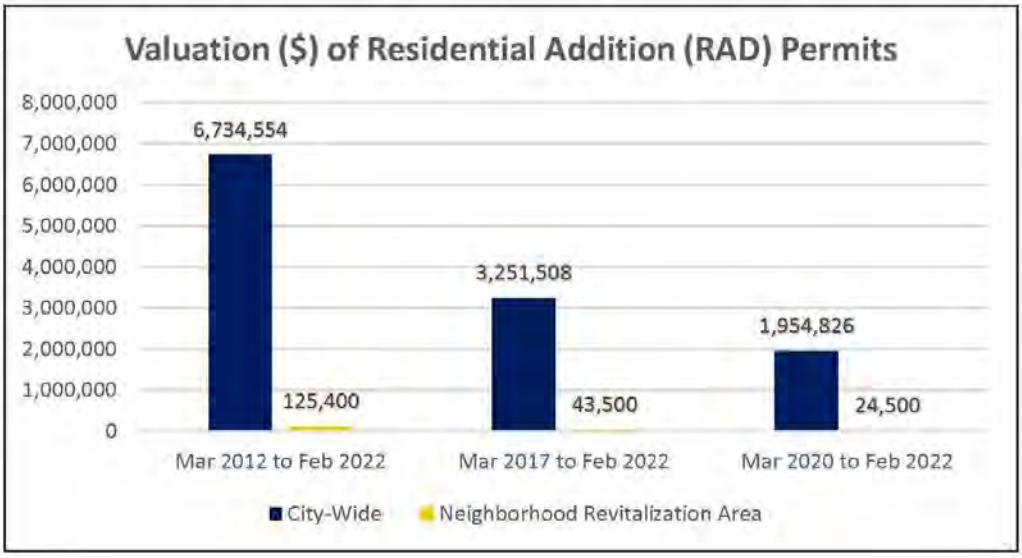


Figure 17

The following two graphs clearly show the economic gap of the revitalization area compared to city-wide residential remodels.

Figure 18 shows over a 10-year period from March 2012 to February 2022 city-wide residential remodel permits averaged 418 per year with the revitalization area averaging only 19.9 a year.



Figure 18

Figure 19 takes a look at the financial valuations of these permits. Over the same 10-year period, the average city-wide evaluation per permit was $9,335 while permits in the revitalization area averaged $7,434. Looking at the most recent valuations from March 2020 to February 2022, for both areas combined, the average residential remodel permit increased 150%. This is most likely from the skyrocketing rate of inflation and building material costs.



Figure 19

The following graphs will provide information on the commercial aspect of the revitalization area compared to city-wide commercial businesses and the valuation of those permits. Commercial businesses in a residential area are rare, however, the revitalization area is not a typical single-family neighborhood with only residential uses. This area has a broad array of uses giving this particular neighborhood a unique opportunity to have more retail and commercial resources available to the community.

Figures 20 revels from March 2012 to February 2022 66 commercial business permits were issued city-wide and only 2 permits for the revitalization area.



Figure 20

Figure 21 shows us the average valuation on commercial business permits city-wide was $3,742,952 compared to only $537,500 in the revitalization area.

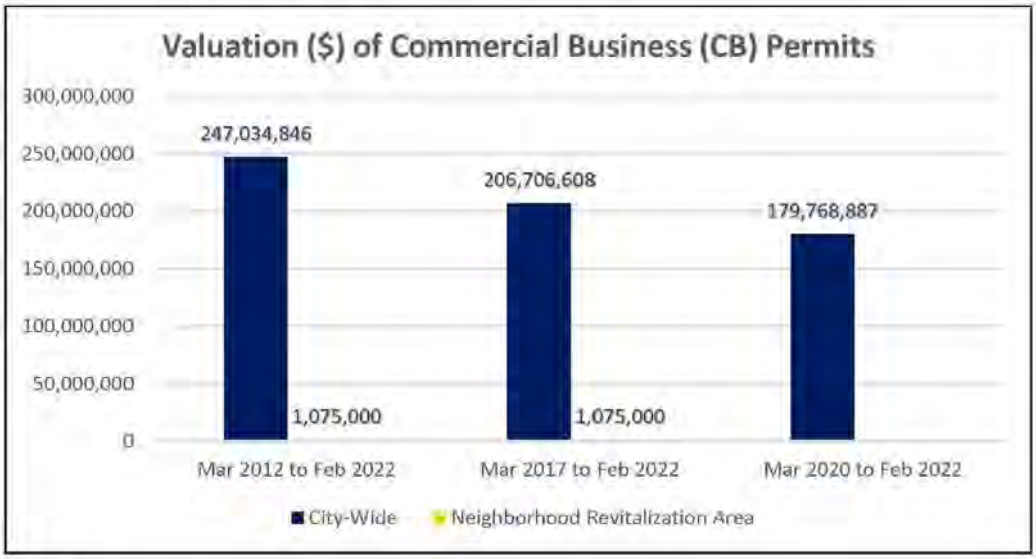


Figure 21

Figures 22 & 23 display information for commercial remodel/additions city-wide and for the revitalization area.

Figure 22 shows in the 10-year period from March 2012 to February 2022, 13 commercial remodel/addition permits were issued city-wide, and only 2 issued in the revitalization area. Furthermore, figure 23 shows us the average valuation per permit was $254,787 city-wide and $37,426 in the revitalization area.

Graph figures 24 & 25 show the commercial addition permits and their valuations as well.

Figure 24 shows us during the time from March 2012 to February 2022, seventy commercial addition permits were issued city-wide averaging 7 permits per year. The revitalization area had only 2 permits for that same 10-year span.
Figure 25 shows us the valuation of the average permit city-wide to be $758,917 versus only $17,300 in the revitalization area. The 97.7% gap is indicative of small businesses and "mom & pop" commercial businesses located within the revitalization area that could benefit from city resources and tools to raise the level of investment in this area. These businesses impact the neighborhood and can attract households that will boost property values, therefore starting a contagious pride in the revitalization of the neighborhood.



Figure 22

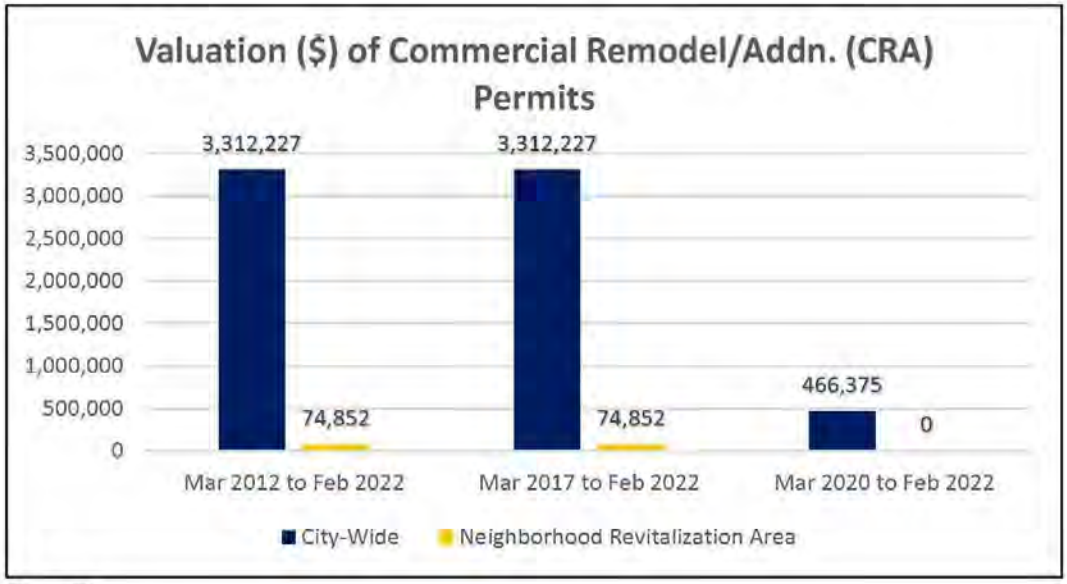


Figure 23



Figure 24

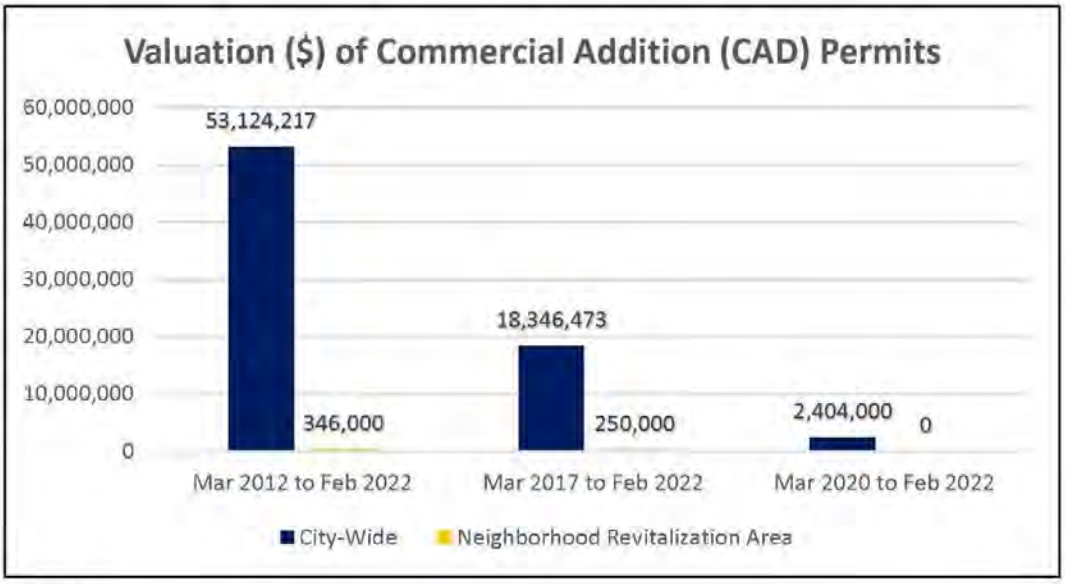
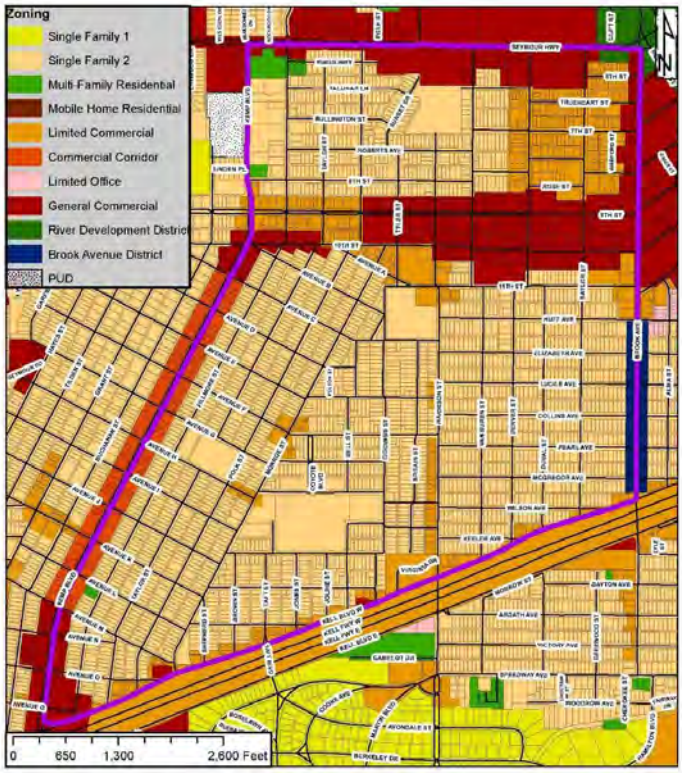


Figure 25

Zoning

The largest zoning district in the neighborhood is Single Family Residential – 2 (SF-2), which is mainly in the center of the revitalization area and allows for single-family dwellings by right, duplexes, and limited multifamily residential uses with an approved conditional use permit.

Other zoning districts found inside the area are Multi-Family Residential (MFR), Limited Commercial (LC), Commercial Corridor (CC), General Commercial (GC), River Development District (RDD), and Brook Avenue District (BA). Although many in the community are not supportive of additional higher-density housing in the revitalization area, residents understand that multifamily uses are already conditionally allowed and will likely develop with multifamily housing in the future.



Revitalization Area Properties Breakdown

Parcels by Zoning Districts

Brook Avenue (BA) - 16
Commercial Corridor (CC) - 59
River Development District (RDD) - 4
Single Family-2 (SF-2) - 2205
Multi-Family Residential (MFR) - 8
General Commercial (GC) - 222
Limited Commercial (LC) - 329

Parcels by Property Types

Single Family/Duplex – 2383
Multi-Family – 44
Office – 68
Retail – 60
Vacant – 156
Parking Lots – 29
Institution/Civic – 25
Services - 51

Public Engagement

At the heart of the engagement effort, staff wanted to have the revitalization goals to be driven by community input. The priority was to provide an accessible, inclusive method of exchanging information with the community. The efforts began by coming up with a method to allow for receiving a diverse range of opinions and backgrounds.



Methodology

The staff decided that a grassroots approach would be the most effective in obtaining diverse input. Staff believed that conducting surveys and organizing public engagement meetings would be the best approach to gather the community's values and aspirations. The surveys and meetings were designed to capture the broader values and characteristics of the community that could benefit from intervention, as well as identify any negative aspects that needed to be addressed.

A series of surveys were made available on the City's website, and a public meeting was organized as part of the engagement process. The venue for these engagements was deliberately selected within the revitalization area to maximize accessibility for the community. As a result, a partnership was formed with Floral Heights United Methodist Church, which allowed City staff to set up multiple sessions on two consecutive Saturdays. During these sessions, staff engaged with the public, discussing the survey questions to identify the common values held by the community.

Meeting Date: Saturday, September 11, 2021

Question 1: What are the positive attributes or values of the neighborhood that should not be changed?

Question 2: What are the attributes or values of the neighborhood that should be improved?

Question 3: What are the detrimental attributes or values of the neighborhood that should be addressed?

Question 4: What is missing in the community?

Question 5: What would you like to see as a result of the program?





Meeting Date: Saturday, October 23, 2021

Question 1: What does your ideal community consist of?

Question 2: How do you envision your neighborhood being transformed into your ideal neighborhood?

Question 3: How can your neighborhood benefit from City involvement?

Question 4: What does that involvement look like to you?

Question 5: What are your expectations for the program?



The responses to the questions asked during these meetings gave staff a clear understanding and direction of what the community desired, a safe, inclusive, and well-maintained neighborhood with strong community ties is the goal. The vision includes diverse housing with sound structures, active neighbors, and a sense of pride in homeownership. Priorities include revitalizing old buildings instead of constructing new ones, preserving natural beauty, and improving walkability through expanded public transportation.

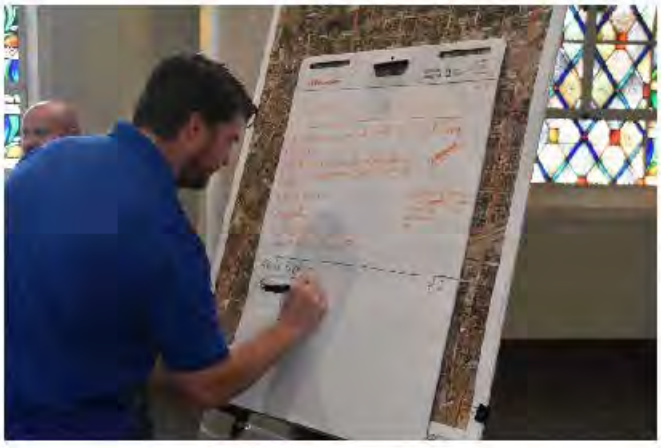
Infrastructure updates such as better sidewalks, streetlights, drainage, and road repairs are essential. The community seeks to eliminate abandoned properties, increase green spaces, and support homeowners—especially the elderly, disabled, and low-income residents—with repairs and security improvements.

Enhanced city code enforcement, neighborhood watch programs, frequent bus routes, and more police patrols in the evenings would contribute to safety. Additionally, promoting new businesses in vacant spaces and fostering community activities would create a more vibrant and connected neighborhood.

Tuesday, February 2, 2022

Based on the feedback received during the first two public engagement meetings, it became evident that there was a lack of understanding regarding existing programs and services among the public. To address this concern, the idea of organizing an information fair was proposed. The purpose of this fair was to provide an opportunity for the City to interact with the public, promote available services, and offer detailed information about them. The staff recognized the public's request for more information and took the initiative to organize and provide this fair as a direct response to their needs and interests.





Vision Statement

We strive to cultivate and nurture a community that is dedicated to preserving the people, places, and character of the neighborhood by advancing opportunities for the community to grow, gather, connect, and thrive in safe and clean public spaces, businesses, and homes.

Guiding Values

1. **Preserve** the existing structures, trees, people, and community.
2. **Advance** the opportunities to improve the quality of life and places in the community.
3. **Connect** the community's people and organizations to foster unified growth.

Implementation

In the engagement meetings, one key concept that continued to rise to the forefront at the end of each meeting was the need to follow through with efforts to restore the neighborhood. The community all expressed gratitude for the conversations and the meeting, but it was the action they all wanted. The action steps created range from the objective they strive to meet as well to the resources and effort needed to put the action into place.

The following items and matrix were put in order based on the availability of resources and potential for immediate impact on the community. The action steps and subsequent timelines were based on the guiding values gathered from all input received. The process, resources, and approvals to put each action into place may vary from item to item.



Previous Planning Efforts

- Additional Code Enforcement Staff - One of the items addressed by community members is the overall cleanliness of the community. Multiple residents pointed to specific instances of trash on properties, yards that are not maintained, and inoperable vehicles parked in the yard, the dedication of a code enforcement officer assigned to the area will expedite the identification and remediation timeline of any violations.
- Improvements Bridwell Park – With Community Block Development Grant to funds improvements such as the multi-purpose court, new solar lighting, and new functioning water fountain have been installed in the park.
- Create branding opportunities - In order to have a collective movement for revitalization, it is important to have a single symbol or identity to stand behind. Survey's gathered during the Bridwell Park Neighborhood Block Party gave the community a chance to identify themselves by selecting from multiple choices and open write-in space for a name so that we can begin to create markers around the community to further that association with the brand. The Heart of the Falls was selected as the name for the neighborhood.

  Goal:

  - To give a positive identity to the area that will foster placemaking opportunities, and showcase the neighborhood's rich culture and history.

Neighborhood Revitalization Stakeholder Committee

On May 7th, 2024, the Wichita Falls City Council passed and approved Resolution No. 45-2024 to establish and appoint members to a Central Wichita Falls Revitalization Area Committee to represent the community, provide input to staff, and make recommendations to the City Council for implementing plans and programs as part of the City's Neighborhood Revitalization Program. The Committee is made up of residents, business owners, representatives of the art community as well as the City Councilor for Districts 1 and 2.

Since the establishment of the Committee, community engagement meetings have been held consistently every two weeks to discuss topics before voting on recommendations to be incorporated into the Neighborhood Revitalization Plan.

Vision 20/20 Plan

The Vision 20/20 Plan provides strategies for diversifying the regional economy, guiding development, addressing community image, revitalization of the downtown area, enhancing the City's ability to compete and incorporating existing plans related to these efforts. Click here to view the Vision 20/20 Plan

Wichita Falls Strategic Plan

The Strategic Plan for the City includes four strategic goals supported by a total of 32 specific objectives. The strategy map is a graphical depiction of the organization's overall strategy regarding its vision, mission, values, strategic goals, and key operating objectives. It serves as a quick reference guide to the plan and is a useful tool for organizing and aligning business plans, budgets, and people supporting the strategy. Click here to view the City of Wichita Falls' Strategic Map

Parks Masterplan

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 also includes goals, objectives, prioritization, and implementation recommendations. The intent of the Parks Master Plan is to provide 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. Click here to view the Parks Masterplan

Metropolitan Transportation Plan

The Metropolitan Transportation Plan (MTP) is a long-range planning document that the MPO develops to identify a set of projects and programs to enhance all modes of travel in the region. The MTP identifies projects and policies for implementation by the WFMPO over the next 25 years. This edition spans years 2020 through 2045. Click here to view the Metropolitan Transportation Plan

Where We're at Now

Ongoing Revitalization Efforts

After many meetings with staff, citizens, and the Neighborhood Revitalization Committee huge strides have been made in creating a foundation for the neighborhood.

Staff, along with input from the stakeholder committee, has drafted several plans to help guide revitalization on the area.
Neighborhood revitalization is a multifaceted process and goes beyond simple redevelopment; it involves a comprehensive approach that addresses various aspects of community life. This includes economic development, housing improvement, infrastructure upgrades, social services and cultural enrichment.

Enhancing existing infrastructure and adding new bike paths, sidewalks, and crosswalks to support all modes of travel. A lack of sidewalks and bike facilities makes it difficult or impossible for residents to safely walk or bike beyond the community's edges. As a result, residents are disconnected from essential community services. The Heart of the Falls Revitalization Area lacks a grocery store and contains only a handful of places to obtain food of any kind.

Prioritize investment in and upkeep of valued community assets, including parks and recreation centers.

Empower neighborhoods with funding for home repairs and support for developing community projects.

The ultimate goal for City staff, through the collective efforts of residents, local authorities, and various stakeholders, is a journey toward revitalization, becoming a shared commitment to help create a vibrant, inclusive, and resilient community where residents can thrive.

Action Steps

Preservation

The core value of preservation stems from the appreciation of the existing, and the need to hold onto the history of the neighborhood. When viewing revitalization through the value of preservation, the built environment quickly became a priority for the community and staff. The action steps created by staff will maintain the built environment, and ensure there is an avenue to aid in Preserving and promoting the cultural identity of a neighborhood.

- Property Maintenance Code - In order to preserve the existing structures and prevent further deterioration of existing housing and commercial stock. A property maintenance code will need to be adopted to create a baseline of an acceptable level of maintenance. The maintenance code will focus on commercial and non-owner-occupied properties to ensure those properties are providing a safe and clean structure to the tenants.
  Goals:
  - Address issues like garbage accumulation, rodent infestation, structural hazards, and unsafe electrical or plumbing systems that could pose health risks.
  - Regulate the maintenance of existing buildings and properties.

- Address overgrown vegetation and manage exterior appearance to enhance neighborhood aesthetics.
- Prevent inoperable vehicles from deteriorating and causing blight on properties.
- Prevent future deterioration of structures in the revitalization area.

- Design Guidelines – For those participating in the NEZ program incentives will follow established guidelines to shape the appearance and character of new housing developments, ensuring they align with the needs, preferences, and identity of both current and future residents.
  Goals:
  - Ensure that the preferred home styles and designs are constructed, renovated, and preserved within the revitalization area.

Advancement



Neighborhood revitalization strives to breathe new life into the community. The core value of Advancement was selected based on input on a lack of opportunities to grow and rejuvenate the community. The action steps will seek to empower the community with the needed tools to create this new life.

- Create a street light tree clearing program - Safety was a major concern during the public engagement, and a specific aspect to deter criminal activity was identified. Adequate lighting at night has been shown to prevent low-level thefts and vandalism. Staff will be working to identify existing lighting in the revitalization area and remove any natural blockage of that lighting.
  Goals:
  - Assist residential homeowners in removing dangerous trees

- Improve Bridwell Park - The value of Advancement speaks to the age and condition of Bridwell Park and the public's interest in pursuing improvements to the park. Staff will be working with the Parks Department and Neighborhood Resources Division to discuss the applicability of the Community Block Development Grant to fund on-going improvements.
  Goals:
  - Murals on the multi-purpose courts, pavilion and restroom
  - Install more solar lighting at the park for safety
  - Improve the baseball field and install solar lighting
  - Replant trees to replace those that have died and been removed

- Create Neighborhood Empowerment Zone (NEZ) - The City has seen success from incentivizing development downtown. The community felt there should be a similar effort to promote new growth and development within the revitalization neighborhood. A NEZ promotes growth in a designated geographic area by waiving certain city fees related to development and construction as well as an abatement of Ad Valorem taxes.
- A Neighborhood Empowerment Zone (NEZ) that contains incentives for property owners and developers has been drafted and has a Neighborhood Revitalization Design Guidelines to accompany it. A Property Maintenance Code has also been drafted specifically for the Neighborhood Revitalization Area.
  Goals:
  - Offer incentives, adjusting permit fees, addressing liens, and implement tax abatements to help attract new businesses to the area to meet residents' basic needs.
  - Incentives for the construction and renovation of infill housing aim to diversify the housing stock while preserving the architectural character of the surrounding homes.
  - An increase of 10% in permits, excluding new residential and commercial structures.

- Bright Nights, Safe Streets Initiative – Improve the safety and well-being of residents by reducing opportunistic rcimes.
  Goals:
  - Ensure every single-family residence has an operable front porch light
  - Provide every single-family residence with a doorbell camera that is registered with the City of Wichita Falls Police Department

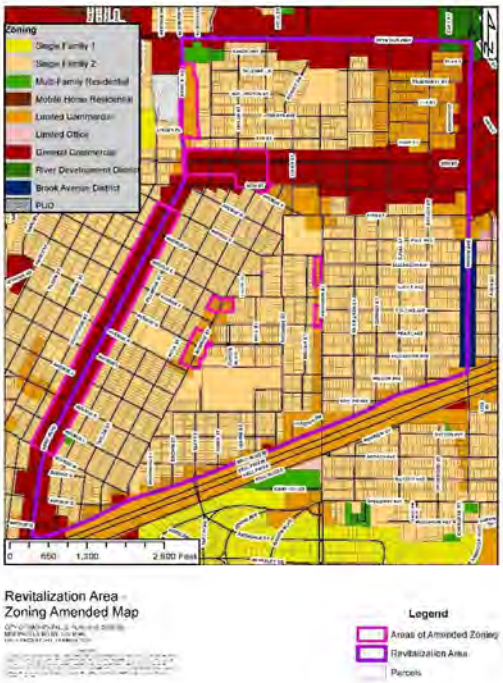
- Secure Steps & Rides Initiative - Enhance sidewalks and bike lanes to improve accessibility and safety for pedestrians and cyclists.
  Goals:
  - Add bike lines to connect the CWFNRA to Lucy Park and the 25-mile City's Circle Trail
  - Work with the Bike Friendly WF Coordinator on pedestrian and cyclist audits and funding opportunities for improvements

- Create a large load trash pick-up program - The quality of life of residents can be improved by the addition of city services. The ability for property owners to have large trash items picked up from their curb will boost the mentality of a maintained community. The city will work to create a new sanitation program to allow property owners to enroll and take care of their properties.
  Goals:
  - Improve the quality of life for residents by adding city services
  - Boost the mentality of a maintained community by having large trash items picked up by City Sanitation Department

- Amend the Zoning Ordinance – By expanding the General Commercial (GC) and Limited Commercial (LC) zoning in multiple areas, reducing setback requirements, eliminating parking requirements for all non-residential uses, and eliminating minimum lot size requirements for ADU's currently zoned Limited Commercial (LC) will allow for broader uses for future development.

On February 4th, 2025 the Neighborhood Revitalization Committee unanimously voted to recommend the following zoning amendments within the Central Wichita Falls Neighborhood Revitalization Area as an element of the neighborhood plan:

- Eliminate parking requirements for all non-residential uses
- Eliminate the 10,000sf. Minimum lot size requirements for Accessory Dwelling Units (ADU's)
- Require 1 parking stall for Accessory Dwelling Units (ADU's)
- Allow for alternative paving material, e.g., gravel, for accessory dwelling unit parking requirements
- Amend setback requirements to both residential and nonresidential uses fitting with the current built environment to allow for the expansion of developable area
- Extend the General Commercial (GC) zoning district that is currently Limited Commercial (LC) zoning district on 9th and 10th Street, from Polk Street to Kemp Boulevard
- Extend Limited Commercial (LC) zoning to cover the gaps currently zoned Single Family-2 (SF-2) Residential on the west side of Harrison Street from Avenue C to Avenue F
- Extend Limited Commercial (LC) zoning to cover the gaps currently zoned Single Family-2 (SF-2) Residential on both sides of Monroe Street from Avenue E to Avenue H
- Rezone the Commercial Corridor (CC) zoning district to General Commercial (GC) zoning district
- Extend the Limited Commercial (LC) zoning district along the east side of Kemp Boulevard from 8th Street to Seymour Highway



Connection





It's been said, "More hands make less work". It is this idea that brought the third value to the forefront. The goal of the third step is to create partnerships to educate and cooperate for the betterment of the neighborhood. Moreover, engaging residents in decision-making processes empowers them to actively contribute to the transformation of their neighborhood. Strong social ties and a shared vision for the community are essential for the sustained success of revitalization initiatives. The following action items are to:

- Create partnerships with non-profit organizations - Partnerships are one method to combine efforts and resources to achieve a common goal. Creating joint opportunities offers a new level of support for individuals and organizations, therefore, reducing duplication of efforts and efficient use of resources. A roundtable meeting to discuss efforts and can create formal or informal joint efforts to resolve concerns within the community.

- Promote the use of Access Wichita Falls Mobile App - The city currently has a smartphone application that connects citizens to staff. Access Wichita Falls allows the public to identify concerns and forward them to the appropriate staff. The application will allow the use of photo submission and GPS data to better identify the concern. An initiative to make this service known to the general public can be coordinated through the City's Public Information Office.

- Provide bi-annual public information fairs - During conversations had at the public engagement meetings, many stakeholders were unaware of current programs in place to benefit the community. Staff put together a trial information fair hosted by Floral Heights United Methodist Church. At the fair representatives from the Neighborhood Resources, Code Enforcement, Library, Health Department, and Police Department attended and spoke with the community to offer information on services available to residents. Staff received positive feedback from the event and the request for continual efforts to make the community aware of the programs. By establishing a recurring event, the public can plan on being able to attend an upcoming fair and learn about services available to them.

- Promote neighborhood associations - In order to meet the needs of the community, often there is a need to create a new level of service providers. For community revitalization and strengthening,

an association can provide another layer to meet that need. An association can also offer specific services not available from a municipality and has options of resources available to meet the mission of the association.

Goals:

- Provide a means for members to organize interests and pursue collective action.
- Ensure the neighborhood has adequate amenities and services to give the desired quality of life, while also providing local government officials with residents' input

- Collaborate w/ WFISD on the future of Old High - A cornerstone for the revitalization area has been the presence of Old High at the heart of the neighborhood. As the future of high school students takes them away from Old High, the future of Old High and surrounding properties will affect the community for the foreseeable future. A strong connection between WFISD administration and the community will ensure public insight into the development and strengthen the ties to the future of the property.

The Implementation Plan

Implementation

The City Council reaffirms its dedication to the neighborhood revitalization efforts by officially incorporating the initiatives into the Heart of the Falls Neighborhood Revitalization Plan. Like other city plans, this serves as a policy guide rather than a legally binding commitment to specific actions. However, as a guiding framework, it should encourage action and foster collaboration among various partners. It aims to unite city staff, neighborhood associations, the private sector, nonprofits, churches, and schools invested in the community.

City Guidance

Various City boards and commissions will refer to the Heart of the Falls Neighborhood Revitalization Plan for guidance on neighborhood-related matters. The Planning and Zoning Commission will assess whether requests/cases submitted to them align with the plan's recommendations. The Parks and Recreation Board will take the neighborhood's priorities into account when making decisions about parks, particularly Bridwell Park and open spaces. Additionally, City staff will use the plan as a reference when evaluating projects and programs

Identity & Branding

During the planning process, residents of the central Wichita Falls revitalization area shared their cherished memories and the aspects of the neighborhood they appreciate. Establishing a strong and positive identity for the area is essential in drawing new residents and businesses. The City will partner with the Wichita Falls Alliance for Arts and Culture on branding and present to the neighborhood for public branding selection.

Budgeting

Annually, every City department prepares a budget outlining its priorities for the upcoming year in alignment with the Strategic Plan for the City, adopted by City Council. By highlighting the strengths and aspirations of the Heart of the Falls neighborhood, City departments can better prioritize projects that address its needs. This includes planning for capital improvements, allocating resources from grants and the general fund, and utilizing non-monetary resources.

Possible funding sources available through other city departments may be directed to neighborhood revitalization. The prioritized projects will help other departments understand the areas of highest needs during implementation. With increased collaboration among staff, there will be opportunities to share resources and strategically utilize program funds that would not have been possible without the plan in place.

Outside Agencies & Organizations

Agencies and organizations outside of City government will play a vital role in implementing the Heart of the Falls Neighborhood Revitalization Plan. When seeking public input, they can refer to this document as a clear representation of the neighborhood's vision and desired direction.

Tracking

The implementation of the Heart of the Falls Neighborhood Revitalization Plan will be heavily monitored. Some initiatives are expected to be completed quickly, other initiatives, particularly those requiring

additional funding, may take longer to schedule. Even so, the progress of every proposed action will be tracked.

The Plan Implementation Table offers a convenient way to review the plan's implementation status, listing each proposed action along with its strategy statement and expected timeline. This table will be updated as project statuses change and/or new information becomes available. Additionally, a regular update report summarizing the overall implementation progress will be presented to the City Council as.

Updates

History has taught staff for a neighborhood plan to remain effective, it must be periodically updated to reflect changes within the community. The Heart of the Falls Neighborhood Revitalization Plan should be reviewed annually. The Planning Department staff will conduct these reviews, update the status of action items, and consider potential additions or amendments. They may also appoint a subcommittee to assist in the process if the Wichita Falls Central Neighborhood Revitalization Committee is not available or has disbanded. However, just as the original Wichita Falls Central Neighborhood Revitalization Committee represented a diverse range of neighborhood interests, the update subcommittee should do the same. Over time, if significant changes are needed, a formal amendment to the plan may be required. The frequency of such updates will depend on how much the neighborhood's conditions have evolved but should be no less than five (5) years.

Conclusion

Revitalization is an ongoing process that requires sustained effort and dedication; it cannot be achieved overnight. The future is not defined by a singular vision but by a collective of imagined possibilities shaped by individuals from diverse backgrounds—encompassing different races, abilities, cultures, and socioeconomic statuses. Staff remains committed to eliminating biases in community planning, amplifying voices from the margins, and fostering a grassroots approach to collaborative creation.

Building a stronger future begins with empowering individuals and actively engaging them in shaping their shared destiny.



Implementation Matrix	Goal Term	Completion
INITIATIVE: District Identity & Branding		
Strategy: To give a positive identity to the area that will foster placemaking opportunities, and showcase the neighborhood's rice culture and history	Short	Late Spring 2025
• Survey for community to select name for the neighborhood		
• Wichita Falls Alliance for Art & Culture will provide 3 draft designs for public neighborhood selection		
• City Council to approve identity & Branding		
INITIATIVE: Neighborhood Empowerment Zone (NEZ)		
Strategy: To stimulate economic development and improve the quality of life within a designated area by encouraging private investment in housing, businesses, and services through incentives	Moderate, Ongoing	Late Summer 2025
• Offer incentives, adjusting permit fees, addressing City lien waivers, & implementing tax abatements		
• Work with Wichita Appraisal District on City tax abatements for reinvestment in the neighborhood		
• Develop financial programs to incentivize the redevelopment of vacant structures		
• Improve the quality of social services, education, and public safety in the NEZ		
• Create an application packet and process		
• Promote the creation and/or rehabilitation of affordable housing		
• Create and establish an internal workflow to oversee and manage the NEZ program		
• Actively promote the NEZ program to potential investors, developers and residents		
INITIATIVE: Neighborhood Revitalization Area Design Guidelines		
Strategy: Create guidelines to preserve the original design characteristics	Moderate, Ongoing	Late Summer 2025
• Establish guidelines to shape the appearance and character of new & rehabbed housing developments, ensuring they align with the needs, preferences, & identity of current & future housing.		
• Create guidelines to determine whether NEZ incentives will be awarded to specific projects		
• Enhance neighborhood amenities, like existing parks and open spaces, to attract people to the neighborhood		
• Lay the groundwork for positive communication regarding applicants and applications		
INITIATIVE: Neighborhood Revitalization Property Maintenance Code		
Strategy: Establish a minimum standard for the upkeep and maintenance of structures and properties within the neighborhood revitalization area	Moderate, Ongoing	Late Summer 2025
• Ensure health, safety, and welfare by regulating conditions that could negatively impact the neighborhood		
• Protect property values and prevent further blight of structures in the revitalization area		
• Regulate the maintenance of existing buildings and properties		
• Address overgrown vegetation and manage exterior appearance to enhance neighborhood aesthetics		
• Work with the City Code Compliance Department on compliance elements		
INITIATIVE: Zoning Amendments		
Strategy: Promote future development and create a pathway for revitalization in the neighborhood	Moderate, Ongoing	Early Summer 2025
• Eliminate parking requirements for all non-residential uses		
• Eliminate the 10,000sf. Minimum lot size requirements for Accessory Dwelling Units (ADU's)		
• Require 1 parking stall for Accessory Dwelling Units (ADU's)		
• Allow for alternative paving material, e.g., gravel, for accessory dwelling unit parking requirements		
• Amend setback requirements to both residential and nonresidential uses fitting with the current built environment to allow for the expansion of developable area		

• Extend the General Commercial (GC) zoning district that is currently Limited Commercial (LC) zoning district on 9th and 10th Street, from Polk Street to Kemp Boulevard		
•Extend Limited Commercial (LC) zoning to cover the gaps currently zoned Single Family-2 (SF-2) Residential on the west side of Harrison Street from Avenue C to Avenue F		
• Extend Limited Commercial (LC) zoning to cover the gaps currently zoned Single Family-2 (SF-2) Residential on both sides of Monroe Street from Avenue E to Avenue H		
• Rezone the Commercial Corridor (CC) zoning district to General Commercial (GC) zoning district		
• Extend the Limited Commercial (LC) zoning district along the east side of Kemp Boulevard from 8th Street to Seymour Highway		
INITIATIVE: Tree Clearing Program		
Strategy: Remove trees that present a potential risk of injury to people or property or hinder street lighting, causing safety issues	Short	Fall 2025*
• Promote the Tree Clearing Program to assist residents in the neighborhood		*Funding Dependent
• Create and establish an internal workflow to oversee and manage the Tree Clearning program		
• Create process and application		
• City Council to approve requested budget for program		
• Get bids annually for tree removal		
INITIATIVE: Bridwell Park Improvements		
Strategy: provide safe, accessible, and engaging spaces for all community members	Moderate, Ongoing	Present, Ongoing
• Promote recreational activities, environmental sustainability, and social interaction		
• Create and establish an internal workflow to oversee and manage the Tree Clearning program		
• Create process and application		
• City Council to approve requested budget for program		
• Get bids annually for tree removal		
INITIATIVE: Bright Nights, Safe Streets Initiative		
Strategy: To improve the safety and well-being of residents by reducing opportunistic crimes	Moderate, Ongoing	Fall 2025
• Establish guidelines to shape the appearance and character of new and rehabbed housing developments, ensuring they align with the needs, preferences, and identity of both current and		
• Ensure every single-family residence has an operable front porch light		
• Provide every single-family residence with a doorbell camera		
• Register all doorbell cameras with the City of Wichita Falls Police Department		
• City Council to approve requested budget for program		
INITIATIVE: Secure Steps & Rides Initiative		
Strategy: Provide safe, accessible, and engaging spaces for all community members	Long, Ongoing	Spring 2026
• Add bike lines to streets in the neighborhood		
• Add bike lines to connect the CWFNRA to Lucy Park and the 25-mile City's Circle Trail		
• Work with the Bike Friendly WF Coordinator on pedestrian and cyclist audits and funding opportunities for improvements		
INITIATIVE: Enhance Existing Infrastructure		
Strategy: Improve public health through new infrastructure and sustainable initiatives that address longstanding stormwater issues	Long, Ongoing	Spring 2026
• Work with Public Works Department on a plan for the neighborhood		
• Install stormwater drainage on Harrison Ave, a central corridor for the neighborhood known for flooding		
• Implement progressive drainage systems to reduce flooding risks and enhance road safety		
• Replacement of privately-owned lead/cooper/ galvanized service water lines		
• Improve the quality of water provided to each home.		
INITIATIVE: Neighborhood Beautification Initiative		
Strategy: Enhance the aesthetic appeal and overall quality of life in a community, ultimately fostering pride and attracting new residents and businesses	Short	Fall 2025
• Work with Public Works to create a large-load trash pick-up program and organize block clean-ups		
• Improve the quality of life for residents by adding city services		
• Boost the mentality of a maintained community by having Community Clean Up days		

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Conduct a public hearing to receive citizen comments and take action on a resolution for the proposed 2025 Second Year Annual Action Plan of the adopted Five-Year 2024-2028 Public Housing Agency (PHA) Plan and revised Administrative Plan.

INITIATING DEPT: Development Services/Neighborhood Services/Housing

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY:

The City's federally funded Housing Choice Voucher (formerly "Section 8") Program provides rental assistance via an annual allocation from HUD to low-income individuals and families to help pay a portion of their rent. The rent is paid directly to the landlord on behalf of the client. Below are a few current year program details:

- 780 families currently being assisted with 9 vouchers issued searching for units
- 927 individuals/families currently on the waiting list
- $16,245 annual average total income for active tenants.
- $382 average monthly rent portion paid by tenant.
- $476 average monthly cost paid by Housing to landlords.
- $74 increase from last year due to the rising cost of rent per unit.

Applications are accepted every Tuesday between 8 am – 5 pm at the city's Neighborhood Services Building located at 1800 7th Street. Currently, the time on the waiting list is nine months or longer. Applicants are selected from the waiting list based on the date and time of application, and those who meet the following criteria are given preference:

- Working applicants (90 days or more)
- Elderly individuals or families
- Disabled individuals or families

The Housing Administrative Plan establishes local policies for the administration of the program. It has been updated to include the FYI Program, HUD-required updates, HOTMA regulations, and other HUD regulations and notices. The plan has also been rewritten with the intent to more clearly define procedures for daily operations. The new plan would go into effect on July 1, 2025. Due to its extensive size (over 300 pages), the full plan is not included as part of the item but can be found at the link below:

2025 Housing Administrative Plan

The City Council annually reviews and approves the documents that guide the operations of the Program, this being the second year of the adopted 2024-2028 Five-Year Public Housing Agency Plan. A public hearing is required prior to the approval of this plan and to approve the changes to the Administrative Plans. The Public Housing Agency Plan serves as a broad document outlining the programs the Housing Division intends to provide.

If the proposed plan, as required by HUD, is approved by City Council, the program's new year will begin on October 1st. Additions to the program for next year include:

- A request to HUD to add a limited number (no more than 10) of Foster Youth to Independence Program (FYI) vouchers. FYI vouchers would allow Housing to partner with the Texas Department of Family Protective Services (DFPS) and a Public Child Welfare Agency to target eligible youth 18-24 years of age who have left foster care or will leave foster care in 90 days and are homeless or at risk of being homeless. If approved, the youth would have 36 months on the FYI voucher;
- A request to HUD to add a new "FYI Youth Preference" to provide FYI program participants to apply for a regular Housing voucher if they still need assistance at the end of their FYI voucher. This preference would be weighted higher than the other preferences to avoid a discontinuation of services based on budget availability.

Staff will give a brief presentation on the current status of the program and key points of the plan revisions at the April 15th meeting.

Staff recommends: (1) the Council open the public hearing to receive citizen comments, and (2) the approval of the Resolution.

☒ **Neighborhood Services Manager** ☒ **Director of Development Services**

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: PHA Second Year Action Plan of the adopted Five-Year PHA Plan, Housing Administrative Plan

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution approving the 2025 Second Year Annual Action Plan of the Adopted 2024-2028 Five-Year Public Housing Agency (PHA) Plan and the Revised Administrative Plan

WHEREAS, the Housing Division must annually submit for City Council approval the Division's Annual Action Plan as part of the Five-Year PHA Plan; and,

WHEREAS, as a result of this year's review of the Second Year Annual Action Plan, city staff is recommending the addition of the Foster to Youth Independence Program and Vouchers, FYI Youth Preference, and revisions to the Administrative Plan be made; and,

WHEREAS, the Interim City Manager, City Manager, or their designee is authorized to execute all documents to include a Memorandum of Understanding and other HUD-required documents to implement the Foster Youth to Independence Program; and,

WHEREAS, the City Council has conducted the required Public Hearing for this action.

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

The attached Second Year Action Plan of the adopted Five-Year Public Housing Agency Plan and revisions to the Housing Administrative Plan are hereby approved.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

Streamlined Annual PHA Plan *(HCV Only PHAs)*	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 03/31/2024

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, including changes to these policies, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. The Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.

(2) ***Small PHA*** - A PHA that is not designated as PHAS or SEMAP troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 550.

(3) ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.

(4) ***Standard PHA*** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceed 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.

(5) ***Troubled PHA*** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

(6) ***Qualified PHA*** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined and is not PHAS or SEMAP troubled.

A. PHA Information.

A.1

PHA Name: City of Wichita Falls **PHA Code:** TX498
PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2025
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
Number of Housing Choice Vouchers (HCVs) 997
PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.

☐ **PHA Consortia:** (Check box if submitting a joint Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
Lead HA:				

B. Plan Elements.

B.1 **Revision of Existing PHA Plan Elements.**

a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?

Y	N	
☐	☒	Statement of Housing Needs and Strategy for Addressing Housing Needs.
☐	☒	Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
☐	☒	Financial Resources.
☐	☒	Rent Determination.
☐	☒	Operation and Management.
☐	☒	Informal Review and Hearing Procedures.
☐	☒	Homeownership Programs.
☐	☒	Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.
☐	☒	Substantial Deviation.
☒	☐	Significant Amendment/Modification.

(b) If the PHA answered yes for any element, describe the revisions for each element(s):

The administrative plan has been revised to reflect current CFRs, Public & Indian Housing Notices, Federal Register Notices, and HOTMA regulations & policies.

The Housing Department is plans to request a limited number of vouchers from HUD to implement the Foster Youth to Independence Program. The administrative plan has been updated to reflect the FYI regulations.

Foster Youth Independence (FYI) Preference:
As FYI assistance terminates for FYI youth after 36 months, an FYI preference has been added to the list of the Housing Divisions preferences. The Housing Division will give preference to FYI youth whose 36-month FYI voucher is expiring, and as a result of the voucher expiration, will lack adequate housing. To be eligible for this voucher, the FYI Youth must be referred by the Texas Department of Family Protective Services (DFPS). The referral must indicate that without continued voucher assistance, the FYI Youth will lack adequate housing. Receipt of this preference is not a guarantee of uninterrupted voucher assistance, as issuance of vouchers is dependent on funding availability. In order to attempt to reduce the period of possible interruptions in service the FYI preference will be weighted higher than the currently held Housing Division Preferences of Working 90 Days or More, Elderly (62 years of age and older), and Disabled.

The following discretionary NSPIRE related policies have been made:

Non-Life Threatening Deficiency Option – The Housing Division has not elected to apply this option.

Alternative Inspection Provision: The Housing Division has elected to not apply this option.

Remote Video Inspection (RVI) Protocols as described in PIH Notice 2020-31 have been adopted. While the PIH Notice describes the majority of the required procedures, the following PHA policy have been adopted: The Housing Division may, at its discretion, conduct inspections in accordance with HUD's approved remote video inspection (RVI) protocol. PHA Policy describes the following. 1. Prior to the scheduled inspection the proxy should have following equipment ready: Distance measuring device, i.e., a tape measure; Lighting device, i.e., a flashlight; Outlet tester to test the proper wiring of electrical outlets; Means to test smoke and carbon monoxide detectors; Temperature device for displaying the internal unit temperature; Smartphone or tablet is fully charged with a reliable internet connection. Wi-Fi has the best streaming reliability and quality, but 4G or better cellular data service supports video streaming. The device must be equipped with a high camera resolution (megapixels, sensors, and pixel size) in order to show details such as paint chips or broken glass. 2. The proxy will be informed that the remote video inspection will be recorded and saved as a part of the unit inspection file.

24 CFR 982.54 require PHA's to adopt policies for specific situations and include these policies in the Administrative Plan. The following policies have been added:

Insufficient Funding: Should the Housing Division be projected to be in risk of shortfall the Housing Division will 1) suspend the issuance of vouchers from the waiting list 2) Deny elective moves to higher cost areas. The Housing Division will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied. When funds become available, the families on this list will take precedence over families on the waiting list. The Housing Division will notify families with open requests to move in writing when funds become available. 3) Voucher Suspensions: A) Waiting List Voucher Suspensions- The Housing Division will notify in writing all Voucher holders who were recently issued Vouchers and have not executed a HAP Contract that due to insufficient funding from HUD, the Housing Division cannot execute a HAP Contract at this time. These families' Voucher's will be suspended, until funds become available. After funds have become available, the families will be notified in writing that they may continue their search for housing. If a period of 60 days has elapsed, each family will need to be recertified to determine if they're still eligible for the program. B) Voucher Move Suspensions: The Housing Division will next notify all current non-elderly and non-disabled household participants that are attempting to move to a new location, with no current HAP Contract in effect. Voucher's will be suspended until funds become available. After funds have become available, the families will be notified in writing that they may continue their search for housing. If a period of 60 days has elapsed, each family will need to be recertified. 4) Terminations- The Housing Division will only terminate HAP contracts due to insufficient funding if it has no other choice. Prior to starting terminations, the Housing Division will inform the local HUD field office. The Housing Division will terminate the minimum number needed in order to reduce HAP costs to a level within the Housing Division's annual budget authority. Terminations will be in the following order: Single, non-elderly, non-disabled individuals will be terminated first. Non-elderly, non-disabled households who are able to pay 90 to 100% of their adjusted income towards rent would be terminated second. Non-elderly, non-disabled households who are able to pay 80 to 89% of their adjusted income towards rent would be terminated third. Non-elderly, non-disabled households who are able to pay 70 to 79% of their adjusted income towards rent would be terminated fourth. Non-elderly, non-disabled households who are able to pay 60 to 69% of their adjusted income towards rent would be terminated fifth. Non-elderly, non-disabled households who are able to pay 50 to 59% of their adjusted income towards rent would be terminated sixth.

	Payment Standard Decreases: Should the Housing Division be required to process a decrease in the payment standard, the following policies will be applied to active tenants: For families with a current HAP contract who will be affected by a payment standard reduction, the Housing Division will notify these families at their next annual recertification of the payment standard reduction and continue to use the payment standard that was in effect prior to the reduction for the recertification year. Twelve months later, at the tenant's second annual recertification, the applicable payment standard for the current year will be applied. **Violence Against Women Emergency (VAWA) Transfer Plan:** In order for a tenant to request an emergency transfer under VAWA, the tenant must notify their assigned Housing case worker and submit a written request for a transfer move to another unit. The tenant's written request for an emergency transfer move must include either: A statement expressing that the resident reasonably believes that there is a threat of imminent harm from further violence if the resident were to remain in the same dwelling unit assisted under the Housing Division program; OR A statement that the resident was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer. Once the written request is received, the case worker will provide the tenant with an Emergency Transfer Move Request form (HUD-5383). Once the Housing Division approves the Emergency Transfer Request, the tenant will be issued a voucher which can be used to locate a new unit where the family feels safe. This unit may be within the Housing Division's jurisdiction or if necessary for the safety of the family, in the jurisdiction of another Housing Choice Voucher Program under portability. **HQS Request for Extensions:** The Housing Division may grant an extension in cases where the owner has made a good faith effort to correct the deficiency but is unable to do so for reasons beyond their control, such as: A repair cannot be completed because required parts or services are not available. A repair cannot be completed because of weather conditions. A reasonable accommodation is needed because the family includes a person with disabilities. **Project Based Voucher (PBV) units with Tenants who no longer qualify for the unit due to overcrowded, under-occupied, ADA accessible units:** Should a tenant no longer qualify for PBV a unit due to overcrowding, under-occupied, or ADA accessible unit, the PHA will offer the family continued assistance in the form of PBV assistance in the same building or project. If a unit is not available the PHA will offer tenant-based voucher assistance. When the PHA offers a family a tenant-based voucher, the family will be given 30 days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, the PHA will terminate the housing assistance payments at the expiration of this 30-day period. **PBV units with Tenants who no longer qualify for the unit due to Zero-HAP:** Should a tenant no longer qualify for PBV a unit due to Zero-HAP, the unit shall be removed from the HAP contract 180 days following the last housing assistance payment on behalf of the family. If the project is fully assisted, a PHA may reinstate the unit removed under this section to the HAP contract after the ineligible family vacates the property. If the project is partially assisted, a PHA may substitute a different unit for the unit removed under this section to the HAP contract when the first eligible substitute becomes available. A reinstatement or substitution of units under the HAP contract must be permissible under 24 CFR 983.207. The anniversary and expirations dates of the HAP contract for the unit must be the same as it was when it was originally placed under the HAP contract. **3-Year Penalty:** The following 3-Year Penalties have been added: Eviction: The Housing Division will deny assistance for an applicant or terminate assistance for a participant if the head of household or other adult member has been evicted from federally assisted housing, including while active on the Housing Choice Voucher Program or Project Based Voucher program, within the last 3 years.
B.2	**New Activities.** – The Housing Division plans to seek a limited number of vouchers under the Foster Youth to Independence Initiative (FYI) with the Texas Department of Family Protective Services (DFPS) serving as the Public Child Welfare Agency (PCWA).
B.3	**Progress Report.** The PHA continues to work towards improving housing lease-up rates and maintain the maximum number of families under lease that the budget limits will support; Provide outreach to property owners to increase housing stock outside of the poverty areas; Maintain or increase lease-up by establishing payment standards that will enable families to rent throughout the jurisdiction; Provide a comprehensive analysis of the rental market, which will allow the highest payment standards that the funding limits will support without reducing the number of participating families; Promote self-sufficiency and asset development by our tenants and the community; Improve SEMAP score; Increase customer and landlord satisfaction; Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability; Undertake affirmative measures to ensure access to assisted housing regardless of gender (LGBT) related to the equal access rule; Continue to protect clients and family members of clients who are victims of domestic, dating violence, or stalking from being terminated from housing based in acts such violence against them in accordance with the VAWA act.
B.4	**Capital Improvements.** – Not Applicable
B.5	**Most Recent Fiscal Year Audit.** (a) Were there any findings in the most recent FY Audit? Y N N/A ☐ ☒ ☐ (b) If yes, please describe:

C.	Other Document and/or Certification Requirements.
C.1	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) have comments to the PHA Plan? Y N ☐ ☒ (b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
C.2	**Certification by State or Local Officials.** Form HUD 50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.4	**Challenged Elements.** If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public. (a) Did the public challenge any elements of the Plan? Y N ☐ ☒ If yes, include Challenged Elements.

D.	Affirmatively Furthering Fair Housing (AFFH).
D.1	**Affirmatively Furthering Fair Housing (AFFH).** **Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.**

Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.

NA

Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal
NA

Fair Housing Goal:
Describe fair housing strategies and actions to achieve the goal
NA

Instructions for Preparation of Form HUD-50075-HCV
Annual PHA Plan for HCV-Only PHAs

A. PHA Information. All PHAs must complete this section. (24 CFR §903.4)

A.1 Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs), PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Plan Elements. All PHAs must complete this section. (24 CFR §903.11(c)(3))

B.1 Revision of Existing PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA and other families who are on the Section 8 tenant-based assistance waiting lists. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income); (ii) elderly families (iii) households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR 5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR § 903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §903.7(a)(2)(ii))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. (24 CFR §903.7(b))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. (24 CFR §903.7(d))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. (24 CFR §903.7(e)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. (24 CFR §903.7(f))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. (24 CFR §903.7(k))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA's partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA's partnerships with other entities, and activities subject to Section 3 of the Housing and Community Development Act of 1968 (24 CFR Part 135) and under requirements for the Family Self-Sufficiency Program and others. Include the program's size (including required and actual size of the FSS program) and means of allocating assistance to households. (24 CFR §903.7(l)(i)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. (24 CFR §903.7(l)(iii)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan.

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. This section refers to new capital activities which is not applicable for HCV-Only PHAs.

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))

B.4 Capital Improvements. This section refers to PHAs that receive funding from the Capital Fund Program (CFP) which is not applicable for HCV-Only PHAs

B.5 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.7(p))

C. Other Document and/or Certification Requirements.

C.1 Resident Advisory Board (RAB) comments. If the RAB had comments on the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

C.2 Certification by State of Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154; or 24 CFR 5.160(a)(3) as applicable (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o)).

C.4 Challenged Elements. If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA's response to the public.

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: "To implement goals and priorities in an AFH, strategies and actions shall be included in program participants' ... PHA Plans (including any plans incorporated therein) .... Strategies and actions must affirmatively further fair housing ...." Use the chart provided to specify each fair housing goal from the PHA's AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 6.02 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Resolution authorizing the purchase and installation of a PARCS System for the Wichita Falls Regional Airport through the Omnia Purchasing Cooperative from Cale America Inc d/b/a Flowbird in the amount of $126,700 for the Airports Division

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Accelerate Economic Growth

STRATEGIC OBJECTIVE: Seek Opportunities for Additional Air Service

COMMENTARY: The parking system in use at the Wichita Falls Regional Airport has reached end-of-life status and is no longer upgradable to modern card processing standards and has been malfunctioning on a routine basis. In addition to system malfunctions, there is an ongoing issue in payment processing that is reducing the City's parking revenue.

The replacement of the system will provide three primary benefits to the city. It will increase customer service satisfaction by changing to a modern interface that helps users through the entry and exit process, reduce ongoing support costs by over half of the current system, and increase revenue at the airport by resolving the payment processing issue.

The Airport proposes replacing the existing system's equipment and procuring a new gate and payment system for the two entry and exit gates. This new system will be purchased and installed from Cale America Inc d/b/a Flowbird for $126,700 through the Omnia Purchasing Cooperative. This amount covers the initial year of ongoing software services for $5,400, which is a reduction over the current yearly costs of $12,960.

Funding for this purchase and installation will come from the Airport Customer Facility Fees revenue fund. The total purchase price should be covered completely by current fiscal year revenue. System delivery will take between 8 to 10 weeks, with a week of installation.

Staff recommends moving forward with this replacement.

☒ Assistant City Manager

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase and installation of a PARCS System for the Wichita Falls Regional Airport through the Omnia Purchasing Cooperative from Cale America Inc d/b/a Flowbird in the amount of $126,700 for the Airports Division

WHEREAS, the current system has reached end-of-life status and is no longer upgradable to modern card processing standards; and

WHEREAS, the PARCS system will increase customer service satisfaction by changing to a modern interface that helps users through the entry and exit process, reduce ongoing support costs by over half of the current system, and increase revenue at the airport by resolving the payment processing; and

WHEREAS, funds for this purchase and installation will come from the available Airport Customer Facility Fees revenue fund; and

WHEREAS, 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.

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

The City Manager is authorized to execute all documents necessary to execute a contract, in a form approved by the City Attorney, for the purchase and installation of a PARCS System to Cale America Inc d/b/a Flowbird in the amount of $126,700.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

FLOWBIRD GO Parking Access and Revenue Control Omnia Cooperative Pricing Proposal For Wichita Falls Airport

March 25, 2025

Mr. Andrew Holley
Airport Administrator
Wichita Fall Aviation
400 Armstong Drive
Wichita Fall, TX 76305

RE: Flowbird Go Gated Proposal for Wichita Falls Airport with Omnia Cooperative Purchasing Pricing

Dear Andrew,

I wanted to follow up on our meeting last week where we discussed the parking equipment for Wichita Falls Regional Airport. Based on our conversation, I am pleased to share Flowbird's turnkey proposal for the Flowbird GO Barrier Parking Access and Revenue Control (PARCS) solution. The pricing in the proposal includes Omnia Cooperative Pricing with the exception of 3rd Party hardware which is not registered with Omina.

Flowbird Group Background:

Flowbird is a leading supplier of parking systems globally, with over 50 years of experience in manufacturing parking payment devices. We have a cloud-based solution that is used in over 70 countries, and our Flowbird GO Off-Street platform is the only true mobility and parking platform in North America. Our innovative design, precise manufacturing, flexible software, and open architecture have made our solutions the preferred choice for off-street and on-street parking management, with over 80 million uses per week in over 5,000 cities worldwide. We also specialize in data analytics and parking rights management platforms that allow our clients to understand parking occupancy and modify driver behaviors.

Unmatched Experience:

Flowbird is the global leader in multi-space parking meter technology, with over 320,000 multi-space meters deployed worldwide, including over 60,000 in the U.S. Our client portfolio includes the most iconic U.S. cities such as Boston, Detroit, Los Angeles, Miami, New York, Philadelphia, Pittsburgh, and Washington D.C.

We are excited about the opportunity to work with Wichita Falls Aviation and believe that we can dedicate the necessary time and effort to ensure the successful implementation of our system in your lot.

Please let me know if you have any questions or if there is any further information that we can provide to support our proposal.

Best regards,

Joe E. Mollish
VP, Business Development Flowbird EV Off-Street

Flowbird Go Barrier Gated Solution with License Plate Recognition:

Flowbird GO

Our solution's capability is endless as it can include a Customer portal, payment, on-street meters and administration. Also, it seamlessly integrates with external 3rd party solutions, and of course, rolls it into the overall central operations command center dashboard.

The easy-to-use interactive Flowbird GO Dashboard displays an interactive real-time activity facility overview for one garage up to an entire portfolio of garages. Flowbird has adapted the user experience with, among other things, a clear acceptance process regarding condition, and registration of payment method(s). The Flowbird's customer portal offers an equally good user experience on a computer as on a smartphone.

The Flowbird GO's data populates the dashboard metrics in real time. Flowbird's WebOffice API integrates with the other 3rd party user systems to allow registered vehicles and see their history for printing receipts etc. Here, a flexible and clear user experience for parker registration, and follow-up is offered for the garage user with management administration overview, so the Wichita Falls Regional Airport operations team can proactively manage their parkers and enhance the services offered for frequent travelers.

With Flowbird, we offer a user-friendly customer portal that offers high accessibility regardless of whether the user uses a computer or smartphone. Flowbird also offers an easy process of scanning a QR code to facilitate the registration process. The Flowbird GO solution enables connection of 3rd Party payment solutions in the form of parking apps and payment machines for users who are not connected to automatic debiting. The entire system is included as part of the dashboard for the WebOffice with functionality for consolidating payments with a very high level of detail regarding presented data in list, report, and analysis form. The dashboard can also effortlessly integrate with 3rd party enforcement, reservations, and garage count monitoring systems for a fully functional real-time monitoring parking ecosystem.

The customer portal is accessible regardless of whether the user uses a computer or smartphone. The entire system includes the Dashboard for WebOffice with functionality for consolidating payments with a very high level of detail regarding presented data in lists. Flowbird makes it easy for customers to register, manage their parking account, and apply for their preferred credit card. The company provides an easy-to-use interactive portal that customers can access from their computer or smartphone.

The portal offers a similar user experience on both types of devices, and the Flowbird Go data automatically populates in the ePermit application so that the registered user can view it. Additionally, Flowbird has adapted the user experience with a straightforward acceptance process regarding the condition and registration of payment methods, reports, and analysis forms.

Smart and dynamic

OFF-STREET

service

- ✓ Fully configurable touch-screen interface
- ✓ Dynamic user management
- ✓ LED signals to communicate open/close availability
- ✓ Built-in input/output barrier control or LPR option
- ✓ Built-in LAN network for reliability and cost efficiency
- ✓ Secure device, data and system integration
- ✓ Stainless steel
- ✓ Sealable and interchangable parts



1. Gates at entry - Entry terminal*

To enter the parking structure, the user needs to check in with one of the provided methods:

- Print QR-code
- Enter phone number
- Swipe a credit/debit card
- Permit holder access

2. Pay-On-Foot

Before returning to their vehicle, the user will pay for only the time used by visiting the pay-on-foot terminal. The pay-on-foot terminal can be equipped with bill, coin, credit card or tap payment.

3. Barrier at exit - Exit terminal*

To exit the structure, the car stops at the exit kiosk and presents their previous exit token:

- Printed QR-code
- Enter phone number
- Swipe a credit/debit card
- Permit holder access

*Optional: Gates may be substituted for License Plate Recognition(LPR) system for gated or gateless solution.
*With LPR, the license plate number is paired with the ticket transaction number

1-855-FLOWBRD us-info@flowbird.group www.flowbird.group



Mobility on Demand

Built with enhanced technology integrations, the Flowbird GO system offers unique insights into your parking facility, delivering a simple yet dynamic solution with advanced results.

- Fully Cloud-Based Solution - No need for an on-site server
- Maximizes Your Return On Investment - Save thousands compared to similar systems
- Dynamic QR Code Based Solution - User's parking fee is tracked in the cloud by their unique QR code
- Flexible and Scalable - Flowbird GO works in small parking lots, large garages and everything in between
- Information screens at entry and exit - display customized messages for your frequent customers, new visitors, and special event guests
- PCI validated and highly secure architecture
- Can operate with LPR as a gated or gateless solution

1-855-FLOWBRD us-info@flowbird.group www.flowbird.group

One platform.
Endless Possibilities.

Flowbird Go takes into account many use cases that are specific to parking facilities, and the need for excellent customer service for new visitors, frequent parkers, local merchants and employees. Our goal is to give your customers a simple, fast, and stress-free parking experience.

Validations — Catering to the local business community, Flowbird Go offers a real-time digital parking validation solution. Your team sets up the validations in our back-office suite and provides the rights to merchants to distribute validations to their customers as a value-added service to keep them coming back.

Frequent Parkers — Streamline monthly account management with our cloud-based portal that is accessible anytime, anywhere. Flowbird can provide a complete permitting solution, deliver a proximity card system, or install an RFID system to help manage monthly parkers.

Intercom — Around-the-clock voice call services quickly resolve customer support in-lane.

LPR and Pinhole Camera — Provides easy pairing of license plate recognition and management using video monitoring



1-855-FLOWBRD us-info@flowbird.group www.flowbird.group

Data-Driven
Operations

Your operation runs in real time, so should your technology. The Flowbird GO dashboard allows for in-depth data analysis to better understand the needs of your facilities. All payment transactions are stored in a central cloud-based location – your complete data management solution.

Using the database, the reporting module offers advanced summary detailed reports so you can make operational decisions based on your environment and customer behaviors. The Flowbird Go dashboard was designed to be powerful but intuitive - you will be a master in minutes.

360 Control

- ✓ Customizable to display data relevant to your operations
- ✓ End-to-end parking rights
- ✓ Real-time data stream and reports
- ✓ Third-party integrations on one dashboard
- ✓ Remote rate and message changes
- ✓ Built for command center operations



Generate Reports with Precision

- ✓ Provide summary reports of the parking facility activity with detailed financial information
- ✓ Reports scheduled, emailed or executed in excel or pdf formats
- ✓ Statistical reports linked to operational performance
- ✓ Occupancy level
- ✓ Amounts paid and parking times
- ✓ Distribution of payment methods
- ✓ Alarm statistics and alarm logs



1-855-FLOWBRD us-info@flowbird.group www.flowbird.group

A simple overview of the solution The system overview below contains all central parts of the Flowbird's offered solution. The system is extremely scalable and can handle a variety of demands.

Drive S5 Entry and Exit Terminal

- 9.7" interactive touch screen / 1024x768 Resolution
- Fully customizable – color, font, and advertising
- Touchless button for "Hands Free" entry (if Requested)
- Stainless steel
- Modem for redundancy or remote lanes
- Battery back-up for up to three (3) days
- Enter by plate or mobile number
- Pinhole camera Optional
- Thermal QR-Code ticket issuance (Up to 5,000 per roll)
- QR-Code reader/reservations
- VoIP intercom
- HID Reader as add-on
- Lighted Device – Green for open/Red for closed
- Fully customizable wrap or decal package

Equipment Theory of Operations for the Wichita Falls Regional Airport

The proposed equipment configuration for Wichita Falls Aviation will feature Flowbird's Drive S5 touchscreen entry and terminals, UMOJO Intercom substations for easy communication, pinhole cameras, and QR barcode scanners for 3rd party reservations and pre-sell event discount vouchers. Each entry lane will be equipped with a Magnetic Pro-Access Direct drive gate, a Flowbird operating module, and license plate recognition (LPR) technology to enhance the visitor parkers experience and frequent parkers and employees

Entering via the Entry Device

The entry procedure for the facilities begins when a vehicle drives over the arming loop located next to the entry lane device(s). This action activates (or "wakes up") the Flowbird GO device. Short-term and long-term parkers can obtain a thermal QR ticket by either pressing the "Push for Ticket" button on the touch screen of the Drive S5 Entry Device or by scanning a barcode from a third-party prepaid reservation using the Parkmobile App (this option is available but not mandatory). If a parker encounters any issues, they can press the intercom button to receive assistance from personnel at the security desk or parking office. Once the ticket is successfully obtained from the entry device, the system will open the barrier gate, allowing the vehicle to proceed through the lane. License Plate Recognition (LPR) cameras will be installed on poles in the entry lanes for frequent fliers and employee parkers. All parkers will have their license plates automatically read at entry and exit for revenue control purposes only. Short and Long Term airport travelers can use the LPR to for lost ticket or if they pay at the Pay on Foot Station. A QR code serves as a secondary credential for accessing the facility.

Exiting via the Exit Device

The exit process for transient patrons is designed to maximize efficiency by utilizing unattended operations in lanes equipped with Flowbird Drive S5 credit card-only exit devices. Patrons must present their tickets to the scanner from their vehicles, or the License Plate Recognition (LPR) system will read the license plate and automatically display the time-based rate. Once the fee is paid through validation or with credit card, the system will open the barrier gate, allowing the vehicle to exit the lot.

LPR cameras will be installed on poles for employees or frequent parkers in each exit lane. All registered users will have their license plates scanned for entering and exiting the facility, strictly for revenue collection purposes. The LPR system will automatically open the gate for short- and long-term airport patrons who have paid at the Pay on Foot Station in the terminal or had their tickets validated. The QR code serves as a secondary credential for access

Validator

Our system is completely digital, so no bulky hardware is required for consumer use of the Flowbird solution. This allows Wichita Falls Aviation to reduce costs, installation requirements, and keep their off-street system frictionless and modern.

Pay on Foot (POF) Station

When using the Flowbird CWT 5 Pay on Foot (POF) machine credit card only or cash acceptance options, the patron simply presses the “Pay Ticket” button, scans their parking ticket, and a time-based rate is quickly calculated and displayed. Upon satisfaction of the fee via a validation or credit card, the device will return the ticket to the patron, and they will proceed to their car to exit. The machine has a programmable grace period that allows a configurable length of time for the patron to exit. Industry standard is a fifteen-to-twenty-minute grace period.

Optional Overview of the LPR Solution:

The system overview below contains central parts of our offered solution. The system is extremely scalable and can handle demand during peak periods. Each part of the system is adapted for its special purpose or visitors to use the APP to enter or off-hour revenue. The modules are:

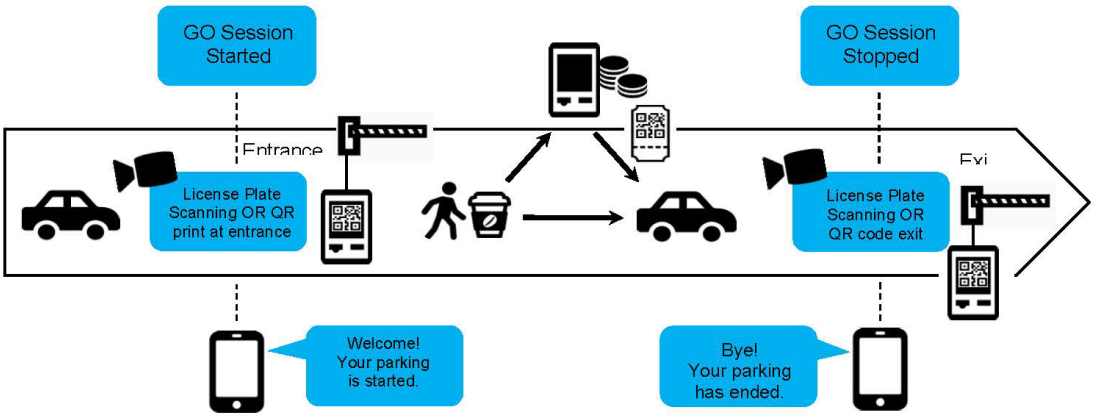
1. License Recognition camera with a built-in system from Tagmaster the leader in LPR technology, optimized for the current application,
2. Reuse Existing Magnetic Gates and old PARCS equipment in the lane.
3. A system module for Customer Portal/Flowbird APP which can also be used in parallel with other permit types such as staff parking, contract parking, or even public parking.

Types of Tagmaster LPR Cameras



Concept:

Here's is a high-level view of how Flowbird GO Barrier works.



Smart City Solutions Across the United States:

The core customer base of Flowbird is municipalities, transit agencies, and universities. Our team supports transit and parking solutions for major organizations across the U.S. including:

Municipalities
Austin, TX
Baltimore, MD
Boston, MA
Boulder, CO
Detroit, MI
Chicago, IL
Cleveland, OH
Hartford, CT
Indianapolis, IN
Las Vegas, NV
Los Angeles, CA
Miami, FL
Minneapolis, MN
New York, NY
Pensacola, FL
Philadelphia, PA
Pittsburgh, PA
San Antonio, TX
St. Louis, MO

Transit Agencies
Community Transit (Everett, WA)
C-Tran (Vancouver, WA)
Hudson Link (Westchester City, NY)
IndyGo (Indianapolis, IN)
King County METRO (Seattle, WA)
Lane Transit (Eugene, OR)
M1-Rail (Detroit, MI)
METRO Houston
METRO Minneapolis/St. Paul
New Jersey Transit
New York City Transit
NORTA (New Orleans)
Oklahoma City Streetcar
Portland Streetcar

Universities
Clemson University
Colorado State University
Florida International University
Harvard University
Indiana University
Minnesota State University
Southern Illinois University
State University of New York
Texas Tech University
University of California
University of Colorado
University of Kansas
University of Maryland
University of Missouri
University of New Hampshire
University of North Florida
University of Oklahoma
University of San Diego
University of Texas
Washington State University

Flowbird provides mobility solutions in over 5,000 cities worldwide serving over 80 million users each week.



Flowbird Proposal for Wichita Falls Aviation pricing per the Omnia Cooperative Purchasing Pricing

Hardware

PRODUCT NAME	QUANTITY	UNIT PRICE	YEAR ONE TOTAL
Drive S5 Entry - Omnia Pricing Power supply : 120 V AC Communication : Ethernet Card Reader : *QR Only* Printer : *Thermal Ticket* Barcode/QR Code Reader : *Yes* Housing Color : *Black* *Upper Lock :Standard* *Lower Lock :Standard*	2	$10,500.00	$21,000.00
Drive S5 Credit Only – Omnia Pricing Exit Power supply : 120 V AC Communication : Ethernet Card Reader : *QR Only* Printer : *Thermal Ticket* Barcode/QR Code Reader : *Yes* Housing Color : *Black* *Upper Lock :Standard* *Lower Lock :Standard*	2	$12,500.00	$25,000.00
CT-45 LPR I/O Camera with Pole – Omnia Pricing Exit Power supply : 120 V AC Communication : Ethernet Card Reader : *QR Only* Printer : *Thermal Ticket*	4	$5,500.00	$22,000.00
CWT 4+ Cash and Credit Only POF Kiosk Exit Power supply : 12 V AC Communication : Ethernet Card Reader : *QR Only* Printer : *Thermal Ticket* Barcode/QR Code Reader : *Yes* Housing Color : *Black* *Cash Acceptance with No change* *Upper Lock :Standard* *Lower Lock :Standard*	1	$16,000.00	$16,000.00
		Total	$84,000.00

PRODUCT NAME	QUANTITY	UNIT PRICE	YEAR ONE TOTAL
Microdrive Gate with 10' Arm	4	$4,200.00	$16,800.00
		Total	$16,800.00

ON-GOING SERVICES with Omnia Cooperative Pricing

PRODUCT NAME	QUANTITY	SALES PRICE	YEAR ONE TOTAL	YEAR TWO TOTAL	YEAR THREE TOTAL
Flowbird GO Back office and connectivity (12 Months X 5 Devices	60	$90.00	$5,400.00	$5,400.00	$5,400.00
		Annual Total	$5,400.00	$5,400.00	$5,400.00

GENERAL SERVICES

PRODUCT NAME	QUANTITY	SALES PRICE	TOTAL
Equipment Installation (Not to Exceed Estimate)	1	$16,000.00	$16,000.00
Drive S5 Staging Service Set-up	1	$4,500.00	$4,500.00
		Total	$20,500.00

TOTAL COSTS

YEAR ONE TOTAL	YEAR TWO TOTAL	YEAR THREE TOTAL
$126,700.00	$5,400.00	$5,400.00

This quote is provided by Cale America Inc d/b/a Flowbird. Flowbird was created in 2018 as a result of the world- wide merger between the Cale Group and Parkeon Group. All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Flowbird for the same products and services, if any:

Accepted by: _____ Date: ____/____/____

Professional References:

Portland Bureau of Transportation

Description:

Flowbird implemented 350+ On-Street Parking meters and was awarded 83 lanes of PARCS equipment in early 2024 for the Portland Bureau of Transportation Parking Division On-Street and Off-Street project. Flowbird demonstrated a high level of customer service which has earned the trust of the Portland Bureau of Transportation. Their confidence in our solution was the reason for awarding Flowbird the Off-Street garages without bidding the contract out. The On-Street and Off-Street devices connect to the Flowbird FWO or WebOffice software. The value of the contract is $700,000 in US dollars. The sites will accept credit and debit card payments along with coin payments. Monthly parkers will be using Flowbird's QR permits until Portland adds License Plate Recognition cameras to the garages.

Installation: March 2016 and November 2024

Contact: Mr. Grant Morehead
Interim SmartPark Program Manager
Parking Operations Division
Portland Bureau of Transportation
1050 SW 6th Ave.
Portland, OR 97204
P: 503-865-6682
E: Grant.Morehead@portlandoregon.gov



West Chester University

Description:

West Chester University is located in Chester, PA. Flowbird implemented a turnkey PARCS solution that encompasses the five garages on campus and twelve lanes of equipment including ten Pay on Foot kiosks. The devices connect to the Flowbird WebOffice software.

Installation: August 2020
Contact: Ashley Arroyo
Parking Services Manager
WCU Department of Public Safety
700 S High St, West Chester 19383
Phone: 610-436-2709
Email: aarroyo@wcupa.edu



Ridge Hill - Risetek

RIDGE HILL

Description:

Flowbird partnered with RistekGlobal for the Parking Access Control Solution for the Ridge Hill Mall in Yonkers, New York. The dynamic mall operation includes fifteen (15) Flowbird Devices for processing exit credit card transactions. The Off-Street devices connect to the Flowbird WebOffice software and Risetek's Backoffice dashboard.
Installation: December 2023

Contact:

Mr. Jack Skelton
1 Ridge Hill Blvd, Yonkers, NY 10710
Phone: 646-771-4597
Email: JSkelton@risetekglobal.com



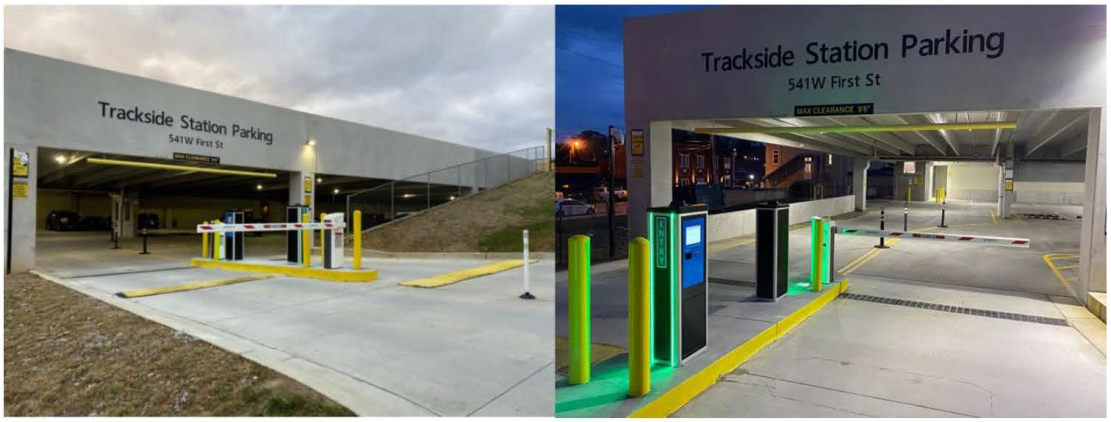
City of Blue Ridge Trackside Garage – Hawthorne Group

Description:

Flowbird installed a PARCS system in the City of Blue Ridge, GA. Flowbird has two On-Street Parking meters and four lanes of its Off-Street PARCS solution which is the main source of parking for the City of Blue Ridge, Georgia. The On-Street and Off-Street devices connect to the Flowbird WebOffice software.

Installation: February 2022

Contact: Mr. John Kieffer
480 West First Street
Blue Ridge, GA 30513
P: 404-216-2124
E: Jkieffer@bellsouth.net



CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Resolution authorizing the purchase of two (2) 2024 GMC Sierra 1500 pickups through the TIPS Purchasing Cooperative from Chuck Nash Chevrolet Buick Inc. in the amount of $100,365.50.

INITIATING DEPT: Aviation, Traffic & Transportation

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: The 2025 Budget included $120,000 to purchase and outfit 2 new units for the WF Fire Department. These two units were approved above-current service request to accommodate the new EMS Coordinator and Deputy Fire Marshall positions added to the department. Ultimately, these units will replace two older frontline units, which will then be passed down to these new positions.

The City has purchased vehicles through a cooperative purchasing program for the past several years. We have found this process to be cost-effective not only in the initial purchase but also for maintenance during the life of the product. By limiting the acceptable models, we are able to maintain a limited parts inventory as well as interchange components when necessary.

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

Staff recommends the purchase of the two (2) 2024 GMC Sierra 1500's for the price of $100,365.50.

☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of two (2) 2024 GMC Sierra 1500 pickups through the TIPS Purchasing Cooperative from Chuck Nash Chevrolet Buick Inc. in the amount of $100,365.50

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

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

WHEREAS, the City Council finds that Chuck Nash Chevrolet Buick GMC is offering (2) 2024 GMC Sierra 1500 pickups through the TIPS Purchasing Cooperative, and it is in the City's best interest to purchase equipment in accordance with the Cooperative Purchasing Programs.

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

City Manager, or designee, is authorized to execute all documents necessary to purchase two (2) 2024 GMC Sierra 1500 Pickups through the BuyBoard Purchasing Cooperative from Chuck Nash Chevrolet Buick Inc. in the amount of $100,365.50.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Resolution nominating and appointing Glenn Barham to the Wichita-Wilbarger 9-1-1 District Board.

INITIATING DEPT: City Clerk

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice Effective Governance

COMMENTARY: Glenn Barham's term on the Wichita-Wilbarger 9-1-1 District expires May 11, 2025. His position is appointed jointly by all participating municipalities in the district, and he represents them collectively. Mr. Barham is willing to continue to serve, and the board recommends his reappointment.

There are no additional current applications for this position, and this appointment may be discussed in executive session.

☒ **City Clerk**

ASSOCIATED INFORMATION: Letter from Wichita-Wilbarger 9-1-1 District, the current roster, and Resolution.

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Wichita-Wilbarger 9-1-1 District
906 Travis Street
P.O. Box 1829
Wichita Falls, Texas 76307
Phone - 940-723-8225 Fax - 940-723-5355

March 11, 2025

James McKechnie, City Manager-Interim
City of Wichita Falls
P.O. Box 1431
Wichita Falls, Texas 76301

Dear Mr. McKechnie,

The term of Mr. Glenn Barham, of Wichita Falls, one of the "cities appointees" to the Wichita-Wilbarger 9-1-1 District Board of Managers, expires on May 11, 2025. Mr. Barham has expressed his interest and willingness to be reappointed to the board. Mr. Barham has represented all of the cities within our district with honor and integrity.

I want to take a moment to explain the Board of Managers structure. The legislature which governs this 9-1-1 Board is the "Health and Safety Code, Title 9, ch. 772, subchapter d," for counties with a population over 20,000, and the legislated board makeup is a follows:

1. Two members appointed by the commissioners court from the original county in the district. (Wichita)
2. Two members appointed jointly by all the participating municipalities in the district. (One of these positions is the subject of this letter.) These appointees represent all of the cities in the district collectively.
3. One member appointed jointly by the volunteer fire departments. This member represents all volunteer fire departments in the district.
4. One member appointed by counties, which joined the district subsequent to its inception. (Wilbarger)
5. One non-voting member appointed by the principal service supplier.

I request that you place the appointment of a "cities" representative to our board of managers on a future council agenda prior to May 11, 2025. Please let me know of your decision by way of a certified copy of your minutes.

Respectfully,

L. Paul Hopkins, J. D.
Executive Director

WICHITA WILBARGER 911 DISTRICT

PLACE	NAME	APPOINTED	EXPIRATION	QUALIFICATIONS	DISTRICT
1	Glenn Barham	04/04/2023	05/11/2025	All Participating Municipalities	1
2	Jared Burchett	06/18/2023	06/18/2025	Volunteer Fire Department	
3	Mickey Fincannon		04/01/2025	Wichita County	
4	Dana Ross Gentry		05/15/2026	All Participating Municipalities	
5	Kent Smead, Vice Chair		04/02/2026	Wilbarger County	
6	Jeff Watts, Chair		05/12/2026	Wichita County	

Resolution No. _____

Resolution nominating and appointing Glenn Barham to the Wichita-Wilbarger 9-1-1 District Board

WHEREAS, the Wichita-Wilbarger 9-1-1 District Board of Managers is governed by Texas Health and Safety Code, Chapter 772, Subchapter D, and consists of seven members; and,

WHEREAS, the City Council of the City of Wichita Falls wishes to make a nomination and appointment to the Board of Managers for the Participating Municipalities.

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

The City Council hereby nominates and appoints Glenn Barham to the Wichita-Wilbarger 9-1-1 District Board to represent all participating municipalities, with a term to expire May 11, 2027.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Resolution authorizing the purchase of one (1) Jet Vac Water Recycling Unit through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program from Houston Freightliner, Inc. in the amount of $591,191.00.

INITIATING DEPT: Finance/Purchasing

STRATEGIC GOAL: Provide Quality Infrastructure

STRATEGIC OBJECTIVE: N/A

COMMENTARY: A jet vac truck, also known as a vacuum truck or hydrovac, uses high-pressure water and a powerful vacuum to clean and excavate debris from sewer lines, storm drains, and other areas, preventing clogs and maintaining that infrastructure. The existing Jet Vac truck utilized by the Resource Recovery Division has reached the end of its useful life. It is a 2002 model, and replacement parts are difficult to impossible to purchase, and the unit has been out of service for over 12 months. Therefore, Fleet Services staff have recommended that this unit be replaced.

The replacement unit is to be comprised of a 2026 Freightliner 114SD cab and chassis and a waste water recycling ejector-type body from Sewer Equipment of America. This turnkey unit will be purchased from Houston Freightliner, Inc. via the Houston-Galveston Area Council purchasing cooperative (H-GAC) for a total cost of **$591,191.00.**

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

Staff recommends approval of the resolution.

☒ **Purchasing Agent** ☒ **Director of Public Works** ☒ **Assistant City Manager**

ASSOCIATED INFORMATION: Resolution

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

Resolution No. _____

Resolution authorizing the purchase of one (1) Jet Vac Water Recycling Unit through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program from Houston Freightliner, Inc. in the amount of $591,191.00

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

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

WHEREAS, the City Council finds that Houston Freightliner, Inc. is offering one (1) turnkey Jet Vac Water Recycling Unit comprised of a 2026 Freightliner 114SD cab and chassis and a waste water recycling ejector type body with a Sewer Equipment of America 900 Eco 12 cubic yard truck-mounted, 1300-gallon combination high-pressure jet/vacuum machine through the H-GAC Cooperative Purchasing Program, and it is in the City's best interest to purchase equipment in accordance with the Cooperative Purchasing Programs.

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

City Staff is authorized to execute all documents necessary to purchase one (1) Jet Vac Water Recycling Unit through the H-GAC Cooperative Purchasing Program in the amount of $591,191.00.

PASSED AND APPROVED this the 15th day of April 2025.

_____
M A Y O R

ATTEST:

_____
City Clerk

SEWER EQUIPMENT CO. of AMERICA

by SEWER EQUIPMENT

900 ECO



HGACBuy	CONTRACT PRICING WORKSHEET For MOTOR VEHICLES Only	Contract No.:	HT06-20	Date Prepared:	2/11/2025

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents MUST be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of Wichita Falls	Contractor:	Houston Freightliner
Contact Person:	Gordon Smith	Prepared By:	Adam Nense
Phone:	940-761-5218	Phone:	713-580-8148
Fax:		Fax:	
Email:	gordon.smith@wichitafallstx.gov	Email:	adam.nense@houstonfreightliner.com

Product Code:	D3	Description:	114SD, Conventional Cab, SFFA, TRA (PRL-20D)

A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 120752

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
Trailer Towing Package	812	7/16x3-9/19x11-1/8" Frame 120KSI	755
RH Outboard Under Step Mtd Horizontal Aftertreatment with v	617	1/4" Inner Frame Reinforcement	775
1350- Front PTO Provision	365	24" Front Frame Extension w/ Insert	563
MFS-20-133A 20,000 LB FRONT AXLE	2682	Dual West Coast Mirrors w/LH-RH Remote	215
20,000 LB TAPERLEAF FRONT SUSPENSION	1130	Front Sun Visor	210
Driver Controlled Differential Lock (Both Axles)	1124	Basic High Back Air Driver Seat	159
RT463 46,000 LB REAR SUSPENSION	2426	Basic High Back Air Susp Pass Seat	191
4S/4M ABS with Traction Control	149	Adjustable Steering Column	359
Battery Disconnect MTD LH of Driver Seat	150	AM/FM/WB CD/MP3 with Sirius XM	449
Positive and Negative Jump Starts Mtd on Frame Next to Starter	69	Sewer Equipment of America 900 ECO 12 YD	451885
1000 Watt/115 Volt Block Heater	67	Subtotal From Additional Sheet(s):	
275" Wheelbase	1674	Subtotal B:	466826

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
MERITOR RT-46-164 46,000# R-SERIES 78 INCH WIDE TRACK TANDEM REAR AXLE	6509		
110 GALLON/416 LITER ALUMINUM FUEL TANK - LH	536	Subtotal From Additional Sheet(s):	0
CONTINENTAL INTELLIGENT HAC3 425/65R22.5 20 PLY	1120	Subtotal C:	8165

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is: 1%

D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	595743	=	Subtotal D:	595743

E. H-GAC Order Processing Charge (Amount Per Current Policy) Subtotal E: 1500

F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Freightliner Standard Destination Charge	3375	Discount	-9427
		Subtotal F:	-6052

Delivery Date:

G. Total Purchase Price (D+E+F): 591191

Prepared for:
John Wichmann
SEWER EQUIPMENT CO OF AMERICA BB
1590 DUTCH RD
DIXON, IL 61021
Phone: 815-835-5566

Prepared by:
Andy Ruden
TRUCK COUNTRY OF IOWA, INC.
3201 HWY 61/151
DUBUQUE, IA 520039695
Phone: 563-556-3773

A proposal for
SEWER EQUIPMENT CO OF AMERICA BB

Prepared by
TRUCK COUNTRY OF IOWA, INC.
Andy Ruden

Sep 23, 2024

Freightliner 114SD Plus



Components shown may not reflect all spec'd options and are not to scale

Prepared for:
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SEWER EQUIPMENT CO OF AMERICA BB
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DIXON, IL 61021
Phone: 815-835-5566

Prepared by:
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DUBUQUE, IA 520039695
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SPECIFICATION PROPOSAL

Data Code	Description	Weight Front	Weight Rear
Price Level			
PRL-29D	SD PRL-29D (EFF:MY26 ORDERS)		
Data Version			
DRL-010	SPECPRO21 DATA RELEASE VER 010		
Vehicle Configuration			
001-177	114SD PLUS CONVENTIONAL CHASSIS	7,934	6,476
004-226	2026 MODEL YEAR SPECIFIED		
002-003	SET FORWARD AXLE - TRUCK		
019-008	TRAILER TOWING PROVISION AT END OF FRAME WITH SAE J560, WITHOUT END OF FRAME AIR CONNECTIONS	15	15
003-001	LH PRIMARY STEERING LOCATION		
General Service			
AA1-002	TRUCK CONFIGURATION		
AA6-002	DOMICILED, USA (EXCLUDING CALIFORNIA AND CARB OPT-IN STATES)		
99D-027	EPA EMISSIONS CERTIFICATION FOR REGISTRATION IN EPA OR ACT STATES - EPA CLEAN IDLE (INCLUDES 6X4 INCH LABEL ON LOWER FORWARD OF DRIVER DOOR)		
A85-010	UTILITY/REPAIR/MAINTENANCE SERVICE		
A84-1GM	GOVERNMENT BUSINESS SEGMENT		
AA4-002	LIQUID BULK COMMODITY		
AA5-002	TERRAIN/DUTY: 100% (ALL) OF THE TIME, IN TRANSIT, IS SPENT ON PAVED ROADS		
AB1-008	MAXIMUM 8% EXPECTED GRADE		
AB5-001	SMOOTH CONCRETE OR ASPHALT PAVEMENT - MOST SEVERE IN-TRANSIT (BETWEEN SITES) ROAD SURFACE		
995-1AE	FREIGHTLINER LEVEL II WARRANTY		
A66-99D	EXPECTED FRONT AXLE(S) LOAD : 20000.0 lbs		

Prepared for:
John Wichmann
SEWER EQUIPMENT CO OF AMERICA BB
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DIXON, IL 61021
Phone: 815-835-5566

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DUBUQUE, IA 520039695
Phone: 563-556-3773

	Data Code	Description	Weight Front	Weight Rear
	A68-99D	EXPECTED REAR DRIVE AXLE(S) LOAD - 46000.0 lbs		
	A63-99D	EXPECTED GROSS VEHICLE WEIGHT CAPACITY - 66000.0 lbs		
Truck Service				
	AA3-034	SEWER/INDUSTRIAL VACUUM BODY		
	AF3-2AA	SEWER EQUIPMENT COMPANY		
Engine				
	101-3BU	CUM L9 370 HP @ 2100 RPM; 2100 GOV RPM, 1250 LB-FT @ 1200 RPM	-850	-70
Electronic Parameters				
	79A-075	75 MPH ROAD SPEED LIMIT		
	79B-000	CRUISE CONTROL SPEED LIMIT SAME AS ROAD SPEED LIMIT		
	79K-014	PTO MODE ENGINE RPM LIMIT - 1800 RPM		
	79M-001	PTO MODE BRAKE OVERRIDE - SERVICE BRAKE APPLIED		
	79P-002	PTO RPM WITH CRUISE SET SWITCH - 700 RPM		
	79Q-002	PTO RPM WITH CRUISE RESUME SWITCH - 700 RPM		
	79S-008	PTO MODE CANCEL VEHICLE SPEED - 25 MPH		
	79U-007	PTO GOVERNOR RAMP RATE - 250 RPM PER SECOND		
	79W-003	THREE REMOTE PTO SPEEDS		
	79X-005	PTO SPEED 1 SETTING - 900 RPM		
	79Y-009	PTO SPEED 2 SETTING - 1400 RPM		
	79Z-006	PTO SPEED 3 SETTING - 1700 RPM		
	80G-002	PTO MINIMUM RPM - 700		
	80J-001	REGEN INHIBIT SPEED THRESHOLD - 0 MPH		
	80S-014	PTO 1, NO SWITCH, TEM SUPPLIED REQUEST AND INTERLOCKS, WITH PTO CONNECTIONS, STATIONARY INTERLOCKS		
	80T-014	PTO 2, NO SWITCH, TEM SUPPLIED REQUEST AND INTERLOCKS, WITH PTO CONNECTIONS, STATIONARY INTERLOCKS		
*	80V-005	ENGINE MOUNT PTO, TEM SUPPLIED REQUEST, STATIONARY		
Engine Equipment				
	99C-024	EPA 2010/GHG 2024 CONFIGURATION		
	13E-001	STANDARD OIL PAN		

Prepared for:
John Wichmann
SEWER EQUIPMENT CO OF AMERICA BB
1590 DUTCH RD
DIXON, IL 61021
Phone: 815-835-5566

Prepared by:
Andy Ruden
TRUCK COUNTRY OF IOWA, INC.
3201 HWY 61/151
DUBUQUE, IA 520039695
Phone: 563-556-3773

Data Code	Description	Weight Front	Weight Rear
105-001	ENGINE MOUNTED OIL CHECK AND FILL		
014-1B5	SIDE OF HOOD AIR INTAKE WITH DONALDSON HIGH CAPACITY AIR CLEANER WITH SAFETY ELEMENT, FIREWALL MOUNTED		
124-1E1	DR 12V 200 AMP 28-SI QUADRAMOUNT PAD ALTERNATOR WITH REMOTE BATTERY VOLT SENSE		
292-235	(2) DTNA GENUINE, FLOODED STARTING, MIN 2000CCA, 370RC, THREADED STUD BATTERIES	-50	-10
290-017	BATTERY BOX FRAME MOUNTED		
281-001	STANDARD BATTERY JUMPERS		
282-001	SINGLE BATTERY BOX FRAME MOUNTED LH SIDE UNDER CAB		
291-017	WIRE GROUND RETURN FOR BATTERY CABLES WITH ADDITIONAL FRAME GROUND RETURN		
289-001	NON-POLISHED BATTERY BOX COVER		
293-058	NON-ESSENTIAL POSITIVE LOAD DISCONNECT, IN CAB CONTROL SWITCH MOUNTED OUTBOARD OF DRIVER SEAT	2	
295-029	POSITIVE AND NEGATIVE POSTS FOR JUMPSTART LOCATED ON FRAME NEXT TO STARTER	2	
306-015	PROGRESSIVE LOW VOLTAGE DISCONNECT AT 12.3 VOLTS FOR DESIGNATED CIRCUITS	2	
107-032	CUMMINS TURBOCHARGED 18.7 CFM AIR COMPRESSOR WITH INTERNAL SAFETY VALVE		
152-041	ELECTRONIC ENGINE INTEGRAL SHUTDOWN PROTECTION SYSTEM		
128-076	CUMMINS ENGINE INTEGRAL BRAKE WITH VARIABLE GEOMETRY TURBO ON/OFF	20	
016-1C2	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE	30	25
28F-014	ENGINE AFTERTREATMENT DEVICE, AUTOMATIC OVER THE ROAD REGENERATION AND VIRTUAL REGENERATION REQUEST SWITCH IN CLUSTER		
239-026	10 FOOT 06 INCH (126 INCH+0/-5.9 INCH) EXHAUST SYSTEM HEIGHT		
237-1CR	RH CURVED VERTICAL TAILPIPE B-PILLAR MOUNTED ROUTED FROM STEP		
23U-002	13 GALLON DIESEL EXHAUST FLUID TANK		
30N-003	100 PERCENT DIESEL EXHAUST FLUID FILL		

Prepared for:
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Data Code	Description	Weight Front	Weight Rear
23Y-001	STANDARD DIESEL EXHAUST FLUID PUMP MOUNTING		
43X-002	LH MEDIUM DUTY STANDARD DIESEL EXHAUST FLUID TANK LOCATION		
43Y-001	STANDARD DIESEL EXHAUST FLUID TANK CAP		
242-001	STAINLESS STEEL AFTERTREATMENT DEVICE/MUFFLER/TAILPIPE SHIELD		
273-058	AIR POWERED ON/OFF ENGINE FAN CLUTCH		
276-001	AUTOMATIC FAN CONTROL WITHOUT DASH SWITCH, NON ENGINE MOUNTED		
110-003	CUMMINS SPIN ON FUEL FILTER		
118-008	COMBINATION FULL FLOW/BYPASS OIL FILTER		
120-998	NO COOLANT FILTER	-10	
266-017	1300 SQUARE INCH ALUMINUM RADIATOR	-50	
103-036	ANTIFREEZE TO -34F, ETHYLENE GLYCOL PRE-CHARGED SCA HEAVY DUTY COOLANT		
171-007	GATES BLUE STRIPE COOLANT HOSES OR EQUIVALENT		
172-001	CONSTANT TENSION HOSE CLAMPS FOR COOLANT HOSES		
270-016	RADIATOR DRAIN VALVE		
360-013	1350 ADAPTER FLANGE FOR FRONT PTO PROVISION	20	
361-001	FLYWHEEL PTO, STANDARD GEARS, FOR REMOTE MOUNTED PUMP	50	10
138-011	PHILLIPS-TEMRO 1000 WATT/115 VOLT BLOCK HEATER	4	
140-053	BLACK PLASTIC ENGINE HEATER RECEPTACLE MOUNTED UNDER LH DOOR		
132-004	ELECTRIC GRID AIR INTAKE WARMER		
155-055	DELCO 12V 39MT HD/OCP STARTER WITH THERMAL PROTECTION AND INTEGRATED MAGNETIC SWITCH	-45	
Transmission			
342-582	ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION		
Transmission Equipment			
343-339	ALLISON VOCATIONAL PACKAGE 223 - AVAILABLE ON 3000/4000 PRODUCT FAMILIES WITH VOCATIONAL MODELS RDS, HS, MH AND TRV		

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Data Code	Description	Weight Front	Weight Rear
84B-012	ALLISON VOCATIONAL RATING FOR ON/OFF HIGHWAY APPLICATIONS AVAILABLE WITH ALL PRODUCT FAMILIES		
84C-023	PRIMARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84D-023	SECONDARY MODE GEARS, LOWEST GEAR 1, START GEAR 1, HIGHEST GEAR 6, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84E-017	S5 PERFORMANCE LIMITING PRIMARY SHIFT SCHEDULE, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84F-018	S7 ECONOMY LIMITING SECONDARY SHIFT SCHEDULE, AVAILABLE FOR 3000/4000 PRODUCT FAMILIES ONLY		
84G-013	2100 RPM PRIMARY MODE SHIFT SPEED		
84H-011	1950 RPM SECONDARY MODE SHIFT SPEED		
84K-002	2ND GEAR ENGINE BRAKE ALTERNATE PRESELECT WITH MODERATE DOWNSHIFT STRATEGY		
84N-011	NEUTRAL AT STOP ENABLED		
84U-000	DRIVER SWITCH INPUT - DEFAULT - NO SWITCHES		
84V-001	DIRECTION CHANGE ENABLED WITH MULTIPLEXED SERVICE BRAKES - ALLISON 5TH GEN TRANSMISSIONS		
85T-998	NO AMT HOLD MODE		
353-076	QUICKFIT BODY LIGHTING CONNECTOR AT END OF FRAME, WITH BLUNTCUTS		
34C-011	ELECTRONIC TRANSMISSION WIRING TO CUSTOMER INTERFACE CONNECTOR		
362-824	(2) CUSTOMER INSTALLED CHELSEA 280 SERIES PTO'S		
363-011	PTO MOUNTING, LH AND RH SIDES OF MAIN TRANSMISSION		
341-018	MAGNETIC PLUGS, ENGINE DRAIN, TRANSMISSION DRAIN, AXLE(S) FILL AND DRAIN		
345-078	HEAVY DUTY ELECTRONIC TRANSMISSION SHIFT CONTROL, COLUMN MOUNTED		
97G-004	TRANSMISSION PROGNOSTICS - ENABLED 2013		
370-015	WATER TO OIL TRANSMISSION COOLER, IN RADIATOR END TANK	-15	
346-003	TRANSMISSION OIL CHECK AND FILL WITH ELECTRONIC OIL LEVEL CHECK		

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Data Code	Description	Weight Front	Weight Rear
35T-001	SYNTHETIC TRANSMISSION FLUID (TES-295 COMPLIANT)		
Front Axle and Equipment			
400-1AC	MERITOR MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE	260	
402-030	MERITOR 16.5X6 Q+ CAST SPIDER CAM FRONT BRAKES, DOUBLE ANCHOR, FABRICATED SHOES	10	
403-002	NON-ASBESTOS FRONT BRAKE LINING		
419-001	CAST IRON OUTBOARD FRONT BRAKE DRUMS		
427-001	FRONT BRAKE DUST SHIELDS	5	
409-006	FRONT OIL SEALS		
408-001	VENTED FRONT HUB CAPS WITH WINDOW, CENTER AND SIDE PLUGS - OIL		
416-022	STANDARD SPINDLE NUTS FOR ALL AXLES		
405-002	MERITOR AUTOMATIC FRONT SLACK ADJUSTERS		
406-001	STANDARD KING PIN BUSHINGS		
536-055	TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR	130	
539-003	POWER STEERING PUMP		
534-003	4 QUART POWER STEERING RESERVOIR		
533-001	OIL/AIR POWER STEERING COOLER		
40T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 FRONT AXLE LUBE		
Front Suspension			
620-006	20,000# FLAT LEAF FRONT SUSPENSION	310	
619-004	GRAPHITE BRONZE BUSHINGS WITH SEALS - FRONT SUSPENSION		
410-998	NO FRONT SHOCK ABSORBERS	-30	
Rear Axle and Equipment			
420-236	MERITOR RT-46-164 46,000# R-SERIES 78 INCH WIDE TRACK TANDEM REAR AXLE		570
421-489	4.89 REAR AXLE RATIO		
424-001	IRON REAR AXLE CARRIER WITH STANDARD AXLE HOUSING		
386-073	MXL 17T MERITOR EXTENDED LUBE MAIN DRIVELINE WITH HALF ROUND YOKES	40	40
388-073	MXL 17T MERITOR EXTENDED LUBE INTERAXLE DRIVELINE WITH HALF ROUND YOKES		

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Data Code	Description	Weight Front	Weight Rear
452-006	DRIVER CONTROLLED TRACTION DIFFERENTIAL - BOTH TANDEM REAR AXLES		30
878-022	(1) INTERAXLE LOCK VALVE, (1) DRIVER CONTROLLED DIFFERENTIAL LOCK FORWARD-REAR AXLE VALVE AND (1) REAR-REAR AXLE VALVE		
87A-017	INDICATOR LIGHT FOR EACH INTERAXLE LOCKOUT SWITCH, DISENGAGE INTERAXLE LOCK WITH IGNITION OFF		
87B-025	INDICATOR LIGHT FOR EACH DIFFERENTIAL LOCKOUT SWITCH, ENGAGE AT SPEEDS 5PMPH OR LESS, DISENGAGE W/IGN OFF		
423-020	MERITOR 16.5X7 Q+ CAST SPIDER CAM REAR BRAKES, DOUBLE ANCHOR, FABRICATED SHOES		
433-002	NON-ASBESTOS REAR BRAKE LINING		
434-003	STANDARD BRAKE CHAMBER LOCATION		
451-001	CAST IRON OUTBOARD REAR BRAKE DRUMS		-20
425-002	REAR BRAKE DUST SHIELDS		10
440-006	REAR OIL SEALS		
426-075	HALDEX GOLDSEAL LONGSTROKE 2-DRIVE AXLES SPRING PARKING CHAMBERS		
428-031	HALDEX AUTOMATIC REAR SLACK ADJUSTERS WITH STAINLESS STEEL CLEVIS PINS		
41T-002	CURRENT AVAILABLE SYNTHETIC 75W-90 REAR AXLE LUBE		
42T-001	STANDARD REAR AXLE BREATHER(S)		
Rear Suspension			
622-1CJ	HENDRICKSON RT463 @46,000# REAR SUSPENSION		750
621-015	HENDRICKSON RT/RTE - 6.00" SADDLE		
431-001	STANDARD AXLE SEATS IN AXLE CLAMP GROUP		
624-009	54 INCH AXLE SPACING		10
628-005	STEEL BEAMS AND BRONZE CENTER BUSHINGS WITH BAR PIN ADJUSTABLE END CONNECTIONS		
623-005	FORE/AFT CONTROL RODS		
Pusher / Tag Equipment			
429-998	NO PUSHER/TAG BRAKE DUST SHIELDS		
Brake System			
490-121	WABCO 4S/4M ABS WITH TRACTION CONTROL		

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	871-001	REINFORCED NYLON, FABRIC BRAID AND WIRE BRAID CHASSIS AIR LINES		
	904-001	FIBER BRAID PARKING BRAKE HOSE		
	412-001	STANDARD BRAKE SYSTEM VALVES		
	46D-002	STANDARD AIR SYSTEM PRESSURE PROTECTION SYSTEM		
	413-002	STD U.S. FRONT BRAKE VALVE		
	432-003	RELAY VALVE WITH 5-8 PSI CRACK PRESSURE, NO REAR PROPORTIONING VALVE		
	480-009	BW AD-9 BRAKE LINE AIR DRYER WITH HEATER	20	
*	479-004	AIR DRYER MOUNTED OUTBOARD ON LH RAIL		
		AS CLOSE TO FUEL TANK AS POSSIBLE - REFE RENCE NK2385		
*	460-040	STEEL AIR BRAKE RESERVOIRS MOUNTED PERPENDICULAR TO OUTSIDE RAIL		
		LOCATE JUST AFT OF AIR DRYER. LIKE NK238 5		
	477-011	PETCOCK DRAIN VALVES ON ALL AIR TANK(S)		
Trailer Connections				
	481-998	NO TRAILER AIR HOSE		
	476-998	NO AIR HOSE HANGER		
	296-027	PRIMARY CONNECTOR/RECEPTACLE WIRED FOR COMBINATION STOP/TURN, CENTER PIN POWERED THROUGH IGNITION WITH STOP SIGNAL PREWIRE PACKAGE		
	303-025	SAE J560 7-WAY PRIMARY TRAILER CABLE RECEPTACLE MOUNTED END OF FRAME		
	310-998	NO TRAILER ELECTRICAL CABLE		
Wheelbase & Frame				
	545-698	6975MM (275 INCH) WHEELBASE		
*	546-102	7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI	510	320
	547-001	1/4 INCH (6.35MM) C-CHANNEL INNER FRAME REINFORCEMENT	240	460
	552-038	1800MM (71 INCH) REAR FRAME OVERHANG		
	55W-007	FRAME OVERHANG RANGE: 71 INCH TO 80 INCH	-30	130
	549-002	24 INCH INTEGRAL FRONT FRAME EXTENSION	140	-20
	AC8-99D	CALC'D BACK OF CAB TO REAR SUSP C/L (CA) : 191.14 in		
	AE8-99D	CALCULATED EFFECTIVE BACK OF CAB TO REAR SUSPENSION C/L (CA) : 188.14 in		
	AE4-99D	CALC'D FRAME LENGTH - OVERALL : 397.2 in		

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	Data Code	Description	Weight Front	Weight Rear
	FSS-0LH	CALCULATED FRAME SPACE LH SIDE : 104.45 in		
	FSS-0RH	CALCULATED FRAME SPACE RH SIDE : 136.02 in		
	AM6-99D	CALC'D SPACE AVAILABLE FOR DECKPLATE : 0.0 in		
	553-001	SQUARE END OF FRAME		
	550-001	FRONT CLOSING CROSSMEMBER		
	559-001	STANDARD WEIGHT ENGINE CROSSMEMBER		
*	562-345	STANDARD MIDSHIP #1 CROSSMEMBER MOUNTED 1135MM (45 INCH) FROM BACK OF CAB		
	572-001	STANDARD REARMOST CROSSMEMBER		
	565-001	STANDARD SUSPENSION CROSSMEMBER		
Chassis Equipment				
	556-997	OMIT FRONT BUMPER, CUSTOMER INSTALLED SPECIAL BUMPER, DOES NOT COMPLY WITH FMCSR 393.203	-100	
	585-998	NO MUDFLAP BRACKETS		
	590-998	NO REAR MUDFLAPS		
	551-007	GRADE 8 THREADED HEX HEADED FRAME FASTENERS		
	44Z-002	EXTERIOR HARNESSES WRAPPED IN ABRASION TAPE		
*	606-568	DRLG PREP FOR SEWER EQUIP PER DRAWING 80744-04-V, REV -, 10/21/21		
	605-1AB	D15-16004-000 CENTER PUNCH TO MARK CENTERLINE OF REAR SUSPENSION ON FRAME WEB		
Fifth Wheel				
	578-998	NO FIFTH WHEEL		
Fuel Tanks				
	204-157	110 GALLON/416 LITER ALUMINUM FUEL TANK - LH	20	10
	218-006	25 INCH DIAMETER FUEL TANK(S)		
	215-005	PLAIN ALUMINUM/PAINTED STEEL FUEL/HYDRAULIC TANK(S) WITH PAINTED BANDS		
	212-007	FUEL TANK(S) FORWARD		
	664-001	PLAIN STEP FINISH		
	205-001	FUEL TANK CAP(S)		

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	Data Code	Description	Weight Front	Weight Rear
	122-1H4	DETROIT FUEL/WATER SEPARATOR WITH WATER IN FUEL SENSOR AND 12 VOLT PREHEATER	10	
	216-020	EQUIFLO INBOARD FUEL SYSTEM		
	20E-004	AUXILIARY FUEL SUPPLY AND RETURN PORTS LOCATED ON LH FUEL TANK		
	202-016	HIGH TEMPERATURE REINFORCED NYLON FUEL LINE		
Tires				
*	093-10D	CONTINENTAL INTELLIGENT HAC3 425/65R22.5 20 PLY RADIAL FRONT TIRES	196	
	094-12P	CONTINENTAL HDR2+ 11R22.5 14 PLY RADIAL REAR TIRES		184
Hubs				
	418-060	CONMET PRESET PLUS PREMIUM IRON FRONT HUBS		
	450-060	CONMET PRESET PLUS PREMIUM IRON REAR HUBS		
Wheels				
	502-566	MAXION WHEELS 10035 22.5X12.25 10-HUB PILOT 4.75 INSET 5-HAND STEEL DISC FRONT WHEELS	102	
	505-545	MAXION WHEELS 90260 22.5X8.25 10-HUB PILOT 2-HAND HD STEEL DISC REAR WHEELS		160
	496-011	FRONT WHEEL MOUNTING NUTS		
	497-011	REAR WHEEL MOUNTING NUTS		
Cab Exterior				
	829-1A2	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB		
	650-008	AIR CAB MOUNTING		
	648-002	NONREMOVABLE BUGSCREEN MOUNTED BEHIND GRILLE		
	667-001	FRONT FENDERS		
	754-002	3-1/2 INCH FENDER EXTENSIONS	15	
	678-001	LH AND RH GRAB HANDLES		
	645-002	BRIGHT FINISH RADIATOR SHELL/HOOD BEZEL		
	646-042	STATIONARY BLACK GRILLE WITH BRIGHT ACCENTS		
	65X-003	CHROME HOOD MOUNTED AIR INTAKE GRILLE		
	644-004	FIBERGLASS HOOD		
	690-002	TUNNEL/FIREWALL LINER		

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	Data Code	Description	Weight Front	Weight Rear
	727-1AH	SINGLE 14 INCH ROUND POLISHED AIR HORN ROOF MOUNTED		
	726-001	SINGLE ELECTRIC HORN		
	728-001	SINGLE HORN SHIELD		
	575-001	REAR LICENSE PLATE MOUNT END OF FRAME		
	312-067	HALOGEN COMPOSITE HEADLAMPS WITH BRIGHT BEZELS		
	302-047	LED AERODYNAMIC MARKER LIGHTS		
	311-003	DAYTIME RUNNING LIGHTS WITH ROCKER/TOGGLE MOMENTARY INTERRUPTER SWITCH		
	294-017	INTEGRAL STOP/TAIL/BACKUP LIGHTS WITH 7 EXTRA FEET OF WIRE MOUNTED AT END OF FRAME		
	300-015	STANDARD FRONT TURN SIGNAL LAMPS		
	744-1BC	DUAL WEST COAST BRIGHT FINISH HEATED MIRRORS WITH LH AND RH REMOTE		
	797-001	DOOR MOUNTED MIRRORS		
	796-001	102 INCH EQUIPMENT WIDTH		
	743-204	LH AND RH 8 INCH BRIGHT FINISH CONVEX MIRRORS MOUNTED UNDER PRIMARY MIRRORS		
	74A-001	RH DOWN VIEW MIRROR		
*	712-008	(2) CUSTOM NAMEPLATES SHIPPED LOOSE, "_____"		
		SEWER EQUIPMENT		
	729-001	STANDARD SIDE/REAR REFLECTORS		
	764-010	COMPOSITE EXTERIOR SUN VISOR	10	
	768-043	63X14 INCH TINTED REAR WINDOW		
	661-004	TINTED DOOR GLASS LH AND RH WITH TINTED OPERATING WING WINDOWS		
	654-011	RH AND LH ELECTRIC POWERED WINDOWS		
	663-013	1-PIECE SOLAR GREEN GLASS WINDSHELD		
	659-007	8 LITER (2 GAL) WINDSHIELD WASHER RESERVOIR, CAB MOUNTED, WITHOUT FLUID LEVEL INDICATOR		
Cab Interior				
	055-019	RUGGED TRIM PACKAGE		
	707-107	GRAY & CARBON VINYL INTERIOR "RUGGED"		
	70K-020	CARBON WITH PREMIUM GUNMETAL ACCENT (RUGGED)		
	706-013	MOLDED PLASTIC DOOR PANEL		

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Data Code	Description	Weight Front	Weight Rear
708-013	MOLDED PLASTIC DOOR PANEL		
772-006	BLACK MATS WITH SINGLE INSULATION		
785-023	ASH CUP AND LIGHTER		
691-001	FORWARD ROOF MOUNTED CONSOLE		
693-019	LH AND RH DOOR STORAGE POCKETS INTEGRATED INTO MOLDED DOOR PANELS		
738-021	DIGITAL ALARM CLOCK IN DRIVER DISPLAY		
742-007	(2) CUP HOLDERS LH AND RH DASH		
680-029	M2/SD DASH		
700-002	HEATER, DEFROSTER AND AIR CONDITIONER		
701-008	STANDARD HVAC DUCTING WITH SNOW SHIELD FOR FRESH AIR INTAKE		
703-005	MAIN HVAC CONTROLS WITH RECIRCULATION SWITCH		
170-015	STANDARD HEATER PLUMBING		
130-041	VALEO HEAVY DUTY A/C REFRIGERANT COMPRESSOR		
702-002	BINARY CONTROL, R-134A		
739-033	STANDARD INSULATION		
285-013	SOLID-STATE CIRCUIT PROTECTION AND FUSES		
280-007	12V NEGATIVE GROUND ELECTRICAL SYSTEM		
324-1B3	STANDARD LED CAB LIGHTING		
787-004	REMOTE KEYLESS ENTRY AND 2 TRANSMITTERS	2	
657-001	DOOR LOCKS AND IGNITION SWITCH KEYED THE SAME		
78G-002	KEY QUANTITY OF 2		
655-005	LH AND RH ELECTRIC DOOR LOCKS		
740-998	NO MATTRESS	-20	-15
756-338	BASIC ISRINGHAUSEN HIGH BACK AIR SUSPENSION DRIVERS SEAT WTIH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	30	
760-338	BASIC ISRINGHAUSEN HIGH BACK AIR SUSPENSION PASSENGER SEAT WTIH MECHANICAL LUMBAR AND INTEGRATED CUSHION EXTENSION	25	10
759-005	DUAL DRIVER AND PASSENGER SEAT ARMRESTS	8	
711-004	LH AND RH INTEGRAL DOOR PANEL ARMRESTS		
758-022	BLACK MORDURA CLOTH DRIVER SEAT COVER		

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Data Code	Description	Weight Front	Weight Rear
761-023	BLACK MORDURA CLOTH PASSENGER SEAT COVER		
763-101	BLACK SEAT BELTS		
532-002	ADJUSTABLE TILT AND TELESCOPING STEERING COLUMN		
540-070	4-SPOKE 18 INCH (450MM) LEATHER WRAPPED STEERING WHEEL WITH CHROME SWITCH BEZELS		
765-002	DRIVER AND PASSENGER INTERIOR SUN VISORS		
Instruments & Controls			
106-002	ELECTRONIC ACCELERATOR CONTROL		
732-998	NO INSTRUMENT PANEL-DRIVER		
734-022	FULLY CONFIGURABLE CENTER INSTRUMENT PANELS		
87L-001	ENGINE REMOTE INTERFACE WITH PARK BRAKE INTERLOCK		
870-002	BRIGHT ARGENT FINISH GAUGE BEZELS		
486-001	LOW AIR PRESSURE INDICATOR LIGHT AND AUDIBLE ALARM		
840-001	DUAL NEEDLE PRIMARY AND SECONDARY AIR PRESSURE GAUGE		
198-003	DASH MOUNTED AIR RESTRICTION INDICATOR WITH GRADUATIONS		
721-001	97 DB BACKUP ALARM		3
149-015	ELECTRONIC CRUISE CONTROL WITH CONTROLS ON STEERING WHEEL SPOKES		
156-007	KEY OPERATED IGNITION SWITCH AND INTEGRAL START POSITION; 4 POSITION OFF/RUN/START/ACCESSORY		
811-044	PREMIUM INSTRUMENT CLUSTER WITH 5.0 INCH TFT COLOR DISPLAY		
81B-003	DIGITAL PANEL LAMP DIMMER SWITCH IN DRIVER DISPLAY		
160-038	HEAVY DUTY ONBOARD DIAGNOSTICS INTERFACE CONNECTOR LOCATED BELOW LH DASH		
844-001	2 INCH ELECTRIC FUEL GAUGE		
148-072	ENGINE REMOTE INTERFACE WITH ONE OR MORE SET SPEEDS		
48H-003	QUICKFIT POWERTRAIN INTERFACE CONNECTOR UNDER CAB WITH CAPS		
856-001	ELECTRICAL ENGINE COOLANT TEMPERATURE GAUGE		

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852-002	ELECTRIC ENGINE OIL PRESSURE GAUGE		
864-001	2 INCH TRANSMISSION OIL TEMPERATURE GAUGE		
867-004	ELECTRONIC OUTSIDE TEMPERATURE SENSOR DISPLAY IN DRIVER MESSAGE CENTER		
830-017	ENGINE AND TRIP HOUR METERS INTEGRAL WITHIN DRIVER DISPLAY		
372-123	PTO CONTROLS FOR ENHANCED VEHICLE ELECTRIC/ELECTRONIC ARCHITECTURE		
736-998	NO OBSTACLE DETECTION SYSTEM		
72J-998	NO DR ASSIST SYSTEM		
49B-998	NO VEHICLE STABILITY ADVISOR OR CONTROL		
73B-998	NO LANE DEPARTURE WARNING SYSTEM		
72K-998	NO REVERSE PROXIMITY SENSOR		
679-998	NO OVERHEAD INSTRUMENT PANEL		
1U1-002	TOP OF DASH RAM MOUNT WITHOUT POWER OR GROUND, FOR CUSTOMER FURNISHED DEVICE		
746-143	7" B-PANEL INTERACTIVE TOUCHSCREEN DISPLAY W/ USB-C, APPLE CARPLAY, ANDROID AUTO, BLUETOOTH/AM/FM/SXM/WB, MICROPHONE		
747-001	DASH MOUNTED RADIO		
750-002	(2) RADIO SPEAKERS IN CAB		
753-001	AM/FM ANTENNA MOUNTED ON FORWARD LH ROOF	2	
749-998	NO CB RADIO MOUNTING PROVISION		
75W-998	NO MULTIBAND ANTENNA		
78C-004	INTEROPERABLE SDAR ANTENNA, SHIP LOOSE		
810-027	ELECTRONIC MPH SPEEDOMETER WITH SECONDARY KPH SCALE, WITHOUT ODOMETER		
817-001	STANDARD VEHICLE SPEED SENSOR		
812-001	ELECTRONIC 3000 RPM TACHOMETER		
813-1C8	DETROIT CONNECT PLATFORM HARDWARE CTP3		
8D1-313	3 YEARS DAIMLER CONNECTIVITY BASE PACKAGE ON (FEATURES VARY BY MODEL) POWERED BY DETROIT CONNECT ON CUMMINS ENGINES		
8DE-998	NO ASE DATA SVCE EXTENSION		

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Data Code	Description	Weight Front	Weight Rear
6TS-005	TMC RP1226 ACCESSORY CONNECTOR LOCATED BEHIND PASSENGER SIDE REMOVEABLE DASH PANEL		
162-002	IGNITION SWITCH CONTROLLED ENGINE STOP		
4C1-998	NO HARDWIRE SWITCH #1		
4C2-998	NO HARDWIRE SWITCH #2		
4C3-998	NO HARDWIRE SWITCH #3		
81Y-005	PRE-TRIP INSPECTION FEATURE FOR EXTERIOR LAMPS ONLY		
264-030	(1) OVERHEAD MOUNTED LANYARD CONTROL FOR DRIVER AIR HORN		
883-998	NO TRAILER HAND CONTROL BRAKE VALVE		
836-015	DIGITAL VOLTAGE DISPLAY INTEGRAL WITH DRIVER DISPLAY		
660-008	SINGLE ELECTRIC WINDSHIELD WIPER MOTOR WITH DELAY		
304-030	ROTARY HEADLAMP SWITCH, MARKER LIGHTS/HEADLIGHTS SWITCH WITH PULL OUT FOR OPTIONAL FOG/ROAD LAMPS		
882-009	ONE VALVE PARKING BRAKE SYSTEM WITH WARNING INDICATOR		
299-020	SELF CANCELING TURN SIGNAL SWITCH WITH DIMMER, HEADLAMP FLASH, WASH/WIPE/INTERMITTENT		
298-046	INTEGRAL ELECTRONIC TURN SIGNAL FLASHER WITH 40 AMP (20 AMP PER SIDE) TRAILER LAMP CAPACITY		
87T-998	NO WRG/SW-OPTL #2,CHAS,AIR		
Design			
065-000	PAINT: ONE SOLID COLOR		
Color			
980-5F6	CAB COLOR A: L0006EY WHITE ELITE EY		
986-020	BLACK, HIGH SOLIDS POLYURETHANE CHASSIS PAINT		
962-972	POWDER WHITE (N0006EA) FRONT WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)		
966-972	POWDER WHITE (N0006EA) REAR WHEELS/RIMS (PKWHT21, TKWHT21, W, TW)		
976-995	SUNVISOR PAINTED SAME AS CAB COLOR A		
963-003	STANDARD E COAT/UNDERCOATING		
Certification / Compliance			

Prepared for:
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SEWER EQUIPMENT CO OF AMERICA BB
1590 DUTCH RD
DIXON, IL 61021
Phone: 815-835-5566

Prepared by:
Andy Ruden
TRUCK COUNTRY OF IOWA, INC.
3201 HWY 61/151
DUBUQUE, IA 520039695
Phone: 563-556-3773

Data Code	Description	Weight Front	Weight Rear
996-001	U.S. FMVSS CERTIFICATION, EXCEPT SALES CABS AND GLIDER KITS		
Secondary Factory Options			
999-051	FRONT AND/OR REAR TIRE WIDTH EXCEEDS 2.6 M (102.4") AND CHASSIS MODIFICATIONS MAY BE REQUIRED DUE TO POSSIBLE PTO/CHASSIS INTERFERENCE;CUSTOMER ADVISED & ACCEPTS		
Sales Programs			
	NO SALES PROGRAMS HAVE BEEN SELECTED		

TOTAL VEHICLE SUMMARY

Weight Summary

	Weight Front	Weight Rear	Total Weight
Factory Weight+	8964 lbs	9078 lbs	18042 lbs
Total Weight+	8964 lbs	9078 lbs	18042 lbs

(+) Weights shown are estimates only.
If weight is critical, contact Customer Application Engineering.

(***) All cost increases for major components (Engines, Transmissions, Axles, Front and Rear Tires) and government mandated requirements, tariffs, and raw material surcharges will be passed through and added to factory invoices.

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QUOTATION

114SD PLUS CONVENTIONAL CHASSIS

SET FORWARD AXLE - TRUCK
CUM L9 370 HP @ 2100 RPM, 2100 GOV RPM, 1250 LB-FT @ 1200 RPM
ALLISON 3000 RDS AUTOMATIC TRANSMISSION WITH PTO PROVISION
MERITOR RT-46-164 46,000# R-SERIES 78 INCH WIDE TRACK TANDEM REAR AXLE
HENDRICKSON RT463 @46,000# REAR SUSPENSION
MERITOR MFS-20-133A 20,000# FL1 71.0 INCH KPI/3.74 INCH DROP SINGLE FRONT AXLE
20,000# FLAT LEAF FRONT SUSPENSION
114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
6975MM (275 INCH) WHEELBASE
NO FIFTH WHEEL
7/16X3-9/16X11-1/8 INCH STEEL FRAME (11.11MMX282.6MM/0.437X11.13 INCH) 120KSI
1800MM (71 INCH) REAR FRAME OVERHANG
1/4 INCH (6.35MM) C-CHANNEL INNER FRAME REINFORCEMENT

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Daimler Truck Financial

Financing that works for you

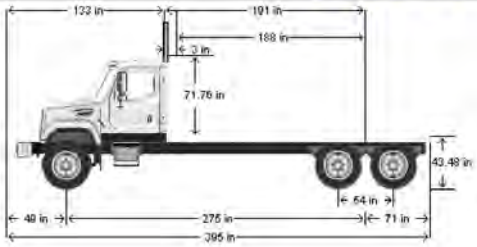
See your local dealer for a competitive quote from Daimler Truck Financial, or contact us at Information@dtfoffers.com.

Daimler Truck Financial offers a variety of finance, lease and insurance solutions to fit your business needs. For more information about our products and services, visit our website at www.daimler-truckfinancial.com.

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DIMENSIONS



VEHICLE SPECIFICATIONS SUMMARY - DIMENSIONS

Model	114SD
Wheelbase (545)	6975MM (275 INCH) WHEELBASE
Rear Frame Overhang (552)	1800MM (71 INCH) REAR FRAME OVERHANG
Fifth Wheel (578)	NO FIFTH WHEEL
Mounting Location (577)	NO FIFTH WHEEL LOCATION
Maximum Forward Position (in)	0
Maximum Rearward Position (in)	0
Amount of Slide Travel (in)	0
Slide Increment (in)	0
Desired Slide Position (in)	0.0
Cab Size (829)	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Sleeper (682)	NO SLEEPER BOX/SLEEPERCAB
Exhaust System (016)	RH OUTBOARD UNDER STEP MOUNTED HORIZONTAL AFTERTREATMENT SYSTEM ASSEMBLY WITH RH B-PILLAR MOUNTED VERTICAL TAILPIPE

TABLE SUMMARY - DIMENSIONS

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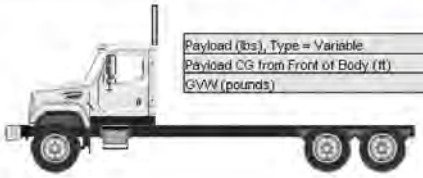
Dimensions	Inches
Bumper to Back of Cab (BBC)	132.9
Bumper to Centerline of Front Axle (BA)	49.4
Front Axle to Back of Cab (AC)	83.5
Min. Cab to Body Clearance (CB)	3.0
Back of Cab to Centerline of Rear Axle(s) (CA)	191.1
Effective Back of Cab to Centerline of Rear Axle(s) (Effective CA)	188.1
Back of Cab Protrusions (Exhaust/Intake) (CP)	2.0
Back of Cab Protrusions (Side Extenders/Trim Tab) (CP)	0.0
Back of Cab Protrusions (CNG Tank)	0.0
Back of Cab Clearance (CL)	3.0
Back of Cab to End of Frame	262.0
Cab Height (CH)	71.8
Wheelbase (WB)	274.6
Frame Overhang (OH)	70.9
Overall Frame Length	397.2
Overall Length (OAL)	394.9
Rear Axle Spacing	54.0
Unladen Frame Height at Centerline of Rear Axle	43.5

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.

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TRUCK WEIGHT



Payload (lbs), Type = Variable	0
Payload CG from Front of Body (ft)	5.9
GVW (pounds)	21152

Front
10742

Rear
10410

VEHICLE SPECIFICATIONS SUMMARY - TRUCK WEIGHT

Model	114SD
Cab Size (829)	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Expected Front Axle(s) Load (lbs)	20000.0
Expected Pusher Axle(s) Load (lbs)	0.0
Expected Rear Axle(s) Load (lbs)	46000.0
Expected Tag Axle(s) Load (lbs)	0.0
Expected GVW (lbs)	66000
Expected GCW (lbs)	0.0
Wheelbase (545)	6975MM (275 INCH) WHEELBASE
Pusher / Tag Axle (443)	NO PUSHER OR TAG AXLE
Front Axle to Back of Cab (in)	83.464
Cab to Body Clearance (in)	3.0
Front Axle to Body (in)	86.464
Truck Configuration (AA3)	SEWER/INDUSTRIAL VACUUM BODY
Body Length (ft)	11.8
Body Weight (lbs)	1700.0
Body Horiz CG from Body Front (ft)	5.5
Body Front to Rear Axle(s) CL (ft)	15.68
Driver Weight (lbs)	500.0
Driver Horizontal CG from Front Axle (in)	37.656
Left-Hand Primary Fuel/Hydraulic Tank (204)	110 GALLON/416 LITER ALUMINUM FUEL TANK - LH
Left Fuel Tank Horizontal CG (in)	101.153
Right-Hand Primary Fuel/Hydraulic Tank (206)	NO RH FUEL TANK
Right Fuel Tank Horizontal CG (in)	0

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TABLE SUMMARY - TRUCK WEIGHT

Item	Front(s)	Rear(s)	Total
Chassis Tare	8964	9078	**18042**
Fuel / Oil	591	319	**910**
Driver	431	69	**500**
Dealer Installed Options	0	0	**0**
Accessories Total	0	0	**0**
Body Tare	756	944	**1700**
Truck Tare Weight	**10742**	**10410**	**21152**
Payload Total	0	0	**0**
Calculated Axle Loads	**10742**	**10410**	**21152**
Expected Axle Loads / GVW	20000	46000	**66000**
GAWR / GVWR	20000	46000	**66000**
Payload CG From Front of Body		5.9 feet	
Payload CG From Front Axle		13.1 feet	
Payload Distribution		Variable	
	All weights displayed in pounds		

Item	Front(s)	Rear(s)	Total
Chassis Tare	8964	9078	**18042**
Fuel / Oil	591	319	**910**
Driver	431	69	**500**
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Payload CG From Front of Body		5.9 feet	
Payload CG From Front Axle		13.1 feet	
Payload Distribution		Variable	
	All weights displayed in pounds		

Performance calculations are estimates only. If performance calculations are critical, please contact Customer Application Engineering.

IDS
Industrial Disposal Supply

901 22nd Street, Plano, TX 75074
p 972-423-1423 f 972-424-7203
www.idsequip.com



February 7, 2025		**PO#**	
		Product Class:	
Payment Terms:	**Upon Receipt**	**REV:**	
Distributor:	**Industrial Disposal Supply Co.**	**WO#**	
Salesman:	**Matt White**		
End User:	**City of Wichita Falls**		
Address:	**1004 River Road**		
City, State, Zip:	**Wichita Falls, TX 76301**		
Phone:	**940-761-5218**		
Contact:	**Gordon Smith**		
Email:	gordon.smith@wichitafallstx.gov		

SEWER EQUIPMENT CO. of AMERICA

900 ECO 12 Yard Combination Sewer Cleaner

Vacuum System:
- 4400 CFM Blower
- 8" Vacuum Hose system
- 18" Hg vacuum rating
- Dual Cyclone Separator
- Dual Element 10 Micron Final Filter
- Remote Vacuum Relief
- Analog Vacuum Display
- (6) Tube / Tube Rack

Boom:
- Telescoping Boom System
- Telescoping Reach 17' 2" to 27' 2"
- Hydraulic Powered Boom
- 180° Working Radius
- Boom Joystick Control

Debris Tank:
- 12 Cubic Yard Capacity
- Exten Steel Construction
- Debris Level Indicator
- Hydraulic Dump, 50° Dump Angle (LIFT CLYINDER)
- Dual Ported Rear Door w/ Knife Valve
- Dump Height 60"
- Hydraulic Open/Close/Lock Door

Water System:
- 1300 Gallon Capacity Water Tank
- Giant plunger style triplex
  - 65 gpm @ 2000 psi w/ 30 min run dry
- Black Duraprolene™ Water Tank Construction w/ 10 Year Warranty
- Cold Weather Recirculation System
- 2.5" Hydrant Fill system
- Air Purge Valve
- Variable Volume Delivery
- Low Water Warning Light
- Analog Pressure Display
- Front and Mid Ship Hand Gun Ports

Electrical:
- NEMA 4 Control Panel
- Hour Meter (Blower & Water Pump)
- Military Spec. Sealed Switches

Truck:
- Mounting to Approved Chassis
- (1) Alum Toolbox 24"x42"x100" - Behind Cab
- LED D.O.T. Approved Lighting
- (2) Tow Hooks Front Bumper

Hose Reel & Hose:
- Front Mounted Telescoping & Rotating
- 800' X 1" Hose Capacity
- 10' Leader Hose
- Single Side Controls

Accessories:
- (3) 8" x 6' Extension Tube
- (1) 8" X 3' Extension Tube
- (1) 8" x 6' Crowned Suction Nozzle
- (1) 6" x 10' Flat Discharge Hose
- (6) Quick Clamps
- BB Hose Guide
- Tri-Star (chisel point) nozzle
- DD (high flow) nozzle
- Finned Nozzle extension
- Nozzle Rack (Mounted midship toolbox)
- 25' Fill Hose
- Upstream Pulley Guide
- Washdown Gun w/ 50' of Hose
- Cleaner, Tip,Torch,Small
- (1) Hydrant Wrench
- (1) Paper Owner's Manual

STANDARD OPTIONS:

HOSE REEL ASSEMBLY:			
AUTOMATIC LEVELWIND W/ HYDRAULIC UP/DOWN ACTION		1	
FOOTAGE METER (mounted on jetter hose reel)		1	
SECONDARY OPERATOR'S STATION (controls include analog water and vacuum pressure gauges and hose reel payout/retreive control)		1	
1" ID x 2,500 PSI OPERATING PRESSURE - PER FT		700	
UPGRADE WATER PUMP TO GIANT 80GPM @ 2,500PSI PLUNGER STYLE TRIPLEX WATER PUMP W/ 30 MINUTE RUN DRY CAPABILITY		1	
UPGRADE WATER PUMP DRAIN VALVES		1	
WATER TANKS:			
ADDITIONAL FULLY BAFFLED 200 GALLON DURAPROLENE™ (BLACK) WATER TANK W/ 10 YEAR WARRANTY (mounted between frame rails - subject to chassis load capacity)		1	
DIGITAL WATER TANK LEVEL GAUGE		1	
WATER TANK LOW LEVEL AUDIBLE ALARM (level set point is fixed at 150 gallons)		1	
2" WYE-STRAINER ON INLET FILL SYSTEM		1	

FREIGHT AND/OR APPLICABLE TAXES ARE NOT INCLUDED

WATER SYSTEM ATTACHMENTS:				
FILL HOSE STORAGE RACK			1	
STANDARD HYDROEXCAVATION CLEANING KIT 20GPM @ 2000PSI - Includes 8" x 6' dig tube, 8GPM rotary dig wand, 10GPM linear nozzle (shipped loose), (2) 5' extension wands, and automatic reel w/ 75' of 3/8" hose			1	
CENTRAL WASHDOWN SYSTEM W/ 50FT RETRACTABLE HOSE REEL (mounted at midship)			1	
TOOLBOX CONFIGURATIONS:				
REAR TOOLBOX GROUP W/ LONG HANDLE STORAGE (Includes qty 2 4" long handle tool storage tubes, qty 2 24"x18"x18" boxes, and qty 1 63.75"x17.25"12" center section w/ pass-through opening. Only available on tandem axle chassis and requires rear suspension approval.)			1	
ADD QTY 2 30"X18"X18" PASSENGER SIDE ALUMINUM TOOLBOXES W/ RETRACTABLE 2 STEP LADDER (not available with cold weather hydroexcavation cleaning kit option)			1	
DEBRIS BOX & BOOM:				
DEBRIS BODY PUMP OFF SYSTEM (4" hydrulic driven pump rated @ 800GPM located on rear door of debris box, includes swing out decant screen) (Torque PTO bolts & studs @ 50ft-lbs)			1	
MANUAL/ELECTRIC BOOM CONTORL VALVE (Control valves have built in manual boom control levers. Located at midship.)			1	
DEBRIS BODY WASH OUT SYSTEM (includes dual nozzles in debris box)			1	
ELECTRICAL & LIGHTING:				
WIRELESS REMOTE PENDANT CONTROL (w/ hose reel payout/retreive, water pump on/off, vacuum relief open/close, boom up/down, boom left/right, boom extend/retract, and kill switch)			1	
WIRELESS REMOTE ALARM (buzzer alarm sounds when truck is taken out of neutral with remote not in charging dock)			1	
PREMIUM STROBE LIGHT PACKAGE (12 lights total)			1	
LED ARROW STICK			1	
LED MANHOLE AREA WORK LIGHT			1	
LED CURBSIDE BODY MOUNTED WORK LIGHT			1	
LED BOOM MOUNTED WORK LIGHTS (2 lights mounted on boom with limb guard)			1	
LED REAR MOUNTED WORK LIGHTS (2 lights mounted above rear door)			1	
CHASSIS:				
AIR PURGE SYSTEM (powered via chassis air system)			1	
ENHANCED VISIBILITY CAMERA SYSTEM (includes front and rear mounted cameras with split screen monitor in cab)			1	
SIX 28" D.O.T. SAFETY CONES AND HOLDER			1	
CENTRAL LUBRICATION SYSTEM			1	
TWO TOW HOOKS ON REAR BUMPER			1	
PAINT:				
DEBRIS TANK - STANDARD WHITE (specify color in special options) BOOM - STANDARD WHITE (specify color in special options) HOSE REEL & UPRIGHT - STANDARD SEWER BLUE (specify color in special options) FRAME & HOSE REEL SLIDE - STANDARD BLACK (specify color in special options)			1	
SPECIAL ITEMS:				
Freightliner 114SD 370 HP chassis (Factory provided with dealer transfer through Houston Freightliner)				
Industrial Disposal Supply Co.				
Matt White				
214-282-5702	**Body Purchase Price: $451,885.00**			
mwhite@idsequip.com				
SIGNATURE			DATE	
Please return a signed copy to bigequipment@SewerEquipment.com				

FREIGHT AND/OR APPLICABLE TAXES ARE ADDITIONAL

CITY COUNCIL AGENDA
April 15, 2025

ITEM/SUBJECT: Appointments to Boards and Commissions

INITIATING DEPT: City Clerk

STRATEGIC GOAL: Actively Engage and Inform the Public

STRATEGIC OBJECTIVE: Practice effective governance.

COMMENTARY: There is a midterm vacancy on the Lake Wichita Revitalization Committee. The vacancy was advertised in accordance with Resolution 21-2015, and there are three current applicants.

☒ **City Clerk**

ASSOCIATED INFORMATION: Member roster

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **Interim City Manager Approval**

LAKE WICHITA REVITALIZATION COMMITTEE

PLACE	NAME	APPOINTED	EXPIRATION	QUALIFICATIONS	DISTRICT
1	Michael Battaglino	11/7/2023	07/31/2027	City Council Rep.	4
2	Stephen Garner	12/15/2020 12/20/2024	12/31/2027	Park Board Rep. (moved up on 12/20/2024)	4
3	Joshua Whittiker	01/16/2024	07/31/2027	CWF Rep.	4
4	Mark Moran	08/20/2024	07/31/2027	Lakeside City Rep.	
5	Matt Marrs	01/19/2021	07/31/2027	CWF Rep.	3
6	Sharon Roach	07/07/2020 03/15/2022	07/31/2027	CWF Rep. (moved from Alt. 03/15/2022)	4
7	Vacant		07/31/2027	CWF Rep.	
8	David Coleman	02/19/2019 11/05/2019	07/31/2027	CWF Rep. (moved from Alt. 11/5/19)	3
9	Adam Arruda	09/19/2023	07/31/2027	CWF Rep.	5
10	John Pezzano	08/20/2024	07/31/2027	Lakeside City Ex-Officio	
11	David Bender	02/20/2024	07/31/2027	Voting Alternate	4
12	Jack Roe	01/16/2024	07/31/2027	Voting Alternate	3
13	Alicia Castillo	10/20/2020	07/31/2027	Gold Star Family Member Ex-Officio	2

Current applicants: Amy Bobrowitz, Robert Eason, and Tim Lockhart.