



## City of Wichita Falls City Council Agenda

**Notice is hereby given that on June 16, 2026, the City Council of the City of Wichita Falls will hold a regular meeting at 8:30 a.m. at the MPEC, 1000 Fifth Street, Hayley Eye Clinic Seminar Room, for the purpose of considering the following items:**

**1. Call to Order**

**2. Invocation**

- a) Major Roman Leal, The Salvation Army of Wichita Falls

**3. Pledge of Allegiance**

**4. Presentations**

- a) Proclamation — Juneteenth Celebration, Spirit of Excellence  
b) Proclamation — National Homeownership Month, City of Wichita Falls  
Neighborhood Resources Division  
c) Proclamation — Housing Choice Voucher Awareness Day, City of Wichita Falls  
Housing Department

**5. Citizen Comments**

Citizens may speak on matters not listed on the agenda by signing up before the meeting. Remarks are limited to three minutes, and no deliberation or action may be taken by the Council.

### **CONSENT AGENDA**

**6. Approval of Meeting Minutes**

- a) City Council, June 2, 2026

**7. Receive Minutes**

- a) Central Wichita Falls Neighborhood Revitalization Committee, March 3, 2026  
b) Wichita Falls - Wichita County Public Health Board, March 13, 2026  
c) Tax Increment Financing #3 Board, March 19, 2026  
d) Lake Wichita Revitalization Committee, April 14, 2026

**8. Ordinances**

- a) Ordinance canceling the regularly scheduled City Council meeting on July 7, 2026  
b) Ordinance making an appropriation to the Special Revenue Fund in the amount of \$195,281 for the Sexually Transmitted Disease/Human Immunodeficiency Virus Disease Intervention Specialists Contract from the Texas Department of State

Health Services for Fiscal Years 2026 & 2027; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds

- c) Ordinance making an appropriation to the Special Revenue Fund in the amount of \$15,229.71 for grant revenue from the Texas Department of Transportation (TxDOT) for the Operation Slow Down 2026 Grant and authorizing the City Manager or his designee to execute all documents necessary to accept said funds

## **9. Resolutions**

- a) Resolution authorizing award of 27 bids to various vendors for the City's annual supply of bulk chemicals for water and wastewater treatment in the amount of \$4,990,139.38
- b) Resolution authorizing award of bid to APSCO, Inc. in the amount of \$139,768.00 for the award of the City's estimated annual supply of water meter boxes and lids
- c) Resolution authorizing the submittal of a grant application to FEMA for the FY 2025 Fire Prevention and Safety Grant
- d) Resolution authorizing the submittal of a grant application to FEMA for the FY 2025 Assistance to Firefighters Grant
- e) Resolution authorizing the City Manager to execute a Construction Manager at Risk (CMaR) agreement with The Fain Group, LLC for the Falls Rehabilitation Project in the amount of 4% of actual construction costs
- f) Resolution reappointing Jeffery Jenkins to Place 3 on the Wichita County - City of Wichita Falls Hospital Board of Directors with a term to expire July 1, 2028
- g) Resolution authorizing the City Manager to apply for a Water Infrastructure and Supply Grant from the Texas Water Development Board in the amount of \$20,916,600

## **REGULAR AGENDA**

### **10. Resolutions**

- a) Resolution authorizing the City Manager to execute a Task Order with HDR Engineering, Inc. for engineering services related to flood mitigation alternatives in the amount of \$298,700.00
- b) Resolution authorizing the execution of an Interlocal Cooperation Contract between the City of Wichita Falls and the Texas Department of State Health Services for mobile food inspection services; authorizing the City Manager, or his designee, to execute all necessary documents

### **11. Staff Reports**

- a) Staff Update - Neighborhood Enhancement Initiative
- b) City Manager Update
  - 1) Police Chief Search Process
  - 2) Communications Award

## 12. Other Council Matters

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

## 13. Executive Sessions

- a) Executive Session in accordance with Texas Government Code § 551.087, to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations and/or to deliberate the offer of a financial or other incentive to a business prospect. (including, but not limited to, Oklaunion Power Stations LLC)
- b) Executive Session in accordance with Texas Government Code §551.071, consultation with attorney on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act.

## 14. Pre- Budget Workshop

- a) Pre-Budget Workshop for Fiscal Year 2027 to confirm strategic priorities

## 15. Adjourn

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In accordance with the Americans with Disabilities Act, this facility is wheelchair accessible, and accessible parking spaces are available. If you require special accommodations to attend or participate in this meeting, please contact the City Clerk's Office at (940) 761-7409 at least 48 hours prior to the meeting.

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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 webpage <http://www.wichitafallstx.gov/994/Council-Meetings-and-Agendas>

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## 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 16th day of June, 2026 at 5:00 o'clock p.m.

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



## City of Wichita Falls City Council Meeting Minutes June 2, 2026

### 1. Call to Order

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

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

**Absent:**

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

### 2. Invocation

Pastor Christopher Readus, St. Mark's Global Methodist Church, gave the invocation.

### 3. Pledge of Allegiance

Mayor Short led the Pledge of Allegiance.

### 4. Presentations

a) Employee of the Month — Paige Lessor, Legal/City Clerk

Mayor Short recognized Paige Lessor as Employee of the Month for June 2026 and shared a brief video. He congratulated Mrs. Lessor and presented her with a plaque, a letter of appreciation, dinner for two, and a check, and thanked her for her service.

b) Proclamation - June Elder Abuse Awareness Month, DFPS - Adult Protective Services

Mayor Short read a proclamation proclaiming June as Elder Abuse Awareness Month in Wichita Falls, Texas.

c) Proclamation - Code Enforcement Officers Appreciation Week, City of Wichita Falls Code Enforcement Department

Mayor Short read a proclamation proclaiming June 1-5, 2026, as Code Enforcement Officers Appreciation Week in Wichita Falls, Texas.

- d) Presentation - Letter of Recognition of Exceptional Attendance, Javin Torres, Legacy High School

Mayor Short presented a Letter of Recognition for Exceptional Attendance to Javin Torres, Legacy High School.

Item 12b was moved up and presented at this time.

### **12b Staff Report – Long-term Flood Mitigation Plan**

Assistant City Manager Paul Menzies thanked the Mayor, City Council, and residents for their advocacy regarding floodplain drainage issues. He noted that the City has begun a comprehensive review of its Drainage Master Plan, utilizing the 2011 USGS study and other technical data. Mr. Menzies stated that the effort will involve engineering analysis, coordination with agencies and stakeholders, community input, and future policy direction from the City Council. He emphasized the City's commitment to reducing flood risk while minimizing unintended impacts and ensuring ongoing public engagement throughout the process.

Tyson Traw, Director of Engineering, gave a presentation on the City's long-term flood mitigation efforts. The presentation reviewed the history of major flood events dating back to 1899 and the infrastructure projects built in response, including Lake Kemp (1923), its reconstruction (1974), and the Holliday Creek channelization project (1998), totaling over \$170M in present-day value. The City established a Stormwater Utility Fund in 2000 and has since pursued brush clearing, drainage planning, and floodplain modeling along the Wichita River. Wichita Falls has participated in FEMA's National Flood Insurance Program since 1979 and holds a Class 8 Community Rating System designation, providing residents a 10% discount on flood insurance premiums. Looking ahead, the City is shifting toward a grant and partnership-based funding strategy, targeting the U.S. Army Corps of Engineers, the Texas Water Development Board, and FEMA. HDR, Inc. has been engaged to produce a Preliminary Engineering Report on flood mitigation alternatives focused on the Wichita River and East Plum Creek corridors, with a professional services agreement scheduled for Council approval on June 16th.

## **5. Citizen Comments**

Cathy Dodson stated that she had filed a formal complaint against the Fire Chief, alleging a lack of departmental oversight and the improper use of taxpayer-funded resources by Fire Department personnel to disseminate misleading information about a community member. She emphasized that public resources should be used solely for official governmental purposes, expressed concern that such conduct undermines public trust, and called for accountability, professionalism, and appropriate use of public resources. She urged the Fire Chief to take corrective action to address the matter.

Phyllis Morgan expressed concern about the lack of a grocery store serving the east side of the city, noting that residents must travel across town to shop for groceries. She also raised concerns about overgrown grass on vacant lots, stating that the vegetation obstructs visibility for motorists and creates potential traffic safety hazards.

Steve Garner recognized several local businesses for collaborating to provide a new roof at no cost to an Eastside resident in need. He stated that Jamie Gates of Gates Roofing, Doug Marchand of Marchand Roofing, Jake Marant of Marant Roofing, Cole Havens of 940 Roofing, and Justin Cantu of True Peak Solutions worked together to complete the project and noted that organizers hope to expand the effort into an ongoing community service initiative benefiting Wichita Falls residents. He yielded his remaining time to Jamie Gates.

Jamie Gates stated that she is committed to supporting the Wichita Falls community, particularly the Eastside. She described the upcoming home improvement project, which includes a new roof and additional exterior improvements donated by local businesses. Ms. Gates expressed her desire to continue similar projects regularly and emphasized the importance of businesses giving back to the communities they serve. She also noted her company's ongoing financial support of local schools and its commitment to community involvement.

John Richoux thanked Councilor Brooks for hosting a recent town hall meeting for residents of District 2 and commended the participation and ideas shared by community members. He encouraged continued collaboration among residents, community organizations, and City leadership to address issues and improve Wichita Falls. Mr. Richoux also expressed concerns regarding what he described as unprofessional conduct at the meeting.

Crystal Washington thanked City staff for researching historical information related to flooding concerns and acknowledged upcoming discussions with a consultant. She described CHARM's mission (Character, Health, Awareness, Responsibility, and Maturity) and stated that the organization serves at-risk youth, families, and communities through education, support services, and community outreach. Ms. Washington urged the City Council to address longstanding flooding issues affecting residents, noting the impacts of past flooding events on homes and residents, including the displacement of elderly individuals. She also encouraged continued community engagement and expressed concern regarding what she perceived as disrespectful behavior toward community members during a recent town hall meeting.

David Coleman thanked the Mayor, Councilor Battaglino, City staff, local media representatives, and Officer Sean Sullivan for their support and participation in the Ride to Remember event. He stated that the event honored nine Wichita Falls residents who had lost their lives in recent years and noted that family members appreciated the community's support. Mr. Coleman also emphasized the event's goal of raising public awareness about the dangers of distracted driving and expressed appreciation for the community's involvement.

Mike Mitchell complimented Mr. Traw's presentation and thanked Councilor Brooks for hosting a recent District 2 town hall meeting. He stated that the meeting provided an opportunity to discuss community concerns and expressed his belief that some issues in District 2 had not received sufficient attention in the past. Mr. Mitchell noted that he left the meeting encouraged by the level of community participation and engagement from elected officials and City staff and expressed support for continuing similar outreach efforts in the future.

### **Consent Agenda Items 6-8**

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, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglino, Councilor Taylor

**NAYS:** None

**ABSTAIN:** None

## **6. Approval of Meeting Minutes**

- a) City Council Meeting, May 19, 2026

## **7. Receive Minutes**

- a) Board of Adjustment, November 20, 2024
- b) Landmark Commission, February 24, 2026
- c) Planning & Zoning Commission, April 8, 2026
- d) Landmark Commission, April 21, 2026

## **8. Resolutions**

- a) Resolution 54-2026 authorizing the City Manager to execute a professional services agreement with Bundy, Young, Sims, and Potter, Inc. for architectural and engineering services for the renovation of Fire Station 4 at 5514 Castle Dr.
- b) Resolution 55-2026 authorizing the City Manager to sign all documents necessary to award an American Institute of Architects contract to Bundy, Young, Sims & Potter, Inc. for the renovation of Kirby Middle School into a new Police Department Headquarters and Municipal Court Facility located at 1715 TX-11 Loop

## **Regular Agenda**

## **9. Public Hearings**

- a) Public Hearing to receive public comments concerning the proposed PY 2026 Annual Action Plan and to allocate FY 2026 Community Development Block Grant (CDBG) funds in the amount of \$1,225,910, Reallocate \$100,000 in Prior Year CDBG Funding, and \$346,455 in FY 2026-2027 HOME Investment Partnership Program (HOME) funds

Mayor Short opened the public hearing at 9:38 a.m.

Fabian Medellin, Director of Development Services, presented the proposed FY 2025-2026 CDBG and HOME funding allocations. He reviewed available funding, including

current-year grant awards and carryover funds, and outlined the application, evaluation, and review process conducted by staff and the Council Subcommittee on Outside Agencies. Mr. Medellin summarized the recommended allocations for eligible public service, housing, and community development programs and noted that funding requests exceeded available resources. He stated that the public hearing was part of the required public comment process and that the final action plan would be presented to the City Council in July for adoption and submission to HUD.

Mayor Short thanked staff and the Council subcommittee for their work on the funding recommendations. He inquired about the City's ability to carry forward unspent grant funds, and Mr. Medellin stated that the carryover resulted from projects coming in under budget and that HUD allows funds to be carried forward for a limited period.

Councilor Browning thanked staff and community partners for their work in administering and utilizing the grant programs. He expressed his appreciation for participating in the funding process during his time on the Council and supported the positive impact the programs have had on the community.

Councilor Battaglino requested that staff consider providing earlier public notice when the annual grant application period opens, particularly to increase awareness among nonprofit organizations that may be interested in applying for CDBG funding opportunities.

Mayor Short closed the public hearing at 9:48

b) Public Hearing on PY 2021 Annual Action Plan Substantial Amendment to Re-allocate \$94,490 in HOME-American Rescue Plan (HOME-ARP) Funding

Mayor Short opened the public hearing at 9:49 a.m.

Fabian Medellin, Director of Development Services, presented a proposed amendment to the City's ARP funding allocations for homelessness and housing-related programs. He explained that funding had become available for reallocation following the withdrawal of a previously approved project and noted that HUD regulations permit amendments to the action plan once annually. Mr. Medellin reported that one application was received and recommended for funding by the Council Subcommittee on Outside Agencies. He summarized the proposed project, which would expand

shelter capacity for women and children, and noted that additional funding would remain available for future allocation. He stated that public comments would continue to be accepted before the amendment is submitted to HUD.

Mayor Short asked about the timing of the next application cycle, and Mr. Medeliin stated that applications would likely open in late February or early March of the following year.

Mayor Short closed the public hearing at 9:53 a.m.

## **10. Public Hearings & Ordinances**

- a) Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, to discuss the proposed text amendments to the Code of Ordinances, Appendix B: Zoning, Ordinances §5600 – Manufactured House and Temporary Use Vehicle Regulations and §6615 – Temporary Uses for the addition of permitted temporary workforce housing, development regulations, and enforcement
  - I. Public Hearing
  - II. Take Action

Mayor Short opened the public hearing at 9:54 a.m.

Fabian Medellin, Director of Development Services, presented a proposed zoning ordinance amendment establishing regulations for temporary workforce housing. He explained that the amendment was developed in collaboration with the Planning and Zoning Commission to address housing demands associated with anticipated large-scale development projects while protecting the local housing market. Mr. Medellin reviewed the proposed regulations governing temporary workforce housing developments, including eligibility requirements, permitted housing types, approval procedures, operational standards, occupancy restrictions, and enforcement provisions. He noted that developments would require conditional use permit approval, infrastructure improvements, and on-site management, and would be subject to time-limited approvals with opportunities for extension. Mr. Medellin stated that both staff and the Planning and Zoning Commission unanimously recommended approval of the ordinance amendment.

Paul Menzies, Assistant City Manager, stated that the proposed ordinance was intended to proactively address housing impacts associated with anticipated large-scale development projects. He noted that experiences in other communities have

demonstrated that demand for the temporary workforce can significantly affect local housing availability and rental markets. Mr. Menzies explained that the ordinance would provide temporary housing options for project-related workers while helping preserve housing availability and neighborhood stability for existing residents.

Councilor Browning expressed support for the proposed ordinance and emphasized the importance of planning ahead for anticipated development. He encouraged continued coordination between developers and City staff and commended staff for taking a proactive approach to protecting local housing availability.

Councilor Taylor thanked staff and the Planning and Zoning Commission for their work on the ordinance and expressed support for the proposed regulations.

Valerie Rhodes expressed concerns regarding potential public safety impacts and increased demands on law enforcement associated with temporary workforce housing developments.

Mr. Medellin stated that the proposed ordinance includes requirements for on-site management and enforcement provisions, including the ability to revoke approvals for noncompliance.

Mayor Short added that employers associated with qualifying projects typically maintain strict standards for worker conduct and address issues promptly when they arise.

Steve Garner inquired about the City's extraterritorial jurisdiction. Mr. Medellin explained that the City's extraterritorial jurisdiction generally extends five miles beyond the city limits, except where it overlaps with neighboring municipalities.

Mike Mitchell expressed support for the ordinance and thanked staff and Council for addressing concerns related to housing affordability and tenant displacement that can accompany major development projects. He stated that the ordinance would help mitigate anticipated housing impacts and protect existing residents.

Mayor Short closed the public hearing at 10:15 a.m.

Moved by Councilor Battaglini to approve Ordinance 24-2026 amending the Code of

Ordinances Appendix B: Zoning, Ordinances §5600 – Manufactured House and Temporary Use Vehicle Regulations and §6615 – Temporary Uses for the addition of permitted temporary workforce housing, development regulations, and enforcement

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

**AYES:** Mayor Short, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglino, Councilor Taylor  
**NAYS:** None  
**ABSTAIN:** None

- b) Conduct a Public Hearing and take action on an ordinance amending the Code of Ordinances, Appendix B: Zoning, Ordinances Section 7500 – Amendment Procedure, Section 5100 – Home Occupations, and Section 7600 – Public Notices Procedures and Fee Schedule to comply with the 89th Texas Legislative Session
  - I. Public Hearing
  - II. Take Action

Mayor Short opened the public hearing at 10:16 a.m.

Fabian Medellin, Director of Development Services, presented proposed amendments to the Zoning Ordinance to incorporate changes required by recent state legislation. He explained that staff and the Planning and Zoning Commission had reviewed the legislation and developed amendments to ensure compliance while consolidating the updates with other zoning ordinance revisions. Mr. Medellin summarized changes related to zoning protest thresholds, protections for qualifying home-based businesses, and updated public notice requirements for zoning cases. He stated that the amendments were primarily administrative in nature, that no significant implementation concerns had been identified, and that the Planning and Zoning Commission unanimously recommended approval.

Mayor Short asked whether staff anticipated any challenges or issues resulting from the amendments.

Mr. Medellin responded that the changes were relatively minor and that staff had no significant concerns.

Mayor Short closed the public hearing at 10:22 a.m.

Moved by Councilor Battaglino to approve Ordinance 25-2026 amending the Code of Ordinances, Appendix B: Zoning, Ordinances Section 7500 – Amendment Procedure, Section 5100 – Home Occupations, and Section 7600 – Public Notices Procedures and Fee Schedule to comply with the 89th Texas Legislative Session.

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

<b>AYES:</b>	Mayor Short, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglino, Councilor Taylor
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

## 11. Ordinance

- a) Ordinance 26-2026 making an appropriation to the Special Revenue Fund in the amount of \$10,000 for The Rescue Effect Campaign Grant from the American Society for the Prevention of Cruelty to Animals (ASPCA) for Fiscal Year 2026; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds

Moved by Councilor Battaglino to approve Ordinance 26-2026 making an appropriation to the Special Revenue Fund in the amount of \$10,000 for The Rescue Effect Campaign Grant from the American Society for the Prevention of Cruelty to Animals (ASPCA) for Fiscal Year 2026; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds.

The motion was seconded by Councilor Cobb.

Amy Fagan, Director of Animal Services, announced that the Animal Services Division had been awarded a \$10,000 grant from the ASPCA. She stated that the funding would support fee-waived adoption events to increase pet adoptions and help reduce the shelter population.

Valerie Rhodes expressed support for the animal adoption program and encouraged residents to adopt animals from the shelter. She discussed challenges some pet

owners face in maintaining adequate fencing or other means of keeping their animals secured, particularly seniors and those with limited financial resources. Ms. Rhodes spoke in favor of allowing dogs to be chained in yards, raised concerns about what she viewed as targeted enforcement of animal control regulations, and commented on issues involving loose dogs and neighborhood safety. She encouraged the City to consider additional resources and solutions to help pet owners care for and secure their animals while improving public safety.

The motion carried by the following vote:

<b>AYES:</b>	Mayor Short, Councilor Cobb, Councilor Flack, Councilor Brooks, Councilor Browning, Councilor Battaglino, Councilor Taylor
<b>NAYS:</b>	None
<b>ABSTAIN:</b>	None

**12. Other Council Matters**

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

Councilor Cobb congratulated Deputy City Clerk Paige Lessor and thanked her for her work supporting City Council meetings and City staff. He also reminded the public of the upcoming Kelly Crush Memorial Park ribbon-cutting ceremony.

Councilor Brooks thanked City staff for addressing facility issues during last night’s town hall meeting and expressed appreciation to residents who attended and participated. He discussed the importance of hard work and perseverance, sharing that one of the students he coaches recently received a college scholarship offer. Councilor Brooks said it was a great example of what can happen when people stay committed to their goals.

Councilor Flack thanked Chief Melton, John Henderson, and the Emergency Operations Center team for their work related to emergency preparedness and public safety. She also expressed appreciation for the drainage presentation and the data provided to support future flood mitigation planning. Flack encouraged residents to become involved in local government through boards, commissions, the Citizens

Academy, and public meetings. She also announced an upcoming Neighborhood Revitalization Committee meeting.

Councilor Browning thanked staff for the detailed presentations provided during the meeting and congratulated the Texas Tech Red Raiders softball team on advancing in postseason competition.

Councilor Taylor thanked staff, the public, and meeting participants for their involvement and noted that the information presented at the meeting offered optimism about the City's ability to address ongoing community challenges. He highlighted the importance of upcoming flood mitigation recommendations and discussed the need to identify future funding solutions. He announced an upcoming TIF #3 Board meeting and invited residents to attend. He also announced an upcoming District 5 Town Hall meeting and encouraged all city residents to participate.

Councilor Battaglino congratulated the Wichita Falls Railroad Museum on its upcoming ribbon-cutting and soft opening over the weekend, and thanked staff for the detailed presentations provided during the meeting.

Mayor Short recognized Jamie Gates and Gates Roofing for coordinating a charitable roofing project for a local resident and congratulated the Texas Tech Red Raiders softball team on their continued postseason success.

### **13. Executive Sessions**

- a) Executive Session in accordance with Texas Government Code §551.071, consultation with attorney on matters involving pending or contemplated litigation or other matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act (including, but not limited to, update on case 7:25-CV-00111-0-BP).

City Council adjourned into Executive Session at 10:31 a.m. in accordance with Texas Government Code 551.071.

Councilor Brooks left the meeting at 10:32 a.m.

Mayor Short reconvened the meeting in open session at 11:04 a.m. and announced that no votes or polls were taken.

**14. Adjourn**

Mayor Short adjourned the meeting at 11:05 a.m.

PASSED AND APPROVED this 16<sup>th</sup> day of June, 2026.

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Tim Short, Mayor

ATTEST:

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Marie Balthrop, TRMC, MMC  
City Clerk

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# MINUTES

## Central Wichita Falls Neighborhood Revitalization Committee

March 3, 2026

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**PRESENT:**

Ann Arnold	◆ Member
Wendy Browder	◆ Vice Chair
Whitney Flack	◆ Councilor
Jose Garcia	◆ Member
Selena Hurtado	◆ Member
Mike Mitchell	◆ Chairman

Fabian Medellin, Development Services Director	◆ City Staff
Christal Cates, Neighborhood Revitalization Coordinator	◆ City Staff

**ABSENT:**

Robert Brooks	◆ Councilor
Jacob Harrell	◆ Member

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*It is noted Councilor Flack entered the meeting after the minutes had been voted on*

**I. CALL TO ORDER**

Chairman, Mr. Michael Mitchell, called the meeting to order at 1:32p.m.

**II. PUBLIC COMMENTS**

Chairman Mitchell asked if any members of the public wished to speak. There were no comments made.

**III. ADOPTION OF THE MINUTES**

Chairman Mitchell briefly reviewed the minutes, Ms. Ann Arnold made a motion to approve the minutes as presented from January 6<sup>th</sup>, 2026. Vice-Chair, Ms. Wendy Browder seconded. No comments from the public. Chairman Mitchell called for a vote to approve the minutes. The motion passed unanimously, 5-0.

**IV. REGULAR AGENDA**

**1. Discussion of Launch of the Tree Abatement Program**

Staff discussed the launch of the first annual Tree Abatement Program for the Heart of the Falls Neighborhood Revitalization Area. Staff reviewed the program the Commission passed unanimously at the meeting held October 7<sup>th</sup>, 2025 as well as the application. Staff displayed drafts to be placed on the City's website as well as social media posts and draft press release for the Public Information Office.

Discussion among the Committee was expressed eagerness of the program and benefits to the citizens.

## V. STAFF PRESENTATIONS – Updates

### 1. Neighborhood Empowerment Zone (NEZ) Program Updates

Staff presented the Committee with updates on NEZ applications received this year and the status of those projects.

- 2407 Polk Street
  - Application received 01/20/26, still pending for missing site plan
  - \$44,080 projected investment
  - Fee waivers only
  - Three contacts made with applicant for missing site plan as only item left for approval of application with no response by the time of the meeting.
  
- 1211 Fillmore Street
  - Application received 02/10/26, Approved 02/26/2026
  - \$29,470 projected investment
  - Fee waivers only, did not qualify for tax abatement as they are a non-profit
  - Permits are ready to be pulled once survey is received by the Permitting Department.

### 2. Bridwell Park Updates

Staff displayed photos of the renovated baseball fields at Bridwell Park showing new dug-outs, benches, renovated field, pitcher's mound, and spectator stands.

Staff also advised of the Wichita Falls Traction Company's historical marker rededication to be held Thursday, March 19<sup>th</sup> at 2 p.m. at Bridwell Park.

### 3. Wichita Falls Alliance for Arts and Culture Updates

Executive Director for the WF Alliance for Arts and Culture, Ann Arnold, gave updates on various proposed art for Bridwell Park as well as statistics from Pacer AI that showed visitors more than doubled at Bridwell Park since the installation of the multi-purpose courts and art in the park. Future community outreach opportunities were discussed possibly coinciding with National Neighbors Night Out, August 4<sup>th</sup>, 2026 (nationally) or the first Tuesday in October (Texas). It was determined future dates would be decided on at a later meeting.

Vice-Chair Browder discussed having a neighborhood/block clean up and how to acquire a roll-off dumpster from the City. Staff advised they would send the application to her via email.

## VI. ADJOURN

The next regularly scheduled meeting was set for Tuesday, April 7<sup>th</sup> at 1:30pm at the Travel Center Conference Room.

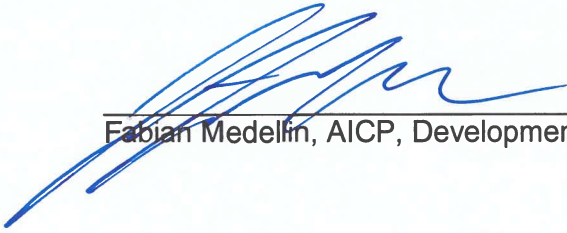
Chairman Mitchell adjourned the meeting at 2:40 p.m.



Michael Mitchell, Chairman

6/2/2026

Date



Fabian Medelín, AICP, Development Services Director

6-2-26

Date



## WICHITA FALLS-WICHITA COUNTY PUBLIC HEALTH BOARD MINUTES

March 13, 2026

Wichita Falls-Wichita County Public Health District  
1700 Third Street – Clements Conference Room  
Wichita Falls, Texas

### BOARD MEMBERS PRESENT:

Keith Williamson, M.D., Chair  
Terri Farabee, RN  
Melissa Plowman  
Rachel Reitan, DNP, FNP-c

Physician – City Appointment  
Registered Nurse – City Appointment  
Restaurant Association - City Appointment  
Citizen At-Large – City Appointment

### BOARD MEMBERS EXCUSED ABSENCE:

Ray Forsythe  
Morgen Gardner, DDS

Citizen At-Large – County Appointment  
Dentist – County Appointment

### OTHERS PRESENT:

Amy Fagan, M.P.A.  
Mark Beauchamp  
Kinley Heggland  
Angela Lu

Director of Health  
County Commissioner  
City Attorney  
Asst. City Attorney

## I. CALL TO ORDER

Dr. Williamson, Chair, called the meeting to order at 12:00 pm after a quorum of members was attained.

## II. Approval of Minutes & Absences

Dr. Williamson called for a review and approval of the January 9, 2026 minutes.

Dr. Williamson asked for a motion to approve the minutes. Melissa Plowman made a motion to approve and Rachel Reitan seconded. The minutes were approved unanimously.

Kinley Heggland introduced himself and Angela Lu. They are here to give legal advice when we need it. Kinley said there is a new law that before any vote the Chair needs to ask the members of the public to comment on items being voted on. Even if there are no members of the public in attendance.

Dr. Williamson asked if there were any comments from members of the public. He noted he heard none and requested a vote on the minutes. The minutes were approved.

Dr. Williamson stated that Ray Forsythe and Dr. Morgen Gardner are excused from the meeting. We have a new member that is not here.

## III. New Member & Reappointments

Amy stated that Melissa and Rachel are being reappointed and would need to be sworn in. Commissioner Beauchamp offered to do the swearing in.

They were sworn in and signed the Statement of Officer and Oath of Office.

#### **IV. Election of Positions**

Dr. Williamson stated we have Chair, Vice Chair and the Secretary positions.

Rachel Reitan nominated Dr. Williamson for the Chair position.

Dr. Williamson asked for comments from the public, there were none, and no other nominations. He accepted the nomination.

Dr. Williamson asked for nominations from the floor for Vice Chair. He nominated Rachel Reitan. No other nominations, comments invited from the public, there was none, Rachel accepted the nomination for Vice Chair.

Dr. Williamson asked for nominations for the Secretary position. Terri Farabee nominated Melissa Plowman as Secretary. No other nominations were made and comments invited from the public, there was none. Melissa was willing to serve a second term. Dr. Williamson thanked her for serving as Secretary again.

#### **V. Mobile Food Changes**

Dr. Williamson introduced Samantha Blair, Environmental Administrator.

Samantha stated the current Mobile Food ordinance is part of our local food ordinance updated in 2024. In 2025 the fee changed from \$345 permit fee to \$258 to match the State permit fee. The Wichita Falls-Wichita County Public Health District permit covers the whole county.

May 26, 2025, the Texas Legislature passed House Bill 2844 (HB 2844) concerning the regulation of food vendors in Texas. The bill was signed into law by Gov. Abbott on June 10, 2025. The effective date of July 1, 2026. It destroyed the pilot program that the DFW region jurisdictions were working on.

HB 2844 Section 1 adds language to HSC 437 regarding small-scale food businesses. Small-scale food businesses are defined as having a Gross Annual Revenue less than \$1.5 million. It restricts the ability of local jurisdictions to require retail permits of small-scale food businesses if the business already holds a DSHS retail permit or holds a DSHS Food Manufacturer License.

HB 2844 Section 2 creates new Texas Health and Safety Code (HSC) Chapter 437B, devoted specifically to the licensing and inspection of "mobile food vendors" (MFV's) in Texas. It preempts local authority to prohibit or regulate MFV's in ways that conflict with HSC 437B. It requires a MFV to obtain an annual license from DSHS for statewide operation. Local jurisdictions will no longer be able to issue permits.

Three-tier classification of MFV's based on risk:

- Type I – prepackaged, non-TCS (Temperature Control Safety) foods and low risk of harm to the public. The fee is \$300.

Type II – food that requires limited handling and preparation. The fee is \$1,400.00.

Type III – complex preparation, cooking, holding, and service. The fee will be \$1,850.00.

Annually thereafter it will be reduced by \$400 for Type II and by \$500 for Type III, because they will only have the application fees.

Currently, our fees for Type III pays \$258 for all the services we provide.

This authorizes DSHS and contracting local jurisdictions to conduct both pre-licensing and ongoing, randomized inspections to ensure the compliance of MFV operators with applicable regulations-particularly those pertaining to food safety.

Authorizes DSHS to charge fees for:

- license applications;
- pre-licensing inspections; and
- routine inspections.

Authorizes DSHS to enter into "collaborative agreements" to reimburse local jurisdictions for conducting MFV inspections.

Requires DSHS to establish and maintain a statewide database, accessible also to local jurisdictions, that contains:

- names of licensed MFV's;
- results of inspections;
- public complaints that resulted in disciplinary or corrective action; and
- itineraries of MFV's.

State's Obligation – DSHS must:

- Adopt rules by May 1, 2026;
- Implement a statewide licensing process for MFV's to go into effect on July 1, 2026;
- Implement a process for contracts with local jurisdictions and reimbursement for inspections;
- Establish and maintain a statewide database for dissemination of information regarding MFV's to local jurisdictions; and
- Work with HHS Legal Services and SOAH to establish a smooth and uniform enforcement process.

Local Obligation – Local jurisdictions must:

- Review local ordinances and processes to ensure they do not conflict with HSC 437B;
- Maintain current permitting and inspection procedures until July 1, 2026, including not pro-rating inspections; and
- Decide whether to contract with DSHS to conduct MFV inspections within their respective jurisdictions.

Where are we now? Samantha said DSHS has their draft rules. We did submit some informal comments in October, 2025. No changes that we suggested were made.

It is in formal comment period now 2/20/26 – 3/23/26.

The state sent all Health Departments a request for a letter of intent if they wanted to contract with

the state. They also sent a statement of work. The statement of work is their template for their contract. The letter of intent is non-binding.

Samantha said they have met with our legal team to talk about our concerns and are currently waiting for the contract. We will revise our food ordinance once things are finalized. We are participating in work groups to develop standard of operating procedures for local Health Departments to do the inspections for the state. We are hopefully going to guide things in the right direction. The best benefit for Public Health is for us to continue to do the inspections.

Samantha answered questions:

Mark asked about reversing the fees of those who have paid for a permit beyond 7/1/26. Amy said they are working on how they will do this.

Rachel asked about the objective. Melissa spoke and explained what she knew. Amy also spoke and explained that the intent was good for people not to have so many regulations to their business. Amy said there is still a need to have control at the local level to protect public health & safety because no one will do it better.

Melissa asked Samantha for information and Amy asked if she could meet with Melissa to find out what we can do to work with the Restaurant Association about the food truck issue. Regulating with food trucks and making sure we can keep people safe.

Samantha stated right now we are making all new vendors or vendors up for renewal aware of things changing. As of July 1, 2026 the jurisdiction goes to the state and we do not know what that will look like.

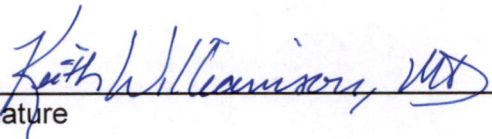
Terri asked how many vendors do we have in this area. Samantha said we have around 95, and if we go into the contract agreement with the State, she expects things to change because of the additional fees. Also, our work load and revenue will be impacted.

## VI. Next Meeting Date

**May 8, 2026**

## VII. Adjourn

Dr. Williamson adjourned the meeting at 12:50.

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Keith Williamson, MD, Chair, Rachel Reitan, DNP, FNP-c, Vice-Chair,  
Melissa Plowman, Secretary

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# MINUTES

## Tax Increment Financing #3 Board

March 19, 2026

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### PRESENT:

Kenneth Haney, Chairperson	◆ Member
Mark Beauchamp, Wichita Co. Commissioner	◆ Member
Ray Dixon, Jr.	◆ Member
Tom Taylor, Wichita Falls Councilor District #5	◆ Member
Fabian Medellin, Director of Development Services	◆ City Staff
Stephen Calvert, CFO	◆ City Staff
Kalee Robinson, Director of Parks and Recreation	◆ City Staff
Rita Miller, Assistant Director of Development Services	◆ City Staff
Michael Davis, MLK Center Coordinator	◆ City Staff
Karen Montgomery-Gagné, Principal Planner	◆ Staff Liaison
Angela Lu, Senior Assistant Attorney	◆ City Staff
Robin Marshall, Admin Assistant	◆ City Staff

### ABSENT:

Barry Mahler, Wichita Co. Commissioner	◆ Member
Robert Brooks, Wichita Falls Councilor District #2	◆ Member
Sandra Gross	◆ Member

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### I. CALL TO ORDER

The meeting was called to order by Chairperson Mr. Kenneth Haney at 5:33 p.m.

### II. APPROVAL OF MINUTES

Chairman Haney asked for a motion to approve the February 17, 2026, minutes. Councilman Tom Taylor made the motion, and Mr. Ray Dixon Jr. seconded the motion. Chairman Haney asked if anyone from the public had comments or questions, and none were made. The motion was taken to a vote, and it passed with a vote of 4-0.

### III. FINANCIAL UPDATE

Director Fabian Medellin provided a brief financial update. He informed the board there was approximately \$15,000 accrued interest and noted the proposed allocation from the board's past action for The House of Empowerment Kitchen Renovation of \$200,000.

The board has, to date, approved, and allocated funds, for six projects.

- 1) \$200,000 - Façade Improvements (exterior improvements) and design assistance.
- 2) \$75,000 – Civic Art
- 3) \$10,000 - House of Empowerment – Design assistance
- 4) \$10,000 – Zoom Zoom #5 – Design assistance
- 5) \$50,000 (not to exceed) – Zoom Zoom #5 – Installation of new fuel pumps
- 6) \$200,000 – House of Empowerment Kitchen Renovation  
(\$545,000 Total allocations)

Current value remaining in each fund for future allocations:

\$379,000 – Private fund  
\$574,000 – Public fund  
\$124,000 – Discretionary fund

There were no additional questions or comments from the board or the public.

**IV. Consideration and take action on an allocation for the Commercial Renewal Program**

Director Medellin stated that all allocations approved to date have come from the private funding category, while approximately 40% of public funding remains available. Staff developed three proposed programs intended to leverage public funds to support additional private investment, beginning with the Commercial Renewal Program.

Mr. Medellin explained that the TIF zone contains numerous commercial and non-residential structures located on major thoroughfares and already serviced by utilities. Many of these properties require either demolition or rehabilitation due to deferred maintenance. Staff identified 183 parcels with non-residential structures of varying size and condition. The program would allow acquisition, demolition, rehabilitation, or resale of targeted properties to encourage reinvestment. Any resale proceeds would return to the TIF3 fund. He also noted that a three-member subcommittee would be selected to review and scout properties for recommendation to the full board.

Staff believes an initial allocation of \$225,000 could have a meaningful impact through acquisition, rehabilitation, or demolition of strategic properties. Mr. Michael Davis, MLK Center Coordinator, expressed interest in attracting Vernon College's skills training center to the area, preferably near public transportation and adequate parking. Director Medellin stated that specific uses and locations would be discussed after the subcommittee begins reviewing parcels.

Discussion followed regarding the adequacy of the proposed funding, with Director Medellin noting that costs would depend on property size, condition, asbestos abatement requirements, and demolition expenses. Councilman Tom Taylor stated the committee should first identify the types of businesses or non-profits desired in the area before selecting properties. Commissioner Mark Beauchamp noted that several larger parcels near the business park appear well-suited for logistics-related redevelopment.

Mr. Davis also discussed transportation concerns within the community and suggested relocating or creating satellite offices for services such as Workforce Solutions NTX closer to residents. Additional discussion regarding the possibility of Workforce Commission representatives serving the area on a weekly basis and redevelopment opportunities near 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup> Streets and MLK Jr. Boulevard.

Commissioner Beauchamp moved to allocate \$225,000 from the public TIF3 fund for the Commercial Renewal Program, including property acquisition. Councilman Taylor seconded the motion, which passed unanimously, 4-0.

**V. Consideration and Take Action on an Allocation for the New Economic Opportunities Program**

Director Medellin explained that the New Economic Opportunities Program focuses on vacant land within the TIF zone. Staff identified 483 vacant parcels of varying sizes and locations. He stated that assembling sufficient land for redevelopment can be difficult and costly for developers. The proposed program would allow the city to acquire and combine parcels into larger, more marketable redevelopment sites. Staff recommended allocating \$100,000 to support those acquisition and land assembly efforts.

CFO Stephen Calvert asked whether proceeds from future land sales would replenish the TIF fund during the life of the district, which Director Medellin confirmed. Discussion also addressed the disposition of any remaining TIF-owned property after the district sunsets, with Director Medellin noting that additional legal review would be needed.

Commissioner Beauchamp stated that acquisitions should ideally support identified projects and developer needs to ensure assembled properties are immediately marketable. Mr. Ray Dixon, Jr. discussed ongoing challenges within the area, specifically housing, transportation, and childcare. Mr. Dixon discussed how Decatur and Denton have effectively grown together through expansion and development, stating Wichita Falls will eventually continue expanding in that direction economically and identified two disadvantages currently affecting the area: 1) there is a limited tax base within District 2, and 2) limited voting base, with approximately 970 to 980 registered voters in District 2. He stated when an area lacks both a strong voting base and tax base, it effectively lacks a strong voice. He emphasized the need to balance industrial growth with social infrastructure and community support services. Commissioner Beauchamp noted that nearby development activity could stimulate additional residential and commercial growth within the area. Director Medellin stated that retail and service providers are increasingly moving ahead of residential development because they anticipate future population growth associated with industrial expansion.

Ms. Karen Montgomery-Gagné noted continued interest from regional developers in land tracts for affordable housing projects, including the proposed redevelopment of the former Lamar Elementary School into The Lucas Lofts Development senior housing, pending approval by the Texas Department of Housing and Community Affairs (TDHCA). The project would include community access to portions of the facility for Sunnyside neighborhood meetings and events.

Ms. Kalee Robinson asked about development within the floodplain and whether investments would focus on areas outside the floodplain. Commissioner Beauchamp stated that if the board develops property outside the flood zone, any resulting proceeds would be reinvested into the TIF fund. He added that extending the TIF timeframe would allow those funds to support future projects. He stated that once a base level of development is established, additional growth and synergy can follow.

Additional discussion addressed development within the floodplain and the possibility of developers applying for TIF assistance to elevate properties above floodplain levels. Commissioner Beauchamp moved to create and fund the New Economic Opportunities Program as presented. Mr. Dixon seconded the motion, and it passed unanimously, 4-0.

**VI. Consideration and Take Action on an Allocation for the Demolition Assistance Program**

Director Medellin explained that the Demolition Assistance Program is intended to reduce blight and support redevelopment by removing dilapidated residential structures within the TIF3 area. Mr. Medellin noted at least 12 structures identified on the map were considered hazardous. Staff proposed allocating \$200,000 in public funds for demolition efforts. He noted that Code Compliance currently addresses hazardous structures using limited CDBG/HUD funding, which carries extensive federal requirements. Staff believes TIF funding could help accelerate demolition efforts and supplement existing resources.

Ms. Rita Miller explained that Code Compliance prioritizes structures damaged by fire or posing safety hazards. She referenced the example of Holland School property, which has sustained repeated fire damage, is hazardous to firemen, and remains on the demolition list.

She also noted that only \$6,000 remains in the current CDBG demolition budget through the end of the fiscal year (September 30).

Discussion followed regarding the demolition process, including notices to property owners, City Council public hearings, demolition orders, administrative fees, and property liens. Ms. Miller clarified that ownership does not transfer to the city following demolition the owner receives a bill that includes a \$150 administrative fee. If payment is not made within 30 days, a lien is placed on the property and accrues 10% annual interest.

Commissioner Beauchamp stated that if TIF3 funds are used for demolition, the TIF Board should provide recommendations to City Council regarding targeted properties. Additional discussion followed regarding the procedural requirements structures must undergo before demolition can occur.

Chairman Haney asked for a motion, Commissioner Beauchamp moved to approve and fund the Demolition Assistance Program as presented. Councilman Taylor seconded the motion, and the motion passed unanimously, 4-0.

**VII. Consideration and take action on the creation and appointment of a site selection sub-committee.**

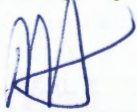
Director Medellin discussed the benefit of forming a three-member subcommittee to work with staff, development groups, and realtors to advance the board's goals and report recommendations back to the TIF3 Board. The subcommittee would assist in developing actionable items related to the newly funded initiatives. Councilman Taylor and Commissioner Beauchamp volunteered to serve, and Councilman Brooks (not present) was also suggested for appointment.

Chairman Haney introduced a motion to accept the names of the appointed subcommittee members, Councilman Brooks, Councilman Taylor and Commissioner Beauchamp. Chairman Haney took the motion to a vote, the vote was split 3-1 with Commissioner Beauchamp voting in opposition. Motion failed due to insufficient votes and lack of quorum.

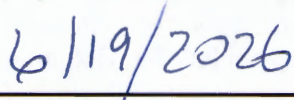
*Note: Commissioner Beauchamp left the meeting after the vote was taken.*

**VIII. ADJOURN**

Chairman Haney adjourned the meeting at 6:40 p.m.



\_\_\_\_\_  
Kenneth Haney, Chairperson



\_\_\_\_\_  
Date

**MINUTES**  
**LAKE WICHITA REVITALIZATION COMMITTEE**

April 14, 2026

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**PRESENT:**

Josh Whittiker, Chair ■ Members  
David Coleman, Secretary  
Matt Marris  
Jack Roe  
John Pezzano  
Mark Moran  
Ray Acuna  
Sharon Roach

Kalee Robinson, Parks Director ■ City Staff  
Scott Powell, Parks Superintendent  
Tyson Traw, Deputy Public Works Director

Marvin Peevey, Grant Writer ■ Guest

**ABSENT:** Austin Cobb (City Council Liaison), Mike Battaglini, Steve Garner, Amy Bobrowitz, David Bender, Alicia Castillo

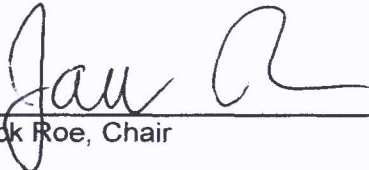
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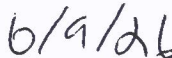
1. **Call to Order:** Josh called the meeting to order at 11:30
2. **Approval of Minutes:** March meeting minutes were approved unanimously.
3. **Project Updates:**
  - 3.a. **Veteran's Plaza Master Plan:** David Coleman summarized the cost estimate of the Master Plan, with the cost of all five phases at \$1.35 million, and the first phase, the Medal of Honor plaza, at \$250,000. The group agreed to pursue the project in phases.  
David stated that the Wichita Falls Texas A&M Club has donated approximately \$20,000 for the Thomas Fowler monument, and they have requested an area in the new walkway be reserved for bricks dedicated to the "Aggie of the Year." The Committee agreed this will be fine.
  - 3.a.i. **Daughters of the American Revolution Patriots Marker Project:** Austin is pursuing a letter from the City of WF to grant approval for the DAR's Patriot Marker, which will be a plaque on a metal pole at the Veterans Plaza.
  - 3.b. **Lake Deepening:** No update, we await the USACE to move forward to create the Determination of Federal Interest.
  - 3.c. **Parks Master Plan:** Kalee stated that the City Council approved step 1 for funding the last section of the Circle Trail, along the shore of Lake Wichita, at their meeting last week. This requires a second approval from the City Council, at their meeting on May 19th, before CO Bonds can be issued and the project begin.

April 14, 2026

David asked about the work to repair the Falls (near Central Freeway) - Kalee replied construction will start around June, will require closure of the Circle Trail in that area, and could possibly take 2 years to complete. City Staff is looking to create a detour route for bikers and runners, but it may not be possible to find a safe route.

4. **John Pezzano presentation:** John has purchased four small catamaran power boats that he plans to conduct tours of Lake Wichita, with the history and interesting information provided during the tour. He expects to be up and running soon.
5. **Discussion of Brick Sales and Fundraising Initiatives:** David stated there are now two pending brick orders, and he will check with the engraver to see when they can be completed.  
There were no expenditures this month, so the balance in the Wells Fargo account is approximately \$92,000.  
Marvin Peevey introduced himself and stated that we have all the information needed for him to create some grant requests. A summary of potential grant sources was provided by Christal (with the P&D Services Dept), which will be very helpful. Marvin will submit a proposal to David, who will share it with the Committee. Please note that a motion was approved unanimously at the February meeting to pre-authorize up to \$2,500 for this purpose, Marvin asked whether the National Friends of Reservoirs has Bylaws, and David will get a copy of these.
6. **Election of Officers:** Josh stated that he has been very busy at work, and would entertain nominations to replace him as Chair. David nominated Jack Roe, and no other nominations were offered. The Board voted unanimously to appoint Jack Roe as the new Chair. No nominations for the other Officers were offered, so the Vice will remain Steve Garner and Secretary will remain David Coleman.
7. **Other Business Matters:** Sharon inquired about the sign for visitors at the Veterans Plaza to access the Brick Order Form, and Kalee stated it is in the queue at the City sign shop. Funding for this was approved in February, up to \$400.
8. **Adjournment:** The meeting adjourned at 12:20 pm.

  
\_\_\_\_\_  
Jack Roe, Chair

  
\_\_\_\_\_  
Date



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 8.a.

**Agenda Item Name:** Ordinance canceling the regularly scheduled City Council meeting on July 7, 2026

**Council Action to be Taken:** Consider and take action on proposed Ordinance.

**Department Submitted:** Legal

**Staff Contact:**

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**1. PURPOSE / DESCRIPTION**

The purpose of this Ordinance is to cancel the July 7, 2026, regularly scheduled meeting due to the meeting falling just after the 4th of July holiday.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

N/A

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Approval of Ordinance

**5. FUNDING SOURCE**

N/A

**6. TIMELINE**

N/A

## **7. ALTERNATIVE OPTIONS**

Hold the meeting on the scheduled date.

## **8. ATTACHMENTS**

1. Ord. Canceling 07.07.2026 Council Meeting

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

**Ordinance canceling the regularly scheduled City Council meeting on July 7, 2026**

WHEREAS, the regularly scheduled City Council meeting of July 7, 2026, falls just after the 4<sup>th</sup> of July holiday; and,

WHEREAS, a number of City staff and officials will be off work enjoying time with their families; and,

WHEREAS, it is efficient and proper to cancel the meeting regularly scheduled for such date.

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

The regularly scheduled City Council meeting on July 7, 2026, is hereby canceled.

PASSED AND APPROVED this the 16<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 8.b.

**Agenda Item Name:** Ordinance making an appropriation to the Special Revenue Fund in the amount of \$195,281 for the Sexually Transmitted Disease/Human Immunodeficiency Virus Disease Intervention Specialists Contract from the Texas Department of State Health Services for Fiscal Years 2026 & 2027; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds

**Council Action to be Taken:** Consider and take action on proposed Ordinance.

**Department Submitted:** Health

**Staff Contact:**

Amy Fagan, Director of Public Health

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**1. PURPOSE / DESCRIPTION**

The grant agreement is with the Texas Department of State Health Services (DSHS), in the amount of \$195,281, to perform disease intervention services.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The Department of State Health Services (DSHS) is amending the current STD/HIV-DIS contract to add \$195,281 of funding. Through this contract, Disease Intervention Specialist (DIS) services are offered to the public with the goal of controlling and preventing the spread of Sexually Transmitted Diseases (STDs), including Human Immunodeficiency Virus (HIV). There is no match requirement. The grant provides salary and fringe funding to support a DIS Program Manager (full time), a Disease Intervention Specialist (DIS) (full time) and Disease Investigation and Statistics Specialist (DISS) (part time). These individuals will perform the following seven core activities: community and individual behavior change interventions, medical and laboratory services, partner services, leadership and program management,

surveillance and data management, program evaluation, and training and professional development. The contract period for this grant extension is March 01, 2026 to February 28, 2027. The Wichita Falls – Wichita County Public Health District has received DIS funding since 2022.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Approval of Ordinance.

**5. FUNDING SOURCE**

From the Texas Department of State Health Services and budgeted in Special Revenue Fund-HIV/STD-DIS Prevention (2442197)

**6. TIMELINE**

March 01, 2026 – February 28, 2027

**7. ALTERNATIVE OPTIONS**

N/A

**8. ATTACHMENTS**

1. HLTH-O-DIS Grant 07 Ordinance only 061626

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

**Ordinance making an appropriation to the Special Revenue Fund in the amount of \$195,281 for the Sexually Transmitted Disease/Human Immunodeficiency Virus Disease Intervention Specialists Contract from the Texas Department of State Health Services for Fiscal Years 2026 & 2027; authorizing the City Manager, or his designee, to execute all documents necessary to accept said funds**

WHEREAS, the Health Department and the Texas Department of State Health Services (DSHS) desire to enter into a contract to provide sexually transmitted disease/Human Immunodeficiency Virus (HIV) Disease Intervention Specialist (DIS) services; and,

WHEREAS, the project period for these funds does not align with the fiscal year.

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

There is hereby appropriated in the Special Revenue Fund \$195,281 for the DIS Program, and the City Manager is authorized to enter into a contract with DSHS, in a form as approved by the City Attorney, for the Wichita Falls-Wichita County Health District.

PASSED AND APPROVED this the 16<sup>th</sup> day of June 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 8.c.

**Agenda Item Name:** Ordinance making an appropriation to the Special Revenue Fund in the amount of \$15,229.71 for grant revenue from the Texas Department of Transportation (TxDOT) for the Operation Slow Down 2026 Grant and authorizing the City Manager or his designee to execute all documents necessary to accept said funds

**Council Action to be Taken:** Consider and take action on proposed Ordinance.

**Department Submitted:** Police

**Staff Contact:**

Scott Vaughn, Deputy Chief  
Paul Newton, Sergeant

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**1. PURPOSE / DESCRIPTION**

Approval of appropriation to the Special Revenue Fund for the 2026 Operation Slow Down grant.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The City of Wichita Falls has been invited to participate in a direct award grant, also known as "Operation Slow Down," from the Texas Department of Transportation. This grant is awarded during the Summer 2026 period of July 18th thru August 2nd, 2026, for the purpose of selective enforcement. The grant also requires a 15% total match from the City of Wichita Falls. The Wichita Falls Police Department wishes to accept the State-approved grant at \$15,229.71. The City will be required a minimum match of 15% of the total amount. Calculating State funding and City match, the total amount will be \$18,054.78. The States portion will be \$15,229.71 at 84.35% and the City providing a 15.65% match at \$2,825.07. The City's match will be comprised of in-kind contributions (salary related to grant administration and vehicle usage (mileage)). This selective enforcement period places primary emphasis on the enforcement of speed limits on city

roadways that have a higher incidence of serious injury or fatality crashes. The award amount is to reimburse the City of Wichita Falls for overtime payment to off-duty officers working selective traffic enforcement during the specified enforcement period.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Ordinance appropriating \$15,229.71 to the Special Revenue Fund for additional direct award grant revenue from the State of Texas for the Texas Department of Transportation Selective Traffic Enforcement Program (Operation Slow Down) Wave Grant for 2026 and authorizing the City Manager to accept said funds.

**5. FUNDING SOURCE**

Texas Department of Transportation

**6. TIMELINE**

July 15, 2026 - August 5, 2026

**7. ALTERNATIVE OPTIONS**

N/A

**8. ATTACHMENTS**

- 1. Council Ordinance 2026 OpSlow
- 2. 2026 OpSlwDwn Budget Summary

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

**Ordinance appropriating \$15,229.71 to the Special Revenue Fund for additional direct award grant revenue from the State of Texas for the Texas Department of Transportation Selective Traffic Enforcement Program (“Operation Slowdown”) Wave Grant for Fiscal Year 2026 and authorizing the City Manager to accept said funds**

WHEREAS, the City of Wichita Falls has been invited to participate in a direct award from the Texas Department of Transportation for the purpose of selective traffic enforcement; and,

WHEREAS, the City of Wichita Falls will provide a 15.65% match totaling \$2,825.07; and,

WHEREAS, the primary emphasis will be on the enforcement of speed limits on city roadways that have a higher incidence of serious injury and fatality crashes; and,

WHEREAS, the enforcement period will span July 18th, 2026, through August 2nd, 2026.

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

There is appropriated \$15,229.71 to the Special Revenue Fund for the purpose of selective traffic enforcement as authorized in the grant from the Texas Department of Transportation, and the City Manager is authorized to execute all documents necessary to accept said funds, in a form as approved by the City Attorney, on behalf of the City of Wichita Falls.

PASSED AND APPROVED this the 16th day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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

### Budget Summary

Budget Category		TxDOT	Match	Total
<b>Category I - Labor Costs</b>				
(100)	Salaries	\$12,285.00	\$1,377.00	\$13,662.00
(200)	Fringe Benefits	\$2,944.71	\$330.07	\$3,274.78
	<b>Category I Sub-Total</b>	<b>\$15,229.71</b>	<b>\$1,707.07</b>	<b>\$16,936.78</b>
<b>Category II - Other Direct Costs</b>				
(300)	Travel	\$0	\$1,118.00	\$1,118.00
(400)	Equipment	\$0	\$0	\$0
(500)	Supplies	\$0	\$0	\$0
(600)	Contractual Services	\$0	\$0	\$0
(700)	Other Miscellaneous	\$0	\$0	\$0
	<b>Category II Sub-Total</b>	<b>\$0</b>	<b>\$1,118.00</b>	<b>\$1,118.00</b>
<b>Total Direct Costs</b>		<b>\$15,229.71</b>	<b>\$2,825.07</b>	<b>\$18,054.78</b>
<b>Category III - Indirect Costs</b>				
(800)	Indirect Cost Rate	\$0	\$0	\$0
<b>Summary</b>				
	Total Labor Costs	\$15,229.71	\$1,707.07	\$16,936.78
	Total Direct Costs	\$0	\$1,118.00	\$1,118.00
	Total Indirect Costs	\$0	\$0	\$0
	<b>Grand Total</b>	<b>\$15,229.71</b>	<b>\$2,825.07</b>	<b>\$18,054.78</b>
	Fund Sources (Percent Share)	84.35%	15.65%	



**City Council  
June 16, 2026  
Transmittal Letter**

**STRATEGIC PILLAR**

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

**Agenda Item Number:** 9.a.

**Agenda Item Name:** Resolution authorizing award of 27 bids to various vendors for the City's annual supply of bulk chemicals for water and wastewater treatment in the amount of \$4,990,139.38

**Council Action to be Taken:** Approval of Resolution

**Department Submitted:** Public Works

**Staff Contact:**

Jennifer Babineaux, Purchasing Manager  
Russell Schreiber, Director of Public Works  
Mark Southard, Utility Operations Manager

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**1. PURPOSE / DESCRIPTION**

Resolution authorizing the award of 27 bids to various vendors for the City's annual supply of bulk chemicals for water and wastewater treatment.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

Bids were opened May 26, 2026, for the purchase of the City's estimated annual requirement of bulk chemicals used for the treatment of water and wastewater. The term of the contract is for one (1) year, with a one (1) year renewal option.

Bids were requested for the estimated annual requirements of twenty-seven (27) chemicals. Attached is a summary of the chemicals, their applications, and the bid tabulations. Chemicals are ordered on an "as needed" basis.

Bid submissions contain vendors' agreement to supply more or less of the estimated quantities at the prices quoted. Staff recommends award of 27 bids for water and wastewater treatment chemicals as indicated.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Staff recommends award of the resolution.

**5. FUNDING SOURCE**

Water & Sewer Fund (550), Supplies-Chemicals (70110)

**6. TIMELINE**

June 16, 2026 through June 15, 2027.

**7. ALTERNATIVE OPTIONS**

N/A

**8. ATTACHMENTS**

- 1. BULK CHEMICAL ANALYSIS 2024 V 2026
- 2. Res. Chemical Bid 2026
- 3. BID TAB 2026 BULK CHEMICALS

**BULK CHEMICAL COST ANALYSIS  
2024 VS 2026**

BID	QTY	UOM	DESCRIPTION	TOTAL 2024 RENEWAL	TOTAL 2026
26-05	40,000	GAL	AMMONIUM SULFATE	\$ 67,200.00	\$ 66,000.00
26-06	56	TONS	ANHYDROUS AMMONIA	\$ 106,400.00	\$ 110,880.00
26-07	7,250	LBS	AQUA MAG	\$ 8,410.00	\$ 7,097.75
26-08	1,500	GAL	AQUALUM POLYMER	\$ 9,750.00	\$ 9,030.00
26-09	10,000	LBS	BELT PRESS POLYMER	\$ 26,900.00	\$ 14,500.00
26-10	3,000	TONS	CALCIUM OXIDE (PEBBLE QUICKLIME)	\$ 865,470.00	\$ 927,900.00
26-11	725	TONS	CARBON DIOXIDE	\$ 199,375.00	\$ 213,875.00
26-12	250	TONS	CHLORINE (BULK)	\$ 540,250.00	\$ 561,500.00
	140	TONS	CHLORINE (1-TON CYLINDERS)	\$ 302,540.00	\$ 314,440.00
26-13	5,830	GAL	CITRIC ACID	\$ 77,130.90	\$ 47,572.80
26-14	4,000	LBS	CITRIC ACID (FOOD GRADE)	\$ 5,000.00	\$ 4,760.00
26-15	8,000	LBS	COPPER SULFATE	\$ 17,440.00	\$ 20,320.00
26-16	260,000	GAL	FERRIC CHLORIDE	\$ 748,800.00	\$ 637,000.00
26-17	241,200	GAL	FERRIC SULFATE	\$ 527,022.00	\$ 498,463.92
26-18	5,000	GAL	HYDROCHLORIC ACID	\$ 24,750.00	\$ 120,100.00
26-19	14,500	GAL	HYDROFLUOSILICIC ACID (FLUORIDE)	\$ 40,600.00	\$ 103,530.00
26-20	440,000	GAL	LIME SLURRY	\$ 422,400.00	\$ 460,152.00
26-21	5,000	GAL	LIQUID OXYGEN	N/A	\$ 14,950.00
26-22	4,350	LBS	POTASSIUM PERMANGANATE	\$ 9,483.00	\$ 8,939.25
26-23	30	TONS	POWDERED ACTIVATED CARBON	\$ 46,200.00	\$ 47,400.00
26-24	17,200	GAL	SCALE INHIBITOR / ANTISCALANT	\$ 226,162.800	\$ 227,040.00
26-25	75	TOTE	SODIUM BISULFITE 38%	\$ 81,000.00	\$ 85,050.00
26-26	290,000	WET LBS	SODIUM CHLORITE 25%	\$ 155,150.00	\$ 170,230.00
26-27	14,500	GAL	SODIUM HYDROXIDE (CAUSTIC)	\$ 19,901.25	\$ 18,468.65
26-28	16,081	GAL	SODIUM HYPOCHLORITE 12.5%	\$ 65,128.05	\$ 35,056.58
26-29	80	TONS	SULFUR DIOXIDE	\$ 172,880.00	\$ 187,680.00
26-30	15,080	GAL	SULFURIC ACID 93%	\$ 43,882.80	\$ 54,288.00
26-31	21	DRM	WACKER SILFOAM	\$ 26,397.00	\$ 23,915.43
				<b>\$ 4,835,622.80</b>	<b>\$ 4,990,139.38</b>

**Difference \$ 154,516.58**

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

**Resolution authorizing the award of 27 bids to various vendors for the City's annual supply of bulk chemicals for water and wastewater treatment in the amount of \$4,990,139.38**

WHEREAS, the City of Wichita Falls advertised and requested bids for the purchase of the annual supply of chemicals for water and wastewater treatment; and,

WHEREAS, bids were received and publicly opened on May 26, 2026; and,

WHEREAS, the City Council desires to purchase chemicals for the City's water and wastewater treatment operations.

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

Authorization is granted to the City Manager to execute all necessary documents, in a form as approved by the City Attorney, to award 27 bids for the purchase of bulk water and wastewater treatment for each chemical as follows:

- Ammonium Sulfate to Penncco, Inc. in the amount of \$66,000.00.
- Anhydrous Ammonia to Airgas Specialty Products, Inc. in the amount of \$110,880.00.
- Aqua Mag to Chemrite, Inc. in the amount of \$7,097.75.
- Aqualum Polymer to Polydyne, Inc. in the amount of \$9,030.00.
- Belt Press Polymer to Polydyne, Inc. in the amount of \$14,500.00.
- Calcium Oxide (Pebble Quicklime) to Texas Lime Company in the amount of \$927,900.00.
- Carbon Dioxide to Linde Inc. in the amount of \$213,875.00.
- Liquid Chlorine to PVS DX Inc. in the amount of \$875,940.00.
- Citric Acid (Liquid) to Chemrite, Inc. in the amount of \$47,572.80.
- Citric Acid (Food Grade) to Univar Solutions USA, LLC in the amount of \$4,760.00.
- Copper Sulfate to Chemrite, Inc. in the amount of \$20,320.00.
- Ferric Chloride to Penncco, Inc. in the amount of \$637,000.00.
- Ferric Sulfate to Chemtrade Chemicals US LLC in the amount of \$498,463.92.
- Hydrochloric Acid to Water Tech, Inc. in the amount of \$120,100.00.
- Hydrofluosilicic Acid (Fluoride) to Penncco, Inc. in the amount of \$103,530.00.
- Liquid Oxygen to Nippon Sanso Matheson, Inc. in the amount of \$14,950.00.
- Lime Slurry to Lhoist North America of Texas, LLC in the amount of \$460,152.00.
- Potassium Permanganate to Chemrite, Inc. in the amount of \$8,939.25.
- Powdered Activated Carbon to Arq Purification, LLC. in the amount of \$47,400.00.

- Scale Inhibitor / Antiscalant to Kurita America Inc. in the amount of \$227,040.00.
- Sodium Bisulfite to Univar Solutions USA, LLC in the amount of \$85,050.00.
- Sodium Chlorite to International Dioxide Inc. in the amount of \$170,230.00.
- Sodium Hydroxide (Caustic Soda) to Univar Solutions USA, LLC in the amount of \$18,468.65.
- Sodium Hypochlorite to Vineera Chemicals, LLC in the amount of \$35,056.58.
- Sulfur Dioxide to PVS DX, Inc. in the amount of \$187,680.00.
- Sulfuric Acid to Univar Solutions USA, LLC in the amount of \$54,288.00.
- Wacker Silfoam to Solenis LLC in the amount of \$23,915.43.

PASSED AND APPROVED this the 16<sup>th</sup> day of June, 2026.

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MAYOR

ATTEST:

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City Clerk

**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-05  
**CHEMICAL:** AMMONIUM SULFATE  
**PURPOSE:** Generation of Chloramine disinfectants for water treatment.  
**AMOUNT:** 40,000 GAL **2024 RENEWAL COST: \$1.68/GAL**

VENDOR	UNIT COST	EXTENDED COST
CHEMTRADE CHEMICALS US LLC	\$ 1.703	\$ 68,120.00
PENCCO, INC.	\$ 1.65	\$ 66,000.00
WATERTECH INC.	\$ 1.76	\$ 70,400.00

**STAFF RECOMMENDATION:**

Award of bid to Pencco, Inc. in the amount of \$66,000.00.

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**BID:** 26-06  
**CHEMICAL:** ANHYDROUS AMMONIA  
**PURPOSE:** Form chloramines for disinfection  
**AMOUNT:** 56 TONS **2024 RENEWAL COST: \$1,900/TON**

VENDOR	UNIT COST	EXTENDED COST
AIRGAS SPECIALTY PRODUCTS, INC.	\$ 1,980.000	\$ 110,880

**STAFF RECOMMENDATION:**

Award of bid to Airgas Specialty Products, Inc. in the amount \$110,880.00.

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**BID:** 26-07  
**CHEMICAL:** AQUA MAG  
**PURPOSE:** To enhance coagulation  
**AMOUNT:** 7,250 LBS **2024 RENEWAL COST: \$1.16/LB**

VENDOR	UNIT COST	EXTENDED COST
CHEMRITE, INCORPORATED	\$ 0.979	\$ 7,097.75
SHANNON CHEMICAL CORPORATION	\$ 1.39	\$ 10,077.50
UNIVAR SOLUTIONS USA LLC	\$ 1.14	\$ 8,265.00
WATERTECH INC.	\$ 1.30	\$ 9,425.00

**STAFF RECOMMENDATION:**

Award of bid to Chemrite, Inc., in the amount of \$7,097.75.

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**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-08  
**CHEMICAL:** AQUALUM POLYMER  
**PURPOSE:** Treatment of potable drinking water  
**AMOUNT:** 1,500 GAL **2024 RENEWAL COST: \$6.50/GAL**

VENDOR	UNIT COST	EXTENDED COST
POLYDYNE, INC.	\$ 6.020	\$ 9,030.00
SOLENIS LLC	\$ 0.86/LB	\$ 11,094.00

STAFF RECOMMENDATION:

Award of bid to Polydyne Inc. in the amount of \$9,030.00.

---

**BID:** 26-09  
**CHEMICAL:** BELT PRESS POLYMER  
**PURPOSE:** Treatment of potable water  
**AMOUNT:** 10,000 LBS **2024 RENEWAL COST: \$2.69/LB**

VENDOR	UNIT COST	EXTENDED COST
POLYDYNE, INC.	\$ 1.45	\$ 14,500.00
SOLENIS LLC	\$ 2.17	\$ 21,700.00

STAFF RECOMMENDATION:

Award of bid to Polydyne Inc. in the amount of \$14,500.00.

---

**BID:** 26-10  
**CHEMICAL:** CALCIUM OXIDE (PEBBLE QUICKLIME)  
**PURPOSE:** Softening  
**AMOUNT:** 3,000 TON **2024 RENEWAL COST: \$288.49/TON**

VENDOR	UNIT COST	EXTENDED COST
TEXAS LIME COMPANY	\$ 309.300	\$ 927,900.00

STAFF RECOMMENDATION:

Award of bid to Texas Lime Company in the amount of \$927,900.00.

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**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-11  
**CHEMICAL:** CARBON DIOXIDE  
**PURPOSE:** Stabilization  
**AMOUNT:** 725 TONS **2024 RENEWAL COST: \$275/TON**

VENDOR	UNIT COST	EXTENDED COST
LINDE, INC.	\$ 295	\$ 213,875.00
NIPPON SANNSO MATHESON, INC.	\$ 0.149/LB	\$ 216,050.00

STAFF RECOMMENDATION:

Award of bid to Linde, Inc. in the amount of \$213,875.00

**BID:** 26-12  
**CHEMICAL:** LIQUID CHLORINE  
**PURPOSE:** Disinfection in water and wastewater plants  
**AMOUNT:** BULK - 250 TONS **2024 RENEWAL COST: \$2,161/TON BULK**  
 1-TON CYLINDERS - 140 TONS **\$2,161/TON CYLINDERS**

VENDOR	BULK COST		1- TON CYLINDERS	
	UNIT	EXT	UNIT	EXT
PENCCO, INC.	NB	NO BID	NB	NO BID
PVS DX INC.	\$ 2,246.00	\$ 561,500.00	\$ 2,246.00	\$ 314,440.00

STAFF RECOMMENDATION:

Award of bid for Bulk & Cylinder Chlorine to PVS DX Inc. in the amount of \$875,940.00.

**BID:** 26-13  
**CHEMICAL:** CITRIC ACID 50%  
**PURPOSE:** Cleaning compound for micro-filter elements  
**AMOUNT:** 5,830 GAL **2024 RENEWAL COST: \$13.23/GAL**

VENDOR	UNIT COST	EXTENDED COST
CHEMRITE, INCORPORATED	\$ 8.16	\$ 47,572.80 *
SHANNON CHEMICAL CORPORATION	\$ 11.47	\$ 66,870.10
SOLENIS LLC	\$ 1.26/LB	\$ 75,294.45
WATERTECH INC.	\$ 12.41	\$ 72,350.30

\* CITY RESPONSIBLE FOR PUMPING INTO STORAGE TANKS. VENDOR WILL SUPPLY PUMP

STAFF RECOMMENDATION:

Award of bid to Chemrite, Inc. in the amount of \$47,572.80.

**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-14  
**CHEMICAL:** CITRIC ACID (FOOD GRADE)  
**PURPOSE:** Treatment of drinking water  
**AMOUNT:** 4,000 LBS **2024 RENEWAL COST: \$1.25/LB**

VENDOR	UNIT COST	EXTENDED COST
CHEMRITE, INC.	\$ 1.23	\$ 4,920.00
UNIVAR SOLUTIONS USA LLC	\$ 1.19	\$ 4,760.00
WATERTECH INC.	\$ 1.64	\$ 6,560.00

**STAFF RECOMMENDATION:**

Award of bid to Univar Solutions USA LLC in the amount of \$4,760.00.

---

**BID:** 26-15  
**CHEMICAL:** COPPER SULFATE  
**PURPOSE:** Control of algae  
**AMOUNT:** 8,000 LBS **2024 RENEWAL COST: \$2.18/LB**

VENDOR	UNIT COST	EXTENDED COST
CHEMRITE, INC.	\$ 2.54	\$ 20,320.00
UNIVAR SOLUTIONS USA LLC	\$ 3.39	\$ 27,120.00
VINEERA CHEMICALS, LLC	\$ 2.86	\$ 22,880.00
WATER TECH, INC.	\$ 3.37	\$ 26,960.00

**STAFF RECOMMENDATION:**

Award of bid to Chemrite, Inc. in the amount of \$20,320.00.

---

**BID:** 26-16  
**CHEMICAL:** FERRIC CHLORIDE  
**PURPOSE:** Treatment of Wastewater  
**AMOUNT:** 260,000 GAL **2024 RENEWAL COST: \$2.88/GAL**

VENDOR	UNIT COST	EXTENDED COST
PENCCO, INC.	\$ 2.45	\$ 637,000.00

**STAFF RECOMMENDATION:**

Award of bid to Pencco, Inc. in the amount of \$637,000.00.

---

**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-17  
**CHEMICAL:** FERRIC SULFATE  
**PURPOSE:** Coagulation  
**AMOUNT:** 241,200 GAL **2024 RENEWAL COST: \$2.1850/GAL**

VENDOR	UNIT COST	EXTENDED COST
CHEMTRADE CHEMICALS US LLC	\$ 2.0666	\$ 498,463.92
PENCCO, INC.	\$ 2.11	\$ 508,932.00

STAFF RECOMMENDATION:

Award of bid to Chemtrade Chemicals US LLC, in the amount of \$498,463.92.

---

**BID:** 26-18  
**CHEMICAL:** HYDROCHLORIC ACID  
**PURPOSE:** Treatment of drinking water  
**AMOUNT:** 5,000 GAL **2024 RENEWAL COST: \$4.95/GAL**

VENDOR	UNIT COST	EXTENDED COST
WATERTECH, INC.	\$ 24.02	\$ 120,100

STAFF RECOMMENDATION:

Award of bid to WaterTech, Inc. in the amount of \$120,100.00.

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**BID:** 26-19  
**CHEMICAL:** HYDROFLUOSILICIC ACID (FLUORIDE)  
**PURPOSE:** Fluoridation  
**AMOUNT:** 14,500 GAL **2024 RENEWAL COST: \$2.80/GAL**

VENDOR	UNIT COST	EXTENDED COST
PENCCO, INC.	\$ 7.14	\$ 103,530.00

STAFF RECOMMENDATION:

Award of bid to Pencco, Inc. in the amount of \$103,530.00.

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**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-20  
**CHEMICAL:** LIME SLURRY  
**PURPOSE:** Treatment of Wastewater  
**AMOUNT:** 440,000 GAL **2024 RENEWAL COST: \$0.96/GAL**

VENDOR	UNIT COST	EXTENDED COST
GARRISON MINERALS	NON RESPONSIVE	
LHOIST NORTH AMERICA	\$ 1.0458	\$ 460,152
POLYTEC, INC.	\$ 1.34	\$ 589,600

**STAFF RECOMMENDATION:**

Award of bid to Lhoist North America in the amount of \$460,152.00.

---

**BID:** 26-21  
**CHEMICAL:** LIQUID OXYGEN  
**PURPOSE:** Treatment of Wastewater  
**AMOUNT:** 5,000 GAL **2024 RENEWAL COST: N/A**

VENDOR	UNIT COST	EXTENDED COST
NIPPON SANZO MATHESON, INC.	\$ 2.99	\$ 14,950.00

**STAFF RECOMMENDATION:**

Award of bid to Nippon Sanso Matheson, Inc., in the amount of \$14,950.00.

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**BID:** 26-22  
**CHEMICAL:** POTASSIUM PERMANGANATE  
**PURPOSE:** Taste and odor  
**AMOUNT:** 4,350 LBS **2024 RENEWAL COST: \$2.18/LB**

VENDOR	UNIT COST	EXTENDED COST
CHEMRITE, INC.	\$ 2.055	\$ 8,939.25
SHANNON CHEMICAL CORPORATION	\$ 2.57	\$ 11,179.50
UNIVAR SOLUTIONS USA LLC	\$ 2.22	\$ 9,657.00
VINEERA CHEMICALS, INC.	\$ 2.97	\$ 12,919.50
WATERTECH INC.	\$ 4.60	\$ 20,010.00

**STAFF RECOMMENDATION:**

Award of bid to Chemrite, Inc., in the amount of \$8,939.25.

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**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-23

**CHEMICAL:** POWDERED ACTIVATED CARBON

**PURPOSE:** Taste and odor

**AMOUNT:** 30 TONS

**2024 RENEWAL COST: \$1,540/TON**

VENDOR	UNIT COST	EXTENDED COST
ARQ PURIFICATIONS, LLC	\$ 1,580	\$ 47,400.00
ATLAS CARBON LLC	\$ 1.05/LB	\$ 63,000.00
CALGON CARBON CORPORATION	\$ 2,400	\$ 72,000.00
CARBON ACTIVATED CORPORATION	\$ 1.31/LB	\$ 78,600.00
CHEMRITE, INCORPORATED	\$ 1,789	\$ 53,670.00
NORIT AMERICAS, INC.	\$ 1,920	\$ 57,600.00

STAFF RECOMMENDATION:

Award of bid to Arq Purifications, LLC, in the amount of \$47,400.00.

**BID:** 26-24

**CHEMICAL:** SCALE INHIBITOR / ANTISCALANT

**PURPOSE:** Control of Scale in RO Plant

**AMOUNT:** 17,200 GAL

**2024 RENEWAL COST: \$13.1490/GAL**

VENDOR	PPM	GALLONS	UNIT COST	EXTENDED COST
KURITA AMERICA INC.	1.0	17,200	\$ 13.20	\$ 227,040.00

STAFF RECOMMENDATION:

Award of bid to Kurita America Inc. in the amount of \$227,040.00.

**BID:** 26-25

**CHEMICAL:** SODIUM BISULFITE 38%

**PURPOSE:** Chlorine Neutralizer

**AMOUNT:** 75 EA 330 GAL TOTE

**2024 RENEWAL COST: \$1,080/TOTE**

VENDOR	UNIT COST	EXTENDED COST
UNIVAR SOLUTIONS USA LLC	\$ 1,134.00	\$ 85,050.00
WATERTECH INC.	\$ 1,900.41	\$ 142,530.75

STAFF RECOMMENDATION:

Award of bid to Univar Solutions USA LLC in the amount of \$85,050.00.

**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-26  
**CHEMICAL:** SODIUM CHLORITE 25%  
**PURPOSE:** Disinfectant to meet Federal Surface Water Treatment Rule  
**AMOUNT:** 290,000 WET LBS **2024 RENEWAL COST: \$0.535/WET LB**

VENDOR	UNIT COST	EXTENDED COST
EVOQUA WATER TECHNOLOGIES LLC	\$ 0.65	\$ 188,500.00 *
INTERNATIONAL DIOXIDE INC	\$ 0.587	\$ 170,230.00
PENCCO INC.	NB	NO BID
WATERTECH INC.	\$ 0.950	\$ 275,500.00

\* RESERVE THE RIGHT TO ADD A FUEL SURCHARGE

STAFF RECOMMENDATION:

Award of bid to International Dioxide Inc., in the amount of \$170,230.00.

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**BID:** 26-27  
**CHEMICAL:** SODIUM HYDROXIDE (CAUSTIC SODA)  
**PURPOSE:** PH Adjustment  
**AMOUNT:** 14,500 GAL **2024 RENEWAL COST: \$1.3725/GAL**

VENDOR	UNIT COST	EXTENDED COST
PENCCO INC.	NB	NO BID
UNIVAR SOLUTIONS USA LLC	\$ 1.2737	\$ 18,468.65
VINEERA CHEMICALS, LLC	\$ 2.39	\$ 34,655.00

STAFF RECOMMENDATION:

Award of bid to Univar Solutions USA LLC in the amount of \$18,468.65.

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**BID:** 26-28  
**CHEMICAL:** SODIUM HYPOCHLORITE 12.5%  
**PURPOSE:** Chlorinating Agent for RO Plant  
**AMOUNT:** 16,081 GAL **2024 RENEWAL COST: \$4.05/GAL**

VENDOR	UNIT COST	EXTENDED COST
UNIVAR SOLUTIONS USA LLC	\$ 4.04	\$ 64,967.24
VINEERA CHEMICALS, LLC	\$ 2.18	\$ 35,056.58

STAFF RECOMMENDATION:

Award of bid to Vineera Chemicals, LLC, in the amount of \$35,056.58.

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**2026 BULK CHEMICALS - TABULATIONS**

**BID:** 26-29  
**CHEMICAL:** SULFUR DIOXIDE  
**PURPOSE:** Dechlorination of Wastewater Effluent  
**AMOUNT:** 80 TONS **2024 RENEWAL COST: \$2,161/TON**

VENDOR	UNIT COST	EXTENDED COST
PVS DX INC	\$ 2,346	\$ 187,680.00

STAFF RECOMMENDATION:

Award of bid to PVS DX Inc., in the amount of \$187,680.00.

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**BID:** 26-30  
**CHEMICAL:** SULFURIC ACID 93%  
**PURPOSE:** PH Adjustment for RO membrane  
**AMOUNT:** 15,080 GAL **2024 RENEWAL COST: \$2.91/GAL**

VENDOR	UNIT COST	EXTENDED COST
UNIVAR SOLUTIONS USA LLC	\$ 3.60	\$ 54,288.00
WATERTECH INC.	\$ 7.21	\$ 108,726.80

STAFF RECOMMENDATION:

Award of bid to Univar Solutions USA LLC. in the amount of \$54,288.00.

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**BID:** 26-31  
**CHEMICAL:** WACKER SILFOAM  
**PURPOSE:** De-foaming agent for RO Plant  
**AMOUNT:** 21 DRUMS (55 GAL DRUM) **2024 RENEWAL COST: \$1,257/DRM**

VENDOR	UNIT COST	EXTENDED COST
SOLENIS LLC	\$ 2.38/LB	\$ 23,915.43
UNIVAR SOLUTIONS USA LLC	\$ 1,257	\$ 26,397.00

STAFF RECOMMENDATION:

Award of bid to SOLENIS LLC in the amount of \$23,915.43.

---



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 9.b.

**Agenda Item Name:** Resolution authorizing award of bid to APSCO, Inc. in the amount of \$139,768.00 for the award of the City's estimated annual supply of water meter boxes and lids

**Council Action to be Taken:** Approval of Resolution

**Department Submitted:** Public Works

**Staff Contact:**

Jennifer Babineaux, Purchasing Manager  
Russell Schreiber, Director of Public Works  
Mark Southard, Utility Operations Manager

---

**1. PURPOSE / DESCRIPTION**

Resolution authorizing award of bid for the purchase of the City's estimated annual requirement of water meter boxes and lids from the low bidder, APSCO, Inc., in the amount of \$139,768.00.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

Bids were opened May 1, 2026, for the purchase of the City's estimated annual requirement of water meter boxes and lids. The term of the contract is for one (1) year, with a one (1) year renewal option. Six (6) bids were received.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Staff recommends the award of the bid to APSCO, Inc.

## **5. FUNDING SOURCE**

Water/Sewer fund - 550-8125-71190 (Water Distribution - Maintenance Service Connections)

## **6. TIMELINE**

June 16, 2026 through June 15, 2027.

## **7. ALTERNATIVE OPTIONS**

N/A

## **8. ATTACHMENTS**

1. Res. - Meter Box & Lids Bid
2. BID TAB 26-04 ANNUAL SUPPLY METER BOXES AND LIDS

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

**Resolution authorizing award of bid to APSCO, Inc. in the amount of \$139,768.00 for the award of the City's estimated annual supply of water meter boxes and lids**

WHEREAS, the City of Wichita Falls advertised and requested bids for the purchase of the City's estimated annual requirement of water meter boxes and lids; and,

WHEREAS, bids were received and publicly opened on May 1, 2026; and,

WHEREAS, the City Council desires to purchase water meter boxes and lids for the City's Water Distribution Division.

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

Authorization is granted to the City Manager to execute all necessary documents, in a form as approved by the City Attorney, to award the bid for the purchase of the City's estimated annual requirement of water meter boxes and lids to APSCO, Inc. in the amount of \$139,768.00.

PASSED AND APPROVED this the 16<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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

**BID # 26-04**  
**ANNUAL SUPPLY OF METER BOXES & LIDS**

VENDOR	BRAND	18" X 18" BOX COMPLETE W/ LID, LOCK & SPRING (1200 EA)			28" X 30" BOX COMPLETE W/ LID, LOCK & SPRING (100 EA)			LEAD TIME	TOTAL
		TYPE	UNIT	TOTAL	TYPE	UNIT	TOTAL		
APSCO QUINLAN, TX		POLY	97.94	\$ 117,528	POLY	222.40	\$ 22,240	10 DAYS	\$ 139,768.00
BASS & HAYS FOUNDRY CARROLLTON, TX		POLY	134.36	\$ 161,232	POLY	276.62	\$ 27,662	2-4 WKS / 1-2 WKS	\$ 188,894.00
CORE & MAIN KRUGERVILLE, TX	DFW	POLY	162.00	\$ 194,400	POLY	528.00	\$ 52,800		\$ 247,200.00
FERGUSON WATERWORKS EULESS, TX		POLY	117.66	\$ 141,192	POLY	384.19	\$ 38,419	4 WKS	\$ 179,611.00
FORTILINE WATERWORKS HALTOM CITY, TX		POLY	195.85	\$ 235,020	POLY	557.90	\$ 55,790	3-5 WKS	\$ 290,810.00
REECE PLUMBING WHOLESALE WICHITA FALLS, TX		POLY	156.284	\$ 187,540.80	POLY	351.842	\$ 35,184.20		\$ 222,725.00



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 9.c.

**Agenda Item Name:** Resolution authorizing the submittal of a grant application to FEMA for the FY 2025 Fire Prevention and Safety Grant

**Council Action to be Taken:** Consider and take action on proposed Resolution.

**Department Submitted:** Fire

**Staff Contact:**

Cody Melton, Fire Chief

**1. PURPOSE / DESCRIPTION**

The Wichita Falls Fire Department is seeking funding through the FY 2025 Fire Prevention & Safety (FP&S) Grant Program in the amount of \$30,000 to establish a mobile Wildfire Public Education and Outreach Program aimed at increasing community preparedness, wildfire and all-hazard awareness, and mitigation education throughout Wichita Falls and surrounding regional communities.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

In January 2026, the Wichita Falls Fire Department established the Wildfire and All-Hazards Coordinator position in response to increasing wildfire risk and the growing need for enhanced community preparedness, mitigation, and public education efforts within Wichita Falls and surrounding regional communities. The position was created to strengthen the City’s wildfire mitigation, emergency preparedness, and community risk reduction initiatives, particularly within the wildland-urban interface (WUI), through outreach, education, interagency coordination, and mitigation programming.

As part of these efforts, the department is seeking funding through the Fire Prevention and Safety (FP&S) Grant Program to establish a Mobile Wildfire Public Education and Outreach Program. Grant funding would support the acquisition of a mobile outreach

trailer, educational displays, wildfire preparedness materials, portable audio/visual equipment, interactive demonstration props, tables, and other public engagement resources to support defensible space education, Firewise and Ready, Set, Go! programming, evacuation preparedness, and wildfire mitigation outreach activities throughout Wichita Falls and surrounding high-risk areas. Council action is requested to authorize submission of the FP&S grant application and acceptance of grant funds if awarded.

**3. BOARD REVIEW / CITIZEN INPUT**

The Wichita Falls Fire Department routinely interacts with citizens regarding wildfire concerns, mitigation efforts, and preparedness within the wildland-urban interface (WUI) and other high-risk areas of the community. Through community meetings, neighborhood outreach, inspections, and mitigation projects, residents have consistently expressed interest in additional wildfire preparedness education and resources. The department believes the proposed Mobile Wildfire Public Education and Outreach Program will enhance its ability to proactively engage the public, expand community education efforts, and improve overall awareness of wildfire mitigation and all-hazard preparedness throughout Wichita Falls and the surrounding region.

**4. RECOMMENDATION**

Staff recommends approval of the resolution authorizing the Wichita Falls Fire Department to submit an application for funding through the Fire Prevention and Safety (FP&S) Grant Program and to accept grant funds if awarded for the establishment of a Mobile Wildfire Public Education and Outreach Program.

**5. FUNDING SOURCE**

Primary source of funding (95%) Federal Fire Prevention and Safety Grant  
If funded, local match (5%) General Fund Capital (1001360-77220)

**6. TIMELINE**

The FY 2025 Fire Prevention and Safety (FP&S) Grant Program application period opened on May 19, 2026 and closes on June 22, 2026. According to the Notice of Funding Opportunity, grant awards are expected to begin approximately September 14, 2026, and continue thereafter until all grant awards are issued, but no later than September 30, 2026.

**7. ALTERNATIVE OPTIONS**

As an alternative, the Wichita Falls Fire Department will continue conducting wildfire and all-hazard public education and outreach efforts using existing personnel, equipment, and available resources; however, outreach capabilities and the department’s ability to proactively engage citizens throughout the community and surrounding regional areas would remain limited.

**8. ATTACHMENTS**

1. Res. - FP&S Grant Application FY2025 2026-6-16

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

**Resolution authorizing the submittal of a grant application to FEMA  
for the FY 2025 Fire Prevention and Safety Grant**

WHEREAS, the City Council finds it in the best interest of the citizens of Wichita Falls that the Fire Prevention and Safety Grant (FP&S) be applied for in the FY 2025, through FEMA; and,

WHEREAS, the FP&S is a competitive process, the City Council agrees that it is in the best interest of the citizens to apply for various departmental needs; and,

WHEREAS, if awarded, the City must, during the performance period, provide matching funds in the amount of 5% of the grant; and,

WHEREAS, the City Council agrees that in the event of loss or misuse of the Fire Prevention and Safety Grant funds, the City Council assures that the funds will be returned to FEMA in full.

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

The City Council approves and authorizes the submission of the FY 2025 FEMA Fire Prevention and Safety Grant application and authorizes the City Manager to execute all necessary documents and apply for the grant on behalf of the applicant agency.

PASSED AND APPROVED this the 16th day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 9.d.

**Agenda Item Name:** Resolution authorizing the submittal of a grant application to FEMA for the FY 2025 Assistance to Firefighters Grant

**Council Action to be Taken:** Consider and take action on proposed Resolution.

**Department Submitted:** Fire

**Staff Contact:**

Cody Melton, Fire Chief

**1. PURPOSE / DESCRIPTION**

The Wichita Falls Fire Department is seeking funding through the FY 2025 Assistance to Firefighters Grant (AFG) for the purchase of fourteen (14) cardiac monitor/defibrillator units to improve pre-hospital emergency care for the citizens of Wichita Falls. The total projected project cost is approximately \$776,427,68, with the City responsible for the required 10% grant match if awarded.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

In December 2024, the Wichita Falls Fire Department applied for the FY 2024 Assistance to Firefighters Grant (AFG) for the same purpose but was not selected for funding. Staff is recommending reapplying for the FY 2025 AFG due to the continued need for updated cardiac monitor/defibrillator equipment to improve Advanced Life Support (ALS) capabilities, prehospital patient care, and operational reliability throughout the City. If awarded, the grant would require a 10% local match from the City.

**3. BOARD REVIEW / CITIZEN INPUT**

The Wichita Falls Fire Department has received support from local medical professionals regarding this project, including a letter of support from the Cardiology

Department at United Regional. The letter highlights the importance of improved cardiac monitoring, 12-lead ECG capabilities, and enhanced data sharing between prehospital providers and hospital staff to improve patient outcomes during medical emergencies.

#### **4. RECOMMENDATION**

Staff recommends approval of this resolution authorizing the Wichita Falls Fire Department to apply for the FY 2025 Assistance to Firefighters Grant (AFG) for the purchase of fourteen (14) cardiac monitor/defibrillator units. Staff believes this project would significantly improve frontline EMS capabilities, enhance prehospital patient care, modernize cardiac monitoring equipment, and provide long-term operational benefits to the citizens of Wichita Falls while leveraging outside grant funding to offset project costs.

#### **5. FUNDING SOURCE**

Primary source of funding (90%) Federal Assistance to Firefighters Grant  
If funded, local match (10%) General Fund Capital (1001360-77220)

#### **6. TIMELINE**

The FY 2025 Assistance to Firefighters Grant (AFG) application period opened on May 19, 2026 and closes on June 22, 2026. According to the Notice of Funding Opportunity, grant awards are expected to begin approximately August 31, 2026 and continue thereafter until all FY 2025 AFG awards are issued, but no later than September 30, 2026.

#### **7. ALTERNATIVE OPTIONS**

If approval to apply for the grant is not received, the Wichita Falls Fire Department will continue utilizing the department's current semi-automatic AED equipment, which does not provide advanced cardiac rhythm monitoring or the enhanced Advanced Life Support (ALS) capabilities associated with modern cardiac monitor/defibrillator units.

#### **8. ATTACHMENTS**

1. Res. - AFG Grant Application FY2025

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

**Resolution authorizing the submittal of a grant application to FEMA  
for the FY 2025 Assistance to Firefighters Grant**

WHEREAS, the City Council finds it in the best interest of the citizens of Wichita Falls that the Assistance to Firefighters Grant (AFG) be applied for in the FY 2025, through FEMA; and,

WHEREAS, the AFG is a competitive process, the City Council agrees that it is in the best interest of the citizens to apply for various departmental needs; and,

WHEREAS, if awarded, the City must, during the performance period, provide matching funds in the amount of 10% of the grant; and,

WHEREAS, the City Council agrees that in the event of loss or misuse of the Assistance to Firefighters Grant funds, the City Council assures that the funds will be returned to FEMA in full.

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

The City Council approves and authorizes the submission of the FY 2025 FEMA Fire Prevention and Safety Grant application and authorizes the City Manager to execute all necessary documents and apply for the grant on behalf of the applicant agency.

PASSED AND APPROVED this the 16th day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

- Accelerate Economic Growth
- Provide Quality Infrastructure
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**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 9.e.

**Agenda Item Name:** Resolution authorizing the City Manager to execute a Construction Manager at Risk (CMaR) agreement with The Fain Group, LLC for the Falls Rehabilitation Project in the amount of 4% of actual construction costs

**Council Action to be Taken:** Approval of Resolution

**Department Submitted:** Public Works

**Staff Contact:**

Russell Schreiber, Director of Public Works

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**1. PURPOSE / DESCRIPTION**

Approval of the resolution will allow for the Falls Rehabilitation Project to continue to proceed forward and is the first step in the construction phase of the project.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

In January of this year, the City entered into an agreement with Garver to perform engineering services related to the rehabilitation of the Falls. Due to the unknown conditions of the structure underlying the rock facade and free-stacked rock, their recommended project delivery method was to utilize Construction Manager at Risk method. This method would minimize the city's exposure to risk while allowing for a quicker project delivery and completion. Staff, in conjunction with our consultant, developed a set of conceptual plans and then used these plans to convey the overall project scope to potential CMaR firms. We advertised for request for proposal (RFP) in April of this year and received 7 proposals on April 19. A scoring team of 3 representatives from the City and 2 from our consultants reviewed and scored each of the proposals individually. Each of these individual scores were then tabulated and utilized to determine the most qualified CMaR firm. While all firms demonstrated desirable qualifications, the Fain Group LLC received the highest score from the team.

They provided the lowest pre-construction and project management fee of all the proposals. They have the ability to self-perform almost all the construction packages that will be part of this project and demonstrated the most experience with projects similar to the Falls Rehab Project. Their proposed fee is 4% of actual construction costs, which are estimated to be up to \$6,000,000.00.

Construction Manager at Risk (CMaR) is a project delivery method in which the owner (City) hires a construction manager during the design phase to provide constructibility reviews, cost estimating, scheduling, and value engineering. As the design progresses, the construction manager commits to delivering the project for a Guaranteed Maximum Price (GMP) and assumes the risk of cost overruns above that amount, except for approved changes in scope. For publicly funded projects, CMAR offers several benefits. Early contractor involvement helps identify potential design, budget, and scheduling issues before construction begins, reducing costly changes and delays. The collaborative approach between the City, designer, and construction manager often improves project quality and constructibility. The GMP provides greater budget certainty while still allowing the owner to participate in design decisions. CMAR can also accelerate project delivery by allowing portions of construction to begin before the entire design is complete, which is particularly valuable for time-sensitive public infrastructure and facility projects.

**3. BOARD REVIEW / CITIZEN INPUT**

NA

**4. RECOMMENDATION**

Staff supports the consultants recommendation to award this project to Fain Group LLC.

**5. FUNDING SOURCE**

General Fund Capital 1001360-77220 (The Falls Renovation Project)  
Financed by 2026 Certificates of Obligation (COs) which are supported by 4B and General Fund Property Taxes (I&S)

**6. TIMELINE**

- June 16 Award CMaR
- August/September 2026 CMaR to complete demo of rock facade
- Sept 2026 60% design complete
- Oct 2026 Structural analysis complete
- Feb 2027 Final Design complete
- March 2027 Construction begins
- March 2028 Project completion

**7. ALTERNATIVE OPTIONS**

attempt to utilize a different delivery method for the project.

## **8. ATTACHMENTS**

1. Garver Recommendation of Award Itr 5 2026
2. Res. - Falls Rehabilitation Project CMAr Award



500 West 7<sup>th</sup> Street  
 Suite 1400  
 Fort Worth, TX 76102  
 TEL 817.740.9575

[www.GarverUSA.com](http://www.GarverUSA.com)

June 2, 2026

Russell Schreiber, PE  
 Director of Public Works  
 City of Wichita Falls  
 1300 7<sup>th</sup> Steet  
 Wichita Falls, TX 76301

Re: CWF26-460-12 The Falls Rehabilitation – Recommendation of CMAR Award

Dear Mr. Schreiber:

CMAR proposals were received for The Falls Rehabilitation Project on Tuesday, May 19<sup>th</sup>, 2026, at 1:30 PM. A total of seven proposals were received for this project. These proposals were evaluated by a committee made up of three individuals from the City of Wichita Falls and two individuals from Garver. The proposals were checked for compliance with the RFP requirements and were scored individually based on the selection criteria outlined in the RFP. Scores were then averaged and ranked from highest to lowest.

**Table 1: CMAR Scoring Ranking**

CMAR Proposer	Final Rank
The Fain Group LLC	1
Scott Tucker Construction Co.	2
Trinity Hughes Construction	3
Anthony Inman Construction Inc.	4
MH Civil Constructors, Inc.	5
Teinert Construction	6
M&F Litteken	7

The Fain Group LLC is the highest-ranked CMAR proposer and appears to be well qualified for this critical project. References were contacted to assess their ability to responsibly construct this project, and responses revealed no concerns with schedule adherence, manpower, qualifications, and overall project management.

We believe that The Fain Group LLC is the most qualified CMAR proposer, and we recommend award of this project to The Fain Group LLC.

Please call me if you have any questions.

Sincerely,



Paul Banschbach, PE  
 Project Manager, Garver, LLC

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

**Resolution authorizing the City manager to execute a Construction Manager at Risk (CMaR) agreement with The Fain Group, LLC for the Falls Rehabilitation Project in the amount of 4% of actual construction costs**

WHEREAS, one of the City of Wichita Falls' Strategic Goals is to Provide Quality Infrastructure; and,

WHEREAS, the City of Wichita Falls has advertised for Request for Qualifications for a Construction Manager at Risk (CMaR) contractor to provide construction services for the Falls Rehabilitations Project; and,

WHEREAS, seven (7) proposals were received, reviewed, and scored by the scoring team, and,

WHEREAS, The Fain Group, LLC was determined to be the most qualified contractor based on the proposals submitted.

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

The City manager is authorized to execute a Construction Manager at Risk contract, in a form as approved by the City Attorney, with The Fain Group, LLC, for the Falls Rehabilitation Project.

PASSED AND APPROVED this the 16<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 9.f.

**Agenda Item Name:** Resolution reappointing Jeffery Jenkins to Place 3 on the Wichita County - City of Wichita Falls Hospital Board of Directors with a term to expire July 1, 2028

**Council Action to be Taken:** Approval of Resolution

**Department Submitted:** City Clerk

**Staff Contact:**

Marie Balthrop, City Clerk

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**1. PURPOSE / DESCRIPTION**

To reappoint Jeffery Jenkins to Place 3 on the Wichita County - City of Wichita Falls Hospital Board of Directors.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

Jeffery Jenkins was appointed to an unexpired term on the Wichita County - City of Wichita Falls Hospital Board of Directors on December 16, 2025, to fill an unexpired term for Place 3 to replace a member who resigned. Mr. Jenkins is eligible for and desires reappointment for an additional two-year term.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Approval of Resolution

**5. FUNDING SOURCE**

N/A

## **6. TIMELINE**

N/A

## **7. ALTERNATIVE OPTIONS**

Appoint another individual to the board.

## **8. ATTACHMENTS**

1. URH Letter
2. Res. - Reappointing Jeffery Jenkins to the Hospital Board



May 1, 2026

The Honorable Tim Short  
Mayor, City of Wichita Falls  
P.O. Box 1431  
Wichita Falls, TX 76307

Dear Mayor Short:

I am writing to remind you that the current two-year term of the following City of Wichita Falls appointee to the Wichita County – City of Wichita Falls, Texas Hospital Board expires on July 1, 2026:

Jeffrey Jenkins

Mr. Jenkins is concluding his initial term<sup>1</sup> and may be reappointed; alternatively, a new appointment may be made.

Should you have any questions or comments, please contact me. Otherwise, I look forward to hearing from you regarding this appointment.

Sincerely,

Cory Edmondson  
President/Chief Executive Officer

cc: ✓ Jeffrey Jenkins

Tim Cornelius, Chairman of the Wichita County – City of Wichita Falls, Texas Hospital Board

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<sup>1</sup> Jeffrey Jenkins was appointed to the Wichita County/City of Wichita Falls Hospital Board to fill Holly Lane's unexpired term.

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

**Resolution reappointing Jeffery Jenkins to Place 3 on the Wichita County – City of Wichita Falls Hospital Board of Directors with a term to expire July 1, 2028**

WHEREAS, Jeffery Jenkins was appointed to Place 3 on the Wichita County – City of Wichita Falls Hospital Board on December 16, 2025, to fill an unexpired term; and,

WHEREAS, Mr. Jenkins is eligible for and desires to be reappointed.

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

Jeffery Jenkins is hereby reappointed for a two-year term to Place 3 on the Wichita County/City of Wichita Falls Hospital Board of Directors, with a term expiring July 1, 2028.

PASSED AND APPROVED this the 16<sup>th</sup> day of June 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 9.g.

**Agenda Item Name:** Resolution authorizing the City Manager to apply for a Water Infrastructure and Supply Grant from the Texas Water Development Board in the amount of \$20,916,600

**Council Action to be Taken:** Approval of Resolution

**Department Submitted:** Public Works

**Staff Contact:**

Russell Schreiber, Director of Public Works  
Mark Southard, Utility Operations Manager

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**1. PURPOSE / DESCRIPTION**

The proposed grant, if approved and selected, would allow for the replacement of the water system’s east pressure plane pump station, expansion of the east pressure plane, and add additional large mains within the east pressure plane to convey water to and throughout the pressure plane. If awarded, no local matching dollars are required.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

The City's current and previous water master plans have identified the need to replace the aging east pressure plane pump station, expand the pressure plane to the west and south by adding pressure reducing valves, and add 18'-24' mains within the east pressure plane to convey the water.

Expanding the pressure plane would take some of the load off the central pressure plane, the City's largest by area and number of connections. It would also bolster the resiliency of the east pressure plane with the growth at the business park and the addition of the Red River Authority as a treated wholesale purchase system in the last several years.

Funding for this project is through a grant provided by the Texas Water Development Board. It was designated in HB 500 legislation as "water infrastructure and supply projects and grants as determined by the board." Applicants are limited to a funding cap per project, and for Wichita Falls' population, the funding cap is \$21 million.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

Staff recommends approval of the Resolution.

**5. FUNDING SOURCE**

Texas Water Development Board

**6. TIMELINE**

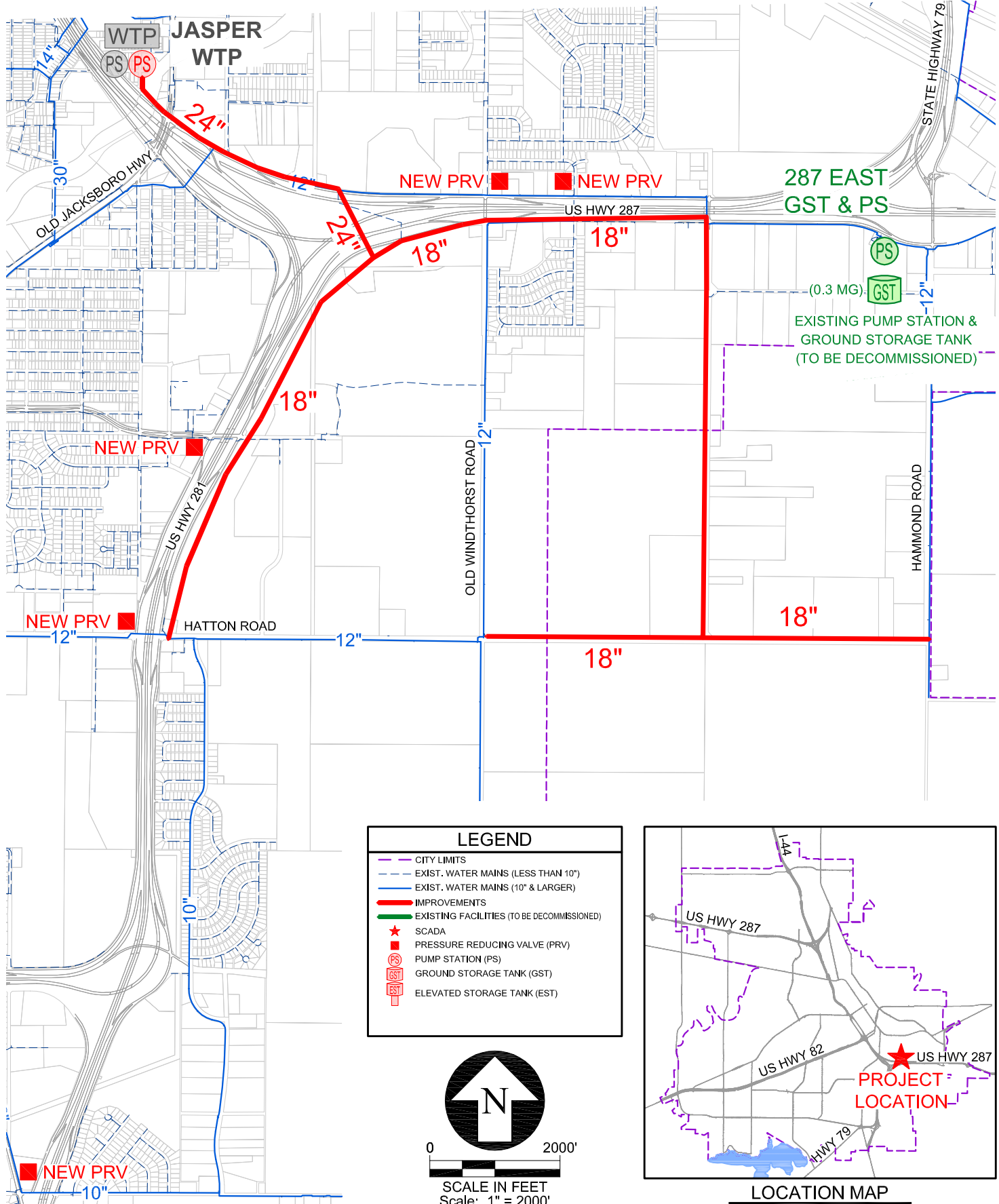
Upon approval of the application, the application, along with supporting documents, must be submitted by Thursday, July 30, at 11:59 p.m. CST. If the project is selected by the Texas Water Development Board, the funds should become available May 1, 2027, and the funds must be spent by August 31, 2031.

**7. ALTERNATIVE OPTIONS**

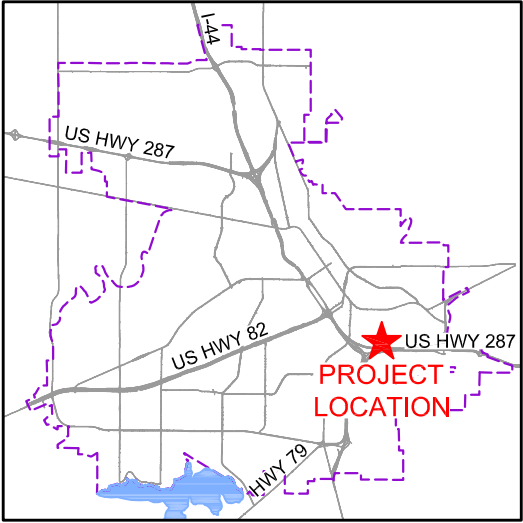
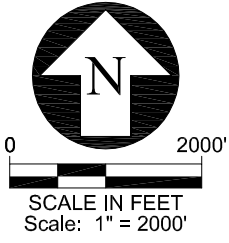
If not approved, the project will be placed on hold until further funding becomes available.

**8. ATTACHMENTS**

- 1. Project Map - City of Wichita Falls
- 2. TWDB Grant App - Application Filing and Authorized Representative Resolution



LEGEND	
	CITY LIMITS
	EXIST. WATER MAINS (LESS THAN 10")
	EXIST. WATER MAINS (10" & LARGER)
	IMPROVEMENTS
	EXISTING FACILITIES (TO BE DECOMMISSIONED)
	SCADA
	PRESSURE REDUCING VALVE (PRV)
	PUMP STATION (PS)
	GROUND STORAGE TANK (GST)
	ELEVATED STORAGE TANK (EST)



LOCATION MAP  
N.T.S.



**CITY OF WICHITA FALLS**  
**EAST PRESSURE PLANE**  
**EXPANSION & IMPROVEMENTS**  
 MAY 2026

DATE : MAY 2026  
 SCALE : 1" = 2000"  
 PLOT DATE : May 12, 2026

EXHIBIT 1

CAD FILE PATH: f:\03\_projects\2024\2024-076\dwg\exhibit - grant.proj.dwg

## Application Filing and Authorized Representative Resolution

A RESOLUTION by the City Council of the City of Wichita Falls, Texas requesting financial assistance from the Texas Water Development Board; authorizing the filing of an application for assistance; and making certain findings in connection therewith.

BE IT RESOLVED BY THE City Council OF THE City of Wichita Falls, Texas:

SECTION 1: That an application is hereby approved and authorized to be filed with the Texas Water Development Board seeking financial assistance in an amount not to exceed \$ 20,915,600 to provide for the costs of improving and updating the water distribution system.

SECTION 2: That the City Manager be and is hereby designated the authorized representative of the City of Wichita Falls, Texas for purposes of furnishing such information and executing such documents as may be required in connection with the preparation and filing of such application for financial assistance and the rules of the Texas Water Development Board.

SECTION 3: That the following firms and individuals are hereby authorized and directed to aid and assist in the preparation and submission of such application and appear on behalf of and represent the City of Wichita Falls, Texas before any hearing held by the Texas Water Development Board on such application, to wit:

Financial Advisor: Murphy Davis, Jr.  
Sentry Management

Engineer: Russell Schreiber, P.E.  
Director of Public Works

Bond Counsel: Sam Gill  
McCall, Parkhurst & Horton L.L.P.

PASSED AND APPROVED, this the 16th day of June, 2026.

ATTEST: \_\_\_\_\_

By: \_\_\_\_\_

(Seal)



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 10.a.

**Agenda Item Name:** Resolution authorizing the City Manager to execute a Task Order with HDR Engineering, Inc. for engineering services related to flood mitigation alternatives in the amount of \$298,700.00

**Council Action to be Taken:** Approval of Resolution

**Department Submitted:** Engineering

**Staff Contact:**

Tyson Traw, Director of Engineering

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**1. PURPOSE / DESCRIPTION**

The long-term goal of this work is to reduce flood risk in Wichita Falls, which will reduce the burden on current property owners, reduce the FEMA regulated 100 year floodplain, and increase developable property. This first step toward the goal is this Task Order with HDR Engineering, Inc. for engineering services related to flood mitigation alternatives. The scope of the services includes identification and evaluation of feasible flood mitigation alternatives for the **Wichita River and East Plum Creek**, and positions the City to pursue a federal or state funding partner for a future flood control project.

Specifically, HDR will perform a no adverse impact analysis and benefit-cost analysis for at least six mitigation alternatives, which are required by grant applications for flood control projects.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

This Task Order is an amendment to the previously executed Master Short Form Agreement with HDR Engineering, Inc. on January 8, 2026.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

#### **4. RECOMMENDATION**

Staff recommends the approval of the resolution.

#### **5. FUNDING SOURCE**

Stormwater fund (5528162-77220)

#### **6. TIMELINE**

The final deliverable is expected to be submitted 6 months after a notice to proceed or February 2027.

#### **7. ALTERNATIVE OPTIONS**

N/A

#### **8. ATTACHMENTS**

1. Resolution
2. Task Order\_SIGNED
3. Master Short Form Agreement\_ EXECUTED

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

**Resolution authorizing the City Manager to execute a Task Order with HDR Engineering, Inc. for engineering services related to flood mitigation alternatives in the amount of \$298,700.00**

WHEREAS, the City of Wichita Falls owns, operates, and maintains the City's stormwater system; and,

WHEREAS, the City of Wichita Falls participates in the National Flood Insurance Program (NFIP) through the Federal Emergency Management Agency (FEMA); and,

WHEREAS, the City of Wichita Falls seeks advice on flood mitigation alternatives and potential funding opportunities through federal and state agencies; and,

WHEREAS, it is found that engineering services are required to identify feasible flood mitigation alternatives as well as costs and benefits of each alternative.

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

The City Manager is authorized to execute a Task Order with HDR Engineering, Inc., in a form as approved by the City Attorney, for engineering services related to flood mitigation alternatives in the amount of \$298,700.00.

PASSED AND APPROVED this the 16<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



June 8, 2026

Mr. Tyson Traw  
City of Wichita Falls  
Director of Engineering  
P.O. Box 1431  
Wichita Falls, TX 76307-1431

Re: Flood Mitigation Alternatives Investigation  
Wichita River – Preliminary Engineering Report (PER)

Dear Mr. Traw,

As requested, please find the scope and fee below for HDR Engineering, Inc. (HDR) to provide engineering services for the Wichita River Preliminary Engineering Report (PER) task order as part of the City of Wichita Falls (Wichita Falls) *Master Short Form Agreement for Professional Services* contract executed on January 8, 2026. The PER will include a hydrologic and hydraulic (H&H) analysis to evaluate existing conditions for the project study area and assess up to six (6) proposed flood mitigation alternatives to remove structures from the 100-year floodplain along the Wichita River and Plum Creek in central Wichita Falls (**Figure 1**). The scope of services (Scope) HDR proposes to complete this project are below.

### **Background**

The Wichita River is a FEMA designated 100-year (Zone AE) floodplain within an urban area of the City of Wichita Falls. The study area is at the confluence of three rivers: the Wichita River, East Plum Creek, and Holliday Creek. A United States Army Corps of Engineers' (USACE) reservoir was constructed in the 1990s provided flood mitigation for much of Holiday Creek. Currently, much of the urban area in the City of Wichita Falls east of the Wichita Tillman & Jackson Railway (WTJR) is inundated in the 100-year event. Multiple studies have been performed by others on the Wichita River: *Assessment of Channel Changes, Models of Historical Floods and Effects of Backwater on Flood Stage, and Flood Mitigation Alternatives for the Wichita River at Wichita Falls, Texas* (USGS 2011 study), *Reconnaissance Report East Plum Creek Local Flood Protection Project Wichita Falls* (USACE 1991), *East Plum Creek Drainage Improvement Study* (LAN study 2012), and *Wichita River Floodplain Model* (FNI 2016) with varying levels of feasibility.

The PER will re-evaluate feasibility Alternatives 1 and 3 currently proposed in the USGS 2011 study, include a no-impact analysis, and BCA analysis to further investigate implementation feasibility with the objective of removing private and commercial developable properties east of the WTJR railroad from the 100-year floodplain with no adverse downstream impacts, and positioning the City to pursue funding and grant opportunities. The PER will evaluate the potential to combine the USGS 2011 alternative with the USACE 1991 Plum Creek project, include a no-impact analysis, and a BCA analysis to further investigate feasibility as defined above.

HDR proposes the following scope of work (Scope) for professional services to execute this project. Each task within the scope has been broken into subtasks to differentiate the scope items associated with the H&H model development, schematic level design, and benefit-cost analysis for the proposed improvement alternatives. Deliverable milestones will consist of DRAFT and FINAL submittals. A path to funding proposed construction projects for flood reduction with grant money is the primary goal of the study. The upstream limits of the Study will be the confluence of US 44 and East Plum Creek, the city limits upstream of the Tanglewood Neighborhood on the Wichita River, and the confluence of Holliday Creek and the BNSF rail line. The downstream limits are the city limits and Wichita River.

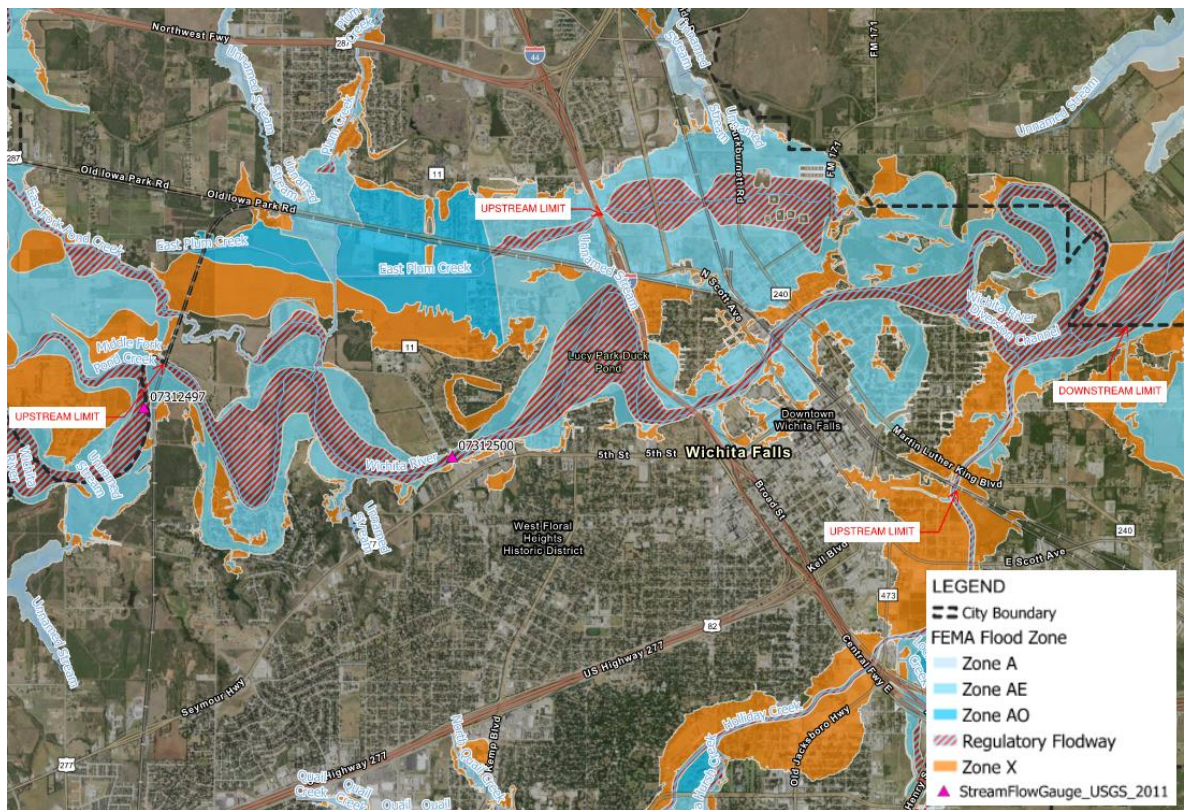


Figure 1 – Project limits

### Task 01 – Project Management and General Items

HDR will provide project coordination and management of HDR staff and resources. HDR will also provide project controls including project initiation, preparing and maintaining a schedule, invoicing and coordination with Wichita Falls. HDR will communicate through a single point of contact which is the designated HDR Project Manager (PM). HDR will provide Wichita Falls with monthly progress reports, and invoices in accordance with the scope for the duration of the project. Invoicing will be based on monthly percent complete for the fixed lump sum amount specified in this scope of work.

HDR will administer the scope of work, communicate with the project team, and manage the project to completion within the schedule and budget established. It is anticipated that three (3) external team project design meetings will be required and further meetings or correspondences will be via email or phone calls.

**TASK 01 ASSUMPTIONS:**

1. Three (3) HDR staff will attend the following external team meetings: one (1) Alternatives Workshop with City staff, one (1) City Council Meeting to present alternatives, and one (1) DRAFT PER submittal review meeting. HDR will provide draft meeting minutes to Wichita Falls within three (3) working days following each meeting for approval.

**TASK 01 DELIVERABLES:**

1. Submit monthly progress reports and invoices to Wichita Falls via email.
2. One (1) digital copy of each meeting minutes in Word format to Wichita Falls via email.

**Task 02 – Data Collection**

The PER Study document, previous planning study information, hydrologic and hydraulic (H&H) models and supporting data provided by Wichita Falls will be used as part of the H&H analysis update for this project.

**2.1 GIS Data**

HDR will gather available on-line GIS digital data which can be downloaded from Wichita Falls, Wichita County Appraisal District (WCAD), and other state and federal agencies that may be more recent than the previously provided data. HDR will digitize and format digital data for use in this study. HDR will investigate other sources of data for home values.

**2.2 Site Investigation**

HDR will perform field reconnaissance to gather project photos, field measurements, and general area knowledge of the channel and structures when additional information is deemed necessary by HDR during the initial review of the acquired digital data. Collected field data (notes, photos, and measurements) will be geo-referenced via GPS enabled device. Record points and photos will be provided in final geodatabase deliverable which can be viewed through the ArcGIS® software. Field notes and photo digital files will be included in the final digital deliverable.

**2.3 H&H Models and As-builts**

HDR will gather available effective/best available H&H models which can be downloaded from City of Wichita Falls. Additionally, HDR will coordinate with Wichita Falls to obtain record drawings and other relevant project data available within the project area.

- USGS flow gage data
- Federal Emergency Management Agency (FEMA) Region 6 Base Level Engineering Models

#### **2.4 Studies and Project Data Review**

HDR will review previously completed studies and projects within the project area obtained from Wichita Falls for consideration in this PER study. A data gap assessment will be completed and requests for additional data, if necessary, will be provided to Wichita Falls. Anticipated data to be provided by the city of Wichita Falls are listed below:

- FEMA effective model of Wichita River
- USGS Model
- USGS 2011 Report
- FNI Drainage Master Plan
- 1991 USACE Plum Creek Study
- 2012 LAN Plum Creek Study
- 2012 LAN Plum Creek Improvement Construction Plans
- FNI 2016 Wichita River Floodplain Model

#### **TASK 02 ASSUMPTIONS:**

1. Project related data including but not limited to as-built drawings, Wichita Falls field visit records, previous studies, and other previous project supporting data will be provided by the City of Wichita Falls.
2. Up to two (2) HDR staff will perform up to two (2) field visits to collect additional information.
3. Field measurements will be limited to existing drainage infrastructure dimensions readily accessible above ground and drainage pattern observations.
4. Full ground surface topographic survey will not be required for this study as the available 2018 LiDAR data will be used. Available 2018 LiDAR bare earth Digital Elevation Model (DEM) panels and 1-foot contour data is hydro-corrected.

#### **TASK 02 DELIVERABLES:**

1. One (1) digital copy of field points and photos in geodatabase format.
2. One (1) digital copy of field notes in PDF format.

#### **Task 03 – Hydrologic and Hydraulic Analysis**

For this PER study, HDR will use the “best available” hydrologic (HEC-HMS) and hydraulic (HEC-RAS) provided by the City of Wichita Falls. The best available model is the 2016 Wichita River Floodplain Model.

The USGS 2011 study uses stream gage data for hydrology data. There has not been a significant rain event recorded at the Wichita Falls USGS gage 07312500 during the post study duration (2012 – 2026). The 2016 study was a 1-D steady state model. HDR will use a USGS stream gage analysis to develop peak flows, and a unit hydrograph methodology to create inflow hydrographs for hydrologic data.

For this study, the hydraulic models will be updated to the latest available version (HEC-RAS version 7.0). Given the complex nature of the hydraulics in the area, the confluence of East Plum Creek, the Wichita River, and Holliday Creek a 2D model is recommended to account for local watershed timing versus the much larger upstream contributing area and better define overbank storage, a 2D hydraulic analysis approach will be utilized for this study. The 2016 Wichita River model will serve as the basis for most current n-values in the updated modeling.

Improvements to be evaluated will include, but not limited to the following structural options:

- Increasing the capacity of the bypass channel diverting flow from the Wichita River further downstream (USGS opt 1)
- Increasing the Wichita River cross-sectional area to 1986 conditions or better (USGS opt 3)
- Channel Improvements to Plum Creek (LAN 2017 Construction Plans)
- Online/Off-line Detention Facilities and/or;
- Combination of Improvements with Plum Creek Proposed Improvements

A downstream impact analysis will be completed for each alternative to identify hydraulic impacts on downstream Wichita River.

### **3.1 Hydrology Model Development**

The hydrologic analysis will be developed using available USGS gage data and existing regional models to define boundary conditions for the 2D hydraulic model. Peak flows for the Wichita River will be derived from long-term statistical analysis of the USGS gage at Valley View Drive (station 07312500), which has operated since 1938, while peak flows for Holliday Creek will be obtained from the applicable USGS gage record. Hydrograph shapes will be generated using a standard unit hydrograph or statistical scaling methodology, then scaled to match the computed peak discharges and applied as time-varying boundary conditions in the 2D model. For East Plum Creek, FEMA-established flows at the selected upstream control location will be used (Figure 1). Available Base Level Engineering (BLE) models and Texas Water Development Board (TWDB) 2D models will be downloaded and reviewed to extract consistent time series at model boundary locations, which will then be adjusted and scaled to align with the updated peak flow estimates. Given that there has not been a significant flood event since 2011 and no substantial changes in watershed development affecting impervious area within Wichita Falls, the existing hydrologic approach based on statistical analysis of historical gage data will be maintained without modification.

The USGS Study uses historical data from specific storm events. Given that

- “Best Available” hydrology data is defined as a stream gage analysis on
  - Wichita River Gage (USGS 07312500)
  - Holliday Creek (USGS 07312610)
  - FEMA Region 6 BLE models

- Current available hydrology is in the form of peak flows, not hydrographs. HDR is performing a stream gage analysis with a scaled hydrograph as a boundary condition for this Preliminary Engineering Report. Peak flows will be developed for the 10-, 50-, and 100-year events distributed over a 24-hour duration. Available depth-duration-frequency data to develop balanced storm method hyetographs.
- East Plum Creek peak flows will be re-evaluated from the City provided LAN models

### **3.2 Revised Existing Hydraulic Model (1 model scenario)**

Hydraulic revisions to “best available” hydraulic models (2016 models) will be developed in HEC-RAS using 2D modeling approach methods. Hydraulic modeling limits will extend from the to the upstream limits shown on Figure 1 and the downstream limit of the confluence of the Wichita River with the City limits. It will include the bypass channel on the Wichita River, Holliday creek from the USGS Stream Gage 07312610 to the confluence with the Wichita river, and from the confluence of US Hwy 44 and East Plum Creek to East Plum Creek’s confluence with the Wichita River. The revised existing conditions hydraulic model will be developed to establish revised baseline conditions for which the proposed alternative improvements will be compared. Revisions made to the hydraulic model will include:

- 1D model converted to unsteady flow simulation
- 2D area mesh and 2D land use data incorporated, with an emphasis on the 2016 n-values in the Wichita River and its overbanks
- Culvert and bridge data from the 2016 model
- Boundary condition assumptions incorporated

Using the historical events developed, the existing condition hydraulic model parameters will be modified to replicate the observed gage stage records at the USGS gages. Model parameter modifications may include but not limited to land use Manning’s n-value adjustments, boundary condition placement assumptions, and hydrologic parameter refinements.

Post validation, the existing conditions hydraulic model will be executed for the specified storm events. Hydraulic summary output tables will be developed at modeled locations throughout the study area to compare peak flow and water surface elevation to existing conditions and assess downstream impacts. Number of habitable structures within the existing conditions 100-year floodplain will be defined to perform a cost-benefit analysis for each proposed alternative.

### **3.3 Proposed Alternatives Hydraulic Models (6 model scenario)**

HDR will modify the revised existing conditions hydraulic model to develop up to six (6) proposed improvement alternatives to meet the desired 100-year design storm and provide no adverse downstream impacts structures. For each alternative, HDR will evaluate flood risk reduction (number of structures and properties removed) for the existing and ultimate development conditions 100-year storm events and downstream impacts along the Wichita River to the downstream limit of the City limits. Alternative concepts to be evaluated are described in more detail under Task 04.

Hydraulic summary output tables for each alternative will be developed at modeled locations throughout the study area to compare peak flow and water surface elevation to existing conditions and assess downstream impacts. Number of habitable structures removed from the 100-year floodplain will be identified to determine each alternative benefit.

**TASK 03 ASSUMPTIONS:**

1. City of Wichita Falls Stormwater Design Manual (2024) will be used to assess design feasibility
2. Hydraulic model calibration/validation will not be performed as part of this scope of work.
3. Model development assumptions include
  - a. Model level of detail will be limited to riverine conveyance systems only. Major storm drain trunk systems and other pluvial systems will not be evaluated as part of this study
  - b. Hydraulic land use developed using FEMA BLE models will be assumed as best available and will be verified used aerial imagery and field observations
  - c. The downstream boundary condition 3,000 LF downstream of the confluence of the Wichita River and Holliday Creek will be defined using normal depth assumption
  - d. Inundation mapping will be developed for each specified storm event using the 2018 LiDAR Terrains
4. Available 2018 LiDAR data, previous study and project data, as-built records, and field measurements provide sufficient detail to develop hydraulic models.
5. Provided building planimetric data will be verified using the latest aerial imagery and field observations. TWDB building planimetric data is assumed to be best available.
6. H&H models will be simulated for the 10-, 50-, and 100-year events, matching the effective FEMA FIS study for Wichita Falls.
7. Inundation mapping will be a rough approximation created using HEC-RAS RAS Mapper post-processing tools. FEMA standard floodplain mapping for developed hydraulic models will not be created as part of this scope.
8. HDR will perform internal QC of calculations, models, and results prior to submitting calculations, models and results to Wichita Falls for review.

**TASK 03 DELIVERABLES:**

1. One (1) digital copy of Task 03 shapefiles used to develop H&H models and flood reduction impact parcels/structures in geodatabase format.
2. One (1) digital copy of Task 03 calculations in excel format.
3. One (1) digital copy of existing conditions and proposed alternative conditions H&H models and outputs.

## **Task 04 – Alternatives Development and Analysis**

Per coordination with Wichita Falls, initial alternatives to be evaluated are described in more detail below, but are subject to change if necessary, during the study. Following data collection (Task 02) and review of H&H information (Task 03), HDR will host a one (1) hour Alternatives Workshop in person (Task 01) to discuss the potential alternative concepts identified to be evaluated and progressed to the DRAFT PER document.

- Alternative 1 – Increase bypass Channel capacity by deepening the diversion channel similar to the suggest mitigation plan USGS Alternative 1.
- Alternative 2 – Widen aggraded channel banks as described in USGS Alternative 3. Bridge obstructions will not be included.
- Alternative 3 – LAN Study East Plum Creek improvements
- Alternative 4 – Proposed combination of Alternatives 1 and 2
- Alternative 5 – Proposed Combination of Alternatives 1, 2, and 3
- Alternative 6 – Evaluate reduction in n-values on any remaining City owned properties within the overbanks.

All of the alternatives will be evaluated for downstream impacts.

### **4.1 Alternatives Selection**

Following the Alternatives Workshop, the HDR team will develop up to six (6) proposed alternative preliminary design schematics based on proposed alternatives modeled in Task 03 considering inundation extents identified for existing and proposed conditions, structures and property impact for each proposed alternative, existing right-of-way (ROW) boundaries, and proposed property acquisitions. For each alternative, the HDR team will develop Study Level Opinion of Probable Construction Costs (OPCC's), ROW acquisition needs, summary of impacts to existing utilities, schematic layouts, and proposed typical alternative sections.

### **4.2 Environmental Assessment**

HDR will perform an environmental constraints and compliance desktop analysis to review available public information and determine if known resources exist. HDR will consider Nature Based Solutions (NBS) to support grant documentation. Nature based solutions will be limited to 2 of the alternatives and will include Best Management Practices (BMPs) available from the Texas Water Development Board. Water quality NBSs do not hydraulically impact modeling and are therefore not reflected in HEC-RAS.

### **4.3 Cost/Benefit Analysis**

A cost/benefit analysis will be completed for each proposed alternative using the available FEMA BCA toolbox and the TWDB BCA toolbox. Project benefits will be calculated based on habitable structures removed from the 100-year inundation extents, applying the associated Wichita County

Appraisal District (WCAD) property values. The benefit-cost summary will be a calculated ratio of benefit value per the project construction cost for the 100-year storm event.

The HDR team will finalize proposed mitigation alternatives based on comments and recommendations from Wichita Falls following a DRAFT PER workshop.

**TASK 04 ASSUMPTIONS:**

1. Per direction from Wichita Falls, a non-structural buyout program alternative will not be evaluated as part of this study.
2. OPCC estimates will be developed with the Wichita Falls unit prices and TxDOT average bid unit costs.
3. ROW acquisition costs will be determined using the latest WCAD value data, flat rate administration and plat/field notes costs, and a contingency to account for addition acquisition costs. A detailed cost for relocation, appraisal, closing, title insurance and acquisition labor costs will not be developed for this study.
4. The latest available WCAD property value data from the WCAD is sufficient for this cost/benefit analysis unless a suitable alternative is identified during Task 02.
5. Building planimetric data will be used to determine the number of habitable structures removed from flooding for each alternative. Habitable structure will be considered inundated when surrounding 100-year inundation depths exceed a structure finished floor above the maximum elevation surrounding the building planimetric perimeters. This conservative assumption is made given community input on the age of the area of interest and visually observed settlement of structures.
6. Environmental permitting and constraints will be determined through coordination with Wichita Falls Environmental Department and desktop analysis.
7. HDR will perform internal QC of Alternative design concepts, schematic layouts and typical sections, utility conflict matrix and OPCCs.
8. HDR will perform internal QC of proposed alternative design concepts for H&H benefit, constructability, and minimizing property acquisition prior to submitting to Wichita Falls for review.

**TASK 04 DELIVERABLES:**

1. One (1) digital copy of Alternatives Workshop meeting minutes in word format to Wichita Falls via email.
2. Potential utility conflict summary for up to six (6) proposed alternatives to be included in the PER.
3. OPCC estimates for up to six (6) proposed alternatives to be included in the PER.
4. Schematic Layouts and Typical Sections for up to six (6) proposed alternatives to be included in the PER.

### **Task 05 – PER Documentation**

HDR will develop a DRAFT PER to document methodologies, assumptions, H&H results, proposed alternative schematic for up to six (6) design alternatives, and associated exhibits and OPCC's. The PER package will include the following items:

- Report narrative summarizing methodology, assumptions, alternative descriptions, and results.
- Exhibits including Drainage Area Map, Hydraulic Model Layouts, Inundation Mapping with inundated habitable structures, Schematic Layouts and Typical Sections, Depth Difference Inundation Mapping (comparison to Existing Conditions) for each Alternative.
- Cost/benefit analysis methodology, assumptions, and results (number of habitable structures inundated and cost/benefit ratio)
- Adverse Impact analysis for each alternative summarizing private parcels and structures removed from 100-year inundation.
- Alternative benefits and issues summary (constructability, constraints, unknown risks)
- Funding Roadmap on which Grants the City should apply for to assist in construction of the project
- Report tables including summary of calculations, OPCC's, H&H output results, and impacts.
- Digital files of PER, models, and supporting information.

Following the DRAFT PER deliverable, HDR will host a one (1) hour PER Workshop (Task 01) to discuss the details of the DRAFT PER results, including each proposed alternative benefits and potential constraints. HDR will update the PER to incorporate DRAFT PER comment revisions, DRAFT PER Workshop meeting minutes, and alternative results and supporting information to develop the FINAL PER.

#### **TASK 05 ASSUMPTIONS:**

1. DRAFT PER responses to comments will be submitted to Wichita Falls for approval prior to proceeding with FINAL PER phase.
2. DRAFT PER Workshop will be attended by three (3) HDR staff including the HDR PM, Roadway Lead, and Drainage Lead.
3. HDR will perform internal QC of the PER report and supporting data prior to submitting to Wichita Falls for review.

#### **TASK 05 DELIVERABLES:**

1. One (1) digital copy of Task 03 H&H models and supporting data including shapefile (geodatabase format), as-builts (PDF), and output data.
2. One (1) digital copy of DRAFT PER in PDF format.
3. One (1) digital copy of DRAFT PER Workshop meeting minutes in word format to Wichita Falls via email.

4. One (1) digital copy of responses to DRAFT PER comments in PDF format to Wichita Falls via email.
5. One (1) digital copy of FINAL PER in PDF format.

**Scope of Work Exclusions**

This PER scope of work does not include the following services:

- Geotechnical Data Collection and Analysis
- Pavement Analysis/Design
- Detailed Topographic Survey
- Subsurface Utility Engineering (SUE)
- Utility relocation coordination
- Traffic Control/Phasing
- Environmental Services (It is assumed permit requirements and associated costs will be included within the Wichita Falls provided template and defined based on desktop analysis).
- Public Involvement

**Schedule of Deliverables**

An estimated schedule based on working days, for the scope of work outline in this proposal is included below. Response to comments will be provided to Wichita Falls within three (3) working days from receipt of comments and included in the next submittal. Work will begin once NTP has been received and it is assumed subsequent tasks will be completed consecutively, with a start date not to occur prior to the previous task submittal date.

Deliverable	Time Line
<b>Alternatives Workshop</b>	12 weeks from NTP
<b>DRAFT PER</b>	8 weeks from Alternatives Workshop
<b>FINAL PER</b>	4 weeks from DRAFT PER Review Meeting Minutes approval

**Fee**

HDR propose to provide these services on a fixed lump sum basis in the total amount of **\$298,700**. A fee summary by task is shown below. In the event Wichita Falls directs HDR to perform services in addition to those stated herein, HDR will provide Wichita Falls with a Supplemental Scope and Fee for approval prior to performing specified additional services.

<b>Total Base Services</b>	
<b>Task</b>	<b>Fee</b>
<b>01-Project Management</b>	\$32,200.00
<b>02-Data Collection</b>	\$10,700.00
<b>03-H&amp;H Analysis</b>	\$103,200.00
<b>04-Alternatives Development</b>	\$86,000.00
<b>05-PER Documentation</b>	\$66,600.00
<b>TOTAL</b>	<b>\$298,700.00</b>

If you have any further questions or comments please do not hesitate to e-mail emily.daniel@hdrinc.com or call at (972)-732-2055.

Sincerely,  
**HDR Engineering, Inc.**



Lucas Bathurst, PE  
Vice President



Emily Daniel, PE, CFM  
Project Manager

**MASTER SHORT FORM AGREEMENT FOR PROFESSIONAL SERVICES  
AGREEMENT NUMBER 1**

~~2025~~ <sup>2026</sup> THIS AGREEMENT is made as of this 8 day of January,  
~~2025~~, between City of Wichita Falls, Texas, hereinafter referred to as "OWNER", and  
HDR Engineering, Inc., hereinafter referred to as "ENGINEER" or "CONSULTANT,"  
for engineering services as described in this Agreement.

**WHEREAS**, OWNER desires to retain ENGINEER, a professional engineering firm, to provide professional engineering, consulting and related services ("Services") on one or more projects in which the OWNER is involved; and

**WHEREAS**, ENGINEER desires to provide such services on such projects as may be agreed, from time to time, by the parties;

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties agree as follows:

**SECTION I. PROJECT TASK ORDER**

- 1.1 This Agreement shall apply to as many projects as OWNER and ENGINEER agree will be performed under the terms and conditions of this Agreement. Each project ENGINEER performs for OWNER hereunder shall be designated by a "Task Order." A sample Task Order is attached to this Agreement and marked as Exhibit "A". No Task Order shall be binding or enforceable unless and until it has been properly executed by both OWNER and ENGINEER. Each properly executed Task Order shall become a separate supplemental agreement to this Agreement.
- 1.2 Depending on the location of a project in a given Task Order, it may be necessary for HDR Engineering, Inc. to utilize a different operating company, which is an affiliated, associated or related company to HDR Engineering, Inc., for compliance with professional licensure laws and requirements ("Authorized Entity"). In the event an Authorized Entity is required to be used, said Authorized Entity shall execute the Task Order, which shall create a two-party agreement exclusively between Owner and the Authorized Entity as it relates to the services performed under the Task Order.
- 1.3 In resolving potential conflicts between this Agreement and the Task Order pertaining to a specific project, the terms of this Agreement shall control.
- 1.4 ENGINEER will provide the Scope of Services as set forth in Part 2 of each Task Order.

**SECTION II. RESPONSIBILITIES OF OWNER**

In addition to the responsibilities described in paragraph 6 of the attached "HDR Engineering, Inc. Terms and Conditions for Professional Services," OWNER shall have the responsibilities described in Part 3 of each Task Order.

**SECTION III. COMPENSATION**

Compensation for ENGINEER's Services shall be in accordance with Part 5 of each Task Order, and in accordance with paragraph 11 of the attached HDR Engineering, Inc. Terms and Conditions.

**SECTION IV. TERMS AND CONDITIONS OF ENGINEERING SERVICES**

The HDR Engineering, Inc. Terms and Conditions, which are attached hereto in Exhibit B, are incorporated into this Agreement by this reference as if fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written above.

City of Wichita Falls, Texas  
"OWNER"

BY: 

NAME: Jeffery Jenkins

TITLE: City Manager

ADDRESS: 705 8<sup>th</sup> St  
Wichita Falls, TX 76301

HDR ENGINEERING, INC.  
"ENGINEER"

BY: 

NAME: Lucas Bathurst, P.E.

TITLE: Vice President

ADDRESS: 600 West Sixth Street  
Suite 200  
Fort Worth, Texas, 76102  
TBPE Firm Registration F-754

**EXHIBIT A**  
**TASK ORDER**

This Task Order pertains to an Agreement by and between \_\_\_\_\_, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated \_\_\_\_\_, 20\_\_\_\_, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER:  
PROJECT NAME:

- PART 1.0 PROJECT DESCRIPTION:
- PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:
- PART 3.0 OWNER’S RESPONSIBILITIES:
- PART 4.0 PERIODS OF SERVICE:
- PART 5.0 ENGINEER’S FEE:
- PART 6.0 OTHER:

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

“OWNER”	HDR ENGINEERING, INC. “ENGINEER”
BY: _____	BY: _____
NAME: _____	NAME: _____
TITLE: _____	TITLE: _____
ADDRESS: _____	ADDRESS: _____
_____	_____

## EXHIBIT B

### TERMS AND CONDITIONS

#### **HDR Engineering, Inc. Terms and Conditions for Professional Services**

**1. STANDARD OF PERFORMANCE**

The standard of care for all professional engineering, consulting and related services performed or furnished by ENGINEER and its employees under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under the same or similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

**2. INSURANCE/INDEMNITY**

ENGINEER agrees to procure and maintain, at its expense, Workers' Compensation insurance as required by statute; Employer's Liability of \$250,000; Automobile Liability insurance of \$1,000,000 combined single limit for bodily injury and property damage covering all vehicles, including hired vehicles, owned and non-owned vehicles; Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damage; and Professional Liability insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which ENGINEER is legally liable. If flying an Unmanned Aerial System (UAS or drone), ENGINEER will procure and maintain aircraft unmanned aerial systems insurance of \$1,000,000 per occurrence. OWNER shall be made an additional insured on Commercial General and Automobile Liability insurance policies and certificates of insurance will be furnished to the OWNER. ENGINEER agrees to indemnify OWNER for third party personal injury and property damage claims to the extent caused by ENGINEER's negligent acts, errors or omissions. However, neither Party to this Agreement shall be liable to the other Party for any special, incidental, indirect, or consequential damages (including but not limited to loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; and/or fines or penalties), loss of profits or revenue arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including but not limited to any such damages caused by the negligence, errors or omissions, strict liability or breach of contract. The employees of both parties are intended third party beneficiaries of this waiver of consequential damages.

**3. OPINIONS OF PROBABLE COST**

Any opinions of probable project cost or probable construction cost provided by ENGINEER are made on the basis of information available to ENGINEER and on the basis of ENGINEER's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since ENGINEER has no control over the cost of labor, materials, equipment or services furnished by others, or over the contractor(s)' methods of determining prices, or over competitive bidding or market conditions, ENGINEER does not guarantee that proposals, bids or actual project or construction cost will not vary from opinions of probable cost ENGINEER prepares.

**4. CONSTRUCTION PROCEDURES**

ENGINEER's observation or monitoring portions of the work performed under construction contracts shall not relieve the contractor from its responsibility for performing work in accordance with applicable contract documents. ENGINEER shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction. ENGINEER shall not be responsible for the acts or omissions of the contractor or other parties on the project. ENGINEER shall be entitled to review all construction contract documents and to require that no provisions extend the duties or liabilities of ENGINEER beyond those set forth in this Agreement. OWNER agrees to include ENGINEER as an indemnified party in OWNER's construction contracts for the work, which shall protect ENGINEER to the same degree as OWNER. Further, OWNER agrees that ENGINEER shall be listed as an additional insured under the construction contractor's liability insurance policies.

**5. CONTROLLING LAW**

This Agreement is to be governed by the law of the state where ENGINEER's services are performed. The venue will be Wichita County, Texas.

**6. SERVICES AND INFORMATION**

OWNER will provide all criteria and information pertaining to OWNER's requirements for the project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expandability, and any budgetary limitations. OWNER will also provide copies of any OWNER-furnished Standard Details, Standard Specifications, or Standard Bidding Documents which are to be incorporated into the project.

OWNER will furnish the services of soils/geotechnical engineers or other consultants that include reports and appropriate professional recommendations when such services are deemed necessary by ENGINEER. The OWNER agrees to bear full responsibility for the technical accuracy and content of OWNER-furnished documents and services.

In performing professional engineering and related services hereunder, it is understood by OWNER that ENGINEER is not engaged in rendering any type of legal, insurance or accounting services, opinions or advice. Further, it is the OWNER's sole responsibility to obtain the advice of an attorney, insurance counselor or accountant to protect the

OWNER's legal and financial interests. To that end, the OWNER agrees that OWNER or the OWNER's representative will examine all studies, reports, sketches, drawings, specifications, proposals and other documents, opinions or advice prepared or provided by ENGINEER, and will obtain the advice of an attorney, insurance counselor or other consultant as the OWNER deems necessary to protect the OWNER's interests before OWNER takes action or forebears to take action based upon or relying upon the services provided by ENGINEER.

**7. SUCCESSORS, ASSIGNS AND BENEFICIARIES**

OWNER and ENGINEER, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the covenants of this Agreement. Neither OWNER nor ENGINEER will assign, sublet, or transfer any interest in this Agreement or claims arising therefrom without the written consent of the other. No third party beneficiaries are intended under this Agreement.

**8. RE-USE OF DOCUMENTS**

All documents, including all reports, drawings, specifications, computer software or other items prepared or furnished by ENGINEER pursuant to this Agreement, are instruments of service with respect to the project. ENGINEER retains ownership of all such documents. OWNER may retain copies of the documents for its information and reference in connection with the project; however, none of the documents are intended or represented to be suitable for reuse by OWNER or others on extensions of the project or on any other project. Any reuse without written verification or adaptation by ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER will defend, indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees, arising or resulting therefrom. Any such verification or adaptation will entitle ENGINEER to further compensation at rates to be agreed upon by OWNER and ENGINEER.

**9. TERMINATION OF AGREEMENT**

OWNER or ENGINEER may terminate the Agreement, in whole or in part, by giving seven (7) days written notice to the other party. Where the method of payment is "lump sum," or cost reimbursement, the final invoice will include all services and expenses associated with the project up to the effective date of termination. An equitable adjustment shall also be made to provide for termination settlement costs ENGINEER incurs as a result of commitments that had become firm before termination, and for a reasonable profit for services performed.

**10. SEVERABILITY**

If any provision of this agreement is held invalid or unenforceable, the remaining provisions shall be valid and binding upon the parties. One or more waivers by either party of any provision, term or condition shall not be construed by the other party as a waiver of any subsequent breach of the same provision, term or condition.

**11. INVOICES**

ENGINEER will submit monthly invoices for services rendered and OWNER will make payments to ENGINEER within thirty (30) days of OWNER's receipt of ENGINEER's invoice.

ENGINEER will retain receipts for reimbursable expenses in general accordance with Internal Revenue Service rules pertaining to the support of expenditures for income tax purposes. Receipts will be available for inspection by OWNER's auditors upon request.

If OWNER disputes any items in ENGINEER's invoice for any reason, including the lack of supporting documentation, OWNER may temporarily delete the disputed item and pay the remaining amount of the invoice. OWNER will promptly notify ENGINEER of the dispute and request clarification and/or correction. After any dispute has been settled, ENGINEER will include the disputed item on a subsequent, regularly scheduled invoice, or on a special invoice for the disputed item only.

OWNER recognizes that late payment of invoices results in extra expenses for ENGINEER. ENGINEER retains the right to assess OWNER interest at the rate of one percent (1%) per month, but not to exceed the maximum rate allowed by law, on invoices which are not paid within thirty (30) days from the date OWNER receives ENGINEER's invoice. In the event undisputed portions of ENGINEER's invoices are not paid when due, ENGINEER also reserves the right, after seven (7) days prior written notice, to suspend the performance of its services under this Agreement until all past due amounts have been paid in full.

**12. CHANGES**

The parties agree that no change or modification to this Agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this Agreement. The execution of the change shall be authorized and signed in the same manner as this Agreement. Adjustments in the period of services and in compensation shall be in accordance with applicable paragraphs and sections of this Agreement. Any proposed fees by ENGINEER are estimates to perform the services required to complete the project as ENGINEER understands it to be defined. For those projects involving conceptual or process development services, activities often are not fully definable in the initial planning. In any event, as the project progresses, the facts developed may dictate a change in the services to be performed, which may alter the scope. ENGINEER will inform OWNER of such situations so that changes in scope and adjustments to the time of performance and compensation can be made as required. If such change, additional services, or suspension of services results in an increase or decrease in the cost of or time required for performance of the services, an equitable adjustment shall be made, and the Agreement modified accordingly.

**13. CONTROLLING AGREEMENT**

These Terms and Conditions shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice-to-proceed, or like document.

**14. EQUAL EMPLOYMENT AND NONDISCRIMINATION**

In connection with the services under this Agreement, ENGINEER agrees to comply with the applicable provisions of federal and state Equal Employment Opportunity for individuals based on color, religion, sex, or national origin, or disabled veteran, recently separated veteran, other protected veteran and armed forces service medal veteran status, disabilities under provisions of executive order 11246, and other employment, statutes and regulations, as stated in Title 41 Part 60 of the Code of Federal Regulations § 60-1.4 (a-f), § 60-300.5 (a-e), § 60-741 (a-e).

**15. HAZARDOUS MATERIALS**

OWNER represents to ENGINEER that, to the best of its knowledge, no hazardous materials are present at the project site. However, in the event hazardous materials are known to be present, OWNER represents that to the best of its knowledge it has disclosed to ENGINEER the existence of all such hazardous materials, including but not limited to asbestos, PCB's, petroleum, hazardous waste, or radioactive material located at or near the project site, including type, quantity and location of such hazardous materials. It is acknowledged by both parties that ENGINEER's scope of services do not include services related in any way to hazardous materials. In the event ENGINEER or any other party encounters undisclosed hazardous materials, ENGINEER shall have the obligation to notify OWNER and, to the extent required by law or regulation, the appropriate governmental officials, and ENGINEER may, at its option and without liability for delay, consequential or any other damages to OWNER, suspend performance of services on that portion of the project affected by hazardous materials until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the hazardous materials; and (ii) warrants that the project site is in full compliance with all applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous materials, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the project site in connection with ENGINEER's services under this Agreement. If ENGINEER's services hereunder cannot be performed because of the existence of hazardous materials, ENGINEER shall be entitled to terminate this Agreement for cause on 30 days written notice. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, its officers, directors, partners, employees, and subconsultants from and against all costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other dispute resolution costs) caused by, arising out of or resulting from hazardous materials, provided that (i) any such cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or injury to or destruction of tangible property (other than completed Work), including the loss of use resulting therefrom, and (ii) nothing in this paragraph shall obligate OWNER to indemnify any individual or entity from and against the consequences of that individual's or entity's sole negligence or willful misconduct.

**16. EXECUTION**

This Agreement, including the exhibits and schedules made part hereof, constitute the entire Agreement between ENGINEER and OWNER, supersedes and controls over all prior written or oral understandings. This Agreement may be amended, supplemented or modified only by a written instrument duly executed by the parties.

**17. ALLOCATION OF RISK**

**OWNER AND ENGINEER HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING ENGINEER'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE RISKS, SO, TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF ENGINEER (AND ITS RELATED CORPORATIONS, SUBCONSULTANTS AND EMPLOYEES) TO OWNER AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE LESSER OF \$1,000,000 OR ITS FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF ENGINEER'S SERVICES OR THIS AGREEMENT REGARDLESS OF CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. ENGINEER'S AND SUBCONSULTANTS' EMPLOYEES ARE INTENDED THIRD PARTY BENEFICIARIES OF THIS ALLOCATION OF RISK.**

**18. LITIGATION SUPPORT**

In the event ENGINEER is required to respond to a subpoena, government inquiry or other legal process related to the services in connection with a legal or dispute resolution proceeding to which ENGINEER is not a party, OWNER shall reimburse ENGINEER for reasonable costs in responding and compensate ENGINEER at its then standard rates for reasonable time incurred in gathering information and documents and attending depositions, hearings, and trial.

**19. NO THIRD PARTY BENEFICIARIES**

Except as otherwise provided in this Agreement, no third party beneficiaries are intended under this Agreement. In the event a reliance letter or certification is required under the scope of services, the parties agree to use a form that is mutually acceptable to both parties.

**20. UTILITY LOCATION**

If underground sampling/testing is to be performed, a local utility locating service shall be contacted to make arrangements for all utilities to determine the location of underground utilities. In addition, OWNER shall notify ENGINEER of the presence and location of any underground utilities located on the OWNER's property which are not the responsibility of private/public utilities. ENGINEER shall take reasonable precautions to avoid damaging underground utilities that are properly marked. The OWNER agrees to waive any claim against ENGINEER and will indemnify and hold ENGINEER harmless from any claim of liability, injury or loss caused by or allegedly caused by ENGINEER's

damaging of underground utilities that are not properly marked or are not called to ENGINEER's attention prior to beginning the underground sampling/testing.

#### **21. UNMANNED AERIAL SYSTEMS**

If operating UAS, ENGINEER will obtain all permits or exemptions required by law to operate any UAS included in the services. ENGINEER's operators have completed the training, certifications and licensure as required by the applicable jurisdiction in which the UAS will be operated. OWNER will obtain any necessary permissions for ENGINEER to operate over private property, and assist, as necessary, with all other necessary permissions for operations.

#### **22. OPERATIONAL TECHNOLOGY SYSTEMS**

OWNER agrees that the effectiveness of operational technology systems and features designed, recommended or assessed by ENGINEER (collectively "OT Systems") are dependent upon OWNER's continued operation and maintenance of the OT Systems in accordance with all standards, best practices, laws, and regulations that govern the operation and maintenance of the OT Systems. OWNER shall be solely responsible for operating and maintaining the OT Systems in accordance with applicable laws, regulations, and industry standards (e.g. ISA, NIST, etc.) and best practices, which generally include but are not limited to, cyber security policies and procedures, documentation and training requirements, continuous monitoring of assets for tampering and intrusion, periodic evaluation for asset vulnerabilities, implementation and update of appropriate technical, physical, and operational standards, and offline testing of all software/firmware patches/updates prior to placing updates into production. Additionally, OWNER recognizes and agrees that OT Systems are subject to internal and external breach, compromise, and similar incidents. Security features designed, recommended or assessed by ENGINEER are intended to reduce the likelihood that OT Systems will be compromised by such incidents. However, ENGINEER does not guarantee that OWNER's OT Systems are impenetrable and OWNER agrees to waive any claims against ENGINEER resulting from any such incidents that relate to or affect OWNER's OT Systems.

#### **23. FORCE MAJEURE**

ENGINEER shall not be responsible for delays caused by factors beyond ENGINEER's reasonable control, including but not limited to delays because of strikes, lockouts, work slowdowns or stoppages, government ordered industry shutdowns, power or server outages, acts of nature, widespread infectious disease outbreaks (including, but not limited to epidemics and pandemics), failure of any governmental or other regulatory authority to act in a timely manner, failure of the OWNER to furnish timely information or approve or disapprove of ENGINEER's services or work product, or delays caused by faulty performance by the OWNER's or by contractors of any level or any other events or circumstances not within the reasonable control of the party affected, whether similar or dissimilar to any of the foregoing. When such delays beyond ENGINEER's reasonable control occur, the OWNER agrees that ENGINEER shall not be responsible for damages, nor shall ENGINEER be deemed in default of this Agreement, and the parties will negotiate an equitable adjustment to ENGINEER's schedule and/or compensation if impacted by the force majeure event or condition.

#### **24. EMPLOYEE IMMUNITY**

The parties to this Agreement acknowledge that an individual employee or agent may not be held individually liable for negligence with regard to services provided under this Agreement. To the maximum extent permitted by law, the parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each party and of any entity for whom a party is legally responsible, and ii) that any such employee or agent identified by name in this Agreement shall not be deemed a party. Specifically, in the event that all or a portion of the services is performed in the State of Florida, the following provision shall be applicable:

THE PARTIES ACKNOWLEDGE THAT PURSUANT TO APPLICABLE FLORIDA STATUTES AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE WITH REGARD TO SERVICES PROVIDED UNDER THIS AGREEMENT. To the maximum extent permitted by law, the Parties intend i) that this limitation on the liability of employees and agents shall include directors, officers, employees, agents and representatives of each Party and of any entity for whom a Party is legally responsible, and ii) that any such employee or agent identified by name in this Agreement shall not be deemed a Party. The Parties further acknowledge that the Florida statutes referred to above include but are not limited to: §558.0035(1)(a)-(e); §471.023(3)(an engineer is personally liable for negligence except as provided in § 558.0035); §472.021(3) (surveyor and mapper); §481.219(11)(architect and interior designer); §481.319(6) (landscape architect); and §492.111(4) (geologist).

#### **25. CONTRACTUAL DAMAGES LIMITATION**

OWNER is not liable for consequential damages, exemplary damages, or damages for unabsorbed home office overhead.

#### **26. GOVERNMENTAL FUNCTION**

All parties agree that this contract is one that pertains solely to a governmental function taken by or on behalf of the OWNER. All parties expressly agree that the OWNER is not engaging in any proprietary functions.

#### **27. ATTORNEY'S FEES**

If any action at law or in equity is necessary to enforce this agreement, each party agrees to pay its own attorneys' fees and will not seek to recover its own attorneys' fees from the other party. All parties understand that Texas Local Government Code subtitle C, § 271.153(a)(3) provides that the total amount of money awarded in an adjudication brought against a governmental entity for breach of a contract includes attorneys' fees. All parties expressly waive all statutory and other rights to recover attorneys' fees in § 271.153(a)(3) and all other law. Further, all parties under that Texas Government Code subtitle F, § 2251.043, also known as the Texas Prompt Payment Act, provides that reasonable attorney fees of the prevailing party in an award to collect an invoice payment or interest due. All parties expressly waive all statutory and other rights to recover attorneys' fees in § 2251.043.



STRATEGIC PILLAR

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

**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 10.b.

**Agenda Item Name:** Resolution authorizing the execution of an Interlocal Cooperation Contract between the City of Wichita Falls and the Texas Department of State Health Services for mobile food inspection services; authorizing the City Manager, or his designee, to execute all necessary documents

**Council Action to be Taken:** Consider and take action on proposed Resolution.

**Department Submitted:** Health

**Staff Contact:**

Amy Fagan, Director of Public Health

**1. PURPOSE / DESCRIPTION**

Resolution authorizing the execution of an Interlocal Cooperation Contract between the City of Wichita Falls and the Texas Department of State Health Services for mobile food inspection services.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

During Texas’s 89<sup>th</sup> Legislative Session, HB 2844 passed modifying the regulation of mobile food vendors in Texas. This law creates new Texas Health and Safety Code (HSC) Chapter 437B, devoted specifically to the licensing and inspection of mobile food vendors in Texas. Additionally, it preempts local authority to prohibit or regulate mobile food vendors in ways that conflict with HSC 437B. Texas Department of State Health Services (DSHS) had to modify the existing Texas Food Establishment Rules to remove references to mobile food vendors and create a new rule set in the Texas Administrative Code (TAC 25.226) to address the regulation of mobile food vendors. Effective July 1, 2026 every mobile food vendor operating in Texas must have a Mobile Food Vendor License issued by DSHS in order to operate. The Health Department and the Texas Department of State Health Services (DSHS) desire to enter into a contract to establish

responsibilities of both agencies regarding mobile food inspection services. DSHS will pay a set amount per pre-inspection to the Health Department.

**3. BOARD REVIEW / CITIZEN INPUT**

The Board of Health has received three briefings regarding the legislative changes and the impact on operations.

**4. RECOMMENDATION**

Approval of the Resolution.

**5. FUNDING SOURCE**

Texas Department of State Health Services (DSHS)

**6. TIMELINE**

Starts July 1, 2026

**7. ALTERNATIVE OPTIONS**

Not going into contract with DSHA would move pre-inspection and complaint inspections to DSHS.

**8. ATTACHMENTS**

- 1. Res. - Mobile Food Contract DSHS

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

**Resolution authorizing the execution of an Interlocal Cooperation Contract between the City of Wichita Falls and the Texas Department of State Health Services for mobile food inspection services; authorizing the City Manager, or his designee, to execute all necessary documents.**

WHEREAS, House Bill 2844 was passed during the 89<sup>th</sup> Legislative Session; this modified the regulation of mobile food vendors in Texas; and,

WHEREAS, DSHS had to modify the existing Texas Food Establishment Rules (TFER) to create a new rule set in the Texas Administrative Code (TAC 25.226) to address the regulation of mobile food vendors; and,

WHEREAS, effective July 1, 2026, every mobile food vendor operating in Texas must have a Mobile Food Vendor License issued by DSHS in order to operate; and,

WHEREAS, the Health Department and the Texas Department of State Health Services (DSHS) desire to enter into a contract to establish responsibilities of both agencies regarding mobile food inspection services.

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

The Interlocal Cooperation Contract by and between the City of Wichita Falls and DSHS for mobile food inspections is hereby approved, and the City Manager or his designee, is authorized to execute said Agreement, in a form as approved by the City Attorney, on behalf of the City of Wichita Falls.

PASSED AND APPROVED this the 16<sup>th</sup> day of June 2026.

\_\_\_\_\_  
MAYOR

ATTEST:

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



STRATEGIC PILLAR

- Accelerate Economic Growth
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**City Council  
June 16, 2026  
Transmittal Letter**

**Agenda Item Number:** 11.a.

**Agenda Item Name:** Staff Update - Neighborhood Enhancement Initiative

**Council Action to be Taken:**

**Department Submitted:** Development Services

**Staff Contact:**

Fabian Medellin, Director of Development Services  
Rita Miller, Assistant Director Development Services  
Alex Borrego, Neighborhood Services Manager  
Mike Moreno, Code Compliance Supervisor  
Kalee Robinson, Director of Parks & Recreation

**1. PURPOSE / DESCRIPTION**

Director of Development Services will provide the City Council and residents with an update regarding code compliance activity, city property maintenance, and mowing status within the Eastside area.

**2. STAFF ANALYSIS / BACKGROUND / PRIOR COUNCIL ACTIONS**

May 19th through May 27th, the Code Compliance Division launched the Neighborhood Enhancement Initiative to address public concerns regarding the mowing and maintenance in the Eastside area of the city. During that week, the team inspected 3,000 properties spanning 1,500 acres throughout the Eastside area. The survey reviewed city-maintained properties, followed up on active code cases, and identified new violations. Staff found 141 new violations in addition to the 217 active cases, for a total of 358 cases. Weeds and grass remain the most common issue, representing approximately 80% of all violations. Since the initiative began, a total of 124 properties have been assigned for abatement by contractors.

Additionally, the Parks Department completed goatscaping along Holiday Creek between Martin Luther King Jr. Blvd and Harding St., starting at South Rosewood Ave. and continuing downstream on both sides of the creek for approximately 12 acres.

**3. BOARD REVIEW / CITIZEN INPUT**

N/A

**4. RECOMMENDATION**

N/A

**5. FUNDING SOURCE**

**6. TIMELINE**

**7. ALTERNATIVE OPTIONS**

**8. ATTACHMENTS**

None