



# CITY COUNCIL MEETING

November 17, 2025 at 6:00 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

## AGENDA

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### CALL MEETING TO ORDER

INVOCATION - Councilmember McDonald

PLEDGE OF ALLEGIANCE - Councilmember Worley

ROLL CALL AND ESTABLISH A QUORUM

SAFETY REVIEW

CITIZEN ENGAGEMENT

This is an opportunity for the public to address the City Council regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign-in sheet and state his/her name and city of residence before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion. Speakers can address only the City Council and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

CONSENT AGENDA #1

Items considered to be routine are enacted by one motion without separate discussion. If the City Council desires to discuss an item, the item is removed from the Consent Agenda and considered separately.

1. Consider and take appropriate action on Resolution 2025-047 Second Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH  
AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO PURCHASE  
LAND TO PROMOTE NEW AND EXPANDED BUSINESS.

2. Consider and take appropriate action on Resolution 2025-048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, ADOPTING THE CITY OF WOLFFORTH INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

3. Consider and take appropriate action on Ordinance No. 2025-017

ORDINANCE DECLARING WOLFFORTH A SANCTUARY CITY FOR THE UNBORN, MAKING VARIOUS PROVISIONS AND FINDINGS, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.

4. Consider and take appropriate action on Resolution No. 2025-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH EXTENDING A MORATORIUM ON NEW MULTIFAMILY DEVELOPMENT

5. Consider and take appropriate action on Resolution 2025-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, APPROVING AND ADOPTING A POLICY MANUAL FOR FEDERAL AWARDS; AND PROVIDING AN EFFECTIVE DATE.

6. Consider and take appropriate action on Resolution 2025-053 casting votes for the Lubbock Central Appraisal District Board of Directors

## **CONSENT AGENDA #2**

Items considered to be routine are enacted by one motion without separate discussion. If the City Council desires to discuss an item, the item is removed from the Consent Agenda and considered separately.

7. Consider and take appropriate action on Payment Request #11 from Landmark Structures for the Alcove EST Construction
8. Consider and take appropriate action on Payment Request #9 from UCA for the Loop 88 East Water Supply Construction.

9. Consider and take appropriate action on Payment Request #9 from UCA for the Lubbock North Interconnect Construction

## **REGULAR SESSION**

10. Consider and take appropriate action on presentation of City of Wolfforth Library Master Plan, Phase 1

11. Consider and take appropriate action on presentation of Water and Wastewater Master Plans from Kimley Horn.

12. Consider and take appropriate action on Resolution 2025-051

A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, AWARDED A LANDSCAPING SERVICES CONTRACT TO S&J LAWN SERVICE AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL AGREEMENTS NECESSARY TO IMPLEMENT THE CONTRACT.

13. Consider and take appropriate action on Resolution 2025-052 First Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO ISSUE AN INCENTIVE FOR CONSTRUCTION OF A RETAIL GROCERY STORE AND RELATED INFRASTRUCTURE TO UNITED SUPERMARKETS, LLC.

14. Consider and take appropriate action on preliminary plat for Wolfforth United Addition Tract C through R.

15. PUBLIC HEARING: Conduct a Public Hearing on amending Chapter 14 Zoning; 14.03.002 Zoning of Newly Annexed Areas; 14.03.008(5) Use Table; 14.03.012(F) Removing Cemeteries as an Allowed Use Under Parks and Open Areas; and 14.03.013 Commercial Use Categories.

*A public hearing is held by the governing body in order for the public to hear the facts and offer their opinions. The governing body is not obligated to engage in dialogue with those present.*

16. Consider and take appropriate action on Ordinance 2025-018

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; AMENDING § 14.03.002 ZONING OF NEWLY ANNEXED AREAS; AMENDING § 14.03.008(5) USE TABLE; AMENDING § 14.03.012(F)

REMOVING CEMETERIES AS AN ALLOWED USE UNDER PARKS AND OPEN AREAS; AMENDING § 14.03.013 COMMERCIAL USE CATEGORIES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

17. Consider and take appropriate action on Ordinance No. 2025-019

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 13 UTILITIES ARTICLE 13.05 WATER AND SEWER, DIVISION 2 WATER RATES; PROVIDIING FOR THE ASSESSMENT OF RATES FOR UTILITY SERVICES WITHIN THE CITY; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

## **COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS**

### **ADJOURN**

#### **RIGHT TO ENTER EXECUTIVE SESSION:**

The City Council for the City of Wolfforth reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any matters listed on this agenda, as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

In accordance with the Americans with Disability Act any person with a disability requiring reasonable accommodation to participate in this meeting should call the City Secretary at 806-855-4120 or send written request to P.O. Box 36 Wolfforth Texas 79382 at least 48 hours in advance of the meeting date.

#### **Certification**

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on November 10, 2025 at 5:00 p.m.

/s/ Terri Robinette, City Secretary



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Resolution 2025-047 Second Reading  A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO PURCHASE LAND TO PROMOTE NEW AND EXPANDED BUSINESS.
<b>STAFF INITIATOR:</b>	Terri Robinette, City Secretary

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### BACKGROUND:

The City Council held a public hearing on October 20, 2025, for this item and the first reading of this Resolution was approved at the November 3, 2025, Council meeting. This will be the required second reading of this Resolution.

Once this second reading is completed, the EDC is authorized to issue funds after December 2, 2025, the end date of the 60-day public comment period.

### EXHIBITS:

Resolution

### COUNCIL ACTION/STAFF RECOMMENDATION:

Approve Resolution – Second Reading

**RESOLUTION NO. 2025-047**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH  
AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO  
PURCHASE LAND TO PROMOTE NEW AND EXPANDED BUSINESS.**

**WHEREAS**, the Texas Legislature in Local Government Code 505.158 allows Type B economic development corporations created by a municipality with a population under 20,000 to promote new or expanded business within the community; and

**WHEREAS**, the City of Wolfforth currently has a population of under 20,000; and

**WHEREAS**, the Wolfforth Economic Development Corporation (“EDC”) at their November 3, 2025, regular meeting, held a public hearing regarding a proposed the purchase of land to promote new and expanded business; and

**WHEREAS**, the Wolfforth City Council held a public hearing on October 20, 2025, to consider authorizing the purchase of land by the Wolfforth Economic Development Corporation;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

Section 1. **Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made hereof for all purposes as findings of fact.

Section 2. **Proceedings.** The City Council of the City of Wolfforth approved the proposed contribution by the Wolfforth Economic Development Corporation for the purpose of purchasing land to promote new and expanded business. The Contract for Sale of Real Property is attached hereto as Exhibit “A”.

Section 3. **Execution of Documents.** The president of the Wolfforth Economic Development Corporation is authorized to execute all documents related to this Resolution.

Section 4. **Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notices of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code.

**Passed by the City Council on first reading on 3rd day of November 2025**  
**Passed by the City Council on second reading on 17<sup>th</sup> day of November 2025**

CITY OF WOLFFORTH, TEXAS

\_\_\_\_\_  
Charles Addington, II, Mayor

Attest

\_\_\_\_\_  
Terri Robinette, City Secretary

DRAFT



## AGENDA ITEM COMMENTARY

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**MEETING NAME:** City Council  
**MEETING DATE:** November 17, 2025  
**ITEM TITLE:** Consider and take appropriate action on Resolution 2025-048

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, ADOPTING THE CITY OF WOLFFORTH INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

**STAFF INITIATOR:** Terri Robinette, City Secretary

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### **BACKGROUND:**

The Public Funds Investment Act requires that the City's Investment Policy be reviewed annually and subsequently approved by the City Council by Resolution. A copy of the Investment Policy is included as an exhibit.

The City Manager and City Secretary are current on required training per the PFIA and our policy, as well as the Assistant City Manager.

There were no major changes to the Public Funds Investment Act during the 2025 legislative session therefore no changes have been made to the City's Investment Policy since 2023.

### **EXHIBITS:**

Resolution

City of WolfForth's Investment Policy

### **COUNCIL ACTION/STAFF RECOMMENDATION:**

Staff recommends approval of the Resolution

**RESOLUTION 2025-048**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, ADOPTING THE CITY OF WOLFFORTH INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in accordance with the Public Funds Investment Act, Chapter 2256, TEX. GOVERNMENT CODE, the City Council of the City of Wolfforth, Texas is required to have adopted investment policies and strategies; and

**WHEREAS**, Section 2256.005, Tex. Government Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policies or investment strategy.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS:**

SECTION 1. That the City of Wolfforth Investment Policy attached hereto as Exhibit "A" be and the same is hereby adopted and shall govern the investment policies and investment strategies for the City and shall define the authority of the Investment Officer(s) of the City from and after the effective date of this resolution.

SECTION 2. That the City Council of the City of Wolfforth has completed its review of the investment policies and investment strategies, and any changes made to either the investment policies or investment strategies are recorded in Exhibit "A" hereto.

SECTION 3. That all provisions of the resolutions of the City of Wolfforth, Texas, in conflict with the provisions of this resolution be, and the same are hereby, repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

SECTION 4. That should any word, sentence, paragraph, subdivision, clause, phrase or section of the resolution be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution which shall remain in full force and effect.

SECTION 5. That this resolution shall become effective immediately from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Wolfforth, Texas, on this the 17<sup>th</sup> day of November 2025.

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Charles Addington, II, Mayor  
City of Wolfforth, Texas

ATTEST:

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Terri Robinette, City Secretary

DRAFT

**Exhibit A**

# **City of Wolfforth, Texas**



## **Investment Policy**

**Reviewed and Approved:**

**November 17, 2025**

## Investment Policy

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## **I. PURPOSE**

Chapter 2256 of the Texas Government Code, as amended from time to time by the Texas State Legislature ("Public Funds Investment Act" or "PFIA") requires each city to adopt rules governing its investment practices and to define the authority of the Investment Officer(s). The Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and prudent fiscal management of City funds.

## **II. SCOPE**

A. The Investment Policy applies to the investment and management of all funds under direct authority of the City including but not limited to investment of general funds, enterprise funds, special funds, reserve funds, interest and sinking funds, and bond funds. Retirement funds are not governed by this policy. This Policy establishes guidelines for who can invest City funds, how City Funds will be invested, and when and how a periodic review of investments will be made. In addition to the guidelines of this policy, bond funds (as defined by the Internal Revenue Service) shall be managed in accordance with their governing resolution and all applicable State and Federal Law.

### **B. Review and Amendment**

The City Council is required by state statute and by this Investment Policy to review this Investment Policy and investment strategies not less than annually and to adopt a resolution or an ordinance stating the review has been completed and recording any changes made to either the policy or strategy statements.

## **III. STANDARD OF CARE**

The standard of care used by the City shall be the "prudent investor rule", as set forth in Tex. Gov't Code Ann. Sec. 2256.006 and shall be applied in the context of managing the overall portfolio within the applicable legal constraints. The Prudent Investor Rule states that:

"Investments shall be made with judgment and care, under prevailing circumstances, that a person of prudence, discretion, and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived."

In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- (1) The investment of all funds, or funds under the City's control, over which the Officer had responsibility rather than a consideration as to the prudence of a single investment; and
- (2) Whether the investment decision was consistent with the written investment policy of the City.

All participants in the investment program will seek to act responsibly as custodians of the public trust. Investment Officers will avoid any transaction that might impair public confidence in the City's ability to govern effectively. Investment Officers shall recognize that the investment portfolio is subject to public review and evaluation. The overall program shall be designed and managed with a degree of professionalism which is worthy of the public trust. Nevertheless, the City recognizes that in a marketable, diversified portfolio, occasional measured losses are inevitable and must be considered within the context of the overall portfolio's investment rate of return.

Investment Officers, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for market price changes, provided that these deviations from expectations are reported as soon as possible to the Mayor and the City Council, and that appropriate action is taken by the Investment Officers and their oversight managers to control adverse developments.

#### **IV. OBJECTIVES**

##### **A. Preservation and Safety of Principal**

Preservation of principal is the foremost objective of the City. Each investment transaction shall seek first to ensure that capital losses are avoided, whether the loss occurs from the default of an issuer or from erosion of market value.

##### **B. Liquidity**

The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which can be reasonably anticipated. Liquidity will be achieved by maintaining appropriate cash-equivalent balances, matching investment maturities with forecasted cash flow requirements and by investing in securities with active secondary markets.

##### **C. Yield**

The investment portfolio of the City shall be designed to meet or exceed the average rate of return on 91-day U.S. treasury bills throughout budgetary and economic cycles, considering the City's investment risk constraints and the cash flow characteristics of the portfolio. Legal constraints on debt proceeds that are not exempt from federal arbitrage regulations are limited to the arbitrage yield of the debt obligation. Investment Officers will seek to optimize the yield of these funds in the same manner as all other City funds. However, if the yield achieved by the City is higher than the arbitrage yield, positive arbitrage income will be rebated to the federal government as required by applicable federal regulations.

#### **V. INVESTMENT COMMITTEE**

##### **A. Members**

An Investment Committee, consisting of the Mayor, the City Manager, and the City Secretary shall review the City's investment strategies and monitor the results of the investment program

periodically. This review can be done by reviewing the quarterly written reports and by holding Committee meetings as necessary. The Committee will be authorized to invite other advisors to attend meetings as needed.

**B. Scope**

The Investment Committee shall include in its deliberations such topics as economic outlook, investment strategies, portfolio diversification, maturity structure, potential risk to the City's funds, evaluation and authorization of broker/dealers, rate of return on the investment portfolio, review and approval of training providers, and compliance with the Investment Policy. The Investment Committee will also advise the City Council of any future amendments to the Investment Policy that are deemed necessary or recommended.

**C. Procedures**

The Investment Committee should meet at least annually to discuss the investment program and policies.

**VI. RESPONSIBILITY AND CONTROL**

**A. Investment Officers**

The City Manager and City Secretary are hereby appointed as "Investment Officers."

No person shall engage in an investment transaction except as provided under the terms of this Policy and the procedures established by this Policy. This Policy explicitly authorizes the Investment Officers to withdraw, transfer, deposit, and enter into related bank agreements, and invest the City's funds.

**B. Delegation**

Routine management responsibility and the establishment of written procedures for the operation of the investment program consistent with this Investment Policy are assigned to the City Manager. Such procedures shall include explicit delegation of authority to persons responsible for the daily cash management operation, the execution of investment transactions, overall portfolio management, and investment reporting. The City Manager may delegate the daily investment responsibilities to either internal investment officials or an external investment advisor. However, the use of an external investment advisor must be approved in advance by the City Council. The Investment Officers and/or investment officials will be limited by compliance with all federal regulations, ordinances, and the statements of investment strategy.

**C. Internal Controls**

Internal controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by Investment Officers. Controls deemed most important would include control of collusion; separation of duties; third-party custodial safekeeping; avoidance of bearer-only securities; clear delegation of authority; specific limitations regarding securities losses and remedial action; written confirmation of telephone

transactions; minimizing the number of authorized investment officials; and documentation of any rationale for investment transactions.

In conjunction with the annual independent audit, a compliance audit of management controls on investments and adherence to the Investment Policy and incorporated Investment Strategies shall be performed by the City's independent auditor.

**D. Ethics and Conflicts of Interest**

An Investment Officer of the City who has a personal business relationship with a business organization offering to engage in an investment transaction with the City shall file a statement disclosing that personal business interest. An Investment Officer who is related within the second degree of affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. These disclosures shall be to the Texas Ethics Commission and the City Council. For purposes of this section, an Investment Officer has a personal business relationship with a business organization if:

- (1) the Investment Officer owns ten (10) percent or more of the voting stock or shares of the business organization, or owns \$5,000 or more of the fair market value of the business organization; or
- (2) funds received by the Investment Officer from the business organization exceed ten (10) percent of the Investment Officer's gross income for the previous year; or
- (3) the Investment Officer has acquired from the business organization during the previous year investments with a book value of \$2,500 or more for the personal account of the Investment Officer.

Investment Officers of the City shall refrain from personal and business activities involving any of the City's custodians, depositories, broker/dealers or investment advisors which may influence the Officer's ability to conduct his duties in an unbiased manner. Investment Officers will not utilize investment advice concerning specific investments or classes of investments obtained in the transaction of the City's business for personal investment decisions, will in all respects subordinate their personal investment transactions to those of the City, particularly with regard to the timing of purchase and sales and will keep all investment advice obtained on behalf of the City and all transactions contemplated and completed by the City confidential, except when disclosure is required by law.

**E. Investment Training Requirements**

To ensure quality and capability of investment management, each Investment Officer shall attend at least ten (10) hours of training relating to their investment responsibilities within twelve (12) months after assuming their duties. In addition to this initial requirement, each Investment Officer shall receive not less than eight (8) hours of instruction relative to their investment responsibilities during each subsequent two-year period aligned with the City's fiscal year. The investment training session shall be provided by an independent source approved by the Investment Committee. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a professional organization,

an institute of higher learning or any other sponsor other than a business organization with whom the City may engage in an investment transaction. Such training shall include education in investment controls, credit risk, market risk, investment strategies, and compliance with investment laws, including the Public Funds Investment Act. A list will be maintained of the number of hours and conferences attended for each Investment Officer and a report of such information will be provided to the Investment Committee.

## **VII . AUTHORIZED INVESTMENTS**

- A. Obligations of the United States or its agencies and instrumentalities, *excluding* mortgaged back securities, collateralized mortgage obligations, and real estate mortgage investment conduits.
- B. Direct obligations of the State of Texas or its agencies and instrumentalities
- C. Other obligations, the principal and interest on which are unconditionally guaranteed or insured by, or backed by the full faith and credit of the state of Texas or the United States or their respective agencies and instrumentalities, including obligations that are fully guaranteed or insured by the Federal Deposit Insurance Corporation (FDIC) or by the explicit full faith and credit of the United States;
- D. Obligations of states, agencies, counties, cities, and other political subdivisions of any State having been rated as to investment quality by a nationally recognized investment rating firm and having received a rating of not less than "A" or its equivalent;
- E. Fully collateralized repurchase agreements having a defined termination date; placed through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas; and secured by obligations described by a combination of cash and securities listed in A - D above and pledged with a third party selected or approved by the City; and having a market value of not less than the principal amount of the funds disbursed. The term repurchase agreement includes reverse repurchase agreements. *Repurchase agreements must also be secured in accordance with State law. Each counter party to a repurchase agreement is required to sign a copy of the Security Industry and Financial Markets Association (SIFMA) Master Repurchase Agreement as approved by the City. An executed copy of this Agreement must be on file before the City will enter any transaction with a counter party. All Master Repurchase Agreements must be approved by the City Council.*
- F. Certificates of deposit must be issued by a depository institution that has its main office or a branch office in the state of Texas that are:
  - (1) Guaranteed or insured by the FDIC or its successors; or

- (2) Secured by obligations that are described by A – D above, which are intended to include all direct Federal agency or instrumentality issued mortgage-backed securities, but excluding those mortgage-backed securities that have a market value of not less than the principal amount of the certificates; or
  - (3) Secured in any other manner provided by law for deposits of the City; or
  - (4) Governed by a Depository Agreement that complies with Federal and State regulation to properly secure a pledged security interest.
- G. Money market mutual funds regulated by the Securities and Exchange Commission, with a dollar weighted average portfolio maturity of 60 days or less that fully invest dollar-for-dollar all City's funds without sales commissions or loads and, whose investment objectives include seeking to maintain a stable net asset value of \$1 per share. The City may not invest funds under its control in an amount that exceeds 10% of the total assets of any individual money market mutual fund or exceeds 80% of its monthly average fund balance, excluding bond proceeds and reserves and other funds held for debt service in money market mutual funds;
- H. Joint Investment Pools of political subdivisions in the State of Texas which invest in instruments and follow practices allowed by current law. A pool must be continuously rated no lower than AAA or AAA-m or at an equivalent rating by at least one nationally recognized rating service and managed in compliance with the PFIA.

If an investment in the City's portfolio becomes an unauthorized investment due to changes in the Investment Policy or the Public Funds Investment Act, the City is not required to liquidate it. If an authorized investment is rated in a way that causes it to become an unauthorized investment, the Investment Officers of the City shall take all prudent measures to liquidate the investment. Investment Officers shall consider the time remaining until maturity of the investment, the overall quality of the investment, and the quality and amounts of any collateral which may be securing the investment in determining the appropriate steps to take.

## **VIII. PORTFOLIO AND INVESTMENT ASSET PARAMETERS**

- A. **Competitive Process for Investments**  
It is the policy of the City to provide a competitive environment for all individual investment purchases and sales, and financial institution, money market mutual fund, and local government investment pool selections.
- B. **Maximum Maturities**  
The City will manage its investments to meet anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in instruments maturing more than five years from the date of purchase.
- C. **Maximum Dollar-Weighted Average Maturity**

Under most market conditions, the composite portfolio will be managed to achieve a one year or less dollar-weighted average maturity.

**D. Diversification**

The allocation of assets in the portfolios should be flexible depending upon the outlook for the economy and the investment markets. In establishing specific diversification strategies, the following general policies and constraints shall apply.

- (1) Portfolio maturities and call dates shall be staggered in a way that avoids undue concentration of assets in a specific sector. Maturities shall be selected which provide the stability of income and reasonable liquidity.
- (2) To attain sufficient liquidity, the City shall schedule the maturity of its investments to coincide with known disbursements. Risk of market price volatility shall be controlled through maturity diversification.
- (3) The City shall not invest more than 50% of the investment portfolio in repurchase agreements, excluding bond proceeds and reserves.
- (4) The City shall not invest more than 50% of the investment portfolio in any individual money market mutual fund.
- (5) The Investment Committee shall review diversification strategies and establish or confirm guidelines on at least an annual basis. The Investment Committee shall review the quarterly investment reports and evaluate the probability of market and default risk in various investment sectors as part of its consideration.

**IX. AUTHORIZED BROKER/DEALERS**

A. The Investment Committee will, at least annually, authorize a list of broker/dealers, who are eligible to provide investment services to the City. These firms may include:

- (1) All primary government securities dealers; and
- (2) Those regional broker/dealers who qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule), and who meet other financial credit criteria standards in the industry.

These firms will be selected based on their competitiveness, participation in agency selling groups and the experience and background of the salesperson handling the account.

B. All broker/dealers who desire to become qualified bidders for investment transactions must supply the Investment Officers with the following:

- (1) Audited financial statements;
- (2) Proof of Financial Industry Regulatory Authority (FINRA) registration; and
- (3) Resumes of all sales representatives who will represent the financial institution or broker/dealer firm in dealings with the City.

All business organizations, as defined by Section 2256.005, (including local government investment pools and discretionary investment management firms) shall provide an executed written instrument, by the qualified representative, in a form acceptable to the City and the business organization substantially to the effect that the business organization has received and reviewed the Investment Policy of the City and acknowledges that the business organization has implemented reasonable procedures and controls in an effort to preclude investment transactions conducted between the City and the organization that are not authorized by the City's Investment Policy, except to the extent that this authorization is dependent on an analysis of the makeup of the City's entire portfolio, requires an interpretation of subjective investment standards, or relates to investment transactions of the City that are not made through accounts or other contractual arrangements over which the business organization has accepted discretionary investment authority.

#### **X. SAFEKEEPING OF INVESTMENT ASSETS**

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted using the delivery versus payment (DVP) basis. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the safekeeping bank. The safekeeping bank is responsible for matching up instructions from the City's Investment Officers on an investment settlement with what is wired from the counterparty, prior to releasing the City's designated funds for a given purchase. Securities will be held by a third-party safekeeping bank designated by the Investment Officers and evidenced by safekeeping receipts or statements. The security shall be held in the name of the City or held on behalf of the City in a bank nominee name. The safekeeping bank's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City. A safekeeping agreement must be in place which clearly defines the responsibilities of the safekeeping bank.

#### **XI. COLLATERAL**

- A. The City's depository bank(s) shall comply with Chapter 2257 of the Texas Government Code, (The Public Funds Collateral Act) and shall execute a mutually acceptable depository pledge agreement. The collateralized deposit portion of the agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations. The agreement:
- (1) Must be in writing;
  - (2) Must be executed by the Depository and the City contemporaneously with the acquisition of the asset;
  - (3) Must be approved by the Board of Directors or designated committee of the Depository and a copy of the meeting minutes must be delivered to the City; and
  - (4) Must remain part of the Depository's "official record" upon its execution.

- B. The Federal Reserve Bank, Federal Home Loan Bank and other financial institutions authorized under the Public Funds Collateral Act, are eligible as custodial agents for collateral, subject to City approval. An authorized City representative will approve and release all pledged collateral.
- C. **Market Value**  
The Market Value of pledged Collateral must be equal to or greater than 103% of the principal and accrued interest for cash balances in excess of the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF) insurance coverage. The securities comprising the collateral will be marked to market on a monthly basis using quotes by a recognized market pricing service quoted on the valuation date, and the City will be sent reports monthly. The City reserves the right to accept or reject, at its sole discretion, any proposed collateral.
- D. **Collateral Substitution**  
Collateralized investments often require substitution of collateral. The custodial agent must contact the City for approval and settlement. The substitution will be approved if its value is equal to or greater than the required collateral value.
- E. **Collateral Reduction**  
Should the collateral's market value exceed the required amount, the custodial agent may request approval from the City to reduce Collateral. Collateral reductions may be permitted only if the collateral's market value exceeds the required amount.
- F. **Letters of Credit**  
Letters of Credit, issued by an agency or instrumentality of the United States, are acceptable collateral for financial institution deposits. They must be equal to or greater than 100% of the principal and accrued interest for cash balances more than the Federal Deposit Insurance Corporation (FDIC) or National Credit Union Share Insurance Fund (NCUSIF) insurance coverage.

## **XII. INVESTMENT REPORTS**

- A. **Reporting Requirements**  
The Investment Officers shall prepare a quarterly investment report in compliance with section 2256.023 of the Public Funds Investment Act. The report shall be submitted to the City Council and the Investment Committee.
- B. **Investment Records**  
An investment official designated by the City Manager shall be responsible for the recording of investment transactions and the maintenance of the investment records. Reconciliation of the accounting records and of any investments shall also be performed.
- C. **Weighted average yield to maturity shall be the City's performance measurement standard.**

- D. Information to maintain the investment program and the reporting requirements, including pricing or marking to market the portfolio, may be derived from various sources such as: broker/dealer research reports, newspapers, financial on-line market quotes, direct communication with broker/dealers, market pricing services, investment software for maintenance of portfolio records, spreadsheet software, or external financial consulting services relating to investments.
- E. Auditor Review  
The City's independent external auditor must formally review the quarterly investment reports annually to ensure compliance with the Public Funds Investment Act and any other applicable State Statutes.

### **XIII . INVESTMENT STRATEGIES**

To minimize the risk of loss due to interest rate fluctuations, investment maturities will not exceed the anticipated cash flow requirements of the funds. Investment strategies by fund are as follows:

#### **A. Operating Funds**

Investment strategies for operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The secondary objective is to create a portfolio structure which will experience minimal volatility during economic cycles. This may be accomplished by purchasing quality, short-to-medium term securities which will complement each other in a laddered structure. The dollar-weighted average maturity of 365 days or less will be calculated using the stated final maturity dates of each security, and the maximum allowable maturity shall be two years.

#### **B. Bond Proceeds**

The investment maturity of bond proceeds (excluding reserve and debt service funds) shall generally be limited to the anticipated cash flow requirement of the "temporary period," as defined by Federal tax law. During the temporary period, which is generally three years for capital projects, bond proceeds may be invested at an unrestricted yield. After the expiration of the temporary period, bond proceeds are subject to yield restriction and shall be invested considering the anticipated cash flow requirements of the funds and market conditions to achieve compliance with the applicable regulations. The maximum maturity for all bond proceeds shall not exceed the anticipated project spending dates. Interest more than the allowable arbitrage earnings will be segregated and made available for necessary payments to the US Treasury

#### **C. Debt Service Funds**

Investment strategies for Debt Service Funds shall be to ensure adequate funding for each consecutive debt service payment. The Investment Officers shall invest in such a manner as not to exceed an “unfunded” debt service date with the maturity of any investment. An unfunded debt service date is defined as a coupon or principal payment date that does not have cash or investment securities available to satisfy said payment.

#### D. Bond Reserve Funds

Market conditions, Bond Ordinance constraints and Arbitrage regulation compliance will be considered when formulating a Reserve Fund strategy. Maturity limitation shall generally not exceed the call provisions of the Bond Ordinance and shall not exceed the final maturity of the bond issue.

#### E. Other Funds

The anticipated cash requirements of other City Funds will govern the appropriate maturity mix. Appropriate portfolio strategy shall be determined based on market conditions. Policy compliance, City financial condition, and other risk return constraints will be considered when formulating investment strategy. Maximum maturity shall not exceed five years and each fund’s weighted average life shall not exceed three years.

#### **XIV. GLOSSARY OF CASH MANAGEMENT TERMS**

**Accretion** – common investment accounting entry in which the book value of securities purchased at a discount are gradually written up to the par value. The process has the effect of recording the discount as income over time.

**Accrued Interest** – Interest earned, but not yet paid, on a bond.

**Agency** – See Federal Agency

**Amortization** – common investment accounting entry in which the book value of securities purchased at a premium are gradually written down to the par value.

**Bid** - The indicated price at which a buyer is willing to purchase a security or commodity.

**Book Value** – The original acquisition cost of an investment plus or minus the accrued amortization or accretion.

**Broker** – A financial firm that brings securities buyers and sellers together in return for a fee. The term “broker” is often used interchangeably with “dealer” to refer to a seller of investment securities.

**Cash Settlement** - A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

**Collateralization** - Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

**Collateralized Mortgage Obligation (CMO)** – A derivative mortgage-backed security (MBS) created from pools of home mortgage loans. A single MBS is divided into multiple classes, each class containing a unique risk profile and security characteristics. A number of CMO classes are expressly prohibited by Texas State law.

**Commercial Paper** - An unsecured short-term promissory note issued by corporations, with maturities ranging from 1 to 270 days. Commercial paper must carry a minimum rating of A1P1 in order to be eligible under the Texas Public Funds Investment Act.

**Coupon Rate** - The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."

**Credit Risk** - The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

**Derivative** – Financial instruments whose value is derived from the movement of an underlying index or security.

**Dealer** – A dealer, as opposed to a broker, acts as a principal in all securities transactions, buying and selling for their own account. Often times, the terms “broker” and “dealer” are used interchangeably to refer to a seller of investment securities.

**Delivery Versus Payment (DVP)** - A type of securities transaction in which the purchaser pays for securities at the time of delivery either to the purchaser or his/her custodian.

**Derivative Security** - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

**Discount** - The amount by which the par value of a security exceeds the price paid for the security.

**Diversification** - A process of investing assets among a range of security types by sector, maturity, and quality rating.

**Dollar Weighted Average Maturity (WAM)** - The average maturity of all the securities that comprise a portfolio.

**Federal Agency** – A debt instrument, either fully guaranteed or sponsored by the U.S. government. The typical definition of agency includes the government sponsored enterprises of Fannie Mae, Freddie Mac, the Federal Farm Credit Bank (FFCB) and the Federal Home Loan Bank (FHLB).

**Federal Deposit Insurance Corporation (FDIC)** - A federal agency that insures bank deposits, currently up to \$250,000 per account (thru December 31, 2013). Public deposits that exceed this amount must be properly collateralized with investment securities or insured through a surety bond.

**Interest Rate** - See "Coupon Rate."

**Internal Controls** - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met.

**Interlocal Cooperation Act** –Law permitting joint participation by local governments providing one or more government functions within the State. This law (Section 791.001 et seq. of the Texas Government Code ("the Act")) has allowed for the creation of investment pools in Texas.

**Investment Advisors Act of 1940**- Law which requires all Investment Advisors to be registered with the SEC to protect the public from fraud.

**Investment Policy** - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities. The Texas Public

**Funds Investment Act** requires that public entities have a written and approved investment policy.

**Investment Pool** – An entity created under the Interlocal Cooperation Act to invest public funds jointly on behalf of the entities that participate in the pool.

**Liquidity** – A liquid investment is one that can be easily and quickly converted to cash without substantial loss of value. Investment pools and money market funds, which allow for same day withdrawal of cash, are considered extremely liquid.

**Local Government Investment Pool (LGIP)** - An investment by local governments in which their money is pooled as a method for managing local funds.

**Market Risk** - The risk that the value of a security will rise or decline as a result of changes in market conditions.

**Market Value** - A security's par amount multiplied by its market price.

**Master Repurchase Agreement** – A written contract covering all future transactions between the two parties to a repurchase agreement.

**Maturity** - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

**Money Market Mutual Fund** - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

**Mortgage-Backed Security (MBS)** – Security backed by pools of home loan mortgages.

**Financial Industry Regulatory Authority (FINRA)** - formerly the National Association of Securities Dealers (NASD) - A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

**Net Asset Value (NAV)** – The value of a mutual fund or investment pool at the end of the business day. NAV is calculated by adding the market value of all securities in a fund or pool, deducting expenses, and dividing by the number of shares in the fund or pool.

**Offer** - An indicated price at which market participants are willing to sell a security. Also referred to as the "Ask price."

**Par** - Face value or principal value of a bond, typically \$1,000 per bond. A security's par value is multiplied by its coupon rate to determine coupon payment amount.

**Premium** - The amount by which the price paid for a security exceeds the security's par value.

**Primary Government Securities Dealer (Primary Dealer)** – One of 23 (as of 4/2011 large government securities dealers who are required to submit daily reports of market activity and monthly financial statements to the New York Federal Reserve Bank. Primary Dealers are required to continually “make a market” in Treasury securities, buying or selling when asked, thereby creating a liquid secondary market for US debt obligations.

**Principal** - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

**Prudent Person Rule** - An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

**Repurchase Agreement (repo or RP)** - An agreement by one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

**Reverse Repurchase Agreement (Reverse Repo)** - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

**Safekeeping** - Holding of assets (e.g., securities) by a financial institution.

**Total Return** - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period.  $(\text{Price Appreciation}) + (\text{Dividends paid}) + (\text{Capital gains}) = \text{Total Return}$

**Treasury Bills** - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

**Treasury Notes** - Intermediate U.S. government debt securities with maturities of two- to 10-years and issued in denominations ranging from \$1,000 to \$1 million or more.

**Uniform Net Capital Rule** - SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

**Volatility** - A degree of fluctuation in the price and valuation of securities.

**Yield** - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

**Yield Curve** - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

**Yield-to-maturity** - The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

ORDINANCE NO. 2025-017

**ORDINANCE OUTLAWING ABORTION, DECLARING WOLFFORTH A SANCTUARY CITY FOR THE UNBORN, MAKING VARIOUS PROVISIONS AND FINDINGS, PROVIDING FOR SEVERABILITY, AND ESTABLISHING AN EFFECTIVE DATE.**

**BE IT ORDAINED BY THE CITY COUNCIL OF WOLFFORTH, TEXAS, THAT:**

**A. FINDINGS**

The City Council finds that:

- (1) Thomas Jefferson was right when he said to Maryland Republicans in 1809, *“The care of human life and happiness and not their destruction is the first and only legitimate object of good government.”*
- (2) Human life begins at conception.
- (3) Abortion is a murderous act of violence that purposefully and knowingly terminates an unborn human life.
- (4) Unborn human beings are entitled to the full and equal protection of the laws that prohibit violence against other human beings.
- (5) Abortion-inducing drugs are being mailed into communities across Texas from unregulated abortion pill trafficking organizations outside of the State of Texas. The taking of these drugs, which exist for the purpose of terminating the life of an unborn child, have also resulted in adverse events which have left some women seeking emergency medical care.
- (6) Abortion-traffickers are taking pregnant mothers across state lines to abortion facilities in New Mexico, Colorado, Kansas, and other abortion access states. After the abortion, these women are sent back to Texas where communities are forced to deal with the aftermath in their homes, schools, churches, and hospitals.
- (7) In addition to the life-affirming services which are already being provided by organizations in Lubbock County, the Thriving Texas Families program (also known as the Texas Alternatives to Abortion program) is in place, which promotes childbirth and provides support services to pregnant mothers and their families, adoptive parents, and parents whose lives have been affected by miscarriage or loss of a child, finding the services provided as a part of the Thriving Texas Families program to include: counseling, mentoring, educational information and resources including classes on pregnancy, parenting, adoption, life skills and employment preparedness; material assistance covering basic needs, such as car seats, clothing, diapers, and formula; care coordination help through referrals to government assistance programs and other social services programs; call center for information and appointment scheduling; and housing and support services through maternity homes, and finding that The program is available to any Texas resident who is: a pregnant woman; the biological father of an unborn child; the biological parent of a child who is 36 months of age or younger; an adoptive parent of an unborn child; an approved adoptive parent of an unborn

child; a former participant who has experienced the loss of a child; a parent or legal guardian of a pregnant minor who is a program client; the parent, legal guardian, or adult caregiver of a child who is 36 months of age or younger; and a parent who experienced a miscarriage or loss of a child not more than 90 days before the parent begins participation in the services offered through the program. *See* Tex. Health and Safety Code § 54.004. More information about how one can benefit from these services in Lubbock County made possible by the Thriving Texas Families Program can be found at the *Texas Pregnancy Care Network* website at [www.texaspregnancy.org](http://www.texaspregnancy.org) or *The Pregnancy Network* website operated by Human Coalition at [www.thepregnancynetwork.clinic](http://www.thepregnancynetwork.clinic).

(8) The Supreme Court’s ruling in *Dobbs v. Jackson Women’s Health Organization*, No. 19-1392, correctly overruled the Court’s lawless and unconstitutional pronouncements in *Roe v. Wade*, 410 U.S. 113 (1973), and *Planned Parenthood of Southeastern Pennsylvania v. Casey*, 505 U.S. 833 (1992), which had invented and perpetuated a supposed constitutional right to abortion that cannot be found anywhere in the language of the Constitution.

(9) The ruling in *Dobbs* restores the prerogatives of state and local governments to regulate and prohibit abortion as they see fit.

(10) During the 86th Legislative Session, the State of Texas prohibited any political subdivision in the State of Texas from using taxpayer dollars to fund any abortion provider or any affiliate of an abortion provider. In the prohibition the State Legislature made clear that the law may not be construed to restrict a municipality or county from prohibiting abortion. *See* Tex. Gov’t Code § 2273.005. (“This chapter may not be construed to restrict a municipality or county from prohibiting abortion.”).

(11) During the 87th Legislative Session, the State of Texas explicitly allowed municipalities and counties to outlaw and prohibit abortion, and to establish penalties and remedies against those who perform or enable unlawful abortions. *See* Tex. Gov’t Code § 311.036(b) (“A statute may not be construed to restrict a political subdivision from regulating or prohibiting abortion in a manner that is at least as stringent as the laws of this state unless the statute explicitly states that political subdivisions are prohibited from regulating or prohibiting abortion in the manner described by the statute.”)

(12) At the time of the consideration of this ordinance, over sixty cities in Texas, and over eighty cities in the nation, have passed ordinances further outlawing abortion and declaring themselves to be *Sanctuary Cities for the Unborn*. Of the sixty plus cities in Texas to have passed such ordinances, about twenty are Home Rule cities.

(13) Federal law imposes felony criminal liability on every person who ships or receives abortion pills or abortion-related paraphernalia in interstate or foreign commerce, *see* 18 U.S.C. §§ 1461–62, and all such acts are predicate offenses under the federal Racketeer Influenced and Corrupt Organizations Act (RICO), *see* 18 U.S.C. § 1961.

(14) The members of the city council are bound by oath to support and defend the Constitution of the United States, and the statutory provisions codified at 18 U.S.C. §§ 1461–62 are the “supreme Law of the Land” under Article VI of the Constitution and must be obeyed and respected by every person within the city of Wolfforth. *See* U.S. Const. art. VI

("[T]he Laws of the United States . . . shall be the supreme Law of the Land; and the Ju in every State shall be bound thereby, any Thing in the Constitution or Laws of any State to the Contrary notwithstanding.").

(15) To protect the health and welfare of all residents within the city of Wolfforth, including the unborn, and to ensure the federal prohibitions on the shipment of abortion pills and abortion-related paraphernalia are obeyed, the city council finds it necessary to outlaw abortion within the city of Wolfforth. See Tex. Gov't Code § 2273.005; and Tex. Gov't Code § 311.036(b).

**B. DECLARATIONS**

- (1) We declare Wolfforth to be a Sanctuary City for the Unborn.
- (2) We declare that abortion at all times and at all stages of pregnancy is an unlawful act, unless the abortion is performed to save the life of the pregnant woman in a medical emergency.
- (3) Abortion-inducing drugs are declared to be contraband, and it shall be unlawful for any person to manufacture, possess, or distribute abortion-inducing drugs in the city of Wolfforth.
- (4) We call upon every United States Attorney in the state of Texas, both present and future, to investigate and prosecute abortion providers and abortion-pill distribution networks under 18 U.S.C. §§ 1461–62 and the Racketeer Influenced and Corrupt Organizations Act (RICO);
- (5) We encourage all victims of abortion providers and abortion-pill distribution networks, including the mothers, fathers, and surviving relatives of aborted unborn children, to sue these racketeering enterprises under civil RICO.
- (6) We call upon district attorneys throughout the state of Texas to investigate and prosecute all Texas abortion funds and their donors that have aided or abetted abortions in Texas in violation of article 4512.2 of the Revised Civil Statutes, which imposes felony criminal liability on any person who "furnishes the means for procuring an abortion knowing the purpose intended."

**C. PROVISIONS**

**SECTION 1: DEFINITIONS**

For the purposes of this chapter, the following terms are hereby defined:

- (1) "Abortion" means the act of using, prescribing, administering, procuring, or selling of any instrument, medicine, drug, or any other substance, device, or means with the purpose to terminate the pregnancy of a woman, with knowledge that the termination by any of those means will with reasonable likelihood cause the death of an unborn child. The term does not include:
  - (A) In vitro fertilization or fertility treatments of any type;
  - (B) The use, prescription, administration, procuring, or selling of Plan B, morning-after pills, intrauterine devices, or any other type of contraception or emergency contraception; or
  - (C) An act performed with the purpose to:

- (i) Save the life or preserve the health of the unborn child;
- (ii) Remove a dead unborn child caused by spontaneous abortion; or
- (iii) Remove an ectopic pregnancy, the implantation of a fertilized egg or embryo outside of the uterus.

(2) “Abortion-inducing drugs” includes mifepristone, misoprostol, and any drug or medication that is used to terminate the life of an unborn child. The term does not include:

(A) Plan B, morning-after pills, intrauterine devices, or any other type of contraception or emergency contraception; or

(B) Drugs or medications that are possessed or distributed for a purpose that does not include the termination of a pregnancy, such as misoprostol that is possessed or distributed for the purpose of treating stomach ulcers.

(3) “Abortion doula services” include acts that aid or abet abortions by providing informational, logistical, emotional, or physical support that would make someone an accomplice to abortion under the principles of complicity set forth in section 7.02 of the Texas Penal Code. The term does not include:

(A) The provision of truthful information regarding the availability of abortion services that are legally permitted under the law of the jurisdiction in which they offered; or

(B) The provision of emotional support to a woman who has completed an abortion.

(4) “Abortion fund” means a corporation, organization, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, or any other legal entity that exists for the purpose of aiding or abetting elective abortions, and that pays for, reimburses, or subsidizes in any way the costs associated with obtaining an elective abortion.

(5) “Abortion provider” means a person, corporation, organization, government or governmental subdivision or agency, business trust, estate, trust, partnership, association, or any other legal entity that performs elective abortions.

(6) “Affiliate” means a person or entity who enters into with another person or entity a legal relationship created or governed by at least one written instrument, including a certificate of formation, a franchise agreement, standards of affiliation, bylaws, or a license, that demonstrates:

(A) common ownership, management, or control between the parties to the relationship;

(B) a franchise granted by the person or entity to the affiliate; or

(C) the granting or extension of a license or other agreement authorizing the affiliate to use the other person’s or entity’s brand name, trademark, service mark, or other registered identification mark.

(7) “Conduct that aids or abets an elective abortion” includes but is not limited to, the following acts:

- (A) Providing transportation to or from an abortion provider;
- (B) Giving instructions over the telephone, the internet, or any other medium of communication regarding self-administered abortion or self-managed abortion or the means of obtaining elective abortions, regardless of where the person giving the instructions is located;
- (C) Creating, editing, uploading, publishing, hosting, maintaining, or registering a domain name for a website, platform, or other interactive computer service that assists or facilitates efforts to obtain elective abortions;
- (D) Creating, editing, programming, or distributing any application or software for use on a computer or electronic device that is intended to enable individuals to obtain elective abortions or to facilitate access to such abortions;
- (E) Offering or providing money, digital currency, or other resources with the knowledge that it will be used to pay for, offset, or reimburse the costs of an abortion or the costs associated with procuring an abortion, including any type of donation to an abortion provider or abortion fund that performs or aids or abets abortions;
- (F) Offering, providing, or lending money, digital currency, resources, or any other thing of value to an abortion provider, an abortion fund, or an affiliate of an abortion provider or abortion fund;
- (G) Performing or providing any type of work or services for an abortion provider or abortion fund, regardless of whether such work or services is done on a paid, contract, or volunteer basis;
- (H) Paying, offering to pay, or providing insurance that covers the legal expenses or court judgments or settlements of those who perform or assist elective abortions;
- (I) Providing or arranging for insurance coverage of an elective abortion; (J) Offering or providing “abortion doula” services for an elective abortion;
- (K) Providing referrals to an abortion provider for a woman seeking an elective abortion;
- (L) Coercing or pressuring a pregnant woman to have an abortion against her will; and
- (M) Engaging in any conduct that would make one an accomplice to an elective abortion under the principles of complicity set forth in section 7.02 of the Texas Penal Code.

- (8) “Elective abortion” means any abortion that is not performed or induced in response to a medical emergency.
- (9) “Fertilization” means the fusion of a human spermatozoon with a human ovum.
- (10) “Governmental entity” means this state, a state agency in the executive, judicial, or legislative branch of state government, or a political subdivision of this state.
- (11) “Human being” means an individual member of the species *Homo sapiens* at any stage of development beginning at fertilization;

(12) “Interactive computer service” means any information service, system, or access software provider that provides or enables computer access by multiple users to a computer server, including specifically a service or system that provides access to the Internet and such systems operated or services offered by libraries or educational institutions.

(13) “Medical emergency” means a life-threatening physical condition aggravated by, caused by, or arising from a pregnancy that, as certified by a physician, places the woman in danger of death or a serious risk of substantial impairment of a major bodily function unless an abortion is performed.

(14) “Unborn child” means an individual organism of the species *Homo sapiens* in any stage of gestation from fertilization until live birth;

(15) “Woman” and “women” include (but are not limited to) any person whose biological sex is female, including any person with XX chromosomes and any person with a uterus, regardless of any gender identity that the person attempts to assert or claim.

## **SECTION 2: ABORTION PROHIBITED WITHIN CITY LIMITS**

(a) It shall be unlawful for any person to procure or perform an elective abortion of any type and at any stage of pregnancy in the city of Wolfforth, Texas. The prohibition in this section extends to drug-induced abortions in which any portion of the drug regimen is ingested in the city of Wolfforth, Texas, and it applies regardless of where the person who performs or procures the abortion is located.

(b) It shall be unlawful for any person to knowingly engage in conduct that aids or abets an elective abortion if the abortion is performed in violation of subsection (a), regardless of whether the person knew that the abortion would be performed in violation of subsection (a).

(c) Notwithstanding any other law, subsections (a) and (b) do not prohibit:

(1) abortions performed or induced in response to a medical emergency, or any conduct that aids or abets or attempts to aid or abet such abortions;

(2) speech or conduct protected by the First Amendment of the United States Constitution, as made applicable to the states through the Supreme Court of the United States’ interpretations of the Fourteenth Amendment of the United States Constitution, or by article 1, section 8 of the Texas Constitution;

(3) conduct that the city of Wolfforth is forbidden to regulate under federal law or the Constitution of the United States;

(4) conduct taken by a pregnant woman who aborts or seeks to abort her unborn child;

(5) The provision of basic public services, including fire and police protection and utilities, by a governmental entity or a common carrier to an abortion provider, an abortion fund, or an affiliate of an abortion provider or abortion fund in the same manner as the entity provides those services to the general public;

(6) conduct taken at the behest of federal agencies, contractors, or employees that are carrying out duties under federal law, if a prohibition on that conduct would violate the doctrines of preemption or intergovernmental immunity; and

(7) any speech or conduct of a pregnancy resource center that does not offer abortions

or provide abortion referrals or abortion-doula services, which is made in the context of providing counseling to a pregnant woman who seeks their services.

(d) Notwithstanding any other law, the requirements of this section shall be enforced exclusively through the private civil actions described in Section 8. No direct or indirect enforcement of this section may be taken or threatened by the city of Wolfforth, or by any officer or employee of this city, by any means whatsoever, and no violation of this section may be used to justify or trigger the enforcement of any other law or any type of adverse consequence under any other law, except as provided in Section 8. This section does not preclude or limit the enforcement of any other law or regulation against conduct that is independently prohibited by such other law or regulation, and that would remain prohibited by such other law or regulation in the absence of this section.

(e) Under no circumstance may the mother of the unborn child that has been aborted, or the pregnant woman who seeks to abort her unborn child, be subject to prosecution or penalty or civil liability under this section.

(f) This section shall apply extraterritorially to the maximum extent permitted by the Constitution of the United States and the Texas Constitution.

### **SECTION 3: ABORTIONS PROHIBITED ON WOLFFORTH RESIDENTS**

(a) It is the policy of the city of Wolfforth to protect its unborn residents from individuals and organizations that aid or abet the killing of unborn children, and to protect the unborn from those who seek to kill or otherwise harm them, to the maximum extent permissible under state and federal law. The prohibitions in this section and chapter shall apply extraterritorially to the maximum extent permitted by the Constitution of the United States and the Texas Constitution.

(b) Except as provided by subsection (c), it shall be unlawful for any person to knowingly perform an elective abortion or knowingly engage in conduct that aids or abets an elective abortion if the abortion is performed on a resident of Wolfforth, regardless of the location of the abortion, regardless of the law in the jurisdiction where the abortion occurred, and regardless of whether the person knew or should have known that the abortion was performed or induced on a resident of Wolfforth.

(c) Notwithstanding any other law, subsection (b) does not prohibit:

(1) abortions performed or induced in response to a medical emergency, or any conduct that aids or abets or attempts to aid or abet such abortions;

(2) speech or conduct protected by the First Amendment of the United States Constitution, as made applicable to the states through the Supreme Court of the United States' interpretations of the Fourteenth Amendment of the United States Constitution, or by article 1, section 8 of the Texas Constitution;

(3) conduct that the city of Wolfforth is forbidden to regulate under federal law or the Constitution of the United States;

(4) conduct taken by a pregnant woman who aborts or seeks to abort her unborn child;

(5) The provision of basic public services, including fire and police protection and utilities, by a governmental entity or a common carrier to an abortion provider, an abortion fund, or an affiliate of an abortion provider or abortion fund in the same manner as the entity provides those services to the general public;

(6) conduct taken at the behest of federal agencies, contractors, or employees that are carrying out duties under federal law, if a prohibition on that conduct would violate the doctrines of preemption or intergovernmental immunity; and

(7) any speech or conduct of a pregnancy resource center that does not offer abortions or provide abortion referrals or abortion-doula services, which is made in the context of providing counseling to a pregnant woman who seeks their services.

(d) Notwithstanding any other law, the requirements of this section shall be enforced exclusively through the private civil actions described in Section 8. No direct or indirect enforcement of this section may be taken or threatened by the city of Wolfforth, or by any officer or employee of this city, by any means whatsoever, and no violation of this section may be used to justify or trigger the enforcement of any other law or any type of adverse consequence under any other law, except as provided in Section 8. This section does not preclude or limit the enforcement of any other law or regulation against conduct that is independently prohibited by such other law or regulation, and that would remain prohibited by such other law or regulation in the absence of this section.

(e) Under no circumstance may the mother of the unborn child that has been aborted, or the pregnant woman who seeks to abort her unborn child, be subject to prosecution or penalty or civil liability under this section.

#### **SECTION 4: PROHIBITED ABORTION TRAFFICKING**

(a) It is the policy of the city of Wolfforth to protect unborn children passing through the city from individuals and organizations that aid or abet the killing of unborn children, and to protect the unborn from those who seek to kill or otherwise harm them, to the maximum extent permissible under state and federal law. The prohibitions in this section and chapter shall apply extraterritorially to the maximum extent permitted by the Constitution of the United States and the Texas Constitution.

(b) Except as provided by subsection (d), it shall be unlawful for any person to knowingly transport any individual for the purpose of providing or obtaining an elective abortion, regardless of where the elective abortion will occur. This section shall apply only if the transportation of such individual begins, ends, or passes through the city of Wolfforth.

(c) It shall be unlawful for any person to knowingly aid or abet the conduct described in subsection (b). The prohibition in this section includes, but is not limited to, the following acts:

(1) Offering, providing, or lending money, digital currency, or other resources with the knowledge that it will be used to pay for, offset, or reimburse the costs of transportation prohibited by subsection (a); and

(2) Engaging in any conduct that would make one an accomplice to a violation of subsection (a) under the principles of complicity set forth in section 7.02 of the Texas Penal Code.

(d) Notwithstanding any other provision of law, this section shall not apply to:

(1) speech or conduct protected by the First Amendment of the United States

Constitution, as made applicable to the states through the Supreme Court of the United States' interpretations of the Fourteenth Amendment of the United States Constitution, or by Article 1, Section 8 of the Texas Constitution;

(2) conduct that the City of Wolfforth is forbidden to regulate under federal or state law;

(3) conduct taken by a pregnant woman who aborts or seeks to abort her unborn child, or who travels for the purpose of aborting her unborn child; and

(4) conduct taken at the behest of federal agencies, contractors, or employees that are carrying out duties under federal law, if a prohibition on that conduct would violate the doctrines of preemption or intergovernmental immunity.

(e) Notwithstanding any other law, the requirements of this section shall be enforced exclusively through the private civil actions described in Section 8. No direct or indirect enforcement of this section may be taken or threatened by the city of Wolfforth, or by any officer or employee of this city, by any means whatsoever, and no violation of this section may be used to justify or trigger the enforcement of any other law or any type of adverse consequence under any other law, except as provided in Section 8. This section does not preclude or limit the enforcement of any other law or regulation against conduct that is independently prohibited by such other law or regulation, and that would remain prohibited by such other law or regulation in the absence of this section.

(f) Under no circumstance may the mother of the unborn child that has been aborted, or the pregnant woman who seeks to abort her unborn child, be subject to prosecution or penalty or civil liability under this section.

## **SECTION 5: ABORTION-INDUCING DRUGS PROHIBITED**

(a) Except as provided by subsection (b), it shall be unlawful for any person to:

(1) Manufacture, possess, or distribute abortion-inducing drugs in Wolfforth;

(2) Mail, transport, deliver, or provide abortion-inducing drugs in any manner to or from any person or location in Wolfforth;

(3) Engage in any conduct that would make one an accomplice to the conduct described in subsections (a)(1) and (a)(2) under the principles of complicity set forth in section 7.02 of the Texas Penal Code.

(b) Notwithstanding any other law, subsection (a) does not prohibit:

(1) speech or conduct protected by the First Amendment of the United States Constitution, as made applicable to the states through the Supreme Court of the United States' interpretations of the Fourteenth Amendment of the United States Constitution, or by article 1, section 8 of the Texas Constitution;

(2) conduct that the city of Wolfforth is forbidden to regulate under federal or state law;

- (3) conduct taken by a pregnant woman who aborts or seeks to abort her unborn child;
- (4) the possession, distribution, mailing, transporting, delivery, or provision of abortion-inducing drugs for a purpose that does not include termination of a pregnancy;
- (5) the possession of abortion-inducing drugs resulting from an effort to entrap individuals or entities that violate this section;
- (6) conduct taken at the behest of federal agencies, contractors, or employees that are carrying out duties under federal law, if a prohibition on that conduct would violate the doctrines of preemption or intergovernmental immunity; and
- (7) conduct taken by a licensed medical professional that is necessary to perform, induce, or facilitate an abortion in response to a medical emergency, or to ensure that the licensed medical professional is prepared to perform, induce, or facilitate an abortion in response to a medical emergency, so long as that conduct is not in any way intended to facilitate an elective abortion.

(c) Notwithstanding any other law, the requirements of this section shall be enforced exclusively through the private civil actions described in Section 8. No direct or indirect enforcement of this section may be taken or threatened by the city of Wolfforth, or by any officer or employee of this city, by any means whatsoever, and no violation of this section may be used to justify or trigger the enforcement of any other law or any type of adverse consequence under any other law, except as provided in Section 8. This section does not preclude or limit the enforcement of any other law or regulation against conduct that is independently prohibited by such other law or regulation, and that would remain prohibited by such other law or regulation in the absence of this section.

(d) Under no circumstance may the mother of the unborn child that has been aborted, or the pregnant woman who seeks to abort her unborn child, be subject to prosecution or penalty or civil liability under this section.

## **SECTION 6: PROHIBITED CRIMINAL ORGANIZATIONS**

(a) The following entities are declared to be criminal organizations:

(1) Any organization that, with the intent to aid or abet an elective abortion, violates 18 U.S.C. § 1461 by using the mails for the mailing, carriage in the mails, or delivery of:

(A) Any article or thing designed, adapted, or intended for producing abortion; or

(B) Any article, instrument, substance, drug, medicine, or thing which is advertised or described in a manner calculated to lead another to use or apply it for producing abortion;

(2) Any organization that, with the intent to aid or abet an elective abortion, violates 18 U.S.C. § 1462 by:

(A) Using any express company or other common carrier or interactive comput

service for carriage in interstate or foreign commerce of any drug, medicine, article, or thing designed, adapted, or intended for producing abortion;

(B) Knowingly taking or receiving, from an express company or other common carrier or interactive computer service, any drug, medicine, article, or thing designed, adapted, or intended for producing abortion.

(3) Any organization that violates the enacted abortion statutes of any state or local jurisdiction, regardless of whether the statutes or the enforcement of those statutes has been enjoined or declared unconstitutional by a court; and

(4) Any affiliate of an organization described in Subparagraphs (1) or (2).

(b) It shall be unlawful for any criminal organization described in subsection (a) to operate or do business in the city of Wolfforth.

(c) Notwithstanding any other law, the requirements of this section shall be enforced exclusively through the private civil actions described in Section 8. No direct or indirect enforcement of this section may be taken or threatened by the city of Wolfforth, or by any officer or employee of this city, by any means whatsoever, and no violation of this section may be used to justify or trigger the enforcement of any other law or any type of adverse consequence under any other law, except as provided in Section 8. This section does not preclude or limit the enforcement of any other law or regulation against conduct that is independently prohibited by such other law or regulation, and that would remain prohibited by such other law or regulation in the absence of this section.

**SECTION 7: TRANSPORTATION AND DISPOSAL OF THE REMAINS OF AN UNBORN CHILD KILLED BY AN ELECTIVE ABORTION**

(a) It shall be unlawful for any person to transport the remains of an unborn child who was killed by an elective abortion from any abortion provider into the city of Wolfforth, or to dispose of such remains from any abortion provider within the city of Wolfforth.

(b) Notwithstanding any other law, the requirements of this section shall be enforced exclusively through the private civil actions described in Section 8. No direct or indirect enforcement of this section may be taken or threatened by the city of Wolfforth, or by any officer or employee of this city, by any means whatsoever, and no violation of this section may be used to justify or trigger the enforcement of any other law or any type of adverse consequence under any other law, except as provided in Section 8. This section does not preclude or limit the enforcement of any other law or regulation against conduct that is independently prohibited by such other law or regulation, and that would remain prohibited by such other law or regulation in the absence of this section.

(c) Under no circumstance may the mother of the unborn child that has been aborted, be subject to prosecution or penalty or civil liability under this section.

**SECTION 8: PRIVATE RIGHT OF ACTION**

(a) Any person, other than the city of Wolfforth, and any officer or employee of the city, has standing to bring and may bring a civil action against any person or entity that:

(1) violates any provision of Sections 2, 3, 4, 5, 6, or 7; or

(2) intends to violate any provision of Sections 2, 3, 4, 5, 6, or 7,

PROVIDED, that no lawsuit may be brought under this section against a provider or user of an interactive computer service if such a lawsuit would be preempted by 47 U.S.C. § 230(c).

(b) If a claimant prevails in an action brought under this section, the court shall award:

- (1) injunctive relief sufficient to prevent the defendant from violating Sections 2, 3, 4, 5, 6, or 7;
- (2) nominal and compensatory damages if the plaintiff has suffered injury or harm from the defendant's conduct, including but not limited to loss of consortium and emotional distress;
- (3) statutory damages in an amount of not less than \$10,000 for each violation of Sections 2, 3, 4, 5, 6, or 7; and
- (4) costs and attorney's fees.

(c) Notwithstanding Subsection (b), a court may not award relief under Subsection (b)(3) or (b)(4) in response to a violation of Subsection (a)(1) if the defendant demonstrates that a court has already ordered the defendant to pay the full amount of statutory damages under Subsection (b)(3) in another action for that particular violation of Sections 2, 3, 4, 5, 6, or 7.

(d) Notwithstanding any other law, a person may bring an action under this section not later than the sixth anniversary of the date the cause of action accrues.

(e) Notwithstanding any other law, the following are not a defense to an action brought under this section:

- (1) ignorance or mistake of law;
- (2) a defendant's belief that the requirements or provisions of this ordinance are unconstitutional or were unconstitutional;
- (3) a defendant's reliance on any court decision that has been vacated, reversed, or overruled on appeal or by a subsequent court, even if that court decision had not been vacated, reversed, or overruled when the cause of action accrued;
- (4) a defendant's reliance on any state or federal court decision that is not binding on the court in which the action has been brought;
- (5) a defendant's reliance on any federal statute, agency rule or action, or treaty that has been repealed, superseded, or declared invalid or unconstitutional, even if that federal statute, agency rule or action, or treaty had not been repealed, superseded, or declared invalid or unconstitutional when the cause of action accrued;
- (6) non-mutual issue preclusion or non-mutual claim preclusion;
- (7) the consent of the plaintiff or the unborn child's mother to the abortion;
- (8) contributory or comparative negligence;

(9) assumption of risk; and

(10) any claim that the enforcement of this chapter or the imposition of civil liability against the defendant will violate the constitutional rights of third parties, except as provided by Section 9.

(f) It is an affirmative defense if a person sued under this section:

(1) was unaware that it was engaged in conduct described in Sections 2, 3, 4, 5, 6, or 7; and

(2) took every reasonable precaution to ensure that it would not violate Sections 2, 3, 4, 5, 6, or 7.

The defendant has the burden of proving an affirmative defense under this Subsection by a preponderance of the evidence.

(g) This section may not be construed to impose liability on any speech or conduct protected by the First Amendment of the United States Constitution, as made applicable to the states through the United States Supreme Court's interpretation of the Fourteenth Amendment of the United States Constitution, or by article 1, section 8 of the Texas Constitution.

(h) Notwithstanding any other law, neither the city of Wolfforth, nor any officer or employee of the city of Wolfforth may:

(1) act in concert or participation with anyone who brings suit under this section;

(2) establish or attempt to establish any type of agency or fiduciary relationship with a person who brings suit under this section;

(3) make any attempt to control or influence a person's decision to bring suit under this section or that person's conduct of the litigation; or

(4) intervene in any action brought under this section.

This subsection does not prohibit a person or entity described by this subsection from filing an amicus curiae brief in the action, so long as that person or entity does not act in concert or participation with the plaintiff or plaintiffs who sue under this section or violate any provision of Subsection (h)(1)–(4).

(i) Notwithstanding any other law, a court may not award costs or attorneys' fees to a litigant who is sued under this section.

(j) Notwithstanding any other law, a civil action under this section may not be brought:

(1) against the woman upon whom the abortion was performed or induced or attempted to be performed or induced in violation of this ordinance, or against a pregnant woman who intends or seeks to abort her unborn child in violation of this ordinance;

(2) against any person or entity that performs, aids or abets, or attempts or intends to

perform or aid or abet an abortion at the behest of federal agencies, contractors, or employees that are carrying out duties under federal law, if a prohibition on that abortion would violate the doctrines of preemption or intergovernmental immunity;

(3) against any common carrier that transports a pregnant woman to an abortion provider, if the common carrier is unaware that the woman intends to abort her unborn child; or

(4) by any person who impregnated a woman seeking an abortion through an act of rape, sexual assault, or incest, or by anyone who acts in concert or participation with such a person.

(k) Notwithstanding any other law, a civil action under this section may be brought only in the district courts of the state of Texas and may not be considered by any municipal or county court.

## **SECTION 9: AFFIRMATIVE DEFENSES**

(a) A defendant against whom an action is brought under Section 9 may assert an affirmative defense to liability under this section if:

(1) the imposition of civil liability on the defendant will violate constitutional or federally protected rights that belong to the defendant personally; or

(2) the defendant

(A) has standing to assert the rights of a third party under the tests for third-party standing established by the Supreme Court of the United States; and

(B) demonstrates that the imposition of civil liability on the defendant will violate constitutional or federally protected rights belonging to that third party.

The defendant shall bear the burden of proving the affirmative defense in Subsection (a) by a preponderance of the evidence.

(b) Nothing in this section or chapter shall limit or preclude a defendant from asserting the unconstitutionality of any provision or application of this chapter as a defense to liability under, or from asserting any other defense that might be available under any other source of law.

(c) Notwithstanding any other law, no court may apply the law of another state or jurisdiction to any civil action brought under Section 8 unless article VI of the Constitution of the United States or the constitution or laws of the State of Texas compels it to do so.

## **SECTION 10: SEVERABILITY**

(a) Mindful of *Leavitt v. Jane L.*, 518 U.S. 137 (1996), in which in the context of determining the severability of a state statute regulating abortion the Supreme Court of the United States held that an explicit statement of legislative intent is controlling, it is the intent of the city that every provision, section, subsection, sentence, clause, phrase, or word in this chapter,

and every application of the provisions in this chapter to every person, group of persons or circumstances, are severable from each other.

(b) If any application of any provision in this chapter to any person, group of persons, or circumstances is found by a court to be invalid, preempted, or unconstitutional, for any reason whatsoever, then the remaining applications of that provision to all other persons and circumstances shall be severed and preserved, and shall remain in effect. All constitutionally valid applications of the provisions in this chapter shall be severed from any applications that a court finds to be invalid, preempted, unconstitutional, because it is the city's intent and priority that every single valid application of every provision in this chapter be allowed to stand alone.

(c) The city further declares that it would have enacted this chapter, and each provision, section, subsection, sentence, clause, phrase, or word, and all constitutional applications of the provisions of this chapter, irrespective of the fact that any provision, section, subsection, sentence, clause, phrase, or word, or applications of this chapter were to be declared invalid, preempted, or unconstitutional.

(d) If any provision of this chapter is found by any court to be unconstitutionally vague, then the applications of that provision that do not present constitutional vagueness problems shall be severed and remain in force, consistent with the severability requirements of Subsections (a), (b), and (c).

(e) No court may decline to enforce the severability requirements of Subsections (a), (b), (c), and (d) on the ground that severance would "rewrite" the ordinance or involve the court in legislative or lawmaking activity. A court that declines to enforce or enjoins a state or city official from enforcing a statute or ordinance is never rewriting a statute or engaging in legislative or lawmaking activity, as the statute or ordinance continues to contain the same words as before the court's decision. A judicial injunction or declaration of unconstitutionality:

- (1) is nothing more than an edict prohibiting enforcement that may subsequently be vacated by a later court if that court has a different understanding of the law;
- (2) is not a formal amendment of the language in a statute or ordinance; and
- (3) no more rewrites a statute or ordinance than a decision by the executive not to enforce a duly enacted statute or ordinance in a limited and defined set of circumstances.

(f) If any state or federal court disregards any of the severability requirements in Subsections (a), (b), (c), (d), or (e), and declares or finds any provision of this chapter facially invalid, preempted, or unconstitutional, when there are discrete applications of that provision which can be enforced against a person, group of persons, or circumstances without violating federal or state law, then that provision shall be interpreted, as a matter of city law, as if the city had enacted a provision limited to the persons, group of persons, or circumstances for which the provision's application will not violate federal or state law, and every court shall adopt this saving construction of that provision until the court ruling that pronounced the provision facially invalid, preempted, or unconstitutional is vacated or overruled.

**D. EFFECTIVE DATE**

This ordinance shall go into immediate effect upon a majority vote within the city of Wolfforth city council meeting.

PASSED, ADOPTED, SIGNED and APPROVED,

\_\_\_\_\_  
Mayor of the City of Wolfforth, Texas

\_\_\_\_\_  
City Secretary of the City of Wolfforth, Texas

FURTHER ATTESTED BY "WE THE PEOPLE", THE CITIZENS AND WITNESSES TO THIS PROCLAMATION, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, THE YEAR OF OUR LORD \_\_\_\_\_.

WITNESS: \_\_\_\_\_

WITNESS: \_\_\_\_\_

DRAFT



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Resolution No. 2025-049 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH EXTENDING A MORATORIUM ON NEW MULTIFAMILY DEVELOPMENT
<b>STAFF INITIATOR:</b>	Randy Criswell, City Manager

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### BACKGROUND:

We currently have a moratorium on the issuance of any multifamily building permits that will expire on December 31, 2025. I am recommending the moratorium be extended for another year until December 31, 2026, to provide us with time to finish our Comprehensive Plan and Comprehensive Land Use Plan, currently in the development stages.

Resolution No. 2025-049 has been prepared and is recommended for approval.

### EXHIBITS:

Resolution

### COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends approval of the resolution extending the moratorium on multi-family permits.

**RESOLUTION 2025-049**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH EXTENDING A MORATORIUM ON NEW MULTIFAMILY DEVELOPMENT.**

WHEREAS, pursuant to Texas Local Government Code Ch. 212, Subchapter E., the City Council has previously placed a moratorium on the permitting of multifamily development until December 31, 2025;

WHEREAS, the City of Wolfforth is experiencing unprecedented residential growth;

WHEREAS, the growth has put a strain on both water supply and infrastructure and wastewater treatment capacity and infrastructure;

WHEREAS, multifamily development requires more water usage and wastewater treatment capacity than all other residential development;

WHEREAS, City staff continues to pursue options for increased water and wastewater capacity to accommodate this unprecedented growth;

WHEREAS, the City is currently in the process of amending the City’s Comprehensive Plan and Comprehensive Land Use plan; and

WHEREAS, the City Council desires to extend a moratorium on the permitting of multifamily development until the Council has had the opportunity to hear further recommendations from City staff and the Planning and Zoning Commission;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH AS FOLLOWS:

**SECTION ONE:** That City staff is directed to not process any permits for multifamily development for a period ending on December 31, 2026.

**SECTION TWO:** That the City Secretary is directed to keep a copy of this Resolution in the permanent records of the City.

**PASSED AND APPROVED** on this 17th day of November 2025.

\_\_\_\_\_  
Charles Addington, II, Mayor  
City of Wolfforth, Texas

*(unapproved draft)*

ATTEST:

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Terri Robinette, City Secretary

DRAFT



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Resolution 2025-050 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, APPROVING AND ADOPTING A POLICY MANUAL FOR FEDERAL AWARDS; AND PROVIDING AN EFFECTIVE DATE.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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### BACKGROUND:

While working with Kimley-Horn on our Comprehensive Plan, we were recently assigned a new Grant Coordinator, Tami Bailey, a CGMS-Certified Grants Management Specialist in Texas. During her review of the documentation we submit to the GLO for reimbursement, Ms. Bailey identified that several required documents were missing.

One of the missing components pertains to the Civil Rights requirements currently in place for our city. The adoption of the Policy Manual for Federal Awards will ensure that the city complies with established procedures and policies related to civil rights, Section 504, and ADA requirements.

### EXHIBITS:

1. Resolution
2. Draft Policy Manual for Federal Awards

### COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of Resolution 2025-050.

**RESOLUTION 2025-050**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, APPROVING AND ADOPTING A POLICY MANUAL FOR FEDERAL AWARDS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City desires to adopt a Policy Manual for Federal Awards of the City; and

**WHEREAS**, the purpose of this policy is to establish uniform guidelines for the administration and implementation of projects funded by the Texas General Land Office (TxGLO) and Community Development Block Grant Disaster Recovery (CDBG-DR) programs; and

**WHEREAS**, the City is required to have written policies in place to promote fair and equal access to housing and employment opportunities for Section 3 residents, minority, and female-owned businesses.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Wolfforth, Texas:

SECTION ONE. That the Policy Manual for Federal Awards for the City of Wolfforth, a copy of which is attached hereto as Exhibit A, is hereby adopted as policy of the City.

SECTION TWO. This Resolution shall become effective immediately from and after its passage.

**PASSED AND APPROVED ON THIS 17<sup>TH</sup> DAY OF NOVEMBER 2025.**

\_\_\_\_\_  
CHARLES ADDINGTON, MAYOR

ATTEST:

\_\_\_\_\_  
Terri Robinette, City Secretary

**The City of Wolfforth**

**As approved by**

**the**

**City Council**

**Policy Manual for Federal Awards**

**(CDBG, CDBG-DR, CDBG-MIT)**

## Policy:

### Purpose

The purpose of this policy is to establish uniform guidelines for the administration and implementation of projects funded by the Texas General Land Office (TxGLO) and Community Development Block Grant Disaster Recovery (CDBG-DR) programs.

As a recipient of CDBG-DR and CDBG-MIT from the TxGLO, the City of Wolfforth must ensure all CDBG-DR and/or CDBG-MIT funded activities are conducted in a manner that ensures equal opportunity and access to all people in accordance with civil rights, equal opportunity, and affirmative action laws, regulations, and requirements. The City is required to have written policies in place to promote fair and equal access to housing and employment opportunities for Section 3 residents, minority, and female-owned businesses. Documentation must be available to ensure Historically Underutilized Businesses (HUBs) are informed of contract opportunities whenever they are a potential resource. This section presents strategies and procedures for documenting and complying with these regulations.

The City of Wolfforth’s Comprehensive Plan and agency business plans encourage the pursuit of external funding to address community needs, gaps in service and to diversify funding streams used to deliver City services. Consistent, effective, Citywide systems are used to pursue and manage grants in accordance with generally accepted accounting principles, federal, state and local regulations, and procedures set forth below.

Civil Rights laws applicable to CDBG-Dr and CDBG-MIT programs which the City of Wolfforth must adhere to are set forth, but not limited to, the statutes and Executive Orders below:

Statute/Executive Order	Description
Title VI of the Civil Rights Act of 1964	No person shall be excluded from participation, denied program benefits, or subjected to discrimination based on: <ul style="list-style-type: none"> <li>• Race</li> <li>• Color</li> <li>• National Origin</li> </ul>
Title VIII of the Civil Rights Acts of 1968, as amended (Fair Housing Act)	Prohibits discrimination in housing based on: <ul style="list-style-type: none"> <li>• Race</li> <li>• Color</li> <li>• Religion</li> <li>• Sex</li> <li>• National Origin</li> <li>• Age</li> </ul>

	<ul style="list-style-type: none"> <li>• Familiar status</li> <li>• Disability (physical and/or mental)</li> </ul>
Section 3 of the Housing and Urban Development Act of 1968, as amended	<p>To the greatest extent possible, provide training, employment, contracting, and other economic opportunities to:</p> <ul style="list-style-type: none"> <li>• Low and very low-income people; and</li> <li>• That provide economic; opportunities to low and very low-income persons</li> </ul>
Section 504 of the Rehabilitation Act of 1973, as amended and Section 508	<p>504 - requires agencies to provide individuals with disabilities an equal opportunity to participate in their programs and benefit from their services</p> <p>508- requires Federal agencies to ensure that people with disabilities (both employees and members of the public) have comparable access to and use of electronic information technology</p>
The Age Discrimination Act of 1975, as amended	No person shall be excluded from participation, denied program benefits or subjected to discrimination based on age.
Executive Order 13166	Improving access to services for persons with Limited English Proficiency.
Equal Access to Housing in HUD programs § 5.105 (a)(2) (i-ii)	Ensure that housing across HUD programs is open to all eligible individuals and families regardless of actual or perceived sexual orientation, gender identity, or marital status.
Americans with Disabilities Act (ADA)	Legislation that prohibits discrimination and guarantees that people with disabilities have the same opportunities as everyone else.
Architectural Barriers Act of 1968	Requires that buildings and facilities designed, constructed, altered, or leased with certain federal funds after September 1969 must be accessible to and useable by people with disabilities.

## Procedures:

### Civil Rights

It is the policy of the City of Wolfforth, Texas, established by the City Council, to provide equal opportunity in, and equal access to City government employment for all qualified people regardless of veteran status, age, or disability. The City of Wolfforth government is an equal opportunity employer and no qualified individual with a disability or on the basis of a disability will be subject to discrimination in the recruitment, hiring, training, compensation, promotion, career development, or other employment practices.

It is the policy of the City of Wolfforth to provide equal opportunity and equal access to City services, programs, activities, and facilities for all qualified individuals with disabilities. In compliance with the Americans with Disabilities Act of 1990, as amended (ADA), no qualified individual with a disability or on the basis of a disability shall be excluded from participation in or be denied the benefits of the services, programs, activities or all aspects of employment of The city of Wolfforth government.

**Retaliation is prohibited:** Any person who feels that he/she has been retaliated against for exercising his/her rights under this policy should report such actions immediately to the City Administrator.

The City Manager and Mayor will designate a Civil Right Officer (CRO) who will serve as the Section 504 Coordinator, Equal Opportunity Officer and Fair Housing Officer. The City aggressively supports Equal Opportunity in employment, programs, services, activities and facilities; and the City maintains Equal Opportunity Action Programs for persons with disabilities. More information about the City's Equal Opportunity Action plan including the procedure to investigate and resolve complaints of unlawful discrimination or violations of the City Policy may be obtained by contacting:

The City of Wolfforth  
CIVIL RIGHTS OFFICER: Terri Robinette  
Address: 302 Main St Wolfforth, TX 79382  
Phone#: 806-855-4120

### Publish Citizen Participation and Civil Rights Notices

The City will publish notices regarding Citizen Participation, Complaint Procedures, Section 504, AFFH and all rights and responsibilities associated with federal grant funding received. The following are methods the City might utilize to publish notices:

- Newspaper advertisement\* (documented with tear sheet/full-page advertisement/photocopy with publisher's identification and date/publisher's affidavit).
- Public posting at both the city hall/courthouse and at least one location within the target area (documented with affidavit of posting and copy of the notice); or
- Public posting in courthouse/city hall and on subrecipient's website during the term of the contract (documented with affidavit of posting and copy of the notice as well as screen shots of the posting).

\*Newspaper notices are considered valid if published within two years prior to the City's contract start date. This means that published notices can be used for multiple CDBG-DR and/or CDBG-MIT projects with contract periods that occur consecutively.

### **Citizen Participation Plan and Procedures**

As a recipient of funding for CDBG-DR and CDBG-MIT, the City encourages citizen participation (see Section 104(a) (2) of the Housing and Community Development Act and 24 CFR 570.486) except where waivers or alternative requirements are provided. The City will:

- Prepare and adopt an Outreach and Marketing and Citizen Participation Plan. As part of this plan, procedures will include methods for encouraging citizen participation and should provide citizens the email, address, phone number, and times for submitting complaints; and
- Develop grievance procedures. The written complaint procedures shall also provide for a timely written response to complaints and grievances, within 14 working days where practicable.

### **Complaints and Appeals**

The goal of the City of Wolfforth is to provide an opportunity to resolve complaints in a timely manner, usually within 14 business days as expected by HUD, if practicable, and to provide the parties filing the complaint/appeal the right to participate in the process and appeal a decision when there is reason for an applicant to believe their application was not handled according to program policies. All applications, guidelines, and websites will include details on the right to file a complaint or appeal, and the process for filing a complaint or an appeal.

Complainants can appeal program decisions or violations by the City or City employee related to one of the following activities:

- A violation of Civil Rights
- An ADA violation.
- A violation of Fair Housing.

Citizens may first file a written complaint through the City by mailing the submission to the following address:

The City of Wolfforth  
Attention: Terri Robinette

In the event citizens are not satisfied with the outcome of their complaints, they can file a complaint or appeal a decision to the Texas General Land Office Community Development and Revitalization department.

Texas General Land Office Community Development and Revitalization Department  
P.O. Box 12873 Austin, Texas  
78711-2873

If the complainant is not satisfied by the City's or the State's determination a formal complaint may then be addressed directly to the Department of Housing and Urban Development (HUD) at:

U.S. Department of Housing & Urban Development  
Fort Worth Regional Office  
307 W. 7th Street, Suite 1000  
Fort Worth, TX 76102

The City of Wolfforth operates in Accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). Anyone who feels he or she has been discriminated against

may file a complaint of housing discrimination: 1-800-669-9777 (Toll Free) or [www.hud.gov/fairhousing](http://www.hud.gov/fairhousing).

### **Fraud, Waste, or Abuse of Government Funds**

The City of Wolfforth's Fraud, Waste and Abuse (FWA) Policy is established to facilitate the development of internal controls that will provide for the detection, prevention, and reporting of fraud, waste and abuse directed against the City Government.

It is the intent of this policy to:

- Promote awareness of the potential for fraud, waste, and abuse and provide guidelines and assign responsibility for the development of adequate internal controls and systems.
- Ensure compliance with ethical standards, which govern the conduct of employees, vendors, consultants, contractors, and all other outside agencies/parties doing business with City entities.
- Communicate the City's desire to eliminate unethical practices, while creating an environment in which employees and citizens are encouraged and comfortable in the reporting of fraud, waste, or abuse.

Federal and Texas laws protect employees from retaliatory or adverse personnel action for disclosing certain information including, but not limited to, violations of laws, actions which create and present a danger to the public's health, safety, or welfare and suspected acts of ethical violations, fraud, mismanagement, waste and abuse of public funds and positions.

The City Manager has the primary responsibility for investigation of all suspected inappropriate activity as defined in this policy.

All allegations of fraud involving any federal funds will be investigated immediately after being brought to the attention of the City's Professional Standards Section.

To avoid mistaken accusations or prematurely alerting suspected individuals of an investigation, all inquiries from suspected individuals and their attorneys or representatives should be directed to the HUD Chief Inspector General (CIAO/IG). Contact may be made directly or anonymously. All City departments/employees are required to comply with the above policy.

Nothing in this directive or policy shall be construed to interfere with, limit, restrict, or otherwise impair the City Manager or any officials' ability to manage, train, assign, or discipline their employees.

Complaints regarding fraud, waste, or abuse of government funds should be forwarded to the U.S. Department of Housing and Urban Development Office of Inspector General Fraud Hotline (phone: 1-800-347-3735 or email: [hotline@hudoig.gov](mailto:hotline@hudoig.gov)).

### **Recordkeeping/Reporting/Retention**

The City will maintain records documenting compliance with fair housing, equal opportunity, and civil rights requirements. Documentation must be obtained concerning:

1. Employment in each local government operating unit which performs CDBG-DR/MIT funded projects.
2. The local government's affirmative actions to further fair housing.
3. For direct benefit activities, records relating to people who have participated

- in any CDBG-DR/MIT funded program.
4. For area-wide activities, information on the area and the services provided.
  5. Age, handicapped status, gender of heads of households, and number of elderly citizens benefiting from the project.
  6. Handicapped status of people displaced as a result of CDBG activities.
  7. Actions undertaken to meet Section 3 requirements and the written Section 3 Plan.
  8. Information on each business that receives a contract or subcontract of \$10,000 or more paid with CDBG-DR/MIT funds, including identification of women-owned businesses.
  9. The affirmative actions the local government has taken to overcome the effects of prior discrimination in administering a CDBG-DR/MIT funded program.
  10. All applications, procurement, vendor contracts, and financial records. All files, documents, and associated project records shall be retained for a period of three (3) years following the close-out of a CDBG-DR/MIT agreement.

### Civil Rights

As a recipient of CDBG-DR/MIT funds, the City will comply with federal and state civil rights, fair housing, equal opportunity and equal employment opportunity regulations and requirements. The City of Wolfforth agrees to adopt policies related to all of the following:

- Equal Opportunity (EO)/Non-discrimination: The City will ensure it includes statements that the City is an Equal Opportunity Employer in job postings, applications, and in all contracts greater than \$10,000.
- Section 3 Economic Opportunity policy: The City will adopt a policy based on the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended and make available to the public.
- Excessive Force: The City will adopt a policy limiting the use of excessive force during non-violent civil rights demonstrations and pass a resolution prohibiting Excessive Force.
- Participation by HUB's, Minority, Small Business, and Women-owned Businesses: take all necessary steps to affirmatively assure HUBs, small and minority businesses, women's business enterprises, and labor surplus firms are notified of bidding opportunities and utilized whenever possible.
- Section 504 of the Rehabilitation Act of 1974: The City will adopt a policy against discrimination based on disability, adopt written grievance procedures concerning Section 504, and pass a resolution (See 24 CFR 8.53). The City will also establish procedures for providing auxiliary aids to allow individuals with disabilities to obtain information concerning the existence and location of CDBG accessible services, activities, and facilities.
- Affirmatively Furthering Fair Housing (AFFH): The City will conduct at least one Fair Housing activity each year of the grant period and maintain documentation of the activity.
- Limited English Proficiency (LEP) Standards: The City will establish a plan for determining if there is a need for LEP services and, if applicable, how appropriate language assistance will be given. Refer to Census Bureau Data to determine the need for LEP services. For written translation guidance, determine whether the size of the language group requires the translation of key documents such as Citizen Participation notices and/or other notices.

## Equal Opportunities/Non-discrimination

The City is an Equal Opportunity Employer and communicates to the public in job postings, applications, and in all contracts greater than \$10,000.

### Section 3

It is the policy of The City of Wolfforth to ensure that economic opportunities generated from U.S. Department of Housing and Urban Development (HUD) funded projects, to the greatest extent feasible, will be directed to low and very low-income persons, particularly those receiving assistance for housing, and the businesses that provide economic opportunities to these persons.

The City will utilize its policies with the intent to direct opportunities to residents and businesses by requesting all contractors and subrecipients of funding make a good faith effort to provide equal employment opportunity to all employees and applicants for employment disability, veteran's, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The City will implement this policy, in accordance with Section 3 of the Housing and Urban Development Act of 1968, through awarding contracts to contractors, vendors, professional service providers, consultants and suppliers, to create employment and business opportunities for residents and other qualified low- and very low-income people.

This policy will ensure that, in good faith, the City will have a reasonable level of success in the recruitment, employment, and utilization of Section 3 workers and other eligible people and Section 3 business concerns working on contracts partially or wholly funded with the HUD monies.

The City shall examine and consider a contractor's professional service provider, consultant, or vendor's potential for success by providing employment and business opportunities to Section 3 workers and business concerns prior to acting on any proposed contract award.

The City of Wolfforth intends to demonstrate compliance with Section 3 by meeting HUD's numeric benchmarks for labor hours, or by reporting qualitative efforts showing the attempts at encouraging Section 3 participation.

The City of Wolfforth will demonstrate compliance goals with Section 3 by providing employment opportunities and job training to lower income residents. The City will apply Section 3 goals "to the greatest extent feasible". The following steps will be implemented to demonstrate Section 3 compliance:

- Prepare and make available to the public Section 3 policies.
- Include the subrecipient's Section 3 Policy and Procedures in all construction contracts.
- Contractors and subcontractors must document efforts to comply with subrecipient's Section 3 goals.

To meet the required Section 3 goals to the greatest extent feasible, the City will undertake the following types of activities to recruit and enlist participation

- Post advertisements of employment opportunities in the service area, identifying the positions, qualification requirements, and where to obtain additional information about the application process.
- Contact community organizations and resident organizations to request assistance in notifying residents of the employment positions to be filled.
- Sponsor a job informational meeting in the service area of the project.
- Conduct job interviews and job application workshops for residents of the service area.

- Arrange for a location in the service area where job applications may be collected by the subrecipient or contractor representative.
- Consult with state and local agencies administering Job Training Partnership Act (JTPA), probation and parole agencies, unemployment compensation programs, etc., to assist with recruiting Section 3 residents for employment.
- Advertise job opportunities through the local media, such as community television networks, newspapers of general circulation, and radio.
- Employ a job coordinator or contract with a business concern to undertake the efforts to match eligible and qualified Section 3 residents with the employment positions.
- Where there are more qualified Section 3 residents than there are positions to be filled, maintain a file of eligible qualified Section 3 residents for future employment positions.
- Contact local education institutions to provide job counseling, education, and related programs; and/or
- After selection of bidders, but prior to execution of contracts, incorporate into the contract a negotiated provision for a specific number of Section 3 residents to be trained or employed on the Section 3 project.
- If the City is unable to meet these Section 3 goals, the City will demonstrate why it was not feasible. The City will provide documentation including what efforts were undertaken and why those goals were deemed unattainable. The following are examples of efforts that City will attempt to utilize in reaching the specified goals for employment and contracting:
  - The use of small purchase procedures such as soliciting quotations from a minimum of three (3) qualified sources (contract may not exceed the small purchase threshold). At the time of solicitation, inform the parties of the Section 3 requirements of the contract with sufficient specificity; the time within which quotations must be submitted; and the information that must be submitted. A valid attempt to obtain three quotes from qualified sources must be made and documented.
  - In determining the responsibility of potential contractors, consider their past records of Section 3 compliance and their current plans for the pending contract.
  - Utilize minority contractor associations and community organizations to assist in identifying Section 3 businesses who may be potential bidders.
  - Advertise contracting opportunities by posting notices concerning work to be contracted in common areas of housing development.
  - Provide written notice to all known Section 3 business concerns of the contracting.
  - Follow up with Section 3 businesses that have expressed interest in contracting opportunities and provide additional information.
  - Coordinate pre-bid meetings at which Section 3 business concerns could be informed of the upcoming contracting opportunities.
  - Provide workshops on contracting procedures and specific contract opportunities in a timely manner so that Section 3 business concerns can take advantage of upcoming contracting opportunities.
  - Advise Section 3 businesses as to where they may seek assistance to overcome limitations such as inability to obtain bonding, lines of credit, financing, or insurance.
  - Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways to facilitate the participation of Section 3 businesses.
  - Where appropriate, break out contract work items into economically feasible units to facilitate participation of Section 3 business concerns.
  - Contact agencies administering HUD supported programs and notify these agencies of contracting opportunities.
  - Advertise contracting opportunities through trade association papers and local media such as television, newspapers, and radio.

- Develop a list of eligible Section 3 business concerns; and/or
- Establish numerical goals (dollar amounts and number of awards) for contracts to Section 3 business concerns.

The City of Wolfforth is required to maintain documentation and report Labor hours and any qualitative efforts attempted monthly.

The following items are required to be reported to show Section 3 Compliance (24 CFR 75):

#### Employment

1. Total labor hours worked during reporting period.
2. Total labor hours worked by Section 3 workers during reporting period.
3. Total labor hours worked by Targeted Section 3 workers during reporting period.

Section 3 does not mandate certification or evidence of a person's Section 3 status; however, the City has the right to request documentation which will support reporting for Section 3. Documentation examples might be the receipt of public assistance, evidence of participation in a public assistance program, residency in a public housing development, evidence of a Section 8 certificate, voucher assistance, participation in JTPA, and/or receipt of welfare assistance. Documentation does not have to be proof of income.

#### **Women-Minority-Small Owned Businesses (W/MBE) and Historically Underutilized Businesses**

In accordance with 2 CFR 200.321, the City will take steps to ensure that minority, Women and small businesses, and historically underutilized business firms are used when possible. The City will make sure to retain documentation to ensure Historically Underutilized Businesses (HUBs) are informed of contract opportunities whenever they are a potential resource. Affirmative steps will include:

- Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
- Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
- Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises.
- Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises.
- Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- Requiring Prime Contractors, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(l) through (5) of this section.

#### **Excessive Force and Barring Entry**

As a recipient of CDBG funds, The city of Wolfforth will adhere to the following provisions of 42 United States Code 5304(1)(1), enacted as Section 104 of the Housing and Community Development Act of 1974 and 42 United States Code 5304(1)(2), enacted as Section 104 of the Housing and Community Development Act of 1974:

- It is the policy of the City of Wolfforth to prohibit the use of excessive force by the law

enforcement agency within its jurisdiction against any individual engaged in nonviolent civil rights demonstrations in public spaces.

- It is the policy of the City of Wolfforth to enforce applicable State and local laws, if those laws exist, against physically barring entrance to or exit from a public facility or public location which is the subject of such nonviolent civil rights demonstration within its jurisdiction with due and proper consideration given to the extent and limits of the City's power and authority to do so.

**Fair Housing**

The City of Wolfforth is committed to Affirmatively Furthering Fair Housing (AFFH). The City will conduct at least one Fair Housing activity each year it is a recipient of CDBG-DR/Mit funding. The City has a webpage on their website dedicated to AFFH and is providing brochures for residents of the community.

***Chapter 2 – 205 - Limited English Proficiency – City already has this policy***

***Chapter 2 – 206 – ADA Compliance - City has this policy already***

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**Approval Dates**

Effective Date:

Date Due for Review:

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**Policy Author**

Grants Section/Grants Administrator



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Resolution 2025-053 casting votes for the Lubbock Central Appraisal District Board of Directors
<b>STAFF INITIATOR:</b>	Randy Criswell, City Manager

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### **BACKGROUND:**

Resolution No. 2025-053 has been prepared to cast the City of WolfForth's votes for LCAD Directors to reflect the nominations you made in October. Your nominations were for Brady Goen and Greg Jones, and they were the only two nominees.

The information and ballot we've received from LCAD are included as an exhibit, as is the Resolution.

### **EXHIBITS:**

LCAD Information  
Ballot  
Resolution

### **COUNCIL ACTION/STAFF RECOMMENDATION:**

Approve Resolution No. 2025-053 as presented.

# LUBBOCK CENTRAL APPRAISAL DISTRICT

Item # 6.

TIM RADLOFF, RPA, RTA, CCA  
Chief Appraiser / Administrator

OFFICE OF THE  
CHIEF APPRAISER



October 22, 2025

Dr. Charles Addington  
Mayor  
City of Wolfforth  
P.O. Box 36  
Wolfforth, TX 79382-0036

Dear Dr. Addington:

In compliance with the provisions of Section 6.03 of the Texas Property Tax Code I have received director nominations from voting units located within the Lubbock Central Appraisal District. Enclosed you will find a resolution containing the ballot with the names of those nominated for directors listed in alphabetical order.

**Each voting unit that chooses to cast its votes must vote in open meeting, report its vote by written resolution, and submit it to the chief appraiser before December 15, 2025.** It is important that the aforesaid method of voting, reporting of votes, and submission of the votes to the chief appraiser before the deadline be followed. A unit may cast all its votes for one candidate or may distribute the votes among any number of candidates named on the ballot.

A voting unit may only cast its votes for a person timely nominated and named on the enclosed ballot. There is no provision for write-in candidates. Since we only have two nominees this time, those listed on the enclosed ballot will be your directors. Even so, the participation of all eligible units in the voting process would be appreciated.

**Before December 31, I will count the votes and officially declare elected the two candidates who received the largest vote totals.** I am required to notify all taxing units and all the candidates of the election results before December 31, 2025.

Additionally, I have enclosed another copy of the worksheet showing the calculation of the number of votes to which each taxing unit is entitled. Other details are contained in my letter to you of August 22, 2025.

Thank you for your participation in the Board of Directors' selection process. If you would like to discuss any aspect of the process, please contact me at your convenience.

Respectfully submitted,

*Tim Radloff*

Tim Radloff

Enclosures

cc: Randy Criswell  
Terri Robinette

**RESOLUTION 2025-053**

**WHEREAS**, Section 6.01 of the Texas Property Code, V.A.C.S., established an appraisal district in each county to appraise property for ad valorem tax purposes of each taxing unit in the district; and,

**WHEREAS**, the Property Tax Code, V.A.C.S., authorized the establishment of appraisal districts to be governed by a Board of Directors; and,

**WHEREAS**, the City of Wolfforth is a taxing unit within the Lubbock Central Appraisal District entitled to cast votes for the election of persons to the Board of Directors of the District; and,

**WHEREAS**, the Chief Appraiser has received timely nominations from voting taxing units, has prepared the following ballot of candidates for the Board of Directors, and has determined that the City of Wolfforth is entitled to cast 24 votes in the election of the District's Board of Directors;

**NOW THEREFORE:**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH:**

**THAT**, the 24 votes of the City of Wolfforth are cast for candidates for the Lubbock Central Appraisal District Board of Directors as follows:

<u>NAME</u>	<u>NUMBER OF VOTES</u>
Goen, Brady	_____
Jones, Greg	_____

**AND THAT**, a copy of this Resolution be submitted to the Chief Appraiser before December 15, 2025, in order that the votes of the City of Wolfforth may be counted.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Dr. Charles Addington, Mayor

ATTEST:

\_\_\_\_\_  
City Secretary

**2025 CALCULATION OF VOTES TO SELECT DIRECTORS  
FOR THE LUBBOCK CENTRAL APPRAISAL DISTRICT**

<b>TAXING UNIT</b>	<b>2024 LEVY</b>	<b>PERCENTAGE 2024 LEVY TOTAL LEVY</b>	<b>X 1000 ROUNDED TO NEAREST WHOLE #</b>	<b>X Number of Directors</b>	<b>Number of Votes</b>
<b>CITIES</b>					
Abernathy	216,208	0.03897%	0	2	0
Idalou	899,338	0.16208%	2	2	4
Lubbock	128,662,563	23.18839%	232	2	464
New Deal	327,237	0.05898%	1	2	2
Ransom Canyon	1,177,378	0.21219%	2	2	4
Shallowater	1,707,165	0.30768%	3	2	6
Slaton	1,606,807	0.28959%	3	2	6
Wolfforth	6,768,114	1.21979%	12	2	24
<b>SCHOOLS</b>					
Abernathy	1,392,663	0.25099%	3	2	6
Frenship	79,687,126	14.36172%	144	2	288
Idalou	4,226,776	0.76178%	8	2	16
Lorenzo	94,338	0.01700%	0	2	0
Lubbock-Cooper	66,441,560	11.97452%	120	2	240
Lubbock	123,762,856	22.30533%	223	2	446
New Deal	6,690,817	1.20586%	12	2	24
Roosevelt	4,008,515	0.72244%	7	2	14
Shallowater	7,187,757	1.29542%	13	2	26
Slaton	7,035,430	1.26797%	13	2	26
Southland	7,283	0.00131%	0	2	0
<b>COUNTY</b>					
Lubbock County	112,957,768	20.35797%	204	2	408
<b>TOTALS</b>	<b>554,857,699</b>	<b>1.00000%</b>	<b>1,002</b>		<b>2,004</b>

## AGENDA ITEM COMMENTARY




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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17th 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Payment Request #11 from Landmark Structures for the Alcove EST Construction
<b>STAFF INITIATOR:</b>	Randy Hall

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### BACKGROUND:

Council, work completed by Landmark this Pay Request includes Site Utility mobilization and install connection from tower to 12' distribution line, install mechanical chamber plumbing, slab on grade, lightning ground conductors, SitePro installing electrical and SCADA at 20%. Anticipated work to be performed next pay request include, complete mechanical chamber piping, Installation of doors, mixing system, pad for generator, site lighting, and additional site electrical.

Landmark Structures Pay Request #11 has been received and is Attached as an exhibit to this item.

The Breakdown is as Follows:

- a. Original Contract Amount: \$4,852,000.00
- b. Work Performed this Pay Request: \$271,300.00
- c. Materials Stored: \$0.00
- d. Total Work Performed + Materials Stored: \$4,132,150.00
- e. Retainage: \$206,607.50
- f. Paid Previous Applications: \$3,667,807.50

Amount Due: (d-e-f) \$257,735.00

### EXHIBITS:

Landmark Structures Pay Request #11 for The Alcove EST Construction.

Progress Photos

### COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommend payment as requested.

Item # 7.

**TO OWNER/CLIENT:**

City of Wolfforth, Texas  
302 Main St.  
Wolfforth, Texas 79382

**PROJECT:**

1854 - 1854 Wolfforth TX - 0.5 MG CET  
10408 Alcove Ave.  
Wolfforth, Texas 79382

**APPLICATION NO:** 11

**INVOICE NO:** 11

**PERIOD:** 09/26/25 - 10/25/25

**OWNER'S CONTRACT NO:**

**CONTRACT DATE:**

**FROM CONTRACTOR:**

Landmark Structures  
1665 Harmon Rd  
Fort Worth, Texas 76177

**VIA ARCHITECT/ENGINEER:**

Marcus Michalewicz, P.E. (Kimley Horn)  
4411 98th Street, Ste. 300  
Lubbock, Texas 79424

**CONTRACT FOR:** 1854 Wolfforth TX - 0.5 MG CET Prime Contract

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. Original Contract Sum	\$4,852,000.00
2. Net change by change orders	\$39,700.00
3. Contract Sum to date (Line 1 ± 2)	\$4,891,700.00
4. Total completed and stored to date (Column G on detail sheet)	\$4,132,150.00
5. Retainage:	
a. 5.00% of completed work	\$206,607.50
b. 0.00% of stored material	\$0.00
Total retainage (Line 5a + 5b or total in column I of detail sheet)	\$206,607.50
6. Total earned less retainage (Line 4 less Line 5 Total)	\$3,925,542.50
7. Less previous certificates for payment (Line 6 from prior certificate)	\$3,667,807.50
8. Current payment due:	\$257,735.00
9. Balance to finish, including retainage (Line 3 less Line 6)	\$966,157.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$39,700.00	\$0.00
Total approved this month:	\$0.00	\$0.00
Totals:	\$39,700.00	\$0.00
Net change by change orders:	\$39,700.00	

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Landmark Structures

By:  Date: 10/27/2025

**ARCHITECT'S/ENGINEER'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$257,735.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By:  Date: 2025-10-27

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.  
 Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 11

Item # 7.

APPLICATION DATE: 10/25/2025

PERIOD: 09/26/25 - 10/25/25

Contract Lines

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE				D WORK COMPLETED		G TOTAL COMPLETE		H BALANCE TO FINISH (C - G)	I RETAINAGE
		UNIT	QTY	UNIT PRICE	VALUE	PRIOR APPLICATION	THIS PERIOD	% COMPLETE			
									TOTAL COMPLETE		
1	1.01 Bonds and Insurance	LS	1.0	\$140,900.00	\$140,900.00	\$140,900.00	\$0.00	\$140,900.00	100.00%	\$0.00	\$7,045.00
2	1.02 Engineering - Elevated Tank - Steel Tank	LS	1.0	\$96,500.00	\$96,500.00	\$96,500.00	\$0.00	\$96,500.00	100.00%	\$0.00	\$4,825.00
3	1.03 Engineering - Elevated Tank - Foundation / Basis	LS	1.0	\$90,700.00	\$90,700.00	\$90,700.00	\$0.00	\$90,700.00	100.00%	\$0.00	\$4,535.00
4	1.04 Engineering - Elevated Tank - Pedestal	LS	1.0	\$88,900.00	\$88,900.00	\$88,900.00	\$0.00	\$88,900.00	100.00%	\$0.00	\$4,445.00
5	1.07 Mobilize	LS	1.0	\$193,500.00	\$193,500.00	\$135,450.00	\$0.00	\$135,450.00	70.00%	\$58,050.00	\$6,772.50
6	1.09 Commissioning & Startup	LS	1.0	\$4,500.00	\$4,500.00	\$0.00	\$0.00	\$0.00	0.00%	\$4,500.00	\$0.00
7	2.01 Erosion Control	LS	1.0	\$12,600.00	\$12,600.00	\$12,600.00	\$0.00	\$12,600.00	100.00%	\$0.00	\$630.00
8	2.02 Clearing /Grading/ Access road	LS	1.0	\$189,900.00	\$189,900.00	\$189,900.00	\$0.00	\$189,900.00	100.00%	\$0.00	\$9,495.00
9	2.04 Temporary Fence	LS	1.0	\$16,700.00	\$16,700.00	\$16,700.00	\$0.00	\$16,700.00	100.00%	\$0.00	\$835.00
10	2.06 Initial Site /Tank Surveying	LS	1.0	\$8,700.00	\$8,700.00	\$8,700.00	\$0.00	\$8,700.00	100.00%	\$0.00	\$435.00
11	3.03 Foundation - Excavation	LS	1.0	\$79,500.00	\$79,500.00	\$79,500.00	\$0.00	\$79,500.00	100.00%	\$0.00	\$3,975.00
12	3.05 Foundation - Spread Foundation	LS	1.0	\$166,600.00	\$166,600.00	\$166,600.00	\$0.00	\$166,600.00	100.00%	\$0.00	\$8,330.00
13	3.06 Foundation - Backfill Exterior	LS	1.0	\$29,600.00	\$29,600.00	\$29,600.00	\$0.00	\$29,600.00	100.00%	\$0.00	\$1,480.00
14	4.01 Concrete Pedestal - Lifts 1 / Crane / Scaffold	LS	1.0	\$300,700.00	\$300,700.00	\$300,700.00	\$0.00	\$300,700.00	100.00%	\$0.00	\$15,035.00
15	4.02 Concrete Pedestal - Lifts 2-3	PC	2.0	\$177,900.00	\$355,800.00	\$355,800.00	\$0.00	\$355,800.00	100.00%	\$0.00	\$17,790.00
16	4.03 Concrete Pedestal - Remaining Lifts 4-15	PC	12.0	\$56,900.00	\$682,800.00	\$682,800.00	\$0.00	\$682,800.00	100.00%	\$0.00	\$34,140.00
17	4.04 Concrete Pedestal - Tank Floor	LS	1.0	\$167,400.00	\$167,400.00	\$167,400.00	\$0.00	\$167,400.00	100.00%	\$0.00	\$8,370.00
18	4.05 Backfill Interior	LS	1.0	\$3,200.00	\$3,200.00	\$3,200.00	\$0.00	\$3,200.00	100.00%	\$0.00	\$160.00
19	5.01 Steel Tank - Materials - Plate/ Fabrication	LS	1.0	\$316,500.00	\$316,500.00	\$316,500.00	\$0.00	\$316,500.00	100.00%	\$0.00	\$15,825.00
20	5.03 Steel Tank - Erect - Ring Beam	LS	1.0	\$40,400.00	\$40,400.00	\$40,400.00	\$0.00	\$40,400.00	100.00%	\$0.00	\$2,020.00
21	5.04 Steel Tank - Erect - Cone	LS	1.0	\$130,200.00	\$130,200.00	\$130,200.00	\$0.00	\$130,200.00	100.00%	\$0.00	\$6,510.00
22	5.05 Steel Tank - Erect - Vertical Shell	LS	1.0	\$82,700.00	\$82,700.00	\$82,700.00	\$0.00	\$82,700.00	100.00%	\$0.00	\$4,135.00
23	5.07 Steel Tank - Appurtenances	LS	1.0	\$45,700.00	\$45,700.00	\$45,700.00	\$0.00	\$45,700.00	100.00%	\$0.00	\$2,285.00
24	5.08 Steel Tank - Erect - Hoist	LS	1.0	\$30,800.00	\$30,800.00	\$30,800.00	\$0.00	\$30,800.00	100.00%	\$0.00	\$1,540.00
25	5.09 Steel Tank - Erect - Floor	LS	1.0	\$3,400.00	\$3,400.00	\$3,400.00	\$0.00	\$3,400.00	100.00%	\$0.00	\$170.00
26	5.10 Steel Tank - Erect - Roof	LS	1.0	\$94,600.00	\$94,600.00	\$94,600.00	\$0.00	\$94,600.00	100.00%	\$0.00	\$4,730.00
27	6.03 Steel Tank - Field Coating - Ground Phase	LS	1.0	\$120,300.00	\$120,300.00	\$120,300.00	\$0.00	\$120,300.00	100.00%	\$0.00	\$6,015.00
28	6.04 Steel Tank - Field Coating - Air Phase	LS	1.0	\$80,200.00	\$80,200.00	\$80,200.00	\$0.00	\$80,200.00	100.00%	\$0.00	\$4,010.00
29	6.10 Concrete Pedestal - Blast	LS	1.0	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	\$4,500.00	100.00%	\$0.00	\$225.00
30	7.01 Mechanical - Base - Piping	LS	1.0	\$37,400.00	\$37,400.00	\$37,400.00	\$0.00	\$37,400.00	100.00%	\$0.00	\$1,870.00
31	7.02 Mechanical - Pedestal - Riser Piping	LS	1.0	\$113,800.00	\$113,800.00	\$113,800.00	\$0.00	\$113,800.00	100.00%	\$0.00	\$5,690.00
32	7.04 Mechanical - Chamber - Valves / Piping	LS	1.0	\$76,500.00	\$76,500.00	\$0.00	\$38,250.00	\$38,250.00	50.00%	\$38,250.00	\$1,912.50
33	7.05 Mechanical - Chamber - Plumbing	LS	1.0	\$15,900.00	\$15,900.00	\$0.00	\$7,950.00	\$7,950.00	50.00%	\$7,950.00	\$397.50
34	8.01 Concrete Pedestal - Ladders / Landings	LS	1.0	\$78,400.00	\$78,400.00	\$78,400.00	\$0.00	\$78,400.00	100.00%	\$0.00	\$3,920.00
35	8.02 Steel Tank - Hatches / Vents	LS	1.0	\$11,900.00	\$11,900.00	\$0.00	\$0.00	\$0.00	0.00%	\$11,900.00	\$595.00

A	B	C				D	E	G		H	Item # 7.
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE				WORK COMPLETED		TOTAL COMPLETE	% COMPLETE	BALANCE TO FINISH (C - G)	RETAINAGE
		UNIT	QTY	UNIT PRICE	VALUE	PRIOR APPLICATION	THIS PERIOD				
36	8.03 Antenna and Cable Supports	LS	1.0	\$4,400.00	\$4,400.00	\$4,400.00	\$0.00	\$4,400.00	100.00%	\$0.00	\$220.00
37	8.04 Mixing System	LS	1.0	\$18,100.00	\$18,100.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,100.00	\$0.00
38	9.01 Slab on Grade	LS	1.0	\$8,400.00	\$8,400.00	\$0.00	\$8,400.00	\$8,400.00	100.00%	\$0.00	\$420.00
39	9.04 Doors	LS	1.0	\$18,300.00	\$18,300.00	\$0.00	\$0.00	\$0.00	0.00%	\$18,300.00	\$0.00
40	10.04 Electrical / SCADA	LS	1.0	\$366,000.00	\$366,000.00	\$36,600.00	\$36,600.00	\$73,200.00	20.00%	\$292,800.00	\$3,660.00
41	10.05 Lightning Protection/ Ground Conductors	LS	1.0	\$4,400.00	\$4,400.00	\$0.00	\$4,400.00	\$4,400.00	100.00%	\$0.00	\$220.00
42	10.06 Cathodic Protection	LS	1.0	\$35,300.00	\$35,300.00	\$35,300.00	\$0.00	\$35,300.00	100.00%	\$0.00	\$1,765.00
43	11.01 Watermain	LS	1.0	\$174,700.00	\$174,700.00	\$0.00	\$174,700.00	\$174,700.00	100.00%	\$0.00	\$8,735.00
44	12.01 Concrete / Asphalt Paving	LS	1.0	\$23,600.00	\$23,600.00	\$0.00	\$0.00	\$0.00	0.00%	\$23,600.00	\$0.00
45	12.02 Fence and Gates	LS	1.0	\$97,800.00	\$97,800.00	\$0.00	\$0.00	\$0.00	0.00%	\$97,800.00	\$0.00
46	12.03 Seed / Sod / Hydromulch	LS	1.0	\$32,200.00	\$32,200.00	\$0.00	\$0.00	\$0.00	0.00%	\$32,200.00	\$0.00
47	12.05 Splash Pad/ Gen Pad/ Bollards	LS	1.0	\$7,100.00	\$7,100.00	\$0.00	\$0.00	\$0.00	0.00%	\$7,100.00	\$0.00
48	13.01 Bid Item 2 Trench Safety	LS	1.0	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	100.00%	\$0.00	\$50.00
49	13.02 Bid Item 3 Tank Demo 1	LS	1.0	\$74,500.00	\$74,500.00	\$0.00	\$0.00	\$0.00	0.00%	\$74,500.00	\$0.00
50	13.03 Bid Item 4 Tank Demo 2	LS	1.0	\$74,500.00	\$74,500.00	\$0.00	\$0.00	\$0.00	0.00%	\$74,500.00	\$0.00
<b>TOTALS:</b>					<b>\$4,852,000.00</b>	<b>\$3,821,150.00</b>	<b>\$271,300.00</b>	<b>\$4,092,450.00</b>	<b>84.35%</b>	<b>\$759,550.00</b>	<b>\$204,622.50</b>

Change Orders

A	B	C				D	E	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE				WORK COMPLETED		TOTAL COMPLETE	% COMPLETE	BALANCE TO FINISH (C - G)	RETAINAGE
		UNIT	QTY	UNIT PRICE	VALUE	PRIOR APPLICATION	THIS PERIOD				
51	PCCO#001										
51.1	Logo x 4		4.0	\$9,925.00	\$39,700.00	\$39,700.00	\$0.00	\$39,700.00	100.00%	\$0.00	\$1,985.00
<b>TOTALS:</b>					<b>\$39,700.00</b>	<b>\$39,700.00</b>	<b>\$0.00</b>	<b>\$39,700.00</b>	<b>100.00%</b>	<b>\$0.00</b>	<b>\$1,985.00</b>

Grand Totals

A	B	C				D	E	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE				WORK COMPLETED		TOTAL COMPLETE	% COMPLETE	BALANCE TO FINISH (C - G)	RETAINAGE
		UNIT	QTY	UNIT PRICE	VALUE	PRIOR APPLICATION	THIS PERIOD				
<b>GRAND TOTALS:</b>					<b>\$4,891,700.00</b>	<b>\$3,860,850.00</b>	<b>\$271,300.00</b>	<b>\$4,132,150.00</b>	<b>84.47%</b>	<b>\$759,550.00</b>	<b>\$206,607.50</b>

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# **1854 - Wolfforth, TX**

## **Back-Up Documents**

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# Project Schedule

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# Wolfforth , Tx 0.5MG Elevated Tank Project Schedule

ID	rm_Siz	Task Name	% Complete	Work Duration	Start	Finish	Constraint Type	2024			Qtr 1, 2025			Qtr 2, 2025			Qtr 3, 2025			Qtr 4, 2025			Qtr 1, 2026								
								Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
1		<b>OWNER CONTRACT</b>	1%	390 d	Mon 12/2/24	Fri 12/26/25	Start No Earlier Than																								
2		NOTICE TO PROCEED (NTP)	0%	330 d	Mon 12/2/24	Mon 10/27/25	Start No Earlier Than																								
3	✓	SUBSTANTIAL COMPLETION (Contract Milestone)	100%	8 d	Tue 10/21/25	Tue 10/28/25	Finish No Earlier Than																								
4	✓	FINAL COMPLETION (Contract Milestone)	100%	0 d	Fri 12/26/25	Fri 12/26/25	Finish No Earlier Than																								
5		REVISED SUBSTANTIAL COMPLETION (Approved PCCO)	0%	20 d	Wed 10/29/25	Mon 11/17/25	Start No Earlier Than																								
6		REVISED FINAL COMPLETION (Approved PCCO)	0%	20 d	Sat 12/27/25	Thu 1/15/26	Start No Earlier Than																								
7		<b>COMPOSITE SCHEDULE</b>	0%	330 d	Mon 12/2/24	Mon 10/27/25	As Soon As Possib																								
8		SITWORK	0%	14 d	Mon 12/2/24	Sun 12/15/24	Start No Earlier Than																								
9		FOUNDATION	0%	36 d	Sun 12/15/24	Sun 1/19/25	Start No Earlier Than																								
10		PEDESTAL/STRIP OUT	0%	117 d	Mon 1/20/25	Fri 5/16/25	Start No Earlier Than																								
11		TANK AT GRADE	0%	45 d	Tue 4/22/25	Thu 6/5/25	Start No Earlier Than																								
12		PAINT AT GRADE	0%	39 d	Mon 6/9/25	Thu 7/17/25	Start No Earlier Than																								
13		TOP OUT	0%	54 d	Mon 6/9/25	Fri 8/1/25	Finish No Earlier Than																								
14		PAINT IN AIR	0%	35 d	Sat 8/2/25	Fri 9/5/25	Start No Earlier Than																								
15		Sept	0%	28 d	Mon 10/6/25	Sun 11/2/25	Start No Earlier Than																								
16		SITE UTILITY	0%	30 d	Wed 9/18/24	Thu 10/17/24	Start No Earlier Than																								
17		FINISH OUT	0%	50 d	Tue 9/23/25	Tue 11/11/25	Start No Earlier Than																								
18		COMMISSION	0%	11 d	Thu 11/6/25	Sun 11/16/25	Start No Earlier Than																								
19		SUBSTANTIAL COMPLETION	0%	8 d	Mon 11/10/25	Mon 11/17/25	Start No Earlier Than																								
20		<b>COMPLETION</b>	0%	60 d	Tue 10/28/25	Fri 12/26/25	As Soon As Possib																								
21		Anticipated Substantial Completion	0%	0 d	Mon 11/17/25	Mon 11/17/25	Start No Earlier Than																								
22		Punchlist Completion	0%	60 d	Mon 11/17/25	Thu 1/15/26	As Soon As Possible																								
23		Anticipated Final Completion	0%	0 d	Thu 1/15/26	Thu 1/15/26	As Soon As Possible																								











## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17th 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Payment Request #9 from UCA for the Loop 88 East Water Supply Construction.
<b>STAFF INITIATOR:</b>	Randy Hall

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### BACKGROUND:

Council, staff has received Pay Request #9 from UCA for the Loop 88 East Water Supply Project. A copy is attached as an exhibit to this item. The work completed this pay period consists of completed installation of 8' security fence, gates, site lighting, additional lot prep, and all-weather surfacing of the location. Work to be performed next pay request include; running coax cable and mounting radio antenna and completing punch list.

The Pay Request has been Received and is Attached as an exhibit to this item.

The Breakdown is as Follows:

- a. Original Contract Amount: \$1,287,555.00
- b. Work Performed this Pay Request: \$93,990.00
- c. Materials Stored: -\$1,920.00
- d. Total Work Performed + Materials Stored: \$1,264,904.00
- e. Retainage: \$126,490.40
- f. Paid Previous Applications: \$1,055,550.60

**Amount Due:** (d-e-f): \$82,863.00

### EXHIBITS:

UCA Payment Request #9 for the Loop 88 East Water Supply Construction

### COUNCIL ACTION/STAFF RECOMMENDATION:

Staff Recommends Payment as requested.



**Contractor's Application and Certificate for Payment**

To: City of Wolfforth PO Box 36, 302 Main St. Wolfforth, TX 79382	From: Utility Contractors of America, Inc. 5805 CR 7700 Lubbock, TX 79424	Application Number: 9 Application Period: 10/01/25 - 10/31/25 Application Date: 10/31/2025
----------------------------------------------------------------------------	------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

25-252 - Loop 88 East Water Supply				Total This Period	Total to Date
<b>Change Order Summary</b>				ORIGINAL CONTRACT SUM	\$1,287,555.00
Change Orders Approved by Owner				NET CHANGE BY CHANGE ORDERS	\$12,044.00
Number	Date Approved	Additions	Deductions	CONTRACT SUM TO DATE (Line 1 + 2)	\$1,299,599.00
1	7/25/2025	\$12,044.00		WORK COMPLETED	\$93,990.00
				MATERIALS STORED	-\$1,920.00
				TOTAL COMPLETED & STORED	\$92,070.00
				RETAINAGE:	
				10% of Completed Work and Stored Material	\$9,207.00
				AMOUNT ELIGIBLE TO DATE	\$1,138,413.60
				LESS PREVIOUS APPLICATIONS	\$1,055,550.60
TOTALS		\$12,044.00	\$0.00	<b>AMOUNT DUE THIS APPLICATION</b>	<b>\$82,863.00</b>
NET CHANGE BY CHANGE ORDERS		\$12,044.00		BALANCE TO FINISH, PLUS RETAINAGE	\$147,810.40

**Contractor's Certification**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Your check may be converted to ACH

By: Chris Behler VP Date: 10/30/25  
Utility Contractors of America, Inc.

Approved For Payment:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City of Wolfforth

*Michael J Adams*

Approved by: Michael Adams  
OJD Engineering on 11/3/25



Progress Estimate

Job Name:		25-252 - Loop 88 East Water Supply				Application Number:		9					
Application Period:		10/01/25 - 10/31/25				Application Date:		10/31/2025					
A		B				C		D		E		F	
Item						Work Completed						% (G/B)	Balance to Finish (B-G)
						This Period		Previous Period		To Date			
Item	Description	Units	Quantity	Unit Price	Scheduled Value	Quantity	Amount	Quantity	Amount	Quantity	Amount		
01	12" C-900 DR-25 PVC Water Line	LF	5120	\$67.00	\$343,040.00		\$ -	5120.00	\$ 343,040.00	5120.00	\$ 343,040.00	100.00%	
01A	4" C-900 DR-18 PVC Water Line	LF	0	\$27.00	\$0.00		\$ -	0.00	\$ -	0.00	\$ -	#DIV/0!	
02	18" Steel Casing by Bore	LF	182	\$410.00	\$74,620.00		\$ -	130.00	\$ 53,300.00	130.00	\$ 53,300.00	71.43%	\$ 21,320.00
03	10"x10" TSTV	EA	1	\$6,800.00	\$6,800.00		\$ -	1.00	\$ 6,800.00	1.00	\$ 6,800.00	100.00%	
04	12" Gate Valve with Box	EA	1	\$5,420.00	\$5,420.00		\$ -	1.00	\$ 5,420.00	1.00	\$ 5,420.00	100.00%	
05	4" Gate Valve with Box	EA	1	\$1,800.00	\$1,800.00		\$ -	1.00	\$ 1,800.00	1.00	\$ 1,800.00	100.00%	
06	Ductile Iron Fittings	LBS	3000	\$7.00	\$21,000.00		\$ -	3000.00	\$ 21,000.00	3000.00	\$ 21,000.00	100.00%	
07	Tie to Existing Water	EA	0	\$2,575.00	\$0.00		\$ -	0.00	\$ -	0.00	\$ -	#DIV/0!	
09	Booster Pump Station/Site Work	LS	1	\$723,000.00	\$723,000.00	0.13	\$ 93,990.00	0.87	\$ 629,010.00	1.00	\$ 723,000.00	100.00%	
10	Pumps/Motors	EA	2	\$49,250.00	\$98,500.00		\$ -	2.00	\$ 98,500.00	2.00	\$ 98,500.00	100.00%	
CO1-01	Installation of Primary Electrical Line	LS	1	\$3,750.00	\$3,750.00		\$ -	1.00	\$ 3,750.00	1.00	\$ 3,750.00	100.00%	
CO1-02	Upsizing Building from 14'x16' to 18'x18'	LS	1	\$8,294.00	\$8,294.00		\$ -	1.00	\$ 8,294.00	1.00	\$ 8,294.00	100.00%	
<b>Totals</b>					<b>\$1,286,224.00</b>		<b>\$ 93,990.00</b>		<b>\$ 1,170,914.00</b>		<b>\$ 1,264,904.00</b>	<b>98.34%</b>	<b>\$ 21,320.00</b>





## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17th 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Payment Request #9 from UCA for the Lubbock North Interconnect Construction
<b>STAFF INITIATOR:</b>	Randy Hall

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### BACKGROUND:

Council, we have received Pay Request #9 from UCA for the Lubbock North Interconnect project. A copy is attached as an exhibit to this item. Work completed this pay request consist of electrical wiring, lot prep and levelling, install valve and actuator in vault. Anticipated work to be completed next pay request includes paint 5' "W" graphic, fill tank and sample, commission tank and generator, site concrete at drive, install perimeter fencing and gates, and install all weather surface.

- a. Original Contract Amount: \$2,977,240.00
- b. Work Performed this Pay Request: \$91,823.75
- c. Materials Stored: -\$0.00
- d. Total Work Performed + Materials Stored: \$2,866,800.31
- e. Retainage: \$286,680.03
- f. Paid Previous Applications: \$2,497,478.90

**Amount Due:** (d-e-f) \$82,641.38

### EXHIBITS:

UCA Pay Request #9 for The Lubbock North Interconnect

### COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommend payment as requested.



**Contractor's Application and Certificate for Payment**

To: City of Wolfforth PO Box 36, 302 Main St. Wolfforth, TX 79382	From: Utility Contractors of America, Inc. 5805 CR 7700 Lubbock, TX 79424	Application Number: 9 Application Period: 10/01/25 - 10/31/25 Application Date: 10/31/2025
----------------------------------------------------------------------------	------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------

25-253 - Lubbock North Interconnect				Total This Period	Total to Date
<b>Change Order Summary</b>				ORIGINAL CONTRACT SUM	\$2,977,240.00
Change Orders Approved by Owner				NET CHANGE BY CHANGE ORDERS	\$175,274.58
Number	Date Approved	Additions	Deductions	CONTRACT SUM TO DATE (Line 1 + 2)	\$3,152,514.58
1	7/25/2025	\$175,274.58		WORK COMPLETED	\$91,823.75
				MATERIALS STORED	\$0.00
				TOTAL COMPLETED & STORED	\$91,823.75
				RETAINAGE:	
				10% of Completed Work and Stored Material	\$9,182.38
				AMOUNT ELIGIBLE TO DATE	\$2,580,120.28
				LESS PREVIOUS APPLICATIONS	\$2,497,478.90
TOTALS		\$175,274.58	\$0.00	AMOUNT DUE THIS APPLICATION	\$82,641.38
NET CHANGE BY CHANGE ORDERS		\$175,274.58		BALANCE TO FINISH, PLUS RETAINAGE	\$596,350.53

**Contractor's Certification**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Your check may be converted to ACH

By: Chris Betros VP Date: 10/30/25  
Utility Contractors of America, Inc.

Approved For Payment:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
City of Wolfforth

*Michael J Adams*

Approved by Michael Adams  
OJD Engineering on 11/3/25



Progress Estimate

Job Name:		25-253 - Lubbock North Interconnect				Application Number:		9					
Application Period:		10/01/25 - 10/31/25				Application Date:		10/31/2025					
A		B				C		D		E		F	
Item						Work Completed							
						This Period		Previous Period		To Date			
Item	Description	Units	Quantity	Unit Price	Scheduled Value	Quantity	Amount	Quantity	Amount	Quantity	Amount	% (G/B)	Balance to Finish (B-G)
01	Booster Pump Station	LS	1	\$1,040,685.00	\$1,040,685.00	0.030	\$ 31,220.55	0.970	\$ 1,009,464.45	1.000	\$ 1,040,685.00	100.00%	
02	Ground Storage Tank - 500,000 Gal	LS	1	\$1,383,755.00	\$1,383,755.00		\$ -	1.000	\$ 1,383,755.00	1.000	\$ 1,383,755.00	100.00%	
03	Site Work - Fence, Drive, Grading, Gravel	LS	1	\$363,415.00	\$363,415.00		\$ -	0.20	\$ 72,683.00	0.20	\$ 72,683.00	20.00%	\$ 290,732.00
04	Fow Meter, Valve and Vault	LS	1	\$189,385.00	\$189,385.00	0.320	\$ 60,603.20	0.58	\$ 109,843.30	0.90	\$ 170,446.50	90.00%	\$ 18,938.50
co1-01	City of Lubbock Water Line Connection	LS	1	\$85,364.58	\$85,364.58		\$ -	1.00	\$ 85,364.58	1.00	\$ 85,364.58	100.00%	
co1-02	Ground Water Storage Tank Logo	EA	1	\$11,660.00	\$11,660.00		\$ -	1.00	\$ 11,660.00	1.00	\$ 11,660.00	100.00%	
co1-03	75 hp Pump/VFD	EA	1	\$63,910.00	\$63,910.00		\$ -	1.00	\$ 63,910.00	1.00	\$ 63,910.00	100.00%	
co1-04	Installation of Primary Electrical Line	LS	1	\$3,750.00	\$3,750.00		\$ -	1.00	\$ 3,750.00	1.00	\$ 3,750.00	100.00%	
co1-05	12" Water Line for Future Tanks	LS	1	\$10,590.00	\$10,590.00		\$ -	1.00	\$ 10,590.00	1.00	\$ 10,590.00	100.00%	
<b>Totals</b>					<b>\$3,152,514.58</b>		<b>\$ 91,823.75</b>		<b>\$ 2,751,020.33</b>		<b>\$ 2,842,844.08</b>	<b>90.18%</b>	<b>\$ 309,670.50</b>





# AGENDA ITEM COMMENTARY

---

<b>MEETING NAME:</b>	City Council Meeting
<b>MEETING DATE:</b>	October 20, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on presentation of City of Wolfforth Library Master Plan, Phase 1
<b>STAFF INITIATOR:</b>	Kimberly Brantley, Library Director

---

**BACKGROUND:**

The City of Wolfforth Library has been working with 720 Design on the development of our Library Master Plan since April 2025, following its approval under Resolution 2025-008. We have now completed the first phase of this project, resulting in a comprehensive Master Plan for the City of Wolfforth Library. Mia Ovcina with 720 Design will be presenting the study.

This process included an in-depth review of library usage, existing space, current services, and community demographics to identify both present and future needs. We gathered extensive input through an online survey, in-person visioning sessions, and multiple meetings with the Library Building Committee to ensure that the plan reflects the goals and expectations of the Wolfforth community.

The completed Master Plan reflects both the City’s significant growth and the value, and essential role the City of Wolfforth Library has in serving the community. This is an exciting time for the Library and the City as we look toward the future and prepare to meet the needs of our rapidly expanding community. Upon Council approval of the Master Plan, we will move into phase two of our work with 720 Design, which will focus on the remodel and expansion concept design.

**EXHIBITS:**

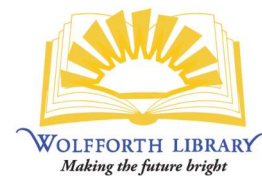
City of Wolfforth Library Master Plan

**COUNCIL ACTION/STAFF RECOMMENDATION:**

Approve the City of Wolfforth Library Master Plan

# CITY OF WOLFFORTH LIBRARY MASTER PLAN

October 2025



## Table of Contents

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## INTRODUCTION

# Message from the Library Director

Since joining the City of Wolfforth Library in 2013, I have had the privilege of watching both our library and our community grow in remarkable ways. When I began, Wolfforth's population was just over 3,000 residents. Today, our city is approaching 10,000 and continues to expand at an extraordinary pace. With this growth comes the need to plan for the future and to ensure that the library continues to be a cornerstone of learning, connection, and opportunity for generations to come.

In May 2025, we began phase one of our Library Master Plan, a process that has allowed us to evaluate our current facility and services while identifying how best to meet our community's evolving needs. In our next phase, we will be developing concept designs for an expansion and renovation that will serve Wolfforth residents for the next 20 years and beyond.

The City of Wolfforth Library has a proud history of growth and adaptation. What began in 1987 as a 1,100-square-foot remodeled dentist office with 2,000 books has grown into a 7,800-square-foot facility serving thousands of patrons each year. Our collection now exceeds 20,000 titles, and we are open 59 hours each week. The library continues to provide dedicated spaces for children, teens, and adults, with the children's area—our most beloved—offering an inviting and developmentally rich environment for our youngest patrons.

Serving this community is truly my passion. Over the years, I have had the honor and joy of watching so many people and families come through our doors, growing and changing right alongside the library itself. It has been a gift to witness how the library continues to touch lives, create connections, and inspire learning. I love this community deeply and am humbled to be a part of something so much bigger than myself. Being part of the Wolfforth Library's story has been one of the greatest privileges of my life, and I look forward to the journey ahead as we continue building a library worthy of the community we serve.

As we look toward the future, this Master Plan reflects both our city's tremendous growth and our unwavering commitment to access, lifelong learning, and our community. Together, we will ensure that the City of Wolfforth Library remains not just a building full of books, but a vibrant hub of community life where knowledge, imagination, and connection flourish.

Kimberly Brantley-Sallee, MLIS  
Library Director

INTRODUCTION

# Acknowledgments

We would like to express our gratitude to everyone who participated in the process of determining the space needs for the new City of Wolfforth Library. Your input, time, and thoughtful contributions were invaluable in shaping a vision that reflects the community's needs and aspirations. Thank you for your dedication to fostering a library space that will serve as a resource and gathering place for generations to come.



## INTRODUCTION

# Executive Summary

## A VISION FOR THE FUTURE OF CITY OF WOLFFORTH LIBRARY

Faced with increased programming needs and a fast-growing population, it has become clear that the City of Wolfforth Library is quickly outgrowing its current space and is due for an expansion. This Plan was developed to understand the community's needs and criteria for success for the Library, and begin to develop a building space program, cost analysis, and other technical data points to assist the Library in planning for a future addition. The findings outlined below were developed through an open, collaborative, and inclusive planning process that engaged community members and staff.

## INFORMATION GATHERING PROCESS

The Library and consulting team began the project by analyzing various metrics, from population growth statistics, to library use, state and national standards, and peer benchmarks. These findings begin to paint a picture of a well-loved, family-centric library that is faced with a rapidly growing user population, resulting in a need to grow.

## COMMUNITY INPUT

Following the initial data gathering phase, the planning team looked to the community to provide their own feedback on the future of the library.

At 4th on the 5th, the Library engaged community members through a hands on visioning exercise, using boards with inspirational imagery to gather community feedback on future services and spaces. These boards showcased aspirational amenities, programs, and trends. The discussion aimed to explore the question, "What does the community want?" and to begin creating a preliminary "wish list" of the top ten components that resonated with the community. The key findings from the visioning exercise are outlined to the right.

The top community priorities gathered from the visioning exercise included:

1. Fun Reading Environment
2. Sensory Spaces
3. STE(A)M Learning
4. Nature Walk
5. Music Garden
6. Gaming/Coding
7. Storytime
8. Arts and Crafts Room
9. Board Games
10. Family Place



## INTRODUCTION

An online survey was also developed to gauge the community’s current use of the library, identify key needs, and gather feedback on desired features for a future facility from the broader community. The survey received 380 responses, representing varying ages, library usage patterns, and backgrounds, and providing a broad perspective on community sentiment. Key themes aligned with the visioning session, and focused strongly on family spaces, sensory spaces, outdoor, and creative spaces. Comments support the need for more and better space at the Library, so the Library can continue to grow its’ programming.

## BUILDING PROGRAM

Community Input, Standards and Benchmarking were all synthesized into a building program that will meet the current and future needs of City of

<b>Lobby</b> , including: entry vestibule, tutoring/cafe seating, multipurpose prefunction area	2,100 sf	<b>Meeting Spaces</b> , including: Multipurpose Meeting Room Conference Room Study Rooms (6) Craft/Maker Space Media Lab Story Time Room	6,560 sf
<b>Adult Collections</b> , including: seating, quiet reading room, adult computers, genealogy research room	5,008 sf		
<b>Children’s Collections</b> , including: story and arts/crafts area, interactive/ STEAM learning, seating, computers	4,300 sf	<b>Support Spaces</b> , including: staff work areas, storage, build- ing systems, restrooms, etc.	9,904 sf
<b>Teen Room</b> , including: seating, group collaboration area, tech/gaming/coding space	1,900 sf		
		<b>Total</b>	<b>19,500 sf</b>

## COST ESTIMATE AND SCHEDULE

As the final phase of the initial Master Plan, a preliminary budget and schedule were developed. Based on historical data, the anticipated project costs are outlined below:

SUMMARY	Dollars	Sq. Ft.
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	21,745,680	731.93
c. FURNISHINGS & SIGNAGE	1,496,370	50.37
d. A/E FEE & EXPENSES	2,264,698	76.23
e. OWNER DIRECT COSTS	2,692,190	90.62
<b>f. TOTAL PROJECT COSTS</b>	<b>28,198,938</b>	<b>949.14</b>
<b>g. CONSTRUCTION/AE COSTS</b>	<b>23,058,553</b>	<b>776.12</b>
<b>h. CONSTRUCTION/AE COSTS (with optional)</b>	<b>23,198,878</b>	<b>780.84</b>

Detailed findings are contained in the remainder of this report.





# SECTION 1

## Methodology, Discovery, & Community Input

# Methodology

The design team, in collaboration with Library Staff, developed an open, collaborative, and inclusive planning process from project team workshops to community engagement and concept design.

An initial **Data Gathering** phase sought to gain an understanding of the following:

- What are the collection and technology development goals?
- What are population trends in the community?
- What are the unique service offerings of this library?

**Community Engagement** was structured to represent a broad range of perspectives and voices of the community, with efforts designed to engage with current users and—more crucially—new potential users. Outreach took a three tiered approach: In-Person Visioning Sessions, Online Survey, and a Teen Focus Group; each initiative gathered unique input about the goals and criteria for success for the library, determined priorities, and helped build consensus.

The next phase, **Programming** detailed the spaces needed to meet the Community's expectations. The program responds and defines collections size, as well as programming spaces, and seating, technology, and staff workspaces.

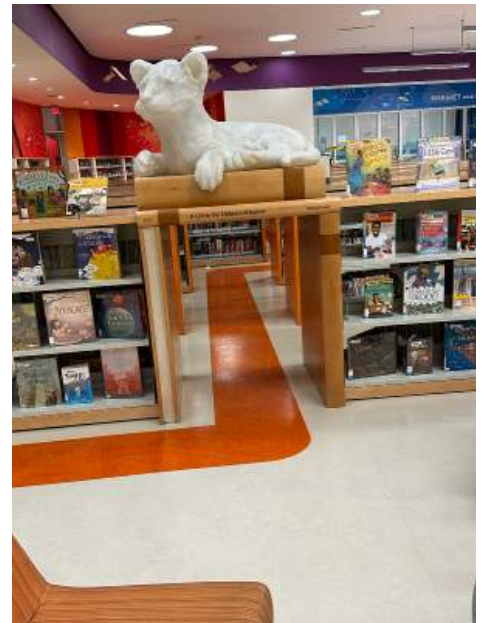
Once a general idea of the program was known, the design team developed a **Probable Cost Analysis** to determine and document the effects and ramifications of the design and cost phases, and a project schedule, synthesizing everything into a **Final Report**.

Through this process, the team built a strong foundation of needs and desires that achieve consensus and reflect the unique needs of the City of Wolfforth Library.



The Master Planning Process followed these specific steps:

1. Data Gathering
2. Meeting #1: Kick Off Workshop with Library to discuss service needs, community meeting presentation, discuss questions for leadership interviews, and online survey
3. Community Input:
  - Community Visioning Activity
  - Community Input: Online Survey: Develop draft survey questions, Test Survey, then publish survey for 3 weeks minimum with option to extend two weeks more, Survey Report
  - Community Input: Leadership Interviews
4. Meeting #2: Space Program - Standards
5. Meeting #3: Community Wish List Program development
6. Technology Workshop
7. Final Report
8. Final Presentation

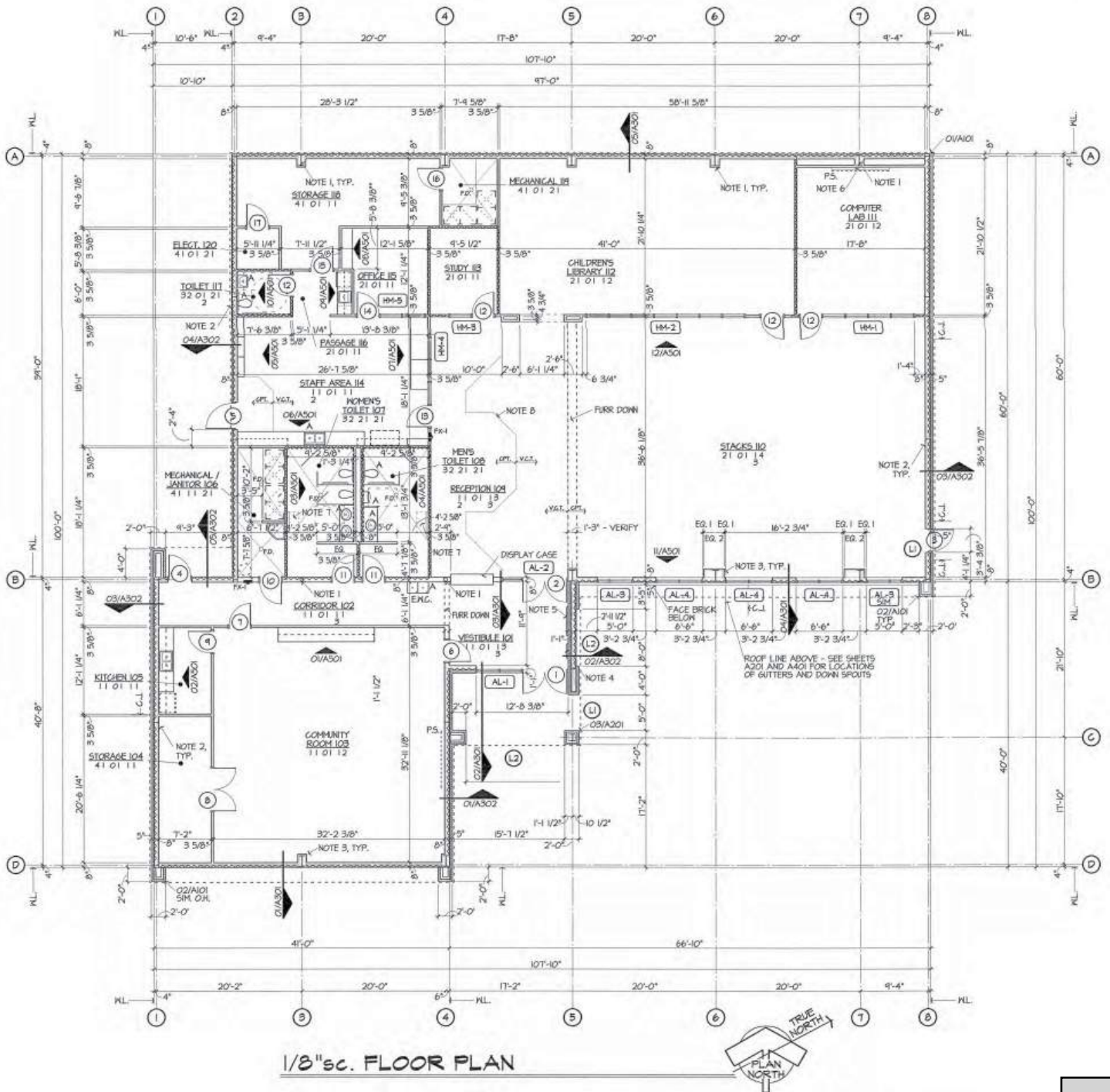


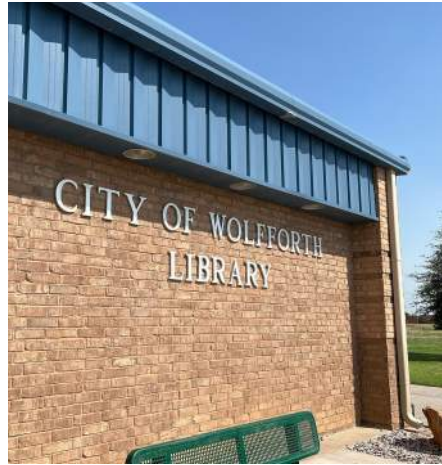
SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

# Existing Library

The City of Wolfforth Library is currently housed in a single story 7,800 square foot building, built in 2006. The interior of the existing facility has recently been updated, with new flooring and paint.

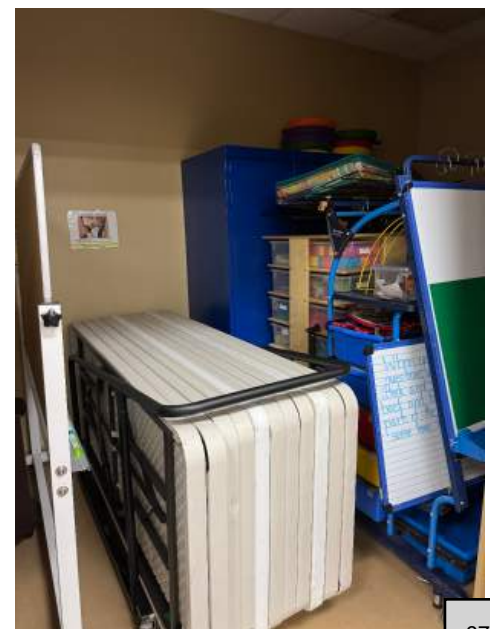
The infrastructure of the building appears to be in good shape, and should be straightforward to adapt for an addition.





“ Our family loves this library! We appreciate all the programs they have introduced for all ages. The staff is so welcoming and helpful.”

- STATEMENT FROM ONLINE SURVEY



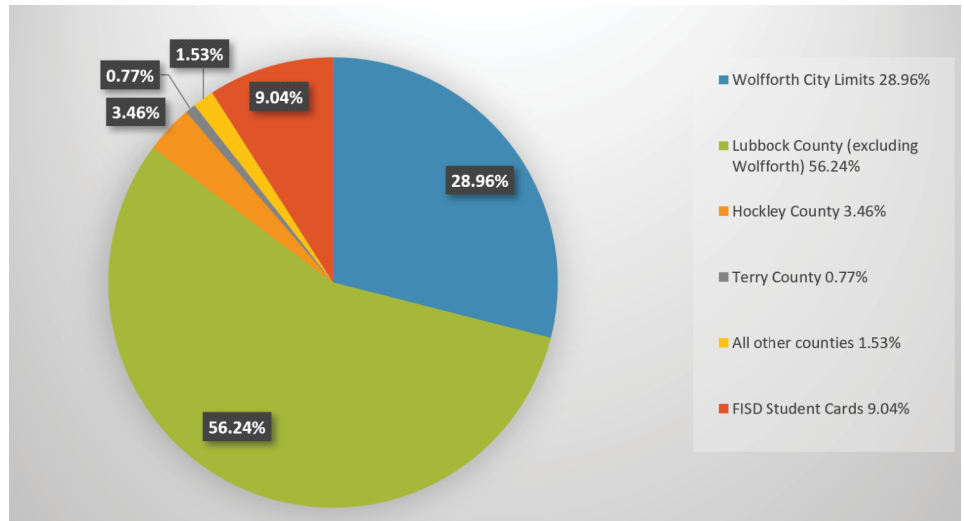
# Use Metrics and Trends

Library usage data provided by Staff paints a picture of a library which is expanding its' services in leaps and bounds year to year.

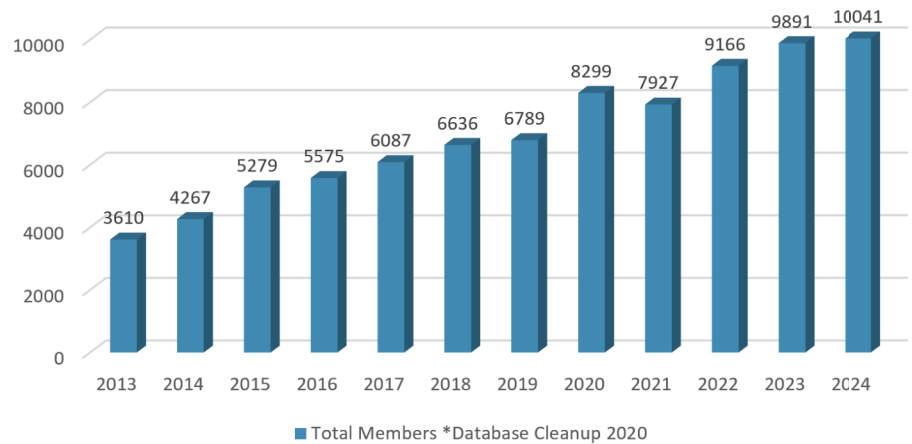
From program attendance, to visits and annual circulation, the Library is continually growing its' use metrics.

This data speaks to the Library's ability to utilize every inch of space, schedule programs, and exceed the community's expectations. It also highlights that the community values and uses this library!

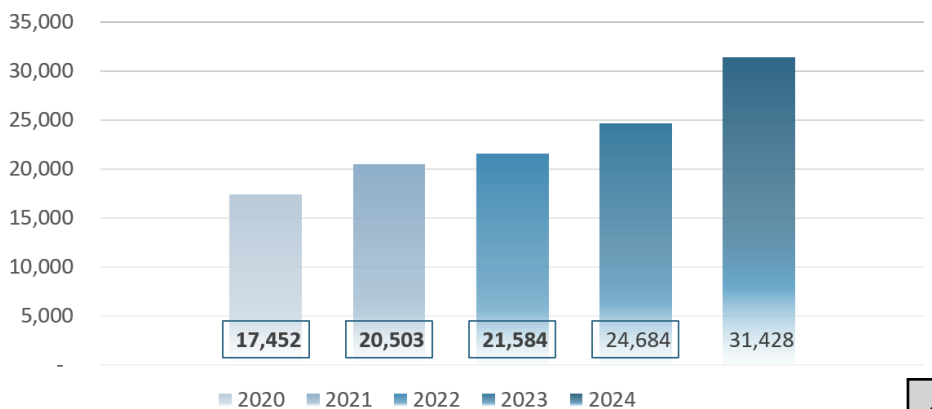
Members by County



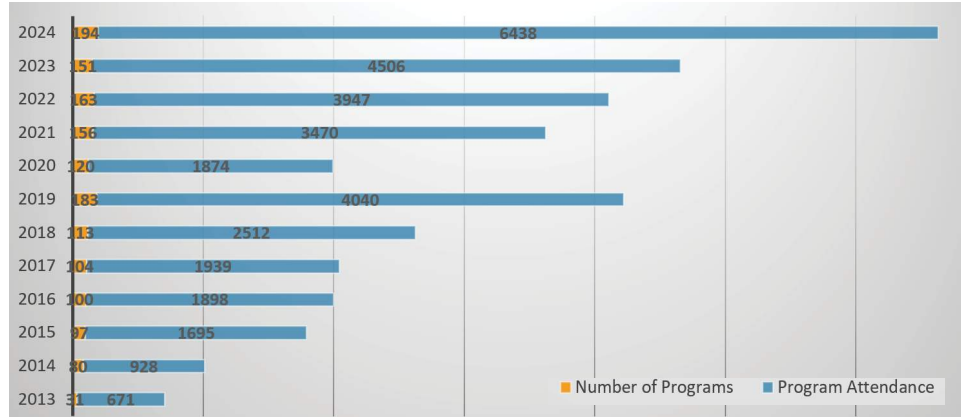
Active Registered Members



Annual Library Visits



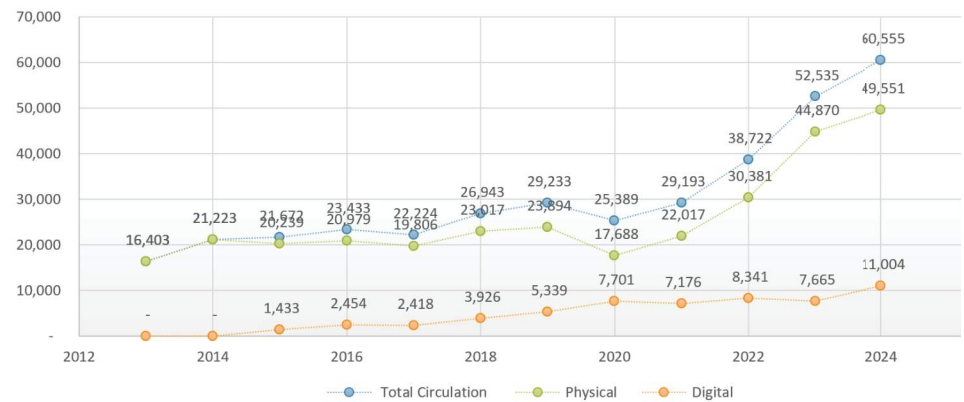
### Programs and Participation



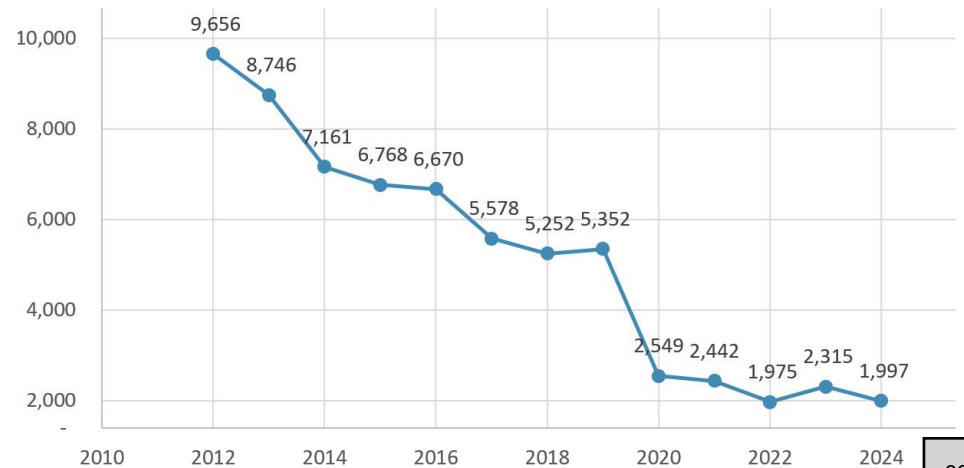
### Visits



### Annual Circulation



### Computer Usage



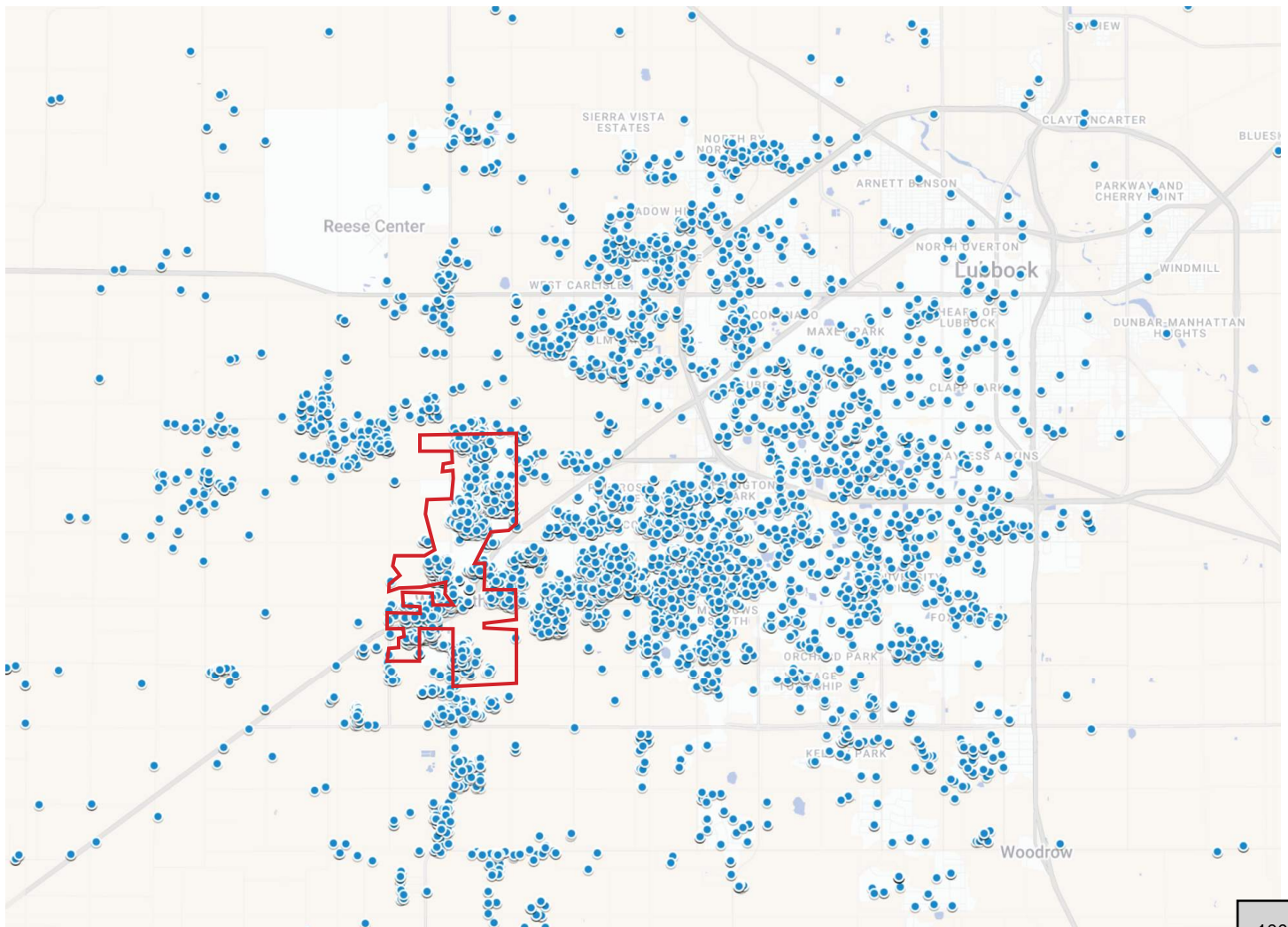
# Population Analysis

In discussing the Library's service population with staff, it was determined that there were multiple geographical and legal boundaries that influence the service population:

- Beyond the City limits, the Library serves all adjacent counties, with most cardholder representation seen in Lubbock County
- The City has aligned itself with Frenship ISD and its' growth projections.

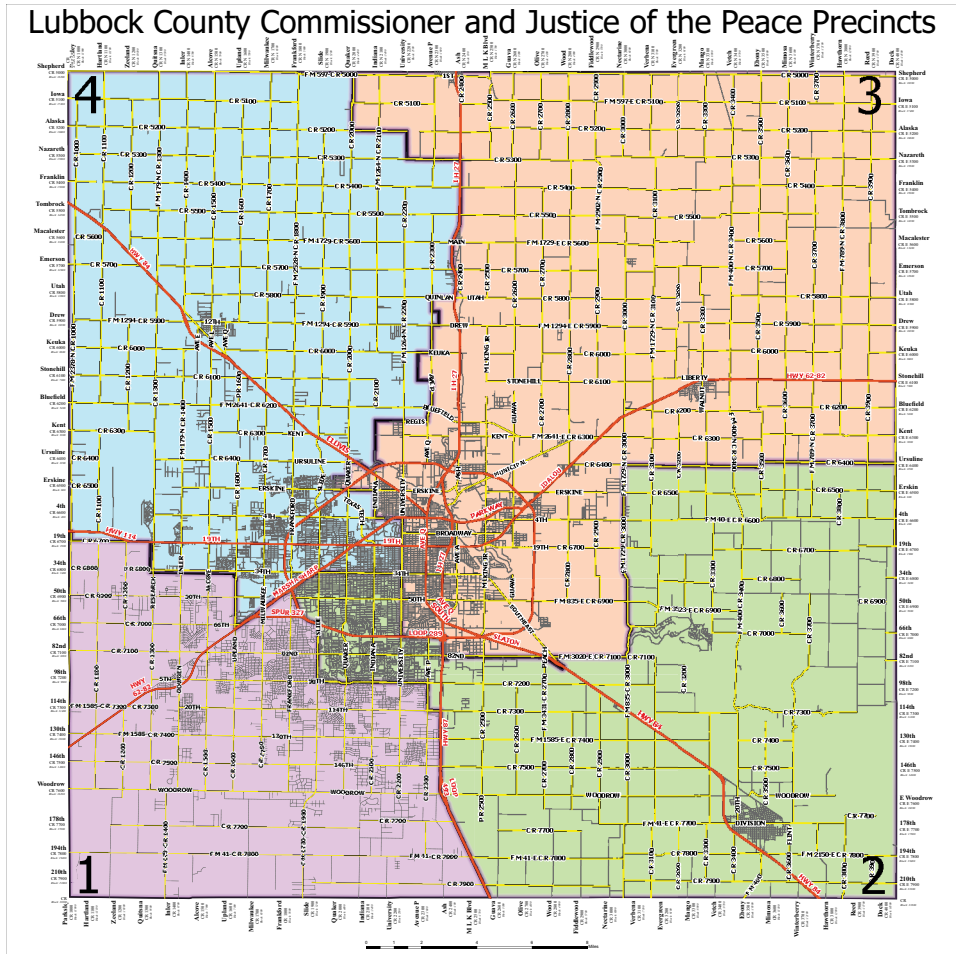
The maps on this spread illustrate these various boundaries. A strategy for defining the service population is discussed in the next section.

## Library Cardholders in relation to City Boundary

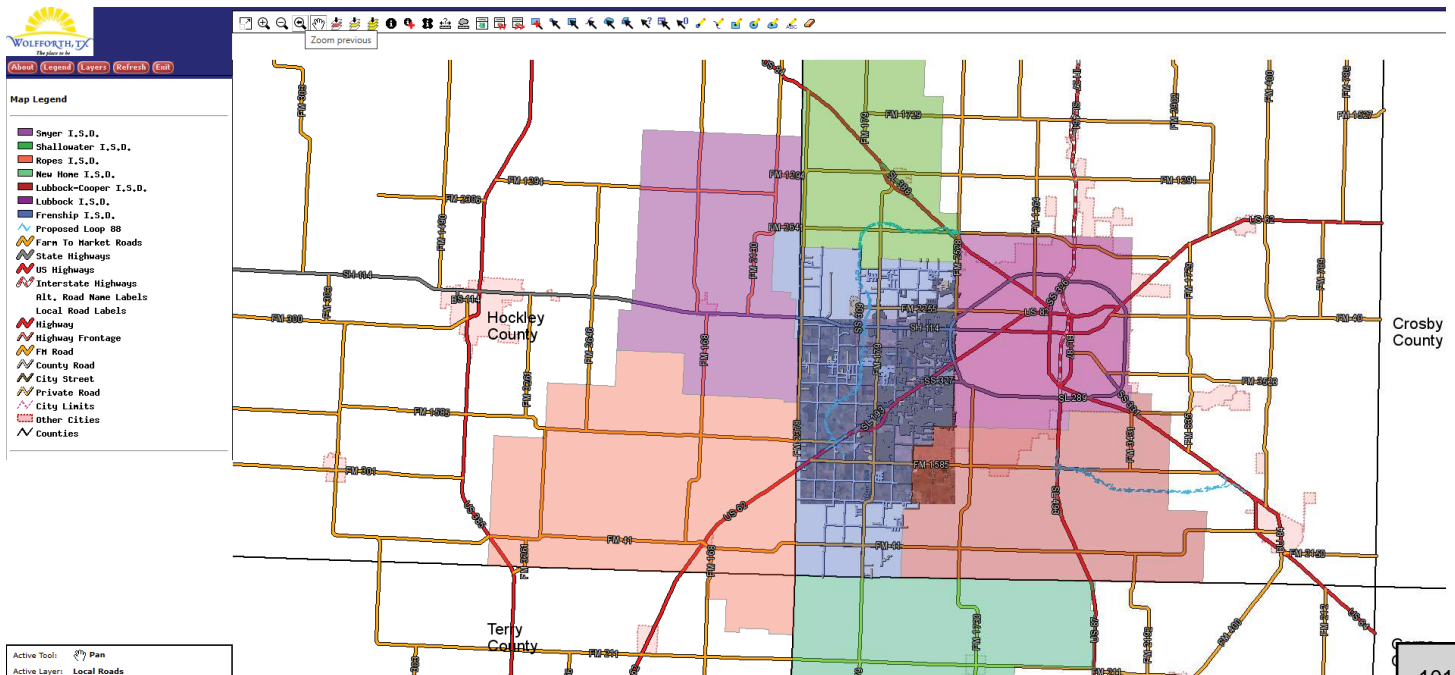


SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

Lubbock County Boundary



Frenship ISD Boundary



SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

# Planning for Population Growth

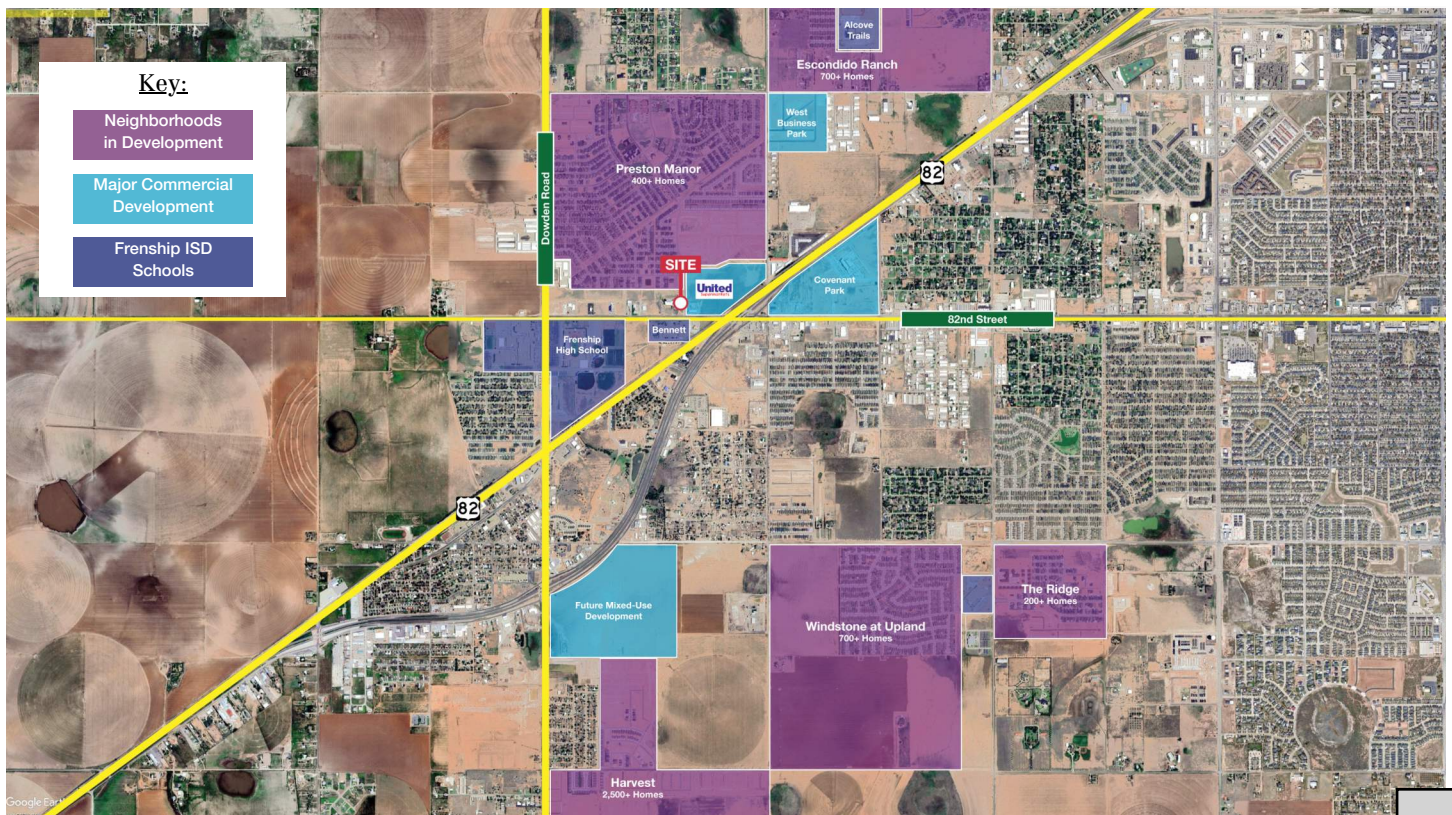
Wolfforth, and other areas to the southwest of Lubbock, are experiencing significant population growth. Key metrics that quantify this growth include:

- A 5.74% increase in population between 2020 and 2021 alone.
- A 8-11% population increase over the next few years
- An approximate tripling of the population by 2040

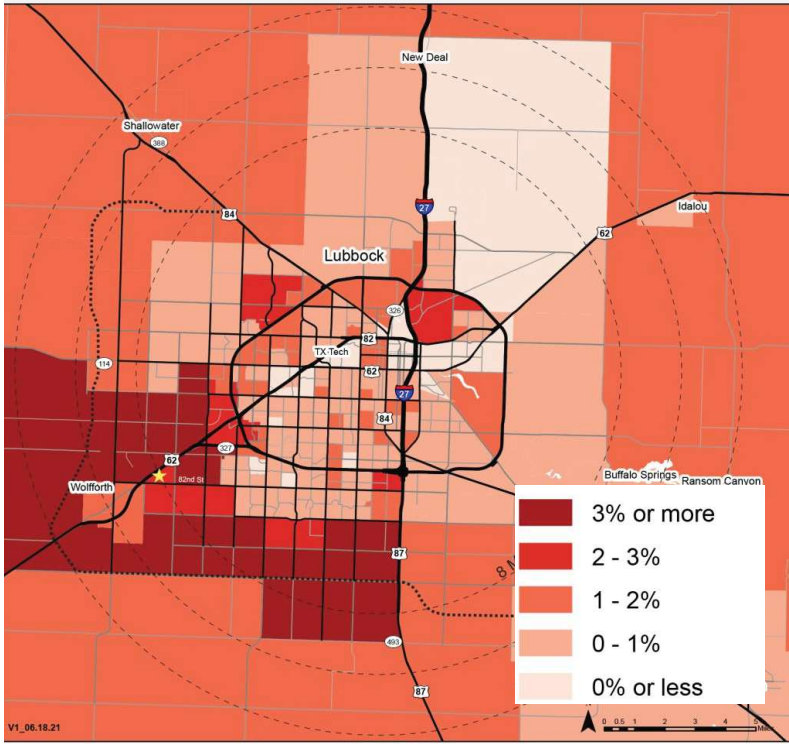
Historically, growth has been primarily through residential developments, but several new commercial developments (spearheaded by Covenant Medical Group, and United Supermarkets) are expected to stimulate a new wave of commercial development as well.

The City of Wolfforth Library can expect a significant growth in patrons due to this population growth, as Wolfforth and surrounding areas develop into a more bustling suburban community.

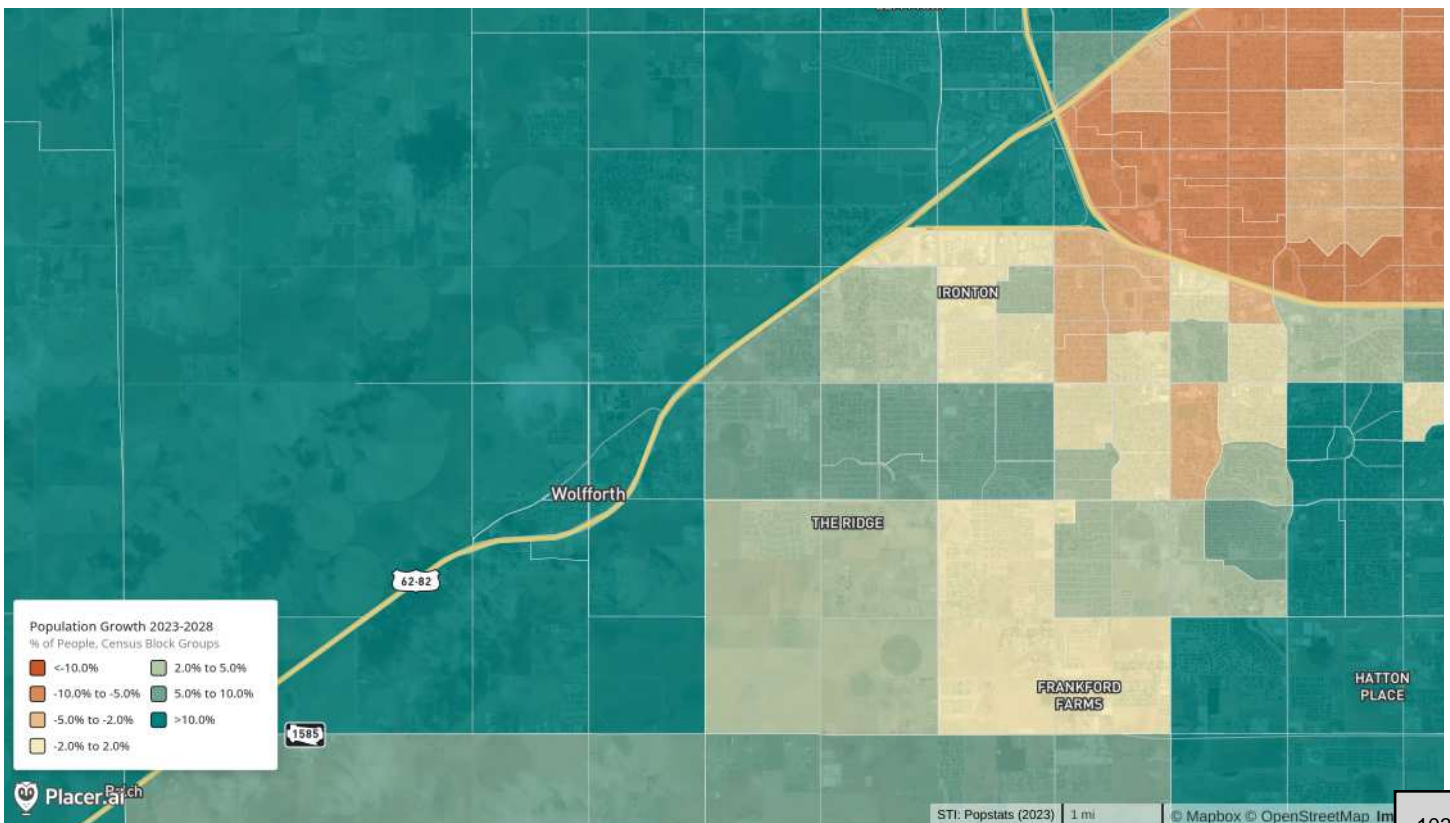
## Planned Developments



Past Population Growth



Future Population Growth



# Peer Benchmarks

## ABOUT BENCHMARKING

Benchmarking is a comparison of performance among similar libraries that can be used to assess strengths and identify areas needing improvement. Library benchmarks utilized here are quantitative statistics related to library size, operating revenue, circulation, program attendance, staffing and visits as part of this Master Plan.

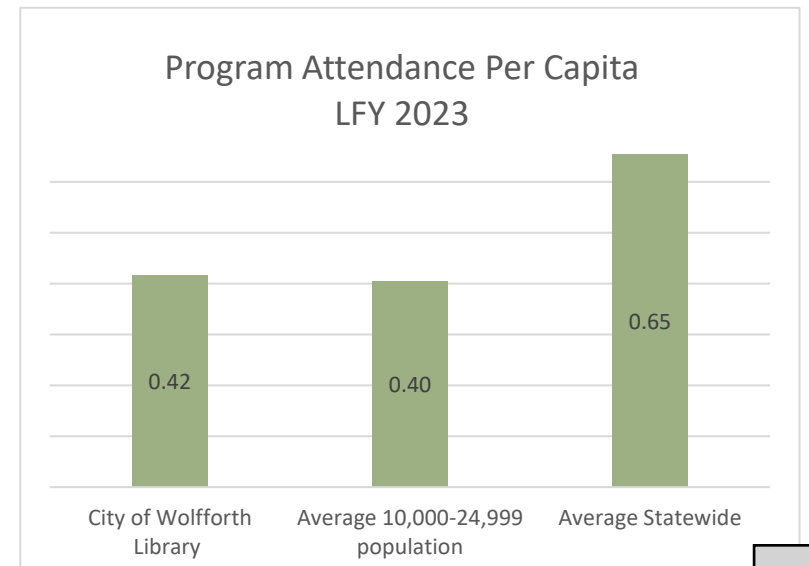
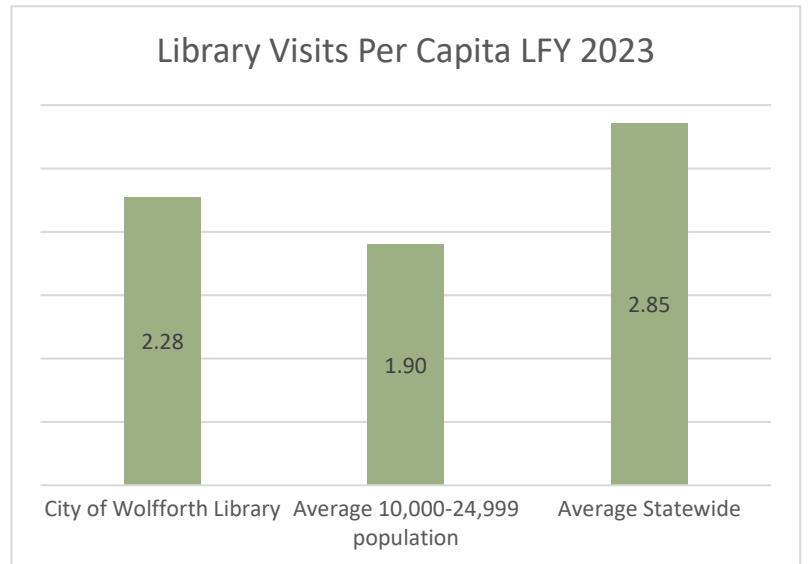
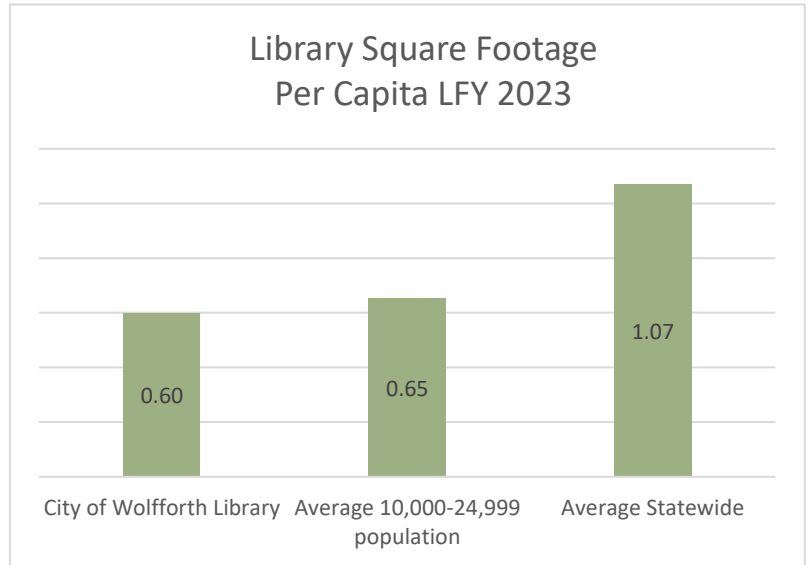
Benchmarking is not to be considered in a vacuum. It does not represent a complete assessment of library performance. Data should be approached with an open mind and an interest in understanding the reasons why. Benchmarking results must be viewed within the context of a library’s unique situation, including its community demographics and expectations, facilities now and planned, financial situation, and management philosophy. It should be used in conjunction with all other data as detailed in this full report in order to develop a complete picture of performance.

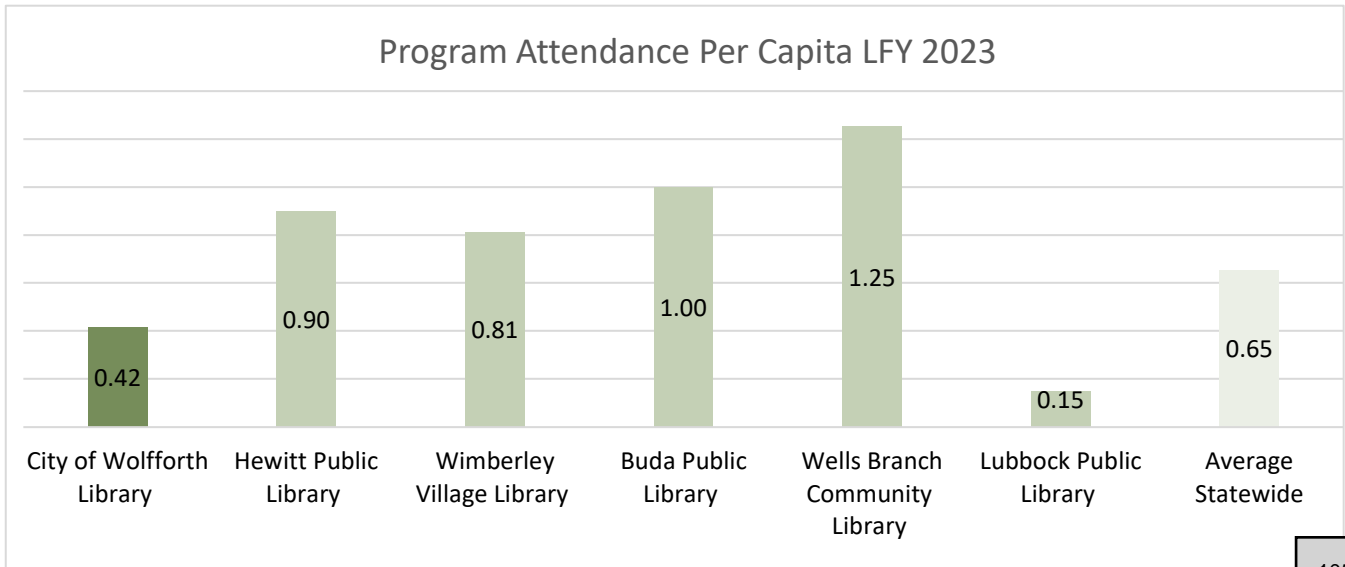
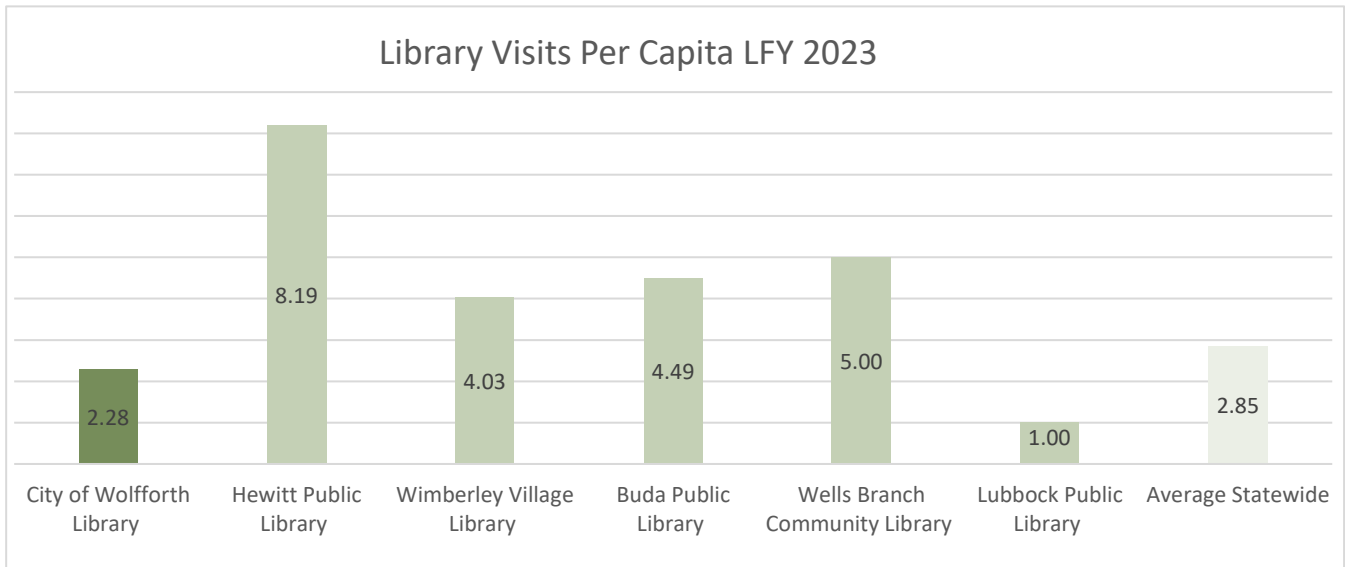
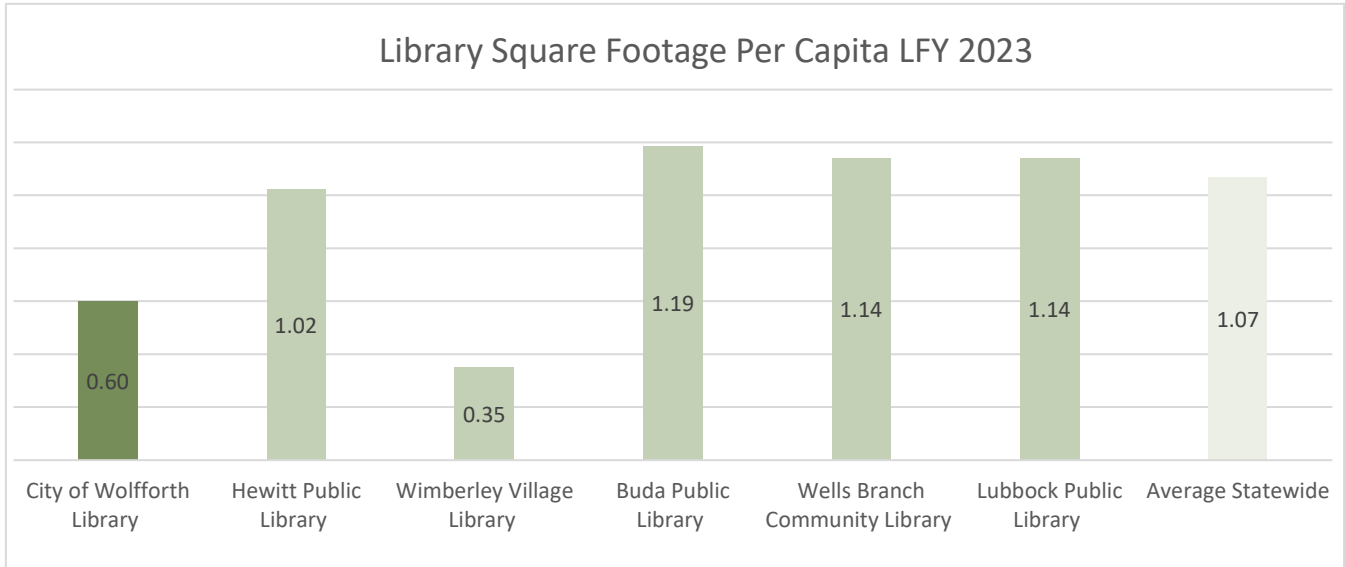
This study considers figures most important to the planning effort, vision, concerns, and facility master plan.

## IDENTIFIED PEER LIBRARIES

The most meaningful benchmarking data is obtained by selecting peer libraries similar in size, population, and finances. The design team used the “Library Statistics and Accreditation Data Base” program on the website of the Texas State Library and Archives Commission to identify peer libraries.

Data is presented in two formats: compared to the statewide and composite average library of a similar size, and compared to several similar libraries.





# Peer Benchmarks

## FACILITY SIZE (prev. page)

Comparing the size of libraries is an important check on the square footage of library space per resident. The space available to provide services affects every service metric to follow including the space available for a physical collection, library programming, space for the community to sit, and library provided technology.

In Wolfforth’s case, the building size is currently limiting the ability to run programming and to house a robust collection. Facing a rapidly growing population, these limitations will become increasingly challenging to navigate.

## LIBRARY VISITS PER CAPITA (prev. page)

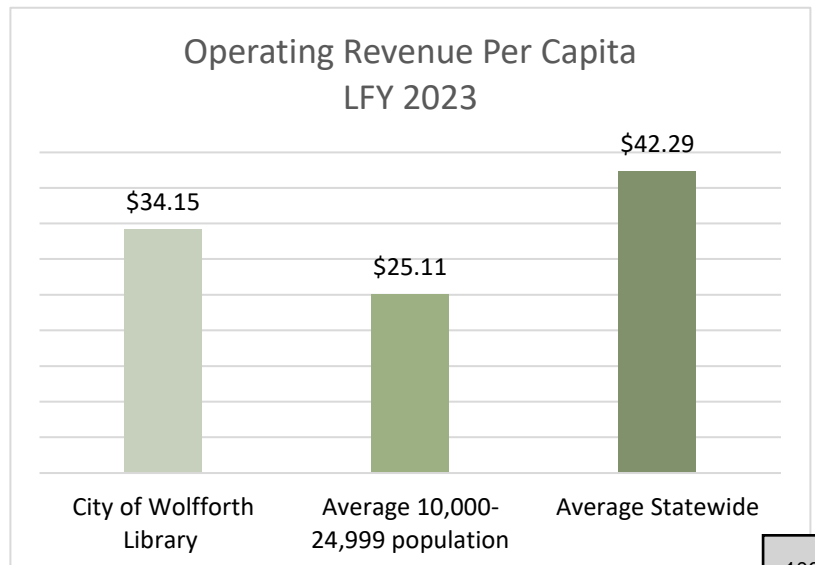
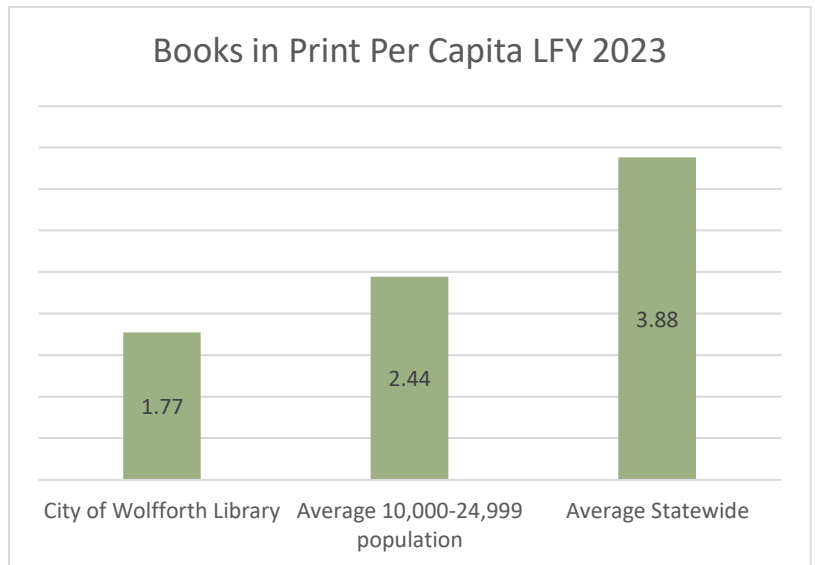
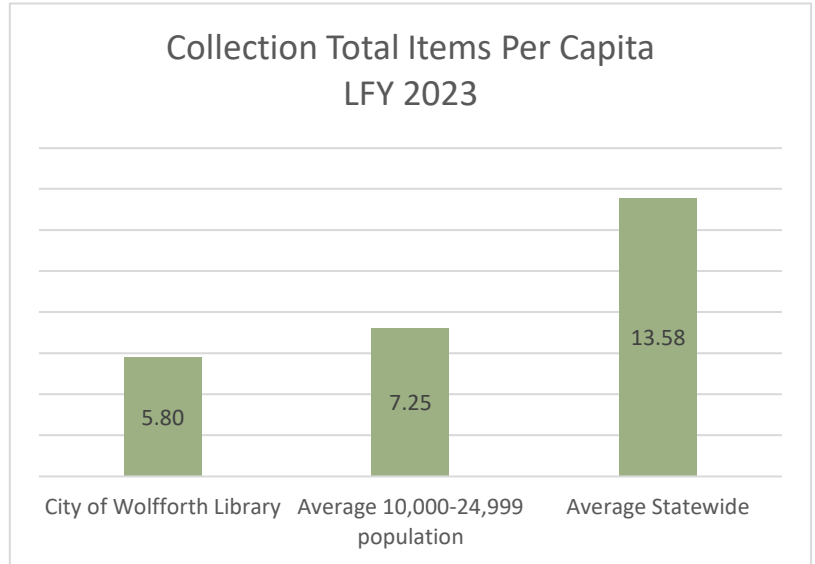
One of the most important comparisons is per capita use—that is, how frequently are services used by the population. Per capita use allows cities to compare their services without considering the population of the communities because it is based on services per person and not the size or budget of the library.

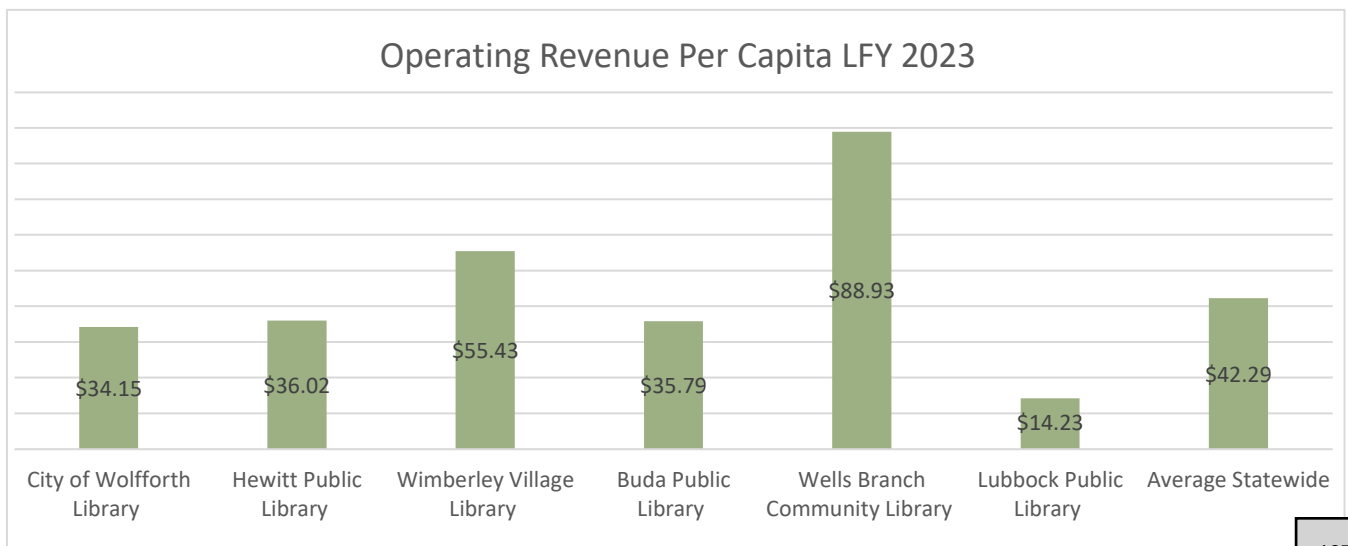
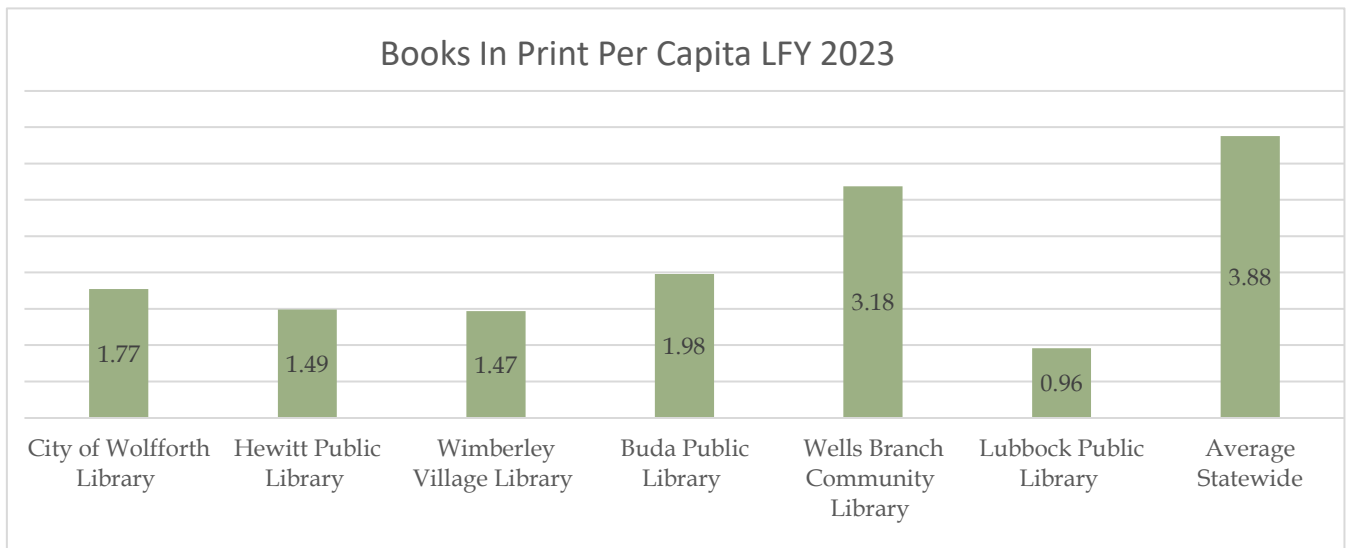
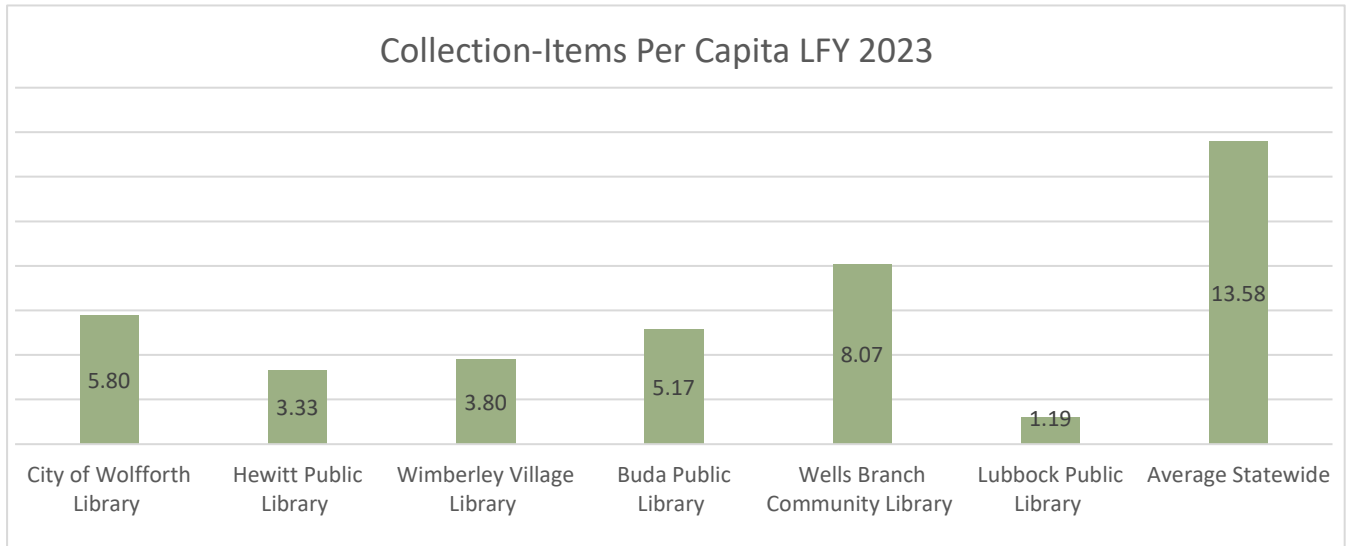
The City of Wolfforth Library has a steady visit rate.

## PROGRAM ATTENDANCE PER CAPITA (prev. page)

This chart illustrates the number of library users that attended programs in 2023. This per capita number is comparable to other cities with similar populations but larger facilities.

The City of Wolfforth Library has strong attendance, but due to limitations in space, there is not as much available programming for adults and teens.





# Peer Benchmarks

## CIRCULATION PER CAPITA

Circulation per capita indicates the number of books checked out per person in the city and indicates the size and usefulness of the collection.

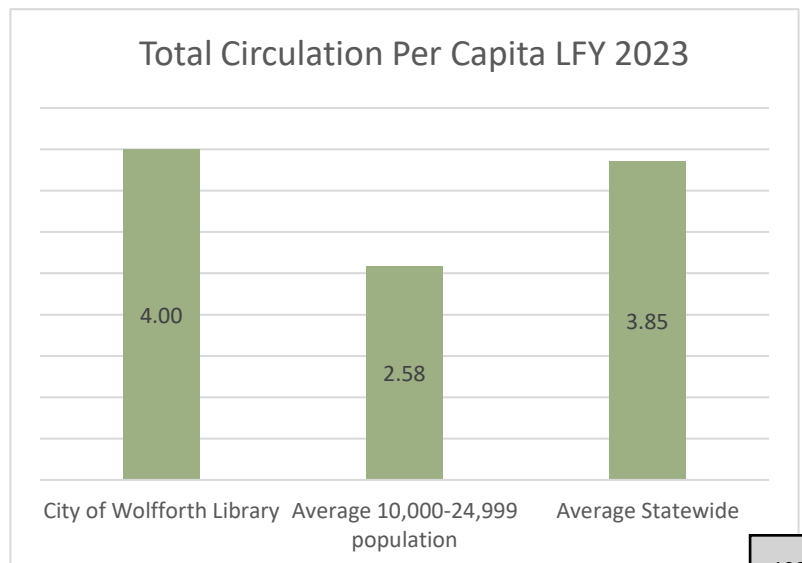
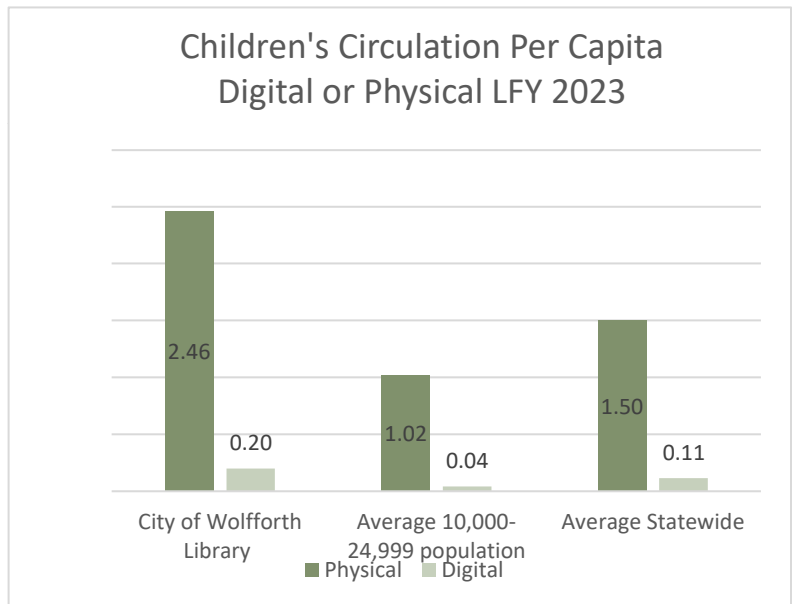
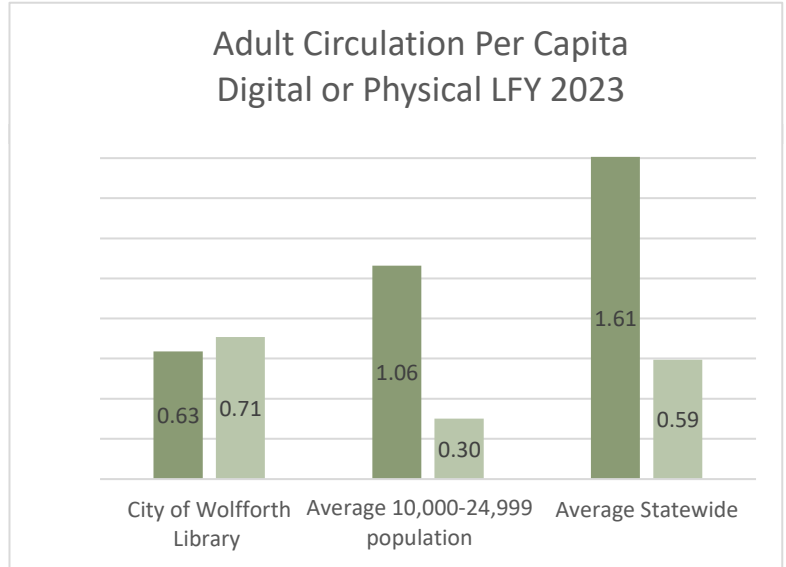
These charts illustrate the number of books, ebooks, and other materials checked out by library users per capita. The City of Wolfforth Library’s circulation is primarily limited by the space constraints of the current building: despite heavy use, there are only so many books that can be checked out.

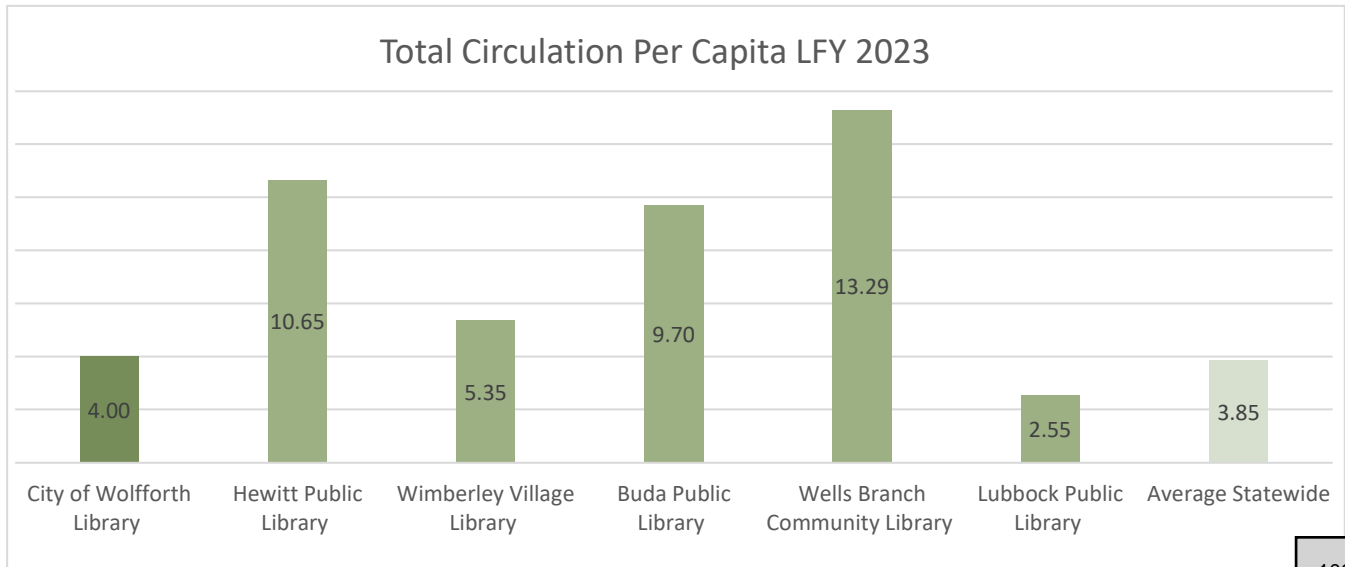
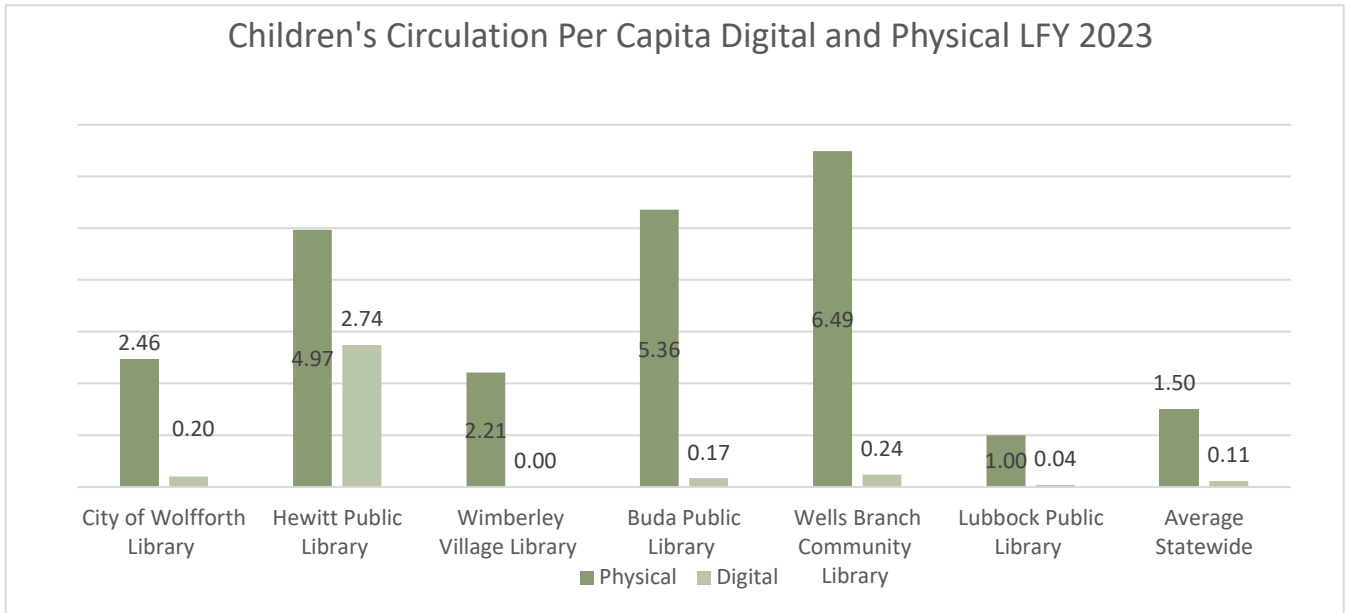
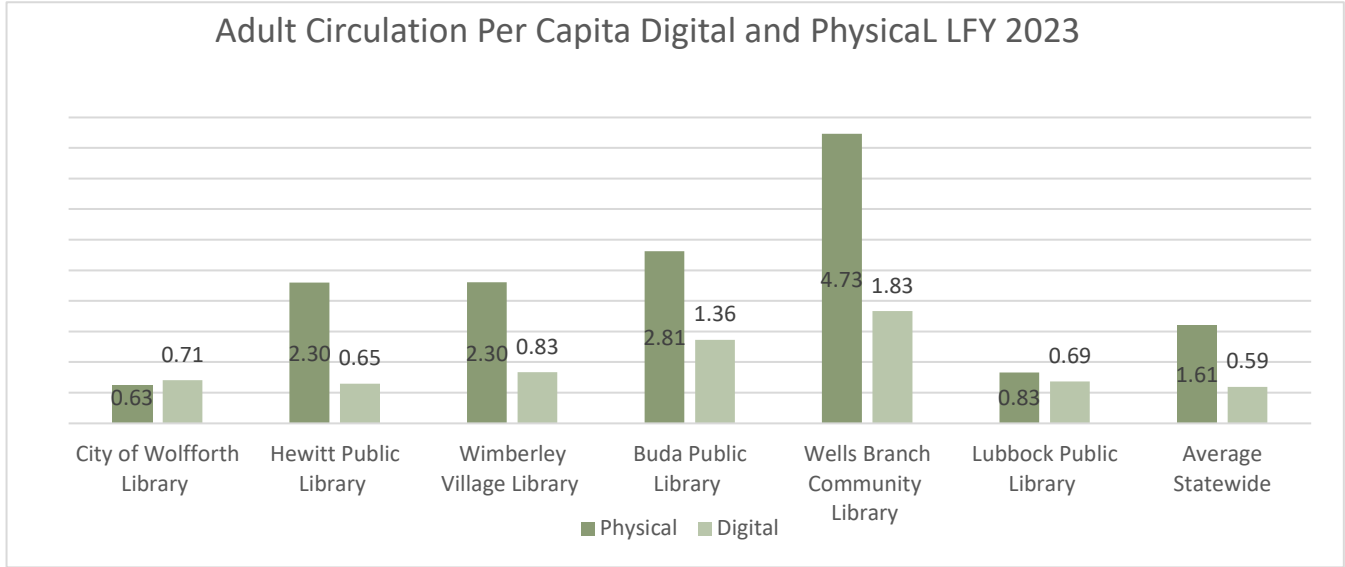
## CONCLUSIONS REGARDING THE LIBRARY BENCHMARKS

This library is well used and valued by the community. Attendance and door count are in line with similarly sized communities and support the community engagement data that family focused programs, meetings spaces, and connections to people are the most valued services the library provides.

In order to continue to meet this need, the library should review its staffing needs to support the continued programming demand. Peer comparisons are useful in providing a quantitative method to compare against a mean of “what is.” But, being descriptive of the current situation, they cannot provide predictive or prescriptive information to set future direction or strategic goals of what “should be.”

The overall message from the benchmarking comparisons is that the City of Wolfforth Library is on track and well positioned to move into the next phase of demand in a rapidly growing community.





SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

# Library Trend Research

Prior to initiating the Master Plan, library staff toured numerous newly developed and renovated libraries across the country to evaluate best practices and innovative services. These tours provided invaluable insights into aspirational services, systems, furniture, and layouts that could be adapted for the City of Wolfforth Library.

Representative imagery is included below.

*Reference Appendices for additional imagery.*



**“Bright, dynamic, inviting, clean coffee shop vibes, outdoor spaces, rentable study rooms and conference spaces for card holders. We need a clean fresh community space to meet, learn, connect, read, learn.”**

- STATEMENT FROM ONLINE SURVEY



# Community Input

The City of Wolfforth Library Master Plan process included various methods for community involvement, including in-person community visioning, an online survey, and teen focus group guided by Library staff.

“

*I absolutely love everything about our current library. The staff are wonderful and the place is fabulous. The library is one of the best things about Wolfforth.”*

- STATEMENT FROM ONLINE SURVEY



SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

# Community Visioning

The library and consulting team sought to include as many citizens in the process as possible. In order to accomplish this goal, the team created vision boards and “Wolfforth Dollars” to allow the community to help set priorities for what they would like to do/accomplish in a public library in Wolfforth. Each attendee was given five (5) \$100 bills to put in the envelope under the library space/service that they felt was most important to include in a re-imagined library. The kick off event was held at the *4th on the 5th* celebration on July 5, 2025, and Library staff later set up the exercise at the Library to capture additional Patron feedback.

Participants were generous in providing their time for this exercise. Overall, **542** citizens participated in the process in person that resulted in the following top ten images.



SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

# Community Visioning Results

The top community priorities gathered from the voting exercise included:

1. Fun Reading Environment
2. Sensory Spaces
3. STE(A)M Learning
4. Nature Walk
5. Music Garden
6. Gaming/Coding
7. Storytime
8. Arts and Crafts Room
9. Board Games
10. Family Place

“*Special needs parents love having places they feel welcome, accessible to their kids, and can meet and network with each other! It could be a good program/event idea and bring more people in from Lubbock and Wolfforth.*”

- STATEMENT FROM ONLINE SURVEY



NO. 1 | FUN READING ENVIRONMENT



NO. 2 | SENSORY SPACES



NO. 3 | STE(A)M LEARNING



Additionally, categories in order of popularity with the community were:

1. Children’s Spaces
2. Outdoor Spaces
3. Trends
4. Teen Spaces
5. Creative Spaces
6. Community Spaces
7. Adult Spaces

Overall, the community prioritized functional spaces for its’ younger members, with a strong focus on learning focused spaces. Furthermore, being able to take better advantage of the outdoors for Library programming, events, and activities also resonated with the community.



NO. 4 | NATURE WALK



NO. 5 | MUSIC GARDEN



NO. 6 | GAMING / CODING

# Community Visioning Results



NO. 7 | STORYTIME



NO. 8 | ARTS & CRAFTS ROOM

“ I believe the future careers that will be in demand could be encouraged at the library – STEM fields especially. Outdoor education and adventure are also a game changer for children.”

- STATEMENT FROM ONLINE SURVEY



NO. 9 | BOARD GAMES



NO. 10 | FAMILY PLACE

# Community Visioning Results

720 design

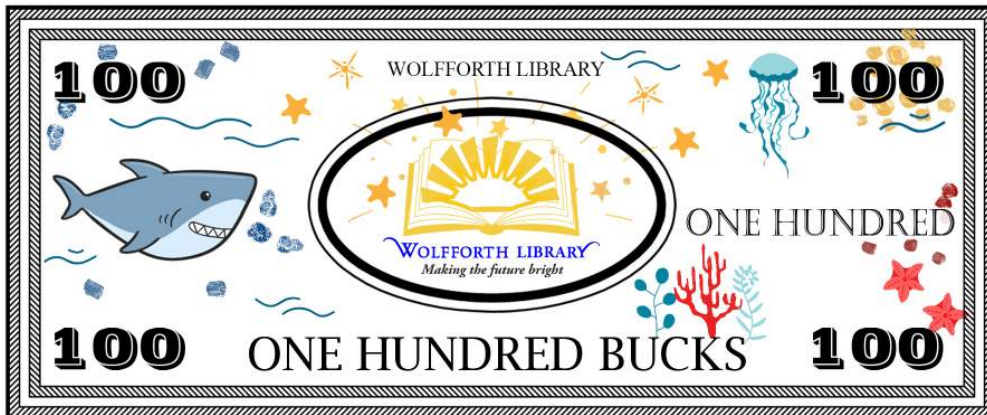
## Overall Voting Tabulation

Title	4th on the 5th July 5, 2025			July 7 - 14, 2025 In-Library			OVERALL		
	Total Dollars	Category Rank	Image Rank	Total Dollars	Category Rank	Image Rank	Total Dollars	Category Rank	Image Rank
<b>Community Spaces</b>	207	#6		108	#6		315	#6	
Multi-purpose Room	32			10			42		
Storytime	83		#8	59		#7	142		#7
Conference Room	8			1			9		
Study Room	39			16			55		
After Hours Lobby	45			22			67		
<b>Children's Spaces</b>	390	#1		322	#1		712	#1	
STE(A)M Learning	126		#3	101		#3	227		#3
Fun Reading Environment	151		#2	144		#1	295		#1
Family Place	70			60		#6	130		#10
Tutoring/Homework Spaces	43			17			60		
<b>Teen Spaces</b>	272	#4		126	#5		398	#4	
Creative Commons	52			21			73		
Collaboration Zone	17			11			28		
Gaming/Coding/VR	109		#4	51		#9	160		#6
Board Games	94		#6	43			137		#9
<b>Adult Spaces</b>	167	#7		98	#7		265	#7	
Quiet Reading Room	73			56		#8	129		
Tech Learning Lab	25			6			31		
Local History	21			6			27		
Business Center	17			10			27		
Comfortable Seating	31			20			51		
<b>Trends</b>	335	#2		163	#3		498	#3	
Demonstration Kitchen	39			19			58		
Sensory Spaces	164		#1	102		#2	266		#2
Friends Sale	14			19			33		
Self Service Technology	18			8			26		
Technology Vending	19			15			34		
Public Art	81		#9	37			118		
<b>Outdoor Spaces</b>	293	#3		231	#2		524	#2	
Indoor/Outdoor Spaces	52			24			76		
Nature/Story Walk	107		#5	80		#5	187		#4
Gazebo/Pergola/Band Shell	17			25			42		
Music Garden	80		#10	84		#4	164		#5
Bookmobile	37			18			55		
<b>Creative Spaces</b>	228	#5		140	#4		368	#5	
High Tech Maker Space	47			33			80		
Arts and Crafts Space	93		#7	48		#10	141		#8
Video/Audio Recording Spaces	55			31			86		
Library of Things	33			28			61		
<b>TOTAL VOTES</b>	1,892	378		1,048	210		2,712	542	

Sticky Note Suggestions



Wolforth Dollars



# Online Survey

In addition to the in-person visioning exercise, an online survey, administered by The Ivy Group, aimed to gauge the community's current use of the library, identify key needs, and gather feedback on desired features for a future facility from the broader community. Conducted in the summer of 2025, the survey was promoted through social and traditional media, at the library and at community events. It received responses from 380 residents of varying ages, library usage patterns, and backgrounds, providing a broad perspective on community sentiment. The key findings from the survey reflect similar themes to the visioning exercise, and are outlined below:

*Reference Appendices for full survey results.*

## Research Highlights

### 380 Total Survey Respondents

365 live, work, or attend school in Wolfforth, Lubbock County, or Hockley County

### 26.8% Nonuser Respondents

Respondents who patronized the Library two or fewer times in the past 12 months

### 73.2% User Respondents

Respondents who patronized the Library three or more times in the past 12 months

#### Visit Frequency

54.2% patronized the Library 7+ times in the past year

26.6% are "power patrons," having used the Library 20+ times in the past year.

**User Satisfaction** | 64.4% of users are "very satisfied" with the Library overall.

**Visit Reasons** | The top reasons that users cite for patronizing the Library are:

for entertainment or hobbies (76.0%)

to check out physical materials (65.5%)

to download digital materials or attend a program (45.3% each)

**Ease of Use** | The top things that would make it easier for community members to use the Library are:

more <b>free time</b> <b>(36.2%)</b>	larger <b>children’s area</b> <b>(35.6%)</b>	more places <b>to sit and read</b> <b>(23.6%)</b>
-----------------------------------------	-------------------------------------------------	---------------------------------------------------

**Use of Area Libraries** | 34.0% of respondents do not use other libraries in the area. The most popular other libraries and reasons for use are:

Lubbock Public Library <b>(63.8%)</b>	Hockley County Memorial Library <b>(0.8%)</b>	Kendrick Memorial Library <b>(0.3%)</b>
------------------------------------------	--------------------------------------------------	-----------------------------------------

for items <b>not available</b> at the Library <b>(61.0%)</b>	for <b>programs</b> , etc. <b>(35.3%)</b>	convenience <b>(21.2%)</b>
--------------------------------------------------------------	-------------------------------------------	----------------------------

**Library Spaces and Services** | Respondents are “very interested” in the following library spaces and services:

space for children to <b>explore and play</b> <b>(61.7%)</b>	space for <b>physical materials</b> <b>(45.2%)</b>	space for <b>making</b> <b>(43.4%)</b>
--------------------------------------------------------------	----------------------------------------------------	----------------------------------------

**Meeting Spaces** | Respondents would most like the following amenities in meeting spaces:

<b>classroom</b> environment <b>(49.6%)</b>	space for <b>8-15 people</b> <b>(40.3%)</b>	space for up to <b>25 people</b> <b>(39.5%)</b>
---------------------------------------------	---------------------------------------------	-------------------------------------------------

**Outdoor Space** | Respondents would most like the following amenities in an outdoor space:

<b>shaded</b> space <b>(87.4%)</b>	space for <b>children to play</b> <b>(73.4%)</b>	space for <b>interactive experiences</b> <b>(67.1%)</b>
------------------------------------	--------------------------------------------------	---------------------------------------------------------

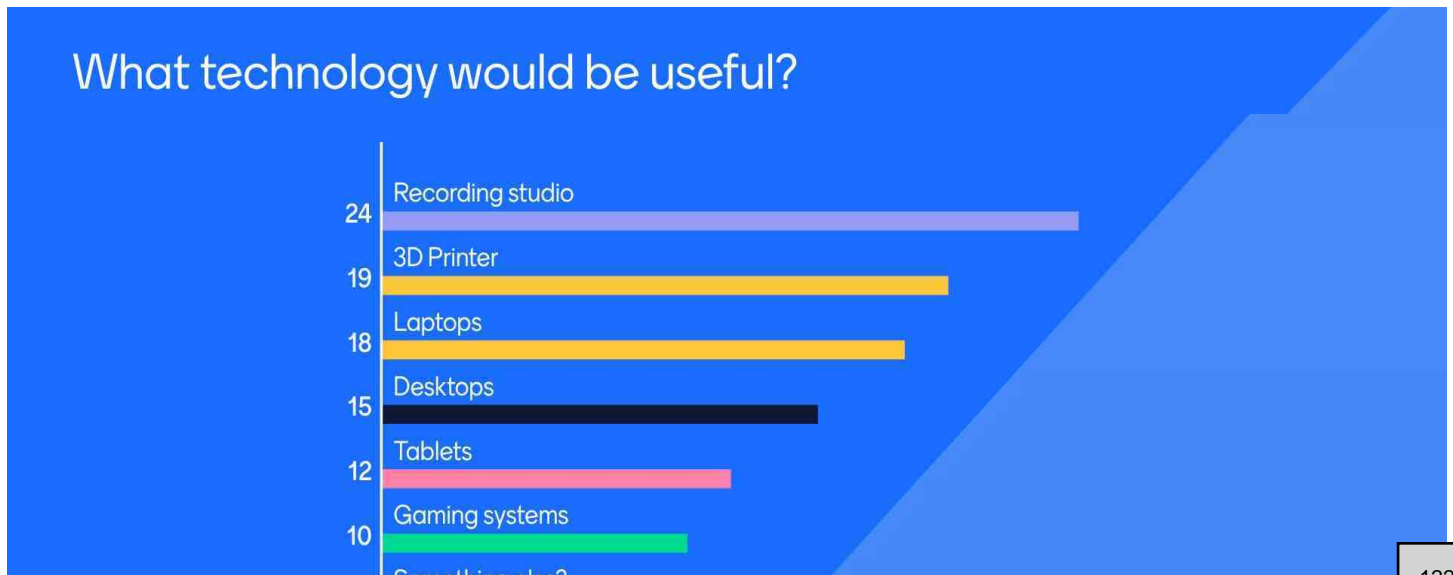
**Library Atmosphere** | Respondents would most like Library to feel:

<b>welcoming</b> <b>(83.8%)</b>	<b>cozy</b> <b>(74.0%)</b>	<b>calm</b> <b>(64.1%)</b>
---------------------------------	----------------------------	----------------------------

# Teen Focus Group

Library staff conducted a Focus Group with Teen participants to better understand the needs of Wolfforth’s teen population. This conversation further reinforced the findings from the visioning exercise and online survey. Teens voiced a need for a dedicated Teen space, study spaces and infrastructure, as well as a place where Wolfforth’s teens can have fun.

*Reference Appendices for full Focus Group results.*



## What public or community spaces is Wolfforth missing?

- A anime club
- An outside area to just sit or work on homework
- The only place in wolfforth i regularly go with my friends is the farmers market, maybe some more indoor places?
- Book clubs for teen ages
- More stores for teens
- A learn how 2 draw club
- Places to just hang out
- An art studio or something creative

## What do we need to include to make sure the new library is welcoming to teens?

- Good teen books
- Sensory safe places for those of us with disabilities
- Mostly what we've already said, a dedicated teen space
- Hammocks or bunjee cord chairs which are actually very comfy
- Maybe some blankets and just a nice cozy area
- I like the idea of hammocks good place to read a book trust
- Extra comfy chairs.
- Hammocks and a space for just teens with snacks

## What do you think the library's priorities should be for the future?

- Book clubs
- Adult lead book clubs
- More teen activities, i get sad when its just for 4 year olds
- More volunteer opportunities
- Times when teens can help read to younger kids
- A art space for teens not little kids and maybe some more budgets for what you read
- After hours activities
- Babysitting courses

SECTION 1: METHODOLOGY, DISCOVERY, AND COMMUNITY INPUT

# Community Input Conclusion

The robust input from Wolfforth’s residents underscores the library’s pivotal role in serving a rapidly growing community that prioritizes families and youth. Together, the community visioning results, online survey and focus group interviews illuminate the community’s vision for an adaptable, family-friendly, and resource-rich library that remains relevant to Wolfforth’s evolving needs. This feedback is woven into the recommendations of the Master Plan, ensuring that the library’s future design is responsive to the voices of Wolfforth’s residents.

*Reference Appendix Sections for in depth results.*

“*You have an opportunity to revolutionize attitudes with your new space. Community building and fostering education through innovation are key.*”

- STATEMENT FROM ONLINE SURVEY









# SECTION 2

## Standards Summary

# Service and Space Standards

## ABOUT STANDARDS

There are several different methods for determining whether facilities should expand and when local conditions indicate additional buildings. The various methods of assessing and determining future space requirements include:

- Reference national (Public Library Association, American Library Association) or state (Texas Library Association) standards
- Use benchmark libraries for comparison
- Reference functional element “standards” – formulas for calculating library space needs based on the collection, seating, and staff areas required to meet the community’s needs.

In addition, and perhaps most importantly, library space planning should factor micro-cultural desires based on the unique characteristics and culture of the community. The consultants gathered this data through the online surveys, city-wide leaders’ interviews, and community input events described in previous sections of this report.

In Texas, we utilize the *Texas Public Library Standards 2014 Revision* that was developed by the Committee on Public Library Standards in order to “promote the quality of library service to all Texas, raise the expectations of library clientele, and to provide an authoritative document by which library quality may be measured.” However, because libraries have changed dramatically in the last 10 years we use this as a baseline for planning with updates on technology, collections (including eBooks and streaming that were little used in 2014), and the need for the library to serve as a community gathering space as indicated by the Wolfforth community input.

Finally, Wolfforth is projected to grow rapidly over the next 15 years, making it important to look at how projections will impact the library size, spaces, and collection, in order to be able to plan for a building that will serve the community well into the future.

**Defining the Service Population**

As described in the Population Analysis and Peer Benchmarking analysis presented in the previous section, defining an accurate service population for the City of Wollforth Library proved more challenging than for most other Libraries. The service population was developed using the following methodology:

- Due to the multi-county reach of the library and the number of current library card holders (+10,000), TSLAC 2023 population was determined to be too low for calculating the service population.
- The Wollforth population projections provided by the City were also determined to be too low for the same reasons.
- It was agreed to use a multiplier of 1.2 in addition to Wollforth Population growth estimates, as that aligned the population estimates more accurately to the number of current card holders. This “Adjusted Library Service Population” defined below is used for the remainder of this section.

<b>DEFINING THE SERVICE POPULATION</b>			
Year	TSLAC Population 2023	Wollforth Population Projections	Adjusted Library Service Population
2023	7,402	8,332	9,998
2025		9,739	11,687
2030		14,614	17,537
2035		19,489	23,387
2040		23,389	28,067

**Functional Element Standards for Determining Space Adequacy**

Ultimately, square footage recommendations are most accurately determined by calculating the space required for the collections, seats, technology, and staff space required to offer services at the volume needed to meet the community’s demand for library service.

Functional element standards use formulas to calculate space needs for each aspect of library service (collection, seating, and technology) and for the staff areas required to support public services. These are totaled to determine the overall space requirements to meet the community’s needs.

The formulas are further informed by establishing the necessary spaces for the primary building components and data from an assessment of the Library’s service profile and local library needs determined by community feedback.

*The consultants utilized both standards and functional elements to evaluate the needs of the City of Wolfforth Library.*

<b>EXISTING SQUARE FEET PER CAPITA PROJECTIONS</b>			
Year	Adjusted Service Population	Gross Square Feet	Gross Square Feet Per Capita
2025	11,687	7,800	0.67
2030	17,537	7,800	0.44
2035	23,387	7,800	0.33
2040	28,067	7,800	0.28

The American Library Association established a three-tiered standard that included a “standard” service based on 0.6 SF per capita, 0.8 SF per capita based on an “enhanced” level of service, and 1.0 SF per capita to provide “exemplary” service.

This is an important data point as we look at national standards as well as Texas averages for library square feet per capita:

**SQUARE FEET PER CAPITA BASED ON STANDARDS AND AVERAGES**

Year	Adjusted Service Population	Square Feet @.64 SF Per Capita (Texas Average)	Square Feet @ 0.6 SF Per Capita (ALA “Standard”)	Square Feet @ 0.8 SF Per Capita	Square Feet @ 1 SF Per Capita
2025	11,687	7,480	7,012	9,350	11,687
2030	17,537	11,224	10,522	14,030	17,537
2035	23,387	14,968	14,032	18,710	23,387
2040	28,067	17,963	16,840	22,454	28,067

**Collection**

The following is the chart that details the stepped collection requirements for Texas Libraries:

**COLLECTION SIZE/CAPITA BASED ON POPULATION SIZE**

Population Size	Exemplary Collection/Capita	Enhanced Collection/Capita
5,000 – 24,999	3.13	2.21
25,000 - 49,999	2.46	1.95

The library staff has indicated that they are accounting for changes in collection formats and they expect, given current purchasing trends, to achieve a purchasing and collection balance of 70% print and 30% digital. Library users trended toward more digital use across the state as a result of pandemic requirements and these trends have continued. Importantly, this is a budget item as digital materials are more expensive to own than print.

Based on the trends and conditions discussed, the chart below formulates the collection to square foot allowances for the future using the Exemplary Standard.

**“ The most important thing is making sure you have more space for more books! ”**

- STATEMENT FROM ONLINE SURVEY



**WOLFFORTH COLLECTION SIZE BASED ON POPULATION OVER TIME**

Adjusted Service Population	Current Library Print Collection	Collection Format	Collection Size at Exemplary Level	Space required (66" high shelving @ 8 volumes per SF)*	Notes
2025	43,608	TOTAL	36,580		
11,687	20,462	70% physical	25,606	3,201	@ exemplary level
	23,146	30% digital	10,974		
2030		TOTAL	54,891		
17,537		70% physical	38,424	4,803	@ exemplary level
		30% digital	16,467		
2035		TOTAL	73,201		
23,387		70% physical	51,241	6,405	@ exemplary level
		30% digital	21,960		
2040		TOTAL	69,045		
28,067*		70% physical	48,331	6,041	@ exemplary level
		30% digital	20,713		

\*Collection requirements shift to 2.46 multiplier due to population size growing above 25,000

# Conclusion

## Seating

A comfortable place to sit, read, and study is fundamental to a well designed library. As the population of Wolfforth grows, inadequate seating may drive community members to not use the library as frequently.

The consultants are familiar with a wide range of seating to population ratios. The most relevant guidelines are the *Texas Public Library Standards* (2014 page 41), which establish a guideline of 7-10 seats per 1,000 population and the *Whole Building Design Guide* from the National Institute of Building Sciences, which establishes 5 seats per 1,000 population standard. The consultants selected the more conservative 5 seats per 1000 as the guideline for the Library. These standards include general, undesignated reader seating and not seats designated for a specific purpose such as meeting rooms, study rooms, and conference rooms.

The following seating standards are based on 5 seats per 1000 population:

### READER SEATS

<b>NIBS standards</b>	5 for every 1000 population served
<b>Wolfforth Library</b>	Need 140 for standards

SF total requirement is based on an average 30 SF per seat and includes space for circulation around the seat. Obviously, this number can vary based on the type of seat (large lounge chair, compact meeting room chair, reader chairs at tables, and technology seats).

**Technology Seating**

A high-tech building is the hallmark of a 21<sup>st</sup> century library. However, the need for library provided desktop computers has seen a dramatic decline post-pandemic. During the pandemic, it was necessary for people to have their own devices for work, school, and maintaining connections. Additionally, Frenship ISD provides a laptop for every student, so the Wolfforth community does not demonstrate the same need for computers as many similarly sized peer libraries. While desktop computers aren’t required to the degree they were pre-pandemic, they are still needed. It is for this reason that that technology device standards are based on the lower, “enhanced” level of the Texas Standards (page 31):

**TECHNOLOGY SEATS**

<b>Public Technology Seats</b>	12
<b>TLA standards</b>	1 for every 2000 population served
<b>Wolfforth Library</b>	Need 15 for standards

While library provided public computers are declining, the need for places to plug in personal laptops are a vital part of work, study, video conferencing use in libraries resulting in the critical importance of a robust WiFi network and places to plug in at every seat.

**Technology Planning**

Understanding Technology and Audio/Visual needs for the future is critical in planning for an expanded Library facility, as these elements have significant infrastructure and cost needs. NV5, our technology consultant, led the library through a Technology Visioning Session to begin to understand the unique technological needs of the community.

*Reference Appendix D for the full Technology Programming report*

# Conclusion

## Staff

The standard method for determining staff space needed is to calculate 25% of Library's total "functional area" for Administration, Operations, and staff work space. Functional area is defined as the square footage for public services (collections, seating, storage, and technology).

## Non-Assignable

Industry standards call for a minimum 25% of gross square footage in a building program to be deemed "non assignable." These spaces include restrooms, corridors, wall thickness, vertical circulation, and mechanical and other support spaces. Subsequent design features of the building may increase or decrease the non-assignable ratio to total space.

## Summary of Library Space Needs

By all measures, the Library is experiencing challenges of space limitations and expanding demand which will only continue to grow with Wolfforth's population growth. The collection requirements will soon outpace the capacity of the available shelving while falling short of Texas Library Standards. The public find seating limited, program space is limited in the library, and study space severely limited and inadequate to meet the community's needs. Study and program rooms are in high demand in every contemporary public library, and the lack of either of these types of spaces does not meet the needs of City of Wolfforth Library users and potential users. Additionally, staff do not have adequate space to work.







## SECTION 3

# Developing a Strategy for Future Space Requirements

SECTION 3: DEVELOPING A STRATEGY FOR FUTURE SPACE REQUIREMENTS

# Building Program

A building program reflects the detailed space needs for a facility. The program on the following page responds to the various community input results, findings on library space standards, and other observed needs for the City of Wolfforth Library.

The consultant team developed the program with Staff to meet an Exemplary standard throughout, resulting in a final building size of 29,700 square feet (including an addition of approximately 21,900 square feet). Due to site constraints, it is anticipated that the addition will need to be a two story structure.

**“Bright, dynamic, inviting, clean coffee shop vibes, outdoor spaces, rentable study rooms and conference spaces for card holders. We need a clean fresh community space to meet, connect, read, and learn.”**

- STATEMENT FROM ONLINE SURVEY



SECTION 3: DEVELOPING A STRATEGY FOR FUTURE SPACE REQUIREMENTS

Item # 10.

2040 TOTAL SPACE REQUIRED	COLLECTION Items	MEETING SPACE	PUBLIC SEATING	TECH SEATS	SF
Public/Common Areas, Lobby, café/tutoring					1,500
Multipurpose Prefunction Area					600
6 person Study/ Homework/ Homeschool Rooms - (2)		12			260
2-4 person Study Rooms - (4)		16			440
Audio/Video Media Lab					240
Craft/Maker Space		24			1,200
Collection - <b>EXEMPLARY</b>	48,331				6,041
Technology Seats				12	480
Adult Reader/Comfortable Seats			65		1,950
Deep Quiet Reading			15		450
Teen Reader Seats/Gaming/Space			15		600
Children's Reader Seats/Niches			45		1,125
Children's Interactive/STEAM					500
Story Time Room		40 kids + 30 parents (80)			1,200
Multi-purpose Meeting / Classrooms		120			2,800
Catering Kitchen					120
Conference Room		12			300
Staff work areas (approximately 25%) includes offices, workstations, storage, conference, amh					4,952
Non-Assignable (approximately 25%) storage, support					4,952
<b>TOTAL</b>	<b>2.46 items per capita 2040</b>  exemplary vols	<b>184</b>  space for meeting	<b>140</b>  public seats 5/1000 (2025)	<b>12</b>  tech seats 1/2000 (2025)	<b>29,710</b>  Square Feet

# Site Analysis

An initial analysis of the City of Wolfforth Library’s existing site found that it is limited in size and will provide some unique constraints for the project. These constraints include, but are not limited to:

- To meet minimum code requirements, at least 30 additional parking spaces will be required (bringing the total parking to approximately 80 spaces). Rule-of-thumb guidelines for libraries suggest the ideal parking count would be twice this many spaces (160+), however this may not be possible due to site constraints.
- The limited site will also mean that there is a lack of space for an effective fire lane and vehicular circulation. It is strongly recommended the Library investigate what possibilities for vehicular connection exist to the north and east of the site.
- Similarly, TXDot has limited any future curb cuts on to the service road. In order to provide adequate vehicular site circulation, further investigation will be required to determine what access points may be added.
- Lastly, it has been discussed that due to the limited site size, the Library may not be able to address the public request for outdoor reading, programming, and educational spaces.

These site challenges require further study, but can be resolved. Further Site Analysis will be performed during the Concept Design phase of the project.

## SCHEDULE

A preliminary schedule for design and construction will depend on when approval and funding for the project is secured, but would follow these general steps following the completion of Concept Design:

- TBD duration - Funding Secured (Bond Election, Fundraising, etc.)
- 10-12 months - Design: Schematic Design through Construction Documents
- 1-2 months - Bidding
- 12-18 months - Construction

If phasing is required to allow the Library to remain open during construction, it should be expected that construction will take longer than if the whole project were to be built in one phase.



# Cost Analysis

## INITIAL COST ANALYSIS

Utilizing the initial building program, the design team worked with historical data on similar library projects to develop a cost estimate for the proposed expansion.

The cost estimate shown on the following page summarizes the various costs associated with a library construction project, including Construction costs, A/E fees, Owner Direct Expenses, etc.

In today's construction market, construction costs are steadily increasing year to year. Should the project extend beyond 2027, an escalation contingency of 5% should be applied to each additional year before construction completion.

## COST ALIGNMENT WITH CITY PRIORITIES

This initial cost analysis was developed to understand the potential cost of an "Exemplary" facility for Wollforth that will serve the community beyond 2040.

Understanding that the overall project cost may need to be value engineered, various options exist to optimize the project budget. For one, a phased approach would allow the project to be built at a lower cost in the short term, but would require a second construction project before 2040 to meet the community's needs. Alternatively, adjusting the Library's performance goals to meet "Enhanced" rather than "Exemplary" standards would potentially reduce 4,000 square feet or more.

As the project proceeds into Concept Design, the above options and others may be considered to "right size" the project to meet Wollforth's budget goals.

# Cost Analysis

**1. LAND ACQUISITION COST** 0.00

**2. SPECIAL OFFSITE CONSTRUCTION COST (OUTSIDE PROPERTY LINE)**

a. General Construction	0
b. Plumbing Utilities	0
c. Electrical Utilities	0
d. Park Spaces	
e.	
f. SUBTOTAL (a-e)	0
g. 5% Design Contin (f)	0
h. 5% Construction Contin (f)	0
<b>TOTAL</b>	<b>0</b>

**3. SITE (Within Property Lines)**

a. Parking Spaces (need at least 16 addtl spaces)	225,000
b. Feature Improvements	100,000
c. Utilities	100,000
d. Site Demo	50,000
e. Landscape	250,000
f.	
g. SUBTOTAL (a-f)	725,000
h. 5% Design Contin (f)	36,250
i. 5% Construction Contin (f)	36,250
<b>TOTAL</b>	<b>797,500</b>

**4. BUILDING CONSTRUCTION COSTS (Within 5'0" of Building Perimeter)**

	\$/Sq. Ft.	Cost
a. Addition	675.00	14,789,250
b. Renovation	400.00	3,120,000
c. Stairs/Elevators	0.00	300,000
d. AV	28.09	834,550
e. Technology Systems/Network	0.00	0
f. Security	0.00	0
g.	0.00	0
<b>SUB TOTAL</b>	<b>640.99</b>	<b>19,043,800</b>
k. 5% construction contingency	32.05	952,190
l. 5% design contingency	32.05	952,190
<b>TOTAL</b>	<b>705.09</b>	<b>20,948,180</b>

**5. FURNISHINGS & EQUIPMENT**

a. Furniture	45	1,336,950
b. Thematic Environments	lump sum	100,000
c. Signage	2	59,420
<b>TOTAL</b>	<b>47.00</b>	<b>1,496,370</b>

**6. SUMMARY OF A/E FEES**

a. Programming/Needs/Site Selection/Pre-design	contracted	
b. A/I Fee	7.0%	1,466,373
c. MEP/Technology		350,000
d. Structural		150,000
e. Civil Engineering fee	lump sum	30,000
f. Landscape Fee		50,000
g. ADA/TAS Review		14,000
h. Project Management & Expenses (travel/printing		50,000
<b>TOTAL</b>		<b>2,110,373</b>
Trips - Mileage	20	7,800
Meals	20	400
Printing	lump sum	5,800
		14,000

**7. SUMMARY OF OPTIONAL A/E FEES**

a. Furniture & Signage	9%	120,326
b. Cost Estimating	lump sum	20,000
<b>TOTAL</b>		<b>140,326</b>

**8. OWNER DIRECT EXPENSES**

a. Owner Provided Technology Devices	50,000
b. Legal	city
c. Fiber to Building Allowance	0
d. Collection/Materials (40,000 items @ \$40 ea.)	1,600,000
e. Topographic Survey	10,000
f. Subsurface Borings	10,000
g. Site Construction Testing	20,000
h. Owner Project Contin-5%	952,190
h. Library Move	50,000
l. Security	0
j. Technology Contingency	
k. RFID updates	0
l. VOIP - new phone system	0
m. AV FFE	0
n. Building-wide Tech (paging, room schedule)	0
<b>TOTAL</b>	<b>2,692,190</b>

**9. SUMMARY**

	Dollars	Sq. Ft.
a. LAND	0.00	0.00
b. CONSTRUCTION COSTS (SITE & BLDG)	21,745,680	731.93
c. FURNISHINGS & SIGNAGE	1,496,370	50.37
d. A/E FEE & EXPENSES	2,264,698	76.23
e. OWNER DIRECT COSTS	2,692,190	90.62
<b>f. TOTAL PROJECT COSTS</b>	<b>28,198,938</b>	<b>949.14</b>
<b>g. CONSTRUCTION/AE COSTS</b>	<b>23,058,553</b>	<b>776.12</b>
<b>h. CONSTRUCTION/AE COSTS (with optional)</b>	<b>23,198,878</b>	<b>780.84</b>





# APPENDIX A

## Library Trend Research

# Library Trend Research

Prior to initiating the Master Plan, library staff toured numerous newly developed and renovated libraries across the country to evaluate best practices and innovative services. These tours provided invaluable insights into aspirational services, systems, furniture, and layouts that could be adapted for the City of Wolfforth Library. These inspirational projects contributed towards a shared vision for the new Library and developed a common understanding about current “state of the art” projects in the area. Representative imagery of different types of spaces is included on the following pages.

## MEETING



## MAKER SPACE



CHILDREN'S SPACES



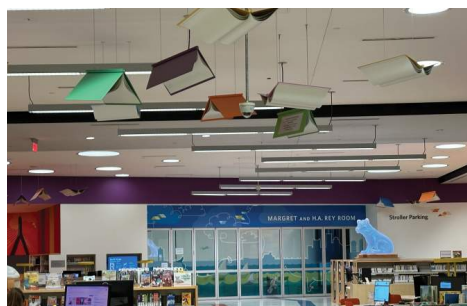
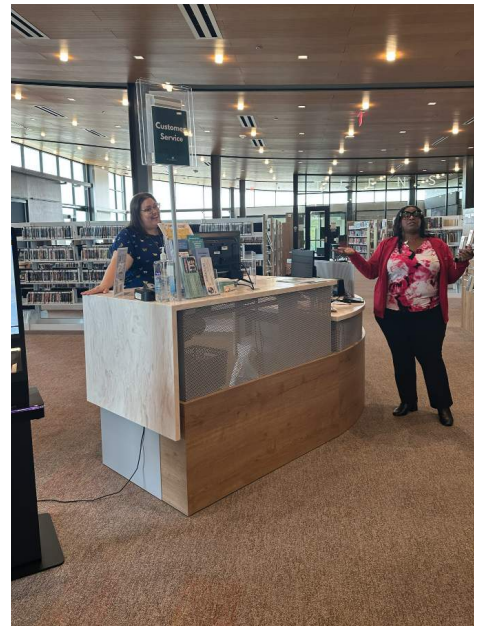
ADULT SPACES



OUTDOOR SPACES



### TEEN SPACES AND TRENDS



STORYTIME



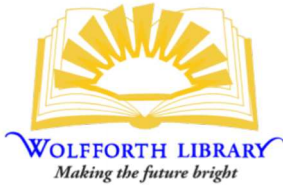




# APPENDIX B

## Community Visioning Process + Voting Tabulations



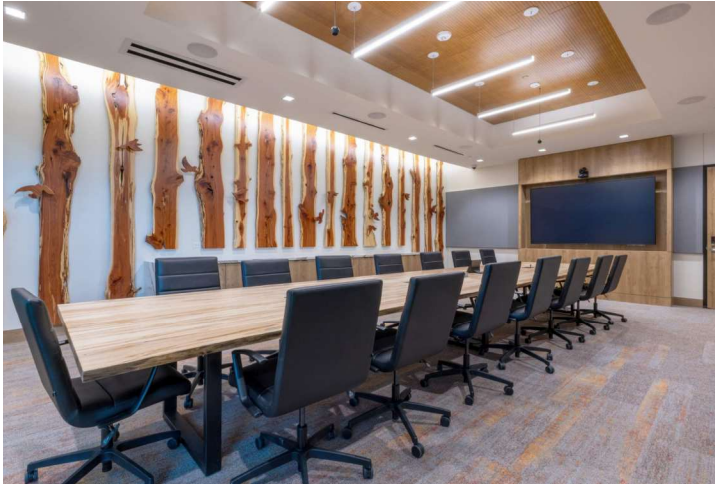


720 design

Title	4th on the 5th July 5, 2025			July 7 - 14, 2025 In-Library			OVERALL		
	Total Dollars	Category Rank	Image Rank	Total Dollars	Category Rank	Image Rank	Total Dollars	Category Rank	Image Rank
<b>Community Spaces</b>	207	#6		108	#6		315	#6	
Multi-purpose Room	32			10			42		
Storytime	83		#8	59		#7	142		#7
Conference Room	8			1			9		
Study Room	39			16			55		
After Hours Lobby	45			22			67		
<b>Children's Spaces</b>	390	#1		322	#1		712	#1	
STE(A)M Learning	126		#3	101		#3	227		#3
Fun Reading Environment	151		#2	144		#1	295		#1
Family Place	70			60		#6	130		#10
Tutoring/Homework Spaces	43			17			60		
<b>Teen Spaces</b>	272	#4		126	#5		398	#4	
Creative Commons	52			21			73		
Collaboration Zone	17			11			28		
Gaming/Coding/VR	109		#4	51		#9	160		#6
Board Games	94		#6	43			137		#9
<b>Adult Spaces</b>	167	#7		98	#7		265	#7	
Quiet Reading Room	73			56		#8	129		
Tech Learning Lab	25			6			31		
Local History	21			6			27		
Business Center	17			10			27		
Comfortable Seating	31			20			51		
<b>Trends</b>	335	#2		163	#3		498	#3	
Demonstration Kitchen	39			19			58		
Sensory Spaces	164		#1	102		#2	266		#2
Friends Sale	14			19			33		
Self Service Technology	18			8			26		
Technology Vending	19			15			34		
Public Art	81		#9	37			118		
<b>Outdoor Spaces</b>	293	#3		231	#2		524	#2	
Indoor/Outdoor Spaces	52			24			76		
Nature/Story Walk	107		#5	80		#5	187		#4
Gazebo/Pergola/Band Shell	17			25			42		
Music Garden	80		#10	84		#4	164		#5
Bookmobile	37			18			55		
<b>Creative Spaces</b>	228	#5		140	#4		368	#5	
High Tech Maker Space	47			33			80		
Arts and Crafts Space	93		#7	48		#10	141		#8
Video/Audio Recording Spaces	55			31			86		
Library of Things	33			28			61		
<b>TOTAL VOTES</b>	1,892	378		1,048	210		2,712	542	

# COMMUNITY SPACES

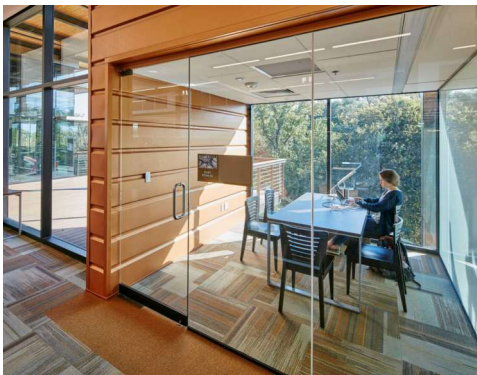
Item # 10.



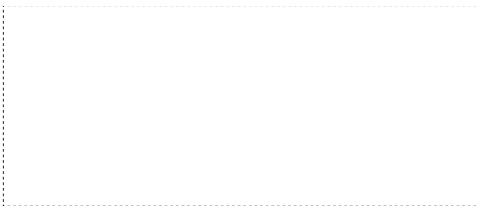
CONFERENCE ROOM



MULTI-PURPOSE ROOM



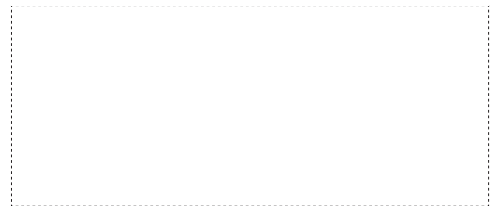
STUDY ROOM



STORYTIME



AFTER HOURS LOBBY



# CHILDREN'S SPACES

Item # 10.



## STE(A)M LEARNING



## FUN READING ENVIRONMENT



The overall goal of Family Place Libraries is to develop and institutionalize a family friendly environment by transforming libraries into community centers for literacy, early childhood development, parent education and engagement, family support and community information.



## FAMILY PLACE



## TUTORING/ HOMEWORK SPACES



# TEEN SPACES

Item # 10.



CREATIVE COMMONS



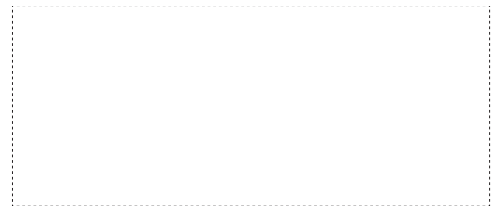
COLLABORATION ZONE



GAMING/CODING/  
VIRTUAL REALITY



BOARD GAMES



# ADULT SPACES

Item # 10.



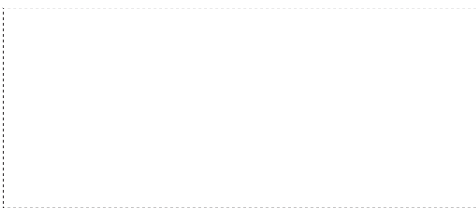
QUIET READING ROOM



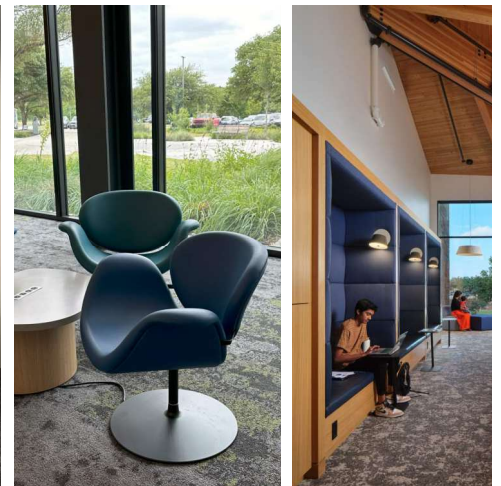
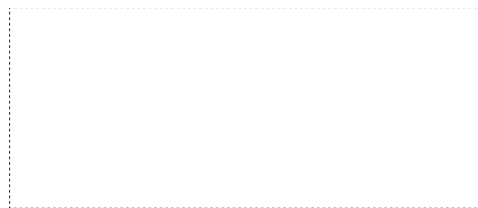
TECH LEARNING LAB



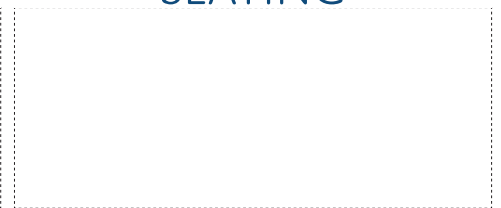
LOCAL HISTORY



BUSINESS CENTER

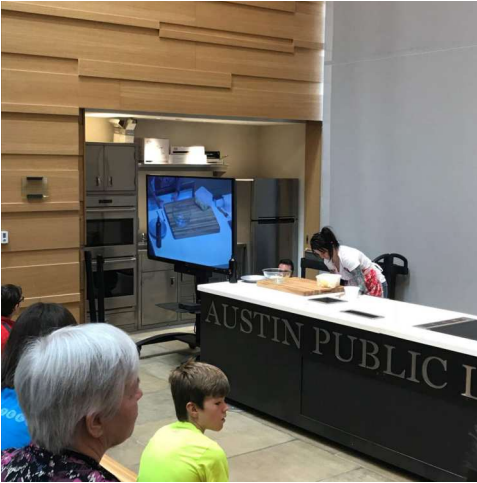


COMFORTABLE SEATING

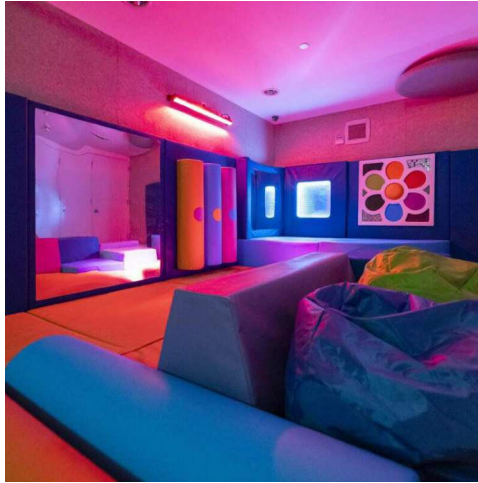


# TRENDS

Item # 10.



DEMONSTRATION KITCHEN



SENSORY SPACES



FRIENDS SALE



SELF-SERVICE TECHNOLOGY



TECHNOLOGY VENDING



PUBLIC ART

# OUTDOOR SPACES

Item # 10.



INDOOR/  
OUTDOOR SPACES



NATURE/STORY WALK



GAZEBO/PERGOLA/  
SHADE STRUCTURE



MUSIC GARDEN



BOOKMOBILE

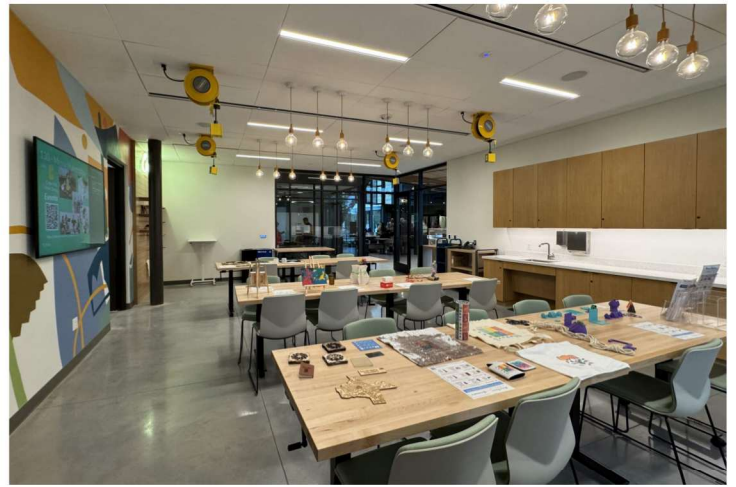


# CREATIVE SPACES

Item # 10.



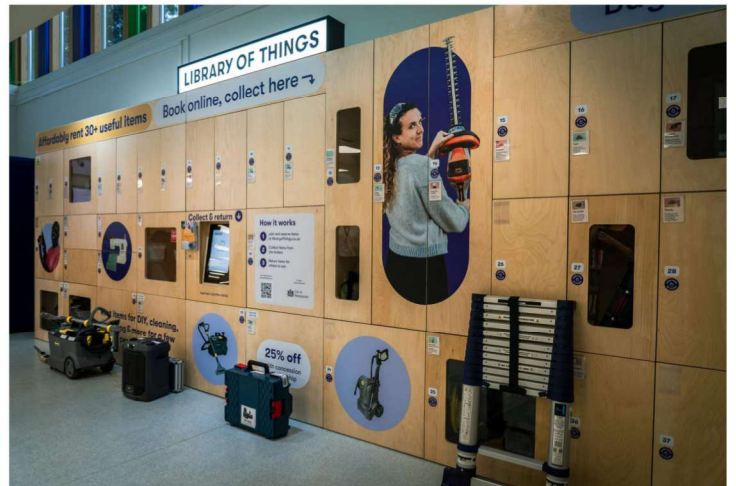
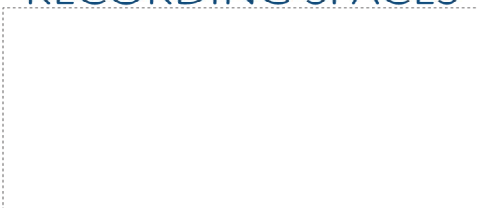
HIGH TECH MAKER SPACE



ARTS & CRAFTS SPACE



VIDEO/AUDIO RECORDING SPACES



LIBRARY OF THINGS



# WOLFFORTH'S NEW LIBRARY NEEDS...

HAVE MORE THOUGHTS?  
TAKE THE SURVEY:



[HTTPS://IVYGR.COM/WOLFFORTH](https://ivygr.com/wolfforth)



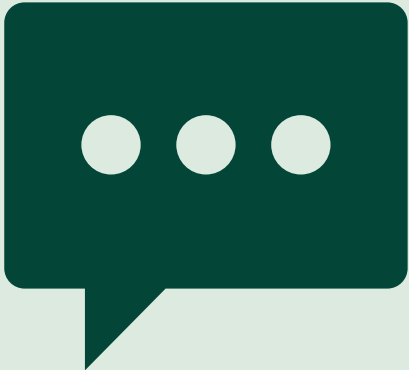




# APPENDIX C

## Online Survey Results





# COMMUNITY SURVEY

City of Wofforth Public Library

07.23.2025



IVYGROUP.COM

# Contents

- Background .....2**
  - Research Objectives ..... 2
  - Research Methodology ..... 2
- Research Highlights.....3**
- Survey Findings .....6**
  - Demographics..... 6
  - About Library Usage..... 9
  - Asked of Users Only ..... 9
  - Asked of All Respondents.....11
- Appendix .....22**
  - Open-Ended Answers..... 22
  - Data Tables..... 32

# Background

To gather feedback from many voices, in the summer of 2025 The Ivy Group surveyed people who live, work, or attend school in Wolfforth, Lubbock County, or Hockley County with the goal of defining how the City of Wolfforth Library can best serve its community. The findings will inform the Library's facilities plans.

## Research Objectives

The specific objectives of the survey are to:

- ◆ Assess user satisfaction with Library resources, services, and facilities
- ◆ Identify the role(s) the community looks to the Library to fulfill
- ◆ Identify barriers preventing the use of public Library services
- ◆ Assess user satisfaction with Library service offerings and the facility
- ◆ Determine how community members prefer to receive Library communications
- ◆ Learn what the Library might do or offer to better meet the needs of residents

## Research Methodology

Working closely with Library leadership and 720 Design staff, the consultants developed the questionnaire for the community survey. Upon the approval, the team built the questionnaire within the Sogolytics survey platform in two languages and made it available via a link, a QR code, and in print. The Library promoted the survey on social and traditional media, within library buildings, through partnerships, at community events, and via mailed postcards.

A total of 380 individuals participated in the survey effort between June 23 and July 13, 2025. Of those, 365 live, work, or attend school in Wolfforth, Lubbock County, or Hockley County. They form the basis on which Ivy Group tabulated the data and analyzed the findings.

# Research Highlights

## 380 Total Survey Respondents

365 live, work, or attend school in Wofforth, Lubbock County, or Hockley County

## 26.8% Nonuser Respondents

Respondents who patronized the Library two or fewer times in the past 12 months

## 73.2% User Respondents

Respondents who patronized the Library three or more times in the past 12 months

### Visit Frequency

<b>54.2%</b> patronized the Library <b>7+ times</b> in the past year	<b>26.6%</b> are “ <b>power patrons</b> ,” having used the Library <b>20+ times</b> in the past year.
----------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------

**User Satisfaction** | 64.4% of users are “**very satisfied**” with the Library overall.

**Visit Reasons** | The top reasons that users cite for patronizing the Library are:

for <b>entertainment or hobbies</b> ( <b>76.0%</b> )	to check out <b>physical materials</b> ( <b>65.5%</b> )	to download <b>digital materials</b> or <b>attend a program</b> ( <b>45.3% each</b> )
------------------------------------------------------	---------------------------------------------------------	---------------------------------------------------------------------------------------

## Users & Non-Users

**Ease of Use** | The top things that would make it easier for community members to use the Library are:

more <b>free time</b> ( <b>36.2%</b> )	larger <b>children’s area</b> ( <b>35.6%</b> )	more places <b>to sit and read</b> ( <b>23.6%</b> )
----------------------------------------	------------------------------------------------	-----------------------------------------------------

**Use of Area Libraries** | 34.0% of respondents do not use other libraries in the area. The most popular other libraries and reasons for use are:

Lubbock Public Library <b>(63.8%)</b>	Hockley County Memorial Library <b>(0.8%)</b>	Kendrick Memorial Library <b>(0.3%)</b>
------------------------------------------	--------------------------------------------------	--------------------------------------------

for items <b>not available</b> at the Library <b>(61.0%)</b>	for <b>programs</b> , etc. <b>(35.3%)</b>	convenience <b>(21.2%)</b>
-----------------------------------------------------------------	----------------------------------------------	----------------------------

**Library Spaces and Services** | Respondents are “very interested” in the following library spaces and services:

space for children to explore and play <b>(61.7%)</b>	space for <b>physical materials</b> <b>(45.2%)</b>	space for <b>making</b> <b>(43.4%)</b>
----------------------------------------------------------	-------------------------------------------------------	----------------------------------------

**Meeting Spaces** | Respondents would most like the following amenities in meeting spaces:

<b>classroom</b> environment <b>(49.6%)</b>	space for <b>8-15 people</b> <b>(40.3%)</b>	space for up to <b>25 people</b> <b>(39.5%)</b>
------------------------------------------------	------------------------------------------------	----------------------------------------------------

**Outdoor Space** | Respondents would most like the following amenities in an outdoor space:

<b>shaded space</b> <b>(87.4%)</b>	space for <b>children to play</b> <b>(73.4%)</b>	space for <b>interactive experiences</b> <b>(67.1%)</b>
------------------------------------	--------------------------------------------------	---------------------------------------------------------

**Library Atmosphere** | Respondents would most like Library to feel:

<b>welcoming</b> <b>(83.8%)</b>	<b>cozy</b> <b>(74.0%)</b>	<b>calm</b> <b>(64.1%)</b>
---------------------------------	----------------------------	----------------------------

**Best Ways to Communicate**

<b>social media</b> <b>(62.7%)</b>	<b>email</b> <b>(59.7%)</b>	<b>text message</b> <b>(56.7%)</b>
------------------------------------	-----------------------------	------------------------------------

**Community Priorities** | Respondents rate the following community priorities “very important:”

<b>schools and education (75.1%)</b>	<b>community safety (69.6%)</b>	<b>emergency preparedness (58.1%)</b>
--------------------------------------	---------------------------------	---------------------------------------

**The Future of the Library** | Respondents’ open-ended recommendations most often mentioned:

<b>facility (28.3%)</b>	<b>collections (26.1%)</b>	<b>programs (21.7%)</b>
-------------------------	----------------------------	-------------------------

# Survey Findings

## Demographics

### Q1. Do You Live, Work, or Go to School in Wolfforth, Lubbock County, or Hockley County?

The 3.9% of respondents who answered “no” were excluded from the rest of the survey.

All	Responses
96.1%	Yes
3.9%	No
0.0%	Don't Know

### Q2. ZIP Code:

All	Responses
41.1%	79382
24.1%	79424
9.6%	79407
7.4%	79423
4.9%	79416
3.8%	79413
2.5%	79358
1.6%	79414
1.1%	79410

0.8%	79363
0.5%	79364
0.3%	79366
0.3%	79403
0.3%	79313
0.3%	79415
1.4%	Other

The five individuals who responded “other” were given the opportunity to share their ZIP Codes. The responses are sorted below:

Number	Responses
2	79336
2	79382
1	79345

### Q15. Use of Spanish Language

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
81.1%	I do not speak, read, or write in Spanish
12.1%	I speak Spanish
11.8%	I read in Spanish
6.0%	I write in Spanish
3.6%	Prefer not to answer

## Q17. Age

All	Responses
0.5%	Up to 17
4.9%	18 to 24
45.5%	25 to 39
38.9%	40 to 64
9.3%	65 and up
0.8%	Prefer not to answer

The median age in Wolfforth is 30.1, according to the latest Census data.

## Q18. Household Composition

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
58.9%	Family with young children in the household
24.7%	Family/adults without children in the household
24.1%	Family with teens in the household
4.4%	Single-person household
0.8%	Prefer not to answer

The average household size in Wolfforth is 3.0 people, and the average family size is 3.5, according to the latest Census data.

# About Library Usage

## Q3. In the Last 12 Months, Approximately How Many Times Have You Visited the City of Wolfforth Library or Used Its Services?

*Includes visits or calls to the building, use of meeting rooms, visits to the library's website and catalog, and use of digital services like Libby.*

**26.8% of survey respondents (98 of 365) are classified as “non-users”** of library services, having patronized the Library two times or fewer in the past 12 months.

9.9%	0 times
<hr/>	
17.0%	1–2 times

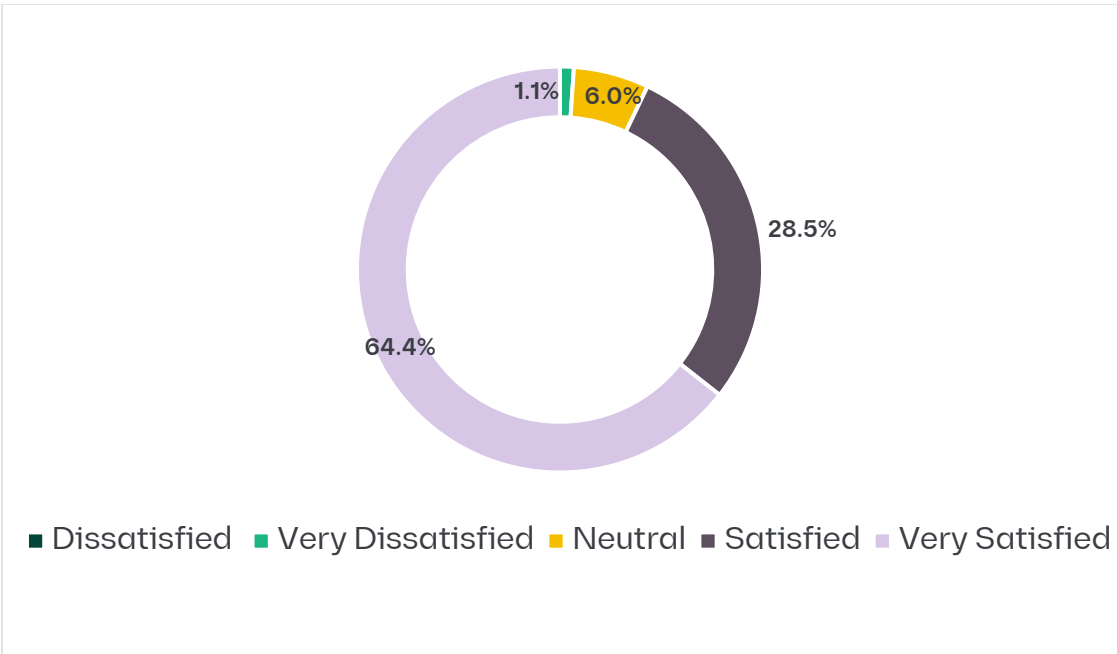
**73.2% of survey respondents (267 of 365) are deemed “library users,”** having patronized the Library three times or more in the past 12 months.

18.9%	3–6 times
<hr/>	
27.7%	7–19 times
<hr/>	
26.6%	20+ times

# Asked of Users Only

## Q4. How Satisfied Are You with the City of Wolfforth Library Overall?

Respondents were asked to rank their satisfaction with the Library overall on a 5-point scale from very dissatisfied to very satisfied.



### Q5. Primary Reasons for Using the Library

Percentage totals exceed 100% as respondents could select more than one answer.

Users	Responses
76.0%	For entertainment or hobbies (books, programs, kits, craft guides, etc.)
65.5%	To check out physical books, magazines, movies, etc.
45.3%	To download digital materials from services like Libby
45.3%	To attend a program
31.8%	To see friends and other people
14.2%	To find study or research materials
13.5%	To read, work, or study in a quiet place
9.7%	To print/copy/scan/scan-to-email
7.9%	For one-on-one help from Library staff
7.9%	To host or attend a meeting

6.7%	To use the Library’s Wi-Fi
6.4%	To use the Library’s computers
1.9%	To study or work in a small group
0.7%	To provide or receive tutoring
0.7%	To search or apply for a job
0.4%	To charge a device
0.0%	To take online classes or complete an online certification
5.2%	Other (Please specify)

The 14 individuals who responded “other” were given the opportunity to elaborate. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme:

Comments	Responses
10	To use the children’s area
2	To attend a program
1	To check out physical books, magazines, movies, etc.
1	To download digital materials from services like Libby

## Asked of All Respondents

### Q6. What Would Make It Easier for You or Members of Your Household to Use the Library?

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
36.2%	More free time
35.6%	A larger children’s area
23.6%	More places to sit and read

14.8%	More items that meet my needs
11.5%	A library closer to my home
11.0%	I don't know what the Library offers
9.6%	An easier way to pick up or return items
9.3%	A more comfortable building
9.0%	More places to study in the building
6.8%	Better opening hours
4.1%	More Spanish-language offerings
3.0%	Better transportation to the Library
1.4%	Better internet access at home
9.0%	Other (Please specify)

The 32 individuals who responded “other” were given the opportunity to elaborate. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme:

Comments	Responses
15	More items that meet my needs
2	A more comfortable building
2	Adjusting circulation policies
2	I don't know what the Library offers
1	An easier way to pick up or return items
1	Better program hours
1	More places to sit and read
8	N/A

## Q7. Do You Use Other Public Libraries in the Area?

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
63.8%	Lubbock Public Library
34.0%	I do not use other libraries.
0.8%	Hockley County Memorial Library in Levelland
0.3%	Kendrick Memorial Library in Brownfield
5.2%	Other (Please specify)

The 19 individuals who responded “other” were given the opportunity to name the other libraries they visit. Their responses are tabulated below.

Comments	Responses
6	Other public library digital platforms
3	Houston Public Library
2	Midland County Public Library
2	Slaton Public Library
2	Texas Tech University Libraries
1	Coffee shops
1	Lubbock Public Library
1	None
1	School Library

## Q8. Which Lubbock Public Library Branches Do You Use?

Respondents who indicated they visited Lubbock Public Library were asked which branches they use. Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
80.7%	Godeke Branch Library
49.4%	Mahon (Main) Library
44.2%	Groves Branch Library
7.7%	Texas Tech libraries
6.9%	Patterson Branch Library

## Q9. Reasons for Visiting Other Libraries

Percentage totals exceed 100% as respondents could select more than one answer.

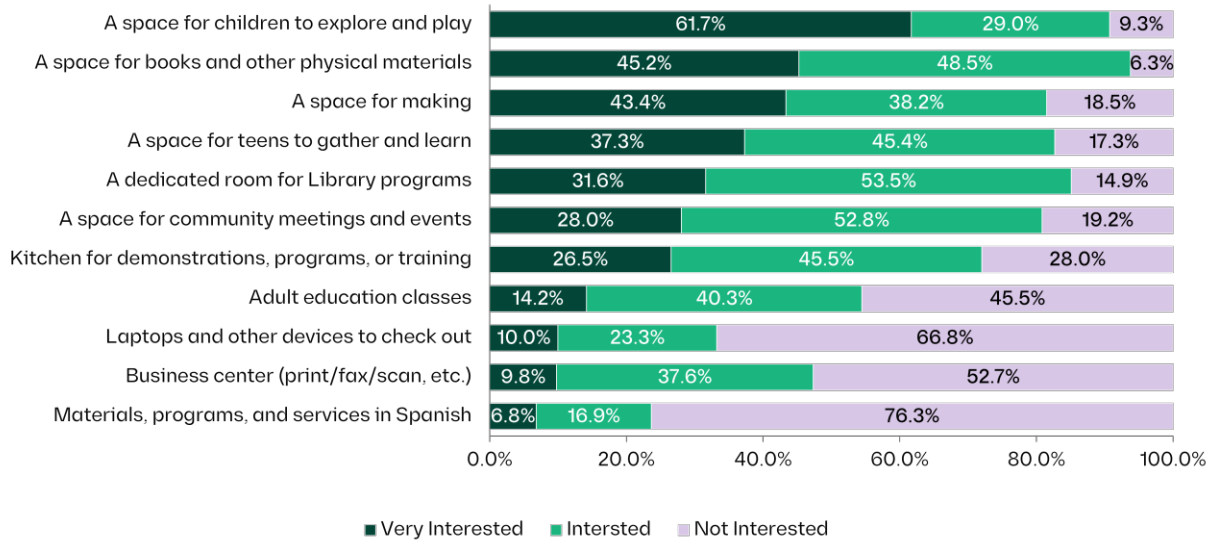
All	Responses
61.0%	To check out books and other items not available at the City of Wolfforth Library
35.3%	To attend a program, class, or workshop
21.2%	The other library or libraries are more convenient for me
14.9%	Other libraries have shorter wait times for popular items
8.7%	For services not available at the City of Wolfforth Library
5.4%	To use study or meeting rooms
13.3%	Other

The 32 individuals who responded “other” were given the opportunity to elaborate. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme:

Comments	Responses
8	To access digital collections
6	The other library or libraries are more convenient for me
5	For children’s space
2	Book sale
2	Circulation policy
2	More aware of other libraries
1	To donate items
1	To access physical collections
1	For meeting space
1	For physical space
1	For quiet space
1	Staff
1	N/A

## Q10. Interest in Library Spaces and Services

Respondents were offered a “Don’t Know” option for spaces and services with which they did not have an opinion. These responses have been deducted from the question’s overall respondent base of 365.



Responses	Number Able to Rate	% Very Interested
A space for children to explore and play	355	61.7%
A space for books and other physical materials	336	45.2%
A space for making (e.g., Cricut machines, podcasting equipment, 3D printer)	346	43.4%
A space for teens to gather and learn	335	37.3%
A dedicated room for Library programs	329	31.6%
A space for community meetings and events	339	28.0%
Kitchen for demonstrations, programs, or training	343	26.5%
Adult education classes	325	14.2%
Laptops and other devices to check out	331	10.0%
Business center (print/fax/scan, etc.)	338	9.8%

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Materials, programs, and services in Spanish	338	6.8%
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### Q11. What Would You Like in a Meeting Space?

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
49.6%	Access to a classroom environment with whiteboards, podium, etc.
40.3%	Space for 8-15 people
39.5%	Space for up to 25 people
31.0%	A large conference table
29.3%	A kitchenette
27.1%	Access to video conferencing and projection
19.5%	Space for 2-6 people
12.6%	Space for 100 people or more

### Q12. What Would You Like in an Outdoor Space?

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
87.4%	Shaded space
73.4%	Space for children to play
67.1%	Space for interactive experiences (e.g., story walk, play area, sensory garden, music garden)
60.5%	Walking trails
57.3%	Space for outdoor programs

49.3%	Café space or seating
47.7%	Access to Wi-Fi
40.8%	Space for informal gatherings
25.2%	Space for outdoor classrooms
2.5%	No preference
0.5%	Other (Please specify)

The responses from the two individuals who replied “other” are sorted below:

Responses
A garden with native plants and information about native wildlife/plants
Flowers and trees

### Q13. How Would You Like the Library to Feel?

Percentage totals exceed 100% as respondents could select more than one answer.

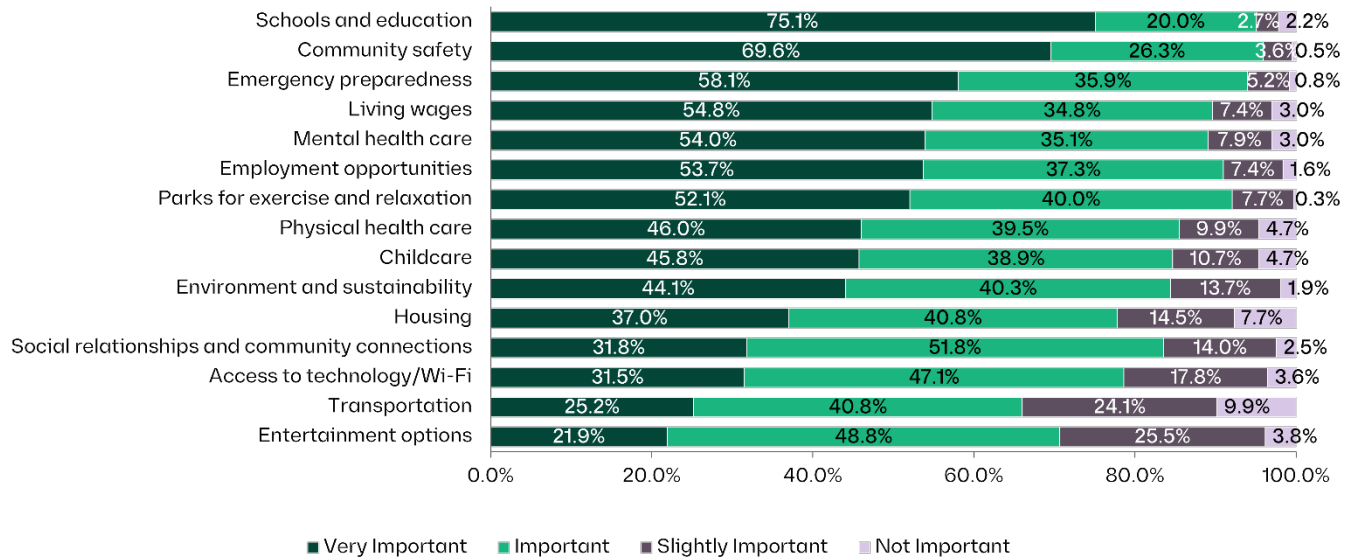
All	Responses
83.8%	Welcoming
74.0%	Cozy
64.1%	Calm
51.5%	Light-filled
50.1%	Spacious
40.8%	Inspiring
31.8%	Colorful
25.2%	Innovative
18.9%	Energetic
17.8%	Modern

## Q14. Best Ways for the Library to Communicate

Percentage totals exceed 100% as respondents could select more than one answer.

All	Responses
62.7%	Social media (Instagram, Facebook, etc.)
59.7%	Email
56.7%	Text message
37.3%	Library website
32.9%	Digital newsletter
26.6%	Mailings from the library
18.6%	Word of mouth (library staff, friends, neighbors, etc.)
16.2%	Library handouts
12.6%	In-library display screen
5.2%	Local radio, newspapers, TV
0.0%	Other (Please specify)

## Q16. Thinking About the Community Overall, How Important Is It that Local Leaders Focus on the Following Priorities:



Responses	Number Able to Rate	% Very Important
Schools and education	365	75.1%
Community safety	365	69.6%
Emergency preparedness	365	58.1%
Living wages	365	54.8%
Mental health care	365	54.0%
Employment opportunities	365	53.7%
Parks for exercise and relaxation	365	52.1%
Physical health care	365	46.0%
Childcare	365	45.8%
Environment and sustainability	365	44.1%
Housing	365	37.0%

Social relationships and community connections	31.8%
Access to technology/Wi-Fi	31.5%
Transportation	25.2%
Entertainment options	21.9%

### Q19. Is There Anything Else You Would Like to Share with Us as We Plan for the Library's Future?

92 respondents (25.2%) took advantage of the opportunity to share their thoughts on improving the Library's future.

Individual responses often covered multiple attributes. The verbatim comments can be found in the appendix. Their responses are sorted by primary theme:

Number of Comments	Responses
26	Facility
24	Collections
20	Programs
10	Staff
9	Support for the Library
3	Awareness

# Appendix

## Open-Ended Answers

Multiple questions allowed respondents to give open-ended answers, which are reproduced below. These responses have been parsed and sorted by primary theme. The comments are verbatim.

### Q5. Primary Reasons for Using the Library

#### To use the children's area

- ◆ Creative play area
- ◆ Play in the kids area
- ◆ Playing in the kids area! My son loves to go and make friends there! Even at age 7 he loves the toys there.
- ◆ To get out of the house and have a quiet place for my child to play while I read
- ◆ To play in a kid's area
- ◆ To play with the toys.
- ◆ Toddler activities
- ◆ Toddler play area
- ◆ Tonies
- ◆ Tonies

#### To attend a program

- ◆ Attend the monthly bookclub
- ◆ Children's activities

#### To check out physical books, magazines, movies, etc.

- ◆ Check out STEM boxes for granddaughters

#### To download digital materials from services like Libby

- ◆ Download ebooks

### Q6. What Would Make It Easier for You or Members of Your Household to Use the Library?

#### More items that meet my needs

- ◆ Adding even more books to Libby!
- ◆ Bigger clean selection of teen books. Think young adult with so much adult content.
- ◆ Bigger collection of audio books.
- ◆ Braille options!
- ◆ Larger book selection
- ◆ Larger book selections
- ◆ larger selection of children books
- ◆ More book options
- ◆ More books on Libby
- ◆ More CLEAN/appropriate reading material for teens and young adults.
- ◆ More Libby audio books
- ◆ More Libby books
- ◆ More options on Libby
- ◆ More tonie boxes and tonies!! 🎧
- ◆ Seed library

#### **A more comfortable building**

- ◆ An additional wing built on to the library.
- ◆ Building is musty. Can we refresh/mitigate?

#### **Adjusting circulation policies**

- ◆ Allow teachers to check out more than 10 books at a time
- ◆ E-card that doesn't expire

#### **I don't know what the Library offers**

- ◆ I didn't know there was a library in Wolfforth
- ◆ I work in Wolfforth and didn't know I would qualify to use this library

#### **An easier way to pick up or return items**

- ◆ Easier way to return tonies... After hours drop option

#### **Better programs hours**

- ◆ I wish there were programs for small children on the weekend for working parents.

#### **More places to sit and read**

- ◆ The high tables. In the main library area make it hard to work with younger children. It would be nice to have tables and chairs that were more accessible for them.

#### **N/A**

- ◆ I am satisfied with access currently
- ◆ I don't have any needs to share at this time
- ◆ I use Libby and love the convenience. Thanks.

- ◆ It's easy to use the library and Libby.
- ◆ Na
- ◆ NA
- ◆ NA, it's much more enjoyable than the Lubbock librarys
- ◆ None. Accessibility is not a barrier for us.
- ◆ I wish there were programs for small children on the weekend for working parents.

## Q9. Reasons for Visiting Other Libraries

### To access digital collections

- ◆ Expand libby library
- ◆ I asked for a book not in our library and they added Harris Co library to my Libby.
- ◆ I have on line accounts with them
- ◆ Libby access
- ◆ More books on Libby app
- ◆ Mostly the bigger audiobook selections in the bigger collections.
- ◆ Only use other libraries larger digital library
- ◆ Strictly audio/online books

### The other libraries are more convenient for me

- ◆ closer to my house
- ◆ Convenience- when running errands. And familiarity- I've taken my kids there often so we know where to find things.
- ◆ Godeke is very close to my house
- ◆ I used go live closer to Mahon. I know my way around it better and my son as well.
- ◆ Location closer to my house
- ◆ Whichever is close by where I am

### For children's space

- ◆ Another place to take my kids.
- ◆ Change of scenery for my toddler
- ◆ Children request the other libraries. More selections and fun. No offense
- ◆ Close to the house and gives the young children something to do
- ◆ Different play areas for the kids.

### Book sale

- ◆ Book sales
- ◆ Friends of the library sale / libby

### Circulation policy

- ◆ Allows you to check out more books for longer period
- ◆ Lubbock public libraries allow teachers to check out 50 books at a time. As an afterschool care Director, I need access to more than 10 books at a time.

**More aware of other libraries**

- ◆ Again I didn't know about this library
- ◆ I did not know there was a library in Wolfforth!

**To donate items**

- ◆ Donate Braille books

**To access physical collections**

- ◆ My kids visit so often they've read most of the books already that are appropriate/interested in/etc.

**For meeting space**

- ◆ Too new to area to answer. Near prior home, I did use meeting space

**For physical space**

- ◆ Better physical space

**For quiet space**

- ◆ More comfortable place to quietly work remotely.

**Staff**

- ◆ The librarian is my friend.

**N/A**

- ◆ Just depends

## Q19. Is There Anything Else You Would Like to Share with Us as We Plan for the Library's Future?

**Facility**

- ◆ Wolfforth should be included in the Citibus routes.
- ◆ A bigger kids play area, or room, even an outdoor shaded area with tables and sandbox, outdoor toys, etc. would be nice. I am a mom of a 2 and 1 year old and I've found that it's really hard to sit and talk with a fellow mom at a park where it's not gated or fenced, or pay for an indoor play space. Especially in the summer. I think that would draw more people's interest!
- ◆ A cafe that hires special needs kids.
- ◆ A drive up book drop
- ◆ Handicap accessibly
- ◆ I hope for a bigger campus and more opportunities for teens to engage and help out in their local library.
- ◆ I like that it's close and convenient to my home in a nearby town.

- ◆ I love the kids room but something larger and more interactive would be a huge plus.
- ◆ I love the plan shared on the website! I had so many fond memories of my local library growing up - starting with puppet shows and readings as a child, getting to progress to the preteen and teen areas, and finally moving into the research-heavy areas of the library. It spawned a lifelong love of reading, research, and libraries. I can't wait to share the same experiences with my child.
- ◆ I would like to see cozy nooks along with great window lighting with lots of trees around the new library. See the Graham Public Library, Graham, TX - Young County.
- ◆ I am most excited about the outdoor learning area possibility. You all do an amazing job in all that happens at the library, thank you!
- ◆ Just to consider providing more seating (that is not high top tables ) in the main library area. When the meeting room is full the tall tables are not big enough to study on or to use to work with children.
- ◆ Keeping families and children the focus. Other libraries in the area offer typical library programs and resources, but the Wolfforth library has always focused on families really well. I would want to see that continue and flourish even more. Traditional wholesome family values is very important to me and my family. We purposefully do not visit certain libraries because of questionable material and programs that are not fully family friendly, Wolfforth has never been one of these and we'd like to see that continue being the case. Providing a beautiful outdoor play area for kids is so important. Lubbock does not have many outdoor opportunities, so this would be huge for the community.
- ◆ outside shaded areas for reading relaxation
- ◆ Plan the outdoor area on what will be easiest and best for upkeep. And use native! Pollinator friendly and a focus on rebuilding prairie grasslands.
- ◆ Please build a new library if you are able. Look at the libraries in Douglas county colorado if you need inspo. Bright dynamic inviting clean coffee shop vibes outdoor spaces rentable study rooms and conference spaces for card holders. We need a clean fresh community space to meet, learn, connect, read, learn.
- ◆ Please don't take away the toddler area.
- ◆ The Seguin Public library is great for all these things y'all are looking at! I also personally was very deterred from using the library due to being unable to bring in food or drinks. As a student I spent long days studying and chose to go into Lubbock to campus because I was able to have them during my long study days over the WPL.
- ◆ We absolutely LOVE the Wolfforth library. I have a 3 year old and 9 month old. We like how quaint and safe it feels. I love that there's a kids area that I don't feel like I'm going to lose sight of my toddler like I feel when visiting Mahon. We love checking out books, checking out Tonies, coloring, and playing in the play kitchen. We do all 4 of those every visit! This is knit picky and just coming from a mom of small children but my only hiccup with the library and why we don't always go is because very often after we visit my kids get sick. My friends say the same thing and I know some of it is inevitable. I've personally watched babies put toys in their mouths and then it doesn't end up in the "need to wash" bin.

Obviously I'm so thankful for incredible libraries. My daughter is so proud to bring in her books and check them out with the librarians. Thank you for all yall do for our community!

- ◆ We love our library! You are doing an amazing job right now. Some other libraries feel dark and cluttered- not inviting and warm like ours.
- ◆ We love the kids area currently- it gets very tight very quickly. The kids (and myself) enjoy the monthly scavenger hunts. I think a community space can easily be a meeting space. I love the idea of food demonstrations and learning as well as an outdoor area- the walking path/ fairytale trail would be great but also could fall into a parks and rec situation.
- ◆ We love this library especially the kids area and the story time events
- ◆ When discussing light filled spaces, it would be cool if it was natural lighting. The library is already known for being welcoming but it would be nice if there were more spaces that are away from children to be able to read, relax, and enjoy that cozy vibe. Children tend to go around through the whole library, which is great, but sometimes I don't want to be cooped up in a small room (that room that is in the very back).
- ◆ Would love a space for children/families to exist in the library without disrupting other library users
- ◆ Would love for them to have a bigger building to do all of their wonderful activities!!
- ◆ You have an opportunity to revolutionize attitudes with your new space. Community building and fostering education through innovation are key. How can you achieve the full potential? Research what the most most popular libraries are doing. What are the top 50 most used libraries in the world? What are they doing to serve their communities? How can that apply to your opportunity in our rapidly growing area? Great job, friends! Thank you for all you do everyday! Inviting Lavar Burton to do the ribbon cutting would be a long shot, but would bring in a huge crowd.

### **Collections**

- ◆ As an older geezer, I like to read hard copy newspapers and magazines. I am willing to pay \$3 or so for inter-library loan books from off-site locations.
- ◆ I checkout audiobooks mostly. Because of using Libby, I don't go into the library very often. I've always loved your library, but it is a bit inconvenient to get to. My only suggestion, for people of all ages, is to grow your audiobook collection. I love my audiobooks!
- ◆ I enjoy using your library and happy with borrowing e-books through Libby. Thanks.
- ◆ I love using the Wolfforth library to supplement my use at other local libraries. It has a unique collection that allows me access to materials that I cannot get other places. As always the heart and most important part of a library are the staff and the funding that can sustain their vision. With that lives can be changed and communities can grow.
- ◆ I love when the library is very friendly to homeschooling groups, providing learning spaces and events for school aged kids during the school year as well as

ample books to read for young kids that are educational in history, science, math, etc.

- ◆ I think the real impact of libraries is being lost to the digital natives, who are now raising kids to be glued to devices...but with the wrong content (e.g. YouTube and games) and for all the wrong reasons (e.g. digital babysitters). The social and educational impact of library programs, combined with innovative technology and digital services presented in a positive way, can transform both kids and adults into individuals eager to be a productive part of society.
- ◆ I wish that the library could expand into the TTU library system.
- ◆ I would like expanded online access to ebooks and audiobooks
- ◆ I would like to see a larger selection of books. The children's section is wonderful but I would like a larger selection of adult books.
- ◆ I would like to see more physical materials for check-out inside the library, and therefore, more room to explore! Thank you!
- ◆ I would use Libby more if it had a larger selection
- ◆ I'd love to see more books for elementary/middle school ages. An outdoor space sounds amazing. The ranching heritage center has a great outdoor space I think something similar would be so wonderful at wolfforth library!
- ◆ Larger section for Christian Fiction.
- ◆ Libby is one of my very favorite things. I do wish that there was a greater selection there.
- ◆ More access to digital material
- ◆ More audiobooks
- ◆ More book options in YA and fantasy options. The most important is making sure you have more space for more books! And Please get more Brandon Sanderson books. That man is a national treasure.
- ◆ More clean books, indie authors, etc.
- ◆ More digital options through Libby and longer hold options would be helpful!
- ◆ More non fiction books, magazines, places to sit and read
- ◆ Truthfully love the library as is. It could use some more books but this library is amazing for young children to go to.
- ◆ We love going to the library! But I do wish it had a bigger selection of books. My family and I moved from Houston and they had all their library books connected on their online catalog. So if one library had a specific book, you could place a hold on it would be transported to the library you choose to pickup. It really expanded the selection of books to check out. Also, because I just moved here, it would be great if there was a specific playdate program/or scheduled time of day for moms and kids to get to know each other. Mainly for moms that are looking to make friendships with new people, that would be awesome! Just some suggestions, we cannot wait to see what's next! Thanks for all your hard work!
- ◆ While I do not believe in censorship, when it comes to children, please be respectful of beliefs. Children do not need to be exposed to certain topics at such a young age and contrary to the ALA, I hope you guys will respect that.

## Programs

- ◆ Book clubs for adults
- ◆ I believe the future careers that will be in demand could be encouraged at the library - STEM fields especially. Outdoor education and adventure are also a game changer for children.
- ◆ I have always loved libraries., but I am a senior citizen. It would be great to have a library that facilitates interaction between kids, teens and older adults. We have a lot to offer!
- ◆ I think it would be great to have more adult centered activities and learning: crochet, gardening, book clubs, writing clubs. I also believe having a coffee bar or something would be beneficial and pull in more people. I would love to see a seed library and would be willing to contribute. As mentioned above, a shaded seating area with a garden full of native plants is educational and could use plants for seed library.
- ◆ I would be interested in a program similar to ESL, but for a native English speaker to learn Spanish.
- ◆ I would enjoy an in-person book group at the library.
- ◆ I would like to see more intentional activities to include the LGBTQIA community with teens and adults.
- ◆ I would live more events where adults and children can do things together.
- ◆ I'm glad you asked . Plz NO TRANSGENDER TEACHING OR LECTURES AND NO DRAG QUEEN STORY TELLING TIME .
- ◆ I've always loved the library and my toddler is a huge fan. I hope to see its growth be for all stages, child through adult. It would be neat to have adult space/time activities or something along with times specific for the kids. Like a date night craft or something. We love our library and want to see it grow !
- ◆ Keep programs going strong! My kiddo loves to come to the library for story time!
- ◆ Love the Tuesday morning readings for small children
- ◆ Programs and classes would bring people in. I am thinking both survival/life skills and fun/artsy things. Also, I am thinking adults, pre-teens, children, and maybe (?) teens. Putting this survey on Facebook was a smart thing to do. I live near 82nd and Milwaukee, and I had never even thought about how close the Wolfforth library is to my home. I will have to check it out!
- ◆ Really appreciate the community outreach and partnership the wolfforth library has with Three Peas! My son LOVES his days when the library comes!
- ◆ Special needs parents love having places they feel welcome, accessible to their kids, and can meet and network with each other! It could be a good program/event idea and bring more people in from Lubbock and Wolfforth. For example, my child is blind and in 6th grade! She loves hearing stories, audio books, and tactile activities. We generally don't meet a lot of other vision impaired children/special needs her age from Lubbock or Wolfforth unless we are at a region type of camp once a year!
- ◆ We are very thankful for the Wolfforth Library and its employees. It is a very important place in our community for families to gather. Families can check out books, attend programs, or just relax and read a book at the library. Please continue to have more local authors give presentations throughout the year!

- ◆ Would be interested in teen/tween classes and programs. Older kids don't have a lot of public places to socialize in a small group setting, and some don't have any free or low-cost opportunities to meet other kids with similar interests.
- ◆ Would like more reading challenges during the year that would make me read books I wouldn't have selected otherwise. I liked it when it was themed and not just the book count (set in Texas, poems, summer read, etc). No need for prizes for all challenges, just something to make you read more.
- ◆ Would love to see teen/tween programs, love items to check out like tonie boxes - would love to see more items that can be checked out like cricut, I'm not coming up with anything else at the moment that a tween would like to check out- but I bet there are some.
- ◆ You already do a great job! It is wonderful that you are truly interested in what will meet the needs of the Wolfforth community. Your children's programs are exceptional and it is obvious you have a desire to serve this population.

### Staff

- ◆ I absolutely love everything about our current library. The staff are wonderful and the place is fabulous. The library is one of the best things about Wolfforth.
- ◆ I think you all are doing an amazing job! You offer so many fun activities, books, games, kid stuff, and enjoyable events. Your administrators and staff are always incredibly friendly and helpful to me. I feel comfortable asking for help if I need it. The feeling in the library is one of warm acceptance and welcome. So grateful you are here in Wolfforth!
- ◆ Mrs Marla is amazing! Kim and Taylor do a great job!
- ◆ Our family loves this library! We appreciate all the programs they have introduced for all ages. The staff is so welcoming and helpful. We check out books biweekly throughout the year and love the treasure hunts with the many different seasonal themes. We spend a lot of summer days in the library play area and at the programs. Thank you for a welcoming and safe space for our family.
- ◆ Thank y'all so much for the work you do. We have been coming to the Wolfforth Library for over 10 years, and it's been a really special place for my family. Thank you for your time, effort, and thoughtfulness behind the scenes. You make a difference every day!
- ◆ The library staff is excellent!
- ◆ The staff is amazing, the community events for adults are amazing, and I overall enjoy the atmosphere! I'm not really sure how we can improve on an already fantastic public program! We are so excited to see what else you all bring about!- P.S. I noticed the question regarding Spanish speakers/readers/writers. While I do not speak/read/write in Spanish, I have been working on learning it independently through shows and neighbors. If ever possible, I think a community Spanish class would be so enriching.
- ◆ we love the wolfforth library!! especially laney, marla and taylor! ♥
- ◆ We love the Wolfforth library. The staff is always so friendly and welcoming. It's always felt like a safe and comfortable environment. My older kids love taking my

3 year old to choose Tonie's. They even find STEAM kits and other items to check out for themselves. Thanks for all you do for our community.

- ◆ We love your library and the staff! We hope whatever comes in the future has the same warm feel.

### **Support for the Library**

- ◆ Excited for the future of the library and we appreciate you so much!!
- ◆ I know it will be amazing!
- ◆ I think this library is wonderful.
- ◆ I'm excited for the future of this library and everything Kimberly has planned. Love y'all so much.
- ◆ Thank y'all for all you do!
- ◆ Thank you for being an awesome and caring place!
- ◆ Thank you so much for all you're doing to plan this huge community blessing!
- ◆ We are excited about what the future holds for the library! It is great for our family!
- ◆ We understand what a blessing this library is to our community of Wolfforth, and we look forward to supporting your growth.

### **Awareness**

- ◆ Continue to promote Libby and your vast online selection of checkout for all ages. Maybe going into school or sending out postcards with easy instructions to get books in ALL readers hands. You guys have done a great job!!! We love our library.
- ◆ I think the library is doing a great job and is well talked about in the community. I have struggled to get books back on time and have had to pay fines. I wish there was a way to check them out again online (without having to physically call to renew-this may have already changed. I stopped going because of this.-My fault. No one else's.) I think it is important to get the word out to public schools and families about using the library during the summer especially. A flyer to send home in their folders in May would be great. Partnership with schools is very important. (You may already do this but I haven't seen anything promoted at our school.) Just a suggestion:) Thank you for all you do!
- ◆ Newsletters (paper or email) would be VERY helpful. I'm not on social media and that seems to be about the only way to find out about your calendar. Very limiting and noninclusive

# Data Tables

# City of Wolfforth Library Community Survey

Data tables for full respondent base

## Q1. Do you live, work, or go to school in Wolfforth, Lubbock County, or Hockley County?

Responses	Count	Percentage
Yes	365	96.1%
No	15	3.9%
Don't Know	0	0.0%
<b>Total</b>	<b>380</b>	

## Q2. What is your ZIP code?

Responses	Count	Percentage
79382	150	41.1%
79424	88	24.1%
79407	35	9.6%
79423	27	7.4%
79416	18	4.9%
79413	14	3.8%
79358	9	2.5%
79414	6	1.6%
79410	4	1.1%
79363	3	0.8%
79364	2	0.5%
79366	1	0.3%
79403	1	0.3%
79313	1	0.3%
79415	1	0.3%
Other	5	1.4%
<b>Total</b>	<b>365</b>	

**Q3. In the last 12 months, approximately how many times have you visited the City of Wolfforth Library or used its services? Please include calls or visits to the building, use of meeting rooms, visits to the library's website and catalog, and use of digital services like Libby.**

Responses	Count	Percentage		
0	36	9.9%	<i>non-users</i>	26.8%
1-2	62	17.0%		
3-6	69	18.9%		
7-19	101	27.7%	<i>users</i>	73.2%
20+	97	26.6%		
<b>Total Responses</b>	<b>365</b>			

**Q4. How satisfied are you with the City of Wolfforth Library overall?**

Responses	Count	Percentage
Very Dissatisfied	3	1.1%
Dissatisfied	0	0.0%
Neutral	16	6.0%
Satisfied	76	28.5%
Very Satisfied	172	64.4%
<b>Total</b>	<b>267</b>	

**Q5. Why do you or members of your household use the Library? Please select all that apply.**

Responses	Count	Percentage
For entertainment or hobbies (books, programs, kits, craft guides, etc.)	203	76.0%
To check out physical books, magazines, movies, etc.	175	65.5%
To download digital materials from services like Libby	121	45.3%
To attend a program	121	45.3%
To see friends and other people	85	31.8%
To find study or research materials	38	14.2%
To read, work, or study in a quiet place	36	13.5%
To print/copy/scan/scan-to-email	26	9.7%
For one-on-one help from Library staff	21	7.9%
To host or attend a meeting	21	7.9%
To use the Library's Wi-Fi	18	6.7%
To use the Library's computers	17	6.4%
To study or work in a small group	5	1.9%
To provide or receive tutoring	2	0.7%
To search or apply for a job	2	0.7%
To charge a device	1	0.4%
To take online classes or complete an online certification	0	0.0%
Other (Please specify)	14	5.2%
<b>Total Unique Responses</b>	267	
<b>Total Responses</b>	906	

**Q6. What would make it easier for you or members of your household to use the Library? Please select all that apply.**

Responses	Count	Percentage
More free time	132	36.2%
A larger children’s area	130	35.6%
More places to sit and read	86	23.6%
More items that meet my needs	54	14.8%
A library closer to my home	42	11.5%
I don’t know what the Library offers	40	11.0%
An easier way to pick up or return items	35	9.6%
A more comfortable building	34	9.3%
More places to study in the building	33	9.0%
Better opening hours	25	6.8%
More Spanish-language offerings	15	4.1%
Better transportation to the Library	11	3.0%
Better internet access at home	5	1.4%
Other (Please specify)	33	9.0%
<b>Total Unique Responses</b>	<b>365</b>	
<b>Total Responses</b>	<b>675</b>	

**Q7. Do you use any other public libraries in the area? Please select all that apply.**

Responses	Count	Percentage
Lubbock Public Library	233	63.8%
I do not use other libraries.	124	34.0%
Hockley County Memorial Library in Levelland	3	0.8%
Kendrick Memorial Library in Brownfield	1	0.3%
Other (Please specify)	19	5.2%
<b>Total Unique Responses</b>	<b>365</b>	
<b>Total Responses</b>	<b>380</b>	

**Q8. Which Lubbock Public Library branches do you use? Please select all that apply.**

Responses	Count	Percentage
Godeke Branch Library	188	80.7%
Mahon (Main) Library	115	49.4%
Groves Branch Library	103	44.2%
Texas Tech libraries	18	7.7%
Patterson Branch Library	16	6.9%
<b>Total Unique Responses</b>	233	
<b>Total Responses</b>	440	

**Q9. What brings you to the other library or libraries? Please select all that apply.**

Responses	Count	Percentage
To check out books and other items not available at the City of Wolfforth Library	147	61.0%
To attend a program, class, or workshop	85	35.3%
The other library or libraries are more convenient for me	51	21.2%
Other libraries have shorter wait times for popular items	36	14.9%
For services not available at the City of Wolfforth Library	21	8.7%
To use study or meeting rooms	13	5.4%
Other (Please specify)	32	13.3%
<b>Total Unique Responses</b>	241	
<b>Total Responses</b>	385	

**Q10. How interested are you in these library spaces and services?**

Responses	Very Interested	Interested	Not Interested	Total
A space for children to explore and play	219	103	33	355
	61.7%	29.0%	9.3%	
A space for books and other physical materials	152	163	21	336
	45.2%	48.5%	6.3%	
A space for making (e.g., Cricut machines, podcasting equipment, 3D printer)	150	132	64	346
	43.4%	38.2%	18.5%	
A space for teens to gather and learn	125	152	58	335
	37.3%	45.4%	17.3%	
A dedicated room for Library programs	104	176	49	329
	31.6%	53.5%	14.9%	
A space for community meetings and events	95	179	65	339
	28.0%	52.8%	19.2%	
Kitchen for demonstrations, programs, or training	91	156	96	343
	26.5%	45.5%	28.0%	
Adult education classes	46	131	148	325
	14.2%	40.3%	45.5%	
Laptops and other devices to check out	33	77	221	331
	10.0%	23.3%	66.8%	
Business center (print/fax/scan, etc.)	33	127	178	338
	9.8%	37.6%	52.7%	
Materials, programs, and services in Spanish	23	57	258	338
	6.8%	16.9%	76.3%	

**Q11. What would you like in a meeting space? *Please select all that apply.***

<b>Responses</b>	<b>Count</b>	<b>Percentage</b>
Access to a classroom environment with whiteboards, podium, etc.	181	49.6%
Space for 8-15 people	147	40.3%
Space for up to 25 people	144	39.5%
A large conference table	113	31.0%
A kitchenette	107	29.3%
Access to video conferencing and projection	99	27.1%
Space for 2-6 people	71	19.5%
Space for 100 people or more	46	12.6%
<b>Total Unique Responses</b>	<b>365</b>	
<b>Total Responses</b>	<b>908</b>	

**Q12. What would you like in an outdoor space? *Please select all that apply.***

Responses	Count	Percentage
Shaded space	319	87.4%
Space for children to play	268	73.4%
Space for interactive experiences (e.g., story walk, play area, sensory garden, music garden)	245	67.1%
Walking trails	221	60.5%
Space for outdoor programs	209	57.3%
Café space or seating	180	49.3%
Access to Wi-Fi	174	47.7%
Space for informal gatherings	149	40.8%
Space for outdoor classrooms	92	25.2%
No preference	9	2.5%
Other (Please specify)	2	0.5%
<b>Total Unique Responses</b>	<b>365</b>	
<b>Total Responses</b>	<b>1,868</b>	

**Q13. How would you like the new library to feel? Please select all that apply.**

<b>Responses</b>	<b>Count</b>	<b>Percentage</b>
Welcoming	306	83.8%
Cozy	270	74.0%
Calm	234	64.1%
Light-filled	188	51.5%
Spacious	183	50.1%
Inspiring	149	40.8%
Colorful	116	31.8%
Innovative	92	25.2%
Energetic	69	18.9%
Modern	65	17.8%
<b>Total Unique Responses</b>	365	
<b>Total Responses</b>	1,672	

**Q14. What is the best way for the Library to communicate with you? Please select all that apply.**

Responses	Count	Percentage
Social media (Instagram, Facebook, etc.)	229	62.7%
Email	218	59.7%
Text message	207	56.7%
Library website	136	37.3%
Digital newsletter	120	32.9%
Mailings from the library	97	26.6%
Word of mouth (library staff, friends, neighbors, etc.)	68	18.6%
Library handouts	59	16.2%
In-library display screen	46	12.6%
Local radio, newspapers, TV	19	5.2%
Other (Please specify)	0	0.0%
<b>Total Unique Responses</b>	365	
<b>Total Responses</b>	1,199	

**Q15. The Library serves a diverse population. Please tell us about your use of the Spanish language. Please select all that apply.**

Responses	Count	Percentage
I do not speak, read, or write in Spanish	296	81.1%
I speak Spanish	44	12.1%
I read in Spanish	43	11.8%
I write in Spanish	22	6.0%
Prefer not to answer	13	3.6%
<b>Total Unique Responses</b>	365	
<b>Total Responses</b>	418	

**Q16. Thinking about the community overall, how important is it that local leaders focus on the following priorities:**

Responses	Very Important	Important	Slightly Important	Not Important	Total
Schools and education	274	73	10	8	365
	75.1%	20.0%	2.7%	2.2%	
Community safety	254	96	13	2	365
	69.6%	26.3%	3.6%	0.5%	
Emergency preparedness	212	131	19	3	365
	58.1%	35.9%	5.2%	0.8%	
Living wages	200	127	27	11	365
	54.8%	34.8%	7.4%	3.0%	
Mental health care	197	128	29	11	365
	54.0%	35.1%	7.9%	3.0%	
Employment opportunities	196	136	27	6	365
	53.7%	37.3%	7.4%	1.6%	
Parks for exercise and relaxation	190	146	28	1	365
	52.1%	40.0%	7.7%	0.3%	
Physical health care	168	144	36	17	365
	46.0%	39.5%	9.9%	4.7%	
Childcare	167	142	39	17	365
	45.8%	38.9%	10.7%	4.7%	
Environment and sustainability	161	147	50	7	365
	44.1%	40.3%	13.7%	1.9%	
Housing	135	149	53	28	365
	37.0%	40.8%	14.5%	7.7%	
Social relationships and community connections	116	189	51	9	365
	31.8%	51.8%	14.0%	2.5%	
Access to technology/Wi-Fi	115	172	65	13	365
	31.5%	47.1%	17.8%	3.6%	
Transportation	92	149	88	36	365

	25.2%	40.8%	24.1%	9.9%	
Entertainment options	80	178	93	14	365
	21.9%	48.8%	25.5%	3.8%	

**Q17. Your age:**

Responses	Count	Percentage
Up to 17	2	0.5%
18 to 24	18	4.9%
25 to 39	166	45.5%
40 to 64	142	38.9%
65 and up	34	9.3%
Prefer not to answer	3	0.8%
<b>Total Responses</b>	<b>365</b>	

**Q18. Which description best fits your household? *Please select all that apply.***

Responses	Count	Percentage
Family with young children in the household	215	58.9%
Family/adults without children in the household	90	24.7%
Family with teens in the household	88	24.1%
Single-person household	16	4.4%
Prefer not to answer	3	0.8%
<b>Total Unique Responses</b>	<b>365</b>	
<b>Total Responses</b>	<b>412</b>	



# APPENDIX D

## Teen Focus Group Feedback

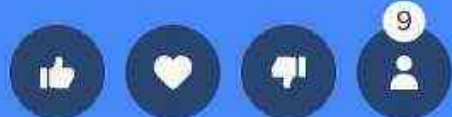


All of these questions are meant to get you thinking about what the Library should have to make you, and your friends, want to visit us.

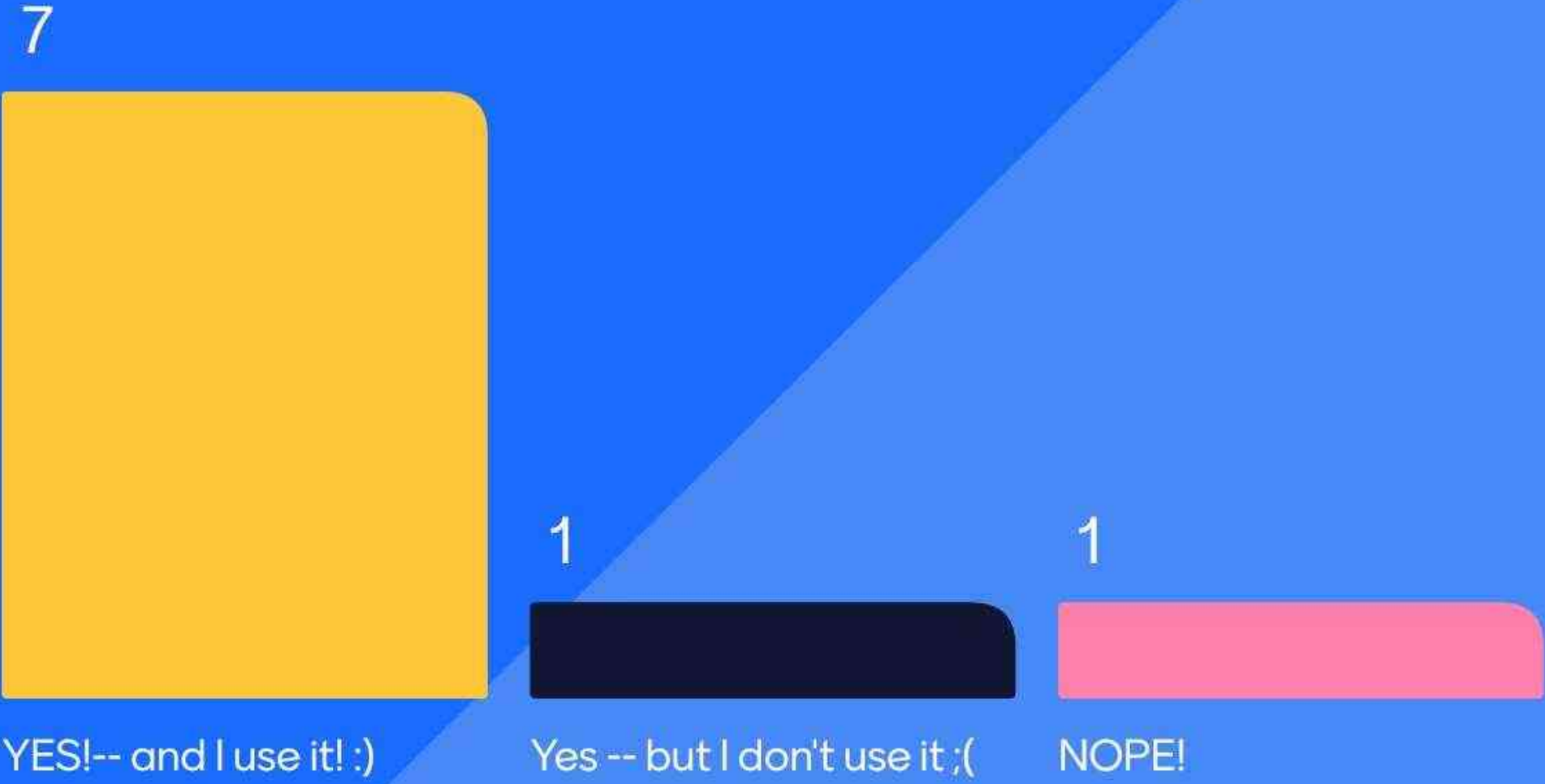
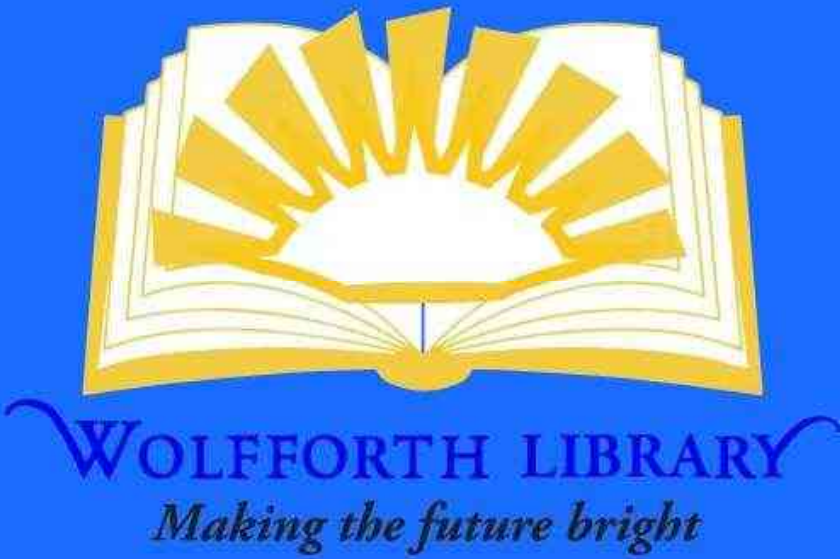
THERE IS NO WRONG ANSWER!!



# Do you, or your family members use the Wolfforth Library?



# Do you have a Library Card?



# If you do not use the Library, why?

I really didn't know there was a library here and I usually stay home all day and play video games.



# Do you use any other library? If so, why?

The lubbock library circuit is closer to my house and has more activities i enjoy

Some Lubbock libraries, more seating and a wider book selection

No, I don't go to any other ones

I use Godeke branch library in Lubbock, and for me it's closer and sometimes have more options



# Where do you and your friends hang out? (in Wolfforth or Lubbock)



# What public or community spaces is Wolfforth missing?

A anime club

An outside area to just sit or work on homework

The only place in wolfforth i regularly go with my friends is the farmers market, maybe some more indoor places?

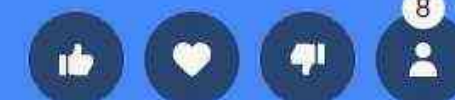
Book clubs for teen ages

More stores for teens

A learn how 2 draw club

Places to just hang out

An art studio or something creative



# What public or community spaces is Wolfforth missing?

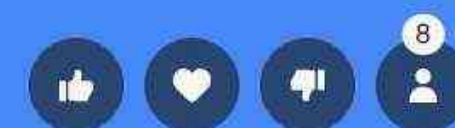
A big kid park lol

I second the park

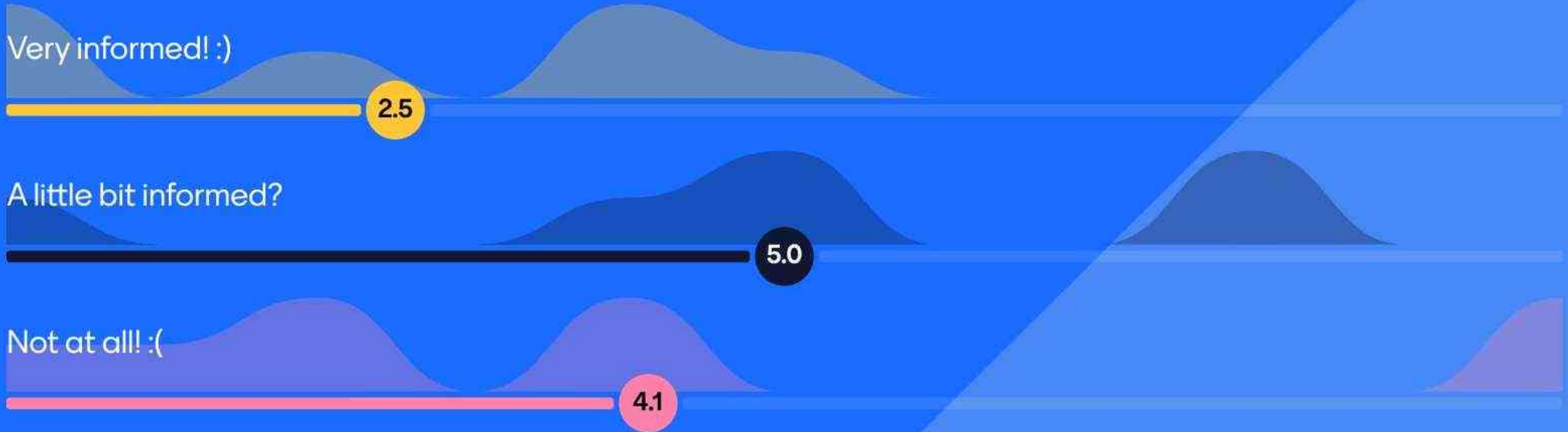
Places to just hang out  
also yeah second the  
park

A park for big kids.

A place just for teens.



# How well informed do you believe you (and your peers) are about the library's programs and services?



1 8

👍 ❤️ 👎 👤

# How can that be improved with a new Library?

Specific bulletin board for teen events

A teen library social media account

A social media platform page for the library all the info not just teens

Hang up signs outside that say what is coming up

Contests to bring more people in

A area wear u can meet new people and hang out with ur besties

Rather it's Facebook instagram the jump ect.

Put signs by neighborhoods and maybe push more on face book



# How can that be improved with a new Library?

Having meetups outside the library

Post information on social media platforms.

More social media posts for events, meetings, etc.

Posters and announcements at the library.



# What does the library need for teens?



# If you selected "something else", what would that be?

I know libraries and food dont necessarily mix, but maybe a snack cabinet?

I didn't select "something else" lol

A luncheon once a week maybe?

Borrow-able headphones to listen to music

Chargers

An art corner

Sometimes for school we do plays and it would be nice to have a spot to practice that at

A sensory room



# If you selected "something else", what would that be?

Maybe more whiteboards we can use

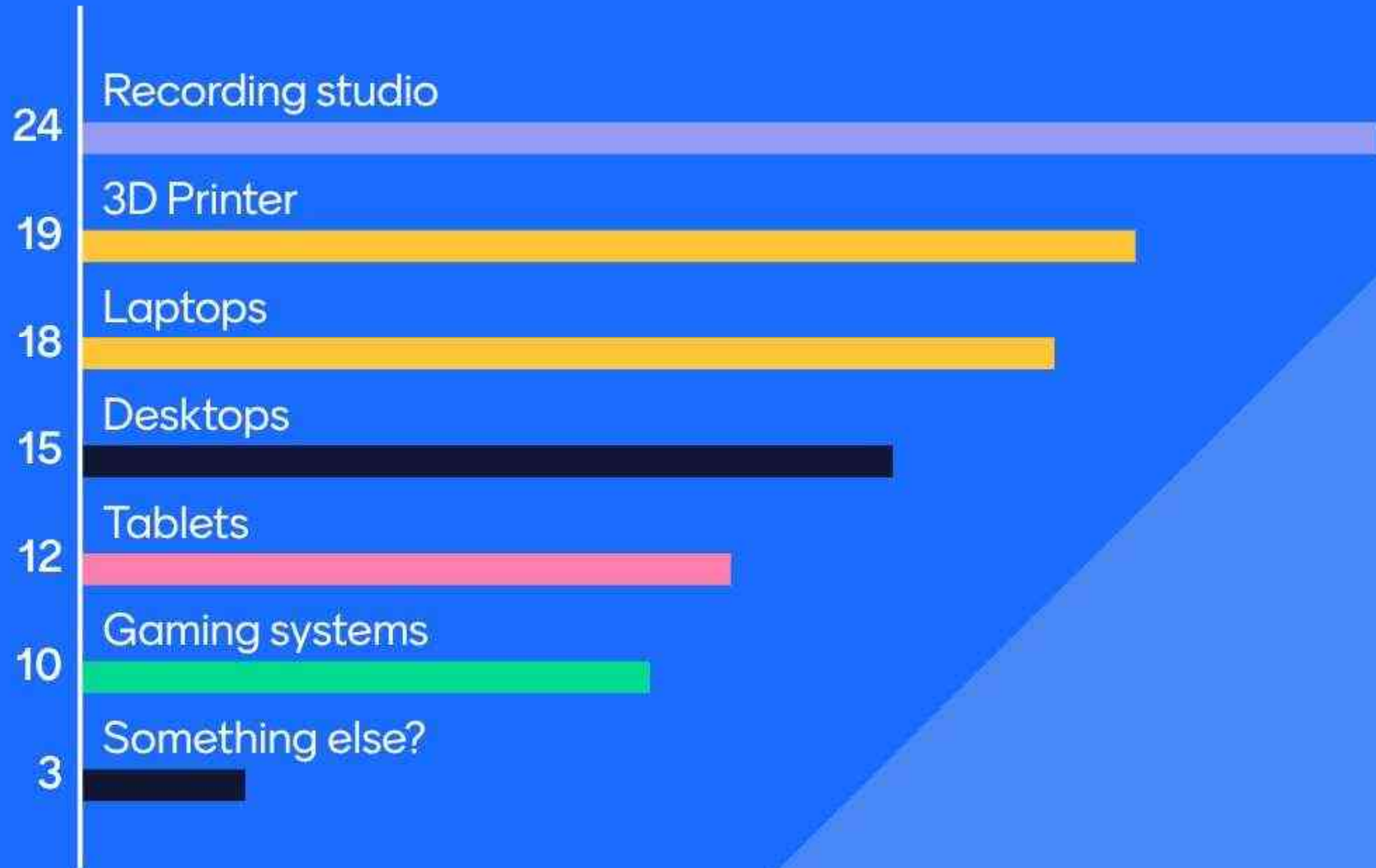
Oooo a sensory rooms does sound nice

Fun seating and like a slime center.

Soft quiet and calm music.



# What technology would be useful?



# If you selected "something else", what would that be?

Lessons of some type, not tech related but i js thought of it. Maybe like a peer-to-peer program

Cricket

Definitely a color printer

Crochet corner

A speaker for some music and seperate headphones for everyone to use so we can listen to music

A little petting zoo

VR Headsets

we need vr headsets



# If you selected "something else", what would that be?

VR headsets



# What types of programs should we offer for teens?

Game nights

Karaoke nights

Talent shows

Nerf wars

Just dance

Book based game nights (nerf war for hunger games??)

Family feud game night

Art time



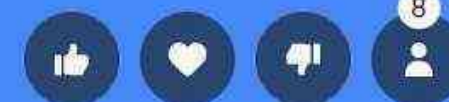
# What types of programs should we offer for teens?

Silent disco!!!!,!!

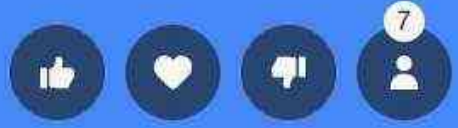
NERF  
WARSSSSSSSSSS!!!!!!!

I second game nights,  
nerf wars, and book  
based game nights

Karaoke nights, silent  
disco and game nights.



# Where do you go to do your homework?



# Do you need space for group projects? If so, what type of space?

Maybe just small rooms for groups to meet

Desks and music, comfy pillows to sit on, i work on the floor. Maybe private rooms where you can play your music without headphones

Separate rooms

A quiet space with some bean bag chairs but also with people around

Some smaller some bigger

1on1 space or a quiet space for 2 people or even just you

Outside spaces protected from the elements

Soundproofish rooms for louder groups or music projects



# Do you need space for group projects? If so, what type of space?

I agree with the soundproofing

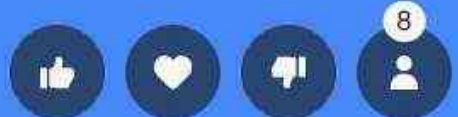
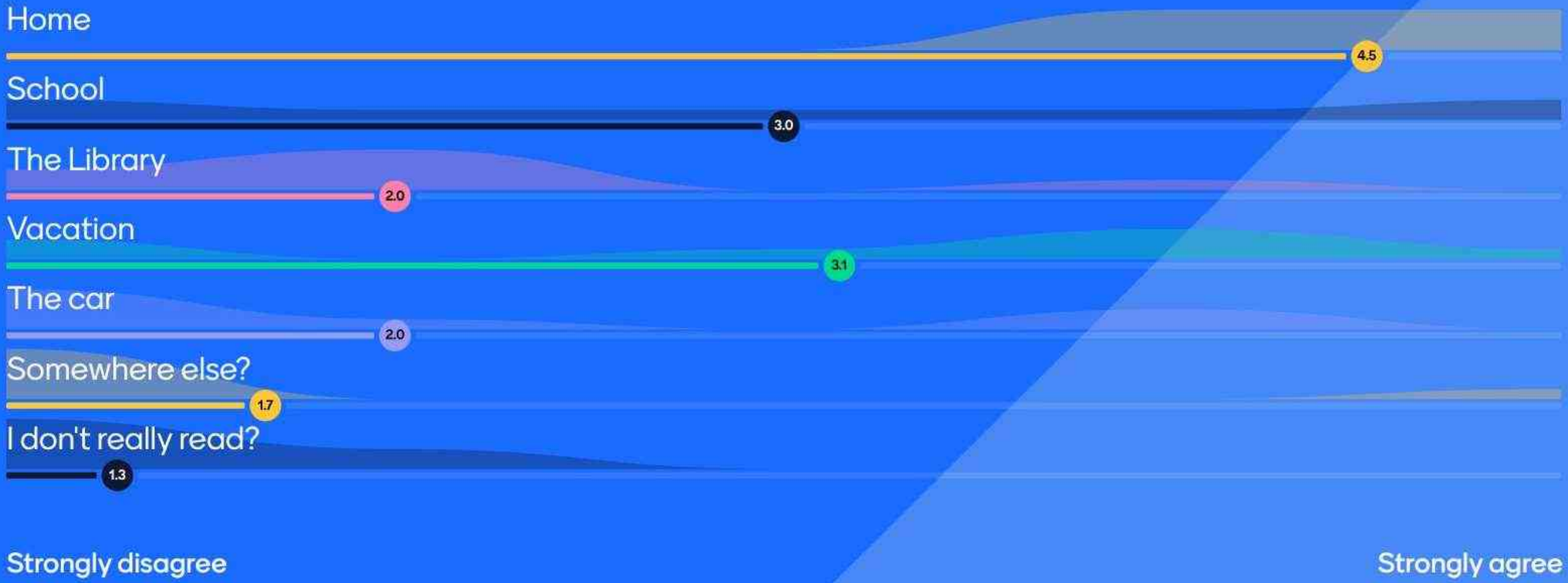
Soundproofing SOUNDS great

quiet spaces with fun seating and snacks and no distractions

rooms that are soundproof



# Where is the most memorable place you have read a book?



# What do we need to include to make sure the new library is welcoming to teens?

Good teen books

Sensory safe places for those of us with disabilities

Mostly what we've already said, a dedicated teen space

Hammocks or bungee cord chairs which are actually very comfy

Maybe some blankets and just a nice cozy area

I like the idea of hammocks good place to read a book trust

Extra comfy chairs.

Hammocks and a space for just teens with snacks



# What do you think the library's priorities should be for the future?

Book clubs

Adult lead book clubs

More teen activities, i  
get sad when its just for  
4 year olds

More volunteer  
opportunities

Times when teens can  
help read to younger  
kids

A art space for teens not  
little kids and maybe some  
nice fidgets for whole you  
read

After hours activities

Babysitting courses



# What do you think the library's priorities should be for the future?

\*while

Workshops for anything

Messy days

Dedicate spaces for specific groups.

Yeah more teen activities

Art spaces and days where teens do read alouds to little kids.



What questions, thoughts, or other suggestions do you have?

4 questions  
8 upvotes



# Quiz leaderboard

**No results yet**

Top Quiz participants will be displayed here once there are results!





# APPENDIX E

## Technology Report



# TECHNOLOGY VISIONING WORKSHOP

# N|V|5



# WORKSHOP GOALS/QUESTIONS

- **Visioning**
  - Blue Sky/Dream/No Limits
- **Technology Images**
  - Likes, Dislikes, Applications
- **What's Working Now?**
  - Strengths in Existing Libraries
- **What's Not Working Now?**
  - Struggles in Existing Libraries
- **What Should Be?**
  - List Aspirations (Prioritize Long-Term)
  - City Standards
- **What Will Be?**
  - Rank Results (Priorities for Day 1)

# PATRONS OF TODAY

# N|V|5

- Always On, Always Connected
- Expect Full & Immediate Access to Media, Materials and Information
- Creates & Consumes Media
- Connect Living & Learning
- Some have a “Technology Gap”
- Want To Collaborate
- See the Library as the “Community Living Room” –  
Want a comfortable place to hang out.



# THINGS TO CONSIDER: PATRONS/STAFF

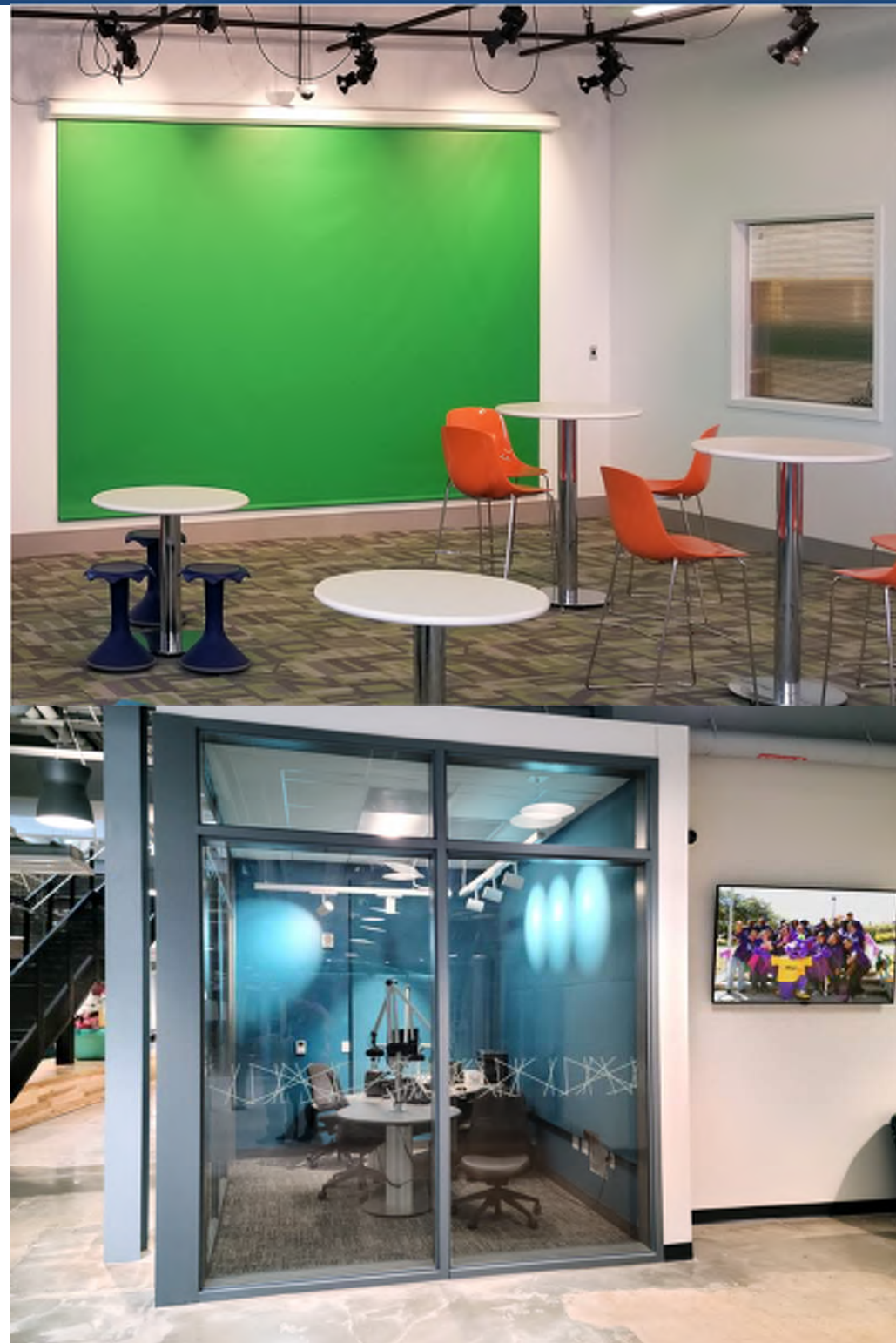
# N|V|5

- What do Patrons come to Library for?
- What do the Patrons want from the Library?
- What technology is Patrons request?
- What technology do Staff request?
- Is your staff comfortable with technology?



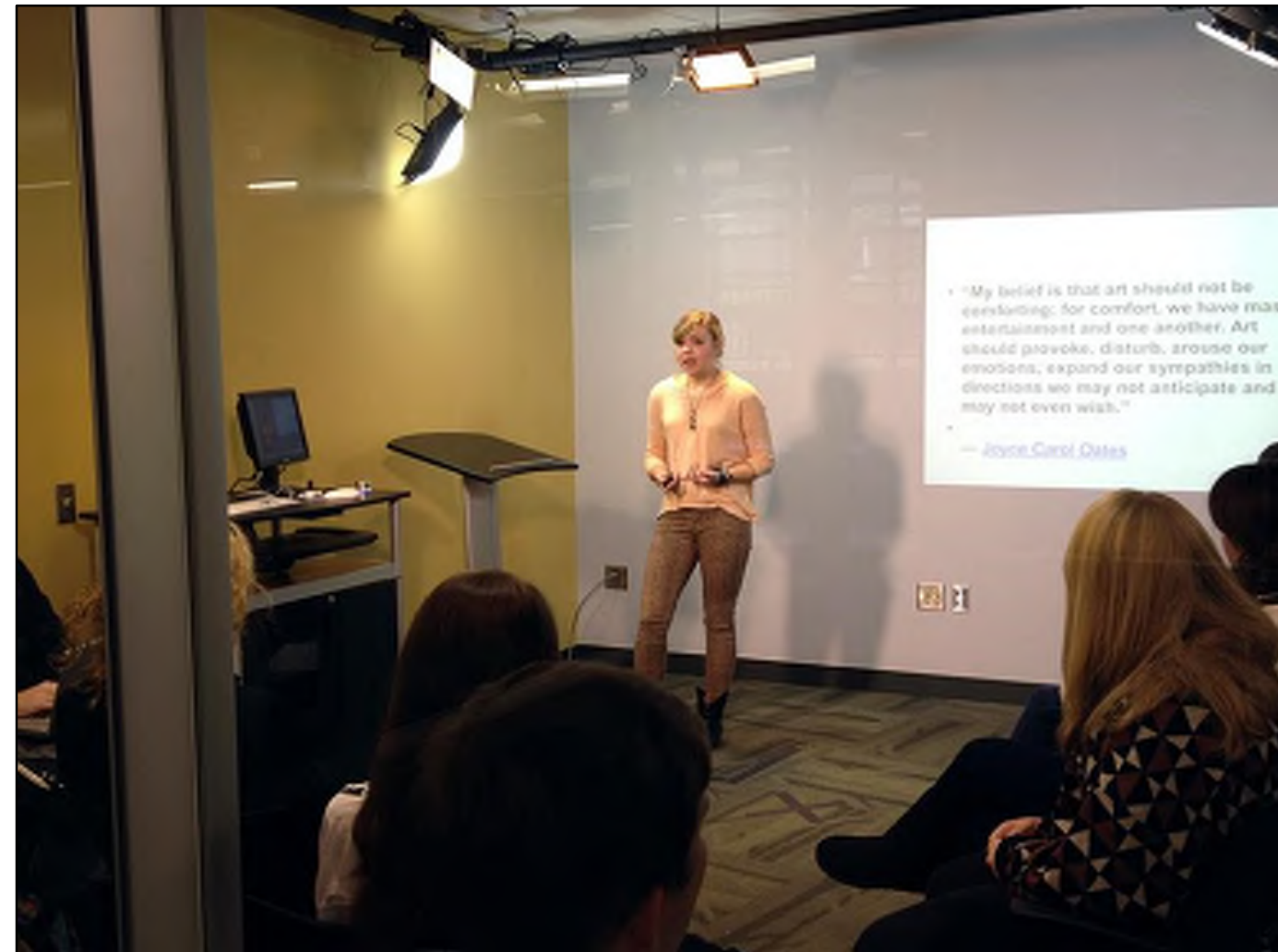
# AUDIO/VIDEO PRODUCTION SPACES

# N|V|5



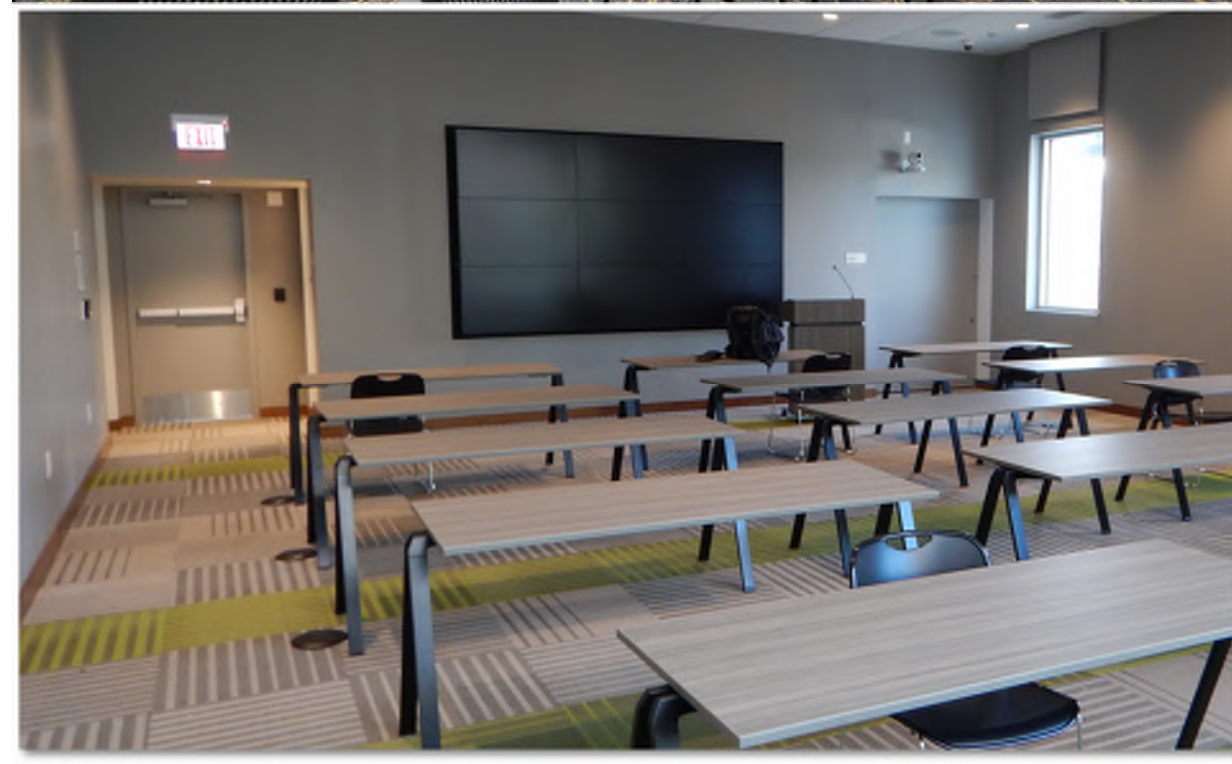
# AUDIO/VIDEO PRODUCTION SPACES

# N|V|5



# MULTIPURPOSE ROOM

# N|V|5



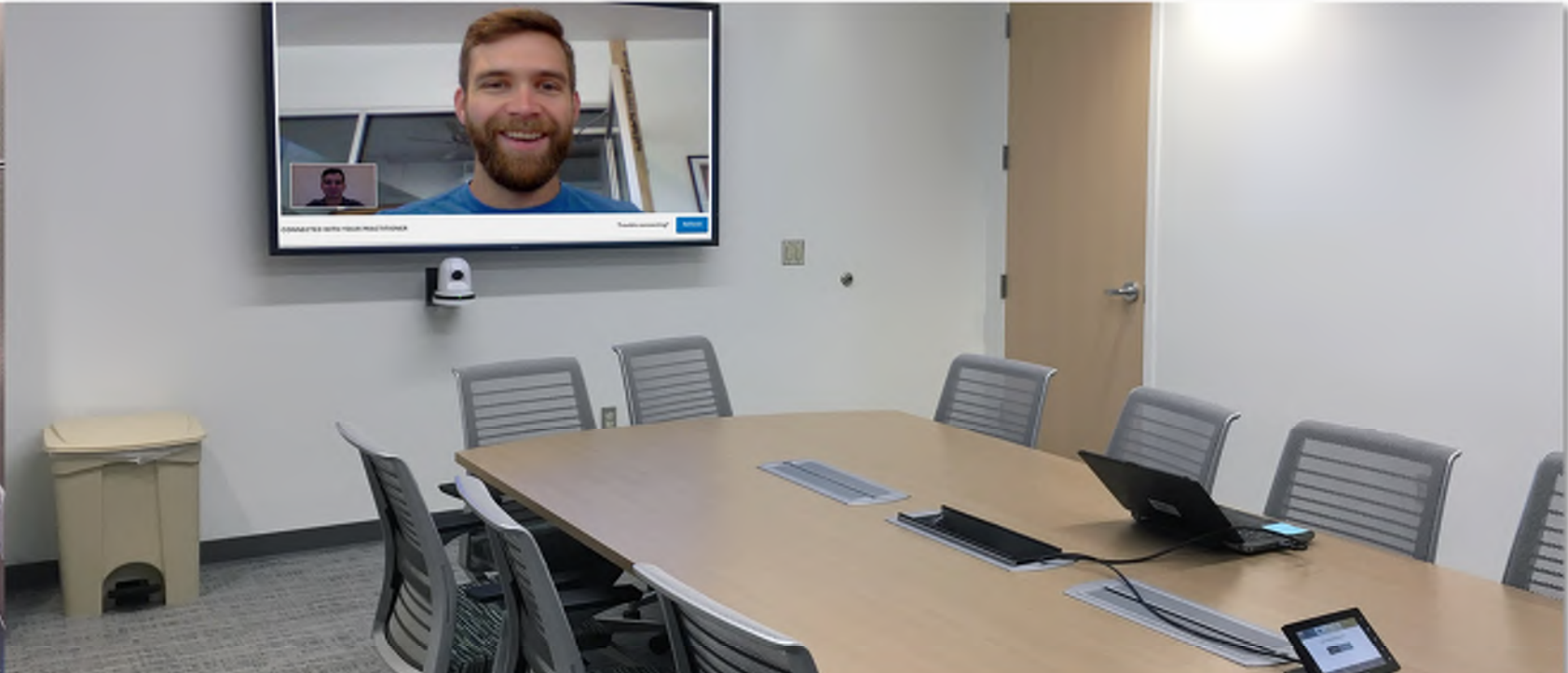
# MULTIPURPOSE ROOM

# N|V|5



# CONFERENCE

# N|V|5



# TECH LEARNING LAB

# N|V|5



# GROUP STUDY

# N|V|5



# ADULT

# N|V|5



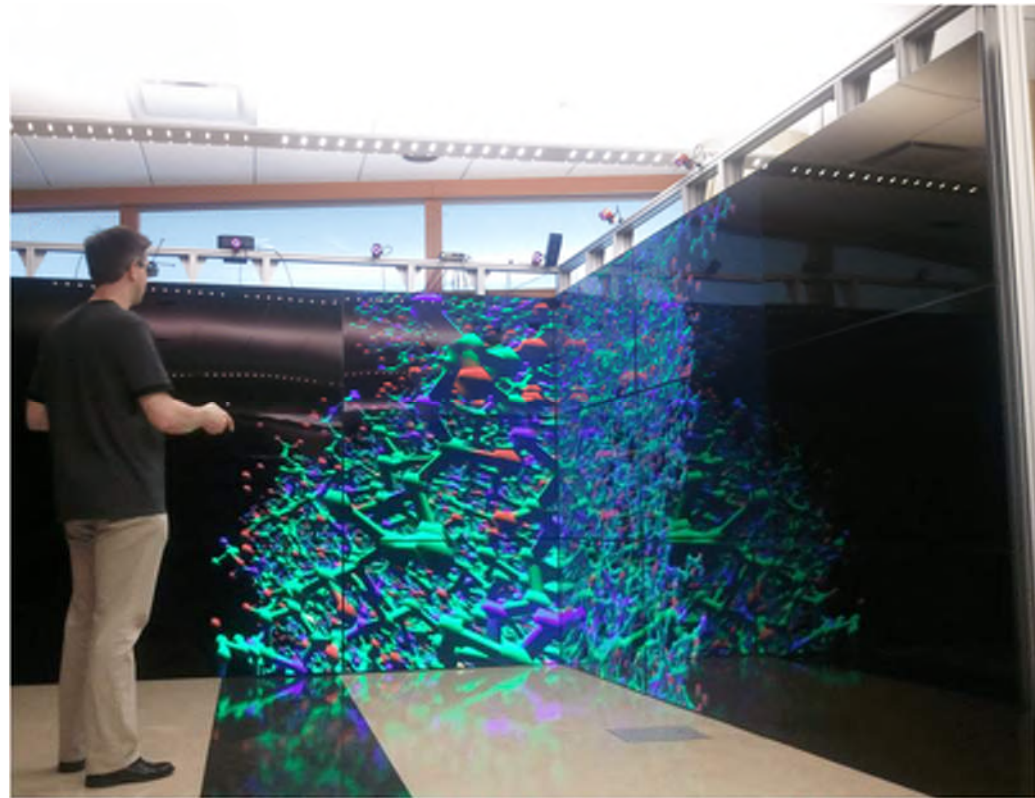
# TEEN

# N|V|5



# TEEN: AUGMENTED REALITY

# N|V|5



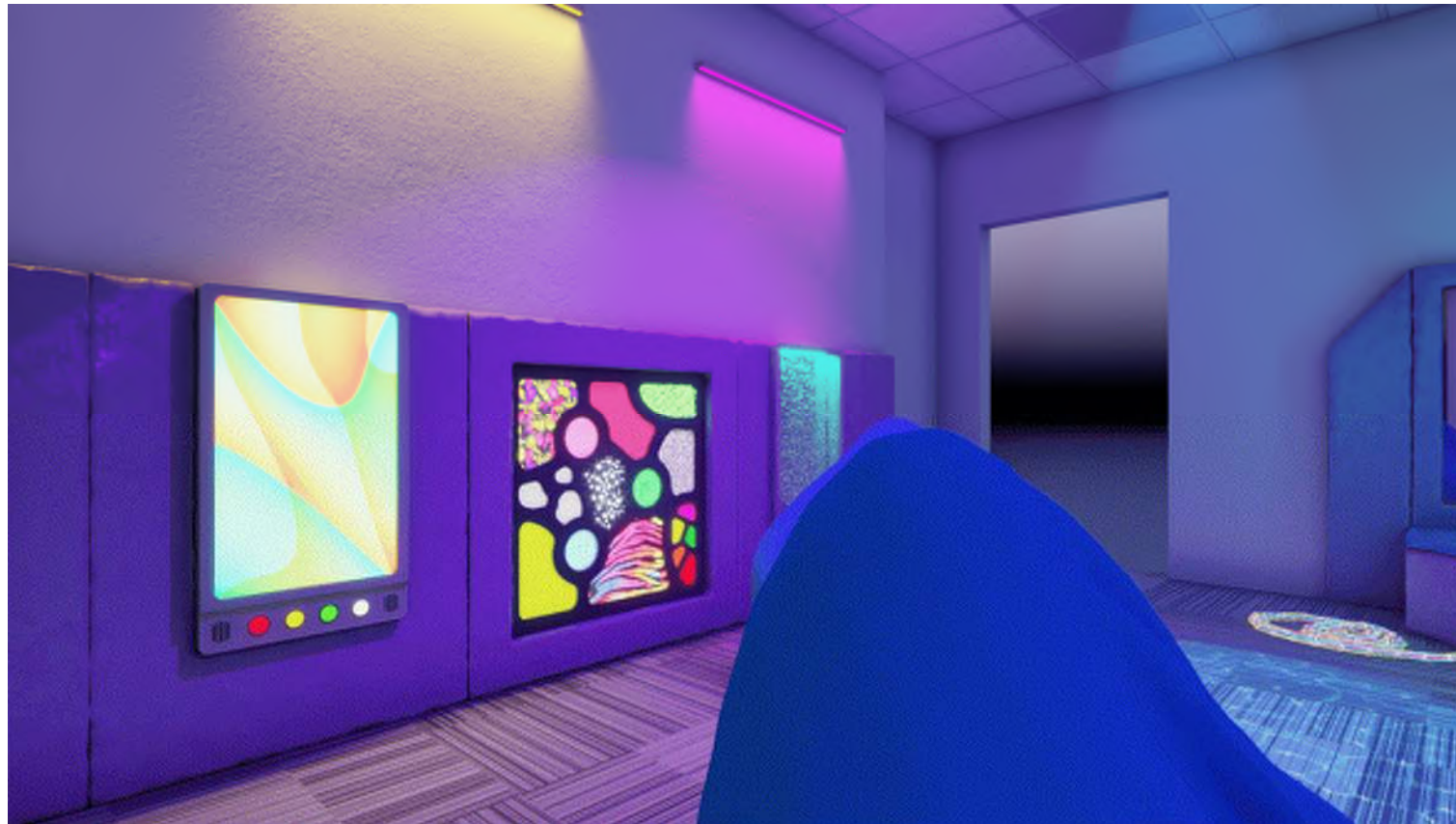
# TEEN: VIRTUAL REALITY

# N|V|5



# COMFORT SPACES/SPECIAL NEEDS

# N|V|5



# STORYTIME

# N|V|5



# STORYTIME

# N|V|5



# YOUTH: INTERACTIVE MEDIA

# N|V|5



# TEEN/YOUTH: INTERACTIVE MEDIA

# N|V|5



# CURATE/PUBLIC AREAS

# N|V|5



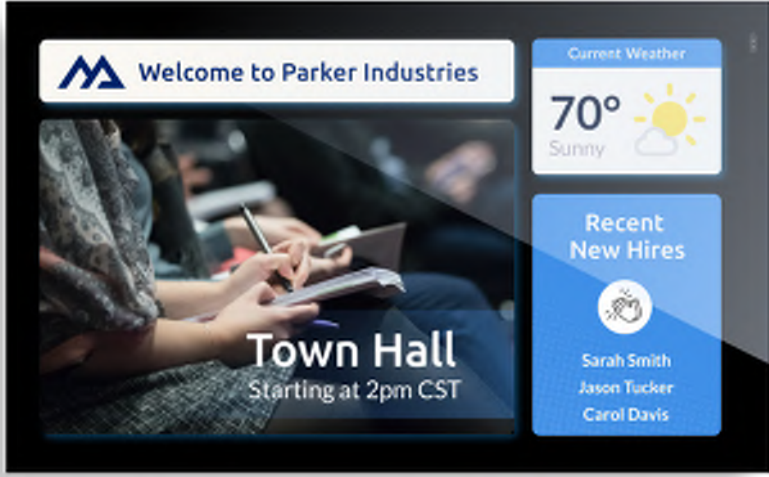
# CURATE/PUBLIC AREAS

# N|V|5



# DIGITAL DISPLAY/ WAYFINDING/ROOM SCHEDULING

# N|V|5



Informational Displays



Room Reservation + Room Displays as Signage



Desk Booking Screens



Meeting Room Screens



Video Wall as Signage



Wayfinding Kiosk



AV as Digital Art

# DIGITAL DISPLAY/ WAYFINDING

# N|V|5



# DISCUSSIONS

# N|V|5



# QUESTIONS AND NEXT STEPS

N|V|5









# AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on presentation of Water and Wastewater Master Plans from Kimley Horn.
<b>STAFF INITIATOR:</b>	Randy Criswell, City Manager

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**BACKGROUND:**

In a city experiencing the kind of growth we are, there’s a continuous need for planning. You’ve adopted a water Capital Improvement Plan, we’re currently working on updating our Comprehensive Plan and Comprehensive Land Use Plan, and just this evening you’ve heard the first phase of a Library Master Plan. Over the past year or so, we’ve been working with Kimley Horn to update our Water and Wastewater Master Plans. These plans will establish the roadmap for us moving forward with the needed investments in our water and wastewater systems, both for growth and maintenance.

Both of those plans are now finished, and I’ve asked Kimley Horn to make a make a reasonably brief presentation of each of them to you.

**EXHIBITS:**

**COUNCIL ACTION/STAFF RECOMMENDATION:**

I recommend approval of these plans as presented.



## AGENDA ITEM COMMENTARY

---

<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on Resolution No. 2025-051 A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, AWARING A LANDSCAPING SERVICES CONTRACT TO S&J LAWN SERVICE AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL AGREEMENTS NECESSARY TO IMPLEMENT THE CONTRACT.
<b>STAFF INITIATOR:</b>	Randy Criswell, City Manager

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### BACKGROUND:

Per your direction given during budget discussions, staff prepared an RFP for landscaping (lawn care) services. Proposals were received, opened, and read aloud on October 15, 2025. Five (5) proposals were received (attached as an exhibit). The current contractor did not submit a proposal. Since that time, we've been working to evaluate and clarify all proposals.

The proposals reflect a higher cost of services than what we've been paying. However, it was your desire to raise our level of service and performance, so a higher cost is no surprise. I'm comfortable with the additional cost, combined with the fact that we will also have a contract with written performance measures and expectations. I feel much better about moving forward, even at a significantly higher cost. We will need to make some concessions in the FY 2026 budget to pay the additional costs, and I am prepared – with Council's support – to make whatever changes we need to make.

Resolution No. 2025-051 has been prepared to award the bid from S & J Lawn Care Service and authorize the City Manager to execute a contract.

### EXHIBITS:

Resolution No. 2025-051

### COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends approval of the Resolution.

**RESOLUTION 2025-051**

**A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, AWARDING A LANDSCAPING SERVICES CONTRACT TO S&J LAWN SERVICE AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL AGREEMENTS NECESSARY TO IMPLEMENT THE CONTRACT.**

**WHEREAS**, the City is required by Chapter 252 of the Texas Local Government Code to solicit sealed proposals for any expenditure of more than \$100,000 from one or more municipal funds, and

**WHEREAS**, the City has solicited applications from landscape service companies to provide the City’s landscape service, and

**WHEREAS**, the City has determined that S&J Lawn Service has provided the most advantageous terms to the City,

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

**Section 1.** The City Council hereby awards the City’s landscaping services contract to S&J Lawn Service for an initial three-year term beginning December 1, 2025. The successive terms shall run from October 1 to September 30.

**Section 2.** The City Manager, or designee, is hereby authorized to execute all necessary agreements to establish the depository relationship.

**Section 3.** If any section, paragraph, sentence, clause, phrase or word of this Resolution or the application thereof to any person or circumstance is held invalid or unconstitutional, such holding shall not affect the validity of the remaining portions of this Resolution, and the City Council hereby declares that it would have passed such portions remaining despite invalidity or unconstitutionality.

**Section 4.** That this resolution, and the removal and appointment herein, shall take effective immediately from and after the date of its passage.

**DULY PASSED by the City of Wolfforth, Texas, on the 17<sup>th</sup> day November 2025**

**CITY OF WOLFFORTH, TEXAS**

\_\_\_\_\_  
Charles Addington, II, Mayor

**ATTEST:**

*(unapproved draft)*

Item # 12.

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Terri Robinette, City Secretary

DRAFT

	<b>Krafted Landscaping</b>	<b>Tom's Tree Place</b>	<b>S&amp;J Lawn Service</b>
Complete Proposal Returned	no	yes	yes
Site #1 Cost City Hall/PD		\$ 47,580.00	\$ 9,277.56
Site #2 Cost Library		\$ 33,480.00	\$ 6,145.56
Site #3 Cost Baseball Complex		\$ 111,600.00	\$ 14,425.00
Site #4 Cost Frenship Mesa park		\$ 91,560.00	\$ 31,747.50
Site #5 Cost Patterson Park		\$ 288,360.00	<b>\$ 87,940.00</b>
Site #6 Cost OJD Building		\$ 18,000.00	\$ 4,053.96
Ground Sterlization		\$ 11,400.00	\$ 1,300.00
Sticker Abatement Details		n/a	promote turf health, pre-emergent Herbicide and post-emergent herbicide.
Sticker Abatement Cost		\$ 13,300.00	Site 1 \$337.50 per application, Site 5 \$3825 per application (2 per year)
References (if provided)		Multiple City of Lubbock PID's, Tyler Technologies, Coldwell Properties	Fountain Hills HOA, Ford Development, Hawkize Property Management
	<b>Did not submit all required bid documents</b>	<b>No changes upon follow-up</b>	<b>Patterson Park includes fall leaf cleanup and all parking areas being kept clean and weed-free</b>
Total Annual Bid (does not included Sticker Abatement)	\$ 94,533.00	\$ 601,980.00	\$ 154,889.58
With Estimate of Sticker Treatment Included	\$ 94,533.00	\$ 615,280.00	\$ 163,214.58

SRH Landscapes	WCD Enterprises
yes	yes
\$ 16,190.27	\$ 9,142.00
\$ 13,627.13	\$ 4,500.00
\$ 16,403.64	\$ 10,260.00
\$ 26,176.38	\$ 30,098.00
\$ 49,885.01	\$ 43,050.00
<b>\$ 13,838.40</b>	\$ 2,800.00
\$ 5,000.00	Built into annual cost
quarterly pre-emergent, scalping and bagging	Spray with epsom salt/vinegar then follow up with chemical herbicide
\$50,000 annual cost	\$225/acre
City of Lubbock, Lubbock airport, Dakota Arms Apartments	City of Laredo, City of Wylie, Health & Human Services in Rosenberg, TX
Follow up received on 11/5/2025	Company is based in Fort Worth, Texas
\$ 141,120.83	\$ 99,850.00
\$ 191,120.83	\$ 106,915.00



# AGENDA ITEM COMMENTARY

**MEETING NAME:** City Council

**MEETING DATE:** November 17, 2025

**ITEM TITLE:** Consider and take appropriate action on Resolution 2025-052 First Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO ISSUE AN INCENTIVE FOR CONSTRUCTION OF A RETAIL GROCERY STORE AND RELATED INFRASTRUCTURE TO UNITED SUPERMARKETS, LLC.

**STAFF INITIATOR:** Terri Robinette, City Secretary

**BACKGROUND:**

The City Council held a public hearing on November 3, 2025, to hear details of this proposed economic development project by the Wolfforth Economic Development Corporation (WEDC). The next step in the approval process is for the City Council to consider a Resolution of Support for the expenditure of funds. This resolution will have two readings as required by the Texas Local Government Code, Section 505—scheduled for November 17 and December 1, 2025.

This project represents a performance-based economic development incentive. The WEDC has structured the agreement so that no funds are disbursed until project completion and business opening. The incentive is tied directly to the company meeting specific conditions outlined in the performance agreement, such as investment in the Wolfforth site and opening the doors to the public.

Once the second reading is completed and the required 60-day public comment period ends on December 16, 2025, the WEDC will be authorized to issue funds only after all performance terms have been verified.

**EXHIBITS:**

Resolution

**COUNCIL ACTION/STAFF RECOMMENDATION:**

Approve Resolution – First Reading

**RESOLUTION 2025-052**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO ISSUE AN INCENTIVE FOR CONSTRUCTION OF A RETAIL GROCERY STORE AND RELATED INFRASTRUCTURE TO UNITED SUPERMARKETS, LLC.**

**WHEREAS**, the City of Wolfforth created the Wolfforth Economic Development Corporation (the “WEDC”), which is a Type B economic development corporation; and

**WHEREAS**, the Texas Legislature in Local Government Code 505.158 allows Type B economic development corporations created by a municipality with a population under 20,000 to promote new or expanded business within the community; and

**WHEREAS**, the City of Wolfforth currently has a population of under 20,000; and

**WHEREAS**, the WEDC at their November 3, 2025, regular meeting, held a public hearing regarding a proposed economic development incentive to United Supermarkets, LLC for construction of a retail grocery store and related infrastructure in Wolfforth, Texas, not to exceed \$500,000.00; and

**WHEREAS**, at the November 3, 2025, meeting, the WEDC Board of Directors found that the construction of the retail grocery store and related infrastructure will create new jobs and generate new sales tax revenue in the City; and

**WHEREAS**, the Wolfforth City Council held a public hearing on November 3, 2025, and gave this Resolution readings on November 17, 2025, and December 1, 2025, to consider authorizing an incentive by the Wolfforth Economic Development Corporation to United Supermarkets, LLC.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

**SECTION 1.** That the recitals, findings, and determinations contained in the preamble to this Resolution are incorporated into the body of this Resolution as if fully set forth in this Section and are hereby found and declared to be true and correct legislative findings and are adopted as part of this Resolution for all purposes.

**SECTION 2.** That the Wolfforth Economic Development Corporation is hereby authorized to enter into a performance agreement for a \$500,000.00 economic development incentive to United Supermarkets, LLC to assist in the construction of a new retail grocery store in Wolfforth, Texas (attached hereto as Exhibit A.)

SECTION 3. It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notices of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code.

SECTION 4. That the officers of the City are hereby authorized and directed to take such action as may be necessary to carry this Resolution into effect.

SECTION 5. This Resolution shall take effect immediately upon its passage as provided by law.

**Passed and approved by the City Council on First Reading on November 17, 2025.  
Passed and approved by the City Council on Second Reading on December 1, 2025**

CITY OF WOLFFORTH, TEXAS

\_\_\_\_\_  
Charles Addington, II, Mayor

Attest

\_\_\_\_\_  
Terri Robinette, City Secretary



# AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	Consider and take appropriate action on preliminary plat for Wolfforth United Addition Tract C through R.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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**BACKGROUND:**

A preliminary plat was submitted for a proposed commercial subdivision located at the intersection of Cambridge Avenue and Donald Preston. The plat establishes multiple commercial lots, internal access drives, utility easements, and rights-of-way necessary to support future commercial development. The anchor tenant for the site is identified as United Supermarkets, with additional lots planned for retail, restaurant, and service uses.

This project represents a significant investment in the City of Wolfforth community and is expected to serve as a key commercial hub for the surrounding neighborhoods. The development will enhance grocery access, provide employment opportunities, and attract complementary businesses to the area.

The attached plat has been reviewed by staff and third parties and meets the City’s ordinances for approval with the attached conditions to address. Per City of Wolfforth’s Code of Ordinances, approval by Planning and Zoning Commission shows that the plat meets all ordinances. On November 12, 2025, Planning and Zoning Commission recommended approval of the preliminary plat. Public infrastructure will be accepted by City Engineer at another date.

**EXHIBITS:**

- 1. Preliminary Plat

**COUNCIL ACTION/STAFF RECOMMENDATION:**

City staff recommends approval of the preliminary plat.





## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	November 17, 2025
<b>ITEM TITLE:</b>	<p><b>PUBLIC HEARING:</b> Conduct a Public Hearing on amending Chapter 14 Zoning; Deleting 14.02.006, Special Use Review; Amending 14.02.005 Conditional Use Review; Amending 14.03.002 Zoning of Newly Annexed Areas; Amending 14.03.008(5) Use Table; 14.03.012(F) Removing Cemeteries as an Allowed Use Under Parks and Open Areas; and Amending 14.03.013 Commercial Use Categories.</p> <p><i>A public hearing is held by the governing body in order for the public to hear the facts and offer their opinions. The governing body is not obligated to engage in dialogue with those present.</i></p>
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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### BACKGROUND:

This commentary applies to the next two agenda items:

1. Conduct a Public Hearing on amending Chapter 14 Zoning; Deleting 14.02.006, Special Use Review; Amending 14.02.005 Conditional Use Review; Amending 14.03.002 Zoning of Newly Annexed Areas; Amending 14.03.008(5) Use Table; 14.03.012(F) Removing Cemeteries as an Allowed Use Under Parks and Open Areas; and Amending 14.03.013 Commercial Use Categories.
2. Consider and take appropriate action on amending Chapter 14 Zoning; Deleting 14.02.006, Special Use Review; Amending 14.02.005 Conditional Use Review; Amending 14.03.002 Zoning of Newly Annexed Areas; Amending 14.03.008(5) Use Table; 14.03.012(F) Removing Cemeteries as an Allowed Use Under Parks and Open Areas; and Amending 14.03.013 Commercial Use

### Removing Cemeteries:

On September 9, 2025, the Planning and Zoning Commission reviewed the current zoning table and its permitted uses. One key concern raised was the allowance of cemeteries in areas designated as parks or open spaces. While state law provides specific regulations for cemeteries, the Commission determined it was necessary to remove this use from the list of permitted activities in parks and open spaces. This decision was based on the fact that Parks and Open Spaces are permitted in all zoning districts, potentially allowing cemeteries in any zone by extension.

### Newly Annexed Areas:

Currently, the City of Wolfforth's ordinances state that any newly annexed land will default to R-1 (Residential Single-Family) zoning if zoning is not established at the time of annexation. City staff has observed that many previously annexed properties did not have zoning assigned at the time of

annexation, resulting in discrepancies with the City's Future Land Use Map. Some of these areas now have zoning designations that do not align with the city's long-term planning goals.

To address this issue, city staff is proposing an amendment to the annexation process. Under the proposed change, properties requesting annexation would also be able to request zoning designation concurrently. While annexation would still require prior approval by City Council in a separate agenda item, zoning could be established immediately afterward through a subsequent item.

**Use Table, Commercial Use Categories, and Specific Use:**

Due to recent growth in our commercial sector, city staff have been actively reviewing the current zoning ordinance. While most business types are adequately addressed, some specific uses remain vaguely defined, which has led to the establishment of businesses in areas that may not align with the city's long-term planning goals.

On September 9, 2025, the Planning and Zoning Commission defined categories that are currently not included in our zoning ordinances for clarification or regulations. In addition to reviewing specific uses, the Planning and Zoning Commission deliberated on the possibility of clarifying and consolidating the definitions of special use and conditional use under a more clearly defined category of specific use. While these terms are often used interchangeably, establishing distinct definitions and expectations will help ensure greater consistency and clarity in zoning decisions.

On November 12, 2025, the Planning and Zoning Commission recommended approval of the ordinance with the following condition:

- Clarification on 14.03.013(q)(3)- Exceptions for Funeral Homes/Crematoriums.

**EXHIBITS:**

1. Public Hearing Notices

**COUNCIL ACTION/STAFF RECOMMENDATION:**

Conduct a public hearing.

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on November 12, 2025, at 5:30pm and the Wolfforth City Council November 17, 2025 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an amendment to the Wolfforth Zoning Ordinance 14.03.002 Zoning of newly annexed areas.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email [city.secretary@wolfforthtx.us](mailto:city.secretary@wolfforthtx.us) for further information.

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on November 12, 2025, at 5:30pm and the Wolfforth City Council November 17, 2025 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an amendment to the Wolfforth Zoning Ordinance 14.03.008 Use Table and 14.03.013 Commercial Use Categories.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email [city.secretary@wolfforthtx.us](mailto:city.secretary@wolfforthtx.us) for further information.

## NOTICE OF PUBLIC HEARING

Notice is hereby given that the Wolfforth Planning and Zoning Commission will meet on November 12, 2025, at 5:30pm and the Wolfforth City Council November 17, 2025 at 6:00pm in the City Hall Meeting Room, 302 Main Street, Wolfforth Texas to hold public hearings and take public comments regarding an amendment to the Wolfforth Zoning Ordinance 14.03.012(f) Removing Cemeteries as an allowed use under parks and open areas.

At this time and place all such persons shall have the right to appear and be heard.

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-855-4120, fax 806-855-4121 or email [city.secretary@wolfforthtx.us](mailto:city.secretary@wolfforthtx.us) for further information.



# AGENDA ITEM COMMENTARY

**MEETING NAME:** City Council

**MEETING DATE:** November 17, 2025

**ITEM TITLE:** Consider and take appropriate action on Ordinance 2025-018 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; DELETING § 14.02.006 SPECIAL USE REVIEW; AMENDING § 14.02.005 CONDITIONAL USE REVIEW; AMENDING § 14.03.002 ZONING OF NEWLY ANNEXED AREAS; AMENDING § 14.03.008(5) USE TABLE; AMENDING § 14.03.012(F) REMOVING CEMETERIES AS AN ALLOWED USE UNDER PARKS AND OPEN AREAS; AMENDING § 14.03.013 COMMERCIAL USE CATEGORIES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

**STAFF INITIATOR:** Tara Tomlinson, Director of Development Services

**BACKGROUND:**

The previous item was to hold a public hearing to receive comments on amending the Chapter 14 Zoning; Deleting 14.02.006, Special Use Review; Amending 14.02.005 Conditional Use Review; Amending 14.03.002 Zoning of Newly Annexed Areas; Amending 14.03.008(5) Use Table; 14.03.012(F) Removing Cemeteries as an Allowed Use Under Parks and Open Areas; and Amending 14.03.013 Commercial Use.

**EXHIBITS:**

- 1. Ordinance

**COUNCIL ACTION/STAFF RECOMMENDATION:**

City staff recommends approval of the ordinance.

**ORDINANCE 2025-018**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; DELETING § 14.02.006 SPECIAL USE REVIEW; AMENDING § 14.02.005 CONDITIONAL USE REVIEW; AMENDING § 14.03.002 ZONING OF NEWLY ANNEXED AREAS; AMENDING § 14.03.008(5) USE TABLE; AMENDING § 14.03.012(F) REMOVING CEMETERIES AS AN ALLOWED USE UNDER PARKS AND OPEN AREAS; AMENDING § 14.03.013 COMMERCIAL USE CATEGORIES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Wolfforth Zoning Ordinance regulates the uses of property within the Wolfforth city limits;

**WHEREAS**, the rapid growth of the City has made it more important than ever for the City to utilize its regulatory authority to foster the highest and best use of the remaining undeveloped property within the City;

**WHEREAS**, to accommodate the rapid growth the Planning and Zoning Commission and City staff have recommended changes to the zoning provisions in the Code of Ordinances to regulate the growth in a manner that facilitates the best use of the property within the City;

**WHEREAS**, the Planning and Zoning Commission held a public hearing on November 12, 2025, regarding the proposed changes;

**WHEREAS**, the City published notice on October 24, 2025, in the Lubbock-Avalanche Journal of the November 12, 2025, public hearing before the Planning and Zoning Commission; and

**WHEREAS**, the City Council believes it is in the best interest of the City to amend the zoning regulations in the Code of Ordinances to better facilitate growth within the City; **NOW THEREFORE**,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

**Part 1. Enacted.**

THAT City of Wolfforth Zoning Ordinance is hereby amended by amending Chapter 14 Zoning by deleting § 14.02.006 Special use review and amending § 14.02.005; Conditional use review, § 14.03.002 Zoning of Newly Annexed Areas, § 14.03.008(5) Use Table, and § 14.03.012(f) Parks and Open Areas, which such amended sections shall read as follows, and by adding addition categories to § 14.03.013 Commercial use categories, such additional categories are listed below:

**14.02.005 Specific use review.**

- (a) Who may file. An application for specific use approval shall be submitted by the owner or agent authorized by affidavit to act on the owner's behalf, unless initiated by city officials ordinarily authorized to initiate amendments to the zoning map.
- (b) Submission of application. A complete application shall be submitted to the City Manager, along with the appropriate fee. The City Manager may require an application for specific use approval to be accompanied by a site plan of existing and proposed development of the affected site.
- (c) Applicable development standards. Unless otherwise specified in this chapter, no specific use approval shall be granted for any use that does not conform to standards of the district in which it is located. Each specific use shall also be subject to any specific use requirements set forth in articles 14.03 through 14.05.
- (d) Review by City Manager. After determining that the application is complete, the city manager or designee shall place the request on a meeting agenda for consideration by the Planning and Zoning Commission.
- (e) Hearing and action by planning commission.
  - (1) The Planning and Zoning Commission shall, after appropriate notice, conduct a public hearing on each request for approval of a specific use.
  - (2) At the public hearing, the Planning and Zoning Commission shall consider the application, any pertinent comments by the city staff, and relevant support materials and public testimony given at the public hearing.
  - (3) After the close of the public hearing, the Planning and Zoning Commission shall recommend that the city council approve the request, approve the request with additional conditions, or deny the request. The Planning and Zoning Commission may propose such conditions as are necessary to prevent or minimize adverse effects on other property in the neighborhood, including, but not limited to, limitations on size, bulk and location, provision of adequate ingress and egress, duration of specific use approval, and hours of operation for the specific use so allowed.
  - (4) A recommendation by the Planning and Zoning Commission to deny a request for specific use shall be the final decision on that matter, if not appealed in writing to the city council with ten (10) days.
- (f) Hearing and action by city council.
  - (1) The city council shall, after appropriate notice and a recommendation from the Planning and Zoning Commission, conduct a public hearing on each request for approval of a

specific use, except for such requests which are recommended by the Planning and Zoning Commission to be denied and are not formally appealed to city council.

- (2) At the public hearing, the city council shall consider the application, any pertinent comments by city staff, the Planning and Zoning Commission recommendation, other relevant support materials and public testimony given at the public hearing.
  - (3) After the close of the public hearing, the city council shall approve the request, approve the request with additional conditions, or deny the request. The council may attach such conditions to a specific use approval as are necessary to prevent or minimize adverse effects on other property in the neighborhood, including, but not limited to: limitations on size, bulk and location, provision of adequate ingress and egress, duration of specific use approval, and hours of operation of the specific use.
  - (4) Where written protest against a proposed specific use is made and signed by (a) the owners of 20 percent or more of the area subject to the specific use or (b) the owners of 20 percent or more of the land area within 200 feet of the affected area, then the proposed specific use shall require a favorable vote of at least three-fourths of all the members of the city council to become effective. The area of rights-of-way and streets shall be included in any computation of land area under this subsection.
- (g) Specific use approval criteria. Approval of a specific use by the Planning and Zoning Commission and city council shall be based upon the following criteria:
- (1) Impacts minimized. Whether and the extent to which the proposed specific use creates adverse effects, including adverse visual impacts, on adjacent properties.
  - (2) Consistent with zoning ordinance. Whether and the extent to which the proposed specific use would conflict with any portion of this chapter, including the applicable zoning district intent statement.
  - (3) Compatible with surrounding area. Whether and the extent to which the proposed specific use is compatible with existing and anticipated uses surrounding the subject land.
  - (4) Effect on natural environment. Whether and the extent to which the proposed specific use would result in significant adverse impacts on the natural environment, including but not limited to, adverse impacts on water and air quality, noise, stormwater management, wildlife, vegetation, wetlands and the practical functioning of the natural environment.
  - (5) Community need. Whether and the extent to which the proposed specific use addresses a demonstrated community need.
  - (6) Development patterns. Whether and the extent to which the proposed specific use would result in a logical and orderly pattern of urban development in the community.

(h) Expiration of specific use approval.

(1) All specific use approvals issued shall be subject to the requirement that the property for which the approval was issued must actually acquire a building permit for the approved use within 12 months from the granting of the specific use approval, provided that the city manager, with significant evidence that the designated use cannot be realistically implemented with due diligence within that time period, may grant a longer period of time, but in no event shall such extension period exceed an additional 12 months.

(2) If the designated use is not made of the property within the time limitation granted, the specific use approval shall be cancelled and revoked and be of no effect.

**14.02.006 Reserved for future use**

**14.03.002 Zoning of newly annexed areas**

(a) *Permanent zoning concurrent with annexation.* An area or areas being annexed into the City of Wolforth shall ordinarily be given permanent zoning concurrently with the annexation.

(b) *Timing of Zoning.* The proceedings to establish zoning may be undertaken concurrently with annexation procedures (i.e., notices and public hearings). However, the zoning approval and formal adoption of the ordinance establishing zoning shall occur after annexation takes effect as a formal action by the City Council, and the zoning approval and formal adoption of the ordinance establishing zoning shall occur as a separate and distinct action by the City Council.

(c) *Designation prior to Zoning.* All area or areas annexed into the City after November 3, 2025, shall be classified as AO, Agricultural Open Space District until an ordinance establishing the zoning for the area or areas is approved by the City Council.

**14.03.008(5) Use Table**

Use Category	Short Definition	*	AO	R1	RH	R2	MF	RG	MHP	MHS	C1	C2	C3	M1	M2
	<a href="#">(see also article 14.08)</a>														
A=Allowed															
S=Specific Use	*=Specific use regulations may apply														
Group Living	Residential occupancy that does not meet the definition of "household living"	*	—	—	—	—	A	—	—	—	A	A	A	—	—
Household Living	Residential occupancy of a dwelling by a "household"	*	A	A	A	A	A	A	A	A	S	S	S	S	S
Recovery Facility, Alcohol and Drug	Residential programs that provide care and training or treatment for psychiatric, alcohol or drug problems	*	—	—	—	—	—	—	—	—	—	A	A	A	A
College	Institutions of higher learning	*	—	—	—	—	—	—	—	—	—	A	A	—	—

Community Services	Public, nonprofit, or charitable uses providing service to the community		—	—	—	—	—	—	S	S	A	A	A	S	S
Day Care	Care, protection and supervision for children or adults on a regular basis	*	—	—	—	—	—	—	—	—	A	A	A	S	S
Detention Facilities	Facilities for detention of incarcerated people		—	—	—	—	—	—	—	—	—	—	S	S	S
Golf Course, Golf Driving Range	Facilities for golf, including practice areas	*	S	S	—	—	S	S	S	S	S	S	S	S	S
Hospital	Medical or surgical care, with overnight care	—	—	—	—	—	—	—	—	—	—	S	S	S	S
Parks and Open Areas	Natural areas consisting mostly of vegetative landscaping, outdoor recreation, gardens, etc.		A	A	A	A	A	A	A	A	A	A	A	A	A
Religious Institutions	Meeting areas for religious activities		S	S	S	S	S	S	S	S	A	A	A	A	A
Safety Services	Public safety and emergency services		S	S	S	S	S	S	S	S	A	A	A	A	A
Schools	Elementary, middle, or high school level schools		S	S	S	S	S	S	S	S	S	A	A	—	—
Utilities, Basic	Infrastructure that needs to be located in or near the area where the service is provided		A	A	A	A	A	A	A	A	A	A	A	A	A
Auto and Boat Dealer	Sales of cars, light trucks and boats	*	—	—	—	—	—	—	—	—	—	—	A	A	A
Bed & Breakfast	A single-family dwelling offering overnight accommodations	*	S	S	—	—	S	—	—	—	S	S	A	S	S
Campground/Recreational Vehicle Park	Temporary, often overnight accommodations for camping units and recreational vehicles		S	—	—	—	—	—	S	—	—	—	S	S	S
Game Hall	A game arcade, bingo, billiard or pool hall	*	—	—	—	—	—	—	—	—	—	—	S	S	S
Game Room	Any real estate where one of the uses is the playing amusement redemption machines.	*											S	S	S
Office	Activities in an office setting focusing on business, government, professional, medical or financial services		—	—	—	—	—	—	—	—	A	A	A	A	A
Bars & Taverns	The sale of beer, wine and mixed alcoholic beverages for consumption on the premises as the primary business activity.	—	—	—	—	—	—	—	—	—	—	—	A		A
Parking, Commercial	Parking not accessory to an allowed use, fees may be charged		—	—	—	—	—	—	—	—	S	A	A	A	A
Recreation and Entertainment, Outdoor	Large commercial uses that provide continuous recreation or entertainment		—	—	—	—	—	—	—	—	—	—	S	S	S
Rental, Equipment	Firms leasing or renting heavy vehicles, equipment and machinery under 3.5 tons to the public, may also provide product repair	*	—	—	—	—	—	—	—	—	—	—	A	A	A

Retail Sales and Service	Firms involved in the sale or new or used products to the public, may provide personal services, entertainment or product repair	*	—	—	—	—	—	—	—	—	—	A	A	A	S	S
Self-Service Storage	Uses providing separate storage areas for individuals or businesses	*	—	—	—	—	—	—	—	—	—	S	S	A	A	A
Vehicle Repair	Service to passenger vehicles, light or medium trucks, other consumer motor vehicles, generally, the customer does not wait at site while service is being performed	*	—	—	—	—	—	—	—	—	—	—	—	S	A	A
Vehicle Service, Limited	Direct services to vehicles where the customer generally waits nearby while the service is performed	*	—	—	—	—	—	—	—	—	—	A	A	A	A	A
Vehicle Wash	Automatic or nonautomatic facilities for washing vehicles		—	—	—	—	—	—	—	—	—	A	A	A	A	A
Veterinary Clinics, Small Animals	Offices and clinics for small, non-hoofed animals		—	—	—	—	—	—	—	—	—	A	A	A	A	A
Industrial Service	Firms servicing industrial, business or consumer machinery, equipment, products or byproducts		—	—	—	—	—	—	—	—	—	—	—	—	A	A
Manufacturing and Production, Light	Firms involved in assembly, light manufacturing, processing, fabrication, or packaging of goods	*	—	—	—	—	—	—	—	—	—	—	—	—	A	A
Manufacturing and Production, Heavy	Firms involved in heavy manufacturing, production or fabrication of goods		—	—	—	—	—	—	—	—	—	—	—	—	—	A
Warehouse and Freight Movement	Firms involved in storage or movement of goods		—	—	—	—	—	—	—	—	—	—	—	S	A	A
Waste-Related Use	Uses that receive recycled materials or wastes for disposal on-site or transfer to another location, uses that collect sanitary wastes, or that produce goods or energy from composting	*	—	—	—	—	—	—	—	—	—	S	S	S	A	A
Wholesale Trade	Firms involved in sale, lease, or rental of products for industrial, institutional, or commercial business	*	—	—	—	—	—	—	—	—	—	—	—	S	A	A
Agriculture	Raising or producing plants		A	—	—	—	—	—	—	—	—	—	—	—	S	S
Animal Kennel	Facilities for overnight care of animals, except horses		—	—	—	—	—	—	—	—	—	—	—	—	S	S
Entertainment Event, Major	Activity or structure that draws large numbers of people to specific events		—	—	—	—	—	—	—	—	—	—	—	S	S	S
Firearms Range	Indoor or outdoor facilities for discharging firearms	*	S	—	—	—	—	—	—	—	—	—	—	S	S	S
Horse Boarding and Riding Academy	Overnight care of horses, with or without related equestrian facilities		S	—	—	—	—	—	—	—	—	—	—	—	S	S
Mining	Extraction of mineral or aggregate resources for off-site use		S	—	—	—	—	—	—	—	—	—	—	—	S	S

Passenger Terminals	Facilities for the arrival or departure of airplanes, trains or buses		—	—	—	—	—	—	—	—	—	—	—	S	S	S
Plant Nursery	Facilities producing flowers, shrubs, horticultural or household plants for retail or wholesale trade		A	—	—	—	—	—	—	—	—	S	A	A	A	
Telecommunications Facilities	Devices and supporting elements necessary to produce non-ionizing electromagnetic radiation operating to produce a signal	*	S	S	S	S	S	S	S	S	S	S	S	S	A	A
Any Use(s) Deemed Appropriate	Only where such uses(s) can provide effective transition between less restrictive and more restrictive zoning districts	*	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Light Manufacturing	Food and beverage processing; drug processing, tobacco manufacture; building materials processing; light metal fabrication; jewelry fabrication; processing and fabrication of optical and scientific instruments; artificial limb fabrication; broom fabrication; manufacture of wearing apparel including boots and shoes; bags and mattress manufacture		—	—	—	—	—	—	—	—	—	—	—	—	A	A
Small Residential/Commercial Windmills	Windmills of less than 35 feet in height as described	*	A	A	A	A	—	—	—	—	A	A	A	A	A	A
Residential/Commercial Windmills	Larger windmills designed to supply power to a single location. Residential occupancy of a dwelling by a "household"	*	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Industrial Windmills	Windmills designed to generate electricity for sales	*	—	—	—	—	—	—	—	—	—	—	—	—	S	S
Meat Processing with Retail Front	Processing, packaging, curing, cooking, and selling of goods. Goods are sold on site.													S		
Hotel/Motel	Provides lodging, meals, and other guest services for short periods typically less than thirty days.	*	—	—	—	—	—	—	—	—	S	S	A	—	—	
Entertaining Event, Indoor	Activity or structure that draws people to a venue less than 20,000 square feet of event area.	*	—	—	—	—	—	—	—	—	S	S	A	S	S	
Food Truck Park	An outdoor area where multiple mobile food truck vendors operate to serve directly to the public.	*	—	—	—	—	—	—	—	—	—	S	A	—	—	
Funeral Home/Crematorium	A licensed facility where professionals provide services related to the care, preparation, and ceremonial arrangements for deceased individuals.	*	—	—	—	—	—	—	—	—	S	A	—	—	—	

Smoke Shop/Tobacco Store	A retail establishment that specializes in selling tobacco-related products and accessories.	*	—	—	—	—	—	—	—	—	—	—	—	S	S	S
Amenity Center	A facility or space designed to provide recreational, social, and leisure services to residents or members of a specific community.	*		A	A	A	A	—	—	—	—	A	A	A	—	—
Open-Air Market	A public space where vendors sell goods typically in an outdoor or partially covered setting.	*	—	—	—	—	—	—	—	—	—	—	S	A	S	S
Tasting Room	A business generally associated with a winery, brewery, distillery, or specialty food producer that allows for on-site consumption of products produced at a different location.	*	—	—	—	—	—	—	—	—	—	—	S	A	—	—
Pawn Shop	A retail business that offers loans to individuals using personal property as collateral.	*	—	—	—	—	—	—	—	—	—	—	S	S	—	—
Non-Residential Accessory Uses	secondary, subordinate uses or structures located on the same lot as a principal non-residential use	*	—	—	—	—	—	—	—	—	—	A	A	A	A	A
Payday/Cash Advance Centers	A financial service provider that offers small-dollar, short-term loans--often due on the borrower's next payday. These loans may be unsecured, meaning no collateral is required.	*	—	—	—	—	—	—	—	—	—	—	—	S	S	S

**§ 14.03.012(f) Parks and Open Areas.**

- (1) Characteristics. Parks and Open Areas are uses of land focusing on natural areas, large areas consisting mostly of vegetative landscaping or outdoor recreation, community gardens, or public squares. Land characterized as Parks and Open Area tends to have few structures.
- (2) Accessory uses. Accessory uses may include clubhouses, maintenance facilities, concessions, indoor recreation or education centers, caretaker's quarters and parking.
- (3) Examples. Examples include parks, public squares, plazas, recreational trails, botanical gardens, nature preserves and land used for grazing animals (not part of a farm or ranch) kept for personal use and enjoyment.
- (4) Exceptions.
  - (A) Golf courses and golf driving ranges are not classified as Parks and Open Areas. Golf courses and golf driving ranges comprise a separate use category.

(B) Facilities intended to draw large numbers of people to specific events or shows are classified as Entertainment Events, Major. These include fairgrounds, sports arenas and outdoor amphitheaters.

(C) Cemeteries are not classified as Parks and Open Areas.

**§ 14.03.013 Commercial use categories.**

(n) Hotel/Motel.

(1) Characteristics. Commercial establishment that provides lodging, meals, and other guest services. Typically offer private rooms with en-suite bathrooms, daily housecleaning, and various other amenities. Extent of stay is generally limited to less than 30 days. Uses where tenancy may be arranged for a shorter period are not considered residential. They are considered to be a form of transient lodging.

(2) Accessory Uses. Accessory uses may include restaurants, fitness centers, conference rooms, and swimming pools.

(3) Exceptions. Lodging in a dwelling unit rented on a monthly basis are considered household living.

(o) Entertaining Event, Indoor

(1) Characteristics. Any organized activity or performance held mainly within an enclosed structure of less than 20,000 square feet, designed primarily to amuse, engage, or entertain an audience or participants.

(2) Accessory Uses. Accessory uses may include concession stands, snack bars, gift shops, waiting areas, or dressing rooms.

(3) Examples. meeting halls, performing arts facilities, private clubs, art exhibits, small concert hall, or community center.

(4) Exceptions.

(A) Recreation and entertainment that are large and primarily take place outdoors are considered recreation and entertainment, outdoor.

(B) A for-profit business that has six or more amusement redemption machines to obtain prizes or things of value for any age are considered game rooms.

(C) Activities and structures that draw large numbers of people to a specific event or show with more than 20,000 square feet of total event area are classified as Entertainment Event, Major.

(p) Food Truck Park

- (1) Characteristics- A designated outdoor area where multiple mobile food vendors are allowed to park, operate, and serve food to the public.
- (2) Accessory Uses- Accessory uses may include seating areas, restrooms, and an entertainment area.
- (3) Exceptions- Businesses that sell food or have continuous entertainment activities indoors are considered Retail Sales and Services.

(q) Funeral Home/Crematorium.

- (1) Characteristics. A licensed facility where professionals provide services related to the care, preparation, and ceremonial arrangements for deceased individuals.
- (2) Accessory Uses. Accessory uses may include viewing rooms, chapel, offices, and storage.
- (3) Exceptions. In-ground burials and above-ground interments will be classified as cemeteries.

(r) Smoke shop/Tobacco Store.

- (1) Characteristics- A retail establishment that specializes in selling tobacco-related products and accessories. Typically for adults and regulated through state laws.
- (2) Accessory Uses. Accessory uses may include office space or storage.
- (3) Examples. Traditional tobacco stores, head shop, vape shop, or hybrid stores.
- (4) Exceptions. If products account for less than 20% of your total revenue, the business would be classified under Retail Sales and Services.

(s) Amenity Centers.

- (1) Characteristics- a facility or space designed to provide recreational, social, and leisure services to residents or members of a specific community, such as a residential neighborhood, apartment complex, or planned development.
- (2) Accessory Uses- Accessory uses may include clubhouse, community center, fitness center, swimming pool, meeting rooms, or outdoor amenities, such as tennis courts, playgrounds, walking trails, and dog parks.
- (3) Exceptions- Large, generally commercial uses that provide continuous recreation or entertainment-oriented activities, primarily outdoors, for the general public are classified as Recreation and Entertainment, Outdoor.

(t) Open-Air Market.

- (1) Characteristics. A public space where vendors sell goods typically in an outdoor or partially covered setting, using tents, canopies, stalls, or tables for vendor setup.
- (2) Accessory Uses. Accessory uses may include community booths or tents, kid-friendly areas, and storage
- (3) Examples. Farmer’s market, produce market, flea market, or community market.
- (4) Exceptions. A group of vendors selling products in an indoor area is considered Retail Sales and Services.

(u) Tasting Room.

- (1) Characteristics. A business generally associated with a winery, brewery, distillery, or specialty food producer that allows for on-site consumption of products produced at a different location.
- (2) Accessory Uses. Accessory uses may include offices, outdoor seating area, and storage.
- (3) Examples. taproom and winery tasting-room
- (4) Exceptions
  - (A) Production, including crushing, fermenting, aging, and brewing, are considered light manufacturing.
  - (B) Area where grapes are grown is considered Agricultural Open Space.

(v) Pawn Shop.

- (1) Characteristics. a retail business that offers loans to individuals using personal property as collateral. The business buys and sells secondhand goods to serve both as financial service providers and resellers of used items.
- (2) Accessory Uses. Accessory uses may include offices or storage.
- (3) Exceptions. Retail businesses that sell previously owned items, but do not provide loans or accept collateral, such as a second-hand store or antique store, are considered Retail Sales or Services.

(w) Non-Accessory Uses-

- (1) Characteristics. Secondary, subordinate uses or structures located on the same lot as a principal non-residential use, which support or enhance the primary function of the site.
- (2) Examples. ATMs (Automated Teller Machines), Donation Bins, Electric Vehicle Charging Stations, or Parking Payment Kiosks
- (3) Exceptions.
  - (A) Buildings that are enclosed would be considered accessory structures.
  - (B) Drive-throughs and fueling stations, part of a primary business, would not

(x) Payday/Cash Advance Centers.

- (1) Characteristics. A financial service provider that offers small-dollar, short-term loans--often due on the borrower's next payday. These loans may be unsecured, meaning no collateral is required.
- (2) Examples. Payday Loan Centers, Cash Loan Centers, Payday Lender, Cash Advance Provider, Salary Loan, or short-term loan center.
- (3) Exceptions. A business that offers a full-range of financial services including savings, checking, loans, etc, is a personal service-oriented business and will be considered Retail Sales and Service.

**Part 2. Severability.**

If any section, sub-section, clause, phrase or portion of this Ordinance shall be held unconstitutional or invalid by a court of competent jurisdiction, such section, sub-section, sentence, clause, phrase or portion shall be deemed to be a separate, distinct and independent provision and such invalidity shall not affect the validity of the remaining portions.

**Part 3. Repeal**

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict.

**Part 4. Open Meetings**

That it is hereby officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code and Chapter 211 of the Texas Local Government Code.

**Part 5. Effective Date.**

This Ordinance shall take effect immediately upon its passage and adoption by the City Council.

**PASSED and ADOPTED** this 17<sup>th</sup> day of November 2025.

\_\_\_\_\_  
Charles Addington, II, Mayor  
City of Wolfforth, Texas

ATTEST:

\_\_\_\_\_  
Terri Robinette, City Secretary



# AGENDA ITEM COMMENTARY

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**MEETING NAME:** City Council  
**MEETING DATE:** November 17, 2025  
**ITEM TITLE:** Consider and take appropriate action on Ordinance No. 2025-019, amending water rates for the period beginning January 1, 2026  
**STAFF INITIATOR:** Randy Criswell, City Manager

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**BACKGROUND:**

At the previous Council meeting, NewGen Strategies presented the findings of their water rate analysis and associated recommendations for water rates to be effective January 1, 2026. NewGen recommended an increase of approximately 4%. Per your action, staff has prepared an ordinance to amend water rates. Below is a comparison of current versus proposed water rates:

<u>Charges</u>	<u>Current</u>	<u>January 2026</u>
EDR Fee	\$7.29/mo	\$7.29/mo
Meter Fee	\$77.66/mo	\$82.37/mo
0-3000 gallons	\$ 0	\$ 0
3,000-15,000 gallons	\$3.41/kgal	\$3.57/kgal
15,000-30,000 gallons	\$4.61/kgal	\$4.83/kgal
30,000-50,000 gallons	\$6.21/kgal	\$6.51/kgal
50,000 and greater	\$8.39/kgal	\$8.80/kgal

As a reminder, the new rate structure does not increase Frenship’s rate, which is \$6.36/kgal.

Per NewGen’s analysis these new rates are necessary to meet the obligations of our current and future debt service, enabling us to continue the commitment to the growth and expansion of WolfForth’s critical water infrastructure.

**EXHIBITS:**

Ordinance No. 2025-019

**COUNCIL ACTION/STAFF RECOMMENDATION:**

Staff recommends adoption of the ordinance as presented.

**ORDINANCE NO. 2025-019**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 13 UTILITIES ARTICLE 13.05 WATER AND SEWER, DIVISION 2 WATER RATES; PROVIDING FOR THE ASSESSMENT OF RATES FOR UTILITY SERVICES WITHIN THE CITY; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS the City Council of the City of Wolfforth finds that it is in the best interest of the citizens of Wolfforth to revise and update rates for City water accounts: **NOW THEREFORE,**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:**

**Part 1. Enacted.**

THAT the Chapter 13 Utilities of the City of Wolfforth Code of Ordinances Article 13.05.022 Water Rates is amended and shall read as follows:

**ARTICLE 13.05.022 WATER**

(a) General. The city shall charge and collect, and every consumer, other than the Frenship Independent School District, shall pay, for water furnished by the city to the consumer, **the amount calculated by application of the following rates to meter readings for all billing cycles due January 15, 2026 or later.**

- (1) 0–3,000 gallons (minimum): **\$82.37**
- (2) 3,001–15,000 gallons: **\$8.41** per 1,000 gallons.
- (3) 15,001–30,000 gallons: **\$9.67** per 1,000 gallons.
- (4) 30,001–50,000 gallons: **\$11.35** per 1,000 gallons.
- (5) Over 50,001 gallons: **\$13.64** per 1,000 gallons.

**Part 2. Severability**

The provisions and sections of this Ordinance shall be deemed to be independent, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.

**Part 3. Repeal of Conflicting Ordinances**

All ordinances or part of ordinances in conflict herewith are hereby repealed to the extent of the conflict with this Ordinance.

**Part 4. Effective Date**

This Ordinance shall take effect upon its passage and approval.

**PASSED AND APPROVED BY THE CITY COUNCIL THIS 17<sup>TH</sup> DAY OF NOVEMBER  
2025**

\_\_\_\_\_  
Charles Addington, II, Mayor  
City of Wolfforth, Texas

ATTEST:

\_\_\_\_\_  
Terri Robinette, City Secretary

DRAFT