



## City of Wichita Falls City Council Agenda

Stephen Santellana, Mayor  
Bobby Whiteley, At Large  
Michael Smith, District 1  
DeAndra Chenault, Mayor Pro Tem  
Jeff Browning, District 3  
Tim Brewer, District 4  
Steve Jackson, District 5



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

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**Notice Of Regular Meeting Of The Mayor And City Council Of The City Of Wichita Falls, Texas, To Be Held In The City Council Chambers, Memorial Auditorium, 1300 Seventh Street, Tuesday, July 6, 2021, Beginning At 8:30 A.M.**

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

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

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**Item #**

1. Call to Order
2. (a) Invocation: Ken Holsberry, Minister  
Tenth & Broad Church of Christ  
  
(b) Pledge of Allegiance
3. Presentations  
(a) Employee of the Month – Jerry Jackson, Public Works/Sanitation  
(b) Wichita Falls Citizen's Academy Graduation

### **CONSENT AGENDA**

4. Approval of minutes of the June 15, 2021 Regular Meeting of the Mayor and City Council.

5. Resolutions  
Resolution authorizing the City Manager to execute all documents necessary to purchase replacement partition walls for the Public Safety Training Center from Tex-Oma Builders Supply Co. in the amount of \$79,388
6. Receive Minutes
  - (a) Library Board, September 15, 2020
  - (b) Planning & Zoning, May 12, 2021
  - (c) Wichita Falls Economic Development Corporation, May 20, 2021
  - (d) Landmark Commission, May 25, 2021

### **REGULAR AGENDA**

7. Public Hearing & Resolutions
  - (a) Conduct a public hearing and consider and take action on a resolution for the proposed 2021 Second Year Annual Action Plan of the adopted Five Year 2020-2024 Public Housing Agency (PHA) Plan.
    - i. Public Hearing
    - ii. Take Action
  - (b) Resolution authorizing the City Manager to approve Change Order No. 1 for the 2021 Concrete Street Rehabilitation Project to Scales Concrete Construction Company, Inc. in the amount of \$169,020.00 for the replacement of pavement at the Regional Airport
8. Other Council Matters  
Announcements concerning items of community interest from members of the City Council. No action will be taken or discussed.
9. Comments from the public to members of the city council concerning items that are not on the city council agenda. People wishing to address the council should sign up prior to the start of the meeting. A three-minute time frame will be adhered to for those addressing their concerns. Since comments from citizens are not posted agenda items, the City Council is prohibited from deliberating or taking any action, other than a proposal to place the item on a future agenda. Staff may provide factual statements in response to inquiries or recite existing policy.
10. Pre-Budget Workshop for Fiscal Year 2021/2022.
11. Adjourn

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

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

### CERTIFICATION

I certify that the above notice of meeting was posted on the bulletin board at Memorial Auditorium, Wichita Falls, Texas on the 30<sup>th</sup> day of June 2021 at 4:00 o'clock p.m.

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

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**CITY COUNCIL AGENDA**  
**July 6, 2021**

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**ITEM/SUBJECT:** Employee of the month.

**INITIATING DEPT:**

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

☒ Director of Human Resources

**ASSOCIATED INFORMATION:** Narrative

☐ Budget Office Review:

☒ City Attorney Review:

☒ City Manager Approval

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## **EMPLOYEE OF THE MONTH**

**FOR**

**July 2021**

**NAME:** Jerry Jackson

**DEPARTMENT:** Sanitation

**HIRED:** July 30, 2012

**PRESENT POSITION:** Sanitation Equipment Operator II

**NARRATIVE:** Jerry Jackson is an outstanding Sanitation employee. He has distinguished himself as a dedicated, hard worker and within a year of being hired was promoted to Sanitation Equipment Operator II. As an Automated Curbside route driver he services 800 to 1000 homes each day and shoulders his share of the workload with a smile and positive, upbeat attitude. He is always the first to step up when needed to cover routes or to help fellow employees. His knowledge of all the routes and vehicle operations has proven invaluable. He is an excellent instructor, helping new drivers learn the different routes, as well as the safe and efficient operation of the collection vehicles. He has also demonstrated excellent interpersonal skills when dealing with citizens on their sanitation questions and needs or providing assistance, resulting in a higher level of customer service to the residents on his routes. It is not uncommon to receive calls from the public complimenting Jerry for going out of his way to help them. He is always polite, respectful, and courteous to everyone he encounters.

**FAMILY:** Jerry is single. He has a son and a daughter and two grandkids.

**HOBBIES:** Jerry enjoys riding his motorcycle and is into computers and health and fitness.

**CLOSING:** Jerry is more than deserving to be recognized as Employee of the Month. He continually sets an example that characterizes the high level of service the City provides. Also, his outstanding “can-do” attitude, teamwork mentality, and willingness to go above and beyond has been a tremendous boost to the morale of our department. We are proud to have such an exemplary employee represent Sanitation and the Public Works Department.



City of Wichita Falls  
City Council Meeting  
Minutes  
June 15, 2021



**Item 1 - Call to Order**

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

Stephen L. Santellana	-	Mayor
DeAndra Chenault	-	Mayor Pro Tem
Tim Brewer	-	Councilors
Jeff Browning	-	
Steve Jackson	-	
Michael Smith	-	
Bobby Whiteley	-	
Darron Leiker	-	City Manager
Kinley Heggland	-	City Attorney
Marie Balthrop	-	City Clerk

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

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**Item 2a – Invocation**

Reverend Al Easterling, St. Mark's United Methodist Church, gave the invocation.

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**Item 2b – Pledge of Allegiance**

Mayor Santellana led the Pledge of Allegiance.

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**Item 3-4 – Consent Items**

8:32 a.m.

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

Moved by Councilor Browning to approve the items on the consent agenda.

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

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

Nays: None

**Item 3 – Approval of minutes of the June 1, 2021 Regular Meeting of the Mayor and City Council**

**Item 4 – Receive Minutes**

- (a) Civil Service Commission, December 3, 2020
- (b) Wichita Falls Economic Development Corporation, March 18, 2021
- (c) Wichita Falls 4B Sales Tax Corporation, April 29, 2021
- (d) Lake Wichita Revitalization Committee, May 11, 2021

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**Item 5a – Ordinance 18-2021**

8:33 a.m.

Ordinance making an appropriation to the Special Revenue Fund for the Community and Clinical Health Bridge Project (CCHB) in the amount of \$11,875 received from the Department of State Health Services.

Moved by Councilor Brewer to approve Ordinance 18-2021.

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

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

Nays: None

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**Item 5b – Ordinance 19-2021**

8:34 a.m.

Ordinance authorizing the City Manager to execute all documents and appropriation necessary to complete payment of ancillary charges owed by the City to Gexa Energy for energy used during Winter Storm Uri.

Moved by Councilor Chenault to approve Ordinance 19-2021.

Motion seconded by Councilor Browning.

Jessica Williams, Director of Finance/CFO, discussed the almost \$32 million charged to the Texas Coalition for Affordable Power (TCAP) members, and the \$1.34 million charged to the City of Wichita Falls that will be paid out of the Water/Sewer fund reserves. Margaret Somereve, TCAP Executive Director, discussed the ancillary charges, the breakdown of charges on the bill, and the congestion surcharge passed through from the Electric Reliability Council of Texas (ERCOT). Ms. Somereve stated that energy prices surged to \$9,000/MWh, and ancillary charges surged to over \$25,000/MWh that resulted in \$31,458,138 of new costs to TCAP in February. There was discussion regarding a recommendation from the Independent Market Monitor to reprice all ancillary charges down to a \$9,000/MWh cap, proposed legislation to correct pricing issues that passed in the Senate but not in the House, and the Public Utility Commissions (PUC) refusal to reprice the charges. Ms. Somereve discussed the ancillary services paid directly by TCAP in the past of approximately \$4,411,000 since 2018, and how charges resulting from the winter storm are too high for TCAP to cover. Discussion was held regarding payment, and it was noted that it is in the City's best interest and would save taxpayer dollars if they pay in full now due to interest charges. Should there be a decision later to reduce the charges the City would be reimbursed. Council discussed issues with ERCOT and the PUC; the effects these charges had across the state and on non-profits; concerns with lack of action by the Texas Legislature; possible legal actions being taken; and how all providers and users will be affected by these charges. Councilor Chenault discussed the TML ERCOT Advisory Council she is serving on and the meeting that will be held June 29, 2021. Ms. Somereve discussed SB 2 and SB 3 that were approved and how they address some of the issues going forward such as a \$9,000 price cap for all services, and implementing an emergency information team.

Motion carried by the following vote:

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

Nays: None

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#### **Item 5c – Ordinance 20-2021**

9:01 a.m.



Ordinance making an appropriation to the Special Revenue Fund in the amount of \$5,000.00 for reimbursement funding from the Treasury Executive Office for Asset Forfeiture (TEOAF) Reimbursement Program administered by the Office of the Secret Service Administration.

Moved by Councilor Browning to approve Ordinance 20-2021.

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

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

Nays: None

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**Item 6a – Resolution 66-2021**

9:04 a.m.

Resolution authorizing the City Manager to approve Change Order No. 1 for the 2021 Asphalt Street Rehabilitation Project to Freeman Paving, LLC in the amount of \$109,583.50 for the replacement of asphalt at the 7<sup>th</sup> Street railroad crossing and a section of W. Arrowhead Drive.

Moved by Councilor Chenault to approve Resolution 66-2021.

Motion seconded by Councilor Jackson.

Dr. Barbosa with WECAN thanked the council for their support and persistence to get this agreement, and expressed his appreciation to all staff involved. He stated the project does not solve the problem of trains blocking the crossing to the downtown area and that WECAN is advocating for a pedestrian crossing over the train tracks. Dr. Barbosa discussed the need for shelter for pedestrians waiting for the train to pass especially during extreme weather.

Motion carried by the following vote:

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

Nays: None

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**Item 6b – Resolution 67-2021**

9:10 a.m.

Resolution authorizing the City Manager to award bid and contract for the 2021 Sewer Budget Utility Improvements Project Phase I to Insituform Technologies, LLC in the amount of \$188,254.00.

Moved by Councilor Brewer to approve Resolution 67-2021.

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

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

Nays: None

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**Item 6c – Resolution 68-2021**

9:13 a.m.

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

Moved by Councilor Brewer to approve Resolution 68-2021.

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

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

Nays: None

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**Item 6d – Resolution 69-2021**

9:14 a.m.

Resolution approving the programs and expenditures of the Wichita Falls Type B Sales Tax Corporation Board of Directors and amending the budget to include funding up to \$250,000 to Will Kelty, dba 713 Indiana LLC, to assist in the demolition of the dilapidated building and subsequent reconstruction at 713 Indiana Ave downtown.

Moved by Councilor Chenault to approve Resolution 69-2021.

Motion seconded by Councilor Browning.

Paul Menzies, Assistant City Manager, discussed the long-term issues with this property and the downtown reinvestment project to assist with demolition and reconstruction. The structure of the agreement is to reimburse 50% of costs up to \$250,000 reimbursed at 1/3 upon completion of demolition, 1/3 upon issuance of a building permit, and 1/3 upon issuance of a Certificate of Occupancy for the new structure.

Will Kelty, 713 Indiana, LLC, addressed the council, and discussed the need to address the building, the timeline, and the amount of private funds being invested. The demolition permit has been issued, and asbestos abatement is being completed. Mr. Kelty discussed the short time between the demolition and rebuild due to liability and safety issues, and preserving as much of the original structure as possible. The intent is to use the building for office space and Mr. Kelty already has a tenant in mind.

Council discussed the benefits of the project to the downtown area; possibly saving the façade; consequences if Mr. Kelty does not complete the project; and the previous plan to build a parking lot on this property.

Councilor Whiteley discussed a typographical error in the Resolution under item 1.

Councilor Whiteley made a motion to amend the main motion to correct the amount under item 1 to not to exceed \$250, 000.

Motion to amend was seconded by Smith and approved by the following vote:

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

Nays: None

The amended main motion carried by the following vote:

Ayes: Mayor Santellana, Councilors Brewer, Browning, Chenault, Smith, and Whiteley.

Nays: Councilor Jackson

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**Item 7 – Other Council Matters – Announcements concerning items of community interest from members of the City Council**

9:40 a.m.

Councilor Jackson thanked the DAV for inviting him to Memorial Stadium for Flag Day. He looks forward to working with DAV in the future. Stay positive and remember we are the City that faith built.

Councilor Brewer thanked everyone for coming out today and encouraged citizens to call him with issues, but to speak politely and not swear at him. He is willing to speak to anyone or hold a town hall if needed as he is here to work for the citizens.

Councilor Chenault thanked everyone for coming out and watching live. Congrats to Mr. Kelty on his project.

Councilor Smith discussed federal funding through the American Rescue Act and asked that Council see the options available and be part of the decisions made on how to spend the funds. He understands that there is a wide range of projects that these funds can be used for and he would like the Council to look at all of the ways funds can be used. Last Friday-Saturday the Community Healthcare Center sponsored a Vacs-a-Thon providing COVID vaccines and provided free sports physicals. It was a 24 hour event at the MPEC, and a giant chicken was present telling individuals to not be a chicken and get the vaccine. Reminder that President Biden named June a national month of action with a goal of 75% vaccinated with at least one shot nationwide, and he encouraged citizens to get vaccinated.

Councilor Chenault said Happy Father's Day to all fathers. If your father is still in your life, do something nice for him. Saturday is Juneteenth and there will be events at Spudder Park. Happy July 4<sup>th</sup> since we will not meet again until after the 4<sup>th</sup>.

Mayor Santellana stated that Saturday is his birthday, Juneteenth, and there is a Bridge 2 Bridge event to support veterans, and there will be around 700 cars. He discussed Councilor Brewer being sworn at and encouraged citizens to speak civil with him and the Council. He asked Mr. Leiker about the Council's involvement in the American Rescue Act funds. Mr. Leiker stated that they will keep the council apprised of the parameters for the funds, and it will be discussed during the prebudget workshop on July 6<sup>th</sup> where Council will be able to provide feedback.

Councilor Jackson asked about Quick Trip project. Mr. Leiker and Terry Floyd, Director of Development Services, both stated that they build in a sequence and we are in the que. City staff will reach out to them and provide an update. Councilor Jackson discussed the asbestos issues and asked about estimated date of completion. Councilor Jackson asked Henry to speak regarding Panda Biotech, and Mr. Heggund stated this would be addressed in Executive Session.

Mayor Santellana said Happy Father's Day, do something nice for your dad.

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**Item 8 – Comments from the Public to Members of the City Council Concerning Items That Are Not on the City Council Agenda**  
9:49a.m.

There were no comments from the public.

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**Item 9 – Executive Session**

9:49a.m.

City Council adjourned into Executive Session at 9:49 a.m. in accordance with Texas Government Code §551.087.

City Council reconvened at 10:40 a.m.

Mayor Santellana announced that no votes or polls were taken.

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**Item 10 –Adjourn**

Mayor Santellana adjourned the meeting at 10:40 a.m.

PASSED AND APPROVED this 6<sup>th</sup> day of July 2021.

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Stephen L. Santellana, Mayor

ATTEST:

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Marie Balthrop, TRMC, MMC  
City Clerk

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**CITY COUNCIL AGENDA**  
**July 6, 2021**

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**ITEM/SUBJECT:** Resolution authorizing the City Manager to execute all documents necessary to purchase replacement partition walls for the Public Safety Training Center from Tex-Oma Builders Supply Co. in the amount of \$79,388.

**INITIATING DEPT:** Information Technologies & Facilities

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**STRATEGIC GOAL:** Efficiently Deliver City Services

**STRATEGIC OBJECTIVE:** Practice Effective Governance

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**COMMENTARY:** The existing partition walls in the large conference room at the Public Safety Training Center on Flood Street are the original panels that were installed during the construction of the facility more than 16 years ago and have exceeded their useful life. In many cases, they are inoperable and unsafe. The approved FY 2021 budget includes \$120,000 for replacement of the panel system including the removal of the existing partition walls and tracks, the installation of 4 Modernfold Acousti-Seal 494 ¾" x 113 ¼" panels, 4 Modernfold Partition tracks, and track touch-up paint as needed.

Staff recommends the City Council approve the resolution authorizing the City Manager to sign all documents necessary to purchase the aforementioned items from Tex-Oma Builders Supply Co. in the amount of \$79,388.

☒ Assistant City Manager

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**ASSOCIATED INFORMATION:** Resolution

☒ Budget Office Review

☒ City Attorney Review

☒ City Manager Approval

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

**Resolution authorizing the City Manager to execute all documents necessary to purchase replacement partition panels from Tex-Oma Builders Supply Co. in the amount of \$79,388**

WHEREAS, the funds are available via the current year's budget to replace the failing and inoperable partition walls that are in excess of 16 years old; and,

WHEREAS, the vendor of choice is a participant of The Interlocal Purchasing System (TIPS) for the purchase of these partition walls.

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

The City Manager is authorized to execute all documents necessary to purchase replacement partition panels from Tex-Oma Builders Supply Co. in the amount of \$79,388 from the current year's budget.

PASSED AND APPROVED this the 6th day of July 6, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

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

LIBRARY ADVISORY BOARD MINUTES  
Sept. 15, 2020

MEMBERS PRESENT:

Kym Acuña  
Emily Adams  
Amy Bobrowitz  
Suhua Huang  
Daniel Juarez  
Katherine Love  
Jim Sernoe (via Zoom)  
Dena Webb

Jana Hausburg

MEMBERS ABSENT

Emily Reeves

Librarian's report

Minutes were approved from November of last year.

Ms. Hausburg welcomed new members Daniel Juarez, Katherine Love, and Dena Webb. Emily Adams volunteered to be Chairperson.

Ms. Hausburg then reported on the library's activities from Nov. 2019 to the present. Members were sent the library's 2019 annual report via email. She remarked on the strangeness of the year, as board meetings were canceled at the onset of the pandemic. She reminded the group that they had voted to have meetings quarterly.

The library booksale held throughout the month of August garnered \$906.50. These funds were used to purchase items placed on our Amazon wishlist by library customers.

Yesterday, Ms. Hausburg received notification from the Texas State Library and Archives Commission (TSLAC):

*This letter serves as the official notification that Wichita Falls Public Library has been accredited and will be a fully qualified member of the Texas Library System for State Fiscal Year 2021: September 1, 2020 through August 31, 2021. We here at the Texas State Library and Archives Commission congratulate you and the library!*

In addition, the library will receive a federally funded reimbursement award from the TSLAC for interlibrary loan lends (757) made to Texas public libraries between August 1, 2019-July 31, 2020. A



reimbursement award of **\$5,253.58** will be sent by direct deposit to our legal entity, City of Wichita Falls, within 30 days.

This award is significantly lower than the library has received in the past, due to the fact that ILL departments across the state of Texas closed down in March and have not yet reopened due to COVID-19.

Ms. Acuña complimented the library on its actions during the early stages of the pandemic, noting that what the library has to provide to the community is so important. The board was emailed the library's phased approach to reopening. Mr. Sernoe said he appreciates the level of communication and information he receives from library leadership.

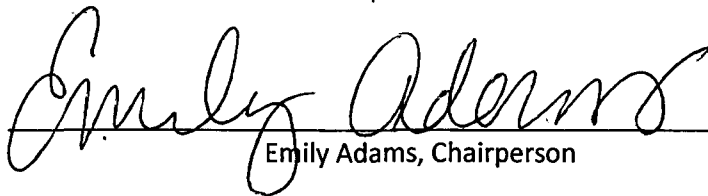
Ms. Hausburg said that although library services have been significantly altered during the pandemic, the goal is to return to business as normal once a vaccine is found or herd immunity is achieved. In the meantime, hours have been reduced slightly: the library closes at 6 p.m. on Mondays-Wednesdays, instead of at 8 p.m.

Currently:

- The library is fully staffed
- There is no limit to the amount of people allowed in the building
- Stacks are open
- Service Desk access with plexishields in place
- 10 public computers available for 1 hour per day use
- Copy/fax/scan available
- No seating, no newspaper/periodical access, no toys, no study rooms or meeting rooms available
- Programs are online at this time, not in person

There being no further business, meeting was adjourned at 5:07 p.m.

Signature: \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "Emily Adams", written over a horizontal line.

Emily Adams, Chairperson

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**MINUTES**  
**PLANNING & ZONING COMMISSION**  
**May 12, 2021**

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**PRESENT:**

Jack Browne  
David Cook  
Michael Grassi  
Blake Haney  
Steve Lane  
Noros Martin  
Wayne Pharries  
Cayce Wendeborn  
Jeremy Woodward  
Mark McBurnett  
Councilor Whiteley

◆ Member  
◆ Chairman  
◆ Member  
◆ Member  
◆ Member  
◆ Member  
◆ Alternate #2  
◆ Member  
◆ Vice-Chair  
◆ SAFB Liaison  
◆ Council Liaison

Blake Jurecek, Assistant City Manager  
James McKechnie, Deputy City Attorney  
Terry Floyd, Development Services Director  
Fabian Medellin, Planner III  
Christal Ashcraft, Development Services Assistant  
Rita Miller, Neighborhood Resources Manager  
Pat Hoffman, Property Management Administrator

◆ City Staff  
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◆  
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**ABSENT:**

Dan Leslie  
Anthony Inman

◆ Alternate #1  
◆ Member

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**I. CALL TO ORDER**

The meeting was called to order by Chairman, Mr. David Cook, at 2:00 p.m. Chairperson Cook proceeded to make the following comments:

- a. This meeting is being televised live on Channel 1300. It will be replayed at 2:00 p.m. daily including Saturday and Sunday until the next live meeting is aired which will be the second Wednesday of next month at 2:00 p.m.
- b. Motions made by the Commission members include all staff recommendations and developmental requirements listed in the staff report. Any deviations will be discussed on a case-by-case basis and voted on accordingly.
- c. Applicants and citizens who wish to address the Commission or answer questions from the Commission members are asked to please speak into the microphone at the podium. This meeting is being taped and there is no microphone to record statements made from the audience.

- d. Commission members, when speaking please remember to press the button to turn on your microphone.
- e. Please silence all cell phones during the meeting. If it is necessary for you to have a cell phone conversation during the meeting, please use the hallway outside this room.

## **II. ROLL CALL**

Chairman Cook roll called Commission and staff members.

## **III. PUBLIC COMMENTS**

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

## **IV. APPROVAL OF MINUTES**

Ms. Cayce Wendeborn made a motion to adopt the April 14, 2021, minutes. Mr. Noros Martin seconded the motion. The motion was passed unanimously.

## **VII. CONSENT AGENDA**

Final Plat:

1. MPEC South Addition, Lots 1A, 1B, 1C & 1D, Block 1  
Applicant: City of Wichita Falls  
Location: 1000 5<sup>th</sup> Street

Chairman Cook asked if there were any items on the consent agenda to be brought down to the regular agenda or modified. Mr. Fabian Medellin stated there was not.

Ms. Cayce Wendeborn made a motion to accept the consent agenda. Mr. Jack Browne seconded the motion. The motion was passed unanimously.

## **VIII. OTHER BUSINESS**

Staff Updates – Hotel/Conference Center Project Update

Mr. Blake Jurecek, Assistant City Manager, gave a brief update on the planning for the hotel/conference center.

## **IX. REGULAR AGENDA**

1. **Case P 21-01 – 4957 Turkey Ranch Road:**  
**Consider taking action to modify the Subdivision and Development Regulations to allow for the reduction in the minimum lot width requirements.**

**Applicant/Owner: Proven Surveying**  
**Location: 4957 Turkey Ranch Road**

Ms. Cayce Wendeborn made a motion to approve the case, Mr. Jack Browne seconded. Mr. Medellin stated the case presented to the Commission for approval



was outside city limits, but within the Extraterritorial Jurisdiction (ETJ). The plat is a tract of land that was part of a larger, 5 acre tract that was split into separate tracts and one acquired by the current owner, Jaime Rodarte. As part of selling, transacting or subdividing land, the State requires the property be plated. Through an inter-local agreement between Wichita County and the City of Wichita Falls, the city has been granted platting authority within the city's ETJ.

Mr. Medellin stated the subject property is located 1 ½ miles west of the city limits, near the intersection of Seymour Highway and Turkey Ranch Road. There is a residence on the subject property that is commonly known as a "flag lot". A "flag lot" is a tract of land that sits behind other parcels that has direct access to the roadway through the strip of land. The strip of land that provides access to the roadway is 20.5 foot wide, the subdivision ordinance requires residential properties to have a minimum width of 50 feet. The owner has acquired a 20 foot access easement from the property owner to the south, giving them 40 feet of the 50 feet required. Proven Surveying, on behalf of the property owner, is requesting a modification to the subdivision regulations to allow for the full usage of the land.

Mr. Medellin advised, the owner has acquired everything that was available, however, staff does not believe there is a way they will be able to meet the 50 foot requirement. Subdivision regulations allow the Commission to modify the requirements when strict compliance with the ordinances will create a deprivation to use of the land. Mr. Medellin stated there were 5 considerations that would need to be present for the modification;

1. Special circumstances or conditions affecting the land involved such that the strict application of the provisions of this chapter would deprive the applicant of the reasonable use of his land; Mr. Medellin advised agencies would not be able to provide utilities until the lot was plated, therefore, this lot would have "no reasonable use".
2. The granting of the modification will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and,
3. The granting of the modification will not have the effect of preventing the orderly subdivision of other lands in the area in accordance with the provisions of this chapter; and,
4. A more appropriate design solution exists which is not currently allowed in this chapter; and,
5. The granting of the modification is harmonious with the engineered design of the infrastructure of any neighboring subdivision.

Mr. Medellin advised if the Commission finds these conditions to be present and strict adherence to the regulations create a deprivation to the use of land, the modification, while in harmony with the intent of the ordinance so as not to create a



concern to public health, safety, and welfare, shall be based on the following conclusions:

1. If the applicant complies strictly with the provisions of this chapter, the applicant can make no reasonable use of the property; and
2. The deprivation of use relates to the applicant's land, rather than personal circumstances; and
3. The deprivation of use is unique to the property, rather than one shared by many surrounding properties; and
4. The deprivation of use is not the result of the applicant's own actions or actions of a previous owner or owner's agent.

Mr. Medellin stated Staff recommends approval of this request to modify the Subdivision and Development Regulations to allow for the reduction of the lot width requirement to 20.5ft. This reduction will maintain the health, safety, and welfare of the public while preventing the deprivation of use of the property.

Chairman Cook asked if the applicant was present and wished to make a presentation. The applicant, was not present and there were no other public comments. Chairman Cook closed the case for public discussion and opened it up to the Commission. Commission member, Mr. Michael Grassi, asked how the property was already sold without being platted first. Mr. Medellin stated it was sold by meets and bounds, which the city cannot regulate pre-transactions. Chairman Cook asked if there were any other comments. With no further comments, Chairman Cook called for a vote. Motion passed unanimously with a vote of 9-0.

## **2. Case T 21-01 – Text Amendments:**

**Public hearing and consideration of a request to amend the Code of Ordinances, Appendix B: Zoning and Ordinance regarding the following regulations: Additions to the permitted and conditional uses allowed in Heavy Industrial (HI) districts to align the hierarchical zoning structure with the inclusion of uses of the more restrictive zones into the less restrictive zones.**

**Applicant/Owner: City of Wichita Falls**

- a) Public Hearing**
- b) Take Action**

Chairman Cook opened the public hearing at 2:15 p.m. Ms. Cayce Wendeborn made a motion to approve the case, Mr. Jack Browne seconded. Mr. Medellin presented the case and stated staff regularly looks at city policies and procedures and ways to improve them, making them more efficient and beneficial for property

owners and promote development throughout the city. While reviewing city ordinances staff noticed a gap between Light Industrial (LI) and Heavy Industrial (HI) districts.

The city zoning ordinance was adopted in 1985, at that time there were a total of 13 districts, 6 base zones and 7 special districts. The 6 base zones are formatted in what is called cumulative zoning. Listed from the most restrictive/least intense to least restrictive/most intense are; Single Family – 1 (SF-1), Single Family-2 (SF-2), Limited Commercial (LC), General Commercial (GC), Light Industrial (LI), & Heavy Industrial (HI). Mr. Medellin stated, with each transition from most to least, the allowed uses carry over to the next least restrictive district. Staff noticed while examining the Heavy Industrial (HI) district the original zoning drafters did not carry over several uses from the Light Industrial district. Staff have identified several uses to amend and add to the Heavy Industrial zone to promote development and one use deemed incompatible with the intent of the Heavy Industrial zone, Halfway houses. Staff wanted to exclude all other forms of residential uses from Heavy Industrial as in the city's zoning industrial districts, all residential uses are not allowed. Listed are the uses staff would like to have moved to the Heavy Industrial (HI) district:

1. Contractor's Yard
2. Extermination Services
3. Offices
4. Religious Assembly
5. Retail Trade
6. Services
7. Shopping Center
8. Stockyards
9. Slaughterhouse & Meat Packing

When looking at ways to improve the development process and its' opportunities, staff felt these items were key to expand, expedite, and promote commercial development. This information is being presented to the Commission to gain a favorable recommendation to proceed with presenting the proposed amendments to City Council for consideration.


Mr. Terry Floyd, Development Services Director, briefly expanded on the proposed changes.

Chairman Cook asked if there were any public comments. Chairman Cook closed the public hearing and opened it up to the Commission. There were no comments or questions from the Commission. Chairman Cook called for a vote. Motion passed unanimously with a vote of 9-0 to present to City Council.

## **X. ADJOURN**

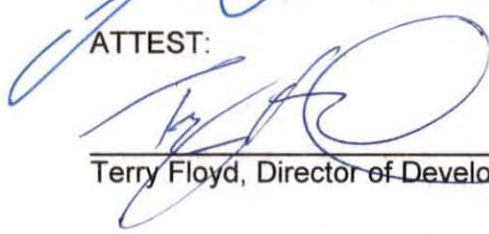
The meeting adjourned at 2:22 p.m.



  
\_\_\_\_\_  
Jeremy Woodward, Vice-Chairman

6-9-21  
\_\_\_\_\_  
Date

ATTEST:

  
\_\_\_\_\_  
Terry Floyd, Director of Development Services

6-9-21  
\_\_\_\_\_  
Date

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

**May 20, 2021**

**Present:**

Leo Lane, President	§	
David Toogood, Vice-President	§	Members
Phyllis Cowling, Secretary-Treasurer	§	
Brent Hillery	§	
Darron Leiker	§	
Stephen Santellana	§	Mayor
Paul Menzies, Assistant City Manager	§	City Administration
Blake Jurecek, Assistant City Manager	§	
James McKechnie, Deputy City Attorney	§	
Marie Balthrop, City Clerk	§	
Terry Floyd, Director of Development Services	§	
Russell Schreiber, Director of Public Works	§	
Jessica Williams, Chief Financial Officer	§	
Andrea Kidd, Public Information	§	
Linda Merrill, Recording Secretary	§	
Henry Florsheim, President and CEO	§	CCI
Travis Haggard, V.P., BR&E	§	
David Leezer, V.P, Business Attraction	§	
Karen Bivona, Office Manager	§	
Taylor Davis, Director, Talent Partnership	§	
Shay Jones, Director, Business Intelligence	§	

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**1. Call to Order**

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

**2. Strategic Discussion**

Henry Florsheim provided an update to the economic development strategy.

***School Facilities*** – Community-wide campaign to educate citizens on the importance of modern school facilities. The two recent votes on the school and athletic facilities closes out this catalyst in the short term.

***Best Practice Economic Development*** – Improve capabilities to respond to employer needs through Business Retention and Expansion headed by Travis Haggard. Permitting has been streamlined at the City. The inventory of ready sites and buildings has led to the improvements to be made at the Business Park.

***Align Legislative Agenda with Strategic Education Needs*** – The Chamber has developed a government affairs committee. The City and County also look out for upcoming legislation.

***Diversity Initiative*** – The steering committee has met via Zoom, and calls with diversity professionals in Dallas and Kansas City are scheduled.



**Talent Partnership** – Taylor Davis runs this program, designed to enhance the local talent development pipeline. Those in that pipeline include military spouses, military members about to separate, veterans, and interns. The Circuit is a new emerging leader program with 60+ members.

**SAFB** – SMAC continues its advocacy work, strategic planning and SWOT efforts. The main gate and transportation centers have strengthened the physical connection with the City.

**Live/Work/Play Downtown** – DWFD handles marketing. Progress is being made on the development of the convention hotel. A business improvement district needs to be developed to fund infrastructure upgrades. The WFEDC has funded the unfilled Downtown Business Recruitment position for two years. He is unsure whether it is the right time for this position.

**Bike Friendly Community** – This catalyst prioritized the Circle Trail, which is nearing completion. Wichita Falls is now a Bronze-level biking friendly community. The City has been putting bicycle graphics on city streets to remind drivers these are shared roads.

**Entrepreneurial Maker's Hub** – No traction has been gained on this project, since the private partner who was going to take this on did not materialize.

There has been a lot of overall progress. It is time now to think about what happens next: keep pushing on these catalysts or update the strategy (internally or through a consulting firm). Mr. Lane acknowledged the success of these programs. He asked how Mr. Florsheim envisioned going forward. Mr. Florsheim said professional consultants are not vested in the community and thus would be more objective. Ms. Cowling said she is pleased to hear not only of the progress, but of Mr. Florsheim's inclination to update the strategic plan.

Mr. Lane asked the Board if they wish to give Mr. Florsheim instructions to come back with more information on hiring a consulting firm. Ms. Cowling said she would be in favor of that. Mr. Leiker said that effort could be included in the Chamber's budget request. Mr. Florsheim said he could not get information from the companies by the June 1 deadline to submit the budget proposal. Mr. Lane said a placeholder could be created for this funding.

### **3. Open Government Compliance Training with City Clerk**

City Clerk Marie Balthrop presented an update on open government compliance. She noted that each Board member had completed the mandatory open meetings and public information training.

She cautioned against the holding of any illegal meetings, in which the members knowingly engage in official business outside of an open meeting. In addition, she provided guidance on the use of private devices (e.g., personal cell phones), as certain information contained thereon could be considered public information. The Board member has a duty to maintain the information, or furnish it to the City Clerk. Board members can be held personally liable if someone is injured by the disclosure of the certified agenda of executive sessions.

Finally, she turned to conflict of interest (such as real property business interests, vendor relationships, and property acquisition). She provided a handout to help the members determine whether they have such a conflict. Mr. Toogood asked how often such a form has to be submitted. Ms. Balthrop replied once is sufficient, unless there has been a change in circumstances - in which case, a new form would be required.

### **4. Update on Financing for Business Park Upgrades**

Jessica Williams provided an update on the bond issuance for the Business Park. The issuance of sales tax revenue bonds has been completed. They secured a strong rating of AA-,

which was upgraded to AA with the issuance of insurance. They are set to fund and close on June 3, and her department is prepared to receive those funds.

The total project fund is \$9.9 million, with the principal amount being \$8.7 million. The total issuance was \$10.1 million. The true interest cost, which is the interest paid by the Board, was only 2.847%. She is very pleased with all the numbers, adding that the annual payment would range between \$515,000-\$519,000 per year over the life of issue. A couple of days before the pricing, they talked with others in the market about insurance. A total of \$31,000 in insurance saved \$500,000 in total issuance cost.

Mr. Toogood asked if the City could hold the funds not being used and make substantial interest. Ms. Williams said funds may be invested, in accordance with the City's investment policy, and federal arbitrage rules.

#### **5. Discussion and Possible Action Related to Clayton Homes Incentive Proposal**

Mr. Florsheim reminded the Board that it was 2017 when the 4A/Chamber first began discussions with Clayton Homes. The company signed a purchase agreement on the Atco building soon after.

The final TCEQ affidavit is due next week. Clayton Homes is ready to move forward. They intend to create 181 jobs in three years, with an annual total payroll close to \$9 million. They still intend to purchase the Atco building. The original purchase price of \$1.1 million has been reduced by \$1 million, as the company has had to purchase additional insurance.

The incentive package includes:

- \$7,500 cash per job, not to exceed \$1,357,500 (employed for six months)
- Training grant up to \$1,200 per employee if state funding does not materialize, not to exceed \$270,200
- Employee relocation assistance for a maximum of 20 employees at \$8,000, not to exceed \$160,000.

Per Mr. Leiker's request, a sample motion has been provided for the Board.

#### **6. Discussion and Possible Action Related to a Correction to WFEDC Bylaws**

Mr. Florsheim said the first sentence of Article IV, Section 2 refers to "sixty (30) days." The bylaws need to be amended to reflect a uniform number of days.

#### **7. Consent Agenda**

- a. Approval of minutes (3/18/21).** Mr. Toogood requested the year 2030 be changed to 2020 in the following sentence: "At this point, the Board is closer to collecting what was estimated for year 2030 receipts."
- b. Financial Report.** Paul Menzies said the May 2021 sales tax payment (reflective of March receipts) was up nearly 50% from the same month a year ago. Comparisons to two years ago (pre-Covid) still reflect a 37.7% increase. The increase is related to stimulus payments and a rise in the cost and demand for construction materials. The Board has an unreserved fund balance of \$7.4 million.

**c. Q1 Activity Reports.**

Mr. Lane said this was a great report. Ms. Cowling agreed that it was very helpful. Mr. Toogood said he realized it was a bit of a burden and time-consuming, but it served its purpose. He said a couple of things would be helpful to him: for each breakdown, include a brief statement related to progress on objectives and on the budget, as well as a declaration identifying the companies with performance agreements, including how far along they are under the terms of their agreement.

Ms. Cowling moved, seconded by David Toogood, to accept the consent agenda, as amended. The motion carried 5-0.

**8. Executive Session**

Mr. Lane adjourned the meeting into executive session at 3:17 p.m. pursuant to Texas Government Code §§551.072 and 551.087. He left the executive session while Panda Biotech was discussed. He announced the meeting back into regular session at 4:02 p.m. The subjects posted in the Notice of Meeting were deliberated, and no votes or further action was taken on the items in executive session.

**9. Motions**

***Clayton Homes***

David Toogood moved to amend the WFEDC budget to include funding of \$1,734,700, as presented in the project summary and incentive letter to assist Clayton Homes to develop a manufacturing facility in Wichita Falls. Seconded by Darron Leiker, the motion carried 5-0.

***Bylaws***

Brent Hillery moved to amend the WFEDC Bylaws at Article IV, Section 2, so that the number of days referenced in the first sentence reads as "thirty (30)." Seconded by Phyllis Cowling, the motion carried 5-0.

**10. Adjourn**

The meeting adjourned at 4:04 p.m.



Leo Lane, President

# LANDMARK COMMISSION MINUTES

May 25, 2021

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## MEMBERS PRESENT:

Michele Derr  
Christy Graham  
Andy Lee  
Noros Martin  
Nadine McKown  
Janel Ponder Smith  
Tim Brewer

■ Chairperson  
■ Member  
■ Member  
■ P&Z Liaison  
■ Vice-Chairperson  
■ Member  
■ Council Liaison

Amy Gardner, Legal  
Karen Gagné, Planning Administrator  
Christal Ashcraft, Development Services Assistant

■ City Staff  
■ City Staff  
■ City Staff

## ABSENT:

John Dickinson  
Joel Hartmangruber  
Marcela Trice

■ Member  
■ Member  
■ Member

## GUESTS:

Steven Ulrick, Contractor, Texas Ramp Project

1610 Tilden Street

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## I. Call to Order, Welcome and Introductions

Chairperson Michele Derr called the meeting to order at 12:02 p.m. Ms. Derr had Commission members, staff and guest, introduce themselves.

## II. Review & Approval of Minutes from: April 27<sup>th</sup> 2021

Chairperson Michele Derr called for review and approval of the April 27<sup>th</sup> 2021 Landmark Commission meeting minutes. Mr. Andy Lee made a motion to approve the minutes, Mr. Noros Martin seconded the motion. Minutes were unanimously approved.

## III. Action Item: Design Review – 1610 Tilden Street – *West Floral Heights Historic District*

- Installation of an Accessibility Ramp in the Front Yard (*Residential*)

Ms. Karen Gagné presented the case and stated the contractor, Mr. Steven Ulrick on behalf of the property owner, Ms. Samella Burt was proposing to construct an accessibility ramp in the front yard at 1610 Tilden Street. The home was built in 1929 with Tudor features and is a contributing home in the West Floral Heights Historic District. It has a prominent chimney in the front with a gabled roof.

Ms. Gagné advised the proposed ramp would be placed by the front entry/porch of the house and then turn at an angle to the south side of the property all visible from Tilden Street. The ramp would end directly in front of the driveway. The ramp would be



constructed from wood and be situated between the house and the existing trees approximately 38 ft. from the edge of street and be 4 ft. wide, 16 ft. long and approximately 89 sq. ft. Staff referred members to the site plan and sample photos of other similar ramps.

Staff introduced Mr. Steven Ulrick, contractor with Texas Ramp Project and gave the floor for him to provide additional information. Mr. Ulrick handed out pamphlets to meeting attendees on the "Texas Ramp Project" that he is affiliated with. Mr. Ulrick stated the Texas Ramp Project is a non-profit organization whose mission is to build free wheelchair ramps for those in need regardless of age, gender, religion, race and ethnicity. The organization's vision is that no Texas resident shall lack safe access because of financial limitations. Mr. Ulrick advised he has materials delivered and makes all measurements and cuts. Then volunteers assist him with putting the ramp together. Some of his volunteers come from area churches, Sheppard Air Force Base, and Warren CAT, just to name a few. Once the construction is complete, anti-skid paint is provided to the owner. Mr. Ulrick does not do the painting, only provides it to the home owner, the painting is done independently and must be arranged with other volunteers such as a church group. Due to the paint not curing properly in colder weather Mr. Ulrick stated they do not build during the months of December, January and February.

Commission member, Janel Ponder-Smith asked if the ramp could be painted to match the trim on the home as many of these accessibility ramps are not aesthetically pleasing to look at and impact the visual character of the historic homes. Mr. Ulrick stated they are normally painted and/or stained by volunteer youth groups or other volunteers, not Texas Ramps. Ms. Smith asked if he could be a facilitator to ensure it would be painted since this was in a historic district. Mr. Ulrick advised he had never done that before and time would not permit him to address this request.

Ms. Smith asked if the ramp could have been planned for installation at the south side door entry instead of the front yard. Mr. Ulrick explained per ADA codes, the ramp would have had to be 24 ft. long and there would not have been enough room. Ms. Smith asked if it could have been planned to be installed at the rear of the home. Mr. Ulrick stated he did not know if there was a rear entrance that could accommodate the ramp; the front yard was requested by the homeowner. Commission member, Mr. Andy Lee stated he believed the ramp was a good design with access being key and that ADA compliance took precedence over the City's historic design guidelines. Ms. Smith stated she just wanted to be sure all location options were explored as the ramps are an eye sore and then they seem to become a 'permanent' fixture after the current owner/applicant no longer resides at the property. Mr. Ulrick stated the ramps they construct were not permanently attached to the home and they did not dig into the ground, but, rather easily removed. Commission member, Mr. Noros Martin asked if the ramp would be considered personal property or part of the estate. Mr. Lee advised personal property. Ms. Smith asked if the ramp would cover up the flower bed from being seen from the right-of-way. Mr. Ulrick advised yes, the ramp would be constructed on the other side so as to not disturb the flowers. Ms. Smith stated the subject property photos showed a car parked in the rear of the structure and asked if this was how the owner was currently accessing the property. Mr. Ulrick advised he did not know.

Commission member, Christy Graham introduced a motion to approve the design review request for installation of a front yard, wooden accessibility ramp at 1610 Tilden Street, located in the West Floral Heights Historic District based on federal ADA requirements over



ruling local design guideline standards. Mr. Andy Lee seconded the motion. The motion was approved with a vote of 5-1, Mr. Martin registered opposition.

**IV. Action Item: Design Review – 600 8<sup>th</sup> Street – Depot Square Historic District/Landmark #28 Structure**

- Replacement Flat Roof on a Building with a THC Recorded Preservation Easement (Commercial)

Ms. Karen Gagné stated this Design Review case would have to be tabled until a later date due to not having all the required information from THC. The state agency's architectural division staff are still finalizing their determination. In an effort to expedite the roof project review and not lose a month until the next Commission meeting, the item was placed on the agenda in the anticipation of receiving the THC letter of determination.

Ms. Nadine McKown made a motion to table and Ms. Smith seconded the motion. The vote was unanimous. Legal representative Ms. Amy Gardner made a point of order stating when this item is considered for future action it will require an initial action to be removed from the table prior to addressing the design review request.

**V. Discussion & Update:**

THC Certified Local Government: 4-year Evaluation; Meeting Livestream Option

Ms. Gagné gave a brief update on the upcoming 4-year CLG evaluation and option to livestream a Commission meeting as THC staff are still not authorized to travel. The general consensus from the Commission was to livestream the meeting. Staff will coordinate arrangements with the City's Public Information Office.

**VI. Other Business:**

**a) Monthly Reports**

**Depot Square:**

Ms. Derr gave downtown updates:

- June 3<sup>rd</sup> – Art Walk
- Farmer's Market now open every Tuesday, Thursday & Saturday
- July 3<sup>rd</sup> – Kell House – 4<sup>th</sup> of July Celebration

**West Floral Heights:**

Ms. Ponder-Smith update:

- First association meeting held since Covid restrictions

**b) Updates:**

- NAPC – Free Webinars: May 27 and June 4 & 5
- Legislative Session Results
- RTHL – 909 10<sup>th</sup> Street – First United Methodist Church; coordination among THC, architects and staff regarding the separation line/lot line for portion of the building complex which is designated. Based on city ordinance/legal description, the church/chapel is designated and the connector segments/education building are not landmarked or under the state's RTHL designation.

**c) Design Review – Staff Authorized – Minor Alteration/Repairs**

- 1414 Tilden (*West Floral Heights*) - roofing permit; composition shingles
- 900 Bluff (*Landmark #3*) – Kell House HVAC
- 534 7<sup>th</sup> Street (*Depot Square*) – roofing permit; flat roof replacement

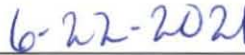
**d) Articles & Periodicals/THC Items:**

- Preservation (Nat'l Trust) – Spring 2021; featured THC's French Legation Historic Site's restoration

**VII. Adjourn**

Next regularly scheduled meeting June 22, 2021 - 12p.m. Meeting adjourned at 12:51 p.m.

  
\_\_\_\_\_  
Michele Derr, Chairperson

  
\_\_\_\_\_  
Date

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**CITY COUNCIL AGENDA**  
**July 6, 2021**

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**ITEM/SUBJECT:** Conduct a public hearing and consider and take action on a resolution for the proposed 2021 Second Year Annual Action Plan of the adopted Five Year 2020-2024 Public Housing Agency (PHA) Plan.

**INITIATING DEPT:** Development Services/Housing

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**STRATEGIC GOAL:** Accelerate Economic Growth

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

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**COMMENTARY:** Annually, the City Council reviews and approves the documents that guide operations of the City's Housing Choice Voucher (formerly Section 8) Program, this being the 2021 Second Year Action Plan of the adopted 2020-2024 Five Year Public Housing Agency Plan. A public hearing is required for the approval of this plan.

The Public Housing Agency Plan serves as a broad document outlining the programs the Housing Division intends to provide. Staff is not recommending any modifications to the Second Year of the Five Year Action Plan.

It has been customary during the annual review of the PHA plans to also review the status of the program. Below are a few current program details:

- 804 families currently being assisted (as of May 31) with 72 vouchers issued searching for units
- 632 families currently on the waiting list
- \$350 current average cost per unit.

Staff recommends the Council open the public hearing and then approve the Resolution. If approved, the documents will be submitted to the Department of Housing and Urban Development (HUD).

☒ **Neighborhood Services Manager**

☒ **Assistant City Manager**

☒ **Development Services Director**

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**ASSOCIATED INFORMATION:** PHA Second Year Action Plan of the adopted Five Year PHA Plan



☒ **Budget Office Review:**

☒ **City Attorney Review:**

☒ **City Manager Approval**

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

**Resolution approving the 2021 Second Year Annual Action Plan of the  
Adopted 2020-2024 Five Year Public Housing Agency (PHA) Plan**

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

WHEREAS, as a result of this year's review of the Second Year Annual Action Plan, city staff is recommending no modifications be made; and,

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

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

The attached Second Year Action Plan of the adopted Five Year Public Housing Agency Plan is hereby approved.

PASSED AND APPROVED this the 6th day of July, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

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

<b>Streamlined Annual PHA Plan (HCV Only PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																								
A.1	<p>PHA Name: <u>City of Wichita Falls</u> PHA Code: <u>TX498</u>  PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>10/2021</u>  PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  Number of Housing Choice Vouchers (HCVs) <u>989</u>  PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a joint Plan and complete table below)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Participating PHAs</th> <th style="width: 10%;">PHA Code</th> <th style="width: 25%;">Program(s) in the Consortia</th> <th style="width: 20%;">Program(s) not in the Consortia</th> <th style="width: 20%;">No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> <tr><td> </td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																																		
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Lead HA:																																									

<b>B.</b>	<b>Annual Plan.</b>
<b>B.1</b>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
<b>B.2</b>	<p><b>New Activities</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Project Based Vouchers.</p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p>
<b>B.3</b>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N N/A</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<b>B.4</b>	<p><b>Civil Rights Certification</b></p> <p><u>Form HUD-50077</u>, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.5</b>	<p><b>Certification by State or Local Officials.</b></p> <p><u>Form HUD 50077-SL</u>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>B.6</b>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p> <p>1. The PHA continues to work towards improving housing lease-up rates and maintain the maximum number of families under lease that the budget limits will support. 2. To provide outreach to property owners to increase housing stock outside of the poverty areas. 3. To provide a comprehensive analysis of the rental market, which will allow the highest payment standards that the funding limits will support without reducing the number of participating families. 4. To promote self-sufficiency and asset development by our tenants and the community. 5. Improve SEMAP score. 6. Increase customer satisfaction.</p> <p>Maintain or increase lease-up by establishing payment standards that will enable families to rent throughout the jurisdiction. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability. Undertake affirmative measures to ensure access to assisted housing regardless of gender (L.GBT) related to the equal access rule.</p> <p>Continue to protect clients and family members of clients who are victims of domestic, dating violence, or stalking from being terminated from housing based in acts such violence against them in accordance with the VAWA act.</p>

<b>B.7</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y   N  <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
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## Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

### A. PHA Information. All PHAs must complete this section. [\(24 CFR §903.23\(4\)\(e\)\)](#)

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

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

### B. Annual Plan. All PHAs must complete this section. [\(24 CFR §903.11\(c\)\(3\)\)](#)

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

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

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA's jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. [\(24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. [24 CFR §903.7\(a\)\(2\)\(ii\)](#)

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

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

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

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. [\(24 CFR §903.7\(e\)\(3\)\(4\)\)](#).

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

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

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

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



☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

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

- B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark "yes" for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark "no." (24 CFR §983.57(b)(1) and Section 8(13)(C) of the United States Housing Act of 1937.

☐ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. (24 CFR §903.11(c)(3), 24 CFR §903.7(p))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.11(c)(3), 24 CFR §903.7(r)(1))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

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

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

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**CITY COUNCIL AGENDA**  
**July 6, 2021**

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**ITEM/SUBJECT:** Resolution authorizing the City Manager to approve Change Order No. 1 for the 2021 Concrete Street Rehabilitation Project to Scales Concrete Construction Company, Inc. in the amount of \$169,020.00 for the replacement of pavement at the Regional Airport.

**INITIATING DEPT:** Public Works

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**STRATEGIC GOAL:** Provide Quality Infrastructure

**STRATEGIC OBJECTIVE:** n/a

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**COMMENTARY:** On April 27, 2021 bids were opened for the 2021 Concrete Street Rehabilitation Project. This project is generally described as the rehabilitation of various concrete streets, and associated work. On May 18, 2021, the City Council awarded the contract for the project to Scales Concrete Construction Company, Inc. in the amount of \$676,450.00.

The Regional Airport has recently experienced some significant pavement failures in its apron areas around and near the fueling stations. The failures are significant and are causing accessibility issues for both airplanes and fuel delivery trucks. Due to these issues the Regional Airport staff has requested repairs to these areas be made as quickly as possible; therefore, Staff requests that this work be added to our existing Concrete Street Rehab Project. The addition of this work results in a cost increase to the project of \$169,020.00 (25%).

Staff recommends the approval of Change Order No. 1 for the replacement of pavement at the Regional Airport. Funding for this change order will come from the FAA Grant and a 10% match from the City (\$16,902.00).

☒ **Director, Public Works**

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

☒ **Budget Office Review**

☒ **City Attorney Review**

☒ **City Manager Approval**

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

**Resolution authorizing the City Manager to approve Change Order No. 1 for the 2021 Concrete Street Rehabilitation Project to Scales Concrete Construction Company, Inc. in the amount of \$169,020.00 for the replacement of pavement at the Regional Airport**

WHEREAS, the City of Wichita Falls entered a unit price contract with Scales Concrete Construction Company, Inc. for the 2021 Concrete Street Rehabilitation Project with the estimated total cost of \$676,450.00; and,

WHEREAS, the City of Wichita Falls has negotiated Change Order No. 1 for an addition of \$169,020.00 for a final contract amount of \$845,470.00.

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

The City Manager is authorized to execute Change Order No. 1 for the 2021 Concrete Street Rehabilitation Project in the amount of \$169,020.00.

PASSED AND APPROVED this the 6<sup>th</sup> day of July, 2021.

\_\_\_\_\_  
MAYOR

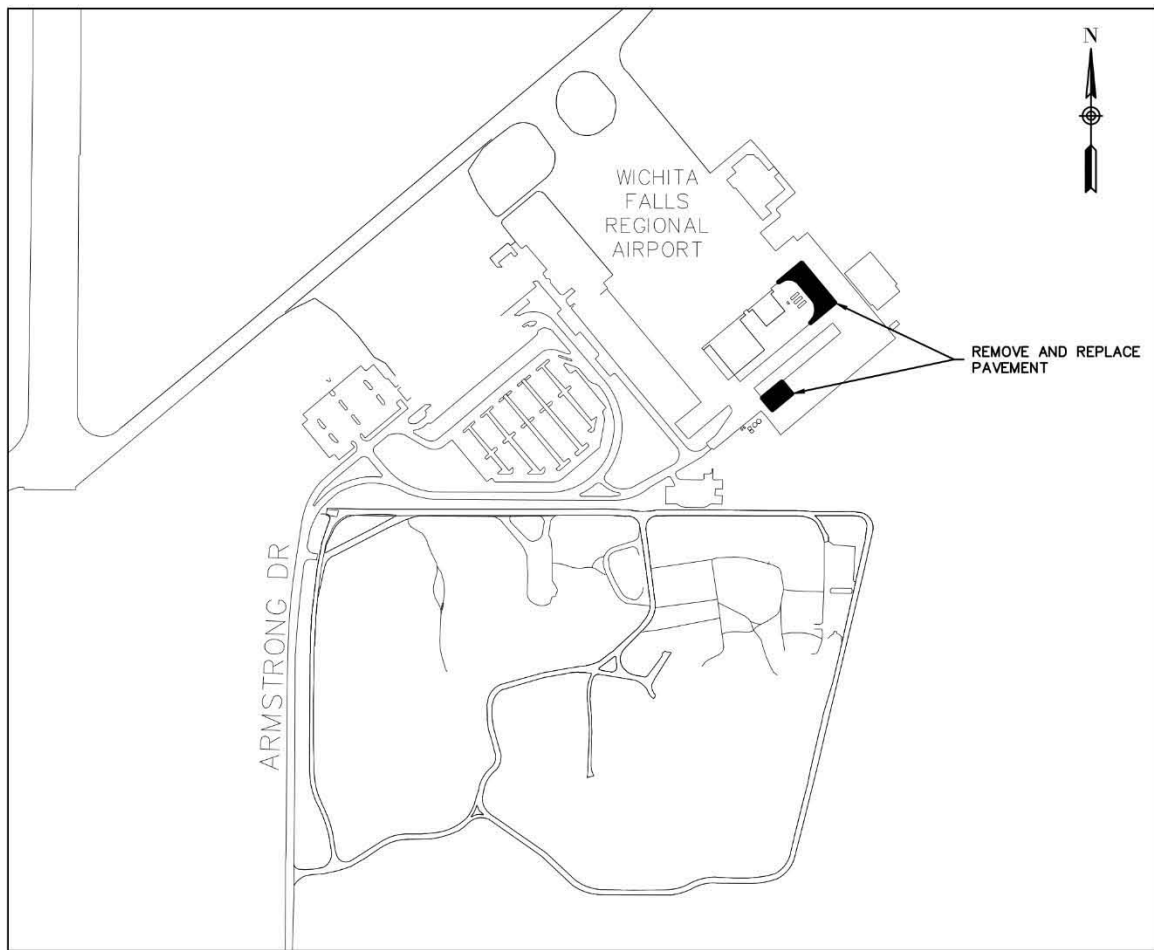
ATTEST:

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





# 2021 CONCRETE STREET REHABILITATION PROJECT CWF21-100-04 CHANGE ORDER #1



SCALE: 1"=500'  
CITY OF WICHITA FALLS REGIONAL AIRPORT

SHEET 1 OF 1

