

# **SUMMARY OF INDIVIDUAL BOARDS AND COMMISSIONS**

## **Type A Wichita Falls Economic Development Corporation**

Officially named the Wichita Falls Economic Development Corporation, this board is responsible for promoting, assisting, and enhancing economic development activities for the City. The Corporation shall develop and implement a competitive industrial (economic) development program for Wichita Falls with the following objectives:

- 1) Expand and diversify the tax base of Wichita Falls with the intent of maintaining a tax rate consistent with the needs of the City;
- 2) Enhance existing job opportunities and create new ones;
- 3) Retain and expand existing business;
- 4) Attract new businesses and investment to Wichita Falls; and,
- 5) Protect the local environment and resources.

The five members to this Corporation are appointed by the City Council to serve three year staggered terms with terms ending September 30. Board members are selected based on interest in the work of the Corporation, special expertise, and civic service. Special expertise includes business skills in finance, accounting, law, personal credibility, business accomplishments and interpersonal skills. There are no term limits; however, members can be removed at the will of the Council. The Corporation members elect the chair, and must meet no less than four times per year.

## **Type B Sales Tax Corporation**

The Type B Sales Tax Corporation was organized for economic development by funding public improvements for any project authorized by law. The Corporation has the power to acquire, maintain, lease and sell property.

The Corporation's seven members, appointed by the City Council, serve two year staggered terms with terms ending July 31. There are no term limits; however, members can be removed at the will of the Council. Board members are selected based on interest in the work of the Corporation, special expertise and civic service. Special expertise includes business skills in finance, accounting, law, personal credibility, business accomplishments and interpersonal skills. All Board members must maintain continuous residence in the city limits of Wichita Falls. The Corporation members elect the chair, and they must meet no less than four times per year.

## **AIRPORT BOARD OF ADJUSTMENT**

The Airport Board of Adjustment serves to protect the health, safety, and general welfare of the public where it is recognized that encroachments identified in the Joint Land Use Study (JLUS) including but not limited to obstructions, aircraft accidents, and excessive noise have the potential for endangering or harming the lives and/or property of users or occupants of land near Sheppard Air Force Base and the Municipal Airport. To that end, the Board is responsible for reviewing decisions made by the Planning

and Zoning Commission concerning the regulation of land uses in the vicinity of Sheppard Air Force Base and the Wichita Falls Municipal Airport. The Board has the authority to reverse decisions made by the Planning and Zoning Commission, to decide in favor of an applicant, or make a variation in an airport zoning regulation. After the adoption of the JLUS Implementation Strategy in 2014, Wichita County agreed that the City of Wichita Falls shall administer the authority of the City Airport Zoning Regulations within the portion of the county that falls within the airport imaginary surfaces boundary for height restrictions and the controlled compatible land use area for land use regulations.

This Board consists of six members; three City of Wichita Falls members, two Wichita County residents that reside outside the City of Wichita Falls city limits but appointed by the City of Wichita Falls, and one ex-officio member representing Sheppard Air Force Base. The Board members are appointed for two-year staggered terms commencing December 31. The City resident members are appointed in even-numbered years and the County resident members are appointed in odd-numbered years. The Board holds meetings as needed.

#### **ANIMAL SHELTER ADVISORY COMMITTEE**

The Animal Shelter Advisory Committee acts in an advisory capacity and assists the City in complying with the terms of Chapter 823 & 826 of the TEXAS HEALTH AND SAFETY CODE; and in establishing procedures applicable to the City's animal control program.

The committee is composed of five (5) members as follows: one city official, designated as the Local Rabies Control Authority of Wichita Falls (LRCA), one veterinarian; one person whose duties include the daily operation of an animal shelter; one animal welfare organization representative; and one citizen representing the general public. The Committee meets at least three times a year. All terms expire on December 31.

#### **CONSTRUCTION BOARD OF ADJUSTMENT AND APPEALS**

The Construction Board of Adjustment and Appeals hears appeals concerning construction procedures or materials to be used in the erection or alteration of a building or structure. This Board also hears appeals on other matters pertaining to the applicability of the Plumbing, Mechanical or Building Codes, as well as appeals for variances of any provision of the Plumbing, Mechanical or Building Codes. The Board shall also make recommendations on new codes and amendments to the City Council.

The thirteen-member Board is appointed by the City Council, and is composed of the following:

- one general building contractor
- one mechanical engineer
- one structural engineer
- one architect
- one person representing the home building industry
- one plumbing contractor
- one air conditioning contractor
- one electrical contractor
- one master electrician
- one person representing the property insurance industry
- one citizen-at-large not connected with the construction industry

Two alternate members shall consist of one general building contractor and one person representing the home building industry. A board member shall not act in any case where he/she has a financial interest. Members serve three-year staggered terms ending December 31. No member may serve more than six consecutive years. Meetings are held as needed, but at least quarterly. Continued absence from required meetings is cause for removal.

### **EMERGENCY MEDICAL SERVICE ADVISORY BOARD**

This is an advisory Board to ensure a quality EMS program by monitoring the personnel, vehicles, financial information and service level of the joint Ambulance Services Contract between the cities of Wichita Falls, Burkburnett, Iowa Park and Wichita County; and to review citizen complaints.

The Nine (9) member Board is comprised of the following

- City Manager (CWF)
- Fire Chief (CWF)
- City Manager (Burkburnett)
- City Administrator (Iowa Park)
- Wichita County Judge
- Physician (Appointed by City Council)
- At Large (Appointed by City Council)
- At Large (Appointed by Wichita County)
- At Large (Joint Appointment by Burkburnett and Iowa Park)

The committee meets at least one time per year and all terms expire on December 31.

### **EMPLOYEE BENEFIT TRUST BOARD**

The purpose of this board is to administer the City of Wichita Falls Employee and Retirement Health plans. The board consists of five members: the City Manager, the City Attorney, the Finance Director, the Director of Human Resources, and the Deputy City Manager. There is a council liaison assigned to the board.

### **FIREFIGHTERS' AND POLICE OFFICERS' CIVIL SERVICE COMMISSION**

The Commission is a “quasi-judicial body” and hears appeals by firefighters and police officers of disciplinary actions, promotions and other employment matters; it also promulgates civil service rules and regulations concerning the fire and police departments.

The Commission consists of three members appointed by the City Manager and confirmed by the City Council. A person appointed to the Commission must be: (1) of good moral character; (2) a United States citizen; (3) a resident of the City of Wichita Falls for more than three years; (4) over 25 years of age; and (5) not have held a public office within the preceding three years.

The Commission meets on an as needed basis at the call of the Chair. Board members serve 3 year staggered terms expiring December 31.

### **HELEN FARABEE CENTER'S BOARD OF TRUSTEES**

There are nine appointed trustees to this board. These appointments consist of qualified voters residing within the region served by the Center, and should attempt to reflect the ethnic and geographic diversity of the region, to include one or more persons who are consumers (or family members of consumers) of the types of services the center provides.

Places eight (8) and nine (9) are appointed by the City of Wichita Falls. Additionally, on a rotating basis, one of the six members appointed from outside Wichita County is designated as an at-large member, whose confirmation must be obtained from the City of Wichita Falls and the Commissioners' Court of Wichita County. Board members serve two year staggered terms expiring on August 31.

According to the interlocal agreement, the Helen Farabee Center serves Archer, Clay, Montague, Stephens, Throckmorton, Baylor, Young, Haskell, Knox, Jack, Wise, Cottle, Dickens, King, Stonewall, Childress, Foard, Hardeman, Wilbarger, and Wichita Counties.

### **HOUSING AUTHORITY OF THE CITY OF WICHITA FALLS**

The Housing Authority may construct, lease, and operate housing projects.

The Board consists of five commissioners appointed by the Mayor. One of the commissioners is to be a tenant of the Housing Authority; none of the commissioners may be an officer or employee of the City. The commissioners serve two year staggered terms expiring July 1. No member may serve more than three consecutive terms. Members may be removed for missing three meetings without cause. The board appoints the chair.

### **LAKE WICHITA REVITALIZATION COMMITTEE**

The Lake Wichita Revitalization Committee was organized to study and make recommendations to the City Council for improvements to and the management of Lake Wichita. The purpose grew and expanded to include a review of previous documents on Lake Wichita history, to gather information on the desired uses of the lake, and to recommended sources of funding.

Membership includes 13 representatives appointed by the City Council to include a member of the city council, a member of the park board, a representative of Lakeside City, six citizens of the city of Wichita Falls, one Lakeside City ex-officio member, one Gold Star Family Member ex-officio member, and two alternate voting positions. They are assisted by assigned staff. The timeframe for this committee has been extended until July 31, 2027 per Resolution 116-2019. Meetings are typically held monthly on the second Tuesday of the month.

### **LANDMARK COMMISSION**

The Landmark Commission is the City's historic preservation board and recommends to the City Council that certain districts, sites, buildings, structures, and objects be designated as landmarks. The Commission further decides upon requests for alterations to the exterior of designated landmarks, to assure that changes are appropriate and that historical qualities and architectural integrity are retained.

The nine members to this Commission are appointed by the City Council. The commissioners serve three-year staggered terms expiring December 31. Meetings are generally held monthly with the exception of July and December, or as called by the Chairperson. Of the nine members, one shall be a licensed real

estate broker or appraiser; one shall be a member of the Planning and Zoning Commission; one shall be a member of the Wichita County Heritage Society; one shall either own property or reside within a residential historic district; one shall either own property or reside within a commercial historic district; two shall be licensed or have expertise in the field of architecture, and two (2) shall be members at-large.

### **LIBRARY ADVISORY BOARD**

The Library Advisory Board is an advisory board to the City Council. Members serve to encourage the development of the public library through planning a long range library program. The Board reviews library programs and operations to keep the library efficient and adequate for the City's needs, and reviews and recommends policies and programs for the advancement and enhancement of the library. Members are chosen from all Council districts, and are representative of as many citizen interests and occupations as possible. The Library Advisory Board normally meets the 4th Tuesday of each month, September through May, at 4:15 in the Library Conference Room.

The nine members of this board serve three-year staggered terms. The City Council selects the chair from the board. The Board members recommend one of their members to the Council to serve as the representative to the North Texas Regional Library system, a part of the Texas State Library and Archives Commission. Terms expire July 31, and no member may serve more than two consecutive full terms. A member shall be automatically removed if he or she is absent without cause for three consecutive regularly scheduled meetings. In addition, a 5/7 majority vote of the City Council can remove a member of the Board, and no reason need be given for such removal. Meetings shall be held at least quarterly.

### **METROPOLITAN PLANNING ORGANIZATION**

The MPO consists of the Transportation Policy Committee (TPC) and the Technical Advisory Committee (TAC). The purpose is to fulfill state and federal mandates such as development and implementation of a Metropolitan Transportation Plan, Unified Planning Work Program, Transportation Improvement Program, and review the adequacy of current and future transportation plans; provide direction as required on transportation related issues within the designated boundaries of its responsibilities; and provide direction as required, and at its discretion, on transportation-related issues outside the designated boundaries of the urban study area affecting the area of responsibilities.

The CWF Mayor serves as the Chair of the TPC. Two CWF Councilors serve on the TPC. Other members on TPC are County Judge (Vice-Chair), CWF Director of Public Works, TxDOT District Engineer, Lakeside City Mayor, Pleasant Valley City Administrator, and NORTEX Executive Director. TAC members are the MPO Director, CWF Director of Community Development, CWF City Engineer, CWF Senior Planner of Community Development, CWF Traffic Superintendent, TxDOT Director of Construction, TxDOT Director of Trans. Planning and Development, TxDOT Director of Operations, and TxDOT Area Engineer. There are no term limits and no term expirations.

### **NORTEX**

Nortex Regional Planning Commission (NRPC) is a region-wide voluntary association of local governments. Its service area is 9,461 square miles and contains approximately 224,336 people.

NRPC's mission is to serve its members as the instrument of local government cooperation and coordination for improving the health, safety, and general welfare of their citizens.

NRPC is the entity through which local governments consider issues and cooperate in addressing area wide problems.

NRPC is governed by an Executive Committee comprised of local elected officials, representing member government bodies within the region. The city has two representatives who shall be elected officials appointed by the governing body. Terms run concurrently with terms of elective office.

### **PARK BOARD**

The Park Board acts in an advisory capacity to assist to the Director of Parks and Recreation or designee. They recommend a long-range park improvement program, recreational system, and encourage public interest in the municipal park system. The Park Board acts in an advisory capacity to the City Manager for solutions to various problems that may arise from time to time and shall make recommendations regarding the management of the parks to the City Manager. The Board shall seek the aid and cooperation of all civic organizations in the city to encourage city beautification and to beautify the highway entrances to the city. The Park Board shall recommend to the City Council passage of ordinances regarding parks and recreation.

The eleven members of the Park Board are appointed by the City Council and serve three-year staggered terms. All terms expire December 31. The Park Board shall make its own rules regarding time, and place of holding its meetings. Any member of the Park Board may be removed from office at any time by a 5/7-majority vote of the City Council, without any reason being given.

### **PLANNING AND ZONING COMMISSION**

The Planning and Zoning Commission assists in formulating plans for municipal development and growth. The Commission enforces provisions of the Zoning Ordinance, and the Comprehensive Subdivision Regulations, which include, but are not limited to, hearing appeals to the Site Plan Review procedure; reviewing requests for Conditional Use Permits; and recommendations to the City Council concerning changes to the Zoning Ordinance and Subdivision Ordinance. The Commission makes recommendations to the City Council regarding routes of streets, suggests plans for clearing the City of blighted areas, and conducts hearings and makes recommendations on issues delegated by the City Council.

The Commission consists of nine members appointed by the City Council, two alternates, and one ex-officio representing Sheppard Air Force Base. The staggered terms of each member shall be for a period of two years with terms to expire on December 31. The Commission meetings are televised on the government access channel, and are held at 2:00 p.m. on the second Wednesday of the month, unless in conflict with a holiday or special event.

### **TAX INCREMENT FINANCING BOARD OF DIRECTORS OF REINVESTMENT ZONE #2**

The TIF Board shall make recommendations to the City Council concerning administration of Zone #2 and allocation of increment funds for public infrastructure related priorities based on the adopted Project and Financial Plan for the reinvestment zone. It shall prepare and adopt a project plan and financing plan for the Zone for Council approval. The Board has the power to employ consultants to assist in the preparation of the project plan, and in the issuance of tax increment obligations.

This is a five-member board consisting of three appointments made by the City Council. The remaining two appointments are made by the County. These individuals serve two-year staggered terms ending on December 31. The City appoints the chairman of the Board and meetings are held on an as-needed basis.

### **TAX INCREMENT FINANCING BOARD OF DIRECTORS OF REINVESTMENT ZONE #3**

The TIF Board shall make recommendations to the City Council concerning administration of Zone #3. It shall prepare and adopt a project plan and financing plan for the Zone for Council approval.

This is a seven-member board consisting of five appointments made by the City Council, one appointed by the County and one by the School District, unless waived then County appoints. These individuals serve two-year staggered terms ending on December 31. The City appoints the chairman of the Board and meetings are held on an as-needed basis.

### **TAX INCREMENT FINANCING BOARD OF DIRECTORS OF REINVESTMENT ZONE #4**

The TIF Board shall make recommendations to the City Council concerning administration of Zone #4 which is a second-generation reinvestment zone covering portions of the greater downtown area. This is a seven-member board consisting of five appointments made by the City Council and two appointed by the County. These individuals serve two-year staggered terms ending on December 31. The City appoints the chairman of the Board and meetings are held on an as-needed basis.

### **WATER RESOURCES COMMISSION**

The purpose of the Water Resources Commission is to advise the City Council and staff on the implementation of the Water Conservation Plan, and to ensure the Council that water resources are being managed judiciously in accordance with the plan. The Commission shall participate in the periodic update of the Water Conservation Plan.

This Commission is composed of six residents of the City of Wichita Falls, consisting of one representative of each of the following:

- \* Industry
- \* Education
- \* Commercial Business
- \* SAFB/Government
- \* Water Resources Engineer
- \* Citizen At-Large

The Commission meets no less than quarterly. Commission members shall be residents of the city and serve for two-year staggered terms, or until their successor is appointed. Members may not serve for more than three consecutive full terms.

### **WICHITA APPRAISAL DISTRICT BOARD OF DIRECTORS**

This Board constitutes the governing body of the Wichita Appraisal District. The Board has the following primary responsibilities:

- Establish the appraisal district's appraisal office
- Adopt the appraisal district's annual operating budget
- Contract for necessary services
- Hire a chief appraiser
- Hire a taxpayer liaison
- Provide advice and consent to the chief appraiser concerning the appointment of an agricultural appraisal advisory board and determine the number of members to that advisory board
- Approve contract with appraisal firms selected by the chief appraiser to perform appraisal services for the district
- Make general policies on the appraisal district's operation
- Biennially develop written plan for the periodic reappraisal of all property within the district's boundaries.

The Board is composed of nine directors who are appointed by the participating taxing entities. Directors serve for two-year terms commencing on January 1 of even-numbered years.

Nine members are appointed by the following entities:

City of Wichita Falls – two members

Wichita Falls Independent School District – two members

Wichita County – one member

City of Burkburnett/ Burkburnett I.S.D. – one member shared

City of Electra/Electra I.S.D/Hospital District – one member shared

Wichita County/City View I.S.D. – one member shared

City of Iowa Park/Iowa Park I.S.D. – one member shared

#### **WICHITA COUNTY-CITY OF WICHITA FALLS HOSPITAL BOARD**

The Board constitutes a public agency and body politic, without taxing powers. It has the authority to purchase, construct or otherwise acquire hospital facilities, and to improve, enlarge, furnish, equip, operate and maintain the same, in order to better handle the ever-growing hospital needs of the citizens of Wichita Falls and Wichita County.

This Board consists of seven directors who may serve successive, staggered terms of two years that expire July 1. The Commissioners Court appoints four directors, and the City of Wichita Falls appoints three directors.

#### **WICHITA FALLS/WICHITA COUNTY HEALTH DISTRICT BOARD**

This Board is an advisory public board of health, which shall advise the members of the local public health district on matters of public health. The board shall have the advice and cooperation of the Director of Health and City Manager.

The Board consists of 11 representatives, 7 voting and 4 non-voting. Five of the voting representatives shall be appointed by the City Council; the County appoints the two remaining voting representatives, who must reside outside of the city. The voting representatives are to be selected from the following classes:

- one physician
- one registered nurse
- one veterinarian



- one dentist
- two citizens at-large
- one member of the Texas Restaurant Association or the Texas Grocers' Association

The non-voting members include the following:

- County Judge
- City Manager
- Medical Director/Health Authority
- Director of Health

Members of the board are appointed for two-year staggered terms, and may be appointed for two additional two-year terms, but are prohibited from serving more than six consecutive years. Terms expire December 31. Members must have resided in the public health district for three years prior to appointment. Members may be removed for neglect of duty, incompetence, malfeasance, conviction of felony or misdemeanor involving moral turpitude, and/or for missing three consecutive regular meetings without excuse.

Meetings are held bimonthly on the second Friday of the first month. The chair, the medical director/health authority, or the Director of Health may call special meetings.

#### **WICHITA-WILBARGER 9-1-1 DISTRICT**

This Board is charged with developing and improving emergency communications procedures and facilities in a manner that will make possible the quick response to any person calling the emergency 9-1-1 number, seeking police, fire, medical, rescue, and other emergency services.

Members serve two-year staggered terms expiring May 15. The seven members to this Board are composed of the following:

- \* two appointed by Wichita County
- \* two appointed jointly by all participating municipalities in the district
- \* one appointed jointly by the Volunteer Fire Departments
- \* one appointed by counties which joined the district subsequent to its inception (Wilbarger)
- \* one non-voting member appointed by the principal service provider

Members may be removed at will by the appointing entity.

#### **ZONING BOARD OF ADJUSTMENT**

The Zoning Board of Adjustment hears requests for variances from the Zoning Ordinance, and decides administrative appeals from decisions made by any administrative official of the City in the enforcement of this ordinance.

The board consists of five members, four alternates, and one ex-officio member representing Sheppard Air Force Base and are appointed by the City Council. Members serve two-year staggered terms that expire December 31. No member may serve more than six consecutive years; however, a member may be reappointed after an absence of two years. Appointees may not hold an elective office of the State of Texas or political subdivision thereof. The Board shall meet not less than once each month or as necessary.

**For applications or additional information, contact the City Clerk's Office:**

**Phone: 761-7409**

**Email: [city-clerk@wichitafallstx.gov](mailto:city-clerk@wichitafallstx.gov)**