



# ECONOMIC DEVELOPMENT CORPORATION MEETING

November 05, 2024 at 11:30 AM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

## AGENDA

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### CALL MEETING TO ORDER

### ROLL CALL AND ESTABLISH A QUORUM

### CITIZEN ENGAGEMENT

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

### CONSENT AGENDA

Items considered to be routine are enacted by one motion without separate discussion. If the members of the board desire to discuss an item, the item is removed from the Consent Agenda and considered separately.

1. Consider and take appropriate action on minutes from October 1, 2024, meeting.
2. Consider and take appropriate action on September 2024 financials.

### ITEMS FOR INDIVIDUAL CONSIDERATION

3. Consider and take appropriate action on Steve Deaton moving to an ex-officio position.
4. Consider and take appropriate action on Paula Sexton moving from an alternate position and presenting her name to council for the EDC board.

5. Consider and take appropriate action on unused grant funds for Goodline Public House
6. Consider and take appropriate action on funding for Alcove Engineering.
7. Consider and take appropriate action on the EDC funding park clean up.
8. Consider and take appropriate action on Business Improvement Grant for EM Properties LLC.
9. Consider and take appropriate action on BRE visit with Splash Brother's car wash.
10. Consider and take appropriate action on future agenda items.

### **EXECUTIVE SESSION**

In accordance with Texas Government Code, section 551-001, et seq., the Economic Development Corporation will recess into executive session (closed meeting) to discuss the following:

- a. 551.072 Deliberations about Real Property: To deliberate the purchase, exchange, lease or value of real property.
- b. 551.087 Deliberations Regarding Economic Development Negotiations: to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or to deliberate the offer of financial or other incentive to a business prospect.

### **RECONVENE INTO OPEN SESSION**

In accordance with Texas Government Code, chapter 551, the Economic Development Corporation will reconvene into regular session to consider action, if any, on matters discussed in executive session.

### **ADJOURN**

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

### **Certification**

I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas was posted on November 1, 2024, at 5:00 p.m.

Danielle Sweat, Economic Development Director



# ECONOMIC DEVELOPMENT CORPORATION MEETING

October 01, 2024 at 11:30 AM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

## MINUTES

Meeting called to order at 11:40 am

### ROLL CALL AND ESTABLISH A QUORUM

### CONSENT AGENDA

Items considered to be routine are enacted by one motion without separate discussion. If the members of the board desire to discuss an item, the item is removed from the Consent Agenda and considered separately.

A motion was made by Farley Reeves and Seconded by Shawn Vinson to approve September minutes and August financials though consent agenda. Motioned was approved unanimously.

1. Consider and take appropriate action on September 3, 2024, minutes.
2. Consider and take appropriate action on August 2024 financials.

### ITEMS FOR INDIVIDUAL CONSIDERATION

3. Public Hearing: Consider and take appropriate action on business improvement grant funds for 2024-2025 fiscal year.

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

Public hearing was opened at 11:43 and closed at 1:35. No comments were made.

4. Consider and take appropriate action on Fisd bond and VATRE with Dr. Michelle McCord  
Dr. McCord with Frenship ISD gave a presentation on the Bond and VATRE that will be on the November ballot. No action necessary.
5. A motion was made by Farley Reeves and Russell Thomasson to approve EDOIQ proposal.  
Motion passed unanimously.

6. A motion was made by Steve Deaton and seconded by Shawn Vinson to approve the business improvement grant application for signage for the Boujee Boutique. The motion passed unanimously. The board noted that if the boutique moves forward with a mural, that they would like to see the design before it is painted.

\*The director had a conversation with the boutique owners. They agreed that a design would be run by the EDC board for approval.

7. Consider and take appropriate action on strategic plan update

No action taken. The board discussed training, including Randy leading some trainings, as well as the possibility of board members attending TML conferences.

8. Consider and take appropriate action on EDC director attending the International Conference of Shopping Centers in Dallas, January 2025.

No action necessary. Director will attend ICSC.

9. Consider and take appropriate action on EDC contributions to Frenship Youth Baseball field improvements.

No action taken. The board isn't opposed to helping but would like to see quotes. Director is going to reach out to see if that is something Frenship Youth Baseball would be willing to do.

10. Consider and take appropriate action on new business, Hey Vos

No action taken.

11. EnterTextHere

The board entered into executive session at 1:21pm.

The board reconvened into open session at 1:35pm. No action was taken.

Board adjourned at 1:36pm

Joel Robinett



City of Wolfforth

# EDC Income Statement

## Account Summary

Item # 2.

For Fiscal: 2023-2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 07 - Economic Development Corporation</b>						
<b>Revenue</b>						
<a href="#">07-000-31300-000</a>	Sales Tax	600,000.00	600,000.00	57,879.56	563,263.24	36,736.76
<a href="#">07-000-36110-000</a>	Interest income	20,000.00	20,000.00	8,964.47	100,786.71	-80,786.71
	<b>Revenue Total:</b>	<b>620,000.00</b>	<b>620,000.00</b>	<b>66,844.03</b>	<b>664,049.95</b>	<b>-44,049.95</b>
<b>Expense</b>						
<b>ExpenseCategory: 42 - Supplies</b>						
<a href="#">07-752-42010-000</a>	Office Supplies & Expense	250.00	250.00	91.21	394.92	-144.92
<a href="#">07-752-42192-000</a>	Meeting Expense	0.00	0.00	185.00	1,915.26	-1,915.26
<a href="#">07-752-42195-000</a>	Special Events and Awards/Meeting Exp	2,500.00	2,500.00	0.00	23.79	2,476.21
	<b>ExpenseCategory: 42 - Supplies Total:</b>	<b>2,750.00</b>	<b>2,750.00</b>	<b>276.21</b>	<b>2,333.97</b>	<b>416.03</b>
<b>ExpenseCategory: 43 - Services</b>						
<a href="#">07-752-43101-000</a>	Legal services	3,000.00	3,000.00	336.00	3,826.00	-826.00
<a href="#">07-752-43110-000</a>	Other Professional Services	65,000.00	65,000.00	-7,726.79	63,587.50	1,412.50
<a href="#">07-752-43140-000</a>	Legal Publications	1,500.00	1,500.00	0.00	1,572.00	-72.00
<a href="#">07-752-43150-000</a>	Marketing	62,000.00	62,000.00	-242.92	82,371.68	-20,371.68
<a href="#">07-752-43151-000</a>	Customer Appreciation	0.00	0.00	0.00	194.59	-194.59
<a href="#">07-752-43320-000</a>	Postage/Freight	50.00	50.00	0.00	0.00	50.00
<a href="#">07-752-43401-000</a>	Travel/Training/Conferences	15,000.00	15,000.00	397.48	14,757.60	242.40
<a href="#">07-752-43501-000</a>	Memberships	1,800.00	1,800.00	0.00	3,102.51	-1,302.51
<a href="#">07-752-43900-000</a>	Contract Services	15,000.00	15,000.00	0.00	69,847.52	-54,847.52
<a href="#">07-752-43905-000</a>	Payroll Reimbursement	74,742.00	74,742.00	8,254.98	75,816.02	-1,074.02
	<b>ExpenseCategory: 43 - Services Total:</b>	<b>238,092.00</b>	<b>238,092.00</b>	<b>1,018.75</b>	<b>315,075.42</b>	<b>-76,983.42</b>
<b>ExpenseCategory: 44 - Operating Expense</b>						
<a href="#">07-752-44001-000</a>	Business Support	370,000.00	370,000.00	71,120.23	74,114.39	295,885.61
	<b>ExpenseCategory: 44 - Operating Expense Total:</b>	<b>370,000.00</b>	<b>370,000.00</b>	<b>71,120.23</b>	<b>74,114.39</b>	<b>295,885.61</b>
<b>ExpenseCategory: 46 - Capital</b>						
<a href="#">07-752-46180-000</a>	Land & Building Acquisition	0.00	0.00	1,000.00	69,665.10	-69,665.10
	<b>ExpenseCategory: 46 - Capital Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>69,665.10</b>	<b>-69,665.10</b>
<b>ExpenseCategory: 49 - Other Financing Uses</b>						
<a href="#">07-752-49200-000</a>	Note Agreement Satisfaction	0.00	0.00	0.00	38,753.38	-38,753.38
<a href="#">07-752-49995-000</a>	Transfers out	0.00	0.00	161,281.39	161,281.39	-161,281.39
	<b>ExpenseCategory: 49 - Other Financing Uses Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>161,281.39</b>	<b>200,034.77</b>	<b>-200,034.77</b>
	<b>Expense Total:</b>	<b>610,842.00</b>	<b>610,842.00</b>	<b>234,696.58</b>	<b>661,223.65</b>	<b>-50,381.65</b>
	<b>Fund: 07 - Economic Development Corporation Surplus (Deficit):</b>	<b>9,158.00</b>	<b>9,158.00</b>	<b>-167,852.55</b>	<b>2,826.30</b>	
	<b>Total Surplus (Deficit):</b>	<b>9,158.00</b>	<b>9,158.00</b>	<b>-167,852.55</b>	<b>2,826.30</b>	

**Group Summary**

ExpenseCategory	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 07 - Economic Development Corporation</b>					
<b>Revenue</b>					
	620,000.00	620,000.00	66,844.03	664,049.95	-44,049.95
<b>Revenue Total:</b>	<b>620,000.00</b>	<b>620,000.00</b>	<b>66,844.03</b>	<b>664,049.95</b>	<b>-44,049.95</b>
<b>Expense</b>					
42 - Supplies	2,750.00	2,750.00	276.21	2,333.97	416.03
43 - Services	238,092.00	238,092.00	1,018.75	315,075.42	-76,983.42
44 - Operating Expense	370,000.00	370,000.00	71,120.23	74,114.39	295,885.61
46 - Capital	0.00	0.00	1,000.00	69,665.10	-69,665.10
49 - Other Financing Uses	0.00	0.00	161,281.39	200,034.77	-200,034.77
<b>Expense Total:</b>	<b>610,842.00</b>	<b>610,842.00</b>	<b>234,696.58</b>	<b>661,223.65</b>	<b>-50,381.65</b>
<b>Fund: 07 - Economic Development Corporation Surplus (Deficit):</b>	<b>9,158.00</b>	<b>9,158.00</b>	<b>-167,852.55</b>	<b>2,826.30</b>	<b>6,331.70</b>
<b>Total Surplus (Deficit):</b>	<b>9,158.00</b>	<b>9,158.00</b>	<b>-167,852.55</b>	<b>2,826.30</b>	

### Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
07 - Economic Development	9,158.00	9,158.00	-167,852.55	2,826.30	6,331.70
<b>Total Surplus (Deficit):</b>	<b>9,158.00</b>	<b>9,158.00</b>	<b>-167,852.55</b>	<b>2,826.30</b>	





City of Wolfforth

# EDC Detail Report Account Detail

Item # 2.

Date Range: 09/01/2024 - 09/30/2024

Account	Name	Beginning Balance	Total Activity	Ending Balance				
<b>Fund: 07 - Economic Development Corporation</b>								
<u>07-000-01100-000</u>	Cash in Bank	55,138.90	-3,747.95	51,390.95				
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
09/03/2024	GLPKT07283	JN02824		Meeting meal			-185.00	54,953.90
09/09/2024	GLPKT07283	JN02850		Meta Platforms - Marketing			-249.34	54,704.56
09/13/2024	GLPKT07296	JN02830		Record transfer from COW to EDC			57,879.56	112,584.12
09/19/2024	GLPKT07283	JN02851		Prepay TML EDC Conference Registratio			-295.00	112,289.12
09/19/2024	GLPKT07283	JN02859		LinkedIn Social Media Marketing			-69.00	112,220.12
09/20/2024	GLPKT07283	JN02853		Prepay TML EDC hotel 11/13-15/2024			-281.21	111,938.91
09/22/2024	GLPKT07283	JN02860		LinkedIn Social Media Marketing			-109.95	111,828.96
09/26/2024	GLPKT07283	JN02873		LinkedIn Social Media Marketing			-106.44	111,722.52
09/26/2024	GLPKT07283	JN02876		Settle 70% by transfer from EDC to GF			-5,774.37	105,948.15
09/26/2024	GLPKT07283	JN02877		Settle Claim on Cash for EDC			-54,452.02	51,496.13
09/27/2024	GLPKT07509	JN02880		Rectangular Self-inking mailing stamps			-31.37	51,464.76
09/29/2024	GLPKT07509	JN02884		LinkedIn Social Media Marketing			-116.39	51,348.37
09/30/2024	GLPKT07509	JN02883		Logo for EDC Ex Dir office door			-59.84	51,288.53
09/30/2024	BRPKT00190	INT0000212		SEP 24 Bank Interest			102.42	51,390.95
<u>07-000-01101-000</u> Claim On Cash								
						-3,088.33	3,588.33	500.00
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
09/03/2024	CLPKT02826	Daily AR 9.3.2024		B00004433 CLPKT02826			500.00	-2,588.33
09/05/2024	CLPKT02838	Daily AR 9.5.2024		B00004457 CLPKT02838			4.21	-2,584.12
09/06/2024	APPKT00867	784		Guevara Law, P.C. SEC REI PMT	0315 - Guevara Law, P.C.		-336.00	-2,920.12
09/06/2024	APPKT00869	784		Guevara Law, P.C. SEC REI PMT	0315 - Guevara Law, P.C.		336.00	-2,584.12
09/06/2024	APPKT00870	802		Guevara Law, P.C. SEC REI PMT	0315 - Guevara Law, P.C.		-336.00	-2,920.12
09/09/2024	GLPKT07283	JN02836		Reclass AR between GF and EDC			218.10	-2,702.02
09/20/2024	APPKT00881	72196		All Hale Meats, LLC SEC REI PMT	1231 - All Hale Meats, LLC		-50,000.00	-52,702.02
09/20/2024	APPKT00881	837		Raldco Development, LLC SEC REI PMT	1179 - Raldco Development, LLC		-1,750.00	-54,452.02
09/26/2024	GLPKT07283	JN02877		EDC Claim on Cash Settlement			54,452.02	0.00
09/27/2024	CLPKT02942	Daily AR 9.27.2024		B00004651 CLPKT02942			500.00	500.00
<u>07-000-01104-000</u> Cash in TexPool Prime EDC								
						2,042,181.18	8,862.05	2,051,043.23
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
09/30/2024	BRPKT00191	INT0000213		TexPool Prime Interest Income			8,862.05	2,051,043.23

EDC Detail Report

Date Range: 09/01/2024 Item # 2. 4

Account						Beginning Balance	Total Activity	Ending Balance
07-000-01310-000 Accounts Receivable						4.21	-4.21	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/05/2024	CLPKT02838	R00073247		DANIELLE SWEAT EDC AR DANIELLE SWEAT			-4.21	0.00
07-000-01310-001 Accounts Receivable-Adj						218.10	-218.10	0.00
09/09/2024	GLPKT07283	JN02836		Reclass AR between GF and EDC			-218.10	0.00
07-000-01375-000 Notes Receivable						2,759.89	-1,000.00	1,759.89
09/03/2024	CLPKT02826	Daily AR 9.3.2024		B00004433 CLPKT02826			-500.00	2,259.89
09/27/2024	CLPKT02942	Daily AR 9.27.2024		B00004651 CLPKT02942			-500.00	1,759.89
07-000-01401-000 Due from City of Wolfforth						0.00	0.00	0.00
09/12/2024	GLPKT07296	JN02828		Due from COW Sales Tax			57,879.56	57,879.56
09/13/2024	GLPKT07296	JN02830		Record transfer from COW to EDC			-57,879.56	0.00
07-000-01560-000 Prepaid expense						900.00	576.21	1,476.21
09/19/2024	GLPKT07283	JN02851		Prepay TML EDC Conference Registratio			295.00	1,195.00
09/20/2024	GLPKT07283	JN02853		Prepay TML EDC hotel 11/13-15/2024			281.21	1,476.21
07-000-02101-000 Accounts Payable Pending						-2,030.00	-21,061.90	-23,091.90
09/03/2024	APPKT00860	649	802	monthly SEC PBL	0315 - Guevara Law, P.C.		-336.00	-2,366.00
09/06/2024	APPKT00867	784		Guevara Law, P.C. SEC PMT	0315 - Guevara Law, P.C.		336.00	-2,030.00
09/06/2024	APPKT00869	784		Guevara Law, P.C. SEC PMT	0315 - Guevara Law, P.C.		-336.00	-2,366.00
09/06/2024	APPKT00870	802		Guevara Law, P.C. SEC PMT	0315 - Guevara Law, P.C.		336.00	-2,030.00
09/16/2024	APPKT00878	3227		Monthly Marketing SEC PBL	0988 - Purpose Marketing		-2,030.00	-4,060.00
09/16/2024	APPKT00967	Item - 3227 : Vendor -		Monthly Marketing SEC PBL - C			2,030.00	-2,030.00
<b>Purchased From Vendor: 0988 - Purpose Marketing</b>								
09/16/2024	APPKT00968	3227-1	928	Monthly Marketing SEC PBL	0988 - Purpose Marketing		-2,030.00	-4,060.00
09/18/2024	APPKT00878	CM0000074	928	Monthly Marketing SEC PBL	0988 - Purpose Marketing		2,030.00	-2,030.00
09/18/2024	APPKT00876	09182024	837	August Consulting Fee SEC PBL	1179 - Raldco Development, LLC		-1,750.00	-3,780.00
09/19/2024	APPKT00876	09092024	72196	EDC Business Grant SEC PBL	1231 - All Hale Meats, LLC		-50,000.00	-53,780.00
09/20/2024	APPKT00881	72196		All Hale Meats, LLC SEC PMT	1231 - All Hale Meats, LLC		50,000.00	-3,780.00
09/20/2024	APPKT00881	837		Raldco Development, LLC SEC PMT	1179 - Raldco Development, LLC		1,750.00	-2,030.00
09/25/2024	APPKT00903	24063-2	72238	518 HWY 82 SEC PBL-Axis Architects	1236 - Axis Architects, LLC		-1,000.00	-3,030.00
09/27/2024	APPKT00913	09272024	72259	Grant SEC PBL-Good Line Beer Co.	1245 - Good Line Beer Co.		-7,839.34	-10,869.34
09/30/2024	APPKT00942	00570112	72296	Reimbursement SEC PBL	1038 - Evie Mae's Pit Barbecue		-13,280.89	-24,150.23
09/30/2024	APPKT00970	CM0000085	928	Credit Memo 3227 SEC PBL	0988 - Purpose Marketing		1,058.33	-23,091.90

EDC Detail Report

Date Range: 09/01/2024 Item # 2. 4

Account						Beginning Balance	Total Activity	Ending Balance
<a href="#">07-000-02110-000</a> Accounts Payable						0.00	-397.48	-397.48
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	APPKT00903	09302024	2034	Travel Reimbursement	1235 - Steve Deaton		-397.48	-397.48
<a href="#">07-000-02140-000</a> Accrued Payroll Reimbursement Payable						0.00	-2,480.61	-2,480.61
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			-2,480.61	-2,480.61
<a href="#">07-000-02201-000</a> Due to City of Wolfforth						0.00	-151,968.89	-151,968.89
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/26/2024	GLPKT07283	JN02876		Settle 70% by transfer from EDC to GF			5,774.37	5,774.37
09/27/2024	GLPKT07430	JN02870		Reimburse City 70% of EDC Ex Dir Payro			-5,774.37	0.00
09/30/2024	GLPKT07718	JN02941		EDC reimburse COW for Monument Sign capital outlay			-151,968.89	-151,968.89
<a href="#">07-000-31300-000</a> Sales Tax						-505,383.68	-57,879.56	-563,263.24
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/12/2024	GLPKT07296	JN02828		Due from COW Sales Tax			-57,879.56	-563,263.24
<a href="#">07-000-36110-000</a> Interest income						-91,822.24	-8,964.47	-100,786.71
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	BRPKT00190	EDC OperatingSEP 24		SEP 24 Bank Interest			-102.42	-91,924.66
09/30/2024	BRPKT00191	TexPool Prime EDCTex		TexPool Prime Interest Income			-8,862.05	-100,786.71
<a href="#">07-752-42010-000</a> Office Supplies & Expense						303.71	91.21	394.92
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/27/2024	GLPKT07509	JN02880		Rectangular Self-inking mailing stamps			31.37	335.08
09/30/2024	GLPKT07509	JN02883		Logo for EDC Ex Dir office door			59.84	394.92
<a href="#">07-752-42192-000</a> Meeting Expense						1,730.26	185.00	1,915.26
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/03/2024	GLPKT07283	JN02824		Meeting meal			185.00	1,915.26
<a href="#">07-752-43101-000</a> Legal services						3,490.00	336.00	3,826.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/03/2024	APPKT00860	649	802	monthly	0315 - Guevara Law, P.C.		336.00	3,826.00
<a href="#">07-752-43110-000</a> Other Professional Services						71,314.29	-7,726.79	63,587.50
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/18/2024	APPKT00876	09182024	837	August Consulting Fee	1179 - Raldco Development, LLC		1,750.00	73,064.29
09/30/2024	GLPKT07717	JN02938		Reclass Wolfforth Monument Sign disbursement			-9,312.50	63,751.79
09/30/2024	GLPKT07734	JN02944		Reclass GODADDY Social Media charge			-164.29	63,587.50

EDC Detail Report

Date Range: 09/01/2024 Item # 2. 4

Account						Beginning Balance	Total Activity	Ending Balance
07-752-43150-000 Marketing						82,614.60	-242.92	82,371.68
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/09/2024	GLPKT07283	JN02850		Meta Platforms - Marketing			249.34	82,863.94
09/16/2024	APPKT00878	3227		Monthly Marketing	0988 - Purpose Marketing		2,030.00	84,893.94
09/16/2024	APPKT00967	Item - 3227 : Vendor -		Monthly Marketing			-2,030.00	82,863.94
<b>Purchased From Vendor: 0988 - Purpose Marketing</b>								
09/16/2024	APPKT00968	3227-1	928	Monthly Marketing	0988 - Purpose Marketing		2,030.00	84,893.94
09/18/2024	APPKT00878	CM0000074	928	Monthly Marketing	0988 - Purpose Marketing		-2,030.00	82,863.94
09/19/2024	GLPKT07283	JN02859		LinkedIn Social Media Marketing			69.00	82,932.94
09/22/2024	GLPKT07283	JN02860		LinkedIn Social Media Marketing			109.95	83,042.89
09/26/2024	GLPKT07283	JN02873		LinkedIn Social Media Marketing			106.44	83,149.33
09/29/2024	GLPKT07509	JN02884		LinkedIn Social Media Marketing			116.39	83,265.72
09/30/2024	GLPKT07734	JN02944		Reclass GODADDY Social Media charge			164.29	83,430.01
09/30/2024	APPKT00970	CM0000085	928	Credit Memo 3227	0988 - Purpose Marketing		-1,058.33	82,371.68
07-752-43401-000 Travel/Training/Conferences						14,360.12	397.48	14,757.60
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	APPKT00903	09302024	2034	Travel Reimbursement	1235 - Steve Deaton		397.48	14,757.60
07-752-43905-000 Payroll Reimbursement						67,561.04	8,254.98	75,816.02
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/27/2024	GLPKT07430	JN02870		Reimburse City 70% of EDC Ex Dir Payro			5,774.37	73,335.41
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			414.65	73,750.06
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			45.88	73,795.94
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			121.48	73,917.42
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			91.76	74,009.18
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			195.38	74,204.56
09/30/2024	GLPKT07741	JN02984		Payroll Accrual 09.30.2024			1,611.46	75,816.02
07-752-44001-000 Business Support						2,994.16	71,120.23	74,114.39
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/19/2024	APPKT00876	09092024	72196	EDC Business Grant	1231 - All Hale Meats, LLC		50,000.00	52,994.16
09/27/2024	APPKT00913	09272024	72259	Grant - Good Line Beer Co.	1245 - Good Line Beer Co.		7,839.34	60,833.50
09/30/2024	APPKT00942	00570112	72296	Reimbursement	1038 - Evie Mae's Pit Barbecue		13,280.89	74,114.39
07-752-46170-000 Wolfforth Monument Sign						0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
09/30/2024	GLPKT07717	JN02938		Reclass Wolfforth Monument Sign disbursement 03.31.2024			2,815.00	2,815.00
09/30/2024	GLPKT07717	JN02938		Reclass Wolfforth Monument Sign disbursement 10.31.2023			6,497.50	9,312.50
09/30/2024	GLPKT07718	JN02941		EDC reimburse COW for Monument Sign capital outlay			151,968.89	161,281.39
09/30/2024	GLPKT07720	JN02943		Transfer from EDC for Monument Sign			-161,281.39	0.00

**EDC Detail Report**

Date Range: 09/01/2024 Item # 2. 4

<b>Account</b>						<b>Beginning Balance</b>	<b>Total Activity</b>	<b>Ending Balance</b>
<a href="#">07-752-46180-000</a>						68,665.10	1,000.00	69,665.10
Land & Building Acquisition								
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
09/25/2024	APPKT00903	24063-2	72238	518 HWY 62/82	1236 - Axis Architects, LLC		1,000.00	69,665.10
<a href="#">07-752-49995-000</a>						0.00	161,281.39	161,281.39
Transfers out								
<b>Post Date</b>	<b>Packet Number</b>	<b>Source Transaction</b>	<b>Pmt Number</b>	<b>Description</b>	<b>Vendor</b>	<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
09/30/2024	GLPKT07720	JN02943		Transfer from EDC to COW for Monument Sign			161,281.39	161,281.39

<b>Total Fund: 07 - Economic Development Corporation:</b>	<b>Beginning Balance:</b>	<b>1,811,911.31</b>	<b>Total Activity:</b>	<b>0.00</b>	<b>Ending Balance:</b>	<b>1,811,911.31</b>
<b>Grand Totals:</b>	<b>Beginning Balance:</b>	<b>1,811,911.31</b>	<b>Total Activity:</b>	<b>0.00</b>	<b>Ending Balance:</b>	<b>1,811,911.31</b>

## Fund Summary

<b>Fund</b>	<b>Beginning Balance</b>	<b>Total Activity</b>	<b>Ending Balance</b>
07 - Economic Development Corporation	1,811,911.31	0.00	1,811,911.31
<b>Grand Total:</b>	<b>1,811,911.31</b>	<b>0.00</b>	<b>1,811,911.31</b>

**EDC Balance Sheet**  
**Account Summary**  
 As Of 09/30/2024



City of Wolfforth

Account	Name	Balance
<b>Fund: 07 - Economic Development Corporation</b>		
<b>Assets</b>		
<a href="#">07-000-01100-000</a>	Cash in Bank	51,390.95
<a href="#">07-000-01101-000</a>	Claim On Cash	500.00
<a href="#">07-000-01104-000</a>	Cash in TexPool Prime EDC	2,051,043.23
<a href="#">07-000-01375-000</a>	Notes Receivable	1,759.89
<a href="#">07-000-01375-001</a>	N/R-Potential Forgiveness	29,259.88
<a href="#">07-000-01550-000</a>	Prepaid insurance	791.96
<a href="#">07-000-01560-000</a>	Prepaid expense	1,476.21
	<b>Total Assets:</b>	<b><u>2,136,222.12</u></b>
		<b><u>2,136,222.12</u></b>
<b>Liability</b>		
<a href="#">07-000-02101-000</a>	Accounts Payable Pending	23,091.90
<a href="#">07-000-02110-000</a>	Accounts Payable	397.48
<a href="#">07-000-02140-000</a>	Accrued Payroll Reimbursement Payable	2,480.61
<a href="#">07-000-02201-000</a>	Due to City of Wolfforth	151,968.89
	<b>Total Liability:</b>	<b><u>177,938.88</u></b>
<b>Equity</b>		
<a href="#">07-000-02410-000</a>	Fund Balance	1,855,456.94
<a href="#">07-000-02420-000</a>	Restricted Fund Balance	100,000.00
	<b>Total Beginning Equity:</b>	<b><u>1,955,456.94</u></b>
Total Revenue		664,049.95
Total Expense		661,223.65
<b>Revenues Over/Under Expenses</b>		<b><u>2,826.30</u></b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b><u>1,958,283.24</u></b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>2,136,222.12</u></b>

### **EDC Balance Sheet notes/comments: September 30, 2024**

As of 09/30/2024. total receivable from HomeTown Tire Pros receivable is \$31,019.77, \$29,259.88 of which is subject to being forgiven. If HomeTown continues with their \$500 a month payment, the last payment is expected to be paid in January 2025 in the amount of \$259.89.

Prepaid Insurance is from an end of year entry from 09/30/2023. It remains unchanged until 09/30/2024. The amount of prepaid insurance as of 09/30/2024 has yet to be determined.

Prepaid expense of \$1,476.21

- \$700.00 is registration for an October 2024 EDC Conference paid in July, 2024.
- \$200.00 is RSVP for October 2024 The High Ground meeting.
- \$295.00 prepaid November 2024 TML EDC Conference registration.
- \$281.21 prepaid hotel reservations while attending TML EDC conference.

Accounts Payable \$397.48 is travel reimbursement for Steve Deaton.

### **EDC Income Statement notes/comments**

Meeting Expense (Meals) was pulled out of Special Events and Awards. Because it's late in the year, budget adjustments for both accounts were not entered, thus Meeting Expense is over budget and Special Events and Awards is under budget.

### **Payroll Accrual – FYE 09/30/2024**

Payroll accrual for fiscal end of year requirements - \$2,480.61.

### **Subsequent Event**

Building purchase 518 HWY 62/82 on 10/15/2024 for \$446,484.18. Earnest money of \$1,000 was paid on 09/25/2024 and is included in 09/30/2024 balance in account 07-752-46180-000. Total cost to date for building is \$447,484.18.





## AGENDA ITEM COMMENTARY

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**MEETING NAME:** Economic Development Corporation Board Meeting  
**MEETING DATE:** 11/5/2024  
**ITEM TITLE:** Consider and take appropriate action on Steve Deaton moving to an ex-officio position.  
**STAFF INITIATOR:**

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**BACKGROUND:**

The last time we amended the bylaws we included two ex-officio positions. The city manager currently holds one of those positions. Steve Deaton has asked to be moved to the other ex-officio positions.

**EXHIBITS:**

**COUNCIL ACTION/STAFF RECOMMENDATION:**



## AGENDA ITEM COMMENTARY

---

**MEETING NAME:** Economic Development Corporation Board Meeting

**MEETING DATE:** 11/5/2024

**ITEM TITLE:** Consider and take appropriate action on Paula Sexton moving from an alternate position and presenting her name to council for the EDC board.

**STAFF INITIATOR:**

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**BACKGROUND:**

The last time we amended the bylaws we included two alternate positions. Currently Paula Sexton holds one of those positions. If Steve Deaton moves to ex-officio, then we have a board position available that Paula has said yes to filling. If the board approves this, I will put it on the council agenda for November 18<sup>th</sup>.

**EXHIBITS:**

**COUNCIL ACTION/STAFF RECOMMENDATION:**



## AGENDA ITEM COMMENTARY

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**MEETING NAME:** Economic Development Corporation Board Meeting  
**MEETING DATE:** 11/5/2024  
**ITEM TITLE:** Consider and take appropriate action on unused grant funds for Goodline Public House  
**STAFF INITIATOR:**

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**BACKGROUND:**

Goodline Public House received a grant for the amount of 9091.64 for outdoor signage and a clear garage door. The actual cost ended up being 7839.34. They are asking if the funds that were not used can still apply. They said they'd purchase more picnic tables, some string lights, and sunshades for the shared beer garden they're building out with Evie Maes. The difference in the amounts was 1,152.30. They have already been reimbursed for the 7839.34.

**EXHIBITS:**

**COUNCIL ACTION/STAFF RECOMMENDATION:**



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Economic Development Corporation Board Meeting
<b>MEETING DATE:</b>	11/5/2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on funding for Alcove Engineering.
<b>STAFF INITIATOR:</b>	Danielle Sweat-EDC Director

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### **BACKGROUND:**

The EDC has currently set aside \$100,000 for the engineering for Alcove. New estimates are coming in around \$500,000 to reconstruct Alcove Avenue from an existing 2-lane section to a proposed 3-lane interim design section with drainage improvements in accordance with Lubbock County's 5-lane ultimate design plans. The proposed project limits are from the westbound US 62 Frontage Road to 66th Street, not including the 66th Street intersection. The project will consist of field survey, engineering services for the development of plans, specifications, and estimate, franchise utility coordination, right-of-way mapping, and bid phase services.

Alcove construction will be key for the additional development along Marsha Sharp and Donald Preston Dr. Would the EDC be willing to consider covering the cost of that project?

### **EXHIBITS:**

Alcove design agreement

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

## INDIVIDUAL PROJECT ORDER NUMBER **2024-XX**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and the City of Wolfforth (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated November 8, 2019, which is incorporated herein by reference.

### **Identification of Project**

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**Project Name: City of Wolfforth Alcove Improvements**

**Project Number: 2024-XX**

### **Project Understanding**

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It is understood that the Client intends to reconstruct Alcove Avenue from an existing 2-lane section to a proposed 3-lane interim design section with drainage improvements in accordance with Lubbock County's 5-lane ultimate design plans. The proposed project limits are from the westbound US 62 Frontage Road (MSF) to 66<sup>th</sup> Street, not including the 66<sup>th</sup> Street intersection. The project will consist of field survey, engineering services for the development of plans, specifications, and estimate (PS&E), franchise utility coordination, right-of-way (ROW) mapping, and bid phase services.

### **Specific Scope of Basic Services**

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#### **Task 1. Project Management**

##### 1.1. *Project Management*

###### 1.1.1. Schedule, prepare for, attend, and document meetings for the project.

- Project Kickoff Meeting (one in-person meeting)
- Bi-weekly progress calls with the Client during the design phase (12 total meetings)
- Design review workshop meeting with project team (Client and Consultant) at the 50% and 90% submittals.
  - Design review workshops will be conducted to facilitate the review process and commenting period to streamline the review phase of the project.

##### 1.2. *Site Visits* – attend up to four (4) site visits to take photos, video, and field measurements.

##### 1.3. *External Coordination*

###### 1.3.1. Franchise Utilities

- Consultant will send a copy of the design submittal to each franchise utility for their review and return franchise utility markups to the Consultant.
- Consultant will establish a communication protocol for the franchise utilities to provide or receive information or if any relocations are required. All communication will go through the Client to keep the Client informed at all times.

###### 1.3.2. Outside agency (TxDOT, Lubbock & Western Railway (LWRR), City of Lubbock)

###### 1.3.3. Adjacent Project Consultant Coordination

- Coordination with 76<sup>th</sup> Street and 66<sup>th</sup> Street design team

##### 1.4. *Project Administration*

###### 1.4.1. Prepare project correspondence

###### 1.4.2. Prepare bi-weekly meeting minutes

###### 1.4.3. Prepare invoicing documents

###### 1.4.4. Prepare and email monthly progress reports to Project Team (Client and Consultant team)

##### 1.5. *Maintain Project Schedule*

###### 1.5.1. Develop work plan (identify tasks and subtasks)

- 1.5.2. Develop roles and assignments
- 1.5.3. Develop and maintain schedule and interim milestones
- 1.5.4. Prepare Design Criteria and update throughout design

## **Task 2. Survey**

- 2.1. *License Agreements* – Consultant will develop a license agreement document in conjunction with Client Staff for right-of-entry. Prepare agreements for all adjacent property owners in the project corridor and mail via registered mail.
- 2.2. *Survey Data* – Consultant will develop an existing ROW survey and existing topographic data within the limits of this project to prepare roadway design PS&E.
  - 2.2.1. *Data Collection and Property Research* – Consultant will collect available data to determine the boundary locations and owner information for all adjacent properties within the project limits.
  - 2.2.2. *Design Survey*
    - The limits of the survey along Alcove Avenue will extend from the north side of the MSF westbound frontage road to 700' north, west and east of 66th Street. The survey will consist of the proposed ROW width of 110' and where subdivisions and structures are encountered adjacent to Alcove Avenue, data will be collected a minimum of 20-feet beyond the ROW.
    - The following areas shall also be surveyed:
      - Major and Minor Cross Streets - 300-feet west and east of the proposed Alcove Avenue centerline at every minor and major cross street.
      - Finished floor elevations of existing structures adjacent to the ROW as needed.
    - Place control monuments with aluminum caps in concrete. Establish horizontal state plane coordinates (NAD 83) using GPS. Establish vertical control coordinates on NAVD 88. Monuments will be set to accommodate the limits of construction where possible.
    - Locate and establish coordinates for adjacent TxDOT (and/or City of Lubbock) control monumentation.
    - Perform a field survey to identify and locate existing topographic elements within the roadway corridor consisting of the following:
      - Evidence of property corners adjacent to the corridor.
      - Existing pavement, curbs, sidewalks, and barrier free ramps.
      - Roadway and lane striping along Alcove Avenue and intersecting streets
      - Driveways (including material)
      - Parking lots within 50-ft of proposed ROW, including parking stall configuration
      - Alleys (including material)
      - Existing culvert sizes and invert elevations, material, including cross sections approaching culvert crossings and headwalls/wingwalls
      - Existing swales
      - Visible utilities consisting of: manholes, vaults, water valves, water meters, telephone poles, power poles, utility markers, water well features, other public utilities, and franchise utilities
      - Traffic signal poles, cabinets, and other signal equipment
      - Signs (excluding temporary signs)
      - Trees, larger than 6" caliper
      - Buildings and permanent structures
      - Retaining walls
      - Fence/Wall limits and material types (excluding temporary fences)
      - Railroad tracks and crossing equipment
      - Other applicable physical features that could impact design
    - Prepare a final topographic drawing in digital format (including contours and break lines) showing the features located in the field as well as ROW information, an ASCII

coordinate file of the points located in the field with point numbers and descriptions where applicable.

#### 2.2.3. Existing ROW Survey

- Provide Existing ROW Base Map
- An existing right of way base map will be created and will consist of the following information:
  - Parcels and easements with current recording information
  - Current property owner
  - Parcel number
  - Any existing platted easements or easements filed by separate instrument including easements provided by utility companies
  - Corners of adjacent parcels tied to the section line
  - Relate ROW to Roadway center line if section line differs

#### 2.3. Proposed ROW Survey

##### 2.3.1. Prepare right of way and easement instruments (Up to 1 parcel anticipated)

- Individual parcel exhibits shall be on 8 ½"x11" paper, shall be sealed, dated, and signed by a Registered Professional Land Surveyor and shall contain the following:
  - Parcel number
  - Area required
  - Area remaining
  - Legal description
  - Current owner
  - Easements locatable in the public record.
  - All physical features
  - Metes and bounds description of parcel to be acquired. The description shall be provided on a separate sheet from the exhibit. Each type of easement shall be described separately.

### **Task 3. Design**

#### 3.1. Drainage Analysis

- 3.1.1. The Consultant will compile the hydrological and hydraulic data. The Consultant will use data from as-built plans (if available) and FEMA maps to locate drainage outfall(s) and to determine existing culvert sizes, design flows, and water surface elevations for use in the design of roadway geometry/drainage improvements.
- 3.1.2. The Consultant will develop the project drainage area map
- 3.1.3. Determine conveyance paths, channel slopes, time of concentration, and runoff coefficients as required to calculate design-year flows.
- 3.1.4. Subdivide the overall drainage areas into sub-areas and calculate the discharge at each discharge location.
- 3.1.5. Develop ICPR Model for the existing and the proposed 3-lane roadway section and analyze results.
- 3.1.6. Determine if off-street drainage improvements are required roadway corridor.
- 3.1.7. Evaluate the impacts of proposed improvements to adjacent properties and compare them to existing conditions.

#### 3.2. Drainage Improvements Design

- 3.2.1. The Consultant will design the drainage improvements to accommodate the 100-YR 24-HR design storm, for fully developed conditions. If downstream conveyances are not sufficient to pass fully developed conditions runoff, then the Consultant will design drainage improvements to accommodate existing conditions runoff for the 100-YR 24-HR storm event and mitigation from upstream future developments will be recommended.
- 3.2.2. The Consultant will develop a proposed roadway profile to accommodate drainage requirements.
- 3.2.3. Channel Design. The Consultant will perform the following tasks:

- Size channels and culverts to accommodate design storm flow rates.
  - Prepare channel profile.
  - Prepare culvert profiles.
  - Design culvert end treatments
- 3.2.4. Storm Sewer Design. The Consultant will perform the following tasks:
- Size inlet structures.
  - Size storm sewer pipes.
  - Design outfall structures.
  - Develop storm sewer profile.
- 3.2.5. Detention/Retention Basin Design. The Consultant will perform the following tasks:
- Determine allowable outfall rate.
  - Determine necessary storage requirements.
  - Prepare basing grading plan.
  - Design outfall structure and erosion control measures.
- 3.3. *Drainage PS&E*
- 3.3.1. Consultant will prepare drainage plans, specifications, and estimates that will be submitted at 50%, 90%, and Final intervals. The level of completion for each of the items described below is provided in *Section 3.9. Deliverables*
- 3.3.2. Consultant will provide Drainage Area Map complete with time of concentration routes, curve numbers calculated as per the Drainage Criteria Manual (DCM) for each drainage area, drainage area denoted in acres, and all necessary points of interest labeled
- 3.3.3. Consultant will provide hydrologic and hydraulic data sheets showing the necessary calculations and assumptions
- 3.3.4. Consultant will provide culvert layouts (plan and cross section) for all cross-drainage culverts proposed on the project.
- 3.3.5. Consultant will provide a drainage easement/channel grading plan for each drainage easement/channel proposed
- 3.3.6. Consultant will provide construction details for drainage improvements.
- 3.3.7. Consultant will provide technical specifications for drainage improvements.
- 3.3.8. Consultant will provide depth of flow indications for the 100-year design storm within ROW and any corresponding finished floor elevations required.
- 3.4. *Roadway PS&E*
- 3.4.1. Consultant will prepare plan/profile sheets on 11" x 17" plan sheets consisting of the following items:
- Proposed sidewalk locations
  - Proposed residential and commercial driveways
  - Horizontal Alignment Data
  - Traffic Control Phasing layouts
  - Pavement marking layouts
  - Erosion control plans
  - Demolition plan
  - Intersection layouts (including L&W RR layout)
  - Small sign summary
  - Standard design details
  - TxDOT/City standards
- 3.4.2. Consultant will analyze all driveways within the project and develop driveway profiles as needed. Driveways will typically be defined vertically by spot elevations.
- 3.4.3. For side street reconstruction more than 100-ft beyond the main street right-of-way, the Consultant will prepare a plan/profile of the side street improvements. Otherwise, the side street improvements will be defined vertically by spot elevations.
- 3.4.4. Consultant will develop design cross-sections
- Develop on 50-ft station intervals and at driveway centerlines



- Show pavement and subgrade, ROW limits, side slopes, pavement cross slopes, curbs, and sidewalks
  - Cross-sections will not be provided in the bid documents but will be made available to prospective bidders
- 3.4.5. Consultant will prepare roadway details to clarify intent of design
- 3.4.6. Consultant will compile applicable standard details. Consultant will modify standard details as needed.
- 3.4.7. Pavement Markers, Markings, and Signing Plans
- Consultant will prepare pavement markers, marking and signing layouts in accordance with City design standards and the Texas Manual of Uniform Traffic Control Devices (TMUTCD)
  - Consultant will prepare details to clarify intent of design
- 3.5. *Utilities – Public*
- 3.5.1. Water and Sewer
- Adjustments to existing water valves and manholes will be specified in the plans. Consultant will prepare special utility details to clarify intent of design (if needed)
  - Consultant will compile applicable standard details and modify standard details as needed.
- 3.6. *Traffic Control Plans*
- 3.6.1. Consultant will develop a construction sequence plan showing:
- Travel lanes and construction area for each phase of construction
  - Temporary signing and striping, barricades, and other channelization devices
  - Narrative of the sequence of work
  - Adjacent property access during construction
- 3.6.2. Consultant will develop TCP typical cross sections showing lane widths, edge conditions, channelization and proposed construction areas per phase.
- 3.6.3. Consultant will develop TCP intersection staging plan for the MSF intersection.
- 3.6.4. Consultant will develop TCP typical driveway staging plans for similar driveways. Develop custom driveway staging layouts for special conditions.
- 3.6.5. Consultant will prepare traffic control details to clarify intent of design.
- 3.6.6. Consultant will compile applicable standard details. Modify standard details as needed.
- 3.7. *Opinion of Probable Construction Cost*
- 3.7.1. Perform quantity takeoff and develop construction cost projection
- 3.7.2. Evaluate bid tabulations for current trends in unit prices
- 3.7.3. *Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost.*
- 3.8. *QA/QC milestone review for all deliverables in the Design Phase*
- 3.9. *Deliverables*
- 3.9.1. 50% PS&E Submittal Deliverables
- The Consultant will submit digital copies in PDF format to the Client for review and comment. Deliverables to be provided with this submittal consist of:
    - Title Sheet (100%)
    - Index of Sheets (75%)
    - Typical Sections (100%)
    - Construction Phasing (75%)
    - Traffic Control Plan (75%)
    - Plan & Profile Sheets (75%)
    - Intersection Layouts (75%)

- Hydraulic Analysis (90%)
  - Drainage Details (90%)
  - SW3P (75%)
  - EPIC Sheet (100%)
  - Utility Layouts (95%)
  - Signing and Striping Layouts (75%)
  - Quantities and Summary Sheets (60%)
  - Opinion of Probable Construction Cost (75%)
  - L&W RR Exhibit A (90%)
- 3.9.2.90% PS&E Submittal Deliverables
- The Consultant will submit digital copies in PDF format to the Client for review and comment. Deliverables to be provided with this submittal consist of:
    - All deliverables required in the 50% PS&E Submittal completed
    - General Notes
    - Specification List
    - Construction Timeline
    - L&W RR Exhibit A
- 3.9.3.Final PS&E Submittal - Bid Set Deliverables
- The Consultant will submit an electronic PS&E file submission which will consist of electronically sealed plan sheets and all supporting documents required for bidding.
  - The Consultant will submit plans to a Registered Accessibility Specialist (RAD) to comply with TDLR requirements.
- 3.9.4.Post Bid Submittal Deliverables
- The Consultant will submit one (1) PDF electronic copy of the plan set, specifications, and addenda, on DVD after the project's bid opening.

#### **Task 4: Bidding Phase Services**

- 4.1. *Bid Phase Services* - The Consultant will perform the following professional services for this project phase:
- 4.1.1.Plans and Specifications - Print a maximum of five (5) 11"x17" sets of sealed plans and specifications for the Client.
- Additional sets of bidding documents shall be printed by the Consultant, only upon the Client's authorization, as Additional Services.
- 4.1.2.Online Advertisement
- Consultant will provide plans, specifications, and contract documents in .PDF format to CivCast website for online bidding.
- 4.1.3.Notice to Bidders
- Consultant will prepare the notice to bidders. The Client will be responsible for submitting the Notice to newspapers for advertisement. Advertising will be billed directly to the Client by the newspaper.
- 4.1.4.Project Addendums
- Consultant will issue project addendums as required.
- 4.1.5.Questions
- Consultant will answer contractor questions as required.
- 4.1.6.Pre-bid Meeting
- Consultant will prepare for and conduct a pre-bid conference meeting.
- 4.1.7.Bid Opening
- Consultant will attend bid opening, prepare a tabulation of bids, and prepare a letter summarizing the bids to the Client for award of contract.

### **Additional Services if Required**

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Client and Consultant agree that the following services are beyond the Scope of Services described in the tasks above. However, Consultant can provide these services, if needed, upon the Client's written request. Any additional amounts paid to the Consultant, as a result of any material change to the Scope of the Project, shall be agreed upon in writing by both parties before the services are performed. These Additional Services include, but are not limited to, the following:

- Additional rounds of review comments other than listed in the scope
- Geotechnical Engineering
- Pavement Design – project will utilize pavement design recommended from the Lubbock County CR 1500 design project
- Subsurface Utility Engineering (SUE) – project will utilize the SUE from the Lubbock County CR 1500 design project
- Utility Relocation Services
- Environmental Services or Evaluation
- Public Involvement
- Assist the Client as an expert witness in litigation in connection with a project or in hearings before approving and regulatory agencies
- Soils and/or material testing
- Traffic counts, traffic modeling, traffic projections, traffic signal timing or design
- Illumination design
- Preparation for and attendance at meetings besides meetings identified above
- Redesign to reflect project scope changes requested by the Client, required to address changed conditions or change in direction previously approved by the Client, mandated by changing governmental laws, or necessitated by the Client's acceptance of substitutions proposed by the Contractor
- Submittal to TCEQ
- SWPPP inspections / coordination
- Right-of-Way Acquisition Services
- Construction Contract Administration or Construction Phase Services
- Any services not listed in the Scope of Services

### **Schedule**

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Upon receipt of the Notice to Proceed (NTP), the Consultant will prepare a project schedule with specific delivery dates for scope of services. The schedule will be reliant upon receiving review comments from the Client on each submittal in a timely manner.

### **Terms of Compensation**

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Consultant will perform the Services in Tasks 1 – 4 for the lump sum fee of \$521,800. All permitting, application, and similar project fees will be paid directly by the Client. Lump sum fees will be invoiced monthly based upon the overall percentage of services performed.

**OVERALL FEE BY TASK**

<b>Task</b>	<b>Task Name</b>	<b>Subtotal</b>
1	Project Management	\$128,600
2	Survey	\$40,200
3	Design	\$324,100
4	Bidding Phase Services	\$28,900
<b>Total</b>		<b>\$521,800</b>

Payment will be due within 30 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

**Other special terms of Individual Project Order**

None.

ACCEPTED:

**CLIENT: CITY OF WOLFFORTH, TX**

**KIMLEY-HORN AND ASSOCIATES, INC.**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Economic Development Corporation Board Meeting
<b>MEETING DATE:</b>	11/5/2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on the EDC funding park clean up.
<b>STAFF INITIATOR:</b>	Danielle Sweat-EDC Director

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### **BACKGROUND:**

The condition of our city parks has become a pressing topic of conversation among our residents. With a surge of new families and individuals moving into our community, our parks—especially Frenship Mesa and Patterson Park—are experiencing significantly increased usage. Unfortunately, this has led to wear and tear, with areas covered in stickers and in need of serious maintenance and care. Prioritizing the beautification and upkeep of our public spaces is not only essential for the enjoyment of our current residents but is also a strategic investment in our city's future. As we aim to attract new businesses, we must recognize that these companies will bring employees and their families who will be looking for vibrant, well-maintained outdoor spaces. A commitment to enhancing our parks will play a pivotal role in making our community an appealing place to live and work.

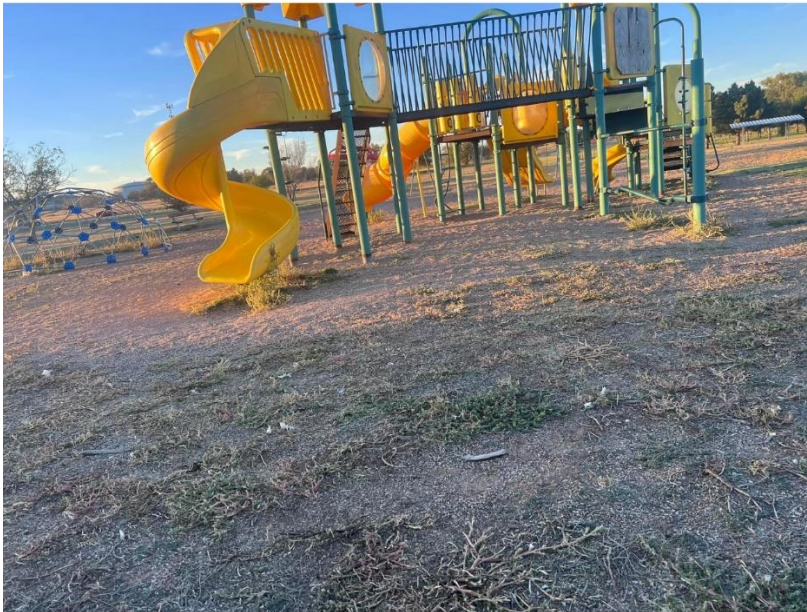
### **EXHIBITS:**

9:18



<  Carley Michelle ▶ City of Wolfforth  
Oct 22 · 🌐

Do we call the city about the park?  
There are stickers evvvvvvverywhere. My kiddo fell once  
and it was game over with all the stickers she got on her.  
Definitely will go to another one to enjoy our time.



 Like     Comment     Send     Share

**COUNCIL ACTION/STAFF RECOMMENDATION:**



## AGENDA ITEM COMMENTARY

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**MEETING NAME:** Economic Development Corporation Board Meeting

**MEETING DATE:** 11/5/2024

**ITEM TITLE:** Consider and take appropriate action on Business Improvement Grant for EM Properties LLC.

**STAFF INITIATOR:**

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**BACKGROUND:**

Arnis Robbins is making exciting improvements to the building housing Evie Mae's BBQ, creating an inviting outdoor space that will serve as a shared amenity for both Evie Mae's patrons and visitors to Goodline Public House. This enhancement will not only elevate the dining experience but also foster a vibrant and social atmosphere that benefits the entire community. By investing in outdoor infrastructure, Arnis is contributing to a sense of place and enhancing the appeal of this area as a go-to destination for great food and social gatherings. This kind of forward-thinking development is instrumental in building a stronger, more connected community while also supporting local businesses.

**EXHIBITS:**

Application and bids

**COUNCIL ACTION/STAFF RECOMMENDATION:**



## Business Improvement Grant (BIG) Program Application

### 1. Applicant Information

Contact Name(s): Arnis Robbins

Name of Business: EM Properties LLC

Address: 9303 Viola Ave, Lubbock TX, 79424

Contact Phone: 806-782-2366 Email Address: Arnis@evimaesbbq.com

### 2. Information on Property Proposed for Business Improvement Program

Description of Existing Building Facades or Property (please attach image(s)):

Description of Proposed Improvements (please attach sketches, plans, or other image(s)):

Aquisition and installation of glass overhead door in the back of existing dining room, as well as half glass entry doors, and concrete work

Estimated Total Cost of Improvements (please attach contractor bids): \$10,591.00

### 3. Landlord Information (if different from applicant)

Property Owner/Landlord: \_\_\_\_\_

Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

### 4. Commitment

I agree to adhere to the Business Improvement Grants program guidelines as established by the Wolfforth Economic Development Corporation.

10/29/2024

Signature of Applicant

Date

**Please return this application, images of current and proposed building facades or property, and preliminary bids to the Wolfforth Economic Development Corporation, 302 Main Street.**

Upon receipt of all preliminary materials, the EDC will review applications and determine pre-qualification for funding. Upon completion of project improvements and the submission to the EDC of an invoice and proof of payment, final rebates will be delivered as a 100% reimbursement of expenditures. The maximum reimbursement is \$10,000, and the minimum project expenditure is \$1,000.





## **Business Improvement Grant (BIG) Program Information**

### **Background**

The Wolfforth EDC is implementing a Business Improvement Grant (BIG) Program to provide assistance to local businesses in improving their properties. The purpose of this program is to promote the expansion and development of new and existing business enterprises within the city of Wolfforth Texas, and to improve the appearance and visual character of the community. The EDC will provide 10% in matching funds, via reimbursement, to businesses who are seeking to improve or expand their commercial properties. The maximum grant is \$10,000 per applicant, and the minimum expenditure to be considered for the program is \$1,000. The application period for this grant will remain open until September 30<sup>th</sup> of the current fiscal year; until funding has been exhausted; or until the EDC determines that its program goals have been satisfied.

### **Eligibility & Consideration**

In order to qualify for funding under this program, the applicant must meet all of the following criteria:

- The business must be located in the corporate city limits of Wolfforth, and must be in compliance with all applicable zoning, land use, and other ordinances.
- Proof of applicant's ownership of the facility, or proof that the owner of such facility has approved the application for grant funds, shall be required.
- The applicant shall be responsible for obtaining and complying with all applicable permits related to the improvement project, and failure to do so will render the applicant ineligible to receive grant funding.
- Applicant should receive written approval of grant funding prior to starting the improvements mentioned in application. Previously completed projects are not eligible for consideration.
- All grants are reimbursement grants, and will only be funded after completion of the project in compliance with specifications approved by the EDC.
- The improvements, as presented in this application, must be completed within a twelve-month period. Failure to complete improvements and open the business establishment within the required time period is considered a default and will result in the loss of granted funds.
- The landowner must have paid all property taxes due.
- There is a limit of one grant award per twelve-month period per applicant.
- The EDC is the sole and final authority in determining project eligibility for funding.



## Business Improvement Grant (BIG) Program Application

### Program Details

All buildings and facilities located within Wolfforth when these guidelines are adopted shall be eligible for this program. However, funds will only be awarded to applicants improving a piece of property that has an existing structure in place at time of program adoption.

Rebates will be issued in the amount of 100% of actual expenditures, up to a maximum rebate of \$10,000. To be considered, an improvement project must total at least \$1,000. Improvement projects will typically consist of reconstructing or remodeling a building space (exterior and/or interior), resurfacing an outdoor parking area, and/or adding landscaping. Non-permanent fixtures, furniture, and/or décor are not eligible for reimbursement. Funding will be delivered only upon completion of the improvement project and submission of an invoice and proof of payment to the EDC for verification.

Applications for funding will be reviewed by the EDC board. During the course of its evaluation of the application, the EDC may contact the applicant in order to verify or clarify information. The applicant will then be notified, in writing, of the EDC's decision to approve or disapprove the application.

If you have questions, or for assistance with your application, please contact Danielle Sweat at the EDC (806) 855-4128 or [dsweat@wolfforthtx.us](mailto:dsweat@wolfforthtx.us)

***Please submit application and supporting materials to the Wolfforth Economic Development Corporation, 302 Main Street, Wolfforth, Texas.***

Reliant Overhead Door LLC  
PO BOX 94391  
Lubbock, TX 79493  
+18063199550  
reliantdoorslubbock@gmail.com



# Estimate

**ADDRESS**  
Evie Maes BBQ

**ESTIMATE #** 1349  
**DATE** 10/18/2024

ACTIVITY	QTY	RATE	AMOUNT
<b>8x8 Model 3552</b> Full view, 1/8" tempered non insulated glass, grey tint		5,535.00	5,535.00T
Thank you for your business.			
		<b>SUBTOTAL</b>	5,535.00
		TAX (0.0825)	456.64
		<b>TOTAL</b>	<b>\$5,991.64</b>

Accepted By

Accepted Date



**INTEGRITY**  
BUILDING COMPONENTS LLC

Sales:

Item # 8.

**QUOTE**

**IBC LLC.**

713 West Hwy 62/82  
Wolfforth, TX 79382  
Main: 806-771-4850  
Fax: 806-686-1454

PO # **Arnis**

Evie Mae's Barbecue  
PO BOX 1307  
Wolfforth TX 79382  
(806) 782-2281

Part Number	Description	Quantity	Shipped
PHLL	Panic Hardware w/ Lever Latch	2	2
P37F8.25	Premier 3x7 Frame Kit 8 1/4	2	2
P37HG	Premier 3x7 White Half Glass Leaf	2	2

Prices are subject to change without notice.

A 50 % deposit is required on trim orders and any special orders with balance due upon pick up or delivery.

Integrity Building Components is a material provider. We do not imply or provide engineering services. It is the responsibility of the user/contractor to know the required engineering and materials needed for their specific projects. By accepting the order the contractor is acknowledging that the material list meets the project specifications.

**Thank you for your business!**

<b>Sub Total</b>	<b>\$1,967.00</b>
<b>Sales Tax 6.75%</b>	<b>\$132.77</b>
<b>Ship To Tax 8.25%</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$2,099.77</b>

Ship Weight: 280.00



## AGENDA ITEM COMMENTARY

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**MEETING NAME:** Economic Development Corporation Board Meeting

**MEETING DATE:** 11/5/2024

**ITEM TITLE:** Consider and take appropriate action on BRE visit with Splash Brother's car wash.

**STAFF INITIATOR:**

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**BACKGROUND:**

I had the opportunity to visit with Radonna that runs Splash Brothers. She said business is great, and they consistently have new visitors. Her biggest concern is the time change for dismissal with Frenship High. She had to let some of her kids go because they couldn't get the hours they needed, even with an out. Most of her employees are college students.

**EXHIBITS:**

BRE questionnaire

**COUNCIL ACTION/STAFF RECOMMENDATION:**

# TAKING CARE OF BUSINESS

Wolfforth Economic Development Corporation  
Confidential Business Expansion and Retention Survey

## General Information

Name of Business: Splash Brothers Car Wash

Street Address: 716 Donald Preston Dr.

P.O. Box \_\_\_\_\_

City, State, Zip: Wolfforth, TX 79382

Phone: 806-687-0229

Email \_\_\_\_\_

CEO/Owner/Manager: Radonna Garza

Today's date 10-9-2024

## Survey Questions

### 1. What is your primary type of business?

(Please select one or more of the fields listed below)

1. Construction
2. Finance
3. Manufacturing
4. Real Estate
5. Retail
6. **Service**
7. Technology
8. Transportation
9. Wholesale

(Please describe): Car Wash

2. What are your key products or services?

Splash Brothers is a drive through car wash.

3. How long have you operated your business in the City of Wolfforth?

July of 2022

4. How many business locations do you have?

1

5. Would you expand in Wolfforth if the opportunity presented itself?

Possibly

6. How many employees do you have? Were you able to find employees with the education/skills needed?

16 employees, most part time college students.

7. Is it easy to do business within the city of Wolfforth?

Yes, the growth brings new business all the time.

8. What, if any, are the critical challenges for your business at this time?

A huge challenge this school year has been the change in the high school dismissal time. The 4:33 dismissal time has made it very difficult to hire local high school students. They love to support our Frenship students, but at this time they cannot give them the hours they need because they get out so late.

9. What, if any, are your most critical resource needs to support your business objectives?

As of today, Splash Brothers does not have any need for any extra resources. They are aware that the EDC is there to support them when/if ever needed.