



ECONOMIC DEVELOPMENT CORPORATION MEETING

February 29, 2024 at 4:00 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

AGENDA

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.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Consider and take appropriate action on January 11, 2024 minutes.
2. Consider and take appropriate action on January financials.
3. Consider and take appropriate action on December 2023 financials.
4. Consider and take appropriate action on an overview of the CTE program at Frenship ISD
5. Consider and take appropriate action on board member recommendations.
6. Consider and take appropriate action on monument sign bids and updated pricing.
7. Consider and take appropriate action on update from EDC director.
8. 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 February 26, 2024 at 4:00 p.m.

Danielle Sweat, Economic Development Director



ECONOMIC DEVELOPMENT CORPORATION MEETING

January 11, 2024 at 4:00 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

MINUTES

CALL MEETING TO ORDER

Meeting was called to order at 4:02 by Joel Robinett.

ROLL CALL AND ESTABLISH A QUORUM

Members Present: Joel Robinett, Steve Deaton, Russell Thomasson, Randy Criswell, Glen Frick

EDC Director: Danielle Sweat

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.

No comments were made during citizen engagement.

ITEMS FOR INDIVIDUAL CONSIDERATION

1. Public Hearing: The WEDC, a Texas non-profit 4B economic development corporation, will receive comments between December 11, 2023 and February 8, 2024 on the expenditure of funds by the WEDC to loan \$50,000 to All Hale Meats for the expansion of their business. The City Council will hold a public hearing on January 8, 2024 at 6:00 PM, and the WEDC will hold a public hearing on January 11, 2024 at 4:00 PM, both in the Council Chambers of

Wolfforth City Hall, located at 302 Main Street, Wolfforth, Texas 79382. Direct all comments or concerns to Wolfforth EDC PO Box 36, 302 Main Street, Wolfforth Texas 79382 or contact Danielle Sweat, EDC Executive Director, at 806-855-4128.

No comments were made during the public hearing.

- 2. Consider and take appropriate action on Placer.AI demonstration and updated contract

William Houck with Placer.AI joined us via Zoom for a demonstration of their services. A motion was made by Randy Criswell to move forward with using Placer.AI services. This motion was seconded by Glenn Frick. Motion passed unanimously.

- 3. Consider and take appropriate action on December 5, 2023 minutes.

A motion was made by Farley Reeves to approve the December 2023 minutes. This was seconded by Steve Deaton. Motion passed unanimously.

- 4. Consider and take appropriate action on November financials.

A motion was made by Steve Deaton to approve the November financials. This motion was seconded by Farley Reeves. This motion passed unanimously.

- 5. Consider and take appropriate action on board member recommendations

No action was taken on item five.

- 6. Consider and take appropriate action on updated bylaws.

A motion was made by Farley Reeves that if the document is deemed whole by the city attorney, that it can move forward to the city council. If the bylaws need to be amended, then they will be on the agenda for February. This motion was seconded by Glenn Frick. This motion passed unanimously.

- 7. Consider and take appropriate action on updated proposal from Purpose Marketing

A motion was made by Russell Thomasson to accept the new proposal from Purpose Marketing for six months. This motion was seconded by Farley Reeves. This motion passed unanimously.

- 8. Consider and take appropriate action Q4 2023 and Q1 2024 Strategic Plan items.

Reviewed strategic plan. No action taken.

- 9. Update from EDC Director

Board recommended following strategic plan and sending EDC director to SEDC.

10. Board member requests for future agenda items.

The board would like to invite potential board members to attend the next meeting: Christina, Robert, Shawn.

The board would like to invite businesses to board meetings to be recognized. The director will be reaching out to WTG Fuels for the February meeting.

The board would like Kasey Coker with High Ground to come give an update on the region.

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.

The Board went into executive session at 5:20.

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.

The board reconvened into open session at 5:43.

ADJOURN

Meeting adjourned at 5:43.

Danielle Sweat, Economic Development Director

Joel Robinett President



City of Wolfforth

EDC Balance Sheet
Account Summary
As Of 01/31/2024

Item # 2.

Account	Name	Balance	
Fund: 07 - Economic Development Corporation			
Assets			
07-000-01100-000	Cash in Bank	241,870.22	
07-000-01103-000	Cash in Bank TexPool EDC	1,631,965.80	
07-000-01375-000	Notes Receivable	11,796.03	
07-000-01375-001	N/R-Potential Forgiveness	68,013.26	
07-000-01550-000	Prepaid insurance	791.96	
	Total Assets:	1,954,437.27	<u>1,954,437.27</u>
Liability			
	Total Liability:	0.00	
Equity			
07-000-02410-000	Fund Balance	1,855,456.94	
07-000-02420-000	Restricted Fund Balance	100,000.00	
	Total Beginning Equity:	1,955,456.94	
Total Revenue		139,736.39	
Total Expense		140,756.06	
Revenues Over/Under Expenses		-1,019.67	
	Total Equity and Current Surplus (Deficit):	1,954,437.27	
	Total Liabilities, Equity and Current Surplus (Deficit):		<u>1,954,437.27</u>



City of Wolfforth

EDC Income Statement Account Summary

Item # 2.

For Fiscal: 2023-2024 Period Ending: 01/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 07 - Economic Development Corporation						
Revenue						
07-000-31300-000	Sales Tax	600,000.00	600,000.00	54,594.68	109,372.13	490,627.87
07-000-36110-000	Interest income	20,000.00	20,000.00	7,737.96	30,364.26	-10,364.26
	Revenue Total:	620,000.00	620,000.00	62,332.64	139,736.39	480,263.61
Expense						
ExpenseCategory: 42 - Supplies						
07-752-42010-000	Office Supplies & Expense	250.00	250.00	74.54	208.58	41.42
07-752-42195-000	Meeting Expense	2,500.00	2,500.00	0.00	743.28	1,756.72
	ExpenseCategory: 42 - Supplies Total:	2,750.00	2,750.00	74.54	951.86	1,798.14
ExpenseCategory: 43 - Services						
07-752-43101-000	Legal services	3,000.00	3,000.00	0.00	754.00	2,246.00
07-752-43110-000	Other Professional Services	65,000.00	65,000.00	0.00	6,497.50	58,502.50
07-752-43140-000	Legal Publications	1,500.00	1,500.00	0.00	622.00	878.00
07-752-43150-000	Marketing	62,000.00	62,000.00	930.00	35,754.96	26,245.04
07-752-43320-000	Postage/Freight	50.00	50.00	0.00	0.00	50.00
07-752-43401-000	Travel/Training	15,000.00	15,000.00	595.00	4,725.05	10,274.95
07-752-43501-000	Memberships	1,800.00	1,800.00	550.00	2,152.51	-352.51
07-752-43900-000	Contract Services	15,000.00	15,000.00	7,500.00	7,500.00	7,500.00
07-752-43905-000	Payroll Reimbursement	74,742.00	74,742.00	5,549.10	21,422.79	53,319.21
	ExpenseCategory: 43 - Services Total:	238,092.00	238,092.00	15,124.10	79,428.81	158,663.19
ExpenseCategory: 44 - Operating Expense						
07-752-44001-000	Business Support	370,000.00	370,000.00	0.00	0.00	370,000.00
	ExpenseCategory: 44 - Operating Expense Total:	370,000.00	370,000.00	0.00	0.00	370,000.00
ExpenseCategory: 46 - Capital						
07-752-46180-000	Land Acquisition	0.00	0.00	0.00	60,375.39	-60,375.39
	ExpenseCategory: 46 - Capital Total:	0.00	0.00	0.00	60,375.39	-60,375.39
	Expense Total:	610,842.00	610,842.00	15,198.64	140,756.06	470,085.94
	Fund: 07 - Economic Development Corporation Surplus (Deficit):	9,158.00	9,158.00	47,134.00	-1,019.67	
	Total Surplus (Deficit):	9,158.00	9,158.00	47,134.00	-1,019.67	

Group Summary

ExpenseCategory	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 07 - Economic Development Corporation					
Revenue					
	620,000.00	620,000.00	62,332.64	139,736.39	480,263.61
Revenue Total:	620,000.00	620,000.00	62,332.64	139,736.39	480,263.61
Expense					
42 - Supplies	2,750.00	2,750.00	74.54	951.86	1,798.14
43 - Services	238,092.00	238,092.00	15,124.10	79,428.81	158,663.19
44 - Operating Expense	370,000.00	370,000.00	0.00	0.00	370,000.00
46 - Capital	0.00	0.00	0.00	60,375.39	-60,375.39
Expense Total:	610,842.00	610,842.00	15,198.64	140,756.06	470,085.94
Fund: 07 - Economic Development Corporation Surplus (Deficit):	9,158.00	9,158.00	47,134.00	-1,019.67	10,177.67
Total Surplus (Deficit):	9,158.00	9,158.00	47,134.00	-1,019.67	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
07 - Economic Development ...	9,158.00	9,158.00	47,134.00	-1,019.67	10,177.67
Total Surplus (Deficit):	9,158.00	9,158.00	47,134.00	-1,019.67	



City of Wolfforth

EDC Detail Report Account Detail

Item # 2.

Date Range: 01/01/2024 - 01/31/2024

Account	Name		Beginning Balance	Total Activity	Ending Balance			
Fund: 07 - Economic Development Corporation								
<u>07-000-01100-000</u>	Cash in Bank		225,199.17	16,671.05	241,870.22			
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/03/2024	GLPKT05029	JN02197		Custom Cards and return address label s...			-74.54	225,124.63
01/11/2024	GLPKT05029	JN02196		TEDC Council Membership Renewal			-550.00	224,574.63
01/16/2024	GLPKT04852	JN02154		Record transfer from COW to EDC			54,594.68	279,169.31
01/26/2024	GLPKT05029	JN02195		2024 SEDC Annual Conference July 28-3...			-595.00	278,574.31
01/30/2024	GLPKT05029	JN02198		Settle Claim on Cash for EDC			-25,745.04	252,829.27
01/30/2024	GLPKT05029	JN02199		Settle 70% by transfer from EDC to GF D...			-5,772.26	247,057.01
01/30/2024	GLPKT05029	JN02200		Settle 70% by transfer from EDC to GF			-5,549.10	241,507.91
01/31/2024	BRPKT00140	INT0000151		Jan 24 Bank Stmt Int			362.31	241,870.22
<u>07-000-01101-000</u> Claim on Operating Pooled Cash								
						-2,466.74	2,466.74	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/17/2024	APPKT00578	357		Gatehouse Media Texas Holdings II Inc S...	0442 - Gatehouse Media Texas Holdings II I...		-154.00	-2,620.74
01/17/2024	APPKT00578	358		Purpose Marketing SEC REI PMT	0988 - Purpose Marketing		-1,058.33	-3,679.07
01/17/2024	APPKT00578	358		Purpose Marketing SEC REI PMT	0988 - Purpose Marketing		-930.00	-4,609.07
01/17/2024	APPKT00578	71620		Everythinglubbock.com SEC REI PMT	1139 - Everythinglubbock.com		-969.32	-5,578.39
01/17/2024	APPKT00578	71626		Marketing Alliance SEC REI PMT	1127 - Marketing Alliance		-12,666.65	-18,245.04
01/25/2024	APPKT00584	71640		Placer Labs Inc. SEC REI PMT	1158 - Placer Labs Inc.		-7,500.00	-25,745.04
01/30/2024	GLPKT05029	JN02198		Settle Claim on Cash for EDC			25,745.04	0.00
<u>07-000-01103-000</u> Cash in Bank TexPool EDC								
						1,624,590.15	7,375.65	1,631,965.80
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2024	GLPKT05094	JN02220		Jan 24 EDC TexPool Interest Income			7,375.65	1,631,965.80
01/31/2024	BRPKT00142	INT0000157		Jan 24 TexPool Interest			7,375.65	1,639,341.45
01/31/2024	GLPKT05096	JN02222		2023.10 EDC TexPool Interest Income			-7,375.65	1,631,965.80
<u>07-000-01401-000</u> Due from City of Wolfforth								
						0.00	0.00	0.00
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/11/2024	GLPKT04852	JN02152		Due from COW Sales Tax			54,594.68	54,594.68
01/16/2024	GLPKT04852	JN02154		Record transfer from COW to EDC			-54,594.68	0.00

EDC Detail Report

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

Account		Name		Beginning Balance	Total Activity	Ending Balance		
07-000-02101-000		A/P Pending		-14,848.30	14,848.30	0.00		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/16/2024	APPKT00576	2831	358	Monthly marketing retainer SEC PBL	0988 - Purpose Marketing		-930.00	-15,778.30
01/17/2024	APPKT00578	357		Gatehouse Media Texas Holdings II Inc S...	0442 - Gatehouse Media Texas Holdings II I...		154.00	-15,624.30
01/17/2024	APPKT00578	358		Purpose Marketing SEC PMT	0988 - Purpose Marketing		1,058.33	-14,565.97
01/17/2024	APPKT00578	358		Purpose Marketing SEC PMT	0988 - Purpose Marketing		930.00	-13,635.97
01/17/2024	APPKT00578	71620		Everythinglubbock.com SEC PMT	1139 - Everythinglubbock.com		969.32	-12,666.65
01/17/2024	APPKT00578	71626		Marketing Alliance SEC PMT	1127 - Marketing Alliance		12,666.65	0.00
01/18/2024	APPKT00583	12.3115	71640	Chain demographics SEC PBL	1158 - Placer Labs Inc.		-7,500.00	-7,500.00
01/25/2024	APPKT00584	71640		Placer Labs Inc. SEC PMT	1158 - Placer Labs Inc.		7,500.00	0.00
07-000-02201-000		Due to City of Wolfforth		-5,772.26	5,772.26	0.00		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/23/2024	GLPKT04952	JN02185		Reimburse City 70% of EDC Ex Dir Payroll			-5,549.10	-11,321.36
01/30/2024	GLPKT05029	JN02199		Settle 70% by transfer from EDC to GF D...			5,772.26	-5,549.10
01/30/2024	GLPKT05029	JN02200		Settle 70% by transfer from EDC to GF			5,549.10	0.00
07-000-31300-000		Sales Tax		-54,777.45	-54,594.68	-109,372.13		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/11/2024	GLPKT04852	JN02152		Due from COW Sales Tax			-54,594.68	-109,372.13
07-000-36110-000		Interest income		-22,626.30	-7,737.96	-30,364.26		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/31/2024	BRPKT00140	EDC OperatingJan 24 ...		Jan 24 Bank Stmt Int			-362.31	-22,988.61
01/31/2024	GLPKT05094	JN02220		2023.10 EDC TexPool Interest Income			-7,375.65	-30,364.26
01/31/2024	BRPKT00142	TexPool EDCJan 24 Te...		Jan 24 TexPool Interest			-7,375.65	-37,739.91
01/31/2024	GLPKT05096	JN02222		2023.10 EDC TexPool Interest Income			7,375.65	-30,364.26
07-752-42010-000		Office Supplies & Expense		134.04	74.54	208.58		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/03/2024	GLPKT05029	JN02197		Custom Cards and return address label s...			74.54	208.58
07-752-43150-000		Marketing		34,824.96	930.00	35,754.96		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/16/2024	APPKT00576	2831	358	Monthly marketing retainer	0988 - Purpose Marketing		930.00	35,754.96
07-752-43401-000		Travel/Training		4,130.05	595.00	4,725.05		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/26/2024	GLPKT05029	JN02195		2024 SEDC Annual Conference July 28-3...			595.00	4,725.05
07-752-43501-000		Memberships		1,602.51	550.00	2,152.51		
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/11/2024	GLPKT05029	JN02196		TEDC Council Membership Renewal			550.00	2,152.51

EDC Detail Report

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

Account						Beginning Balance	Total Activity	Ending Balance
07-752-43900-000						0.00	7,500.00	7,500.00
Contract Services								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/18/2024	APPKT00583	12.3115	71640	Chain demographics	1158 - Placer Labs Inc.		7,500.00	7,500.00
07-752-43905-000						15,873.69	5,549.10	21,422.79
Payroll Reimbursement								
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount	Running Balance
01/23/2024	GLPKT04952	JN02185		Reimburse City 70% of EDC Ex Dir Payroll			5,549.10	21,422.79
Total Fund: 07 - Economic Development Corporation:						Beginning Balance: 1,805,863.52	Total Activity: 0.00	Ending Balance: 1,805,863.52
Grand Totals:						Beginning Balance: 1,805,863.52	Total Activity: 0.00	Ending Balance: 1,805,863.52

Fund	Beginning Balance	Total Activity	Ending Balance
07 - Economic Development Corporation	1,805,863.52	0.00	1,805,863.52
Grand Total:	1,805,863.52	0.00	1,805,863.52



City of Wolfforth

EDC Income Statement Account Summary

Item # 3.

For Fiscal: 2023-2024 Period Ending: 12/31/2023

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 07 - Economic Development Corporation						
Revenue						
07-000-31300-000	Sales Tax	600,000.00	600,000.00	54,777.45	54,777.45	545,222.55
07-000-36110-000	Interest income	20,000.00	20,000.00	7,724.96	22,626.30	-2,626.30
	Revenue Total:	620,000.00	620,000.00	62,502.41	77,403.75	542,596.25
Expense						
ExpenseCategory: 42 - Supplies						
07-752-42010-000	Office Supplies & Expense	250.00	250.00	0.00	134.04	115.96
07-752-42195-000	Meeting Expense	2,500.00	2,500.00	371.81	743.28	1,756.72
	ExpenseCategory: 42 - Supplies Total:	2,750.00	2,750.00	371.81	877.32	1,872.68
ExpenseCategory: 43 - Services						
07-752-43101-000	Legal services	3,000.00	3,000.00	466.00	754.00	2,246.00
07-752-43110-000	Other Professional Services	65,000.00	65,000.00	0.00	6,497.50	58,502.50
07-752-43140-000	Legal Publications	1,500.00	1,500.00	0.00	622.00	878.00
07-752-43150-000	Marketing	62,000.00	62,000.00	13,910.97	34,824.96	27,175.04
07-752-43320-000	Postage/Freight	50.00	50.00	0.00	0.00	50.00
07-752-43401-000	Travel/Training	15,000.00	15,000.00	490.00	4,130.05	10,869.95
07-752-43501-000	Memberships	1,800.00	1,800.00	0.00	1,602.51	197.49
07-752-43900-000	Contract Services	15,000.00	15,000.00	0.00	0.00	15,000.00
07-752-43905-000	Payroll Reimbursement	74,742.00	74,742.00	5,772.26	15,873.69	58,868.31
	ExpenseCategory: 43 - Services Total:	238,092.00	238,092.00	20,639.23	64,304.71	173,787.29
ExpenseCategory: 44 - Operating Expense						
07-752-44001-000	Business Support	370,000.00	370,000.00	0.00	0.00	370,000.00
	ExpenseCategory: 44 - Operating Expense Total:	370,000.00	370,000.00	0.00	0.00	370,000.00
ExpenseCategory: 46 - Capital						
07-752-46180-000	Land Acquisition	0.00	0.00	2,466.74	60,375.39	-60,375.39
	ExpenseCategory: 46 - Capital Total:	0.00	0.00	2,466.74	60,375.39	-60,375.39
	Expense Total:	610,842.00	610,842.00	23,477.78	125,557.42	485,284.58
	Fund: 07 - Economic Development Corporation Surplus (Deficit):	9,158.00	9,158.00	39,024.63	-48,153.67	
	Total Surplus (Deficit):	9,158.00	9,158.00	39,024.63	-48,153.67	

Group Summary

ExpenseCategory	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
Fund: 07 - Economic Development Corporation					
Revenue					
	620,000.00	620,000.00	62,502.41	77,403.75	542,596.25
Revenue Total:	620,000.00	620,000.00	62,502.41	77,403.75	542,596.25
Expense					
42 - Supplies	2,750.00	2,750.00	371.81	877.32	1,872.68
43 - Services	238,092.00	238,092.00	20,639.23	64,304.71	173,787.29
44 - Operating Expense	370,000.00	370,000.00	0.00	0.00	370,000.00
46 - Capital	0.00	0.00	2,466.74	60,375.39	-60,375.39
Expense Total:	610,842.00	610,842.00	23,477.78	125,557.42	485,284.58
Fund: 07 - Economic Development Corporation Surplus (Deficit):	9,158.00	9,158.00	39,024.63	-48,153.67	57,311.67
Total Surplus (Deficit):	9,158.00	9,158.00	39,024.63	-48,153.67	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
07 - Economic Development ...	9,158.00	9,158.00	39,024.63	-48,153.67	57,311.67
Total Surplus (Deficit):	9,158.00	9,158.00	39,024.63	-48,153.67	



City of Wolfforth

Item # 3.
EDC Balance Sheet
Account Summary
 As Of 12/31/2023

Account	Name	Balance
Fund: 07 - Economic Development Corporation		
Assets		
07-000-01100-000	Cash in Bank	225,199.17
07-000-01101-000	Claim on Operating Pooled Cash	-2,466.74
07-000-01103-000	Cash in Bank TexPool EDC	1,624,590.15
07-000-01375-000	Notes Receivable	11,796.03
07-000-01375-001	N/R-Potential Forgiveness	68,013.26
07-000-01550-000	Prepaid insurance	791.96
	Total Assets:	1,927,923.83
		<u>1,927,923.83</u>
Liability		
07-000-02101-000	A/P Pending	14,848.30
07-000-02201-000	Due to City of Wolfforth	5,772.26
	Total Liability:	20,620.56
Equity		
07-000-02410-000	Fund Balance	1,855,456.94
07-000-02420-000	Restricted Fund Balance	100,000.00
	Total Beginning Equity:	1,955,456.94
Total Revenue		77,403.75
Total Expense		125,557.42
Revenues Over/Under Expenses		-48,153.67
	Total Equity and Current Surplus (Deficit):	1,907,303.27
	Total Liabilities, Equity and Current Surplus (Deficit):	<u>1,927,923.83</u>



AGENDA ITEM COMMENTARY

MEETING NAME: Economic Development Corporation
MEETING DATE: February 29, 2024
ITEM TITLE: Consider and take appropriate action on an overview of the CTE program at Frenship ISD
STAFF INITIATOR: Danielle Sweat – EDC Director

BACKGROUND:

In our strategic planning session, we stressed the importance of having a relationship with the CTE program at FISD. Ira is the coordinator for the program. She will be giving the board an overview of the programs Frenship currently has.

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION:



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Economic Development Corporation
MEETING DATE:	February 29, 2024
ITEM TITLE:	Consider and take appropriate action on board member recommendations.
STAFF INITIATOR:	Danielle Sweat – Economic Development Director

BACKGROUND:

At the January meeting we decided to invite recommended names to the February meeting. Out of the three names recommended, only one person responded, Shawn Vinson. He came and visited with Joel, Randy, Steve, and I on the 6th, and wants to be a part of our board. After we sign the new bylaws, Randy will no longer be a voting member, so we still need one more board member. Two more names have been recommended. Paula Sexton and Nicole Butler.

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION:



AGENDA ITEM COMMENTARY

MEETING NAME:	Wolfforth Economic Development Corporation
MEETING DATE:	February 29, 2024
ITEM TITLE:	Consider and take appropriate action on monument sign bids and updated pricing.
STAFF INITIATOR:	Danielle Sweat – Economic Development Director

BACKGROUND:

The city received 3 bids for the monument sign construction and landscaping. The EDC previously approved the amount of \$225,000 for the project.

2H Construction: 296,500

Tom's Tree Place: 349,690

Henthorn Construction: 315,000

The EDC has currently paid Kimley-Horn 49,950 to date. Invoices are attached.

A letter of recommendation has been made by Kimley-Horn. We need to discuss ways to make up the difference in cost.

EXHIBITS:

None

COUNCIL ACTION/STAFF RECOMMENDATION:



February 20, 2024

Randy Criswell, CPM
City of Wolfforth
City Manager
PO Box 36 – 302 Main Street
Wolfforth, Texas 79382

**RE: *Individual Project Order Number 03-2023 Wolfforth Monument Signage
Bid Summary***

Dear Mr. Criswell:

On February 6, 2024 proposals were received and were publicly opened. Proposals were recorded by the City of Wolfforth staff, at 2:00 PM. There were three (3) bidders for this project: 2H Construction Services, LLC, Henthorn Commercial Construction, LLC, and West Texas Services, Inc. (dba Tom's Tree Place).

The apparent low bid for the Wolfforth Monument Sign and Landscape project was \$296,500.00 (Base Bid). The apparent low bid was submitted by 2H Construction Services, LLC and their package appears to be complete and qualified based on our review. 2H Construction Services, LLC, is located in Lubbock, Texas.

It is our understanding that there is adequate funding to award the project to 2H Construction Services, LLC, for the Base Bid and any selected alternate bid items. Based on the information provided above and previous working experience, we find no reason why the City should not award the project to 2H Construction Services, LLC.

Sincerely,

A handwritten signature in blue ink, appearing to read "Blaine Mikulik".

Blaine Mikulik, PLA (TX), LI
Kimley-Horn and Associates

RE: Kimley-Horn Invoice WOLFFORTH ENTRY SIGNAGE- 066079907-0623

Danielle Sweat

Mon 7/31/2023 10:38 AM

To: Jaka Lomas <jlomas@wolfforthtx.us>

Yeah, that works. Thank you!

From: Jaka Lomas <jlomas@wolfforthtx.us>

Sent: Monday, July 31, 2023 10:33 AM

To: Danielle Sweat <dsweat@wolfforthtx.us>

Subject: Re: Kimley-Horn Invoice WOLFFORTH ENTRY SIGNAGE- 066079907-0623

So the last time we paid this was out of the EDC bank account and 07-752-43150. Do you want to do the same?

Jaka Lomas

Accounts Payable

City of Wolfforth

PO Box 36

Wolfforth, TX 79382

(806)855-4122

accounting@wolfforthtx.us

From: Danielle Sweat <dsweat@wolfforthtx.us>

Sent: Monday, July 31, 2023 9:55 AM

To: Jaka Lomas <jlomas@wolfforthtx.us>

Subject: FW: Kimley-Horn Invoice WOLFFORTH ENTRY SIGNAGE- 066079907-0623

I can't remember if we put this under marketing or other professional services... Help a girl out.

From: Gibbons, Samantha <Samantha.Gibbons@kimley-horn.com>

Sent: Monday, July 31, 2023 9:50 AM

To: Randy Criswell <rccriswell@wolfforthtx.us>; Danielle Sweat <dsweat@wolfforthtx.us>

Cc: Mikulik, Blaine <Blaine.Mikulik@kimley-horn.com>

Subject: Kimley-Horn Invoice WOLFFORTH ENTRY SIGNAGE- 066079907-0623

Hello,

Attached is the Kimley-Horn and Associates, Inc. June invoice. Please let me know if you need anything else.

Please be sure to include the project number(s) and invoice number(s) in the addenda records. Payment notifications can be sent by e-mail to Payments@Kimley-Horn.com.

Thank you,

Samantha Gibbons | Accounting

Kimley-Horn | 5301 Southwest Parkway, Building 2, Suite 100, Austin, TX 78735

Direct: 737 295 0291

If you have questions regarding this invoice please call Samantha Gilhorne at 737-295-0701

RECEIVED
 JUL 31 2023
 BY: JMK

Total Invoice: \$640.56

Description	Contract Value	Amount Billed to	Previous Amount	Current Amount
LANDSCAPE CONCEPT DESIGN	4,300.00	4,222.50	4,222.50	0.00
LANDSCAPE SD PACKAGE	6,800.00	6,747.50	6,747.50	0.00
EXPENSES	0.00	640.56	0.00	640.56
OFFICE EXPENSE	0.00	0.00	0.00	0.00
Subtotal	11,100.00	11,610.56	10,970.00	640.56
Total COST PLUS MAX				640.56

COST PLUS MAX
 KHA Ref # 066079907.3-25358821

CITY OF WOLFFORTH
 ATTN: RANDY CRISWELL
 CITY MANAGER
 PO Box 36
 WOLFFORTH, TX 79382

Federal Tax Id: 56-0885615
 For Services Rendered through Jun 30, 2023

Invoice No: 066079907-0623
 Invoice Date: Jun 30, 2023
 Invoice Amount: \$640.56

Project No: 066079907
 Project Name: WOLFFORTH ENTRY SIGNAGE
 Project Manager: MIKULIK, BLAINE
 Client Reference: IPO 03-2023
 IPO 03-2023

Please remit payment electronically to: Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163 Account Number: 2073089159554 ABA #: 121000248	If paying by check, please remit to: KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 951640 DALLAS, TX 75395-1640
--	--

RE: Kimley-Horn Invoice WOLFFORTH MONUMENT SIGN- 066079908-1023

Danielle Sweat <dsweat@wolfforthtx.us>

Tue 11/28/2023 11:59 AM

To: Jaka Lomas <jlomas@wolfforthtx.us>

Yes, go ahead and pay it, but we are going to switch it to that other account. 07-752-43110

From: Jaka Lomas <jlomas@wolfforthtx.us>

Sent: Tuesday, November 28, 2023 11:53 AM

To: Danielle Sweat <dsweat@wolfforthtx.us>

Subject: Re: Kimley-Horn Invoice WOLFFORTH MONUMENT SIGN- 066079908-1023

No it looks like the last two payment were paid from 07-752-43150-000 would you like for me to go ahead and pay this?

Jaka Lomas

Accounts Payable

City of Wolfforth

PO Box 36

Wolfforth, TX 79382

(806)855-4122

accounting@wolfforthtx.us

From: Danielle Sweat <dsweat@wolfforthtx.us>

Sent: Tuesday, November 28, 2023 11:50 AM

To: Jaka Lomas <jlomas@wolfforthtx.us>

Subject: FW: Kimley-Horn Invoice WOLFFORTH MONUMENT SIGN- 066079908-1023

Did we do this out of 07-752-43110?

From: Gibbons, Samantha <Samantha.Gibbons@kimley-horn.com>

Sent: Tuesday, November 28, 2023 11:47 AM

To: Randy Criswell <rcriswell@wolfforthtx.us>; Danielle Sweat <dsweat@wolfforthtx.us>

Cc: Mikulik, Blaine <Blaine.Mikulik@kimley-horn.com>

Subject: Kimley-Horn Invoice WOLFFORTH MONUMENT SIGN- 066079908-1023

Hello,

Attached is the Kimley-Horn and Associates, Inc. October invoice. Please let me know if you need anything else.

Please be sure to include the project number(s) and invoice number(s) in the addenda records. Payment notifications can be sent by e-mail to Payments@Kimley-Horn.com.

Thank you,

Samantha Gibbons | Accounting

Kimley-Horn | 5301 Southwest Parkway, Building 2, Suite 100, Austin, TX 78735

Direct: 737 295 0291

Kimley»Horn

Invoice for Professional Services

Please remit payment electronically to:		If paying by check, please remit to:	
Account Name:	KIMLEY-HORN AND ASSOCIATES, INC.	KIMLEY-HORN AND ASSOCIATES, INC.	
Bank Name and Address:	WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94163	P.O. BOX 951640	
Account Number:	2073089159554	DALLAS, TX 75395-1640	
ABA#:	121000248		

CITY OF WOLFFORTH
 ATTN:RANDY CRISWELL
 CITY MANAGER
 PO Box 36
 WOLFFORTH, TX 79382

Invoice No: 066079908-1023
 Invoice Date: Oct 31, 2023
 Invoice Amount: \$6,497.50
 Project No: 066079908
 Project Name: WOLFFORTH MONUMENT SIGN
 Project Manager: MIKULIK, BLAINE
 Client Reference: 05-2023

Federal Tax Id: 56-0885615
 For Services Rendered through Oct 31, 2023

RECEIVED
 NOV 28 2023
 BY: _____

updated file per Danielle

COST PLUS MAX

KHA Ref # 066079908.3-26514911

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
TOPOGRAPHIC SURVEY	3,500.00	3,417.50	3,417.50	0.00
TRAFFIC CONTROL PLAN	3,200.00	3,197.50	3,197.50	0.00
LANDSCAPE CDS	21,400.00	20,590.00	20,590.00	0.00
CPS	5,500.00	0.00	0.00	0.00
COORDINATION / MANAGEMENT	4,500.00	4,277.50	4,277.50	0.00
EXPENSES	0.00	0.00	0.00	0.00
Subtotal	38,100.00	31,482.50	31,482.50	0.00
Total COST PLUS MAX				0.00

HOURLY

KHA Ref # 066079908.2-26477967

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
BIDDING PHASE SERVICES	8,100.00	6,497.50	0.00	6,497.50
OFFICE EXPENSE	0.00	0.00	0.00	0.00
Subtotal	8,100.00	6,497.50	0.00	6,497.50
Total HOURLY				6,497.50

Total Invoice: \$6,497.50

Handwritten calculations:
 \$11,610.50
 - 37,980.00

 640.50

Handwritten: 640.50

Handwritten: 2200

If you have questions regarding this invoice please call Samantha Gibbons at 727-295-0701