



# CITY COUNCIL MEETING

May 06, 2024 at 6:00 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

## AGENDA

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### CALL MEETING TO ORDER

INVOCATION - Council member Stout

PLEDGE OF ALLEGIANCE - Mayor Addington

ROLL CALL AND ESTABLISH A QUORUM

SAFETY REVIEW

CITIZEN ENGAGEMENT

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

RECOGNITION AND PROCLAMATIONS

1. National Police Week - May 10-16, 2024
2. Danielle Sweat - Economic Development Institute Graduate

CONSENT AGENDA

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

3. Consider and take appropriate action on minutes from April 15, 2024 City Council meeting

REGULAR SESSION

4. Consider and take appropriate action on Presentation/Report from Gallagher Human Resources Consulting and Compensation on Compensation/Classification Study
5. Consider and take appropriate action on Final Plat for DP Partners Coffee Addition.
6. Consider and take appropriate action on Resolution 2024-013

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS APPROVING ENGAGEMENT LETTERs FOR FINANCIAL AUDIT SERVICES WITH BOLINGER, SEGARS, GILBERT & MOSS, LLP FOR FISCAL YEAR ENDING SEPTEMBER 30, 2024; AND PROVIDING AN EFFECTIVE DATE

7. Consider and take appropriate action on Resolution 2024-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS ACCEPTING THE DONATION FROM NATIONAL EXPRESS LLC FOR A 2005 FREIGHTLINER C2 ; AND PROVIDING AN EFFECTIVE DATE

8. Consider and take appropriate action on Board Appointments to Wolfforth EDC Board of Directors, Planning and Zoning Commission, and TIRZ #2 Board of Directors
9. Consider and take appropriate action on update from staff regarding Fire/EMS fulltime implementation
10. Consider and take appropriate action on selection of meeting date and time for budget workshop #1

## **EXECUTIVE SESSION**

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

- 11.** 551.071 Consultation with Attorney: To consult with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 – Open Meetings (i) Wolfforth Land Company 380 Agreement
- 12.** 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

## **RECONVENE INTO OPEN SESSION**

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

**COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS**

**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 May 3, 2024 at 5:00 p.m.

/s/ Terri Robinette, City Secretary

*office of the mayor  
city of Wolfforth*

# PROCLAMATION

*Whereas:* we recognize that Police Officers of the Wolfforth Police Department stand watch over our citizens, selflessly risking their lives to protect individuals, families, neighborhoods, and property against crime; and

**WHEREAS,** it is important that all citizens recognize the duties, responsibilities, hazards, and sacrifices of local law enforcement agencies; and

**WHEREAS,** Wednesday, May 15, 2024, is observed Nationally as Peace Officers Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty; and

**WHEREAS,** the Wolfforth Police Department, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered dedicated service to the community.

**NOW THEREFORE,** I, Charles Addington II, do hereby designate the week May 10-16, 2024 as

## **National Police Week**

to commemorate law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

**PROCLAIMED** this 6<sup>th</sup> day of May 2024.



*mayor*  




## OU EDI GRADUATE MEDIA RELEASE

### FOR IMMEDIATE RELEASE

**Rebecca Danielle Sweat** graduated from the University of Oklahoma Economic Development Institute (OU EDI) on May 2, 2024, at the OU Spring session.

OU EDI is an intensive 117-hour certificate program which provides a broad spectrum of advanced education for the economic development professional. Barry Matherly, CEcD and Dean for OU EDI, said, “OU Economic Development Institute is the premier organization dedicated to training economic development professionals. These graduates have invested in improving their professional capabilities to support their local communities. Congratulations to all.”

OU EDI began in 1962 and is celebrating its 62nd year of service to the economic development community. Fully accredited by the International Economic Development Council (IEDC), the program has trained 6,000 professionals and remains the world’s leading economic development teacher.

OU EDI provides economic developers with up-to-date knowledge and tools necessary to succeed in today’s constantly changing environment. In addition to classwork, students receive the benefit of a strong mentoring program and opportunities to expand their professional network. Students typically take 1-2 years to complete the program through a series of intensive in-person or online courses.

For more information about the *OU Economic Development Institute*, its courses and internationally recognized certificate program, please contact **405-325-3136** or [edi@ou.edu](mailto:edi@ou.edu).



# CITY COUNCIL MEETING

April 15, 2024 at 6:00 PM

WolfForth City Hall - 302 Main Street WolfForth, TX

## MINUTES

### CALL MEETING TO ORDER

Meeting was called to order by Mayor Addington at 6pm

**INVOCATION - Council member Cooper**

**PLEDGE OF ALLEGIANCE - Council member Stout**

### ROLL CALL AND ESTABLISH A QUORUM

#### PRESENT

Mayor Charles Addington

Council member Place 1 David Cooper

Council member Place 2 Gregory Stout

Mayor Pro Tem Place 3 Doug Hutcheson

Council member Place 4 Charlotte McDonald

Council member Place 5 Austin Brashier

#### SAFETY REVIEW

#### CITIZEN ENGAGEMENT

This is an opportunity for the public to address the City Council regarding an item on the agenda, except public hearings that are included on the agenda. Comments related to public hearings will be heard when the specific hearing begins. Citizen comments are limited to three (3) minutes per speaker, unless the speaker requires the assistance of a translator, in which case the speaker is limited to six (6) minutes, in accordance with applicable law. Each speaker shall approach the designated speaker location, complete the citizen engagement sign-in sheet and state his/her name and city of residence before speaking. Speakers shall address the City Council with civility that is conducive to appropriate public discussion.

Speakers can address only the City Council and not individual city officials or employees. The public cannot speak from the gallery but only from the designated speaker location.

There were no public comments

## **CONSENT AGENDA**

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

Motion to approve the consent agenda

Motion made by Council member Cooper, Seconded by Council member McDonald

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

1. Consider and take appropriate action on Resolution 2024-012

A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, APPROVING THE INVESTMENT PORTFOLIO SUMMARY FOR THE QUARTER ENDED MARCH 31, 2024 AND PROVIDING AN EFFECTIVE DATE.

2. Consider and take appropriate action on March 2024 departmental reports
3. Consider and take appropriate action on minutes from April 1, 2024 City Council meeting
4. Consider and take appropriate action on certification of unopposed candidate for Mayoral election on May 4, 2024
5. Consider and take appropriate action on Pay Requests No. 6 and Pay Request No. 7 (final payment) from UCA for 12-inch Loop Line Project

## **REGULAR SESSION**

6. Consider and take appropriate action on proposal from OJD for engineering services for Lubbock Water Connection North

Motion to approve OJD proposal for Lubbock Water Connection North

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson,

Council member McDonald, Council member Brashier

7. Consider and take appropriate action on proposal from OJD for engineering services for water distribution system improvements related to EDR Plant #2

Motion to approve OJD proposal for water distribution system improvements for EDR Plant #2

Motion made by Council member Cooper, Seconded by Council member Stout.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

8. Consider and take appropriate action on Final Plat for Cityside Business Park.

Motion to approve Final Plat for Cityside Business Park.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member McDonald.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

9. Consider and take appropriate action on Final Plat for The Overlook, Lot 212-A.

Motion to approve Final Plat for The Overlook, Lot 212-A.

Motion made by Council member McDonald, Seconded by Mayor Pro Tem Hutcheson.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

10. Consider and take appropriate action on Ordinance 2024-009

Ordinance Amending Article 15.08 Utility Construction in Public Right-of-Way

Motion to approve Ordinance 2024-009 Ordinance Amending Article 15.08 Utility Construction in Public Right-of-Way

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

11. Consider and take appropriate action on discussion of amendment to the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.



Staff informed Council of the recommended changes to the Subdivision Ordinance Chapter 10

12. PUBLIC HEARING: Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, Chapter 10 Subdivision Regulations.

Mayor Addington opened the public hearing at 6:21pm

Wesley Houck spoke in reference to current neighborhoods with alleys

Joe Guzman spoke in reference to current neighborhoods with alleys and questioned any improvements that would be done to existing alleys.

Mayor Addington closed the public hearing at 6:33pm

13. Consider and take appropriate action on Ordinance 2024-010.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING CITY OF WOLFFORTH CODE OF ORDINANCES BY AMENDING CHAPTER 10 SUBDIVISION REGULATION; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance 2024-010.

Motion made by Council member Brashier, Seconded by Council member Cooper.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

14. Consider and take appropriate action on discussion of update to the City of Wolfforth Comprehensive Plan: Future Land Use Map.

Staff updated Council on the Future Land Use plan as part of the City's Comprehensive Plan.

15. PUBLIC HEARING: Consider and take appropriate action on an update to the City of Wolfforth Comprehensive Plan: Future Land Use Map.

Mayor Addington opened the public hearing at 6:40pm

After no comments were presented, the hearing was closed at 6:41pm

16. Consider and take appropriate action on Ordinance 2024-011.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH ADOPTING AN UPDATED FUTURE LAND USE PLAN; PROVIDING A SEVERABILITY CLAUSE;

PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance 2024-011.

Motion made by Council member Cooper, Seconded by Mayor Pro Tem Hutcheson.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

17. Consider and take appropriate action on discussion on a zoning change from C-3 to M-1 at 2.94 Acres out of that certain called 4.69 acre Tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 acre track located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 acre tract located in BLK AK SEC 25 AB 246.

Staff informed Council on the request for a zoning change in Patel Business Park and the recommendation from the Planning and Zoning Commission to approve the request.

18. PUBLIC HEARING: Consider and take appropriate action on a zoning change from C-3 to M-1 at 2.94 Acres out of that certain called 4.69 acre Tract BLK AK SEC 25 AB 246 TR NE 14, a 2.60 acre track located in BLK AK SEC 25 AB 246 TR NE 13, and a 12.35 acre tract located in BLK AK SEC 25 AB 246.

Mayor Addington opened the public hearing at 6:44pm

After no comments were given, the public hearing was closed at 6:44pm

19. Consider and take appropriate action on Ordinance 2024-012

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING THE ZONING MAP AS IT RELATES TO PROPERTY KNOWN AS 2.94 ACRES OUT OF THAT CERTAIN CALLED 4.69 ACRE TRACT BLK AK SEC 25 AB 246 TR NE 14, A 2.60 ACRE TRACT LOCATED IN BLK AK SEC 25 AB 246 TR NE 13, AND A 12.35 ACRE TRACT LOCATED IN BLK AK SEC 25 AB 246, WOLFFORTH, TEXAS, BY AMENDING THE ZONING DESIGNATION FROM C-3 TO M-1; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES AND PORTIONS OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance 2024-012

Motion made by Mayor Pro Tem Hutcheson, Seconded by Council member Brashier.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

20. Consider and take appropriate action on discussion of amending the Wolfforth Code of Ordinances, Article 14.05.009: Fences.

Staff presented the Council with a recommendation to update the City's ordinance to include both approved and prohibited materials for fencing.

21. PUBLIC HEARING: Consider and take appropriate action on ordinance that will amend the Wolfforth Code of Ordinances, Article 14.05.009: Fences.

Mayor Addington opened the public hearing at 6:47pm and after no comments were given, closed at 6:48pm

22. Consider and take appropriate action on Ordinance 2024-013.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AMENDING CITY OF WOLFFORTH ZONING ORDINANCE BY AMENDING CHAPTER 14 ZONING; AMENDING §14.05.009 FENCES; ALLOWING FOR APPROVED AND PROHIBITED MATERIALS IN RESIDENTIAL DISTRICTS; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR THE REPEAL OF ORDINANCES IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

Motion to approve Ordinance 2024-013.

Motion made by Council member Cooper, Seconded by Council member McDonald.

Voting Yea: Council member Cooper, Council member Stout, Mayor Pro Tem Hutcheson, Council member McDonald, Council member Brashier

23. Consider and take appropriate action on May 2024 Council meeting dates

The City Council scheduled a called meeting for Monday, May 13th at 12 noon to canvass the May 4, 2024 election results.

24. Consider and take appropriate action on update from staff regarding Fire/EMS full-time implementation

Staff gave Council a report regarding the Fire/EMS full-time implementation. Temporary solutions to the delay in fire station bunk room upgrades were discussed such as duplexes or bunkhouse trailers. Staff will update the Council again on May 6.

**COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS**

There were no requests for future agenda items.

**ADJOURN**

The meeting adjourned at 7:01pm

**PASSED AND APPROVED THIS THE 6TH DAY OF MAY, 2024.**

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Charles Addington, II, Mayor  
City of Wolforth, Texas

ATTEST:

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Terri Robinette, City Secretary

DRAFT



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council
<b>MEETING DATE:</b>	May 06, 2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on Presentation/Report from Gallagher Human Resources Consulting and Compensation on Compensation/Classification Study
<b>STAFF INITIATOR:</b>	Randy Criswell, City Manager

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### **BACKGROUND:**

As you know, we've been working with Gallagher to perform a Compensation/Classification Study over the past several months. It's been a very detailed and time-consuming effort, and I want to commend our staff for their participation. Every full-time employee participated in this process, and Rick, Terri, and I have been engaged with Gallagher throughout. Mr. Larry Robertson from Gallagher will be attending the meeting remotely to make a presentation of the final study.

We're pleased with the results of the study, and if the Council approves, we will be working toward implementation as we prepare the budget for next year.

### **EXHIBITS:**

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

Staff recommends approval of the Study



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council Meeting
<b>MEETING DATE:</b>	May 6, 2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on Final Plat for DP Partners Coffee Addition.
<b>STAFF INITIATOR:</b>	Tara Tomlinson, Director of Development Services

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### **BACKGROUND:**

At the beginning of April, DP Partners executed a lease with Scooters and is currently in a 90-day financing contingency for the property near 1010 Donald Preston. One of the steps necessary in building a Scooter's location is that the land needs to be platted.

The following plat has been reviewed by staff and third-parties and meets the City's ordinances for approval. No new public infrastructure will be required.

### **EXHIBITS:**

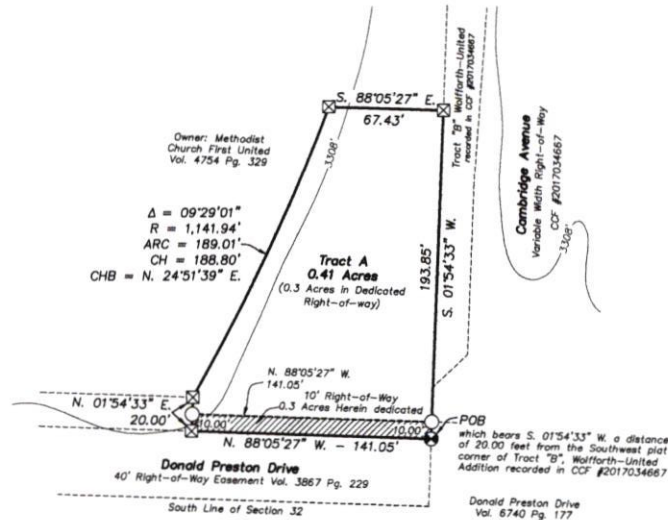
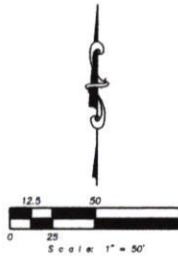
1. Final Plat

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

Staff recommends approval of DP Partners Coffee Addition with no conditions.

# DP Partners Coffee Addition

Tract A, An addition to the City of Wolfforth, being 0.41 acres situated in Section 32, Block AK, Abstract 883, G. Ry. Co. Survey, Lubbock County, Texas.



- PLAT NOTES:**
1. Heavy lines indicate plat limits.
  2. All streets, alleys, and easements within plat limits are herein dedicated unless otherwise noted.
  3. No building permit shall be issued on any survey certificate that is not in accordance with an approved final plat unless exception is provided by the City of Wolfforth.
  4. All utility service shall be in accordance with the underground Utilities Policy Statement by the City of Wolfforth, Texas and the provisions of the Wolfforth Code of Ordinances.
  5. Any relocation or revision of existing facilities shall be at the subdivider's expense. Compensation shall be made prior to the recording of this final plat.
  6. All existing or proposed utility services to and on tracts indicated by this plat shall be contained in the public right-of-way and public or private utility easements. Utility service installation requested at a future date and not within an easement indicated by this plat, shall be within a proper utility easement granted by the owner of said property by separate recorded instrument prior to the provision of such service. Such easements shall be at the expense of the entity requesting such installation.
  7. All easements herein granted shall entitle the city or the utility company using such easements to the right to remove, repair or replace any lines, pipes, conduits, or poles within such easements as may be determined by the city or utility company without the city or utility company being responsible or liable for the replacement of improvements, paving, or surfacing of the easement necessitated by such repair, removal, or replacement. Easements designated or intended for vehicular passage (utility and emergency) or pedestrian access shall not be fenced or otherwise obstructed.
  8. Minimum floor elevations shall conform to the requirements of the Wolfforth Code of Ordinances.
  9. Public pedestrian access easement is herein granted for persons traversing along the public parkway and needing to enter onto private property for the purpose of crossing a driveway. The easement is limited to those portions of the as-constructed driveways and walks which may extend outside public right-of-way onto private property and are constructed for the continuance of the accessible (wheelchair) routes across the back of the driveway. This easement applies to existing and any future drive entrances as constructed.
  10. No abstract of title or title commitment was provided to this surveyor for this proposed plat. Any record research done by this surveyor was made only for the purpose of determining the boundary of this property (and as it may relate to adjoining properties or rights-of-way). Record document other than those shown on this plat may exist and encumber this property. This plat does not constitute or imply a complete title examination and any such title examinations are not the responsibility of this surveyor.
  11. Blanket underground utility, transformer pad and switching enclosure easement as required for electric service within the plat limits be granted to the on site provider.

Known all men by these presents: That I, Richard E. Johnson, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments indicated thereon were properly placed under my personal supervision in accordance with the Subdivision Regulations of the City of Wolfforth, Texas.

"Preliminary Plat, this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document"

Richard E. Johnson  
Registered Professional  
Land Surveyor #4263

- NOTE:**  
P.O.B. = POINT OF BEGINNING.
- = 1/2" iron rod with "CHT RPLS 6460" cap found
  - = X in Concrete found
  - = 1/2" iron rod with "OJD ENG" cap set
- Owner: 1010 Donald Preston Partners  
5320 114th St.,  
Lubbock, TX 79424  
832-651-2806
- Bearings based on U.S. State Plane of 1983  
Texas North Central  
Distances shown are ground distances.  
Scale Factor: 1.000241042



APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_  
BY THE CITY COUNCIL OF WOLFFORTH, LUBBOCK COUNTY, TEXAS.

APPROVED \_\_\_\_\_ MAYOR OR  
MAYOR PRO TEM

ATTEST \_\_\_\_\_ CITY SECRETARY

## Final Plat

SCALE: 1" = 50'	PROJECT #23-LS0076	DRAWN BY: TSM
DATE: 10/03/2023		FILE NAME: REJ
<b>OJD Engineering, LLC</b> Consulting Engineers & Surveyors		806-447-2503 P.O. Box 543 Willington, Texas 79095
Firm No. 10090900	DRAWING NUMBER 1 of 1	



## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	City Council Meeting
<b>MEETING DATE:</b>	May 6, 2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on Resolution for Engagement Letter from Bollinger, Segars, Gilbert & Moss, LLP for auditing services for Fiscal Year ending September 2024 and Single Audit Services for Federal awards for Fiscal Year 2024
<b>STAFF INITIATOR:</b>	Terri Robinette, City Secretary

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### **BACKGROUND:**

Tyler Canady, partner at Bollinger, Segars, Gilbert & Moss has provided the attached engagement letters for audit services for FY 2024. Estimated cost will be \$33,000 to \$35,000 for the annual audit that is required each year. Fiscal year 2024 will also require a single audit due to the expenditure of ARPA funds as designated for water projects. Any yearly expenditure of federal awards over \$750,000 requires a single audit. The cost of this audit will be \$7,500. The total cost of audit services will be incorporated into the FY 2025 budget.

We value our partnership with Tyler and his team at BSGM and highly recommend this firm to the Council to complete our required fiscal year 2024 audits.

### **EXHIBITS:**

Resolution

Annual FY 2024 Audit Engagement Letter

Major Federal Programs Audit Engagement Letter

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

Approve Resolution



**BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS**

**PHONE: (806) 747-3806**

**FAX: (806) 747-3815**

**8215 NASHVILLE AVENUE**

**LUBBOCK, TEXAS 79423-1954**

April 5, 2024

City of Wolfforth and Component Units  
P.O. Box 36  
Wolfforth, Texas 79382

We submit the enclosed audit agreement for the year ended September 30, 2024. If the terms are acceptable, please have the agreement signed by a corporate officer and return one to us.

We appreciate the opportunity to continue as your auditor. If you have any questions or need additional information, please let us know.

Very truly yours,

BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.

By: 

Tyler Canady, Partner

Enclosures

**BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.**

Item # 6.

**CERTIFIED PUBLIC ACCOUNTANTS**

**PHONE: (806) 747-3806**

**FAX: (806) 747-3815**

**8215 NASHVILLE AVENUE**

**LUBBOCK, TEXAS 79423-1954**

April 5, 2024

City of Wolfforth and Component Units  
P.O. Box 36  
Wolfforth, Texas 79382

We are pleased to confirm our understanding of the services we are to provide for City of Wolfforth and Component Units (the City) for the year ended September 30, 2024.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Wolfforth and Component Units as of and for the year ended September 30, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards*. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited: See Attachment A.

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS and *Government Auditing Standards*, and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements: See Attachment A.

The general information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information: See Attachment A.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the City of Wolfforth and Component Units and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Management override of controls.
2. Improper revenue recognition due to fraud or error.

Our audit of financial statements does not relieve you of your responsibilities.

**Audit Procedures—Internal Controls**

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

## **Other Services**

We will also assist in preparing the financial statements and related notes to the financial statements of the City of Wolfforth and Component Units in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Engagement Administration, Fees, and Other**

The audit documentation for this engagement is the property of Bolinger, Segars, Gilbert & Moss, L.L.P. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bolinger, Segars, Gilbert & Moss, L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit December 2024 and to issue our reports no later than March 2024. Tyler Canady is the engagement partner and is responsible for supervising the engagement and signing the report, and whom any complaints or disputes should be directed.

The fee for these services will be \$33,000 to \$35,000 including travel and other out-of-pocket costs such as report reproduction, word processing, postage, travel, copies, telephone, etc. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

## Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City of Wolfforth and Component Units. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

We appreciate the opportunity to be of service to City of Wolfforth and Component Units and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.

By: 

Tyler Canady, Partner

RESPONSE:

This letter correctly sets forth the understanding of City of Wolfforth and Component Units.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

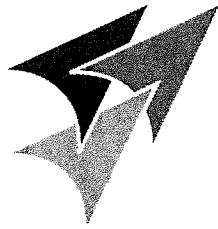


REQUIRED SUPPLEMENTARY INFORMATION (RSI)

- Budgetary Comparison Information
- Schedule of Changes in Net Position Liability and Related Ratios - Texas Municipal Retirement System
- Related Ratios - Firemen's Relief Plan
- Schedule of Employer Contributions - Texas Municipal Retirement System
- Firemen's Relief and Retirement Fund Pension Plan
- OPEB Liability and Related Ratios
- Notes to Required Supplementary Information

SUPPLEMENTARY INFORMATION OTHER THAN RSI

- Combining Statements



**MWH GROUP**  
CERTIFIED PUBLIC ACCOUNTANTS  
CONSULTANTS

Item # 6.

**Report on the Firm's System of Quality Control**

October 31, 2023

To the Partners of Bolinger, Segars, Gilbert & Moss, LLP  
and the Texas Society of CPAs Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bolinger, Segars, Gilbert & Moss, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitation of, and the procedures performed in a System Review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Governmental Auditing Standards*, compliance audits under the Single Audit Act, and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Bolinger, Segars, Gilbert & Moss, LLP in effect for the year ended May 31, 2023, has been suitable designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Bolinger, Segars, Gilbert & Moss, LLP has received a peer review rating of *pass*.

*MWH Group, P.C.*

MWH Group, PC

**BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS**

**PHONE: (806) 747-3806**

**FAX: (806) 747-3815**

**8215 NASHVILLE AVENUE**

**LUBBOCK, TEXAS 79423-1954**

April 5, 2024

City of Wolfforth, Texas  
P.O. Box 36  
Wolfforth, Texas 79382

We submit the enclosed audit agreement for the year ended September 30, 2024. If the terms are acceptable, please have the agreement signed by a corporate officer and return one to us.

We appreciate the opportunity to continue as your auditor. If you have any questions or need additional information, please let us know.

Very truly yours,

**BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.**

By: 

Tyler Canady, Partner

Enclosure

**BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.**

**CERTIFIED PUBLIC ACCOUNTANTS**

**PHONE: (806) 747-3806**

**FAX: (806) 747-3815**

**8215 NASHVILLE AVENUE**

**LUBBOCK, TEXAS 79423-1954**

April 5, 2024

City of Wolfforth, Texas  
P.O. Box 36  
Wolfforth, Texas 79382

We are pleased to confirm our understanding of the services we are to provide City of Wolfforth, Texas. We will audit the schedule of expenditures of federal awards (schedule) of the Major Federal Programs for the year ended September 30, 2024.

**Audit Objectives**

The objective of our audit is the expression of an opinion about whether the schedule is fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. The objective also includes reporting on internal control over compliance related to Major Federal Program and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on the program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance, and the results of that testing based on the requirements of the Uniform Guidance. The paragraph will also state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of the accounting records of the program and other procedures we consider necessary to enable us to express an opinion. We will issue written reports upon completion of our audit. Our reports will be addressed to the Board of Directors of City of Wolfforth, Texas. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinion on the schedule or our opinion on compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or we may withdraw from this engagement.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the schedule; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the schedule. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the schedule is free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the schedule or on the program. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a program-specific audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the schedule and to design the nature, timing, and extent of further audit procedures. As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to the federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

### **Audit Procedures—Compliance**

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on the federal program. The purpose of these procedures will be to express an opinion on City of Wolfforth, Texas' compliance with requirements applicable to the program in our report on compliance issued pursuant to the Uniform Guidance.

### **Other Services**

We will also assist in preparing the schedule of expenditures of federal awards and related notes of the Major Federal Program in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the schedule of expenditures of federal awards and related notes as previously defined. We, in our sole professional judgement, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for (1) establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the schedule of the financial activities of Major Federal Program in conformity with accounting principles generally accepted in the United States of America and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all program financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the schedule, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the Organization from whom we determine it necessary to obtain audit evidence.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Your responsibilities include adjusting the schedule to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the schedule taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the schedule. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provision of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review on September 30, 2024.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the schedule and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the schedule of expenditures of federal awards and related notes and that you have reviewed and approved the schedule and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

## **Engagement Administration, Fees, and Other**

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to you; however, management is responsible for distribution of the reports and the schedule. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bolinger, Segars, Gilbert & Moss, L.L.P. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bolinger, Segars, Gilbert & Moss, L.L.P. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Major Federal Program. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Tyler Canady is the engagement partner and is responsible for supervising the engagement and signing the report, and whom any complaints or disputes should be directed.



Our fee is based on standard hourly rates and will include full reimbursement for all travel and other out-of-pocket costs such as report production, typing, postage, etc. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We estimate that our fee for these services will be \$7,500 including travel and other out-of-pocket costs such as report reproduction, word processing, postage, travel, copies, telephone, etc. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

BOLINGER, SEGARS, GILBERT & MOSS, L.L.P.

By:   
Tyler Canady, Partner

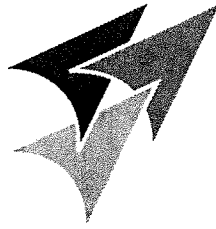
RESPONSE:

This letter correctly sets forth the understanding of City of Wolfforth, Texas

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**MWH GROUP**  
CERTIFIED PUBLIC ACCOUNTANTS  
CONSULTANTS

Item # 6.

**Report on the Firm's System of Quality Control**

October 31, 2023

To the Partners of Bolinger, Segars, Gilbert & Moss, LLP  
and the Texas Society of CPAs Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Bolinger, Segars, Gilbert & Moss, LLP (the firm) in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitation of, and the procedures performed in a System Review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Governmental Auditing Standards*, compliance audits under the Single Audit Act, and audits of employee benefit plans.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Bolinger, Segars, Gilbert & Moss, LLP in effect for the year ended May 31, 2023, has been suitable designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Bolinger, Segars, Gilbert & Moss, LLP has received a peer review rating of *pass*.

*MWH Group, P.C.*

MWH Group, PC



## AGENDA ITEM COMMENTARY

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**MEETING NAME:** City Council  
**MEETING DATE:** 5-6-24  
**ITEM TITLE:** Consider and take appropriate action on Resolution for Wolfforth Fire EMS bus donation.  
**STAFF INITIATOR:** Lance Barrett

---

**BACKGROUND:**

Durham Transportation has offered to donate a used school bus to Wolfforth Fire EMS for training purposes.

**EXHIBITS:**

Agenda item commentary

Resolution

**COUNCIL ACTION/STAFF RECOMMENDATION:**

Wolfforth Fire EMS recommends that the council accept the donation in order to assist personnel with extrication training.

**RESOLUTION NO. 2024-\_\_\_\_****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS ACCEPTING THE DONATION FROM NATIONAL EXPRESS LLC FOR A 2005 FREIGHTLINER C2 ; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the City Council has been advised that National Express LLC has offered to donate to the City of Wolfforth Fire Department a 2005 Freightliner C2 school bus.

**WHEREAS**, the equipment has an estimated value of \$4,500 and can be utilized by the Fire Department for training exercises.

**WHEREAS**, the acceptance of this donation would add a valuable asset to the City's personal property inventory that will be of benefit to the citizens of this community.

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

**SECTION 1.** The City Council hereby accepts the donation from National Express, LLC for a 2005 Freightliner C2 school bus as detailed in **Exhibit A**.

**SECTION 2.** The City Secretary is directed to cause the equipment to be entered into the asset inventory of the City at a stated value of \$4,500.

**SECTION 2.** This Resolution shall become effective immediately from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Wolfforth, Texas on this the 6<sup>th</sup> day of May, 2024.

---

Charles Addington, II

Mayor

---

Terri Robinette,

City Secretary

# BILL OF SALE

Date: 4/05/2024

Sales Reference #: 240038

## SALES AGREEMENT

Seller agrees to sell and Buyer agrees to buy the attached list of described motor vehicle(s).

- It is agreed by and between Seller and Buyer that the following are the conditions under which the above described personal property is sold and purchased, and upon which the Buyer is entitled to possession of said property.
- Buyer hereby acknowledges receipt of said personal property and acknowledges that said personal property has been inspected and agrees that said property is purchased in an "AS IS" condition. It is further understood and agreed that the entire risk as to the quality and performance of the goods is with the Buyer; should the goods prove defective following their purchase, the Buyer and not the manufacturer or Seller assumes the entire cost of all necessary servicing or repair. It is further understood that there are no express or implied warranties of any kind whatsoever. All additional equipment such as 2-way radios, video surveillance cameras and devices, and GPS systems are not included with the sale of the used vehicle, such equipment is property of National Express LLC and/or its affiliates
- Buyer agrees to save Seller harmless from, and indemnify it against any and all liabilities, or alleged liabilities, including all costs and attorney's fees, for all injury or damage to persons or property caused, or allegedly caused in any manner by the use of said personal property after the sale of said property Said buyer.
- Buyer agrees, at his/its own costs and expense, forthwith to properly register said personal property by procuring license therefore from the appropriate motor vehicle department, or any other governmental body that may have the authority or jurisdiction to require registration or licenses in regard to the ownership or operation of said personal property in all states or provinces in which said personal property is used, operated or controlled by the Buyer and to comply with all the requirements of the laws of said states or provinces in transferring the title of said property from Seller to Buyer.
- FOR CALIFORNIA SALES ONLY: Buyer will register said motor vehicle(s) with the California Department of Motor Vehicles.

SELLER: NATIONAL EXPRESS LLC

BUYER: City of Wolfforth

*Domingo Hernandez*  
(seller signature)

X [Redacted]  
(buyer signature)

## NOTICE TO BUYER SELLER'S STATEMENT

**It is understood and agreed that the Seller hereby makes no warranty whatsoever as to the condition of the vehicle(s) you are purchasing. The Seller has offered the vehicle(s) for sale in "AS IS" condition and buyer is purchasing the vehicle(s) listed in described condition.**

**I have read the above Seller's Statement and I fully understand and agree to it.**

X [Redacted]  
(buyer signature)

Date: [Redacted]





# Notice of Sale

**Date:** 4/05/2024

**Sales Reference #:** 240038

**CUSTOMER NAME:** City of Wolfforth

**CUSTOMER PHONE:** 806-855-4135

Please schedule the removal at your earliest convenience with the buyer to facilitate quick removal of the asset from our property. Customer must schedule at least 24 hrs in advance for pick up with local representative.

**Completed form must be sent to Fleet@nellc.com as confirmation of asset removal**

1300

Asset #	Last 8 of VIN	DATE Removed	Customer signature for asset	TIME IN/TIME OUT
12660				

### NOTICE TO BUYER SELLER'S STATEMENT

**It is understood and agreed that the Seller hereby makes no warranty whatsoever as to the condition of the vehicle(s) you are purchasing. The Seller has offered the vehicle(s) for sale in "AS IS" condition and buyer is purchasing the vehicle(s) "AS IS" with no additional expectations.**

**Local Representative:**

\_\_\_\_\_  
*(Signature)*

\_\_\_\_\_  
*(Printed name)*

\_\_\_\_\_  
*(Date)*





## AGENDA ITEM COMMENTARY

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<b>MEETING NAME:</b>	Wolfforth City Council
<b>MEETING DATE:</b>	May 6, 2024
<b>ITEM TITLE:</b>	Consider and take appropriate action on Board Appointments to Wolfforth EDC Board of Directors, Planning and Zoning Commission, and TIRZ #2 Board of Directors
<b>STAFF INITIATOR:</b>	Terri Robinette, City Secretary

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### BACKGROUND:

Boards and Commission play an important role in the local government process and enable the public to help shape and influence public policy.

Members of these Boards are appointed by the City Council and serve a 2-year term with no term limits. Each March, staff begins reaching out to current Board members to gauge their interest in continuing to serve and brings forward a list of candidates to the Council in May for appointments. The following citizens are interested in continuing to serve on their respective Boards:

EDC – Farley Reeves, Glen Frick, Russell Thomasson

P&Z – Kyle Reeves, Charlotte McDonald, Russell Dabbs

TIRZ – Brandon Tyler, David Cooper, Aubrey Brockman

We are currently accepting applications for a vacancy on the TIRZ Board. If the City Council has any recommendations of possible applicants, staff would be happy to reach out to those who may be interested in serving.

### EXHIBITS:

Board Information Listing

### COUNCIL ACTION/STAFF RECOMMENDATION:

Staff recommends the following:

- Reappoint Kyle Reeves as Place 1 on P&Z, Reappoint Robert Garcia as Place 2 P&Z, Reappoint Charlotte McDonald as Place 4 on P&Z, Reappoint Russell Dabbs as Alternate #1 on P&Z
- Reappoint the following to two-year terms on the EDC Board: Glen Frick, Farley Reeves, Russell Thomasson
- Reappoint the following to two-year terms on the TIRZ Board: Aubrey Brockman, Brandon Tyler and David Cooper





## City of Wolfforth

### Boards & Commissions

#### **BOARD OF ADJUSTMENT**

**5 MEMBERS, 4 ALTERNATES**

The Board of Adjustment is established by cities to hear appeals concerning zoning ordinances. The board decides on applications by landowners to permit buildings or land uses which vary from the zoning regulations (variances). They are also in charge of hearing appeals of decisions rendered by zoning administrators and render decisions on substandard structures.

Chairman elected by the Board

**Qualifications:** Resident citizens of the city of Wolfforth

**Meeting Date:** at the discretion of the Board Chair

**Term:** 2-year term, expires in May

**Staff Contact:** Director of Development Services Tara Tomlinson

[ttomlinson@wolfforthtx.us](mailto:ttomlinson@wolfforthtx.us) 806-855-4120

#### **PLANNING AND ZONING COMMISSION**

**5 MEMBERS, 2 ALTERNATES**

The primary function of the Planning and Zoning Commission is to act as an advisory board to the City Council. The Planning and Zoning Commission (P & Z) makes recommendations to the City Council about plat approvals, zoning changes, conditional use and special use applications, zoning ordinances, revisions to maps, and other goals and interests that support the growth of our community.

Members are appointed by Places 1 through 5, plus two (2) alternates

Chairman elected by the Commission

**Qualifications:** Resident citizens of the city of Wolfforth

**Meeting Date:** 2<sup>nd</sup> Tuesday of each month

**Term:** 2-year term, expires in May

**Staff Contact:** Director of Development Services Tara Tomlinson

[ttomlinson@wolfforthtx.us](mailto:ttomlinson@wolfforthtx.us) 806-855-4120

**CAPITAL IMPROVEMENTS ADVISORY COMMITTEE      5 MEMBERS, 2 ALTERNATES**

Item # 8.

This committee advises and assists the City of Wolfforth with their capital improvements plan, from which impact fees may be assessed. The group monitors and evaluates the implementation of the projects that affect residents throughout the City of Wolfforth.

Chairman elected by the Commission

**Qualifications:** Composed of members from the Planning and Zoning Commission and voted on by the City Council. One member must be a representative of the real estate, development, or building industry.

**Meeting Date:** at the discretion of the Board Chair

**Term:** 2-year term, expires in May

**Staff Contact:** Director of Development Services Tara Tomlinson

[tomlinson@wolfforthtx.us](mailto:tomlinson@wolfforthtx.us) 806-855-4120

**ECONOMIC DEVELOPMENT CORPORATION      7 MEMBERS, 1 EX-OFICIO**

The Wolfforth Economic Development Corporation is a non-profit organization established in December 2002. The WEDC's purpose is to improve the quality of life for residents and the business community of Wolfforth through the recruitment and retention of targeted businesses that will increase property value and sales tax within the city. WEDC is funded by ½ cent economic development sales tax. Tax revenues for WEDC in FY 2023 were \$620,000. The Corporation is to recruit new, and retain existing industrial and manufacturing concerns, and develop retail. The Corporation also develops parks, auditoriums, learning centers, open space improvements, athletic and exhibition facilities, and other related improvements, and may provide for operating and maintenance costs of these types of publicly owned and operated projects by developing, implementing, providing, and financing projects under the Act and as defined in Section 4 B of the Act.

Officers appointed by the Board

**Qualifications:**

**Meeting Date:** 1<sup>st</sup> Tuesday of each month

**Term:** 2-year term, expires in May

**Staff Contact:** EDC Executive Director Danielle Sweat

[dsweat@wolfforthtx.us](mailto:dsweat@wolfforthtx.us) 806-855-4120

## TAX INCREMENT REINVESTMENT ZONE #1 BOARD

5 MEMBERS

Item # 8.

A tax increment reinvestment zone (TIRZ) is a special zone created by a city or county in Texas to implement tax increment financing. Tax increment financing is a method of using future tax revenues to fund current improvements in an area. TIRZs are designed to attract new investment and redevelopment in areas that would otherwise not attract sufficient market development. The Tax Increment Reinvestment Zone Board of Directors is a five-member board that serves as a recommendation body to the City Council. The TIRZ board is the first body to review and make a recommendation on TIRZ projects, or other action being considered regarding the TIRZ zone.

Chairman appointed by City Council for a one-year term

**Qualifications:** Resident citizens of the city of Wolfforth or Lubbock County, or property owner of property located within the TIRZ

**Meeting Date:** as needed

**Term:** 2-year term, expires in January

**Staff Contact:** EDC Executive Director Danielle Sweat

[dsweat@wolfforthtx.us](mailto:dsweat@wolfforthtx.us) 806-855-4120

## PUBLIC IMPROVEMENT DISTRICT #2 BOARD

7 MEMBERS

Makes recommendations to the City Council on the service plan and other plans for the Preston Manor Public Improvement District including annual budgets.

Chairman appointed by the Board

**Qualifications:** Property owners or representatives of property owners within the district

**Meeting Date:** at the discretion of the Board Chair

**Term:** 2-year term, expires in May

**Staff Contact:** City Secretary Terri Robinette

[citysecretary@wolfforthtx.us](mailto:citysecretary@wolfforthtx.us) 806-855-4120

**PUBLIC IMPROVEMENT DISTRICT #3 BOARD**

**7 MEMBERS**

Item # 8.

Makes recommendations to the City Council on the service plan and other plans for the Harvest Addition Public Improvement District including annual budgets.

Chairman appointed by the Board

**Qualifications:** Property owners or representatives of property owners within the district

**Meeting Date:** at the discretion of the Board Chair

**Term:** 2-year term, expires in May

**Staff Contact:** City Secretary Terri Robinette

[citysecretary@wolfforthtx.us](mailto:citysecretary@wolfforthtx.us) 806-855-4120

**LIBRARY ADVISORY BOARD**

**5 MEMBERS**

Formed on July 12, 2023, to support the library and to advise the Librarian and City Council on matters pertaining to the operation of the City of Wolfforth Library. The Board will participate in the planning of improvements of library services to the community, make recommendations concerning the adoption and enforcement of policies, participate in long-range strategic planning, and advocate for the Library in the community.

Chairman appointed by the Board

**Qualifications:** Five (5) members, three (3) of whom must be Wolfforth residents and two (2) who must reside or work within Lubbock County. Must have a current City of Wolfforth Library card

**Meeting Date:** Quarterly on the second Wednesday of the month (January, April, July and October)

**Term:** 2-year term, expires in May

**Staff Contact:** Library Director Kimberly Brantley

[kbrantley@wolfforthtx.us](mailto:kbrantley@wolfforthtx.us) 806-855-4150



## AGENDA ITEM COMMENTARY

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**MEETING NAME:** City Council  
**MEETING DATE:** May 06, 2024  
**ITEM TITLE:** Consider and take appropriate action on update from staff regarding Fire/EMS fulltime implementation  
**STAFF INITIATOR:** Randy Criswell, City Manager

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**BACKGROUND:**

Chief Barrett and I will be prepared to provide another update on the progress of our Fire/EMS fulltime transition.

**EXHIBITS:**

**COUNCIL ACTION/STAFF RECOMMENDATION:**

No recommendation at this time



# AGENDA ITEM COMMENTARY

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**MEETING NAME:** City Council  
**MEETING DATE:** May 06, 2024  
**ITEM TITLE:** Consider and take appropriate action on selection of meeting date and time for budget workshop #1  
**STAFF INITIATOR:** Randy Criswell, City Manager

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**BACKGROUND:**

I'd like to schedule our first budget workshop this month if possible. My suggestions are:

- May 20 – Incorporate into an already scheduled Council meeting
- May 21, 22, 29, 30, or 31 – Special meeting
- June 3 – Incorporate into an already scheduled Council meeting
- June 4-7 – Special meeting

**EXHIBITS:**

May and June calendars

**COUNCIL ACTION/STAFF RECOMMENDATION:**

No recommendation

# May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4 Election Day 2024
5	6 6pm Council Meeting	7 11:30am EDC Meeting	8	9	10	11
12	13	14 5:30pm P&Z Meeting	15	16	17	18
19	20 6pm Council Meeting	21	22	23	24	25
26	27 Memorial Day	28	29	30	31	1
2	3	NOTES				

# June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3 6pm City Council Meeting	4 11:30am EDC Meeting	5	6	7	8
9	10	11 5:30pm P&Z Meeting	12	13	14	15
16	17 6pm City Council Meeting	18	19	20	21	22
23	24	25	26	27	28	29
30	1	NOTES				