



CITY COUNCIL MEETING

January 06, 2025 at 6:00 PM

Wolfforth City Hall - 302 Main Street Wolfforth, TX

AGENDA

CALL MEETING TO ORDER

INVOCATION - Councilmember Place 1 Cooper

PLEDGE OF ALLEGIANCE - Councilmember Place 2 Houck

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.

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.

- [1.](#) Consider and take appropriate action on City Council Meeting minutes from December 2 and December 16, 2024.
- [2.](#) Consider and take appropriate action on Resolution 2025-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS
APPROVING AN ENGAGEMENT LETTER FOR AN ALTERNATIVE COMPLIANCE

EXAMINATION WITH BOLINGER, SEGARS, GILBERT & MOSS, LLP; AND
PROVIDING AN EFFECTIVE DATE

3. Consider and take appropriate action on May 3, 2025 General Election Calendar
4. Consider and take appropriate action on request for Hotel Occupancy Tax Funds in the amount of \$4,000 for the Frenship Tiger Relays

REGULAR SESSION

5. Consider and take appropriate action on Resolution No. 2025-002.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH;
AWARDING THE CONTRACT FOR DEVELOPING THE CITY OF WOLFFORTH
COMPREHENSIVE PLAN TO KIMLEY HORN.

6. Consider and take appropriate action on development of Council Handbook
7. Consider and take appropriate action on report from staff regarding Solid Waste RFP process

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:

8. 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

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 January 3, 2025 at 5:00 p.m.

/s/ Terri Robinette, City Secretary



CITY COUNCIL MEETING

December 02, 2024 at 6:00 PM

WolfForth City Hall - 302 Main Street WolfForth, TX

MINUTES

CALL MEETING TO ORDER

Meeting was called to order to Mayor Addington at 6:00 PM.

INVOCATION - Councilmember Place 4 McDonald

PLEDGE OF ALLEGIANCE - Councilmember Place 5 Brashier

ROLL CALL AND ESTABLISH A QUORUM

PRESENT

Mayor Charles Addington

Councilmember Place 1 David Cooper

Councilmember Place 2 Wesley Houck

Mayor Pro Tem Doug Hutcheson

Councilmember Place 4 Charlotte McDonald

Councilmember 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.

(unapproved draft)

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 Mayor Pro Tem Hutcheson, Seconded by Councilmember Place 4 McDonald.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

1. Consider and take appropriate action on November 18, 2024 City Council meeting minutes
2. Consider and take appropriate action on Resolution 2024-045 Second Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO FUND ENGINEERING FOR THE FUTURE CONSTRUCTION OF ALCOVE AVE BETWEEN 66TH STREET AND HIGHWAY 62/82; AND PROVIDING AN EFFECTIVE DATE

3. Consider and take appropriate action on Resolution 2024-047

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, ADOPTING THE CITY OF WOLFFORTH INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE

4. Consider and take appropriate action on Resolution 2024-048

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT – MITIGATION PROGRAM (CDR-TGLO) CONTRACT NUMBER 23-160-051-E805

(unapproved draft)
REGULAR SESSION

5. Consider and take appropriate action on report from staff regarding recent city-organized events.

Director of Development Services Tara Tomlinson and EDC Director Danielle Sweat gave updates on City events including 4th on the 5th, Harvest Festival and Christmas events. More event staff including citizen volunteers will be needed to continue to host these events. City Staff along with overtime Police officers and Public Works employees are no longer adequate for these large events.

The formation of a committee of volunteers was discussed. The Mayor asked for a recruitment of volunteers to be undertaken by staff with leadership and oversight of committee and events held by city employees. Volunteers could be utilized to plan and implement future city events. There is concern that volunteers would be hard to find and interns with programs at Texas Tech might be a better solution. Interns could also fundraise for events to possibly cover event cost including manpower.

Motion to purchase traffic cones not exceed \$7,000 using Hotel Occupancy Tax Funds as recommended by staff.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Councilmember Place 4 McDonald.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald

Voting Abstaining: Councilmember Place 5 Brashier

6. Consider and take appropriate action on recommendation for Alcove Elevated Storage Tank logo design

Committee met to discuss options for a logo for the new Alcove Elevated Storage Tank. The committee discussed several options, including new and old designs, and is recommending a simplistic design of the Wolfforth name. Councilmember Brashier voiced concerns over the cost of adding the logo to the tower. Council discussed at length the value of adding the logo and the identification of that logo for visitors to Wolfforth.

Motion to accept the design as presented by the committee

Motion made by Councilmember Place 1 Cooper, Seconded by Mayor Pro Tem Hutcheson.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem

(unapproved draft)

Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Update on the Sanitation RFP process

ADJOURN

Motion to adjourn at 7:08 PM.

Motion made by Mayor Pro Tem Hutcheson, Seconded by Councilmember Place 4 McDonald.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

PASSED AND APPROVED THIS THE 6TH DAY OF JANUARY 2024.

Charles Addington, II, Mayor
City of Wolfforth, Texas

ATTEST:

Terri Robinette, City Secretary



CITY COUNCIL MEETING

December 16, 2024 at 6:00 PM

WolfForth City Hall - 302 Main Street WolfForth, TX

MINUTES

CALL MEETING TO ORDER

Meeting was called to order at 6:00 PM by Mayor Addington.

INVOCATION - Councilmember Place 5 Brashier

PLEDGE OF ALLEGIANCE - Councilmember Place 1 Cooper

ROLL CALL AND ESTABLISH A QUORUM

PRESENT

Mayor Charles Addington

Councilmember Place 1 David Cooper

Councilmember Place 2 Wesley Houck

Mayor Pro Tem Doug Hutcherson

Councilmember Place 4 Charlotte McDonald

Councilmember 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.

(unapproved draft)
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.

Item #2 removed from Consent by Councilmember Hutcheson

Consider and take appropriate action on update to Master Fee Schedule

Motion to approve consent agenda items #1, #3 and #4.

Motion made by Councilmember Place 1 Cooper, Seconded by Councilmember Place 4 McDonald.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

1. Consider and take appropriate action on November 2024 departmental reports
Consider and take appropriate action on November 2024 departmental reports
2. Consider and take appropriate action on update to Master Fee Schedule.

Motion to approve the master fee schedule with removal of roofing inspection fee/permit and proceed with other revisions.

Motion made by Councilmember Place 5 Brashier, Seconded by Mayor Pro Tem Hutcheson.
Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

3. Consider and take appropriate action on Payment Request #1 from UCA, Inc for the 12” Alcove EST Water Line Extension Project
4. Consider and take appropriate action on Resolution No. 2024-049

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH
EXTENDING A MORATORIUM ON NEW MULTIFAMILY DEVELOPMENT

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:

The City Council convened into Executive Session at 6:15 PM.

(unapproved draft)

551.089 Deliberation Regarding Security Devices or Security Audits: To deliberate certain security matters in accordance with Section 551.089 of the Texas Government Code

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.

The City Council reconvened into open session at 6:55 PM

There was no action resulting from Executive Session.

REGULAR SESSION

5. Consider and take appropriate action on Resolution No. 2024-050

A RESOLUTION OF THE CITY OF WOLFFORTH, TEXAS, AWARDED A PRIMARY DEPOSITORY SERVICES CONTRACT AND AUTHORIZING THE CITY MANAGER, OR DESIGNEE, TO EXECUTE ALL AGREEMENTS NECESSARY TO IMPLEMENT THE CONTRACT.

Motion to approve Resolution 2024-050 choosing PlainsCapital Bank

Motion made by Councilmember Place 1 Cooper, Seconded by Councilmember Place 5 Brashier.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

6. Consider and take appropriate action on Municipal Court Youth Diversion Plan report

Municipal Court Judge Royce Wittie updated the Council on the requirement effective January 1, 2025 to implement a Youth Diversion Program. The Youth Diversion Program will give offenders under 16 years old the option on non-moving violation Class C misdemeanors to complete a Youth Diversion Plan to avoid a criminal record.

Report only. No action taken.

7. Consider and take appropriate action on development inspection fees. Tara Tomlinson, Director of Development Services, presented the revised method for collection of infrastructure inspection fees after changes passed by the legislature. The presented fees follow the schedule currently being used by the City of Lubbock.

Motion to approve the inspection fee structure as proposed.

(unapproved draft)

Motion made by Mayor Pro Tem Hutcheson, Seconded by Councilmember Place 4 McDonald.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

- 8. Consider and take appropriate action on 2025 City Council Calendar

City Council meeting dates on the 3rd Monday of January and February are on City holidays.

Those meeting will not be rescheduled at this time.

COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

ADJOURN

Motion to adjourn at 7:28 PM

Motion made by Councilmember Place 4 McDonald, Seconded by Mayor Pro Tem Hutcheson.

Voting Yea: Councilmember Place 1 Cooper, Councilmember Place 2 Houck, Mayor Pro Tem Hutcheson, Councilmember Place 4 McDonald, Councilmember Place 5 Brashier

PASSED AND APPROVED THIS THE 6TH DAY OF JANUARY 2024.

Charles Addington, II, Mayor
City of Wolfforth, Texas

ATTEST:

Terri Robinette, City Secretary



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on Resolution 2025-001 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS APPROVING AN ENGAGEMENT LETTER FOR AN ALTERNATIVE COMPLIANCE EXAMINATION WITH BOLINGER, SEGARS, GILBERT & MOSS, LLP; AND PROVIDING AN EFFECTIVE DATE
STAFF INITIATOR:	Terri Robinette, City Secretary

BACKGROUND:

On May 6, 2024, Resolution 2024-013 was approved by the City Council which approved the engagement letters for financial audit services with Bolinger, Segars, Gilbert & Moss, LLP for fiscal year 2024 audits. In addition to the required annual audit, we also signed a letter of engagement for a single audit due to the expenditure of ARPA funds in an amount exceeding \$750,000. In recent discussions with our audit team, it has been determined based on the amount of ARPA funds we received (under \$10 million) and since there were no other federal funds expended over \$750,000 in FY 2024, that we can take advantage of an alternative to the single audit requirement. This alternative is intended to reduce the burden of a full single audit on both the City and the Treasury Dept.

You have attached a letter of engagement for an Alternative Compliance Examination Engagement to be performed by our audit firm BSGM at a cost of \$5,000. The FY 2025 budget included \$7,500 for a single audit, so this alternative will be less expensive as well.

EXHIBITS:

Resolution

Engagement Letter

COUNCIL ACTION/STAFF RECOMMENDATION:

Approve Resolution

RESOLUTION NO. 2025-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS APPROVING AN ENGAGEMENT LETTER FOR AN ALTERNATIVE COMPLIANCE EXAMINATION WITH BOLINGER, SEGARS, GILBERT & MOSS, LLP; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City Council desires to secure the services of Bolinger, Segars, Gilbert, Moss LLP for the Fiscal Year 2024 Alternative Compliance Examination Engagement for the expenditure of federal awards.

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

SECTION 1. The City Council hereby approves the engagement letter between the City of Wolfforth and Bolinger, Segars, Gilbert, Moss LLP attached to this Resolution as Exhibit A.

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 6th day of January, 2025.

Charles Addington, II, Mayor

Terri Robinette, City Secretary

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

December 18, 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 for City of Wolfforth, Texas (the City).

We will examine the compliance with the compliance requirements “activities allowed or unallowed” and “allowable cost/cost principles” (the specified requirements) as described in Part IV “Requirements for an Alternative Compliance Examination Engagement for Recipients That Would Otherwise be Required to Undergo a Single Audit or Program-Specific Audit as a Result of Receiving Coronavirus State and Local Fiscal Recovery Funds (CSLFRF)” of the CSLFRF section of the 2022 OMB *Compliance Supplement* of the City as of September 30, 2024. The objectives of our examination is to obtain reasonable assurance about whether the City was in compliance with the requirements for an Alternative CSLFRF Compliance Examination Engagement.

Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation engagements contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and in the “Requirements for an Alternative CSLFRF Compliance Examination Engagement.” Accordingly, it will include examining, on a test basis, the City’s records and other procedures to obtain evidence necessary to enable us to express our opinion. We will issue a written report upon completion of our examination. Our report will be addressed to the City of Wolfforth, Texas. Our firm cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion. If our opinion is other than unmodified, we will discuss the reasons with the City in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or may withdraw from this engagement.

Because of the inherent limitations of an examination engagement, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the examination is properly planned and performed in accordance with the attestation standards.

We are inherently limited by the following:

- We will not test internal controls related to the grant program.

We will plan and perform the examination to obtain reasonable assurance about whether the City had complied with the requirements for an Alternative CSLFRF Compliance Examination. Our engagement will not include a detailed inspection of every transaction and cannot be relied on to disclose all material errors, or known and suspected fraud or noncompliance with laws or regulations, or internal control deficiencies, that may exist. However, we will inform the City of any known and suspected fraud and noncompliance with laws or regulations, internal control deficiencies identified during the engagement, and uncorrected misstatements that come to our attention unless clearly trivial.

We understand that the City will provide us with the information required for our examination and that the City is responsible for the accuracy and completeness of that information. We may advise the City about appropriate criteria, but the responsibility for the subject matter remains with the City.

The City is responsible for, and agrees to provide us with, a written assertion about whether the City has complied with the requirements for an Alternative CSLFRF Compliance Examination. Failure to provide such an assertion will result in our withdrawal from the engagement. The City is also responsible for providing us with (1) access to all information of which the City is aware that is relevant to the measurement, evaluation, or disclosure of the subject matter; (2) additional information that we may request for the purpose of the examination; and (3) unrestricted access to persons within the entity from whom we determine it necessary to obtain evidence.

At the conclusion of the engagement, the City agrees to provide us with certain written representations in the form of a representation letter.

Tyler Canady is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

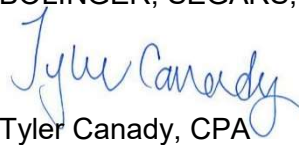
We estimate that our fees for these services will not exceed \$5,000. The fee estimate is based on anticipated cooperation from the City's personnel and the assumption that unexpected circumstances will not be encountered during the examination. If significant additional time is necessary, we will discuss it with the City 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. In accordance with our firm policies, work may be suspended if the City's account becomes 90 days or more overdue and will not be resumed until the City's account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. The City will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If the City has any questions, please let us know. If the City agrees 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, CPA

RESPONSE:

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

By: _____

Title: _____

Date: _____



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. 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

MEETING NAME:	City Council
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on May 3, 2025, General Election Calendar
STAFF INITIATOR:	Terri Robinette, City Secretary

BACKGROUND:

Mayor and Council, I have included some important dates for the General Election to be held on May 3, 2025, to include seats for Councilmember Place 3, Councilmember Place 4 and Councilmember Place 5.

January 15 – First day to file for a place on the General Election Ballot

February 14 – Last day to file for a place on the General Election Ballot

April 3 – Last day to register to vote

April 22 – First Day of Early Voting

April 29 – Last Day of Early Voting

Saturday, May 3 – Election Day

Over the next several Council meetings, we will have more election related items for your consideration including the Ordinance calling the May 3, 2025 General Election

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION:

No action needed



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on request for Hotel Occupancy Tax Funds in the amount of \$4,000 for the Frenship Tiger Relays
STAFF INITIATOR:	Terri Robinette, City Secretary

BACKGROUND:

The Don Black Tiger Relays Track Meet will take place at Peoples Bank stadium in February 2025. Frenship Track will host 30+ teams from the region at this annual meet. In past years, HOT funds have been used to purchase coaches' gifts and to support the Track Booster Club to help with expenses related to this event. The requested amount is the same as last year, \$4,000. This has been a long-standing request for support for this regional track meet.

Under Texas law, local HOT revenue can be used only to directly promote tourism and the convention/hotel industry. This means the proceeds should be spent on projects or events that result in visitors or attendees staying overnight in the community, generating more hotel occupancy tax. With the expected attendance of so many regional teams, this event is eligible for funding.

Available HOT funds as of 11/30/2024: \$638,199.55

EXHIBITS:

COUNCIL ACTION/STAFF RECOMMENDATION:

Approve a \$4,000 request for the Don Black Tiger Relays



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council Meeting
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on Resolution No. 2025-002.
STAFF INITIATOR:	Tara Tomlinson, Director of Development Services.

BACKGROUND:

On December 2, 2024, the City initiated a Request for Qualifications (RFQ) process to identify potential consultants for assisting with the City's Comprehensive Plan and Flood Damage Prevention Ordinance. As part of this process, we solicited DBE (disadvantaged business enterprises) consultants and ultimately received three requests for information. The deadline for submitting proposals was December 17, 2024, and Kimley-Horn was the sole firm to submit a proposal. After reviewing the submission and evaluating the qualifications of Kimley-Horn, city staff recommends awarding the contract to Kimley-Horn to develop the Comprehensive Plan and Flood Damage Prevention Ordinance, funded through the Community Development and Revitalization GLO Grant.

EXHIBITS:

1. Resolution
2. Award Letter
3. Proposal
4. Evaluation Sheet

COUNCIL ACTION/STAFF RECOMMENDATION:

City staff recommends approval of Resolution No. 2025-002.

RESOLUTION NO. 2025-002

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH;
AWARDING THE CONTRACT FOR DEVELOPING THE CITY OF
WOLFFORTH COMPREHENSIVE PLAN TO KIMLEY HORN.**

WHEREAS, the Wolfforth City Council issued a Request for Qualifications for Comprehensive Planning Services (the “RFQ”);

WHEREAS, City staff published notice of the RFQ in Lubbock Avalanche-Journal on December 2 and 9, 2024;

WHEREAS, the City received one response to the RFQ from Kimley Horn; and

WHEREAS, based on the receipt of one response to the RFQ and Kimley Horn’s previous work for the City, the City Council finds it is in the best interest of the City to award the contract for developing the Comprehensive Plan to Kimley Horn. NOW THEREFORE

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH AS FOLLOWS:

THAT, Kimley Horn is awarded the contract for developing the City of Wolfforth Comprehensive Plan.

This resolution shall be in force and effect immediately following its final adoption.

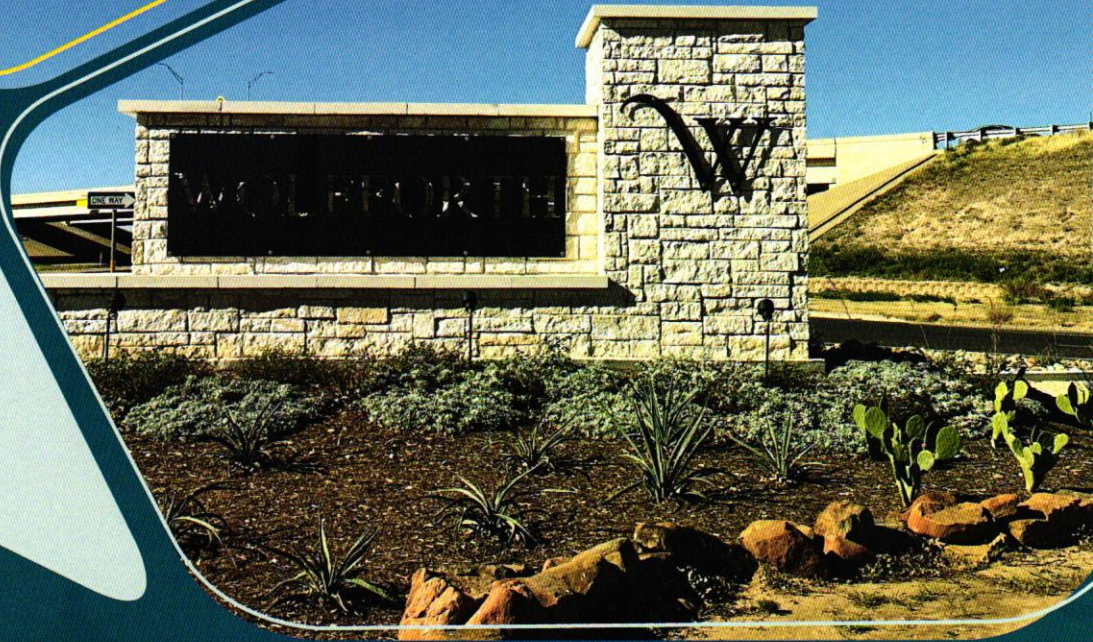
PASSED AND APPROVED, this 6th day of January 2025.

CITY OF WOLFFORTH, TEXAS

Charles Addington, II, Mayor

ATTEST

Terri Robinette, City Secretary



Request for Qualifications

COMPREHENSIVE PLANNING SERVICES

December 2024

PREPARED FOR

City of Wolfforth

PREPARED BY

Kimley»»Horn

Expect More. Experience Better.

Cover Letter

RE: Request for Qualifications for Comprehensive Planning Services

Dear Ms. Tomlinson and Selection Committee Members:

December 17, 2024

Wolfforth strives to protect its thriving community and small-town charm in the face of limited funds and rapid growth. Kimley-Horn is confident in our ability to help the City chart a clear and effective path for the future through strategic guidance and expertise. Our multidisciplinary experience across Texas and familiarity with Wolfforth equips us with the knowledge to address the unique opportunities and challenges facing the City as it updates the Comprehensive Plan and develops a Flood Damage Prevention Ordinance. As the City considers its selection for this contract, please keep in mind the following merits of Kimley-Horn:

City of Wolfforth
 Tara Tomlinson
 Director of Development Services
 302 Main Street
 Wolfforth, TX 79382



BUDGET-FRIENDLY AND FEASIBLE APPROACH: Kimley-Horn is committed to providing solutions that promote social and environmental resilience while sustaining a strong financial future for Wolfforth. We understand the importance of structures within the community being able to withstand future hazards. Our approach includes defining the transportation network pattern to help protect, coordinate, and promote infrastructure to support housing and economic growth. Wolfforth is at a pivotal time in its history, and we are prepared to support more robust development and housing options within the City. We also recognize the challenges posed by aging infrastructure and the cost burden of replacement with limited funds available. Our solutions aim to mitigate the long-term financial strain caused by urban sprawl through grant funding assistance to ensure efficient and effective services for citizens of Wolfforth.



RELEVANT EXPERTISE: Kimley-Horn has the experience and expertise to successfully design a compliant Comprehensive Plan and Flood Damage Prevention Ordinance that uses grant funding through the Texas General Land Office (GLO) Community Development Block Grant – Mitigation Resilient Communities Program (RCP). Our team has a proven track record of securing grant funding through and adhering to the requirements of this program, including previously working with the City to secure the funding for this project. This experience, coupled with the resources of our local, dedicated grant writing team, is your assurance that this project will remain compliant and optimize funds.



TRUSTED LOCAL PARTNER: Having worked with Wolfforth on multiple recent projects, including the ongoing Water/Wastewater Master Plan, we are not only familiar with your staff and needs, but also understand the desires and vision of the community. Our local team in Lubbock, and partners from across Texas, are dedicated to continuing this legacy of excellence and making sure that Wolfforth remains a vibrant and thriving community.

Thank you for considering Kimley-Horn for this important project. We are excited about the possibility of partnering with Wolfforth to update the Comprehensive Plan and create a Flood Damage Prevention Ordinance that will guide the City towards a sustainable and prosperous future. Please feel free to contact me at reid.cleeter@kimley-horn.com or **682.386.1785** if you have any questions or need additional information.

Sincerely,

Kimley-Horn and Associates, Inc.



Reid Cleeter
 Project Manager



Tyler Henrichs, PE
 Associate/Authorized Signer

Tyler Henrichs, PE is authorized to bind Kimley-Horn to the provisions of this Statement of Qualifications for a period of 90 days.

Project Manager

Reid Cleeter

Reid has nine years of experience working as a planner, market analyst, and project manager for various project types and scales. He has completed planning projects ranging from comprehensive plans, corridor plans, downtown plans, and station area plans to urban design, placemaking, and parks and open space plans. His experience lies in working with public clients throughout Texas to achieve common goals to and solve complex problems.



Relevant Experience

Sachse Comprehensive Plan, Sachse, TX – Project Manager

Kimley-Horn was engaged by the City of Sachse to develop a Comprehensive Plan aimed at enhancing the City's infrastructure, community engagement, and overall development strategy. The project involved a series of key tasks, including project initiation and management, community engagement planning, data collection, market analysis, and community-wide input. Kimley-Horn conducted a project kickoff meeting, organized a tour of key areas in Sachse, and held monthly progress meetings. The team developed a project brand and style guide, built a customizable project website, and provided advertisement materials. Additionally, the team created a communications and community engagement plan, reviewed existing background data, conducted a City Staff Diagnostic Workshop, and performed a socioeconomic and psychographic analysis. The project also included organizing community summits, developing a preferred strategic direction framework, and creating strategies for future land use, mobility, parks and open space, housing and neighborhoods, economic development, infrastructure, and placemaking. Kimley-Horn provided perspective renderings, diagram graphics, and photomontage imagery to depict future conditions, and created a final Comprehensive Plan Report and implementation matrix to track strategies and actions. The updated draft Comprehensive Plan is in its final phases of development and awaiting presentation to the Planning and Zoning Commission (P&Z) and City Council for adoption.

Similarities to Wolfforth's Comprehensive Plan: Supporting Regional Growth, Future CIP, and Infrastructure Alignment

Crandall Comprehensive Plan, Crandall, TX – Deputy Project Manager

Kimley-Horn was engaged by the City of Crandall to develop a Comprehensive Plan aimed at enhancing the fiscal and environmental resiliency of the City through strategic infrastructure planning, community engagement, and overall development strategy. In conjunction with the Comprehensive Plan, the City of Crandall is applying for the Texas GLO RCP grant. The funding will be used to develop flood prevention ordinances and update their building codes. Although the Comprehensive Plan is not funded through the Resilient Communities Program grant, Kimley-Horn is developing a Comprehensive Plan that will fulfill the compliance requirements of the grant for a seamless integration. Crandall is presently at an important crossroads that provides a unique opportunity to capitalize on new growth and investment in the community. This new Comprehensive Plan will provide Crandall residents, community stakeholders, businesses, and civic groups with a venue to envision a future that builds on these key catalysts with supporting uses and businesses that enhance the environment for additional investment in the community. This Comprehensive Plan will also provide recommendations for leveraging the tax base through reinvestment in the community's aging infrastructure.

Similarities to Wolfforth's Comprehensive Plan: Texas GLO RCP Grant Compliant and Community Size

References

Jerod Potts | Economic Development Director | City of Sachse | 469.429.4764 | jpotts@cityofsachse.com

Jerry Dean | City Manager | City of Crandall | 972.427.3771 | jdean@crandalltexas.com

Statement of Services

Project Understanding and Proposed Approach

The City of Wolfforth seeks a qualified consultant to update the Comprehensive Plan to integrate hazard mitigation plans and use grant funding through the Texas GLO Community Development Block Grant – Mitigation Resilient Communities Program. This plan will be a powerful tool in navigating challenges such as aging infrastructure, urban sprawl, development pressure, and financial strain. For this project, we propose a multi-faceted approach, including project initiation and management, data collection and mapping, demographic and market analysis, and a robust community engagement strategy to address Wolfforth's unique challenges. Additionally, we will focus on specific topical areas critical to preserving and enhancing quality of life in Wolfforth, such as projected population growth, housing inventories and markets, and the pressures of new development (i.e., infrastructure demands, architectural compatibility, and new expectations for services). Integrating local and regional hazard mitigation plans, such as the Lubbock County Multi-Jurisdictional Hazard Mitigation Action Plan, will also be critical for future success and must be incorporated into this strategy.

Kimley-Horn's proposed approach is centered on the City's desire to cultivate a plan that supports a modern, fiscally and environmentally resilient City. The members of our proposed team are not only technically savvy and experienced in working with growing communities, but they are committed to providing accessible, equitable avenues to foster feedback from the community. Each task below includes a description of the task. Subtasks for each task can be found on the Schedule page.

Task 1 – Project Initiation and Management

The Kimley-Horn team will initiate the project with a kick-off meeting to outline the project understanding, schedule, scope, and communication methods with the City of Wolfforth. Key City staff will attend to inform the project's progress and outcomes. Following the meeting, the team will tour significant areas in Wolfforth with City staff to understand the City's unique character, history, culture, and challenges, which will aid in community assessment. Monthly progress meetings via Microsoft Teams will ensure project alignment, progress, and schedules. Kimley-Horn will also oversee grant administration duties as allowed by the GLO, ensuring compliance and proper reporting to facilitate fund release and avoid reimbursement issues. Upon completion of planning activities, Kimley-Horn will assist in closing out the grant agreement with the Texas GLO.

Task 2 – Community Assessment

The Kimley-Horn team will collect and assess relevant data and studies within the City limits and Wolfforth ETJ to understand existing conditions, opportunities, and constraints. An in-depth review will occur during the State of the City meeting to evaluate the importance of data sets and background materials, including previous planning studies, policy documents, and development proposals. Based on available data, the team will create relevant existing conditions exhibits and review local and regional studies, like the Lubbock County Multi-Jurisdictional Hazard Mitigation Action Plan, to determine any changes necessary to align with the Texas Water Development Board (TWDB) Flood Damage Prevention Ordinance guidance, as well as FEMA policies and procedures. The Kimley-Horn team will prepare a project base map and PowerPoint templates that will be used to create future presentations, existing conditions maps, and scenarios for future growth in Wolfforth.

Task 3 – Demographic/Market Analysis

The Kimley-Horn team will gather and analyze socioeconomic and psychographic data for Wolfforth, focusing on environmental, demographic, market, and economic characteristics such as natural assets and hazards, population and households' characteristics, community facilities and infrastructure, consumer spending, taxable revenue, visitor information, and economic values. This data will help identify historical and future trends to inform strategic planning. Building on this data, the Kimley-Horn team will create a detailed market profile to explain historic trends and their relevance to investor audiences, including lenders, developers, business owners, and community promoters.

The team will conduct a supply and demand analysis, examining population and household growth trends to project future needs for public facilities and potential residential growth. This analysis will use historical data and projections to guide planning and development strategies.

Task 4 – Community Engagement Strategy

The Kimley-Horn team recognizes the importance of involving residents, property owners, business leaders, and other stakeholders in updating Wolfforth's Comprehensive Plan to ensure community support for its vision and future projects. A communications/community engagement strategy will be established to achieve four key objectives: maximizing participation, ensuring timely and engaging communications, assuring stakeholders that their input is considered, and memorializing meaningful results. A project brand and style guide (brand/project colors and fonts) will be established to provide a recognizable and consistent visual composition to be used in all project materials. Online tools, including a project website, interactive map, and social media posts/messaging, will complement in-person engagement efforts. These tools will help make information more accessible and convenient while increasing participation.

A project website will host online engagements (surveys, interactive maps, idea wall) and provide general project information, event details, summaries, videos, and contact information. Questionnaires and surveys will collect quick feedback online from participants unable to attend events. Initial questionnaires will gather experiences and ideas for Wolfforth, while follow-up questionnaires will refine planning directions based on public event outcomes. To involve typically uninvolved community members, the team and City staff will identify outreach opportunities at City events and regular meetings. Materials for use at events like the Harvest Festival and National Night Out will be prepared to facilitate input.

Community Open House #1 will present State of the City materials and gather feedback on perceptions and the community's vision for the future. This open house format will include interactive discussions, comment forms, map stations, and electronic polling. Results from the Community Open House will be documented in presentation materials and incorporated into web-based applications to allow interested individuals to weigh-in on the future vision for Wolfforth.

Task 5 – Strategic Direction (Vision Statement/Guiding Principles)

Using the results of the previous tasks, Kimley-Horn will work with City staff, elected and appointed officials, and other key stakeholders to establish the Comprehensive Plan's vision and guiding principles which will dictate the goals and recommendations of the plan's key elements. The State of the City Work Session will leverage input from City staff to develop criteria for classifying community assets as to be retained, enhanced, or reviewed as strategic opportunity areas. Criteria will include fiscal considerations, social impacts, capital investments, and other relevant factors. Kimley-Horn will then prepare and present the State of the City findings at a joint meeting with the Advisory Committee, P&Z, and City Council. Based on feedback from the Joint P&Z and City Council meeting, Kimley-Horn will create a Strategic Direction Executive Summary. The summary will outline a land use plan, preferred vision statement, and overriding goals for the Comprehensive Plan. This framework will guide the development of the draft comprehensive plan components.

Task 6 – Comprehensive Plan Key Elements (Draft)

The Kimley-Horn team will collaborate with the City to create a comprehensive document that highlights Wolfforth's history and integrates the following key elements. The team will draft individual sections (subtasks) for City staff review.

- ▶ **Current and Future Land Use Strategy:** Develop a forward-thinking Land Use Strategy and Future Land Use Plan that is aligned with the City's vision. The future land use map will use strategies to protect the community's health, safety, welfare, and quality of life. Define land use categories, update population growth and capacity projections, and establish land use policies.
- ▶ **Mobility/Transportation Strategy:** Assess existing transportation infrastructure (motorized, pedestrian, and bicycle) and recommend any updates to the Master Thoroughfare Plan (MTP), as well as trails maps. Evaluate public safety measures including crime, emergency service response, and facilities to improve community safety.
- ▶ **Economic/Fiscal Strategy:** Enhance the City's business/visitor climate and ensure fiscal sustainability/targeted growth.
- ▶ **Housing and Neighborhoods Strategy:** Develop strategies to support future housing development, for stabilizing housing, encouraging quality development, preserving older neighborhoods, and guiding infill housing.
- ▶ **Environmental and Sustainability Strategy:** Coordinate land use vision with parks and recreation policy goals. Integrate hazard mitigation analysis into Future Land Use Plan. Provide recommendations for connectivity and implementation strategies for future hazard mitigation efforts.

- ▶ **Public Infrastructure and Community Facilities Strategy:** Review and document existing and planned utilities and infrastructure implications. Coordinate water and wastewater plans and identify areas needing additional services. Provide policy direction for future infrastructure improvements and assess City facilities’ adequacy relative to their anticipated needs. Identify community facility needs over the next 20-years.
- ▶ **Community Health Strategy:** Identify benchmarks and strategies to improve overall health of the community. Identify and recommend community assets such as historic/cultural resources, programs, and promotions that enhance quality of life.

Task 7 – Key Elements Refinement

The key elements developed in Task 6 will be presented to Wolfforth residents via a second public Community Open House. The results of the public feedback will be summarized and presented, along with the draft elements, to elected and appointed officials for the City. This meeting will dictate the final components of the Comprehensive Plan to move forward to the adoption phase. The Kimley-Horn team will prepare a presentation and attend a second joint meeting with the Wolfforth P&Z and City Council to present feedback received at Community Open House #2 and receive feedback and direction for incorporation into the preferred plan components. Based on feedback from the Community Open Houses and final direction from Joint Workshop #2, the Kimley-Horn team will prepare final Comprehensive Plan components that reflect the consensus of the community input for review and comment. These components, together with comments received, will guide the development of the implementation strategies.

Task 8 – Flood Damage Prevention Ordinance Update

The Flood Damage Prevention Ordinance of the City of Wolfforth (Code of Ordinances Chapter 3) will be updated throughout this process, in compliance with RCP requirements.

Task 9 – Implementation

The Kimley-Horn Team will prepare an Implementation Matrix that will list specific strategies and actions in a user-friendly format to be used as a tracking tool for the City staff members responsible for monitoring and implementing the Comprehensive Plan. Among these strategies will be a recommendation for an annual report to P&Z and City Council regarding implementation actions that have been accomplished and ones that are planned for the near future, and a regular review of the plan on a longer-term basis (such as every five years) for possible updates based on changes in conditions, new information, or emerging market opportunities. The Comprehensive Plan will be summarized in a matrix that identifies specific short-, medium-, and long-term implementation actions and strategies, responsible parties, and potential funding sources for the goals associated with each plan element, along with recommendations related to additional studies that should be undertaken by the City. The Final Comprehensive Plan will be prepared in Adobe InDesign and an interactive web version, GIS shapefiles, InDesign files, and PDF files will be provided to the City as final deliverables, per City specifications and subject to City staff review and approval. Kimley-Horn will provide the files to the City upon completion of the project.

Task 10 – Adoption

The Kimley-Horn team will present the Comprehensive Plan Elements to the Wolfforth P&Z in a public hearing for community and commission comment. The Kimley-Horn team will incorporate any additional commission comments into the Final Draft Comprehensive Plan prior to presentation to the City Council. The Kimley-Horn team will present the Final Draft Comprehensive Plan to the Wolfforth City Council at a public hearing for consideration for adoption. Any subsequent changes by the Wolfforth City Council will be incorporated into the Final Comprehensive Plan document.

Proposed Use of City Staff

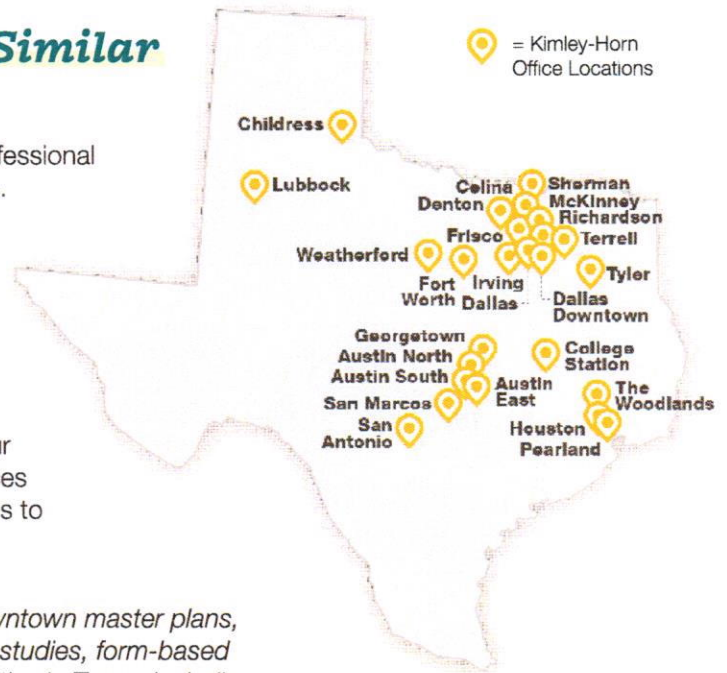
Throughout the project horizon, Kimley-Horn expects to exercise a strong partnership with City staff. Through effective collaboration, City staff will empower the Kimley-Horn team to serve as an extension of itself to lead the project from inception to completion. The following is a list of Kimley-Horn’s expectations of the City:

- ▶ Access to relevant data and information
- ▶ Guidance on regulatory framework
- ▶ Institutional knowledge
- ▶ Coordination and communication
- ▶ Stakeholder engagement support
- ▶ Flexibility and adaptability
- ▶ Review and feedback
- ▶ Partnership and collaboration
- ▶ Administrative support

Personnel Skills and Services

Experience Providing Services to Similar Public Sector Entities

Kimley-Horn boasts 57 years of relevant expertise in providing professional services, including successful comprehensive plans, for our clients. Founded in 1967, Kimley-Horn has grown into a nationwide full-service planning, landscape architecture, engineering, and environmental consulting firm. We serve a wide range of clients across many disciplines, including dozens across Texas. We have successfully served the City of Wolfforth on multiple projects as well, including the ongoing Water/Wastewater Master Plan and Master Thoroughfare and Land Use Plan Update in 2020. While all members of the proposed team will prioritize your needs to the highest degree possible, our range of in-house services and office locations, including our local Lubbock office, will allow us to accommodate your schedule and any specialty requirements.



Kimley-Horn has completed successful comprehensive plans, downtown master plans, small area/district plans, multimodal transportation plans, corridor studies, form-based standard and code development, and rezoning for cities and counties in Texas, including:

- Anna
- Addison
- Arlington
- Brownsville
- Bulverde
- Burleson
- Celina
- Cibolo
- College Station
- Crandall
- Dallas
- Decatur
- Denton
- Farmersville
- Ferris
- Fort Worth
- Frisco
- Gainesville
- Henderson
- Kerrville
- Lake Jackson
- Lancaster
- Leander
- Lewisville
- Lubbock
- McKinney
- Mansfield
- Mineral Wells
- Mount Pleasant
- Odessa
- Plano
- Princeton
- Prosper
- Richardson
- Roanoke
- Rockwall
- Rowlett
- Sachse
- Saginaw
- Seguin
- South Padre Island
- Terrell
- Waco
- Weatherford

Organizational Chart

Bold = Task Lead



Project Manager

Reid Cleeter

Principal-in-Charge

Kenny Friar, PE

QC/QA Manager

Mark Bowers, PLA,
AICP, LEED AP

Community Engagement

Haley Carruthers, AICP

Transportation

Jesus Saenz, PE

**Zoning and
Subdivision Support**

Ethan Harwell, AICP
Adolfo Gonzalez

**Public Services
and Facilities**

Kenny Friar, PE
Darby Adams, EIT

Hazard Mitigation

Raul Orozco Jr., AICP

**Land Use and
Fiscal Resilience**

Reid Cleeter

Grant Administration

Steven Sims



Reid Cleeter

PROJECT MANAGER

LAND USE AND FISCAL RESILIENCE LEAD

Reid has nine years of experience working as a planner, market analyst, and project manager for various project types and scales. He has completed planning projects ranging from comprehensive plans, corridor plans, downtown plans, and station area plans to urban design, placemaking, and parks and open space plans. His experience lies in working with public clients throughout Texas to achieve common goals to and solve complex problems.

Professional Credentials

*Bachelor of Science,
Geography,
University of North Texas*

*American Planning
Association, Member*

*Urban Land Institute,
Member*

Relevant Experience

- Crandall Comprehensive Plan, Crandall, TX
- Sachse Comprehensive Plan, Sachse, TX
- Richardson Comprehensive Plan, Richardson, TX
- Anna 2050 Comprehensive Plan, Anna, TX**
- Corinth 2040 Comprehensive Plan, Corinth, TX**
- Temple 2020 Comprehensive Plan, Temple, TX*
- Fair Oaks Ranch Comprehensive Plan Update, Fair Oaks Ranch, TX*
- Forward Fate Comprehensive Plan, Fate, TX*
- Duncanville Comprehensive Plan, Duncanville, TX*
- Farmers Branch East Side Plan, Farmers Branch, TX*
- Terrell Comprehensive Plan, Terrell, TX*
- Granbury Comprehensive Plan, Granbury, TX*
- Broken Arrow Comprehensive Plan, Broken Arrow, OK*
- Magna General Plan Update, Magna, UT*
- Saratoga Springs General Plan, Saratoga Springs, UT*
- South Salt Lake General Plan, South Salt Lake, UT*
- Farmington Station Area Plan, Farmington, UT*
- Ballpark Station Area Plan, Salt Lake City, UT*

**Project completed prior to joining Kimley-Horn*

***Project completed prior to joining Kimley-Horn, but as a subconsultant to Kimley-Horn*



Kenny Friar, PE

PRINCIPAL-IN-CHARGE

PUBLIC SERVICE AND FACILITIES LEAD

Kenny has 18 years of experience in West Texas utility design and planning. As a Wolfforth resident, Kenny will be highly valuable as a local liaison to the City and planning team and will be able to be at any meeting in Wolfforth within 15 minutes. His design experience includes working closely with in Texas Commission on Environmental Quality (TCEQ) standards.

Relevant Experience

- Wolfforth Risk and Resiliency Study and Emergency Response Plan, Wolfforth, TX
- Wolfforth Development Plan Review, Wolfforth, TX
- Donald Preston Drive and United Driveway Traffic Signal, Wolfforth, TX
- 98th Street (Upland Avenue to Milwaukee Avenue), Lubbock, TX
- Lubbock South Loop 88 Utility Relocations, Lubbock, TX
- Lake Alan Henry Treated Water Line, Lubbock, TX
- Lubbock Lowhead C Supply Line Design Survey, Lubbock, TX
- South Lubbock Sanitary Sewer Extension Project, Lubbock, TX
- Lift Station #41 Replacement, Lubbock, TX
- Low Head C Supply Line Design Survey, Lubbock, TX
- 54-Inch South Lubbock Sanitary Sewer, Lubbock, TX
- Amarillo Wastewater System Modeling and Master Plan Update, Amarillo, TX
- Amarillo Development Progress Funding Study, Amarillo, TX
- Midland Engineering Design Manual, Midland, TX
- Abernathy Community Development Block Grant Street Rehabilitation, Abernathy, TX

Professional Credentials

*Bachelor of Science,
Civil Engineering,
Texas Tech University*

*Professional Engineer in
Texas (No. 120159)*

*American Society of
Civil Engineers, Member*



Mark Bowers, PLA, AICP, LEED AP

QC/QA MANAGER

Mark brings 35 years of urban design and landscape architectural experience and has extensive experience in the project management and planning of comprehensive plans, corridor plans, downtown plans, area plans, zoning ordinances, streetscape projects, neighborhood park projects, trails projects, comprehensive parks and open space plans, campus master plans, transportation enhancement projects, and transit projects. His extensive background and skill set is sought after by clients, and his portfolio of work includes numerous repeat clients.

Professional Credentials

Master of Landscape Architecture, University of Colorado at Denver

Bachelor of Science, Landscape Architecture, University of Texas at Arlington

Professional Landscape Architect in Texas (No. 1587)

American Institute of Certified Planners (No. 110145)

LEED Accredited Professional

American Planning Association, Member

American Society of Landscape Architects, Member

Relevant Experience

- Crandall Comprehensive Plan, Crandall, TX
- Mount Pleasant Comprehensive Plan, Mount Pleasant, TX
- Mineral Wells Comprehensive Plan, Mineral Wells, TX
- OneMcKinney 2040 Comprehensive Plan, McKinney, TX
- Henderson Comprehensive Plan, Henderson, TX
- Decatur 2050 Comprehensive Plan, Decatur, TX
- Kerrville 2050 Comprehensive Plan, Kerrville, TX
- Anna 2050 Comprehensive Plan, Downtown Plan, and Parks Master Plan, Anna, TX
- Balch Springs 2036 Comprehensive Plan Update, Balch Springs, TX
- Cibolo Comprehensive Plan, Cibolo, TX
- Richardson Comprehensive Plan, Richardson, TX
- Doyle Community Area Plan, Kerrville, TX
- Ferris Comprehensive Plan, Ferris, TX
- Frisco Comprehensive Plan Update, Frisco, TX
- Weatherford General Plan, Weatherford, TX
- Hudson Oaks Comprehensive Plan, Hudson Oaks, TX
- Lancaster Comprehensive Plan Update, Lancaster, TX
- Pearland Comprehensive Plan Update, Pearland, TX
- Princeton Comprehensive Plan Update, Princeton, TX
- South Padre Island Comprehensive Plan, South Padre Island, TX
- Waco Downtown Implementation Strategy, Waco, TX
- Garland Greenbelt Parkway Special Area Plan, Garland, TX



Haley Carruthers, AICP

COMMUNITY ENGAGEMENT LEAD

Haley's knowledge of planning brings a diverse perspective to cultivate comprehensive solutions centered in community engagement, analysis, and story. Haley has worked on small area plans, long-range comprehensive planning, parks, recreation and open space planning, active transportation planning and equity planning. She is skilled in building an inclusive space for community members to provide input and share vital feedback for the planning process. Haley has experience leading community discussions for concept visioning, identifying prioritization, and diversity, equity, and inclusion topics. Haley is proficient in ArcGIS tools that leverage viable solutions for communities centered in data analysis. These tools include ArcGIS PRO, Business Analyst and ArcGIS Online. Using these resources, she has built equity indexes, developed walk and drive time network maps, and conducted resource-based analysis. Haley is also a strong graphic designer with skills in Adobe Creative Cloud that help create a strong project identity that encourages community response and buy in.

Professional Credentials

Bachelor of Science, Urban and Regional Planning, Texas A&M University

American Institute of Certified Planners (No. 35684)

Relevant Experience

- Crandall Comprehensive Plan, Crandall, TX
- Henderson 2050 Comprehensive Plan, Henderson, TX
- Mineral Wells 2050 Comprehensive Plan, Mineral Wells, TX
- Balch Springs 2036 Comprehensive Plan Update, Balch Springs, TX
- Cibolo Comprehensive Plan, Cibolo, TX
- Ferris 2050 Comprehensive Plan, Ferris, TX
- Woodway Comprehensive Plan, Woodway, TX
- Richardson Comprehensive Plan, Richardson, TX
- Ferris Downtown Plan, Ferris, TX
- Leander Old Town Master Plan, Leander, TX
- Woodway US 84 District Corridor Plan, Woodway, TX
- San Angelo SS4A Safety Action Plan and ADA Transition Plan, San Angelo, TX
- Seguin Safety Action Plan, Seguin, TX
- Midtown Strategic Mobility Study, Dallas, TX



Raul Orozco Jr., AICP

HAZARD MITIGATION LEAD

Raul is a certified planner with over five years of project experience and specializes in employing innovative and creative techniques to develop community-focused plans. His expertise spans GIS, graphics, illustration, research and analysis, small-area plans, comprehensive plans, downtown plans, communication plans, and community engagement strategies and facilitation. Beyond this, Raul has played a pivotal role in spearheading resilience planning initiatives at local, regional, and state levels. His project portfolio extends across various endeavors across the Southeast.

Professional Credentials

*Master of Urban Planning,
Texas A&M University*

*Bachelor of Global Arts,
Planning, Design, and
Construction,
Texas A&M University*

*American Institute of
Certified Planners
(No. 34657)*

Relevant Experience

- Crandall Comprehensive Plan, Crandall, TX
- Seguin Safety Action Plan, Seguin, TX
- Oklahoma City SS4A Comprehensive Safety Action Plan, Oklahoma City, OK
- Azle Comprehensive Plan, Azle, TX*
- Envision Caldwell Comprehensive Master Plan, Caldwell, TX*
- Northlake Next Comprehensive Plan, Northlake, TX*
- Hickory Creek Comprehensive Plan, Hickory Creek, TX*
- Tallahassee – Leon County Comprehensive Plan, Tallahassee, FL*
- Bedford Risk and Resilience Assessment, Bedford, TX*
- Burkburnett Risk and Resilience Assessment, Burkburnett, TX*
- Hurst Risk and Resilience Assessment, Hurst, TX*
- Northlake Risk and Resilience Assessment, Northlake, TX*
- Pharr Risk and Resilience Assessment, Pharr, TX*
- Richland Hills Risk and Resilience Assessment, Richland Hills, TX*
- Trophy Club MUD Risk and Resilience Assessment, Trophy Club, TX*
- Azle Parks and Recreation Master Plan, Azle, TX*
- Azle Master Thoroughfare Plan, Azle, TX*
- Port Aransas Parks and Open Space Masterplan, Port Aransas, TX*

**Project completed prior to joining Kimley-Horn*



Jesus Saenz, PE

TRANSPORTATION LEAD

Jesus has nine years of experience in roadway design and has served as project task lead and engineer on projects within multiple TxDOT districts and municipalities in West Texas. His experience includes transportation planning, urban and rural roadway design, storm sewer design, 3D modeling, cross sections, signing and pavement marking, and traffic control. Jesus is also experienced in construction phase timing, construction cost estimates, and coordination with various franchise utilities and technical staff.

Relevant Experience

- Wolfforth Monument Signage, Wolfforth, TX
- 98th Street PS&E and Construction Phase Services, Lubbock, TX
- Alcove Avenue PS&E, Lubbock County, TX
- US 84 at FM 2528, Lubbock, TX
- Erskine Street (Texas Tech University Parkway to Indiana Avenue), Lubbock, TX
- Medley Flood Mitigation Area South Roadway Design, Medley, FL
- Loop 1910 Pavement Rehabilitation and Reconstruction, Andrews, TX
- Truck Reliever Route Feasibility Study, Reeves County, TX
- Truck Reliever Route Schematic/Environmental, Reeves County, TX
- RM 1061 Widening and Super 2, Potter/Oldham Counties, TX
- SH 349 at Lone Star Improvements, Midland, TX
- SL 250 at Todd Drive PS&E, Midland, TX
- University Boulevard PS&E (Andrews to Grandview), Odessa, TX
- Faudree Road PS&E (SH 191 to Yukon), Odessa, TX
- Faudree Road Linear Detention Pond PS&E, Odessa, TX
- 56th Street PS&E (SL 338 to Faudree Road), Odessa, TX
- US 287 Mansfield Schematic and Environmental, Mansfield, TX
- SL 338 Feasibility Study, Odessa, TX
- US 82 Gap Project Schematic/Environmental, Wichita Falls, TX

Professional Credentials

*Bachelor of Science,
Civil Engineering,
Texas Tech University*

*Professional Engineer in
Texas (No. 135270)*

*Texas Society of Professional
Engineers, Member*



Professional Credentials

*Master of Science,
Urban Planning,
Texas A&M University*

*Bachelor of Science, Urban
and Regional Planning,
Texas A&M University*

*American Institute
of Certified Planners
(No.34951)*

Ethan Harwell, AICP

ZONING AND SUBDIVISION SUPPORT LEAD

Ethan has more than five years of municipal planning experience. He has honed his technical skills over hundreds of technical reviews of subdivision plats, site development plans, and construction plans and negotiations for zoning requests, planned unit developments, special use permits, and development agreements for a wide range of development types from single-family subdivisions to commercial sites and mixed-use development. Ethan also has experience drafting code language on permitted uses, landscaping, tree preservation, and architectural design standards. This wide range of experience gives him a comprehensive understanding of the development process, how to provide quality customer service, and how to guide projects through the development process. Ethan's experience also includes managing large workloads and coordinating with multiple stakeholders on projects including staff, engineers, architects, other design disciplines, elected/appointed officials, and special interest groups. Ethan applies this knowledge of development through his assistance in working with local municipalities on long-range planning efforts, development review, and in supporting developments through the entitlements and permitting phases of development.

Relevant Experience

- Hutto Comprehensive Plan, Hutto, TX
- Toro Grande Comprehensive Plan Amendment and Rezoning, Cedar Park, TX
- Liberty Hill On-Call Planning Services, Liberty Hill, TX
- Cibolo On-Call Planning Services, Cibolo, TX
- Jarrell Unified Development Code Chapter 4 Update, Jarrell, TX
- Lytle Zoning Map, Lytle, TX
- Gateway College Preparatory Annexation and Zoning, Georgetown, TX
- US 183 Corridor Study, Leander, TX
- Honeycutt Tract Public Utilities District (PUD), Georgetown, TX
- Lenox Hill Townhomes Transportation Plan Amendment, Leander, TX
- Core Spaces Mixed Use PUD and Site Plan, Georgetown, TX
- Toro Grande Future Land Use Map and Conceptual Plan, Cedar Park, TX
- Wildhorse Ranch PUD, Austin, TX
- 220 Ralph Ablanedo Zoning and PUD, Austin, TX
- High Ridge Future Land Use Plan Petition, Cedar Park, TX
- Home Depot PUD, Leander, TX
- Urban Genesis Limmer Loop, Hutto, TX
- Aspen Heights Schmidt's Creek, Hutto, TX



Adolfo Gonzalez

ZONING AND SUBDIVISION SUPPORT

Adolfo is a planning analyst with experience working with public municipalities. He has contributed to the success of multiple comprehensive plan updates and planning policies in Texas. Adolfo has been involved in long-range planning efforts, including permitting, environmental planning, GIS mapping, public engagement, and grant procurement.

Relevant Experience

- Ferris Code Amendments, Ferris, TX
- Josephine Subdivision and Zoning, Josephine, TX
- Decatur Subdivision Ordinances, Decatur, TX
- Ferris Staff Augmentation, Ferris, TX
- Permian Basin Region SS4A Comprehensive Safety Action Plan, Midland, TX
- San Angelo SS4A Comprehensive Safety Action Plan, San Angelo, TX
- Midland County SS4A Comprehensive Safety Action Plan, Midland County, TX
- Crandall Comprehensive Plan, Crandall, TX
- Woodway Comprehensive Plan, Woodway, TX
- Cibolo Comprehensive Plan, Cibolo, TX
- Richardson Comprehensive Plan, Richardson, TX
- Sachse Comprehensive Plan, Sachse, TX
- Princeton Corridor Plan, Princeton, TX
- Seguin SS4A Comprehensive Safety Action Plan (Equity Analysis), Seguin, TX
- Weatherford SS4A Comprehensive Safety Action Plan, Weatherford, TX
- Burleson Parks Master Plan, Burleson, TX
- Chandler Comprehensive Plan, Chandler, OK

Professional Credentials

*Master of Urban and Regional Planning,
Texas A&M University*

*Bachelor of Science,
University Studies,
Texas A&M University*



Darby Adams, EIT

PUBLIC SERVICES AND FACILITIES SUPPORT

Darby has six years of water and wastewater experience with municipalities in West Texas. Her experience includes water and wastewater treatment, infrastructure design, and planning. Her planning experience includes facility performance evaluations and system modeling. Her design experience ranges from new infrastructure such as facilities and pipelines to infrastructure improvements and rehabilitation.

Relevant Experience

- Wolfforth Chloramine Conversion, Wolfforth, TX
- Wolfforth Development Plan Review, Wolfforth, TX
- Wolfforth Water Distribution Model, Wolfforth, TX
- Wolfforth Elevated Storage Tank, Wolfforth, TX
- Loop 88 Water Quality Evaluation, Wolfforth, TX
- Amarillo Northeast Interceptor, Amarillo, TX
- River Road Wastewater Treatment Plant (WWTP) Evaluation, Amarillo, TX
- Tierra Blanca WWTP Construction Contract Administration, Canyon, TX
- Greenwood Water System TCEQ and EPA Compliance, Midland, TX*
- Water System Emergency Conditions Modeling and Evaluation, China Spring, TX*
- EDC Phase Environmental Site Assessment, Andrews, TX
- San Angelo Howard Street, San Angelo, TX
- Bayview MUD New Middleton Lift Station and Utility Relocation, Bacliff, TX*
- Bayview MUD Water Line Extension and System Looping, Bacliff, TX*
- North Basin 5 Sanitary Sewer Analysis and Improvements, Tomball, TX*
- MUD 365 TCEQ 210 Reuse Authorization, Harris County, TX*

**Project completed prior to joining Kimley-Horn*

Professional Credentials

*Master of Science,
Environmental Engineering,
Texas Tech University*

*Bachelor of Science,
Environmental Engineering,
Texas Tech University*

*Engineer-in-Training in Texas
(No. 67080)*



Steven Sims

GRANT ADMINISTRATION LEAD

Steven has seven years of experience working a variety of projects, including grant funding research and identification, application writing, and administration. Additionally, he has a technical background in water, wastewater, storm, sewer, detention, pavement, roadway, grading, parking lot, and residential and commercial development engineering design. This technical background provides him a unique perspective during grant application development. Steven understands project planning, communication, and managing deadlines. His current responsibilities include project management, client coordination, data management, funding application development and review, funding research, and preparing preliminary analysis for capital planning projects associated with grants and funding submittals.

Professional Credentials

Bachelor of Science, Civil Engineering, West Texas A&M University

Relevant Experience

- Abernathy CDBG Application, Abernathy, TX
- Littlefield Utilities CDBG Application, Littlefield, TX
- Littlefield Downtown Revitalization CDBG Application, Littlefield, TX
- Lamesa CDBG Application, Lamesa, TX
- Hale Center USDA Grant Application, Hale Center, TX
- Amarillo Lift Station Texas Water Development Board (TWDB) Grant Application, Amarillo, TX
- Defense Economic Adjustment Assistance Grant Application, Universal City, TX
- Consolidated Rail Infrastructure and Safety Improvements (CRISI) Grant Application, Denton, TX
- CRISI Grant Application, Terrell, TX
- San Antonio Airport Defense Community Infrastructure Program Grant Application, San Antonio, TX
- San Antonio Airport Multimodal Project Discretionary Grant (MDPG) Mega Grant Application, San Antonio, TX
- ODOT MPDG Rural Grant Application, Tishomingo, OK
- TWDB Flood Infrastructure Fund Applications, Grand Prairie, TX
- SS4A Planning and Demonstration Grant Application, Pilot Point, TX
- Building Resilient Infrastructure and Communities Grant Application, Lummi Tribe, WA
- Hazard Mitigation Grant Program Application, Manatee County, FL
- SS4A Planning and Demonstration Grant Application, Universal City, TX

Similar Projects

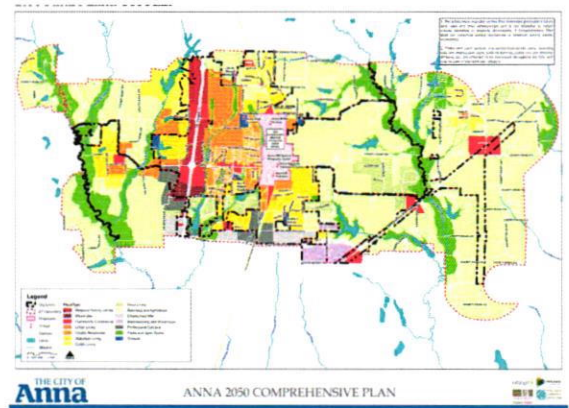
Crandall Comprehensive Plan | Crandall, TX

Kimley-Horn was engaged by the City of Crandall to develop a Comprehensive Plan aimed at enhancing the fiscal and environmental resiliency of the City through strategic infrastructure planning, community engagement, and overall development strategy. In conjunction with the Comprehensive Plan, the City of Crandall is applying for the Texas GLO Resilient Communities Program grant. The funding will be used to develop flood prevention ordinances and update their building codes. Although the Comprehensive Plan is not funded through the Resilient Communities Program grant, Kimley-Horn is developing a Comprehensive Plan that will fulfill the compliance requirements of the grant for a seamless integration. Crandall is presently at an important crossroads that provides a unique opportunity to capitalize on new growth and investment in the community. This new Comprehensive Plan will provide Crandall residents, community stakeholders, businesses, and civic groups with a venue to envision a future that builds on these key catalysts with supporting uses and businesses that enhance the environment for additional investment in the community. This Comprehensive Plan will also provide recommendations for leveraging the tax base through reinvestment in the community's aging infrastructure.

Similarities to Wolfforth's Comprehensive Plan: Texas GLO RCP Grant Compliant and Community Size

Anna 2050 Comprehensive Plan, Downtown Plan, and Parks Master Plan | Anna, TX

Anna was an early 20th century railroad town and some of the remnants of those times still remain. Anna is currently 15 square miles in size and was officially incorporated in 1913. Its historic character, small-town appeal, and quick access to the DFW Metroplex make this rapidly growing community of nearly 17,000 an appealing destination for those who move to the area. Since the adoption of the previous Comprehensive Plan in 2010, Anna grew by 18%, increasing its population to over 15,000 at the start of the new plan. With many development projects on the horizon and a dramatic increase in its current and expected population, an update to the comprehensive plan was necessary to help position the City for the future. In March 2020, Kimley-Horn led a team of consultants to facilitate a new Comprehensive Plan for Anna. The plan addressed issues related to maintaining a small town feel while optimizing future growth, attracting a diverse range of housing and employment options, and promoting the health and vitality of existing neighborhoods, businesses, and infrastructure. The Anna 2050 Comprehensive Plan; Downtown Master Plan; and Parks, Recreation, Open Space, and Trails Master Plan were unanimously adopted by the Anna City Council in April 2021.



Similarities to Wolfforth's Comprehensive Plan: Strategic Infrastructure Coordination, Population and Household Build Out, and Environmental and Character Preservation

Henderson Comprehensive Plan | Henderson, TX

The City of Henderson retained Kimley-Horn to create their inaugural Comprehensive Plan for their community. In 2022, Henderson experienced a strong need for additional residential developments, as well as guidance to incentivize ways to attract new development along the Loop 571 corridor. The Kimley-Horn team engaged with the community to identify several key ideas and recommendations for the comprehensive plan. The public was also encouraged to weigh in on two different future land use scenarios in Henderson. Elements of the Henderson Comprehensive Plan include:



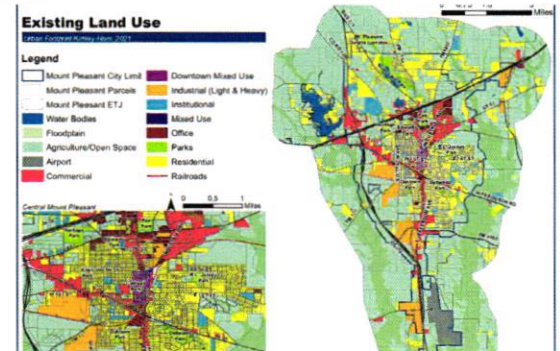
- Future land use
- Mobility and connectivity
- Infrastructure
- Housing and neighborhoods
- Parks and open space
- Economic development

This Comprehensive Plan will provide the City of Henderson with the tools that they need to incentivize development and continue prospering as an East Texas community. The Comprehensive Plan was adopted in November 2023.

Similarities to Wolfforth's Comprehensive Plan: Community Size and Regional Economic Development

Mount Pleasant Comprehensive Plan | Mount Pleasant, TX

The City of Mount Pleasant is a highly desirable community located in the heart of northeast Texas. Established in 1848 as the County Seat of Titus County, the City offers exemplary schools, a historic downtown, a strong industrial economic base, and a uniquely beautiful natural setting, with rolling hills, lakes, and pine forests. Since the adoption of its previous Comprehensive Plan in 2001, Mount Pleasant saw a significant increase in start-up businesses that were quickly gaining a national presence. While the City was successful in attracting these businesses, significant issues existed related to providing housing for the workforce necessary to sustain the growth of these and future businesses. Additionally, after the previous comprehensive plan adoption, TxDOT constructed the US 271 Bypass Loop which created a need for an appropriate development vision for that corridor. In July 2021, Kimley-Horn was engaged by the City to facilitate the development of a new Comprehensive Plan for Mount Pleasant. The plan was envisioned to build community consensus related to a number of issues facing the community, including creating strategies for expanding desired retail; business development to support a more diversified economy; maintaining the special friendly, small-town character of the community while accommodating new growth; providing attainable housing to support desired industries; developing a plan for continued revitalization of the downtown; and planning for future development along the US 271 Loop. Comprehensive Plan elements developed by the Kimley-Horn team included:



- Land use and design
- Economic vitality
- Mobility and connectivity
- Infrastructure, resources, and energy
- City services and facilities
- Downtown parks, recreation, and open space master plan
- Implementation and Monitoring

The Kimley-Horn team also prepared a project branding package for both planning efforts, including a special project logo and supporting materials, reviewed existing conditions, developed a new GIS map of existing land uses, established a preliminary strategic direction for the community, facilitated significant community discussion related to the plan through a specially designed project website, a community survey, stakeholder interviews, and a community forum. The Mount Pleasant Comprehensive Plan and the Mount Pleasant Parks, Trails, Recreation, and Open Space Plan were both adopted by the Mount Pleasant City Council in summer 2022.

Similarities to Wolfforth's Comprehensive Plan: Bypass Loop Coordination, Unique Project Branding, and Parks, Trails, and Open Space Integration

Mineral Wells Comprehensive Plan | Mineral Wells, TX

The City of Mineral Wells retained Kimley-Horn to create a unified vision for their community. The City has seen numerous revitalization efforts in their Downtown area recently, and City leadership wanted to capitalize on recent wins to identify new opportunities at the citywide level. Downtown Mineral Wells also experiences heavy truck traffic through their downtown corridors. A key element of the Comprehensive Plan was to identify an alternative truck route to ease traffic congestion throughout Downtown.

The Kimley-Horn project team conducted an online community survey that gathered over 300 responses and attended multiple community events, including the Crazy Water Festival, SpookyWells, and other pre-existing events to gather additional community feedback.

In addition, the project team met with the Comprehensive Plan Advisory Committee (CPAC), and held several joint work sessions with the CPAC, the P&Z, and City Council to determine what specific improvements City leadership would like to see in the community. Elements of the Mineral Wells Comprehensive Plan include mobility and connectivity, transportation, future land use, economic development, parks and open space, and fiscal sustainability. The Comprehensive Plan was adopted in November 2023.

Similarities to Wolfforth's Comprehensive Plan: Community Events, Fiscal Sustainability, and Bypass Route



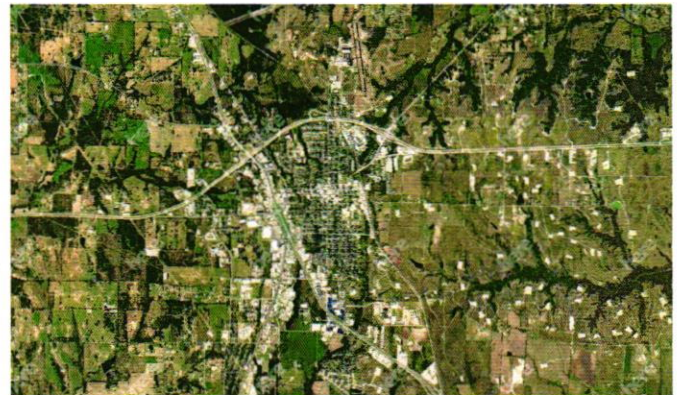
Decatur 2050 Comprehensive Plan | Decatur, TX

Since the adoption of their previous Comprehensive Plan in 2004, Decatur experienced significant commercial growth (due to the City's role as a regional commercial center) and a demand for new residential neighborhoods. Additionally, significant growth pressures were expected in Decatur soon due to rapid expansion of the DFW Metroplex into adjacent communities. Decatur leaders recognized a need to develop a new Comprehensive Plan that addressed the rapidly changing context of the community to position the city to capitalize on the growth opportunities that were quickly approaching.

In August 2019, Kimley-Horn was engaged by the City to facilitate the development of a new Comprehensive Plan for Decatur. The plan-built community consensus related to a number of issues facing the community, including creating strategies for maintaining the small-town feel while responding to future growth pressures in the community; maintaining and capitalizing on the historic character of Downtown Decatur; attracting a range of housing products to support "aging in place" within the community and to provide workforce housing to support the Wise Health System Medical Center, the Decatur Conference Center, the Decatur Municipal Airport and the Decatur Business Park; and establishing a roadmap for implementing a future plan that is based on creating a fiscally balanced community.

Kimley-Horn prepared a project website, reviewed existing conditions, and established a preliminary strategic direction for the community. The team also facilitated significant community discussion related to the plan through a specially designed community survey, stakeholder interviews, community open houses, interaction at community events (including A Touch or Rust), engagement of special groups (including the Decatur Lions Club and Decatur Independent School District), and a community-wide charrette. The consultant team then worked with the community to develop consensus on a preferred future scenario and developed detailed plan components and implementation strategies. The Decatur 2050 Comprehensive Plan was adopted unanimously by the Decatur City Council in October 2020.

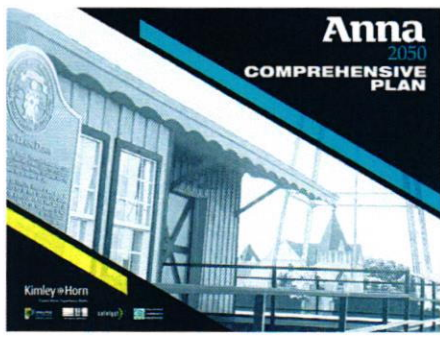
Similarities to Wolfforth's Comprehensive Plan: Community Size and Fiscal Sustainability



Samples of Related/Comparable Past Projects

Scan the QR codes below to view our past projects.

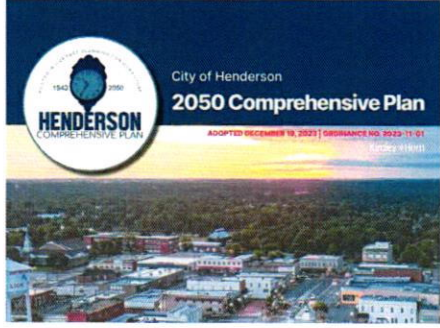
Anna 2050 Comprehensive Plan, Downtown Plan, and Parks Master Plan



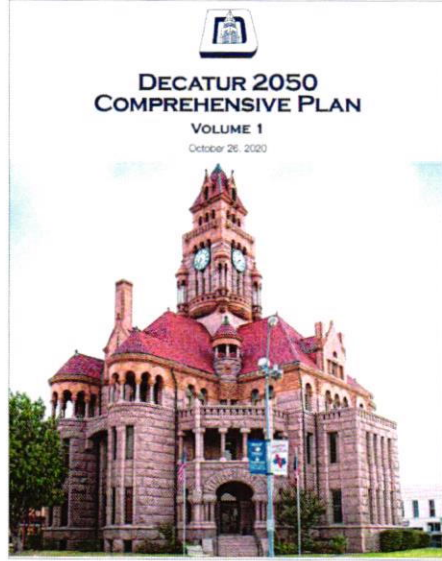
Mineral Wells Comprehensive Plan



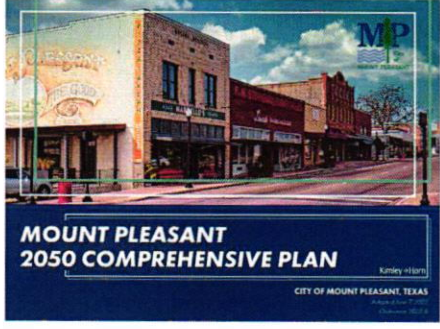
Henderson Comprehensive Plan



Decatur 2050 Comprehensive Plan



Mount Pleasant Comprehensive Plan



References

Crandall Comprehensive Plan

City of Crandall | Jerry Dean, City Manager | jdean@crandalltexas.com | 972.427.3771

Mount Pleasant Comprehensive Plan

City of Mount Pleasant | Robert LaCroix, Former Director of Building and Develop | rlacroix@mpcity.org | 972.754.9682

Henderson Comprehensive Plan

City of Henderson | Jay Abercrombie, City Manager | jabercrombie@hendersontx.com | 903.657.6551

Mineral Wells Comprehensive Plan

Haws Hill and Associates (City's Project Representative) | Tony Allender, Economic Development Principal
tallender@hhcllp.com | 832.483.1853

Decatur 2050 Comprehensive Plan

City of Decatur | Dedra Ragland, Planning Director | dragland@decaturtx.org | 940.393.0250

Required Disclosures and Certifications

Kimley-Horn and Associates, Inc. certifies that if awarded the contract we will be able to complete and adhere to the following documents, per the RFQ for this solicitation.

- ▶ Conflict of Interest Questionnaire
- ▶ Certificate of Interested Parties
- ▶ Certification Regarding Boycotting Israel
- ▶ Certification Regarding Boycotting of Firearms Entity or Firearms Trade Association
- ▶ Certification Regarding Boycotting of Certain Energy Companies

Bid Evaluation

Project Title: RFQ for Comprehensive Planning Services: City of Wolfforth

Date: December 17, 2024

Time: 3:00 pm

Opened by: Tara Tomlinson, Director of Development Services

Witness: Rick Scott, Assistant City Manager

Evaluation Criteria	Bidder #1- Kimley-Horn
Criteria #1- Does the consulting firm have knowledge and experience with the City of Wolfforth?	Yes
Criteria #2- Does the consulting firm have experience with comprehensive planning activities and programs?	Yes, over 6 projects mentioned and samples submitted.
Criteria #3- Does the consulting firm have understanding of the technical approach needed for a grant through the Texas General Land Office Community Development Block Grant-Mitigation Resilient Communities Program?	Yes
Criteria #4- Does the consulting firm have availability and capability of staff? Are qualifications of project team submitted?	Yes, 11 staff members as part of project team. All have qualification sheets attached.
Criteria #5- Does the consulting firm have the ability to complete the project in a timely manner?	Yes, timeline attached with benchmarks and milestones listed over a 12-month period.
Criteria #6- Does the consulting firm have integrity and compliance with public policy?	Yes
Criteria #7- Is the location of the office in or near Lubbock with available staff?	Yes, multiple staff on team reside in Lubbock area.



Tara Tomlinson- Director of Development Services



Rick Scott- Assistant City Manager



January 7, 2024

Reid Cleeter, Project Manager

Kimley-Horn
4411 98th Street Suite 300
Lubbock, TX 79424

Dear Reid Cleeter,

Subject: Award of Qualification for RFQ for Comprehensive Plan and Flood Damage Prevention Ordinance

We are pleased to inform you that Kimley-Horn has been selected as a qualified vendor in response to our Request for Qualifications (RFQ) for Comprehensive Plan and Flood Damage Prevention Ordinance, issued on December 2, 2024. After reviewing all submitted qualifications, we are impressed by your company's capabilities and experience and are excited to move forward with your inclusion in the next phase of our procurement process.

Your qualifications have been accepted for the following:

- Project/Service Title: Comprehensive Plan and Flood Damage Prevention Ordinance for the City of Wolfforth
- Scope of Services: Comprehensive Plan and Flood Damage Prevention Ordinance
- Next Steps: Negotiate contract

This award does not constitute a contract or guarantee any work. It signifies that your company is considered qualified to proceed with the next stage, which may include submitting a detailed proposal, negotiations, or other steps as required by the project. Further communication will be provided to guide you through the subsequent process.

We appreciate your interest and effort in participating in our RFQ process. Should you have any questions or require clarification, please do not hesitate to contact us.

Congratulations once again, and we look forward to the next steps in working together.

Sincerely,

Randy Criswell
City Manager

City of Wolfforth

302 Main Street | P.O. Box 36 | Wolfforth, TX 79382 | PHONE: 806-855-4120 | FAX: 806-855-4121 | wolfforthtx.us | info@wolfforthtx.us



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on development of Council Handbook
STAFF INITIATOR:	Randy Criswell, City Manager

BACKGROUND:

As directed a few weeks ago, I've been working on the creation of a Council Handbook for Wolfforth. Attached is a rough outline of subjects that I think could be helpful to any new Council member in Wolfforth. The list isn't exhaustive, but I think is a good starting point, since it will be built around information that's specific to Wolfforth. I'd like to get your feedback before we continue. Here's my list so far:

- Form of government
- Roles of Manager, Mayor, and Council
- Wolfforth City Departments and functions
- City Finances and Budget
- How to get something on the agenda
- General conduct of our Council meetings
- About Citizen Engagement requirements
- About Public Hearings
- Appropriate engagement with employees.
- Relationships with other governmental entities.
- What is an interlocal agreement?
- What is an Ordinance?
- What is a Resolution?
- What is TML?
- What is the MPO?
- Relationship with Lubbock
- About the Wolfforth EDC
- About the TIRZ
- Our consultants and what they do. OJD, Kimley-Horn, SAFEbuilt, Walker
- Boards & Commissions
- Meter reading and billing
- Platting process
- Finance, PFIA, etc
- City Council credit card, travel and expense policies

EXHIBITS:

None

COUNCIL ACTION/STAFF RECOMMENDATION:

Provide feedback to staff as appropriate



AGENDA ITEM COMMENTARY

MEETING NAME:	City Council
MEETING DATE:	January 6, 2025
ITEM TITLE:	Consider and take appropriate action on report from staff regarding Solid Waste RFP process
STAFF INITIATOR:	Randy Criswell, City Manager

BACKGROUND:

As you will recall, we extended the deadline for receipt of proposals for Solid Waste Services to last Monday December 30, 2024. We wanted to give any potential respondent time to thoroughly review the RFP and provide a response. Proposals were received from Caprock Waste, South Plains Waste Services, and Republic Services. We're continuing our review of the proposals, and will schedule interviews as we deem appropriate over the coming days. The implementation date has been shifted from April 1 to May 1, 2025 to allow for thorough evaluation, analysis, and transition if necessary.

We wanted to let you know where we are in the process.

EXHIBITS:

None

COUNCIL ACTION/STAFF RECOMMENDATION:

Report only, no action recommended