

WOLFFORTH CITY COUNCIL AGENDA
October 16, 2023 – 6:00 P.M.
WOLFFORTH CITY HALL
COUNCIL CHAMBERS
302 MAIN STREET
WOLFFORTH, TEXAS

The order of these agenda items may be changed. The City Council may discuss and/or take action on each of the following items:

Call Meeting to Order

Invocation –

Pledge of Allegiance –

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 minutes from October 2, 2023**
- 2. Consider and take appropriate action on monthly departmental reports**
- 3. Consider and take appropriate action on Business Improvement Grant Program Policy**

4. Consider and take appropriate action on Resolution 2023-014 – 2nd Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO PURCHASE LAND TO PROMOTE NEW AND EXPANDED BUSINESS.

5. Consider and take appropriate action on Resolution 2023-015 – 2nd Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ESTABLISHMENT OF THE BUSINESS IMPROVEMENT GRANT PROGRAM TO PROMOTE NEW AND EXPANDED BUSINESS DEVELOPMENT.

6. Consider and take appropriate action on Resolution 2023-018

A RESOLUTION OF THE GOVERNING BODY OF THE CITY OF WOLFFORTH (“EMPLOYER”) APPROVING THE TERMS AND CONDITIONS OF AN INTERLOCAL AGREEMENT BETWEEN THE EMPLOYER AND EDUCATION SERVICE CENTER REGION 10 WHICH SPONSORS THE RETIREMENT ASSET MANAGEMENT SERVICES PROGRAM (“RAMS”) AUTHORIZING THE ESTABLISHMENT OR TAKEOVER OF ONE OR MORE PLANS AS SELECTED BELOW.

7. Consider and take appropriate action on Ordinance 2023-025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 13 UTILITIES DIVISION 2 RATES ARTICLE 13.05 WATER AND SEWER BY AMENDING § 13.05.022 WATER TO ADD RATES FOR FRENSHIP INDEPENDENT SCHOOL DISTRICT; ADDING § 13.05.023 FIRE HYDRANT METER SETTING FEES FOR USE OF FIRE HYDRANT METERS; PROVIDING FOR THE REPEAL OF ANY CONFLICTING FEES IN THE CODE OF ORDINANCES AND PROVIDING AN EFFECTIVE DATE.

8. Consider and take appropriate action on Pay Request Number 1 from UCA for 12-inch Loop Line Project

Items for Individual Consideration

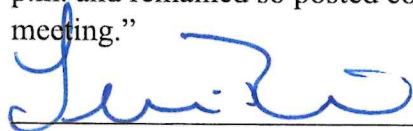
9. Consider and take appropriate action on request for partial closure of Tiger Street on October 31, 2023

10. Consider and take appropriate action on Economic Development Corporation Strategic Plan

11. Consider and take appropriate action on End of Fiscal Year 2023 Investment Report
12. 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:
 - a. 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
13. 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.
14. Council Requests for Future Agenda Items
15. Adjourn

The City Council of the City of Wolfforth reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any matters listed on this agenda, as authorized by the Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). Executive sessions are closed to the public as provided in Chapter 551 of the Texas Government Code. Any decision held on such matters will be taken or conducted in Open Session following the conclusion of the Executive Session.

“I, the undersigned authority do hereby certify that the Notice of Meeting was posted at City Hall of the City of Wolfforth, Texas, a place convenient and readily accessible to the general public at all times and said Notice was posted on the following date and time: October 13, 2023 at 5:00 p.m. and remained so posted continuously for at least 72 hours prior to the scheduled time of said meeting.”



Terri Robinette, City Secretary

Date Notice Removed

AGENDA ITEM #1

**MINUTES OF A REGULAR MEETING
CITY COUNCIL OF WOLFFORTH, TEXAS
302 Main Street, WOLFFORTH, TX
Monday, October 2, 2023, 6:00 p.m.**

MEMBERS PRESENT: Mayor Charles Addington, Mayor Pro Tem Doug Hutcheson, Council Member Austin Brashier, Council Member Charlotte McDonald, Council Member David Cooper, Council Member Gregory Stout

MEMBERS ABSENT:

OTHERS PRESENT: City Manager Randy Criswell; Assistant City Manager Rick Scott; City Secretary Terri Robinette; Public Works Director Randy Hall; Compliance Candace Layman; Public Works Director Henry High; Fire Chief Lance Barrett; Development Director Tara Tomlinson; EDC Director Danielle Sweat

OTHERS PRESENT BY TEAMS:

Mayor Charles Addington opened the meeting at 6:00 p.m.

1. There were no public comments.
2. Annabelle Bennett was recognized by the Mayor and Council as the 2023 Wolfforth Harvest Queen Scholarship winner.
3. Motion by Council member Doug Hutcheson, second by Council member Charlotte McDonald to approve the Consent Agenda. Motion carried unanimously.

A. Consider and take appropriate action on minutes from September 18, 2023

B. Consider and take appropriate action on Resolution 2023-014 – 1st Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH
AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO
PURCHASE LAND TO PROMOTE NEW AND EXPANDED BUSINESS.

C. Consider and take appropriate action on Resolution 2023-015 – 1st Reading

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH
AUTHORIZING THE ESTABLISHMENT OF THE BUSINESS IMPROVEMENT

GRANT PROGRAM TO PROMOTE NEW AND EXPANDED BUSINESS DEVELOPMENT.

D. Consider and take appropriate action on Pay Estimate #1 to Missouri Valley for 2023 Sealcoat project

E. Consider and take appropriate action on Resolution 2023-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AUTHORIZING EXECUTION OF A CONTRACT FOR ELECTION SERVICES WITH LUBBOCK COUNTY FOR ELECTIONS HELD THROUGH SEPTEMBER 30, 2024.

F. Consider and take appropriate action on Resolution 2023-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZEING THE APPROVAL OF ELECTION RELATED LOCATIONS AND APPOINTMENTS FOR THE NOVEMBER 7, 2023 SPECIAL ELECTION

G. Consider and take appropriate action on request for Hotel Occupancy Tax funds for Frenship Basketball Regional Tournament

H. Consider and take appropriate action on request for Hotel Occupancy Tax funds for Frenship Track Regional Meet

I. Consider and take appropriate action on Master Fee Schedule

J. Consider and take appropriate action on agreement for professional services from Kimley Horn for Library Landscaping Project

4. Motion by Council member Charlotte McDonald, second by Council member Doug Hutcheson to approve an interlocal agreement with ESC Region 10 for a 457 (b) Retirement Savings Plan. Motion passed unanimously.
5. Staff reviewed the new City website with the Council. No action was taken.
6. City Secretary Terri Robinette provided the Council with an update on the Charter election for November 7, 2023 including the early voting dates of October 23 through November 3. No action was taken.
7. The Wolfforth City Council convened into Executive Session at 6:25pm on October 2, 2023 to discuss matters pertaining to the following:

- a. 551.072 Deliberations about Real Property: To deliberate the purchase, exchange, lease or value of real property (i) Water Rights Acquisition
8. The City Council reconvened into open session at 6:42pm on October 2, 2023. Motion by Council member Charlotte McDonald, second by Council member Doug Hutcheson to authorize a contract with HDR for groundwater supply study. Motion carried unanimously.
9. With no other business to come before the Council, a motion was made by Council member David Cooper, second by Council member Doug Hutcheson to adjourn the meeting. Motion carried unanimously and the meeting was adjourned at 6:44pm.

PASSED AND APPROVED THIS THE 16th DAY OF OCTOBER, 2023.

Charles Addington, II, Mayor

ATTEST:

Terri Robinette, City Secretary

AGENDA ITEM #2

September 2023

Departmental Reports

Monthly Report September 2023

New Construction: 22-Residential, 1-Commercial

Estimated Value: \$5,145,056

Subdivision: Harvest-18, Overlook-3, Frenship Mesa-1

22-Single Family

1-Commercial

Ongoing Construction: 1-Commercial, 136-Residential

Subdivision: Harvest-92, Overlook-14, Iron Horse-13, Preston Manor-12, Windsor Estates-3, Old Wolfforth-1, Preston Estates-1

136-Single Family

1-Commercial (Luxury Lounge)

Completed Construction: 35-Residential

Subdivision: Harvest- 32, Frenship Mesa-1, Preston Manor-1, Windsor Estates-1

35-Single Family

Plat and Commercial Update September 2023

Platting: 4 Plats

Overlook 2B- final walk-through to release bond

Overlook 3- final walk-through to file plat. Council approval on June 20, 2022

Harvest 8A- waiting on TCEQ approval before proceeding to Council

Harvest Investments 4- waiting to schedule final walk-through. Council approval March 6, 2023

Commercial: 4 Projects

Luxury Lounge- currently in the final inspections

Human Bean- had a pre-development meeting. Preliminary plat process has begun

Silvercreek Assisted Living- currently in final inspections. A few corrections and then will be finished

Wingstop- Currently in plan review with SafeBuilt

Permit Title	Permit Description	Project Address	Applicant	Date Started	Project Square Feet	Estimated Valuation
Building Permit New (R)	Single Family Residence	3213 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	2164	222892
Building Permit New (R)	Single Family Residence	3219 Corpus Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/14/2023	2572	264916
Building Permit New (R)	Single Family	1208 E 30th Street	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/01/2023	3527	363281
Building Permit New (R)	Single Family Residential	214 Wildcat St	David Rogers, Texas Odyssey Homes, 8067731290, jdr1717@me.com	09/28/2023	2910	299730
Building Permit New (R)	New Single Family build	609 E 14th Street	Douglas Smith, blkrkproperties@gmail.com	09/20/2023	1896	195288
Building Permit New (R)	New Single Family Construction	607 E 14th Street	Douglas Smith, blkrkproperties@gmail.com	09/20/2023	2016	207648
Building Permit New (R)	new construction	617 E 15th Street	Jake Shannon, jake.crconsulting@gmail.com	09/22/2023	3895	401185
Building Permit New (R)	Single Family Residence	3206 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/14/2023	2113	217639
Building Permit New (R)	Single Family Residence	2910 Ranch Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	3527	363281
Building Permit New (R)	Single Family Residence	2013 Plains Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	1426	146878
Building Permit New (R)	Single Family Residence	3211 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	2766	284898
Building Permit New (R)	Single Family Residence	3214 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	2424	249672
Building Permit New (R)	Garden Home	2006 Panhandle Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	1426	146878
Building Permit New (R)	Garden Home	2010 Panhandle Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/25/2023	1431	147393
Building Permit New (R)	Single Family Residence	3207 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/14/2023	2117	218051
Building Permit New (R)	Single Family Residence	3222 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/14/2023	2758	284074
Building Permit New (R)	Single Family Residence	3206 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/14/2023	2113	217639
Building Permit New (R)	Single Family Residence	3206 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/14/2023	2112	217639
Building Permit New (R)	Single Family	2901 Ranch Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/05/2023	3240	33372
Building Permit New (R)	Single Family	3205 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/05/2023	2164	222892
Building Permit New (R)	Single Family	3208 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/05/2023	2002	206206
Building Permit New (R)	Single Family	3221 Cottonwood Avenue	Betenbough Homes, Betenbough Homes, 8067979494, prebuildteam@betenbough.com	09/05/2023	2268	233604

52867

5145056



Citation Listing

City of Wolfforth Municipal Court

10/11/2023 6:36:03 PM

Citation Listing Report

Totals For 09/01/2023 - 09/30/2023

Report Totals

By Race	4 - 4	5
	6 - 6	4
	A - Asian or Pacific Islander	1
	B - Black	7
	H - Hispanic	32
	I - American India or Alaskan Na	1
	W - White	58

ReportTotals 108

Report Totals

By Gender	1 - Male	5
	2 - Female	4
	F - Female	38
	M - Male	61

Report Totals 108

Report Totals

By Age Code	-	2
	A - Adult	99
	J - Juvenile	6
	M - Minor	1

Report Totals 108

Report Totals:	Number Of Citations:	108
	Number Of Violations:	150



Citation Listing

City of Wolfforth Municipal Court

10/11/2023 6:36:03 PM

Citation Listing Report

Totals For 09/01/2023 - 09/30/2023

Report Totals

Totals By Citation Type	R - Regular	108
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Report Totals	108
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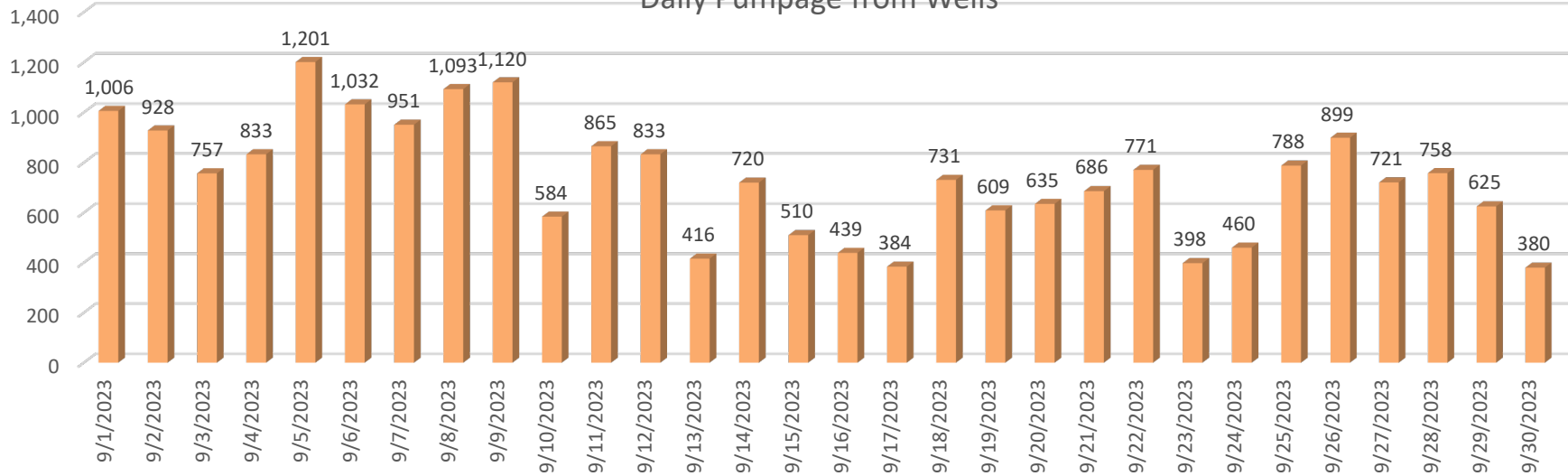
Report Totals:	Number Of Citations:	108
	Number Of Violations:	150

Wolfforth Fire EMS									
2023 Run Totals									
January	City of Wolfforth	Lubbock County	City of Lubbock	City of Ropesville	Hockley County	Terry County	Lynn County	Lamb Co	
Fire	23	28	1		1				53
EMS	47	56	5	1	8				117
February									
Fire	19	30			2		1		52
EMS	58	54		6	8				126
March									
Fire	14	18			1				33
EMS	54	51		9	7				121
April									
Fire	15	20	2		1				38
EMS	51	45	6	7	9				118
May									
Fire	15	22			1	1			39
EMS	37	47		4	5				93
June									
Fire	22	28			1				51
EMS	62	62		9	6				139
July									
Fire	22	22			3			1	47
EMS	47	55		6	3				111
August									0
Fire	22	24							46
EMS	49	87	1	2	3				142

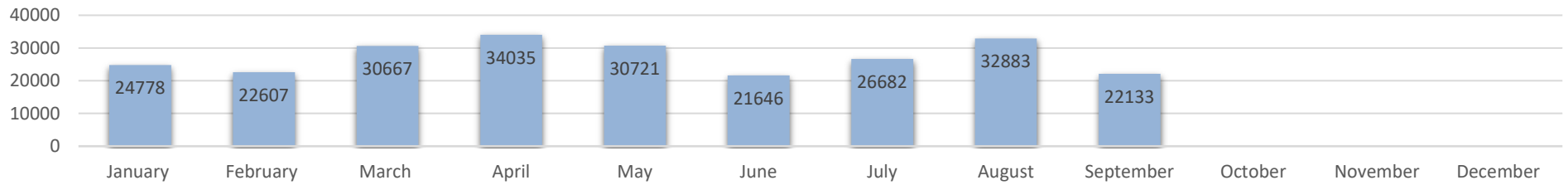
10/10/2023

September 2023

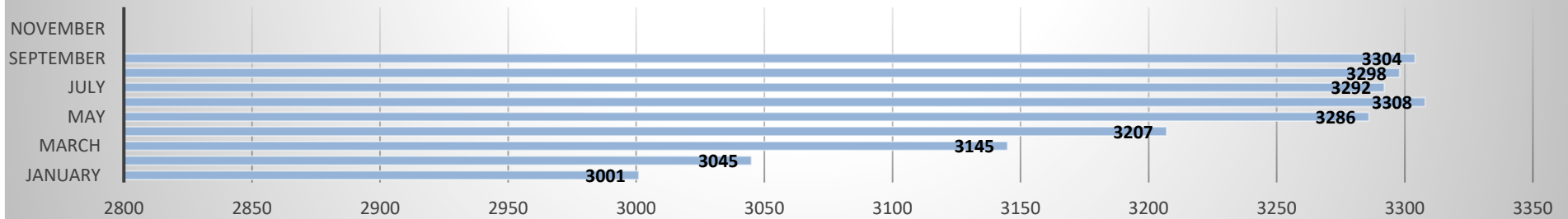
Daily Pumpage from Wells



Monthly total of Water Pumped by wells

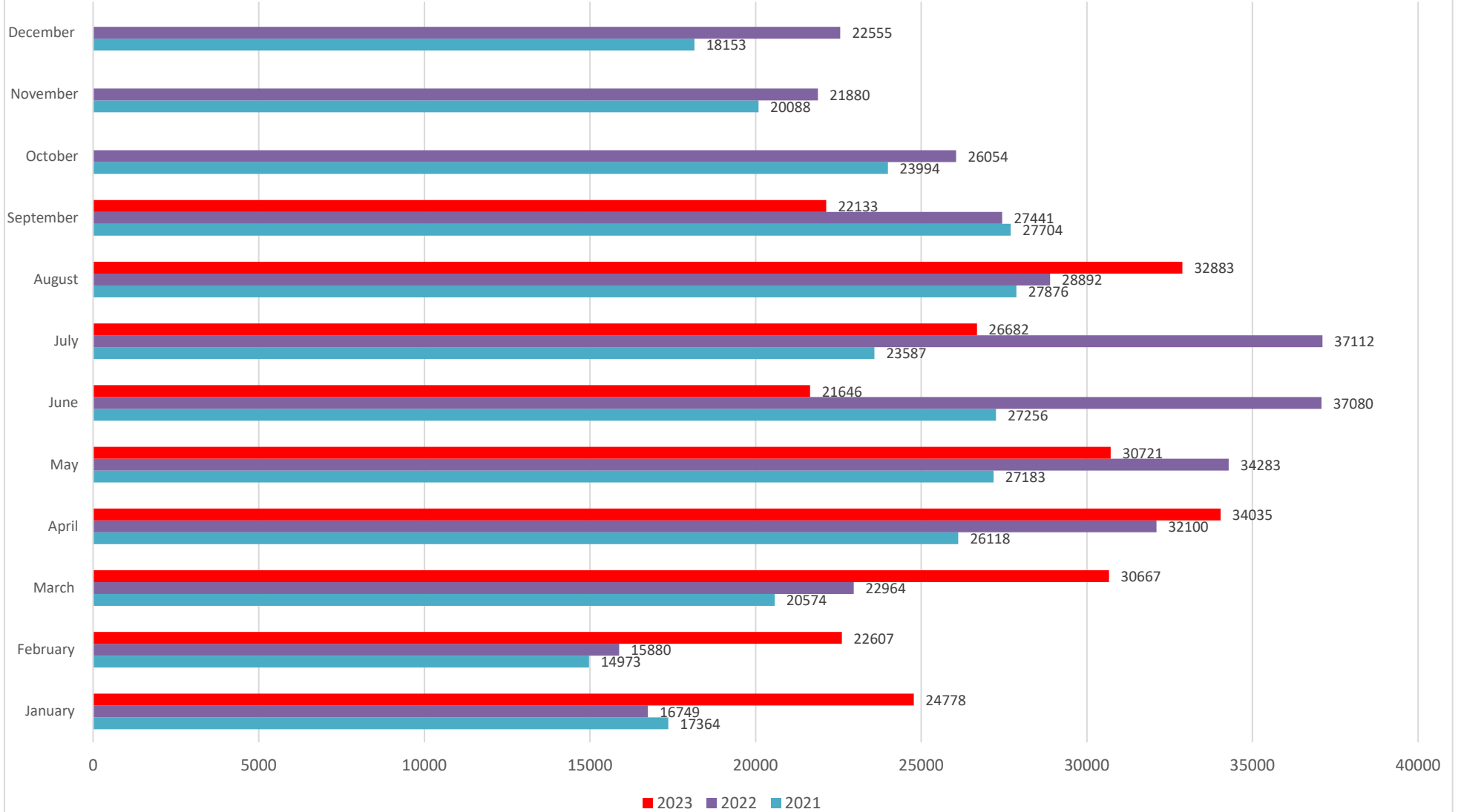


Meter Count



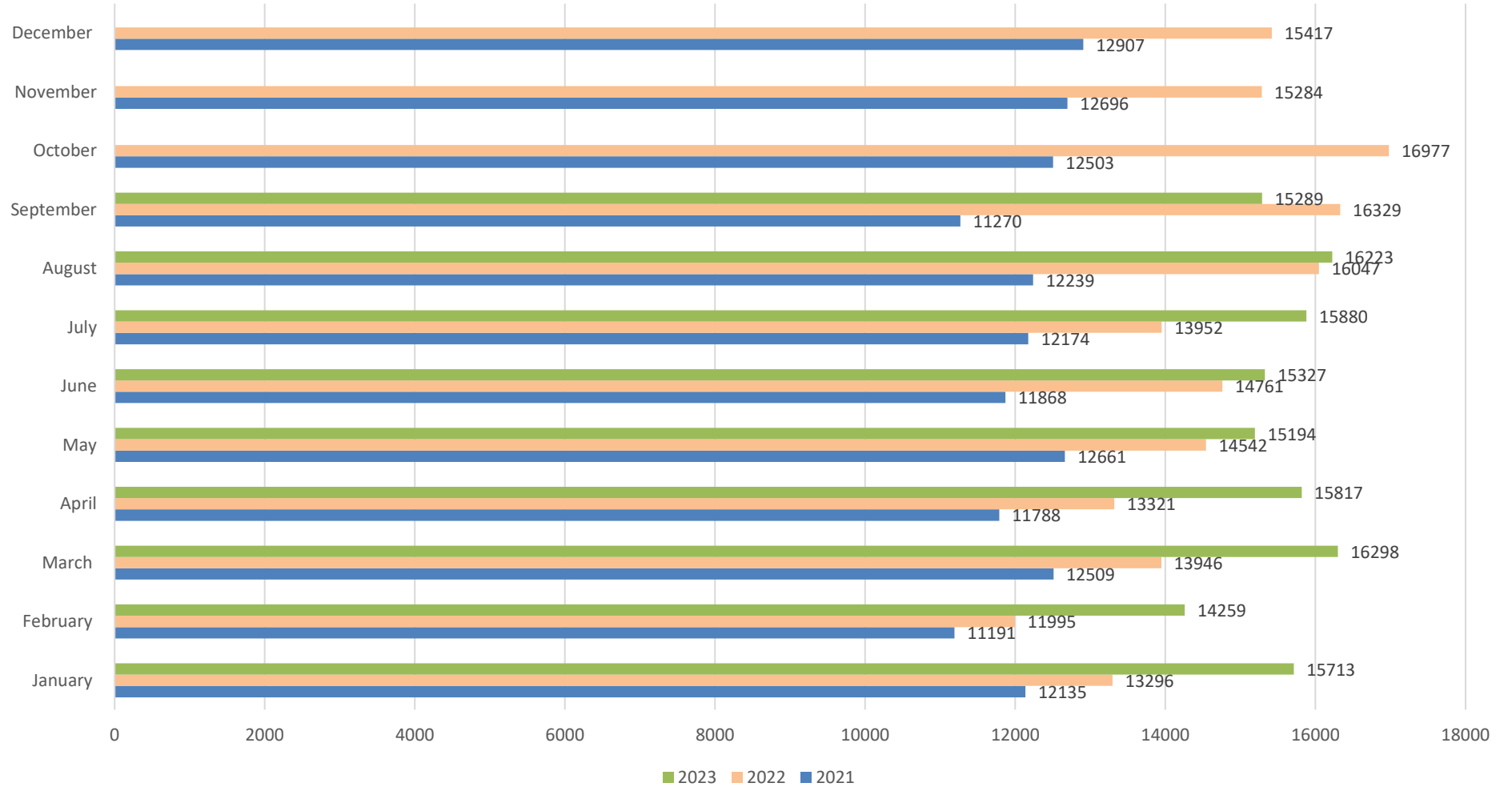
September 2023

Water pumped from City wells



September 2023

Sewer Flow



811
locates 41

Iworq summary 206 work orders

Building maintenance	1 Meter replacen	Service 2 Disconnect	16
Container check	6 Meter re read	8 Water Leak	1
	Non payment		
Data Log	5 disconnect	3	
	Non pmnt		
Detect leak	6 reconnect	74	
Door tag	3 Sewer	1	
Install meter	33 Streets	1	
Meter Issues	5 Pothole repair	1	
Meter Reads	15 Service connect	25	

Library Report

Dates included: September 1, 2023 – September 30, 2023

Circulation Statistics: 2,884 Checkouts

Cards issued: 207 new cards (9 digitally through the website, 138 made with FISD outreach program)

Materials Added: 122 Items Value: \$2,080.54

Materials Weeded: 52 Items Value: \$845.24

Overdrive (WT Digital Consortium) – 4,797 eBooks, 3,877 eAudiobooks, and 181 eMagazines

Overdrive New User Registrations – 26 new users

Total number of visitors: 1,903

Total number of computer users: 145

Total number of reference questions: 765

Community Room reservations: 8 Regular **note that we are using the room almost daily for library/community events, GED/ESL, and for Fire/EMT classes**

Program totals: 11 Total Programs: Family – 0 | Children's – 9 | Teen – 1 | Adult – 1 |

Total Activity Participation: 265 total/ 147 children / 4 teens / 114 adults

September Beanstack overview: 2 New Registrations | 1,358 books | 2,008 minutes read | 38 Active Readers

Volunteer Hours: 12.10 hours

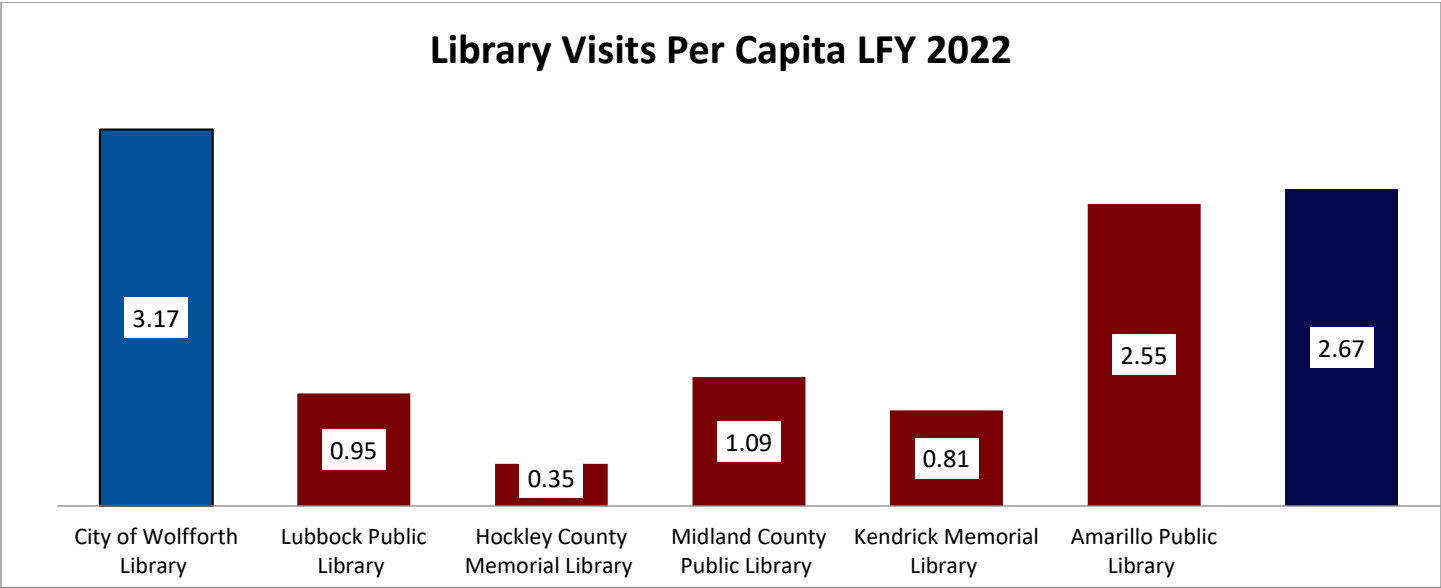
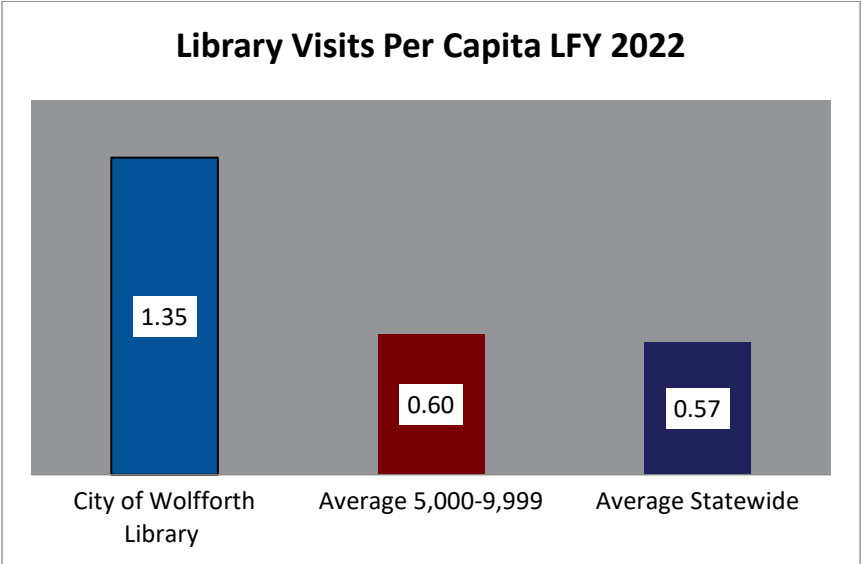
The Library ended September with another record month for programs, circulation, and foot traffic in the building. The continued growth each month is encouraging as we move into a new fiscal year. Currently, the Library is exploring three separate grants that opened in October and will be due in early 2024. These include a collection grant, a technology grant, and a special projects grant, all of which will be funded in FY 24/25. The collection grant is being led by Taylor Revilla and will be heavily focused on children and teen materials with a focus on our homeschool population with a heavy emphasis on our non-fiction collection. The technology grant is through the Texas State Library and focused on historical preservation and special local collections and will be primarily used to purchase a digitization station that can be used to preserve items relevant to Wolfforth history such as yearbooks, photos, maps, and more. The last grant the Library is exploring will be to begin developing the outdoor community spaces on the tract of land adjacent to the building. We are currently working with Kimley-Horn to create the landscape and hardscape schematic design to expand and develop the landscape amenity space on the land. Kimley-Horn has developed a timeline that will give us the concept design by November 3, 2023, to review and make changes, and a final schematic design by December 15, 2023. Once I have these designs, I will be able to utilize them in seeking grant funding.

The Texas State Library has released the comparison data for the 2022 fiscal year, and it shows that the Library is doing very well, both compared to libraries of similar size and libraries in our area. I have attached some of

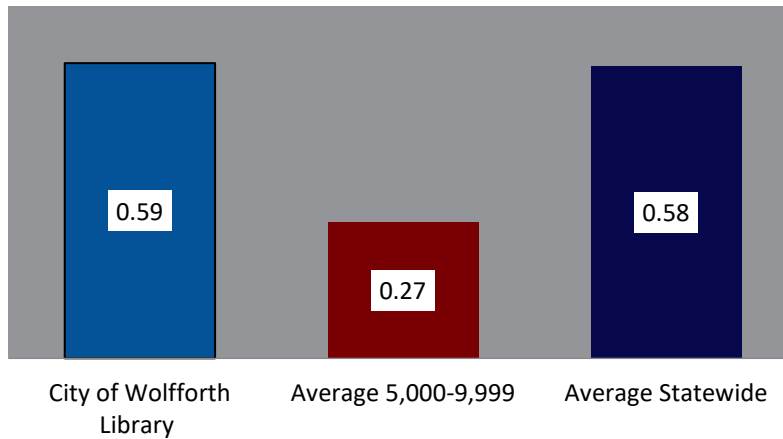
the charts below. Each year the Library must complete an annual report through the state that makes us eligible for state and national grants and funding. We will begin working on the report for the 2023 fiscal year in March of 2024. I expect to see our numbers continue increasing with the steady growth in and around Wolfforth.



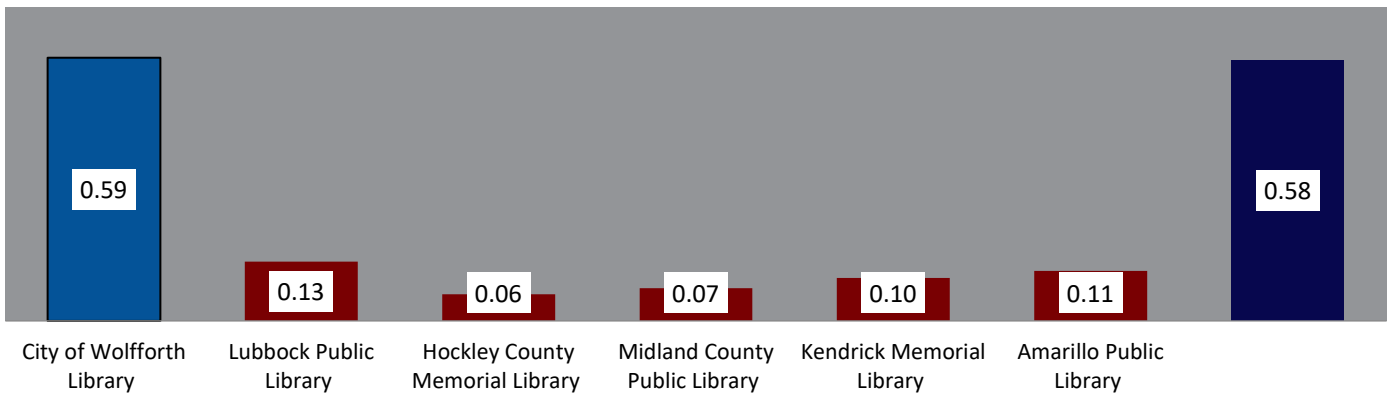
Library Comparison Charts for Local Fiscal Year (LFY) 2022
City of Wolfforth Library



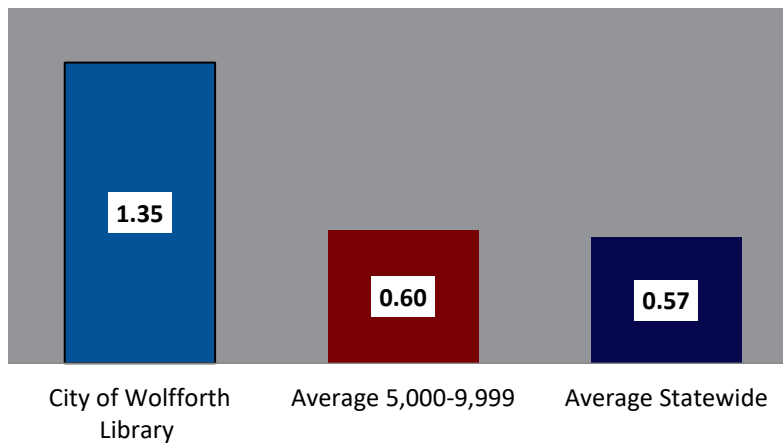
Program Attendance Per Capita LFY 2022



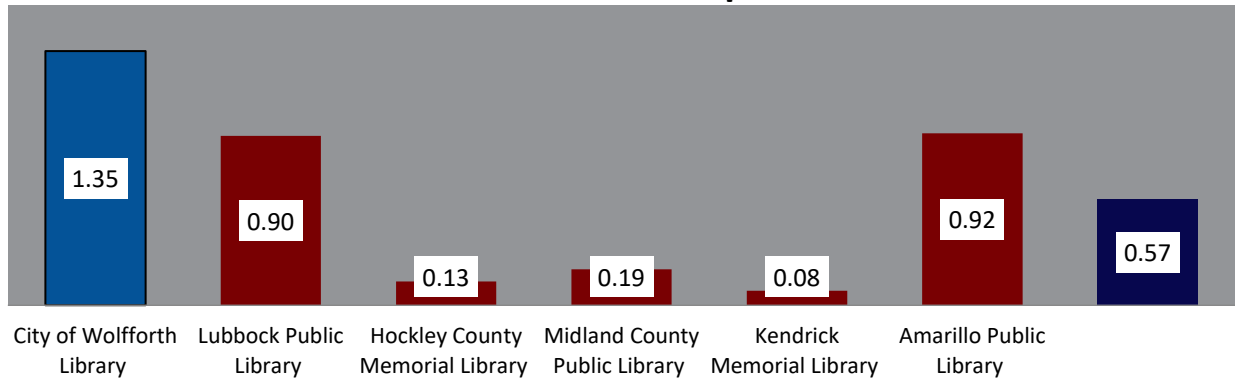
Program Attendance Per Capita LFY 2022



Reference Per Capita LFY 2022

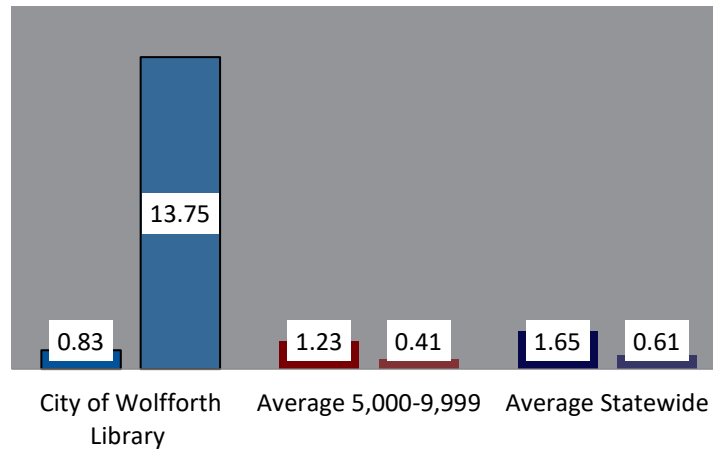


Reference Questions Per Capita LFY 2022



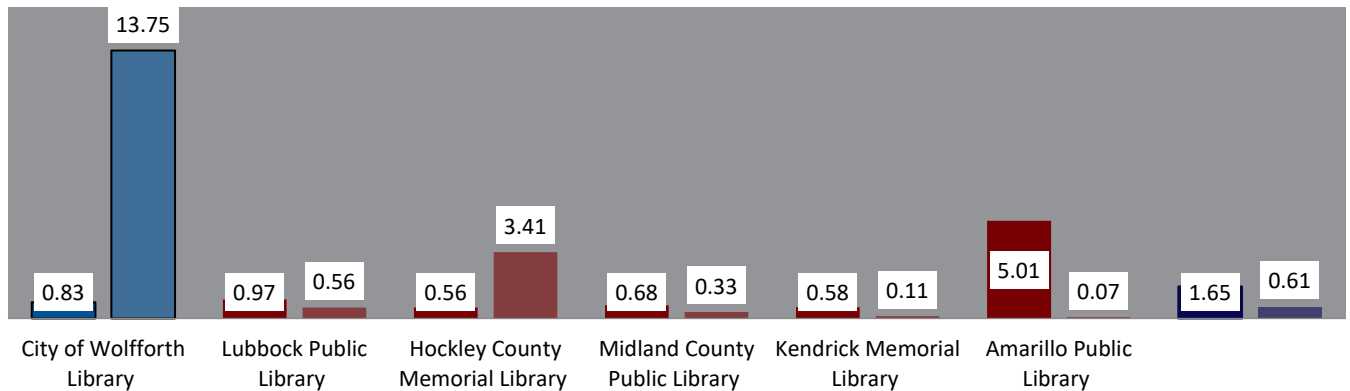
Adult Circulation Per Capita Digital or Physical LFY 2022

Physical Digital



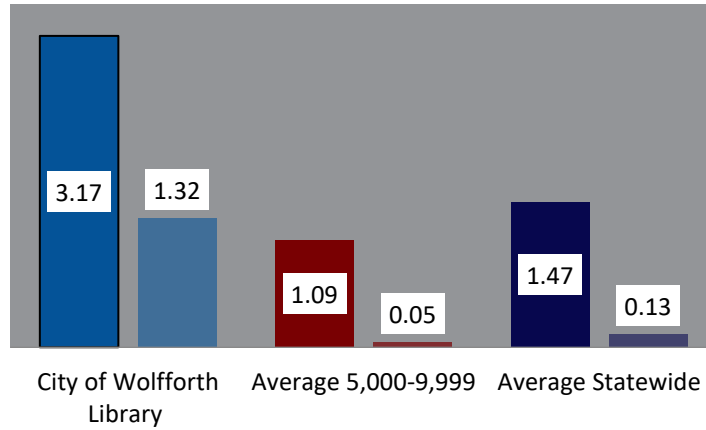
Adult Circulation Per Capita Digital and Physical LFY 2022

Physical Digital



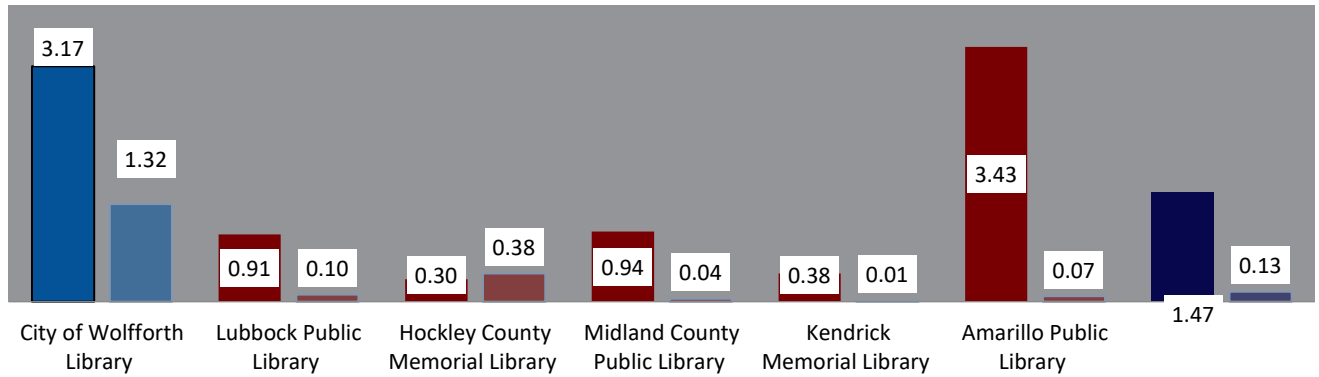
Children's Circulation Per Capita Digital or Physical LFY 2022

Physical Digital

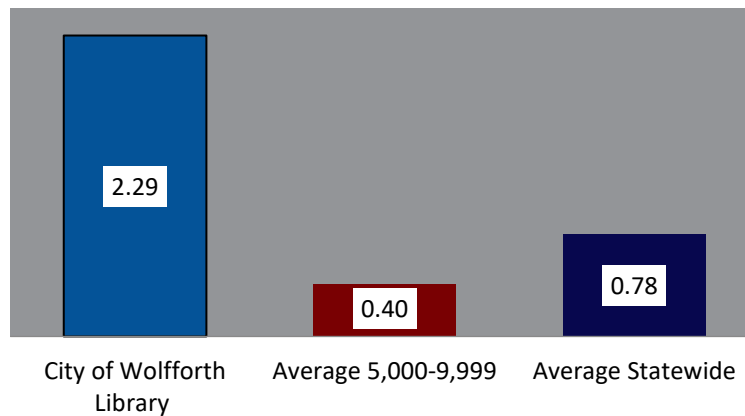


Children's Circulation Per Capita Digital and Physical LFY 2022

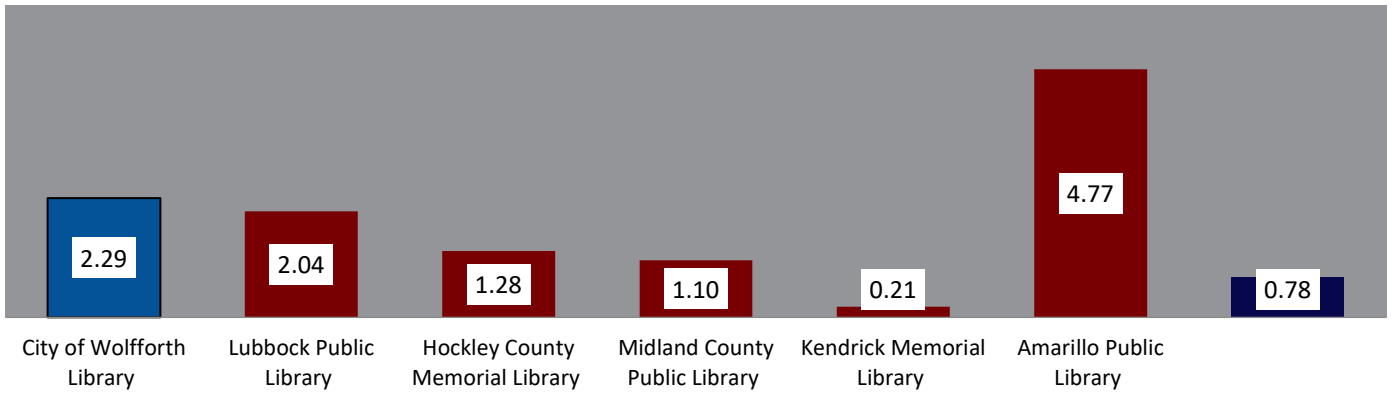
Physical Digital



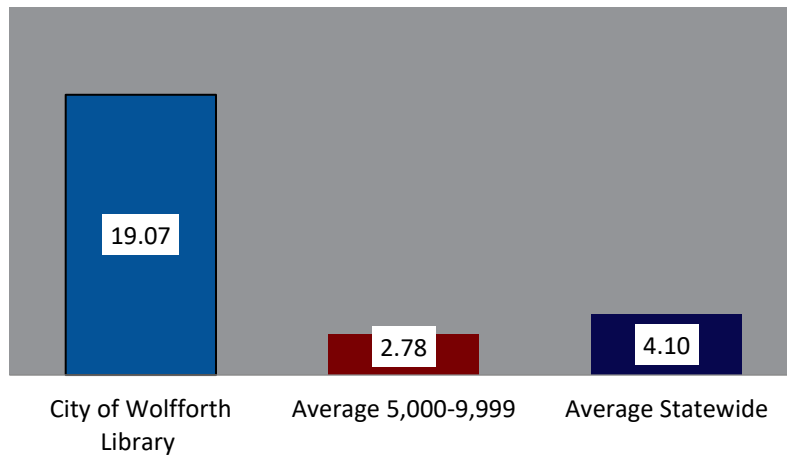
Collection Turnover Rate LFY 2022



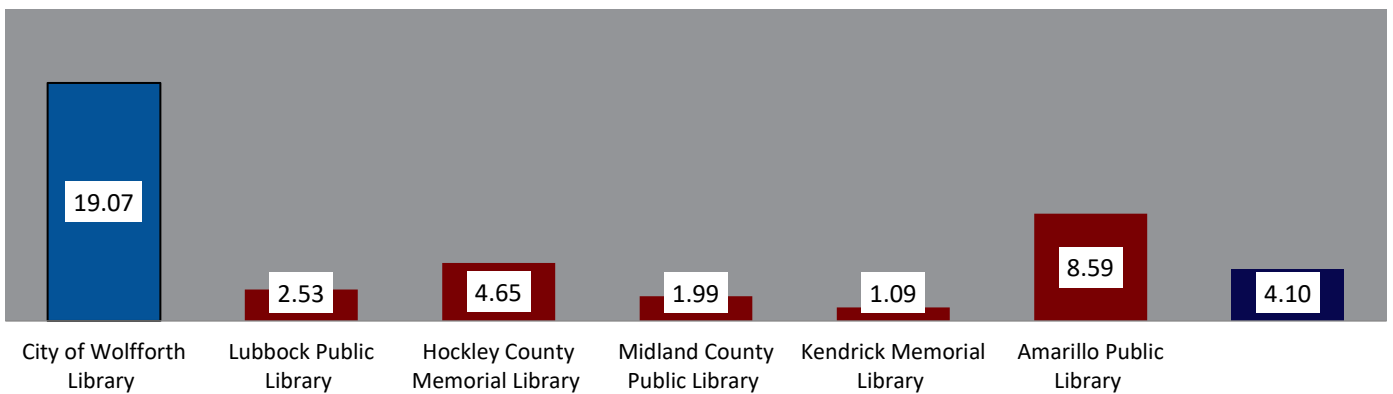
Collection Turnover Rate LFY 2022



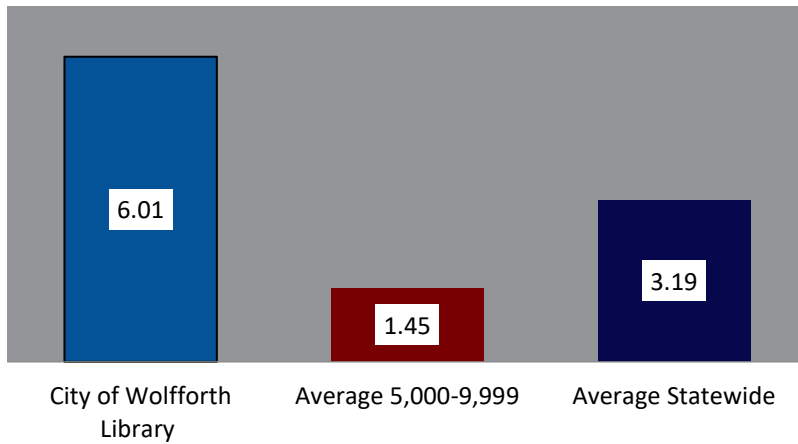
Total Circulation Per Capita LFY 2022



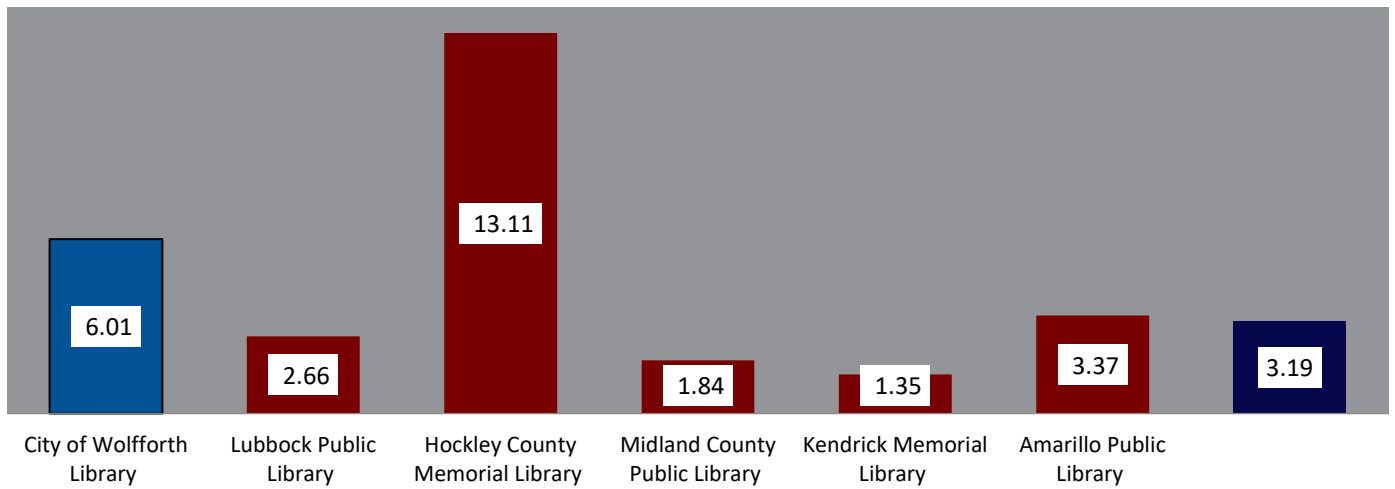
Total Circulation Per Capita LFY 2022



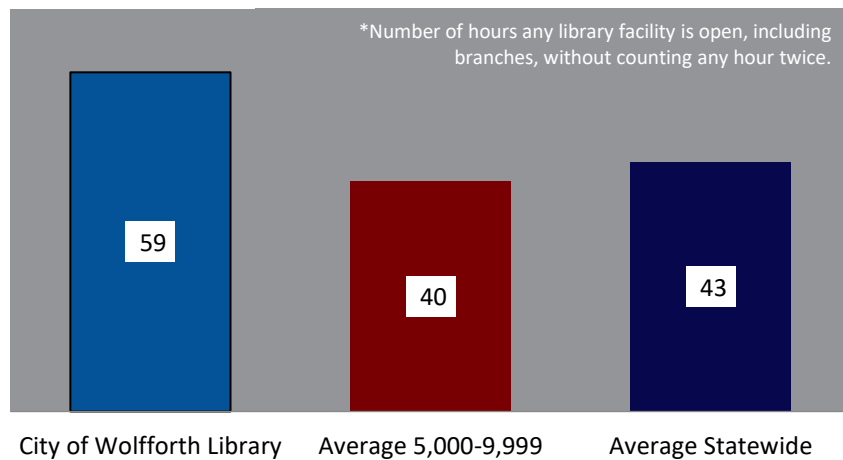
Circulation Per Library Visit LFY 2022



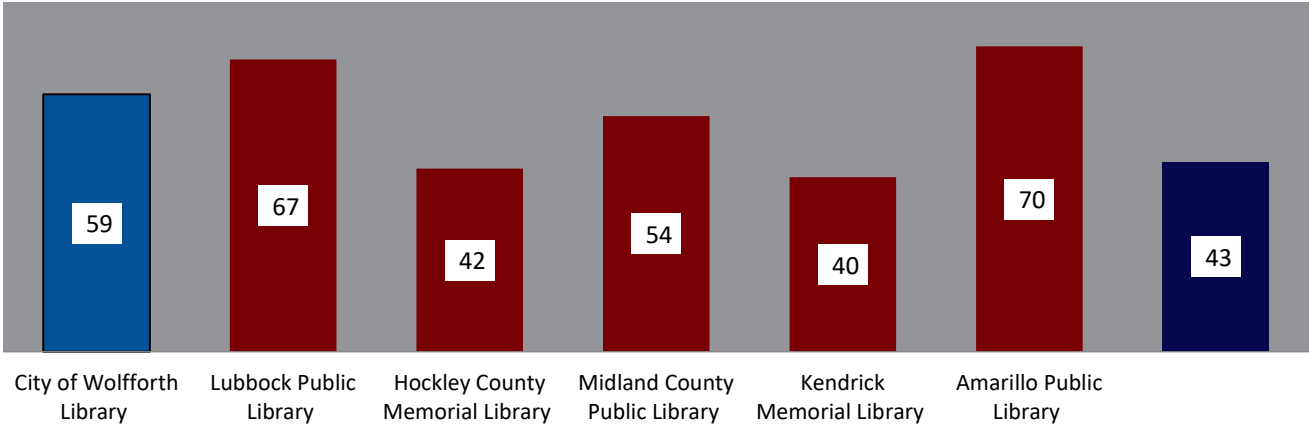
Circulation per Library Visit LFY 2022



Unduplicated* Hours Open in a Typical Week LFY 2022



Unduplicated* Hours Open in a Typical Week LFY 2022





Monthly Case Activity Summary

from feed: 09/01/2023 - 09/30/2023

TEMPLATE	REPORTED VIOLATIONS	WORKING VIOLATIONS	CORRECTED VIOLATIONS	TOTAL VIOLATIONS	ACTIVE CASES	ARCHIVED CASES	TOTAL CASES	ISSUED CITATIONS
Junk Vehicle	0	2	0	2	2	3	2	0
Parking on Unimproved Surface	0	2	0	2	1	0	2	0
Recreational Vehicle/Equipment/Trailer Parking in Street	0	2	0	2	1	1	1	0
Stagnant Water, Weeds, and Rubbish	0	47	0	47	33	51	45	0
Tree / Limb Obstructions	0	4	0	4	4	1	4	0
Unsafe/Substandard Structures	0	1	0	1	1	0	1	0
AVERAGE	0.00	9.67	0.00	9.67	7.00	9.33	9.17	0.00
TOTAL	0.00	58.00	0.00	58.00	42.00	56.00	55.00	0.00

WOLFFORTH POLICE DEPARTMENT

Calls - By Type

09\01\2023
thru 09\30\2023

Type	Description	# Of Calls
8	911 HANGUP	5
5	ACCIDENT (BLUE FORM)	4
7	ACCIDENT (REPORTABLE)	12
9	ALARM (FALSE BUSINESS)	5
1	ALARM (FALSE RESIDENTIAL)	9
3	ALARM (FALSE SCHOOL)	2
10	ANIMAL COMPLAINT	12
14	ASSAULT (SEXUAL)	1
15	ASSAULT (THREAT)	1
16	ASSIST OTHER AGENCY (FIRE EMS)	7
17	ASSIST OTHER AGENCY (MENTAL HEALTH)	1
18	ASSIST OTHER AGENCY (OTHER)	23
22	BURGLARY (RESIDENTIAL)	1
23	BURGLARY (VEHICLE)	3
24	CHECK BUSINESS	127
25	CHECK RESIDENCE	3
26	CHECK WELFARE (PERSON)	19
27	CITY ORDINANCE VIOLATION	2
28	CIVIL DISPUTE	7
29	CIVIL MATTER	15
37	CRIMINAL MISCHIEF (ALL OTHERS)	4
39	CRIMINAL TRESPASS	2
43	DISORDERLY CONDUCT	13
44	DOMESTIC (ARREST)	5
45	DOMESTIC (NON ARREST)	9
48	DRUGS FELONY	6
49	DRUGS MISD.	3
51	DWI	2
54	ESCORT	2
57	FORGERY	1
59	HARASSMENT	4
60	INFORMATION	53
61	INVESTIGATION	1
65	MISSING PERSON (JUVENILE)	1
66	MOTORIST ASSIST	6
67	OTHER	1
68	PROPERTY (FOUND)	1
70	PROWLER	3
101	RADAR CHECK	113
73	RUNAWAY	1
100	S.T.E.P	74
74	SCHOOL PATROL	50
78	SUSPICIOUS ACTIVITY (PERSON)	8
79	SUSPICIOUS ACTIVITY (VEHICLE)	11
77	SUSPICIOUS ACTIVITY (OTHER)	2
80	THEFT	3
81	TRAFFIC	3
82	TRAFFIC COMPLAINT	9
85	TRAFFIC CONTACT (WARNING)	8
84	TRAFFIC CONTACT (CITATION)	6

Type	Description	# Of Calls
86	TRAFFIC HAZARD (LIGHTS OUT, WIRES DOWN, DEBRIS IN ROADWAY, ETC)	4
89	UUMV	2
90	VEHICLE (ABANDONED)	4
95	VIOLATION OF PROTECTIVE ORDER	1
96	WARRANT SERVICE (CRIMINAL)	3
98	ZONE PATROL	1,801
Total		2,479

WOLFFORTH POLICE DEPARTMENT

Citations - By Violation

09\01\2023
thru 09\30\2023

Violation	Citation#
Defective Head Lamps	5
Defective Stop Lamps	1
Defective Tail Lamps	4
Display Unclean License Plates	1
Disregard school crossing guard	1
Driving While License Invalid	2
Drove Without Lights When Required	1
Expired Driver License	1
Expired Registration	4
Fail Stop Proper Place - Flash Red Signal	3
Fail to Display Driver License	2
Fail to Stop-Designated Point - Stop Sign	2
Failed to Dim Headlights - Meeting	2
Failed To Drive In Single Lane	5
Failed To Signal Distance Before Turn	1
Failed To Signal Lane Change	2
Failure to Maintain Financial Responsibility	2
Improper Turn	1
No License Plate Light	13
Ran Stop Sign	1
Speeding	4
Total Violations	58
Total Citations	44

Passed Partial Passed Failed Canceled

30

25

20

15

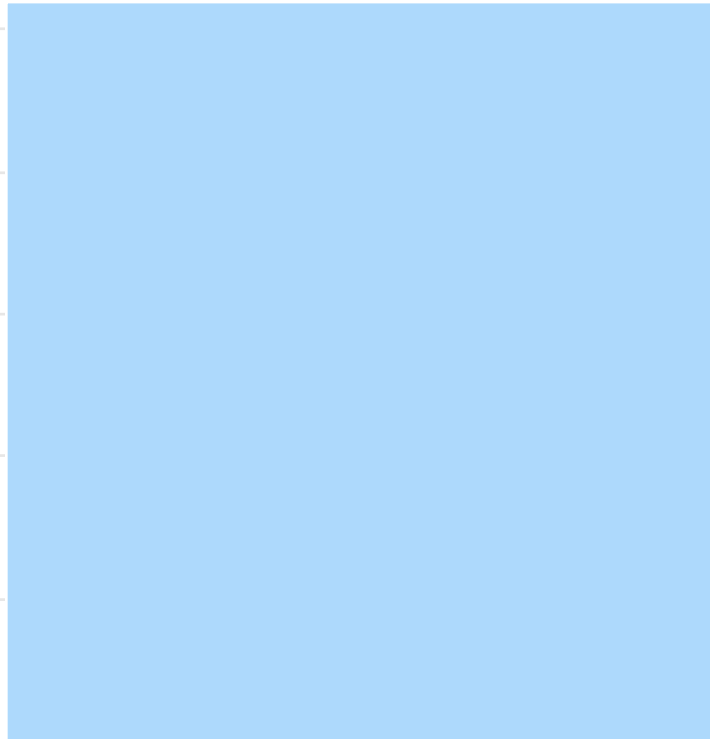
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Sep 23



AGENDA ITEM COMMENTARY – AGENDA ITEM #3

ITEM TITLE

Consider and take appropriate on Business Improvement Grant Program Policy

INITIATOR/STAFF INFORMATION SOURCE

Danielle Sweat, Economic Development Director

BACKGROUND

As we finalize the process for our BIG (Business Improvement Grant) program, the City Attorney recommended that we adopt a policy to establish the guidelines for the program. The EDC Board met earlier in October and approved this policy, and recommends its approval by the City Council.

EXHIBITS

Business Improvement Grant Program policy

STAFF RECOMMENDATION

The EDC Board recommends approval of the BIG Policy as presented.

BUSINESS IMPROVEMENT GRANT PROGRAM POLICY

October 16, 2023

I. GENERAL PURPOSE AND OBJECTIVES

The Wolfforth Economic Development Corporation (WEDC) promotes Wolfforth and its unique character through the redevelopment and revitalization of existing buildings throughout the community, historic preservation, community involvement, and by providing educational and technical assistance to business and property owners. With existing buildings throughout Wolfforth as a key focus of the Economic Development Program, the Wolfforth Economic Development Corporation Board of Directors has adopted the following Business Improvement Grant Program.

Each fiscal year (October 1 through September 30), the Wolfforth Economic Development Corporation Board of Directors considers allocation of funds in the WEDC's budget for the grant program. The WEDC may open and close windows of time for applicants to apply for grants. These funds are generated through sales and use tax generated from business in Wolfforth. No additional cost for the program is born by the citizens of Wolfforth. Applications are considered as they are received, and may be funded, if approved, until funds are depleted.

II. GRANT GUIDELINES

1. Grant funds are available for exterior façade improvements and utility upgrades on commercial buildings that immediately overlook public streets.
2. All applications must be complete, with quotes for completion of the work attached to the application, before the grant is reviewed.
3. No grant applications will be accepted for work that has already been started or completed, or for work that is covered by insurance. All grant applications must be approved prior to the start of work.
4. Grants are awarded on a reimbursement basis once completed work has been verified by City staff as compliant with the plans proposed in the approved application. Any deviation from the approved grant project may result in the total or partial withdrawal of the grant. Grants are awarded as a single payment to the applicant.
5. All submitted work will be reviewed based on the City of Wolfforth's Municipal Codes and Ordinances.
6. Grant applications and awards can be made in any of the reimbursable activities listed in Program Details and may be combined for any single property or project. The maximum award amount available annually per property is **\$10,000**.
7. A property may not receive more than one grant per City fiscal year regardless of changes in ownership. A single owner of multiple properties may apply for grant funds for each property owned up to the maximum award amount per property per annum.
8. Projects will be reviewed and ranked with the following considerations in mind:
 - a. Project results in an increase in property valuation and/or generates sales tax revenue
 - b. Project rehabilitation reflects historic accuracy
 - c. Project improves the capacity of water, wastewater and/or electric utility services
 - d. Project results in a significant increase in downtown population (residents and/or day or night users)
 - e. Location

- f. Other appropriate impacts may be considered on a case-by-case basis
- 9. Only commercial businesses are eligible for this program. Non-profit organizations are eligible as long as the other terms are met, and the request would otherwise meet the requirements for a grant from the WEDC.
- 10. Applications with quotes that exceed **\$7,500** in requested reimbursement from the WEDC are required to have two quotes for service. The applicant may still choose their contractor, but the WEDC wishes to ensure that they are receiving appropriate quotes for service.

III. PROGRAM DETAILS

Reinvestment grants are available for the following types of projects:

1. Façade Rehabilitation and Building Renovation

- a. Definition: Improvements, rehabilitations, or other modifications to an existing building in order to increase functionality, value and overall aesthetic. May be subject to itemized limits, see additional details regarding maximum amounts allowed.
- b. Grant Limits:
 - i. Façade rehabilitation and building grants are a 100% match of the eligible project costs, with a cap of **\$10,000** per grant.

2. Utility Upgrades

- a. Definition: Upgrades to water, wastewater and electrical service, including interior upgrades as well as exterior service upgrades.
- b. Grant Limits:
 - i. Utility Upgrade grants are a 100% match with a cap of **\$10,000** per grant.

3. Parking lots

- a. Definition: Replacement or resurface of parking lots.
- b. Grant Limits:
 - i. Parking lot grants are a 100% match with a cap of **\$10,000** per grant.

4. Roofs and Foundations

- a. Definition: Replacement or repair of roofs and foundations.
- b. Grant Limits:
 - i. Roof grants are a 100% match with a cap of **\$7,500** per grant.
 - ii. Foundation grants are a 100% match with a cap of **\$7,500** per grant.

5. Awnings, Fences, and Paint

- a. Definition: Replacement, addition, or repair of awnings and fences. Painting of exterior façade, awnings, and fences.
- b. Grant Limits:
 - i. Awning grants are a 100% match with a cap of **\$5,000** per grant.
 - ii. Fence grants are a 100% match with a cap of **\$5,000** per grant.
 - iii. Paint grants are a 100% match with a cap of **\$5,000** per grant.
 - iv. Replacing or repairing fences will only be considered if they add value to the aesthetic appearance of the facility, as determined by the WEDC. Fences constructed solely for security are the responsibility of the building owner and are not applicable to this grant program.

6. Landscaping

- a. Definition: Permanent addition of ornamental features and plants such as trees and shrubs. Does not include flowers or grasses.

b. Grant Limits:

- i. Landscaping grants are a 100% match with a cap of **\$1,000** per grant.

7. **Signage**

- a. Definition: Non-temporary displays permanently affixed to the façade or other WEDC approved location on the property for which the grant was requested.

b. Grant Limits:

- i. Signage grants are a 100% match with a cap of **\$2,500** per grant.

IV. GRANT APPLICATION PROCESS

1. Contact the Economic Development Director to discuss the project and determine eligibility.
 - a. Projects must meet current building standards and codes, as well as building permit requirements.
2. Complete grant application form and sign the agreement form. Return the completed application with all original itemized work estimates, drawings, color samples and example material of the proposed work to the City of Wolfforth City Hall. Applications **must** include:
 - a. Itemized work estimates on all project work from contractors or project architects.
 - i. All construction estimates must be current and dated no earlier than ninety (90) days prior to the application request. Bids shall be submitted on the contractor's or project architect's letterhead and shall contain the contractor's name, address, telephone number, and shall itemize the bid in a manner that allows the WEDC to determine the bid components and authenticity of the bid.
 - ii. Self-contracted work will be reimbursed for eligible expenses, excluding labor.
 - b. Photos of the building's exterior, interior, roof, or foundation (areas where work is to be performed).
 - c. Drawings of all proposed grant work to be done.
 - d. Color samples of all final paint selections and/or final building material selections.
 - e. Applications must be complete and contain all required information. Additional information requested by the WEDC must be provided prior to consideration of the grant.
3. Applicants are required to attend and present their grant reinvestment project to the WEDC Board and should attend any meeting in which consideration of the application occurs. The WEDC meets monthly and will review submitted applications.
4. Applicants receiving approval shall commence construction described within the application within ninety (90) days from the date the grant is awarded. All applicants must complete the construction described in the application within one (1) year from the date the grant is approved.
 - a. If the applicant is unable to commence construction within the aforementioned time period, the applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the ninety (90) day or one (1) year limit. The WEDC shall not be obligated to allow extensions but may do so for good cause which will be determined on a case-by-case basis at the WEDC's sole discretion. The extensions, if granted, shall be for the term and conditions determined exclusively by the WEDC. An extension denial cannot be appealed and shall be final.
 - b. Applicants are required to obtain all applicable City permits and City approvals required for the construction if a grant is awarded.
 - c. Applicants consent to and shall allow the WEDC staff to request City inspections to determine that the grant, if awarded, will not be used for construction on any building that is not in compliance with the City Municipal Codes and Ordinances that are applicable to the construction contemplated in the application.

- d. Applicants shall be required to furnish photographs of all completed work after the construction is completed for final review prior to reimbursement.
- 5. Applicants whose application has been denied by the WEDC shall not be eligible to re-submit a grant application for six (6) months from the date the prior application was denied.
 - a. No applicant has a proprietary right to receive grant funds. Each request will be considered on a case-by-case basis.
- 6. When the grant project has been satisfactorily completed and reviewed, applicants shall present the WEDC with copies of all paid invoices, including copies of cancelled checks and/or credit card receipts, for a single payment reimbursement of the approved funding.
 - a. Partial payments prior to completion of the project will not be allowed.
 - b. Should the project parameters (costs, scope of the project, and work for which the grant was approved) change during the course of construction, reimbursement will only be paid for the amount previously approved and the work which was satisfactorily completed.
 - c. To receive payment, applicants must complete a City of Wolfforth Vendor Form and a Form W9. Vendor forms and W9's are available at the WEDC office.

REVIEW PROCESS

Total project scores can range from 0 to 35 points.

Recommendations will be based on:

0 – 14 points	=	No funding
15 – 19 points	=	Grant recommendation up to \$2,500
20 – 24 points	=	Grant recommendation up to \$5,000
25 – 35 points	=	Grant recommendation up to \$10,000

All grants are subject to approval by the Wolfforth Economic Development Corporation Board.

Grant applications will be scored based on:

- **Economic Impact: 0 – 5 Points**
 - Total investment dollars as provided in the grant application
 - Investment in structure construction or renovation (excluding purchase price)
 - Investment in furniture, fixtures and equipment; estimated taxable sales
- **Historic Accuracy: 0 – 5 Points**
 - New construction/complements existing buildings
 - Restores building to historic accuracy
 - Renovation of building with historic marker (Local, state or national historic marker)
- **Upgrades to Utilities: 0 – 5 Points**
 - Requires upgrades in electrical service
 - Increases existing water/wastewater capacity
 - No existing utilities to structure
 - Extends water/wastewater lines (improves additional properties)
 - Impact fees may be ranked depending upon percentage of fees to eligible expenses
- **Increases Population: 0 – 5 Points**
 - Increases consumer traffic (day or night)
 - Increases quality of high end residential units
- **Catalyst: 0 – 5 Points**
 - Potential to spur adjacent or nearby development
 - Catalyst project area
 - - 2 to 5 points
- **Corridor Improvement (immediately located on either side of designated street): 0 – 5 Points**
 - – 1 to 5 points
 - – 1 to 5 points
- **Other: 0 – 5 Points**
 - Partners with other businesses (i.e., shared parking)
 - Project is a “target” business (i.e., grocery, pharmacy, “Wolfforth Store”)
 - Promotes development of Wolfforth Arts and Entertainment District

Grant Scoring System	0	1	2	3	4	5
Economic Impact						
Historic Accuracy						
Utility Upgrades/Impact Fees						
Increases Population						
Corridor Improvement						
Other						
Totals						

AGENDA ITEM COMMENTARY – AGENDA ITEM #4

ITEM TITLE

Consider and take appropriate action on Resolution 2023-014 - 2nd Reading

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH
AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO
PURCHASE LAND TO PROMOTE NEW AND EXPANDED BUSINESS.**

INITIATOR/STAFF INFORMATION SOURCE

Danielle Sweat, EDC Executive Director

Terri Robinette, City Secretary

BACKGROUND

The City Council held a public hearing on September 18, 2023 to hear details of this proposed project by the EDC. The next step in the approval of the expenditure of funds is for the Council to consider a Resolution in support of this project. This will be the second reading of this Resolution as required by Local Government Code Sec 505 is planned for October 16. Once this second reading is completed, the EDC is authorized to issue funds after October 17, 2023.

EXHIBITS

Resolution 2023-014

COUNCIL ACTION/STAFF RECOMMENDATION

Approve Resolution 2023-014 Second Reading

RESOLUTION NO. 2023-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ECONOMIC DEVELOPMENT CORPORATION TO PURCHASE LAND TO PROMOTE NEW AND EXPANDED BUSINESS.

WHEREAS, the Texas Legislature in Local Government Code 505.158 allows Type B economic development corporations created by a municipality with a population under 20,000 to promote new or expanded business within the community; and

WHEREAS, the City of Wolfforth currently has a population of under 20,000; and

WHEREAS, the Wolfforth Economic Development Corporation (“EDC”) at their September 5, 2023 regular meeting, held a public hearing regarding a proposed the purchase of land to promote new and expanded business; and

WHEREAS, the Wolfforth City Council held a public hearing on September 18, 2023 to consider authorizing the purchase of land by the Wolfforth Economic Development Corporation;

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

Section 1. **Findings.** The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made hereof for all purposes as findings of fact.

Section 2. **Proceedings.** The City Council of the City of Wolfforth approved the proposed contribution by the Wolfforth Economic Development Corporation for the purpose of purchasing land to promote new and expanded business.

Section 3. **Execution of Documents.** The president of the Wolfforth Economic Development Corporation is authorized to execute all documents related to this Resolution.

Section 4. **Open Meetings.** It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notices of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code.

Passed and approved this 2nd day of October, 2023.

CITY OF WOLFFORTH, TEXAS

Charles Addington, II, Mayor

Attest

Terri Robinette, City Secretary

AGENDA ITEM COMMENTARY – AGENDA ITEM #5

ITEM TITLE

Consider and take appropriate action on Resolution 2023-015 - Second Reading

INITIATOR/STAFF INFORMATION SOURCE

Danielle Sweat, EDC Executive Director

Terri Robinette, City Secretary

BACKGROUND

The City Council held a public hearing on September 18, 2023 to hear details of this proposed Business Improvement Grant project by the EDC. The next step in the approval of the expenditure of funds is for the Council to consider a Resolution in support of this project. The Resolution requires two readings, and this will be the second reading. Once this second reading is completed, the EDC is authorized to issue funds and implement the program.

EXHIBITS

Resolution 2023-015

COUNCIL ACTION/STAFF RECOMMENDATION

Approve Resolution 2023-015 Second Reading

RESOLUTION NO. 2023-015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH AUTHORIZING THE ESTABLISHMENT OF THE BUSINESS IMPROVEMENT GRANT PROGRAM TO PROMOTE NEW AND EXPANDED BUSINESS DEVELOPMENT.

WHEREAS, the Texas Legislature in Local Government Code 505.158 allows Type B economic development corporations created by a municipality with a population under 20,000 to promote new or expanded business within the community; and

WHEREAS, the City of Wolfforth currently has a population of under 20,000;

WHEREAS, on September 5, 2023, the Wolfforth Economic Development Corporation (the “WEDC”) held a public hearing regarding the proposed establishment of the Business Improvement Grant Program (the “Program”);

WHEREAS, on September 18, 2023, the Wolfforth City Council held a public hearing regarding a proposed establishment of the Business Improvement Grant Program by the WEDC;

WHEREAS, the Wolfforth City Council gave this Resolution two readings on October 2, 2023, and October 16, 2023; and

WHEREAS, the City Council finds that it is in the best interest of the City to establish the Business Improvement Grant Program and to authorize the funding of such Program in the amount of \$50,000 for the 2023-2024 fiscal year.

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

Section 1. **Findings**. The foregoing recitals are hereby found to be true and correct and are hereby adopted by the City Council and made hereof for all purposes as findings of fact.

Section 2. **Proceedings**. The City Council of the City of Wolfforth approves the creation of the Business Improvement Grant Program to promote new and expanded business.

Section 3. **Funding**. The WEDC is authorized to fund the Program in the amount of \$50,000 for budget year 2023-2024.

Section 4. **Policy**. The Program policy, a copy of which is attached hereto as Exhibit "A" and incorporated herein by reference, be and is hereby adopted.

Section 5. **Open Meetings**. It is hereby officially found and determined that the meeting at which this resolution is passed was open to the public as required and that public notices of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Chapter 551, of the Texas Government Code.

Passed and approved this 16th day of October 2023.

CITY OF WOLFFORTH, TEXAS

Charles Addington, II, Mayor

Attest

Terri Robinette, City Secretary

AGENDA ITEM COMMENTARY – AGENDA ITEM #6

ITEM TITLE

Consider and take appropriate action on Resolution No. 2023-018, approving an interlocal agreement with Education Service Center Region 10 for employee 457(b) plan

INITIATOR/STAFF INFORMATION SOURCE

Randy Criswell, City Manager

BACKGROUND

On October 2, you approved participation and an Interlocal Agreement with ESC Region 10 for an employee 457(b) Plan. The plan administrator has asked for the approval of a Resolution to finalize this action, which we weren't aware of at the October 2 meeting. Resolution No. 2023-018 has been prepared for this purpose.

EXHIBITS

Resolution No. 2023-018

COUNCIL ACTION/STAFF RECOMMENDATION

Staff recommends approval of the Resolution as presented.

EDUCATION SERVICE CENTER REGION 10 RETIREMENT ASSET MANAGEMENT SERVICES (RAMS) EMPLOYER GOVERNING BODY RESOLUTION

Page 1 of 2

(b) _____ The GOVERNING BODY has previously established a 401(a) defined contribution plan for the EMPLOYER and does hereby adopt the TERRP 401(a) Retirement Plan Document, the 401(a) TERRP Trust and appoints the ESC Region 10 Investment Advisory Committee to act on the Employer's behalf in all matters involving the Plan and Trust, with the exception of specific provisions elected by the EMPLOYER regarding its Plan effective _____; and/or

- (5) The GOVERNING BODY hereby instructs that the assets of the selected plans above (if any) in which the applicable ESC Region 10 Trust was selected be moved from the current custodian or trustee to the applicable ESC Region 10 Trust at Matrix Trust as soon as is practical and that the administration of the Plan be moved from the current administrator to TCG Administrators, the third party administrator for the ESC Region 10 RAMS programs; and/or
- (6) The GOVERNING BODY does hereby adopt the Interlocal Agreement with Education Service Center Region 10 for Financial Wellness Services at the fee shown in such Interlocal Agreement; and/or
- (7) The GOVERNING BODY hereby appoints the City Manager (Job Title or Position), or his/her successor or his/her designee, as EMPLOYER Plan Administrator, and further authorizes him/her to implement and manage the EMPLOYER'S participation in the applicable Plans under the direction of the GOVERNING BODY; and
- (8) The Employer's Plan Administrator is hereby authorized to execute the applicable ESC Region 10 RAMS interlocal agreements, contracts and other legal documents on behalf of the EMPLOYER and to take whatever additional actions that are necessary to set up and maintain the participation of the EMPLOYER in the applicable ESC Region 10 RAMS programs and to maintain compliance with relevant regulations issued or as may be issued.
- (9) This Resolution shall be effective immediately upon its passage.

Duly PASSED and APPROVED by the EMPLOYER'S GOVERNING BODY on this day:

Date Signed: _____

Charles Addington, II, Mayor

Terri Robinette, City Secretary

AGENDA ITEM COMMENTARY – AGENDA ITEM #7

ITEM TITLE

Consider and take appropriate action on Ordinance Number 2023-025 establishing a water rate for Frenship ISD and establishing fire hydrant water rate

INITIATOR/STAFF INFORMATION SOURCE

Randy Criswell, City Manager

BACKGROUND

In June you adopted Ordinance No. 2023-011 (included as exhibit) establishing the new water rates for Wolfforth. Frenship ISD soon thereafter asked if we would consider adopting a special rate for them instead of the tiered rates, and in response you adopted an ordinance to temporarily suspending the increases for Frenship. Since that time, I've been working with them and with Newgen Strategies to develop a flat rate specifically for them which is similar to their arrangement with the City of Lubbock. The proposed rate going forward for Frenship is \$6.36/thousand gallons, and the ordinance has been prepared with this rate.

We also want to recommend that our fire hydrant rate be increased to \$16/thousand gallons and add a \$200/month fee for a hydrant meter. These changes are also included in the proposed ordinance.

EXHIBITS

Ordinance No. 2023-025 (Frenship rate and fire hydrant rate)

Ordinance No. 2023-011 (original water rates)

COUNCIL ACTION/STAFF RECOMMENDATION

Staff recommends adoption of Ordinance No. 2023-025 as presented.

ORDINANCE NO. 2023-025

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 13 UTILITIES DIVISION 2 RATES ARTICLE 13.05 WATER AND SEWER BY AMENDING § 13.05.022 WATER TO ADD RATES FOR FRENSHIP INDEPENDENT SCHOOL DISTRICT; ADDING § 13.05.023 FIRE HYDRANT METER SETTING FEES FOR USE OF FIRE HYDRANT METERS; PROVIDING FOR THE REPEAL OF ANY CONFLICTING FEES IN THE CODE OF ORDINANCES AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Frenship Independent School District, which is also a governmental entity, is a substantial user of water and a community partner of vital importance; and

WHEREAS, the City of Wolfforth currently owns water meters that can be connected to fire hydrants for the purchase of bulk water (“fire hydrant meters”); and

WHEREAS, the City Council finds that is in the best interest of the City to create a separate fee schedule for the Frenship Independent School District in recognition of their status as a governmental entity that serves the entire population of the City, and to establish fees for the use of fire hydrant meters.

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

Part 1. Enacted.

THAT APPENDIX A FEE SCHEDULE of the Code of Ordinances of the City of Wolfforth is hereby amended by repealing Chapter 13 Utilities, Article 13.05, Division 2 Rates by amending § 13.05.022 Water and adding § 13.05.023 Fire Hydrant Meter, which sections shall read as follows:

Chapter 13 Utilities

Article 13.05 WATER AND SEWER

Division 2 – Rates

§ 13.05.022 Water.

(a) General: The city shall charge and collect and every consumer, other than the Frenship Independent School District, shall pay, for water furnished by the city to the consumer, the amount calculated by application of the following rates to meter readings for all billing cycles beginning on June 1, 2023.

(1) 0–3,000 gallons (minimum): \$75.62.

- (2) 3,001–15,000 gallons: \$7.79 per 1,000 gallons.
- (3) 15,001–30,000 gallons: \$8.96 per 1,000 gallons.
- (4) 30,001–50,000 gallons: \$10.52 per 1,000 gallons.
- (5) Over 50,001 gallons: \$12.64 per 1,000 gallons

(b) Frenship Independent School District: The city shall charge and collect and the Frenship Independent School District shall pay, for water furnished by the city to the consumer, the amount calculated by application of the following rate to meter readings for all billing cycles beginning on November 1, 2023

- (1) \$6.36 per 1,000 gallons

§ 13.05.023 Fire Hydrant Meter

The city shall charge and collect and individuals or entities using fire hydrant meters shall pay the following fees for the use of the meter and for water furnished by the City.

- (1) \$16.00 per 1,000 gallons.
- (2) \$200 monthly rental fee.
- (3) Deposit as set forth in Appendix A Fee Schedule A1.012(d).

Part 2. Amendment and Repeal of Conflicting Ordinances.

All ordinances and parts of ordinances in conflict herewith shall be and are hereby amended and repealed to the extent of such conflict, as of the effective date of this ordinance; save and except that any such amended or repealed ordinance or provision shall remain in full force and effect with respect to any notice given, complaint filed, or charge levied prior to the effective date of this ordinance.

Part 3. Effective Date.

This Ordinance shall be in force and effect from the date it is passed and approved.

Part 4. Open Meetings.

It is hereby officially found and determined that the meeting at which this ordinance was passed was open to the public, and public notice of the time, place, and purpose of the said meeting was given as required by the Open Meetings Act, Chapter 551, Texas Government Code.

PASSED AND APPROVED this 16th day of October 2023.

Charles Addington, II, Mayor

ATTEST:

Terri Robinette, City Secretary

ORDINANCE NO. 2023- 011

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 13 UTILITIES ARTICLE 13.05 WATER AND SEWER, DIVISION 2 WATER RATES; PROVIDING FOR THE ASSESSMENT OF RATES FOR UTILITY SERVICES WITHIN THE CITY; PROVIDING A REPEAL CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS the City Council of the City of Wolfforth finds that it is in the best interest of the citizens of Wolfforth to revise and update rates for City water accounts: **NOW THEREFORE,**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WOLFFORTH, TEXAS, THAT:

Part 1. Enacted.

THAT the Chapter 13 Utilities of the City of Wolfforth Code of Ordinances Article 13.05.022 Water Rates is amended and shall read as follows:

ARTICLE 13.05.022 WATER

The city shall charge and collect, and every consumer shall pay, for water furnished by the city to the consumer, the amount calculated by application of the following rates to meter readings for all billing cycles beginning on June 1, 2023.

- (1) 0–3,000 gallons (minimum): \$75.62
- (2) 3,001–15,000 gallons: \$7.79 per 1,000 gallons.
- (3) 15,001–30,000 gallons: \$8.96 per 1,000 gallons.
- (4) 30,001–50,000 gallons: \$10.52 per 1,000 gallons.
- (5) Over 50,001 gallons: \$12.64 per 1,000 gallons.

Part 2. Severability

The provisions and sections of this Ordinance shall be deemed to be independent, and the invalidity of any portion of this Ordinance shall not affect the validity of the remainder.


Part 3. Repeal of Conflicting Ordinances

All ordinances or part of ordinances in conflict herewith are hereby repealed to the extent of the conflict with this Ordinance.

Part 4. Effective Date

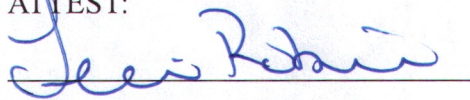
This Ordinance shall be in force and effect beginning June 1, 2023.

PASSED AND APPROVED BY THE CITY COUNCIL THIS 15TH DAY OF MAY 2023.



Charles Addington, II, Mayor
City of Wolfforth, Texas

ATTEST:



Terri Robinette, City Secretary

AGENDA ITEM COMMENTARY – AGENDA ITEM #8

ITEM TITLE

Consider and take appropriate action on Pay Request Number 1 from UCA for 12-inch Loop Line Project

INITIATOR/STAFF INFORMATION SOURCE

Randy Criswell, City Manager

BACKGROUND

Pay Request Number 1 for the 12-inch Loop Line project has been received and is attached as an exhibit. This project was awarded in July 2023, and as you will recall, is the project to construct a 12-inch distribution line to serve as a loop for our system and connect to the new proposed elevated storage tank to be constructed on Alcove.

The breakdown is as follows:

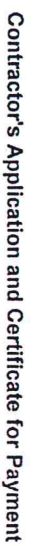
Original Contract Amount:	\$1,367,505.00
Work performed this Pay Request:	\$ 164,010.00
Total work performed	\$ 164,010.00
Retainage	\$ 16,401.00
Amount due:	\$ 147,609.00

EXHIBITS

Pay Request Number 1

COUNCIL ACTION/STAFF RECOMMENDATION

Staff recommends payment in the amount of \$147,609.00.



Application Number:	1
Application Period:	09/01/23 - 09/30/23
Application Date:	9/30/2023


Change Order Summary

Change Order Summary				ORIGINAL CONTRACT SUM		
Change Orders Approved by Owner				NET CHANGE BY CHANGE ORDERS		\$0.00
Number	Date Approved	Additions	Deductions	CONTRACT SUM TO DATE (Line 1 + 2)		\$1,367,505.00
				WORK COMPLETED		\$164,010.00
				MATERIALS STORED		\$0.00
				TOTAL COMPLETED & STORED		\$164,010.00
				RETAINAGE:		
				10% of Completed Work and Stored Material		\$16,401.00

AMOUNT DUE THIS APPLICATION	\$147,609.00	\$147,609.00
BALANCE TO FINISH, PLUS RETAINAGE		\$1,219,896.00

Your check may be converted to ACH

Approved For Payment:

Approved For Payment: _____
 By:  Date: 10-1-23
 OJD Engineering



Progress Estimate

Job Name:		23-229 - Wolfforth Distribution Line										Application Number:		1	
Application Period:		09/01/23 - 09/30/23										Application Date:		9/30/2023	
A		B				C				D		E		F	
Item								Work Completed							
Item	Description	Units	Quantity	Unit Price	Scheduled Value	This Period		Previous Period		To Date		%		Balance to Finish	
1	12" C-900 DR-18 PVC Water Line	LF	11240	\$85.00	\$955,400.00	Quantity	Amount	Quantity	Amount	Quantity	Amount	(G/B)	(B-G)		
2	18" Steel casing by method other than open	LF	538	\$395.00	\$212,510.00	1,480.00	\$ 125,800.00			1480.00	\$ 125,800.00	13.17%	\$ 829,600.00		
3	12" Gate Valve with Box	EA	25	\$5,420.00	\$135,500.00		\$ -			0.00	\$ -	0.00%	\$ 212,510.00		
5	12" Waterline Plug	EA	1	\$1,125.00	\$1,125.00	3.00	\$ 16,260.00			3.00	\$ 16,260.00	12.00%	\$ 119,240.00		
6	Ductile Iron Fittings	LBS	3500	\$9.50	\$33,250.00		\$ -			0.00	\$ -	0.00%	\$ 1,125.00		
7	Tie to Existing Water	EA	2	\$2,575.00	\$5,150.00	500.00	\$ 4,750.00			500.00	\$ 4,750.00	14.29%	\$ 28,500.00		
8	Remove and Replace Asphalt Paving	SY	7	\$385.00	\$2,695.00		\$ -			0.00	\$ -	0.00%	\$ 5,150.00		
9	Remove and Replace Concrete Paving	SY	11	\$425.00	\$4,675.00		\$ -			0.00	\$ -	0.00%	\$ 2,695.00		
Bonds		LS	1	\$17,200.00	\$17,200.00	1.00	\$ 17,200.00			0.00	\$ -	0.00%	\$ 4,675.00		
Totals					\$1,367,505.00		\$ 164,010.00		\$ -		\$ 164,010.00	11.99%	\$ 1,203,495.00		

AGENDA ITEM COMMENTARY – AGENDA ITEM #9

ITEM TITLE

Consider and take appropriate action on request for partial closure of Tiger Street on October 31st, 2023.

INITIATOR/STAFF INFORMATION SOURCE

Rick Scott, Chief of Police

BACKGROUND

I was contacted by Dr. and Mrs. Rhett Butler regarding the possible closure of a portion of Tiger Street on the night of Halloween. The Butlers live at 209 Tiger Street. Like other houses in the Frenship Mesa neighborhood Dr. and Mrs. Butler have a very large turnout of trick-or-treaters on Halloween night. I was advised that they had approximately 1800 visitors last year and expect to have at least that many, if not more, this year. They are concerned about pedestrian safety due to the overflow of pedestrian traffic into the streets. They are requesting a permit to block off a portion of Tiger Street during the evening hours in order to reduce vehicular traffic and increase pedestrian safety. Staff concurs with the concern for safety.

Under normal circumstances, this would be a staff decision. However, since there are very limited access points into and out of Frenship Mesa (Tiger Street being the primary northernmost), we felt this was, at a minimum, something the Council should know about and could express any thoughts or concerns you might have.

EXHIBITS

Google Earth printout showing potential area of road closure.
COW Code of Ordinances Article 3.03 Recreational Street Use.

COUNCIL ACTION/STAFF RECOMMENDATION

Council Decision

Frenship Mesa Park

Birch St

Wildcat St

Tiger St

Adore Nails Spa

Frenship High School Ninth Grade

Sooner St

Birch St

Aspen Ave

Dowden Rd

Raider Blvd

Raider Blvd

Raider Blvd

Longhorn St

Petal Pusher Floral Shop

Cedar Ave

ARTICLE 3.03 RECREATIONAL STREET USE

§ 3.03.001. Definition.

Recreational street use shall mean the use of a public street or alley for block parties and similar recreational events.

(Ordinance 133 adopted 9/17/84)

§ 3.03.002. Permit required.

A person or organization promoting or sponsoring a recreational street use involving the proposed use of a public street without compliance with normal or usual traffic controls shall apply for and obtain a permit for such activity from the city.

(Ordinance 133 adopted 9/17/84)

§ 3.03.003. Application for permit.

The application for a permit for recreational street use shall be made on a form provided by the city secretary's office and must be filed with the city secretary not less than ten (10) nor more than sixty (60) days before the proposed recreational street use, and the application must:

- (1) Contain the name, address and telephone number of the applicant if an individual;
- (2) If the applicant is an organization, contain the name, address and telephone number of the organization and the person or persons acting for the organization and responsible for the recreational street use;
- (3) Indicate the proposed date of the recreational street use and the time of beginning and the approximate time that the recreational use will end;
- (4) Indicate the public street or streets to be affected; and
- (5) Be signed by the applicant or by the person named as acting for an applicant organization for the purposes of working out details.

(Ordinance 133 adopted 9/17/84)

§ 3.03.004. Permit fee.

A nonrefundable fee of \$15.00 shall be tendered with each application for the permit for recreational street use. Such amount may be refunded by the city council.

(Ordinance 133 adopted 9/17/84)

§ 3.03.005. Time for issuance of permit.

The city secretary and chief of police shall consider each application individually, and the city secretary, unless earlier denied, shall issue a permit to an applicant whose application complies with this article within five (5) working days after the date the completed application is filed in the office of the city secretary of the city.

(Ordinance 133 adopted 9/17/84)

§ 3.03.006. Grounds for denial of permit.

The city secretary may deny a permit for recreational use under this article if under the following circumstances:

- (1) The application is disapproved by the chief of police of the city;
- (2) The applicant has failed to supply the information required in the application for recreational use;
- (3) The applicant has not filed the permit fee required by this article; or
- (4) There is a recreational street use already scheduled for the same time and place.

(Ordinance 133 adopted 9/17/84)

§ 3.03.007. Grounds for denial of permit by the chief of police.

The chief of police of the city may deny an application for a recreational street use where:

- (1) The closing of the street for recreational use will deny access to a part or portion of the city, beyond or outside the street area closed for recreational purposes and/or such street is not affected by the recreational use permit; or
- (2) Any adult head of household whose house or residence abuts upon the street where the street is to be used for recreational purposes has objected to the use thereof as a block party and has filed a written objection thereto in the office of the city secretary, prior to the issuance of a permit.

(Ordinance 133 adopted 9/17/84)

§ 3.03.008. Appeal of permit denial.

An applicant who is denied a permit for recreational street use may appeal such denial to the municipal court of the city, for hearing.

(Ordinance 133 adopted 9/17/84)

§ 3.03.009. Penalty.

Any person, firm, or corporation violating any provision of this article shall, upon conviction, be fined in accordance with the general penalty provision set forth in section 1.01.009 of this code, and each day a violation continues shall constitute and be a separate offense.

(Ordinance 133 adopted 9/17/84)

§ 3.03.010. Precatory provision.

No implied or expressed permission is here given by the city, for the use of alcoholic beverages on public property.

(Ordinance 133 adopted 9/17/84)

AGENDA ITEM COMMENTARY – AGENDA ITEM #10

ITEM TITLE

Consider and take appropriate action on EDC Strategic Plan

INITIATOR/STAFF INFORMATION SOURCE

Danielle Sweat, Economic Development Director

BACKGROUND

Back in May the Wolfforth EDC took part in a strategic planning session. Alysia with Opportunity Strategies was the facilitator and put together the strategic plan draft. This final draft has been approved and adopted by the EDC board. The EDC Board of Directors recommends approval of the Strategic Plan.

We anticipate that Joel Robinett, President of the EDC Board, will be present at the meeting to discuss the Plan on behalf of the Board.

EXHIBITS

Wolfforth EDC Strategic Plan

COUNCIL ACTION/STAFF RECOMMENDATION



2023-2026 Strategic Plan



The Strategic Planning Process

In February 2023, the Wolfforth Economic Development Corporation embarked on a strategic planning process to develop the strategic priorities for Q3 2023 through Q2 2026. The following is the process used to reach the conclusions for the strategic plan.

The process kicked off with a preliminary Zoom meeting between Executive Director Danielle Sweat and professional facilitator Alysia A. Cook, PCED, IOM with Opportunity Strategies LLC. The two met to review key issues facing the EDC, understand the programs and projects currently underway, and to prepare the process and format for the planning session.

Prior to the planning retreat, the facilitator conducted an anonymous SWOT Analysis online with the participants. The results of that are included in this document.

Prior to the planning retreat, the facilitator conducted a series of stakeholder interviews with the participants. The results of that are included here.

On May 18 & 19, 2023, the EDC board and staff met at City of Wolfforth city council chambers for a strategic planning workshop to begin planning for Q3 2023 through Q2 2026.

The following is the Wolfforth EDC 2023-2026 Strategic Plan.

Expectations

The facilitator asked the participants to share any expectations for the day. Responses were as follows:

- Making the community better
- How to get more people involved
- Working together
- Exciting direction
- Our toolbox
- \$1.6m in bank
- \$500k HOT
- Discuss role of City Planning





2023-2026 Strategic Plan

Mission

Community Focused... Future Ready

Vision

Preserve. Enhance. Progress.

Goals

Cultivate Relationships

Property Development

Business Recruitment

Branding & Marketing

Organizational Management

SWOT Analysis

Prior to the Planning Retreat, the facilitator engaged the participants in an exercise to brainstorm and list the strengths and weaknesses of the Wolfforth Economic Development Corporation, as well as the current and/or potential opportunities and threats facing the organization. The facilitator shared the aggregated responses with the whole group and discussed the comments collected. The results of the SWOT are listed here:

Strengths

- Variety of representation
- Willingness to change
- Easy to reach decision makers
- Connectivity with the Council
- Relationship with City Council
- People
- Frenship ISD
- Desire
- Open-mindedness
- Proximity to Lubbock
- Under new leadership we now have the desire to grow
- The Wolfforth EDC cares about the community
- Willingness to consider any allowable project
- They want growth and are open to new ideas
- Everyone on the board is on the same page when it comes to putting money into change
- Having a strong relationship with Frenship ISD is extremely important
- Passion

Weaknesses

- Lack of buildings to market
- Available real estate
- Lack of vacant developed land
- Undefined strategy
- Not to have a plan and vision
- We have been on high center for several years now
- Attendance by some of the board members could be better as well as responses to emails
- Limited funds

Opportunities

- Wolfforth is just beginning to blossom into our future, and we have unlimited range to establish our vision. We can choose our own path, and we have a community that I believe is ready to do it.
- Community exposure
- Growing the community
- The EDC has a chance to really change the face of Wolfforth. They are on board with the possibility of buying land, starting to redo old main street, and building something that resembles a town square.
- Relationship with the community
- Control commercial corridor development
- Recruit hotel
- We have an opportunity to change the landscape of Wolfforth. We need to establish a reason for people to be in Wolfforth other than a Frenship ISD sporting event or a bed to sleep in. We have an opportunity to establish a few necessary staples like a grocery store and restaurants (has to be something bigger than a mom-n-pop where you can buy a drink and watch a sporting event).
- Quality Growth

Threats

- Being unrealistic, being under-realistic
- Limited resources
- Level of influence
- Wolfforth has no Core Image. Unless we develop one, we are still going to be a town with a few small random restaurants and high school sporting events.
- Lack of infrastructure
- Poor growth strategy
- Property taxes to the point of discouraging both business and residential development
- Continued rumors of lack of water
- “The way we’ve always done it”
- Wolfforth has to embrace the growth. Either we are a small town, or we are not.
- Outside forces or limitations
- Lack of support from City Council when it comes to branding changes



Start – Stop – Accelerate

The facilitator engaged the board and staff in a group exercise called Start – Stop – Accelerate which divides participants into small groups and has them offer feedback on what the EDC needs to start doing, stop doing, and accelerate efforts to do.

These are individual recommendations and not necessarily agreed to by all participants. The responses are as follows:

Start

- Keep an inventory of available sites
- Target analysis
- Branding
- Purchases and/or options on land
- Business Retention & Expansion: services and recognitions
- Start regular collaborations and conversations with City, stakeholders
- Community engagement strategy
- Business Directory collaboration with FISD, especially regarding workforce development

Stop

- Waiting
- Stop thinking small (limitations)
- Being intimidated by Lubbock
- Website (EDC) (remove it for now)
- The Welcome Sign (remove)
- Thinking of ourselves as Lubbock's little brother
- Having EDC being in charge of community events
- Negativity

Accelerate

- Refining our processes and procedures:
 - Brochures
 - Board Notebooks
 - Website
- Water campaign
- Staff development
- Promotion of Leading EDG & other resources / tools - create resource guide
- Website design and rebranding
- Knowledge: mapping, real estate
- Relationship with school district
- Calling on businesses



Stakeholder Interviews

Alysia Cook of Opportunity Strategies LLC conducted a variety of interviews with stakeholders. The questions that were asked and the answers that the participants provided are included below. These comments are in their own words and not edited.

1. What economic development challenges is the community facing?

- Growth – wise & planned
- Need for retail – shopping and restaurants
- Our one-way roads are handicapping us
- Need to attract retail that would typically go to Lubbock
- No courthouse, no center square
- No empty buildings to market
- Lean into our water solutions
- Lagging retail
- Sales tax is more important than property tax
- We're facing fewer challenges as we grow
- Need to be more selective; we're not desperate to take just any employer x2
- We don't have a town center, just a Main Street
- Solving housing problems
- Being a bedroom community to Lubbock
- Recruiting/attracting people here
- Rapid growth residential
- Need more taxes to pay for the things we need
- Awareness of us as a competitive and attractive location
- We need to create a vision and commit to it

2. How can the EDC better collaborate with the local ISD, colleges, CTEs, universities, or research centers to promote workforce development and innovation to benefit the local business community?

- Not collaborated before but we should
- Dual use facilities
- Better collaboration could definitely happen x3
- Work with South Points College & Workforce Solutions
- We work well together
- LEDA (collab with Lubbock)
- Help get more kids into plumbing and electrician programs
- Collab on culinary school
- It was strained in the past but better today
- We need to work together to maximize the internship program
- We are fortunate that our ISD is forward thinking and prepping students well
- Need to research best practices from other communities for this
- Help young people want to stay here – make a case for “why Wolfforth”
- We need to reach out and collaborate more
- ISD needs a meeting space that can hold all 1300 employees together

3. What quality of life amenities would you like to see in the future that are not currently here?

- Grocery store x5
- Pickleball courts x3
- Walking paths
- Family entertainment options
- Pharmacy
- Fix our existing park – make nicer
- Remote control cars and airplanes
- Make Main Street more attractive

- Splash pad for kids
- More parks
- Clean up Main Street
- Dog park
- Need a park land dedication ordinance
- Holiday lights
- No more convenience stores or gas stations
- Event center
- Outdoor activities
- Movie theater
- Community center

4. What are the needs of larger and smaller businesses and how can the EDC help to address those needs?

- They need more visibility
- Create a Business Directory
- Partner with Leading EDG
- Ribbon cuttings
- Need a BRE Program x3
- Promote Shop Local
- Better teach local businesses how to promote themselves and grow their businesses
- We become a ghost town in the summers – need to help local businesses thrive
- Not sure
- Help small businesses with developing their business plans
- EDC should help small businesses (such as Chelo's Mexican Restaurant)
- Create a newcomer's packet that showcases businesses
- Talk more about how we can help them and ask them how they'd like us to help them
- They need more customers
- We need buildings for them

5. What can the city do to ensure that its staff provides frictionless top-service experiences for investors?

- We've lacked in this area in the past
- It's easy to do business here now
- More overview is needed
- Ensure quick responses
- Seek feedback on their services
- City must be customer-focused
- Some people seeking permits have struggled with the process and fire inspections
- Insist on open, honest, and aggressive service
- Ask developers how the city can improve
- Now that we're getting bigger, we need to protect our reputation
- It's great that council supports EDC recommendations
- Make sure that the Development Services Director understands expectations of top notch permitting and inspection services delivery

6. Are there any existing regulations or policies that hinder business growth and development that the city should review and potentially change?

- In the past, it was our water issues, but that has been solved x3
- No x5
- None, thanks to Randy

7. Do y'all have shovel-ready industrial sites?

- Yes, I think so
- Property on Brownfield Rd
- Yes, we have extended water and sewer to there
- Property on Donald Preston Dr
- Yes

- No....well, maybe one
- Not sure
- Yes, ample land to develop
- No, we have none
- About to partner with TIRZ to install infrastructure

8. How many available buildings/sites are y'all currently marketing?

- None of either
- No buildings, 3 sites (owned by others)
- Not sure on either x3
- We need to cultivate relationships with real estate agents and brokers
- Working on TIRZ agreement now

9. What types of businesses would you like to see the EDC recruit here next?

- Grocery store x5
- Low water user businesses
- Hotel
- Let's let the community decide
- Big box retailer
- Businesses that could serve all the school traffic we have
- Movie theater
- Fine dining
- Construction – need more internships
- More professional businesses/offices
- Health sciences (650 students in this field)
- Businesses that could be served by attendees at school competition/tournaments
- Small manufacturing
- Plumbing

- Neighborhood-based retail
- Family entertainment
- Pharmacy x3
- Furniture store
- Recruit a Pickleball & volleyball company
- Hardware/home improvement store x2
- Clothing store x2
- Retail
- Sit down restaurants x3
- Garden homes with coworking office space available

10. What do you think should be the EDC's top goals/focus?

- To learn how to best utilize Danielle and her skills
- Business recruitment x3
- Unity – working with others
- We need professional branding
- Identify our top 5 sites
- Focus on TIRZ redevelopment efforts
- We must learn to tell our story better – quality branding
- Business retention
- Culinary program with food safety
- Retain an independent identity from Lubbock – don't get swallowed up by them/their brand
- Focus on internships & practicums
- Need to identify businesses to recruit
- To recruit destination restaurants
- Need a Central Business District since we don't really have a downtown
- Partner with the High Ground
- Need to focus on beautification – visual appeal
- To develop Main Street



- “Tap into Wolfforth” Campaign
- Focus on stabilization of ED – need more rah-rah
- Partner with other EDCs
- We need a wings/beer/sports place
- Beautification
- Family gathering places
- Creating a Business Retention & Expansion Program
- Need to rebrand ourselves to attract quality investment

11. What do you love most about Wolfforth?

- Small-town feel/culture x3
- The people x3
- Regular police patrol
- Community events
- Quality schools/ISD
- It has the feel of a Norman Rockwell life
- Sense of community
- That the people are fiercely proud to live here
- Small town atmosphere
- Our Montessori School
- People who wave at one another
- Open-minded culture here
- People here get along with each other



12. Open Mic

- We need a “get-out-the vote” effort here
- Beautification is important for us to talk about
- Leverage Incubator EDU & Accelerator EDU
- Need to brand ourselves from the highway to make tourists stop and spend money
- ISD is happy to share any resources and demographic information that can help EDC
- I would spend more time in Wolfforth if there were more places to spend my money
- The ISD owns 50% of the ideal industrial/commercial property – should we explore negotiating with them for highest and best use of some portions of it?
- Need better signage on highway





Goal #1: Cultivate Relationships

Develop stronger relationships and support existing businesses and industry

Strategies	Who's Responsible?	Start Q/Yr	End Q/Yr	Metric/KPI
1. Develop and execute a Business Retention & Expansion Program	Board	Q4 2023	Q1 2024 then Ongoing	<input type="checkbox"/>
* Celebrate Anniversary milestones	Danielle / Board			
* Develop visitation schedules	Debbie			
* Create a Business Directory	Director			
* Develop a Shop Local Program	Board of Directors			
* Tap into Chamber resources	Danielle			
* Develop visitation questions	Danielle			
* Create Spreadsheet to store information (HubSpot)	Danielle			
2. Ask representative from FISD to present @ Board meeting	Farley/ FISD	Q3 2023	Ongoing	<input type="checkbox"/>
3. Tour various existing business facilities	Farley/ FISD	Q4 2024	Ongoing	# of businesses tours in 2024: _____ # of businesses tours in 2025: _____
4. Serve as the conduit between businesses & schools	Farley/Danielle	Q1 2024	Ongoing	<input type="checkbox"/>
5. Explore working with the ISD to develop an Incubator Program	Farley/ FISD	Q1 2025	Ongoing	<input type="checkbox"/>



2

Goal #2: Property Development

To Identify properties for development and redevelopment opportunities

Strategies	Who's Responsible?	Start Q/Yr	End Q/Yr	Metric/KPI
1. Compile property inventory and identify development potential	Hire consultant	Q3 2023	Q2 2024	<input type="checkbox"/>
2. Donald Preston Drive Development	TIRZ Board & Staff	Q3 2023	Ongoing	<input type="checkbox"/>
a. 380 Agreement	City Staff	Q3 2023	Q3 2023	<input type="checkbox"/>
b. Explore Potential EDC participation	EDC Board	Q1 2024	Ongoing	<input type="checkbox"/>
3. Central Business Development: review & update existing plan	City Council & EDC Board	Q1 2024	Ongoing	<input type="checkbox"/>
4. Redevelop Main Street Plan	City Staff & EDC Board	Q1 2024	Q2 2024	<input type="checkbox"/>
a. Identify existing downtown properties for potential purchase & redevelopment	Hire consultant	Q3 2024	Q4 2024	# of properties identified: _____
b. Collaboration with FISD	Danielle & EDC Board	Q1 2025	Ongoing	<input type="checkbox"/>
c. Explore potential as Central Business District Development	City Council & EDC Board	Q1 2024	Ongoing	<input type="checkbox"/>
d. Conduct a driving tours of exact city limits	Danielle & Executive Board	Q3 2023	Q4 2024	<input type="checkbox"/>

3

Goal #3: Business Recruitment

To develop & execute a robust business recruitment plan

Strategies	Who's Responsible?	Start Q/Yr	End Q/Yr	Metric/KPI
1. Complete a Target Industry Analysis - Identify consultant - Solicit and evaluate proposals - Select & hire consultant	Danielle	Q3 2023	Q3 2023	<input type="checkbox"/> Did we secure a TIA?
2. Attend Site Selection Events	Danielle	Q3 2023	Ongoing	# of Site Selection Events attended in 2023: _____ # of Site Selection Events attended in 2024: _____ # of Site Selection Events attended in 2025: _____
3. Coordinate with the Governor's Office	Danielle	Q3 2023	Ongoing	# of calls or visits in 2023: _____ # of calls or visits in 2024: _____ # of calls or visits in 2025: _____
4. Join SEDC (Southern Economic Development Council) and attend their Annual Conferences	Danielle	Q3 2023	Annually	<input checked="" type="checkbox"/> Did we attend in 2023? <input type="checkbox"/> Did we attend in 2024? <input type="checkbox"/> Did we attend in 2025?
5. Target Specific Industries identified by TIA: Consider a Hotel & Convention Center Coordinate with Retail Coach	Board	Q2 2024	Ongoing	<input type="checkbox"/>



Goal #4: **Branding & Marketing**

To Rebrand and create an Economic Development Marketing Campaign




Strategies	Who's Responsible?	Start Q/Yr	End Q/Yr	Metric/KPI
1. Identify our Brand	Board	Q3 2023	Q4 2023	
* Must coincide with our Mission + Vision				
* Engage with marketing consultant				
* Explore various types of EconDev marketing				
* Coordinate with results from TIA				
2. Create robust Economic Development website	Danielle	Q4 2023	Q1 2024	
* Engage a website developer				



Goal #5: **Organizational Management**

To streamline organizational operations to maximize efficiencies

Strategies	Who's Responsible?	Start Q/Yr	End Q/Yr	Metric/KPI
1. Board Development				
a. Create an onboarding process for new board members	Danielle & Board Chair	Q3 2023	Q4 2023	<input type="checkbox"/>
b. Conduct a bylaws review	EDC Board & Attorney	Q3 2023	Q4 2023	<input type="checkbox"/>
c. Ensure board development training	Individual Board members & Danielle	Q3 2023	Annually	<input type="checkbox"/>
d. Create Board Notebook	Danielle & Debbie	Q4 2023	Q2 2024	<input type="checkbox"/>
2. Staff Development				
a. Attend sales tax training	Danielle & other board & staff members	Q3 2023	Q3 2023	<input type="checkbox"/>
b. Danielle to take the EDI (Economic Development Institute) Course	Danielle	Q3 2023	Q2 2024	<input type="checkbox"/> Did Danielle graduate EDI?

Strategies	Who's Responsible?	Start Q/Yr	End Q/Yr	Metric/KPI
3. Educate and communicate with community	Danielle	Q3 2023	Ongoing	
a. Website				
b. Social Media				
4. Complete application and review process	Danielle & EDC Board	Q3 2023	Q4 2023	
5. Complete entry sign project	Danielle & EDC Board	Q3 2023	Q1 2025	% completed by Q1 2025: _____
a. Establish Landscaping Plan	City /Danielle/ Contractor			
b. Align design (Pending Logo decision)	City /Danielle/ Contractor			
c. Complete Construction	City /Danielle/ Contractor			



2023-2026 Strategic Plan

Mission

Community Focused... Future Ready

Vision

Preserve. Enhance. Progress.

Goals

Cultivate Relationships

Property Development

Business Recruitment

Branding & Marketing

Organizational Management

AGENDA ITEM COMMENTARY – AGENDA ITEM #11

ITEM TITLE

Consider and take appropriate action on Fiscal Year 2023 Annual Investment Report

INITIATOR/STAFF INFORMATION SOURCE

Terri Robinette, City Secretary

BACKGROUND

In accordance with Chapter 2256 of the Texas Public Funds Investment Act, the investment officer shall prepare and submit to the City Council a written report of the investment transactions for all funds of the City. The attached report covers beyond the City's current investments and gives details on all cash accounts that the City controls. As you look through this report, you will note many changes to the account structure and processes that the finance department has implemented over the last fiscal year. I hope to guide you through the data contained in the report and some of those changes.

The beginning section highlighted in **green** contains all bank accounts held for the City by City Bank. Note that we have reduced the number of accounts from 16 in October 2022 to just 3 in September 2023. As you all know, we implemented new software in November 2022 and the Tyler Technologies platform allows us to operate in a pooled cash environment. A pooled cash environment simplifies many things including providing a consolidated bank reconciliation process, a consolidated accounts payable process and a more user-friendly cashing process. Although all cash is held in one pooled account, the general ledger system tracks what each funds' share of the total cash is while making day to day operations more efficient.

The next section of the report in **grey** shows collateral values of our City Bank accounts. As per our Investment Policy, our total deposits in bank accounts must be collateralized, or secured, at 103% of the deposit amount. This is monitored by City Bank and City Staff each month.

Section three highlighted in **yellow** shows account balances in TexPool. TexPool is the largest and oldest local government investment pool in the State and provides investment services to over 2,750 cities. Overseen by the State Comptroller of Public Accounts, TexPool meets the requirements for investments outlined in the Public Funds Investment Act and provides easy access to deposit and withdraw funds daily while earning a very competitive interest rate. Beginning in September, we now hold most of the City's deposits in our TexPool accounts (City, EDC, CLERF) to maximize our interest earnings.

Total deposits held by the City are found on the line highlighted in **blue**

The final section on the report is interest earned. City Bank rates on accounts have varied over the year from 1.26% to 1.71%. The first month with a significant deposit held in TexPool (September 2023) earned 5.3218% interest. You can see a significant difference in the amount of

interest earned between August 2023 and September 2023 with a total amount earned for the fiscal year of \$208,437.69

As we move forward into FY 2024, Council will be provided an investment report each quarter as part of your consent agenda. Staff felt a more thorough report for end of year 2023 was warranted to highlight the many changes made in our finance department and the benefits of the software conversion to Tyler Technologies that this Council supported.

EXHIBITS

FY 22/23 Investment Report

COUNCIL ACTION/STAFF RECOMMENDATION

Staff recommends approval of Investment Report

City of Wolfforth, TX
FY22/23 Bank and Investment Balances

Deposit Balances

City Bank Deposit Balances	October-22	November-22	December-22	January-23	February-23	March-23	April-23	May-23	June-23	July-23	August-23	September-23
EDC 0678	1,370,986.21	1,420,602.82	1,449,397.97	1,544,169.35	1,590,874.89	1,640,878.16	1,664,460.70	1,714,233.81	1,724,348.75	-	-	-
1278	79,489.53	219,644.86	365,544.49	480,770.33	535,783.26	533,117.91	499,872.77	385,770.02	334,596.74	334,068.79	108.92	-
1286	125,050.56	3,308.58	2,108.67	906.57	907.65	908.93	-	-	-	-	-	-
5859	1,362,040.38	1,362,040.38	1,362,040.38	1,362,040.38	1,362,040.38	1,362,040.38	1,362,040.38	1,362,040.38	1,362,040.38	1,374,673.80	1,376,658.60	-
6061	7,217.95	4.64	4.65	4.65	4.66	4.67	-	-	-	-	-	-
6088	20,562.30	20,585.79	20,611.23	20,637.49	20,662.00	17,127.13	17,148.15	17,172.11	17,196.95	17,656.99	16,602.41	16,626.38
6096	800,609.70	515.39	516.03	516.68	517.30	518.03	-	-	-	-	-	-
6118	6,256,009.53	5,272,862.78	5,265,178.10	4,913,747.18	4,511,760.27	4,303,924.16	4,116,726.53	4,029,425.94	3,657,720.93	3,416,826.94	3,408,423.79	-
6126	1,048,851.00	1,268,017.50	3,396,493.85	4,398,015.27	711,822.54	803,707.76	-	-	-	-	-	-
6134	7,006.60	4.51	4.51	4.52	4.53	4.53	-	-	-	-	-	-
6142	526.63	0.34	0.34	0.34	0.34	0.34	-	-	-	-	-	-
6150	1,289,629.26	3,465,205.01	3,033,879.25	2,691,857.12	5,368,472.77	4,808,984.34	7,995,049.68	5,556,930.46	5,234,095.94	5,655,760.69	7,089,431.09	3,494,887.91
6169	5,556.70	5,486.28	5,283.07	5,289.81	5,296.09	5,303.59	-	-	-	-	-	-
6177	92,497.12	59.55	59.62	59.70	59.77	59.85	-	-	-	-	-	-
6185	990,031.80	629.50	630.28	631.08	631.83	632.73	-	-	-	-	-	-
EDC 8509	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	1,731,209.66	1,771,981.97	173,734.96
9503								507,097.61	509,374.40	-	-	-
Total City Bank Deposit Balances	13,456,565.27	13,039,467.93	14,902,252.44	15,419,150.47	14,109,338.28	13,477,712.51	15,655,798.21	13,573,170.33	12,839,874.09	12,530,196.87	13,663,206.78	3,685,249.25

103% Policy Requirement	13,860,262.23	13,430,651.97	15,349,320.01	15,881,724.98	14,532,618.43	13,882,043.89	16,125,472.16	13,980,365.44	13,225,070.31	12,906,102.78	14,073,102.98	3,795,806.73
City Bank Collateral Report of Fair Value	14,803,302.83	15,247,832.53	15,227,335.57	15,670,887.56	15,523,864.56	15,676,104.70	15,365,303.01	15,345,442.69	12,470,291.22	13,507,529.87	15,370,545.81	4,409,768.04
Excess (Deficiency) of Collateral	943,040.60	1,817,180.56	(121,984.44)	(210,837.42)	991,246.13	1,794,060.81	(760,169.15)	1,365,077.25	(754,779.09)	601,427.09	1,297,442.83	613,961.31

TexPool Investment Accounts												
City	1,595.41	1,597.13	1,602.42	1,608.23	1,613.81	1,620.10	1,626.40	1,633.21	1,640.11	1,647.28	2,156.75	6,017,071.82
EDC	-	-	-	-	-	-	-	-	-	-	-	1,602,810.45
Total TexPool Investments	1,595.41	1,597.13	1,602.42	1,608.23	1,613.81	1,620.10	1,626.40	1,633.21	1,640.11	1,647.28	2,156.75	7,619,882.27

City of Wolfforth, TX
FY22/23 Bank and Investment Balances

Total City Bank Deposits and TexPool Investments												
	13,458,160.68	13,041,065.06	14,903,854.86	15,420,758.70	14,110,952.09	13,479,332.61	15,657,424.61	13,574,803.54	12,841,514.20	12,531,844.15	13,665,363.53	11,305,131.52

Interest Earned												
City Bank Statement Acct												
#	October-22	November-22	December-22	January-23	February-23	March-23	April-23	May-23	June-23	July-23	August-23	September-23
City Bank Interest Rate	1.26%	1.40%	1.46%	1.51%	1.56%	1.58%	1.61%	1.66%	1.66%	1.67%	1.71%	1.71%
TexPool Interest Rate												5.3218%
EDC 0678	1,348.23	1,929.88	2,118.21	2,182.44	2,082.05	2,559.08	2,201.68	2,679.07	3,039.86	1,503.39	-	-
1278	67.90	163.08	281.23	555.66	607.49	737.50	654.51	630.67	546.53	440.97	108.92	-
1286	124.07	82.87	3.54	1.35	1.08	1.28	-	-	-	-	-	-
5859	-			1,619.52	1,671.76	1,735.20	1,903.13	1,929.24	1,970.29	1,804.28	-	-
6061	7.17	4.64	0.01	-	0.01	0.01	-	-	-	-	-	-
6088	20.40	23.49	25.44	26.26	24.51	25.13	21.02	23.96	24.84	23.04	25.40	23.97
6096	864.30	515.39	0.64	0.65	0.62	0.73	-	-	-	-	-	-
6118	6,556.72	6,956.23	6,505.32	6,619.08	5,606.61	6,206.05	5,140.37	5,715.41	5,554.02	4,698.01	4,920.85	-
6126	1,058.10	1,314.33	2,501.70	5,124.71	414.33	1,105.45	-	-	-	-	-	-
6134	6.95	4.51	-	0.01	0.01	-	-	-	-	-	-	-
6142	0.52	0.34	-	-	-	-	-	-	-	-	-	-
6150	963.49	2,217.23	4,081.97	3,949.37	6,921.96	7,361.24	7,348.42	8,183.14	7,832.90	7,602.60	8,572.71	6,811.42
6169	8.06	10.99	6.56	6.74	6.28	7.50	-	-	-	-	-	-
6177	91.85	59.55	0.07	0.08	0.07	0.08	-	-	-	-	-	-
6185	989.60	629.50	0.78	0.80	0.75	0.90	-	-	-	-	-	-
EDC 8509	-	-	-	-	-	-	-	-	-	-	-	-
9503	-	-	-	-	-	-	-	-	-	-	-	-
TexPool City	4.00	4.72	5.29	5.81	5.58	6.29	6.30	6.81	6.90	7.17	9.47	14,915.07
Tex Pool EDC	-	-	-	-	-	-	-	-	-	-	-	2,810.45
Total Interest Earned												
	12,111.36	13,916.75	15,530.76	20,092.48	17,343.11	19,746.44	17,275.43	19,168.30	18,975.34	16,079.46	13,637.35	24,560.91
											Total Interest for FY22-23	
											208,437.69	