

# NOTICE OF MEETING

**MEETING:** Wichita Falls Type B Sales Tax Corporation Board of Directors

**DATE:** October 13, 2022

**TIME:** 9:00 a.m.

**LOCATION:** City Council Chambers and/or City Council Conference Room; Memorial Auditorium, 1300 7th Street; Wichita Falls, Texas

1. Call to Order.
2. Report of financial condition (current, past & planned budget & expenditures); and other administrative actions, including, if necessary, induction of any new board members.
3. Consent Agenda:
  - a) Approval of Minutes of August 17, 2022;
  - b) Approval of Downtown Matching Grant Applications:
    1. 816 Indiana – Former Designing Spaces Building
    2. 817 Ohio – Half Pint Taproom & Restoration hall
4. Public hearing regarding a funding request from Jerry Skelton, dba Chelsea Plaza LLC, to assist in fire suppression system upgrades as part of the renovation of the existing building at 804 Lamar Ave downtown.
5. Public hearing regarding a funding request from Cody and Shea Melton, dba S&A LLC, to assist in fire suppression system upgrades as part of the renovation of the existing building at 816 Indiana downtown.
6. Public hearing regarding a funding request from Restoring the Past, LLC, to assist in mechanical, electrical, and plumbing upgrades as part of the renovation of the existing building at 604 7<sup>th</sup> Street downtown.
7. Discussion and possible action related to the maximum grant amount as part of the Corporation's Downtown Improvement Grant Program.
8. Executive Session in accordance with TEXAS GOVERNMENT CODE §551.087, to discuss or deliberate the offer of a financial or other incentive, including modification to an existing agreement, for a business prospect that the corporation seeks to have, locate, stay, or expand in or near the territory of the City of Wichita Falls and with which the corporation is conducting economic development negotiations for creation and retention of primary jobs (as defined by TEX. LOCAL GOV'T. CODE §501.002).
9. Consider a funding request from Jerry Skelton, dba Chelsea Plaza LLC, to assist in fire suppression system upgrades as part of the renovation of the existing building at 804 Lamar Ave downtown.
10. Consider a funding request from Cody and Shea Melton, dba S&A LLC, to assist in fire suppression system upgrades as part of the renovation of the existing building at 816 Indiana downtown.

11. Consider a funding request from Restoring the Past, LLC, to assist in mechanical, electrical, and plumbing upgrades as part of the renovation of the existing building at 604 7<sup>th</sup> Street downtown.
12. Adjourn.

Wheelchair or handicapped accessibility to the meeting is possible by using the handicapped parking spaces and ramp located off the east parking lot on the 6th Street entrance nearest the Council Chambers. There are additional handicapped parking spaces and ramp on 7<sup>th</sup> Street at the main building entrance. Spanish language interpreters, interpreters for the hearing impaired, Braille copies or any other special needs will be provided to any person requesting a special service with at least 24 hours' notice. Please call the City Clerk's Office at 761-7409.

## Certification

I certify that the above notice of meeting was posted on the bulletin board at Memorial Auditorium, Wichita Falls, Texas, on the 7<sup>th</sup> day of October, 2022, at 9:40 o'clock a.m.

Theodore Stoll  
Deputy City Clerk

Every item on this agenda shall be considered a public hearing and citizens may appear at the beginning of this meeting and request to speak on any item. Regardless of the agenda heading under which any item is listed, any word or phrase of any item listed on this agenda shall be considered a subject for consideration for purposes of the Texas Open Meetings Act and other relevant law, and the Board of Directors may deliberate and vote upon any such subject and resolutions related thereto. Any word, phrase, or other subject may be voted upon, regardless of any language of limitation found in this agenda or any document referring to such action. In addition to other items listed hereon, any item that has previously been discussed by this Board of Directors may be discussed and deliberated and is herein added as a subject of this meeting without further notice. Any item on this agenda may be discussed in executive session if authorized by Texas law, regardless of whether any item is listed under "Executive Sessions" of this agenda, regardless of any past or current practice of this Board of Directors. Executive sessions described generally hereunder may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice. Executive sessions described generally hereunder are closed meetings, may include consideration of any item otherwise listed on the agenda plus any subject specified in the executive session notice, and may include items under Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.084, and/or 551.087. The posting of this notice constitutes publication of all items described in this agenda for purposes of Tex. Local Gov't Code § 505.160 and other provisions that establish minimum expenditure time periods and the sixty-day petition time. Any descriptions of property or amounts stated herein are descriptive and not restrictive, and property and amounts may be changed in the motions, actions or documents without further public notice. In addition to other items described herein, this board may perform all administrative actions appropriate for efficient corporation operation, including, but not limited to, appointment of officers and receipt and review of reports and memorandums. This agenda has been reviewed and approved by the attorney for the governing body, and the presence of any subject or description in the Executive Session portion of this agenda constitutes a written interpretation of Chapter 551 of the Texas Local Government Code by the attorney for the governmental body indicating that said subject or description thereof may be legally discussed in a closed meeting.

## Findings:

The Board of Directors finds the items approved pursuant to this agenda are in full compliance with the Bylaws and Articles of Incorporation of the Wichita Falls 4B Sales Tax Corporation and the Texas Development Corporation Act of 1979 and are for:

1. projects that are land, buildings, equipment, facilities, and improvements and:
  - (A) are required or suitable for use for professional and amateur (including children's) sports, athletic, entertainment, tourist, convention, and public park purposes and

events, including stadiums, ball parks, auditoriums, amphitheaters, concert halls, parks and park facilities, open space improvements, museums, exhibition facilities, and related store, restaurant, concession, and automobile parking facilities, related area transportation facilities, and related roads, streets, and water and sewer facilities, and other related improvements that enhance any of those items;

or

(B) promote or develop new or expanded business enterprises that create or retain primary jobs, including a project to provide public safety facilities, streets and roads, drainage and related improvements, demolition of existing structures, general municipally owned improvements, as well as any improvements or facilities that are related to any of those projects and any other project that the board in its discretion determines promotes or develops new or expanded business enterprises that create or retain primary jobs;

or

2. promotional expenditures that advertise and publicize the City of Wichita Falls for the purpose of developing new and expanded business enterprises;  
or
3. the development, improvement, expansion, or maintenance of facilities relating to the operation of commuter rail, light rail, or motor buses;  
or
4. the development or expansion of "affordable housing" as described by 42 U.S.C. § 12745.

#### **Allocations and Authorizations:**

With respect to the Project(s) funded herein, the Board of Directors:

1. allocates the funds authorized on the preceding page, subject to the expiration of 60 days after the posting of this notice, which shall constitute "publication" for purposes of the notice provisions of the Texas Development Corporation Act of 1979,
2. amends the budget of this corporation to provide for the allocated expenditure from the current budget fiscal year (or different budget fiscal year as specified in the action),
3. authorizes the President of this corporation to execute all documents necessary to expend the funds allocated pursuant hereto and otherwise effectuate all approved actions in a form to be approved by the City Attorney of the City of Wichita Falls, and
4. appoints the City of Wichita Falls as agent for the Wichita Falls 4B Sales Tax Corporation, and authorizes the City Manager and Chief Financial Officer of the City of Wichita Falls to expend the funds allocated herein.

**MINUTES OF THE**  
**WICHITA FALLS 4B SALES TAX CORPORATION (4BSTC)**

**August 17, 2022**

**Present:**

Tony Fidelie, President	§	Members
Glenn Barham, Vice President	§	
Rick Hatcher, Secretary-Treasurer	§	
Dave Clark	§	
Darron Leiker	§	
Michael Mills	§	
Stephen Santellana, Mayor	§	Mayor & City Council
R. Kinley Hegglund, Jr., City Attorney	§	City Staff
Paul Menzies, Assistant City Manager	§	
Blake Jurecek, Assistant City Manager	§	
John Burrus, Dir of Aviation, Traffic & Transportation	§	
Terry Floyd, Director of Development Services	§	
Lindsay Barker, Dir of Marketing & Communication	§	
Blane Boswell, City Engineer	§	
Pat Hoffman, Property Administrator	§	
Stephen Calvert, Senior Budget Analyst	§	
Chris Horgen, Public Information Officer	§	
Andrea Kidd, Public Information Admin Clerk	§	
Paige Lessor, Recording Secretary	§	
Jerry Skelton	§	Chelsea Plaza, LLC
Kari Skelton	§	
Jana Schmader, Executive Director	§	DWFD
Lynn Walker, Writer	§	Times Record News
Markeshia Jackson, Journalist	§	KFDX
<b><u>Absent:</u></b>		
Nick Schreiber	§	4B Member

**1. Call to Order.**

Mr. Fidelie called the meeting to order at 3:01 p.m.

**2. a) Approval of Minutes of 07/07/2022.**

Mr. Clark moved to approve the minutes. Seconded by Mr. Hatcher, motion carried 6-0.

**b) Report of Financial Condition (current, past & planned budget & expenditures)**

Mr. Menzies addressed the Board and stated that sales tax continues to do well. The City just received the August receipts, which reflect June sales and are still running 9% - 10% ahead for the year. WF4BSTC had about \$7.3 million in unencumbered funds available for new projects.

The Kemp Center project was closed and paid out as well as the Bridwell Ag Center Livestock Pens project. Those projects have moved to the bottom of the report.

**3. Public hearing regarding a funding request from Jerry Skelton, dba Chelsea Plaza LLC, to assist in fire suppression system upgrades as part of the renovation of the existing buildings at 804 and 806 Lamar Ave downtown.**

Mr. Fidelie opened the hearing at 3:03 p.m.

Mr. Jerry Skelton addressed the Board and introduced his wife, Mrs. Kari Skelton. Mr. Skelton told the Board that he and his wife are from this area. She was originally from Seymour, and he was from Goree, and they are both graduates of Midwestern State University. They are retired educators and moved back to the area eight years ago. In July 2019, they purchased the Chelsea Plaza Building at 909 8<sup>th</sup> Street Downtown. Mr. Skelton said they always had a passion for seeing Downtown Wichita Falls return to the thriving place they remembered many years ago. They can see it happening and are happy to be part of it. They have been renovating Chelsea Plaza for the past three years, and occupancy has gone from about 60% to 98%.

Mr. Skelton reminded the Board that they helped them with funding a sewer line and grease trap about a year and a half ago to prepare for the Eighth Street Coffee House to move to that location. He said it was an incredible success and thanked the Board for that opportunity. Mrs. Skelton stated that hardly a day goes by that they do not hear positive feedback about what they have done. She said they receive compliments on the Eighth Street Coffee House and the building itself. And they are back because of all the positive reinforcement and encouragement they have received.

Mr. Skelton stated that they are now looking at a new project at 804 and 806 Lamar, two buildings adjacent to Chelsea Plaza, and they plan on turning those buildings into residential and retail space. The total cost for the project is \$2,376,000. They came before the Board to request funding to assist with a fire suppression system in the amount of \$222,765. Mr. Skelton said they would hopefully have the plans and construction lined up to begin in October, and it would take about six or seven months to complete.

Mr. Barham asked Mr. Skelton if the building had to be sprinkled because it was residential. Mr. Skelton said yes, that was the reason. Mr. Barham said he didn't think sprinklers were required unless the residential went above two or three floors and asked Mr. Leiker and Mr. Menzies for clarification. Mr. Menzies asked for Mr. Terry Floyd to address the Board about what was discussed in the predevelopment meeting regarding sprinklers. Mr. Floyd stated that it was an obligation of the IBC Codes to have sprinklers. He explained that the fire marshal and building official were at the meeting. Mr. Barham recalled Will Kelty doing a project in the Staley Building (along 8<sup>th</sup> & Indiana), and he was not required to have sprinklers unless he went above two or above three floors. Mr. Barham asked if the code had changed. Mr. Floyd stated that he believed it had changed but would verify.

Mr. Fidelie asked if these buildings were just east of the Chelsea Buildings. He said he was familiar with the buildings, and they needed repair. Mr. Fidelie reviewed the cover letter sent to Mr. Menzies and stated that the Skeltons planned to remodel 9,800 square feet of the total 28,000 square feet of the two buildings. But then he noted that the funding request was for the cost of the entire space. So Mr. Fidelie asked if this amount was for the entire 28,000 square feet or just the 9,800 square feet. Mr. Skelton explained that the City required the whole building to be sprinkled, which is why the amount is so large. He also explained that they planned to fully

remodel the first 9,800 square feet, then complete the entire building in phases. Mr. Fidelie stated that the WF4BSTC Board had historically supported fire suppression systems' installation. It is typically done as a forgivable loan over five years, and the Board usually requires a Certificate of Occupancy on the entire space before it would lend the money.

Mr. Clark asked if the entire 28,000 square feet would be heated, and Mr. Skelton confirmed it would be heated. Mr. Mills then commented that since Chelsea Plaza was renovated, that particular Downtown section had been dramatically transformed. He believes these two buildings are essential to that continuation and appreciates the Skeltons' willingness to take it on.

Mr. Fidelie closed the public hearing at 3:13 p.m.

Mr. Fidelie explained that the Board generally would go through the items on the agenda and then go into executive session to deliberate. Then they would come out and announce their decision. He told everyone they were welcome to stay for the budget discussions, but if anyone needed to leave, Mr. Menzies would let them know the Board's decision later in the afternoon.

**4. Staff updates on currently funded projects listed on the financial report, including, but not limited to, the Lindemann Parking Garage, Circle Trail Projects, Bicycle Lane Improvements, and MPEC Hotel/Conference Center Project.**

Mr. Menzies explained that this presentation would give the Board a progress update on some of the projects funded throughout the year.

a. Lindemann Parking Garage

Mr. Menzies reminded the Board about the discussion of the issues going on with the Lindemann Parking Garage and the consensus at the last meeting to move forward with purchasing a remote-controlled gate. The purchase is in process and will be installed this week or next. Mr. Menzies said the intent is to have the gate installed before Hotter-n-Hell next weekend. And there are some fencing upgrades to be completed.

Ms. Pat Hoffman assisted in explaining the placement of the fencing. She said the fencing is being repaired on the alley and 7th Street sides of the garage. New fencing will be installed on the Indiana side.

Mr. Menzies reminded the Board the fencing is to keep vandals from climbing up the wall into the first and second floors. Because of the issues with the third and fourth floors, only the first and second floors will be opened for the Hotter-n-Hell. Rather than power washing floors two, three, and four, they will be repainted. Once the controlled access gate is installed, access inside to the second floor will be gated off except for special events.

Mr. Mills asked if parking for Hotter-n-Hell would be free or if it was intended to be a revenue producer. Mr. Menzies stated it would be free. The City, DWFD, and the renters will have remote control access, and then it will be opened for public parking during special events.

b. Circle Trail Projects

Mr. Menzies said the proposed funding to be talked about has nothing to do with the section of planned trail between Barnett Rd and Larry's Marina. That section is not on the radar

right now. He emphasized that anything discussed, whether existing or proposed, is unrelated to that particular trail section.

Mr. Blane Boswell addressed the Board and presented a PowerPoint presentation. He stated he would give an update about the trail west of Lake Wichita Park continuing to Larry's Marina, funded with WF4BSTC funds. There are only two sections left to construct. They are not funded and are not planned to be funded at this time. Those portions include the section west of Camp Fire, continuing to Lucy Park (about 1,500 linear feet), and the section from Barnett Road to Larry's Marina (about 4,200 linear feet). He displayed a slide showing how much of the Circle Trail has been completed in a few decades.

He presented a photo of the current project construction. TXDOT has done its final walkthrough. They are in the process of the final paperwork for acceptance and the final change order. The total cost of this section of the trail is about \$1.4 million. WF4BSTC funded approximately \$619,000. This amount included the 20% match that was required by the grant, as well as the advanced funding payment agreement with TXDOT, the RAS inspection for ADA compliance, and the consultant fees to Kinley Horne for the design of the trail.

Mr. Boswell continued to present and describe photos of the newly completed section of the trail. He explained that at the end of the new section, the Parks Department had placed a barricade denoting that the trail was closed and that no trespassing was allowed. Mr. Clark asked if there was any plan to get an easement so people would not just hit a dead end but could have a path to the road. Mr. Boswell stated that was not in the engineering/public works plan. Mr. Leiker noted that the City had not explored that option because it would cross private property. He suspects that the landowner may come to the City and want an easement because the path across that property will be the path of least resistance for many people. Mr. Leiker thought it was a nice idea, but it depends on how long it will be before the trail is complete. Mr. Clark stated he has walked the new section, which is very attractive, but he hopes there will be a way to get back to the road.

Mr. Boswell reiterated that for the past 40 years, the trail had ended somewhere, and this is just a natural process of trying to complete the entire trail. Mr. Clark talked about the dead end near Loop 11 and how people can no longer cut through the trailer park because fences have been put up. Mr. Leiker said that he hopes these dead ends will spur more public comment and suggestions to the City Council to finish the trail. Mr. Fidelie noted the number of linear feet remaining to complete the trail and reminded everyone that there was only one mile out of 23 total miles.

d. MPEC Hotel/Conference Center Project

Mr. Jurecek addressed the Board and gave an update with some photographs. He gave descriptions and locations of the work being completed. He said they were progressing well, finishing up the second floor and moving on to the third floor. He showed the swimming pool's location and the conference center's edges. He pointed out the separation between the hotel and the conference center and displayed a photo of the parking lot across Burnett Street from the conference center. The parking lot will be finished in time for Hotter-n-Hell, but the RV hookups will not be in place in time.

The roofing material was finally delivered for the new exhibit hall roof, and construction should start within the next few weeks. He discussed the pay schedule and explained that the first payment was made in December, and a payment had just been made on August 8<sup>th</sup>. He said that

\$4.7 million had been paid toward the project, about 35% of the entire project. Even though there were a few delays, the project is right on track to open at the end of June 2023.

Mr. Fidelie clarified that 35% of the entire project had been complete. Mr. Jurecek concurred that was correct. He also stated that 95% of the steel had been delivered, a big concern early on in the project. Mr. Jurecek said he has monthly meetings with the architects and contractors to get updates.

Mr. Barham asked Mr. Jurecek if he had any idea where the grease tap was located. Mr. Barham asked if it was on the Austin Street side of the facility, the northwest corner closest to the exhibit hall. Mr. Jurecek stated there is a large mechanical area on that side, which is where the power comes in, so he believes all the utilities are on that side and where the back house kitchens will be. Mr. Jurecek said there was a live view link he could send everyone with live updates.

### c. Bicycle Lane Improvements

Mr. Menzies introduced the update by reminding everyone that the Board committed to a multi-year funding program to support the installation of bicycle lanes.

Mr. Burrus addressed the Board and stated the Corporation's money is going much further than initially anticipated, but the City has been a little slow in getting some of the work done. Thirty-eight miles of shared and dedicated bicycle lanes have been completed using \$83,000 of 4B funding. Road shoulders have been used to create some of the dedicated lanes, such as Martin Luther King Blvd and Burk Road. The Board gave \$100,000 last year, but not much has been done since the money was awarded. The City View Lane bicycle lanes were the latest project completed around Christmas last year. Many favorable comments were received about the installation of those lanes. Since then, Mr. Burrus has talked with the bicycle advocacy team, and they have done a great job helping with this project and the Bicycle Friendly Community initiative.

Mr. Burrus explained that a long-line striping company marks the lanes, and it is much more cost-effective to use a contractor because of the amount of material used. Mr. Burrus stated that he has a list of locations being considered for bicycle lanes, and he would be working with the Bicycle Advocacy Group again. Mr. Burrus's number one concern is the pavement condition, but he is working with Mr. Boswell and his staff to ensure the pavement is in good condition so nothing is marked that will have to be replaced within a short period of time. He stated they had been on a project hold since last fall, but they are gearing back up. But he asked that no action be taken today regarding Phase 3 funding. He would like a cost estimate on the upcoming work and compare it to the budget. If there is a shortfall, he will come back to the Board later this fall to see if there would be interest in funding the project balance.

No questions were asked about the bicycle lanes. Mr. Fidelie asked Ms. Lindsay Barker about some updates at MPEC. Mr. Fidelie asked Ms. Barker if the new livestock pens had been delivered yet. Ms. Barker confirmed that they had been delivered but have not been used as of today. She said some events were coming up in the fall where they would be used. Mr. Fidelie then asked about some general painting that was to be done at the J.S. Bridwell Ag Center. Ms. Barker stated that all the doors' exteriors, the main entrance sign, and the inside of the restrooms were painted. A broken large fan has been replaced, and some repairs to the infrastructure have been made. Mr. Fidelie then asked if the building was used during the Hotter-n-Hell and Ms. Barker explained that it was used for the mountain bike races and the half marathon. Ms. Barker thanked the Board for its support.

Mr. Fidelie asked the Board if they had any other questions about the projects listed on the budget. He then commented that he asked Will Kelty for a tour of The Kate (Petroleum Building) about two or three weeks ago. He said the demolition is about 90% complete, and Mr. Kelty said he is still on track to meet his two-year deadline.

## 5. Approval of the Fiscal Year 2023 corporation budget.

Mr. Menzies asked the Board to review the financials as he went over them. He stated that this year, \$5.1 million in sales tax revenue would be budgeted. Interest earnings will be doing very well based on some actions by the Federal Reserve. There is the TIF 2 reimbursement, and then the budget goes into the annual programs and expenditures.

Mr. Menzies explained that debt service does not mean the Corporation is in debt. It does not owe more than it has in revenue. Debt service is just a technical term for the series of mortgages on which annual payments are being made. The only note that this Corporation owns is the hotel and conference center project. The first payment will be made by the end of this year, and then \$950,000 will be budgeted to make the second payment. Money will be transferred to make those debt service payments in September, which will be budgeted for next year. The total for the debt service payments is approximately \$2.7 million. The sales tax revenue will be \$5.1 million against the debt service side of \$2.7 million.

There are quite a few active projects right now that will be paid out by the end of the year. Mr. Menzies continued to describe the expenses listed in the budget. He pointed out that the administrative charges have increased from \$20,000 to \$30,000. These charges are the fees the Board pays to the City for support services, including the board attorney, Mr. Menzies's services instead of having an executive director, the fiscal agent, and the Board's budgetary audit every year. These costs have continued to increase.

Mr. Menzies further explained the open projects listed on the budget and gave brief updates. He said he would meet with the Arts Alliance next week about the mural project. They anticipate having the project underway in September or October. He explained that the remaining funds for the bicycle lanes project would be rolled over into the next fiscal year. The District 5 Park Improvements is an older project, and the remaining balance was set aside to purchase some land between Sunset Terrace Park and City View Park. There is a trail connection that needs to be made. There is still about \$100,000 for the MPEC Conference Center Architect piece.

Regarding the Circle Trail, \$600,000 of matching funds will be transferred out. Just in case those funds do not get transferred until October or November, it has been rolled over to next year's budget. The exact amount listed on the budget is \$599,781. It should read \$605,000. Mr. Menzies asked that if the budget is approved, the Board amend the amount to \$605,000. The extra \$5,000 is to take care of a piece of the project by the RV park.

The Backdoor Theatre is still working on its project, but they are getting close. Mr. Leiker asked Mr. Menzies about the Pickers Universe project. Mr. Menzies said the six-month extension for that project was approved at the last meeting, and he has not heard anything since. Mr. Leiker confirmed that it would cross over into the next fiscal year.

The bottom line is that on October 1, the Corporation will have \$7.6 million plus \$5.1 million in sales tax revenue to spend on new projects in FY2023.

Mr. Leiker moved for approval of the budget as presented with the notation that the TAP Grant match amount would be reflected at \$605,000. Seconded by Mr. Barham, motion carried 6-0.

**6. Executive Session.**

Mr. Fidelie adjourned the meeting into executive session at 3:52 p.m. pursuant to Texas Government Code section 551.087. He announced the meeting back into regular session at 4:21 p.m. The subjects posted in the Notice of Meeting were deliberated, and no votes or further action were taken on these items in executive session.

**7. Consider a funding request from Jerry Skelton, dba Chelsea Plaza LLC, to assist in fire suppression system upgrades as part of the renovation of the existing buildings at 804 and 806 Lamar Ave downtown**

Mr. Fidelie moved to provide the requester with a five-year forgivable loan for fire suppression upgrades, broken into two phases.

Phase One will be funded with \$111,000 for fire suppression upgrades on 9,800 square feet of the project. Phase One of the project shall be complete, and a certificate of occupancy (CO) issued within 18 months from the date of the execution of the documents related to the request.

Phase Two will begin once the CO has been issued for Phase One. Phase Two shall be funded with \$111,000 for fire suppression upgrades on the remaining 18,000 square feet. Phase Two shall be complete, and a CO issued within 18 months of the documents' execution date.

Seconded by Mr. Hatcher, motion carried 6-0.

**8. Adjourn.**

Mr. Fidelie adjourned the meeting at 4:23 p.m.

---

Guy A. "Tony" Fidelie, Jr., President

---

**Wichita Falls Type B Sales Tax Corporation Board**  
**October 13, 2022**

---

**ITEM/SUBJECT:** October 2022 Financial Report

**ATTACHMENTS:** (1) October 2022 Sales Tax Revenue (to be provided at meeting)  
(2) Current Financial report

---

**Staff Summary:**

Sales Tax

We expect the October sales tax payment, reflective of August 2022 receipts, to be received from the State on Wednesday, October 12. As such, staff will provide the sales tax report to the Board at the meeting.

Financial Update

- The City Council approved the Corporations FY 2023 budget on September 6, 2022. The new budget year began October 1;
- The updated current fiscal year financials are attached, and indicate an estimated unreserved fund balance of ~\$7.7M.



City of Wichita Falls, TX  
4B Sales Tax Corporation  
Financial Summary

Current as of 10.10.22	Original Award	FY 2021		FY 2022		FY 2023
		Revised Budget	Year End Actual	Revised Budget	YTD Actual	Approved Budget
Beginning Fund Balance (10/1)		\$ 7,540,016	\$ 7,540,016	\$ 8,637,125	\$ 8,637,125	\$ 9,511,344
<b>REVENUES</b>						
Sales Taxes		\$ 3,897,293	\$ 4,727,354	\$ 4,268,361	\$ 4,251,960	\$ 5,110,000
Interest		32,150	6,395	25,000	80,685	208,000
Reimbursement (TIF #2)		358,832		358,832	359,311	358,832
<b>Total Revenues</b>		<b>4,288,275</b>	<b>4,733,749</b>	<b>4,652,193</b>	<b>4,691,956</b>	<b>5,676,832</b>
<b>EXPENDITURES</b>						
<b>Annual Programs</b>						
Debt Service - Projects						
TIF #2 Maplewood (2018-2028)		454,475	454,475	452,500	-	454,200
Castaway Cove Water Pk (2010-2025)		385,960	385,960	388,600	-	385,260
TIF #2 / Rhea Road (2011-2031)		231,550	231,550	231,750	-	226,800
WF Municipal Airport (2013-2033)		140,000	140,000	140,000	-	140,000
Trail/Land/Firing Range (Ref. 2018-2028)		207,293	207,392	207,392	-	208,735
Golf Renovation (2015-2026)		323,086	323,086	321,012	-	323,230
MPEC Conference Center (2022-2050)		915,681	-	915,681	-	948,468
Downtown Improvement Grants		100,000	48,147	100,000	44,540	100,000
CVB Incentive Funding		35,000	-	35,000	35,000	35,000
Professional Fees & Advertising		4,000	1,374	4,000	3,162	4,000
Directors & Officers Insurance		5,000	4,756	5,000	3,421	5,000
Capital Equipment Maintenance		647,706	302,140	477,000	511,542	175,000
Administration Charges		20,000	20,000	20,000	15,000	30,000
Parking Garage - Annual Program		25,000	1,668	25,000	29,508	25,000
<b>Annual Programs Total</b>		<b>3,494,751</b>	<b>2,120,548</b>	<b>3,322,935</b>	<b>642,173</b>	<b>3,060,693</b>
<b>Open Projects</b>						
713 Indiana LLC		250,000	250,000	-	250,000	250,000
Arts Alliance Mural		10,000	10,000	10,000	5,000	5,000
Bicycle Lanes		100,000	100,000	76,751	123,249	6,161 117,088
District 5 Park Improvements		318,000	26,005	-	26,005	26,005
MPEC Conf. Center (Architect)		456,477	456,477	314,644	141,833	38,960 106,521
Pickers Universe		133,000	133,000	-	133,000	- 133,000
TAP Grant Match (Circle Trails)		2,391,923	1,440,910	788,472	635,000	35,219 599,781
Wichita Co Heritage (Kell House)		100,000	100,000	-	100,000	- 100,000
MPEC Hotel Developer		2,000,000	2,000,000	-	2,000,000	- 2,000,000
Backdoor Theatre		104,632	-	-	104,632	- 104,632
The Kate/Petroleum Building		1,017,192	-	-	1,017,192	- 1,017,192
<b>Open Project Total</b>		<b>6,881,224</b>	<b>4,516,392</b>	<b>1,179,867</b>	<b>4,540,911</b>	<b>85,340</b> <b>4,459,219</b>



City of Wichita Falls, TX  
4B Sales Tax Corporation  
Financial Summary

Current as of 10.10.22

Original Award	FY 2021		FY 2022		FY 2023
	Revised Budget	Year End Actual	Revised Budget	YTD Actual	Approved Budget
Beginning Fund Balance (10/1)	\$ 7,540,016	\$ 7,540,016	\$ 8,637,125	\$ 8,637,125	\$ 9,511,344
<b>Closed Projects</b>					
Half Pint III LLC (809 Ohio)	50,975	50,975	50,975	50,975	-
MPEC Facilities (LEDs, RRs)	230,000	201,937	202,000	-	-
Arts Council (Kemp Center)	120,000	100,000	100,000	120,000	-
The Burn Shop	8,225	8,225	8,225	-	-
Anchored DT LLC (620 Ohio)	26,000	26,000	26,000	-	-
Chelsea Plaza, LLC (909 8th)	55,700	55,700	-	55,700	-
Railroad Museum Downtown	7,500	7,500	-	7,500	-
MPEC Livestock Pens	150,000	-	-	150,000	-
Downtown Streetscape Impr.	35,000	-	-	35,000	-
<b>Closed Projects Total</b>	<b>683,400</b>	<b>450,337</b>	<b>336,225</b>	<b>419,175</b>	<b>408,347</b>
<b>Total Expenditures</b>	<b>8,461,480</b>	<b>3,636,639</b>	<b>8,283,021</b>	<b>1,135,860</b>	<b>7,519,911</b>
Revenues Less Expenditures	(4,173,205)	1,097,110	(3,630,828)	3,556,096	(1,843,079)
Less Encumbrance for Open Projects	-	3,399,724	-	4,455,571	-
<b>Unrestricted Fund Balance</b>	<b>\$ 3,366,811</b>	<b>\$ 5,237,402</b>	<b>\$ 5,006,297</b>	<b>\$ 7,737,650</b>	<b>\$ 7,668,265</b>

**\$ 7,737,650**   **\$ 7,668,265**

---

**Wichita Falls Type B Sales Tax Corporation**  
**October 13, 2022**

---

**ITEM/SUBJECT:** Public hearing and consideration of a funding request from Jerry Skelton, dba Chelsea Plaza LLC, to assist in fire suppression system upgrades as part of the renovation of the existing building at 804 Lamar downtown.

**ATTACHMENTS:** request via Downtown Wichita Falls Development, Inc

---

**STRATEGIC GOAL:** Redevelop Downtown

**STRATEGIC OBJECTIVE:** Pursue Public/Private Partnerships

---

**Staff Summary:**

Timeline

- August 17, 2022 – The Board considered and approved a funding request for the renovation of 804 and 806 Lamar as follows:
  - Ø \$111,000 forgivable loan (5 years) upon certificate of occupancy for the first ~9,000 sf (i.e. Ph. 1), such to be completed within 18 months of signing the performance agreement; and
  - Ø \$111,000 forgivable loan (5 years) upon certificate of occupancy for the remaining ~\$19,000 sf, such to be completed within 18 months after the completion of Ph. 1
- September 6, 2022 – Applicant submits revised request;
- October 13, 2022 – Public hearing and consideration of an amended project/request from applicant;
- November 1, 2022 – If project approved by Board, City Council consideration of budget amendment facilitating project.

At the August meeting, the Board considered and approved the applicant's request for funding at 804/806 Lamar in a phased approached as described, above. Subsequently, the applicant submitted a reduced project request that only proposes to renovate 804 Lamar. The total request to assist in fire suppression system installation/upgrades is \$158,991, which includes approximately \$40,000 to bore across Lamar to connect to the nearest public water main.

The applicant will be at the meeting to make a presentation and to be available for any questions.

Staff recommends the Board open the public hearing and consider the request.



804 Lamar



**Rebecca Raeke**  
Chairman

**Carla Rogers**  
Vice-Chairman

**Rodney Case**  
Treasurer

**Charis Rhoades**  
Secretary

**Joel Hartmangruber**

**Denton Keltner**

**Syd Litteken**

**Tyler Sales**

**Ivonne Wineinger**

**Jana Schmader**  
Executive Director

**Jeanette Charos**  
Marketing Director

**DATE:**

**September 6, 2022**

**TO:**

**Mr. Paul Menzies**  
Assistant City Manager, City of Wichita Falls

**FROM:**

**Jana Schmader**  
Executive Director, Downtown Wichita Falls Development, Inc.

Mr. Menzies,  
On behalf of my client, Jerry Skelton, please find the amended 4B Sales Tax Corporation request for fire suppression funding for 804 Lamar Street in Downtown. Revised estimate and scope of work is included.

If any additional information is requested, my contact information is below.

A handwritten signature of Jana Schmader in black ink.

**Jana Schmader**  
Executive Director, DWFD

## **804-Lamar Remodel**

**Projected total cost: \$1,190,839**

**Anthony Inman Construction finish out cost: \$953,943**

**Architectural & engineering fees: \$77,905**

**Fire sprinklers, fire line, & fire alarm estimates:**

**Ferguson-Veresh: \$89,674**

**Excluded from estimate:**

**Fire main & sweep into the building-**

**\$40,000 (estimate from Inman Construction)**

**Fire alarms-\$17,200**

**Sales tax-\$12,117**

**Total: \$158,991**

## Chelsea Plaza

804 Lamar

**RE: Remodel of 804 Lamar  
to residential & commercial space**

Dear Mr. Menzies,

We are excited to provide some information regarding the above referenced project. We are planning to turn one vacant warehouse at 804 Lamar into new residential and commercial space. This project consists of two apartments with a total of 3600 square feet and two commercial spaces with 1400 square feet. Our plan for this project is to remodel about 7500 square feet of the total 14,000 square feet at this address. The roadblock we have run into is the very significant upgrade now required for this project. We are requesting 4B funding assistance to cover the cost of a fire sprinkler system, fire line, and fire alarms for this space. Because our building is on the west side of the street we will incur a significantly higher cost to get the fire line to our building, an estimated \$40,000. This is why we are requesting \$158,991 based on estimates provided by the architect and local contractors. This support funding will cover the design and installation and help the funding gap we currently face.

Below we have provided additional information addressing key elements of the project. They are as follows: 1) Enhancing the downtown strategic plan, 2) Funding information and cost estimates and 3) Architectural plans for reference. We have also included in this package the total cost estimate prepared by Joe Ross, architect, Anthony Inman Construction, James Lane Plumbing, and Ferguson- Veresh Plumbing as well as the aforementioned progress set of design drawings.

**1. What does the project do to enhance the city's strategic plan for downtown?**

The project adds to the development of the downtown revitalization. It continues the expansion of the core of downtown up the 8<sup>th</sup> St corridor. It will also be beneficial to the existing and future residential developments on the west side of Scott St as well as to the nearby office buildings. It will help activate the 8<sup>th</sup> and Lamar intersection and continue the ongoing revitalization of our downtown while also contributing to the local sales tax fund as the commercial spaces are leased with active tenants.

**2. What other funding sources do you already have in place to ensure any 4B STC funds are only a small portion of the entire project or considered the "gap funding"?**

We will be investing over \$280,000 of our own money and borrowing from Texoma Community Credit Union who has been a strong supporter of downtown. The problem for us as property owners is the total amount of the project with the required addition of sprinkler systems and new fire alarms, we are just not sure if we can continue the project. We have 14,000 square feet of space and would like to renovate 7500 square feet at this time and then continue to renovate the remaining space in separate phases. The added costs of \$158,991 for the above mentioned requirements make it just too expensive to continue. If the 4B board could help with these expenses, then it becomes a viable project once again. It becomes a win for everyone involved. A vacant warehouse is remodeled with

**residential and commercial space which will attract more visitors downtown. The city sees expansion of downtown on the west side of Scott St. Chelsea Plaza, along with other property owners, will have exposure and opportunities for growth that will help downtown continue to grow and expand.**

**3. Basic architectural plans and cost**

**Please see the attached set of architectural drawings included with this package for reference.**

**Total project cost: \$1,190,839**

**We at Chelsea Plaza LLC are passionate about being a key contributor in the successful enhancement of our downtown and this project is the continuation of our plans to help in the development of the 800 block of Lamar as part of the revitalization of our downtown. We have partnered with the city in the past with our project at 8<sup>th</sup> St Coffee House, and look forward to building on early successes. We will continue working with our local architect and contractors to complete our design package for permitting and construction with hopes of starting the project this fall. Thank you for your consideration and if any additional information is required or if you have any questions, please let us know as we would be happy to help.**

**Sincerely,**  
**Jerry Skelton, President**  
**Chelsea Plaza LLC**



**ANTHONY INMAN  
CONSTRUCTION, INC.**

September 1, 2022

Mr. Jerry Skelton  
909 Eight Street  
Wichita Falls, TX 76301

Re: 802 Lamar  
Subj: Opinion of Probable Cost – First Floor Finish Out

**Opinion of Probable Cost**

**A. Building Construction**

**\$ 953,943**

- First Floor Finish out for Apartments and Commercial Lease Space
- Assume no Asbestos Abatement
- 7,189 SF @ \$132/SF
- One steel stairwell to 2<sup>nd</sup> floor is included
- Construction contingency of \$40,000 is included
- State Sales Tax @ 8.25% is included

**B. Soft Costs**

**\$None Included**

- BASE A/E Fees (Architectural, Structural, and MEP)
- Printing Cost
- TAS/ADA Fees
- City Plan Review and Permit Costs
- Reimbursables

**C. Fixtures, Furnishes, & Equipment (FF&E)**

**\$None Included**

- Telephone/Computer/TV Cabling, Security
- Equipment, Fixtures, etc.
- Appliance costs are included in Building Construction Cost above

**D. Fire Protection**

**\$ 104,411**

- Fire Main – across Lamar Street
- Fire Sweep
- Fire Riser
- Fire Suppression System – Wet System – First Floor only at 802 Lamar
- Fire Alarm
- State Sales Tax @ 8.25% is included





**ANTHONY INMAN  
CONSTRUCTION, INC.**

**For budgeting purposes, we would use the OPC as a place holder +/-5%**

**Due to these uncertain times of material shortages, labor shortages and increased cost we would recommend including an increase of .50% inflation per month from September 2022 until the project is contracted.**

**Please do not hesitate to reach out to us for further review.**

**Respectfully Submitted,**

**Anthony Inman Construction, Inc.  
3000 Buchanan  
Wichita Falls, TX 76308**



**SHEET NOTES**

11 1960s FRAMED BUNGALOW, ONE ELEVATION  
12 REMOVED EXTERIOR STUCCO FINISH  
13 REPAINTED AND COAT-PRIMER

PRELIMINARY  
NOT FILE REGULATORY  
APPROVED PERMIT OR  
DETERMINATION  
JULY 1984 A. ROBB  
12-24944

**ROSSA**

900 9th Street  
Suite 916  
Washington, D.C. 20001  
Tel: 202/223-6527

LAMAR STREET  
MIXED-USE  
804 & 808 Lamar Street  
Wichita Falls, Texas 76301

**GENERAL NOTES**

Project Name \_\_\_\_\_

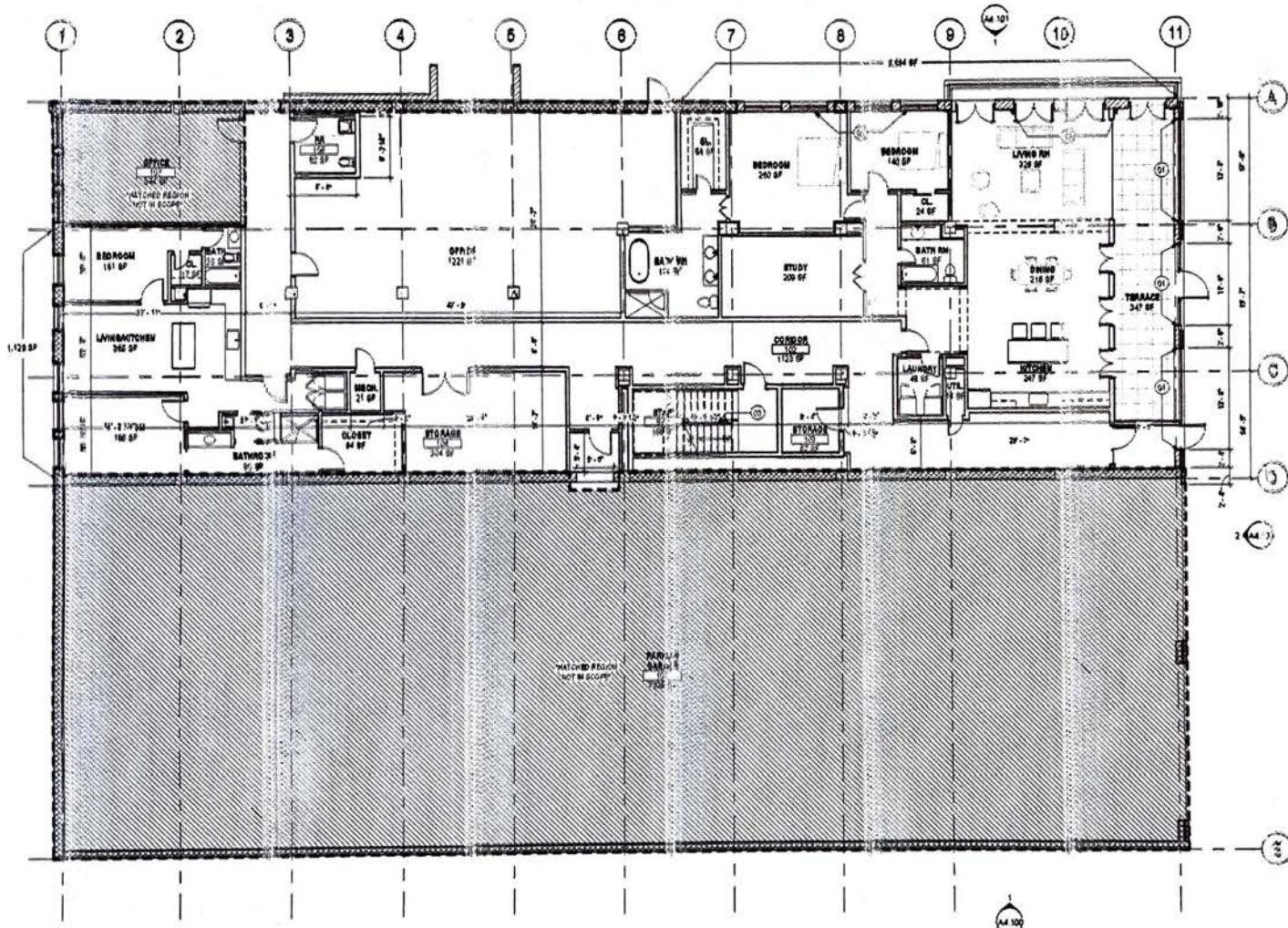
#### REFERENCES

2008

LEVEL 01 - FLOOR PLAN

**1/8" = 1'-0"**

A2.201



## 1 FLOOR PLAN - LEVEL 01

مکالمہ ایڈیشنز

A horizontal number line with tick marks at 0, 2, 4, 6, 8, 10, 12, 14, and 16. A circle is drawn at the tick mark for 16.



**Date:** 08/22/2022  
**Attn:** Jerry Skeiton  
**From:** Landon Veitenheimer  
**RE:** 804 Lamar St. Project

---

**QUOTATION**

**SNB Mechanical appreciates the opportunity to provide for your fire protection needs. Our proposal will include the necessary material and labor to provide a complete aboveground sprinkler system as required by NFPA 13 (2016) and local codes. Our work will start at 12" above finished floor at that fire sprinkler riser entrance. All ceilings are assumed to be open to structure except for restrooms and closets. This revised pricing only includes 804 Lamar.**

**1. Fire Sprinkler Complete with NFPA 13 (2016) & plans dated April 19, 2022.**

**a. Specifically, our services will include the following:**

- Engineering (Includes designed drawings signed by AHJ & hydraulic calculations)
- UL/FM listed steel sprinkler pipe, flexible sprinkler connectors, hangers, grooved fittings, and threaded fittings
- Quick response chrome semi-recessed pendant sprinklers installed in drop ceilings
- Quick response brass upright sprinklers installed in areas open to structure and concealed combustible spaces.
- Dry pipe sprinkler system protecting shell space 220.
- Wet pipe sprinkler system covering retail 101, down stair apt.

**b. Items specifically NOT included within the scope of work:**

- Painting and seismic bracing of sprinkler pipe
- Fire extinguishers, fire alarm, or any electrical wiring
- Fire pump & related equipment
- Remote Fire Department Connection
- Labeling of sprinkler piping (not required in NFPA 13)
- Outside utility work including in building SS riser (our work starts 1' above finished floor)
- Concrete (Housekeeping pads and any other concrete work)
- Seismic Bracing.



**Fire Sprinkler Proposal (Excludes taxes)..... \$89,674.00**

**This is a budget number and is subject to change.**

**(note: performance bond & taxes provided upon request at cost)**

**(This is not an all-inclusive proposal and anything outside this scope of work will be on a time & material basis. (\$120.00/hr. regular time, \$180.00/hr. Overtime))**

**Please contact Ferguson Veresh office at (940) 692-4600 for any questions and/or comments regarding this proposal, including the scope of work. Ferguson Veresh will honor this proposal for a period of thirty (30) days.**

**Sincerely yours,**

**Landon Veitenheimer**

**Ferguson Veresh**

**PROPOSAL**  
COMMERCIAL & INDUSTRIAL ELECTRONICS, INC.  
5019 Bonny Drive  
Wichita Falls, Texas 76302-5299  
Phone (940) 767-5601

August 23, 2022

**SUBMITTED TO:** Lamar Street (hereinafter referred to as Customer)  
**STREET:** 804 & 806 Lamar Street  
**TOWN / STATE:** Wichita Falls, Texas 76301  
**PHONE:** (940) 736-8482  
**CONTACT PERSON:** Jerry Skelet  
**REFERENCE:** Fire Alarm System

---

Commercial & Industrial Electronics, Inc. ( Hereinafter referred to as C & I ) proposes to hereby furnish equipment and labor as specified below for the sum of:

**Seventeen Thousand Two Hundred & no/100 DOLLARS — \$17,200.00**

***\*\*No tax is included in this bid. If taxable, must add appropriate tax.***

**METHOD OF PAYMENT:** Full payment to be made within thirty days after installation . Customer agrees to pay 18% simple interest rate on any invoice amount not reimbursed within 45 days of invoice date.

**STATEMENT OF PROPOSAL CONDITIONS:** All material is guaranteed to be as specified below. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs OR variation from plans and architectural specifications must be made on a written change order. All agreements are contingent upon strikes, accidents, or any delay beyond the control of C & I. On any equipment, parts, or material that the customer has already paid for, customer shall be responsible to carry any and all insurance for protection OR replacement of same. Customer also shall provide protected storage for equipment and supplies if necessary at no additional costs when equipment is required to be located on the job sight. C & I shall cover all employees with Workmen's Compensation Insurance AND general liability property insurance of which a copy of coverage will be supplied upon request.

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:**

**Scope of Work**

- Install one (1) iO1000 Addressable Commercial Fire Alarm Panel
- Install one (1) Remote Annunciator
- Install one (1) Pull Station
- Install nine (9) Horn/Strobes
- Install five (5) Strobes
- Install seventeen (17) Combo Carbon Monoxide/Smoke Detectors
- Install two (2) Heat Detectors
- Install two (2) FACP Batteries
- Install one (1) Surge Protector
- Install one (1) Document Box
- Install one (1) UL Listed Fire AES Radio
- Labor, Wire, Miscellaneous
- Provide system testing, certification, and training

**System Monitoring:**

- 24 hour monitoring of Fire Alarm; \$35.00 per mo. plus tax

**Note:** Dedicated AC circuit for Fire Alarm Panel is required. Bid does not include any work on 2<sup>nd</sup> floor.

**Exclusions include:**

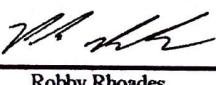
- 1.) A/C circuit(s) (required)
- 2.) No paint or patch work is included in this proposal.
- 3.) Work with asbestos or any other materials that require special handling.
- 4.) No taxes are included and, if required, will be at additional cost.

**LIMITED GUARANTEE:** C & I will provide limited guarantees on all equipment installed by us in accordance with specifications requirements, for one (1) year from installation date. Exceptions to the limited guarantee are vandalism, rodent damage, misuse, fire, Acts of God, and unauthorized maintenance.

**RETURN ACCEPTANCE:** If this proposal is acceptable, please sign and return the original.

**CUSTOMER ACCEPTANCE OF PROPOSAL:** The above prices, specifications, and statement of proposed conditions are satisfactory and are hereby accepted. C & I is hereby authorized to do work as specified. Payment will be made as outlined above. I also authorize C & I to enter my property or premises to repossess any and all property not paid for as per the conditions of this Proposal.

---

**AUTHORIZED C & I SIGNATURE**  **TITLE** Project Manager

Robby Rhoades

*Note: This proposal may be withdrawn if not accepted within – 30 – days.*

**DATE:** 07/26/2022

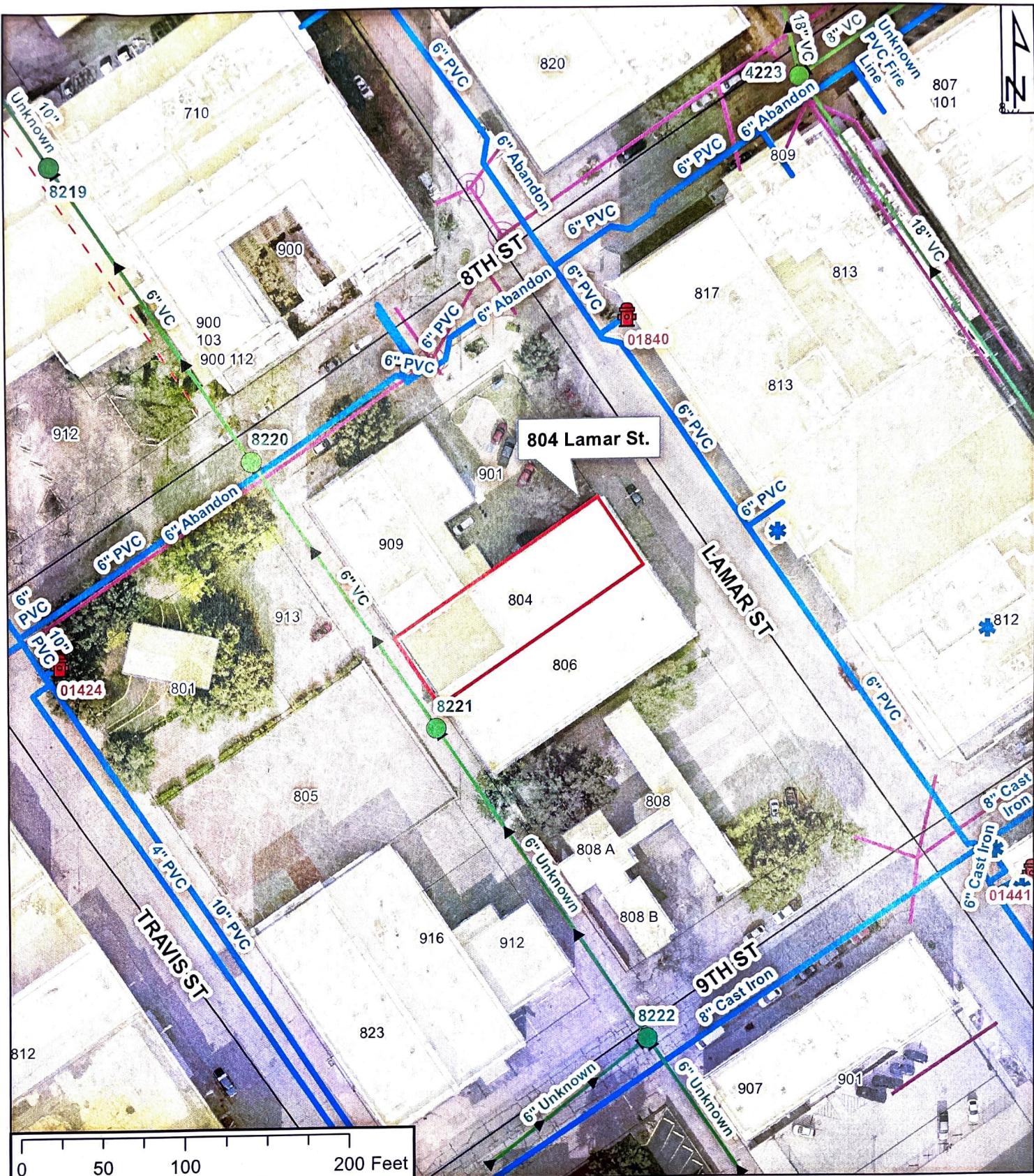
---

**CUSTOMERS PRINTED NAME:** \_\_\_\_\_

**CUSTOMERS SIGNATURE:** \_\_\_\_\_

**DATE OF ACCEPTANCE:** \_\_\_\_\_

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



## 804 Lamar Street Utilities Map

CITY OF WICHITA FALLS, PLANNING DIVISION  
MAP PRODUCED BY: Cedric Hu  
DATE PRODUCED: 30 August 2022

Disclaimer  
The City of Wichita Falls has attempted to verify the accuracy of the information contained in the following map at the time of publication. The City of Wichita Falls assumes no liability for any errors, omissions, or inaccuracies in the information provided regardless of how caused. This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Legend	
<b>Buildings</b>	
<b>TYPE</b>	
	Sewer Manholes
	Subject Property
<b>Water Mains</b>	
<b>Life Cycle</b>	
	— Active
<b>Storm Gravity Mains</b>	

Request for Taxpayer  
Identification Number and CertificationGive Form to the  
requester. Do not  
send to the IRS.► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

JERRY H. SKELTON

2 Business name/disregarded entity name, if different from above

CHELSEA PLAZA LLC

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

 Individual/sole proprietor or single-member LLC     C Corporation     S Corporation     Partnership     Trust/estate Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

 Other (see instructions) ►

5 Address (number, street, and apt. or suite no.) See instructions.

909 8TH ST. STE 103

Requester's name and address (optional)

6 City, state, and ZIP code

WICHITA FALLS, TX 76301

7 List account number(s) here (optional)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

or

Employer identification number

84 - 1978647

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
HereSignature of  
U.S. person ►

Jerry Skelton

Date ►

8/20/22

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.*

---

**Wichita Falls Type B Sales Tax Corporation**  
**October 13, 2022**

---

**ITEM/SUBJECT:** Public hearing and consideration of a funding request from Cody and Shea Melton, dba S&A LLC, to assist in fire suppression system upgrades as part of the renovation of the existing building at 816 Indiana Avenue downtown.

**ATTACHMENTS:** request via Downtown Wichita Falls Development, Inc

---

**STRATEGIC GOAL:** Redevelop Downtown

**STRATEGIC OBJECTIVE:** Pursue Public/Private Partnerships

---

**Staff Summary:**

Timeline

- August 30, 2022 – Request received from applicant;
- October 13, 2022 – Public hearing and consideration of an amended project/request from applicant;
- November 1, 2022 – If project approved by Board, City Council consideration of budget amendment facilitating project.

The applicant proposes to renovate the existing building at 816 Indiana ("The Yucca House", see attached) into a bottom floor retail space and an upper floor apartment. The total request to assist in fire suppression system installation/upgrades is \$88,556. The requested funding includes approximately \$38,000 to bore across Indiana to connect to the nearest public water main.

The applicant will be at the meeting to make a presentation and to be available for any questions.

Staff recommends the Board open the public hearing and consider the request.



816 Indiana



**Rebecca Raeke**  
Chairman

**Carla Rogers**  
Vice-Chairman

**Rodney Case**  
Treasurer

**Charis Rhoades**  
Secretary

**Joel Hartmangruber**

**Denton Keltner**

**Syd Litteken**

**Tyler Sales**

**Ivonne Wineinger**

**Jana Schmader**  
Executive Director

**Jeanette Charos**  
Marketing Director

**DATE:**

**August 30, 2022**

**TO:**

**Mr. Paul Menzies**  
Assistant City Manager, City of Wichita Falls

**FROM:**

**Jana Schmader**  
Executive Director, Downtown Wichita Falls Development, Inc.

Mr. Menzies,

On behalf of my client, S&A, LLC, please find the attached 4B Sales Tax Corporation request for fire suppression funding for "The Yucca House" at 816 Indiana Avenue In Downtown.

After visiting with my client and reviewing the scope of work, I believe this project presents as a unique case with requirements and additional costs, to no fault of the developer. Given the age and challenges of Downtown infrastructure, this project is a perfect candidate for incentive and consideration outside the normal funding structure. In addition, I have worked with this developer in a prior adaptive reuse project, and have seen the flawless execution of that venture and the impact it made on the district.

As Downtown continues to grow, adaptive reuse projects in the core area, like the one presented, are vital to meeting our economic development targets. Please consider my comments as an endorsement of the project.

If any additional information is requested, my contact information is below.

A handwritten signature in black ink that reads "Jana Schmader".

**Jana Schmader**  
Executive Director, DWFD

The Yucca House

816 Indiana

RE: Remodel of 816 Indiana to Live/Work Unit

Dear Mr. Menzies,

It is our pleasure to provide you with information regarding 816 Indiana and its upcoming revitalization. The property was built in 1935 and sits in the heart of Downtown where the continued redevelopment is a priority for the City of Wichita Falls as listed in their strategic plan. The total square footage of the building is 3,938 with 2,703 of that being utilized as retail space. It's most recent use was as a Mercantile or M occupancy, Southern Sass & Designing Spaces, both of whom have recently moved out. We do not plan to change the use of the first floor but it is our vision to add a 1,235 square foot loft to the unfinished second story that is currently being used for storage only. This loft would serve as a live/work unit that Downtown Wichita Falls presently needs. In addition, as a part of this remodel, we will be making the first floor more accessible so that we can meet Texas Accessibility Standards (TAS), even though we will not meet the threshold of the Texas Architectural Barriers Act.

The financial obstacle we are facing is the cost to add fire suppression and fire alarm systems required to meet fire code. The most complex issue with the addition of the fire sprinkler system is having to tap into the City's existing 8" line and running over 60 foot of underground fire line across Indiana Street. This significantly increases the price of this project and after speaking with local business owners, we believe that this issue has hampered growth and possibilities on the West side of Indiana on this particular block.

We are requesting \$88,556 based on the estimates provided by local fire suppression and fire alarm contractors. Not only will the financial assistance we are requesting help the City meet strategic goals, but it will also provide job opportunities for local contractors and help increase tax revenue.

This is not our first redevelopment project in Downtown Wichita Falls. In the summer of 2020, we bought the property at 808 Lamar Street, an old and abandoned drive thru bank. We turned it into a duplex and have had great success renting out the space. It is our goal to find unique properties in the downtown area and find creative ways to repurpose and reuse them.

We believe that for Downtown Wichita Falls to continue its growth we need locals who will support downtown with their time, money and investment. We currently spend a majority of our time eating, shopping and visiting Downtown Wichita Falls. It is now our goal to add another property that will bring Downtown Wichita Falls that much closer to its former splendor.

Provided below is additional information addressing the fundamental aspects of our redevelopment. They are (1) how our project will help redevelop downtown, (2) our funding information and cost estimates, and (3) our CAD drawings and exterior façade sketch.

1. How does the project enhance the city's strategic plan for downtown?

Our project checks several of the boxes that the City of Wichita Falls has identified as goals with respect to their strategic plan for downtown. First, we believe that our project will help renew downtown as well as add a vibrant addition as stated as a goal in the City's Vision 20/20 document. Next, we will add an additional living space to downtown, which is very important to the success of urban redevelopment and a key component of the master plan. Additionally, we believe that by installing fire sprinkler and fire alarm systems, we will add to the functionality and possible future uses of the building. These two integral elements will help this building realize its full potential and open up a wide array of possibilities.

2. What other funding sources do you already have in place to ensure any 4B STC funds are only a small portion of the entire project or considered "gap funding"?

We will be investing over \$40,000 of our own money during the first phase of the project and borrowing the rest from Texoma Community Credit Union, a staunch supporter of Downtown Wichita Falls. Without the support of the 4B STC, we would be unable to add the residential space on the second floor of the building. The added cost of (NUMBER HERE) would limit us to a first floor renovation and leave over 1,200 square foot of unused space in the heart of downtown. With the help of the 4B STC, we could make this second floor residential remodel financially viable and meet some of the Downtown Master Plan's strategic goals.

3. Basic architectural plans and cost.

Finish Out: \$429,265

Fire Sprinkler and Fire Alarm: \$88,556

Projected Architectural and Engineer Fees: \$20,000

**Total Project Cost: \$537,821**

S & A LLC is excited to be able to contribute to the redevelopment of Downtown Wichita Falls and to be able to have the opportunity to collaborate with the City of Wichita Falls in that effort. As previously mentioned, this is not our first project in Downtown Wichita Falls and we are eager to continue to improve this area. We hope that with our success at 808 Lamar Street we have shown we are a competent partner for the City of Wichita Falls. Thank you for your time and consideration and please reach out with any questions or requests for further detail.

Respectfully,

Cody and Shea Melton

S & A LLC

Date: August 25, 2022

Attn: Cody Melton

From: Landon Veitenheimer

RE: 816 Indiana Avenue Fire Sprinkler System

-----  
QUOTATION-----

SNB Mechanical appreciates the opportunity to provide for your fire protection needs. Our proposal will include the necessary material and labor to provide a complete wet pipe sprinkler system as required by NFPA 13 (2016) and local codes. Our work will start at the existing 8" C.I. underground city water main.

a. Specifically, our services will include the following:

- Engineering (designed drawing & hydraulic calculations)
- UL/FM listed steel sprinkler pipe, flexible sprinkler connectors, hangers, grooved fittings, and threaded fittings
- Quick response chrome pendant sprinklers installed exposed below tin stamped ceiling (1<sup>st</sup> floor)
- Quick response chrome pendant sprinklers installed above tin stamped ceilings to protect the combustible concealed space (1<sup>st</sup> floor)
- Quick response brass upright sprinklers installed below floor (1<sup>st</sup> floor back area)
- Quick response brass upright sprinklers installed below roof deck (2<sup>nd</sup> floor apartment)
- Quick response brass upright sprinklers installed above ceiling to protect combustible concealed space. (2<sup>nd</sup> floor)
- Private underground fire sprinkler main from tie in point across Indiana Avenue. (Including saw cutting and patch work)
- Necessary commissioning of underground & aboveground piping.
- Fire sprinkler system riser and all necessary components.

b. Items specifically NOT included within the scope of work:

- Painting, labeling, and seismic bracing of sprinkler pipe.
- Fire pump and related equipment.
- Dry pipe fire sprinkler system.
- Protection of concealed combustible space above 1<sup>st</sup> floor ceiling back area (Open to structure on 1<sup>st</sup> floor)
- Fire extinguishers, fire alarm, or any electrical wiring



HVAC # TACLA116953C  
PLUMBING # M-36310  
TEXAS SCR-G 2856281

<b>Fire Sprinkler Proposal (Excludes taxes).....</b>	<b>\$43,228.00</b>
<b>Underground Fire Main (Excludes taxes).....</b>	<b>\$37,728.00</b>

**(Note: performance bond & taxes provided upon request at cost)**

**(Anything outside this scope of work will be on a time & material basis.**

**(\$120.00/hr. regular time, \$180.00/hr. Overtime))**

**Please contact Ferguson Veresh office at (940) 692-4600 for any questions and/or comments regarding this proposal, including the scope of work. Ferguson Veresh will honor this proposal for a period of thirty (30) days.**

**Sincerely yours,**  
**Landon Veitenheimer**  
**Ferguson Veresh**



July 15, 2022

To: Cody Melton  
From: Reese Freeman  
Ref: Fire Sprinkler – 816 Indiana Ave

Please find below confirmation of pricing for the above project.

The scope of work bid includes the following:

- Wet and Dry pipe sprinkler system per NFPA 13
- Design and Hydraulic Calculations
- New Fire Line into Building
- Concrete sawing, removal, backfill, and replacement
- Road Plates per City Requirement
- City Tap
- Stainless Steel Sweep
- Double Check Detector Backflow Prevention Device
- Wet Pipe Protection for Floor 1 and Floor 2 (Approx 4,000 sq. ft. of sprinkled area)

The total price for the above is \$86,205.08

Not included in the above pricing are;

- Fire alarm interface
- Drawing of site plan, customer must provide CAD files for building
- Painting of pipe
- Sales Tax
- Ceiling or wall patch and repair

Thank you for the opportunity of quoting this proposal. If I can be of any further assistance, please do not hesitate to call.

Reese Freeman  
Fire Protection Operations Manager  
RME-I #2851375 APS #2851954  
940-249-4770

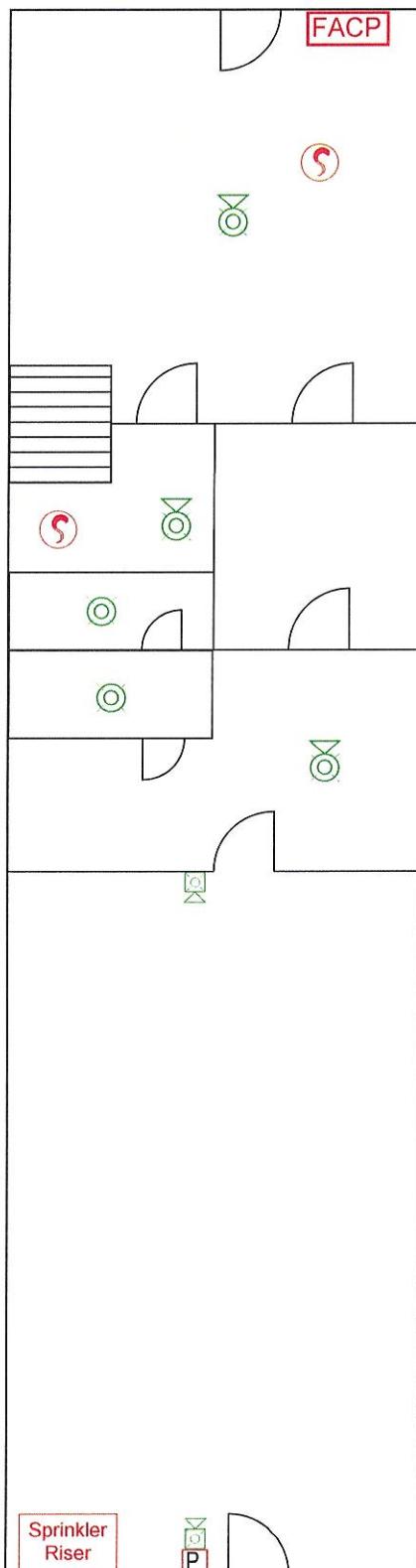
Inspections • Testing • Backflows • Fire Pumps • Hydrants • Design  
**24 HOUR EMERGENCY SERVICE**

[jameslane.com/fire-protection](http://jameslane.com/fire-protection) • 5024 Jacksboro Hwy. Wichita Falls, Texas 76302 • (940) 766-0244 • (940) 761-4880 FAX

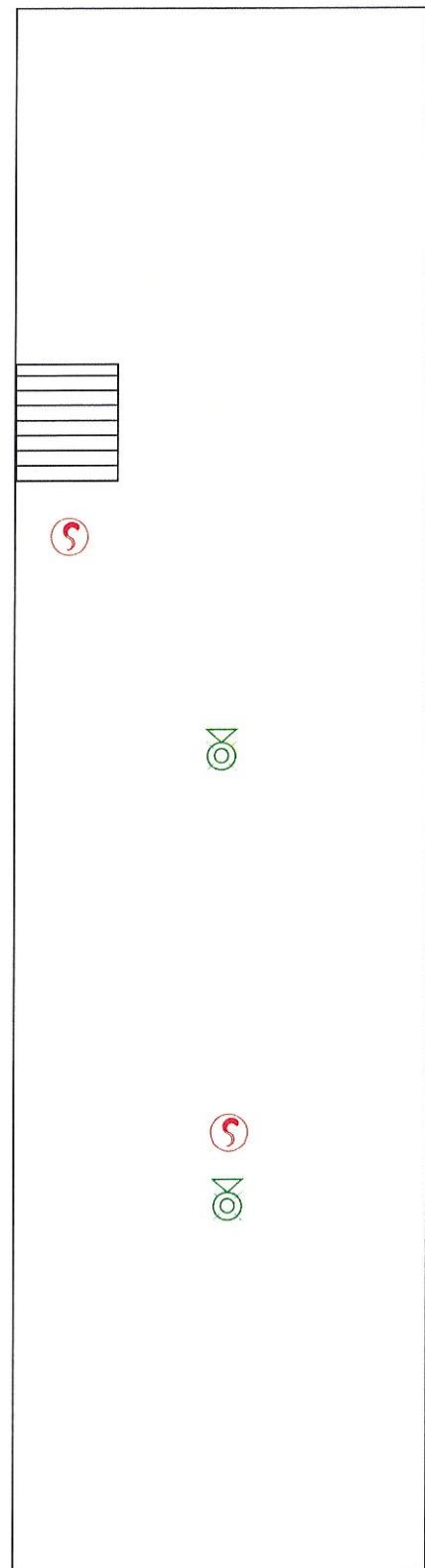
MECHANICAL • PLUMBING • FIRE PROTECTION • ENGINEERING

Regulated by: Texas State Board of Plumbing Examiners, 929 E. St. Austin TX 78765, 800.845.6584 & Texas Dept. of Licensing and Registration, P.O. Box 12157, Austin TX 78711, 800.803.9202 Hwy. TACLA 000983C - M-18384

# Budget Option



1st Floor



2nd Floor

# PROPOSAL

COMMERCIAL & INDUSTRIAL ELECTRONICS, INC.  
5019 Bonny Drive  
Wichita Falls, Texas 76302-5299  
Phone (940) 767-5601

August 4, 2022

SUBMITTED TO: Cody Melton (hereinafter referred to as Customer)  
STREET: 816 Indiana  
TOWN / STATE: Wichita Falls, Texas 76301  
PHONE: (940) 249-0701  
CONTACT PERSON: Cody Melton  
REFERENCE: Fire Alarm

Commercial & Industrial Electronics, Inc. ( Hereinafter referred to as C & I ) proposes to hereby furnish equipment and labor as specified below for the sum of:

**Seven Thousand Six Hundred & no/100 DOLLARS-----\$7,600.00**

*\*\*No tax is included in this bid. If taxable, must add appropriate tax.*

METHOD OF PAYMENT: Full payment to be made within thirty days after installation . Customer agrees to pay 18% simple interest rate on any invoice amount not reimbursed within 45 days of invoice date.

**STATEMENT OF PROPOSAL CONDITIONS:** All material is guaranteed to be as specified below. All work will be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs OR variation from plans and architectural specifications must be made on a written change order. All agreements are contingent upon strikes, accidents, or any delay beyond the control of C & I. On any equipment, parts, or material that the customer has already paid for, customer shall be responsible to carry any and all insurance for protection OR replacement of same. Customer also shall provide protected storage for equipment and supplies if necessary at no additional costs when equipment is required to be located on the job sight. C & I shall cover all employees with Workmen's Compensation Insurance AND general liability property insurance of which a copy of coverage will be supplied upon request.

## WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

### Scope of Work

- Install one (1) FX10 Conventional Commercial Fire Alarm Panel
- Install one (1) Pull Station
- Install seven (7) Horn/Strobes
- Install two (2) Strobes
- Install four (4) Smoke Detectors
- Install one (1) Water Flow/Tamper
- Install two (2) FACP Batteries
- Install one (1) Surge Protector
- Install one (1) Document Box
- Install one (1) UL Listed Fire AES Radio
- Labor, Wire, Miscellaneous
- Provide system testing, certification, and training

### System Monitoring:

- 24 hour monitoring of Fire Alarm; \$35.00 per mo. plus tax

**Note:** Dedicated AC circuit for Fire Alarm Panel is required.

**Exclusions include:**

- 1.) A/C circuit(s) (required)
- 2.) No paint or patch work is included in this proposal.
- 3.) Work with asbestos or any other materials that require special handling.
- 4.) No taxes are included and, if required, will be at additional cost.

**METHOD OF PAYMENT:** 50 percent (50%) of bid is required upon acceptance of proposal, and the final fifty percent (50%) of bid upon completion of the project. Equipment will be ordered in advance and either 1) stored in an insured warehouse adjacent to C & I's business location awaiting installation, or 2) at a secure room provided by the customer at the project. Whatever payment involved, C & I will be paid in full within fifteen (15) days upon completion of the project. If final payment is not received within fifteen (15) days of completion, Customer agrees to pay 18% simple interest rate on amounts due until final payment is received.

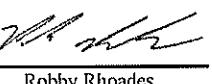
If final payment is not received within fifteen (15) days of completion, Customer agrees to pay 18% simple interest rate on amounts due until final payment is received.

**LIMITED GUARANTEE:** C & I will provide limited guarantees on all equipment installed by us in accordance with specifications requirements, for one (1) year from installation date. Exceptions to the limited guarantee are vandalism, rodent damage, misuse, fire, Acts of God, and unauthorized maintenance.

**RETURN ACCEPTANCE:** If this proposal is acceptable, please sign and return the original.

**CUSTOMER ACCEPTANCE OF PROPOSAL:** The above prices, specifications, and statement of proposed conditions are satisfactory and are hereby accepted. C & I is hereby authorized to do work as specified. Payment will be made as outlined above. I also authorize C & I to enter my property or premises to repossess any and all property not paid for as per the conditions of this Proposal.

---

**AUTHORIZED C & I SIGNATURE**  **TITLE** Project Manager

Robby Rhoades

*Note: This proposal may be withdrawn if not accepted within -- 30 -- days.*

**DATE:** 8/4/2022

---

**CUSTOMERS PRINTED NAME:** \_\_\_\_\_

**CUSTOMERS SIGNATURE:** \_\_\_\_\_

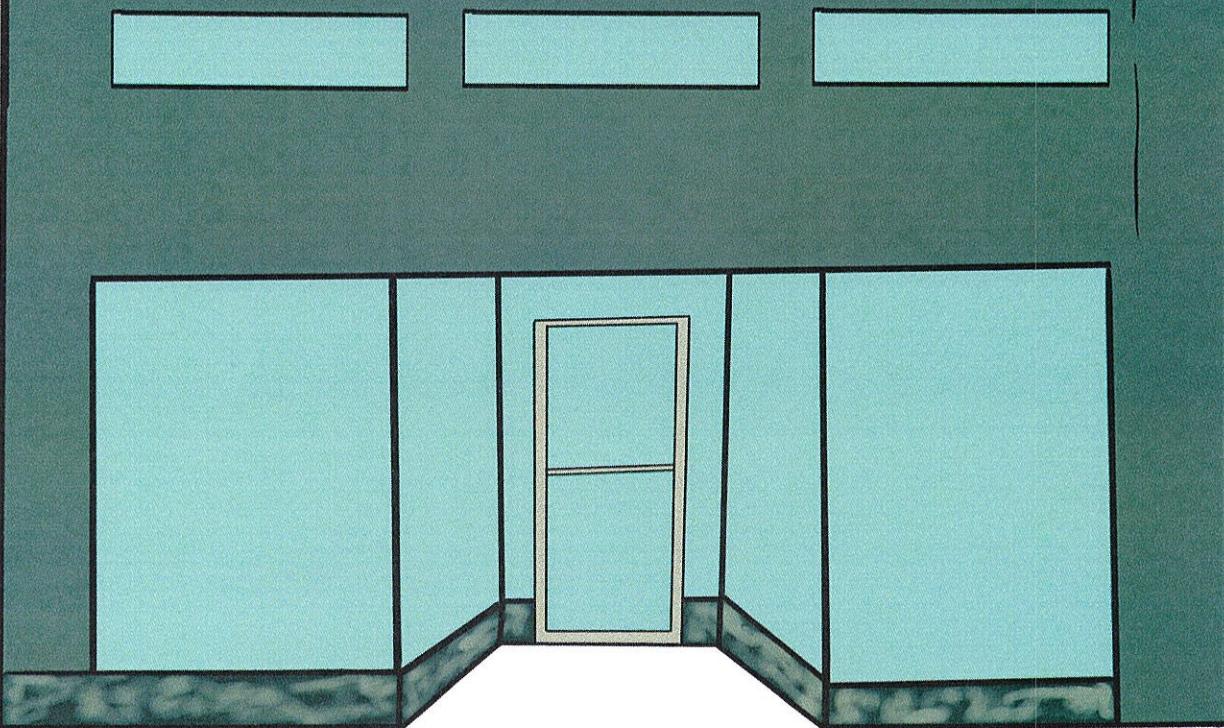
**DATE OF ACCEPTANCE:** \_\_\_\_\_

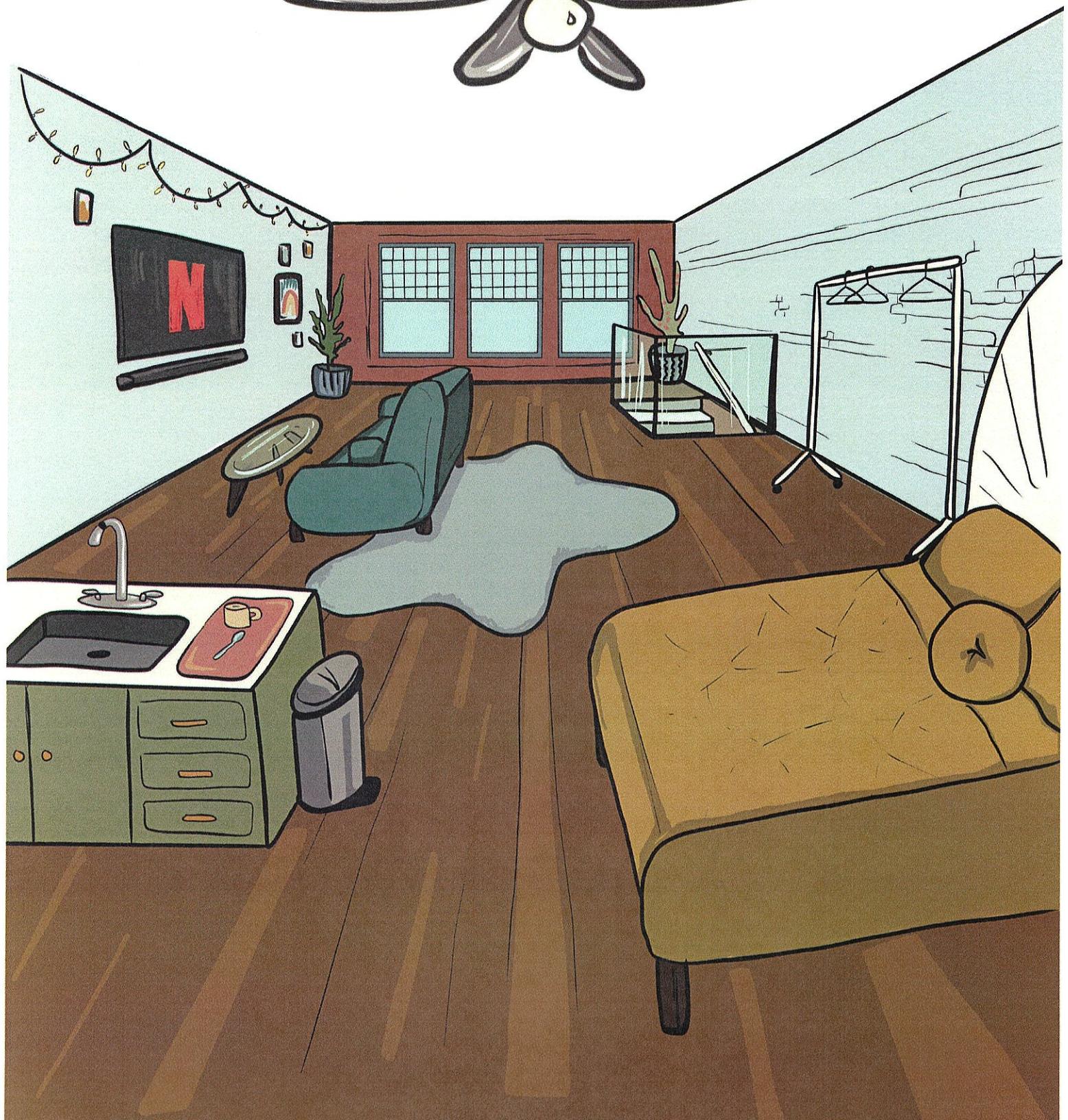
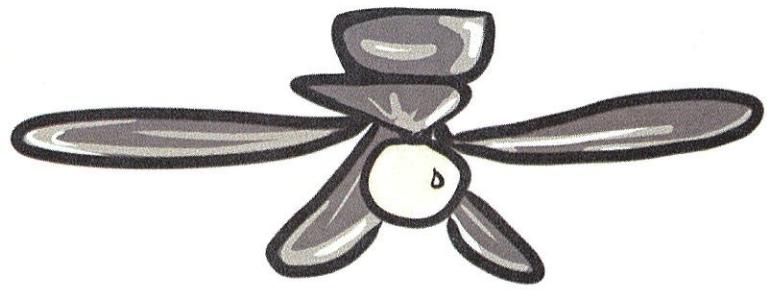
**TITLE:** \_\_\_\_\_

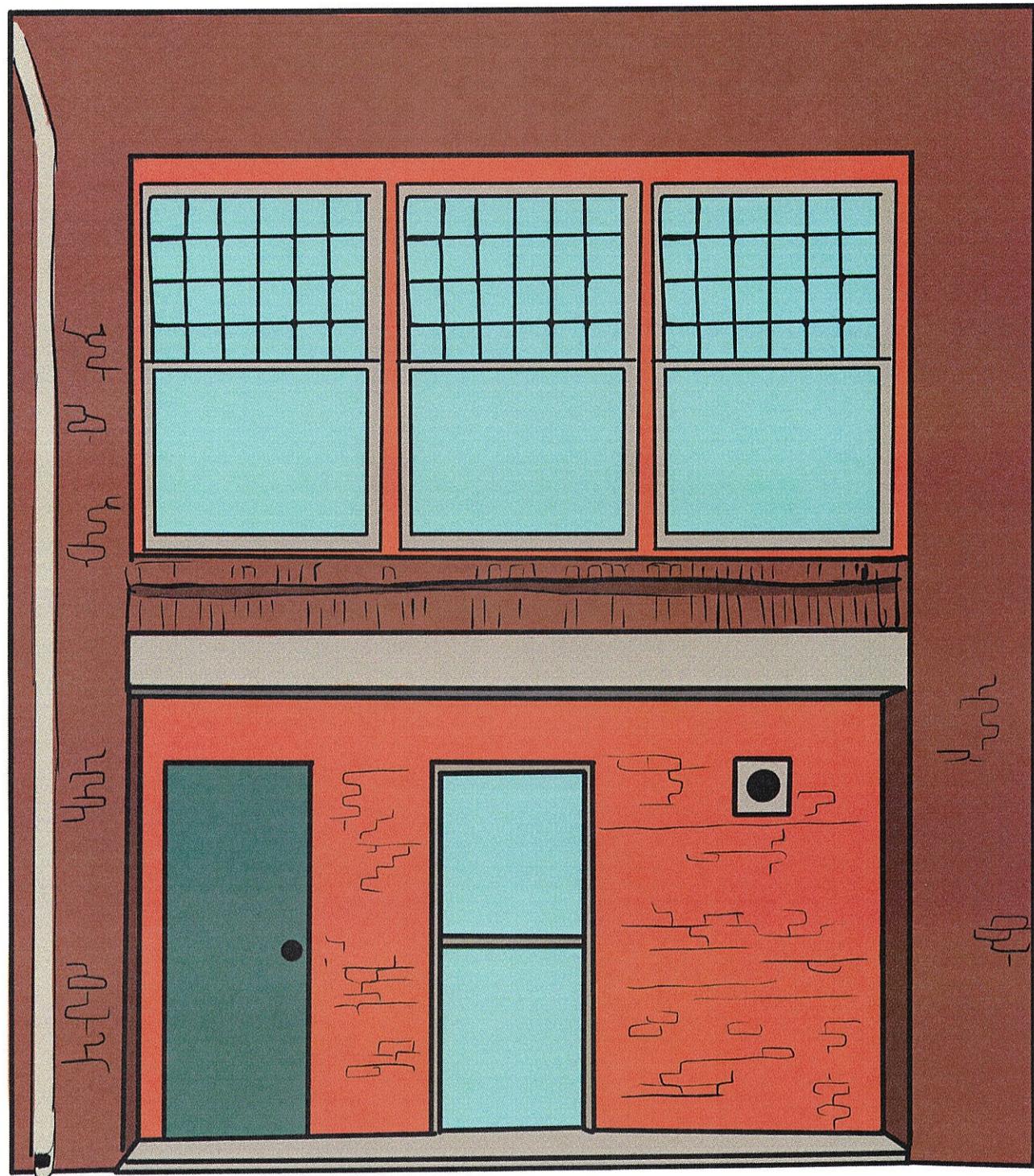
---



# the yucca house







---

**Wichita Falls Type B Sales Tax Corporation**  
**October 13, 2022**

---

**ITEM/SUBJECT:** Public hearing and consideration of a funding request from John Dickinson Et al., dba Restoring the Past LLC, to assist in mechanical, electrical, and plumbing system upgrades as part of the renovation of the existing building at 604 7<sup>th</sup> Street downtown.

**ATTACHMENTS:** request via Downtown Wichita Falls Development, Inc

---

**STRATEGIC GOAL:** Redevelop Downtown

**STRATEGIC OBJECTIVE:** Pursue Public/Private Partnerships

---

**Staff Summary:**

Timeline

- September 29, 2022 – Request received from applicant;
- October 13, 2022 – Public hearing and consideration of an amended project/request from applicant;
- November 1, 2022 – If project approved by Board, City Council consideration of budget amendment facilitating project.

The applicant proposes to renovate the existing building at 604 7th for future retail. The total request to assist in the MEP upgrades is \$22,350.

The applicant will be at the meeting to make a presentation and to be available for any questions.

Staff recommends the Board open the public hearing and consider the request.



604 7th



**Carla Rogers**  
Interim Chairman

**Rodney Case**  
Treasurer

**Charis Rhoades**  
Secretary

**Joel Hartmangruber**

**Denton Keltner**

**Matt Ledesma**

**Syd Litteken**

**Tyler Sales**

**Ivonne Wineinger**

**Jana Schmader**  
Executive Director

**Jeanette Charos**  
Marketing Director

**Alisha Hagler**  
Program Director

**DATE:**

**September 29, 2022**

**TO:**

**Mr. Paul Menzies**

Assistant City Manager, City of Wichita Falls

**FROM:**

**Jana Schmader**

Executive Director, Downtown Wichita Falls Development, Inc.

Mr. Menzies,

On behalf of my client, Restoring the Past, LLC, please find the attached 4B Sales Tax Corporation request for mechanical, electrical, and plumbing assistance for 604 7th Street, also known as the Pfaeffle Building Downtown. Included within this package is an overview of the project, project bids, remodel estimates from the general contractor and renderings from architect, Syd Litteken.

This important historical structure is located within one of the most rapidly developing areas within the district. With full historic restoration proposed, this project will be another contributing and unique asset to our inventory of retail spaces for lease. Since this project fits within our economic development targeting scope, we endorse this request.

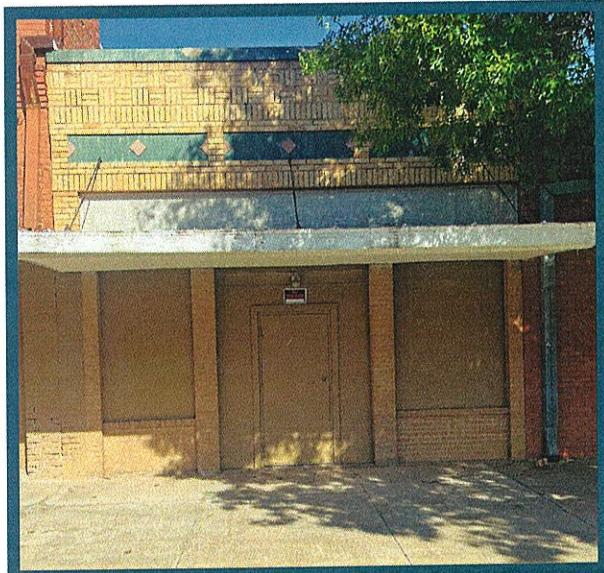
I look forward to joining the client to share this vision in person.  
If any additional information is requested, my contact information is below.

A handwritten signature in black ink that reads "Jana Schmader".  
**Jana Schmader**  
Executive Director, DWFD

# 604 7th Street

## PROJECT OVERVIEW:

Located in the heart of the Depot Square Historic District, project plans are for full historic rehabilitation, with the assistance of Post Oak Preservation Solutions from Austin, TX. Rehabilitation includes mechanical, electrical, and plumbing upgrades, as well as facade enhancements and aesthetic renovation. Intended use post-completion is for retail leasing space. Developers will work with Downtown Development for the marketing of the asset.



## FUNDING REQUEST:

\$22,350 (10% of total project costs); funding requested specifically in the areas of mechanical, electrical, and plumbing.

The remaining funding is secured and comprised of private funds and traditional financing.

## PROJECTED TIMELINE:

Once commenced, the project is anticipated to take 6 months to complete.

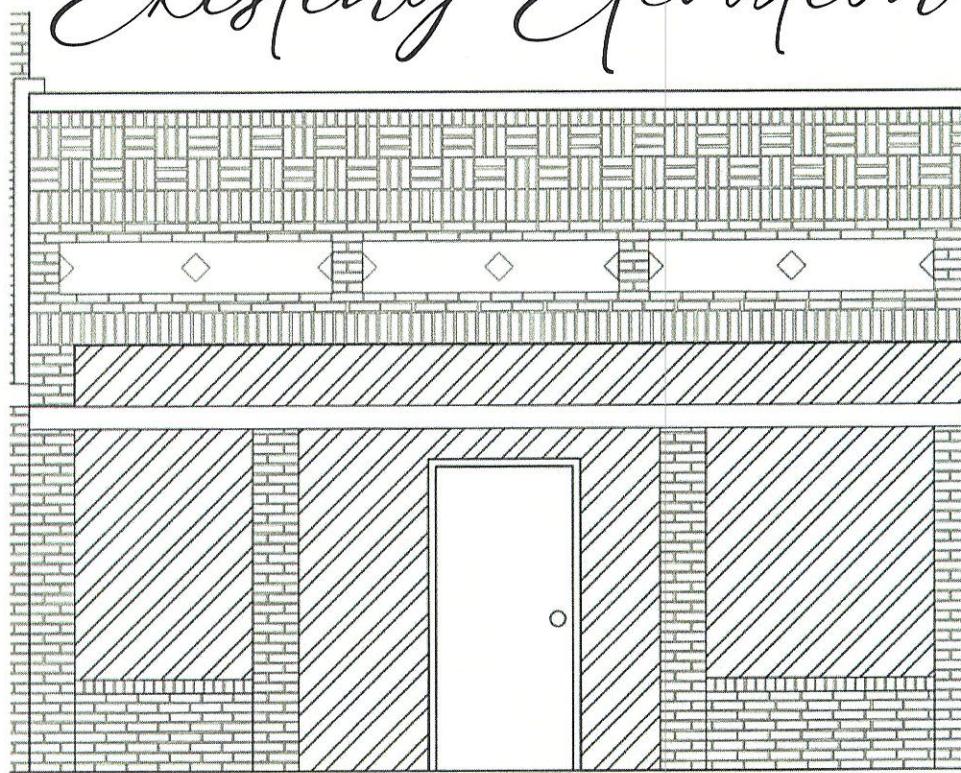
## STRATEGY

This project aligns with the City of Wichita Falls Strategic Plan by pursuing public-private partnerships (3.7) for redevelopment and creating a live-work-play environment (3.8).

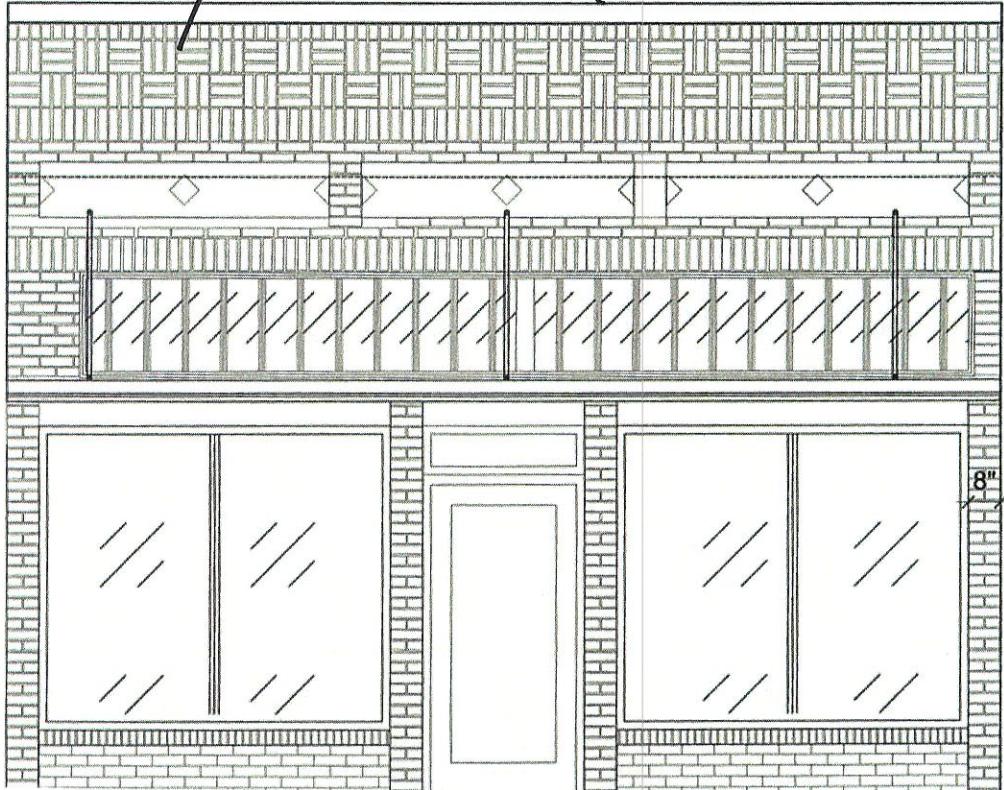
## PRIOR PROJECTS

The applicant group is comprised of Daniel Ahern, John Dickinson, Denton Keltner, and John Barad. Between the members of this development partnership, they have successfully completed 10 redevelopment projects within the district. Each project has been completed in a timely manner, with all regulations being met. Additionally, each project has contributed significantly to the vibrancy of the district, increased ad valorem values, and increased sales tax revenue for the City. This is the first request for incentives for this partnership group.

*Existing Elevation*



*Proposed Elevation*



**John Dickinson Company**  
**Construction Estimate**  
**Phalaffle Building - 604-606 7th St.**

DESCRIPTION	ESTIMATE	
ASBESTOS SURVEY	500.00	
APPRaisal	1,200.00	
ARCHITECTURAL FEES	5,145.62	
STRUCTURAL ENGINEER	1,500.00	
EASEMENTS AND LAWYER FEES	1,150.00	Sub-total
PERMIT	1,540.00	11,035.62
		Sub-total
DOWN SPOUT	1,800.00	1,800.00
		Sub-total
DEMO AND HAUL OFF - AUDEL		
DUMPSTER AND HAUL OFF	1,800.00	Sub-total
SECURITY GATE	1,800.00	3,600.00
		Sub-total
3' ALLEY DIG FOR UNDERGROUND UTILITIES	6,600.00	
NEW SEWER AND WATER LINES	13,526.00	
ALLEY FILL IN AND CONCRETE	5,000.00	Sub-total
MASONRY WORK INSIDE AND OUTSIDE	22,400.00	47,526.00
		Sub-total
REAR METAL DOOR, HARDWARE, INSTALLATION	2,500.00	
REMOVE AND REPLACE REAR WINDOW	2,200.00	
AWNING REMOVAL	3,084.00	
STOREFRONT REBUILD	7,000.00	
FULL VIEW FRONT DOOR, HARDWARE, INSTALLATION	2,500.00	
STOREFRONT LOW E GLASS AND INSTALLATION	3,800.00	
TRANSOM WINDOWS	4,200.00	Sub-total
REPAIR ROOF AND CEILING	10,000.00	35,284.00
		Sub-total
BUILD BATHROOM AND HEATER CLOSET	6,000.00	
BATHROOM - SINGLE	9,800.00	
ELECTRIC	30,150.00	
HEATING AND COOLING SYSTEM	9,500.00	
PAINT STOREFRONT AND INSIDE	9,150.00	
FURRING AND DRYWALL	7,327.00	
TILE	8,000.00	Sub-total
BASE	670.00	80,597.00
		Sub-total
POWER WASH	350.00	
FINAL CLEAN UP	500.00	Sub-total

OTHER LABOR	7,700.00	8,550.00
		175,557.00
CONTRACTOR CONTINGENCY 20%	35,111.40	
<b>FINAL TOTAL ESTIMATE</b>	<b>223,504.02</b>	

PREVIOUS WORK - 4B	
NEW ROOF	8,000.00
Misc. Costs (Est. Bank Fees, Legal, etc.)	2,500.00
DEMO AND HAUL OFF - AUDEL	3,150.00
MARVIN GROVES ELECTRIC	687.10
	14,337.10

**ALLEN LEEK AIR CONDITIONING INC.**

555 Central Freeway East  
Wichita Falls TX 76302  
Phone 940.766.3779  
Fax 940.766.3869  
License TACLA017027C

**John Dickinson  
604 7<sup>th</sup> St.  
Wichita Falls TX 76301**

**September 27, 2022**

**To install a 3 Ton heat pump system for this location.**

**This bid price is \$9,500.00 plus tax.**

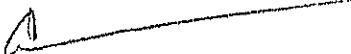
**These prices include all labor and materials to place systems into operation. This quotation includes all associated duct work.**

**Not a part of the quotation is any electrical, plumbing, roofing or carpentry work.**

**This quotation may be withdrawn if not accepted within 30 days.**

**Thank you for the opportunity of quoting this proposal. If we may be of any further assistance please do not hesitate to call.**

**Sincerely,**



**Allen Moore  
President**

T B ELECTRICAL SERVICES LTD.  
1501 LAMAR STREET  
WICHITA FALLS, TX. 76301

940-766-6750 office  
940-766-2541 fax  
TECL # 18574

# Estimate

Date	Estimate #
9/27/2022	279

Name / Address

John Dickinson  
1602 P B Lane  
Wichita Falls, Tx. 76302

Project	
Description	Total
Cost to install lighting and wiring in space per drawings and install service equipment.	\$30,150.00
Subtotal	\$30,150.00
Regulated by the Texas Department of Licensing and Regulation, P O Box 12157 Austin, Texas 78711, 1-800-803-9202, 512-463-6599 website-www.license.state.tx.us/complaints	<b>Sales Tax (8.25%)</b> \$0.00
Total	\$30,150.00



901 Ohio Ave.  
Wichita Falls, TX 76301  
940-761-2040

Brian's Plumbing, Inc.  
Brian Walser License # M-14782

Regulated By:  
Texas State Board of Plumbing Examiners  
P.O. Box 4200 - Austin, TX - 78765-4200  
512-936-5200

**BILL TO**

RESTORING THE PAST LLC  
5007 Blue Mesa Lane  
Wichita Falls, TX 76310 USA

ESTIMATE  
39169150

ESTIMATE DATE  
Sep 20, 2022

**JOB ADDRESS**

604 7th St  
604 7th Street  
Wichita Falls, TX 76301 USA

Job:

**ESTIMATE DETAILS**

604 7TH RENOVATION: PROPOSAL TO PROVIDE WATER, SEWER, AND ONE ADA RESTROOM FOR BLDG 604

TASK	DESCRIPTION	QTY	PRICE	TOTAL
HOUR-C	Commercial Labor: SEWER	1.00	\$6,500.00	\$6,500.00
HOUR-C	Commercial Labor: ALLEY TAP AND SEWER	1.00	\$1,500.00	\$1,500.00
HOUR-C	Commercial Labor: ALLEY REPAIR	1.00	\$1,500.00	\$1,500.00
HOUR-C	Commercial Labor: INSTALL WATER SERVICE	1.00	\$1,150.00	\$1,150.00
HOUR-C	Commercial Labor: INSTALL WATER METERS	1.00	\$460.00	\$460.00
JCKHMR-C	Jackhammer-Commercial: Use Charge for Jackhammer on Commercial Job	1.00	\$200.00	\$200.00
WFPERM-E	Wichita Falls Excavation Permit: Wichita Falls Excavation Permit	1.00	\$115.00	\$115.00
HOUR-C	Commercial Labor: BUST OUT FOR ROUGH IN	1.00	\$1,840.00	\$1,840.00
JCKHMR-C	Jackhammer-Commercial:	1.00	\$300.00	\$300.00

JACKHAMMER FOR ROUGH IN

HOUR-C	Commercial Labor: ROUGH IN HAUL OFF	1.00	\$400.00	\$400.00
HOUR-C	Commercial Labor: ROUGH IN	1.00	\$1,150.00	\$1,150.00
HOUR-C	Commercial Labor: TOP OUT	1.00	\$2,000.00	\$2,000.00
HOUR-C	Commercial Labor: SET FIXTURES	1.00	\$1,150.00	\$1,150.00

**Materials**

MATERIAL DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
Materials SKU WATER METER WITH CAN	1.00	\$300.00	\$300.00
Materials SKU ROUGH IN	1.00	\$600.00	\$600.00
Materials SKU TOP OUT	1.00	\$600.00	\$600.00
Materials SKU SET FIXTURES	1.00	\$400.00	\$400.00
ADAws ADA Toilet with Seat	1.00	\$296.02	\$296.02
Materials SKU WALL MOUNT LAV WITH FAUCET	1.00	\$256.00	\$256.00
Materials SKU 6 GAL ELECTRIC WATER HEATER	1.00	\$459.00	\$459.00
		SUB-TOTAL	\$21,176.02
		TAX	\$1,737.53
		<b>TOTAL</b>	<b>\$22,913.55</b>

Thank you for choosing Brian's Plumbing, Inc.

**CUSTOMER AUTHORIZATION**

\*\*THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. THIS ESTIMATE IS ONLY VALID FOR 30 DAYS\*\* The summary above is furnished by Brian's Plumbing, Inc. as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. Please note: Brian's Plumbing, Inc. is not responsible for repairs caused by accessing plumbing to be worked on (ex: sheetrock, tile, flooring, landscaping, etc.). Brian's Plumbing, Inc. is not responsible for repairs to non-utility underground lines (ex: sprinkler systems) that are unmarkable. Brian's Plumbing, Inc. is not responsible for settlement of soil over a period of time. These will be at the expense of the customer. Repair of concrete in alley owned by city may be an additional fee from the city. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed.

---

**Wichita Falls Type B Sales Tax Corporation**  
**October 13, 2022**

---

**ITEM/SUBJECT:** Discussion and possible action related to the maximum grant amount as part of the Corporation's Downtown Improvement Grant Program.

**ATTACHMENTS:** Current Downtown Improvement Grant Guidelines

---

**STRATEGIC GOAL:** Redevelop Downtown

**STRATEGIC OBJECTIVE:** Pursue Public/Private Partnerships

---

**Staff Summary:**

At the August meeting, the Board requested a discussion item on this agenda to discuss possibly increasing the maximum available matching grant as part of the Corporation's Downtown Improvement Grant Program. Currently, the maximum grant is \$5,000 for project costs that are \$10,000 and above (see guidelines, attached, pg 2).

Staff recommends the Board discuss the item and, if desired by the Board, vote to amend the guidelines.

## **4B STC DOWNTOWN IMPROVEMENT GRANTS**

The incentive grant program's primary consideration is to encourage economic development through historic preservation and renovation of buildings and property. The 4B STC goal is to create, restore, and inspire quality growth of historic downtown Wichita Falls.

Project requests meeting these guidelines may be approved by the City Manager or his designee. The 4B STC Board of Directors may authorize grants for projects that do not meet these guidelines, or may be outside the eligible area. These projects may be considered on a case by case basis, with staff recommendations to the Board.

### **Downtown Area:**

For purposes of this grant, the "Downtown" area shall be defined as any commercial property that is zoned as Central Business District (CBD), generally being the area from 5<sup>th</sup> Street to 14<sup>th</sup>/12<sup>th</sup>/11<sup>th</sup> Streets and Austin to LaSalle.

Projects within this area will be considered for grant incentives based on the following criteria.

### **Eligible Projects:**

Eligible projects may include:

- Façade improvements, such as replacing roofing, flashing, foundation stabilization, windows, paint, wall repairs, brick re-pointing, replacing and exposing transom windows, replacing drain spouts, rusting or twisted metal awning or torn cloth awning, replacing roof shingled residential style awning with one more historically appropriate.
- Signage improvements.
- Interior improvements such as replacing wiring, plumbing, or addressing other city and state codes. Removal of false ceilings also constitutes an acceptable interior improvement project.
- Landscaping improvements, including xeriscaping, irrigation improvements, plants and materials.
- Hardscape improvements, including decorative fencing, sidewalks, ADA-compliant ramps, curb and gutter improvements.

**Grant:**

The 4B STC will match up to 50% of the cost of the project not to exceed \$5,000. Only one grant will be authorized per address per fiscal year. All applications for grant incentives shall be accompanied by construction quotes, bids or estimates.

Reimbursement of eligible expenses must be accompanied by proof of payment and appropriate invoices.

**Additional Guidelines:**

1. The fiscal year is Oct. 1 to Sept. 30 to coincide with the City of Wichita Falls' fiscal year.
2. 4B grant funds may not be matched by other public funds (e.g., TIF funds, abatements, historic preservation grants, etc.); however, the project may utilize other public funds in addition to 4B grant funds and the private matched funds.
3. Façade is defined as the front exterior of a building and other exterior sides when they are emphasized.
4. Any exterior alterations to historic designated landmarks or buildings in designated historic preservation districts (e.g. Depot Square Historic District), including signage, fencing, façade, paint, or awnings, must obtain appropriate prior design review approval through the City's Landmark Commission and/or Texas Historical Commission, if applicable.
5. The application may come from the property owner or the tenant. If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the grant. The tenant must produce a lease or other documentation showing the term of the lease.
6. The applicant must show itemized invoices and proof of payment (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment.
7. The applicant shall be required to furnish photographs of the building's exterior, roof and foundation as part of the application request and also after the construction is completed, as a condition of final grant reimbursement (before and after photos).
8. Reimbursements will be made when the entire project is complete. The Assistant City Manager must approve all reimbursements.
9. Applicants receiving approval by the City shall commence construction described within the Application within sixty (60) days from the date the grant is awarded by the City. All Applicants must complete the construction described in the Application

within six (6) months from the date the grant is approved by the City and within the same fiscal budget year. If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months from the date the grant is approved, 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 sixty (60) day or six (6) month time limit. The City shall not be obligated to allow extensions but may do so for good cause determined solely by the City. The extensions, if granted, shall be for the term and for the conditions determined exclusively by the City. An extension denial cannot be appealed and shall be final with the City.

10. No grant will be awarded for work that has already been initiated or completed. Building or business owners must apply for the grant before work has begun.
11. The applicant must not be involved in any litigation, owe taxes, or have liens filed that would affect the property for which the grant is intended.
12. The project must conform to City of Wichita Falls codes, ordinances and comprehensive plans. All applicable building permits must be obtained.
13. The applicant must notify the City in writing if the applicant makes any changes in the plans submitted to the committee with the original application. The 4B reserves the right to reconsider the application based on the changes to the original plan.
14. A five year preservation period will be in effect after completion. During this period, alterations to the awarded project that are not approved by the 4B STC may result in reimbursement to the City of the awarded funds.
15. The 4B STC reserves the right to review and accept or reject all applications.
16. A letter will be sent to the applicant and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer back to the project design and specifications that were approved and will be funded.

**Grant applications will be reviewed based on the following criteria:**

1. Will the project reasonably add to the vitality of the business?
2. Does the project rehabilitate a historic building?
3. What will be the overall improvement of the building?
4. What is the general condition of the building? That is, how much of an improvement will the façade grant make to the building?
5. Is the project in the designated downtown area?
6. What contribution will the project make to the historic character or aesthetics of the downtown area?
7. Are the lighting, placement and design of the proposed signs appropriate to the location?
8. Does the plan exhibit professionalism of design?
9. If the applicant does not own the building, can the tenant show documentation of a lease and a letter of support for the project from the building owner?
10. What is the overall impact on the public, such as public access or visual impacts and the effect on the gateways to the downtown area?

**APPLICATION FOR  
4B STC DOWNTOWN IMPROVEMENT GRANT**

Please return completed form with necessary attachments and signature to City of Wichita Falls, 1300 7<sup>th</sup> Street, Room 105. If you have any application questions, please contact City Hall at 940-761-7404. Application approval must be granted prior to construction and permanent signage. Grants awarded as budgeted funds are available.

**APPLICANT** (*Note: If you are not the building owner, the building owner must sign the application or submit a notarized letter of authorization*)

Name \_\_\_\_\_ Date: \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (Work) \_\_\_\_\_ (Home/Cell) \_\_\_\_\_  
Email Address \_\_\_\_\_

**BUILDING**

Building Name \_\_\_\_\_  
Building Address (including legal description) \_\_\_\_\_  
\_\_\_\_\_

Building Owner (if different than Applicant) \_\_\_\_\_

Owner Address \_\_\_\_\_

**DESCRIPTION OF WORK PROPOSED BELOW (attach drawings/pictures of proposed project)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Architect \_\_\_\_\_  
Project Contractor \_\_\_\_\_  
Total Project Estimated Cost \$ \_\_\_\_\_

*Construction Bids and Estimates must be submitted prior to approval. Bids should be itemized in a manner that allows the Board to determine the bid components and authenticity of the bid.*

When do you expect to begin: \_\_\_\_\_  
Expected Completion Date: \_\_\_\_\_

**Applicant's Signature** **Date**

**Building Owner's Signature** **Date**