

**WORK SESSION AGENDA OF THE CITY COUNCIL OF HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
FIRST FLOOR CONFERENCE ROOM  
TUESDAY, JANUARY 14, 2020 – 5:30 P.M.**

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**I. Call to Order**

**II. Informational Items**

) **Discussion of upcoming calendar items**

**III. Discussion of Agenda Item(s) 3**

Consider Resolution 1760 supporting Application for Combined Crime Victims Coordinator Grant to the Office of the Governor for the cities of Hurst, Euless, and Bedford to operate the Combined Crime Victims Coordinator

**Steve Niekamp**

**IV. Discussion of Agenda Item(s) 4**

Consider Ordinance 2433, first reading, amending Chapter 13, Municipal Court, relevant to the assessment and collection of reimbursement fees and court costs

**Rita Frick**

**V. Discussion of Agenda Item(s) 5**

Consider Resolution 1757 adopting the Hart Verity Voting System

**Rita Frick**

**VI. Discussion of Agenda Item(s) 6**

Consider Resolution 1759 adopting the 2020 Tarrant County Hazard Mitigation Action Plan

**David Palla**

**VII. Discussion of Agenda Item(s) 7**

Consider authorizing the city manager to enter into a contract for network infrastructure maintenance

**Clayton Fulton**

**VIII. Discussion of Agenda Item(s) 8**

Conduct a public hearing and consider the issue of levying civil penalties and status of the repairs for the property located at 450 E. Hurst Blvd, Hurst, Texas; Lot A3, Block 14, of the Holder Estates subdivision (Dakota Place Apartments)

**Michelle Lazo**

**IX. Discussion of Agenda Item(s) 9**

Conduct a Public Hearing for the Fiscal Year 2020 – 46<sup>th</sup> Year Community Development Block Grant Program

**Greg Dickens**

**X. Discussion of Agenda Item(s) 10**

Consider Resolution 1758 calling the May 2, 2020 General Election

**Rita Frick**

**XI. Discussion of Agenda Item(s) 11**

Consider authorizing the city manager to enter into a contract for construction of the Valley View Drive Drainage Improvements (1148 Valley View)

**Greg Dickens**

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the city and Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (Dakota Place Apartments) and to reconvene in Open Session at the conclusion of the Executive Session**

**ADJOURNMENT**

Posted by: \_\_\_\_\_

This the 10<sup>TH</sup> day of January 2020, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary’s office at (817) 788-7041 or FAX (817) 788-7054, or call TDD 1-800-RELAY-TX (1-800-735-2989) for information or assistance.**

**REGULAR MEETING AGENDA OF THE CITY COUNCIL OF HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
TUESDAY, JANUARY 14, 2020**

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**AGENDA:**

**5:30 p.m. - Work Session (City Hall, First Floor Conference Room)**

**6:30 p.m. - City Council Meeting (City Hall, Council Chamber)**

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**CALL TO ORDER**

**INVOCATION (Councilmember Cathy Thompson)**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION(S)**

1. Presentation of Award for the CPR/AED Save at the Hurst Athletic Center

**CONSENT AGENDA**

2. Consider approval of the minutes for the December 10, 2019 City Council meetings
3. Consider Resolution 1760 supporting Application for Combined Crime Victims Coordinator Grant to the Office of the Governor for the cities of Hurst, Euless, and Bedford to operate the Combined Crime Victims Coordinator
4. Consider Ordinance 2433, first reading, amending Chapter 13, Municipal Court, relevant to the assessment and collection of reimbursement fees and court costs
5. Consider Resolution 1757 adopting the Hart Verity Voting System
6. Consider Resolution 1759 adopting the 2020 Tarrant County Hazard Mitigation Action Plan
7. Consider authorizing the city manager to enter into a contract for network infrastructure maintenance

**PUBLIC HEARING(S) AND RELATED ITEM(S)**

8. Conduct a public hearing and consider the issue of levying civil penalties and status of the repairs for the property located at 450 E. Hurst Blvd, Hurst, Texas; Lot A3, Block 14, of the Holder Estates subdivision (Dakota Place Apartments)
9. Conduct a Public Hearing for the Fiscal Year 2020 – 46<sup>th</sup> Year Community Development Block Grant Program

**RESOLUTION(S)**

- 10. Consider Resolution 1758 calling the May 2, 2020 General Election

**OTHER BUSINESS**

- 11. Consider authorizing the city manager to enter into a contract for construction of the Valley View Drive Drainage Improvements (1148 Valley View)
- 12. Review of board, commission and committee meeting minutes:
  - Ñ Library Board
  - Ñ Parks and Recreation Board
  - Ñ Hurst Senior Citizens Advisory Board
- 13. City Council Reports - Items of Community Interest

**PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED**

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the city and Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (Dakota Place Apartments) and to reconvene in Open Session at the conclusion of the Executive Session**

- 14. Take any and all action ensuing from Executive Session

**ADJOURNMENT**

Posted by: \_\_\_\_\_

This 10<sup>th</sup> day of January 2020, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 561.087 of the Texas Government Code.

**This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary’s office at (817) 788-7041 or FAX (817) 788-7054, or call TDD 1-800-RELAY-TX (1-800-735-2989) for information or assistance.**

City Council Staff Report

SUBJECT: Hurst Athletic Center CPR/AED Save on September 13, 2019

Supporting Documents:

Meeting Date: 1/14/2020  
Department: Fire  
Reviewed by: David Palla  
City Manager Review:

Background/Analysis:

On September 13, 2019, during a softball game at the Hurst Athletic Center, a player experienced a heart attack and collapsed on the field. Several people assessed the situation and two bystanders, one of which was CPR/AED trained, started CPR and used the onsite AED to deliver a single shock to the individual. Within seconds after the shock was delivered, the patient's heart returned to a life supporting rhythm. Fire Department crews arrived on scene and transported the individual to a medical center where he underwent surgery and, subsequently, returned to a normal life.

It is well known that CPR and defibrillation, performed as soon as possible, saves lives. For the treatment to be effective, people must be trained, willing to provide care and have access to an AED. On this day, the equipment and trained and willing bystanders worked as designed and the patient was literally brought back to life.

The City is celebrating this life-saving event by recognizing those that placed an AED in the park, the willing participants that administered CPR, the Emergency Medical Services (EMS) System staff who delivered the patient to the medical center and healthcare professionals who delivered quality care. A family is together, children have their father, and two people know their knowledge and quick action contributed to saving a life.

**Minutes**  
**Hurst City Council**  
**Work Session**  
**Tuesday, December 10, 2019**

On the 10<sup>th</sup> day of December 2019, at 5:12 p.m., the City Council of the City of Hurst, Texas, convened in Work Session at City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Henry Wilson	)	Mayor
Larry Kitchens	)	Mayor Pro Tem
David Booe	)	
Cathy Thompson	)	
Bill McLendon	)	
Cindy Shepard	)	
Jon McKenzie	)	
Clay Caruthers	)	City Manager
Matthew Boyle	)	Assistant City Attorney
Rita Frick	)	City Secretary
Clayton Fulton	)	Assistant City Manager
Malaika Marion Farmer	)	Assistant City Manager
Kyle Gordon	)	Executive Director of Community Services
Michelle Lazo	)	Executive Director of Development
Greg Dickens	)	Executive Director of Public Works
Public Information Officer	)	Kara McKinney

With the following Councilmembers absent: none, constituting a quorum, at which time, the following business was transacted:

**I. Call to Order** – the meeting was called to order at 5:12 p.m.

Mayor Wilson moved the Executive Session to the first item of the Work Session.

**EXECUTIVE SESSION in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (City of Hurst v. Carl A. Robinson Properties, Ltd) and to reconvene in Open Session at the conclusion of the Executive Session.**

Mayor Wilson recessed the work session to Executive Session at 5:12 p.m. in compliance with the provisions of the Texas Open Meetings Law, Authorized by Government Code, Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (City of Hurst v. Carl A. Robinson Properties, Ltd) and reconvened Open Session at 5:18 p.m.

## **II. Informational Items**

- J) **Update and Discussion of 2020 Census** – Assistant City Manager Malaika Marion Farmer provided an educational video created with Hurst-Euleless-Bedford ISD, HEB Chamber, Tarrant County and area cities to promote the 2020 Census. Ms. Farmer explained state funding is not available to promote the Complete Count Committee and entities are working to put together a committee. She reviewed the various timelines for the Census and avenues available to complete the Census.
- J) **Update and Discussion of Annual Citizen Survey** – Assistant City Manager Clayton Fulton briefed Council on the upcoming citizen survey noting many of the questions are similar to last year for continuity of data. He noted additional questions regarding event attendance will help determine interest in recent pop-up events.
- J) **Update and Discussion regarding Coalition for Appropriate Sales Tax Law Enactment (CASTLE)** – City Manager Clay Caruthers briefed Council on a request for the City to join the Coalition for Appropriate Sales Tax Law Enactment (CASTLE) explaining the basis of sales tax collection and pros and cons depending upon a city's situation. He indicated staff will perform additional analysis prior to moving forward. He stated the Senate Finance Committee has met and are already talking business property tax cuts.

Work Session items were discussed in the following order, IX, III, IV, V, VI, VII, VIII and X.

## **III. Discussion of Agenda Item(s) 3**

Consider Resolution 1756 authorizing the city manager to accept the Drainage Easement Dedication on Tract BR of Lucas Estates Addition.

Executive Director of Public Works Greg Dickens briefed Council on the acceptance of the Drainage Easement dedication noting the easement is part of the design and construction of the Lucas Funeral Home expansion and improvements.

## **IV. Discussion of Agenda Item(s) 4**

Consider authorizing the city manager to proceed with the Library Lighting Modernization Project.

City Manager Clay Caruthers briefed Council on the proposed library lighting projection noting this will complete the upgrade and provide more light and energy savings.

## **V. Discussion of Agenda Item(s) 5**

Conduct a Public Hearing and consider Ordinance 2432, first reading, approving SUP-19-12, Rewind Smoke Shop, a Special Use Permit to open an e-cigarette/vape store on a portion of Lot B, Block 32, Valentine Oaks Addition, being 4.87 acres located at 621 Bedford Euleless Road.

Executive Director of Planning and Development Michelle Lazo briefed Council regarding the Rewind Smoke Shop, a Special Use Permit to open an e-cigarette/vape store on a portion of Lot B, Block 32, Valentine Oaks Addition, being 4.87 acres located at 621 Bedford Euleless Road, and reviewed the requirement for the Special Use Permit and noted the parcel address is 621 Bedford Euleless Road and 637 is the suite number. She reviewed the proposed 2,200 square foot e-cigarette/smoke shop and showed pictures of vinyl window

signs that will not exceed 25% of each window area and interior pictures of shelving. Ms. Lazo stated the Planning and Zoning Commission denied the request and there are approximately 17 ecig/vape stores in the City. Ms Lazo also noted she received several emails of support for the project.

**VI. Discussion of Agenda Item(s) 6**

Consider approval of Resolution 1754 casting votes for candidates to the Tarrant Appraisal District (TAD) Board of Directors.

Mayor Wilson stated he served with Kathryn Wilmon on a Texas Municipal League Board and suggested all of the City's votes be cast for her. He stated this action would align with the County's vote.

**VII. Discussion of Agenda Item(s) 7**

Consider approval of Resolution 1755 continuing support and participation in the Community Powered Revitalization Program and agreeing to expenditures allowed under the Texas Local Government Code Chapter 380 for the promotion of economic development.

City Manager Caruthers stated this is the annual \$50,000 participation with 6Stones and that a representative of the Community Powered Revitalization Program will be at the meeting tonight to provide information and answer questions.

**VIII. Discussion of Agenda Item(s) 8**

Consider authorizing the city manager to enter into a Contract for print services with Digital Press (Stone Shield Investments, LLC).

Assistant City Manager Malaika Marion Farmer noted staff is looking for more efficient and customer service friendly options in operations and recognized Public Information Officer Kara McKinney who reviewed the proposed contract for print services noting six vendors submitted qualified bids, and Digital Press submitted the lowest qualified bid. She stated Digital Press has a reputation for quality customer service and staff estimates savings of approximately 20% for printing costs, and anticipates spending approximately \$50,000 to \$80,000 per year on print services. Ms. McKinney stated staff is also looking at additional cost savings and increased services including separating the recreation guide from the magazine.

**IX. Discussion of Agenda Item(s) 9**

Consider authorizing the city manager to enter into an Agreement with Greenplay, LLC, to produce a Cost Recovery and Resource Analysis.

City Manager Clay Caruthers briefed Council on the proposed agreement with Greenplay, LLC, to produce a cost recovery and resource analysis that will focus on cost, service and efficiencies and provide a wealth of information regarding current practices. He stated staff will come back to Council with any recommendations for fees based on the analysis. He also advised the analysis includes parks and recreation and will be a useful tool. In response to Council questions, Mr. Caruthers stated the citizen survey does have a broad based question regarding fees and value.

**X. Discussion of Agenda Item(s) 10**

Consider appointments to Boards, Commissions and Committees.

Mayor Wilson noted Leah Smith's appointment to the Parks and Recreation Board at the last meeting and the need to consider place designation on the board if Council wishes to move existing members, Jessica Martin to Place 3, Will Blackburn to Place 1 Alternate and Leah Smith to Place 2 Alternate.

**Adjournment – The meeting adjourned at 6:13 p.m.**

**APPROVED** this the 14<sup>th</sup> day of January 2020.

**ATTEST:**

**APPROVED:**

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Rita Frick, City Secretary

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Henry Wilson, Mayor

**City Council Minutes**  
**Tuesday, December 10, 2019**

On the 10<sup>th</sup> day of December 2019, at 6:30 p.m., the City Council of the City of Hurst, Texas, convened in Regular Meeting at City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

Henry Wilson	)	Mayor
Larry Kitchens	)	Mayor Pro Tem
David Booe	)	Councilmembers
Cathy Thompson	)	
Bill McLendon	)	
Jon McKenzie	)	
Cindy Shepard	)	
Clay Caruthers	)	City Manager
Matthew Boyle	)	Assistant City Attorney
Rita Frick	)	City Secretary
Clayton Fulton	)	Assistant City Manager
Malaika Marion Farmer	)	Assistant City Manager
Michelle Lazo	)	Executive Director Planning and Development
Kyle Gordon	)	Executive Director Community Services
Greg Dickens	)	Executive Director of Public Works
Kara McKinney	)	Public Information Officer

With the following Councilmembers absent: none, constituting a quorum; at which time, the following business was transacted:

The meeting was called to order at 6:30 p.m.

Councilmember David Booe gave the Invocation.

The Pledge of Allegiance was given. The Texas Pledge was given.

**PRESENTATION(S)**

1. Presentation of the Ellis & Associates Gold International Aquatic Safety Award and the 2019 Texas Recreation and Parks Society Horizons Award.

Mayor Wilson recognized Recreation Director Chris Watson who reviewed the Gold International Aquatic Safety Award presented to Recreation Coordinator Madison Seil by Ellis & Associates for excelling in lifeguard professionalism. Madison was also recognized by the Texas Recreation and Park Society with the Horizons Award, which recognizes an outstanding professional with less than five years of experience in the field of parks or recreation. Mr. Watson recognized Parks Director Kristi Weaver for successfully managing the department.

**CONSENT AGENDA**

2. Considered approval of the minutes for the November 26, 2019 City Council meetings.
3. Considered Resolution 1756 authorizing the city manager to accept the Drainage Easement Dedication on Tract BR of Lucas Estates Addition.
4. Considered authorizing the city manager to proceed with the Library Lighting Modernization Project.

Councilmember Kitchens moved to approve the consent agenda. Motion seconded by Councilmember Booe. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, Thompson, McLendon and Shepard  
No: None

**PUBLIC HEARING(S) AND RELATED ITEM(S)**

5. Conducted a Public Hearing and considered Ordinance 2432, first reading, approving SUP-19-12, Rewind Smoke Shop, a Special Use Permit to open an e-cigarette/vape store on a portion of Lot B, Block 32, Valentine Oaks Addition, being 4.87 acres located at 621 Bedford Eules Road.

Mayor Wilson announced a public hearing and to consider Ordinance 2432, first reading, approving SUP-19-12, Rewind Smoke Shop, a Special Use Permit to open an e-cigarette/vape store on a portion of Lot B, Block 32, Valentine Oaks Addition, being 4.87 acres located at 621 Bedford Eules Road and recognized Executive Director of Planning and Development Michelle Lazo who reviewed the proposed application. Ms. Lazo noted the parcel address is 621 Bedford Eules Road and 637 is the suite number. She reviewed the proposed 2,200 square foot e-cigarette/smoke shop and showed pictures of vinyl window signs that will not exceed 25% of each window area and interior pictures of shelving. Ms. Lazo explained the Council adopted the Special Use Permit requirement for e-cigarette stores in 2016.

Mayor Wilson recognized applicant, Christopher Wyatt, 5105 Nancy Lane, North Richland Hills, Texas, who explained 637 W. Bedford Eules Road was chosen because it is not close to schools and the next competitor is over one-half mile away. He expressed a passion for the local smoke shop business and is confident the business will be successful. He provided estimated tax benefit to the City and views the business as a positive for the City. Mr. Wyatt stated this business is different as it will focus on glass arts produced by local artists. Mr. Wyatt also noted additional products including exotic tobaccos, pipe tobacco, ashtrays, lighters, and humidors, among other items will be sold. He stated store hours would be Monday – Thursday 10:00 a.m. to 10:00 p.m. and Friday and Saturday, 10:00 a.m. to 11:00 p.m. and closed on Sundays.

Mayor Wilson recognized the following individuals who spoke in support of the Special

Use Permit, the good character, professionalism, work and business ethic of Mr. Wyatt and the need for variety and choice of store options: Debra Wyatt, 741 S. John Douglas Road, VanAlstne, Texas; Kolleen Tussey, 1621 Martha Drive, Bedford, Texas; Nathan Putman, 1621 Martha Drive, Bedford, Texas; Cassie Gonzalez, 201 Westwood Drive, Euless, Texas; Kristina Hurtado, 5105 Nancy Lane, North Richland Hills, Texas; David Edward Geyer, 902 Tulane Drive, Arlington, Texas; Guillermo Ponee, 1708 W 2<sup>nd</sup> Street, Arlington, Texas.

Mayor Wilson recognized the following individuals who spoke against the Special Use Permit, noting the current number of smoke shops within the City, a smoke shop application was denied within the last two years at this location and another location is only a half mile from this location, and a desire for a family friendly business: Denean Clark, 1212 Trailwood Drive, Hurst; Gary Horton, 1262 Trailwood, Hurst.

The following individuals did not speak, but completed speaker cards in opposition: Pat Marnefka, 621 Pine St, Hurst; Emily Clark, 1212 Trailwood Drive, Hurst, and Malory Clark, 905 Forest Hollow Drive, Hurst.

In response to Councilmembers' questions, Ms. Lazo stated a Special Use Permit is necessary for this type of business due to Council passing a Special Use Permit requirement for e-cig and vape shops in 2016 based on the proliferation of this type of business. She stated the Planning and Zoning Commission denied this request as the e-cig and vape shop is not the best use of the property. Mr. Wyatt stated he chose his hours based upon the business next door, Lisa Chickens. He stated it is a young industry and he cannot speak about the overall health issues, but the product helped him stop smoking and vaping. Mr. Wyatt stated he plans to have a good relationship with the police department to prevent any issues.

Councilmember Kitchens moved to deny Ordinance 2432. Motion seconded by Councilmember Booe. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, Thompson, McLendon and Shepard  
No: None

Councilmember Thompson left the meeting at 7:03 p.m.

### **RESOLUTION(S)**

6. Considered approval of Resolution 1754 casting votes for candidates to the Tarrant Appraisal District (TAD) Board of Directors.

Councilmember Shepard moved to approve Resolution 1754 casting 20 votes for Kathryn Wilmon. Motion seconded by Councilmember McKenzie. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, McLendon and Shepard

No: None

7. Considered approval of Resolution 1755 continuing support and participation in the Community Powered Revitalization Program and agreeing to expenditures allowed under the Texas Local Government Code Chapter 380 for the promotion of economic development.

Mayor Wilson recognized Director of CPR 6Stones Teresa Grady who provided program highlights for the year. Ms. Grady reviewed the number of cities involved, projects, occupants, volunteers and total volunteer hours given to the program, and recognized the various groups and businesses involved in the Hurst projects. She reviewed future projects and noted 6Stones will move locations in 18 months. She expressed her desire to continue the relationship with the City. City Manager Caruthers thanked Teresa and expressed his appreciation for 6Stones' willingness to support Hurst's request for a quality product and not quantity and for assisting a Hurst resident with the Egret cleanup.

Councilmember Booe expressed his appreciation for the remarkable work 6Stones has provided the community.

Councilmember Booe moved to approve Resolution 1755 supporting the Community Powered Revitalization Program and authorizing the city manager to make payments to 6Stones, as allowed under the Texas Local Government Code Chapter 380, based on projects completed, in an amount not to exceed \$25,000, and a one-time lump sum payment of \$25,000 to support CPR staff. Motion seconded by Councilmember McKenzie. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, McLendon and Shepard

No: None

### **OTHER BUSINESS**

8. Considered authorizing the city manager to enter into a Contract for print services with Digital Press (Stone Shield Investments, LLC).

Mayor Wilson recognized Public Information Officer Kara McKinney who reviewed the proposed contract for print services noting six vendors submitted qualified bids and Digital Press submitted the lowest qualified bid. She stated Digital Press has a reputation for quality customer services, staff estimates savings of approximately 20% for printing costs, and anticipates spending approximately \$50,000 to \$80,000 per year on print services. Ms. McKinney stated staff is also looking at additional cost savings and increased services.

Councilmember Shepard moved to authorize the city manager to enter into a contract with Digital Press (Stone Shield Investments, LLC) with the option to renew for four

additional twelve-month periods. Motion seconded by Councilmember Kitchens. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, McLendon and Shepard  
No: None

9. Considered authorizing the city manager to enter into an Agreement with Greenplay, LLC to produce a Cost Recovery and Resource Analysis.

Mayor Wilson recognized City Manager Clay Caruthers who stated he asked department heads to focus on operational planning and to revisit core services and cost recovery. He stated the proposed contract is part of the overall vision, which is largely shaped by measures from the legislative session limiting tax revenue recovery. He stated staff needs to frame things programmatically for future budget discussions. Parks Director Kristie Weaver reviewed the proposed agreement, which will aid in determining financial needs and strategies to fund programs. She stated the investment will not only provide a new foundation for decision making that is fair and equitable to the community, but also incorporate the necessary tools to ensure fiscally sustainable and responsible methods are utilized to determine subsidy levels in all areas of programming. Ms. Weaver reviewed the scope of work, methodology for cost recovery and resource analysis. She stated the final product would be a fluid document that adapts, as the community changes. She stated the bulk of the work would be done in four months with the final presentation to City Council in May 2020.

Councilmember Kitchens stated many citizens do not understand the fees they pay for various services and it is not really covering the cost. He stated this study should guide staff and Council in making fair decisions. City Manager Caruthers stated the goal is more education, not necessarily change driven.

Councilmember McKenzie moved to authorize the city manager to proceed with the Cost Recovery and Resource Analysis with GreenPlay, LLC, for \$46,310. Motion seconded by Councilmember Shepard. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, McLendon and Shepard  
No: None

10. Considered appointments to Boards, Commissions and Committees.

Councilmember Kitchens moved that Jessica Martin be moved to Place 3, Leah Smith to Alternate Place 2 and Will Blackburn to Alternate Place 1 on the Parks and Recreation Board. Motion seconded by Councilmember McKenzie. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, McLendon and Shepard  
No: None

11. Council reviewed the following board, commission and committee meeting minutes:
  - Ñ Transportation Infrastructure and Safety Committee
  - Ñ Planning and Zoning Commission
12. Review of upcoming calendar items – City Manager Caruthers reviewed calendar items noted in the packet including Holiday Hours and the January 11, 2020 Household Hazardous Waste event.
13. City Council Reports - Items of Community Interest – Councilmember McKenzie stated he recently completed the Citizen Prosecutor Academy through the County Criminal District Attorney office, which was a great opportunity to learn about the work being done. He stated District Attorney Sharen Wilson shared her objectives, and he appreciated their efforts to prevent crime and enforce laws. He reviewed information learned during the academy and stated it is open to any resident, with March 5, 2020 being the next application opportunity. Councilmember McKenzie also noted Ms. Wilson had great things to say about the Hurst Police Department.

**PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED.** No one spoke.

**EXECUTIVE SESSION** in Compliance With the Provisions of the Texas Open Meetings Law, Authorized by Government Code, Section 551.071, Consultation with City Attorney to seek advice regarding Pending or Contemplated Litigation or Settlement Offers (City of Hurst v. Carl A. Robinson Properties, Ltd) and to reconvene in Open Session at the conclusion of the Executive Session

Mayor Wilson did not adjourn to Executive Session noting discussion was completed early.

14. Take any and all action ensuing from Executive Session.

Councilmember Kitchens moved to approve the resolution of Hurst v. Robinson et al. consistent with the parameters discussed in executive session and authorize the City Manager and City Attorney to execute all associated documents and to take all other necessary action. Motion seconded by Councilmember Shepard. Motion prevailed by the following vote:

Ayes: Councilmembers Booe, Kitchens, McKenzie, McLendon and Shepard

No: None

**ADJOURNMENT** – The meeting adjourned at 7:38 p.m.

**APPROVED** this the 14<sup>th</sup> day of January 2020.

**ATTEST:**

\_\_\_\_\_  
Rita Frick, City Secretary

**APPROVED:**

\_\_\_\_\_  
Henry Wilson, Mayor

City Council Staff Report

SUBJECT: Consider Resolution 1760 supporting Application for Combined Crime Victims Coordinator Grant to the Office of the Governor for the cities of Hurst, Euless, and Bedford to operate the Combined Crime Victims Coordinator

Supporting Documents:

Resolution 1760  
 Statement of Grant Award

Meeting Date: 1/14/2020  
 Department: Police  
 Reviewed by: Steve Niekamp  
 City Manager Review:

Background/Analysis:

The Cities of Hurst, Euless, and Bedford have shared the services of a Victim's Assistance Coordinator since 2002. During 2018, the Victim's Assistance Coordinator provided services to 1,705 victims. Several of the victims needed assistance in applying for crime victim's compensation through the Office of the Attorney General. The Victim's Assistance Coordinator provides a vital service to victims of violent crime in the cities of Hurst, Euless, and Bedford. The position provides training to police departments, the community, and hospitals about victim services and the rights of victims. Additionally, victims of crime who are eligible for compensation have an advocate to ensure they receive compensation in a timely manner.

The current grant funding will allow the employment of a second Victim's Assistance Coordinator to better serve the cities of Hurst, Euless, and Bedford.

Funding Sources and Community Sustainability:

In support of the City Council's Public Safety Strategic Priority, the employment of Victim's Assistance Coordinators ensures the Police Department continues to provide excellent and responsive services that provide positive community awareness and well-being. Two of The Hurst Way's components, Financial Sustainability and Public Service, provided the filter for determining the cost and benefit.

The City of Hurst received a grant, from the Office of the Governor, for a VA-Victims of Crime Act Formula Grant of \$371,472 supporting two positions from October 1, 2019 to September 30, 2021. Associated costs not covered by the grant will be split equally between the Cities of Hurst, Euless, and Bedford.

Recommendation:

Staff recommends the City Council adopt Resolution 1760 supporting the Application for the Combined Crime Victims Coordinator Grant, from the Office of the Governor, to continue serving the cities of Hurst, Euless, and Bedford for operation of Combined Crime Victims Coordinator positions.

RESOLUTION 1760

A RESOLUTION OF THE CITY COUNCIL OF HURST, TEXAS, AUTHORIZING THE CITY MANAGER TO MAKE APPLICATION FOR THE COMBINED CITIES CRIME VICTIMS LIAISON, OFFICE OF THE GOVERNOR, CRIMINAL JUSTICE DIVISION FUNDING

WHEREAS, the City Council of Hurst, Texas finds it in the best interest of the citizens of Hurst to apply for a grant for the Combined Cities Crime Victims Liaison, in cooperation with the Cities of Bedford and Euless, to be operated for the 2019/2021 years; and

WHEREAS, the City Council of Hurst, Texas agrees to provide applicable matching funds for the said project, if required by the Office of the Governor, Criminal Justice Division grant application; and

WHEREAS, the City Council of Hurst, Texas agrees in the event of loss or misuse of the Criminal Justice Division funds, Hurst City Council assures the funds will be returned to the Criminal Justice Division in full; and

WHEREAS, City Council of Hurst, Texas, designates the City Manager as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

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

Section 1. THAT the City Council of Hurst, Texas approves submission of the grant application, to the Office of the Governor, Criminal Justice Division, for the Combined Cities Crime Victims Liaison.

AND IT IS SO RESOLVED.

Approved this the 14th day of January 2020 by a vote of \_\_\_ to \_\_\_.

ATTEST:

CITY OF HURST

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Henry Wilson, Mayor

Approved as to form and legality:

Grant Number: 2662705

\_\_\_\_\_  
City Attorney

Agency Name: Hurst, City of	Grant/App: 2662705	Start Date: 10/1/2019
Project Title: Combined Cities Crime Victims Coordinator	Status: Pending AO Acceptance of Award [FUND HOLD]	End Date: 9/30/2021
Current Grant Manager: Karina Trevino	Current Program Manager: Andrew Friedrichs	Liquidation Date:
Current Budget: \$371,472.00	Original Award: \$0.00	CFDA: 16.575
	Current Award: \$0.00	OOG Solicitation: VA19 PY20 General Direct Services <a href="#">Announcement</a>
		Fund Source: VA-Victims of Crime Act Formula Grant Program

[Eligibility](#)
[Profile](#)
[Narrative](#)
[Activities](#)
[Measures](#)
[Budget](#)
[Documents](#)
[Victim.Services](#)
[Conditions.of.Funding](#)
[Accept.Award](#)
[Summary](#)
[Upload.Files](#)
[My.Mail](#)
[My.Home](#)

[Grant.History](#)
[Award.Preview](#)
[Grant.Issues](#)

## General Information and Instructions

## Grant Award Documents

Click to View

[Congratulatory Letter](#)

[Responsibilities Memo](#)

## Fund Specific Documents

Click to View

[Fund Specific Conditions](#)

[Print Statement of Grant Award](#)

## Statement of Grant Award (SOGA)

The Statement of Grant Award is the official notice of award from the Office of the Governor (OOG). This Grant Agreement and all terms, conditions, provisions and obligations set forth herein shall be binding upon and shall inure to the benefit of the Parties and their respective successors and assigns and all other State of Texas agencies and any other agencies, departments, divisions, governmental entities, public corporations, and other entities which shall be successors to each of the Parties or which shall succeed to or become obligated to perform or become bound by any of the covenants, agreements or obligations hereunder of each of the Parties hereto.

The approved project narrative and budget for this award are reflected in eGrants on the 'Narrative' and 'Budget/Details' tabs. By accepting the Grant Award in eGrants, the Grantee agrees to strictly comply with the requirements and obligations of this Grant Agreement including any and all applicable federal and state statutes, regulations, policies, guidelines and requirements. In instances where conflicting requirements apply to a Grantee, the more restrictive requirement applies.

The Grant Agreement includes the Statement of Grant Award; the OOG Grantee Conditions and Responsibilities; the Grant Application in eGrants; and the other identified documents in the Grant Application and Grant Award, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code, Title 34, Part 1, Chapter 20, Subchapter E, Division 4 of the Texas Administrative Code, and the Uniform Grant Management Standards (UGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made, and for federal funding, the Funding Announcement or Solicitation under which the OOG was awarded funds; and any applicable documents referenced in the documents listed above. For grants awarded from the U.S. Department of Justice, the current applicable version of the Department of Justice Grants Financial Guide and any applicable provisions in Title 28 of the CFR apply. For grants awarded from the Federal Emergency Management Agency (FEMA), all Information Bulletins and Policies published by the FEMA Grants Program Directorate apply. The OOG reserves the right to add additional responsibilities and requirements, with or without advance notice to the Grantee.

By clicking on the 'Accept' button within the 'Accept Award' tab, the Grantee accepts the responsibility for the grant project, agrees and certifies compliance with the requirements outlined in the Grant Agreement, including all provisions incorporated herein, and agrees with the following conditions of grant funding. The grantee's funds will not be released until the grantee has satisfied the requirements of the following Condition(s) of Funding and Other Fund-Specific Requirement(s), if any, cited below:

<b>Grant Number:</b>	2662705	<b>Award Amount:</b>	\$371,472.00
<b>Date Awarded:</b>	10/29/2019	<b>Grantee Cash Match:</b>	\$34,560.00
<b>Grant Period:</b>	10/01/2019 - 09/30/2021	<b>Grantee In Kind Match:</b>	\$58,900.00
<b>Liquidation Date:</b>	12/29/2021	<b>Total Project Cost:</b>	\$464,932.00
<b>Program Fund:</b>	VA-Victims of Crime Act Formula Grant Program		
<b>Grantee Name:</b>	Hurst, City of		
<b>Project Title:</b>	Combined Cities Crime Victims Coordinator		
<b>Grant Manager:</b>	Karina Trevino		
<b>DUNS Number:</b>	073155822		

<b>CFDA:</b>	16.575 - Victims of Crime Act Formula Grant Program
<b>Federal Awarding Agency:</b>	U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime
<b>Federal Award Date:</b>	9/13/2019

**Federal/State Award ID Number:** 2019-V2-GX-0011  
**Total Federal Award/State Funds Appropriated:** \$193,635,780.00  
**Pass Thru Entity Name:** Texas Office of the Governor – Criminal Justice Division (CJD)  
**Is the Award R&D:** No  
**Federal/State Award Description:** This grant award provides funds from the Crime Victims Fund to enhance crime victim services in the State. Victims of Crime Act (VOCA) assistance funds are typically competitively awarded by the State to local community-based organizations that provide direct services to crime victims

List of Post-Award Conditions of Funding and Other Fund-Specific Requirements

Condition of Funding / Project Requirement	Date Created	Date Met	Hold Project Funds	Hold Line Item Funds
Resolution: Applications from nonprofit corporations, local units of governments, and other political subdivisions must submit a resolution electronically using the 'Upload' function in the eGrants system. The <a href="#">resolution</a> must contain the following: <ul style="list-style-type: none"> <li>• Authorization by your governing body for the submission of the application to OOG that clearly identifies the name of the project for which funding is requested;</li> <li>• A commitment to provide all applicable matching funds;</li> <li>• A designation of the name and/or title of an authorized official who is given the authority to apply for, accept, reject, alter, or terminate a grant (Note: If a name is provided, you must update OOG should the official change during the grant period.); and</li> <li>• A written assurance that, in the event of loss or misuse of grant funds, the governing body will return all funds to OOG.</li> </ul>	7/11/2019		<input checked="" type="checkbox"/>	<input type="checkbox"/>

City Council Staff Report

SUBJECT: Consider Ordinance 2433 amending Chapter 13, Municipal Court by amending and replacing sections relevant to the assessment and collection of reimbursement fees and court costs

Supporting Documents:

Ordinance 2433

Meeting Date: 1/14/2020

Department: Legislative and Judicial Services

Reviewed by: Rita Frick

City Manager Review:

Background/Analysis:

Senate Bill 346 of the 86<sup>th</sup> Legislature (SB 346) consolidated and allocated criminal court costs contained in current law and preempts several sections of Chapter 13 – Municipal Court of the Hurst Code of Ordinances. The proposed ordinances will bring the current chapter into compliance with state law and updates language to reflect Court practice.

Funding Sources and Community Sustainability:

There is no funding source and staff anticipates the proposed consolidated and allocated criminal court costs will have a revenue neutral impact. This item is representative of the Council's vision and mission statements along with their strategic priorities of leadership and public safety.

Recommendation:

It is recommended City Council move to approve Ordinance 2433, first reading, amending Chapter 13, Municipal Court.

## ORDINANCE 2433

**AN ORDINANCE OF THE CITY OF HURST AMENDING CHAPTER 13, MUNICIPAL COURT BY AMENDING AND REPLACING SECTIONS 13-8, 13-9, 13-14, 13-15, 13-17 AND 13-18 RELEVANT TO THE ASSESSMENT AND COLLECTION OF REIMBURSEMENT FEES AND COURT COSTS; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City of Hurst (the “City”) is a Home Rule municipality having full powers of self-government and may enact ordinances relative to its citizens’ health, safety, and welfare that are not inconsistent with the Constitution and laws of the State; and

**WHEREAS**, the City has created a Municipal Court of record, having concurrent jurisdiction with the justice court in criminal cases that arise in the City and that are punishable by fine only; and

**WHEREAS**, Senate Bill 346 of the 86<sup>th</sup> Legislature (“SB 346”) consolidated and allocated criminal court costs contained in current law; and

**WHEREAS**, SB 346 has a preemptive effect on ordinances adopted prior to its effective date of January 1, 2020; and

**WHEREAS**, the City Council finds and determines that the fees and costs adopted by this ordinance are in compliance with the provisions and intent of SB 346, and are thus, revenue neutral to the greatest extent possible; and

**WHEREAS**, all statutory and constitutional requirements for the passage of this ordinance have been adhered to, including but not limited to the Open Meetings Act.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HURST, TEXAS:**

**SECTION 1:** That all matters stated in the preamble are found to be true and correct and are incorporated herein as if copied in their entirety.

**SECTION 2:** That Chapter 13, Municipal Courts, Section 13-8 is amended and replaced, which shall read as follows:

**Sec. 13-8. - Failure to appear; fee for warrant of arrest.**

If any person fails to appear before the court, either in compliance with a personal bond or as directed by a notice of the municipal court clerk's officer, a warrant for the person’s arrest shall be issued, and a reimbursement fee of fifty dollars (\$50.00) shall be charged for the execution or processing by a peace officer of such warrant. The reimbursement fee shall be assessed on conviction, regardless of whether the defendant was arrested at the same time for another offense, and shall be assessed for each arrest of a defendant arising out of the offense for which the defendant has been convicted.

**SECTION 3:** That Chapter 13, Municipal Courts, Section 13-9 is hereby amended and replace, which shall read as follows:

**Sec. 13-9. – Enforcement of judgment**

The judgment of the municipal court shall be enforced in accordance with the Code of Criminal Procedure.

**SECTION 4:** That Chapter 13, Municipal Courts, Section 13-14 is amended and replaced, which shall read as follows:

**Sec. 13-14. – Municipal Court technology fund**

- (a) There is hereby created a Municipal Court technology fund.
- (b) The Municipal Court technology fund consists of money allocated to the funds under Texas Local Government Code Sections 134.103.
- (c) The money deposited in the Municipal Court technology fund may be used to the extent permissible under state law.

**SECTION 5:** That Chapter 13, Municipal Courts, Section 13-15 is amended and replaced, which shall read as follows:

**Sec. 13-15. – Municipal Court building security fund**

- (a) There is hereby created a Municipal Court building security fund.
- (b) The Municipal Court building fund consists of money allocated to the funds under Texas Local Government Code Sections 134.103.
- (c) The money deposited in the Municipal Court building security fund may be used to the extent permissible under state law.

**SECTION 6:** That Chapter 13, Municipal Courts, Section 13-17 is amended and replaced, which shall read as follows:

**Sec. 13-17 – Juvenile case manager; local truancy prevention and diversion fund**

- (a) The Municipal Court is authorized to employ one or more juvenile case managers who:
  - (1) shall assist the court in administering the court's juvenile docket and in supervising its court orders in juvenile cases; and

(2) may provide prevention services to a child considered at-risk of entering the juvenile justice system and intervention services to juveniles engaged in misconduct prior to cases being filed, excluding traffic offenses.

(b) There is hereby created a local truancy prevention and diversion fund.

(c) The local truancy prevention and diversion fund consists of money allocated to the funds under Texas Local Government Code Sections 134.103.

(d) A fund created under this section may be used to the extent permissible under state law.

**SECTION 7:** That Chapter 13, Municipal Court, is amended by adding Section 13-18, which shall read as follows:

Sec. 13-18 – Municipal jury fund

(a) There is hereby created a municipal jury fund.

(b) The Municipal jury fund consists of money allocated to the funds under Texas Local Government Code Sections 134.103.

(c) The money deposited in the municipal jury fund may be used to the extent permissible under state law.

**SECTION 8:** That this Ordinance shall be cumulative of all other City Ordinances and all other provisions of other Ordinances adopted by the City which are inconsistent with the terms or provisions of this Ordinance are hereby repealed

**SECTION 9:** It is hereby declared to be the intention of the City Council of the City of Hurst, Texas, that sections, paragraphs, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared legally invalid or unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such legal invalidity or unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs or sections of this Ordinance since the same would have been enacted by the City Council of the City of Hurst without the incorporation in this Ordinance of any such legally invalid or unconstitutional, phrase, sentence, paragraph or section.

**SECTION 10:** This ordinance shall take effect immediately from and after its passage as the law in such case provides.

**AND IT IS SO ORDERED.**

Passed on the first reading on the 14<sup>th</sup> day of January 2020 by a vote of \_\_\_\_ to \_\_\_\_.

Approved on the second reading on the \_\_\_\_ day of \_\_\_\_\_ 2020 by a vote of \_\_\_\_ to \_\_\_\_.

**ATTEST:**

**CITY OF HURST**

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Henry Wilson, Mayor

**Approved as to form and legality:**

\_\_\_\_\_  
City Attorney

City Council Staff Report

SUBJECT: Consider Resolution 1757 adopting the HART InterCivic Verity Voting System version 2.3.1

Supporting Documents:

Resolution 1757

Meeting Date: 1/14/2020

Department: Legislative and Judicial Services

Reviewed by: Rita Frick

City Manager Review:

Background/Analysis:

The City contracts with the Tarrant County Elections Administrator for the conduct of elections utilizing their equipment. Tarrant County recently purchased the HART InterCivic Verity Voting System version 2.3.1. Section 123.001 of the Texas Elections Code requires "Before a voting system may be used in elections, the authority designated by this section, by resolution, order, or other official action of the authority must adopt the system for use in the elections."

For the City to continue to enter into a Joint Elections Agreement and Contract for election services with Tarrant County Elections, the Council must adopt the system for use.

The proposed Resolution adopts the Hart Intercivic Verity System, as required by Section 123.001 of the Texas Elections Code, to be used in all City elections for all forms of voting in the City of Hurst, including election day voting at polling locations, early voting in person, early voting by mail, and provisional voting.

Funding Sources and Community Sustainability:

Conducting joint elections and contracting with Tarrant County Elections for election services is the most cost effective and efficient method for the conduct of elections. This item is representative of the Council's vision and mission statements along with their goals and priorities.

Recommendation:

Staff recommends the City Council move to approve Resolution 1757, adopting the Hart Intercivic Verity Voting System version 2.3.1. to be used in all City elections for all forms of voting in the City of Hurst, including election day voting at polling locations, early voting in person, early voting by mail, and provisional voting.

RESOLUTION 1757

A RESOLUTION OF THE CITY OF HURST, TEXAS, ADOPTING THE HART VERITY VOTING SYSTEM

WHEREAS, On August 13, 2019 the Tarrant County Commissioner's Court voted to accept the contract with HART InterCivic to purchase Verity System version 2.3.1; and

WHEREAS, the City of Hurst utilizes Tarrant County voting equipment for city elections.

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

Section 1. THAT the City Council of Hurst, Texas, does hereby adopt the HART InterCivic Verity, version 2.3.1, for use in Absentee Voting By mail, Early Voting By Personal Appearance, Regular Voting on Election Day and Provisional Voting.

Section 2. THAT the system will be used for all City elections.

Section 3. THAT the system will be used in accordance to the terms and conditions specified in the certification order issued by the Texas Secretary of State.

AND IT IS SO RESOLVED.

Approved this the 14<sup>th</sup> day of January 2020 by a vote of \_\_\_ to \_\_\_.

ATTEST:

CITY OF HURST

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Henry Wilson, Mayor

Approved as to form and legality:

\_\_\_\_\_  
City Attorney

City Council Staff Report

SUBJECT: Consider approval of Resolution 1759 and adoption of the Tarrant County 2020 Hazard Mitigation Action Plan (HAZMAP)

Supporting Documents:

Resolution 1759

Meeting Date: 1/14/2020

Department: Fire

Reviewed by: David Palla

City Manager Review:

Background/Analysis:

The City of Hurst has a Texas and FEMA approved 2015 Hazard Mitigation Action Plan that outlines natural hazards and associated potential mitigation projects to make Hurst a safer place to live. Every five years the Federal Government requires Cities to update and submit the hazard mitigation action plan (HAZMAP) to the state and FEMA for approval. Hurst participates with the NCTCOG in a Tarrant County planning process to update the HAZMAP. The 2020 Plan has been approved by the state and FEMA, and each city must approve the plan by resolution for the plan to be fully approved by FEMA. The mitigation goals and plans, listed for Hurst, are not binding, but provide guidance if the funding is available. An approved Hazard Mitigation Action Plan makes Hurst a candidate for grants from the State of Texas.

Funding Sources and Community Sustainability:

A Hazard Mitigation Action Plan makes Hurst a safer, more sustainable place to live. The potential for grants to fund large mitigation projects is financially beneficial to the citizens of Hurst.

Recommendation:

Staff recommends the City Council approve Resolution 1759 adopting the 2020 Tarrant County Hazard Mitigation Action Plan.

**RESOLUTION 1759**

**A RESOLUTION OF THE CITY OF HURST ADOPTING THE TARRANT COUNTY HAZARD MITIGATION ACTION PLAN, JANUARY 2020**

**WHEREAS**, the City of Hurst recognizes the threat that natural hazards pose to people and property within Tarrant County; and

**WHEREAS**, the County of Tarrant has prepared a multi-hazard mitigation plan, hereby known as Tarrant County Hazard Mitigation Action Plan, January 2020, in accordance with the Disaster Mitigation Act of 2000; and

**WHEREAS**, Tarrant County Hazard Mitigation Action Plan, January 2020, identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property, in the City of Hurst, from the impacts of future hazards and disasters; and

**WHEREAS**, adoption by City of Hurst demonstrates their commitment to the hazard mitigation and achieving the goals outlined in the Tarrant County Hazard Mitigation Action Plan, January 2020.

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

Section 1. **THAT** the City of Hurst, Texas adopts the Tarrant County Hazard Mitigation Action Plan, January 2020.

PASSED by a vote of \_\_\_ to \_\_\_ on this the \_\_\_ day of January 2020.

ATTEST:

CITY OF HURST

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Henry Wilson, Mayor

Approved as to form and legality:

\_\_\_\_\_  
City Attorney

City Council Staff Report

SUBJECT: Consider Authorizing the City Manager to Enter into a Contract for Network Infrastructure Maintenance

Supporting Documents:

Meeting Date: 1/14/2020

Department: Information Technology

Reviewed by: Clayton Fulton

City Manager Review:

Background/Analysis:

The City of Hurst's Information Technology (I.T.) Department provides state-of-the-art technology to the employees. As part of this the I.T. department utilizes third party maintenance vendors to help support its network infrastructure. This support includes emergency equipment replacement, providing operating system updates, troubleshooting and technical support. This maintenance does not include any labor to install updates or make changes to network configuration.

The I.T. Department is renewing its Network Switching Maintenance and utilizing the DIR contract is recommending that the City purchase a 3-year maintenance agreement through Kudelski Security in the amount of \$30,755.52. This provides the City with annual savings of \$4,000 per year over a 1-year contract.

This purchase would utilize DIR contract DIR-TSO-4240.

Funding Sources and Community Sustainability:

The total amount needed for the maintenance agreement is \$30,755.52. Funding for this project has been identified in the FY 20 I.T. operating budget.

In an effort to remain a vibrant community this project addresses the City Council's Strategic Priorities for Innovation and Infrastructure by improving and maintaining the City's I.T. components.

Recommendation:

It is recommended the City Council authorize the City Manager to enter into a maintenance contract for the City's Networking Infrastructure through Kudelski Security utilizing the DIR contract, not to exceed the amount of \$30,755.52.

City Council Staff Report

SUBJECT: Conduct a public hearing and consider the issue of levying civil penalties and status of the repairs for the property located at 450 E. Hurst Blvd, Hurst, Texas; Lot A3, Block 14, of the Holder Estates subdivision (Dakota Place Apartments)

Supporting Documents:

Meeting Date: 1/14/2020

Department: Planning and Development

Reviewed by: Michelle Lazo

City Manager Review:

Background/Analysis:

On November 26, 2019, the City Council held a public hearing and ordered the conditional assessment of civil penalties against the owners of the Dakota Apartment Complex.

Staff will provide an update regarding the status of the repairs to the complex and the owner's compliance with the applicable City Council Orders.

Funding Sources and Community Sustainability:

There is no funding impact.

Recommendation:

Recommendation will be presented at the meeting.

City Council Staff Report

SUBJECT: Public Hearing for the FY 2020 – 46th Year Community Development Block Grant (CDBG) Program

Supporting Documents:

Public Hearing Notice  
 Schedule and Fact Sheet  
 CDBG Designated Target Area Map  
 Questionnaire for Public Participation

Meeting Date: 1/14/2020  
 Department: Public Works  
 Reviewed by: Greg Dickens  
 City Manager Review:

Background/Analysis:

Tarrant County will receive H.U.D. funding in 2020 for projects designed to upgrade low to moderate-income neighborhoods in the Community Development Block Grant (CDBG) area.

Pursuant to the requirement of the amended Community Development Act of 1974, each city must hold at least one Public Hearing. The hearing has been advertised for January 14, 2020, in the Fort Worth Star Telegram and posted at City Hall. The purpose of the Public Hearing is to receive citizen input for the Community Development Block Grant Program. The hearing will provide an open forum to obtain the views and concerns of citizens regarding the expenditure of CDBG funds.

The Public Hearing will guide staff and City Council towards adopting the 2020 Community Development Block Grant Program. The minutes of the Public Hearing shall be submitted to Tarrant County as part of the documentation for the 46th Year CDBG Program.

Funding Sources and Community Sustainability:

There is no fiscal impact. The participation in the CDBG Program and the funds granted to the City is directly representative of the Council's goals of Financial Sustainability and Infrastructure. The reconstruction of streets in older portions of the City will help spark Redevelopment in those areas.

Recommendation:

Staff recommends a Public Hearing be held to receive public input on the 46th year CDBG Program.

**REQUIRE PUBLICATION DATE OF SUNDAY, DECEMBER 22, 2019  
Fort Worth Star Telegram**

**From the City of Hurst**

**LEGAL NOTICE**

**CITY OF HURST  
REVIEW OF COMMUNITY DEVELOPMENT BLOCK GRANT  
FUNDING FOR THE FY 2020 – 46th PROGRAM YEAR CDBG PROGRAM**

**A PUBLIC HEARING WILL BE HELD BY THE CITY OF HURST ON TUESDAY, JANUARY 14, 2020 AT 6:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS, LOCATED AT 1505 PRECINCT LINE ROAD, PURSUANT TO THE REQUIREMENTS OF THE COMMUNITY DEVELOPMENT ACT OF 1974 AS AMENDED.**

**THE PURPOSE OF THE MEETING IS TO DISCUSS PROPOSALS FOR THE FY 2020-46th PROGRAM YEAR COMMUNITY DEVELOPMENT PROGRAM. THIS PUBLIC HEARING WILL PROVIDE AN OPEN FORUM TO RECEIVE CITIZEN VIEWS, QUESTIONS, AND COMPLAINTS CONCERNING THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.**

**FURTHER INFORMATION CAN BE OBTAINED FROM THE DEPARTMENT OF PUBLIC WORKS AT 817-788-7076. THE PUBLIC IS ENCOURAGED TO ATTEND.**

**s/ Henry Wilson  
Mayor**

## Important Dates

### CDBG Project Proposal Review/Training \*

Wednesday, December 18, 2019

11:00am - 12:00pm OR 3:00pm - 4:00pm

Tarrant County Community Development Division

1509B S. University Drive, Suite 276

Fort Worth, Texas 76107

\* PLEASE RSVP Susan Au (817) 850-7940 or [sau@TarrantCounty.com](mailto:sau@TarrantCounty.com)

- Mayors' Council CDBG Ranking Committee will meet February 25, 2020 - ranking based on PY2020 proposals
- City Public Hearings on Proposed Projects - December '19 thru March '20 (You must have another hearing based on new budgets for multiple year projects)
- All approved public hearing minutes **MUST** be submitted to Susan Au via mail, fax or e-mail before May 15, 2020.

**Proposals are due Friday, January 31, 2020, no later than 12:00 noon**

**Submit: 2 Hard Copies**

**TO: 1509 B South University Drive, Fort Worth, TX 76107**

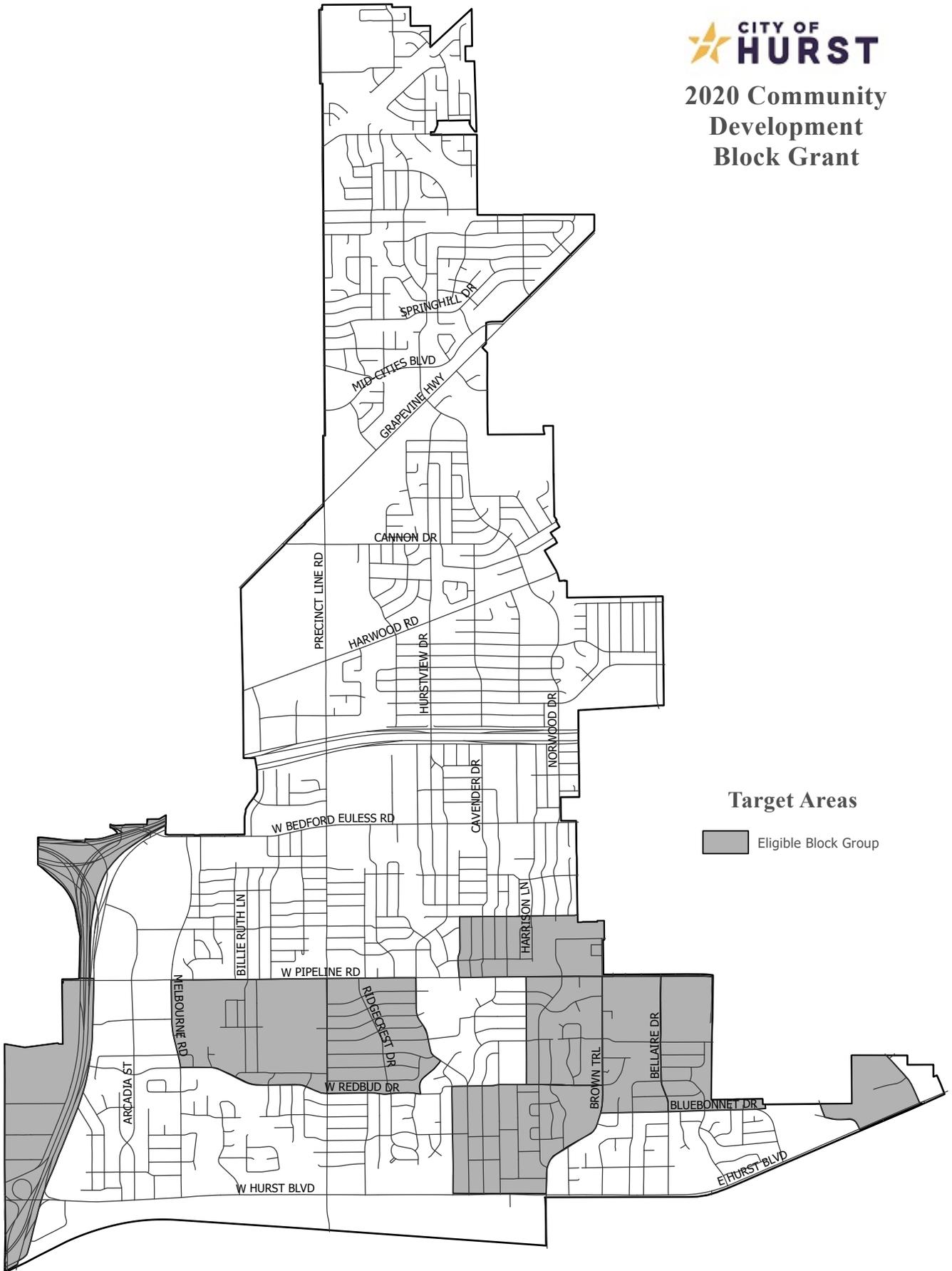
## Eligible Activities

Before CDBG funds can be expended, a proposed project must be determined to be an eligible activity and meet the national objective by serving low/moderate income persons. Eligible activities within cities include:

- Public Facilities and Improvements (i.e., construction, reconstruction, removal of architectural barriers to accessibility; streets, water and sewer lines, new sidewalks, new energy efficient street lighting, senior center construction or rehabilitation)
- Single Family Owner Occupied Rehabilitation of home (via in-house rehab program within Tarrant County Community Development)



# 2020 Community Development Block Grant



## QUESTIONNAIRE FOR CDBG CITIZEN PARTICIPATION

Your County Commissioner and City Council would like to find out what your community needs are. The information obtained from this questionnaire will be used to develop programs using Community Development Block Grant funds that Tarrant County will request from the Department of Housing and Urban Development.

Date \_\_\_\_\_

Name of the street where you live \_\_\_\_\_

Your interest and cooperation will help make your city and community a better place to live. Please put an "X" in the box that best answers the question of need.

<b>PROJECTS</b>	<b>MOST NEEDED</b>	<b>NEED</b>	<b>DON'T NEED</b>
Repair of houses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Street improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Curbs and Gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storm drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Removal of architectural barriers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Senior centers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood and drainage improvements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water and sewer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In my opinion, the most important single need of my community out of the above is:

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Other services my community needs are: {please list}

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My comments (other things I would like to tell my County Commissioner and City Council) are:

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Notices on community development public meetings are published in area newspapers. All citizens' comments and input are welcome. Please return this form to the city officials at the end of the public hearing, or address written comments to:

Tarrant County Planning Department  
100 W. Weatherford Street  
Fort Worth, TX 76102

City Council Staff Report

SUBJECT: Consider Resolution 1758 calling the City of Hurst May 2, 2020 General Election

Supporting Documents:

Resolution 1758

Meeting Date: 1/14/2020

Department: Legislative and Judicial Services

Reviewed by: Rita Frick

City Manager Review:

Background/Analysis:

The uniform election date, which is utilized for the City's General Election of Officers, is May 2, 2020. As part of the election process, the City Council must order the election, and historically, this is done prior to the beginning of the filing period for a place on the ballot.

The Main Early Voting location will be the Tarrant County Elections Center located at 2700 Premier Street, Fort Worth, Texas. There will be additional branch early voting locations throughout the County, as finalized in the joint agreement and contract with the Tarrant County Elections Administrator.

The anticipated branch early voting location within the City of Hurst includes the Hurst Recreation Center, 700 Mary Drive. The County will provide a final listing of all available branch sites at a future date. Hurst residents may vote at any early voting site in Tarrant County during the early voting by personal appearance process and with the approval of Tarrant County Vote Centers will also be able to vote at any site on election day.

Staff recommends the Election Day polling site, in Hurst, continue to be at the Hurst Public Library, 901 Precinct Line Road. The proposed Resolution orders the election, authorizes a Joint Election Agreement and Contract for election services with the Tarrant County Elections Administrator, and establishes a date for a runoff election, if necessary.

Funding Sources and Community Sustainability:

Funding is provided in the Fiscal Year 2019-2020 budget. This item is representative of the Council's vision and mission statements along with their goals and priorities.

Recommendation:

Staff recommends the City Council approve Resolution 1758 calling the May 2, 2020 General Election of Officers.

## RESOLUTION 1758

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HURST, TEXAS, CALLING THE GENERAL ELECTION OF OFFICERS FOR MAY 2, 2020; AUTHORIZING A JOINT ELECTION AGREEMENT AND CONTRACT FOR ELECTION SERVICES WITH THE TARRANT COUNTY ELECTIONS ADMINISTRATOR; AND ESTABLISHING A DATE FOR A RUNOFF ELECTION, IF NECESSARY

WHEREAS, the regular election for the City Council of the City of Hurst as set forth by the Charter and by the Texas Election Code is required to be held on May 2, 2020, at which time the voters will elect persons to fill the offices of City Council Places 3 (Mayor), 4, 5 and 7; and

WHEREAS, the City Council desires to conduct joint elections pursuant to the provisions of the Texas Election Code, and as established in a joint election agreement and contract for election services with the Tarrant County Elections Administrator.

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

Section 1: THAT unless one or more of the entities qualify under provisions of the Texas Election Code to cancel their election, the City of Hurst shall hold a joint election, per the aforesaid joint election agreement and contract for election services, on Saturday, May 2, 2020, for the purpose of electing members of the Hurst City Council.

Section 2: THAT an election is hereby ordered to elect persons to the offices of City Council Places 3 (Mayor), 4, 5 and 7 to serve until May of 2022 or until their successors are duly elected and qualified. Such election shall be held at the Hurst Public Library, 901 Precinct Line Road, Hurst, Texas, on the 2nd day of May 2020, from 7:00 a.m. until 7:00 p.m.

Section 3: THAT qualified persons may file as candidates by filing application in the office of the City Secretary, Monday through Friday, 8:00 a.m. until 5:00 p.m. beginning on Wednesday, January 15, 2020, and continuing until 5:00 p.m. on Friday, February 14, 2020. The names of eligible and qualified candidates for such office shall be placed on the ballot for such election by the City Secretary at the time and in the manner prescribed by law, and the charter and ordinances of the City of Hurst.

Section 4: THAT Heider Garcia (or his successor), Tarrant County Elections Administrator, 2700 Premier Street, Fort Worth, Texas 76111, is hereby appointed as Early Voting Clerk and may appoint additional deputy early voting clerks as necessary to properly conduct the Election. Applications for ballot by mail must be received by mail no later than the close of business on Tuesday, April 21, 2020 (Mailing Address: P.O. Box 961011, Fort Worth, Texas, 76161-0011; Attention: Heider Garcia, Early Voting Clerk).

Section 5: THAT early voting by personal appearance shall be conducted at the County's Main Early Voting location: 2700 Premier Street, Fort Worth, Texas 76111, and branch offices for early voting by personal appearance shall also be established as outlined in the election agreement with Tarrant County Elections Administrator.

The anticipated branch early voting location within the City of Hurst includes the Hurst Recreation Center, 700 Mary Drive. Tarrant County Elections Administration will provide a final listing of all available branch sites at a future date, and Hurst residents may vote at any early voting site in Tarrant County during the early voting by personal appearance process.

Early voting by personal appearance will begin on Monday, April 20, 2020, and will end on Tuesday, April 28, 2020, and the hours designated for early voting by personal appearance shall be as set forth below:

April 20 - 24	Monday – Friday	8:00 a.m. – 5:00 p.m.
April 25	Saturday	7:00 a.m. – 7:00 p.m.
April 26	Sunday	11:00 a.m. – 4:00 p.m.
April 27 – 28	Monday – Tuesday	7:00 a.m. – 7:00 p.m.

For purposes of processing ballots cast in early voting, the election officers for the early voting ballot board shall be appointed and designated in accordance with the provisions of the election agreement with the Tarrant County Elections Administrator.

Section 6: THAT all resident qualified electors of the City shall be permitted to vote at said election, and on the day of the election, such electors shall vote at the polling place(s) designated for the election precinct in which they reside. This election shall be held and conducted in

accordance with the aforesaid election agreement, and the election laws of the State of Texas.

Section 7: THAT combined ballots may be utilized containing all of the offices and propositions to be voted on at each polling place, provided that no voter shall be given a ballot or permitted to vote for any office or proposition on which the voter is ineligible to vote. The County's voting equipment will be utilized for this election.

Section 8: THAT the election officers for each polling place shall be appointed in accordance with the provisions of the election agreement for the conducting of the election on the aforesaid election date with Tarrant County, Texas.

Section 9: THAT the Mayor is hereby authorized to execute aforesaid election agreement for and on behalf of the City.

Section 10: THAT the expenses of the joint election shall be borne as outlined in the election agreement with the Tarrant County Election Administrator.

Section 11: THAT any runoff election required for the election of members of the City Council of the City of Hurst, Texas, ensuing from the General Election of May 2, 2020, shall be held on Saturday, June 9, 2020, or as designated by the joint election agreement and contract and in accordance with the election code.

AND IT IS SO RESOLVED.

Passed by a vote of to this the 14<sup>th</sup> day of January 2020.

ATTEST:

CITY OF HURST

\_\_\_\_\_  
Rita Frick, City Secretary

\_\_\_\_\_  
Henry Wilson, Mayor

Approved as to form and legality:

\_\_\_\_\_  
City Attorney

City Council Staff Report

SUBJECT: Consider authorizing the city manager to enter into a Contract for construction of the Valley View Drive Drainage Improvements (1148 Valley View Drive)

Supporting Documents:

Vicinity Map  
 Location Map  
 Bid Summary  
 Engineer's Recommendation for Award

Meeting Date: 1/14/2020  
 Department: Public Works  
 Reviewed by: Greg Dickens  
 City Manager Review:

Background/Analysis:

The natural ground of the rear yards of lots on Belle Street and Bedford Court East falls toward the west including 1148 Valley View Drive. Rain consequently will accumulate and sheet flow through the rear and side yards of 1148 Valley View Drive. The flow can be substantial during heavy rains and the homeowner has provided specific data and reports on a number of occasions over the past 34 years when rising water entered the home past exterior walls resulting in interior damage.

City staff engaged Thomas Hoover Engineering, LLC, earlier this year to conduct drainage analysis and prepare a design for drainage improvements to mitigate the flooding. Subsequent to meetings with affected property owner, the design was completed and the project was advertised for bid in November and December.

Bids were opened on December 11, 2019 at City Hall. Five contractors submitted bids with the low bidder being GRod Construction, LLC, of Boyd, Texas, for a total bid amount of \$52,390.00.

Funding Sources and Community Sustainability:

Sufficient funds are available in the project budget and miscellaneous Storm Drainage Utility Funds for the construction costs.

This construction contract meets Council's goals of Customer Service and Financial Sustainability.

Recommendation:

Staff recommends City Council authorize the city manager to enter into a Contract with GRod Construction, LLC, for Valley View Drive Drainage Improvements (1148 Valley View), in the amount of \$52,930.00, with a contingency of \$5,000.00, for a total amount of \$57,930.00 and a bid time of 50 calendar days.



# LOCATION MAP



1148 Valley View Dr.

Approximate 1.8 acres  
draining to her backyard.





January 7, 2020

Mr. Duane Hengst, PE  
City Engineer/Managing Director of Engineering & Construction  
City of Hurst  
1505 Precinct Line Road  
Hurst, TX 76054

Re: 1148 Valley View Drainage Improvements  
Project No. 6419-306

Dear Mr. Hengst:

On December 11, 2019, five (5) bids were received for the 1148 Valley View Drainage Improvements. The bids ranged from a low of \$52,930 from GRod Construction, LLC of Boyd, Texas to a high of \$122,800 submitted by Atkins Bros. Equipment Co., Inc. of Midlothian, Texas.

This office reviewed each bid for correct addition and extension of values. No errors were found which adversely affected the order of the bids received. The apparent low responsible bid is from GRod Construction, LLC. They have successfully completed several drainage projects in this area.

The contractor will provide the necessary bonding and insurance as required in the contract documents. Based upon the references, bonding, and insurance, this office did not find a reason to not award the construction contract for the 1148 Valley View Drainage Improvements – Project No. 6419-306 to GRod Construction, LLC for the amount of \$52,930.00

We have included a tabulation of all bids received on the project for your files. If you have any questions on the above, please contact this office.

Sincerely;

Thomas Hoover Engineering, LLC

A handwritten signature in black ink, appearing to read 'Thomas Hoover', is written over the typed name.

Thomas L. Hoover

Enc: Bid Tabulation

On the 19<sup>th</sup> day of November 2019, at 5:30 p.m., the Library Board of the City of Hurst, Texas, convened in Regular Meeting at the Library, 901 Precinct Line Road, Hurst, Texas, with the following members present:

Betty Whiteside	)	Chair
Ruth Kennedy	)	Vice-Chair
Peggy Moore	)	Members
Linda Dibley		
Gus Nixon		
Margaret Coleman		
Julie Granquist	)	Alternates
Ann Teeter		
Kyle Gordon	)	Executive Director of Community Services
Jesse Loucks	)	Library Director
Hannah Titony	)	Community Services Management Assistant
Teri Smith	)	Community Services Administrative Assistant

with the following members absent: Janie Melton-Judy, constituting a quorum, at which time the following business was transacted:

**I. Call to Order**

Chair Betty Whiteside called the meeting to order at 5:30 p.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes of the October 15, 2019 regular meeting were reviewed and approved as written.

**IV. Director's Report**

**A. Statistical Report for October:** The Library Statistical Report for October was distributed to the Board. Jesse Loucks reviewed the report.

<b>October</b>	
Circulation.....	34,045
Number of Active Patrons.....	31,607
Volunteer Hours.....	241
Door Count.....	11,709
Electronic Usage Sessions.....	5,947
Page Views.....	5,730
Net Revenue .....	\$ 1,749
Children's Programming.....	1,283
Adult Programming.....	1,163

- B. **Program & Events Report for October:** The Program & Events Report for October was distributed to the Board. Jesse Loucks reviewed the report. Pictures of the events were displayed.
- C. **Upcoming Programs and Events:** Mr. Loucks reviewed the Upcoming Programs and Events report. Pictures were displayed for the Board.

The following item was moved to the top of the Agenda:

#### IX. Informational Items

- A. **Program Highlight – Story Laboratory:** Miranda Hawkins, Youth Librarian, explained that the Story Laboratory program is a family program that involves a story time followed by a STEM activity, with a new theme every month. She reads a story related to that theme to the participants and then they participate in a related experiment.

#### IV. Director's Report (continued)

##### D. Works in Progress

1. **Information Desk Improvements:** Kyle Gordon informed the Board that the Library Staff is in the process of remodeling the Information Desk to match the design of the Circulation Counter. He explained that three of the four sections of the new desk have been installed and the remainder of the installation will be completed soon.
2. **HVAC Repair:** Jesse Loucks stated that Library Staff recently had an issue with the Library's heating and air conditioning unit in Program Room East. The problem has been resolved and the unit is working well.
3. **Collection Relocation:** Mr. Loucks explained that the DVDs are being relocated to utilize space saving shelving along the south wall on the main circulation floor.

##### E. Staff Activities

1. **Service Awards:** Jesse Loucks reported that the City-wide Service Recognition event was held last month and several Library employees received recognition for 5 and 10 years of service to the City of Hurst and special awards for exceptional performance.
2. **PLANT Conference:** Mr. Loucks informed the Board that he attended the PLANT Conference last month in Pottsboro, Texas. The conference included many different sessions and discussions that covered such topics as, responding to patron harrassment, dealing with book challenges, addressing homeless issues within your community, eSports, and general best practices.

3. **Library Support Staff Fall Meeting:** Mr. Loucks noted that Library Assistant, Michele Haynes, attended the Library Support Staff Fall Meeting that was held at the Desoto Public Library, along with other Library employees from numerous surrounding cities. The focus of the meeting was on Circulation Best Practices.

## V. Reports of the Committees

### A. Friends of the Hurst Public Library

1. **October Revenue Report:** The Friends revenue report for October was provided for the Board.

## VI. Communications

- A. **Community Comments:** Jesse Loucks informed the Board of several positive comments including a five star google review and thank you cards from Shady Oaks Elementary.
- B. **Collaborative Social Media Campaign:** Mr. Loucks noted that several Library employees participated in a collaborative social media campaign with the City's Animal Services Department promoting information regarding pet adoption.

## VII. Unfinished Business

None at this time.

## VIII. New Business

- A. **Officer Elections:** Kyle Gordon informed the Board that it is time to elect Chair and Vice Chair for the Library Board. Margaret Coleman made a motion to elect Betty Whiteside as Chair and Ruth Kennedy as Vice Chair. Peggy Moore seconded the motion and the vote in favor was unanimous.
- B. **Library Lighting Upgrade:** Mr. Gordon reported that the budget review for this year allows for a lighting upgrade for the Library. The project will replace 272 florescent fixtures with LED fixtures and bulbs. The new LED system will be brighter, more energy efficient, and require less maintenance. Gus Nixon made a motion to approve the project as presented. Margaret Coleman seconded the motion and the vote in favor was unanimous.

## IX. Informational Items

- A. **Program Highlight – Story Laboratory:** This item was moved to the top of the Agenda.
- B. **Scholastic Literacy Partnership:** Jesse Loucks stated that the Library will be partnering with Scholastic to receive discounted books that will be utilized during the Library's Summer Reading Club program to combat "Summer Slide".

- C. **Library Mobile App Update:** Mr. Loucks noted that the Library will soon have a new app through the Sirsi Dynix Blue Cloud that will be offered to Library Patrons. It is much more user friendly and easily connects to the Library's Catalog.
- D. **United Way Campaign Recap:** Hannah Titony gave a recap of this year's United Way Campaign including fund raising programs such as Boo Grams, Chili Cookoff, Eat First in Hurst, and the Wrap Up with a Silent Auction. The total amount raised this year for United Way of Tarrant County is \$14,400.
- E. **Heritage Village Presents:** Ms. Titony reported that the Heritage Village Presents event, Movie in the Park, was held on November 1<sup>st</sup> at the Library with 75 in attendance. She noted that the Heritage Village Presents Events will return in the Spring of 2020.
- F. **December Board Meeting:** Kyle Gordon recommended canceling the December Library Board meeting. All Board Members were in agreement; therefore, the next regularly scheduled Library Board Meeting will be held on January 21, 2020.
- G. **Holiday Closure:** Mr. Gordon informed the Board that the Library will close at 2:00 p.m. on November 27<sup>th</sup> and will be closed on November 28<sup>th</sup> and 29<sup>th</sup> in observance of the Thanksgiving Holiday. The Library will close at 2:00 p.m. on December 23<sup>rd</sup> and will be closed December 24<sup>th</sup> and 25<sup>th</sup> in observance of the Christmas holiday and will be closed January 1, 2020 in observance of New Year's Day.

**X. Board Member and Citizen Comments**

**XI. Adjournment**

There being no further business, the meeting was adjourned by Chair, Betty Whiteside at 6:45 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2020

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDING SECRETARY

STATE OF TEXAS

On the 21<sup>st</sup> day of November, 2019 at 6:00 p.m., the Parks and Recreation Board of the City of Hurst, Texas, convened its Regular Meeting at the Hurst Public Library, 901 Precinct Line Road, Hurst, Texas, with the following member's present to-wit:

Alan Neace	)	Chairman
Ralph Hurd	)	Members
Pat King	)	
Rod Robertson	)	
Gary Waldron	)	
Bob Walker	)	
Will Blackburn	)	Alternates
Jessica Martin	)	
Kyle Gordon	)	Executive Director of Community Services
Hannah Titony	)	Community Services Management Assistant
Chris Watson	)	Recreation Director
Eric Starnes	)	Director of Facilities & Project Management
Amy Oden	)	Recreation Manager
Jennifer Kashner	)	Recreation Manager
Madison Seil	)	Recreation Coordinator
Paige Lutz	)	Recreation Administrative Assistant
Kathleen Nahidi	)	Parks Administrative Assistant

with no members absent, constituting a quorum, at which time the following business was transacted:

- I. **Call to Order:** Alan Neace called the meeting to order at 6:00 p.m.
- II. **Roll Call of Members:** Paige Lutz conducted the Roll Call of Members.
- III. **Approval of Minutes:** Gary Waldron made a motion to approve the minutes of the October 17, 2019 regular meeting; Bob Walker seconded the motion.

AYES: Hurd, King, Neace, Robertson, Waldron, Walker

NOES: None

**IV. Staff Report:****A. Director's Report:**

1. **October Participation Report:** Chris Watson presented the following statistics for the October Participation Report:

<u>October</u>	
Recreation Center	13,473
Classroom Programs	1,463
Fitness Center	4,177
Tennis Center	1,389
Facility Rentals	76
Active Members	2,452

Jessica Martin inquired as to if free Daily Passes could be offered to voters coming into the Rec Center to vote. Chris Watson reported that he would have staff look into the possibility of offering passes to voters.

2. **Program Highlight:** Chris Watson reported that the November Program Highlight features the Hurst Classroom Program's Gymnastic Classes. He reported that two new teachers have been added to the program, making a total of three gymnastics teachers. The classes are very popular and are consistently full.

**B. Special Events:**

1. **2019 Fish Stocking Program:** The dates for the upcoming fish stocking at the Chisholm Park Pond were displayed. Information regarding Texas Parks & Wildlife was distributed.
2. **Walktober Recap:** Chris Watson reported that as part of the Healthy Hurst program, the Hurst Recreation Center celebrated National Walking Month with the Annual Walktober Program throughout the month of October. He noted that 100 participants took part and walked over 5,000 miles collectively.
3. **Family Camp-out Recap:** The Annual Family Overnight Camp-out event was held on October 18<sup>th</sup> & 19<sup>th</sup> at Chisholm Park. Amy Oden, Recreation Manager, reported that 125 participants enjoyed a Chuck Wagon dinner, s'mores by the campfire, and a Movie in the Park, featuring *Secret Life of Pets 2*.
4. **Santa and Soldiers Veterans Day Parade Recap:** Amy Oden presented a recap of the Santa and Soldiers Veterans Day Parade. The event was held on November 9<sup>th</sup> beginning on Precinct Line Road and continuing to Northeast Mall. Ms. Oden presented photos of the event and reported that the winning float was awarded to Shady Oaks Elementary. The event was

the kick-off of the Holiday Season at Northeast Mall and welcomed Santa to the Mall.

5. **Santa's Mailbox Preview:** The Annual Santa's Mailbox program will be held December 1<sup>st</sup> – 15<sup>th</sup>; children can drop off their letters to Santa at the mailboxes located at the Recreation Center, Library, and City Hall.
6. **Christmas Tree Lighting Preview:** Amy Oden presented an overview of the Christmas Tree Lighting and Santa's Workshop event. The event will be held on December 3<sup>rd</sup> at the Hurst Conference Center.
7. **Heritage Village Presents:** Hannah Titony reported that, due to inclement weather, the Movie in the Park was moved inside the Library. The event was held on November 1<sup>st</sup> and featured Disney's *Aladdin*.

**C. Works in Progress:**

1. **TXDOT Green Ribbon Grant Phase 2:** The project is complete. Staff will conduct a final inspection in late November.
2. **TXDOT Green Ribbon Grant Phase 3:** The project is complete. Staff will conduct a final inspection in late November.
3. **TXDOT Green Ribbon Grant Phase 4:** TXDOT and Council have approved the project for construction; as a result, the project will start in December.
4. **Animal Shelter and Dog Park:** The design for the Animal Shelter will be complete by late November. The construction of the Animal Shelter will start early next year.
5. **Rickel Park Overlook:** The cantilevered wood structure will be replaced with a concrete deck that overlooks the channel. Currently, staff is seeking pricing for the proposed work.
6. **Parks Department Drainage Repair:** The trench drain behind the Parks building is failing and needs repair. The City contractor is scheduled to start the repair in late November.
7. **City Christmas Decorations:** Parks Staff has installed decorations at: Conference Center, Justice Center, Library, Recreation/Tennis Centers, Brookside, Fire Station #2, Senior Center, Heritage Village, and City Hall.

**D. Staff Activities:**

1. **December Calendar:** Chris Watson reviewed the calendar of events highlights for the month of December.
2. **Ellis & Associates, Inc. Award:** Chris Watson presented the Board with the Ellis & Associates Gold Award. The Aquatics Program received the

award for outstanding safety operations, lifeguard professionalism, and best practices at the two aquatics centers.

3. **Texas Recreation and Parks Society Award:** Madison Seil, Recreation Coordinator, received the Texas Recreation and Parks Society's 2019 Horizons Award. This honor goes to young professionals with five years or less experience in the field of Parks or Recreation. The Board congratulated Madison.
4. **Texas Tennis Association Award:** Kelly Langdon, Hurst Tennis Center Specialist, received the Texas Coaches Association Leadership Award. This is the second time for Kelly to receive this prestigious award. The Board congratulated Kelly.

**V. Report of the Committee:**

**A. John Butler Memorial Senior Citizens Banquet**

1. **Door Prize List Update:** The Door Prize List for the John Butler Senior Banquet was reviewed by the Board.
2. **Give-away Item:** Amy Oden presented the give-away item for the Banquet; a 2020 monthly calendar.
3. **Donation Schedule:** The Donation Prize Committee meeting is scheduled for Monday, December 9th, at 9:30 a.m. All Donations are due by December 6<sup>th</sup>.

**VI. Communications:**

- A. Social Media Activity:** Chris Watson presented examples of the Recreation Center's Social Media presence.

**VII. Unfinished Business:** None to discuss at this time.

**VIII. New Business:**

**A. Officer Elections:**

Alan Neace asked the Board to consider nominations for the positions of Board Chair and Vice-Chair for the coming year.

Ralph Hurd nominated Rod Robertson to serve as Board Chair; there were no other nominations.

AYES: Hurd, King, Neace, Robertson, Waldron, Walker

NOES: None

Bob Walker nominated Gary Waldron to serve as Vice-Chair; there were no other nominations.

AYES: Hurd, King, Neace, Robertson, Waldron, Walker

NOES: None

- B. Cost Recovery and Resource Analysis:** Kyle Gordon presented the Cost Recovery and Resource Analysis. He noted that the purpose of the analysis is to generate a cost recovery and resource allocation model, allowing the City to develop appropriate financial strategies for future budget preparation. The presentation showed the scope of work and the consultants' criteria for the analysis. Mr. Gordon reported that Greenplay, LLC. has been selected as the consultant for the project. The anticipated timeline and budget was presented to the Board.

Pat King made a motion to approve the cost recovery and resource allocation study consultant contract with GreenPlay, LLC for \$46,310, Ralph Hurd seconded the motion.

AYES: Hurd, King, Neace, Robertson, Waldron, Walker

NOES: None

## IX. Informational Items:

- A. Aquatics Season Recap:** Jennifer Kashner, Recreation Manager, and Madison Seil, Recreation Coordinator, presented a recap of the 2019 Aquatics season. The presentation included an overview of the special events and Learn-to-Swim programs. Positive Social Media comments and an overview of the social media presence for the Aquatics program were presented to the Board.
- B. Hurst United Soccer Association Event:** Chris Watson reported that the Hurst United Soccer Association will have their annual Turkey Shoot November 22<sup>nd</sup> – 24<sup>th</sup> at the Hurst Athletic Complex. Mr. Watson presented photos of the new archway over the soccer fields entrance at the Athletic Complex.
- C. Central Park Revitalization:** Kyle Gordon presented an overview of the Central Park Revitalization Project. The project scope of Phase One includes new flooring and wall treatments for the Tennis Center. The scope of work also includes a new storage unit and fencing for the Tennis Center. Phase Two includes updating the Recreation Center layout to accommodate modern demands and use of the Cost Recovery and Resource Analysis to masterplan in new revenue sources. Phase Three includes acquiring the remaining properties surrounding the Recreation Center and, in turn, providing an event venue with greenspace, a water feature, stage, and parking to accommodate food truck access. The projected timeline for the project was presented to the Board.

- D. **December Board Meeting Discussion:** Kyle Gordon asked the Board to consider the annual Senior Citizen’s Banquet serving as the Board’s meeting for the month of December.

It was the consensus of the Board to allow the Senior Citizen’s Banquet to serve as the December regular meeting.

- E. **Holiday Schedule:** Chris Watson reviewed the holiday schedule for the Recreation Center and Tennis Center. The Recreation Center, Admin Office, and Tennis Center will close at noon on November 27<sup>th</sup> and will be closed on November 28<sup>th</sup> and 29<sup>th</sup> for the Thanksgiving holiday. The Recreation Center Administrative Office will close at noon on December 23<sup>rd</sup> and will be closed on December 24<sup>th</sup> and 25<sup>th</sup> for the Christmas holiday. The Recreation and Tennis Centers will be closed on December 24<sup>th</sup> and 25<sup>th</sup> for the Christmas Holiday, the facilities will close at 6:00 p.m. on December 31st and will be closed on January 1st for the New Year’s holiday.

- X. **Board Member and Citizen Comments:** Will Blackburn inquired as to if the City could use a Department of Transportation Build Grant to fund a bike path. Kyle Gordon requested that Mr. Blackburn email the information to him and he would look into possibility.

- A. **Packet Delivery Inquiry:** In response to a member inquiry, Chris Watson reviewed the cost of mailing the Monthly Park Board Packets to the Members. He noted that any member that would prefer to have their packets emailed as opposed to mailing, please let Staff know. Will Blackburn and Gary Waldron requested to have the packets emailed to them in the form of a PDF each month.

- XI. **Adjournment:** Ralph Hurd made a motion to adjourn the meeting.

AYES: Hurd, King, Neace, Robertson, Waldron, Walker

NOES: None

Alan Neace adjourned the meeting at 7:32 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2020

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
RECORDING SECRETARY

CITY OF HURST

Final Draft

COUNTY OF TARRANT

STATE OF TEXAS

On the 21<sup>st</sup> day of November 2019 at 11:00 a.m., the Hurst Senior Citizens Advisory Board of the City of Hurst, Texas, convened in Regular Meeting at the Hurst Senior Center, 700 Heritage Circle, Hurst, Texas, with the following members present:

- Gerald Grieser ) Chair
- Joan Stinnett ) Members
- Bob Hampton
- Doris Young
- Durwood Foote
- Barbara Albright
- Marie Perry
- Elaine Wicker ) Alternates
- Kim Bouse
  
- Clay Caruthers ) City Manager
- Kyle Gordon ) Executive Director of Community Services
- Teri Smith ) Community Services Administrative Assistant
- Hannah Titony ) Community Services Management Assistant
- Linda Rea ) Senior Center Director
- Michelle Varley ) Activities Supervisor

with the following members absent: Marcy Davis, constituting a quorum, at which time the following business was transacted.

**I. Call to Order**

Gerald Grieser called the meeting to order at 11:00 a.m.

**II. Roll Call of Members**

Teri Smith conducted the Roll Call of Members.

**III. Approval of Minutes**

The minutes from the September 19, 2019 meeting were approved as written.

**IV. Senior Center Director’s Report**

**A. Statistical Reports for September, October, and FY18-19:** The Statistical Reports for September, October, and FY 18-19 were distributed to the Board and reviewed by Linda Rea.

<u>September</u>	
Center Attendance.....	12,122
Number of Members.....	2,006
Volunteer Hours.....	1,257
Net Revenue.....	\$ 16,236
Fitness Center Attendance.....	2,648
Class Attendance.....	3,064
Aquatics.....	255

**October**

Center Attendance.....	12,541
Number of Members.....	2,027
Volunteer Hours.....	1,172
Net Revenue.....	\$ 16,834
Fitness Center Attendance.....	2,705
Class Attendance.....	4,058
Aquatics.....	133

**FY 18-19**

Center Attendance.....	143,370
Number of Members.....	2,006
Volunteer Hours.....	13,085
Net Revenue.....	\$ 198,971
Fitness Center Attendance.....	31,145
Class Attendance.....	34,420
Aquatics.....	2,096

**B. Programs & Events Reports:** The Programs & Events Reports for September, October, and FY 18-19 were distributed to the Board and reviewed by Michelle Varley.

**C. Upcoming Programs & Events:** A list of Upcoming Programs & Events was distributed to the Board and reviewed by Michelle Varley.

**D. Works in Progress**

- 1. Game Room Cabinet Door Repair:** Kyle Gordon informed the Board of some damage to the cabinet door in the Game Room. He noted that the damage has been repaired.
- 2. Security System Upgrade:** Mr. Gordon explained that the security system was originally installed in 2001 and was in need of an upgrade. All doors have been rekeyed and the system upgrade is complete.
- 3. Christmas Decorations:** Mr. Gordon informed the Board of the extensive work that the Parks Department performs every year installing Christmas decorations on all of the City facilities.

**E. Staff Activities**

- 1. Northeast Senior Community Forum:** Linda Rea stated that she continues to attend the Northeast Senior Community Forum on the 3<sup>rd</sup> Tuesday of every month at the North Richland Hills Public Library from 9:00 to 10:30 a.m. She stated that they are revamping the program in effort to create better attendance.
- 2. RecTrac User Group Meeting:** Michelle Varley reported that the RecTrac system at the Senior Center is used to track attendance to activities. She attended a class that was offered to inform RecTrac users of new implementation and information for better utilization of the system.

**V. Communications**

- A. December Senior Pipeline:** Michelle Varley distributed copies of the December Senior Pipeline.
- B. Open Meetings Act Training:** Kyle Gordon informed the Board of a video training course on Open Meetings that is required of all Board Members. He noted that Staff will hold a meeting for this training and the Board Members will be notified of the meeting date and time. The Board was presented with the link to access the video.

**VI. New Business**

- A. Officer Elections:** Mr. Gordon informed the Board that it is time to elect the Chair and Vice Chair for the Senior Citizens Advisory Board. Joan Stinnett made a motion to elect Gerald Grieser as Chair. Doris Young seconded the motion and the vote in favor was unanimous. Marie Perry made a motion to nominate Joan Stinnett as Vice Chair. Gerald Grieser seconded the motion and the vote in favor was unanimous.

**VII. Informational Items**

- A. Program Highlight – Canned Food Drive for NEED:** Michelle Varley reported that the Senior Center's Canned Food Drive for NEED has begun and there is a table set up in the lobby to receive donations.
- B. Empowering Seniors Event Recap:** Ms. Varley noted that she attended the Empowering Seniors Event on October 4<sup>th</sup>. She handed out flyers with information about the Hurst Senior Activities Center and 200 copies of the Senior Pipeline.
- C. FY 2020-21 Budget Update:** Clay Caruthers gave a brief overview of the FY 2019-20 Budget including State mandated changes that will impact the FY 2020-21 Budget. The Budget video was presented to the Board.
- D. Cost Recovery and Resource Analysis:** Kyle Gordon explained that due to future budget challenges, the Community Services Department will conduct a cost recovery and resource analysis for all programs offered by the department. The City has selected a consultant to perform the study and produce a plan for an updated fee structure. Public meetings will be held in January through April and the final presentation is expected to be presented to the City Council in May.
- E. Heritage Village Presents:** Hannah Titony reported that the Heritage Village Presents event, Movie in the Park, was held on November 1<sup>st</sup> at the Library with 75 in attendance. She noted that the Heritage Village Presents Events will return in the Spring of 2020.

- F. **December Board Meeting:** Kyle Gordon recommended canceling the December Senior Citizens Advisory Board meeting. Durwood Foote made a motion to cancel the December Board Meeting. Doris Young seconded the motion and the vote in favor was unanimous. The next regularly scheduled Board Meeting will be held on January 16, 2020.
- G. **Holiday Closures:** Mr. Gordon informed the Board that the Hurst Senior Activity Center will close at noon on November 27<sup>th</sup> and will be closed on November 28<sup>th</sup> and 29<sup>th</sup> in observance of the Thanksgiving Holiday. The Senior Center will close at noon on December 23<sup>rd</sup> and will be closed December 24<sup>th</sup> and 25<sup>th</sup> in observance of the Christmas holiday and will be closed January 1, 2020 in observance of New Year’s Day.

**VIII. Board Member and Citizen Comments**

None at this time.

**IX. Adjournment**

There being no further business, the meeting was adjourned by Gerald Grieser at 12:10 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
RECORDING SECRETARY

## Future Event Calendar

January 14, 2020

*Regular City Council meetings are held on the second and fourth Tuesday of each month. Following are additional meetings, canceled meetings and public event dates.*

<u>DATE AND TIME</u>	<u>ACTIVITY</u>
Friday, January 17, 2020 1:00 p.m.	Senior Center Memorial Service Hurst Senior Center, 700 Heritage Circle
Tuesday, January 28, 2020 6:30 p.m.	City Council Meeting City Hall Council Chamber, 1505 Precinct Line Road
Thursday, February 20, 2020 6:00 p.m.	Townhall Forum Hurst Conference Center, 1601 Campus Drive