

**WORK SESSION AGENDA OF THE CITY COUNCIL OF  
HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
FIRST FLOOR CONFERENCE ROOM  
TUESDAY, FEBRUARY 25, 2025 – 5:30 P.M.**

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**I. Call to Order**

**II. Informational Items**

- **Update and discussion of upcoming Calendar Items**
- **Update, discussion and take action regarding special event permit for Northeast Mall**

**III. Update and discussion of Regular Agenda Items**

**IV. Discussion of Agenda Item(s) 1 and 2**

Presentation of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2022-2023

Presentation and acceptance of the Annual Comprehensive Financial Report (ACFR) by Forvis Mazars, LLP

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

Consider authorizing city manager to enter into an annual agreement with Xtreme Hygiene for citywide restroom deep cleaning and sanitation

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

Consider Resolution 1878 regarding application to the Texas Department of Housing and Community Affairs (TDHCA) for 2022 Competitive 9% Housing Tax Credits for "Liberty Senior Living"

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

Consider authorizing the city manager to proceed with the Hurst Athletics Center Fence Replacement Project and Goldsmith Construction Company and approved City contractors

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

Consider authorizing the city manager to proceed with the Chisholm and Redbud Outdoor Fitness Equipment Replacement Project with Lea Park & Play, Inc. and approved City vendors

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

Consider authorizing the city manager to enter into the annual street overlay program with Tarrant County

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

Consider authorizing the city manager to purchase road maintenance materials from Martin Marietta Materials, Inc. through an existing Interlocal Agreement with Tarrant County

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

Consider approval of the Order of Cancellation of the May 3, 2025 General Election and declare each unopposed candidate elected

**EXECUTIVE SESSION in Compliance with the Provisions of the Texas Open Meetings Law, authorized by Tex. Government Code Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, Section 551.071 consultation with and legal advice from the city attorney regarding Code Enforcement and Section 551.072 deliberation of the purchase, exchange, lease, or value of real property (Pipeline Road Project) and to reconvene in Open Session at the conclusion of the Executive Session**

**XII. ADJOURNMENT**

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

This the 21<sup>st</sup> day of February 2025, 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 551.087 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.

**REGULAR MEETING AGENDA OF THE CITY COUNCIL OF HURST, TEXAS  
CITY HALL, 1505 PRECINCT LINE ROAD  
TUESDAY, FEBRUARY 25, 2025**

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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 (Mayor Pro Tem John Miller)**

**PLEDGE OF ALLEGIANCE**

**PRESENTATION(S)**

1. Presentation of the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2022-2023
2. Presentation and acceptance of the Annual Comprehensive Financial Report (ACFR) by Forvis Mazars, LLP

**PERSON(S) TO BE HEARD**

3. Rita White, requested to speak regarding code enforcement, Feragne Villa, 755 Mid Cities Blvd, Hurst

**CONSENT AGENDA**

4. Consider approval of the minutes for the February 11, 2025 Council meetings
5. Consider authorizing city manager to enter into an annual agreement with Xtreme Hygiene for citywide restroom deep cleaning and sanitation

**RESOLUTION(S)**

6. Consider Resolution 1878 regarding application to the Texas Department of Housing and Community Affairs (TDHCA) for 2022 Competitive 9% Housing Tax Credits for "Liberty Senior Living"

**OTHER BUSINESS**

7. Consider authorizing the city manager to proceed with the Hurst Athletics Center Fence Replacement Project and Goldsmith Construction Company and approved City contractors
8. Consider authorizing the city manager to proceed with the Chisholm and Redbud Outdoor Fitness Equipment Replacement Project with Lea Park & Play, Inc. and approved City vendors
9. Consider authorizing the city manager to enter into the annual street overlay program with Tarrant County
10. Consider authorizing the city manager to purchase road maintenance materials from Martin Marietta Materials, Inc. through an existing Interlocal Agreement with Tarrant County
11. Consider approval of the Order of Cancellation of the May 3, 2025 General Election and declare each unopposed candidate elected
12. Board, Commission, and Committee Minutes
  - Parks and Recreation Board
  - Library and Cultural Enrichment Board
13. Review of upcoming calendar items
14. 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. CITIZEN COMMENTS ARE LIMITED TO A MAXIMUM OF 3 MINUTES PER SPEAKER**

**EXECUTIVE SESSION in Compliance with the Provisions of the Texas Open Meetings Law, authorized by Tex. Government Code Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, Section 551.071 consultation with and legal advice from the city attorney regarding Code Enforcement and Section 551.072 deliberation of the purchase, exchange, lease, or value of real property (Pipeline Road Project) and to reconvene in Open Session at the conclusion of the Executive Session**

15. Take any and all action necessary ensuing from Executive Session

**ADJOURNMENT**

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

This 21<sup>st</sup> day of February 2025, 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 551.087 of the Texas Government Code.

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City Council Staff Report

**SUBJECT:** Presentation of the Government Finance Officers Association’s (GFOA) Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2022-2023

**Supporting Documents:**

Award Certificate

**Meeting Date:** 2/25/2025

**Department:** Fiscal Services

**Reviewed by:** Paul Brown

**City Manager Review:**

**Background/Budget Analysis:**

The GFOA established the Certificate of Achievement for Excellence in Financial Reporting program in 1945 and it has become the highest form of recognition in governmental accounting and financial reporting. Fiscal Year 2022-2023 marks the 50<sup>th</sup> consecutive year that the City has received this award. Only 3 Texas cities have received the award for at least fifty years.

To be eligible for a Certificate of Achievement, the City’s Annual Comprehensive Financial Report (ACFR) must meet the following requirements:

- Include all financial statements presented in conformity with generally accepted accounting principles (GAAP)
- Audited in accordance with generally accepted auditing standards
- Provide a clear and thorough view of the government’s financial condition by demonstrating a “spirit of full disclosure” to clearly communicate its financial story
- Organized efficiently
- Adhere to certain terminology and formatting conventions

Nineteen specific categories are graded and include Management’s Discussion and Analysis, all financial statements, note disclosures, supplemental information and the statistical section. The City of Hurst received a grade of proficient in all categories.

Applying for this award requires a nominal investment of time and financial resources. Participating in this program recognizes the efforts of Fiscal Services’ staff and is the culmination of the annual audit process.

**Hurst Way/Strategic Priorities:**

This award fits within the **Hurst Way** by furthering our goals of **Public Service** and **Financial Sustainability**. The award is based on the City's ACFR, which provides information to the community, Council, and staff about how the City manages its resources, including its financial position and results of operations.

**Recommendation:**

Staff recommends City Council **accept the GFOA's Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year 2022-2023.**



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**City of Hurst  
Texas**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

September 30, 2023

*Christopher P. Morill*

Executive Director/CEO



City Council Staff Report

|                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                       |
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| <b>SUBJECT:</b> Presentation and acceptance of the Annual Comprehensive Financial Report (ACFR) by Forvis Mazars, LLP                                                                                                                                                                                                                                                                           |                                                                                                                                       |
| <b>Supporting Documents:</b>                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                       |
| Annual Comprehensive Financial Report will be handed out at the meeting                                                                                                                                                                                                                                                                                                                         | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Fiscal Services<br><b>Reviewed by:</b> Paul Brown<br><b>City Manager Review:</b> |
| <b>Background/Budget Analysis:</b>                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                       |
| The City’s audit firm, Forvis Mazars, LLP, will present the ACFR for fiscal year ended September 30, 2024. The ACFR provides information to the community, Council, and staff about how the City manages its resources, including its financial position and results of operations. The annual audit and the resulting ACFR are funded by the General Fund (60%) and the Enterprise Fund (40%). |                                                                                                                                       |
| <b>Hurst Way/Strategic Priorities:</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                       |
| The ACFR supports the <b>Hurst Way</b> by furthering our goals of <b>Public Service</b> and <b>Financial Sustainability</b> .                                                                                                                                                                                                                                                                   |                                                                                                                                       |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                       |
| Staff supports the <b>presentation of the audited ACFR for fiscal year ended September 30, 2024 to the City Council.</b>                                                                                                                                                                                                                                                                        |                                                                                                                                       |



City Council Staff Report

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| <b>SUBJECT:</b> Rita White requested to speak regarding code enforcement, Feragne Villa, 755 Mid Cities Blvd, Hurst |                                                                                                                                                         |
| <b>Supporting Documents:</b>                                                                                        |                                                                                                                                                         |
|                                                                                                                     | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Legislative and Judicial Services<br><b>Reviewed by:</b> Rita Frick<br><b>City Manager Review:</b> |
| <b>Background/Budget Analysis:</b>                                                                                  |                                                                                                                                                         |
| Request to speak from Rita White regarding code enforcement, Feragne Villa, 755 Mid Cities Blvd, Hurst              |                                                                                                                                                         |
| <b>Hurst Way/Strategic Priorities:</b>                                                                              |                                                                                                                                                         |
| N/A                                                                                                                 |                                                                                                                                                         |
| <b>Recommendation:</b>                                                                                              |                                                                                                                                                         |
| There is no staff recommendation.                                                                                   |                                                                                                                                                         |

**Minutes  
Hurst City Council  
Work Session  
Tuesday, February 11, 2025**

On the 11<sup>th</sup> day of February 2025, at 5:45 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          |
| Cathy Brotherton | ) | Councilmembers |
| Jon McKenzie     | ) |                |
| Jimmy Meeks      | ) |                |
| Trasa Cobern     | ) |                |

|                       |   |                                                |
|-----------------------|---|------------------------------------------------|
| Clay Caruthers        | ) | City Manager                                   |
| Matthew Boyle         | ) | City Attorney                                  |
| Clayton Fulton        | ) | Assistant City Manager                         |
| Malaika Marion Farmer | ) | Assistant City Manager                         |
| Rita Frick            | ) | City Secretary                                 |
| Shelly Klein          | ) | Assistant to the City Manager                  |
| Kyle Gordon           | ) | Executive Director of Community Services       |
| Michelle Lazo         | ) | Executive Director of Planning and Development |
| Sunny Patel           | ) | Director of Information Technology             |
| Steve Niekamp         | ) | Police Chief                                   |

With the following Councilmembers absent: Mayor Pro Tem Miller and Councilmember Waldron, constituting a quorum; at which time, the following business was transacted:

**I. Call to Order** - The meeting was called to order at 5:45 p.m.

The work session items were discussed in the following order: II. The remaining items were not discussed in work session.

**II. Informational Items**

- **Update and discussion of upcoming Calendar Items** – City Manager Clay Caruthers noted the February 13, 2025 Town Hall Forum.
- **Staff update and discussion of police reporting and Police Department’s presentation of Annual Racial Profiling Report** – Police Chief Steve Niekamp presented the Annual Racial Profiling Report noting the report must be presented by March 31<sup>st</sup> each year. He pointed out stops are down from last year by 900 and explained how the data is collected and compared to the area versus the city.
- **Update and discussion of emergency water line repairs** – Assistant City Manager Clayton Fulton provided a brief overview of several emergency water line repairs of larger older lines. In response to Council questions, City Manager Caruthers noted the City has consistently scheduled various line replacements each year, but some of the larger lines are now of the age where they will need to be addressed.

**III. Update and discussion of Regular Agenda Items**

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

Wallace Reed requested to speak regarding Liberty Senior Living Resolution of Support for Affordable Independent Senior Living

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

Consider ratifying and approving the city manager’s emergency authorization of water supply repairs and improvements at pump station #4

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

Consider authorizing the city manager to proceed with capital replacement of traffic signal support poles, signal equipment, wiring, and other improvements at Precinct Line Road and Martin Drive

**EXECUTIVE SESSION in Compliance with the Provisions of the Texas Open Meetings Law, authorized by Tex. Government Code Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, Section 551.071 consultation with and legal advice from the city attorney regarding Code Enforcement and Section 551.072 deliberation of the purchase, exchange, lease, or value of real property (Pipeline Road Project) and to reconvene in Open Session at the conclusion of the Executive Session**

As stated by City Attorney Matthew Boyle, Mayor Wilson recessed the meeting to Executive Session at 5:55 p.m. in Compliance with the provisions of the Texas Open Meetings Law, authorized by Tex. Government Code Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, Section 551.071 consultation with and legal advice from the city attorney regarding Code Enforcement and Section 551.072 deliberation of the purchase, exchange, lease, or value of real property (Pipeline Road Project) and reconvened Open Session at 6:16 p.m.

**VII. ADJOURNMENT** –The Work Session adjourned at 6:22 p.m.

**APPROVED** this the 25<sup>th</sup> day of February 2025.

**ATTEST:**

**APPROVED:**

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

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

**City Council Minutes**  
**Tuesday, February 11, 2025**

On the 11<sup>th</sup> day of February 2025, at 6:31 p.m., the City Council of the City of Hurst, Texas, convened in a Regular Meeting at City Hall, 1505 Precinct Line Road, Hurst, Texas, with the following members present:

|                       |   |                                                |
|-----------------------|---|------------------------------------------------|
| Henry Wilson          | ) | Mayor                                          |
| Cathy Brotherton      | ) | Councilmember                                  |
| Jon McKenzie          | ) |                                                |
| Jimmy Meeks           | ) |                                                |
| Trasa Cobern          | ) |                                                |
|                       |   |                                                |
| Clay Caruthers        | ) | City Manager                                   |
| Matthew Boyle         | ) | City Attorney                                  |
| Clayton Fulton        | ) | Assistant City Manager                         |
| Malaika Marion Farmer | ) | Assistant City Manager                         |
| Rita Frick            | ) | City Secretary                                 |
| Chris Connolly        | ) | Executive Director of Economic Development     |
| Steve Niekamp         | ) | Chief of Police                                |
| Michelle Lazo         | ) | Executive Director of Planning and Development |
| Kyle Gordon           | ) | Executive Director of Community Services       |

With the following Councilmembers absent: Mayor Pro Tem Miller and Councilmember Waldron, constituting a quorum; at which time, the following business was transacted:

The meeting was called to order at 6:31 p.m. and Councilmember Jon McKenzie gave the Invocation.

The Pledge of Allegiance and Texas Pledge were given.

**PERSON(S) TO BE HEARD**

1. Wallace Reed requested to speak regarding Liberty Senior Living Resolution of Support for Affordable Independent Senior Living

Mayor Wilson recognized Wallace Reed, 15799 Breedlove Place, Addison, Texas who reviewed Rise Residential and their application for independent senior living and application for tax credits through the Texas Department of Housing and Community Affairs. He noted they are requesting the Council consider a resolution of support to help them through the application process. Mr. Reed stated the resolution of support would not affect the zoning approval process and introduced owner Melissa Fisher, 2821 Lovers Lane, Dallas, Texas who reviewed their mission to provide affordable senior housing and provided additional information regarding the tax credit program. Mayor Wilson noted that typically Council would have been working with the company prior to requesting a resolution of support, that if the Council does pass a resolution, it in no way means they will approve the zoning and reminded Mr. Reed discussion should come through the Council as a whole and not contact them individually due to open meeting requirements.

**CONSENT AGENDA**

2. Consider approval of the minutes for the January 28, 2025 and February 4, 2025 Council meetings

Councilmember Cobern moved to approve the January 28, 2025 and February 4, 2025 Council meeting minutes. Motion seconded by Councilmember Meeks. Motion prevailed by the following vote:

Ayes: Councilmembers McKenzie, Brotherton, Meeks and Cobern

No: None

**OTHER BUSINESS**

3. Consider ratifying and approving the city manager's emergency authorization of water supply repairs and improvements at pump station #4

Assistant City Manager Clayton Fulton reviewed the emergency authorization at pump station #4 noting this is the highest and most producing well, and staff believes there could be additional issues if not addressed. He noted the depth of the repairs and the replacement of 1200 linear feet of 8-inch pipe completion is \$188,885.46. He stated staff authorized the work and they are in the process of mobilizing.

Councilmember Brotherton moved to ratify and approve the city manager's emergency authorization of water supply repairs and improvements at pump station #4. Motion seconded by Councilmember Meeks. Motion prevailed by the following vote:

Ayes: Councilmembers McKenzie, Brotherton, Meeks and Cobern

No: None

4. Consider authorizing the city manager to proceed with capital replacement of traffic signal support poles, signal equipment, wiring, and other improvements at Precinct Line Road and Martin Drive

Assistant City Manager Clayton Fulton reviewed the proposed replacement of traffic signals at Precinct Line Road and Martin Drive noting the City entered into an interlocal agreement with the City of North Richland Hills in 2002 to provide maintenance and operations. He noted the existing poles have been damaged after accidents and due to the conditions and based on complaints, need an upgrade to better control timing.

Councilmember McKenzie moved to authorize the city manager to proceed with capital replacement of traffic signal support poles, equipment, wiring, and other improvements at Precinct Line Road and Martin Drive in an amount not to exceed \$86,350 which includes a 10% contingency. Motion seconded by Councilmember Cobern. Motion prevailed by the following vote:

Ayes: Councilmembers McKenzie, Brotherton, Meeks and Cobern

No: None

- 5. Review of upcoming calendar items – City Manager Clay Caruthers noted the Town Hall Forum scheduled for February 13, 2025.
- 6. City Council Reports - Items of Community Interest – No reports were given.

**PUBLIC INVITED TO BE HEARD – A REQUEST TO APPEAR CARD MUST BE COMPLETED AND RETURNED TO THE CITY SECRETARY TO BE RECOGNIZED. CITIZEN COMMENTS ARE LIMITED TO A MAXIMUM OF 3 MINUTES PER SPEAKER**

Mayor Wilson recognized the following individuals: Lauren Feragne, 3840 Rolling Meadows Drive, Bedford; Keyon Ostad, 3840 Rolling Meadows Drive, Bedford; Rita White, 3840 Rolling Meadows Drive, Bedford; and Frankie LaBerbera, 3400 Crescent Court, Bedford who expressed concerns regarding code enforcement activity at Feragne Villa.

Mayor Wilson recognized LD Bell Student Utah Trader who stated he was in attendance for the Youth-In-Government program.

**EXECUTIVE SESSION in Compliance with the Provisions of the Texas Open Meetings Law, authorized by Tex. Government Code Section 551.087 deliberation and conducting of economic development negotiations regarding financial information relative to prospective business expansion in the City, Section 551.071 consultation with and legal advice from the city attorney regarding Code Enforcement and Section 551.072 deliberation of the purchase, exchange, lease, or value of real property (Pipeline Road Project) and to reconvene in Open Session at the conclusion of the Executive Session**

- 7. Take any and all action necessary ensuing from Executive Session – No action was taken.

**ADJOURNMENT**

The meeting was adjourned at 7:03 p.m.

**APPROVED** this the 25<sup>th</sup> day of February 2025.

**ATTEST:**

**APPROVED:**

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

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



City Council Staff Report

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| <b>SUBJECT:</b> Consider authorizing the city manager to enter into an annual agreement with Xtreme Hygiene for citywide restroom deep cleaning and sanitation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                           |
| <b>Supporting Documents:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                           |
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| <b>Background/Budget Analysis:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                           |
| <p>The City has had continued success with annual maintenance contracts for mowing, irrigation, painting services, concrete repair, custodial services, and electrical services. The restroom cleaning and sanitation contract allows the City to utilize a qualified company with the experience and equipment to provide weekly sanitation services to all park restrooms and monthly deep cleanings to supplement the Parks Department's daily cleanings. The Parks Department has utilized this approach for several years to help balance their workload and meet the park users' expectations with fresh and clean facilities. Additionally, the City has had great success using deep cleaning services at both aquatics centers before the summer season and as needed at the Hurst Recreation, Tennis, and Pickleball Centers restrooms to ensure other facilities are maintained at a high standard.</p> <p>Xtreme Hygiene is a reputable vendor with an excellent working relationship with the City for several years. They have a valid contract with the City of North Richland Hills and are well-equipped to complete the work at prenegotiated prices through an established interlocal cooperative purchasing agreement. The agreement will have the option to renew annually by the terms of the North Richland Hills contract. Staff will diligently evaluate the contract terms at each renewal to ensure the service performs as intended.</p> <p>The annual expense for weekly, monthly, and as-needed services is approximately \$28,500. This amount may fluctuate over the length of the contract due to service expansion and inflationary factors as the budget allows. Entering into this service contract does not require additional funding as it is budgeted in the Parks Department's annual operating budget.</p> |                                                                                                                                           |
| <b>Hurst Way/Strategic Priorities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                           |
| <p>In an effort to remain a vibrant community, this project addresses the City Council's Strategic Priorities for <b>Community and Economic Vitality, Infrastructure, Innovation,</b> and <b>Leadership</b> by maintaining City facilities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                           |

**Recommendation:**

Staff recommends City Council **authorize the city manager to enter into an annual agreement with Xtreme Hygiene for citywide restroom deep cleaning and sanitation.**



City Council Staff Report

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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT:</b> Approval of Resolution 1878 regarding application to the Texas Department of Housing and Community Affairs (TDHCA) for 2025 Competitive 9% Housing Tax Credits for "Liberty Senior Living"                                                                                                                                                                                                                                                                            |                                                                                                                                                         |
| <b>Supporting Documents:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                         |
| Resolution 1878                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Legislative and Judicial Services<br><b>Reviewed by:</b> Rita Frick<br><b>City Manager Review:</b> |
| <b>Background/Budget Analysis:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                         |
| Tx Liberty Seniors, LP has proposed a development for an affordable rental apartment housing at 824 West Pipeline Road, Hurst, Texas to be named "Liberty Senior Living" and has advised they intend to submit application to the Texas Department of Housing and Community Affairs (TDHCA) for 2025 Competitive 9% Housing Tax Credits. Mr. Wallace Reed requested to speak at the February 11, 2025 meeting and requested Council consider a resolution of support for the project. |                                                                                                                                                         |
| <b>Hurst Way/Strategic Priorities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                         |
| This item is a direct representation of Council's Strategic Priorities of <b>Redevelopment</b> and <b>Economic Vitality</b> by focusing on neighborhood and commercial revitalization and identifying external and internal influences on the financial condition of the City.                                                                                                                                                                                                        |                                                                                                                                                         |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                         |
| Staff recommends City Council <b>approve Resolution 1878 stating no objection regarding application to the Texas Department of Housing and Community Affairs (TDHCA) for 2025 Competitive 9% Housing Tax Credits for "Liberty Senior Living"</b>                                                                                                                                                                                                                                      |                                                                                                                                                         |

**RESOLUTION 1878**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HURST, TEXAS, CONFIRMING NO OBJECTION FOR THE PROPOSED LIBERTY SENIOR LIVING LOCATED AT 824 WEST PIPELINE ROAD IN THE CITY OF HURST, TEXAS**

**WHEREAS**, Tx Liberty Seniors, LP (the “Applicant”) has proposed a development for an affordable rental apartment housing at 824 West Pipeline Road, Hurst, Tarrant County, TX 76053; to be named “Liberty Senior Living” (the “Development”); and

**WHEREAS**, the Applicant has advised that it intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for 2025 Competitive 9% Housing Tax Credits for “Liberty Senior Living”.

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

Section 1. **THAT** the City Council, acting through its governing body, hereby confirms that it has no objection to the proposed Liberty Senior Living located at 824 West Pipeline Road, Hurst, Texas 76053 #25211 and that this formal action has been taken to put on the record the opinion expressed by the City of Hurst on February 25, 2025; and

Section 3. **THAT** for and on behalf of the Governing Body, Mayor Henry Wilson, is hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

**AND IT IS SO RESOLVED.**

PASSED AND APPROVED by a vote of \_ to \_ on this the 25<sup>th</sup> day of February 2025, at a regular meeting of the City Council of the City of Hurst, Texas.

**ATTEST:**

**CITY OF HURST**

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

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

**APPROVED AS TO FORM:**

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



City Council Staff Report

**SUBJECT:** Consider approval of the Hurst Athletics Center Fence Replacement Project

|                              |                                                                                                                                           |
|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting Documents:</b> |                                                                                                                                           |
|                              | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Community Services<br><b>Reviewed by:</b> Kyle Gordon<br><b>City Manager Review:</b> |

**Background/Budget Analysis:**

In 2004, the City entered into a cost-sharing agreement with John Barfield, the Chisholm Trail Estates subdivision developer, to purchase and install a fence behind the Hurst Athletic Complex. Both parties agreed that this eight-foot cedar fence would provide appropriate screening and additional security for the homeowners in this addition. It also provides a pleasing aesthetic enhancement to the Athletic Complex, making it even more attractive to ball players and the general public. As part of this agreement, the City accepted all maintenance costs after installation. Since the fence is now approximately 21 years old, it shows significant signs of deterioration and wear and tear, causing homeowners to frequently call the Parks Department and request repairs.

To resolve these issues, staff worked closely with several fencing contractors to provide pricing for a board-on-board style cedar fence with a top cap that is eight feet in height. The new fence will feature metal posts set in concrete, four lateral rails per panel, and will be sealed on both sides. Goldsmith Construction Company submitted a competitive proposal for \$128,024. Additionally, staff will utilize the city-approved contractor, Ballards Tree Service, to clear the fence line for approximately \$5,000, for a total project cost of \$146,898 (including a 10% contingency). Both companies have a history of excellent craftsmanship on other municipal projects. Goldsmith Construction Company is a purchasing consortium member, allowing the City to utilize its services at approved contracted prices.

The project's completion is contingent on favorable weather conditions, with an anticipated finish this spring. Staff will inform homeowners of the upcoming construction dates to allow them time to secure any animals and plan backyard events accordingly. Temporary construction fencing will be installed to create a barrier while the old fence is removed.

Funding of \$113,500 was approved in the FY24-25 budget process as a Community Services Development Corporation Paygo Project, with an additional \$33,398

identified in the Community Services contingency account for a total funding of \$146,898 to complete this project.

The Parks and Recreation Board reviewed the proposed project at the January 16, 2025 meeting.

**Hurst Way/Strategic Priorities:**

In an effort to remain a vibrant community, this project addresses the City Council’s Strategic Priorities for **Infrastructure, Community and Economic Vitality, and Leadership** by maintaining the City’s parks and facilities.

**Recommendation:**

Staff recommends City Council **authorize the city manager to proceed with the Hurst Athletics Center Fence Replacement Project with Goldsmith Construction Company and approved City contractors for an amount not to exceed \$146,898.**



City Council Staff Report

**SUBJECT:** Consider approval of the Chisholm and Redbud Outdoor Fitness Equipment Replacement Project

|                              |                                                                                                                                                              |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting Documents:</b> |                                                                                                                                                              |
|                              | <p><b>Meeting Date:</b> 2/25/2025</p> <p><b>Department:</b> Community Services</p> <p><b>Reviewed by:</b> Kyle Gordon</p> <p><b>City Manager Review:</b></p> |

**Background/Budget Analysis:**

The City installed fitness equipment at Chisholm and Redbud Parks over 30 years ago. As time has passed, maintaining this equipment has become increasingly challenging, as vendors no longer manufacture replacement parts. Consequently, staff must modify or retrofit existing equipment to replace broken components. This repair method is expensive and time-consuming and can lead to additional unforeseen maintenance issues. Moreover, user preferences for exercise have evolved significantly, and newer, modern equipment is now available.

To address these concerns, staff partnered with Lea Park & Play, Inc., a company specializing in unique and customizable outdoor equipment. They have designed new, ADA-compliant, modern fitness spaces that meet contemporary expectations. Each park will feature a new concrete pad with shade coverings and artificial turf for safety, strategically located near parking and walking paths. The fitness spaces will include a stretching zone and multi-use outdoor-rated exercise equipment, such as a Helios Multi Gym, Titan Multi Gym, and Everest Cardio Climber. To accommodate a higher volume of users at Chisholm Park, a Versa-Pulley system will be installed to enhance the functionality of the space. Once the new fitness areas are constructed, Lea Park & Play, Inc. will remove the existing fitness zones scattered throughout both parks.

Staff received a proposal for \$237,857 (including a 5% contingency) from Lea Park & Play, Inc. to complete this project. The company has an excellent reputation for quality work and participates in the purchasing consortium BuyBoard, allowing the City to utilize approved pre-negotiated pricing and purchase directly from the vendor. Total funding of \$400,000 has been identified within the FY24-25 budget process from the Community Services Development Corporation Paygo Project Fund and the Park Donation Fund. In November, \$175,000 was authorized for the Hurst Community Park Peristyle Playground. The remaining \$225,000 is available to replace fitness equipment at Chisholm and Redbud Parks, along with an additional \$12,857 from the Community Services contingency account, bringing the total funding for the project to \$237,857.

The Parks and Recreation Board approved the Outdoor Fitness Equipment Replacement Project at their January 16, 2025 meeting. The project is expected to be completed this spring.

**Hurst Way/Strategic Priorities:**

In an effort to remain a vibrant community, this project addresses the City Council's Strategic Priorities for **Community and Economic Vitality, Infrastructure,** and **Public Safety** by improving the City's park system.

**Recommendation:**

Staff recommends City Council **authorize the city manager to proceed with the Chisholm and Redbud Outdoor Fitness Equipment Replacement Project with Lea Park & Play, Inc. and approved City vendors for an amount not to exceed \$237,857.**



City Council Staff Report

**SUBJECT:** Consider authorizing the city manager to enter into an Interlocal Agreement with Tarrant County for the 2025 Street Overlay Program

|                                      |                                                                                                                                        |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting Documents:</b>         |                                                                                                                                        |
| Location Map<br>Interlocal Agreement | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Public Works<br><b>Reviewed by:</b> Clayton Fulton<br><b>City Manager Review:</b> |

**Background/Budget Analysis:**

The City of Hurst and Tarrant County have combined efforts for many years to provide quality asphalt overlay of streets for the citizens of Hurst. City of Hurst Street Division staff will assist the County by preparing the streets for re-surfacing, handling traffic control, and replacing any street markings.

Two street segments are proposed for rehabilitation this year. The two segments are **Hurstview Drive** from Harwood Dr. to Circleview Dr. South (approximately 1,718 linear feet), and **Glade Road** from 150 feet west of David Drive to 150 east of Hurstview Drive (approximately 1,165 linear feet). The Hurstview Drive segment will be structurally rehabilitated by incorporating asphalt millings into the existing base material and then stabilized with cement or lime. It will then be overlaid with 4” of hot mix asphalt pavement. The Glade road segment will be milled and overlaid with two inches of new asphalt pavement. These street segments are listed in the attached Interlocal Agreement. Tarrant County Commissioners are scheduled to act on the Interlocal Agreement after Council approval at their next regularly scheduled meeting.

The agreement is similar to previous years, with the County assisting in the milling process, base material processing, and by providing additional trucks to haul-off the waste material. Tarrant County will also provide the equipment and labor for the placement of the asphalt overlays. The City of Hurst will be responsible for the cost of material, asphalt removal, traffic control, pavement markings, and storm water pollution prevention.

The total cost will not exceed **\$250,000.00**. Sufficient funds have been budgeted in the FY2025 to cover the cost of this project.

**Hurst Way/Strategic Priorities:**

The participation in the Tarrant County Overlay Program each year is directly representative of the Council’s goals of **Financial Sustainability** and **Infrastructure** maintenance.

**Recommendation:**

Staff recommends City Council **authorize the city manager to enter into an Interlocal Agreement with Tarrant County for the 2025 Street Overlay Program, in an amount not to exceed \$250,000.**

# LOCATION MAP



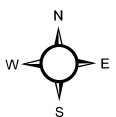
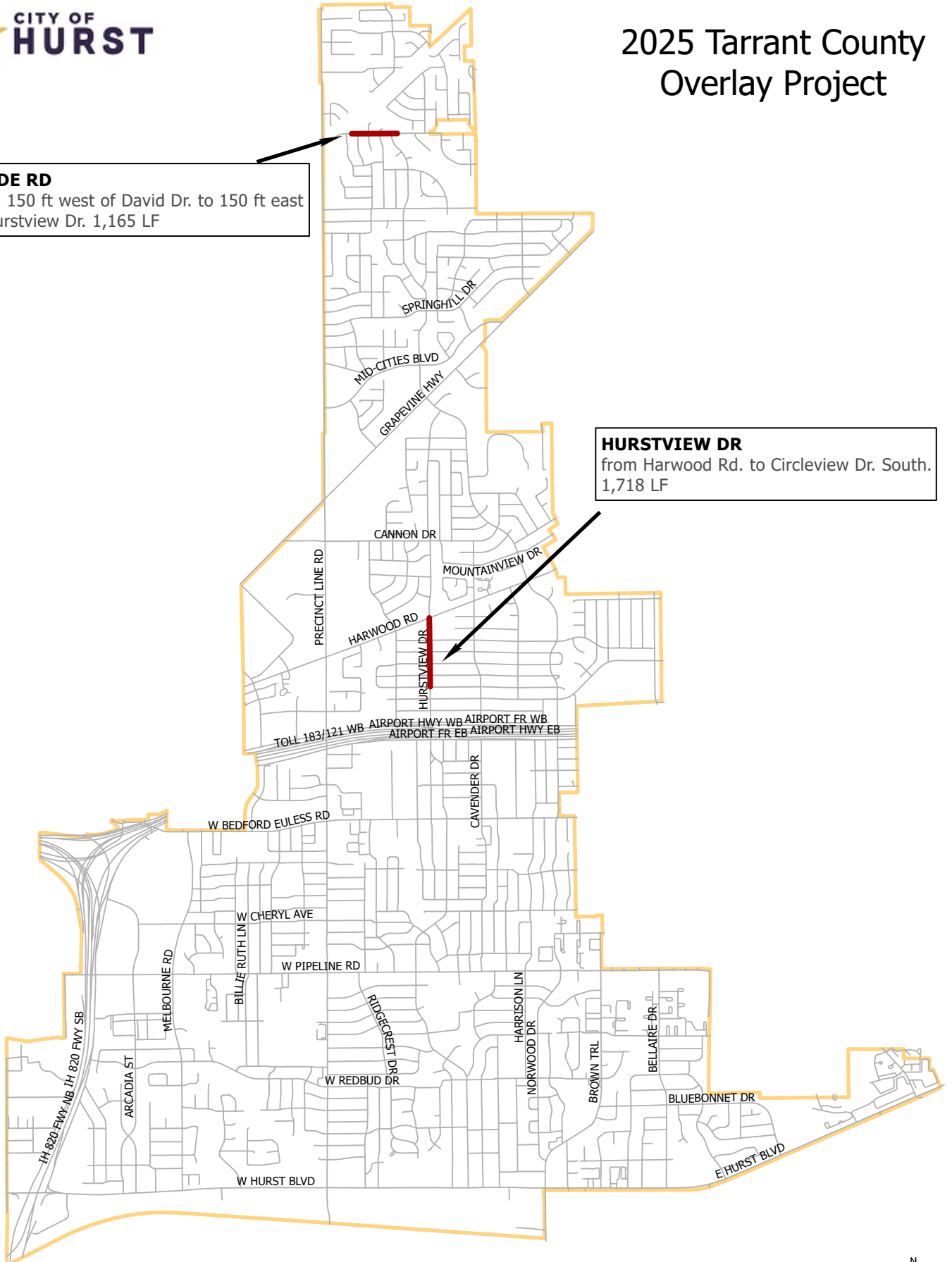
## 2025 Tarrant County Overlay Project

### GLADE RD

From 150 ft west of David Dr. to 150 ft east of Hurstview Dr. 1,165 LF

### HURSTVIEW DR

from Harwood Rd. to Circlevue Dr. South. 1,718 LF



**THE STATE OF TEXAS**

**INTERLOCAL AGREEMENT**

**COUNTY OF TARRANT**

This Interlocal Agreement is between Tarrant County, Texas (“COUNTY”), and the City of Hurst (“CITY”).

WHEREAS the CITY is requesting the COUNTY’s assistance to:

- Rehabilitate and Resurface **Hurstview Drive** located within the City of Hurst and Tarrant County Commissioner Precinct #3 from Harwood Road to Circleview Dr. South (Approximately 1,718 linear feet).
- Resurface **Glade Road** located within the City of Hurst and Tarrant County Commissioner Precinct #3 from 150 feet West of David Drive to 150 East of Hurstview Drive (Approximately 1,165 linear feet).

Collectively, hereinafter referred to as the “**Project**”.

WHEREAS the Interlocal Cooperation Act contained in Chapter 791 of the Texas Government Code provides legal authority for the parties to enter into this Agreement; and

WHEREAS, during the performance of the governmental functions and the payment for the performance of those governmental functions under this Agreement, the parties will make the performance and payment from current revenues legally available to that party; and

WHEREAS the Commissioners Court of the COUNTY and the City Council of the CITY each make the following findings:

- a. This Agreement serves the common interests of both parties.
- b. This Agreement will benefit the public.
- c. The division of costs fairly compensates both parties to this Agreement; and
- d. The CITY and the COUNTY have authorized their representative to sign this Agreement.
- e. Both parties acknowledge that they are each a “governmental entity” and not a “business entity” as those terms are defined in Tex. Gov’t Code § 2252.908, and therefore, no disclosure of interested parties pursuant to Tex. Gov’t Code Section 2252.908 is required.

NOW, THEREFORE, the COUNTY and the CITY agree as follows:

## **TERMS AND CONDITIONS**

### **1. COUNTY RESPONSIBILITY**

The COUNTY will furnish the labor and equipment to assist the CITY in completing the Project:

- Rehabilitate and Resurface **Hurstview Drive** located within the City of Hurst and Tarrant County Commissioner Precinct #3 from Harwood Road to Circleview Dr. South (Approximately 1,718 linear feet).
- Resurface **Glade Road** located within the City of Hurst and Tarrant County Commissioner Precinct #3 from 150 feet West of David Drive to 150 East of Hurstview Drive (Approximately 1,165 linear feet).

## **2. CITY RESPONSIBILITY**

- 2.1 The CITY will furnish and pay for the actual cost of the materials, including any delivery or freight cost. The CITY will provide a purchase order and will be billed directly by the material supplier. The COUNTY may accumulate and bill the CITY for incidental material cost.
- 2.2 The CITY will pay for one-half of the COUNTY's fuel used to construct this Project. The COUNTY will invoice the CITY for the fuel consumed at the conclusion of the Project.
- 2.3 The CITY will be responsible for all traffic control necessary to safely construct this project. This responsibility includes all advance notices, signage, barricades, pilot vehicles, and flagmen necessary to control traffic in and around the construction site. The CITY will be responsible for and provide portable message boards to supplement traffic control as needed.
- 2.4 The CITY will remove the existing surface and make any necessary roadway repairs and preparations prior to the COUNTY starting work.
- 2.5 The CITY will adjust all utilities, manholes and valve boxes for this Project.
- 2.6 The CITY will provide the COUNTY with a hydrant meter and all the water necessary for construction of the Project at no cost to the COUNTY.
- 2.7 The CITY will provide or pay for any engineering, survey, and laboratory testing required for this Project.
- 2.8 The CITY will furnish a site for dumping all spoils and waste materials generated during construction of this Project.
- 2.9 The CITY will provide the material to backfill the pavement edges for this project.
  
- 2.10 If required, the CITY will be responsible for the design and development of a Storm Water Pollution Prevention Plan (SWPPP). The CITY further agrees to pay for all cost (including sub-contractor materials, labor, and equipment) associated with the implementation of the plan. The COUNTY will be responsible for maintenance of the plan during the duration of the Project. Documentation and record keeping of the SWPPP will be the responsibility of the CITY.

## **3. PROCEDURES DURING PROJECT**

COUNTY retains the right to inspect and reject all materials provided for this Project.

If the CITY has a complaint regarding the construction of the project, the CITY must complain in writing to the COUNTY no later than 30 days of the date of project completion.

#### **4. NO WAIVER OF IMMUNITY**

This Agreement does not waive COUNTY rights under a legal theory of sovereign immunity. This Agreement does not waive CITY rights under a legal theory of sovereign immunity.

#### **5. OPTIONAL SERVICES**

- 5.1 If requested by the CITY, the COUNTY will apply permanent striping coordinated through the Transportation Department. Application of striping by the COUNTY is limited to Project roadways. If the CITY desires permanent striping applied to any roadways or portions of roadways not covered by this Agreement, the CITY will need to enter into a separate agreement with the COUNTY for the provision of those services.

#### **6. TIME PERIOD FOR COMPLETION**

The CITY will give the COUNTY notice to proceed at the appropriate time. However, the COUNTY is under no duty to commence construction at any time.

#### **7. THIRD PARTY**

This contract shall not be interpreted to inure to the benefit of a third party not a party to this contract. This contract may not be interpreted to waive any statutory or common law defense, immunity, including governmental and sovereign immunity, or any limitation of liability, responsibility, or damage of any party to this contract, party's agent, or party's employee, otherwise provided by law.

#### **8. JOINT VENTURE & AGENCY**

The relationship between the parties to this Agreement does not create a partnership or joint venture between the parties. This Agreement does not appoint any party as agent for the other party.

## **9. EFFECTIVE DATE**

This Agreement becomes effective when signed by the last party whose signing makes the Agreement fully executed.

## **10. TERMINATION**

This Agreement will automatically terminate on either September 30, 2025, or on the date the project is completed, whichever occurs first. Notwithstanding the foregoing, or any other language to the contrary, either party may terminate this Agreement without cause upon thirty (30) days' written notice to the other party prior to the intended date of termination. In the event of termination by either party, neither party shall have any further obligations to the other party under this Agreement, except that the CITY remains liable to the COUNTY for any outstanding invoice for materials that the COUNTY provides for the project, if any.

## **11. COMPLIANCE WITH LAWS**

In providing the services required by this Agreement, COUNTY and CITY must observe and comply with all applicable federal, state, and local statutes, ordinances, rules, and regulations, including without limitation, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and non-discrimination laws and regulations. COUNTY and CITY shall be responsible for ensuring its compliance with any laws and regulations applicable to its business, including maintaining any necessary licenses and permits.

## **12. EXECUTION OF AGREEMENT**

This agreement may be executed in one or more counterparts, each of which will be deemed to be an original copy of this agreement, and all of which, when taken together, shall be deemed to constitute one and the same agreement. The exchange of copies of this agreement and of signature pages by electronic transmission shall constitute effective execution and delivery of this agreement as to the parties and may be used in lieu of the original agreement for all purposes. Signatures of the parties transmitted or executed electronically shall be deemed to be their original signatures for any purpose whatsoever.

**TARRANT COUNTY, TEXAS**

**CITY OF HURST**

\_\_\_\_\_  
Tim O'Hare  
County Judge

\_\_\_\_\_  
Clay Caruthers  
City Manager

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

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

\_\_\_\_\_  
Matt Krause  
Commissioner, Precinct 3

\_\_\_\_\_  
Robert Saucedo  
Director of Public Works

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

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

Attest:

\_\_\_\_\_

APPROVED AS TO FORM\*



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Criminal District Attorney's Office\*

APPROVED AS TO FORM AND LEGALITY

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City Attorney

\* By law, the Criminal District Attorney's Office may only approve contracts for its clients. We reviewed this document as to form from our client's legal perspective. Other parties may not rely on this approval. Instead, those parties should seek contract review from independent counsel.



City Council Staff Report

**SUBJECT:** Consider authorizing the city manager purchase road maintenance materials through an existing Interlocal Agreement with Tarrant County

|                              |                                                                                                                                        |
|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| <b>Supporting Documents:</b> |                                                                                                                                        |
|                              | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Public Works<br><b>Reviewed by:</b> Clayton Fulton<br><b>City Manager Review:</b> |

**Background/Budget Analysis:**

Tarrant County currently has a contract with Martin Marietta for the delivery and placement of cement slurry and cementitious slurry products on city roads used for soil stabilization on various road projects. Purchasing through the existing ILA with Tarrant County will ensure compliance with local government purchasing regulations.

The proposed purchase is for \$50,000 to provide necessary product for upcoming road projects within the City of Hurst. Funds are available within the streets department's FY 25 operating budget.

**Hurst Way/Strategic Priorities:**

Cooperative purchasing through the existing Tarrant County ILA is directly representative of the Council's strategic priority of **Financial Sustainability** and **Infrastructure** maintenance.

**Recommendation:**

Staff recommends City Council **authorize the city manager to purchase cement slurry and cementitious slurry products from Martin Marietta Materials, Inc. through an existing ILA with Tarrant County.**



City Council Staff Report

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SUBJECT:</b> Consider Order of Cancellation of the City of Hurst May 3, 2025 General Election and declaring each unopposed candidate elected                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                         |
| <b>Supporting Documents:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                         |
| Order of Cancellation and Certification of Unopposed Candidates will be provided at the meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Meeting Date:</b> 2/25/2025<br><b>Department:</b> Legislative and Judicial Services<br><b>Reviewed by:</b> Rita Frick<br><b>City Manager Review:</b> |
| <b>Background/Budget Analysis:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                         |
| <p>In accordance with the charter and applicable law, the City Council adopted Resolution 1877 calling the May 3, 2025 General Election for the purpose of electing City Council Place 1, 2, and 6.</p> <p>The filing deadlines for placement on the ballot and declaration of write-in candidacy have passed. There are no propositions to appear on the ballot. The City Secretary has certified in writing that each candidate on the ballot is unopposed for election to office. In these circumstances, Chapter 2 of the Election Code requires a governing body to declare each unopposed candidate elected to office and to cancel the election.</p> |                                                                                                                                                         |
| <b>Hurst Way/Strategic Priorities:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                         |
| This item is representative of the <b>Council’s vision and mission statements along with their goals and priorities.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                         |
| <b>Recommendation:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                         |
| Staff recommends City Council <b>move to approve the Order of Cancellation of the May 3, 2025 General Election and declare each unopposed candidate elected.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                         |

CITY OF HURST  
COUNTY OF TARRANT

STATE OF TEXAS

On January 16, 2025, 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 Rd., Hurst, Texas, with the following Members present to wit:

|                      |   |                                                  |
|----------------------|---|--------------------------------------------------|
| Rod Robertson        | ) | Chair                                            |
| Cyndi Evans          | ) | Members                                          |
| Alan Neace           | ) |                                                  |
| Janice Pyles-Trostle | ) |                                                  |
| Leah Smith           | ) |                                                  |
| Dallas Snow          | ) |                                                  |
| Anne Stimmel         | ) |                                                  |
| Mary Wismann         | ) |                                                  |
| Doris Young          | ) |                                                  |
| Kyle Gordon          | ) | Executive Director of Community Services         |
| Hannah Ditgen        | ) | Community Services Senior Management Assistant   |
| Kristie Weaver       | ) | Assistant Director of Community Services         |
| Eric Starnes         | ) | Fleet & Facilities Director                      |
| Amy Oden             | ) | Recreation Superintendent                        |
| Lauren Snyder        | ) | HSAC Operations Manager                          |
| Zach Tekavec         | ) | Aquatics Manager                                 |
| Paige Lutz           | ) | Recreation Administrative Services Supervisor    |
| Kira Hoggan          | ) | Recreation Specialist Marketing & Communications |

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

- I. **Call to Order:** Rod Robertson 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:** Alan Neace moved to approve the minutes of the regular meeting on October 17, 2024. Motion seconded by Doris Young. The motion prevailed by the following votes:

AYES: Evans, Neace, Pyles-Trostle, Robertson, Smith, Snow, Stimmel, Wismann, Young

NO: None

***At the request of staff, the following item was moved to the top of the Agenda.***

- IX. **Informational Items:**

- A. **Board and Commission Update:** Kyle Gordon welcomed the new Board members and asked all of the members to introduce themselves. Mr. Gordon reviewed the Board’s regular meeting dates and the Board officers. He explained the reason for dissolving the Arts & Historical Board and its integration into both the Parks and Recreation and the Library and Cultural Enrichment Boards. He reviewed the New Member’s Orientation with the new members. Kristie Weaver reviewed the Resource Allocation Study with the new members.

**IV. Staff Report:**

**A. Director’s Quarterly Participation Report:**

- 1. **Recreation Division:** Ms. Weaver, Assistant Director of Community Services, presented the following Recreation Division statistics for the first quarter of the 2024-25 Fiscal Year:

|                                      |        |
|--------------------------------------|--------|
| Recreation Active Members            | 2,930  |
| Recreation Center Attendance         | 22,737 |
| Fitness Center Participation         | 16,158 |
| Classroom Programs – Fall Session    | 322    |
| Winter Basketball League             | 12     |
| Winter Double Header Softball League | 41     |
| Park Pavilion                        | 60     |

- 2. **Senior Division:** Ms. Weaver presented the following Senior Division statistics for the first quarter of the 2024-25 Fiscal Year:

|                                     |        |
|-------------------------------------|--------|
| Senior Activities Center Attendance | 14,504 |
| Number of Classes Offered           | 476    |
| Program Attendance                  | 6,300  |
| Fitness Center Participation        | 5,000  |
| Number of Members                   | 2,022  |

**B. Special Event Highlights:**

- 1. **Recreation Division:** Amy Oden, Recreation Superintendent, presented a recap of recent events:
  - Monster Bash, a new event, took place on October 19. The event offered a costume contest, a “haunted house,” a *Ninja Warrior* obstacle course, and the *Disney* movie *Monsters Inc*. The event had 1,500 in attendance.
  - *Santa’s Mailbox* was offered December 1 – 15, and 150 letters were received, five of which were emailed to Santa this year.
  - The *Hurst Christmas Tree Lighting* event occurred on December 3 at the Hurst Conference Center, with approximately 5,500 in attendance.

- The *Pawliday Pics* event was held on December 7 at the Hurst Dog Park. An estimated 84 dogs enjoyed pictures with Santa and a “puppuccino” at the event.
- The *Sensory-Friendly Photo and Breakfast with Santa* event was held on December 14 at the Hurst Recreation Center. The event included crafts, breakfast, and pictures with Santa.
- The City offered a new event for City employees, the first Employee Christmas Party. The party provided food, a craft, a visit from Santa, and a movie.

Ms. Oden presented upcoming Special Events highlights:

- The annual *Daddy Daughter Valentine Dance* is scheduled for February 8 at the Hurst Senior Activities Center.
- *The second annual Pups and Pints* event will be held on March 29 at the Hurst Dog Park.
- The *Silent Disco* event has been rescheduled for April 5. Due to inclement weather, the event could not take place in the fall as scheduled.
- The annual *EGGStravaganza* will take place on April 8. The location for the event has not been determined at this time.
- A *Sensory-Friendly Egg Hunt* is planned for April 11 at Central Park.
- The *Doggone Egg Hunt* is scheduled for April 12 at the Hurst Dog Park.

**2. Senior Division:** Lauren Snyder, HSAC operations manager, presented a recap of the Center’s events.

- The *Veteran’s Day Salute* event took place on November 11. There were 74 attendees, and 23 veterans were recognized.
- The *Thanksgiving Dessert Buffet* was held on November 19, and 118 participants enjoyed 40 different desserts at the event.
- The *Santa Photos* event occurred on December 20, and 41 members and their families enjoyed a picture with Santa.
- The *Black-eyed Pea and Cornbread* event was held on December 31, with 70 attendees.

Ms. Snyder presented upcoming Special Events highlights:

- The *HSAC Memorial* event is planned for January 17.
- The *HSAC Valentine Dance* will take place on February 13.
- The *Business & Health Expo* event will occur on March 26.
- The HSAC will be closed for a week in April to do a deep clean.

**C. Works in Progress:**

- 1. Hurst Senior Activities Center Foundation Repair:** Staff tested the plumbing lines under the slab and found a small leak. Further evaluation is being performed.

2. **2024 Storm Damage:** The Tennis and Pickleball Center has been partially closed to the public since mid-January, while the roof replacement and other repairs are ongoing. The new awnings for various locations will be installed by mid-February.
3. **Hurst Athletic Complex Painting Improvements:** Painting of the complex's metal fence and other components is complete.
4. **Recreation Center HVAC Rooftop Unit Replacement:** The 30+-year-old HVAC rooftop unit has been replaced.
5. **Hurst Community Park Peristyle Playground:** The old playground will be removed and replaced by early March. The new playground components are themed to match the baseball complex. During this process, the underside of the peristyle pavilion will also be cleaned, sanded, and painted.
6. **Recreation Center Front Entrance Repairs:** The 24-year-old exterior stucco panels show significant cracking and damage in certain areas. As a result, the damaged stucco will be replaced, a new weep drainage system will be installed, and the front façade will be painted.
7. **Conservative Block Grant HVAC Replacement:** The City was awarded a grant to replace two (2) air conditioning units at the Library and one (1) at the Recreation Center.
8. **Hurst Athletic Complex Cedar Fence Replacement:** The old fence line from the adjacent neighborhood will be removed and replaced soon. The work includes trimming and cleaning up the trees along the new fence.

#### **Staff Activities:**

1. **Personnel Update:** Kristie Weaver presented the personnel update. She reported that Michael Treadaway was promoted to Parks Operations Technician, and Joaquin Aguirre was also promoted to Parks Maintenance Worker II. Ms. Weaver noted that the recent new hires include John Benedetto as a Recreation Operations Specialist, Immanuel Klimeck as Recreation Coordinator–Aquatics, Anthony Bollin as an Aquatics Technician, and Ty Tinner as a Parks Maintenance Worker.
2. **Professional Development:** Kristie Weaver presented the professional development opportunities that the staff participated in over the last quarter.

#### **V. Report of the Committee:**

##### **A. John Butler Memorial Senior Citizen's Banquet**

1. **Entertainment:** Amy Oden presented the 2024 John Butler Memorial Senior Citizen's Banquet recap. She reported that over 600 seniors enjoyed a turkey dinner, dancing, prizes, and a magician.

2. **Donation List:** Ms. Oden distributed the donation list to the Board. She presented the donation schedule and a deadline for submitting donations before the event.

## VI. Communications:

- A. **Marketing and Community Comments:** Kira Hoggan, Recreation Specialist–Marketing and Communications, reviewed recent community events and positive feedback from the community. She also presented the recent social media engagement statistics.

## VII. Unfinished Business:

None to discuss at this time.

## VIII. New Business:

- A. **Park Outdoor Fitness Equipment Replacement:** Kristie Weaver presented the Park Outdoor Fitness Equipment Replacement Project. Ms. Weaver reported that the circuit stations at Chisholm and Redbud parks require replacement. She stated that after researching current trends, the City plans to remove the existing stations and install new outdoor fitness equipment. Ms. Weaver presented the new equipment to be installed and the locations for the equipment at the two parks. She reviewed the funding and a timeline for the equipment. She asked the Board for a motion to approve the Park Outdoor Fitness Equipment Replacement.

Mary Wismann moved to approve the Park Outdoor Fitness Equipment Replacement as presented. Janice Pyles-Trostle seconded the motion.

AYES: Evans, Neace, Pyles-Trostle, Robertson, Smith, Snow, Stimmel, Wismann, Young

NO: None

## IX. Informational Items:

- A. **Board and Commission Update:** This item was moved to the top of the Agenda.
- B. **Aquatics 2025 Preview:** Zach Tekavec, Aquatics Manager, shared a preview of the 2025 Aquatics season. Mr. Tekavec highlighted the 2025 season-opening dates for Chisholm and Central Aquatics Centers, upcoming special events for the season, and recruitment efforts. Kristie Weaver mentioned the efforts staff is taking to return to full operations at both centers. Kyle Gordon presented the facility repairs needed and the costs for both centers.
- C. **Board Volunteer Opportunities:** Kristie Weaver reviewed the volunteer opportunities for the Board Members, including the upcoming events at HRC and HSAC.

**X. Board Member and Citizen Comments:** Doris Young complimented the hard work that the staff puts into the Board meetings. Rod Robertson welcomed and thanked the new members for joining the Board. Mr. Robertson also thanked the staff for their excellent job maintaining the parks throughout Hurst.

**XI. Adjournment:** Doris Young made a motion to adjourn the meeting. Motion seconded by Leah Smith. The motion prevailed by the following vote:

AYES: Evans, Neace, Pyles-Trostle, Robertson, Smith, Snow, Stimmel, Wismann, Young

NO: None

Rod Robertson adjourned the meeting at 7:38 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

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

CITY OF HURST  
COUNTY OF TARRANT  
STATE OF TEXAS

On January 21, 2025, at 5:30 p.m., the Library and Cultural Enrichment 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                                                 |
| Janie Melton-Judy    | ) | Members                                               |
| Michael Budd         | ) |                                                       |
| Julie Granquist      | ) |                                                       |
| Margaret Coleman     | ) |                                                       |
| Peggy Moore          | ) |                                                       |
| Ruth Kennedy         | ) |                                                       |
| Billye Runnels-Jones | ) |                                                       |
| Nell DeLaughter      | ) |                                                       |
| Kyle Gordon          | ) | Executive Director of Community Services              |
| Hannah Ditgen        | ) | Community Services Senior Management Assistant        |
| Jesse Loucks         | ) | Library Director                                      |
| Vanessa Patchen      | ) | Assistant Library Director                            |
| Paige Lutz           | ) | Parks & Recreation Administrative Services Supervisor |

with the following members absent: none, constituting a quorum, at which time the following business was transacted:

**I. Call to Order**

Chair Betty Whiteside called the meeting to order at 5:32 p.m.

**II. Roll Call of Members**

Paige Lutz conducted the Roll Call of Members.

**III. Approval of Minutes**

The Board reviewed and approved the October 15, 2024, regular meeting minutes as written.

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

**IX. Informational Items**

**A. Boards and Commissions Update:** Kyle Gordon informed the Board that the City Council dissolved the Hurst Community Arts & Historic Landmark Preservation Committee. With this change, the Library Board is now known as the Library and Cultural Enrichment Board, and responsibilities and two new members have been added to the Board's powers and duties. The Board is now responsible for art and historical projects, including but not limited to Art in Public Places, Hurst Oral History Project, Historical Landmark Preservation, and local landmark designation. Staff distributed Board orientation binders to the new members.

IV. Director’s Report

- A. **October – December 2024 Recap:** Jesse Loucks reviewed and displayed the October – December 2024 statistics recap for the Board.

October – December 2024

|                                   |        |
|-----------------------------------|--------|
| Circulation.....                  | 70,341 |
| Number of Active Patrons.....     | 35,741 |
| Volunteer Hours.....              | 304    |
| Door Count.....                   | 21,526 |
| Electronic Usage Sessions.....    | 11,497 |
| Page Views.....                   | 24,764 |
| Net Revenue.....                  | \$787  |
| General Interest Programming..... | 2,331  |
| Adult Programming.....            | 275    |
| Youth Programming.....            | 1,655  |
| Outreach Programming.....         | 3,172  |

Mr. Loucks also presented an annual recap featuring key statistics, including total items borrowed, total number of visitors and library members, electronic services usage, program attendance, interlibrary loans, volunteer hours, and more.

- B. **Program & Events Report for October - December:** Jesse Loucks reviewed the Program & Events Report for October – December. Pictures were displayed for the Board.

- C. **Upcoming Programs and Events:** Mr. Loucks reviewed the Upcoming Programs and Events report.

D. **Works in Progress**

1. **Program Room North & South AV:** Jesse Loucks reported that staff is still working with the City IT department and vendor to receive the correct projector to complete installation for this project.
2. **Periodical Area Remodel:** Mr. Loucks informed the Board that this project will go to the City Council meeting on January 28 for approval. If approved, staff will purchase two additional modern study carrels that seat eight to provide more spaces for patrons to read or study. Each carrel will feature a comfortable padded seat and power outlets for laptops and portable devices.
3. **Youth Shelving Replacement:** Mr. Loucks shared that staff is recommending the replacement of the traditional youth shelving system with new, lower shelving units. These units will maintain the same capacity while being more manageable for young children to access and will allow better visual control for staff, enhancing safety and customer service. This project will also go to the City Council meeting on January 28 for approval.
4. **Vending Machine Replacement:** Mr. Loucks announced the Library has received a new vending machine in the Friend’s Café. The new machine features a digital screen and a convenient credit card option. Photos were displayed for the Board.

- 5. Conservation Block Grant HVAC Replacements:** Kyle Gordon stated that the U.S. Department of Energy approved the city's Energy Efficiency and Conservation Block Grant (EECBG) Program Equipment Rebate Voucher application. The City of Hurst was awarded \$81,325 to replace two air conditioning units at the Hurst Public Library and one air conditioning unit at the Hurst Recreation Center. Staff displayed an aerial map of the Library indicating where the new units will be installed in the near future.

#### **E. Staff Activities**

- 1. Organizational Update:** Vanessa Patchen shared that Aubrey Harrington has been promoted to a full-time position in the Circulation department. Additionally, part-time staff Adriana Delgado resigned, and Mary Haltom announced her retirement.
- 2. Professional Development:** Vanessa Patchen announced that she has been participating in the SirsiDynix BLUECloud Accelerate Boot Camp Workshops. These free sessions are designed to prepare Hurst's integrated library system for BLUECloud Circ and Cataloging.

Ms. Patchen shared that Library Manager Robin Swaringen led a book review and discussion in November for the city's employee leadership development initiative. Employees read and discussed *Permission to Screw Up* by Kristen Hadeed.

Jesse Loucks provided a short overview of the Public Library Administrators of North Texas Conference he attended in November. Library directors from all over North Texas shared insights, discussed emerging trends, and explored innovative strategies to enhance library services.

Lastly, Ms. Patchen announced city facilities will have a delayed opening of 2:00 p.m. while staff participates in the annual employee Hurst Way Conference. This conference is part of the city's Employee Appreciation Week, which includes team-building activities, games, a bus tour, and more.

- 3. Community Outreach:** Ms. Patchen shared that multiple staff members represented Hurst Public Library at various community outreach events, including Hurst Senior Activities Center Craft & Holiday Market, Bellaire Elementary Literacy Night, Harrison Lane Elementary Literacy Night, River Trails Elementary Literacy Night, Hurst Hills Elementary Maker Mania, W.A. Porter Elementary Fire Station Field Trip, Donna Park Elementary Outreach, and the Hurst Junior High Open House. Danyelle Weiss also led a Library tour for City of Hurst's new hires, and staff collaborated with Euless, Bedford, and HEB ISD to participate in the 32<sup>nd</sup> Annual HEB Rotary Charitable Golf Tournament.

**V. Reports of the Committee**

**A. Friends of the Hurst Public Library**

1. **Quarterly Revenue Report:** Jesse Loucks presented the Friends' revenue report for October – December.
2. **Teen Innovation Panel Fundraiser:** Mr. Loucks shared that the Friends partnered with the Teen Innovation Panel again for the All Wrapped Up program. Patrons brought gifts for the teens to wrap for a \$1 per gift donation to the Friends group. The fundraiser earned \$290.

**VI. Communications**

- A. Community Comments:** Vanessa Patchen highlighted positive community comments that resulted from excellent customer service and programs. Photos were displayed for the Board.

**VII. Unfinished Business**

None at this time.

**VIII. New Business**

- A. Donation of Objects Policy:** Jesse Loucks presented the Donation of Objects Policy. This new policy is designed to ensure the Library's Historical Gallery artifacts remain clearly defined as Library property, preventing potential misunderstandings about ownership in the future.

Betty Whiteside made a motion to recommend the Donation of Objects Policy. The Board voted by voice with the following vote:

Ayes: Budd, Coleman, DeLaughter, Granquist, Kennedy, Melton-Judy, Moore, Runnels-Jones, Whiteside

No: None

**IX. Informational Items**

- A. Boards and Commissions Update:** This item was moved to the top of the agenda.
- B. Art in Public Places Review:** Hannah Ditgen reviewed the Art in Public Places active initiative, the Utility Box Art Project. Since the project's launch in 2022, the city has transformed 28 utility boxes through Phases 1 and 2, featuring the themes "Community Built on Connection" and "The Building Blocks of Hurst." The project is open to DFW artists and community members and proudly showcases a diverse range of participants, from elementary school students to Hurst Senior Activities Center members, with most of the selected winners living in Hurst. Ms. Ditgen informed the Board that they can view all 28 designs at

**LIBRARY AND CULTURAL ENRICHMENT  
BOARD MINUTES**

**5**

**January 21, 2025**

hursttx.gov/utilityboxartproject. All submissions undergo staff review, and selected artists receive a \$250 stipend. Phase 3's theme will be "Wildlife and Pets of Hurst" and is set to launch soon, and staff will provide an update in April.

- C. Oral History Project Review:** Jesse Loucks presented a review of the Oral History Project, which has been ongoing for 10 years. Over the course of the project, 30 oral history videos have been produced, capturing over 60 hours of testimony. Notably, one-third of the participants featured in these videos are no longer with us, underscoring the importance of preserving these stories. A final six-part mini-series documentary focused on specific subjects and themes has been approved for production. Mr. Loucks provided the Board with a full list of participants and informed them that all videos can be viewed at [hursttx.gov/oralhistory](http://hursttx.gov/oralhistory).
- D. MasterWorks Presents Program Update:** Mr. Loucks presented the tentative 2025 MasterWorks schedule, showcasing a diverse lineup of performers. New to this year's program are three interactive art lesson events. Potential activities include painting, leatherworking, art journaling, or creating friendship bracelets.

**X. Board Member and Citizen Comments**

None.

**XI. Adjournment**

The next Library Board meeting is scheduled for Tuesday, April 15, 2025, at 5:30 p.m.

There being no further business, the meeting was adjourned by Chair Betty Whiteside at 6:55 p.m.

APPROVED this the \_\_\_\_\_ day of \_\_\_\_\_, 2025

APPROVED:

ATTEST:

\_\_\_\_\_  
CHAIR

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

## Future Events Calendar

February 25, 2025

*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>                                                                    |
|-----------------------------------------------|------------------------------------------------------------------------------------|
| Saturday, April 5, 2025                       | Extra Bulk Collection, Residents NORTH of HWY 121                                  |
| Wednesday, April 9, 2025<br>5:00 – 7:30 p.m.  | Eggstravaganza, Hurst Community Park<br>601 Precinct Line Road                     |
| Friday, April 11, 2025<br>5:30 – 7:00 p.m.    | Sensory-friendly Egg Hunt, Central Park<br>700 Mary Drive                          |
| Saturday, April 12, 2025                      | Extra Bulk Collection, Residents SOUTH of HWY 121                                  |
| Saturday, April 12, 2025<br>8:00 – 11:00 a.m. | Household Hazardous Waste Collection, Hurst Service Center, 2001 Precinct Line Rd. |
| Friday, April 18, 2025                        | City Hall Offices closed in observance of Good Friday                              |