



**CITY OF HUTCHINS  
CITY COUNCIL MEETING  
AGENDA**

**Monday, November 18, 2024 at 6:30 PM  
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Regular Meeting of the Hutchins City Council to be held on Monday, November 18, 2024 at 6:30 p.m. at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

**City Council Members**

Mayor Mario Vasquez  
Mayor Pro Tem Steve Nichols  
Councilmember Brenda Campbell  
Councilmember Dominic Didehbani  
Councilmember Raymond Elmore  
Councilmember Demarcus Odom

**A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT**

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

**C. CITIZEN COMMENTS** - *This agenda item provides an opportunity for citizens to address the City Council on any matter that is not posted on the agenda. Anyone wishing to address the City Council should complete a Citizen Comments Form and submit it to the City Secretary prior to the start of the City Council meeting. There is a three (3) minute time limit for each citizen to speak. However, in accordance with the Texas Open Meetings Act, the City Council cannot discuss issues raised or make any decision at this time.*

**D. ELECTION CANVASS**

1. Discuss and consider Resolution R2024-11-1221, A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION, AND OTHER MATTERS IN CONNECTION THEREWITH. Presented by: Cynthia Olguin, City Secretary

**E. PRESENTATIONS**

2. Drone Presentation Presented by: S. Perry Police Chief

**F. PUBLIC HEARINGS**

3. Conduct a Public Hearing to consider a request by applicant Lisa Ross, of CBG Surveying Texas. (representing property owners Allan & Tina Avery) to replat a 0.660-acre tract of land situated in the Thomas Freeman Survey, Abstract No. 453 in the City of Hutchins, Dallas County, Texas and being Lots 6 thru 10, Block 86 The Original Town of Hutchins, Texas, recorded in Volume 283, Official Public Records of Dallas County, Texas, and being more particularly described as 115 Grayson Street. by: Tim Rawlings

3A. Open Public Hearing and receive comments.

3B. Consider approval of a replat 0.660-acre tract of land being more particularly described as 115 Grayson St.

**G. REGULAR AGENDA** - *As authorized by Section 551.071 of the Texas Government Code, the City Council reserves the right to convene in Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item listed herein.*

4. Discuss and consider mosaic art selection for New City Hall Wall A. Event Center North, Wall B. Event Center West, and Wall C1 & C2 South Entry. Presented by: Wanda Randle
5. Discuss and consider appointments to the Keep Hutchins Beautiful Board for the remainder of a term expiring in 2026. Presented by Cynthia Olguin.
6. Discuss and consider an appointment for an alternate member to the Planning and Zoning Commission. Presented by Cynthia Olguin.
7. Discuss and consider ORDINANCE 2024-11-1200 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 12, TITLED "TRAFFIC AND VEHICLES", ARTICLE 12.04, TITLED "PARKING," SECTION 12.05.002 TITLED "No Parking Zones," BY AMENDING SUBSECTION (a) BY Adding PARAGRAPH (14); PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$200.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: S. Perry, Police Chief
8. Discuss and consider ORDINANCE 2024-11-1201 AN ORDINANCE OF THE CITY OF HUTCHINS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 3 "BUILDING REGULATIONS" BY ADDING ARTICLE 3.15 TITLED PORTABLE STORAGE CONTAINERS AND SHIPPING CONTAINERS. Presented by: Tim Rawlings
9. Discuss and consider Resolution R2024-11-1222 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING FINANCIAL MANAGEMENT POLICIES FOR THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Maria Joyner, Director of Finance
10. Discuss and consider Resolution R2024-11-1223 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. Presented by: Maria Joyner, Director of Finance
11. Discuss and consider RESOLUTION R2024-11-1224 OF THE HUTCHINS CITY COUNCIL NOMINATING CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS OF DALLAS CENTRAL APPRAISAL DISTRICT. Presented by Cynthia Olguin
12. Discuss and consider Resolution R2024-11-1225, OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND GRANTING A NON-EXCLUSIVE, PUBLIC UTILITY EASEMENT AND RIGHT OF WAY TO ONCOR ELECTRIC DELIVERY COMPANY, LLC, FOR THE PURPOSE OF LOCATION, CONSTRUCTION, MAINTENANCE, OPERATION, REPAIR,

REMOVAL, REPLACEMENT, RECONSTRUCTION, AND RELOCATION OF ELECTRIC UTILITIES. Presented by Mamun Yusuf

- [13.](#) Discuss and consider Resolution R2024-11-1226 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY; AND PROVIDING AN EFFECTIVE DATE. Presented by: James Quin, City Administrator

## **H. EXECUTIVE SESSION**

14. The Hutchins City Council will hold a closed Executive Session pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in §551.087. Deliberation regarding economic development negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision to a business prospect: 1) Project Beckett. Presented by: Guy Brown HEDC Executive Director
15. Pursuant to Texas Government Code Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY. A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person; specifically, discuss purchase of property for location of the Recreation Center and Library. Presented by James Quin, City Administrator

## **I. RECONVENE INTO REGULAR SESSION**

16. Take action, if any, as a result of Executive Session:
- a. Deliberation regarding economic development negotiations. 1) Project Beckett
  - b. Deliberation regarding the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.

## **J. ITEMS OF COMMUNITY INTEREST**

17. Atwell Public Library Board Meeting, Tuesday, November 19, 2024 at 6:30 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins.
- Planning and Zoning Commission Meeting, Thursday, November 21, 2024, at 6:00 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins
- Hutchins EDC Board Meeting, Thursday, November 21, 2024, at 6:30 p.m. EDC Office, 103 W. Palestine, Hutchins.
- Parks and Recreation Board Meeting, Tuesday, December 3, 2024 at 6:30 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins.
- City Council Meeting, Monday, December 9, 2024 at 6:30 p.m. City Hall Council Chamber, 321 N. Main St., Hutchins
- Keep Hutchins Beautiful Board Meeting, Tuesday, December 10, 2024 at 6:00 p.m., City Hall Council Chamber, 321 N. Main St., Hutchins.

Hutchins Rockin 70's Holiday In The Park., Saturday, December 14, 2024, noon - 3 pm, Campbell Park, 200 S. Denton St., Hutchins.

**K. ADJOURN**

**CERTIFICATION**

I certify that a copy of the November 18, 2024 agenda of items to be considered by the Hutchins City Council was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website [www.cityofhutchins.org](http://www.cityofhutchins.org), in accordance with Chapter 551 of the Texas Government Code. Posted on Friday, November 15, 2024, before 6:30 p.m.

*Cynthia Olguin*

Cynthia Olguin  
City Secretary



**ACCESSIBILITY STATEMENT**

The meeting location is wheelchair accessible from the front door. Request for special services must be received at least 48 hours in advance of scheduled meeting. For assistance, please call the office of the City Secretary at 972-225-6121 or email the City Secretary at [colguin@cityofhutchins.org](mailto:colguin@cityofhutchins.org)

**File Attachments for Item:**

1. Discuss and consider Resolution R2024-11-1221, A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION, AND OTHER MATTERS IN CONNECTION THEREWITH. Presented by: Cynthia Olguin, City Secretary



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Cynthia Olguin

**AGENDA CAPTION:** Discuss and consider Resolution R2024-11-1221, A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF A BOND ELECTION, AND OTHER MATTERS IN CONNECTION THEREWITH.  
Presented by: Cynthia Olguin, City Secretary

### **Background Information**

The final canvass is the local canvass for cities, schools, and other local political subdivisions. (Tex. Elec. Code § 67.005). The local canvass for the November 5, 2024 uniform election must be held not earlier than the third day after election day (Friday, November 8, 2024) and not later than the 14th day after election day (Tuesday, November 19, 2024).

The Dallas County Elections Administrator is responsible for preparing the unofficial canvass report and providing a copy to each participating political subdivision no later than November 8, 2024.

The Canvass requirements:

- Total number of votes in each precinct and the sum of the precinct totals for each candidate and votes FOR or AGAINST each measure.
- The presiding officer of the canvassing authority shall note the completion of the canvass in the minutes or in the recording required by Section 551.021 of the Government Code.
- A city that holds an election and maintains an internet website must also post certain information on its website related to election results even if the county is posting such information.

### **Budget Implications**

N/A

### **Operational Impact**

N/A

### **Legal Review**

The Resolution was prepared by bond counsel, West & Associates, L.L.P.

### **Staff Recommendation**

### **Supporting Documentation and Attachments**

Resolution R2024-11-1221 and Canvass Report provided by Dallas County Elections.

**CITY OF HUTCHINS  
RESOLUTION R2024-11-1221  
A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE  
RESULTS OF A BOND ELECTION; AND OTHER MATTERS IN  
CONNECTION THEREWITH**

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WHEREAS, on August 12, 2024 the City Council (the “City Council”) of the City of Hutchins (the “City”) ordered an election to be held on November 5, 2024 (the “Election”) for the purpose of determining whether the resident, qualified voters of the City would authorize the issuance of general obligation bonds by the City; and

WHEREAS, it is hereby found and determined that notice of the election was duly given in the form, manner and time required by law, and said election was in all respects legally held and conducted in accordance with applicable laws of the State of Texas and the proceedings calling and governing the holding of such election; and

WHEREAS, the City Council hereby canvasses the returns of this election, at which there were submitted to all resident, qualified voters of the City for their action thereupon, the following propositions:

**MEASURE A**

“Shall the City Council of the City of Hutchins, Texas be authorized to issue general obligation bonds of the City in the principal amount of \$28,000,000 for permanent public improvements and public purposes, to wit: 1) purchasing, acquiring, constructing, repairing, improving facilities and equipment for recreation and library purposes and 2) all matters necessary or incident related thereto; such bonds to mature serially or otherwise over a period not to exceed forty (40) years from their date, to be issued and sold in one or more series at any price or price s and to bear interest at any rate or rates (fixed, floating, variable or otherwise) as shall be determined within the discretion of the City Council at the time of issuance or sale of the bonds; and whether ad valorem taxes shall be levied upon all taxable property in the City sufficient to pay the annual interest and provide a sinking fund to pay the bonds at maturity?”

and

WHEREAS, the City Council has diligently inquired into the poll lists and the official election returns election returns which were duly and lawfully made to the City Council by the judges and clerks holding and conducting such election; the poll lists and the official election returns showing separately the votes cast in the election; and

WHEREAS, from these returns, this City Council hereby finds that the following votes were cast in the election by voters who were resident, qualified voters of the City:

**PROPOSITION A**

“THE ISSUANCE OF GENERAL OBLIGATION BONDS IN THE AMOUNT OF \$28,000,000 FOR RECREATION AND LIBRARY PURPOSES RELATED TO ONE SINGLE BUILDING AND ALL MATTERS NECESSARY OR INCIDENT RELATED THERETO AND THE IMPOSITION OF TAXES SUFFICIENT TO PAY THE PRINCIPAL OF AND INTEREST ON THE BONDS.”

	<u>For</u>	<u>Against</u>
Early Votes	620	259
Mail Votes	13	2
Election Day Votes	189	93
Provisional Votes	0	0
<b>TOTAL</b>	<b>822</b>	<b>354</b>

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

SECTION 1: The City Council officially finds, determines, and declares that the election was duly and properly ordered, that proper legal notice of such election was duly given in English, Spanish, and Vietnamese (to the extent required by law), that proper election officers were duly appointed prior to the election, that the election was duly and legally held, that all resident, qualified voters of the City were permitted to vote at the election, that due returns of the results of the election had been made and delivered, and that the City Council has duly canvassed such returns, all in accordance with the laws of the State of Texas and of the United States of America, and the order calling the election.

SECTION 2: A MAJORITY of the resident, qualified voters of the City of Hutchins, Texas voting in such election, having voted FOR the authorization and issuance of \$28,000,000 general obligation bonds and the levy and pledge of the tax in payment thereof as provided in Proposition A, the City Council hereby finds and determines that Proposition A carried at the election, that the election was duly called, that proper notice was given, and that the election was held in all aspects in conformity with the law, and that the City Council is hereby accordingly authorized to issue the bonds and to levy the tax in accordance with the authority granted in the Proposition and with law.

SECTION 3: The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

SECTION 4: All orders and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

SECTION 5: This Resolution shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

SECTION 6: If any provision of this Resolution or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Resolution and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council hereby declares that this Resolution would have been enacted without such invalid provision.

SECTION 7: It is officially found, determined, and declared that the meeting at which this Resolution is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Resolution, was given, all as required by Chapter 551, as amended, Texas Government Code.

SECTION 8: This Resolution shall be in force and effect from and after its final passage and it is so resolved.

PASSED AND APPROVED on November 18, 2024.

\_\_\_\_\_  
Mario Vasquez, Mayor  
City of Hutchins, Texas

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary  
City of Hutchins, Texas

(SEAL)

PENDING FINAL CANVASS REPORT

**File Attachments for Item:**

2. Drone Presentation Presented by: S. Perry Police Chief



# STAFF REPORT

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<b>MEETING DATE:</b>	November 18, 2024
<b>MEETING TYPE:</b>	Regular Council meeting
<b>SUBMITTED BY:</b>	Chief Perry
<b>AGENDA CAPTION:</b>	[Drone Presentation] Presented by: [S. Perry Police Chief]

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### **Background Information**

On January 2, 2024, the Police department presented a request to council to purchase the LEMUR II drone to upgrade our current DJI Mavic Drone. The DJI Mavic drone does not have infrared capabilities and does not have any lighting or communications capabilities. The DJI Mavic drone is a multipurpose drone that anyone from the public can purchase from a local source.

During budget discussions the Police department requested the purchase of a new LEMUR II drone that is specific to Law Enforcement and is capable of flying indoors, outdoors, and capable of daytime and nighttime search operations, and is capable of remote two-way communications. The enhanced capabilities of this drone will help in the event of building searches, searches where communication needs to be established with a known suspect, can be flown indoors to search large warehouses more efficiently and keep officers safe when a known assailant is present. We reported that the LMEUR drone also has infrared capabilities for use during night search missions and meets all current FAA standards for remote ID.

Returned LEMUR II Drone due to drone was not capable of outdoor flight capabilities above 25 ft.

After reviewing several drones with indoor and outdoor capabilities, Police department staff will be moving forward with the DJI Matrice 30T drone for outdoor operations and the DJI Avata drone for indoor operations.

### **Budget Implications**

Operational Impact

Improve night flight operations

Improve search operations

Improve Officer Safety by utilizing a Drone for High Risks searches when applicable

**Legal Review**

N/A

**Staff Recommendation**

N/A

**Supporting Documentation and Attachments**

Fire cam quote

Lonestar drone quotes

Conway Shield quote

A&B consulting quote

Skydio quote



**FIRE CAM**  
 14 Canter Ct.  
 St. Peters, MO 63376

# Quote

Date	Quote #
10/10/2024	3676R1

Name / Address
Hutchins Police Frank Garcia 550 W Palestine St Hutchins, TX 75141

Terms
Due on receipt

Item	Description	MPN	Unit Price	Qty	Subtotal	Discount	Total
Matrice 30T Worry Free Plus	Matrice 30T Worry Free Plus Combo Includes: Matrice 30 Aircraft, DJI RC Plus Remote Controller, 1671 Propeller Pair(CW), 1671 Propeller Pair(CCW), USB-C Cable, USB-C to USB-C Cable, Carrying Case, Screws and Tools, BS30 Intelligent Charging Station, TB30 x 2, and, DJI Standard Maintenance Service Plan, and DJI Care Enterprise Plus DJI Enterprise Standard Service for M30T. DJI Enterprise provides lifetime maintenance program to your aircraft, so you can fly safer as the aircraft is kept at top performance all the time. Includes: Deep Clean, Parts Inspection, Update and Calibration, Easily Worn Parts Replacement-including: Upper Shell Module, Motor Base Lower Cover, Landing Gear Module, Antenna Module, Propellers, Gimbal Protector, Gimbal Rubber Damper, Gimbal Drop-Proof Cable, Scres and Bolts.		10,114.00	1	10,114.00		10,114.00T
Matrice 30 TB30 Battery	Matrice 30 TB30 Battery	Part 08	329.00	4	1,316.00		1,316.00T
Matrice 30 Propellers	Matrice 30 Propeller 1671	Part 09	49.00	1	49.00		49.00T

You MUST register your DJI Products w/ the FAA at:<https://registermyuas.faa.gov/>  
 You MUST register your DJI Care/Refresh Plan within 48 HOURS of registering your DJI Drone.  
 Your Care Plan will be invalid and you will lose coverage if this is not completed within 48 HOURS.

One year Manufacture's Warranty included. Quote is good for 30 days from issue date. Returns of unused/unopened items in the original packaging are subject to a 20% restocking fee and issued a credit on the account.

<b>Subtotal</b>
<b>Sales Tax (0.0%)</b>
<b>Total</b>

Phone #	Fax #	E-mail	Web Site	OFFICE USE
618-416-8390	408-493-4444	Billing@FireCam.com	FireCam.com	



**FIRE CAM**  
 14 Canter Ct.  
 St. Peters, MO 63376

# Quote

Date	Quote #
10/10/2024	3676R1

Name / Address
Hutchins Police Frank Garcia 550 W Palestine St Hutchins, TX 75141

Terms
Due on receipt

Item	Description	MPN	Unit Price	Qty	Subtotal	Discount	Total
CZI LP12 Spotlight/Speaker	CZI LP12 Spotlight/Speaker for DJI M30 Series. LP12 is a spotlight and broadcasting integrated payload designed specifically for the DJI Matrice 30 drone model. With its streamline design, it pushes the limits of product performance while taking characterized appearance into account, and effectively reduces wind resistance and improves the duration of flight. The LP12 is the most efficient lighting and broadcasting payload product of czi so far, combining the imaging optics of the Gimbal Light Series, with the LRAD long distance broadcasting technology of the Mega Phone Series, extremely light weight and small size. Weighing only 270g, it has an effective illumination distance up to 100m and an effective broadcasting distance of 200m, which can meet the operational needs of security patrols and outdoor search and rescue scenarios. The LP12 is deeply integrated with the DJI Pilot, allowing quick access to all broadcast and light functions, making it more convenient to operate.		2,000.00	1	2,000.00	-200.00	1,800.00T

You MUST register your DJI Products w/ the FAA at: <https://registermyuas.faa.gov/>  
 You MUST register your DJI Care/Refresh Plan within 48 HOURS of registering your DJI Drone.  
 Your Care Plan will be invalid and you will lose coverage if this is not completed within 48 HOURS.

**Subtotal**

**Sales Tax (0.0%)**

**Total**

One year Manufacture's Warranty included. Quote is good for 30 days from issue date. Returns of unused/unopened items in the original packaging are subject to a 20% restocking fee and issued a credit on the account.

Phone #	Fax #	E-mail	Web Site	OFFICE USE
618-416-8390	408-493-4444	Billing@FireCam.com	FireCam.com	



**FIRE CAM**  
 14 Canter Ct.  
 St. Peters, MO 63376

# Quote

Date	Quote #
10/10/2024	3676R1

Name / Address
Hutchins Police Frank Garcia 550 W Palestine St Hutchins, TX 75141

Terms
Due on receipt

Item	Description	MPN	Unit Price	Qty	Subtotal	Discount	Total
DJI Avata 2 Fly More Combo	DJI Avata 2 Combo includes: DJI Avata 2 x1, DJI Goggles 3, DJI RC Motion 3 x1, DJI Avata Intelligent Flight Battery x3, DJI Avata 2 Two-Way Charging Hub x1, DJI Sling Bag x1, DJI Avata 2 Propellers (Pair) x4, DJI Avata 2 Propeller Screw x1, DJI Avata 2 Gimbal Protector x1, DJI Goggles 3 Foam Padding x1, DJI Goggles 3 Additional Forehead Pad x1, DJI Goggles 3 2.0D Corrective Lense (Pair) x1, USB-C OTG Cable x1, Type-C to Type-C PD Cable x1, DJI RC Motion 3 Lanyard x1, and Screwdriver x1.		1,199.00	1	1,199.00		1,199.00T
SHIPPING & HANDLING-UAS	Equipment pick up is available at no additional charge.		129.00	1	129.00	-129.00	0.00

You MUST register your DJI Products w/ the FAA at:<https://registermyuas.faa.gov/>  
 You MUST register your DJI Care/Refresh Plan within 48 HOURS of registering your DJI Drone.  
 Your Care Plan will be invalid and you will lose coverage if this is not completed within 48 HOURS.

One year Manufacture's Warranty included. Quote is good for 30 days from issue date. Returns of unused/unopened items in the original packaging are subject to a 20% restocking fee and issued a credit on the account.

<b>Subtotal</b>	\$14,478.00
<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total</b>	\$14,478.00

Phone #	Fax #	E-mail	Web Site	OFFICE USE
618-416-8390	408-493-4444	Billing@FireCam.com	FireCam.com	

**Lone Star Drone**

2301 E Lamar Blvd Ste 160  
 Arlington, TX 76006 US  
 billing@texaslonestardrone.com  
 www.lsdrones.com



Estimate

ADDRESS  
 Lt. Frank Garcia  
 Hutchins Police Department (TX)  
 205 W Hickman St  
 Hutchins, TX 75141  
 United States

ESTIMATE 147  
 DATE 10/31/2024

SKU	DATE	PRODUCT	DESCRIPTION	QTY	RATE	AMOUNT
		MATRICE 30T (NA) SP SHIELD PLUS	Matrice 30T Aircraft DJI RC Plus Remote Controller BS30 Battery Station Pairs of 1671 Propellers (3) (Two installed on aircraft, one spare pair) USB-C Cable USB-C to USB-C Cable Carrying Case Screws and Tools	1	9,250.00	9,250.00
		MATRICE 30 SERIES-PART08- TB30 Intelligent Flight Battery	DJI TB30 Intelligent Flight Battery x1	6	330.00	1,980.00
		CZI LP12 SEARCHLIGHT & SPEAKER SYSTEM FOR DJI MATRICE 30 SERIES	CZI LP12 Searchlight & Broadcasting System for M30 x1 CZI 1-Year Limited Warranty	1	2,100.00	2,100.00
CP.FP.00000 151.01		Fly More Combo (Three Batteries)	DJI Avata 2 x1 DJI RC Motion 3 x1 DJI RC Motion 3 Lanyard x1 DJI Goggles 3 x1 DJI Goggles 3 Foam Padding x1 DJI Goggles 3 Additional Forehead Pad x1 DJI Goggles 3 -2.0D Corrective Lenses (Pair) x1 USB-C OTG Cable x1 DJI Avata 2 Intelligent Flight Battery x3 DJI Avata 2 Propellers (Pair) x2 DJI Avata 2 Propeller Screw x8 Screwdriver x1 DJI Avata 2 Gimbal Protector x1 Type-C to Type-C PD Cable x1 DJI Avata 2 Two-Way Charging Hub x1 DJI Sling Bag x1	1	1,200.00	1,200.00

FHT-  
AVATA2LIGH  
TKIT4

Firehouse Tech  
DJI Avata 2  
Tactical Light Kit

Firehouse Tech DJI Avata 2 Tactical Light  
Kit (4 Light Dual Kit)

1

Section E, Item2. 0

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SUBTOTAL 14,700.00

TAX 0.00

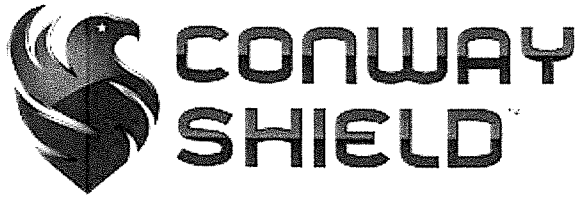
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TOTAL **\$14,700.00**

Accepted By

Accepted Date

10/31/2024



Conway Shield  
14100 W Cleveland Ave  
New Berlin, WI, 53151  
Phone: (800) 955-8489

Web: conwayshield.com

ISSUED TO:  
HUTCHINGS POLICE DEPT.  
550 W. PALESTINE ST  
HUTCHINS TX 75141  
United States of America

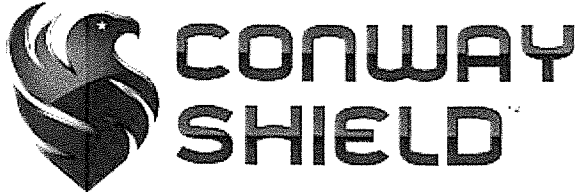
# QUOTE

Quote Number: Q003941  
Order Date: 10/15/2024  
Valid Until: 12/14/2024  
Salesperson: Jonathan Caponi  
Customer ID: 000859384  
Reference:

ITEM	ITEM DESCRIPTION	QTY.	PRICE	AMOUNT
PNN	Matrice 30T Worry Free Plus Combo Includes: Matrice 30 Aircraft, DJI RC Plus Remote Controller, 1671 Propeller Pair(CW), 1671 Propeller Pair(CCW), USB-C Cable, USB-C to USB-C Cable, Carrying Case, Screws and Tools, BS30 Intelligent Charging Station, TB30 x	1.00	10,760.00	10,760.00
PNN	Matrice 30 TB30 Battery	4.00	374.00	1,496.00
PNN	Matrice 30 Propeller 1671	1.00	55.00	55.00

Quote Submitted by:  
  
Jonathan Caponi  
jcaponi@conwayshield.com  
708-935-2227

Quote Total: 12,311.00  
Less Discount: 0.00  
Tax Total: 0.00  
Total (USD): 12,311.00



Conway Shield  
14100 W Cleveland Ave  
New Berlin, WI, 53151  
Phone: (800) 955-8489

Web: conwayshield.com

**ISSUED TO:**  
HUTCHINGS POLICE DEPT.  
550 W. PALESTINE ST  
HUTCHINS TX 75141  
United States of America

# QUOTE

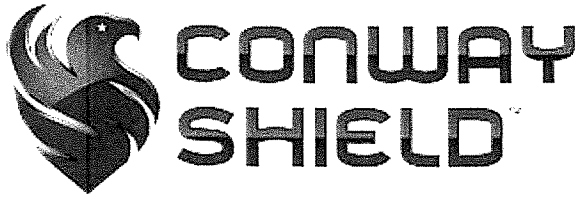
**Quote Number:** Q003942  
**Order Date:** 10/15/2024  
**Valid Until:** 12/14/2024  
**Salesperson:** Jonathan Caponi  
**Customer ID:** 000859384  
**Reference:**

ITEM	ITEM DESCRIPTION	QTY.	PRICE	AMOUNT
PNN	C I LP12 Spotlight/Speaker for DJI M30 Series. LP12 is a spotlight and broadcasting integrated payload designed specifically for the DJI Matrice 30 drone model. With its streamline design, it pushes the limits of product performance while taking character	1.00	2,000.00	2,000.00

Quote Submitted by:

Jonathan Caponi  
jcaponi@conwayshield.com  
708-935-2227

**Quote Total:** 2,000.00  
**Less Discount:** 0.00  
**Tax Total:** 0.00  
**Total (USD):** 2,000.00



Conway Shield  
14100 W Cleveland Ave  
New Berlin, WI, 53151  
Phone: (800) 955-8489

Web: conwayshield.com

**ISSUED TO:**  
HUTCHINGS POLICE DEPT.  
550 W. PALESTINE ST  
HUTCHINS TX 75141  
United States of America

# QUOTE

**Quote Number:** Q003943  
**Order Date:** 10/15/2024  
**Valid Until:** 12/14/2024  
**Salesperson:** Jonathan Caponi  
**Customer ID:** 000859384  
**Reference:**

ITEM	ITEM DESCRIPTION	QTY.	PRICE	AMOUNT
PNN	DJI Avata 2 Combo includes: DJI Avata 2 x1, DJI Goggles 3, DJI RC Motion 3 x1, DJI Avata Intelligent Flight Battery x3, DJI Avata 2 Two-Way Charging Hub x1, DJI Sling Bag x1, DJI Avata 2 Propellers (Pair) x4, DJI Avata 2 Propeller Screw x1, DJI Avata 2 Gim	1.00	1,300.00	1,300.00
1FREIGHT	Freight	1.00	250.00	250.00

Quote Submitted by:  
  
Jonathan Caponi  
jcaponi@conwayshield.com  
708-935-2227

**Quote Total:** 1,550.00  
**Less Discount:** 0.00  
**Tax Total:** 0.00  
**Total (USD):** 1,550.00

A&B UAS Consulting  
 810 S. Ridgeway  
 Cleburne, TX 76033

# Quote

(817) 239-9777

Date	Quote #
10/10/2024	302

Name / Address
Hutchins Police Frank Garcia 550 W Palestine St Hutchins, TX 75141

Terms
Due on receipt

Item	Description	MPN	Unit Price	Qty	Subtotal	Discount	Total
Matrice 30T Worry Free Plus	Matrice 30T Worry Free Plus Combo Includes: Matrice 30 Aircraft, DJI RC Plus Remote Controller, 1671 Propeller Pair(CW), 1671 Propeller Pair(CCW), USB-C Cable, USB-C to USB-C Cable, Carrying Case, Screws and Tools, BS30 Intelligent Charging Station, TB30 x 2, and, DJI Standard Maintenance Service Plan, and DJI Care Enterprise Plus DJI Enterprise Standard Service for M30T. DJI Enterprise provides lifetime maintenance program to your aircraft, so you can fly safer as the aircraft is kept at top performance all the time. Includes: Deep Clean, Parts Inspection, Update and Calibration, Easily Worn Parts Replacement-including: Upper Shell Module, Motor Base Lower Cover, Landing Gear Module, Antenna Module, Propellers, Gimbal Protector, Gimbal Rubber Damper, Gimbal Drop-Proof Cable, Scres and Bolts.		11,500.00	1	11,500.00		11,500.00T
Matrice 30 TB30 Battery	Matrice 30 TB30 Battery		500.00	4	2,000.00		2,000.00T
Matrice 30 Propellers	Matrice 30 Propeller 1671		75.00	1	75.00		75.00T

					<b>Subtotal</b>		
One year Manufacture's Warranty included. Quote is good for 30 days from issue date.					<b>Sales Tax (0.0%)</b>		
					<b>Total</b>		

Phone #	E-mail		OFFICE USE	
817-239-9777	Bmoore912@charter.net			

A&B UAS Consulting  
 810 S. Ridgeway  
 Cleburne, TX 76033

# Quote

(817) 239-9777

Date	Quote #
10/10/2024	302

Name / Address
Hutchins Police Frank Garcia 550 W Palestine St Hutchins, TX 75141

Terms
Due on receipt

Item	Description	MPN	Unit Price	Qty	Subtotal	Discount	Total
CZI LP12 Spotlight/Speaker	CZI LP12 Spotlight/Speaker for DJI M30 Series. LP12 is a spotlight and broadcasting integrated payload designed specifically for the DJI Matrice 30 drone model. With its streamline design, it pushes the limits of product performance while taking characterized appearance into account, and effectively reduces wind resistance and improves the duration of flight. The LP12 is the most efficient lighting and broadcasting payload product of czi so far, combining the imaging optics of the Gimbal Light Series, with the LRAD long distance broadcasting technology of the Mega Phone Series, extremely light weight and small size. Weighing only 270g, it has an effective illumination distance up to 100m and an effective broadcasting distance of 200m, which can meet the operational needs of security patrols and outdoor search and rescue scenarios. The LP12 is deeply integrated with the DJI Pilot, allowing quick access to all broadcast and light functions, making it more convenient to operate.		2,500.00	1	2,500.00		2,500.00T

					<b>Subtotal</b>		
One year Manufacture's Warranty included. Quote is good for 30 days from issue date.					<b>Sales Tax (0.0%)</b>		
					<b>Total</b>		

Phone #		E-mail		OFFICE USE
817-239-9777		Bmoore912@charter.net		

A&B UAS Consulting  
 810 S. Ridgeway  
 Cleburne, TX 76033

# Quote

(817) 239-9777

Date	Quote #
10/10/2024	302

Name / Address
Hutchins Police Frank Garcia 550 W Palestine St Hutchins, TX 75141

Terms
Due on receipt

Item	Description	MPN	Unit Price	Qty	Subtotal	Discount	Total
DJI Avata 2 Fly More Combo	DJI Avata 2 Combo includes: DJI Avata 2 x1, DJI Goggles 3, DJI RC Motion 3 x1, DJI Avata Intelligent Flight Battery x3, DJI Avata 2 Two-Way Charging Hub x1, DJI Sling Bag x1, DJI Avata 2 Propellers (Pair) x4, DJI Avata 2 Propeller Screw x1, DJI Avata 2 Gimbal Protector x1, DJI Goggles 3 Foam Padding x1, DJI Goggles 3 Additional Forehead Pad x1, DJI Goggles 3 2.0D Corrective Lense (Pair) x1, USB-C OTG Cable x1, Type-C to Type-C PD Cable x1, DJI RC Motion 3 Lanyard x1, and Screwdriver x1.		2,000.00	1	2,000.00		2,000.00T
SHIPPING & HANDLING-UAS	Equipment pick up is available at no additional charge.		150.00	1	150.00		150.00

						<b>Subtotal</b>	\$18,225.00
--	--	--	--	--	--	-----------------	-------------

One year Manufacture's Warranty included. Quote is good for 30 days from issue date.						<b>Sales Tax (0.0%)</b>	\$0.00
--	--	--	--	--	--	-------------------------	--------

						<b>Total</b>	\$18,225.00
--	--	--	--	--	--	--------------	-------------

Phone #	E-mail	OFFICE USE
817-239-9777	Bmoore912@charter.net	

**File Attachments for Item:**

3. Conduct a Public Hearing to consider a request by applicant Lisa Ross, of CBG Surveying Texas. (representing property owners Allan & Tina Avery) to replat a 0.660-acre tract of land situated in the Thomas Freeman Survey, Abstract No. 453 in the City of Hutchins, Dallas County, Texas and being Lots 6 thru 10, Block 86 The Original Town of Hutchins, Texas, recorded in Volume 283, Official Public Records of Dallas County, Texas, and being more particularly described as 115 Grayson Street. by: Tim Rawlings

3A. Open Public Hearing and receive comments.

3B. Consider approval of a replat 0.660-acre tract of land being more particularly described as 115 Grayson St.



# STAFF REPORT

**MEETING DATE:** April 15, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Tim Rawlings

**AGENDA CAPTION:** Discuss and consider a request by applicant Lisa Ross, of CBG Surveying Texas. (representing property owners Allan & Tina Avery) to replat a 0.660-acre tract of land situated in the Thomas Freeman Survey, Abstract No. 453 in the City of Hutchins, Dallas County, Texas and being Lots 6 thru 10, Block 86 The Original Town of Hutchins, Texas, recorded in Volume 283, Official Public Records of Dallas County, Texas, and being more particularly described as 115 Grayson Street. by: Tim Rawlings

### Background Information

Lisa Ross, of CBG Surveying Texas, (representing property owners Allan & Tina Avery) has made application to replat a 0.660-acre tract of land situated in the Thomas Freeman Survey, Abstract No. 453 in the City of Hutchins, Dallas County, Texas and being Lots 6 thru 10, Block 86 The Original Town of Hutchins, Texas, recorded in Volume 283, Official Public Records of Dallas County, Texas, and being more particularly described as 115 Grayson Street. The replat will be to create 2 new residential lots. Staff has reviewed the replat and all corrections have been made by the applicant, both lots conform to the regulations for the Single Family 8.5 (SF-8.5) zoning district.

### Budget Implications

N/A

### Operational Impact

N/A

### Legal Review

N/A

### Staff Recommendation

Staff recommends approval

### Supporting Documentation and Attachments

# City of Hutchins

## CITY OF HUTCHINS NOTICE OF PUBLIC HEARING

The City Council of the City of Hutchins will hold a public hearing on Monday, November 18, 2024, at 6:30 p.m. in the Hutchins City Council Chambers located at 321 N. Main Street, Hutchins, Texas. All interested citizens of the city and interested parties are invited to either submit their comments by email to the City Secretary at [colguin@cityof-](mailto:colguin@cityof-hutchins.org)

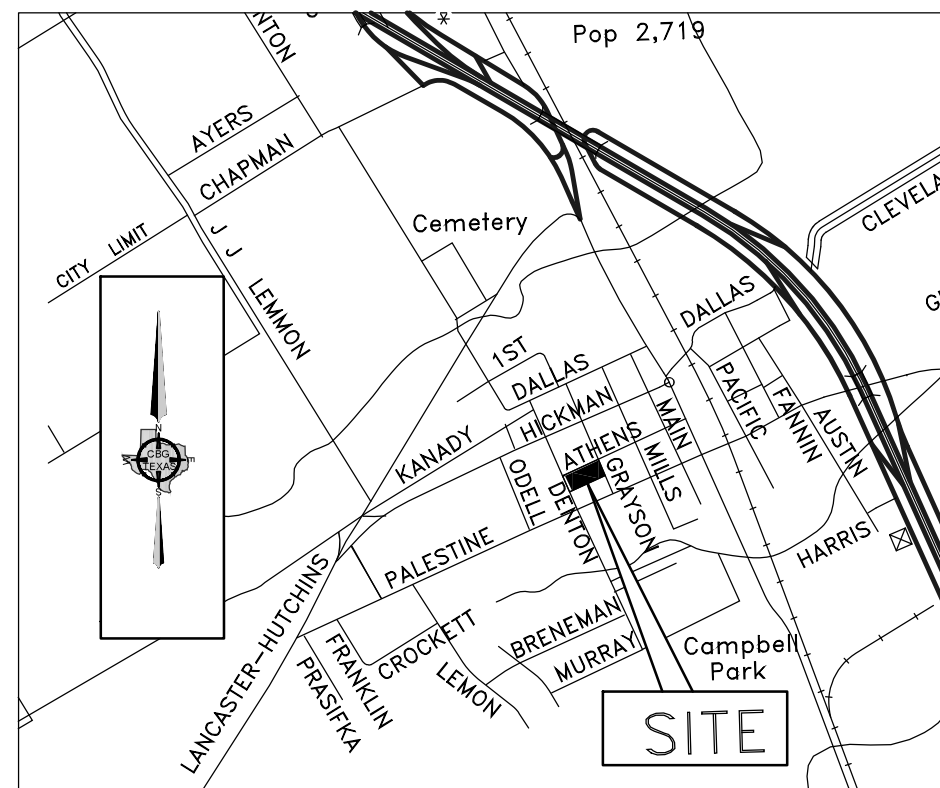
[hutchins.org](http://hutchins.org) by 4:00 p.m. on Monday November 18, 2024, or attend this public hearing in person and participate in same. The public hearing will be for consideration of the following:

Consider a request by applicant Lisa Ross, of CBG Surveying Texas. (representing property owners Allan & Tina Avery) to **replat a 0.660-acre tract of land** situated in the Thomas Freeman Survey, Abstract No. 453 in the City of Hutchins, Dallas County, Texas

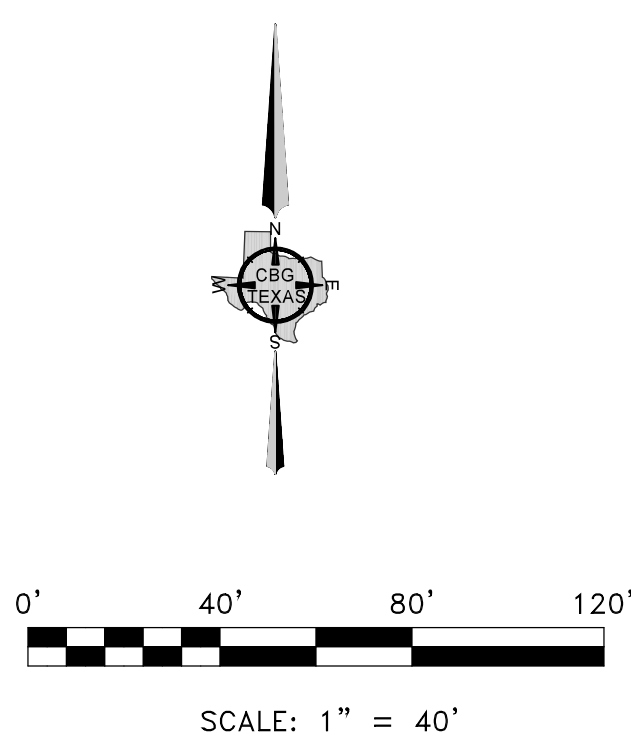
and being Lots 6 thru 10, Block 86 The Original Town of Hutchins, Texas, recorded in Volume 283, Official Public Records of Dallas County, Texas, and being more particularly described as 115 Grayson Street.

Additional information may be obtained by contacting Tim Rawlings, Building Official at 972-225-6121, Ext. 111.

*H- Rawlings 10/27  
45L*



VICINITY MAP NOT TO SCALE



OWNER'S CERTIFICATE

STATE OF TEXAS  
COUNTY OF DALLAS

WHEREAS Allan J. Avery Jr. and Tina Gamino Avery are the owners of a 28,750 square foot tract of land situated in the Thomas Freeman Survey, Abstract No. 453 in the City of Hutchins, Dallas County, Texas, and being Lots 6 thru 10, Block 86 The Original Town of Hutchins, an Addition to the City of Hutchins, Texas, according to the Map or Plat thereof recorded in Volume 283, Page . Map Records, Dallas County, Texas, same being a tract of land conveyed to Allan J. Avery Jr. and Tina Gamino Avery, by Warranty Deed recorded under Instrument No. 201600040153, Official Public Records, Dallas County, Texas and being more particularly described by metes and bounds as follows:

BEGINNING at a 1/2-inch iron rod set yellow cap stamp "CBG" set for corner, said corner being in the Northeast right-of-way line of Denton Street (80 feet wide right-of way) and intersection the Southeast right-of-way line of West Athens Street (80 feet wide right-of-way), same corner be the West corner of said Block 86, of The Original Town of Hutchins;

THENCE North 66 degrees 36 minutes 38 seconds East, along the Southeast right-of-way line of said West Athens Street, a distance of 250.00 feet to a 1/2-inch iron rod set with a yellow stamp "CBG" for corner, said corner being the intersection of the Southeast right-of-way line of said West Athens and the Southwest right-of-way line of Grayson Street;

THENCE South 23 degrees 15 minutes 19 seconds East, along the Southwest right-of-way line of said Grayson Street, a distance of 115.00 feet to a 1/2-inch iron rod set with a yellow stamp "CBG" for corner, said corner being in the intersection of the Southeast right-of-way line of, said Grayson and the Northwest right-of-way line of an Alley (20 foot width right-of-way);

THENCE South 66 degrees 36 minutes 38 seconds West, along the Northwest line of said Alley, a distance of 250.00 to a 1/2-inch iron rod set with a yellow stamp "CBG" for corner, said corner being the intersection of Southwest right-of-way line of said Alley and the Northeast right-of-way line of said Denton Street;

THENCE North 23 degrees 15 minutes 19 seconds West, along the East right-of-way line of said Denton Street, a distance of 115.00 feet to the POINT OF BEGINNING and containing 28,750 square feet or 0.660 acres of land.

This is to certify that the City of Hutchins, Texas has approved the Replat of Lots 6-10, Block 86 of the Original Town of Hutchins with Replat/Final Plat being named **AVERY HUTCHINS ADDITION** as shown hereon.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2024.

Mayor Vasquez  
City of Hutchins, Texas

The undersigned, the City Secretary of the City of Hutchins, Texas, hereby certifies that the foregoing final plat of the **AVERY HUTCHINS ADDITION** to the City of Hutchins was submitted to the appropriate Planning & Zoning Commission or City Council as required by the ordinances of the City of Hutchins on the \_\_\_\_ day of \_\_\_\_\_, 2024, and such body by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public places and water and sewer lines, as shown and set forth in and upon said plat, and said body further authorized the acceptance thereof by signing as hereinabove subscribed in the capacity stated.

Witness my hand this \_\_\_\_ day of \_\_\_\_\_, 2024.

Cynthia Olguin, City Secretary  
City of Hutchins, Texas

OWNER'S DEDICATION

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

WHEREAS, Allan J. Avery Jr. and Tina Gamino Avery, do hereby adopt this plat, designating the herein described property as **AVERY HUTCHINS ADDITION**, an addition to the City of Hutchins, Dallas County, Texas, and do hereby dedicate, in fee simple, to the public use forever any streets, alleys, and floodway management areas shown thereon. The easements shown thereon are hereby reserved for the purposes indicated. The utility and fire lane easements shall be open to the public, fire and police units, garbage and rubbish collection agencies, and all public and private utilities for each particular use. The maintenance of paving on the utility and fire lane easements is the responsibility of the property owner. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed, reconstructed or placed upon, over or across the easements as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use same. All, and any public utility shall have the right to remove and keep removed all or parts of any building, fences, trees, shrubs, or other improvements or growths which in any way may endanger or interfere with the construction, maintenance or efficiency of its respective system on the easements, and all public utilities shall at all times have the full right of ingress and egress to or from the said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. (Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance or service required or ordinarily performed by that utility.

Water main and wastewater easements shall also include additional area of working space for construction and maintenance of the systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water services and wastewater services from the main to the curb or pavement line, and description of such additional easements herein granted shall be determined by their location as installed.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Hutchins.

WITNESS, my hand at Dallas, Texas, this the \_\_\_\_ day of \_\_\_\_\_, 2024.

BY: \_\_\_\_\_  
Allan J. Avery Jr (Owner)

STATE OF TEXAS  
COUNTY OF DALLAS

BEFORE ME, the undersigned, a Notary Public in and for said County and State on this day appears Allan J. Avery Jr, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the \_\_\_\_ day of \_\_\_\_\_, 2024.

Notary Public in and for Dallas County, Texas.

WITNESS, my hand at Dallas, Texas, this the \_\_\_\_ day of \_\_\_\_\_, 2024.

BY: \_\_\_\_\_  
Tina Gamino Avery (Owner)

STATE OF TEXAS  
COUNTY OF DALLAS

BEFORE ME, the undersigned, a Notary Public in and for said County and State on this day appears Tina Gamino. Avery, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the \_\_\_\_ day of \_\_\_\_\_, 2024.

Notary Public in and for Dallas County, Texas.

SURVEYOR'S STATEMENT:

That I, Bryan Connally do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed, under my personal supervision in accordance with the subdivision regulations of the City of Hutchins, Texas.

Dated this the \_\_\_\_ day of \_\_\_\_\_, 2024.

RELEASED FOR REVIEW ON 10/15/2024, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSES AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT.

Bryan Connally  
Texas Registered Professional Land Surveyor No. 5513

STATE OF TEXAS  
COUNTY OF DALLAS

BEFORE ME, the undersigned, a Notary Public in and for the said County and State, on this day personally appeared Bryan Connally known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose therein expressed and under oath stated that the statements in the foregoing certificate are true.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_ day of \_\_\_\_\_, 2024.

Notary Public in and for the State of Texas

**LEGEND**  
D.R.D.C.T. = DEED RECORDS, DALLAS COUNTY, TEXAS  
M.R.D.C.T. = MAP RECORDS, DALLAS COUNTY, TEXAS  
O.P.R.D.C.T. = OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS  
INST. NO. = INSTRUMENT NUMBER  
VOL. PG. = VOLUME, PAGE  
CM = CONTROLLING MONUMENT  
R.O.W. = RIGHT-OF-WAY  
IRF = IRON ROD FOUND  
IRS = IRON ROD SET  
IPF = IRON PIPE FOUND  
SQ FT. = SQUARE FEET  
AC = ACRES

**GENERAL NOTES**  
1) BEARINGS ARE BASED ON THE STATE PLANE COORDINATE SYSTEM, TEXAS NORTH CENTRAL ZONE 4202, NORTH AMERICAN DATUM OF 1983 (2011).  
2) THE PURPOSE OF THIS REPLAT IS TO CREATE TWO LOTS OUT OF FIVE EXISTING LOTS.  
3) LOT TO LOT DRAINAGE WILL NOT BE ALLOWED WITHOUT CITY OF HUTCHINS PAVING & DRAINAGE ENGINEERING SECTION APPROVAL.  
4) ANY STRUCTURE NEW OR EXISTING MAY NOT EXTEND ACROSS NEW PROPERTY LINES.  
5) COORDINATES SHOWN HEREON ARE TEXAS STATE PLANE COORDINATE SYSTEM, NORTH CENTRAL ZONE 4202, NORTH AMERICAN DATUM OF 1983 ON GRID COORDINATE VALUES, NO SCALE AND NO PROJECTION.  
6) THE SHED LOCATED IN THE REAR WILL BE REMOVED.



REPLAT  
**AVERY HUTCHINS ADDITION**  
LOT 1R AND 2R, BLOCK 86  
BEING A REPLAT OF LOTS 6, THRU 10 BLOCK 86,  
OF THE ORIGINAL TOWN OF HUTCHINS,  
DALLAS COUNTY, TEXAS  
28,750 SQ. FT. / 0.660 ACRES  
THOMAS FREEMAN SURVEY, ABSTRACT NO. 453  
CITY OF HUTCHINS, DALLAS COUNTY, TEXAS

OWNERS:  
**ALLAN J. AVERY JR.  
AND TINA GAMINO AVERY**  
2101 Jessica Way Lane,  
Royce City, Texas 75189  
214-235-5673  
Banuelos.tina@gmail.com

**File Attachments for Item:**

4. Discuss and consider mosaic art selection for New City Hall Wall A. Event Center North, Wall B. Event Center West, and Wall C1 & C2 South Entry. Presented by: Wanda Randle



# STAFF REPORT

<b>MEETING DATE:</b>	November 18th , 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Wanda Randle
<b>AGENDA CAPTION:</b>	Discuss and consider mosaic art selection for New City Hall Wall A. Event Center North, Wall B. Event Center West, and Wall C1 & C2 South Entry. Presented by: Wanda Randle

### Background Information

On October 7<sup>th</sup>, 2024, City Council approved the execution of an agreement with Turning Art to source local graphic designers & artists to develop concepts & designs for consideration and selection in Public Places category for the selection for New City Hall Wall A. Event Center North, Wall B. Event Center West, and Wall C1 & C2 South Entry. Patricia Rodriques, JD Moore and J. Muzacz the selected artist have rendered concepts for the council to discuss and consider.



1) **Patricia Rodriguez Wall A, Event Center North-** is a native Texas artist who has been involved in the arts for over twenty years. She has shown in numerous galleries around the United States and been featured on “Good Morning Texas” as well as published in various national publications. She is most known for her colorful style and handling of the theme of “Nature”.



2) **JD Moore Wall B, Event Center West-** was born and raised in Dallas, Texas, and has been working as a full-time artist in the Dallas/Fort Worth area since 2013. A year after he graduated high school in 2010, he started a tattoo apprenticeship at Last Angels Tattoo Co. in Dallas, under Gerald Garcia and graduated to Artist two years later. He continues to tattoo full time by appointment only.



3) **J Muzacz Wall C1 & C2, south Entry** has dedicated himself to community building through teaching, mentoring, and creating spaces for artists to connect with community members and uplift each other. Drawing on meaningful connections with unique and diverse artists and viewers, he customizes each

design to perfectly fit project aesthetics and goals. In addition to design work, J is also available to be a fabricator / installer for this project at a regional level, to keep more money in the state of TX!

**Budget Implications**

N/A

**Operational Impact**

N/A

**Legal Review**

Legal has reviewed and executed contract.

**Staff Recommendation**

Staff recommend moving forward with art that will enhance the public experience at the new City Hall and to solidify Hutchins' identity through artistic expression

**Supporting Documentation and Attachments**

**File Attachments for Item:**

5. Discuss and consider appointments to the Keep Hutchins Beautiful Board for the remainder of a term expiring in 2026. Presented by Cynthia Olguin.



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Cynthia Olguin

**AGENDA CAPTION:** Discuss and consider appointments to the Keep Hutchins Beautiful Board for the remainder of a term expiring in 2026. Presented by Cynthia Olguin.

### **Background Information**

In accordance with Ordinance 2023-1185 Establishing the Keep Hutchins Beautiful Board, Section 1.11.042 – Membership and Terms, (b). The City Council shall appoint a replacement to fill any vacancy for the unexpired term of the members whose place has become vacant.

The following alternate members of the Keep Hutchins Beautiful Board were appointed on May 14, 2024. However, they have been absent from three consecutive meetings, and staff is recommending their replacement: Virginia Burrell and Steven Brown

Applications for Gilbrianna (Brianna) Wadley and Teresa Ayala are being presented for your consideration to fill the two vacant alternate board member seats

### **Budget Implications**

N/A

### **Operational Impact**

N/A

### **Legal Review**

N/A

### **Staff Recommendation**

Staff recommends consideration of appointments

### **Recommended Motion:**

I make a motion to appoint Brianna Wadley and Teresa Ayala to the Keep Hutchins Beautiful Board as alternate board members.

### **Supporting Documentation and Attachments**

- Gilbrianna Wadley – Boards and Commission Application
- Teresa Ayala – Boards and Commission Application
- Keep Hutchins Beautiful Board Attendance Roster

**From:** Hutchins TX <noreply@civicplus.com>  
**Sent:** Tuesday, August 13, 2024 2:43 PM  
**To:** Cynthia Olguin  
**Subject:** Boards and Commission Online Application Submission

Submitted on Tue, 08/13/2024 - 2:42 PM

Submitted by: Anonymous

Submitted values are:

**Board or Commission you wish to serve:**

Keep Hutchins Beautiful Advisory Board

**Name**

Gilbrianna Wadley

**Home Address**

[Redacted]

**Home Phone Number**

[Redacted]

**Email Address**

[Redacted]

**How many years have you resided in the City?**

1

**Are you a Qualified Registered Voter?**

Yes

**Please list any education, experience, or special knowledge that qualifies you to serve:**

Bachelor of Arts in Political Science

MBA Student

Navy Veteran

**List any civic or community activities in which you have been involved:**

Honor Society Secretary

Church volunteer

**Have you, or are you, currently serving, on another Board or Commission?**

No





# CITY OF HUTCHINS BOARDS AND COMMISSIONS APPLICATION

Return to: City Secretary, P.O. Box 500, Hutchins, Texas 75141  
or email to colguin@cityofhutchins.org.

- APPLICANTS MUST MEET THE FOLLOWING REQUIREMENTS:**
1. LIVED IN THE CITY LIMITS FOR AT LEAST THE LAST 12 MONTHS
  2. A REGISTERED VOTER IN THE CITY OF HUTCHINS.

Board or Commission you wish to serve: Check One (1):

<input type="checkbox"/> Atwell Public Library Board	<input type="checkbox"/> Building and Standards Commission
<input type="checkbox"/> Economic Development Corporation	<input type="checkbox"/> Historical Society Board
<input type="checkbox"/> Parks and Recreation Board	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> TIRZ - Tax Increment Financing Zone	<input type="checkbox"/> Zoning Board of Adjustment
<input checked="" type="checkbox"/> Keep Hutchins Beautiful Advisory Board	

**Applicant Information:**

Ayala Teresa  
 (Ms./Mrs./Mr.) (Last Name) (First Name) (MI)

[Redacted] Drive 75141  
 Home Address Zip Code

[Redacted] \_\_\_\_\_  
 Home Phone Number Cell Phone Number Email Address

1. Resident of the City for 7 years. Are you a Qualified Registered Voter?  YES  NO
2. Do you, your spouse, or your employer have any financial interest (direct or indirect) in the following?  
 1) In any contract with the City of Hutchins; 2) Regarding the sale of land, materials, supplies, or services to the City of Hutchins; or 3) In matters that might come before the Board/Committees to which you are seeking appointment?  
 YES  NO If yes, please explain: \_\_\_\_\_
3. Please list any education, experience or special knowledge that qualifies you to serve: \_\_\_\_\_  
Attends most City Functions
4. List any civic or community activities in which you have been involved. NO
5. Have you or are you currently serving on another Board or Commission?  YES  NO  
 If yes, please list and include approximate dates of service. \_\_\_\_\_

Revised 01-2024

6. Are you an existing Board/Commission member desiring to remain on the same board?  YES  NO
7. Have you attended a City Council meeting before?  YES  NO
8. Have you attended a Board or Commission meeting for which you have applied?  YES  NO
9. Do you have knowledge regarding the Board/Commission you are applying to serve?  YES  NO

Section G, Item 5.

**PUBLIC INFORMATION NOTICE**

Certain information submitted on the Boards and Commission Application is subject to the Texas Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the **home address and phone numbers**.

I, Teresa Ayala, applicant for City of Hutchins Boards and Commissions, choose the following:

- ALLOW public access to my home address and telephone number(s).
- DO NOT ALLOW public access to my home address and telephone number(s).

All individuals appointed to serve on a board or commission will be required to complete member orientation and one hour of training relative to the Texas Open Meetings Act & and the Texas Public Information Act.

I have read and understand the instructions and the appointment process. I certify the answers I have provided are true and correct to the best of my knowledge and belief, and I acknowledge that any misrepresentation or omission of fact may result in disqualification from service.

Signature Teresa Ayala Date Submitted 3.30.2024

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Application Verified by: \_\_\_\_\_ Forwarded to council: 5.14.24

Appointed by council: YES  NO  Date Appointed: \_\_\_\_\_

Regular Member:  Alternate Member:  Full Term:  Unexpired Term:  Term Dates: \_\_\_\_\_

Oath of Office on file: \_\_\_\_\_ PIA Training – Date Completed: \_\_\_\_\_ CMA Training – Date Completed: \_\_\_\_\_



**Keep Hutchins Beautiful Newly Formed Board First Meeting 8/2024  
2024/2025 Attendance Roster  
(Aug through Aug)**

	AUG.	SEPT.	OCT.	NOV.	DEC.	JAN	FEB	MAR.	APR.	MAY	JUNE	JULY	AUG
<b>BOARD MEMBER</b>													
Desiree Francis	✓	✓	✓										
America Rodriquez	✓	✓	A										
Kimberley Diaz	✓	A	✓										
Larocha Odom	✓	A	✓										
Elaine Hudson	✓	✓	✓										
Steven E Brown	A	A	A										
Tynee Sims-Rogers	✓	✓	✓										
Scott Lindsay-Alternate	✓	A	A										
Jennifer Macias-Alternate	A	A	A										
Virgina Burrell- Alternate	A	A	A										

Check Mark: Present  
Absent: A  
No Quorum: NQ

**File Attachments for Item:**

6. Discuss and consider an appointment for an alternate member to the Planning and Zoning Commission. Presented by Cynthia Olguin.



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Cynthia Olguin

**AGENDA CAPTION:** Discuss and consider an appointment for an alternate member to the Planning and Zoning Commission. Presented by Cynthia Olguin.

### Background Information

The Planning and Zoning Commission currently has two alternate seats available. Mr. James Spence, former Planning and Zoning Commission member, has submitted his application for consideration to serve as an alternative member.

### Budget Implications

N/A

### Operational Impact

N/A

### Legal Review

N/A

### Staff Recommendation

Staff recommends consideration of appointments

### Recommended Motion:

I make a motion to appoint James Spence as an alternate board member of the Planning and Zoning Commission for a two year term expiring in 2026.

### Supporting Documentation and Attachments

James Spence – Board and Commission Application



### CITY OF HUTCHINS BOARDS AND COMMISSIONS APPLICATION

Return to: City Secretary, P.O. Box 500, Hutchins, Texas 75141  
or email to colguin@cityofhutchins.org.

APPLICANTS MUST HAVE LIVED IN THE CITY LIMITS FOR AT LEAST THE LAST 12 MONTHS AND BE A REGISTERED VOTER IN THE CITY OF HUTCHINS. YOU ARE NOT ELIGIBLE TO APPLY IF YOU DO NOT MEET BOTH OF THOSE REQUIREMENTS.

Board or Commission you wish to serve: Check One (1):

<input type="checkbox"/>	Atwell Public Library Board	<input type="checkbox"/>	Building and Standards Commission
<input type="checkbox"/>	Economic Development Corporation	<input type="checkbox"/>	Historical Society Board
<input type="checkbox"/>	Parks and Recreation Board	<input type="checkbox"/>	Planning and Zoning Commission
<input type="checkbox"/>	TIRZ - Tax Increment Financing Zone	<input type="checkbox"/>	Zoning Board of Adjustment
<input type="checkbox"/>	Keep Hutchins Beautiful Advisory Board		

Applicant Information:

SPENCE JAMES  
 (Ms./Mrs./Mr.) (Last Name) (First Name) (MI)  
 [Redacted] HUTCHINS 75141  
 Zip Code

Home Phone Number [Redacted] Cell Phone Number Email Address

- Resident of the City for 148 years. Are you a Qualified Registered Voter?  YES  NO
- Do you, your spouse, or your employer have any financial interest (direct or indirect) in the following?  
 1) In any contract with the City of Hutchins; 2) Regarding the sale of land, materials, supplies, or services to the City of Hutchins; or 3) In matters that might come before the Board/Committees to which you are seeking appointment?  
 YES  NO If yes, please explain: \_\_\_\_\_
- Please list any education, experience or special knowledge that qualifies you to serve: \_\_\_\_\_  
 \_\_\_\_\_
- List any civic or community activities in which you have been involved. \_\_\_\_\_  
 \_\_\_\_\_
- Have you or are you currently serving on another Board or Commission?  YES  NO  
 If yes, please list and include approximate dates of service. Planning and Zoning Commission 9/14

- 6. Are you an existing Board/Commission member desiring to remain on the same board?  YES  NO
- 7. Have you attended a City Council meeting before?  YES  NO
- 8. Have you attended a Board or Commission meeting for which you have applied?  YES  NO
- 9. Do you have knowledge regarding the Board/Commission you are applying to serve?  YES  NO

**PUBLIC INFORMATION NOTICE**

Certain information submitted on the Boards and Commission Application is subject to the Texas Information Act and may be disclosed to anyone requesting this information. The act allows a board member of a governmental body to choose whether to allow public access to the information in the custody of the city that relates to the **home address and phone numbers**.

I, JAMES SPENCE, applicant for Boards/Commissions for the City of Hutchins, elect to:

ALLOW public access to my home address and telephone number(s).

DO NOT ALLOW public access to my home address and telephone number(s).

All individuals appointed to serve on a board/commission will be required to complete member orientation and one hour of training relative to the Texas Open Meetings Act & Texas Public Information Act.

I have read and understand the instructions and the appointment process. I certify the answers I have provided are true and correct to the best of my knowledge and belief, and I acknowledge that any misrepresentation or omission of fact may result in disqualification from service.

Signature James Spence Date Submitted 10-26-2024

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Application Verified by: \_\_\_\_\_ Forwarded to council: \_\_\_\_\_

Appointed by council: YES  NO  Date Appointed: \_\_\_\_\_

Regular Member:  Alternate Member:  Full Term:  Unexpired Term:  Term Dates: \_\_\_\_\_

Oath of Office on file: \_\_\_\_\_ PIA Training – Date Completed: \_\_\_\_\_ OMA Training – Date Completed: \_\_\_\_\_

**File Attachments for Item:**

7. Discuss and consider ORDINANCE 2024-11-1200 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 12, TITLED "TRAFFIC AND VEHICLES", ARTICLE 12.04, TITLED "PARKING," SECTION 12.05.002 TITLED "No Parking Zones," BY AMENDING SUBSECTION (a) BY Adding PARAGRAPH (14); PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$200.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE. PRESENTED BY: S. PERRY, POLICE CHIEF



# STAFF REPORT

**MEETING DATE:** October 17, 2024

**MEETING TYPE:** Regular Council meeting

**SUBMITTED BY:** Chief Steve Perry

**AGENDA CAPTION:** (Discuss and consider adding additional no parking areas on JJ lemon and Langdon Rd.) (Presented by: Steve Perry Police Chief)

### **Background Information**

Langdon Rd. east from the intersection of JJ Lemon and Hwy 310 is becoming very deteriorated because of commercial vehicles parking and driving along the unimproved shoulders of the roadway. To alleviate further deterioration of the roadway it is recommended that we amend Chapter 12, Article 12.04 Parking by amending the ordinance to include JJ Lemon from the north city limits to the intersection of Langdon Rd. and Langdon Rd. to Hwy 310 as no parking areas. It is also recommended that barriers be installed to keep the trucks from further parking and damaging the signage.

### **Budget Implications**

### **Operational Impact**

Allows the Animal Service division to continue to intake animals during the remodel of the temporary animal shelter.

### **Legal Review**

Amended by: City Attorney Joe Gorfida

### **Staff Recommendation**

Staff recommends that council approve the amendment to Chapter 12 of the Code of ordinances.

### **Supporting Documentation and Attachments**

Chapter 12 Code of Ordinances

Photos of Roadway and trucks parked along Langdon Rd.







**CITY OF HUTCHINS  
ORDINANCE NO. 2024-11-1200**

**AN ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 12, TITLED “TRAFFIC AND VEHICLES”, ARTICLE 12.04, TITLED “PARKING,” SECTION 12.05.002 TITLED “NO PARKING ZONES,” BY AMENDING SUBSECTION (A) BY ADDING PARAGRAPH (14); PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$200.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**SECTION 1.** That the City of Hutchins Code of Ordinance is hereby amended by amending Chapter 12 titled “Traffic and Vehicles,” by amending Article 12.04 titled “Parking” by amending Section 12.04.002 titled “No Parking Zones,” by adding a new Section 12.04.002(a)(14) to read as follows:

**“CHAPTER 12  
TRAFFIC AND VEHICLES**

...

**ARTICLE 12.04     PARKING**

...

**§ 12.04.002     No parking zones.**

(a) From and after the erection of appropriate signs as provided herein, it shall be unlawful and an offense for any person to park, leave or stand any motor vehicle on those portions of the streets indicated as follows:

...

(14) Any motor vehicle at any time on both sides of Langdon Road from its intersection with J J Lemmon Road east 2,545 feet to its intersection with South Central Expressway (TX-310).

(15) Any motor vehicle at any time on both sides of J J Lemmon Road from its intersection with Langdon Road to its intersection with Interstate Highway 20 (I-20) Service Road, the city limit.”

**SECTION 2.** That all provisions of the ordinances of the City of Hutchins in conflict with the provisions of this ordinance be, and the same are hereby repealed and that all other provisions of the ordinances of the City of Hutchins not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** That an offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Ordinances of the City of Hutchins, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**SECTION 4.** That if any article, paragraph, subdivision, clause or provision of this ordinance as hereby amended, be adjudged invalid or held unconstitutional for any reason, such judgment or holding shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid or unconstitutional.

**SECTION 5.** That any person, firm or corporation violating any of the provisions of this ordinance as amended hereby, shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the City of Hutchins, Texas, shall be subject to a fine not to exceed the sum of Two Hundred Dollars (\$200.00) for each offense, and each and every day such offense shall continue shall be deemed to constitute a separate offense.

**SECTION 6.** That this ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and charter in such cases provide.

**IT IS ACCORDINGLY SO ORDAINED.**

**DULY PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS ON THIS THE 18<sup>TH</sup> DAY OF OCTOBER, 2024.**

**CITY OF HUTCHINS, TEXAS**

\_\_\_\_\_  
Mario Vasquez, Mayor

**ATTEST:**

\_\_\_\_\_  
Cynthia Olguin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph J. Gorfida, Jr., City Attorney  
(KRS:10.2.24:4882-2446-0524, v. 1)

**File Attachments for Item:**

8. Discuss and consider ORDINANCE 2024-11-1201 AN ORDINANCE OF THE CITY OF HUTCHINS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 3 "BUILDING REGULATIONS" BY ADDING ARTICLE 3.15 TITLED PORTABLE STORAGE CONTAINERS AND SHIPPING CONTAINERS. BY: TIM RAWLINGS



# STAFF REPORT

**MEETING DATE:** April 15, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Tim Rawlings

**AGENDA CAPTION:** Discuss and consider ORDINANCE 2024-11-1201 AN ORDINANCE OF THE CITY OF HUTCHINS AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 3 "BUILDING REGULATIONS" BY ADDING ARTICLE 3.15 TITLED PORTABLE STORAGE CONTAINERS AND SHIPPING CONTAINERS. BY: TIM RAWLINGS

### **Background Information**

There has been an increase in inquiries by residents about the use of shipping containers on residential properties as storage buildings. These containers are constructed for the purpose of the transportation of materials by ship, rail and truck and may contain high levels of chemical residue. With the recent increase in new residential home construction, it is important to protect the property values of the residents by maintaining the integrity of the city's neighborhoods.

### **Budget Implications**

N/A

### **Operational Impact**

N/A

### **Legal Review**

Yes

### **Staff Recommendation**

Staff recommends Council discuss and consider.

### **Supporting Documentation and Attachments**

**CITY OF HUTCHINS  
ORDINANCE NO. 2024-11-1201**

**AN ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 3, TITLED “BUILDING REGULATIONS”, BY ADDING ARTICLE 3.15, TITLED “PORTABLE STORAGE CONTAINERS AND SHIPPING CONTAINERS”; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS (\$2000.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in an effort to create more affordable housing, some property owners have recently started converting portable storage containers and shipping containers into residential housing and long-term storage units; and

**WHEREAS**, portable storage containers and shipping containers are not constructed to serve as long term storage or living quarters and construction of such containers is not regulated; and

**WHEREAS**, because portable storage containers and shipping containers are typically used to transport materials, chemicals, goods and/or products by ship, rail, and truck many contain high levels of chemical residue and are coated in lead-based paint; and

**WHEREAS**, the City Council has determined that it is in the public’s best interest to prohibit portable storage containers and shipping containers from use in residentially zoned areas.

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

**SECTION 1.** That the City of Hutchins Code of Ordinance is hereby amended by amending Chapter 3 titled “Building Regulation,” by adding a new Section 3.15 titled “Portable Storage Containers and Shipping Containers” to read as follows:

**“CHAPTER 3  
BUILDING REGULATIONS**

...

**ARTICLE 13.15 PORTABLE STORAGE CONTAINERS AND SHIPPING CONTAINERS**

...

§ 3.15.001 Applicability.

The provisions contained in this article shall apply to portable storage containers and shipping containers that are intended to be used for human habitation and long-term storage units.

§ 3.15.002 Definitions.

The following words, terms, and phrases, when used in this section, shall have the meanings described in this section. Where terms are not defined in this section, and are defined in other adopted ordinances, such terms shall have the meaning as described to them as in those ordinances. Where terms are not defined through the methods authorized by this section, such terms shall have ordinarily accepted meanings as the context implies.

- (a) *Portable storage container* is a container, usually of metal or metal-framed construction, designed and used for the storage of personal or business property of a non-hazardous nature that can be moved from location to location. Containers are typically rented or leased to owners or occupants of property for their temporary use and are typically delivered and removed by truck. Sample proprietary portable storage container companies include but are not limited to, PODS, PACK-RAT, UPack and SMARTBOX.
- (b) *Shipping container* is an industrial container with a design strength suitable to withstand continuous shipment, storage, and handling for the movement of materials, chemicals, goods, and/or products, in repetition, from one place to the next by ship, rail or truck.

§ 3.15.003 Condition and maintenance.

Portable storage containers and shipping containers shall be delivered and maintained in good condition, free from rodents, insects, rust, graffiti, and obscene words or pictures. It shall be the responsibility of the property owner or occupant and the supplying company to maintain each container in accordance with the provisions of this section.

§ 3.15.004 Placement and duration of use.

A container may be placed on a driveway or other approved pavement for a period not to exceed seven days, provided the container is not located within or blocking any public right-of-way or access easement, public sidewalk, or impairing traffic visibility. A container may not be placed on the same property more than three non-consecutive times in a one-year period.

§ 3.15.005 Other uses.

No person shall place, use, or permit the use of a portable storage container or a shipping container as a building, accessory building, or living unit for any type of occupancy in any zoning district in the City of Hutchins.

§ 3.15.006 Temporary construction sites.

Portable storage containers and shipping containers may be used as storage containers at temporary construction sites within the City of Hutchins for the duration of the construction job.

**SECTION 2.** That all provisions of the ordinances of the City of Hutchins in conflict with the provisions of this ordinance be, and the same are hereby repealed and that all other provisions of

the ordinances of the City of Hutchins not in conflict with the provisions of this ordinance shall remain in full force and effect.

**SECTION 3.** That an offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Ordinances of the City of Hutchins, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

**SECTION 4.** That if any article, paragraph, subdivision, clause or provision of this ordinance as hereby amended, be adjudged invalid or held unconstitutional for any reason, such judgment or holding shall not affect the validity of this ordinance as a whole or any part or provision thereof, other than the part so declared to be invalid or unconstitutional.

**SECTION 5.** That any person, firm or corporation violating any of the provisions of this ordinance as amended hereby, shall be deemed guilty of a misdemeanor and, upon conviction in the municipal court of the City of Hutchins, Texas, shall be subject to a fine not to exceed the sum of Two Hundred Dollars (\$2000.00) for each offense, and each and every day such offense shall continue shall be deemed to constitute a separate offense.

**SECTION 6.** That this ordinance shall take effect immediately from and after its passage and the publication of the caption as the law and charter in such cases provide.

**IT IS ACCORDINGLY SO ORDAINED.**

**DULY PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS ON THIS THE 18<sup>TH</sup> DAY OF NOVEMBER 2024.**

**CITY OF HUTCHINS, TEXAS**

\_\_\_\_\_  
Mario Vasquez, Mayor

**ATTEST:**

\_\_\_\_\_  
Cynthia Olguin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph J. Gorfida, Jr., City Attorney  
(CGM:10.7.24:4885-2347-3133 v1)

**File Attachments for Item:**

9. Discuss and consider Resolution R2024-11-1222 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING FINANCIAL MANAGEMENT POLICIES FOR THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Maria Joyner, Director of Finance



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Maria Joyner

**AGENDA CAPTION:** Discuss and consider Resolution R2024-11-1222 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING FINANCIAL MANAGEMENT POLICIES FOR THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Maria Joyner, Director of Finance

### **Background Information**

The attached financial policies give written guidelines for management and staff to follow regarding the City's finances. Adopting these policies strengthened internal control and has a positive effect on the City's credit rating. These policies will be reviewed each year as part of the annual budget process and any significant changes will be presented to City Council.

### **Staff Recommendation**

Staff recommends that Council approves Resolution R2024-11-1222 to adopt the City's Financial Policy.

### **Supporting Documentation and Attachments**

R2024-11-1222 RESOLUTION FOR FINANCIAL POLICY ANNUAL REVIEW

**CITY OF HUTCHINS  
RESOLUTION NO. R 2024-11-1222**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING FINANCIAL MANAGEMENT POLICIES FOR THE CITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, written financial policies give management and staff guidelines to follow regarding the City’s finances and strengthen internal control over financial management which increases the City’s credit worthiness; and

**WHEREAS**, the Financial Management Policies shall be reviewed each year as part of the annual budget process and any significant changes will be brought to the City Council for review and adoption; and

**WHEREAS**, upon full review and consideration of the Financial Management Policies, and all matters related thereto, the City Council is of the opinion and finds that the Financial Management Policies should be approved and adopted.

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

**SECTION 1.** The Financial Management Policies which are attached as Exhibit “A”, are approved and adopted.

**SECTION 2.** This Resolution shall become effective immediately upon its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins, Texas, this the 18<sup>th</sup> day of November 2024.

CITY OF HUTCHINS, TEXAS

\_\_\_\_\_  
Mario Vasquez, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary

**EXHIBIT “A”**  
**Financial Management Policies**

**EXHIBIT A**  
**CITY OF HUTCHINS FINANCIAL POLICIES**



**Financial Management Policies**

**November 18, 2024**

**Prepared by the Finance Department**

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**I. PURPOSE STATEMENT**

The policies set forth below provide guidelines to enable the City staff to achieve long-term, stable financial conditions while conducting daily operations and providing services to the community.

The long-range policies regarding financial management are as follows:

1. Exercise a discipline which allows the City to retain a sound financial condition.
2. Give recognition to the community's needs and ability to pay.
3. Strive to retain the best possible rating on bonds.

The purpose of these policies is to provide guidelines for City staff in planning and directing the City's day-to-day financial affairs. The scope of these policies cover accounting, auditing, financial reporting, internal controls, fiscal budgeting, capital programs, revenue management, expenditure control, debt management, financial condition and fund reserves.

**II. ACCOUNTING, AUDITING AND FINANCIAL REPORTING**

**A. Accounting**

The City's Finance Director is responsible for establishing the City's chart of accounts and for properly recording financial transactions.

**B. Funds**

Self-balancing groups of accounts are used to account for City financial transactions in accordance with generally accepting accounting principles (GAAP). Each fund is created for a specific purpose except the General Fund which is used to account for all transactions not accounted for in other funds. Funds are created by the Finance Director and approved by the City Administrator.

**C. External Auditing**

The City will be audited annually by outside independent accountants (auditors). The auditors must be a reputable CPA firm and must demonstrate experience in the field of local government auditing. They must conduct the City's audit in accordance with GAAP, governmental accounting and auditing standards (GAAS) and be knowledgeable in the Government Finance Officers Association (GFOA) Certificate of Achievement Program. The City will follow a five-year rotation of outside independent auditors. The audited financial statements should be prepared within 180 days after the close of the fiscal year.

**D. External Financial Reporting**

The City will prepare and publish externally an Annual Financial Report for each fiscal year which begins October 1<sup>st</sup> and ends September 30<sup>th</sup>.

**E. Internal Financial Reporting**

The Finance Department will prepare and issue timely financial reports on the City's current fiscal status. These reports include the following:

1. Quarterly budget status reports to the City Administrator, and all department heads
2. Quarterly budget status reports to the Mayor and City Council;
3. Quarterly cash and investment reports to the Mayor and City Council.
4. Annual budget amendments to the City Administrator, Mayor and City Council if deemed necessary

### III. INTERNAL CONTROLS

#### A. Written Procedures

The Finance Director is responsible for developing written guidelines on accounting, cash handling and other financial matters which will be approved by the City Council. The Finance Department will assist Department Directors, as needed, in tailoring such guidelines to fit each department's requirements. Financial policies will be reviewed and approved by the City Council at least every two years.

#### B. Department Directors' Responsibilities

Department Directors are responsible for ensuring that proper internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented and that all independent auditor control recommendations are addressed.

#### C. Cash Management

The City's cash flow will be managed to maximize the investable cash in accordance with the City's investment policy.

#### D. Capital Assets

Capital assets classifications include buildings and improvements, machinery and equipment, vehicles, and infrastructure. Such assets will be reasonably safeguarded, properly accounted for and prudently used. Capital asset inventories will be updated at least annually.

1. Capital assets will be capitalized and depreciated over the useful life of the asset when the cost of the asset is \$5,000 or greater;
2. The capitalization threshold of \$5,000 will be applied to the individual items rather than to a group of similar items (i.e., desks, chairs, computers, etc.); and
3. To maintain control over high-risk items, such as electronic equipment and weapons, high-risk items costing \$250 - \$4,999 will be monitored tagged, and tracked as part of inventory.

### IV. FISCAL BUDGETING

#### A. Operating Budget

The City's operating budgets are the City annual financial operating plans. The operating budgets' basis of accounting will be non-GAAP and will be converted to GAAP when presented in the Annual Financial Report. This method does not incorporate year-end accruals into the budget document when the annual budgets are prepared. Budgeted revenues and expenditures will be compared to actual revenues and expenditures for internal financial reporting purposes and converted to GAAP for external reporting purposes with reconciliations between the two basis.

#### B. Balanced Budgets

Currently available unassigned operating revenue shall be sufficient to support current operating expenditures. Temporary shortages or operating deficits can and do occur; however, they are not tolerated as extended trends. Measures should be developed to provide additional revenue and/or reduced expenditures to eliminate operating deficits when necessary.

**C. Planning**

The budget process will be coordinated to identify major policy issues for City Council consideration well in advance of the budget approval date for proper analysis and accurate decision making.

**D. Budgetary Control**

1. The City Administrator’s level of budgetary control is at the fund level for all City funds. Changes in budgeted expenditure appropriations at the fund level require approval of the City Council.
2. Department Directors’ level of budgetary control is at the department level. Modifications within and between a respective department’s operating categories are allowed except for personnel costs and capital expenditures. Personnel costs and capital expenditure modifications require the approval of the City Administrator.
3. Budget amendments for appropriations at the fund level must be approved by the City Council for all City funds.

**V. CAPITAL PROGRAMS**

**A. Capital Improvement Programs**

Capital improvement programs will include plans for future years as well as future maintenance and operational costs. Capital improvement programs and planning should include a minimum of five (5) years. Capital project funds will be accounted for in multi-year funds that cross fiscal years and do not close until the project is completed.

**B. Capital Budgets**

Capital project budgets will include all capital project fund expenditures as well as all funding sources. Capital projects financed through bond proceeds shall be financed for a period not to exceed the useful life of the project. Unspent bond proceeds will be transferred to the Debt Service Fund at the completion of the capital project.

**C. Alternate Resources**

Where applicable, assessments, impact fees and/or other user-based fees should be used to fund capital projects.

**VI. REVENUE MANAGEMENT**

**A. Diversification and Stability**

A diversified and stable revenue system will be maintained to shelter the City from short-run fluctuations in any one revenue source.

**B. Unpredictable Revenue**

The City will try to understand its revenue sources, and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans. Use of unpredictable revenue will depend upon management’s determination whether the revenue is considered a one-time revenue or will recur annually.

**C. Revenue Monitoring**

Revenues actually received will be regularly compared to budgeted revenues. Significant variances will be investigated and reported in the appropriate reports.

**D. Revenue Collections**

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent taxpayers and others overdue in payments to the City.

**E. Write-Off of Uncollectible Accounts (Excluding Property Taxes)**

Uncollectible accounts shall be written off annually at year end and upon approval of the City Administrator. The write-off of uncollectible accounts is a bookkeeping entry only and does not release the debtor from the debt owed to the City.

**F. Fees and Charges**

The City will maximize utilization of user charges in lieu of property taxes for services that can be individually identified and where the costs are directly related to the level of service. There will be periodic review of fees and charges to ensure that fees provide adequate coverage of costs of service.

**G. One-time Revenues**

One-time revenues will be used only for one-time expenditures and will not be used for ongoing operations. Care will be taken not to use these revenues for budget balancing purposes.

**H. Restricted Revenues**

When an expenditure is incurred for purposes for which both restricted and unrestricted revenues/fund balance is available, the City considers restricted funds to have been spent first.

**I. Sufficiency**

The benefits of revenue shall exceed the cost of producing the revenue.

**J. Utility Rates**

The City shall review and adopt utility rates that shall generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs.

**VII. EXPENDITURE CONTROL**

**A. Appropriations**

The City adopts annual appropriations at the fund level for all City funds. Any increase in budgeted appropriations at the fund level must be approved by the City Council.

**B. Encumbrances**

All appropriations lapse at fiscal year-end. Encumbrances shall be rolled to the next fiscal year and added to the current year's budgeted appropriations.

**C. Purchasing**

All purchases shall be in accordance with both the City's purchasing policy and State law. In the event that State law and City policy conflict, the strictest policy will be followed.

**D. Prompt Payment**

All invoices will be paid upon thirty (30) days of receipt in accordance with State law. Procedures will be used to take advantage of all cost effective purchase discounts. Payments will be processed to maximize the City's investable cash.

**E. Department Directors' Responsibilities**

Each Department Director is held accountable for meeting program objectives and monitoring the use of budget funds expended to ensure compliance with the annual appropriated budget approved by the City Council.

**VIII. DEBT MANAGEMENT**

**A. Debt Service Requirements**

The Finance Department will determine annual debt payment requirements as well as funding sources during the preparation of the annual budget for the Debt Service Fund and as per the City's Debt Management Policy.

**B. Self-Supporting Debt**

When appropriate, self-supporting revenues will pay debt service in lieu of property taxes. The Debt Service Fund's current fiscal year debt payment requirements shall not exceed debt service property tax, self-supporting revenue and balances carried forward from the prior year.

**C. Debt Covenants**

The Finance Department will diligently monitor the City's compliance to its bond covenants. The Finance Department will maintain ongoing communications with bond rating agencies about the City's financial condition and follow a policy of full disclosure on every financial report.

**D. Debt Capacity and Issuance**

The City has and will continue to retain a Financial Advisor in connection with any debt issuance.

**IX. FUND BALANCE**

**A. Purpose**

The purpose of this policy is to establish a key element of the financial stability of the City of Hutchins by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability and it is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and other similar circumstances. This policy will ensure the City maintains adequate fund balances in the City's various operating funds with the capacity to:

- 1. Provide sufficient cash flow for daily financial needs,
- 2. Secure and maintain investment grade bond ratings,
- 3. Offset significant economic downturns or revenue shortfalls, and
- 4. Provide funds for unforeseen expenditures related to emergencies.

## B. Definitions

### Fund Equity

A fund's equity is generally the difference between its assets and its liabilities. Fund equity is affected by the results of each year's operations [revenues over (under) expenditures].

### Fund Balance

The fund equity of a governmental fund for which an accounting distinction is made between the portions that are spendable and non-spendable. Fund balance is classified into five categories:

- 1) **Non-spendable fund balance** – includes the portion of net resources that cannot be spent because of their form (i.e. inventory, or prepaids) or because they must remain in-tact such as the principal of an endowment.
- 2) **Restricted fund balance** – includes the portion of net resources on which limitations are imposed by creditors, grantors, contributors, or by laws or regulations of other governments (i.e. externally imposed limitations). Amounts can be spent only for the specific purposes stipulated by external resource providers or as allowed by law through constitutional provisions or enabling legislation. Examples include grant awards and bond proceeds.
- 3) **Committed fund balance** – includes the portion of net resources upon which the City Council has imposed limitations on use. Amounts that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be charged or lifted only by the Council taking the same formal action that originally imposed the constraint. The formal action must be approved before the end of the fiscal year in which the commitment will be reflected on the financial statements.
- 4) **Assigned fund balance** – includes the portion of net resources for which an intended use has been established by the City Council or the City Official authorized to do so by the City Council. Assignments of fund balance are much less formal than commitments and do not require formal action for their imposition or removal. In governmental funds, other than the General Fund, assigned fund balance represents the amount that is not restricted or committed which indicates that resources are, at a minimum, intended to be used for the purpose of that fund.
- 5) **Unassigned fund balance** – the amounts in excess of what can properly be classified in one of the other four categories of fund balance. It is the residual classification of the General Fund and includes all amounts not contained in other classifications. Unassigned amounts are available for any purpose. Negative residual amounts for all other governmental funds are reported in this classification.

## C. City Policy

### **Committed Fund Balance**

The City Council is the City's highest level of decision-making authority and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Council at the City's Council meeting. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may

be determined in the subsequent period (i.e. the Council may approve the calculation or formula for determining the amount to be committed).

**Assigned Fund Balance**

The City Council authorizes the City Administrator as the City Official responsible for the assignment of fund balance to a specific purpose as approved by this fund balance policy.

**X. FINANCIAL CONDITIONS AND RESERVES**

**A. Minimum Unassigned Fund Balance**

The City's *goal* is to achieve and maintain an unassigned fund balance in the General Fund equal to seventy-two (72) days of total expenditures (excluding capital expenditures and operating transfers); and in the Water/Sewer Fund a balance equal to seventy-two (72) days of total expenditures (excluding capital expenditures and operating transfers). The City considers a balance of less than seventy-two (72) days to be cause for concern, barring unusual or deliberate circumstances. In the event the unassigned fund balance is calculated to be less than the policy stipulates, the City shall plan to adjust budget resources in the next fiscal year to restore the balance.

**B. Replenishment of Minimum Fund Balance Reserves**

If unassigned fund balances in either fund *unintentionally* falls below seventy-two (72) days, or if it is anticipated that at the completion of any fiscal year, the projected unassigned fund balance will be less than seventy-two (72) days, the City Administrator shall prepare and submit a plan to restore the minimum required level as soon as economic conditions allow or within a three (3) year period, whichever comes first. The plan shall detail the steps necessary for the replenishment of fund balances as well as an estimated timeline for achieving such. If restoration of the reserve cannot be accomplished within such a period without severe hardship to the City, then the Council shall establish an extended time line for attaining the minimum balance.

**C. Order of Expenditure of Fund Balances**

If an expenditure meets the criteria of multiple categories of fund balance, first spend the most restricted funds before moving down to the next most restrictive category with available funds.

**D. Appropriation of Unassigned Fund Balance**

Appropriation from the minimum unassigned fund balance shall require the approval of the Council and shall be utilized only for one-time expenditures, such as capital expenditures, and not for ongoing expenditures unless a viable revenue plan designed to sustain the expenditure is simultaneously adopted.

The Council may appropriate unassigned fund balances for emergency purposes, as deemed necessary, even if such use decreases the fund balance below the established minimum.

**E. Monitoring and Reporting**

The Director of Finance shall be responsible for monitoring and reporting the City's various reserve balances. The City Administrator is directed to make recommendations to the Council on the use of reserve funds both as an element of the annual operating budget submission and from time-to-time throughout the fiscal year as needs may arise.

Compliance with the provisions of the policy shall be reviewed as a part of the annual operating budget adoption process and subsequent review will be included in the annual audit and financial statement preparation procedures.

## XI. GRANTS

### A. Solicitation

It is the responsibility of City Departments to locate grant sources, determine the appropriateness of the grant, prepare council communications regarding grant applications and/or grant offers, and draft grant applications for submission for grants which would be cost beneficial and meet the City's objectives.

### B. Authority

The City Council determines the goals and priorities of the City; therefore, all grant-funded activities/programs are assessed and all grant applications are approved by the City Council to assure that (1) the activity/program is consistent with these goals and priorities; (2) grant financial assistance is needed; and (3) grant proposals and budgets accurately reflect these goals and needs. Any potential grants shall be examined for matching requirements so that the source and availability of these funds may be determined before the grant application is made.

### C. Budgeting

A comprehensive needs assessment is conducted and approved by the City Council during the annual budget process. This assessment will be used for developing all Federal and State grant budgets. Depending on the type and amount of grant, the budget process may be done during the writing of the grant or after amounts are awarded.

### D. Applicable Laws

Federal grants are governed by, and the City shall adhere to, the Federal Register Title 2, Subtitle A, Chapter II, Part 200 – *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

State grants are governed by, and the City shall adhere to, Local Government Code Title 7, Chapter 783 – *Uniform Grants Management Standards* issued by the Governor's Office of Budget and Planning for the State of Texas.

### E. Supplement Not Supplant (Federal Grants)

The City has implemented guidelines to ensure compliance with Federal fiscal requirement of supplement, not supplant. The purpose of these procedures is to ensure that the level of State and local support for programs remain at least constant and is not replaced by Federal funds. Federal funds are used to supplement (add to, enhance, to expand, create something new, increase) the funds available from non-Federal sources, and not to supplant (replace or take the place of) the existing non-Federal funds.

### F. Procurement

In addition to City procurement policies and guidelines as outlined in the City's Purchasing Policy, all applicable procurement requirements of Federal and State grant fund regulations, other applicable laws and regulations, apply to the use of grant funds.

**G. Compliance**

The City shall comply with **specific** terms and conditions as set forth in Federal and State Grant Award Notices (GANs). GANs may also include **general** terms and conditions. Should there be any inconsistency between the (1) **specific** terms and conditions and (2) **general** terms and conditions, **specific** terms and conditions will govern.

If **general** and **specific** terms and conditions conflict with City policies and procedures, the most conservative term or condition will govern.

**H. Management**

Grant management lies within each Department of the City under the direction of the Department Director. Department Directors are accountable to the City Administrator, City Council, and Finance Department.

**XII. REVIEW AND REPORTING**

**A. Annual Review**

These financial management policies will be reviewed administratively by the City Administrator at least annually, prior to preparation of the annual budget and will be presented to the City Council for confirmation of any significant changes.

**B. Reporting**

The Finance Director will report annually to the City Council on compliance with these policies.

**File Attachments for Item:**

10. Discuss and consider Resolution R2024-11-1223 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. Presented by: Maria Joyner, Director of Finance



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Maria Joyner

**AGENDA CAPTION:** Discuss and consider Resolution R2024-11-1223 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS INVESTMENT POLICY ATTACHED HERETO AS EXHIBIT "A"; DECLARING THAT THE CITY COUNCIL HAS COMPLETED ITS REVIEW OF THE INVESTMENT POLICY AND INVESTMENT STRATEGIES OF THE CITY AND THAT EXHIBIT "A" RECORDS ANY CHANGES TO EITHER THE INVESTMENT POLICY OR INVESTMENT STRATEGIES; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. Presented by: Maria Joyner, Director of Finance

### **Background Information**

In accordance with the Public Funds Investment Act, Chapter 2256, of the Texas Government Code, the City must formally adopt an investment policy that must 1) be written, 2) primarily emphasize the safety of principal and liquidity, and 3) address investment diversification, yield, and maturity and the quality and capability of investment management.

The investment policy shall be reviewed and adopted at least annually by resolution of the City Council. The City’s Investment Policy may be revised by the Council consistent with changing laws, regulations, or the needs of the City. The policy is reviewed annually by the Director of Finance to determine if any changes or amendments are required.

Director of Finance, Maria Joyner, reviewed the current policy and determined no recommended changes were needed at this time.

### **Staff Recommendation**

Staff recommends approval of the Resolution.

### **Supporting Documentation and Attachments**

Resolution R2024-11-1223 Investment Policy Resolution 11-18-2024 Exhibit A - Investment Policy 11-18-2024

**CITY OF HUTCHINS  
RESOLUTION NO. R2024-11-1223**

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

**WHEREAS**, in accordance with the Public Funds Investment Act, Chapter 2256, of the Texas Government Code, the City Council of City of Hutchins by resolution adopted an investment policy,

**WHEREAS**, Chapter 2256 of the Texas Government Code requires the City Council to review the investment policies and investment strategies not less than annually and to adopt a resolution or order stating the review has been completed and recording any changes made to either the investment policy or investment strategies.

**WHEREAS**, upon full review and consideration of the City of Hutchins Investment Policy attached as Exhibit "A", the City Council finds that the Investment Policy attached as Exhibit "A" is hereby approved and adopted and shall govern the investment policies and investment strategies for the City, and shall define the authority of the investment official of the City from and after the effective date of this Resolution.

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

**SECTION 1.** The City Council of the City of Hutchins, Texas, has completed its review of the Investment Policy and investment strategies and any changes made to either are recorded in Exhibit "A".

**SECTION 2.** All provisions of the Resolutions of the City of Hutchins in conflict with the provisions of this Resolution be, and the same are hereby, repealed, and all other provisions of the Resolution be, and the same are hereby, repealed, and all other provisions of the resolutions of the City not in conflict with the provisions of this resolution shall remain in full force and effect.

**SECTION 3.** Should any word, sentence, paragraph, subdivision, clause, phrase, or section of this Resolution, be adjudged or held to be void or unconstitutional, the same shall not affect the validity of the remaining portions of said resolution, which shall remain in full force and effect.

**SECTION 4.** This Resolution shall become effective immediately from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins, Texas,  
this the 18th day of November 2024.

CITY OF HUTCHINS, TEXAS

\_\_\_\_\_  
Mario Vasquez, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary

**EXHIBIT "A"**  
**Investment Policy**

# CITY OF HUTCHINS INVESTMENT POLICY November 18, 2024

## I. PURPOSE

The purpose of this Investment Policy is to establish guidelines and policies controlling the investment of the funds for the City of Hutchins (the "City"). The Policy is designed to comply with Chapter 2256 of the Texas Government Code, the Public Funds Investment Act, (the "Act"), which requires the City to adopt a written Investment Policy regarding the investment of its funds and funds under its control. This Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of the City's funds. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

## II. POLICY

It is the policy of the City that after allowing for the anticipated cash flow requirements of the City and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines, seeking to achieve reasonable interest earnings based on market conditions.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to City funds. The City's investment portfolio shall be designed and managed in a manner intended to maximize this revenue source, to be responsive to public trust, and to be in compliance with legal requirements and limitations.

Investments shall be made with the primary objectives of:

1. Safety and preservation of principal
2. Maintenance of sufficient liquidity to meet operating needs
3. Diversification to minimize market risks
4. Public trust from prudent investment activities
5. Achievement of reasonable interest earnings

## III. SCOPE

This Investment Policy applies to the investment activities of the City. All financial assets of the City, including the following fund types, shall be administered in accordance with the provisions of these policies.

- General Funds
- Enterprise Funds
- Capital Project Funds
- Debt Service Funds
- Debt Service Reserve Funds
- Special Revenue Funds
- Any new fund created by the City, unless specifically exempted from this Policy by law

#### IV. OBJECTIVES

The City shall manage and invest its cash with five objectives, listed in order of priority: safety, liquidity, diversification, public trust, and yield. The safety of the principal invested will always remain the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and local law.

The City shall maintain a comprehensive cash management program that includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to ensure maximum cash availability and optimum yield on short term investments of pooled idle cash.

1. Safety - The primary objective of the City's investment activity is the preservation and safety of principal. Each investment transaction shall seek to first avoid capital losses, whether they arise from issuer defaults or erosion of market value.
2. Liquidity - The City's investment portfolio will remain sufficiently liquid to meet operating requirements. Liquidity shall be achieved by matching investment maturities with estimated cash flow requirements, maintaining liquid reserves and by investing in instruments with active secondary markets.
3. Diversification - The portfolio will be diversified by investment type and maturity to avoid market risks and issuer default, as appropriate.
4. Public Trust - Investment Officers shall act responsibly as public trust custodians and shall avoid transactions which might impair public confidence in the City's ability to govern effectively.
5. Yield (Optimization of Interest Earnings) - The investment portfolio shall be designed with the objective of attaining a reasonable market yield at all times, taking into account the investment risk constraints and liquidity needs of the City. Return on investment is of lesser importance compared to the safety and liquidity objectives described above.

#### V. INVESTMENT STRATEGIES

The City's basic investment strategy for all financial assets is to preserve principal. In order to achieve that objective, the City shall invest in instruments with limited credit risk and invest in maturities that do not exceed anticipated cash flow requirements.

The objective of liquidity stems from the need of the City to maintain available cash balances sufficient to cover financial outlays. Since the timing and amount of some financial disbursements are not predictable, fund-type strategies shall adjust for the certainty of projected cash flows.

It is also the policy of the City to diversify its investment portfolios. Whenever practical and appropriate, assets held in the investment portfolio shall be diversified to minimize the risk of loss resulting from one concentration of assets in a specific maturity, a specific issuer, or a specific class of investment.

City funds shall seek to achieve a competitive yield appropriate for each fund-type. A comparably structured treasury security portfolio shall represent the minimum yield objective. Yield objectives shall at all times be subordinate to the objectives of safety and liquidity.

**1. General, or Business-type Funds**

**Suitability-Any** investment eligible in the Investment Policy is suitable for General, Enterprise, or Operating-type funds.

**Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, managing the weighted average days to maturity of each fund's portfolio to less than 270 days and restricting the maximum allowable maturity to two years will minimize the price volatility of the portfolio.

**Liquidity-** General, Enterprise, or Operating-type Funds require the greatest short-term liquidity of any of the fund-types. Demand deposit accounts, money market accounts, short-term investment pools and money market mutual funds will provide daily liquidity and may be utilized as a competitive yield alternative to fixed maturity investments.

**Marketability-** Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

**Diversification** - Investment maturities should be staggered throughout the budget cycle to provide cash flow based on the anticipated operating needs of the City. Diversifying the appropriate maturity structure up to the two-year maximum will reduce interest rate risk.

**Yield** - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio will be the minimum yield objective.

**2. Capital Projects Funds**

**Suitability** - Any investment eligible in the Investment Policy is suitable for Capital Projects Funds.

**Safety of Principal** - All investments will be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Capital Projects Funds to not exceed the anticipated expenditure schedule, the market risk of the overall portfolio will be minimized. No stated final investment maturity shall exceed the shorter of the anticipated expenditure schedule or three years.

**Liquidity** - Most capital projects programs have reasonably predictable draw down schedules. Therefore, investment maturities should generally follow the anticipated cash flow requirements. Demand deposit accounts, money market accounts, short term investment pools and money market mutual funds will provide readily available funds generally equal to one month's anticipated cash flow needs, or a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in

the amount necessary to satisfy any expenditure request. This investment structure is commonly referred to as a flexible repurchase agreement.

**Marketability**- Securities with active and efficient secondary markets are necessary in the event of an unanticipated cash flow requirement. Historical market "spreads" between the bid and offer prices of a particular security-type of less than a quarter of a percentage point will define an efficient secondary market.

**Diversification** - Market conditions and arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for bond proceeds. Generally, if investment rates exceed the applicable cost of borrowing, the City is best served by locking in most investments. If the cost of borrowing cannot be exceeded, then current market conditions will determine the attractiveness of diversifying maturities or investing in shorter and larger amounts. At no time shall the anticipated expenditure schedule be exceeded in an attempt to bolster yield.

**Yield** - Achieving a positive spread to the cost of borrowing is the desired objective, within the limits of the Investment Policy's risk constraints. The yield of an equally weighted, rolling six-month Treasury-Bill portfolio will be the minimum yield objective for non-borrowed funds.

### 3. Debt Service Funds

**Suitability** - Any investment eligible in the Investment Policy is suitable for Debt Service Funds.

**Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Funds to not exceed the debt service payment schedule the market risk of the overall portfolio will be minimized.

**Liquidity** - Debt Service Funds have predictable payment schedules. Therefore, investment maturities should not exceed the anticipated cash flow requirements. Demand deposit accounts, money market accounts, short term investments pools and money market mutual funds may provide a competitive yield alternative for short-term fixed maturity investments. A singular repurchase agreement may be utilized if disbursements are allowed in the amount necessary to satisfy any debt service payment. This investment structure is commonly referred to as a flexible repurchase agreement.

**Marketability** - Securities with active and efficient secondary markets are not necessary as the event of an unanticipated cash flow requirement is not probable.

**Diversification** - Market conditions influence the attractiveness of fully extending maturity to the next "unfunded" payment date. Generally, if investment rates are anticipated to decrease over time, the City is best served by locking in most investments. If the interest rates are potentially rising, then investing in shorter and larger amounts may provide advantage. At no time shall the debt service schedule be exceeded in an attempt to bolster yield.

**Yield** - Attaining a competitive market yield for comparable security-types and portfolio restrictions is the desired objective. The yield of an equally weighted, rolling three-month Treasury-Bill portfolio shall be the minimum yield objective.

#### 4. Debt Service Reserve Funds

**Suitability** - Any investment eligible in the Investment Policy is suitable for Debt Service Reserve Funds. Bond resolution and loan documentation constraints and insurance company restrictions may create specific considerations in addition to the Investment Policy.

**Safety of Principal** - All investments shall be of high quality with no perceived default risk. Market price fluctuations will occur. However, by managing Debt Service Reserve Fund maturities to not exceed the call provisions of the borrowing will reduce the investment's market risk if the City's debt is redeemed and the Reserve Fund liquidated. No stated final investment maturity shall exceed the shorter of the final maturity of the borrowing or five years. Annual mark-to-market requirements or specific maturity and average life limitations within the borrowing's documentation will influence the attractiveness of market risk and influence maturity extension.

**Liquidity** - Debt Service Reserve Funds have no anticipated expenditures. The Funds are deposited to provide annual debt service payment protection to the City's debt holders. The funds are "returned" to the City at the final debt service payment. Market conditions and arbitrage regulation compliance determine the advantage of investment diversification and liquidity. Generally, if investment rates exceed the cost of borrowing, the City is best served by locking in investment maturities and reducing liquidity. If the borrowing cost cannot be exceeded, then current market conditions will determine the attractiveness of locking in maturities or investing shorter and anticipating future increased yields.

**Marketability** - Securities with less active and efficient secondary markets are acceptable for Debt Service Reserve Funds.

**Diversification** - Market conditions and the arbitrage regulations influence the attractiveness of staggering the maturity of fixed rate investments for Debt Service Reserve Funds. At no time shall the final debt service payment date of the bond issue be exceeded in an attempt to bolster yield.

**Yield** - Achieving a positive spread to the applicable borrowing cost is the desired objective. Debt Service Reserve Fund portfolio management shall operate within the limits of the Investment Policy's risk constraints.

### VI. RESPONSIBILITY AND CONTROL

#### **Delegation of Authority**

The Hutchins City Council shall designate the City of Hutchins City Administrator and Finance Director as the Investment Officers. The Investment Officers shall establish procedures for the operation of the investment program consistent with this Investment Policy. The Investment Officers shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates. No person may engage in an investment transaction except as provided under the terms of this Investment Policy and the procedures established by the Investment Officers.

## **Training**

In order to ensure the quality and capability of investment management, the Investment Officers shall attend investment training no less often than once every two years, aligned with the fiscal year end, and shall receive not less than 8 hours of total instruction relating to investment responsibilities.

Newly appointed Investment Officers must attend investment training consisting of at least 10 hours of total instruction within twelve months of the date that he or she assumed the Officer's duties.

The City approves the GFOA, GFOAT, GTOT, NTCOG, TCMA, TML, and UNT as independent sources for training.

## **Internal Controls**

The Investment Officers are responsible for establishing and maintaining internal controls to protect the assets of the City from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that

(1) the cost of a control should not exceed the benefits likely to be derived, and (2) the valuation of costs and benefits requires estimates and judgments by management.

## **Annual Audit**

Accordingly, within the scope of the annual audit, the City shall establish a process for annual independent review by an external auditor to assure compliance with this Policy and supporting procedures.

## **Prudence**

Investments shall be made with judgment and care under prevailing circumstances that a person of prudence, discretion and intelligence would exercise in the management of the person's own affairs, not for speculation, but for investment, considering the probable safety of capital and the probable income to be derived.

In determining whether an Investment Officer has exercised prudence in the performance of their duty, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the City's control, over which the Officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved Investment Policy of the City.

The Investment Officer, if acting in accordance with written procedures and exercising due diligence, shall not be held personally liable for any specific investment's credit risk or market price changes, provided that these deviations are reported immediately, and the appropriate action is taken to control adverse developments.

## **Ethics and Conflict of Interest**

The Investment Officers, and employees involved in the investment process, shall refrain from any personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions.

Investment Officers shall disclose any personal or business relationship involving material interests in financial institutions with which the City conducts business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Investment Officers shall refrain from undertaking personal investment transactions with the same individual or firm with which business is conducted on behalf of the City.

Any Investment Officer of the City who has a personal business relationship with an organization or is related with the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship, in accordance with the Act, with the Texas Ethics Commission and the City Council.

## **Reporting**

The Investment Officers shall prepare for the City Council an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in detail and summary information. This reporting shall be made in accordance with the Act.

The quarterly investment report shall include a summary statement of investment activity during the period. This summary will be prepared in a manner that will allow the City Council to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will include the following at a minimum:

- A listing of individual investments held at the end of the reporting period.
- Average weighted yield to maturity of portfolio.
- Beginning and ending book and market value for the reporting period.
- Fully accrued interest for the reporting period and total earnings for the period.
- The percentage of the total portfolio by type of investment.
- Statement of compliance of the City's investment portfolio with State law and the investment strategy and Policy approved by the City Council.

Market values will be obtained from reputable and independent sources.

"Weighted average yield to maturity" shall be the standard on which investment performance is calculated.

In conjunction with the annual audit, an independent auditor will perform a formal annual review of the quarterly reports with the results reported to the City Council by that auditor.

## VII. SUITABLE AND AUTHORIZED INVESTMENTS

City funds may be invested only in the instruments described below, all of which are authorized and further defined by the Act. Investment of City funds in any instrument or security not authorized for investment under the Act is prohibited. With respect to authorized investments, this Policy is more restrictive than the Public Funds Investment Act. The City will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

### Authorized Investments

1. Obligations, including letters of credit, of the United States of America, its agencies and instrumentalities, including the Federal Home Loan Banks, but excluding those prohibited by the Act.
2. Certificates of Deposit and other evidences of deposit at a financial institution that
  - a. has its main office or a branch office in Texas and is guaranteed or insured by the Federal Deposit Insurance Corporation or its successor,
  - b. is secured by obligations in a manner and amount provided by law for deposits of the City, or
  - c. is placed in compliance with the requirements of the Act.
3. Fully collateralized repurchase agreements executed in compliance with the Act, under the terms of an executed Master Repurchase Agreement, and secured in accordance with this Policy.
4. SEC registered, no load money market mutual funds that comply with the requirements of State law and seek to maintain a stable \$1.0000 net asset value.
5. AAA-rated, Texas local government investment pools, which meet all the requirements of the Act. Participation in any pool must be authorized by resolution of the City Council.

### Investment Instruments Not Authorized

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, or collateralized mortgage obligations with inverse floating interest rate coupons or a maturity date of over 10 years are strictly prohibited.

### Competitive Environment

The City shall provide a competitive environment for individual investment transactions, and financial institution, money market mutual fund, and local government investment pool selections.

### Maximum Maturity

The maximum dollar weighted maturity and state final maturity for each fund-type group is set forth in the investment strategies.

### **Delivery Versus Payment**

Securities purchased by the City shall be settled into the City's safekeeping agent on a delivery versus payment (DVP) basis. DVP assures that City funds will not be released until the purchased security has been received. Securities will be held by an independent third-party safekeeping agent as evidenced by safekeeping receipts.

### **Loss of Required Rating**

In the event an authorized investment loses its required minimum credit rating, all prudent measures will be taken to liquidate said investment.

## **VIII. COLLATERALIZATION AND SAFEKEEPING**

All financial institution deposits shall be insured or collateralized in compliance with applicable State law. The City reserves the right, in its sole discretion, to accept or reject any form of insurance or collateralization pledged towards those deposits.

### **Collateralization**

Financial institutions serving as City depositories will be required to sign a depository agreement with the City. The collateralized deposit portion of the agreement shall define the City's rights to the collateral in case of default, bankruptcy, or closing and shall establish a perfected security interest in compliance with Federal and State regulations, including:

- The agreement must be in writing;
- The agreement must be executed by the depository and the City contemporaneously with the acquisition of the asset;
- The agreement must be approved by the Board of Directors or designated committee of the depository and a copy of the meeting minutes must be delivered to the City; and
- The agreement must be part of the depository's "official record" continuously since its execution.

The written agreement will specify the acceptable collateral, require independent safekeeping of the collateral, only allow substitution of collateral of equal or greater value than the collateral being substituted, require City approval before release of investment securities held as collateral, and provide for original safekeeping receipts and complete monthly reporting of collateral, including the valuation of securities.

A clearly marked evidence of pledge must be supplied to the City and retained by the Investment Officers. A monthly collateral report provided by the custodian shall be reviewed by the Investment Officers to assure that the market value of the pledged securities is adequate.

### **Collateral Levels**

For financial institution deposits, the market value of securities pledged as collateral for deposits must at all times be equal to or greater than 102% of the par value of the deposit plus accrued interest less the amount insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Share Insurance Fund (NCUSIF), or their successors. The depository shall be liable for monitoring and maintaining the collateral and collateral margins at all times. Letters of credit pledged as collateral shall

at all times be equal to the total value of the deposits plus accrued interest less the applicable level of FDIC/NCUSIF insurance.

If the value of the securities pledged falls below the required collateral level, the financial institution must pledge additional securities no later than the end of the next succeeding business day.

**Safekeeping**

The City shall contract with a bank or banks for the safekeeping of securities owned by the City as part of its investment portfolio. The securities will be held in an account in the City's name as evidenced by safekeeping receipts of the institution with which the securities are deposited.

**IX. PRIMARY DEPOSITORIES, BROKER/DEALERS AND ADVISORS**

**Financial Institution Deposits**

Primary depositories shall be selected through the City's banking services procurement process, which shall include a formal Request for Applications (RFA) issued in compliance with applicable State law. This contract can be extended as per the RFA specifications.

**Authorized Broker/Dealers**

City Council shall, at least annually, review, revise and adopt a list of qualified broker/dealers that are authorized to engage in investment transactions with the City. Broker/dealers eligible to transact investment business with the City shall be presented a written copy of this Investment Policy.

**Certification of Business Organizations**

Additionally, the registered principal of any investment pool or discretionary investment manager seeking to transact investment business with the City shall execute a written instrument substantially to the effect that the registered principal has:

- received and reviewed this Investment Policy, and
- acknowledged that the organization has implemented reasonable procedures and controls to preclude imprudent investment activities with the City.

The City shall not enter into an investment transaction with a pool or discretionary investment manager prior to receiving the written instrument described above.

**Investment Advisors**

The City may select an Investment Advisor to advise the City in the investment of City funds and other responsibilities including but not limited to broker compliance, security selection, competitive bidding, investment reporting, and security documentation. The Investment Advisor must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisor's Act of 1940 or with the Texas State Securities Board.

An appointed Investment Advisor shall act solely in an advisory and administrative capacity within the guidelines of this Investment Policy and without any discretionary authority to transact business on behalf of the City.

**X. INVESTMENT POLICY ADOPTION**

The City's Investment Policy shall be reviewed and adopted at least annually by resolution of the City Council. It is the City's intent to comply with State laws and regulations. The City's Investment Policy may be revised by Council consistent with changing laws, regulations, or the needs of the City. The City Council shall review and approve the Policy and investment strategies annually, approving any changes or modifications, at a legally scheduled meeting.

**File Attachments for Item:**

11. Discuss and consider RESOLUTION R2024-11-1224 OF THE HUTCHINS CITY COUNCIL NOMINATING CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS OF DALLAS CENTRAL APPRAISAL DISTRICT. Presented by Cynthia Olguin



**Dallas Central  
Appraisal District**

Date: October 29, 2024

To: Mario Vasquez, Mayor, City of Hutchins | [mayor@cityofhutchins.org](mailto:mayor@cityofhutchins.org)  
*Sent Via Email*

From: Shane Docherty, Executive Director/Chief Appraiser

Re: Election Ballot for Dallas Central Appraisal District Board of Directors  
**Number of Votes Allocated To: Hutchins is 5**

I have received all timely submitted nominating resolutions to elect members to the Dallas Central Appraisal District Board of Directors. I have prepared the attached sample Resolution and Ballot listing the candidate names in alphabetical surname order as required by Texas Property Tax Code Section 6.03(j). The District originally received 16 nominations, however, one nominee withdrew their name; therefore, there are 15 nominees on the official ballot.

The governing body of each taxing unit entitled to vote must cast its votes in an open meeting by resolution and submit the resolution ballot to the Dallas CAD Chief Appraiser **BEFORE** December 15, 2024 (except taxing units with 250 or more votes). In addition to your taxing unit's votes being provided in the Subject line of this memo, I have included an attachment showing the number of votes for each county, city, school district and college district that is entitled to vote.

The governing body of each taxing unit entitled to cast at least five percent of the total votes (taxing units with 250 votes or greater) must determine its vote by resolution adopted at the FIRST or SECOND open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the THIRD day following the date the resolution is adopted.

Please submit the resolution ballot both by email ([DcadElections@dcad.org](mailto:DcadElections@dcad.org)) as well as hardcopy via mail, courier or hand delivery. Taxing units may cast its votes for one candidate or distribute their votes among any number of the candidates listed on the attached official ballot (Page 4).

The Chief Appraiser will count the votes and declare the five candidates who received the largest cumulative votes as elected and submit the results before December 31, 2024, to each of the taxing units and to the candidates.

In addition to the sample resolution and ballot and taxing unit voting entitlement list are the biographies/resumes provided by the candidates and taxing units.

The remaining steps in the appointment process and calendar as prescribed by Texas Property Section 6.03 is summarized below:

Before December 15 (since December 15 is a Sunday this due date is the next day that is not Saturday, Sunday or a holiday): In accordance with Texas Property Tax Code Section 6.03 (k) each taxing unit that is entitled to vote shall determine its vote by resolution and submit the same to the Chief Appraiser.

Before December 31: In accordance with Texas Property Tax Code Section 6.03 (k) the Chief Appraiser will count the votes, declare the five candidates who received the largest cumulative vote totals elected, and submit the results to each taxing unit in the District and to the candidates.

On January 1 the five appointed members take office and begin their term.

If you have any questions about this process, please contact Deputy Chief Appraiser, Cheryl Jordan, via email at [DcadElections@dcad.org](mailto:DcadElections@dcad.org) or her direct line, 214-819-2312, or the District’s main number, 214-631-0520.

**Enclosures/Attachments:** Sample Resolution Ballot; Voting Entitlement List; Candidate Biographies/Resumes

**Dallas Central Appraisal District Official Ballot**  
Election of Members to the Board of Directors

Below are the candidates for appointment to the five (5) voting positions on the Board, listed alphabetically. Please indicate your taxing unit's vote(s) by entering the number of votes to the right of the candidate(s) of choice.

<u>Nominees</u>	<u>Votes</u>
Kevin Carbo, Sr.	
Brett Franks	
Clyde C. Hairston	
Beth Nunneley Mazziotta	
Pauline Medrano	
Dan Micciche	
Carma R. Morgan	
Elishima Myles	
Debra North	
Demarcus Odom	
Larry Offutt	
William David Palmer	
Cassandra Phillips	
Yemi Salau	
Camile White	

Submit this official ballot before December 15, 2024, to Chief Appraiser, Shane Docherty, via email [DcadElections@dcad.org](mailto:DcadElections@dcad.org) and mail a hardcopy to Shane Docherty, Executive Director/Chief Appraiser, 2949 N. Stemmons Fwy., Dallas, Texas 75247.

Attach this ballot to the resolution passed by your taxing unit authorizing the taxing unit vote.

Dallas Central Appraisal District 2024 Calculation of Taxing Unit Votes for Board of Directors Per Texas Property Tax Code Section

SUPPLEMENTAL #09-2023 EVR DATED 09/13/2023 FOR TAX YEAR 2023 FOR ALL ENTITIES

ENTITY	2023 Taxable Value As of 09-2023 Supplemental	2023 Tax Rate	2023 Estimated Taxes Imposed	Taxing Unit Percentage of Total Taxes Imposed	1,000 Multiplier	Round	Multiply by Number of Directors (5)	2024 Taxing Unit Voting Entitlement	Taxing Unit Percentage of Total Votes (Yellow Highlight ≥ 5%) TPTC 6.03(k-1)
<b>COUNTYWIDE ENTITIES</b>									
Dallas County	\$379,938,404,211	0.215718	\$819,595,527	10.68843%	106.88432	107	535	535	11%
Dallas College	390,920,370,020	0.110028	\$430,121,865	5.60926%	56.09265	56	280	280	6%
<b>GRAND TOTAL OF COUNTYWIDE</b>	<b>\$770,858,774,231</b>		<b>\$1,249,717,392</b>	<b>16.29770%</b>	<b>162.97696</b>	<b>163</b>	<b>815</b>	<b>815</b>	
<b>CITIES</b>									
Addison	\$6,166,137,691	0.609822	\$37,602,464	0.49038%	4.90378	5	25	25	1%
Balch Springs	1,875,435,619	0.794629	\$14,902,755	0.19435%	1.94348	2	10	10	0%
Carrollton	9,346,277,268	0.553750	\$51,755,010	0.67494%	6.74943	7	35	35	1%
Cedar Hill	5,855,397,117	0.646525	\$37,856,606	0.49369%	4.93692	5	25	25	1%
Cockrell Hill	209,369,894	0.772596	\$1,617,583	0.02110%	0.21095	0	0	0	0%
Combine	26,022,434	0.350000	\$91,079	0.00119%	0.01188	0	0	0	0%
Coppell	10,298,701,897	0.491818	\$50,650,870	0.66054%	6.60543	7	35	35	1%
Dallas	188,701,821,976	0.735700	\$1,388,279,304	18.10470%	181.04697	181	905	905	18%
DeSoto	7,189,656,103	0.685092	\$49,255,759	0.64235%	6.42350	6	30	30	1%
Duncanville	3,634,349,125	0.646034	\$23,479,131	0.30619%	3.06194	3	15	15	0%
Farmers Branch	9,407,424,339	0.569000	\$53,528,244	0.69807%	6.98067	7	35	35	1%
Ferris	27,391,876	0.494700	\$135,508	0.00177%	0.01767	0	0	0	0%
Garland	23,933,703,437	0.689746	\$165,081,762	2.15285%	21.52849	22	110	110	2%
Glenn Heights	914,831,427	0.564729	\$5,166,318	0.06737%	0.67375	1	5	5	0%
Grand Prairie	12,943,039,011	0.660000	\$85,424,057	1.11402%	11.14024	11	55	55	1%
Grapevine	395,708,326	0.250560	\$991,487	0.01293%	0.12930	0	0	0	0%
Highland Park	8,441,265,923	0.220530	\$18,615,524	0.24277%	2.42767	2	10	10	0%
Hutchins	1,242,023,438	0.630082	\$7,825,766	0.10206%	1.02057	1	5	5	0%
Irving	39,058,006,723	0.589100	\$230,090,718	3.00064%	30.00637	30	150	150	3%
Lancaster	5,374,997,280	0.639004	\$34,346,448	0.44792%	4.47916	4	20	20	0%
Lewisville	120,213,029	0.419079	\$503,788	0.00657%	0.06570	0	0	0	0%
Mesquite	13,534,098,469	0.690000	\$93,385,279	1.21785%	12.17847	12	60	60	1%
Ovilla	46,950,260	0.626213	\$294,009	0.00383%	0.03834	0	0	0	0%
Richardson	14,077,745,835	0.560950	\$78,969,115	1.02984%	10.29845	10	50	50	1%
Rowlett	7,278,645,314	0.710400	\$51,707,496	0.67432%	6.74323	7	35	35	1%
Sachse	2,570,038,721	0.650416	\$16,715,943	0.21799%	2.17994	2	10	10	0%
Seagoville	1,294,165,708	0.728004	\$9,421,578	0.12287%	1.22868	1	5	5	0%
Sunnyvale	1,883,883,190	0.453000	\$8,533,991	0.11129%	1.11293	1	5	5	0%
University Park	10,666,870,235	0.236226	\$25,197,921	0.32861%	3.28609	3	15	15	0%
Wilmer	1,774,995,820	0.439130	\$7,794,539	0.10165%	1.01649	1	5	5	0%
Wylie	204,246,408	0.538882	\$1,100,647	0.01435%	0.14354	0	0	0	0%
<b>GRAND TOTAL OF CITIES</b>	<b>\$388,493,413,893</b>		<b>\$2,550,320,700</b>	<b>33.25900%</b>	<b>332.59002</b>	<b>333</b>	<b>1655</b>	<b>1655</b>	
<b>SCHOOL DISTRICTS</b>									
Carrollton-FB ISD	\$25,342,800,795	0.983600	\$249,271,789	3.25078%	32.50780	33	165	165	3%
Cedar Hill ISD	5,386,737,208	1.132600	\$61,010,186	0.79564%	7.95640	8	40	40	1%
Coppell ISD	16,965,761,428	1.053500	\$178,734,297	2.33089%	23.30893	23	115	115	2%
Dallas ISD	177,911,793,431	1.013835	\$1,803,732,031	23.52266%	235.22660	235	1175	1175	24%
DeSoto ISD	4,721,801,802	1.072800	\$50,655,490	0.66060%	6.60604	7	35	35	1%
Duncanville ISD	6,575,027,245	1.082800	\$71,194,395	0.92845%	9.28454	9	45	45	1%
Ferris ISD	48,594,774	1.143100	\$555,487	0.00724%	0.07244	0	0	0	0%
Garland ISD	29,273,671,591	1.053200	\$308,310,309	4.02071%	40.20707	40	200	200	4%
Grand Prairie ISD	12,437,698,152	1.095050	\$136,199,014	1.77619%	17.76186	18	90	90	2%
Grapevine-Colleyville ISD	436,706,741	0.924700	\$4,038,227	0.05266%	0.52663	1	5	5	0%
Highland Park ISD	21,078,412,024	0.892700	\$188,166,984	2.45391%	24.53906	25	125	125	3%
Irving ISD	20,526,676,400	1.028100	\$211,034,760	2.75213%	27.52127	28	140	140	3%
Lancaster ISD	4,950,056,032	1.226700	\$60,722,337	0.79189%	7.91886	8	40	40	1%
Mesquite ISD	13,175,640,868	1.099200	\$144,826,644	1.88870%	18.88700	19	95	95	2%
Richardson ISD	32,914,760,066	1.143100	\$376,248,622	4.90670%	49.06698	49	245	245	5%
Sunnyvale ISD	1,961,222,245	1.189200	\$23,322,855	0.30416%	3.04156	3	15	15	0%
<b>GRAND TOTAL OF ISD'S</b>	<b>\$373,707,360,802</b>		<b>\$3,868,023,427</b>	<b>50.44330%</b>	<b>504.43302</b>	<b>504</b>	<b>2530</b>	<b>2530</b>	
<b>GRAND TOTAL</b>			<b>\$7,668,061,518</b>	<b>100.00000%</b>	<b>1,000.00000</b>	<b>1000</b>	<b>5000</b>	<b>5000</b>	<b>100%</b>

Per TPTC 6.03 (k-1) TU with 5% or greater:  
 6.03(k-1) This subsection applies only to an appraisal district established in a county with a population of 120,000 or more. The governing body of each taxing unit entitled to cast at least five percent of the total votes must determine its vote by resolution adopted at the first or second open meeting of the governing body that is held after the date the chief appraiser delivers the ballot to the presiding officer of the governing body. The governing body must submit its vote to the chief appraiser not later than the third day following the date the resolution is adopted.

## **Kevin Carbo**

### *Biography*

Born in Brooklyn, New York, and moved to Puerto Rico when he was 4 years old and arrived at Tampa in 1980 and Texas in 1984. Carbo has lived in Texas for most of his life and Mesquite is home.

Carbo earned a bachelor's degree in finance from Dallas Baptist University and an MBA from the University of Dallas. He retired from the City of Dallas where he managed contracts, procurement and budgets for the Airfield Management Department at Dallas Love Field. His resume includes banking for Chase Bank in the back office performing operations and as a Personal Banker in the Mesquite Branch. Managed check processing for Allstate Insurance and oversaw compliance operations in their two operations centers in Irving, TX and Wheeling, IL. Served as chair of the Dallas Clearinghouse District which oversees the mailing operations relationship between its members in the Dallas Metroplex and USPS.

His vast involvement with leadership began in the late 1980s as a PTA parent where he served as President at all levels (Elementary, Middle School and High School) and ultimately served as first vice-president of the Mesquite Council of PTA's. I have been blessed to participate and lead several programs and associations. For example: I am a 1998 graduate of Texas Association of School Boards leadership program (LTASB), served as President of the North Texas Association of School Boards (NTAASB). Chaired the TASB Risk Management Fund Board which, at the time, was the fifth largest fund board in the USA and managed and managed insurance and bond business for their membership. Currently he sits as a Director of the TASB Board of Directors (BOD). Chaired the National Hispanic Caucus (a Council of NSBA) and sat as a Director on the National School Board Association (NSBA) BOD. He is President of a local Buzzard Clubs of America (BCOA) league chapter. Served as Chairman of Circle Ten Tomahawk District. Coached youth baseball and soccer leagues. Served my Church as a youth leader. Has been a keynote speaker at Jr. ROTC banquets and keynote speaker for Concilio, which is an association that helps school kids, and their parents better understand the rigors of school life and what awaits after graduation.

He and his wife, Jossie, have two children that were educated through the Mesquite ISD system, and they enjoy six grandchildren. He is active in the community by attending and presenting information in forums, town hall meetings and local club meetings. His passion has always been to help others do better. He says: "I love the job I am doing for Texas Public Education, and I firmly believe that the work we do is of the utmost importance to the future of our State and Country".

Thank you for the privilege of your time.

**Brett Franks**

Mayor Pro Tem  
City Council Place 1  
City of Sachse

Councilmember Brett Franks and his family moved to the City of Sachse in 2000. In June 2012 he was elected to serve as Place One of the City Council. Since that time Councilmember Franks has been elected by his Council peers to serve as Mayor Pro Tem in 2015, 2020, 2022, 2023, and 2024. Brett has served as the Council Liaison to the Parks and Recreation Board since 2012 and held a position on the Board for two years prior to being elected to City Council. He was a voting member of the Municipal Development District Board from its creation in 2018 until 2021 when he became the Council Liaison to the Board. He also serves as a voting member on each of the three Tax Increment Financing Reinvestment Zone Boards. He is a former member of the Sachse Baseball Association and Campus Improvement Team at Hudson Middle School.

Mr. Franks is an Orthopedic Physicians Assistant with the Sports Medicine Clinic of North Texas. As a proud graduate of the United States Military Academy West Point and Army veteran, Mr. Franks also volunteers his time every year to organize the Annual Memorial Day Event in Sachse.

Councilmember Franks is interested in representing the suburban cities of DCAD because of the increasing concerns by residents regarding appraisals. He relishes the chance to provide a voice for area property owners and help develop collaborative solutions. The consistent escalation of property values in Dallas County, has caused great concern for many residents and business owners. He sees an opportunity to increase education and communication from the District and improve transparency related to the appraisal process. He believes that providing this information and giving better explanation to citizens regarding the appeal process would improve how DCAD serves the citizens in the District. Committing to regular communication with those he serves is a priority for Councilmember Franks.



# CLYDE C. HAIRSTON

MAYOR, CITY OF LANCASTER

## EDUCATION

**DOCTORATE OF RELIGIOUS PHILOSOPHY (PH.D)/** TABERNACLE BIBLE COLLEGE/TAMPA FL

**MASTERS OF DIVINITY/** TABERNACLE BIBLE COLLEGE/TAMPA, FL

**BACHELORS OF ARTS IN BIBLICAL STUDIES AND THEOLOGY/** MINNESOTA GRADUATE SCHOOL OF THEOLOGY/ BROOKLYN CENTER, MN

**CERTIFICATE OF DIPLOMA IN BIBLICAL STUDIES AND THEOLOGY/** DAYSPRINGS BIBLE COLLEGE INSTITUTE AND SEMINARY/ TAMPA, FL

## CONTACT

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## CAREER HIGHLIGHTS

Mayor Clyde C. Hairston has been a positive community leader in the City of Lancaster for over thirty-three (33) years. Mayor Hairston’s passion for serving began with him being an appointed member of the Human Relations Commission, a citizen’s forum, to bring racial harmony to the City. Before serving on the Lancaster City Council, Mayor Hairston became the first Official Chaplin by city council resolution. As time progressed, Mayor Hairston was elected as Lancaster City Councilmember for District 5 for eleven (11) years. He then went on to serve as the first Deputy Mayor Pro Tempore for three (3) terms before becoming the Mayor in 2018. Currently, he is in his third term as Mayor of the City of Lancaster. He earned the 2017 (CMO) Certified Municipal Official certification, through the Texas Municipal League Institute (TMLI), which included Open Government Training, Open Meeting Act, and Public Information Act. In February 2021, Mayor Hairston received the following Texas Municipal League Institute certifications: Certified Municipal Official, Certificate of Recognition, and Certificate of Outstanding Accomplishment.

Mayor Hairston has a proven participatory record in leadership within the City of Lancaster and the Lancaster Independent School District (L.I.S.D.). He served on the Lancaster Outreach Center Board of Directors, Senior Chaplain for the Dallas County Constable Precinct One (2007-2010), and as President of the Lancaster Interdenominational Ministerial Alliance (LIMA) for four (4) years; he currently serves as Treasurer of LIMA. Mayor is also serving as President on the North Central Texas Housing and Finance Corporation (NCTHFC) board and is a member of the Metroplex Mayors Association.

His community involvement and engagement with residents went further than his role as an elected leader. As a council representative, he served on the Library Board, the Parks and Recreation (4B) Board, the Airport Board, the Museum Board, and the Civic Service Commission. He was responsible for Meadowcreek Community Park being built for our youth and families. Mayor Hairston takes pride in giving back and investing in the City of Lancaster. He continued to be active throughout the community by serving as a partner for eight years, 2010-2018, with the Lancaster Independent School District (L.I.S.D.)

In addition, Mayor Hairston’s community involvement includes presenting for My Brother’s Keeper Summit for young men and volunteering as a community leader greeter for Back to School Red Carpet Day in the City of Lancaster. Mayor Hairston has been a beacon for his community and strongly believes it takes all of us as a community to come together and make our city better.

*"It's not about me, it's about we"*

-Mayor Clyde C. Hairston

Beth Nunneley Mazziotta  
Nunneley Real Estate  
[bmazz@swbell.net](mailto:bmazz@swbell.net)  
214-662-7114

Background

City of Dallas and Dallas County Resident for 43 years

Dallas Area Real Estate Agent/Broker for 23 years

Meals on Wheels Volunteer for 27 years

Current DCAD Board of Director (appointed by City of Dallas)

Education/Schools Attended

Nocona High School

SMU Cox School of Business (studied Negotiation Expert)

Oxford University, England

Texas Women University (studied TV/Radio/Marketing)

If elected DCAD Board of Director, I will continue to:

- Support all Dallas County Taxing Jurisdictions and the Property Owners of Dallas County
- Ensure DCAD establishes accurate and fair property valuations annually
- Ensure the most qualified Appraisal Review Board (ARB) members are appointed to serve
- Ensure DCAD sets the standard for all Appraisal Districts in Texas



# Meet the Treasurer

(/)

## Meet the Treasurer

### Records Building

(<https://www.google.com/maps/place/500+Elm+St,+Dallas,+TX+75202/@32.7794862,-96.8098036,17z/data=!3m1!4b1!4m5!3m4!1s0x864e99167723a7e5:0x8c910ae1424388d3!8m2 96.8076096>) - 500 Elm Street, Suite 4400, Dallas, TX 75202  
(214) 653-7321 • Fax: (214) 653-7705 • 8:00 A.M. - 4:30 P.M., Monday - Friday

*Se Habla Español*



**Pauline Medrano** was re-elected Dallas County Treasurer in November 2018, and sworn into office on January 1, 2019. Ms. Medrano has been the Dallas County Treasurer since January 1, 2015. Ms. Medrano brings over 10 years of administrative experience in State and Federal government and 10 years in corporate management.

Pauline Medrano was elected to the Dallas City Council in June of 2005, and re-elected in 2007, 2009, 2011. Ms. Medrano served as Deputy Mayor Pro Tem from 2009-2011 and as Mayor Pro Tem from 2011-2013.

While on the city council Ms. Medrano served as Chair of the Public Safety Committee, Vice Chair Dallas Conventions & Visitors Bureau, Vice Chair of the Quality of Life Committee, Transportation Committee, Housing Committee, Dallas Downtown Inc. and Chaired several Ad HOC committees.

Pauline Medrano was appointed as Vice Chair of the US Census 2010 Advisory Committee by former US Secretary of Commerce, Gary Locke and currently serves as Vice Chair of the City of Dallas Complete Count Committee appointed by the Mayor.

Ms. Medrano is the past President of the National Association of Latino Elected and Appointed Officials (NALEO).

Pauline Medrano is a Dallas County native, raised in the Oak Lawn area of Dallas, and a graduate of Skyline High School. Ms. Medrano earned a Bachelor of Arts degree in Political Science from the University of Texas at Arlington. She is a member of the Oak Cliff Lions Club and the Esperanza “Hope” Medrano elementary school Board of Friends. In addition, Ms. Medrano serves on the Board of Directors for Annie’s Place. She also serves on the National Association of County Officials (NACo) Deferred Compensation and Retirement advisory Committee.

Active in the community, Ms. Medrano has had a life of service and continues down that path as County Treasurer.

As County Treasurer, Pauline Medrano Chairs the County Financial Review Committee, serves on the County Bail Bond Board, and on the Employee Benefits Committee. She is a member of the County Investment Academy with the Texas Association of Counties, and the County Treasurers Association of Texas. She was elected and sworn in as the 1st Vice President of the County Treasurers Association of Texas on September 20, 2023.

The County Treasurer’s Office serves as the chief custodian of county finances; responsible for receiving and accounting for all county funds in the county depository bank and paying, applying or disbursing all county funds in such a manner as directed by Commissioners Court and in conformance with law.

Ms. Medrano is committed to the highest level of customer service, transparency, efficiency and accountability to our county government.



**DAN MICCICHE**  
**DALLAS ISD TRUSTEE**  
**DISTRICT 3**

Dan Micciche is partner emeritus at the law firm of Akin, Gump, Strauss, Hauer & Feld. He has lived in Dallas since 1981, and has been a resident of Dallas ISD District 3 for over 25 years. He was first elected to the Dallas ISD Board of Trustees in 2012. He served as President of the Dallas ISD Board Trustees from 2016 to 2018 and has also served multiple terms as 1st Vice President and Secretary. Dan is a frequent speaker at school board events, neighborhood and community meetings.

**Dan started and chaired his firm’s School Partnership Program with James W. Fannin Elementary School in Dallas from 2005 to 2012. The program won the State Board of Education’s gold level award for community partnerships in 2011.**

Dan has received a number of recognitions for his work in public education, including the “No Kid Hungry” Award from Share Our Strength; “The Closing the Gap” Award from Leadership ISD; the “Voice of Children Award” from Children at Risk; as well as awards from the Texas State Teachers Association and the Ferguson Road Initiative in appreciation of his service to Dallas ISD.

Dan also serves as a director of the Texas Association of School Boards.

Dan received his B.A. with highest honors from Stony Brook University, where he was a member of Phi Beta Kappa. He received his J.D. from the University of Chicago Law School. He also received a **master’s degree in education policy and analysis** from the Harvard Graduate School of Education.

Dan has been recognized by clients and peers in *The Best Lawyers in America* for 16 consecutive years; in ***Chambers USA: America’s Leading Lawyers for Business*** for 20 consecutive years; in *Texas Super Lawyers* for 17 consecutive years; and as one of the best lawyers in Dallas by *D Magazine* for 11 consecutive years.

Dan has been active in the Dallas and Texas bar associations and has served in the following roles:

Chair, Dallas Bar Association Tax Section. 2001

Chair, State and Local Tax Committee, Tax Section, State Bar of Texas, 2002-2004

Chair, Tax Section, State Bar of Texas, 2008-2009

He was also named Lawyer of the Year 2020 (DFW Tax) by Best Lawyers in America.

**Dan's civic and charitable activities include serving on the Board of Directors of the American Red Cross Dallas, the Greater East Dallas Chamber of Commerce, and Workforce Solutions Greater Dallas. He also served on the Mayor's Task Force on Ethics Reform, which drafted and recommended a sweeping ethics reform proposal that was adopted unanimously by the Dallas City Council.**

Dan was also the former vice chair of Texas C-BAR (Community Building through Attorney Resources), a pro bono organization. In addition, he previously served on the School Finance Task Force of the Greater Dallas Chamber; the Board of Directors of the **State Bar of Texas; and Comptroller's Tax Advisory Group** under three different Comptrollers.

Dan is a 1999 graduate of the Greater Dallas Chambers Leadership Dallas Program and a 1998 graduate of the Leadership Arts Program of the Dallas Business Committee for the Arts.

**Dan served on his firm's associate and counsel compensation committees for over ten years and also coordinated the associate and counsel evaluation process for many years. He also served as the hiring partner for the firm's Dallas office for many years. He was the recipient of the firm's first Partner Recognition Award for his mentoring of counsel and associates and the firm's Pro Bono Partner of the Year Award. He was the 11th lawyer inducted into Akin**

**Gump’s “Pro Bono and Public Service Hall of Fame” based on his contributions to pro bono and community service throughout his legal career.**

## Mrs. Carma Morgan



**Phone:** 972-291-1581

**Email:** [carma.morgan@chisd.net](mailto:carma.morgan@chisd.net)

M.Ed in Educational Leadership Texas Woman's University

Bachelors in Sociology from Cameron University

### Board Trustee

**Place:** 2

**Trustee Since:** 2022

**Term Expiration:** 2025

**Bio:** Cedar Hill ISD Trustee Carma Morgan has worked as an educator since 1997. She began as a Social Studies and Mathematics Teacher in Dallas ISD and became an administrator in Lancaster ISD. Morgan is currently an Instructional Coordinator in DeSoto ISD.

Morgan earned a Master's Degree in Educational Leadership from Texas Woman's University in Denton and a Bachelor's Degree in Sociology with a minor in Mathematics from Cameron University in her hometown of Lawton, Oklahoma.

Morgan served honorably in the United States Air Force as a Dental Assistant for four years. She was stationed in North Dakota, Korea and Texas.

Morgan has lived in Cedar Hill since 2007 and is the proud parent of five daughters – two of whom graduated from Cedar Hill ISD and three of whom are current CHISD scholars.

**Elishima Myles, MBA**

My name is Elishima Myles, I currently serve as the Mayor Pro Tem for the city of Balch Springs. I have the privilege of working for Dallas College at the Lancaster Campus as Project Coordinator Relationship Management and Instructor, delivering quality adult career training programs to a diverse population for over ten years in post-secondary education. I earned my Bachelor of Science in Business Administration from the University of Louisiana at Lafayette (formerly the University of Southwestern Louisiana), I hold a Master of Business Administration with a concentration in Finance from Texas A&M University-Commerce and an Associate of Applied Science in Accounting.

I have pursued various continuing education opportunities to enhance my skills and knowledge. I completed a Human Resources Associate program in Human Resources Management at Dallas College. Additionally, I attended the Advocacy Essentials for Leaders course at the University of Notre Dame's Mendoza College of Business in New Orleans, LA. I also earned a Project Management Certificate from North Lake College in Irving, TX. These experiences have equipped me with valuable insights and tools to better serve my community and advance in my career.

Before transitioning to higher education, I spent 14 years at JP Morgan Chase Bank, where I served as a Financial Operations Manager for a decade in the Investment Banking Asset Services and Broker Dealer Services Operations. I managed and coordinated efforts across teams while maintaining a high standard of production, and the security of assets and funds. Throughout my tenure, I collaborated with various business partners to identify gaps, improve processes, and enhance operational efficiency.

I currently serve as a Board of Director for Leadership Southwest. An organization designed to develop tomorrow's leaders and community volunteers by making a significant contribution to the future of the Southwest Dallas County. My desire lies in educating others to make a difference in their communities, and in the importance of financial literacy and debt management. As I continue to serve Dallas County through teaching, and community outreach and engagement, I have been an active volunteer and community activist in my own community of Balch Springs for over 15 years.

My passion for serving my community continues to motivate my civic involvement, which began in 2006 when I was appointed to the Balch Springs Planning and Zoning Commission. I served on the board for 10 years, including 8 years as Chair. That same year, I also joined the Balch Springs Citizen Police Academy, where I dedicated two years to understanding and helping our local law enforcement. In 2008, I was appointed as an Advisor to the Balch Springs Parks and Recreation Advisory Board, and I had the honor of serving as Chair for 6 of my 8 years on the board.

In 2015, I was honored to receive the Balch Springs Citizen of the Year award, a recognition that truly reflects my commitment to my community. Then, in 2017, I was further acknowledged by the Balch Springs City Council with a plaque celebrating my dedication and loyalty to the city. These awards motivate me to continue serving and making a positive impact in the city of Balch Springs and in Dallas County.

Debrah S North  
[DebrahNorth20@gmail.com](mailto:DebrahNorth20@gmail.com)

### Summary of Qualifications

A native of Dallas, Texas, Debrah North is an accomplished professional with extensive experience in financial services, insurance, asset management, and IT account management. A proven leader in both corporate and nonprofit sectors, she has held key positions that emphasize community engagement, strategic growth, and operational excellence. Her service record includes significant leadership roles in local and regional organizations, with a deep commitment to diverse partnerships and strategic initiatives across North Texas. She is actively involved in civic responsibilities, including service on the City of DeSoto Zoning Board of Adjustments and Building and Standards.

### Key Professional and Community Leadership Roles

- Financial Advisor trainee, Edward Jones: Specializing in financial services for clients impacted by breast cancer, focusing on wealth management, asset growth, and personalized financial planning.
- IT Account Manager: Successfully managed corporate accounts, ensuring client satisfaction and the delivery of tailored technology solutions.
- City of DeSoto Zoning Board of Adjustments and Building and Standards: Actively contribute to city planning and zoning decisions, ensuring compliance with building standards.
- North Texas Commission Member: Support regional initiatives for economic development and community engagement.
- Past President, DeSoto Rotary Club: Led local community service programs, focusing on youth leadership, public service, membership, and scholarships.
- Assistant Governor and Inclusion Chair, Rotary District 5810: Drove district-wide growth and developed diverse inclusion and membership initiatives.
- Executive Board Member & VP of Development, Cedar Hill ISD Education Foundation: Managed fundraising efforts and strengthened community partnerships to support educational programs to support scholars, teachers, and staff. Since its inception, CHEF has provided more than \$1 million in funding to support Cedar Hill ISD initiatives!
- Leadership North Texas Alumni: Engaged in regional leadership development and stewardship fostering strategic partnerships from regions that have successfully addressed regional issues and challenges relevant to the region; and participate in the development of appropriate strategies for North Texas.
- Past Board Member and Alumni, Leadership Southwest: Contributed to leadership training and regional community development programs.

### Skills and Expertise

Financial and Wealth Management • Client Relations and Portfolio Strategy • IT Account Management • Community Leadership and Engagement • Diverse Inclusion Advocacy • Civic and Municipal Service • Fundraising and Development



**Councilman Demarcus Odom**

Councilman Demarcus Odom is a versatile and accomplished councilman for the City of Hutchins, Texas. A professional, that constantly demonstrates leadership and experience while driving city and regional growth, for the southern section of Dallas. Councilman Odom strategic mindset, creative flair, and dedication have consistently delivered outstanding results for a wide range of projects and new development.

Councilman Odom holds a BS degree from Florida State University and applies his education and knowledge to stay up to date on industry trends, that translate into a more robust city, while keeping content creation, and constant community engagement. Councilman Odom attributes his success and accomplishments from his discipline in the US Navy. As a Navy crewman, Councilman Odom was taught to “Put the people first”. That ability has led to increased brand visibility and multiple business opportunities for the City of Hutchins.

Councilman Odom political journey has seen him excel for the City of Hutchins and outside the city as well. Besides serving as an elected official, Councilman Odom further demonstrates his leadership skill while serving on the Economic Development Board and Parks and Recreation Board for the City of Hutchins. Outside the city, he is a proud graduate of Leadership Southwest and currently sits on their Board of Directors.

In summary, Councilman Odom is an innovative for energizing the city, community involvement and making major improvements to the southern section of Dallas. The creativity, and results-driven approach have consistently delivered impactful solutions for citizens in an ever-growing area. His track record of success, combined with his “Can do Attitude”

# LARRY OFFUTT

Innovative and self-directed professional with a broad range of safety policy-training development, insurance, risk management and loss prevention experience, will bring talent and vision to an organization. A willing partner with all levels of the organization who, through strategic planning, improvement of processes, internal and external customer service, will sustain prevention and claims control programs to enhance cash flow and profits. Offers unique abilities for hospitably industry due to extensive day-to-day operating experience. Program Presenter and/or Expert Testimony: OSHA / Dept. of Labor / NIOSH / National Child Labor / Consumer Product Safety / NRA / NFA / Risk and Insurance Management Institute (RIMS) / Tri-National Safety & Security Council of North American Trade Agreement (NAFTA).

## KEY STRENGTHS

- Team Building/Leadership • Strategic/Project Planning • Restaurant Operations • Interpersonal/Technical Skills • Oral/Written Communications • Critical Thinking • Program-Focused • Creative Services • Customer Service • Organizational Skills • Networking • Adaptability • Risk Exposure Prevention • Emergency Preparedness

## PROFESSIONAL EXPERIENCE

### DIRECTOR, SAFETY & RISK MANAGEMENT, SAN ANTONIO, TX 2010-PRESENT

#### STEAK 'N' SHAKE (CURRENTLY AS A CONTRACTOR)

- In conjunction with the CEO & CFO determine appropriate levels of exposure and ability to retain and manage those 'self-insured' loss amounts.
- Establish a communication and trust level support relationship at all levels of Operations in order to directly impact profits, and protection of associates and guests.
- Initiate and 'sell' prevention programs and tools for Operations, Supply Chain, and R & D.
- Manage all third-party lawsuits, mediations and OSHA compliance issues for 500-plus locations.
- Review and recommend all insurance contracts/insurers including broker selection, services and fees.

#### KEY CHALLENGES/SOLUTIONS

- Complete the 'turn around' of Risk Management, Insurance and Claims Handling programs. Reduced average claim cost and reserves by absolute ownership of the process in directing the TPA / Insurer and Defense .
- Develop and manage team in all functions of insurance programs including procurement, certificates, and administration (\$1M deductible on WC & GL).
- Implement solutions for lag reporting of incidents resulting in improved reporting 96% with 24 hour 'notice' .
- Establish quarterly reviews of all claims with a value of \$5,000 or more along with lowering TPA's authority levels, demanding intense investigative integrity and immediate defense assignments.
- Revamp and implement Crisis Communications policies and procedures as well as being a 'first responder' for all issues associated with guest / employee / product incidents.
- Investigate and implement creative avenues for total cost of risk addressing premiums, retentions, reserves and claim expense resulting in increased cash flows for Operations.

### VICE PRESIDENT, OPERATIONS SAFETY & RISK MANAGEMENT, DALLAS, TX 2005-2009

#### CORE SOLUTIONS, LLC / SNELLING STAFFING SERVICES, LLC / INTREPID HEALTHCARE USA, INC.

- Established Risk Management Department including Workers' Compensation, Property and General Liability claims handling procedures internally and with third party administrators.
- Identify internal and external exposures at all levels of business units. Develop and implement solutions for elimination or mitigation of risks. Drug Free Workplace and Modified Duty Programs.
- Directed all functions of insurance programs including procurement and administration.
- Lead all claims-handling activities by direct reports and 51 TPA adjusters across the country, including methodology for quarterly file reviews. Achieved results in faster claim closing, reduced litigation, and appropriate reserve levels. Average claims costs were decreased by 20% over a two-year period.
- Established approved panel of defense attorneys in local jurisdictions, and coordinate all litigated claims with Legal

and Human Resources Departments.

**LARRY OFFUTT, PAGE 2**

**DIRECTOR, SAFETY & LOSS CONTROL, MIAMI, FL 1997-2004**  
**BURGER KING CORPORATION (BKC U.S AND INTERNATIONAL)**

- World-wide responsibilities for the development, approval and implementation of policies, procedures and programs related to safety, security and loss control for 30,000 employees in over 1500 locations internationally. Responsibilities included communication and coordination of Risk Management and Operations across a wide spectrum of services to achieve a best in industry Safety & Risk Program.
- Facility safety / security management of 1500 corporate locations and BKC World Headquarters, including on-site security, Medical Emergency Response Teams and coordination of Shared Services, including fleet, executive protection and facility maintenance.
- Supervised and updated forensic Loss Control (cash and inventory) auditing programs for all corporate operations.
- Chief witness / responder on behalf of BKC in all regulatory and legal proceedings regarding safety-health/accidents, including vicarious liability (10,000 plus franchise locations) actions.
- Coordinated and directed claims handling with on-site dedicated Property/ General Liability unit, remote Workers' Compensation units in various states, and appropriate local legal counsel.



**PROFESSIONAL**

**WORLD SAFETY ORGANIZATION**  
REGISTERED SAFETY DIRECTOR  
CERTIFIED SAFETY TECHNICIAN

**NATIONAL SAFETY COUNCIL (FL)**  
PROFESSIONAL SAFETY CERTIFICATION

**RIMS**  
RISK MANAGEMENT SOCIETY

**NRA SERVSAFE**  
CERTIFIED FOOD SERVICE INSTRUCTOR

**PLAYGROUND SAFETY INSTITUTE**  
CERTIFIED SAFETY INSPECTOR

**FEMA**  
COMMUNITY EMERGENCY RESPONSE

**NRRDA**  
NATIONAL RETAIL AND RESTAURANT DEFENSE ASSOCIATION

COMMUNITY AND VOLUNTEER

Dallas City Commissioner appointed by Dallas City Council- Landmark Commission Oct 2021 - Present

Founding Member - Remember Black Dallas -Jan 2019 - Present · Civil Rights and Social Action  
 City of Dallas Emergency Management (FEMA) Dec 2016 - Present  
 Founder & Member - Historic Preservation League (now Preservation Dallas)  
 Member- Supporter – Dallas NAACP  
 Founder & Board Member - Swiss Ave Historic District  
 Founding and Current Member – Friends of Aldredge House Museum  
 Dallas County Park Board  
 Member - Supporter - The Southern Poverty Law Center  
 Member-Supporter – National Council of Jewish Women Dallas

Civic and Professional Awards/Recognition/Service;

- City of Dallas
  - Mayor's Award Beautiful Clean Dallas
  - City of Dallas - Review Board
- Savage Park (recognition and dedication as founder of Historic Preservation Movement)
- Dallas Chamber of Commerce (East – Ret)
  - Chairman - Governmental Affairs Committee
  - Chairman - Parks Committee
- Boy Scouts of America
  - Scout Master .. Special Needs Scouts
- Department of Defense – Operation Eagle – 9-11 Pentagon Recovery
- NAFTA
  - Tri-National Committee – Safety & Security

I am a dedicated historic preservationist with a passion for conserving the rich cultural and ethnic heritage of our region while understanding our city/county is not a museum and must change and adopt to differing needs and demands in order to grow and progress. , I have played a pivotal role in preserving and revitalizing historically significant landmarks and neighborhoods in the Dallas area thus raising property vales while protecting generational cultures/ traditions. My extensive portfolio includes the rehabilitation and restoration of dozens of residential and commercial properties not only in Dallas but also in notable areas of Coral Gables, Florida, and San Antonio, Texas. As an active member of Preservation Dallas, Remember Black Dallas, Texas Historic Society, the Dallas Historical Society and the Dallas Landmark Commission, my expertise and advocacy have been instrumental in safeguarding the architectural treasures that define our area's character. Beyond my contributions to Dallas, my work in Coral Gables (also known as The Black Gables) and San Antonio (Denver Heights), has underscored my deep commitment to historical preservation across diverse cultures, socio-economic neighborhoods. My unwavering commitment to the preservation of historic sites, cultures, and communities ensures that the rich tapestry of cultures remains an integral part of Dallas' vibrant future.

**WM. DAVID PALMER**

1705 Colony Dr  
Irving, Texas 75061

(214) 557-8406  
david@premarkhs.com

**Successful in Improving, Building and Restructuring Companies**

Persuasive leader with strong ability to communicate with and motivate people at all levels, build cross-functional teams and accomplish results. Solid accounting, financial and operational background in manufacturing coupled with more than thirty-five years of legal experience. My quantitative and qualitative analytical skills and strategic thinking have a proven record of success identifying, developing, and implementing innovative solutions to complex business problems.

**03/07 – Present**

**PREMARK HEALTH SCIENCE, INC.**

Irving, TX

**President/Shareholder/Director**

Co-Founder of company performing contract manufacturing and packaging of functional foods, dietary supplements and personal care goods. Beginning in 2007 with 6 employees, we now have 45 full-time employees operating out of our 74,815sf facility in Las Colinas. Our production capability involves the manufacture of nutritional powder blends, two-piece hard gel capsules, and liquids. Our packaging capability includes bottles, canisters and tubs, as well as flexible single serve pouches, stick packs and multi serve re-sealable bags.

We are highly focused on the quality, safety and efficacy of the products we produce. The company is registered with the FDA and Texas Department of State Health Services as a Food Manufacturer and OTC Drug Manufacturer. We are third-party cGMP certified by NSF for Dietary Supplement production and SQF for Food production. I focus my leadership and communication skills on empowering employees throughout the company to improve their business and personal skill sets.

**01/06 – 02/07**

**STRATEGIC SOLUTIONS**

Irving, TX

Consult manufacturing and/or marketing companies selling nutritional and personal care goods. Provide clients with legal/regulatory counsel, development of business plan, marketing strategy and CRM techniques, implementation of lean manufacturing techniques, and financial modeling.

**10/94 – 08/05**

**PROGRESSIVE LABORATORIES, INC**

Irving, TX

**President / Chief Operating Officer / Director**

I was recruited to this privately owned manufacturer and distributor of nutritional supplements, personal care goods, OTC drugs and medical devices as Vice President/General Counsel in 1994. We experienced continual growth and my achievements led to promotions to Vice President/Chief Operating Officer in 1999 and then President/COO in 2002.

From 1997, I led all aspects of operational and strategic activities, with my direct reports being the Chief Financial Officer, Director of Operations, Plant Manager, Purchasing Manager, and after 2002, the Sales Managers for the Brand Lines and Contract Manufacturing. Progressive engages in sales of branded products to Health-Care Practitioners, branded products direct-to-consumer, and contract manufacturing. Under my leadership, and within the very

conservative spending constraints of a small company, we outpaced the industry by averaging over 14% revenue growth per year while improving every financial marker of the business.

Cross-functional teams included every employee, to participate in monthly training videos, written reporting of application of their learning in both work and personal life. The training strengthened their personal growth, team attitude, and self-motivation. This team-environment preparation fostered involving the top third of the employees in strategy planning and development of long-term strategic objectives. More than half of the employees were directly involved in establishing detailed action plans, and accountable for achieving strategic goals.

The company-wide participation in developing the strategic plan and marketing plan spawned an excited and electric atmosphere as all employees began to see new direction taking shape. I felt tremendous satisfaction in leading this process, both from the aspect of witnessing the personal development of our management team and employees, and their enthusiasm in positioning the company for the next growth stage.

**4/90 - 10/94**

**LAW OFFICE OF WM. DAVID PALMER**  
Dallas, TX  
**Sole Practitioner**

The practice focused on commercial transactions, including representation of both buyers and sellers in business purchase transactions, representing the franchisor entity in the private offering of franchises, business organization drafting, and bankruptcy with two successful Chapter 11 Reorganizations of small businesses. I took court appointments from the juvenile courts representing minors, and the family courts as an ad litem, which was very personally fulfilling. During 1990, and again between late 1992 and 1994 traveled extensively with domestic client representation in Mexico and Panama. I developed a very strong interest in Latin America, and began to study international commercial transactions and the Spanish language. My practice profitably grew with a network of referring attorneys and a loyal client following.

**1/88 - 4/90**

**RAY E. GREEN & ASSOCIATES, P.C.**  
Dallas, TX  
**Associate Attorney**

**8/86 - 1/88**

**NIELSEN & COMPANY, P.C.**  
Dallas, TX  
**Associate Attorney/Law Clerk**

**9/76 - 7/86**

**KRAFT FOODS COMPANY, INC.**  
Chicago, IL  
**Law Department – Senior Tax Accountant (3/84 – 7/86)**  
**Internal Audit Department - Senior Auditor (6/82 - 2/84)**

**Garland Manufacturing Plant and Dallas Foodservice - Accounting Clerk (9/76 – 5/82)**

**EDUCATION:**

**SOUTHERN METHODIST UNIVERSITY, Dallas, TX**  
Master of Business Administration, May 2004  
(Executive M.B.A. Program)  
Beta Gamma Sigma National Honorary Business Fraternity

**DePAUL UNIVERSITY COLLEGE OF LAW, Chicago, IL**  
Juris Doctor, January 1987

**SOUTHERN METHODIST UNIVERSITY, Dallas, TX**  
Bachelor of Business Administration, May 1982 - *Cum Laude*  
Major - Accounting  
Beta Alpha Psi National Honorary Accounting Fraternity  
Minor – Political Science

**PROFESSIONAL:**

**Member:** State Bar of Texas (#15435950)

**PERSONAL:**

Born May 25, 1958, at Methodist Hospital, Dallas TX. Married to Allyson since January 1983 and active in Boy Scouts with our three sons who are all Eagle Scouts. Friends of Scouting Chairman, Western Star District, 2005, 2006 and 2007.

**Director:** Greater Irving – Las Colinas Chamber of Commerce 2001 – 2007

**Director:** Irving Sister Cities 2012 - Present

**Commissioner:** City of Irving, Planning and Zoning Commission 2005 – 2012

**Board Member:** City of Irving Tax Increment Investment Zone (TIF) No. 1 2012 - 2015

**Councilman:** City of Irving Place 8 At-Large 2015 – 2021. Chair to the Planning and Development Committee, co-chair to the Boards and Committees Appointments Committee and served on the Audit and Finance Committee and the Transportation and Natural Resources Committee. Council liaison to the National League of Cities and is a liaison to the Youth Council.

11. I am interested in serving on the DCAD Board of Directors in order to make contributions in improving the function of DCAD as well as the appraisal process in general. I believe my background, skills and experience will be a positive contribution to the Board.

Cassandra Phillips  
810 Jungle Drive  
Duncanville, TX 75116  
CPhillips4DuncanvilleISD@gmail.com  
214.682.3293  
October 15, 2024

Dallas Central Appraisal District Board of Directors  
2949 N. Stemmons Freeway  
Dallas, TX 75247

Dear Taxing Entities,

I am writing to formally announce my candidacy for re-election to the Dallas Central Appraisal District (DCAD) Board of Directors. It has been a privilege to serve on the board, and I am eager to continue contributing my experience, dedication, and vision to ensure the ongoing success of the DCAD in serving our community. With over 20 years of experience as a Real Estate Broker, I have developed a deep understanding of the importance of fair property appraisals and the critical role that transparency and accountability play in building trust between the appraisal district and the public.

During my time on the board, I have focused on key responsibilities, including appointing a fair and equitable chief appraiser, approving budgets that align with the needs of the cities and school districts we serve, and approving a biennial reappraisal plan. I am committed to ensuring that all properties are appraised at market value by January 1 each year, and that the information is delivered on time. My dedication to appointing objective and impartial members to the Appraisal Review Board has been a cornerstone of my efforts to maintain a fair and trusted system for property owners.

One of my primary goals has always been to promote transparency within the DCAD. This commitment to transparency not only strengthens public trust but also ensures that the district operates efficiently and effectively.

As I seek re-election, my passion for serving the community remains as strong as ever. I believe my experience, insight, and dedication uniquely position me to continue making a positive impact. I am excited about the opportunity to build on the progress we've made, and I look forward to the chance to continue advocating for a fair, transparent, and equitable appraisal process for all.

Thank you for your consideration. I would be honored to continue serving on the Dallas Central Appraisal District Board of Directors, and I am confident that together, we can further strengthen the appraisal system that benefits both property owners and the taxing entities we serve.

Sincerely,

Cassandra Phillips

**Cassandra Phillips** 810 Jungle Drive Duncanville, TX | Cassandra@PPRDFw.com | 214-682-3293 |

**Objective:** Dedicated and accomplished Real Estate Broker with over 20 years of service in the community. Passionate about fostering trust and transparency between the appraisal district and the public. Dedicated to enhancing the efficiency and effectiveness of DCAD through continued service and advocacy.

**Education:**

- Bachelor of Science in University Studies, The University of Texas at Arlington, Arlington, TX [2012]
- Associate of Applied Science (AAS), Cedar Valley College, Lancaster, TX [1993]

**Professional Experience: Managing Broker | Phillips Price Realty, Duncanville, TX | Feb 2005 - Present**

- Supervision, Compliance, Leadership, Training and Development, Transaction Oversight, Client Relations, Risk Management, Technology Integration and Community Engagement.
- Applies strong negotiation skills to secure favorable contract terms, resulting in increased profitability.
- Conducts thorough audits, identifying discrepancies and implementing corrective actions to ensure compliance.
- Provides outstanding customer service, consistently exceeding customer satisfaction targets.
- Demonstrates diligence in resolving customer concerns promptly and effectively.
- Recognized as a great listener and problem solver, contributing to a positive work environment.

**Supervisor | Drive Financial, Dallas | June 1998 - March 2000**

- Led and motivated a team, achieving a 92% increase in overall team productivity.
- Developed and implemented collection strategies that improved team efficiency and performance.
- Utilized exceptional time management and organizational skills to meet tight deadlines.

**Skills:**

- Contract Knowledge: In-depth understanding of contract negotiations and compliance.
- Time Management: Proven ability to manage multiple tasks efficiently and meet deadlines.
- Communication: Exceptional verbal and written communication skills.
- People Skills: Adept at building and maintaining positive relationships with clients and colleagues.

**Community Involvement: Elected School Board Trustee | Duncanville ISD | 2017 - Present**

- Contributes to strategic decision-making to enhance the educational experience for students.
- Advocates for community engagement and improved educational resources.
- Overseeing a substantial \$125 million budget.
- Ensuring fiscal prudence, and making strategic financial decisions to support the educational objectives and well-being of the students and the broader school community.

Elected Dallas Central Appraisal District Director for Suburban Schools | 2020

- Committed to ensuring fair and equitable property appraisals
- Transparent communication
- Responsible budgeting
- Appointing a fair and equitable Chief Appraiser
- Approving a biennial reappraisal plan

**By actively pursuing my role as an elected official, my aim is to contribute to the success of the Dallas Central Appraisal District with integrity and operational excellence.**

Yemi Salau brings 15 years of rich experience in SAP and Project Management. Throughout his career, he has held key roles at renowned organizations, including IBM, Accenture, Verizon, CSC, Deluxe, General Dynamics, and PepsiCo. He has led significant projects for major clients, contributing to federal initiatives like the Logistics Modernization Program (LMP) and the US Navy Supply Command (NAVSUP), as well as being involved in Verizon's 5G rollout.

In 2023, Yemi was elected as a Council member for place 7 in Balch Springs. He earned his Bachelor of Science degree in Electrical Engineering from Farmingdale State University.

Beyond his professional pursuits, Yemi is actively engaged in community volunteering and enjoys traveling with his family. He is also a passionate reader, making time for literature whenever he can.

**CAMILE DENISE WHITE**

Is currently a Board Trustee for Dallas Independent School District (ISD) for District 4 and serves as the Board Secretary.

She is the Dallas ISD Board Delegate for Texas Association of School Boards (TASB).

Camile White is a licensed Texas Realtor and has served on several committees with MetroTex Association of Realtors.

She loves Dallas and understands the balance between business and home ownership. Camile will bring her Real Estate experience and belief that it is important to have people from all walks of life to represent everyone in Dallas County. The tax base that is generated is vital in keeping public schools, and cities operating all while providing amenities for citizens.

She is an elected Party Precinct Chair and serves as House District 107 Coordinator where she helps inform voters and increase voter participation.

Camile White is currently a member of Dallas CERT Team because she is concerned about those around her and wants people to be safe which is why she volunteers as the Vice Chair of Hillside Oaks Crime Watch.

Ms. White has served on the Dallas Public Library Board for Dallas City Council, District 5, on the Trustee Board of St. Luke "Community" United Methodist Church with a budget of millions in assets where she was vital in helping make decisions that kept assets up to date and in great working condition, and also made decisions on proposed land acquisitions.

Camile was a Government Adjunct Professor for Dallas College where she taught Political Science.

She has a Masters Degree in Political Science from the University of Texas at Arlington.

Ms. White is married and has three children, and two beautiful grandsons.

**CITY OF HUTCHINS, TEXAS  
RESOLUTION NO. R2024-11-1224**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS,  
CASTING ITS VOTE FOR A MEMBER OF THE BOARD OF DIRECTORS  
OF THE DALLAS CENTRAL APPRAISAL DISTRICT; AND PROVIDING  
FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Chief Appraiser has provided the participating taxing units eligible to vote the nominees for the Appraisal District Board of Directors in accordance with the Texas Property Tax Code;

**NOW, THEREFORE, BE IT RESOLVED BY HUTCHINS CITY COUNCIL:**

**SECTION 1.** That the City Council of the City of Hutchins does hereby cast its votes in accordance with the attached ballot, for a member of the Board of Directors of the Dallas Central Appraisal District.

**SECTION 2.** That this Resolution shall become effective immediately from and after its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins on this the 18<sup>th</sup> day of November 2024.

CITY OF HUTCHINS

\_\_\_\_\_  
Mario Vasquez, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary

**ATTACHMENT**  
**DALLAS CENTRAL APPRAISAL DISTRICT OFFICIAL BALLOT**

Below are the candidates for appointment to the five (5) voting positions on the Board, listed alphabetically. Please indicate your taxing unit’s vote(s) by entering the number of votes to the right of the candidate(s) of choice.

<u>Nominees</u>	<u>Votes</u>
Kevin Carbo, Sr.	
Brett Franks	
Clyde C. Hairston	
Beth Nunneley Mazziotta	
Pauline Medrano	
Dan Micciche	
Carma R. Morgan	
Elishima Myles	
Debra North	
Demarcus Odom	
Larry Offutt	
William David Palmer	
Cassandra Phillips	
Yemi Salau	
Camile White	

Submit this official ballot before December 15, 2024, to Chief Appraiser, Shane Docherty, via email [DcadElections@dcad.org](mailto:DcadElections@dcad.org) and mail a hardcopy to Shane Docherty, Executive Director/Chief Appraiser, 2949 N. Stemmons Fwy., Dallas, Texas 75247.

Attach this ballot to the resolution passed by your taxing unit authorizing the taxing unit vote.



# STAFF REPORT

<b>MEETING DATE:</b>	November 18, 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Cynthia Olguin
<b>AGENDA CAPTION:</b>	Discuss and consider RESOLUTION R2024-11-1224 OF THE HUTCHINS CITY COUNCIL NOMINATING CANDIDATES FOR ELECTION TO THE BOARD OF DIRECTORS OF DALLAS CENTRAL APPRAISAL DISTRICT.

### Background Information

In early September 2024, the District sent all governing bodies instructions for nominating candidates for the elections for Dallas Central Appraisal District Board of Directors.

The District originally received 16 nominations, however, one nominee withdrew their name; therefore, there are 15 nominees on the official ballot.

- **The City of Hutchins is allocated a total of 5 Votes.**
- The governing body of each taxing unit entitled to vote must cast its votes in an open meeting by Resolution.
- The Resolution ballot must be submitted to the Dallas CAD Chief Appraiser **BEFORE** December 15, 2024.
- The governing body must submit its vote to the chief appraiser not later than the **THIRD** day following the date the resolution is adopted.
- Taxing units may cast its votes for one candidate or distribute their votes among any number of the candidates listed on the attached official ballot

### Staff Recommendation

Cast a vote for one candidate or distribute the votes among the other candidates listed on the official ballot.

### Supporting Documentation and Attachments

Letter from Dallas Central Appraisal District Chief Appraiser

List of Candidates

Candidate Biographies/Resumes

Voting Entitlement List

Resolution R2024-11-1224

**File Attachments for Item:**

12. Discuss and consider Resolution R2024-11-1225, OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND GRANTING A NON-EXCLUSIVE, PUBLIC UTILITY EASEMENT AND RIGHT OF WAY TO ONCOR ELECTRIC DELIVERY COMPANY, LLC, FOR THE PURPOSE OF LOCATION, CONSTRUCTION, MAINTENANCE, OPERATION, REPAIR, REMOVAL, REPLACEMENT, RECONSTRUCTION, AND RELOCATION OF ELECTRIC UTILITIES. Presented by Mamun Yusuf



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Mamun Yusuf, Director of Public Works

**AGENDA CAPTION:** Discuss and consider Resolution R2024-11-1225, OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND GRANTING A NON-EXCLUSIVE, PUBLIC UTILITY EASEMENT AND RIGHT OF WAY TO ONCOR ELECTRIC DELIVERY COMPANY, LLC, FOR THE PURPOSE OF LOCATION, CONSTRUCTION, MAINTENANCE, OPERATION, REPAIR, REMOVAL, REPLACEMENT, RECONSTRUCTION, AND RELOCATION OF ELECTRIC UTILITIES. Presented by Mamun Yusuf

### **Background Information**

In association with the Post Oak Road sanitary sewer lift station project, ONCOR Electric Delivery Company LLC (ONCOR) has informed City Staff that to provide electrical service to the City's new lift station, the City will need to grant ONCOR a utility easement from Post Oak Road to the electrical tie-in at the lift station. ONCOR will maintain ownership and all maintenance responsibilities associated with all electrical lines, poles and conduits running to the site.

### **Budget Implications**

N/A

### **Operational Impact**

Easement is required to get electricity to the new lift station.

### **Legal Review**

N/A

### **Staff Recommendation**

City Council, by motion, approve Resolution R2024-0000 granting an easement to ONCOR in association with the Post Oak Road sanitary sewer Lift Station; authorizing the City Administrator (or his designee) to execute all paperwork associated with granting said Easement to ONCOR; and providing for an effective date.

### **Supporting Documentation and Attachments**

Resolution R2024-11-1225

**CITY OF HUTCHINS  
RESOLUTION NO. R 2024 -11-1225**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND GRANTING A NON-EXCLUSIVE, PUBLIC UTILITY EASEMENT AND RIGHT OF WAY TO ONCOR ELECTRIC DELIVERY COMPANY, LLC, FOR THE PURPOSE OF LOCATION, CONSTRUCTION, MAINTENANCE, OPERATION, REPAIR, REMOVAL, REPLACEMENT, RECONSTRUCTION, AND RELOCATION OF ELECTRIC UTILITIES; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Oncor Electric Delivery Company, LLC, (hereinafter referred to as “Grantee”), has submitted a request to the City of Hutchins for a non-exclusive, public utility easement and right of way to be granted in property owned by the City for the location, construction, maintenance, operation, repair, removal, replacement, reconstruction, and relocation of electrical utilities; and

**WHEREAS**, the City Council of the City of Hutchins has been provided with the Easement and Right of Way (the “Easement”); and

**WHEREAS**, upon full review and consideration of the Easement, the City Council is of the opinion and finds it to be in the public interest to approve and grant the Easement;

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

**SECTION 1.** The City of Hutchins hereby grants a non-exclusive, public utility easement and right of way to Oncor Electric Delivery Company, LLC, authorizing an easement and right of way for the location, construction, maintenance, operation, repair, removal, replacement, reconstruction, and relocation of electric utilities in City or Hutchins property, the terms of such document shall be substantially set forth in Exhibit “1”, attached hereto and incorporated herein by reference, and authorizes the City Administrator to sign the Easement on behalf of the City of Hutchins.

**SECTION 2.** This Resolution shall take effect immediately from and after its passage, and it is accordingly so resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins, Texas, this 18th day of November 2024.

\_\_\_\_\_  
Mario Vasquez, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary

PT #: 2024-6288  
District: DES  
WO #: 25486889  
ER #

**EASEMENT AND RIGHT OF WAY**

STATE OF TEXAS

§  
§  
§

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF DALLAS

That **The City of Hutchins, a Municipal Corporation of the County of Dallas**, hereinafter called "Grantor," whether one or more, for and in consideration of Ten Dollars (\$10.00) and other valuable consideration to Grantor in hand paid by **Oncor Electric Delivery Company LLC, a Delaware limited liability company**, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202-1234, hereinafter referred to as "Grantee," has granted, sold and conveyed and by these presents does grant, sell and convey unto said Grantee, its successors and assigns, an easement and right-of-way for overhead and/or underground electric supply and communications facilities, consisting of a variable number of wires and cables, supporting structures, surface mounted equipment, conduits and all necessary or desirable appurtenances over, under, through, across and upon Grantor's land described as follows:

**SEE EXHIBIT "A" (ATTACHED)**

Grantor recognizes that the general course of said lines, or the metes and bounds as described above, is based on preliminary surveys only, and Grantor hereby agrees that the easement and right-of-way and its general dimensions hereby granted shall apply to the actual location of said lines when constructed.

Together with the right of ingress and egress along and upon said easement and right-of-way and over and across Grantor's adjoining properties for the purpose of and with the right to construct, maintain, operate, repair, remove, replace, reconstruct, abandon in place, and to change the size and capacity of said facilities; the right to relocate said facilities in the same relative direction of said facilities; the right to relocate said facilities in the same relative position to any adjacent road if and as such is widened in the future; the right to lease wire space for the purpose of permitting others to string or lay wire or cable along said facilities; the right to prevent excavation within the easement area; the right to prevent construction of, within the easement area, any and all buildings, structures or other obstructions which, in the sole judgment of Grantee, may endanger or interfere with the efficiency, safety, and/or convenient operation of said facilities and their appurtenances and the right to trim or remove trees or shrubbery within, but not limited to, said easement area, including by use of herbicides or other similar chemicals approved by the U.S. Environmental Protection Agency, to the extent in the sole judgment of Grantee, as may be necessary to prevent possible interference with the operation of said facilities or to remove possible hazard thereto. Grantor shall not make changes in grade, elevation or contour of the land or impound water within the easement area as described above without prior written consent of Grantee.

Grantor reserves the right to use the land within the above described easement area for

purposes not inconsistent with Grantee's use of such property, provided such use shall not, in the sole judgment of Grantee, interfere with the exercise by Grantee of the rights hereby granted.

TO HAVE AND TO HOLD the above described easement and right-of-way unto the said Grantee, its successors and assigns, until all of said electric lines and facilities shall be abandoned, and in that event said easement and right-of-way shall cease and all rights herein granted shall terminate and revert to Grantor or Grantor's heirs, successors or assigns, and legal representatives, to warrant and forever defend the above described easement and right-of-way unto Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**GRANTOR:**

**The City of Hutchins,  
a Municipal Corporation of the County of Dallas**

By: \_\_\_\_\_  
**James Quin  
City Administrator**

STATE OF TEXAS           §  
  §  
COUNTY OF \_\_\_\_\_ §

BEFORE ME, the undersigned authority, on this day personally appeared **James Quin**, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same as the act and deed of **The City of Hutchins, a Municipal Corporation of the County of Dallas**, as the **City Administrator**, thereof, for the purposes and consideration therein expressed, in the capacity therein stated and that he is authorized to do so.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 2024.

\_\_\_\_\_  
Notary Public in and for the State of Texas

**EXHIBIT "A"**

**FIELD NOTE DESCRIPTION  
VARIABLE WIDTH ONCOR ELECTRIC DELIVERY COMPANY, LLC EASEMENT  
CITY OF HUTCHINS, TEXAS**

Being a variable width Oncor Electric Delivery Company, LLC Easement, and being under, over and across a tract of land located in the William H. Shelton Survey Abstract No. 1292, City of Hutchins, Dallas County, Texas, being a portion of Lot 4, Soriano Estates (Minor Plat), an addition to the City of Hutchins, by plat recorded in Instrument Number 202100235007 of the Plat Records of Dallas County, Texas (P.R.D.C.T.), as conveyed to the City of Hutchins by deed recorded in Instrument Number 202100243382, Official Public Records of Dallas County, Texas (O.P.R.D.C.T.), said variable width Oncor Electric Delivery Company, LLC Easement being more particularly described as follows:

BEGINNING at a point for corner, said point being on the common north corner of said Lot 4, Soriano Estates, and the northeast corner of Lot 3, of said Soriano Estates, and also being on the west right-of-way line of Post Oak Road (variable width right-of-way), from which a 1/2 inch iron rod with cap stamped "BH&C" (Controlling Monument (CM)) found on the old south right-of-way line of Wintergreen Road (previously 60-foot right-of-way) (currently variable width right-of-way), bears N 71°05'59" W, a distance of 263.98 feet;

THENCE, S 34°08'03" E, along the common east line of said Lot 4, Soriano Estates, and the west right-of-way line of said Post Oak Road, a distance of 10.01 feet to a point for corner, from which a 1/2 inch iron rod with cap stamped "BH&C" (CM) found on the southeast corner of Lot 1, of said Soriano Estates bears S 34°08'03" E, a distance of 451.08 feet;

THENCE, departing the aforementioned common line, and being across said Lot 4, Soriano Estates, the following four (4) calls for course and distance;

- 1) S 58°21'06" W, a distance of 74.14 feet to a point for corner;
- 2) S 31°39'10" E, a distance of 10.00 feet to a point for corner;
- 3) S 58°20'50" W, a distance of 20.00 feet to a point for corner;
- 4) N 31°39'10" W, a distance of 20.00 feet to a point for corner, said point being on the common north line of said Lot 4, Soriano Estates, and the northernmost south line of said Lot 3, Soriano Estates;

THENCE, N 58°21'06" E, along the aforementioned common line, a distance of 93.71 feet to the POINT OF BEGINNING, said variable width Oncor Electric Delivery Company, LLC Easement containing 0.026 acre (1,139 square feet) of land, more or less.

Notes:

- 1. Bearings and Distances are based on the Texas State Plane Coordinate System, NAD-83, Texas North Central Zone 4202.
- 2. Field surveys concluded on 08/30/2024.
- 3. An Easement Plat of even date herewith accompanies this field note description.



*Chase Crawford*  
10/3/24

Chase Crawford, R.P.L.S.  
Texas Registration No. 6913  
Birkhoff, Hendricks & Carter, L.L.P.  
TBPELS Firm No. 10031800  
11910 Greenville Avenue, Suite 600  
Dallas, Texas 75243  
Phone 214-361-7900

PETER SAMPSON SURVEY  
ABSTRACT 1274

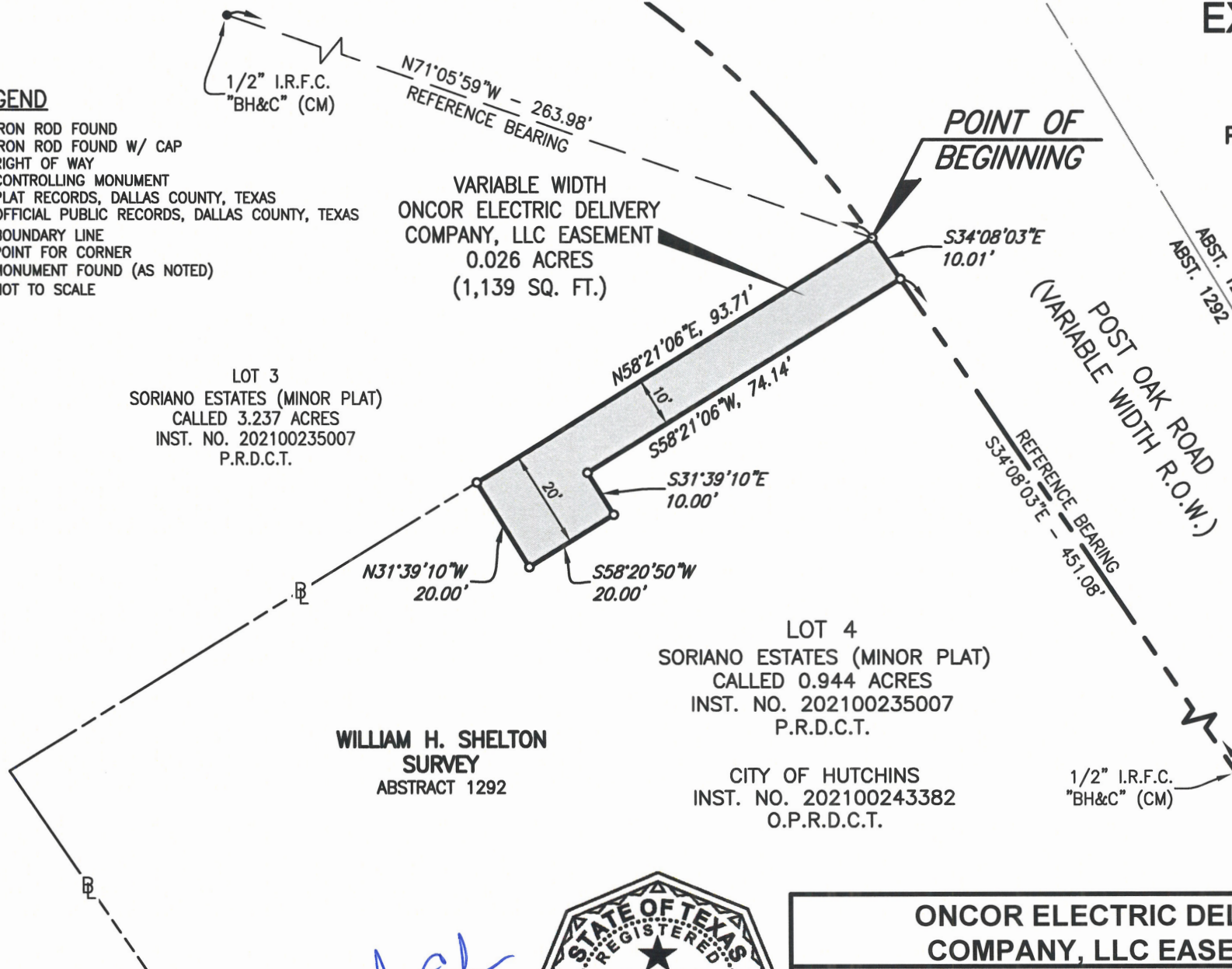
ABST. 1274  
ABST. 1292

**LEGEND**

- I.R.F. IRON ROD FOUND
- I.R.F.C. IRON ROD FOUND W/ CAP
- R.O.W. RIGHT OF WAY
- CM CONTROLLING MONUMENT
- P.R.D.C.T. PLAT RECORDS, DALLAS COUNTY, TEXAS
- O.P.R.D.C.T. OFFICIAL PUBLIC RECORDS, DALLAS COUNTY, TEXAS
- BOUNDARY LINE
- POINT FOR CORNER
- MONUMENT FOUND (AS NOTED)
- ~ NOT TO SCALE

H:\Projects\Hutchins\2019139 - Southern Lift Station\Easement Plats\2019139 Oncor Elec Easmt.dwg

REVISED: 10/3/24 - CCRAWFORD



LOT 3  
SORIANO ESTATES (MINOR PLAT)  
CALLED 3.237 ACRES  
INST. NO. 202100235007  
P.R.D.C.T.

LOT 4  
SORIANO ESTATES (MINOR PLAT)  
CALLED 0.944 ACRES  
INST. NO. 202100235007  
P.R.D.C.T.

WILLIAM H. SHELTON  
SURVEY  
ABSTRACT 1292

CITY OF HUTCHINS  
INST. NO. 202100243382  
O.P.R.D.C.T.

- NOTES:
1. BEARINGS AND DISTANCES CITED IN THIS PLAT DESCRIPTION ARE BASED ON THE TEXAS STATE PLANE COORDINATE SYSTEM, NAD-83, TEXAS NORTH CENTRAL ZONE 4202.
  2. FIELD SURVEYS CONCLUDED ON 08/30/2024.
  3. A FIELD NOTE DESCRIPTION OF EVEN DATE HEREWITH ACCOMPANIES THIS EXHIBIT.

*Chase Crawford*  
10/3/24



<b>ONCOR ELECTRIC DELIVERY COMPANY, LLC EASEMENT</b>	
<b>LOT 4, SORIANO ESTATES (MINOR PLAT) WILLIAM H. SHELTON SURVEY, ABST. NO. 1292 CITY OF HUTCHINS, DALLAS COUNTY, TEXAS</b>	
<b>BIRKHOFF, HENDRICKS &amp; CARTER, L.L.P.</b> PROFESSIONAL ENGINEERS TBPELS PE Firm 526; Survey Firm 10031800 11910 Greenville Ave., Suite 600 Dallas, Texas 75243 (214) 361-7900	
October 2024	124

**File Attachments for Item:**

13. Discuss and consider Resolution R2024-11-1226 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY; AND PROVIDING AN EFFECTIVE DATE.  
Presented by: James Quin, City Administrator



# STAFF REPORT

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<b>MEETING DATE:</b>	November 18, 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey, Assistant to the City Administrator
<b>AGENDA CAPTION:</b>	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY; AND PROVIDING AN EFFECTIVE DATE. Presented by: James Quin, City Administrator

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## **Background Information**

The 88<sup>th</sup> Texas Legislature passed Senate Bill 1893 which prohibits the use of covered applications such as Tik Tok on governmental entity devices and requires cities to adopt, by November 20, 2024, appropriate policies prohibiting installation or use of covered applications or prohibited technologies on applicable devices. This resolution is a policy patterned on the model policy prepared by the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR) which will allow the City to maintain compliance with State regulations.

## **Budget Implications**

NA

## **Operational Impact**

This policy will have little to no impact on City functioning as TikTok is not a platform used by employees in official capacities, except for possible use for law enforcement investigations which is allowed by the policy.

## **Legal Review**

This policy and resolution was approved by the City Attorney.

## **Staff Recommendation**

Staff recommends that the City Council adopt the Resolution.

## **Supporting Documentation and Attachments**

1. Resolution

**CITY OF HUTCHINS  
RESOLUTION NO. R-2024-11-1226**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING THE CITY OF HUTCHINS COVERED APPLICATIONS AND PROHIBITED TECHNOLOGY POLICY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the 88<sup>th</sup> Texas Legislature passed Senate Bill 1893 which prohibits the use of covered applications such as Tik Tok on governmental entity devices and requires cities to adopt, by November 20, 2024, appropriate policies prohibiting installation or use of covered applications or prohibited technologies on applicable devices; and

**WHEREAS**, City staff has proposed a policy patterned on the model policy prepared by the Texas Department of Public Safety (DPS) and the Texas Department of Information Resources (DIR); and

**WHEREAS**, the City Council has determined that the Covered Applications and Prohibited Technology Policy attached hereto as Exhibit “A” should be adopted;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF HUTCHINS, TEXAS, THAT:**

**SECTION 1.** The City of Hutchins Covered Applications and Prohibited Technology Policy, attached hereto and incorporated herein by this reference as Exhibit "A," is hereby adopted by the City Council of the City of Hutchins, Texas.

**SECTION 2.** This resolution shall serve as an amendment adding the Covered Applications and Prohibited Technology Policy to all policies governing the City’s employees as well as all policies governing the City’s Council, boards, commissions and committees.

**SECTION 3.** This Resolution shall take effect immediately upon its passage.

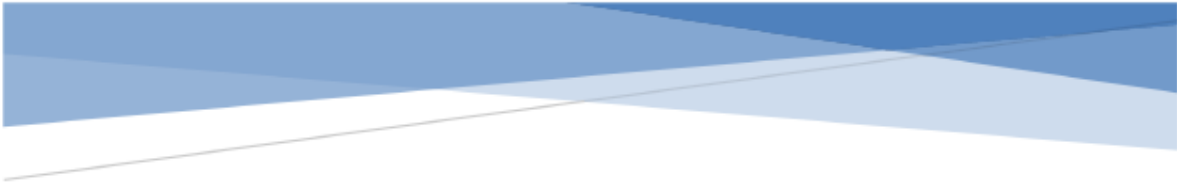
**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins, Texas, this the 18th day of , 2024.

\_\_\_\_\_  
Mario Vasquez, Mayor

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary  
(11-14-2024: 4870-9687-2948, v. 1)

**EXHIBIT A**  
**City of Hutchins Covered Applications and Prohibited Technology Policy**



**CITY OF HUTCHINS**

**Covered Applications and Prohibited  
Technology Policy**

Date: \_\_\_\_\_, 2024

Version: 1.0

## 1.0 INTRODUCTION

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As required by the Governor’s directive and Senate Bill 1893, this policy prohibits the installation or use of covered applications or prohibited technologies on applicable devices.

## 2.0 COVERED APPLICATIONS POLICY FOR CITY OF HUTCHINS

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### 2.1 SCOPE AND DEFINITIONS

Pursuant to Senate Bill 1893, this policy applies to all City of Hutchins full- and part-time employees, contractors, volunteers, and other users of government networks. All City of Hutchins employees are responsible for complying with this policy.

Under this policy, a covered application is:

- The social media service TikTok or any successor application or service developed or provided by ByteDance Limited, or an entity owned by ByteDance Limited.
- A social media application or service specified by proclamation of the governor under Government Code Section 620.005.

### 2.2 COVERED APPLICATIONS ON CITY OF HUTCHINS-OWNED OR LEASED DEVICES

Except as provided in this policy, the use or installation of covered applications is prohibited on all City of Hutchins-owned or -leased devices, including cell phones, tablets, desktop and laptop computers, and other internet-capable devices.

The City of Hutchins will identify, track, and manage all City-owned or -leased devices including mobile phones, tablets, laptops, desktop computers, or any other internet-capable devices to:

- a. Prohibit the installation of a covered application.
- b. Prohibit the use of a covered application.
- c. Remove a covered application from a City of Hutchins-owned or -leased device that was on the device prior to the passage of S.B. 1893 (88th Leg, R.S.).
- d. Remove an application from a City of Hutchins-owned or -leased device if the Governor issues a proclamation identifying it as a covered application.

The City of Hutchins will manage all City-owned or leased mobile devices by implementing one or more of the security measures listed below:

- a. Restrict access to "app stores" or unauthorized software repositories to prevent the installation of unauthorized applications.
- b. Maintain the ability to remotely wipe non-compliant or compromised mobile devices.
- c. Maintain the ability to remotely uninstall unauthorized software from mobile devices.

### 2.3 ONGOING AND EMERGING TECHNOLOGY THREATS

If the Governor identifies an application by proclamation or from the DIR-posted list, described in Government Code Section 620.005-6, then the City of Hutchins will remove and prohibit the covered application.

The City of Hutchins may also prohibit social media applications or services in addition to those specified by proclamation of the Governor.

#### Application Exceptions

The City of Hutchins may permit exceptions authorizing the installation and use of a covered application on City-owned or -leased devices consistent with the authority provided by Government Code Chapter 620.

Government Code Section 620.004 only allows the City of Hutchins to install and use a covered application on an applicable device to the extent necessary for:

- (1) Providing law enforcement; or
- (2) Developing or implementing information security measures.

If the City of Hutchins authorizes an exception allowing for the installation and use of a covered application, the City must use measures to mitigate the risks posed to the state during the application's use including measures that the City deems appropriate for its own policy. The City of Hutchins must document whichever measures it took to mitigate the risks posed to the state during the use of the covered application.

### 3.0 POLICY COMPLIANCE

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The City of Hutchins will verify compliance with this policy through various methods, including but not limited to, IT/security system reports and feedback to leadership.

An employee found to have violated this policy may be subject to disciplinary action, including termination of employment.

### 4.0 POLICY REVIEW

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This policy will be reviewed annually and updated as necessary to reflect changes in state law, additions to applications identified under Government Code Section 620.006, updates to the prohibited technology list posted to DIR's website, or to suit the needs of the City of Hutchins.