



**CITY OF HUTCHINS  
CITY COUNCIL MEETING  
AGENDA**

**Monday, March 18, 2024 at 5:30 PM  
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a Work Session and Regular Meeting of the Hutchins City Council to be held on Monday, March 18, 2024, with Work Session beginning at 5:30 pm and Regular Session beginning at 6:30 pm 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. WORK SESSION**

1. Conduct an interview with BrandEra Inc. in relation to choosing a firm to conduct the Rebranding Initiative. Presented by: Katherine Lindsey, Assistant to the City Administrator and BrandEra Inc..

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

2. Roll call by Mayor and announce a quorum.

**C. INVOCATION AND PLEDGE OF ALLEGIANCE**

- D. 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.*

**E. PRESENTATIONS**

3. Introduce New Police Department Employees Presented by: Steve Perry, Police Chief
4. Library Recognition Presented by Wanda Randle, Director of Community Services and Park Programs
5. Presentation of Financing Plan for Series 2024 Tax Note. Presented by: Maria Joyner, Director of Finance

**F. 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.*

6. Discuss and consider Resolution R2024-03-1178 OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A SERVICES AGREEMENT AND FIRST ADDENDUM TO SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND DACT WAY, LLC FOR THE PROVISION OF CLEANING SERVICES SPECIFIED IN EXHIBIT "A".; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator
7. Discuss and consider Resolution R2024-03-1179 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE ALERRT EQUIPMENT GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by: Steve Perry Police Chief
8. Discuss and consider Resolution R2024-03-1180 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE RIFLE RESISTANT BODY ARMOR GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024/2025 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by: Steve Perry Police Chief
9. Discuss Police Department Holding Cells Presented by: Robert McWayne and Chief Perry
10. Discussion of City Attorney Services Presented by: Council Member Odom
11. Discuss topics for the City Council retreat. Presented by: James Quin, City Administrator

**G. ITEMS OF COMMUNITY INTEREST**

12. Atwell Public Library Board meeting, Tuesday, March 19, 2024, at 6:30 p.m., Atwell Public Library, 300 N. Denton St.  
  
Easter Egg Hunt, Saturday, March 30, 2024, from noon -2 pm at Campbell Park, 200 S. Denton St. For more information go to [www.cityofhutchins.org](http://www.cityofhutchins.org)  
  
Hutchins EDC Meeting, Thursday, March 21, 2024, 6:30 pm at HEDC Building, 103 W. Palestine.  
  
Last Day to Register to Vote in the Hutchins General Election, is April 4, 2024. For more information contact the Dallas County Elections Dept. at 469-627-VOTE or [www.dallascountyvotes.org](http://www.dallascountyvotes.org)  
  
City Council Meeting, Monday, April 1, 2024, 5:30 pm at Hutchins City Hall Council Chamber, 321 N. Main St.  
  
Town Hall Meeting, Thursday, April 18, 2024, 7:00 pm at Hutchins Community Center, 500 W. Hickman St.

## Hutchins May 4, 2024 General Election

Early Voting By Personal Appearance: Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, or at any of the Dallas County Elections early voting branch polling places listed on their website at [www.dallascountyvotes.org](http://www.dallascountyvotes.org).

Monday-Friday, April 22-26, 2024, from 8:00 a.m. to 5:00 p.m.

Saturday, April 27, 2024, from 7:00 a.m. to 7:00 p.m.

Sunday, April 28, 2024, from 12:00 p.m. to 6:00 p.m.

Monday-Tuesday, April 29-30, 2024, from 7:00 a.m. to 7:00 p.m.

Election Day: May 4, 2024, 7 am – 7 pm Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, or at any of the Dallas County Elections early voting branch polling places listed on their website at [www.dallascountyvotes.org](http://www.dallascountyvotes.org).

## H. ADJOURN

### CERTIFICATION

I certify that a copy of the March 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, March 15, 2024, before 5:30 p.m.



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 the 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)



# STAFF REPORT

<b>MEETING DATE:</b>	March 4, 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey
<b>AGENDA CAPTION:</b>	Conduct an interview with BrandEra Inc. in relation to choosing a firm to conduct the Rebranding Initiative. Presented by: Katherine Lindsey, Assistant to the City Administrator and BrandEra Inc..

### **Background Information**

On October 2, 2023, the City began advertising Bid No. 2023-10 Professional Marketing Services – Rebranding Initiative. The two primary goals of the project are as follows:

1. Generate strategy to drive resident and business appeal, as well as regional retail and restaurant traffic, with consistent branding within the organization that portrays the City as a desirable place to live and work.
2. Lay the foundation for future strategic planning and everyday decision making by way of identifying and articulating the City’s purpose, desires, and values in the form of official mission, vision, and value statements.

The exact type of deliverables will remain at the City Council’s discretion and will be included in the contract.

The chosen firm will help lead the project by way of conducting market research, focus groups, and presenting drafts of the deliverables to the City Council.

BrandEra Inc. is one of the three top ranked firms to be interviewed. The other two are North Star Place Branding + Marketing and Pavlik and Associates, LP.

### **Budget Implications**

The project was included in this year’s budget. The cap is \$75,000 and includes replacement costs of stationery, vehicle decals, uniform shirts, and similar products. If a firm is not able to provide printing and production costs themselves, then \$20,000 of the total should be reserved for this purpose.

### **Operational Impact**

The rebranding project will allow the City to be more fully prepare for strategic planning, and better portray itself to new residents, businesses, and external stakeholders in reflection of the new website, new City Hall building, residential developments, and other initiatives.

**Legal Review**

NA

**Staff Recommendation**

NA

**Supporting Documentation and Attachments**

NA



# STAFF REPORT

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**MEETING DATE:** March 18, 2024

**MEETING TYPE:** Regular Council meeting

**SUBMITTED BY:** Chief Steve Perry

**AGENDA CAPTION:** Introduce New Police Department Employees Presented by:  
Steve Perry, Police Chief

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**Background Information**

Introduce new employees Julian Ramirez and Kelvin Munoz

**Budget Implications**

**Operational Impact**

Staffing

**Legal Review**

N/A

**Staff Recommendation**

N/A

**Supporting Documentation and Attachments**

Introductions

Hello, my name is Kelvin Munoz. I'm 22 years old I have two younger brothers. I have been married for 3 months; I have a wonderful wife. I just graduated from Eastfield Police Academy last year in May. Love playing sports, still play video games, huge Marvel fan.

Julian Edward Ramirez is 28 years of age, Native Texan born and raised, graduated from Dubiski Career High School in 2014 with a pathway in transportation and logistics. Officer Ramirez has some college under his belt, along with certifications in welding as well. Prior to becoming a Peace Officer, he used to upfit police and emergency vehicles, including vehicles for the Secret Service, which is where it struck his interest in becoming a police officer. Fast forward a year from that, he put himself through the police academy full-time. He began his career in law enforcement in May of 2021 with the Glenn Heights Police Department. After leaving the Glenn Heights Police Department where he did most of his time, he joined the Hutchins Police Department excited and eager to protect and serve the citizens. Officer Ramirez enjoys the outdoors and spending time with family and friends. Officer Ramirez is continuing to learn every day and strives to be successful with the Hutchins Police Department for many years to come.





# STAFF REPORT

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<b>MEETING DATE:</b>	March 18, 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Wanda Randle
<b>AGENDA CAPTION:</b>	Library Recognition Presented by Wanda Randle, Director of Community Services and Park Programs

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### Background Information

Each year, Texas Municipal Library Directors Association (TMLDA) confers awards for outstanding contributions by public libraries to their communities. Since 1966 TMLDA has served to promote the public library profession, improve the methods of library service delivery, and maintain high standards of professional ethics; TMLDA remains an affiliate of the Texas Municipal League.

The Achievement of Library Excellence Award is open to TMLDA member library directors and the libraries they represent. To receive the Achievement of Library Excellence Award, the library must support standards of excellence in the following categories:

1. Services to underserved populations through outreach, special programs, collaborations with other organizations, or special collections
2. Innovative and effective marketing materials highlighting services and publicity about specific library programs
3. Collaboration with community organizations
4. Enhanced service to the public either through an increase in service or additional type of services
5. Literacy support for all ages
6. Digital inclusion through public internet access, digital literacy training, and online library services
7. Workforce development support
8. Cultural, topical, and educational programming for adults and families
9. Professional training opportunities for staff at all levels
10. Other services that support community that demonstrate how the library served the community with excellence during the past year.

TMLDA recognizes that two of the many strengths of Texas libraries are individuality and the ability to meet the specific needs of the communities served. Each award-winning library has chosen to emphasize the programs and services that best support local users where they live, work, and play. While no two public libraries are alike, they each strive for excellence.

According to the Texas State Library and Archives Commission, 545 public libraries exist in Texas. Of those libraries, only 84 received this award in 2023.

The Atwell Public Library application clearly demonstrated our commitment to providing exceptional service to your community. Of the 545 public library systems in Texas, our library is one of only 84 who have earned this year’s award. With this honor, our library is now in the top 15% of all public libraries in the state.

We are recognizing Olivia Daniels and Library staff for receiving the **2023 Achievement of Excellence in Libraries Award. This is the second consecutive year Atwell Library has gone above and beyond for our citizens.**

**Budget Implications**

NA

**Operational Impact**

NA

**Legal Review**

NA

**Staff Recommendation**

NA

**Supporting Documentation and Attachments**

Texas Municipal Library Directors Association Congratulations Letter



February 1, 2024

Ms. Olivia Daniels  
Hutchins-Atwell Public Library  
300 North Denton St.  
Hutchins, TX 75141

Dear Ms. Daniels,

Congratulations to Hutchins-Atwell Public Library! On behalf of the Texas Municipal Library Directors Association, I am pleased to inform you that you have been awarded the 2023 Achievement of Excellence in Libraries Award.

Your application clearly demonstrated your commitment to providing exceptional service to your community. Of the 545 public library systems in Texas, your library is one of only 84 who have earned this year's award. With this honor, your library is now in the top 15% of all public libraries in the state.

We know you will want to proudly display your accolades, which include a congratulatory letter, a digital medal and an award template that can be used to order a plaque. The digital medal is an image file that can be used (but not altered) on websites, email signatures, stationery, and other official library promotional materials. The digital image can be made to be clickable to the TMLDA award site or to a page displaying your accomplishment and/or completed application.

Again, congratulations on this accomplishment, and thank you for enriching the lives of your residents and providing your community with outstanding and innovative services.

Sincerely,

*Rachel Hadidi*

Rachel Hadidi  
President, Texas Municipal Library Directors Association





# Local Library Day PROCLAMATION City of Hutchins

**WHEREAS**, public libraries play vital roles in the education, recreation, and empowerment of local communities;

**WHEREAS**, libraries continue to level the playing field for all who seek information and access to technologies;

**WHEREAS**, each year the Texas Municipal Library Directors Association confers the Achievement of the Library Excellence Award for outstanding contributions to public libraries in Texas;

**WHEREAS**, the Texas Municipal Library Directors Association Achievement of Library Excellence Award is open to Texas Public Library Directors and the member libraries they represent;

**WHEREAS**, applicants must exhibit excellence by providing services to underserved and special populations; marketing in innovative ways; pursuing collaborative efforts; continually enhancing its services; supporting literacy, digital inclusion, and workforce development; providing cultural, topical, and educational programming; and comprehensively training its staff;

**WHEREAS**, of the approximately 545 public libraries that exist in Texas, only 84 received this award in 2023; and

**WHEREAS**, the Atwell Public Library has met the requirements of excellence and has been awarded the 2023 Texas Municipal Library Directors Association Achievement of Library Excellence Award.

**NOW, THEREFORE**, be it resolved, I, Mario Vasquez, Mayor of the City of Hutchins, proclaim March 18, 2024, to be Atwell Public Library Day in the City of Hutchins and encourage all residents to visit the library and enjoy the many programs and services offered.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Hutchins to be affixed this 18<sup>th</sup> day of March 2024.

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



# STAFF REPORT

**MEETING DATE:** March 8, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Maria Joyner, Director of Finance

**AGENDA CAPTION:** Presentation of Financing Plan for Series 2024 Tax Note.  
Presented by: Maria Joyner, Director of Finance

### **Background Information**

City staff has reviewed the needed projects for FY 2024 with Hilltop Securities in order to propose a plan of finance. The projects proposed for the 2024 Tax Note presented in an attachment to this agenda item.

Staff has worked with Hilltop Securities to propose a Tax Note of not to exceed \$4,000,000 that will be paid off in 7 years. This creates flexibility in the city's long term debt capacity while identifying needed resources for urgent projects.

### **Budget Implications**

The total estimated par amount of the issuance including issuance fees is \$4,113,000(net proceeds to the City not-to -exceed \$4,000,000).

### **Operational Impact**

N/A

### **Legal Review**

Bond Counsel will draft all of the necessary documents

### **Staff Recommendation**

N/A

### **Supporting Documentation and Attachments**

List of Proposed Projects

Presentation – Plan of Finance

Municipal Market Update

**CAPITAL EXPENDITURE REQUEST  
MUNICIPAL IMPROVEMENT FUND**

<b>ADMINISTRATION</b>		
ACCOUNT #	ACCOUNT NAME	
	DESCRIPTION	2023/2024 Request
	GIS Services	55,000
	Rebranding	75,000
	<b>TOTAL</b>	<b>130,000</b>

<b>POLICE DEPARTMENT</b>		
ACCOUNT #	ACCOUNT NAME	
	DESCRIPTION	2023/2024 Request
	Jail Camera Upgrades - Evidence Library Storage	30,000
	Security Proposal Alarm	20,000
	Jail Camera Upgrades	11,440
	Drone	15,000
	SUV Tahoe (3)	210,000
	<b>TOTAL</b>	<b>286,440</b>

<b>FIRE DEPARTMENT</b>		
ACCOUNT #	ACCOUNT NAME	
	DESCRIPTION	2023/2024 Request
	Crew Protect Airfiltration in Apparatus Cab to combat Cancer	9,300
	3 Gas Pro Detectors with Ammonia Detect for Chick-fil-a and others	4,855
	Narcotics Tracking System for DEA Compliance Software Equipment	6,150
	Replace 3.5 ton Condenser and Expansion Valve at Station 2	5,000
	1 Administrative Vehicle for EMS Division	40,327
	Capital Related Items	29,440
	<b>TOTAL</b>	<b>95,072</b>

<b>PUBLIC WORKS</b>		
ACCOUNT #	ACCOUNT NAME	
	DESCRIPTION	2023/2024 Request
	Engineering Cost	300,000
	Design & Other Professional Service	200,000
	<b>TOTAL</b>	<b>500,000</b>

<b>BUILDING INSPECTIONS</b>		
ACCOUNT #	ACCOUNT NAME	
	DESCRIPTION	2023/2024 Request
	Bldg. Inspection Truck & Other	100,000
	<b>TOTAL</b>	<b>100,000</b>

<b>NEW CITY HALL</b>		
ACCOUNT #	ACCOUNT NAME	
	FF&E	1,300,000
	BUILDING	1,200,000
	OTHER EXPENDITURES RELATED TO NEW CITY HALL	388,488
	<b>TOTAL</b>	<b>2,888,488</b>

<b>TOTAL MUNICIPAL IMPROVEMENT FUND - TAX NOTE NOT TO EXCEED</b>		<b>\$ 4,000,000</b>
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**HilltopSecurities**  
Investment Banking Solutions



## Contact

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## **City of Hutchins, Texas**

### **Tax Note, Series 2024**

### **Plan of Finance**

## Goals

- **Fund 2024 Capital Improvement Program**
  - **Capital Projects**
  - **Public Safety Equipment**
  - **Municipal Facilities Equipment**
- **Total Project Cost = Not-to-exceed \$4,000,000**
- **Financial Impact = No projected increase in City's existing \$0.15026 I&S Ad Valorem Tax Rate**
  - **Conservative TAV growth assumptions utilized based on City's historical growth**

## Implementation

- **Debt Instrument = Tax Note, Series 2024**
- **Par Amount = \$4,133,000**
- **Amortization = 7 years**
- **Debt Repayment Source = I&S Ad Valorem Tax (Debt Service Tax)**
- **Projected Cost = 5.25% budgeted interest rate, **subject to change****
- **Projected Total P&I = \$5,298,459**
- **Schedule of Events**
  - **Plan of Finance Presentation: March 18, 2024 – Regular Council Meeting**
  - **Pricing and Council Approval of Tax Note Issuance: April 15, 2024 – Regular Council Meeting**
  - **Closing and Delivery of funds – May 16, 2024 – After Attorney General Approval**



# Historical Taxable Assessed Values

## City of Hutchins, Texas Taxable Assessed Value

Tax Year <sup>(1)</sup>	Fiscal Year <sup>(1)</sup>	Taxable Assessed Value <sup>(1)</sup>	Taxable Assessed Value Growth <sup>(1)</sup>			
			Annual		3 year average	
			\$	%	\$	%
<b>2023</b>	<b>2024</b>	<b>\$1,236,605,271</b>	<b>\$242,073,471</b>	<b>24.34%</b>	<b>\$</b>	<b>%</b>
2022	2023	\$994,531,800	\$178,398,575	21.86%	\$146,053,226	16.14%
2021	2022	\$816,133,225	\$17,687,632	2.22%		
2020	2021	\$798,445,593	\$26,427,349	3.42%		
2019	2020	\$772,018,244	\$88,303,489	12.92%	<b>\$</b>	<b>%</b>
2018	2019	\$683,714,755	\$133,967,954	24.37%	\$110,578,103	12.95%
2017	2018	\$549,746,801	\$59,894,756	12.23%		
2016	2017	\$489,852,045	\$119,510,948	32.27%		
2015	2016	\$370,341,097	\$88,141,864	31.23%	<b>\$</b>	<b>%</b>
2014	2015	\$282,199,233	\$25,451,885	9.91%	\$97,985,792	17.48%

### Footnotes:

(1) As reported by the Dallas County Appraisal District.

# Tax Note, Series 2024 – Preliminary Cash Flows

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>			<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>
Fiscal Year Ending 30-Sep	Growth %	Taxable Assessed Valuation	Existing I&S Tax Supported Debt Service	Tax Note, Series 2024 Budgeted Interest Rate = 5.25% <sup>(5)</sup>			Total New and Existing I&S Tax Supported Debt Service	Less: Debt Service Funds on Hand <sup>(6)</sup>	Projected TOTAL I&S Tax Supported Debt Service	Projected Debt Service I&S Tax Rate Equivalent <sup>(7)</sup>		
				Principal	Interest	Total D/S						
2024	24.34%	\$1,236,605,271 <sup>(1)</sup>	\$1,773,738	\$0	\$0	\$0	\$1,773,738	\$0	\$1,773,738	\$0.15026		
2025	16.14%	\$1,436,171,537 <sup>(2)</sup>	\$2,006,898	\$0	\$270,515	\$270,515	\$2,277,413	\$119,422	\$2,157,991	\$0.15026		
2026	12.95%	\$1,622,164,682 <sup>(3)</sup>	\$2,099,386	\$155,000	\$211,864	\$366,864	\$2,466,250	\$28,785	\$2,437,465	\$0.15026		
2027	10.00%	\$1,784,381,150 <sup>(4)</sup>	\$2,169,752	\$340,000	\$198,870	\$538,870	\$2,708,622	\$27,411	\$2,681,211	\$0.15026		
2028	7.50%	\$1,918,209,736 <sup>(4)</sup>	\$2,273,091	\$471,000	\$177,581	\$648,581	\$2,921,672	\$39,370	\$2,882,302	\$0.15026		
2029	5.00%	\$2,014,120,223 <sup>(4)</sup>	\$2,338,730	\$537,000	\$151,121	\$688,121	\$3,026,851	\$0	\$3,026,851	\$0.15028		
2030	2.50%	\$2,064,473,229 <sup>(4)</sup>	\$2,408,546	\$572,000	\$122,010	\$694,010	\$3,102,556	\$0	\$3,102,556	\$0.15028		
2031	0.00%	\$2,064,473,229	\$1,011,100	\$2,038,000	\$53,498	\$2,091,498	\$3,102,598	\$0	\$3,102,598	\$0.15029		
2032	0.00%	\$2,064,473,229	\$1,006,475	\$0	\$0	\$0	\$1,006,475	\$0	\$1,006,475	\$0.04875		
2033	0.00%	\$2,064,473,229	\$1,010,350	\$0	\$0	\$0	\$1,010,350	\$0	\$1,010,350	\$0.04894		
2034	0.00%	\$2,064,473,229	\$1,012,475	\$0	\$0	\$0	\$1,012,475	\$0	\$1,012,475	\$0.04904		
2035	0.00%	\$2,064,473,229	\$1,012,850	\$0	\$0	\$0	\$1,012,850	\$0	\$1,012,850	\$0.04906		
2036	0.00%	\$2,064,473,229	\$1,016,350	\$0	\$0	\$0	\$1,016,350	\$0	\$1,016,350	\$0.04923		
2037	0.00%	\$2,064,473,229	\$1,012,000	\$0	\$0	\$0	\$1,012,000	\$0	\$1,012,000	\$0.04902		
2038	0.00%	\$2,064,473,229	\$1,015,100	\$0	\$0	\$0	\$1,015,100	\$0	\$1,015,100	\$0.04917		
2039	0.00%	\$2,064,473,229	\$1,011,900	\$0	\$0	\$0	\$1,011,900	\$0	\$1,011,900	\$0.04901		
2040	0.00%	\$2,064,473,229	\$1,012,400	\$0	\$0	\$0	\$1,012,400	\$0	\$1,012,400	\$0.04904		
2041	0.00%	\$2,064,473,229	\$1,016,400	\$0	\$0	\$0	\$1,016,400	\$0	\$1,016,400	\$0.04923		
2042	0.00%	\$2,064,473,229	\$1,013,900	\$0	\$0	\$0	\$1,013,900	\$0	\$1,013,900	\$0.04911		
2043	0.00%	\$2,064,473,229	\$1,014,900	\$0	\$0	\$0	\$1,014,900	\$0	\$1,014,900	\$0.04916		
			\$28,236,340	\$4,113,000	\$1,185,459	\$5,298,459	\$33,534,799	\$214,988	\$33,319,811			

## Notes:

- (1) Certified Values for Fiscal Year 2024 as reported by DCAD.
- (2) Fiscal Year 2025 growth based on 3 year average TAV growth per year of 16.14%
- (3) Fiscal Year 2026 growth based on 5 year average TAV growth per year of 12.95%
- (4) Fiscal Year 2027 to 2030 growth assumptions for purposes of illustration only.
- (5) Budgeted interest rate for purposes of illustration only. Subject to change.
- (6) Assumes use of existing debt service funds. The budgeted FYE 2024 balance is \$287,400.
- (7) Actual tax rate for fiscal year 2024.

## USES OF FUNDS

Project Fund Deposit	\$4,000,000
Budgeted Financing Costs*	\$113,000
<b>Total Par Amount</b>	<b>\$4,113,000</b>

\*Budgeted; for purposes of illustration only

## Proposed Schedule of Events

### March 18, 2024 – Regular City Council Meeting

- 1) HilltopSecurities presents the Plan of Finance to issue Tax Note, Series 2024
- 2) City Council authorizes City Staff & Consultants to move forward with Tax Note, Series 2024

### April 1 – April 12, 2024

- 1) Marketing of Tax Note

### April 15, 2024 – Regular City Council Meeting

- 1) Pricing of Tax Note, Series 2024
- 2) City Council approves an Ordinance authorizing the issuance of Tax Note, Series 2024

Before Closing – Attorney General approves issuance

### May 16, 2024

- 1) Closing of debt issue and delivery of funds to the City



# Questions and Discussion



## Appendix A

# Municipal Market Update

# Market Commentary

## Market Observations

### Primary Market:

- 30-Day Visible Supply is approximately \$12.401 billion
- The calendar consists of \$9.5 billion of negotiated deals and \$939 million of competitive deals
- The largest negotiated deal of the week is the \$2.985 billion Dormitory Authority of the State of New York General Purpose State Personal Income Tax Revenue Bonds

### Secondary Market:

- Municipal Bond Funds reported \$869 million of net inflows, compared with \$72 million of inflows the prior week
- Weekly trade volume of \$65.715 billion represents an increase of \$6.388 billion from the previous week's \$59.327 billion

### General Market Overview:

- The 4-week moving average for Municipal Supply has reached its high for 2024 at \$8.5B. While March has historically presented challenges due to increased supply, decreased redemptions, and tax season jitters, in the last 10 years only 2 years have seen the MMD benchmark scale end the month at higher yields than where it started.
- The first week of March 2024 saw a drop in interest rates on the MMD by 2-6bps, positive fund flows into the Asset class, and \$8.5B of Supply that was well received with positive pricing action and aggressive bidding.

Economic Calendar: CPI, Treasury Statement, EIA Petroleum Status Report, Jobless Claims, PPI Final Demand, Retail Sales, Business Inventories, EIA Natural Gas Report, Fed Balance Sheet, Empire State Manufacturing Index, Import and Export Prices, Industrial Production, Consumer Sentiment

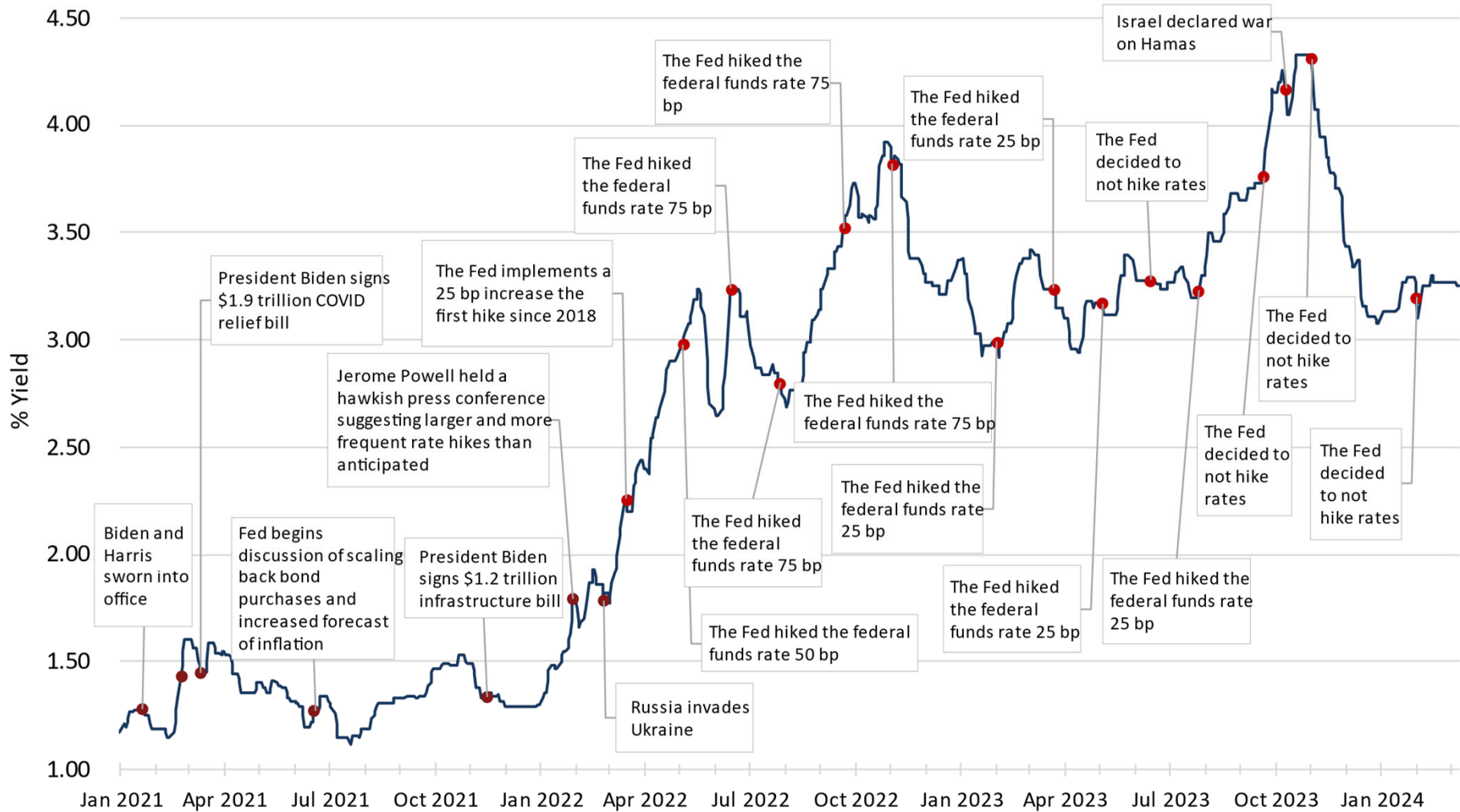
## Statistics

	3/8/2024	3/1/2024	Change
5Y MMD	2.40	2.44	(0.04) ▼
10Y MMD	2.40	2.46	(0.06) ▼
15Y MMD	2.87	2.91	(0.04) ▼
20Y MMD	3.25	3.27	(0.02) ▼
30Y MMD	3.57	3.59	(0.02) ▼
MMD 2/30 Yield Curve Steepness	86	86	- -
Bond Buyer 11 GO Bond Index	3.42	3.44	(0.02) ▼
Bond Buyer 20 GO Bond Index	3.52	3.54	(0.02) ▼
Bond Buyer Revenue Bond Index	3.80	3.82	(0.02) ▼
1Y UST	4.92	4.94	(0.02) ▼
5Y UST	4.06	4.17	(0.11) ▼
7Y UST	4.08	4.20	(0.12) ▼
10Y UST	4.09	4.19	(0.10) ▼
30Y UST	4.26	4.33	(0.07) ▼
UST 2/30 Yield Curve Steepness	(22)	(21)	(1) ▼
10Y MMD/UST Ratio	58	58	(0.3) ▼
30Y MMD/UST Ratio	82	81	0.9 ▲
SIFMA	3.37	3.30	0.07 ▲
1M SOFR	5.32	5.32	(0.001) ▼
30-Day Negotiated Visible Supply	11,120.7	7,537.1	3,583.6 ▲
30-Day Competitive Visible Supply	1,280.3	1,154.5	125.8 ▲
Lipper Muni Bond Fund Flows	869	72	797 ▲

Source: Ipreo, TM3, Bloomberg, BBC, Wall Street Journal, New York Times, The Bond Buyer, Econoday, CNBC

# Change in 20-Year MMD

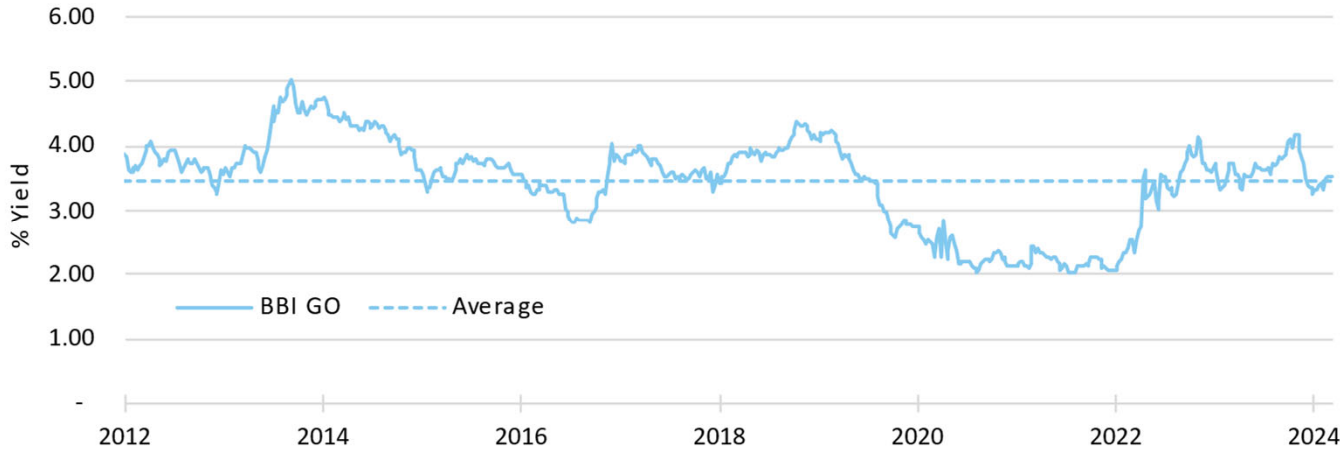
Change in 20-Year MMD with Market Commentary – 1/1/21 to 3/8/2024



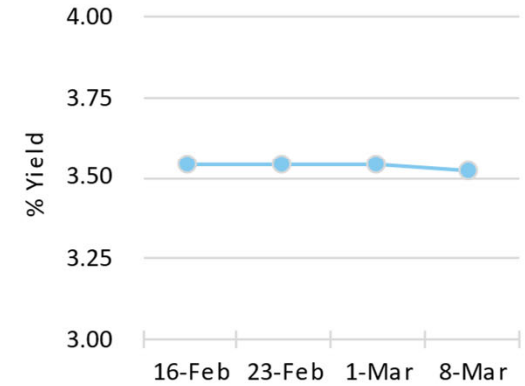
Source: Refinitiv Municipal Market Data and HilltopSecurities

# Tax-Exempt Market Overview | The Bond Buyer

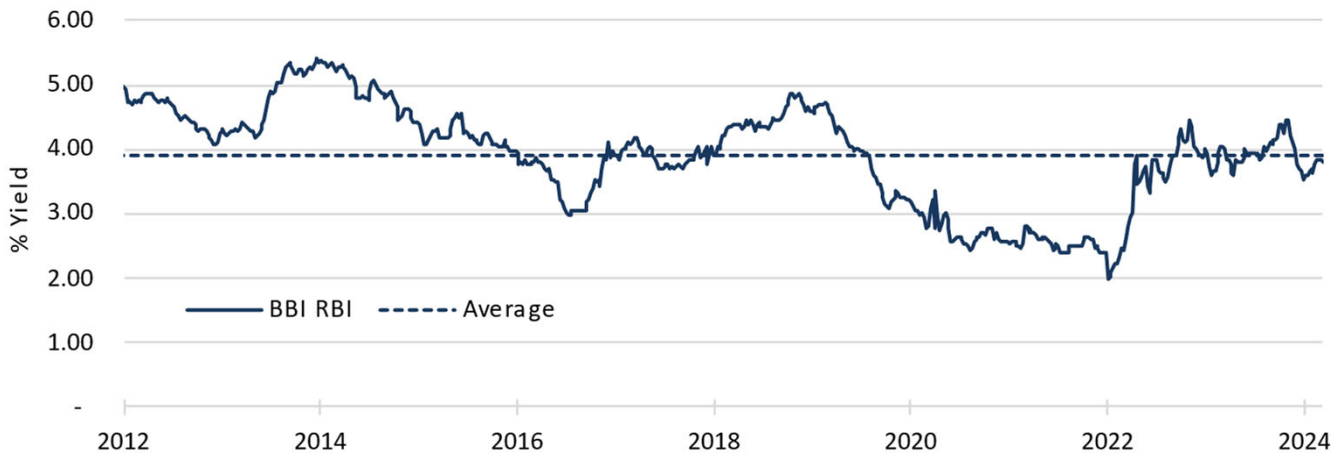
## The Bond Buyer 20-Bond General Obligation Index – 1/1/12 to 3/8/2024



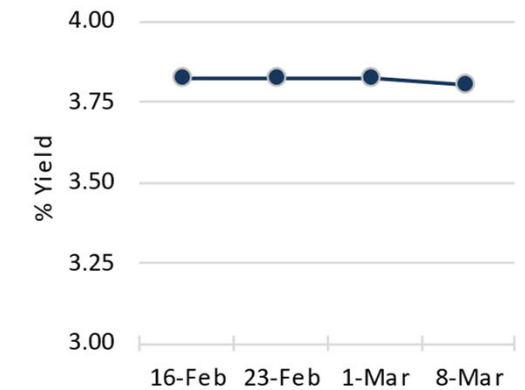
### 4-Week Snapshot



## The Bond Buyer Revenue Bond Index – 1/1/12 to 3/8/2024



### 4-Week Snapshot



Source: The Bond Buyer





# STAFF REPORT

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<b>MEETING DATE:</b>	March 18, 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Katherine Lindsey
<b>AGENDA CAPTION:</b>	Discuss and consider Resolution R2024-03-1178 OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A SERVICES AGREEMENT AND FIRST ADDENDUM TO SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND DACT WAY, LLC FOR THE PROVISION OF CLEANING SERVICES SPECIFIED IN EXHIBIT "A".; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

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## **Background Information**

The City currently does not have any contracted janitorial services. City staff has identified Dact LLC as an appropriate vendor to perform the cleaning services required for City Hall, the Community Center, Atwell Public Library, and the Police Station.

## **Budget Implications**

The FY23-24 Budget provides for a custodian, but this will be replaced with the cleaning services. Therefore, the budget will not be increased.

## **Operational Impact**

Contracting with Dact LLC will help keep our municipal buildings sanitary, and free up staff time as employees will not have to perform the cleaning services in addition to their regular duties.

## **Legal Review**

The resolution and contract were approved by the City Attorney.

## **Staff Recommendation**

Staff recommends that the City Council approves the Resolution contracting

## **Supporting Documentation and Attachments**

1. Resolution and Exhibit A

**CITY OF HUTCHINS, TEXAS  
RESOLUTION NO. R 2024-03-1178**

**A RESOLUTION AUTHORIZING THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A SERVICES AGREEMENT AND FIRST ADDENDUM TO SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND DACT WAY, LLC FOR THE PROVISION OF CLEANING SERVICES SPECIFIED IN EXHIBIT “A”.; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Hutchins has been presented with the proposed Services Agreement (the “Agreement”) and First Addendum to the Services Agreement (“First Addendum”) by and between the City of Hutchins and Dact Way, LLC, for cleaning services specified in Exhibit “A”; and

**WHEREAS**, the City Council finds that it is in the interest of the City of Hutchins to approve the Agreement between the City of Hutchins and Dact Way, LLC; and

**WHEREAS**, upon full review and consideration of the Agreement, and First Addendum and all matters related thereto, the City Council is of the opinion and finds that the terms and conditions thereof should be approved, and that the City Administrator is authorized to negotiate and execute the Agreement on behalf of the City of Hutchins, Texas.

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

**SECTION 1.** The City Administrator is hereby authorized to negotiate and execute the Agreement and First Addendum, which are attached hereto as Exhibit “A,” on behalf of the City of Hutchins.

**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 18th day of March 2024.

CITY OF HUTCHINS, TEXAS

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Mario Vasquez, Mayor

ATTEST:

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Cynthia Olguin, City Secretary  
(03-05-2024: 4877-5025-1435, v. 1)

**EXHIBIT "A"**  
**AGREEMENT AND FIRST ADDENDUM FOR CLEANING SERVICES**  
4877-5025-1435, v. 1

**FIRST ADDENDUM TO AGREEMENT**

This First Addendum to the Services Agreement (“First Addendum”) is made by and between the City of Hutchins, Texas (“Client” or “City”) and Dact Way LLC (“Vendor”), (individually as the “Party” or collectively as the “Parties”), acting by and through their authorized representatives.

**RECITALS**

**WHEREAS**, the Parties desire to enter into that certain Services Agreement (the “Contract” or “Agreement”) under which Vendor shall provide cleaning services to the City at locations specified in the Agreement; and

**WHEREAS**, the Parties wish to enter into this First Addendum that will (i) require Vendor to provide and maintain insurance coverage set forth in Exhibit “A” attached hereto for the duration of the Agreement; (ii) provide an indemnification clause; (iii) allow the Agreement to be construed under the laws of the State of Texas with jurisdiction in Dallas County, Texas; and, (iv) provide miscellaneous provisions.

**NOW, THEREFORE**, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

- 1. That **Section 10**, titled **Governing Law**, shall be amended, to read as follows:

“The laws of the State of Texas shall govern this Agreement; and venue for any action concerning this Agreement shall be in Dallas County, Texas. The Parties agree to submit to the personal and subject matter jurisdiction of said Court.”

- 2. That new **Section 11**, titled **Insurance**, shall read as follows:

“Vendor must provide City with a certificate or copy of its insurance policy(s) evidencing the coverage and coverage provisions identified below no later than ten (10) days prior to the Performance. All insurance companies and coverage must be authorized by Vendor to transact business in the State of Texas and must have an A.M. Best’s rating A- or greater.

All such insurance, with the exception of workers compensation, shall name City as an additional insured and provide for a waiver of subrogation against City for injuries, including death, property damage, or any other loss to the extent the same is covered by the proceeds of the insurance. Each policy and renewals or replacements thereof shall provide that it will not be canceled, non-renewed or material change except with thirty (30) days advance written notice to City. Evidence of such insurance shall be provided to City by delivering certificate(s) of insurance and policy endorsements.

**Coverage and Limits.** The insurance required under this paragraph shall provide for the following coverages and limits:

- a. Workers’ compensation and employers’ liability insurance as required by applicable law and the Special Provisions to this Agreement.
- b. Commercial general liability insurance for bodily injury and property damage, including limited contractual liability coverage in not less than the following amounts:
  - i. General Aggregate Limit \$2,000,000 each occurrence and
  - ii. Each Occurrence Limit \$1,000,000 each occurrence.

**Commercial automobile liability** insurance coverage, including non-owned and hired, covering all owned, hired, or non-owned vehicles including the loading or unloading thereof with limits not less than \$1,000,000.”

4. That new **Section 12**, titled **Indemnification**, shall read as follows:

**“CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SERVICES OF VENDOR PURSUANT TO THE AGREEMENT. VENDOR HEREBY WAIVES ALL CLAIMS AGAINST THE CITY, ITS OFFICERS, AGENTS AND EMPLOYEES (COLLECTIVELY REFERRED TO IN THIS SECTION AS “CITY”) FOR DAMAGE TO ANY PROPERTY OR INJURY TO, OR DEATH OF, ANY PERSON ARISING AT ANY TIME AND FROM ANY CAUSE OTHER THAN THE NEGLIGENCE OR WILLFUL MISCONDUCT OF CITY. VENDOR AGREES TO INDEMNIFY AND SAVE HARMLESS CITY FROM AND AGAINST ANY AND ALL LIABILITIES, DAMAGES, CLAIMS, SUITS, COSTS (INCLUDING COURT COSTS, ATTORNEYS’ FEES AND COSTS OF INVESTIGATION) AND ACTIONS BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR DAMAGE TO OR LOSS OF PROPERTY TO THE EXTENT CAUSED BY THE VENDOR’S NEGLIGENT PERFORMANCE OF SERVICES UNDER THE AGREEMENT OR BY REASON OF ANY ACT OR OMISSION ON THE PART OF VENDOR, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, SUCCESSORS OR PERMITTED ASSIGNS (EXCEPT WHEN SUCH LIABILITY, CLAIMS, SUITS, COSTS, INJURIES, DEATHS OR DAMAGES ARISE FROM OR ARE ATTRIBUTED TO SOLE NEGLIGENCE OF CITY). IF ANY ACTION OR PROCEEDING SHALL BE BROUGHT BY OR AGAINST CITY IN CONNECTION WITH ANY SUCH LIABILITY OR CLAIM, VENDOR, ON NOTICE FROM CITY, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT VENDOR’S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO CITY. VENDOR’S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE**

**OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY VENDOR UNDER THE AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THE AGREEMENT.”**

5. That new **Section 13**, titled **Miscellaneous**, shall read as follows:
- (a) “Entire Agreement. Each Party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under the Agreement.”
  - (b) “Authorization. Each Party represents that it has full capacity and authority to grant all rights and assume all obligations granted and assumed under this Agreement.”
  - (c) “Assignment. Vendor may not assign this Agreement in whole or in part without the prior written consent of the City. In the event of an assignment by Vendor to which the City has consented, the assignee shall agree in writing with the City to personally assume, perform, and be bound by all the covenants, and obligations contained in this Agreement.
  - (d) “Successors and Assigns. Subject to the provisions regarding assignment, this Agreement shall be binding on and inure to the benefit of the Parties to it and their respective heirs, executors, administrators, legal representatives, successors and assigns.”
  - (e) “Severability. In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions, and the Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained in it.”
  - (f) “Survival of Covenants. Any of the representations, warranties, covenants, and obligations of the Parties, as well as any rights and benefits of the Parties, pertaining to a period of time following the termination of this Agreement shall survive termination.”
  - (g) “Recitals. The recitals to the Agreement and this First Addendum are incorporated herein.”
  - (h) “Counterparts. This Agreement may be executed by the Parties hereto in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument. Each counterpart may consist of any number of copies hereof each signed by less than all, but together signed by all of the Parties hereto.”
  - (i) “Exhibits. The exhibits attached hereto are incorporated herein and made a part hereof for all purposes.”

- (j) “Audits and Records. Vendor agrees that during the term hereof, the City and its representatives may, during normal business hours and as often as deemed necessary, inspect, audit, examine and reproduce any and all of Vendor’s records relating to the services provided pursuant to this Agreement for a period of one year following the date of completion of services as determined by City or date of termination if sooner.”
  
- (k) “Conflicts of Interests. Vendor represents that no official or employee of City has any direct or indirect pecuniary interest in this Agreement.”
  
- (l) “Compliance with Federal, State & Local Laws. Vendor shall comply in performance of services under the terms of this Agreement with all applicable laws, ordinances and regulations, judicial decrees or administrative orders, ordinances, and codes of federal, state and local governments, including all applicable federal clauses.”
  
- (m) “Compliance with Federal, State & Local Laws. Vendor shall comply in performance of services under the terms of this Agreement with all applicable laws, ordinances and regulations, judicial decrees or administrative orders, ordinances, and codes of federal, state and local governments, including all applicable federal clauses.”
  
- (n) “Boycott Israel, Boycott Energy Companies, and Prohibition of Discrimination Against Firearm Entities and Firearm Trade Associations.
  - (i) Vendor verifies that it does not Boycott Israel and agrees that during the term of the Agreement will not Boycott Israel as that term is defined in Texas Government Code Section 808.001, as amended.
  
  - (ii) Vendor verifies that it does not Boycott Energy Companies and agrees that during the term of the Agreement will not Boycott Energy Companies as that term is defined in Texas Government Code Section 809.001, as amended.
  
  - (iii) Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association as those terms are defined in Texas Government Code Section 2274.001, as amended; and (ii) will not discriminate during the term of the Agreement against a firearm entity or firearm trade association.
  
  - (iv) This section does not apply if Vendor is a sole proprietor, a non-profit entity, or a governmental entity; and only applies if: (i) Vendor has ten (10) or more fulltime employees and (ii) the Agreement has a value of \$100,000.00 or more to be paid under the terms of the Agreement.”



6. The Agreement shall continue in full force and effect except as amended herein. If any terms or conditions contained in the First Addendum are inconsistent with the Agreement, the terms and conditions contained in the First Addendum will be controlling.

*(signature page to follow)*

**SIGNED AND AGREED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**City of Hutchins, Texas**

By: \_\_\_\_\_  
James W. Quinn, City Administrator

**SIGNED AND AGREED** on this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**Dact Way LLC**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
4860-8544-0428, v. 1



## SERVICES AGREEMENT

This Services Agreement (the "Agreement") is dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between Dact Way LLC, referred to as the "Vendor", a contract employee, and The City of Hutchins "Client".

WHEREAS, the Client is of the opinion that the Vendor has the necessary qualifications, experience and abilities to provide cleaning services to the Client.

WHEREAS, the Vendor is agreeable to providing such cleaning services to the Client on the terms and conditions set forth under this Agreement.

NOW, THEREFORE, in consideration of the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Vendor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

### 1. Services Provided; Scope; Duration.

The Client hereby agrees to engage the Contractor to provide the Client with the following cleaning services (the "Services"):

- The services specified in **Exhibit A, will commence on February 28, 2024.**
- The delivery of the Services will be at the following locations:
  - City Hall – 321 N Main St, Hutchins, TX 75141
  - Community Center – 500 W Hickman St, Hutchins, TX 75141
  - Atwell Public Library – 300 N Denton St, Hutchins, TX 75141
  - Police Station – 205 W Hickman St, Hutchins, TX 57141
- The time for delivery of the Services is:
  - Monday through Friday after 5pm.
  - City Hall/Police Station office cleans will be scheduled for every Thursday before 5pm.

### 2. Term of Agreement.

The term of this Agreement (the "Term") will be for one year from the date of this Agreement. The term will automatically renew for successive one year periods (each a "Renewal Term"). In the event that either Party wishes to terminate this Agreement, that Party will be required to provide 90 days' written notice to the other Party prior to the expiration of the current term.

In the event that either Party breaches a material provision under this Agreement, the nondefaulting Party may terminate this Agreement immediately and require the defaulting Party to indemnify the non-defaulting Party against all reasonable damages.



**3. Compensation.**

The Vendor will charge the Client for the Services at the rate of **\$3,167.00 per month** (the "Compensation"). The Client will be invoiced every month, ten (10) days in advance before the end of each month. Invoices submitted by the Vendor to the Client are due within 15 days of receipt.

The Parties acknowledge that pricing under this Agreement is subject to periodic review and may be adjusted based on factors such as market conditions, changes in service requirements, or other relevant considerations. And adjustments will be communicated at least 90 days prior to the contract renewal dates and agreed upon by both parties in writing.

**4. Confidentiality.**

Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.

The Vendor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Vendor has obtained, except as authorized by the Client or as required by law. The Vendor further agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any personal information of the Client, without the prior written consent of the Client. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.

**5. Return of Property**

Upon the expiration or termination of this Agreement, the Vendor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

**6. Independent Vendor**

In providing the Services under this Agreement it is expressly agreed that the Vendor is acting as an independent contractor and not as an employee. The Vendor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Vendor during the Term. The Vendor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

**7. Equipment.**

Except as otherwise provided in this Agreement, the Vendor will provide at the Vendor's own expense, any and all equipment, accessories, chemicals, solvents, cleaning fluids, workwear and any other supplies necessary to deliver the Services in accordance with the Agreement.



**8. Notice.**

All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given and delivered to the Parties at the following email addresses:

a. The City of Hutchins – [wrandal@cityofhutchins.org](mailto:wrandal@cityofhutchins.org)

b. Dact Way LLC – [Dactwayservices@gmail.com](mailto:Dactwayservices@gmail.com)

or to such other address as either Party may from time to time notify the other.

**9. Modification of Agreement.**

Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

**10. Governing Law.**

This Agreement will be governed by and construed in accordance with the laws of the State of Texas.

**AGREED TO BY:**

**The City of Hutchins**

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_

**Dact Way LLC**

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Title: \_\_\_\_\_



## Exhibit A

1. **City Hall:**
  - Cleaning and polishing surfaces in offices and meeting rooms.
  - Cleaning and sanitizing restrooms.
  - Dusting and wiping down furniture and fixtures.
  - Disinfecting high-touch areas, such as doorknobs and light switches.
  - Emptying trash bins and replacing liners.
  - Vacuuming, sweeping and mopping of floors in common areas.
2. **Community Center:**
  - Cleaning and sanitizing restrooms.
  - Dusting and wiping down surfaces in meeting rooms and offices.
  - Emptying trash bins and replacing liners.
  - Spot cleaning any visible stains on carpets or furniture.
  - Vacuuming, sweeping and mopping of floors in common areas.
3. **Library:**
  - Cleaning and sanitizing restrooms.
  - Dusting and cleaning bookshelves and display areas.
  - Sanitizing public seating and study areas.
  - Emptying trash bins and replacing liners.
  - Vacuuming, sweeping and mopping of floors in common areas.
4. **Police Station:**
  - Cleaning and sanitizing reception and waiting areas.
  - Daily cleaning and disinfection of gym, holding cells and interview rooms.
  - Disinfecting high-touch surfaces, including workstations and equipment.
  - Emptying trash bins and replacing liners.
  - Vacuuming, sweeping and mopping of floors in common areas.



# STAFF REPORT

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<b>MEETING DATE:</b>	March 18, 2024
<b>MEETING TYPE:</b>	Regular Council Meeting
<b>SUBMITTED BY:</b>	Chief Steve Perry
<b>AGENDA CAPTION:</b>	Discuss and consider Resolution R2024-03-1179 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE ALERRT EQUIPMENT GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG).. Presented by: Steve Perry Police Chief

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## **Background Information**

Resolution authorizing the Chief of Police to apply for the ALERRT equipment grant.

## **Budget Implications**

Approval of the grant would provide grant funds to purchase equipment.

## **Operational Impact**

Compliance with State training requirements.

## **Legal Review**

Resolution prepared by Joe Gorfida

## **Staff Recommendation**

Approve resolution allowing the Police Chief or his designee to apply for the ALERRT equipment grant.

## **Supporting Documentation and Attachments**

Resolution

Grant Certification form

**CITY OF HUTCHINS  
RESOLUTION NO. R 2024-03-1179**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE ALERRT EQUIPMENT GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG).**

**WHEREAS,** The City of Hutchins finds it in the best interest of the citizens of Hutchins, Texas, that the ALERRT Equipment be operated for the 2024/2025 budget year; and

**WHEREAS,** The City of Hutchins agrees that in the event of loss or misuse of the Office of the Governor funds, the City of Hutchins assures that the funds will be returned to the Office of the Governor in full.

**WHEREAS,** The City of Hutchins designates the City Administrator or his designee, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

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

**SECTION 1.** The City of Hutchins approves the submission of the grant application for the ALERRT Equipment grant to the Office of the Governor.

**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 18th day of March 2024.

Grant Number: 5012401

CITY OF HUTCHINS, TEXAS

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

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary  
(03-07-2024: 4891-7492-7788, v. 1)





Office of the Governor
Public Safety Office –CEO/Law Enforcement Certifications and Assurances Form

Entity Name: Hutchins, City of Date: 02/28/2024
Agency/Department Name: Hutchins Police Department
Name of Chief Executive Officer: James Quin
Name of Head of Law Enforcement Agency: Steve Perry

Certification Required by CEO and Head of Law Enforcement Agency

In our respective capacities as chief executive officer of Hutchins, City of ("Grantee") and as head of Hutchins Police Department ("Agency"), we hereby each certify that Grantee and Agency participate fully, and will continue to participate fully from the date of this certification until the later of August 31, 2025 or the end of the grant project period, in all aspects of the programs and procedures utilized by the U.S. Department of Homeland Security ("DHS") to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS.

We further certify that Grantee and Agency do not have, and will continue not to have until the later of August 31, 2025 or the end of the grant project period, any policy, procedure, or agreement (written or unwritten) that in any way limits or impedes Agency's receipt or DHS's issuance of detainer requests, or in any way limits or restricts Grantee's and Agency's full participation in all aspects of the programs and procedures utilized by DHS to: (1) notify DHS of all information requested by DHS related to illegal aliens in Agency's custody; and (2) detain such illegal aliens in accordance with requests by DHS.

Additionally, we certify that neither Grantee nor Agency have in effect, purport to have in effect, or are subject to or bound by any law, rule, policy, or practice (written or unwritten) that would: (1) require or authorize the public disclosure of federal law enforcement information in order to conceal, harbor, or shield from detection fugitives from justice or aliens illegally in the United States; or (2) impede federal officers from exercising authority under 8 U.S.C. § 1226(a), § 1226(c), § 1231(a), § 1357(a), § 1366(1), or § 1366(3).

Lastly, we certify that Grantee and Agency will comply with all provisions, policies, and penalties found in Chapter 752, Subchapter C of the Texas Government Code.

We acknowledge that failure to comply with this certification may result in OOG, in its sole discretion, terminating any grant made by OOG to Grantee, and that Grantee must return all funds received from OOG for any grant terminated under this certification. We further acknowledge that Grantee will remain ineligible for OOG funding until it provides satisfactory evidence that the jurisdiction has complied with this certification for at least one year.

Signature
Chief Executive Officer for Grantee

Signature
Head of Agency



# STAFF REPORT

**MEETING DATE:** March 18, 2024

**MEETING TYPE:** Regular Council meeting

**SUBMITTED BY:** Chief Steve Perry

**AGENDA CAPTION:** Discuss and consider Resolution R2024-03-1180 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE RIFLE RESISTANT BODY ARMOR GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024/2025 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by: Steve Perry Police Chief

### Background Information

Resolution authorizing the Chief of Police to apply for the Rifle resistant heavy vests grant.

### Budget Implications

Approval of the grant would provide grant funds to purchase equipment.

### Operational Impact

Officer safety

### Legal Review

Resolution prepared by Joe Gorfida

### Staff Recommendation

Approve resolution allowing the Police Chief or his designee to apply for the Rifle resistant heavy vests grant.

### Supporting Documentation and Attachments

Resolution

**CITY OF HUTCHINS  
RESOLUTION NO. R 2024-03-1180**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY FOR THE RIFLE RESISTANT BODY ARMOR GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024/2025 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG).**

**WHEREAS**, The City of Hutchins finds it in the best interest of the citizens of Hutchins, Texas, that the Rifle Resistant Body Armor grant be operated for the 2024/2025 budget year;

**WHEREAS**, The City of Hutchins agrees that in the event of loss or misuse of the Office of the Governor funds, The City of Hutchins assures that the funds will be returned to the Office of the Governor in full; and

**WHEREAS**, The City of Hutchins designates the City Administrator or his designee as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

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

**SECTION 1.** The City of Hutchins approves the submission of the grant application for the Rifle Resistant Body Armor grant to the Office of the Governor.

**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 18th day of March 2024.

Grant Number: 5012601

CITY OF HUTCHINS, TEXAS

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

ATTEST:

\_\_\_\_\_  
Cynthia Olguin, City Secretary  
(3-7-2024: 4874-3874-7820, v. 1)



# STAFF REPORT

<b>MEETING DATE:</b>	March 18, 2024
<b>MEETING TYPE:</b>	City Council
<b>SUBMITTED BY:</b>	Robert McWayne
<b>AGENDA CAPTION:</b>	Police Department Holding Cells by: Robert McWayne and Chief Perry

### **Background Information**

During the January 2023 to February 2023 timeframe two holding cells at the public safety building sustained damage from two inmates. As shown in the photos they tore light fixtures out of the ceiling, damaged the camera housing and attempted to pry the A/C covers off ( costing the City \$1,923.41 to repair ). City staff has tasked Brandsetter Carroll with redesigning the cells by raising the ceilings and having recessed fixtures installed to prevent this from happening in the future. The raised ceilings would also allow the Police Department to add bunk beds in the future allowing them to house more people as the City grows. The estimated cost to have this work done will be around \$162,090.

### **Budget Implications**

Estimated cost of \$162,090

### **Operational Impact**

N/A

### **Legal Review**

N/A

### **Staff Recommendation**

N/A

### **Supporting Documentation and Attachments**

# Hutchins Police Department

550 W Palestine St, Hutchins, TX 75141

Section F, Item9.

**ORI:** TX0571400

**Incident No:** 2300002132

**Date:** 03/08/2024

## Incident

<b>CAD NO.</b> 2300002652	<b>Other No.</b> N/A	<b>Type:</b> Criminal	<b>Date Occured:</b> 2023-02-27 21:12	<b>Inc Status:</b> Clear by Arrest
<b>Report By:</b> McCowan, Adrian (#300)		<b>Report Date:</b> 02/28/2023		
<b>Approved By:</b> Lindley, Jon (#263)		<b>Approved Date:</b> 03/15/2023		
<b>Audited by:</b>		<b>Audited Date:</b>		
<b>Clear Date:</b> 02/27/2023	<b>Exc Clear:</b>	<b>Family Violence:</b> No		
<b>Investigator:</b> Medlin, Gina (#281)		<b>Inv Status:</b> Cleared By Arrest		
<b>Description:</b> Prisoner caused damaged to cell 2				

## Incident OFFENSE Report

<b>Offense No:</b> 1		<b>Offense Recording Date:</b> 02/28/2023		
<b>Offense Begin Date:</b> 02/27/2023	<b>Offense End Date:</b> 02/27/2023	<b>Entry Method:</b> No Force	<b>Attempt/Complete:</b> Completed	
<b>Drug Seized:</b> No	<b>Gang Related:</b> No	<b>Hi-Speed Pursuit:</b> No	<b>Weapons Used:</b> Personal Weapons	
<b>Offense Code:</b> 28.03(b)(3)(A)	<b>Offense:</b> CRIMINAL MISCHIEF >=\$750<\$2,500		<b>No. of Premises:</b>	
<b>Bias Motivation:</b> None	<b>Agg Asslt/Homic. Circumst.:</b>		<b>Supplement:</b>	
<b>Offense Address:</b> 550 W Palestine St, Hutchins TX 75141				
<b>Remarks:</b>				

## Victims(s) (Organizations)

**Name:**  
City of Hutchins, Dallas County, State of Texas

**Mailing:** , Hutchins TX

**Physical:** 550 W Palestine, Hutchins TX 75141

**Work Phone:** (972) 225-2225

## Arrestee(s)

# Hutchins Police Department

550 W Palestine St, Hutchins, TX 75141

Section F, Item9.

## Arrestee:

**DOB:** [REDACTED] **Age@crime:** 33 **Race:** White **Sex:** Male **Ethnicity:** Hispanic  
**Height:** 5 ft 8 in **Weight:** 200 **Hair:** Black **Eyes:** Brown  
**DL:** [REDACTED] **SSN:** [REDACTED]

## Arrest:

**Arrest. Agency:** Hutchins Police Department **Arrest. Officer:** McCowan, Adrian **Armed Indicator:** Unarmed  
**Arrest Date:** 02/28/2023 20:19 **Arrest type:** On-View Arrest **Agency ID:** (NONE)  
**IBR Code:** Destruction/Damage/Vandalism of Property  
**Arrest Location:** 550 W Palestine St Hutchins Tx 75141  
**Remarks:**

## Incident ARREST Report

## Arrestee:

**DOB:** [REDACTED] **Age@crime:** 33 **Race:** White **Sex:** Male **Ethnicity:** Hispanic  
**Height:** 5 ft 8 in **Weight:** 200 **Hair:** Black **Eyes:** Brown  
**DL:** [REDACTED] **SSN:** [REDACTED]

## Address(es):

**Work:** [REDACTED], Hutchins TX

**Last Known:** [REDACTED]  
[REDACTED]

## Contact Info:

**Cell Phone:** [REDACTED]

## Arrest:

**Arrest. Agency:** Hutchins Police Department **Arrest. Officer:** McCowan, Adrian **Armed Indicator:**  
**Arrest Date:** 02/28/2023 20:19 **Arrest type:** On-View Arrest **Agency ID:** (NONE)  
**IBR Code:** Destruction/Damage/Vandalism of Property  
**Arrest Location:** 550 W Palestine St Hutchins Tx 75141  
**Remarks:**

## Offense(s):

**Offense No:** 1

**Offense Recording Date:** 02/28/2023

**Offense Begin Date:**

02/27/2023

**Offense End Date:**

02/27/2023

**Offense Code:**

28.03(b)(3)(A)

**Offense:**

CRIMINAL MISCHIEF >=\$750<\$2,500

**Offense Address:**

550 W Palestine St, Hutchins TX 75141

## Incident INVOLVED PERSONS/ORGANIZATIONS Report

**Name:** **DOB:** **Race:** **Sex:** **DL:** **SSN:**

# Hutchins Police Department

550 W Palestine St, Hutchins, TX 75141

Section F, Item9.

City of Hutchins, Dallas County, State of Texas

**Role(s):** Victim

**Mailing:** , Hutchins TX

**Physical:** 550 W Palestine, Hutchins TX 75141

**Work Phone:** (972) 225-2225

White Male

**Role(s):** Arrestee, Offender, Suspect

**Work:** , Hutchins TX

**Last Known:**

## Other Involved Organization(s)

**Name:**

**Phone:**

**Address:**

City of Hutchins, Dallas County,  
State of Texas

**Work Phone:**

**Physical:** 550 W Palestine, Hutchins TX  
75141

## Incident PROPERTY Report

**Item Name:** Jail cell light

**Recorded:** 03/15/2023

**Jurisdiction:**

**Make/Brand:** Unknown

**Size/Year:**

**Serial No/VIN:**

**Pieces/Quantity:** 1

**Total Value:** \$2,500.00

**Involved:**

**Description:**

**Status:** Destroyed/Damaged/Vandalized

**Item Type:** Other

**Model:** Light

**Color:** White

**Structure:**

**Units:** Dose Units/Items

**Supplement:** Primary

# Hutchins Police Department

## Narrative

Section F, Item 9.

Date of report: 2023-02-28

Case Number: 2300002132

---

Incident number: 2300002132

On 02/27/2023 at approximately 21:12 hours, I Officer A. McCowan #300 and Sergeant M. McPherson #286 were dispatched to the Hutchins Public Safety Building, located at 550 W Palestine St in the City of Hutchins, Dallas County, State of Texas regarding a Prisoner causing damage to a jail cell.

After transporting [REDACTED] to the Hutchins Public Safety Building, I placed [REDACTED] into cell 2 while I went to assist Sergeant McPherson on a 911 call. After I left the jail, [REDACTED] began to damage the cell. Hutchins dispatch informed me via radio while I was on the 911 call with Sergeant McPherson that [REDACTED] had pulled down the light and damaged the security camera in the cell. Sergeant McPherson and I returned to the city jail accompanied by Wilmer police Sergeant Jackson and Officer Torres. [REDACTED] was removed from cell 2 and placed into the WRAP (prisoner restraining device)

After being placed in the WRAP [REDACTED] calmed down and even allowed me to obtain his fingerprints and take mugshots. [REDACTED] answered medical questions and signed for his father to take his property.

I transported [REDACTED] to Dallas County without any further incidents where he was booked into the jail.

The repairs to Hutchins City Jail cell 2 are believed to cost over \$750 for the broken light and security camera.

[REDACTED] is being charged with Criminal Mischief \$750 > \$2500 Texas Penal Code 28.03(b)(3)(A)

NFI



# Hutchins Police Department Supplement

Section F, Item 9.

Date of report: 2023-02-28

Case Number: 2300002132-1

---

Incident number: 2300002132-1

Supplement created by: McPherson, Matthew (#286)

Created on: 02/28/2023 02:14

On 02/27/2023 at about 2112 hours, I, Sgt McPherson 286 was informed that prisoner, [REDACTED] (white male [REDACTED] Texas ID [REDACTED]) was destroying jail cell #2 located in the Hutchins Public Safety building located at 550 W Palestine, in the City of Hutchins, Dallas County, Texas. [REDACTED] had been arrested at 1938 for a disturbance, possession of marijuana, and warrants out of Balch Springs. (Balch Spring - Warrant [REDACTED] - Speeding >101% and Balch Spring - Warrant [REDACTED] - No Driver's License.)

Officer McCowan 300 arrived and told me that [REDACTED] had pulled the light causing it not to work. Upon my arrival and Wilmer Police Sgt. Jackson and Torres, [REDACTED] was removed from Cell 2 and place in the WRAP (a prisoner restrain device).

Upon inspection of cell 2, I could see that the light had been damaged along with the security camera. The repairs are believed to cost over \$750 for the repair to the light and security camera.

[REDACTED] is being charged with Texas Penal Code 28.03 (b)(3)(A) Criminal Mischief - a Class A Misdemeanor.

---

Officer: McPherson, Matthew

Approving Supervisor: McPherson, Matthew









*City of Hutchins, Texas  
Hutchins Police Department*

**HOLDING CELLS RENOVATION  
Hutchins, Texas**

*Construction Documents Submittal  
Opinion of Probable Construction Cost*

**January 31, 2024**

**Submitted to:**  
Brandstetter Carroll, Inc.  
17304 Preston Road  
Suite 1075  
Dallas, TX 75252  
Tel: 469.941.4926

**Submitted by:**  
CCM Construction Services, LLC  
PO Box 120455  
Arlington, TX 76012-0455  
Tel: 214.906.8751  
Tel: 214.354.0405

*excellence in  
construction cost  
management<sup>SM</sup>*



**City of Hutchins**  
**Statement of Probable Construction Costs**  
**HUTCHINS POLICE DEPARTMENT**  
**HOLDING CELLS RENOVATION**  
**SUMMARY**  
**Construction Documents: January, 2023**

Project Element	Area (SF)	Direct Cost	8.00%	16.80%	2.50%	0.00%	Probable Construction Cost	Cost per SF
			Design Contingency	General Conditions, Overhead, and Profit	Bonds, Fees, Insurance	Escalation		
Interior Renovations	800	\$125,360	\$10,029	\$22,748	\$3,953	\$0	\$162,090	\$202.61
<b>TOTALS</b>		<b>\$125,360</b>	<b>\$10,029</b>	<b>\$22,748</b>	<b>\$3,953</b>	<b>\$0</b>	<b>\$162,090</b>	

Notes:

- 1) Estimate Based on Construction Documents Drawings and Specifications Dated October 17, 2023 and Design Team Communication Through January 31, 2024.
- 2) Mark-Ups Are Cumulative. Mark-Up Percentage Includes: General Conditions (8.0%), Overhead (3.0%), and Profit (5.0%); Cumulative Total Equals 16.80%.
- 3) The Project is Anticipated to Bid Within the Next 30-60 Days. Cost Estimate Pricing is Circa January/February, 2024 and Escalation is Excluded.
- 4) Estimate Includes Construction Costs Only; Other Costs Such as Design Fees, Furniture, Fixtures, and Equipment (FF&E), New and Relocations, and Owner Project Administration Are Excluded. Permit Fees Are Assumed to be Non-Applicable and Are Excluded.
- 5) "Q" Adjacent to Estimate Line Item Indicates Vendor, Manufacturer, or Supplier Quote Received for Item(s).
- 6) The Estimate Reflects Costs For a Typical Number of Bidders, say 4 to 8. Estimated Potential Cost Adjustments Are Plus 5% to 15% for <4 Bidders and Minus 10% to 15% for > 8 Bidders.
- 7) Prices Reflect Historical Market Conditions. Unique Market Situations and World Events Could Substantially Affect Estimated Costs.

City of Hutchins Statement of Probable Construction Costs HUTCHINS POLICE DEPARTMENT HOLDING CELLS RENOVATION Interior Renovations Construction Documents: January, 2023		
Item		Cost
<b>Division 1 - General Requirements</b>		<b>\$ 9,750</b>
Administrative Requirements	\$ 5,500	
Execution and Closeout Requirements	\$ 4,250	
<b>Division 2 - Existing Conditions</b>		<b>\$ 12,650</b>
Demolition and Structure Moving	\$ 12,650	
<b>Division 5 - Metals</b>		<b>\$ 2,865</b>
Metals	\$ 2,865	
<b>Division 7 - Thermal and Moisture Protection</b>		<b>\$ 600</b>
Joint Protection	\$ 600	
<b>Division 9 - Finishes</b>		<b>\$ 62,315</b>
Ceilings	\$ 54,125	
Painting and Coating	\$ 8,190	
<b>Division 21 - Fire Suppression</b>		<b>\$ 1,200</b>
Water-Based Fire-Suppression Systems	\$ 1,200	
<b>Division 23 - Heating, Ventilating, and Air-Conditioning (HVAC)</b>		<b>\$ 16,690</b>
Heating, Ventilating, and Air-Conditioning (HVAC)	\$ 750	
HVAC Air Distribution	\$ 15,940	
<b>Division 26 - Electrical</b>		<b>\$ 17,290</b>
Lighting	\$ 12,790	
<b>Division 28 - Electronic Safety and Security</b>		<b>\$ 2,000</b>
Electronic Safety and Security	\$ 2,000	
<b>TOTAL DIRECT COST:</b>		<b>\$ 125,360</b>



**City of Hutchins**  
**Statement of Probable Construction Costs**  
**HUTCHINS POLICE DEPARTMENT**  
**HOLDING CELLS RENOVATION**  
**Interior Renovations**  
**Construction Documents: January, 2023**

**Summary Square Footage Amounts**

Area Calculations	Conditioned Space	Unconditioned Space
First Floor (Overall Area of Renovation Work)	800 SF	
<b>Total Gross Area Floor Space</b>	<b>800 SFF</b>	

**City of Hutchins**  
**Statement of Probable Construction Costs**  
**HUTCHINS POLICE DEPARTMENT**  
**HOLDING CELLS RENOVATION**  
**Interior Renovations**  
**Construction Documents: January, 2023**

Description	Category	Quantity	UM	Unit	Extended	Cost
<b>Division 1 - General Requirements</b>						\$ 9,750
<b>Administrative Requirements</b>						\$ 5,500
<b>Project Management and Coordination</b>						---
Access to Work Area and Work Time Limitations	Renovation	1	ALLOW	2,500.00	2,500.00	
Provide Complete Construction Schedule to Owner	Renovation	1	LS	3,000.00	3,000.00	
<b>Execution and Closeout Requirements</b>						\$ 4,250
<b>Cleaning and Waste Management</b>						---
Daily and Final Cleaning	Renovation	1	LS	3,500.00	3,500.00	
<b>Protecting Installed Construction</b>						---
Protect Existing VAV Units in Place	Renovation	1	LS	750.00	750.00	
<b>Division 2 - Existing Conditions</b>						\$ 12,650
<b>Demolition and Structure Moving</b>						\$ 12,650
<b>Demolition</b>						---
Demo Hard Ceiling and Light Gauge or Miscellaneous Steel Framing	Renovation	382	SF	15.00	5,730.00	
Remove Existing Ceiling Device, 2x2, Diffuser or Grille	Renovation	10	EA	125.00	1,250.00	
Remove Existing Ceiling for MEP Modifications	Renovation	328	SF	2.50	820.00	
Remove Existing Ceiling Light, 1x4 or Similar, Salvage, Protect Wiring	Renovation	5	EA	150.00	750.00	
Remove Existing Smoke Detectors and Security Cameras, Salvage for Reuse	Renovation	10	EA	150.00	1,500.00	
Miscellaneous Demolition; Remove Unused or Abandoned Elements	Renovation	800	SFF	1.50	1,200.00	
<b>Removal and Salvage of Construction Materials</b>						---
Load, Haul, and Dispose of Demolition Materials Offsite	Renovation	2	LOADS	700.00	1,400.00	
<b>Division 5 - Metals</b>						\$ 2,865
<b>Metals</b>						\$ 2,865
<b>Common Work Results for Metals</b>						---
Rework and Elevate Ceiling Support Structure, as Required for New Ceiling	Renovation	382	SF	7.50	2,865.00	
<b>Division 7 - Thermal and Moisture Protection</b>						\$ 600
<b>Joint Protection</b>						\$ 600
<b>Joint Sealants</b>						---
Miscellaneous Joint Sealants and Firestopping	Renovation	800	SFF	0.75	600.00	
<b>Division 9 - Finishes</b>						\$ 62,315
<b>Ceilings</b>						\$ 54,125
<b>Acoustical Ceilings</b>						---
Reinstall Existing Ceiling After MEP Modifications	Renovation	328	SF	5.00	1,640.00	
New Ceiling System, 24"x24" Lay-In and Screw-In		382	SF	137.40	---	
MATERIALS	Renovation	382	SF	90.00	34,380.00	
FREIGHT	Renovation	1	LS	2,750.00	2,750.00	
INSTALLATION	Renovation	382	SF	17.50	6,685.00	
Compression Strut, 3'-6" Length	Renovation	102	EA	85.00	8,670.00	
<b>Painting and Coating</b>						\$ 8,190
<b>Painting</b>						---
Prep Existing CMU Surface for New Paint	Renovation	2,642	SF	0.85	2,245.70	
New Paint on CMU	Renovation	2,642	SF	2.25	5,944.50	
<b>Division 21 - Fire Suppression</b>						\$ 1,200
<b>Water-Based Fire-Suppression Systems</b>						\$ 1,200
<b>Fire-Suppression Sprinkler Systems</b>						---
Wet Pipe Sprinkler Systems, Modify as Required	Renovation	800	SFF	1.50	1,200.00	
<b>Division 23 - Heating, Ventilating, and Air-Conditioning (HVAC)</b>						\$ 16,690
<b>Heating, Ventilating, and Air-Conditioning (HVAC)</b>						\$ 750
<b>Common Work Results for HVAC</b>						---
HVAC Testing, Adjusting, and Balancing	Renovation	1	LS	750.00	750.00	
<b>HVAC Air Distribution</b>						\$ 15,940
<b>HVAC Ducts and Casings</b>						---
Adjust Ductwork as Required for Raised Ceiling [±108 LF]	Renovation	1	LS	4,000.00	4,000.00	

City of Hutchins Statement of Probable Construction Costs HUTCHINS POLICE DEPARTMENT HOLDING CELLS RENOVATION Interior Renovations Construction Documents: January, 2023							
Description	Category	Quantity	UM	Unit	Extended	Cost	
Connect Duct to New or Existing	Renovation	9	EA	85.00	765.00		
Prepare and Protect All Air Ducts for Reinstalling, per Cell Location	Renovation	5	EA	350.00	1,750.00		
<b>Air Outlets and Inlets</b>					---		
Ceiling Diffuser E1, Security Type 24"x24" w/16 Ga. Steel Face Plate		5	EA	725.00	---		
Q MATERIALS AND FREIGHT	Renovation	5	EA	525.00	2,625.00		
INSTALLATION	Renovation	5	EA	200.00	1,000.00		
Ceiling Diffuser S1, Security Type 24"x24" w/16 Ga. Steel Face Plate		8	EA	725.00	---		
Q MATERIALS AND FREIGHT	Renovation	8	EA	525.00	4,200.00		
INSTALLATION	Renovation	8	EA	200.00	1,600.00		
<b>Division 26 - Electrical</b>					---		<b>\$ 17,290</b>
<b>Electrical</b>					---		<b>\$ 4,500</b>
<b>Common Work Results for Electrical</b>					---		
Miscellaneous Electrical Modifications for Branch Wiring	Renovation	1	LS	4,500.00	4,500.00		
<b>Lighting</b>					---		<b>\$ 12,790</b>
<b>Interior Lighting</b>					---		
Light Fixture Type A, 2'x4', Reconnect at Raised Ceiling Level		5	EA	2,557.95	---		
Q MATERIALS	Renovation	5	EA	1,307.95	6,539.75		
Q FREIGHT	Renovation	1	LS	3,000.00	3,000.00		
INSTALLATION	Renovation	5	EA	650.00	3,250.00		
<b>Division 28 - Electronic Safety and Security</b>					---		<b>\$ 2,000</b>
<b>Electronic Safety and Security</b>					---		<b>\$ 2,000</b>
<b>Common Work Results for Electronic Safety and Security</b>					---		
Reinstall Existing Smoke Detectors and Security Cameras	Renovation	10	EA	200.00	2,000.00		

**From:** [Stacey Hickson](#)  
**To:** [Trudy Lewis](#); [Robert Croysdale](#); [Steve Perry](#)  
**Cc:** [Rocky Seigler](#); [Charles Brewer](#); [Jay Walls](#)  
**Subject:** Re: HPSB - Request for Information Responses  
**Date:** Wednesday, June 2, 2021 1:29:53 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

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We have TPX training at 10:00. But anytime after 11:00 I'm good.

Get [Outlook for iOS](#)

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**From:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>  
**Sent:** Wednesday, June 2, 2021 1:24:48 PM  
**To:** Robert Croysdale <[rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)>; Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Cc:** Rocky Seigler <[rseigler@cityofhutchins.org](mailto:rseigler@cityofhutchins.org)>; Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>; Stacey Hickson <[shickson@cityofhutchins.org](mailto:shickson@cityofhutchins.org)>; Jay Walls <[jwalls@baxterit.com](mailto:jwalls@baxterit.com)>  
**Subject:** RE: HPSB - Request for Information Responses

That works for me.

- Trudy

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**From:** Robert Croysdale <[rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)>  
**Sent:** Wednesday, June 2, 2021 11:33 AM  
**To:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>; Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Cc:** Rocky Seigler <[rseigler@cityofhutchins.org](mailto:rseigler@cityofhutchins.org)>; Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>; Stacey Hickson <[shickson@cityofhutchins.org](mailto:shickson@cityofhutchins.org)>; Jay Walls <[jwalls@baxterit.com](mailto:jwalls@baxterit.com)>  
**Subject:** RE: HPSB - Request for Information Responses

How does 10 AM tomorrow sound? I can send a Teams invite.

Thanks,

**Robert Croysdale, AIA, LEED AP BD+C**  
Principal, Academic | Institutional Environments



4121 Commerce Street, #1 | Dallas, Texas 75226  
Tel: 214.824.7040 | Fax: 214.887.0559  
Direct: 214.722.4916 | [rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)  
Website: [www.gsr-andrade.com](http://www.gsr-andrade.com) | Blog: [www.gsr-andrade.com/news](http://www.gsr-andrade.com/news)

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**From:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>  
**Sent:** Wednesday, June 02, 2021 9:53 AM  
**To:** Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Cc:** Rocky Seigler <[rseigler@cityofhutchins.org](mailto:rseigler@cityofhutchins.org)>; Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>; Stacey Hickson <[shickson@cityofhutchins.org](mailto:shickson@cityofhutchins.org)>; Jay Walls <[jwalls@baxterit.com](mailto:jwalls@baxterit.com)>; Robert Croysdale <[rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)>

**Subject:** RE: HPSB - Request for Information Responses

Absolutely. We have time tomorrow or Friday afternoon. Next week isn't good for me.

- Trudy

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**From:** Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Sent:** Wednesday, June 2, 2021 9:03 AM  
**To:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>

**Cc:** Rocky Seigler <[rseigler@cityofhutchins.org](mailto:rseigler@cityofhutchins.org)>; Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>; Stacey Hickson <[shickson@cityofhutchins.org](mailto:shickson@cityofhutchins.org)>; Jay Walls <[jwalls@baxterit.com](mailto:jwalls@baxterit.com)>; Robert Croysdale <[rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)>

**Subject:** FW: HPSB - Request for Information Responses

Trudy,

Can we all get together for a round table discussion to discuss technology for the new public safety building.

1. Please provide information and location for builder furnished televisions, monitors, and projectors for the public safety building. **See the attached A2.07. All televisions and projectors (if necessary) are by owner, similar to copier/printer and other electronic devices.**

Steve Perry  
 Chief of Police  
 Hutchins Police Department  
[chief@hutchinspd.org](mailto:chief@hutchinspd.org)  
 Office 972-225-2225



**From:** Robert Croysdale <[rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)>  
**Sent:** Saturday, May 22, 2021 6:17 PM  
**To:** Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>; Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Cc:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>  
**Subject:** RE: HPSB - Request for Information Responses

Charles/Chief,

See the responses below in **RED**.

1. Please provide documentation regarding what material will be used to construct the ceilings in the PD jail cells. **Ceilings are 5/8" Type "X" impact-resistant gypsum board on metal stud framing, at 10'-0" above finish floor.**
2. Please provide information and location for builder furnished televisions, monitors, and projectors for the public safety building. **See the attached A2.07. All televisions and projectors (if necessary) are by owner, similar to copier/printer and other electronic devices.**
3. Per the contract the City will provide jail furnishings, installed by the contractor. Please advise whether Novels painter will paint the furnishings while painting the cells or if this will require a change order. **If the jail furnishings do not come prefinished, this would be anticipated to require a change order.**
4. See specs for 911 equipment installation. Does the PD server room power requirements meet

these specifications. **See prior email response from MEPCE.**

Thanks,

**Robert Croysdale, AIA, LEED AP BD+C**  
Principal, Academic | Institutional Environments



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Website: [www.gsr-andrade.com](http://www.gsr-andrade.com) | Blog: [www.gsr-andrade.com/news](http://www.gsr-andrade.com/news)

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**From:** Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>  
**Sent:** Monday, May 03, 2021 5:43 PM  
**To:** Robert Croysdale <[rcroysdale@gsr-andrade.com](mailto:rcroysdale@gsr-andrade.com)>  
**Cc:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>; Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Subject:** FW: HPSB - Request for Information

Robert,  
Chief Perry is requesting some information. See his email below.  
Would you please respond to the Chief's request for information.  
If any of the items below need to be addressed by Novel, would you please make this inquire(s) to Novel for the City.  
Thanks.  
Charles

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**From:** Steve Perry <[sperry@cityofhutchins.org](mailto:sperry@cityofhutchins.org)>  
**Sent:** Monday, May 3, 2021 3:56 PM  
**To:** Charles Brewer <[cbrewer@cityofhutchins.org](mailto:cbrewer@cityofhutchins.org)>  
**Cc:** Trudy Lewis <[tlewis@cityofhutchins.org](mailto:tlewis@cityofhutchins.org)>  
**Subject:** Request for Information

Mr. Brewer,  
Please send out a request for information for the following questions at the Public Safety building.

1. Please provide documentation regarding what material will be used to construct the ceilings in the PD jail cells.
2. Please provide information and location for builder furnished televisions, monitors, and projectors for the public safety building.
3. Per the contract the City will provide jail furnishings, installed by the contractor. Please advise whether Novels painter will paint the furnishings while painting the cells or if this will require a change order.
4. See specs for 911 equipment installation. Does the PD server room power requirements meet these specifications.

Steve Perry  
Chief of Police  
Hutchins Police Department  
[chief@hutchinspd.org](mailto:chief@hutchinspd.org)  
Office 972-225-2225





# STAFF REPORT

**MEETING DATE:** March 18, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** Katherine Lindsey

**AGENDA CAPTION:** Discuss topics for the City Council retreat. Presented by: James Quin, City Administrator

**Background Information**

The proposed date for the Council Retreat is Friday, May 17<sup>th</sup>. The last two Council Retreats included discussion regarding a new City Hall (2022) and a new recreation center (2023). Some items which may be discussed can include a City Attorney presentation and capital projects. Examples of capital projects may include JJ Lemmon Reconstruction, water/sewer projects, capital equipment requests, and discussion regarding recreation center design, et cetera.

**Budget Implications**

NA

**Operational Impact**

NA

**Legal Review**

NA

**Staff Recommendation**

NA

**Supporting Documentation and Attachments**

NA