



**CITY OF HUTCHINS
CITY COUNCIL MEETING
AGENDA**

**Monday, April 06, 2026 at 6:30 PM
City Hall - Council Chamber, 400 N. JJ Lemmon Road**

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, April 6, 2026, at 6:30 PM at Hutchins City Hall Council Chambers, 400 N. JJ Lemmon Road, 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 Raymond Elmore
Councilmember Demarcus Odom
Councilmember America Rodriguez

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. CONSENT AGENDA - *All items presented in the Consent Agenda require no deliberation by the Council. Each Council member has the opportunity of removing an item from this agenda so that it may be considered separately.*

- 1. Consider approval of city council meeting minutes for March 2026. Presented by Cynthia Olguin, City Secretary

E. PRESENTATIONS

- 2. Presentation of Award of Excellence, recognizing city Librarian Olivia Daniels and Library Assistant Jesus Rios. Presented by Wanda Randle-Director
- 3. Proclamation Telecommunicator Appreciation Week. Presented by: Steve Perry, Police Chief
- 4. Hutchins Public Safety Building Parking Improvements. Presented by: Steve Perry, Police Chief and Mary Ann Alcorta, Brandstetter Carroll

F. PUBLIC HEARINGS

5. A. Conduct a public hearing regarding a request by David Griffin with Griffin Land Surveying representing the property owner Bonifacio Soriano for a replat of Soriano Estates, Lots 1R1 & 1R2 in the Single Family Residential 10,000 (SF-10) Zoning District, 12.351 tract of land located South of Dowdy Ferry Road and East of Trout Road commonly described as 2321 Post Oak Road.

B. Open Public Hearing and receive comments.

C. Discuss and consider a request by David Griffin with Griffin Land Surveying representing the property owner Bonifacio Soriano for a replat of Soriano Estates, Lots 1R1 & 1R2 in the Single Family Residential 10,000 (SF-10) Zoning District, 12.351 tract of land located South of Dowdy Ferry Road and East of Trout Road commonly described as 2321 Post Oak Road.

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.*

6. Discuss and consider a Resolution authorizing the City Administrator to negotiate and execute an agreement between the city and Letora Anderson, PLA, AICP, for Professional Design Services to advance the city's Veterans Memorial Project. Presented by: Wanda Randle
Resolution R2026-04-1336

7. Discuss and consider a Resolution authorizing the City Administrator to negotiate and execute an agreement for the purchase of a Hutchins Mobile Library, not to exceed \$280,000.00. Presented by Wanda Randle-Director
Resolution R2026-04-1337

8. Discuss and consider a Resolution authorizing the City Administrator to execute a city-wide Banner Program Agreement not to Exceed \$50,000.00. Presented by Wanda Randle-Director
Resolution 2026-04-1338

9. Discuss and consider an ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING APPENDIX A TITLED "FEE SCHEDULE"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by Katherine Lindsey, Assistant to the City Administrator.
Ordinance 2026-04-1222

10. Discuss and consider a Resolution ADOPTING A PARK FACILITIES RENTAL POLICY, ATTACHED HERETO AS EXHIBIT "A"; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by Katherine Lindsey, Assistant to the City Administrator
Resolution R2026-04-1339

11. Discuss and consider a Resolution ADOPTING A SPECIAL EVENTS POLICY ATTACHED AS EXHIBIT "A" AND PROVIDING AN EFFECTIVE DATE. Presented by Katherine Lindsey, Assistant to the City Administrator
Resolution R2026-04-1340

H. EXECUTIVE SESSION

12. Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.

I. RECONVENE INTO REGULAR SESSION

13. Action, if any, as a result of Executive Session:

Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.

J. ITEMS OF COMMUNITY INTEREST

14. Parks and Recreation Board Meeting, Tuesday, April 7, 2026, 6:30 p.m., Hutchins City Hall, 400 N. JJ Lemmon Rd., Hutchins.

Animals Services Advisory Committee Meeting, Wednesday, April 8, 2026, 6:00 p.m., Hutchins City Hall, 400 N. JJ Lemmon Rd., Hutchins.

Keep Hutchins Beautiful Board Meeting, Tuesday, April 14, 2026, 6:00 p.m., Hutchins City Hall, 400 N. JJ Lemmon Rd., Hutchins.

Zoning Board of Adjustment, Wednesday, April 15, 2026, 6:00 p.m., Hutchins City Hall, 400 N. JJ Lemmon Rd., Hutchins.

City Council Meeting, Monday, April 20, 2026, 6:30 p.m., Hutchins City Hall, 400 N. JJ Lemmon Rd., Hutchins.

Atwell Public Library Board Meeting, Tuesday, April 21, 2026, 6:30 p.m., Hutchins City Hall, 400 N. JJ Lemmon Rd., Hutchins.

R&B Recycle Event hosted by Keep Hutchins Beautiful Board, Saturday, April 25, 2026, Hutchins Event Center, 400 N. JJ Lemmon Rd., 12 p.m. - 2:30 p.m.

**Early Voting by Personal Appearance schedule for the May 2, 2026, General Election.
Voting Location - 321 N. Main St., Former City Hall Building**


Monday, April 20, 2026	8 am - 5 pm
Wednesday - Friday, April 22 - April 24, 2026	8 am - 5 pm
Saturday, April 25, 2026	7 am - 7 pm
Sunday, April 26, 2026	12 noon - 6 pm
Monday - Tuesday, April 27-28, 2026	7 am - 7 pm

***NOTICE: No voting on Tuesday, April 21, 2026, due to San Jacinto Holiday**

K. ADJOURN

CERTIFICATION

I certify that a copy of the Monday, April 6, 2026, agenda of items to be considered by the Hutchins City Council was posted on the City Hall electronic notice board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on Tuesday, March 31, 2026.


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 colquin@cityofhutchinstx.gov



STAFF REPORT

MEETING DATE:	April 6, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Cynthia Olguin
AGENDA CAPTION:	Consider approval of city council meeting minutes for March 2026. Presented by Cynthia Olguin, City Secretary

Background Information

Consider approval of the meeting minutes:

- March 2, 2026, Regular Council Meeting
- March 16, 2026, Regular Council Meeting

Budget Implications: N/A

Operational Impact: N/A

Legal Review: N/A

Staff Recommendation

Staff recommends approval of the minutes.

Supporting Documentation and Attachments



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, March 02, 2026 at 6:30 PM
City Hall - Council Chamber, 400 N. JJ Lemmon Road**

A Regular Meeting of the Hutchins City Council was held on Monday, March 2, 2026, at 6:30 p.m. at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called the meeting to order at 6:40 p.m. and announced a quorum.

PRESENT

- Mayor Mario Vasquez
- Mayor Pro Tem Steve Nichols
- Councilmember Brenda Campbell
- Councilmember Demarcus Odom
- Councilmember America Rodriguez

ABSENT

- Councilmember Raymond Elmore

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Nichols gave the invocation, and Councilmember Campbell led the pledge of allegiance.

C. CITIZEN COMMENTS –

- David Coleman, Hutchins resident, spoke regarding immigration
- Virginia Burrell, Hutchins resident, spoke regarding sidewalks and streets lights
- Paul James, Hutchins resident, spoke regarding Hutchins Citizens United and a request to honor Majestic Realty.

D. CONSENT AGENDA - All items presented in the Consent Agenda require no deliberation by the Council. Each Council member has the opportunity of removing an item from this agenda so that it may be considered separately.

1. Consider approval of city council meeting minutes for January 2026 and February 2026. Presented by Cynthia Olguin, City Secretary

Councilmember Nichols made a motion seconded by Councilmember Odom to approve the Consent Agenda as presented. All in favor, the motion carried.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, America Rodriguez.

E. 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.

- 2. **Discuss and consider a Resolution APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND CTJ MAINTENANCE, INC. FOR THE CITY'S JANITORIAL SERVICES. Presented by: Karen Steward, HR Director Resolution R2026-03-1330**

Councilmember Nichols made a motion seconded by Councilmember Rodriguez to approve the Resolution R2026-03-1330. All in favor, the motion carried.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, America Rodriguez.

- 3. **Discuss and consider a Resolution ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE CONSTRUCTION OF THE CITY'S NEW RECREATION CENTER AND LIBRARY BUILDING; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE APPARENT LOW BIDDER POGUE CONSTRUCTION CO., LLC, IN AN AMOUNT NOT TO EXCEED \$19,005,000.00. Presented by: Katherine Lindsey, Assistant to the City Administrator Resolution R2026-03-1331**

Councilmember Nichols made a motion seconded by Councilmember Rodriguez to approve Resolution R2026-03-1331. All in favor, the motion carried.

For: Demarcus Odom, Brenda Campbell, Steve Nichols, America Rodriguez.

F. EXECUTIVE SESSION

- 4. **Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

Mayor Vasquez moved the council into Executive Session at 6:55 p.m.

G. RECONVENE INTO REGULAR SESSION

- 5. **Action, if any, as a result of Executive Session: Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

The council reconvened the Regular Session at 7:15 p.m. with no action taken.

H. ITEMS OF COMMUNITY INTEREST

- 6. City Secretary Olguin announced the items of Community Interest.

I. ADJOURN

Councilmember Campbell made the motion, seconded by Councilmember Nichols, to adjourn the meeting at 7:16 p.m. All in favor, the motion passed.

PASSED AND APPROVED BY HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 6th DAY OF APRIL 2026.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

DRAFT



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, March 16, 2026 at 5:15 PM
City Hall - Council Chamber, 400 N. JJ Lemmon Road**

A Work Session and a Regular Meeting of the Hutchins City Council was held on Monday, March 16, 2026, at Hutchins City Hall Council Chambers, 400 N. JJ Lemmon Road, Hutchins, Texas, at which time the following items will be discussed and considered.

A. WORK SESSION 5:15 p.m.

1. Presentation by Stephen Cook with Dunaway. Presented by: Chief Building Official Blake Moore

Mayor Pro Tem opened the Work Session at 5:15 pm with Councilmembers Campbell, Elmore and Rodriguez in attendance.

Stephen Cook, Director of Planning for Dunaway Associates, presented an overview of proposed updates to the City's Zoning and Subdivision Ordinances as part of the Comprehensive Plan adopted last year.

Mr. Cook explained that the revisions are intended to modernize and clarify development regulations, improve usability for staff and applicants, streamline approval processes, and ensure compliance with current state and federal laws. The Planning and Zoning Commission has served as a steering committee throughout the update process.

Key changes include updated land-use definitions, improved ordinance organization, revised platting procedures and timelines, administrative approval for certain minor plats, updated development standards, and additional regulations for specific uses. A new single-family zoning district with a minimum 6,000-square-foot lot size was also introduced as an optional housing tool. All changes are subject to Council approval.

The item was presented during a work session to allow Council review and provide feedback before scheduling public hearings and a final ordinance for council consideration.

B. REGULAR MEETING 6:30 p.m.

C. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Pro Tem Nichols called the meeting to order at 6:30 p.m. and announced a quorum.

PRESENT

- Mayor Pro Tem Steve Nichols
- Councilmember Brenda Campbell
- Councilmember Raymond Elmore
- Councilmember America Rodriguez

ABSENT

- Mayor Mario Vasquez
- Councilmember Demarcus Odom

D. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation, and Councilman Elmore led the pledge of allegiance.

E. CITIZEN COMMENTS –

Sue Wolf, 104 Pacific, Hutchins, spoke regarding former Mayor pictures displayed at City Hall.

F. PRESENTATIONS

2. Annual Financial Audit Report. Presented by: Maria Joyner, Director of Finance

Director of Finance Maria Joyner shared that the presentation would be postponed because the auditors have not completed their review. The review started late and is running behind, but the auditors are working to meet the new reporting deadline of March 31.

City Administrator Quin stated the deadline is March 27. Ms. Joyner confirmed that she was notified last week of the deadline date and expects to hear from the auditors tomorrow regarding their availability next week. A special meeting will be scheduled once confirmed.

4. Discuss the Langdon Project with Bill Pletch. Presented by: Chief Building Official Blake Moore

Building Official Blake Moore presented a summary and introduced Bill Pletch. Mr. Pletch provided an update on the development project located off Langdon Road. Mr. Pletch explained that permits were obtained eleven months ago for a project originally planned to include ten buildings. Progress has been delayed due to county restrictions prohibiting larger trucks from using the roadway, requiring the use of smaller trucks to remove and replace dirt at the site.

Mr. Pletch reported ongoing negotiations with the County to allow larger trucks access through either a roadway repair agreement or a temporary permit. The proposed agreement would include the developer funding road improvements, with funds placed in escrow for future roadway overlay work. County approval is currently pending.

He stated that approximately two feet of fill has been completed, with an estimated seventeen feet remaining. If larger trucks are approved, site work could be completed more quickly, allowing construction of the planned warehouse development to proceed.

Mr. Pletch also shared preliminary plans for future development in the area, including warehouse facilities for small businesses and potential negotiations with an international concrete company interested in constructing a batch plant, which could provide additional tax revenue for the City.

Council discussion followed regarding project progress and ongoing delays. No action was taken.

5. Savvy Citizen Presentation. Presented by Stacey Hickson, Fire Chief

Chief Hickson gave a presentation on the services provided by Savvy Citizen and shared how residents can enroll to receive notifications.

3. Introduce new employees. Presented by Steve Perry, Police Chief

Chief Perry introduced new police hires Danetta Allridge, D'Angelo Wilder, and Natalie Turner.

G. PUBLIC HEARINGS

- 6. A. Conduct a public hearing, discuss and consider a request by John Gonzales with RTG Capital for a Rezone from Highway Commercial (HC) to Light Industrial (LI) for Tract 49, 10.4903 acres in the William Gatlin ABST, Tract 18.2, 7.8516 acres in the Thomas Freeman ABST, Tract 48, 5.00 acres in the William Gatlin ABST, commonly addressed as 1300, 904 & 1310 S IH 45.**

Building Official Blake Moore presented the item for a proposed rezoning request for property off I-45 from Highway Commercial to Light Industrial to better accommodate future low-intensity industrial tenants, including contractor and service-based businesses with limited outdoor storage and minimal traffic or nuisance impacts. They are proposing fencing and gate systems, architectural metal work, decorative concrete and masonry products, shade structures, roofing systems, and similar light industrial operations. As part of the request, the applicant has committed to property improvements, maintenance, landscaping enhancements, and continued upkeep of the existing paved frontage and parking areas.

The applicant has also agreed to annex portions of the property into the City and replat the site into one lot. A variance request will be submitted to the Zoning Board of Adjustment to allow truck lanes and loading areas without paving the entire site.

B. Open Public Hearing & Receive Comment.

Mayor Pro Tem Nichols opened the public hearing at 7:07 p.m.

There were no registered speakers. Mayor Pro Tem Nichols closed the public hearing at 7:08 p.m.

- 7. A. Conduct a public hearing, discuss and consider a request by John Gonzales with RTG Capital for a SUP request to allow “Motor Freight Company/Terminal; Heavy Machinery Sales/Storage; Truck Sales & Storage; Low Risk Industrial Manufacturing Not Wholly Enclosed Within A Building; Low Risk Industrial Manufacturing Wholly Enclosed Within A Building” in the Light Industrial District for Tract 49, 10.4903 acres in the William Gatlin ABST, Tract 18.2, 7.8516 acres in the Thomas Freeman ABST, Tract 48, 5.00 acres in the William Gatlin ABST, commonly addressed as 1300, 904 & 1310 S IH 45.**

Building Official Blake Moore presented the item and stated this is an additional request submitted by John Gonzalez and RTG for a Specific Use Permit (SUP), contingent on the request for rezoning, that would allow for a potential future tenant, Frederick Companies, a logistics company currently operating in Wilmer. The company is seeking additional space for trucking, warehouse operations, and industrial storage related to data center construction materials, including cabling and wiring storage through a third-party logistics provider.

The SUP, approved by the Planning and Zoning Commission on February 16, consolidates permitted uses under one request, including motor freight terminal operations, heavy machinery sales and storage, truck sales and storage, and low-risk industrial manufacturing uses both enclosed and not wholly enclosed within a building.

B. Open Public Hearing and Receive Comment.

Mayor Pro Tem Nichols opened the public hearing at 7:09.

There were no registered speakers. Mayor Pro Tem Nichols closed the public hearing at 7:10 p.m.

C. Discuss and consider an ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE COMPREHENSIVE ZONING ORDINANCE AND MAP OF THE CITY OF HUTCHINS, TEXAS; GRANTING A CHANGE IN ZONING FROM HIGHWAY COMMERCIAL (HC) TO LIGHT INDUSTRIAL (LI) AND ALLOWING SPECIFIC USE PERMITS WITHOUT SPECIAL CONDITIONS ON THREE (3) TRACTS OF LAND WITH TRACT 2 CONSISTING OF ±10.4903 ACRES OF LAND SITUATED IN THE WILLIAM GATLIN SURVEY, ABSTRACT NO. 499, DALLAS COUNTY, TEXAS AND BEING A TRACT OF LAND CONVEYED TO T.S. MILLER LTD., RECORDED IN VOLUME 98237, PAGE 5044, DEED RECORDS, DALLAS COUNTY TEXAS; TRACT 3 CONSISTING OF ±5.000 ACRES OF LAND SITUATED IN THE WILLIAM GATLIN SURVEY ABST. NO. 499, DALLAS COUNTY, TEXAS, AND BEING PART OF A CERTAIN TRACT OF LAND AS DESCRIBED IN DEED TO T.F. CAMPBELL, RECORDED IN VOLUME L, PAGE 412 OF THE DEED RECORDS OF DALLAS COUNTY TEXAS; TRACT 4 CONSISTING OF ±7.8516 ACRES OF LAND SITUATED IN THE THOMAS FREEMAN SURVEY, ABSTRACT NO. 453, AND THE WILLIAM GATLIN SURVEY, ABSTRACT NO. 499, AND SAID TRACT OF LAND BEING A PART OF TRACTS 1 AND 3 IN A WARRANTY DEED CONVEYED TO J.R. Presented by Blake More, Chief Building Official.

Ordinance 2026-03-1221

Councilmember Elmore made the motion seconded by Councilmember Rodriguez to approve Ordinance 2026-03-1221. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 8. A. Conduct a Public Hearing, discuss and consider a request by the City of Hutchins for a replat of the Hutchins Addition, Lot 1R Block A, 7.340 tract of land in the Benjamin Matthews Survey ABST NO. 898 located East of N JJ Lemmon Road, North of Kanady Street commonly described as 800 North Denton Street. Presented by Blake Moore, Chief Building Official**

Building Official Blake Moore presented the item.

B. Open Public Hearing and Receive Comment.

Mayor Pro Tem Nichols opened the public hearing at 7:12.

There were no registered speakers. Mayor Pro Tem Nichols closed the public hearing at 7:13 p.m.

C. Discuss and consider a request by the City of Hutchins for a replat of the Hutchins Addition, Lot 1R Block A, 7.340 tract of land in the Benjamin Matthews Survey ABST NO. 898 located East of N JJ Lemmon Road, North of Kanady Street commonly described as 800 North Denton Street.

Councilmember Rodriguez made the motion seconded by Councilmember Rodriguez to approve a replat of the Hutchins Addition at 800 N. Denton. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- H. 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.**

9. Discuss and consider appointments to the Hutchins Animal Services Advisory Commission. Presented by: Cynthia Olguin, City Secretary

City Secretary Olguin presented the item.

Councilmember Elmore made the motion seconded by Councilmember Campell to appoint Dr. Caroline Brown, Steve Nichols, Margaret Davis, Chad Chamberlain and Vanessa Guevara to the Animal Services Advisory Commission for two (2) year terms. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

Councilmember Rodriguez made a motion seconded by Councilmember Campbell to appoint Margaret Davis as Chairperson to the Animal Services Advisory Commission. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

Councilmember Elmore made the motion seconded by Councilmember Rodriguez to appoint Steve Nichols as Vice Chairperson to the Animal Services Advisory Commission. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

**10. Discuss and consider a Resolution AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND ECS SOUTHWEST, LLP, IN AN AMOUNT NOT TO EXCEED \$161,065.00, FOR CONSTRUCTION MATERIALS TESTING AND OBSERVATION SERVICES FOR THE CITY'S NEW RECREATION CENTER AND LIBRARY. Presented by Blake Moore, Chief Building Official
Resolution R2026-03-1332**

Councilmember Elmore made the motion, seconded by Councilmember Campbell to approve Resolution R2026-03-1332. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

**11. Discuss and consider a Resolution AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND SAFE BUILT TEXAS, LLC, IN AN AMOUNT NOT TO EXCEED \$100,000.00 ANNUALLY, FOR PLAN REVIEWS AND INSPECTION SERVICES ON AN AS-NEEDED BASIS. Presented by Blake Moore, Chief Building Official.
Resolution R2026-03-1333.**

Councilmember Campbell made the motion, seconded by Councilmember Elmore to approve Resolution R2026-03-1333. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

12. Discuss and consider a Resolution APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A MASTER AGREEMENT BETWEEN THE CITY AND KIMLEY-HORN AND ASSOCIATES, INC. ("KIMLEY HORN") FOR THE (1) SPEED SAFETY STUDY ALONG TROUT DRIVE

**FROM DOWDY FERRY ROAD TO WINTERGREEN ROAD AND (2) SIGNAL WARRANT ANALYSIS AT TROUT DRIVE AND DOWDY FERRY ROAD. Presented by Steve Perry, Police Chief
Resolution R2026-03-1334**

Councilmember Rodriguez made the motion, seconded by Councilmember Campbell to approve Resolution R2026-03-1334. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 13. Discuss and consider a Resolution AUTHORIZING MEMBERSHIP IN THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FOUR CENTS PER CAPIT TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION. Presented by Katherine Lindsey, Assistant to the City Administrator.
Resolution R2026-03-1335**

Councilmember Rodriguez made the motion, seconded by Councilmember Campbell to approve Resolution R2026-03-1335. All in favor, the motion carried.

For: Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

I. EXECUTIVE SESSION

- 14. Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

Mayor Pro Tem Nichols moved the council into Executive Session at 7:34 p.m.

J. RECONVENE INTO REGULAR SESSION

- 15. Action, if any, as a result of Executive Session: Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

The council reconvened the Regular Session at 8:00 p.m. with no action taken.

K. ITEMS OF COMMUNITY INTEREST

- 16. City Secretary Olguin announced the Items of Community Interest.

L. ADJOURN

Councilmember Campbell made the motion, seconded by Councilmember Elmore, to adjourn the meeting at 7:29 p.m. All in favor, the motion carried and meeting was adjourned.

PASSED AND APPROVED BY HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 6th DAY OF APRIL 2026.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

DRAFT



Staff Report

MEETING DATE:	April 6 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Presentation of Award of Excellence, Recognizing City Librarian Olivia Daniels and Library Assistant Jesus Rios. Presented by Wanda Randle-Director

Background Information

The Atwell Public Library has once again achieved a significant professional milestone. For the **fourth consecutive year**, the library has been awarded the **Achievement of Library Excellence Award** by the **Texas Municipal Library Directors Association (TMLDA)**. This recognition is one of the highest honors a public library in Texas can receive.

Each year, TMLDA evaluates public libraries across the state and confers awards for outstanding contributions to their communities. Since its founding in 1966, TMLDA has promoted excellence in public librarianship, fostered continuous improvement in service delivery, and maintained high standards of professional ethics. TMLDA remains an affiliate of the Texas Municipal League.

The Achievement of Library Excellence Award is available only to TMLDA member libraries that demonstrate exceptional performance across ten areas:

1. Services to underserved populations through outreach, special programs, collaborations, or special collections
2. Innovative and effective marketing materials highlighting services and programs
3. Collaboration with community organizations
4. Enhanced service to the public through expanded or new services
5. Literacy support for all ages
6. Digital inclusion through internet access, digital literacy training, and online 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. Additional efforts demonstrating meaningful service to the community

Of the 516 public library systems in Texas, your library is one of only 101 who have earned this year’s award. With this honor, your library is now in the top 20% of all public libraries in the state.

This accomplishment is a direct reflection of the dedication, professionalism, and leadership demonstrated by **Librarian Olivia Daniels** and **Library Assistant Jesus Rios**. Their commitment to excellence, community engagement, and continuous service improvement has contributed to Atwell Public Library’s sustained success and the high-quality services provided to Hutchins residents.

City staff finds it important to formally recognize and commend both employees for their contributions to the City’s ongoing tradition of excellence.

Budget Implications

There are no budget implications associated with this item. This recognition is informational and requires no additional funding.

Operational Impact

There is no operational impact associated with this recognition. Library operations will continue as scheduled.

Legal Review

No legal review is required for this item.

Staff Recommendation

Staff recommends that the City Council formally recognize Atwell Public Library, Librarian Olivia Daniels, and Library Assistant Jesus Rios for receiving the Achievement of Library Excellence Award for the fourth consecutive year.

Their outstanding performance brings distinction to the City of Hutchins and demonstrates the City’s continued commitment to high-quality public services.

PROCLAMATION
City of Hutchins
Atwell Public Library Day

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 516 public library systems in Texas, Atwell Public library is one of only 101 who have earned this year’s award. With this honor, Atwell Public library is now in the top 20% of all public libraries in the state; and

WHEREAS, the Atwell Public Library has met the requirements of excellence and has been awarded the 2025 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 April 06, 2026, 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 6th day of April 2026.

Mario Vasquez, Mayor



STAFF REPORT

MEETING DATE:	April 6, 2026
MEETING TYPE:	Regular Council Meeting
SUBMITTED BY:	S. Perry
AGENDA CAPTION:	[Proclamation Telecommunicator appreciation week] Presented by: [Steve Perry, Police Chief]

Background Information

Annually we recognize the hard work, commitment, and dedication of our public safety Telecommunicators. April 12th through the 18th is recognized across the United States and telecommunicators appreciation week.

Budget Implications

n/a

Operational Impact

n/a

Legal Review

n/a

Staff Recommendation

n/a

Supporting Documentation and Attachments

Resolution

Proclamation
Of the Mayor
Of the City of Hutchins, Texas

WHEREAS, Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services;

WHEREAS, when an emergency occurs the prompt response of police officers, firefighters, and emergency medical personnel is critical to the protection of life and preservation of property; and

WHEREAS, Public Safety Telecommunicators work for the most part ‘behind the scenes’, where they support the work of the first responders, fire, police and emergency medical personnel.

WHEREAS, the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Hutchins Communications Center; and

WHEREAS, Public Safety Telecommunicators are the single vital link for our police officers, firefighters, and emergency medical personnel by monitoring their activities by radio, providing them information and ensuring their safety; and

WHEREAS, each Public Safety Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

NOW, THEREFORE, IT IS PROCLAIMED by the Mayor and City Council of the City of Hutchins, Texas, **the week of April 12th through 18th, 2026, to be National Public Safety Telecommunications Week** in Hutchins, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

IN WITNESS WHEREOF, I have here unto set my hand and cause the Seal of the City of Hutchins to be affixed on this day of April 7, 2026.

Mayor Mario Vasquez





STAFF REPORT

MEETING DATE:	April 6, 2026
MEETING TYPE:	Regular Council Meeting
SUBMITTED BY:	Chief Perry
AGENDA CAPTION:	[Hutchins Public Safety building parking improvements] Presented by: [Steve Perry, Police Chief and Mary Ann Alcorta Brandstetter Carroll]

Background Information

Staff met with Council on January 5, 2026, and presented a plan to improve the parking at the Hutchins Public Safety Building. The feedback received from council was to bring back an option utilizing the space on the east side of the public safety building. Mary Ann Alcorta with Brandstetter Carroll will present options for improving the parking capacity by utilizing this space.

Budget Implications

Preliminary

Operational Impact

N/A

Legal Review

N/A

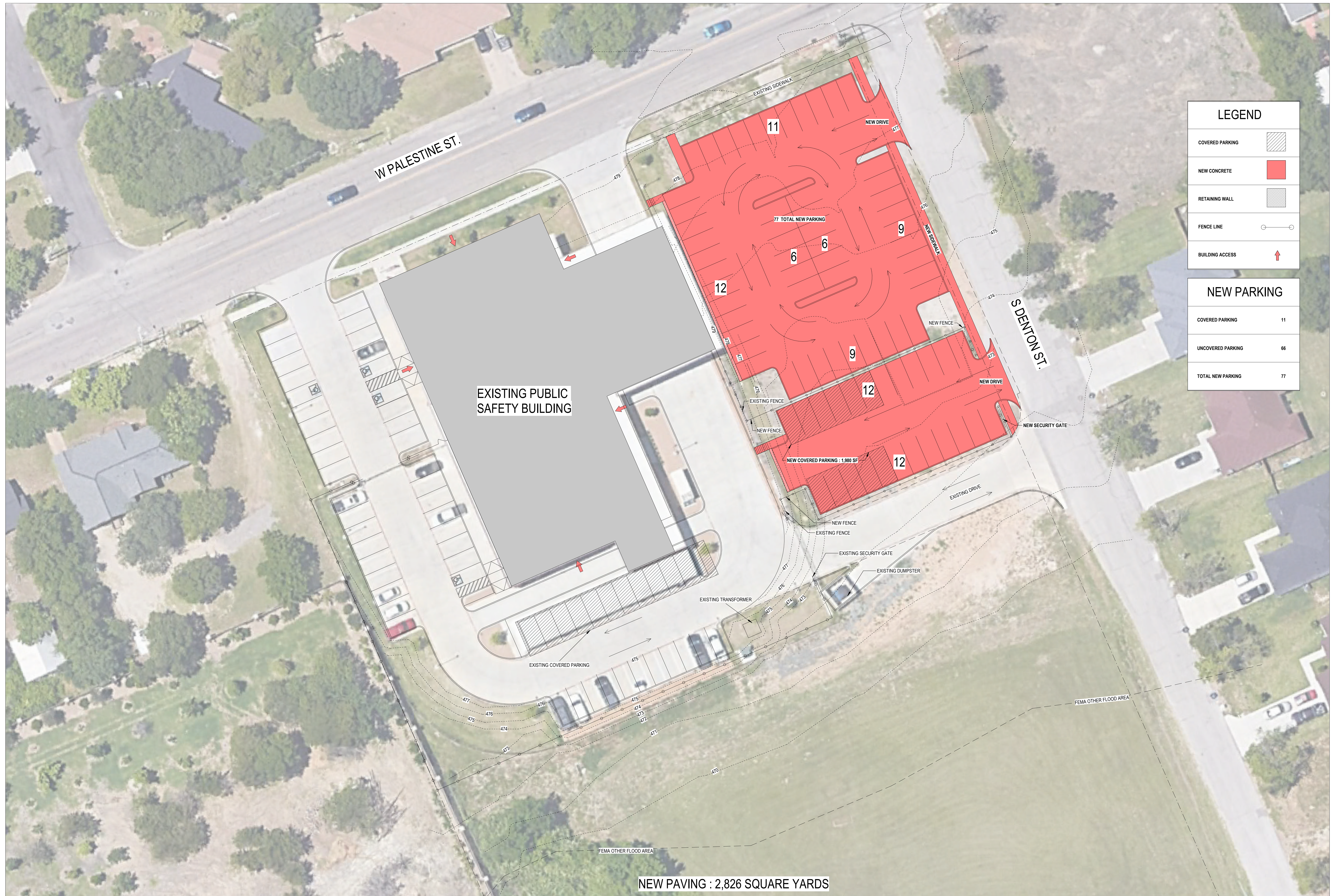
Staff Recommendation

N/A

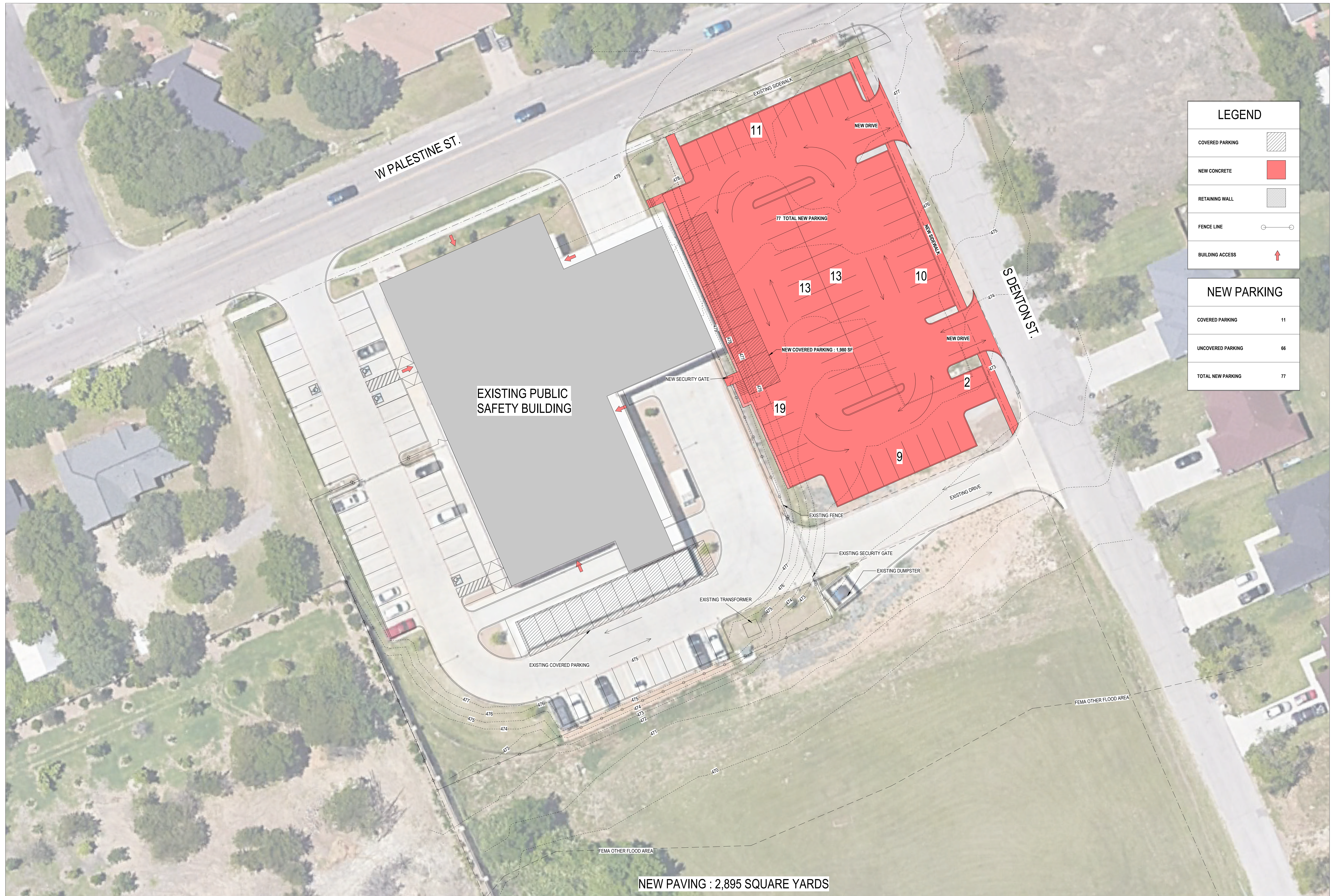
Supporting Documentation and Attachments

Power point

SITE PLAN OPTION 2



SITE PLAN OPTION 1



LEGEND	
COVERED PARKING	
NEW CONCRETE	
RETAINING WALL	
FENCE LINE	
BUILDING ACCESS	

NEW PARKING	
COVERED PARKING	11
UNCOVERED PARKING	66
TOTAL NEW PARKING	77



STAFF REPORT

MEETING DATE: April 6, 2026

MEETING TYPE: City Council

SUBMITTED BY: Blake Moore

AGENDA CAPTION: Discuss and consider a Re-Plat by David Griffin with Griffin Land Surveying representing the property owner Bonifacio Soriano for a replat of Soriano Estates, Lots 1R1 & 1R2 in the Single Family Residential 10,000 (SF-10) Zoning District, 12.351 tract of land located South of Dowdy Ferry Road and East of Trout Road commonly described as 2321 Post Oak Road.

Presented by: Blake Moore Chief Building Official

Background Information

Mr. Soriano has submitted a replat for the purpose of subdividing the land into 2 parcels. 1 parcel is almost 2 acres that has the house on it that fronts Post Oak Rd. Mr. Soriano wants to sell that house and then build himself a smaller house on the remaining acreage on the other parcel of land that is a little over 10 acres which will front E Wintergreen Rd.

Staff has reviewed the re-plat and all corrections requested have been made. This project complies with the future land use map and comprehensive plan.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

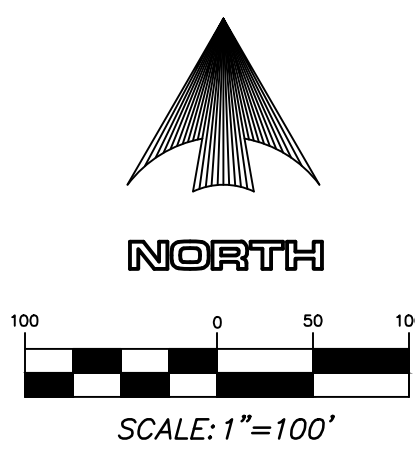
Staff Recommends Approval

Supporting Documentation and Attachments

Staff Recommends the suggested motion. Motion to (approve or deny) the replat of Soriano Estates, Lots 1R1 & 1R2 more commonly described as 2321 Post Oak Road.

GENERAL NOTES:

1. Basis of Bearings is the State Plane Coordinate System of 1983, Texas North Central Zone (4202).
2. This property lies within Zone X of the Flood Insurance Rate Map for Dallas County, Texas and Unincorporated Areas, Map No. 48113C0660K, with an effective date of July 7, 2014. Zone X is defined as "Areas determined to be outside the 0.2% annual chance floodplain".
3. Notice: Selling a portion of this addition by metes and bounds is a violation of City subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building certificates.
4. The purpose of this plat is to create two Lots.



OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF DALLAS §

WHEREAS Bonifacio Soriano is the owner of a tract of land situated in the William H. Shelton Survey, Abstract Number 1292, in the City of Hutchins, Dallas County, Texas, and being all of Lot 1 of Soriano Estates, an addition to the City of Hutchins, Dallas County, Texas according to the plat thereof recorded in Instrument Number 202100235007 of the Official Public Records of Dallas County, Texas (O.P.R.D.C.T.) and described in the General Warranty Deed to Bonifacio Soriano recorded in Instrument Number 202000226394, O.P.R.D.C.T., and being more particularly described as follows:

BEGINNING at a 1/2 inch iron rod with cap stamped "RPLS 6958" set in the southeast line of East Wintergreen Road, a 60 foot wide Right of Way as described in Instrument Number 202100235007, O.P.R.D.C.T., for the most northerly corner of said Lot 1 and the west corner of Lot 2 of said Soriano Estates;

THENCE South 30 degrees 49 minutes 25 seconds East, along the common line of said Lots 1 and 2, a distance of 159.37 feet to a 1/2 inch iron rod with cap stamped "RPLS 6958" set for an angle point;

THENCE South 09 degrees 40 minutes 48 seconds West, continuing along the common line of said Lots 1 and 2, a distance of 86.23 feet to a 1/2 inch iron rod with cap stamped "BH&C" found for an angle point;

THENCE South 31 degrees 19 minutes 57 seconds East, continuing along the common line of said Lots 1 and 2, a distance of 152.74 feet to a 1/2 inch iron rod with cap stamped "BH&C" found for an ell corner of said Lot 1 and the south corner of said Lot 2;

THENCE North 60 degrees 44 minutes 35 seconds East, along the common line of said Lots 1 and 2, a distance of 179.48 feet to a 1/2 inch iron rod with cap stamped "RPLS 6958" set for the east corner of said Lot 2 and the south corner of Lot 3 of said Soriano Estates;

THENCE North 58 degrees 28 minutes 18 seconds East, along the common line of said Lots 1 and 3, passing at a distance of 296.89 feet the east corner of said Lot 3 and the south corner of Lot 4 of said Soriano Estates, and continuing along the common line of said Lot 1 and 4 for a total distance of 506.17 feet to a 1/2 inch iron rod with cap stamped "RPLS 6958" set in the southwest line of Post Oak Road, a 50 foot wide Right of Way as described in Instrument Number 202100235007, O.P.R.D.C.T., for the most easterly north corner of said Lot 1 and the east corner of said Lot 4;

THENCE South 34 degrees 08 minutes 03 seconds East, along the southwest line of said Post Oak Road and the northeast line of said Lot 1, a distance of 259.27 feet to a 1/2 inch iron rod with cap stamped "RPLS 6958" set in the northwest line of a called 13.124 acre tract of land described in the deed to Fulghrum Holdings LLC recorded in Instrument Number 202100326522, O.P.R.D.C.T., for the most easterly corner of said Lot 1, from which a 1/2 inch iron rod found for the north corner of said 13.124 acre tract bears North 58 degrees 19 minutes 48 seconds East, a distance of 20.00 feet for witness;

THENCE South 58 degrees 19 minutes 48 seconds West, along the common line of said Lot 1 and said 13.124 acre tract, passing at a distance of 497.35 feet the west corner of said 13.124 acre tract and a northeast corner of a called 50.00 acre tract described in the deed to Fulghrum Holdings LLC recorded in Instrument Number 202100326522, O.P.R.D.C.T., and continuing along the common line of said Lot 1 and said 50.00 acre tract for a total distance of 1,282.94 feet to a 1/2 inch iron rod found for the south corner of said Lot 1 and the east corner of a tract of land described in the deed to Brianna Champion recorded in Instrument Number 201500037992, O.P.R.D.C.T.;

THENCE North 33 degrees 47 minutes 25 seconds West, along the common line of said Lot 1 and said Champion tract, a distance of 375.97 feet to a 1/2 inch iron rod with cap stamped "RPLS 6958" set for the most westerly corner of said Lot 1 and the south corner of a called 1.00 acre tract of land described in the deed to Dale and Debbie Champion recorded in Volume 90001, Page 4556 of the Deed Records of Dallas County, Texas (D.R.D.C.T.);

THENCE North 58 degrees 45 minutes 45 seconds East, along the common line of said Lot 1 and said 1.00 acre tract, a distance of 146.67 feet to a 5/8 inch iron rod found for an ell corner of said Lot 1 and the east corner of said 1.00 acre tract;

THENCE North 34 degrees 12 minutes 25 seconds West, continuing along the common line of said Lot 1 and said 1.00 acre tract, a distance of 270.32 feet to a 1/2 inch iron rod with cap stamped "RPLS 6958" set in the southeast line of East Wintergreen Road for the northwest corner of said Lot 1, from which a 1/2 inch iron rod found for the north corner of said 1.00 acre tract bears North 34 degrees 12 minutes 25 seconds West, a distance of 19.78 feet for witness;

THENCE North 58 degrees 19 minutes 47 seconds East, along the southeast line of said East Wintergreen Road and the northwest line of said Lot 1, a distance of 525.74 feet to the POINT OF BEGINNING and containing 538,016 square feet or 12.351 acres of land, more or less.

OWNER'S DEDICATION

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That Bonifacio Soriano, does hereby adopt this plat, designating the hereon described property as LOTS 1R1 & 1R2, SORIANO ESTATES, an addition to the City of Hutchins, Dallas County, Texas, and does hereby dedicate to the public use forever any streets and alleys shown hereon; and does hereby dedicate the easements shown on the plat for mutual use and accommodation of the City of Hutchins and all public utilities desiring to use, or using same. No buildings, fences, trees, shrubs, or other improvements or growths which may in any way endanger or interfere with the construction, maintenance or efficiency of its respective system in said easements and the City of Hutchins and public utility entities shall at all times have the full right of ingress and egress to and from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. A blanket easement of a five (5) foot radius from the center point of all fire hydrants and a five (5) foot radius from the center point of all other appurtenances (fire hydrant valves, water meters, meter boxes, street lights) is hereby granted to the City of Hutchins for the purpose of constructing, reconstructing, inspecting and maintaining the above named appurtenances.

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

WITNESS, my hand, this the _____ day of _____, 2026.

Bonifacio Soriano

STATE OF TEXAS §
COUNTY OF DALLAS §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Bonifacio Soriano, Owner, known to me to be the persons whose name is subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 2026.

Notary Public in and for State of Texas

My Commission Expires: _____

SURVEYOR'S CERTIFICATE

This is to certify that I, David S. Griffin, a Registered Public Surveyor of the State of Texas, have plotted the above subdivision from an actual survey on the ground and that all lot corners, angle points, and points of curve have been properly marked on the ground, and that this plat correctly represents that survey made by me.

David S. Griffin, Texas R.P.L.S. No. 6958
Registered Professional Land Surveyor
Griffin Land Surveying
903 W. Ennis Ave., Suite 1
Ennis, Texas 75119
(903) 600-1072
TBPELS Firm No. 101948-13

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 David S. Griffin, 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 _____, 2026.

Notary Public in and for the State of Texas

CERTIFICATE OF APPROVAL BY THE CITY OF HUTCHINS:

This is to certify that the City of Hutchins, Texas has approved the Replat of Soriano Estates, Lot 1 with Replat/Final Plot being named SORIANO ESTATES, LOTS 1R1 and 1R2, as shown hereon.

Witness my hand this _____ day of _____, 2026.

Mayor
City of Hutchins, Texas

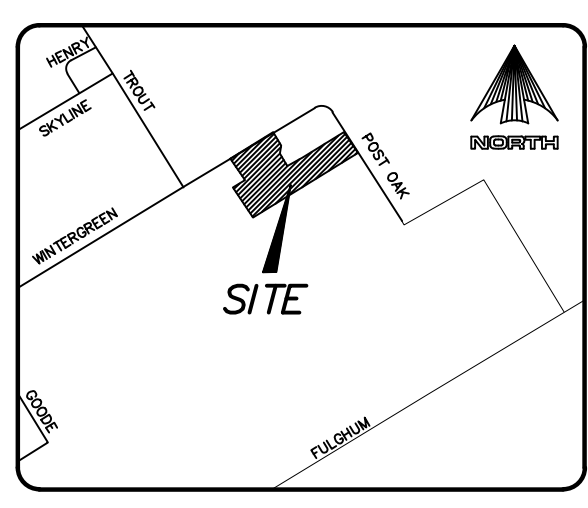
The undersigned, the City Secretary of the City of Hutchins, Texas, hereby certifies that the forgoing final plat of SORIANO ESTATES, LOTS 1R1 and 1R2 to the City of Hutchins was submitted to the appropriate Planning and Zoning or City Council as required by the ordinances of the City of Hutchins on the _____ day of _____, 2026, 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 herein above subscribed in the capacity stated.

Witness my hand this _____ day of _____, 2026.

City Secretary
City of Hutchins, Texas

ABBREVIATION LEGEND

O.P.R.D.C.T.	OFFICIAL PUBLIC RECORDS OF DALLAS COUNTY, TEXAS
D.R.D.C.T.	DEED RECORDS OF DALLAS COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS OF DALLAS COUNTY, TEXAS
INSTR. NO.	INSTRUMENT NUMBER
VOL., PG.	VOLUME, PAGE
SO. FT.	SQUARE FEET
R.O.W.	RIGHT-OF-WAY
ESMT.	EASEMENT
IRF	IRON ROD FOUND
(C.M.)	CONTROLLING MONUMENT



REPLAT
SORIANO ESTATES
LOTS 1R1 & 1R2
12.351 ACRES
BEING A REPLAT OF LOT 1
OF SORIANO ESTATES
RECORDED IN INSTR. NO. 202100235007 OF THE
OFFICIAL PUBLIC RECORDS OF DALLAS COUNTY, TEXAS
IN THE
WILLIAM H. SHELTON SURVEY, ABSTRACT NO. 1292
DALLAS COUNTY, TEXAS

ZONING: SF-10
MARCH, 2026 GLS JOB NO. 2510284
SHEET 1 OF 1



OWNER:
BONIFACIO SORIANO
2321 POST OAK ROAD
HUTCHINS, TX 75141
(972) 339-0365



STAFF REPORT

MEETING DATE:	April 6 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Discuss and consider authorizing the City Administrator to Councils approval to proceed with the proposed design concept and associated budget to move into the next phase of project development of the Veterans Memorial Project Plan created by Letora Anderson, PLA, AICP Presented by: Wanda Randle

Background Information

On **December 15, 2025**, the City Council approved the initiation of a Veterans Memorial project to honor the service, sacrifice, and legacy of veterans in the Hutchins community. The project site, located directly east of City Hall, will serve as a permanent space of tribute, reflection, and celebration—honoring veterans of the past, present, and future.

To support the development of this memorial, the City engaged **Letora Anderson**, a licensed landscape architect and certified planner, to collaborate with city staff on the conceptual design phase. The conceptual memorial design will incorporate community input and reflect Hutchins’ deep appreciation for the contributions made by its veterans.

Scope of Work

The approved professional services agreement includes the following tasks:

• **Task 1: Base Mapping**

Preparation of accurate base maps for the memorial site, including boundaries, utilities, topography, and site constraints.

• **Task 2: Conceptual Landscape Plan**

Development of a conceptual design that identifies key memorial elements, pedestrian flow, landscaping, hardscape features, memorial structures, seating areas, lighting, and overall spatial organization.

• **Task 3: Conceptual Landscape Plan Presentation**

An optional presentation of the conceptual design, offered at **no additional cost**, to present the concept to City Council, staff, and/or the community.

The conceptual design work has progressed, and staff now seeks Council approval to proceed with the **proposed design concept and associated budget** in order to move into the next phase of project development.

Budget Implications

The proposed design and project budget will support completion of the conceptual plan and preparation for future phases, which may include design development, construction documents, materials selection, and implementation. Funding for this portion of the project has been identified within the appropriate departmental or capital project budget.

A detailed cost breakdown is included in the supporting documentation.

Operational Impact

Once completed, the Veterans Memorial is anticipated to require routine maintenance similar to other landscaped public spaces. This may include landscaping upkeep, lighting maintenance, seasonal cleaning, and general inspection. Staff will incorporate these maintenance needs into existing operational workflows. No significant long-term operational burden is anticipated at this stage.

Legal Review

The Veterans Memorial project and associated professional services were previously reviewed during the December 15, 2025 approval process. Any future contracts, construction bids, or amendments will be submitted for legal review as appropriate.

Staff Recommendation

Staff recommends that the City Council approve the proposed design concept and budget and authorize staff to proceed with the next steps in the Veterans Memorial project. This approval will allow the project to advance beyond the conceptual phase toward detailed design, funding identification, and future implementation.

Supporting Documentation and Attachments

- Conceptual Design Proposal – Prepared and presented by Letora Anderson
- Proposed Project Budget
- Site Location Map and Base Mapping Materials
- December 15, 2025, Council Approval Summary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, December 15, 2025 at 6:30 PM
City Hall - Council Chamber 400 N. JJ Lemmon Rd.**

A Regular Meeting of the Hutchins City Council was held on Monday, December 15, 2025, at 6:30 PM at Hutchins City Hall Council Chambers, 400 N. JJ Lemmon Rd. Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

Mayor Vasquez called the meeting to order at 6:30 p.m. and announced a quorum.

PRESENT

- Mayor Mario Vasquez
- Mayor Pro Tem Steve Nichols
- Councilmember Brenda Campbell
- Councilmember Raymond Elmore
- Councilmember Demarcus Odom
- Councilmember America Rodriguez

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the Invocation and Councilmember Odom led the Pledge of Allegiance.

C. CITIZEN COMMENTS - None

D. PRESENTATIONS

1. Presentation of Donation to Paul Quinn College. Presented by: Guy Brown, HEDC Executive Director

The city council on behalf of the Hutchins Economic Development Corporation presented Maurice West, Paul Quinn College Development Associate/External Affairs, with a six-thousand-dollar donation.

E. PUBLIC HEARINGS

2. A. Conduct a Public Hearing regarding a request for a Replat by HOT DOG TRUCKING LLC, owner of a 10.10-acre tract of land situated in the William L. Wilson Survey, Abstract Number 1553. City of Hutchins, Dallas County, Texas, and being all of Lot 1, Block A, of Talco Addition, an Addition to the City of Dallas, Dallas County, Texas, according to the plat thereof recorded in in Instruments No. 202200057113

Building Official Blake Moore presented the item and informed Council that the City's authority in the ETJ is limited to platting.

B. Open Public Hearing for public comments.

Mayor Vasquez opened the public hearing at 6:40 p.m. There were no registered speakers. Mayor Vasquez closed the public hearing at 6:41 p.m.

C. Discuss and consider a Re-Plat by HOT DOG TRUCKING LLC who is the owner of a 10.10-acre tract of land situated in the William L. Wilson Survey, Abstract Number 1553. City of Hutchins, Dallas County, Texas, and being all of Lot 1, Block A, of Talco Addition, an Addition to the City of Dallas, Dallas County, Texas, according to the plat thereof recorded in in Instruments No. 202200057113. Presented by: Blake Moore

Councilmember Nichols made the motion, seconded by Councilmember Campbell, to approve the replat by Hot Dog Trucking LLC. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

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.

3. Discuss and consider polling location for May 2, 2026, General Election. Presented by Cynthia Olguin

The item was presented by City Secretary Olguin. Following a brief discussion, Council directed staff that the polling location for the May election will remain at 321 N. Main St. Council stressed the need to inform the community that the polling location will remain unchanged and that communication of this information should begin immediately.

4. Discuss and consider authorizing the City Administrator to execute a Professional Service Agreement with Letora Anderson, PLA, AICP

City Administrator Quin stated that the property adjacent to City Hall has been designated for the Veterans Memorial, and the firm will be hired to plan site development.

Councilmember Nichols made the motion, seconded by Councilmember Campbell, to approve the Professional Service Agreement with Letora Anderson. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

5. Discuss and consider a Resolution approving the 2026 City Council Meeting Schedule. Presented by: Cynthia Olguin Resolution R2025-12-1305

Councilmember Elmore made the motion, seconded by Councilmember Campbell, to approve the Resolution R2025-12-1305. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

6. Discuss and consider a Resolution AUHTORIZNG DEMOLITION OF THE CARWASH AND REMOVING THE CONCRETE AT 625 W. HICKMAN ST. Presented by Blake Moore Resolution R2025-12-1305

City Secretary Olguin stated a correction to the resolution number listed on the agenda. The resolution number for this agenda item is R2025-12-1306 and is included on the Resolution included in the packet.

Councilmember Odom made the motion, seconded by Councilmember Elmore, to approve the Resolution R2025-12-1306. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 7. **Discuss and consider a Resolution AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE ACQUISITION OF NEW MINI-COMBO TRUCK MOUNT 3643 PH6C (NON-CDL, 3-YARD VACUUM UNIT) Presented by: Maria Joyner, Director of Finance Resolution R2025-12-1307**

Councilmember Nichols made the motion, seconded by Councilmember Rodriguez, to approve the Resolution R2025-12-1307. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 8. **Discuss and consider APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT FOR CONSTRUCTION SERVICES, BY AND BETWEEN THE CITY OF HUTCHINS AND HAWK BUILDERS, L.L.C., FOR THE INSTALLATION OF SOUND DEAFENING ACOUSTIC TILES IN THE CITY'S ANIMAL SHELTER. Presented by Steve Perry Resolution R2025-1308**

Councilmember Nichols made the motion, seconded by Councilmember Campbell, to approve the Resolution R2025-12-1308. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 9. **Discuss and consider APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT FOR CONSTRUCTION SERVICES, BY AND BETWEEN THE CITY OF HUTCHINS AND J-N FENCE COMPANY, FOR BUILDING FIVE OUTDOOR KENNELS AND INSTALLING A DRIVE THROUGH GATE AT THE CITY'S ANIMAL SHELTER. Presented by Chief Perry Resolution R2025-12-1309**

Councilmember Odom made the motion, seconded by Councilmember Elmore, to approve the Resolution R2025-12-1309. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 10. **Discuss and consider APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT FOR CONSTRUCTION SERVICES, BY AND BETWEEN THE CITY OF HUTCHINS AND BARCENAS CONCRETE TX, LLC, FOR POURING CONCRETE PADS FOR OUTDOOR KENNELS AT THE CITY'S ANIMAL SHELTER. Presented by Chief Steve Perry. Resolution R2025-12-1310**

Councilmember Campbell made the motion, seconded by Councilmember Elmore, to approve the Resolution R2025-12-1310. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 11. Discuss and consider a Resolution AUTHORIZING THE PURCHASE OF 2026 CHEVROLET SILVERADO POLICE VEHICLES AND EMERGENCY EQUIPMENT. Presented by: Steve Perry, Police Chief. Resolution R2025-12-1311**

Councilmember Nichols made the motion, seconded by Councilmember Elmore, to approve the Resolution R2025-12-1311. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

- 12. Discuss and consider a Resolution AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO EXTEND AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF HUTCHINS POLICE DEPARTMENT AND THE DALLAS INDEPENDENT SCHOOL DISTRICT. Resolution R2025-12-1312**

Councilmember Elmore made the motion, seconded by Councilmember Campbell, to approve the Resolution R2025-12-1312. All in favor, the motion carried.

Voting Ayes: Demarcus Odom, Brenda Campbell, Steve Nichols, Raymond Elmore, America Rodriguez.

G. EXECUTIVE SESSION

- 13. Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.**

Mayor Vasquez moved the council into Executive Session at 7:16 p.m.

H. RECONVENE INTO REGULAR SESSION

- 14. Action, if any, as a result of Executive Session:**

Pursuant to Section 551.072 of the Texas Government Code, the City Council will convene into executive session to deliberate the purchase, exchange, lease or value of real property located within the City of Hutchins, Texas.

The council returned to Regular Session at 7:41 p.m.

No action taken as a result of Executive Session

I. ITEMS OF COMMUNITY INTEREST

- 15. City Secretary Olguin announced the items of community interest.

J. ADJOURN

Councilmember Elmore made the motion, seconded by Councilmember Nichols, to adjourn the meeting at 7:41 p.m. All in favor, the motion passed.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 5th DAY OF JANUARY 2026.

APPROVED:

Mario Vasquez
Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin
Cynthia Olguin, City Secretary



**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R 2026-04-1336**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND LETORA ANDERSON, PLA, AICP, IN AN AMOUNT NOT TO EXCEED THE APPROVED PROJECT BUDGET, FOR PROFESSIONAL DESIGN SERVICES TO ADVANCE THE CITY'S VETERANS MEMORIAL PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on December 15, 2025, the City Council of the City of Hutchins approved the initiation of a Veterans Memorial Project to honor the service, sacrifice, and legacy of veterans in the Hutchins community; and

WHEREAS, the City engaged Letora Anderson, PLA, AICP, to provide professional design services including base mapping, conceptual landscape planning, and design presentations for the Veterans Memorial Project; and

WHEREAS, the conceptual design phase has been completed, and City staff recommends proceeding with the proposed design concept and associated budget to advance the project to the next phase of development; and

WHEREAS, the City Council finds it in the best interest of the City to authorize the City Administrator to negotiate and execute an Agreement with Letora Anderson, PLA, AICP, for continued professional design services related to the Veterans Memorial Project.

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

SECTION 1. The City Administrator is authorized to negotiate and execute the Agreement, and all related documents thereto, on behalf of the City of Hutchins with Letora Anderson, PLA, AICP, in an amount not to exceed the approved project budget, for continued professional design services for the Veterans Memorial Project.

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 the 6th day of April 2026.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(03-27-2026: 4931-7322-2812, v. 1)

HUTCHINS VETERAN MEMORIAL CONCEPT PLAN

CITY COUNCIL MEETING
APRIL 6, 2026



N J Lemmon Rd

Lancaster Hutchins Rd

Kanady St

W Hickman St

PROJECT CONCEPTUAL DESIGN GOALS

- 1 DETERMINE THE INTENT FOR THE SPACE**
To provide an area which give TRIBUTE to the lives of Veterans in Hutchins, Texas.
- 2 DETERMINE WHAT THE SPACE REPRESENTS**
Timeline, Events, Past, Present, Future
- 3 DETERMINE HOW DOES THE SPACE RELATE TO THE COMMUNITY**
The City of Hutchins and residents' appreciation of veterans in the community
- 4 DETERMINE HOW DO WE WANT VISITORS TO EXPERIENCE THESE ELEMENTS**
Celebration, Reflection, Contemplation, Happiness

PROCESS | CONCEPTUAL DESIGN APPROACH

VISION CRITERIA

- Community
- Healing
- Remembrance
- Celebrate
- Experience
- Hope and Renewal
- Contemplation



SITE CRITERIA

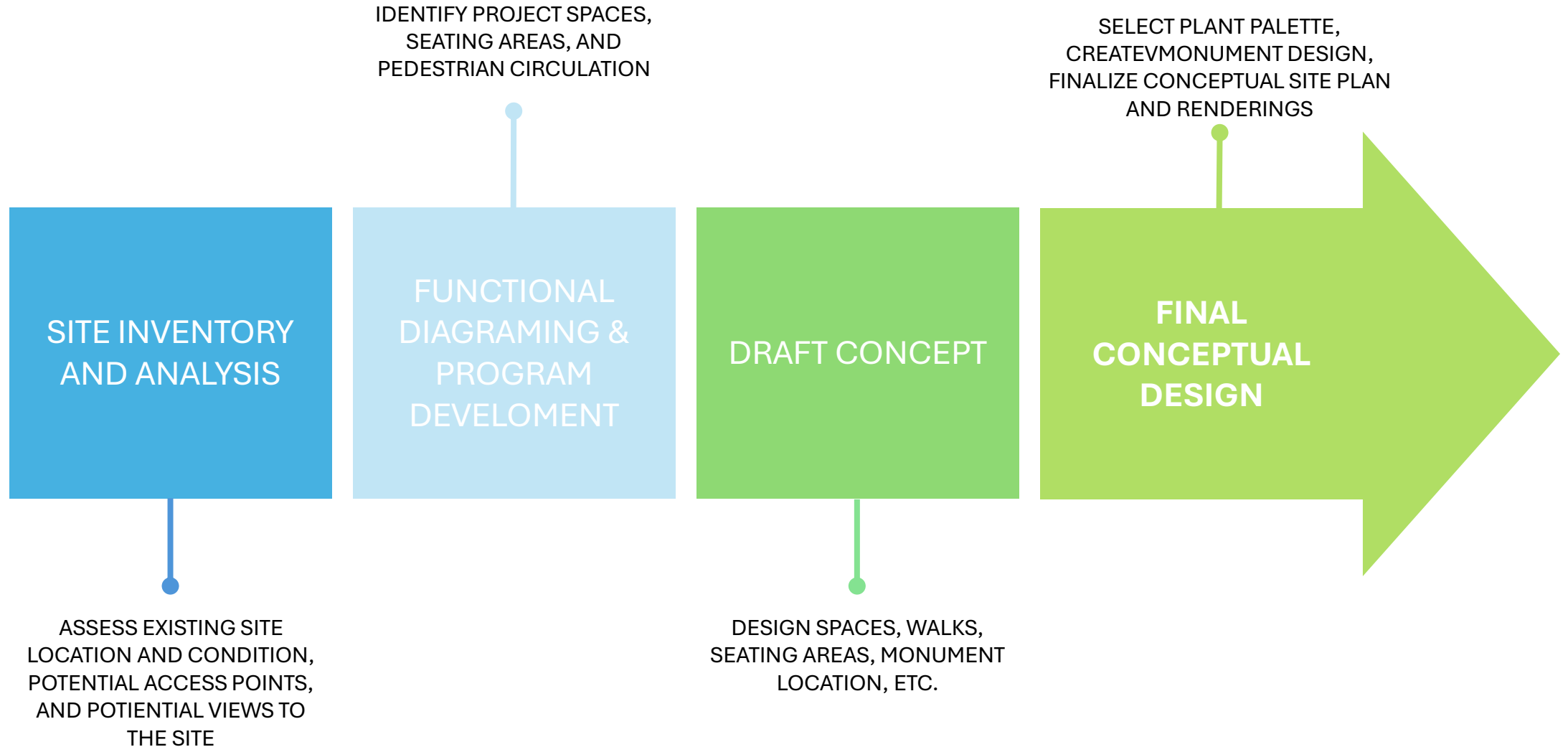
- ADA / Access
- Views
- Topography
- Drainage
- Sustainability (y/n)



CONCEPT CRITERIA

- Processional Experience
- Focus on 'Activity Space'
- Experiential Walks
- In-direct Connectivity
- Element a Direct Relationship with Time
- Visual Emphasis
- Discovery
- Active to Passive Experience
- Element viewed as a whole from Afar
- Element viewed as individuals in Close Relation

PROCESS | CONCEPTUAL DESIGN APPROACH



PROCESS | CONCEPTUAL DESIGN APPROACH

VISION CRITERIA

- Community
- Healing
- Remembrance
- Celebrate
- Experience
- Hope and Renewal
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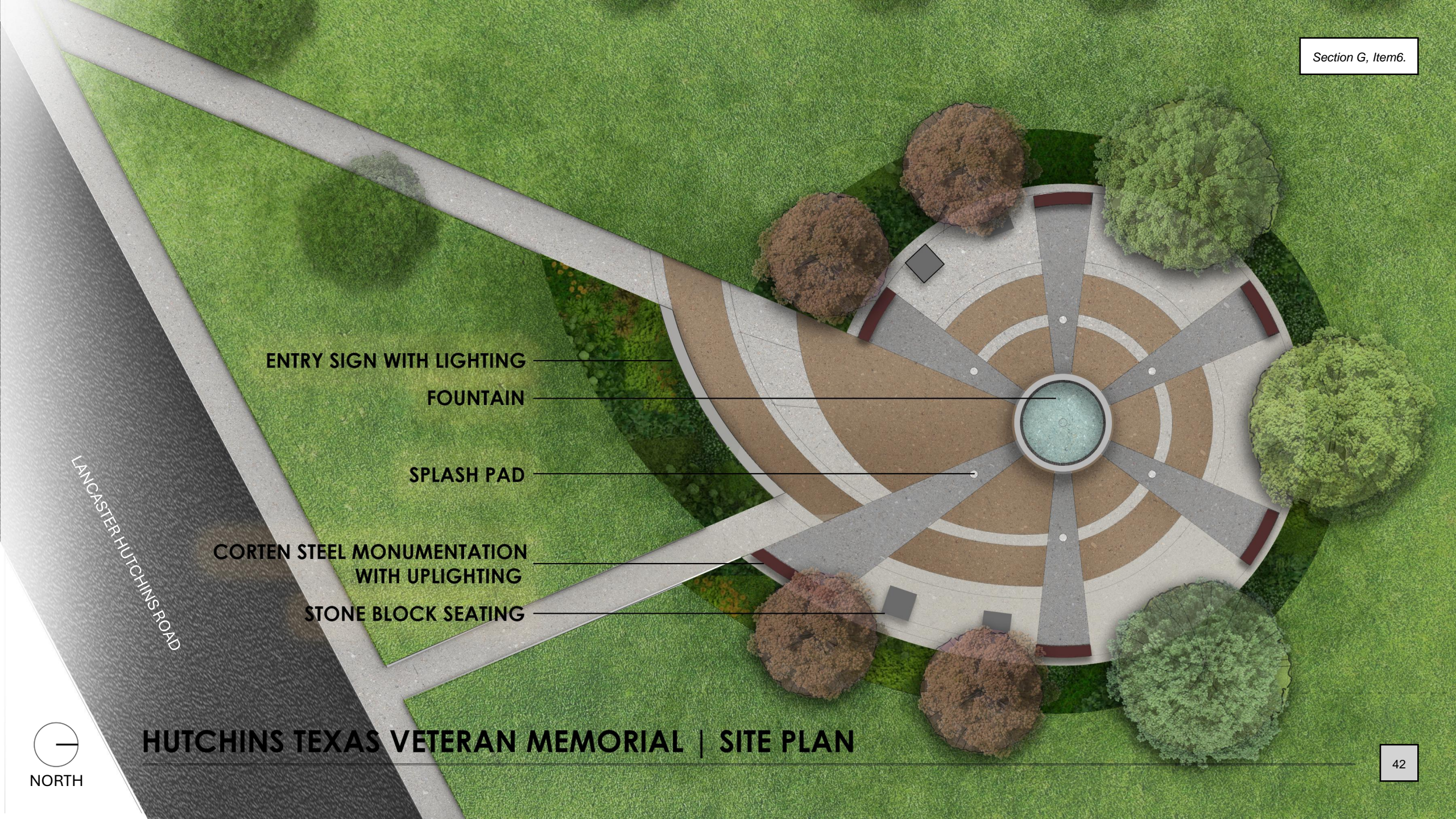
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- ADA / Access
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CONCEPT CRITERIA

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- Element a Direct Relationship with Time
- Visual Emphasis
- Discovery
- Active to Passive Experience
- Element viewed as a whole from Afar
- Element viewed as individuals in Close Relation



ENTRY SIGN WITH LIGHTING

FOUNTAIN

SPLASH PAD

CORTEN STEEL MONUMENTATION
WITH UPLIGHTING

STONE BLOCK SEATING

LANCASTER HUTCHINS ROAD



NORTH

HUTCHINS TEXAS VETERAN MEMORIAL | SITE PLAN

PLANT PALETTE

Section G, Item 6.



DESERT WILLOW



TEXAS MOUNTAIN LAUREL



EASTER RED CEDAR



DWARF INDIAN HAWTHORN



RED YUCCA



PINK MUHLY GRASS



DWARF YAUPON HOLLY



FLAME ACANTHUS



ISLAND SEA OATS



NORTH

LANCASTER HUTCHINS ROAD

MONUMENTATION

Section G, Item 6.



LOWSTOCK HALL WW1 MEMORIAL (DP STRUCTURES)

ROYAL 22ND REGIMENT COMMEMORATIVE PARK



SITE FEATURES

Section G, Item 6.



FOUNTAIN/WATER FEATURE



SEATING



SPLASH PAD



UPLIGHTING



NORTH

LANCASTER HUTCHINS ROAD



Section G, Item 6.





IMPLEMENTATION | ROUGH COST ESTIMATE

Section G, Item 6.

PROJECT COST RANGES FROM - \$700K - \$900K

- Grading/Site Preparation
- Hardscape
- Entry Signage
- Fountain
- Splash Pad
- Monuments
- Landscape Planting
- Irrigation
- Site Furnishings
- Lighting
- Design Services

THANK YOU!
QUESTIONS?



STAFF REPORT

MEETING DATE:	April 6 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Discuss and consider authorizing the City Administrator to execute and agreement purchase a Hutchins Mobile Library, not to exceed \$280,000.00. Presented by Wanda Randle-Director

Background Information

The City of Hutchins continues to face access challenges related to library services. Current data indicates that approximately **60% of residents live two miles or more from the library**, creating a significant barrier for families without reliable transportation. The community also experiences **limited public transit options** and **low internet access**, both of which further limit opportunities for education, digital literacy, and youth engagement.

A **Hutchins Mobile Library** would help bridge these service gaps by delivering books, technology resources, and programming directly into neighborhoods, senior communities, schools, and special events. This program would enhance literacy, support student achievement, and expand equitable access to library services across the city. The Mobile Library is an integral part of the City of Hutchins Community Outreach goals.

Budget Implications

Budget Implications

FY2026-FY2027 CIP General Fund Reserve

The cost to establish the Hutchins Mobile Library program is **not to exceed \$280,000.00**, which includes:

- Book Mobile vehicle
- Technology (Wi-Fi equipment, laptops/tablets, circulation system)
- Library materials (books, educational kits, media)

Operational Impact

The proposed Mobile Library will be initially incorporated into existing library operations and staffing, however after up and running PTE will be required.

Legal Review

N/A – No legal concerns identified at this stage.

Staff Recommendation

Staff recommend that the City Council **approve the Hutchins Mobile Library proposal** and authorize funding not to exceed \$280,000.00 for the acquisition of Book Mobile, technology, and materials.

FY2026-FY2027 CIP General Fund Reserve

Supporting Documentation and Attachments

- Proposed Vehicle Specifications
- Preliminary Cost Estimate
- Service Area Map (Library Access Distance)
- Community Needs Assessment Summary
- Example Program Schedule (Draft)



City of Hutchins

Mobile Library

Proposed by :Wanda Randle -Director
Community Services
April 2026



Introduction



Addressing Library Accessibility Challenges

Limited Library Access

The City of Hutchins faces significant **library access challenges** transportation barriers for many residents seeking educational resources.



Community Impact

Enhancing Access and Engagement

Access to Resources

The mobile library will provide **essential resources**, including books and technology, ensuring that all residents have the opportunity to engage in learning and personal growth.

Support for Families

By targeting neighborhoods with **limited transport**, the mobile library will support children, seniors, and families, facilitating easy access to educational tools and services directly in their communities.

Educational Programming

The initiative will feature **educational programming** and workshops, creating a dynamic environment for learning, collaboration, and community engagement, ultimately fostering a culture of lifelong learning.

Visualizing Service Gaps



Understanding the demographics and service gaps in ZIP 75141 is vital for highlighting the need for a mobile library. This initiative aims to target underserved areas, ensuring access to educational resources and bridging the gap for community members without transportation.

📍 Reference Point
Address: 300 N Denton St, Hutchins, TX 75141
ZIP Code: 75141 (Hutchins, Dallas County, Texas)
Radius Threshold: 2 miles from reference point

~40%	~60%	75141	2 mi
Area Within 2 Miles	Area Beyond 2 Miles	ZIP Code	Radius Threshold

🗺️ ZIP Code 75141 — Color-Coded Distance Map



Demographics

Hutchins, Texas (ZIP 75141) has limited access to library and educational resources. Recent Census data shows lower-than-average educational attainment, with many adults lacking a high school diploma and few residents holding college degrees. Access barriers are significant: 60% of residents live more than two miles from the nearest library, and the city has no public transportation, leaving many households unable to reach essential learning and digital resources. A mobile library would directly address these gaps by bringing books, technology, and educational programs into neighborhoods, supporting literacy, workforce development, and equitable access for the entire community.

Demographics	Lancaster	Hutchins	Wilmer
Total Population	41,275	5,607	4,974
Total Households	14,648	1,415	2,039
Total Housing Units	14,637	1,664	1,604
Median Household Income	\$ 67,584	\$ 45,250	\$ 58,837
Residents Below Poverty Level	14.4%	28.4%	15.2%
Without Health Care Coverage	16.2%	26.7%	24.3%
Employment Rate	61.9%	47.4%	59.8%
Bachelor's Degree or Higher	25.7%	6.1%	9.5%
Hispanic or Latino (of any race)	23.7%	45.5%	54.1%
Black	65.6%	38.8%	27.9%

Source: U. S Census Bureau. Available at: https://data.census.gov/profile/Lancaster_city,_Texas?g=160XX00US4841212

Cost Analysis



The mobile library initiative requires an initial investment of approximately \$150,000 to \$250,000 for the vehicle. Additionally, ongoing operational costs, including technology, are essential to ensure community access and sustainability for the program. **future PTE will be required**

Cost Analysis: Mobile Library Initiative

Expense	Cost
Vehicle Purchase	\$150,000—250,000
Books, Technology, Materials	\$30,000 initial + replenishment
Ongoing Costs	Technology, operations, etc.

Pros

- Expands library access and services
- Flexible, community-centered deployment
- Supports literacy and digital equity
- Encourages engagement through educational programs

- Reaches underserved residents
- Highly visible community engagement tool

Cons

- Weather and mechanical issues may disrupt service
- Limited space compared to a full library





Community Voices

- 01 "My children would **benefit greatly** from a library closer."
- 02 "Access to **computers and Wi-Fi** would help me apply for jobs."
- 03 "A mobile library would bring **essential services** to seniors like me."



Call to Action



- 01** Approve funding for the mobile library's purchase and operation.

- 02** Foster partnerships to enhance outreach and programming efforts.

- 03** Advance literacy and digital access in underserved communities.

Community Benefits

This visual summary highlights the **investment versus impact** of the mobile library initiative. By comparing costs with community gains, we illustrate how this proposal not only enhances literacy and access but also fosters long-term community growth and engagement.



Investment vs. Impact: Mobile Library Initiative



Investment

Impact

the vision....



Q&A

Thank You

We appreciate your consideration and support for the mobile library initiative.



Council Summary: Hutchins Mobile Library Initiative

Overview

The Hutchins Mobile Library initiative aims to expand equitable access to library resources, educational programming, and digital services throughout the City of Hutchins. The project addresses long-standing gaps in library access caused by distance, limited transportation, and uneven internet connectivity.

Purpose of the Mobile Library

The Mobile Library will provide direct service to neighborhoods, schools, senior communities, and community events, supporting the City's strategic goals in literacy advancement, digital inclusion, and community engagement.

1. Proposed Vehicle Specifications

A purpose-built mobile library vehicle outfitted with:

- Book lending and returns technology
- Wi-Fi hotspot capabilities
- Workstations for digital learning
- Storage for books, tablets, and educational materials
- ADA-accessible entry
- Climate-controlled interior suitable for year-round programming

2. Preliminary Cost Estimate

Based on the resolution, staff recommends proceeding with procurement of a mobile library vehicle from a qualified vendor **in an amount not to exceed \$280,000.**

This cost covers:

- Vehicle purchase
- Custom interior build-out
- Technology and equipment package
- Exterior wrap/branding

3. Service Area Access Map

A preliminary analysis of library-access distances shows significant portions of

Hutchins—especially residential clusters—fall outside convenient walking or transit access to traditional library services.

The Mobile Library would strategically rotate through underserved zones to maximize accessibility and reduce transportation barriers.

4. Community Needs Assessment Summary

Community input and demographic analysis indicate:

- High demand for children’s literacy programs
- Need for local technology access due to limited household internet connectivity
- Desire for city-hosted educational and enrichment programs
- Support for resources targeted toward seniors and working families
- Strong community interest in more flexible, neighborhood-based service delivery

The assessment demonstrates broad community support and clear need for mobile library services.

5. Draft Program Schedule (Example)

A sample weekly rotation could include:

- Neighborhood stops (2–3 days per week)
- Senior living/community center visits
- Weekend community events
- Seasonal programming (STEM camps, literacy festivals, digital literacy workshops)

This flexible model allows the City to adjust based on community demand and data collected during pilot service.

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2026-04-1337**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND A QUALIFIED MOBILE LIBRARY VENDOR IN AN AMOUNT NOT TO EXCEED \$280,000.00, FOR THE PURCHASE OF THE HUTCHINS MOBILE LIBRARY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins faces ongoing access challenges related to library services, including distance barriers, limited transportation options, and low internet connectivity affecting many residents; and

WHEREAS, a Hutchins Mobile Library will expand equitable access to books, technology, educational programming, and community outreach services by providing direct service to neighborhoods, schools, senior communities, and public events; and

WHEREAS, the Mobile Library supports the City’s strategic goals for literacy, digital access, and community engagement; and

WHEREAS, City staff recommends authorization to execute an agreement with a qualified mobile library vendor in an amount not to exceed \$280,000.00 for the purchase of the Hutchins Mobile Library vehicle and equipment

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

SECTION 1. The City Administrator is authorized to negotiate and execute the Agreement, and all related documents thereto, on behalf of the City of Hutchins with a qualified mobile library vendor, in an amount not to exceed \$280,000.00, for the purchase of the Hutchins Mobile Library.

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 the 6th day of April 2026.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(03-27-2026: 4909-0843-0748, v. 1)



STAFF REPORT

MEETING DATE:	April 6 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Discuss and consider authorizing the City Administrator to execute a city-wide Banner Program Agreement not to Exceed \$50,000.00 Presented by Wanda Randle-Director

Background Information

The City of Hutchins is exploring the launch of a **city-wide banner program** designed to enhance community pride, strengthen visual identity, and provide a coordinated method to display seasonal, decorative, and informational banners on street-light poles throughout the city. This initiative supports ongoing efforts to improve the city's aesthetic appeal, promote public events, and reinforce a positive and welcoming image.

A banner program typically includes durable, weather-resistant pole banners featuring civic branding, special events, holidays, or community recognitions. Implementing a structured program ensures consistency in design, installation, and maintenance across all major corridors.

City staff have evaluated best practices, hardware specifications, and placement opportunities along key roadways, including Palestine Street, Lancaster-Hutchins Road, Wintergreen Road, J.J. Lemmon Road, Main Street, and other strategic gateways. Staff now seeks Council approval to proceed with implementation.

Budget Implications

FY2025-2026 Operating Surplus

The **estimated Year 1 budget** for the City of Hutchins Banner Program is **\$30,000–\$50,000**, depending on final banner sizes, materials, hardware selection, and installation zones.

Year 1 costs are higher because this phase includes the purchase and installation of all hardware. In future years, costs will be significantly lower, covering only banner replacements or seasonal updates.

If the **Public Works Department** has staff who possess experience with pole-mounted hardware installation, the city may achieve **substantial cost savings** by completing installation internally rather than contracting the full scope to an outside vendor.

Operational Impact

The banner program will require periodic maintenance. These activities can be integrated into existing Public Works or serviced through the banner provider contract.

Legal Review

Legal review will be conducted as needed for procurement, installation agreements, or vendor contracts. Standard purchasing policies and competitive purchasing thresholds will apply. No legal concerns have been identified at this stage.

Staff Recommendation

Staff recommends that the City Council approve proceeding with the implementation of the City of Hutchins Banner Program, including authorization to finalize design options, purchase necessary hardware, and initiate installation. FY2025-2026 Operating Surplus

Approval will allow the city to begin coordinating with vendors, refining placement locations, and preparing designs for seasonal and branding banners.

Supporting Documentation and Attachments

1. Proposed Banner Program Overview

City of Hutchins Banner Program Proposal

PRESENTED BY WANDA RANDLE-DIRECTOR



What is a Banner Program?

DECORATIVE CITY DISPLAYS

A **banner program** is a city-wide initiative designed to display decorative and informational banners on street poles, enhancing community pride.



Benefits of a Banner Program

AESTHETICS

A banner program significantly enhances the **visual appeal** of our city, creating a cohesive and attractive urban environment that residents cherish.

COMMUNITY EVENTS

Displaying banners promotes local events and holidays, fostering a sense of **community spirit** and encouraging public participation in civic activities.

BUSINESS VISIBILITY

Banners help **boost local businesses** by drawing attention to shops and services, contributing to a vibrant economy and increased foot traffic.



\$30,000 - \$50,000

ESTIMATED BUDGET

The **estimated budget** for the city banner program is approximately \$30,000-\$50,000, which varies based on the size and installation choices of the banners. This budget ensures that the program can effectively enhance the city's aesthetic while promoting community engagement and local events.

**this is the year 1 budget that includes hardware purchase and installation. If Public Works has anyone experienced in this type of installation it would be a \$\$ savings. **



Comparison of Banner Sizes and Costs



SMALL

Dimensions suitable for narrow streets and spaces



MEDIUM

Ideal for community events and local announcements



LARGE

Perfect for major citywide promotions and celebrations

Installation and Hardware Costs

BUDGETING FOR SETUP AND MAINTENANCE

- One-time purchase of mounting hardware needed
- Initial setup includes banners and hardware installation
- Costs for changing banners only highlighted
- Regular maintenance checks for durability required
- Additional fees for damaged hardware replacements



Use Cases for the Banner Program



HOLIDAYS
Celebrate key events like Independence Day



EVENTS
Showcase local festivals and parades



SEASONS
Highlight the beauty of each season



COMMUNITY
Foster a sense of local pride



Summary and Recommendation

ATMOSPHERE

The banner program will **enhance the city's atmosphere**, fostering a vibrant community identity and encouraging civic pride through visual engagement.

FLEXIBILITY

This initiative offers **flexible options**, allowing for seasonal themes and special events, ensuring the banners remain relevant and appealing throughout the year.

BUDGET

The estimated budget provides a **clear financial overview**, empowering the City Council to make informed decisions regarding the implementation of the banner program.



Thank You for Your Consideration



**CITY OF HUTCHINS
RESOLUTION NO. R2026-04-1338**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF AN AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND A QUALIFIED BANNER PROGRAM VENDOR, IN AN AMOUNT NOT TO EXCEED \$50,000.00, FOR THE IMPLEMENTATION OF A CITY-WIDE BANNER PROGRAM; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins seeks to enhance community pride, strengthen its visual identity, and improve aesthetic appeal through a coordinated city-wide banner program featuring seasonal, civic, and event-based designs; and

WHEREAS, City staff has evaluated best practices, hardware specifications, and placement locations along major corridors including Palestine Street, Lancaster-Hutchins Road, Wintergreen Road, J.J. Lemmon Road, Main Street, and other strategic gateways; and

WHEREAS, the proposed banner program will ensure consistency in design, maintenance, and installation across key public corridors and strengthen the City’s branding efforts; and

WHEREAS, City staff recommends approval of an agreement with a qualified banner program vendor in an amount not to exceed \$50,000.00.

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

SECTION 1. The City Administrator is authorized to negotiate and execute the Agreement, and all related documents thereto, on behalf of the City of Hutchins with a qualified banner program vendor, in an amount not to exceed \$50,000.00, for the implementation of the City-Wide Banner Program.

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 the 6th day of April 2026.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
4934-4684-0732, v. 1



STAFF REPORT

MEETING DATE:	April 6, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	AN ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING APPENDIX A TITLED "FEE SCHEDULE"; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

On April 21, 2025, the City Council adopted Ordinance No. 2025-04-1207 establishing a special events ordinance and modifying the fee schedule. Per Council request, the fee for hourly security provided by Hutchins Police Officers was re-evaluated and increased to \$65 per hour, and the presence of on-site paramedics or firefighters was increased to \$50 per hour. The hourly fee for vehicle traffic control was reduced to \$21.91 per hour. This change was made based on the FEMA Schedule of Equipment Rates.

The deposit for the pavilion was reduced to \$100 to increase marketability. This will have no negative affect because renters will still be charged for any damages incurred, and damage charges would likely exceed \$200 as is.

Budget Implications

These fees will better allow staff time to be compensated for the extra hours put into facilitating rentals and cleaning the premises, as well as ongoing maintenance required for increased usage.

Operational Impact

The fee changes will allow for smoother rental procedures.

Legal Review

The ordinance was approved by the City Attorney.

Staff Recommendation

Staff recommends that the City Council adopts the ordinance amendments.

Supporting Documentation and Attachments

1. Ordinance

**CITY OF HUTCHINS, TEXAS
ORDINANCE NO. 2026-04-1222**

AN ORDINANCE OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING APPENDIX A TITLED “FEE SCHEDULE”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; 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 Code of Ordinances of the City of Hutchins, Texas, is hereby amended by amending Appendix A titled “Fee Schedule”, to read as follows:

**APPENDIX A
“FEE SCHEDULE**

...

Division 2
SPECIAL EVENTS

AMEND A1.003.

§ A1.003 **Special Events.**

Any person desiring to conduct a Special Event shall pay the following fees:

Application Fee for Type A, Type B, and Type C Special Events	\$70.00 for residents and organizations based within Hutchins City Limits; \$100 for non-residents and organizations based outside Hutchins City Limits
Campbell Park Pavilion Deposit	\$200.00 \$100.00
Campbell Park Pavilion Hourly Rate	\$50.00 for residents and \$100.00 for non-residents
Campbell Park Baseball Field Deposit	\$100.00
Campbell Park Baseball Field Rate per 4 Hour Increments	\$25.00 for residents and \$50.00 for non-residents
Security Provided by Hutchins Police Officers	\$45.00 65.00/hour for each City of Hutchins Police Officer with a 3-hour minimum. The cost for supervisors is \$75.00/hour for each supervisor with a 3-hour minimum.
Presence of On-Site Paramedics or Firefighters	\$45.00 50.00/hour for each paramedic or firefighter
Vehicle for Traffic Control	\$45.00 22.91/hour for each City-owned vehicle with a 3-hour minimum.

Restroom facilities, dumpsters, traffic cones and barricades, first aid supplies, medical personnel, and other requirements that the City is unable to provide must be covered at Applicant’s own expense. Any additional clean-up or damages incurred will result in a forfeit of the security deposit and additional fees. The option of on-site City personnel (such as police and paramedics) depends on staff availability.”

And by adding:

“§ A1.011 **Park Facility Fees.**

	Hutchins Resident	Non-Resident
Campbell Park Pavilion Deposit	\$200.00 \$ 100.00	\$200.00 \$ 100.00
Campbell Park Pavilion Hourly Rate	\$ 50.00/hr	\$ 100.00/hr
Campbell Park Baseball Field Deposit	\$ 100.00	\$ 100.00
Campbell Park Baseball Field Rate per 4-Hour Increments	\$ 25.00	\$ 50.00

	Damage Charges
Chairs/Benches	\$75 and up
Fence	\$25and up
Trash Cans	\$50 and up
Tables	\$100 and up
Chairs/Benches	\$75 each
Pavilion Floor	\$300 and up
Pavilion Structure	\$100 and up”

...

Section 2. That all provisions of the Ordinances of the City of Hutchins, Texas, in conflict with the provisions of this Ordinance be and the same are hereby, repealed, and 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 should any sentence, paragraph, subdivision, clause, phrase or Section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part thereof decided to be unconstitutional, illegal, or invalid.

Section 4. 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 5. 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 6th DAY OF APRIL 2026.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

APPROVED AS TO FORM:

Joseph J. Gorfida, Jr., City Attorney



STAFF REPORT

MEETING DATE:	September 2, 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING A PARK FACILITIES RENTAL POLICY, ATTACHED HERETO AS EXHIBIT "A"; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

The Park Facility Rental Policy provides uniform guidelines for staff and renters to follow when members of the public wish to rent the large pavilion and baseball field at Campbell Park. Specifically, the policy covers who is eligible to rent the facilities and how frequently, the rules and requirements renters must follow, cancellations, and liability.

Included in the supporting documents are the post-rental checklist for staff to use internally and the rental agreement.

Budget Implications

The policy states that the fees and deposits are set according to the fee schedule in Appendix A of the Code of Ordinances.

Operational Impact

Implementing this policy will provide an avenue for staff to uniformly implement rules and guidelines when renting park facilities to the public.

Legal Review

The City Attorney approved the resolution, policy, and rental agreement.

Staff Recommendation

Staff recommends that the City Council approves the Park Facility Rental Policy.

Supporting Documentation and Attachments

1. Resolution and Policy
2. Rental Agreement
3. Post-Rental Checklist



Campbell Park Facilities

200 South Denton St., Hutchins, TX 75141

RENTAL AGREEMENT

ACCESS CODE# _____	RESIDENT _____	NON-RESIDENT _____	DL# _____
Name of Applicant: _____			
Address _____	City _____	Zip _____	
Phone # _____	Work # _____		
Date of Event _____	Time _____		
Rental Facility (check one or both)	Large Pavilion _____	Baseball Field _____	

PLEASE READ AND INITIAL AFTER EACH LINE

- Applicant acknowledges that rental of the Campbell Park Facilities is subject to the rules and fees required by applicable City of Hutchins Code of Ordinances and Special Events Policy. The Applicant has read and understands the special events and park facilities rental policy and shall adhere to and enforce all rules, regulations, and policies during the reservation with the City of Hutchins, Texas (the "City"). _____
- Tendered herewith is the sum of \$ _____ for rental and a clean-up and damage deposit. The City reserves the right to ask for all fees and deposits in money order and/or cashier's check. _____
- Applicant shall be responsible for any damage to the premises and for clean-up of the premises after Applicant's event. If any additional clean-up or repairs are necessary, a cleaning fee of \$25 shall be withheld from the deposit to pay the cost thereof. Any cost in excess of the deposit shall be borne by Applicant and the City may seek recovery of any such additional cost in the manner provided by law.

- CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SPECIAL EVENT OF APPLICANT PURSUANT TO THIS AGREEMENT. APPLICANT HEREBY WAIVES ALL CLAIMS AGAINST 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. APPLICANT 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 APPLICANT'S NEGLIGENT PERFORMANCE OF THE SPECIAL EVENT UNDER THIS AGREEMENT OR BY REASON OF ANY ACT OR OMISSION ON THE PART OF APPLICANT, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, SUCCESSORS, PARTICIPANTS, 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, APPLICANT, ON NOTICE FROM CITY, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT APPLICANT'S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO CITY. APPLICANT'S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY APPLICANT UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT. _____

- 5. The Applicant shall not have any right to assign this Rental Agreement to any other person. _____
- 6. Applicant agrees to vacate the premises immediately upon conclusion of the rental period specified above. Clean-up shall be completed prior to exiting the premises. Applicants shall receive their refund via mail within ten (10) business days following the event. The refund of the deposit is subject to charges due to damages or need for further clean-up found by City Cleaning Staff, and if the Event Center use guidelines listed in line 9 were followed. _____
- 7. **Applicant agrees that time-of-rental shall begin and end at the selected scheduled times of event contracted for on the day of the event.** _____
- 8. Use of the Park Facilities shall be discontinued at the end of the rental time. _____
- 9. The following are guidelines for use of the Campbell Park Facilities:
 - A. Alcoholic beverages are absolutely forbidden anywhere on the premises.
 - B. Excessive and loud noises shall not be permitted.
 - C. Grilling is prohibited on premises.
 - D. Tables and chairs must not be removed from the Event Center.
 - E. A cleaning fee of \$25 shall be deducted from the Applicant's deposit for cleaning.
 - F. Any damages shall be charged to the Applicant. _____
- 10. 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, unless the subject matter of the dispute is required by law to be filed in federal court, in which case the venue shall be in the United States District Court for the Northern District of Texas (Dallas Division). The Applicant and City agree to submit to the personal and subject matter jurisdiction of said court. _____
- 11. Applicant and City agree that City has not waived immunity by entering into and performing their respective obligations under this Agreement. _____

12. ***Failure to adhere to these restrictions will result in a 100% loss of deposit.*** _____

APPLICANT HAS READ AND UNDERSTANDS THE RULES AND INFORMATION ABOVE AND SHALL ABIDE BY THEM.

Applicant Signature: _____ Date: _____

OFFICE USE ONLY		
Confirmed by _____		Date _____
Money Order No. _____	Cashier Check No. _____	
Amount \$ _____	Rental \$ _____	Deposit \$ _____
Received By _____		



Hutchins Campbell Park Facility Rental Checklist

Rental Date: _____ Rental Hours: _____

Rented by: [Name, Phone Number]

ITEM	Damage (Y/N)	Clean (Y/N)	Damage Charges
Floor	<u> N </u>	<u> Y </u>	\$300 and up
Trash cans	<u> N </u>	<u> Y </u>	\$50 and up
Tables	<u> N </u>	<u> Y </u>	\$100 and up
Chairs/Benches	<u> N </u>	<u> Y </u>	\$75 and up
Pavilion structure	<u> N </u>	<u> Y </u>	\$100 and up
Fence	<u> N </u>	<u> Y </u>	\$25 and up

Additional Comments

Post Inspector _____

Date: _____ Time: _____

Secondary Reviewer _____

Date: _____ Time: _____

Refund Deduction \$ __0 _____

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R 2026-04-1339**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING A PARK FACILITIES RENTAL POLICY, ATTACHED HERETO AS EXHIBIT “A”; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins adopted Ordinance 2025-04-1207 amending the Code of Ordinances to include provisions and regulations for the public to rent certain municipal facilities, including the large pavilion and baseball field at Campbell Park; and

WHEREAS, a detailed policy is required to appropriately execute the aforementioned Ordinance; and

WHEREAS, the policy provides specific regulations including the responsibilities of the renter and reservation processes; and

WHEREAS, the City Council finds that it is in the public interest to adopt the Park Facilities Rental Policy.

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

SECTION 1. The City Council hereby approves the establishment and adoption of the Special Events Policy attached hereto as Exhibit “A.”

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 6th day of April 2026.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(03-26-2026: 4929-3259-0939, v. 1)

EXHIBIT “A”

Park Facilities Rental Policy

City of Hutchins facilities are operated by the City of Hutchins, Texas, for the benefit of the general public. Permission for private use of City facilities is a privilege granted by the City of Hutchins. Because City facilities have been assembled, maintained and operated for the general public, it is necessary that certain rules and regulations be established to protect its best interest.

This Park Facility Rental Policy pertains to leasing the baseball fields and large pavilion at Campbell Park. The purpose of this policy is to ensure that 1) Members of the public have equal access to reserving the facilities; 2) Guidelines are provided to ensure uniform administrative processes; and 3) Attention is given to the use of City resources and infrastructure necessary to maintain orderly and safe events without damage to public property.

Section 1 – Reservation Hours and Frequency

The hours available for reservations at municipal parks are from dawn to dusk. Applicants must ensure that all games, rental activities, cleaning, setup/breakdown, and presence of attendees occur during daylight hours only. Events to be held during non-daylight hours must require written approval from the City.

Reservations shall not conflict with City sponsored events.

The same renter (individual or organization) may not reserve a park facility more than once a month. Organized groups, for example, concerts in the park or sports leagues, may enter into a contracted agreement with the City to reserve facilities on a regular basis.

Section 2 – Eligibility

The person renting the facility must be at least twenty-one (21) years of age, legally competent to enter into a contract under the laws of the State of Texas, must not have previously damaged City property for which the Applicant has failed to pay in full for such damage, and must not have any outstanding and unpaid bills, debts, or obligations to the City. An Applicant may be denied if a previous event the Applicant hosted did not conform to City policies and procedures.

Section 3 – GENERAL RULES AND REQUIREMENTS

In addition to existing ordinances and park rules, the following rules apply to facility rentals:

- Event attendees must treat each other respectfully and exhibit peaceful and appropriate behaviors.
- Applicant assumes responsibility for control and discipline of attendees.

- Sports fields, facilities, and pavilions must be used in the manner in which they were designed to be used.
- Each sports field is designed to have one game played on it at a time. If individual fields have simultaneous games being played on them the renter may lose the right to rent in the future.
- Sports fields are available for their intended use. All other uses are prohibited, such as concerts, movies, bounce houses, revivals, and games the fields are not designed for.
- Event areas are restricted to the areas specified in the reservation agreement (e.g., field, pavilion, baseball field). Members of the public not attending the event must still have access to the rest of the public facilities. For instance, if a ticketed event is being held at a park, people must still have free access to the playground area and City-owned restroom facilities.
- Decorations, tarps, or any other semi-permanent covering may not be affixed to any structure or fencing using tape, glue, tacks, screws, bolts, or nails. The City must approve any exceptions, such as rope tied banners, to this rule in writing.
- NO ALCOHOLIC BEVERAGES will be allowed on the premises. There are no exceptions. Violators are subject to fine or arrest.
- No tobacco products are allowed inside the park.
- No sunflower seeds, gum, or unshelled peanuts are allowed on sports fields
- No glass containers are allowed
- No gambling is allowed
- No soliciting is allowed
- No firearms
- City staff may be on-site during events at the rented facilities and are the only authorized personnel to perform field and pavilion maintenance, unless otherwise communicated in writing.
- No home grills or smokers are permitted on any City property without prior written authorization, including at pavilions.
- Any signs that renters wish to post must receive prior written approval before being posted. Signs may be denied for any reason and the content and placement must receive prior written approval by the City. The content of signs and advertisements must not contain words, images, or symbols that could be deemed offensive. Approved signs and banners must be removed at the end of the event.
- No propane heaters or any type of open flame devices are allowed at City park facilities without prior written approval from the Fire Department.
- Illegally parked vehicles may be ticketed and/or towed at the owner's expense.
- Tents or canopies are allowed in designated areas only. The placement and need for permitting shall be determined by City staff in order to maintain safety, safe traffic flow, and views of the fields.
- Athletic trainers, medical staff, or AED's for field and pavilion rentals are not provided by the City. It is strongly recommended that the renter have an emergency medical plan in place. In the event of an emergency, please dial 911 immediately.
- Use of special equipment, such as sound systems, must be approved by the City before the event.
- Applicants should be aware that any requests the Applicant has that are not covered by this policy may not be allowed.

Section 4 – Deposits and Fees

Renters must show proof of residency to receive the resident rate. Proof of residency must be either 1) a state-issued identification card or drivers license with a current Hutchins address or 2) a City of Hutchins water bill along with photo identification. Residential rates are non-transferable.

Non-residents must present a valid Texas Driver’s License or Texas Identification Card with the reservation fee and damage deposit.

All deposits and all rental fees must be paid in full upon reservation approval. The City will not hold a reservation without payment in full. All fees will be paid at City Hall and collected by city staff.

Reservations are guaranteed when the reservation application is completed, all fees paid, and approved by the City.

Reservation fees are listed below, as set forth by the Fee Schedule in Appendix A of the Code of Ordinances.

Any damages will be charged to the renter. Deposits will be returned to the renter within seven (7) business days as applicable.

Campbell Park Pavilion Deposit	\$100.00
Campbell Park Pavilion Hourly Rate	\$50.00 for residents and \$100.00 for non-residents
Campbell Park Baseball Field Deposit	\$100.00
Campbell Park Baseball Field Rate per 4-Hour Increments	\$25.00 for residents and \$50.00 for non-residents

Section 5 – Cancellation, Inclement Weather, and Rule-Breaking

If it is found that the rental agreement is being violated during the reservation, or the event otherwise becomes unsafe for attendees, then the City reserves the right to enforce compliance or shut down the event. The City also reserves the right to eject any objectional person or group of persons from the premises. Any group charged with abuse and/or damage to the facility may be banned from making any further reservation.

Refunds and Cancellations

All refunds will be returned fourteen (14) business days after the rental date by check only.

Rental fees are refundable if the scheduled event is cancelled at least seven (7) days before the reservation date in writing. Any fees or charges incurred by the City will be deducted from the fee or deposit. No partial refunds will be given.

If possible, refunds will be made for inclement weather, or the reservation may be rescheduled for an available date.

The City reserves the right to cancel an event in whole or in part at any time without incurring any damages from the renter. Closures may result from but is not limited to: inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repairs to the public facilities.

At the discretion of the City Administrator, any reservation may be cancelled, and all fees may or may not be returned.

Inclement Weather

The City has access to various local meteorological tools and data including the National Weather Service (NWS) warnings and bulletins. City staff will make every effort to allow an event to go as scheduled, but reserves the right to cancel, postpone, or prematurely close any event due to inclement weather. Inclement weather can come in the form of any item(s) below:

- Winds exceeding sixty-five (65) miles per hour;
- Lightning within twenty (20) miles of the venue or event;
- Persistent heavy rain;
- Snow or ice;
- Hail;
- Tornado;
- Any severe weather warning from the National Weather Service (NWS);
- Any “Acts of God” not listed above.

Failure to Follow Rules

The Applicant must abide by this policy and City ordinances, realizing that no adherence may result in forfeiture of all or a portion of deposit, additional fees, inability to use park and field facilities and pavilion in the future, cancellation of current rental contract, a fine, and/or arrest depending on the infraction.

Enforcement of all City rules and policies is the responsibility of the renter and City staff. Any failure of the renter to follow or enforce any rule or policy is grounds for removal from any facility and revocation of any future use of any City facility. During the event Public Works personnel will conduct inspections of parks, Fire Department personnel will determine if codes are met, and the Police Department will disperse unruly crowds who are in violation of State statutes and/or local ordinances.

Violation of facility rules is cause for immediate ejection from the premises.

Section 6 - Liability

A. Damage or Loss of Materials

Because these events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability for any groups or individuals attending an event within said public spaces.

B. Indemnity

The City shall not be liable to the Applicant or the Applicant’s agents, officials, employees, contractors, members and participants for any damage to person or property caused by an act of negligence or malfeasance of the Applicant or Applicant’s agents, officials, employees, contractors, members, and participants from any claims for any such damage arising out of the activities of the Applicant, its agents, officials, employees, contractors, members, and participants. Further, the City of Hutchins, its agents, officers, and employees will not be responsible for items left at the event location.

C. Liability and Liability Insurance

The renter making the reservation shall assume liability for any damages to any sports field and pavilion area, and will be billed accordingly. The renter using the facility shall obey all rules and regulations, both written and verbal, and shall not hold the City of Hutchins or any of its representatives liable for an injury sustained while using the facility.

Section 7 - Assignment/Transfer

It is expressly understood that any permit issued is exclusive to the parties named therein and is not assignable or transferable.

Section 8 – Exceptions

The City reserves the right to make limited exceptions to this policy on a case-by-case basis. Exceptions must be made in writing with the signature of the City Administrator.

4929-3259-0939, v. 1



STAFF REPORT

MEETING DATE:	April 6, 2026
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING A SPECIAL EVENTS POLICY ATTACHED AS EXHIBIT "A" AND PROVIDING AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Background Information

On April 21, 2025, the City Council adopted Ordinance No. 2025-04-1207 establishing a Special Events Ordinance. To implement the ordinance successfully, a Special Events Policy is required. This will provide uniform guidelines for staff and renters to follow when members of the public wish to hold an outdoor special event on public property within City limits. Specifically, the policy covers application and approval processes, rules and regulations the applicants must abide by, cancellations, and liability.

Budget Implications

The policy states that the fees and deposits are set according to the fee schedule in Appendix A of the Code of Ordinances.

Operational Impact

Implementing this policy will provide an avenue for staff to uniformly implement rules and guidelines when members of the public wish to hold a special event.

Legal Review

The City Attorney approved the resolution, policy, and related materials.

Staff Recommendation

Staff recommends that the City Council adopts the resolution implementing the Special Events Policy.

Supporting Documentation and Attachments

1. Special Events Resolution and Policy
2. Special Events Application Form
3. Special Events Agreement
4. General Rules and Regulations Handout
5. Internal Approval Form

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2026-04-1340**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING A SPECIAL EVENTS POLICY ATTACHED AS EXHIBIT “A” AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins adopted Ordinance 2025-04-1207 amending the Code of Ordinances to include provisions and regulations for the public to host special events and issuance of special event permits; and

WHEREAS, a detailed policy is required to appropriately execute the aforementioned Ordinance; and

WHEREAS, the policy provides specific regulations including the responsibilities of the event host, application processes, and reasons for permit denial; and

WHEREAS, the City Council finds that it is in the public interest to adopt the Special Events Policy.

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

SECTION 1. The City Council hereby approves the establishment and adoption of the Special Events Policy attached hereto as Exhibit “A.”

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 6th day of April 2026.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(03-27-2026: 4928-4904-4124, v. 1)

EXHIBIT “A”

Special Events Policy

The Special Events Policy pertains to events and activities on outdoor public property and outdoor facilities hosted by members of the public and follows regulations set forth in Ordinance No. O2024-04-1207. Indoor events taking place inside municipal buildings shall follow separate facility rental reservation policies and procedures.

The purpose of this policy section is to ensure that: 1) Special events are safe, enjoyable, and well-coordinated; 2) Guidelines are provided by which the reviews, approvals, administration, and implementation on Special Events are consistent; and 3) Attention is given to the use of city resources and infrastructure necessary to support such activities. More particularly, it is hoped that this policy will provide for safety, event sanitation and health, and the availability of medical care, fire rescue, and law enforcement services through the creation of public safety event plans and appropriate traffic management plans. The City of Hutchins (City) strives to work with residents, businesses, area organizations, schools, religious institutions, and other entities in the provision of Special Events that are well-coordinated, safe, and enjoyable.

Events that are City sponsored, such as the Park & Recreation Annual Events listed below, are exempt from this policy.

- Community Movie Night
- Back to School Event
- Annual Easter Egg event
- Fall Fest
- Community Christmas Celebration/Parade
- Library Touch A Truck
- Library Summer Reading Celebration
- Other events adopted by boards
- National Night Out

Section 1 - Event Types

There are three primary categories of event and reservation types (Type A, Type B, and Type C) based on the event’s size, on-site activities, and purpose. Each event type must abide by general rules and policies but are differentiated by application procedures and the need for permits. Regardless of event type the planned activities may fall under, the City has the right to impose additional requirements to ensure the health and safety of event attendees and fellow community members on a case-by-case basis.

- (1) Special Events Type A are gatherings involving rental of a facility. All activities directly correspond to a facility’s intended use, but at least one permit or special provision is required. Examples of Type A events include, but are not limited to, the following:
 - (a) A family is hosting a child’s birthday party at a pavilion, and hiring a food or ice cream truck;

- (b) Renting a pavilion for an event with enough attendees to require security or first aid/medical provisions; or
 - (c) A league reserving a baseball field for a game where people are charged for admission, the number of attendees is large enough to warrant medical provisions and security, or offering food prepared on-site (e.g., concession stand, food truck).
- (2) Special Events Type B are events as being planned activities that do not regularly occur, and that use outdoor public property and facilities in ways that are outside of typically intended uses. Examples include blocking roads for a block party, having a car show, hosting a pop-up event with vendor tents, and events requiring traffic control. Such events often require lengthy coordination, site plans, and various permits.
- (3) Special Events Type C are events that do not readily fall solely under Type A or Type B. An example could be a large event that utilizes a baseball field for a game but also has multiple vendor booths on-site.

Section 2 - General Rules and Requirements

General Rules

In addition to existing ordinances and park rules, the following rules apply to special events:

- Event attendees must treat each other respectfully and exhibit peaceful and appropriate behaviors.
- Applicant assumes responsibility for crowd control and discipline.
- Event areas are restricted to the areas specified in the event agreement (e.g., specified green area of a park, specific street block). Members of the public not attending the event must still have access to the rest of the public facilities. For instance, if a ticketed event is being held at a park, people must still have free access to the playground area and City-owned restroom facilities.
- Decorations, tarps, or any other semi-permanent covering may not be affixed to any structure or fencing using tape, glue, tacks, screws, bolts, or nails. The City must approve any exceptions, such as rope tied banners, to this rule in writing.
- NO ALCOHOLIC BEVERAGES will be allowed on the premises. There are no exceptions. Violators are subject to fine or arrest.
- No tobacco products are allowed inside parks.
- No glass containers are allowed
- No gambling is allowed
- No soliciting is allowed
- No firearms
- No home grills or smokers are permitted on any City property without prior written authorization.
- Any signs that renters wish to post must receive prior written approval before being posted. Signs may be denied for any reason and the content and placement must receive prior written approval by the City. The content of signs and advertisements must not contain words, images, or symbols that could be deemed offensive. Approved signs and banners must be removed at the end of the event.
- No propane heaters or any type of open-flame devices are allowed at events without prior written approval from the Fire Department.
- Illegally parked vehicles may be ticketed and/or towed at the owner's expense.

- Tents or canopies are allowed in designated areas only. The placement and need for permitting shall be determined by City staff in order to maintain safety and traffic flow.
- Use of special equipment, such as sound systems, must be approved by the City before the event.
- Applicants should be aware that any requests the Applicant has that are not covered by this policy may not be allowed.

Location

Events cannot be located in areas that would cause public nuisance, evoke safety concerns, promote the misuse of public resources, or result in any damage to infrastructure or property.

Frequency

Given the city’s limited resources and the impact to the community, no more than (2) special events shall be permitted for one location in a 12-month period. An application may be denied if Applicant has had two (2) special event permits issued for the same location within the preceding twelve (12) month period.

Organized groups, for example, concerts in the park, may enter into a contracted agreement with the City to reserve facilities on a regular basis.

A special event permit will be issued for a period not to exceed 14 consecutive days. A special event permit is required for each 14-day period during which a special event will be conducted.

Event Hours

The hours available for reservations at municipal sports fields, pavilions, and parks are from dawn to dusk. Applicants must ensure that all games, rental activities, cleaning, setup/breakdown, and presence of attendees occurs during daylight hours only. Events to be held during non-daylight hours must require approval from the City.

Eligibility

An Applicant requesting a Special Event must be at least twenty-one (21) years of age, legally competent to enter into a contract under the laws of the State of Texas, must not have previously damaged City property for which the Applicant has failed to pay in full for such damage, and must not have any outstanding and unpaid bills, debts, or obligations to the City. An Applicant may be denied if a previous event the Applicant hosted did not conform to City policies and procedures.

Use of City Resources

In certain instances, the Applicant may request services from the City in order to conduct the Special Event. The City cannot guarantee the availability of these services and must also remain cognizant of the impact on the City resources. If requested, and agreed to by the City with the Approval of the Special Event, the Applicant shall be responsible for expenses incurred by the City connected with the holding of a Special Event in accordance with the fee schedule. This may include such things as additional clean-up, barricades, police officers, public works employees, other emergency personnel, damage, or other expense to the end that the City shall be protected from the expenditure of funds. If applicable, the Applicant may be required to pay in advance to the City the estimated sum in full for services the City has agreed to provide or requires.

The inability to provide necessary safety measures or other provisions may result in denial of the Application.

Special Provisions

The following special provisions are expectations the City has of Applicants. Failure to abide by these expectations may result in denial of future use or future special event applications from being approved.

A. Security

Security of an event should always remain a top priority for both the community and the Applicant. As such, the City of Hutchins, at its sole discretion, reserves the right to require event security in all instances in which the City determines circumstances may warrant security to protect the health, welfare, and safety of the City of Hutchins and/or event participants. If deemed necessary, the Applicant may be required to provide a detailed Security Plan. The Applicant shall be responsible for staffing costs resulting from the use of a security firm approved by the Police Department or any request to use police officers to provide necessary security.

The City shall determine the number of security personnel or police officers an event warrants. Security personnel or police officers may be required, at the sole discretion of the Police Chief, for any event with admission fees and any event in which the anticipated attendance or the planned activity may affect public safety. If using a private security firm, the firm must be reputable, have licensed security officers, and be approved by the Police Chief.

The Applicant may request a specific number of officers needed for an event, but the Hutchins Police Department will be responsible for assessing the proper number of officers needed based on factors such as crowd size, type of event, location, and other factors. The Applicant is required to schedule and pay the hired officer(s) directly. Any costs associated with the presence of City vehicles used as part of traffic control will be the responsibility of the applicant and use of a City vehicle will be payable to the City of Hutchins. The Applicant may contact Police administration to coordinate with a police officer. If the event is cancelled, a minimum of twenty-four (24) hours-notice is required for cancellation of Police Department services and to receive a refund for the related security costs. A minimum of three (3) hours per requested event will be assessed.

B. Cleanliness and Trash Removal

The Applicant must protect City resources by returning the public spaces to a clean and orderly condition, and placing all City property back in its original location. The Applicant shall agree to pay for the cost of replacement or repair of any damage to the facility or equipment within the public space caused from the use thereof. To preserve and protect public spaces, the Applicant shall refrain from applying any permanent or semi-permanent markings to roads and pedestrian pathways.

All Applicants are responsible for the removal of trash, litter, and other debris from the event through their own arrangements and expenses. Applicants are not allowed to empty trash cans into City dumpsters. Applicants may be required to rent a front-load or roll-off container from, or enter a contract with, a solid waste provider. If it becomes necessary for the City to clean up any given area, the Applicant will forfeit any deposit and will be billed for all costs of the clean-up.

C. Advertisements and Signage

All advertisements, including social media announcements, must be approved by the City before they are posted or published. All signs and banners, and size/quantity thereof, to be displayed before and during the event must be approved prior to issuance of the Special Event Permit. Advertising or announcements will not be made public prior to the issuance of a Special Events Permit. The City is not responsible for advertising the Applicant’s event. The City must approve the posting of any material in the public spaces of Hutchins (e.g., signs in Right of Ways, parks, and library). Signs must be removed within 24 hours after the Special Event. If it becomes necessary for the City to remove any signs or banners after the approved displayed time, the permit holder will forfeit any deposit and will be billed for all costs of the removal. Banners on street light poles are forbidden.

The City maintains the right to reject signs and banners that may be deemed inappropriate or offensive, of excessive size, or of excessive quantity. The City Logo may not appear on any event signage or advertisements. Signage and advertisements must indicate that the event is not sponsored by the City of Hutchins. Advertisements should include a statement clearly indicating that the event is not sponsored by the City of Hutchins. Advertisements must not include the City of Hutchins logo.

No advertisements will be posted in the City right of ways. Signs posted in the right of way will be subject to immediate removal and destruction.

D. Traffic Control

Special events that could impact regular traffic flow or parking availability may require the Applicant to develop a Traffic Safety Plan and/or Traffic Management Plan. Traffic Plans may include detailed parking provisions, route maps of races or parades, and detailed site set-up plans. Such Plans must be approved by the City prior to issuance of the Special Events Permit. If a City vehicle is required for traffic control, then the Applicant shall pay the City directly for this service.

E. Parking

To deter traffic disruptions and create a safe environment for pedestrians, Applicants must ensure that adequate permitted parking is secured for the special event. Parking will only be allowed in designated areas approved by the City, and will be based on the event size, type, location, and facility capacity. Applicant agrees that parking locations shall be limited to only those areas specifically designated by the City. If the Applicant is requesting to charge for parking on City property, prior approval is required by City staff. Applicants found in violation of this provision may forfeit their deposit or be banned from hosting future events for any unauthorized parking in non-designated areas.

The Applicant will be responsible for any damages resulting from parking on unimproved surfaces when conditions are wet and muddy (e.g., a vehicle gets stuck and creates deep ruts).

F. Public Notification

Special events that utilize the majority of a park, trail, or section of roadway require a Public Notification Plan. Examples include fun runs and turkey trots for charity. Notices and related distribution methods must be approved by City staff prior to issuance of the Special Events Permit. Examples include, but are not limited to, posting at parks or facilities, newspaper advertisements, and mailings to impacted neighbors. All

costs incurred as part of the Notification Plan shall be borne by the event organizer or sponsor. Any posted signage must be removed within 24-hours of the event by the Applicant.

G. Sound/Noise

Special events shall not generate excessive sound or noise that would disrupt the peace of nearby areas, or that is in violation of the Code of Ordinances. There shall be no exceptions.

H. Food/Beverage

All vendors must be approved by the City in advance of the event. Special events that serve food and beverages shall obtain health permits through Dallas County and other entities as required. Applicants/vendors hosting an event with on-site cooking areas serving hot food must also obtain permits from the City’s Fire Department as cooking equipment and setup will be subject to the approval of the Hutchins Fire Inspector.

I. Restroom Facilities

Applicants may be required to provide an adequate number of portable toilet and sink facilities, or make arrangements for restroom facilities, at the Applicant’s expense. Portable toilet and sink facilities must include an adequate number of mobility impaired accessible units. Portable toilet and sink facilities must be removed immediately following the event. The public restrooms at any City facility typically must remain open to the general public during the event and use cannot be restricted to only event attendees. Facilities will not be made available to Applicants outside of normal business hours without expressed written permission. City restroom facilities may be seasonably closed during the winter or may be closed due to damage or maintenance, so Applicants must plan accordingly.

J. Ticketing/Admissions

The implementation of gate fees must be approved in writing by the City at least (7) days before the requested rental date. Gate access only applies to the specific reservation areas (e.g., pavilion, sports field, and field seating). Renters shall not restrict public access to the park itself or other park areas and amenities. Ticket sales shall not exceed the actual number of attendees approved for the facility/property as set by the City of Hutchins Fire Marshall. The Applicant must supply their own ticket seller, taker, and booths, and ensure that adequate security is provided. The Applicant cannot block access to park areas or other public facilities outside of the approved event boundaries.

K. Third Party Vendors

The applicant may request the use of, and make provision for, Third Party Vendors (i.e., arts and crafts booths, food vendors). Third party vendors must agree to abide by the instructions and regulations set forth by the Applicant and City. All vendors must be approved by the City.

L. Smoking

Smoking is prohibited in all public facilities and special event areas.

M. Anti-Discrimination

Discrimination by the Applicant, its agents, or employees on account of race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status is prohibited.

N. Fire/Pyrotechnics/Fireworks

The use of fire, pyrotechnics, or fireworks is prohibited at events within City limits.

O. Confetti

The use of confetti and confetti cannons is prohibited from use unless specifically permitted by the City. If approved, all confetti must be biodegradable and cleared following the event by the Applicant or additional fees will apply.

P. Event Capacity

The City of Hutchins Fire Department has the authority to limit the number of people present at an event when it is deemed that the number of people causes a life safety or fire hazard issue, per existing safety codes.

Q. Medical Service

If the expected attendance of an event is over one-hundred (100) people, then the Applicant must have at least two (2) paramedics and one (1) MICU (mobile intensive care unit) on location, or otherwise as required, by the Fire Department. This must be coordinated through a private company approved by the Hutchins Fire Department.

If the expected attendance of an event is less than one-hundred (100) people, it is recommended that the Applicant still have emergency medical equipment and supplies on-site as appropriate for planned event activities. A first-aid station may be required by the Fire Department.

R. Fire Protection

If the expected attendance of an event is over 100, then the Applicant is required to have a comprehensive plan for prevention of fires and for adequate fire protection of persons and property in the event of a fire, including, without limitation, adequate exits, fire extinguishers, adequate access for fire apparatus and emergency vehicles entering and exiting. The fire protection plan shall be coordinated through the office of the fire inspector.

Section 3 – Application Submittal and Approval Processes

General Guidelines

Applications shall be completed in full using the approved Application form. Applications are available online at www.cityofhutchins.org and in person at City Hall. Applications should be submitted no less than forty-five (45) calendar days in advance of the requested Special Event. Applications received less than the requested calendar days before the proposed Special Event date are not guaranteed to be considered.

The Applicant must also provide to the City an Application fee in accordance with the fee schedule of the City Code of Ordinances. Any request to waive fees must be approved by the City Council.

The City of Hutchins recognizes that the City is not the only authority in the area. Approval from other entities may be required in order to complete the approval process. For instance, events utilizing private property must obtain approval from the owners. State and County laws shall take precedence. It is the responsibility of the Applicant to ensure that all applicable rules are followed and authorizations received.

The Applicant must attend any and all required review meetings with City staff to ensure compliance with applicable policies, procedures, ordinances, and other laws. In the event that an Application is denied by the City, the Applicant may appeal to the City Administrator in writing within five (5) business days of denial. The decision of the City Administrator or the City Administrator’s designee is final.

General Approval Criteria

Below is a non-comprehensive list of criteria that the City will consider before approving an event application.

- a. The event is unreasonably likely to cause injury to persons or property, create a disturbance, cause disorderly conduct or encourage or result in violation of the law, or community standards;
- b. The event will unreasonably and substantially interrupt the safe and orderly movement of pedestrians and vehicular traffic in the area;
- c. The proposed location is adequate for the size and nature of the event;
- d. The event does not unreasonably interfere with the intended use of the area (e.g., event areas do not obstruct park playgrounds or the entirety of a park’s green spaces; any road closures are minimal with alternate routes);
- e. The Applicant’s apparent ability to execute the event;
- f. The Applicant’s apparent ability to obtain the appropriate insurance (if applicable);
- g. The event unreasonably conflicts with other scheduled Special Events in the community;
- h. Approvals by other governing agencies (i.e. County); and
- i. All permit requirements have been met.
- j. The event will not be held on the same day as, or days leading up to, a City event

Section 4 – Deposits and Fees

Renters must show proof of residency to receive the resident rate. Proof of residency must be either 1) a state-issued identification card or drivers license with a current Hutchins address or 2) a City of Hutchins water bill along with photo identification. Residential rates are non-transferable.

Non-residents must present a valid Texas Driver’s License or Texas Identification Card with the reservation fee and damage deposit.

All deposits and all rental fees must be paid in full upon reservation approval. The City will not hold a reservation without payment in full. All fees will be paid at City Hall and collected by city staff.

Reservations are guaranteed when the reservation permit is completed, all fees paid, and approved by the City.

The fees will be based on the fee schedule included in the Code of Ordinances.

Section 5 – Cancellation, Inclement Weather, and Rule-Breaking

The City reserves the right to cancel an event up to 30 days prior to the event date. Depending on the reason for cancellation, City will work with event organizers to reschedule the event within one (1) year of the original event date. If it is found that the Special Events policy agreement is being violated during the event, or the event otherwise becomes unsafe for attendees, then the City reserves the right to enforce compliance or shut down the event. The City also reserves the right to eject any objectional person or group of persons from the facility/property from the premises. Any group charged with abuse and/or damage to the facility may be banned from making any further reservation.

Refunds and Cancellations

All refunds will be returned fourteen (14) business days after the rental date by check only.

Rental fees are refundable if the scheduled event is cancelled at least seven (7) days before the reservation date in writing. Any fees or charges incurred by the City will be deducted from the fee or deposit. No partial refunds will be given.

If possible, refunds will be made for rainouts, or the reservation may be rescheduled for an available date.

The City reserves the right to cancel an event in whole or in part at any time without incurring any damages from the renter. Field closures may result from but is not limited to: inclement weather, poor playing conditions or field damage which may cause hazardous safety considerations for the public or excessive repairs to the public facilities.

At the discretion of the City Administrator, any reservation may be cancelled, and all fees may or may not be returned.

Due to labor laws and policies, refunds may not be possible if City staff members were already scheduled to be present.

Deposit Returns and Cleaning

Deposits will be returned within 30 days after an event upon request in writing and will be prorated to account for expenses incurred by the City for damages. Deposits will be returned to the person who made the deposit only.

Applicants are responsible for maintaining cleanliness by picking up litter around the event site and parking areas throughout the duration of the event. A City staff member will check the event site for prior damage and cleanliness and will also inspect the site after usage. At the conclusion of the event, if the site is left littered or there are damages, then the deposit will be forfeited and the Applicant will pay additional fees.

Inclement Weather

The City has access to various local meteorological tools and data including the National Weather Service (NWS) warnings and bulletins. City staff will make every effort to allow an event to go as scheduled, but

reserves the right to cancel, postpone, or prematurely close any event due to inclement weather. Inclement weather can come in the form of any item(s) below:

- a. Winds exceeding sixty-five (65) miles per hour;
- b. Lightning within twenty (20) miles of the venue or event;
- c. Persistent heavy rain;
- d. Snow or ice;
- e. Hail;
- f. Tornado;
- g. Any severe weather warning from the National Weather Service (NWS);
- h. Any “Acts of God” not listed above.

Failure to Follow Rules

The Applicant must abide by this policy and City ordinances, realizing that no adherence may result in forfeiture of all or a portion of deposit, additional fees, inability to use park and field facilities and pavilion in the future, cancellation of current rental contract, a fine, and/or arrest depending on the infraction.

Enforcement of all City rules and policies is the responsibility of the renter and City staff. Any failure of the renter to follow or enforce any rule or policy is grounds for removal from any facility and revocation of any future use of any City facility. During the event Public Works personnel will conduct inspections of parks, Fire Department personnel will determine if codes are met, and the Police Department will disperse unruly crowds who are in violation of State statutes and/or local ordinances.

Violation of park, pavilion, and field facility rules is cause for immediate ejection from the premises.

Section 6 - Liability

A. Damage or Loss of Materials

Because these events are not operated or sponsored by the City, the City shall not be responsible for damage or loss of materials used or left in any public spaces and does not assume liability for any groups or individuals attending an event within said public spaces.

B. Indemnity

The City shall not be liable to the Applicant or the Applicant’s agents, officials, employees, contractors, members and participants for any damage to person or property caused by an act of negligence or malfeasance of the Applicant or Applicant’s agents, officials, employees, contractors, members, and participants from any claims for any such damage arising out of the activities of the Applicant, its agents, officials, employees, contractors, members, and participants. Further, the City of Hutchins, its agents, officers, and employees will not be responsible for items left at the event location.

C. Liability and Liability Insurance

The renter making the reservation shall assume liability for any damages to any sports field and pavilion area, and will be billed accordingly. The renter using the facility shall obey all rules and regulations, both written and verbal, and shall not hold the City of Hutchins or any of its representatives liable for an injury sustained while using the facility.

If required, the Applicant shall provide the City with a policy of approved public liability insurance at least fourteen (14) calendar days prior to any approved special events.

Section 7 - Assignment/Transfer

It is expressly understood that any permit issued is exclusive to the parties named therein and is not assignable or transferable.

Section 9 – Exceptions

The City reserves the right to make limited exceptions to this policy on a case-by-case basis. Exceptions must be made in writing with the signature of the City Administrator.

Section 10 - Application Processes

The City has established a Special Event Review Team (“SERT”) consisting of representatives of the Community Development, Public Works, Community Services and Parks Programs, Fire, Police, and City Administration departments. SERT is responsible for accepting applications, reviewing proposals, and working with Applicants to ensure that the process is as efficient as possible, and that the events are in keeping with City guidelines and policies. The City is committed to achieving a process that is responsive to the Applicant, provides accurate and clear information, and, as stated, encourages community events that are safe, enjoyable, and well-coordinated.

A. Basic Process Outline

SERT is responsible for distributing, receiving, and processing the Special Events application and coordinating its review by appropriate City departments. Members of the public wishing to hold a special event may contact Hutchins City Hall during normal business hours. The Special Event Permit Application can be found on the City’s website at www.cityofhutchinstx.gov.

The Special Events Application approval process involves the following steps:

Step 1

Obtain and complete a Special Event Permit Application available online at www.cityofhutchinstx.gov. The Special Event Application may also be picked up at City Hall.

Step 2

Prepare all Required Plans. Plans may include, but are not limited to, a Special Events Site Plan, Public Safety Plan, Traffic Safety Plan, Traffic Management Plan, and a Waste Collection Plan. The amount of time SERT staff are available to assist depends on current workloads.

Step 3

Submit the completed Application and two sets of any Required Plans to SERT staff either in-person at Hutchins City Hall or electronically. Applications must be submitted at least forty-five (45) calendar days prior to the proposed Special Event.

Step 4

SERT will review the Application and Required Plans; request follow-up information, if necessary; consider the proposed event’s compliance with City ordinances; determine the City resources that will be required, and the availability of such City resources; and calculate the anticipated costs and expenses, if any, associated to the Applicant.

At the discretion of SERT, events determined to require City resources are mandated to schedule a minimum of one (1) in-person review with SERT. A staff member will contact the event organizer to schedule the review. If the members of the committee determine that further review meetings are necessary for planning, a staff member will organize the follow-up.

Step 5

A formal, written agreement will be signed by the Applicant and City of Hutchins solidifying acknowledgement of application approval, rules, procedures, fees, and other responsibilities.

No oral agreements for event requests shall be considered valid, or binding, unless a properly completed Special Events Application and written agreement are signed, approved, and if required, a monetary deposit has been received for the event.

Step 6

The City will inspect the facility after the event. If there is no damage and all rules were followed, then the deposit will be returned to the Applicant. If there is damage or other rules were not followed, then the deposits will not be returned, and the Applicant may face other consequences as appropriate.

Special Events Policy

General Rules and Regulations

This document outlines the general rules and regulations that you must follow if you want to host a special event. This is provided to you as a convenience and is not a comprehensive list. More details can be found within the Special Events and Park Facilities Rental Policy.

The City reserves the right to cancel an event up to 30 days prior to the event date. Depending on the reason for cancellation, the City will work with event organizers to reschedule the event within one (1) year of the original event date. If it is found that the Special Events and Park Facilities Rental Policy agreement is being violated during the event, or the event otherwise becomes unsafe for attendees, then the City reserves the right to enforce compliance or shut down the event. The City also reserves the right to eject any objectional person or group of persons from the facility/property from the premises. Any group charged with abuse may be banned from making any further reservation.

- All existing ordinances and park rules must be followed.
- Fire Department personnel have the right to limit the number of people who attend the event. The event location, activities, parking, number of attendees, et cetera must be safely compatible.
- City property must remain undamaged. For example, if you want to hang decorations then you cannot attach them to City-owned property using tape, glue, or tacks. If your event activities cause property damage, you will have to pay for the damages.
- Any signs must be approved by the City during the application process. Signs cannot contain language or symbols that can be deemed offensive. You must remove every sign after the event.
- You cannot start advertising your event until your application has been approved, you've signed a written agreement, and your fees have been paid. All advertisements must be approved during the application process, and cannot contain offensive content or the City logo. Advertisements must include a sentence saying that the event is not sponsored by the City of Hutchins.
- If you use tents, then the City needs to approve their locations. Because large tents may be prone to faltering in the wind, some tents may require a permit or on-site inspection to ensure that they are safe. This means that using tents may cost you money.
- If security is required, then you must work with the Hutchins Police Department to arrange this. Having security will cost money on your part.
- You must keep the area clean. If you have a large number of attendees, then they may produce more trash than existing trash cans can hold. This means you must arrange to have additional trash cans or dumpsters, which will cost you money. Using confetti requires a special permit, must be biodegradable, and cleared immediately following the event. If you fail to clean the area after the event, you will pay additional fees.
- Depending on your event type and size, you may need to provide portable toilets and sinks. This will cost money on your part.
- Depending on your event type and size, you may need to make special traffic or parking plans that must be approved by the City.

- If you want to have vendors at your event, like a food truck, merchants, or people operating similar booths, then the list of vendors must be approved by the City. If they are selling food prepared on-site, then they must have a health permit from Dallas County.
- Depending on the number of people expected to attend the event, you may need to have on-site fire safety and medical provisions. This will cost you money. Fireworks, pyrotechnics, and smoking are not allowed.
- The City might require that you have liability insurance for your event. This will cost money on your part.
- Event activities cannot be overly loud. If your event breaks the noise ordinance, then you could be held liable and criminally charged.
- If you wish to rent a park facility as part of your event, then you must also follow all other applicable rental policies.

Fee Schedule

Application Fee	\$70 for residents and organizations based within Hutchins City Limits; \$100 for non-residents and organizations based outside Hutchins City Limits
Security Provided by Hutchins Police Officers	65.00/hour for each City of Hutchins Police Officer with a 3-hour minimum. The cost for supervisors is \$75.00/hour for each supervisor with a 3-hour minimum.
Presence of on-site Paramedics or Firefighters	\$50/hr for each paramedic or firefighter
Vehicle for traffic control	22.91/hour for each City-owned vehicle with a 3-hour minimum.
Restroom facilities, dumpsters, traffic cones and barricades, first aid supplies, medical personnel, and other requirements that the City is unable to provide must be covered at Applicant's own expense. Any additional clean-up or damages incurred will result in a forfeit of the security deposit and additional fees. The option of on-site City personnel (such as police and paramedics) depends on staff availability.	

Special Event Application

This form requires a \$70.00 application fee for residents, and a \$100.00 application fee for non-residents.

Name of Applicant: _____

Name of Organization Hosting Event (if applicable): _____

Phone Number: _____

Email Address: _____

Mailing Address:

Date Form Submitted: _____

Event Date: _____

Event Start Time: _____

Event End Time: _____

Do you live in Hutchins City Limits, or is your organization's location based in Hutchins City Limits? If so, please provide a copy of your water bill.

- Yes
- No

Describe the location you are wanting to hold your event, and provide a site plan.

How many people are likely to attend? _____

The number of people will impact what provisions you must provide, if any.

Do you foresee any roads becoming congested or blocked? If so, you will need to provide a traffic safety plan.

- Yes
- No

Will you be selling admission tickets? If so, you will need to provide a security plan.

- Yes
- No

Will there be any vendor booths? If so, attach a list of all anticipated vendors.

- Yes
- No

Will any hot food be prepared at the event, including inside food trucks or under tents? If so, you will be required to obtain food permits and/or schedule a fire safety inspection. As a reminder, personal grills are not allowed in parks.

- Yes
- No

If 'yes' please describe:

Do you plan to advertise your event?

- Yes
- No

If you checked 'yes,' briefly describe how you will do so below.

You are required to have all advertisements and notices approved by the City before your application is approved. Advertisements and signage must not contain the City logo, and must state that the event is "Not sponsored by the City of Hutchins."

By signing below, I understand that I must complete all requirements set forth by the City in accordance with the Special Events Policy, and receive written approval BEFORE I start advertising the event. I agree to pay the application fee, and understand that I may be required to pay for provisions including, but not limited to: security, trash receptacles, traffic control devices, and additional permit fees as applicable.

Applicant Name (Printed): _____

Applicant Signature: _____

Date: _____



CITY OF HUTCHINS
400 N JJ Lemmon Rd, Hutchins, Texas 75141

SPECIAL EVENTS AGREEMENT

RESIDENT _____ **NON-RESIDENT** _____ **DL#** _____

Name of Organizer: _____

Address _____ **City** _____ **Zip** _____

Phone # _____ **Work #** _____

Date of Event _____ **Time** _____

Type of Event _____

PLEASE READ AND INITIAL AFTER EACH LINE

1. The Applicant acknowledges that hosting a special event or rental of a park facility is subject to the rules and fees required by City of Hutchins Code of Ordinances and Special Events Policy. The Applicant has read and understands the special events and park facilities rental policy and shall adhere to and enforce all rules, regulations, and policies during the reservation with the City of Hutchins, Texas (the "City").

2. Tendered herewith is the sum of \$_____ for hourly rental and/or other fees not yet paid in accordance with the fee schedule, and \$_____ for a clean-up and damage deposit. The City reserves the right to ask for all fees and deposits in money order and/or cashier's check. _____
3. The Applicant shall be responsible for any damage to the premises and for clean-up of the premises after the special event. If any additional clean-up or repairs are necessary, corresponding fees shall be withheld from the deposit to pay the cost thereof. Any cost in excess of the deposit shall be borne by Applicant and the City may seek recovery of any such additional cost in the manner provided by law. _____
4. The Applicant is responsible for any loss or damage suffered by the City or its affiliates as a consequence of special event activities. This includes, but is not limited to, damages to the premises, fixtures, fittings, furniture, equipment, call-out fees for false alarms, and loss of income. _____
5. The Applicant agrees to vacate the premises immediately upon conclusion of the special event/rental period specified above. Clean-up shall be completed prior to exiting the premises. The Applicant shall receive their refund via mail within ten (10) business days following the event. Refund of deposits is

subject to charges due to damages or need for further clean-up found by City staff, and if all applicable ordinances were followed. _____

6. **CITY SHALL NOT BE LIABLE FOR ANY LOSS, DAMAGE, OR INJURY OF ANY KIND OR CHARACTER TO ANY PERSON OR PROPERTY ARISING FROM THE SPECIAL EVENT OF APPLICANT PURSUANT TO THIS AGREEMENT. APPLICANT HEREBY WAIVES ALL CLAIMS AGAINST 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. APPLICANT 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 APPLICANT’S NEGLIGENT PERFORMANCE OF THE SPECIAL EVENT UNDER THIS AGREEMENT OR BY REASON OF ANY ACT OR OMISSION ON THE PART OF APPLICANT, ITS OFFICERS, DIRECTORS, SERVANTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, SUBCONTRACTORS, LICENSEES, SUCCESSORS, PARTICIPANTS, 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, APPLICANT, ON NOTICE FROM CITY, SHALL DEFEND SUCH ACTION OR PROCEEDINGS AT APPLICANT’S EXPENSE, BY OR THROUGH ATTORNEYS REASONABLY SATISFACTORY TO CITY. APPLICANT’S OBLIGATIONS UNDER THIS SECTION SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY APPLICANT UNDER THIS AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.** _____

7. The Applicant shall not sublease the reservation, and either the Applicant or Applicant’s representative approved by the City shall remain at the event site for the entire duration of the event. _____

8. Failure of the Applicant to enforce and comply with municipal rules and policies may lead to forfeiture of deposit, loss of rental fees, loss or cancellation of current and future use of City owned facilities, and may cause the Applicant to be held liable for damages or prosecution. _____

9. 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, unless the subject matter of the dispute is required by law to be filed in federal court, in which case the venue shall be in the United States District Court for the Northern District of Texas (Dallas Division). The Applicant and City agree to submit to the personal and subject matter jurisdiction of said court. _____

10. Applicant and City agree that City has not waived immunity by entering into and performing their respective obligations under this Agreement. _____

11. Failure to adhere to the Code of Ordinances and Special Events Policy shall result in a 100% loss of deposit. _____

I HAVE READ AND UNDERSTAND THE RULES AND INFORMATION ABOVE AND SHALL ABIDE BY THEM.

Signature of Applicant

Date

OFFICE USE ONLY		
Confirmed by _____		Date _____
Money Order No. _____	Cashier Check No. _____	
Amount \$ _____	Rental \$ _____	Deposit \$ _____
Received By _____		

By signing below, I , James W. Quin, City Administrator of the City of Hutchins, certify that all application requirements have been met by the Applicant, including payment of fees in full and approval of each department director on the Special Events Review Committee. By signing this document, I give written authorization for the event to proceed as documented by the Applicant during the application process.

Signature

Printed Name and Title

Date

**Internal Use Only
FORM B APPLICATION CHECKLIST**

Instructions: Each department director will read the application and other submitted materials, and consider the criteria listed to the right. If the application items meet approval, the department director shall write their initial in the corresponding box. If the item does not meet approval criteria, the department representative shall write an "X" in the corresponding box. If the item does not pertain to the department, the representative shall write "NA" in the corresponding box. Department directors may provide additional comments in the space below. If the application is satisfactory, then each director shall sign at the bottom and the form will be forwarded to the City Administrator for final approval.

Item	Police	Fire	Public Works	Community Development	Community Services and Parks Programs	Administration	Criteria (non-comprehensive)
Application Fee							Has the application fee has been received?
Name of Applicant							Has this person broken event policies in the past?
Name of Organization Hosting Event (if applicable):							Has the organization broken event policies in the past?
Phone Number							Was a phone number provided?
Email Address							Was an email address provided?
Date Form Submitted							Is this submission date at least 45 days before the event date?
Event Date							Is this event date close to when City events are being held? Does the event date meet frequency requirements set forth in the Special Events Policy?
Event Start/End Times							Do these times conflict with other reservations? Will the event conclude before dusk?
Residency							Is the applicant a resident, or is the sponsoring organization based in Hutchins City Limits? If not, have all fees been calculated using non-residential rates?
Location							Is the location appropriate for the type of event being held? Is it big enough to handle the expected number of people? Will the location cause undue burden or annoyance to adjacent residents, businesses, or traffic patterns?

Item	Police	Fire	Public Works	Community Development	Community Services and Parks Programs	Administration	Criteria (non-comprehensive)
Campbell Baseball Field Reservation Fees							Have the deposit fee and hourly fees already been paid?
Campbell Park Pavilion Reservation Fees							Have the deposit fee and hourly fees already been paid?
Expected Attendance - Capacity							Does the expected attendance exceed the maximum capacity of the event location?
Fire Protection Plan							The number of expected attendees, or the nature of the event, is not expected to require a fire protection plan. OR If a fire protection plan is required, the fire protection plan has been approved by the Hutchins Fire Department.
Medical Plan							The number of expected attendees, or the nature of the event, is not expected to require a safety plan. OR If a medical plan is required, the medical plan has been approved by the Hutchins Fire Department. All fees have been paid to the Fire Department in accordance with the fee schedule.
Security Provisions/Crowd Control							The number of expected attendees, or the nature of the event, is not expected to require a security plan. OR If a security plan is required, the security plan has been approved by the Hutchins Police Department. The Police Chief has approved of the persons providing security. If using Hutchins Police Department personnel or equipment, including the presence of police vehicles, all fees have already been paid to the Police Department in accordance with the fee schedule.
Vendors							Has each vendor on the vendor list met approval requirements?
Food Permits							Has each person or vendor preparing hot food obtained appropriate permits through the County?
Fire Safety Inspections							There is no indication that the event must have fire safety inspections conducted. OR Have fire safety inspections already been carried out? If not, does the Fire Department have the inspections scheduled and have reasonable confidence that the inspections will pass?

Item	Police	Fire	Public Works	Community Development	Community Services and Parks Programs	Administration	Criteria (non-comprehensive)
Advertisements							Is all the content approved? Have all the methods of distribution been approved? Do all advertisements contain the phrase, "Not sponsored by the City of Hutchins?" Do any advertisements contain the City logo?
Public Notification Plan							The nature of the event does not require a public notification plan. OR the public notification plan has been approved.
Traffic and Parking							If a traffic plan is required, has the traffic plan been approved? Has the applicant obtained appropriate equipment and people to manage the traffic? Will event parking be located in an approved area?
Trash and Cleanliness							Has the applicant shown proof that they will have the necessary number and sizes of trash receptacles at the event based on the nature and expected attendance of the event? Does the applicant have plans to clean the location after the event? Will the nature of the event cause excess litter or environmental issues (e.g., confetti).
Public Works - Other							Does the nature of the event raise potential concerns about property damage, safety, or similar (e.g., vendors driving on muddy grass)?
Liability Insurance							Has the applicant shown proof of sufficient liability insurance?
Exceptions to Free Speech							Is there any indication that advertisements, vendors, vendor merchandise, or other event characteristics have elements of profanity, obscenity, false advertising, fighting words, threats of violence, or other exceptions of protected free speech?

COMMENTS

Police:

Fire:

Public Works:

Community Development:

Community Services and Parks Programs:

Administration:

SIGNATURES

By signing below, I acknowledge that the special event as described in writing by the Applicant meets all criteria set forth by the department I represent.

Steve Perry
Police Chief

Date

Chief Hickson
Fire Chief

Date

Mamun Yusuf
Director of Public Works

Date

Tim Rawlings
Building Official

Date

Wanda Randle
Director of Community Services
and Parks Programs

Date

James W. Quin
City Administrator

Date

By signing below, I acknowledge that the special event as described in writing by the Applicant meets all criteria set forth by the aforementioned departments. I grant permission to proceed with drafting a written agreement.

James W. Quin
City Administrator

Date