



**CITY OF HUTCHINS
CITY COUNCIL MEETING
AGENDA**

**Monday, April 01, 2024 at 5:30 PM
City Hall, 321 N. Main Street**

Pursuant to Section 551 of the Texas Government Code, notice is hereby given of a meeting of the Hutchins City Council to be held on Monday, April 1, 2024 with Work Session beginning at 5:30 p.m. and Regular Meeting beginning at 6:30 p.m. at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered.

City Council Members

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

A. WORK SESSION

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

North Star Place Branding + Marketing, March 4th
BrandEra Inc., March 18th
Pavlik and Associates, LP, April 1st

B. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

C. INVOCATION AND PLEDGE OF ALLEGIANCE

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

- E. 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.*

2. Consider approval of city council meeting minutes for February and March 2024. Presented by: Cynthia Olguin, City Secretary

F. PRESENTATIONS

3. Proclamation recognizing April 11th through the 17th as National Telecommunicator week
Presented by: Steve Perry, Police Chief
4. Witt Road presentation by Dan Gallegher of Kimley-Horn by: Robert McWayne
5. Review agenda topics for the May 17, 2024 city council retreat. Presented by James Quin, City Administrator

G. PUBLIC HEARINGS

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.*

6. Discuss and consider Resolution R2024-04-1181 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE FIRE CHIEF TO APPLY FOR THE ASSISTANCE TO FIREFIGHTERS GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE FY 2024/2025 ASSISTANCE TO FIREFIGHTERS GRANT. Presented by: Stacey Hickson, Fire Chief
7. Discuss and consider Resolution R2024-04-1182 OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE E. CLEVELAND STREET 18" WASTEWATER RELIEF LINE PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE APPARENT LOW BIDDER ATKINS BROTHERS EQUIPMENT COMPANY INC, IN AN AMOUNT NOT TO EXCEED \$612,000.00; AND PROVIDING FOR AN EFFECTIVE DATE Presented by: Robert McWayne
8. Neighborhood watch program signage Presented by: Steve Perry, Police Chief, Driek Whitted Police Officer, Jennifer Cristobal Police Officer
9. Discuss and consider Resolution R2024-04-1183 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE THE TERMS AND CONDITIONS OF THE AN AGREEMENT BY AND BETWEEN THE CITY AND BIG SKY CONSTRUCTION COMPANY INC. FOR CONSTRUCTION SERVICES FOR CITY HALL; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: James Quin, City Administrator

I. EXECUTIVE SESSION

10. The City Council shall convene into Executive Session in accordance with Texas Government Code Section 551.074, PERSONNEL MATTERS: Deliberate the evaluation of the City Administrator

J. RECONVENE INTO REGULAR SESSION

11. Take action, if any, as a result of Executive Session.

K. ITEMS OF COMMUNITY INTEREST

12. Atwell Public Library Board meeting, Tuesday, April 2, 2024, at 6:30 p.m., Hutchins City Hall Council Chamber, 321 N. Main St.

Last Day to Register to Vote in the Hutchins General Election, is April 4, 2024. For more information contact the Dallas County Elections Dept. at 469-627-VOTE or www.dallascountyvotes.org

Town Hall Meeting, Thursday, April 18, 2024, 7:00 pm at Hutchins Community Center, 500 W. Hickman St.

Hutchins May 4, 2024 General Election

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

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

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

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

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

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

L. ADJOURN

CERTIFICATION

I certify that a copy of the April 1, 2024, agenda of items to be considered by the Hutchins City Council was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on Thursday, March 29, 2024, before 5:30 p.m.



Cynthia Olguin
City Secretary



ACCESSIBILITY STATEMENT

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



STAFF REPORT

MEETING DATE:	March 4, 2024
MEETING TYPE:	City Council
SUBMITTED BY:	Katherine Lindsey
AGENDA CAPTION:	Conduct an interview with Pavlik and Associates, L.P. in relation to choosing a firm to conduct the Rebranding Initiative. Presented by: Katherine Lindsey, Assistant to the City Administrator and Pavlik and Associates, L.P.

Background Information

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

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

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

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

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

Budget Implications

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

Operational Impact

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

Legal Review

NA

Staff Recommendation

NA

Supporting Documentation and Attachments

NA



STAFF REPORT

MEETING DATE: March 18, 2024

MEETING TYPE: City Council

SUBMITTED BY: Cynthia Olguin

AGENDA CAPTION: Consider approval of city council meeting minutes for February and March 2024. Presented by: Cynthia Olguin, City Secretary

Background Information

Consider approval of the meeting minutes for the following dates:

- February 5, 2024, Regular City Council Meeting
- February 19, 2024, Regular City Council Meeting
- March 4, 2024, Regular City Council Meeting
- March 18, 2024, Regular City Council Meeting

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommend approval of the minutes.

Supporting Documentation and Attachments



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, February 05, 2024, at 6:30 PM
City Hall, 321 N. Main Street**

A Regular Meeting of the Hutchins City Council was held on Monday, February 5, 2024, at 6:30 p.m. located at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

1. Roll Call by Mayor

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

PRESENT

- Mario Vasquez
- Steve Nichols
- Brenda Campbell
- Dominic Didehbani
- Raymond Elmore
- Demarcus Odom

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Pastor John Richardson gave the invocation and Councilmember Didehbani led the Pledge of Allegiance.

C. CITIZEN COMMENTS

D. PRESENTATIONS

2. State of Texas Equipment Grant Opportunity Presented by: Steve Perry, Police Chief, Matt Mc Pherson Patrol Sergeant

Police Chief Perry and Sergeant McPherson presented the details for grant item number one for the ALERRT training grant covering \$66,000 worth of equipment, including simulation training equipment. Sergeant McPherson is certified to conduct in-house department training.

Police Chief Perry presented the details for grant item number two for rifle-resistant body armor that would provide new body armor for all officers.

3. AT&T 911 Presentation Presented by: Steve Perry, Police Chief and Jeff Bievenue representing AT&T

Jeff Bievenue with ATT explained the Next Gen 911 that will replace the traditional 911 system and the State’s requirement for entities to be compliant by September 2025. The Next Gen 911

improves the current voice call communication by adding text messages, photos, videos, and other real-time communication with dispatchers. Mr. Bievenue gave a presentation on the several model options available to improve 911 communication for the city.

4. Entryway Sign Update Presented by: Robert McWayne

Interim Public Works Director Robert McWayne provided the council with images of the proposed entryway sign. Council members asked for more color and/or snap. Staff will invite the architect designing the signs to be present at the upcoming council meeting.

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.

5. Discuss and Consider Approving Resolution R2024-02-1167 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 THE AIA STANDARD FORM OF AGREEMENT FOR BETWEEN OWNER (CITY OF HUTCHINS) AND ARCHITECT (BRANDSTETTER CARROLL INC.) FOR INTERIOR DESIGN AND FURNITURE, FURNISHINGS, AND EQUIPMENT (FF&E) DESIGN SERVICES. Presented by James Quin, City Administrator.

Motion made by Mayor Pro Tem Nichols and seconded by Councilmember Didehbani to approve Resolution R2024-02-1167. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

6. RESOLUTION R2024-02-1168 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS AUTHORIZING THE CITY ADMINISTRATOR TO PURCHASE THREE NEW 2023 FORD INTERCEPTOR VEHICLES FROM SILSBEE FORD LOCATED IN SILSBEE, TEXAS, AT THE QUOTED BID PRICE OF \$138,097.75 FOR THE HUTCHINS POLICE DEPARTMENT UTILIZING BUY BOARD OF TEXAS; APPROVING THE PURCHASE OF ADD-ON EQUIPMENT FOR THE THREE (3) VEHICLES IN THE AMOUNT OF \$140,820.99 FOR A TOTAL PURCHASE EXPENDITURE OF \$278,918.74. Presented by: Steve Perry, Police Chief

Motion made by Councilmember Odom and seconded by Mayor Pro Tem Nichols to approve Resolution R2024-02-1168. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

7. Discuss and consider Resolution R2024-02-1169 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 THE ASSET DISPOSITION SERVICES AGREEMENT BY AND BETWEEN THE CITY OF HUTCHINS AND PROPERTYROOM.COM FOR THE DISPOSAL OF SURPLUS PROPERTY FOR THE HUTCHINS POLICE DEPARTMENT. Presented by: Steve Perry, Police Chief

Motion made by Councilmember Elmore and seconded by Councilmember Didehbani to approve Resolution R2024-02-1169. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

- 8. Discuss and consider Resolution R2024-02-1170 OF THE CITY OF HUTCHINS, TEXAS ORDERING AND PROVIDING NOTICE OF AN ELECTION FOR THE CITY OF HUTCHINS, TEXAS, TO BE HELD ON THE 4TH DAY OF MAY 2024 THE PURPOSE OF ELECTING THE MAYOR AND TWO (2) COUNCILMEMBERS AT LARGE FOR TWO (2) YEAR TERMS; ORDERING NOTICES OF ELECTION TO BE GIVEN; AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A JOINT ELECTION AGREEMENT AND ELECTION SERVICES CONTRACT WITH DALLAS COUNTY ELECTIONS DEPARTMENT. Presented by: Cynthia Olguin, City Secretary**

Motion made by Councilmember Odom and seconded by Mayor Pro Tem Nichols to approve Resolution R2024-02-1170. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

- 9. Discuss and consider changing the terms of elected officials from two-year terms to three-year terms. Presented by: Mayor Pro Tem Steve Nichols**

Mayor Pro Tem Nichols presented the item, stating that he feels the proposed change will improve the steady flow of council members. Additionally, he plans to propose an increase in the number of council members in the future.

City Secretary Olguin explained that if the council agrees to the proposed changes, it will be presented to the voters in May as a proposition. However, an additional resolution will be required for consideration, which will be presented as Item 10 on the agenda.

Motion made by Councilmember Elmore and seconded by Mayor Pro Tem Nichols to proceed with the process to change the terms of elected officials from two-year terms to three-year terms. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

- 10. Discuss and consider A RESOLUTION OF THE CITY OF HUTCHINS, TEXAS ORDERING AND PROVIDING NOTICE OF A SPECIAL ELECTION FOR THE CITY OF HUTCHINS, TEXAS, TO BE HELD ON THE 4th DAY OF MAY 2024 FOR THE PURPOSE OF SUBMITTING PROPOSITION A TO THE QUALIFIED VOTERS OF THE CITY TO ESTABLISH A TERM OF OFFICE OF THREE (3) YEARS FOR THE POSITION OF MAYOR AND CITY COUNCIL MEMBERS BEGINNING WITH THE POSITIONS TO BE ELECTED AT THE GENERAL ELECTION IN MAY 2025 ON THE UNIFORM ELECTION DATE. Presented by: Cynthia Olguin, City Secretary.**

Motion made by Mayor Pro Tem Nichols and seconded by Councilmember Elmore to approve Resolution R2024-02-1171. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

F. ITEMS OF COMMUNITY INTEREST

11. City Secretary Olguin announced the items of Community Interest.

G. ADJOURN

Motion made by Councilmember Elmore, seconded by Mayor Pro Tem Nichols to adjourn the meeting. The meeting was adjourned at 8:08 PM.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 1st DAY OF APRIL 2024.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, February 19, 2024 at 6:30 PM
Hutchins Community Center, 500 W. Hickman St.**

A Regular Meeting of the Hutchins City Council was held on Monday, February 19, 2024, at 6:30 PM located at Hutchins Community Center, 500 W. Hickman St., Hutchins, Texas, at which time the following items were discussed and considered.

A. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

1. Roll Call by Mayor and announce a Quorum.

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

PRESENT

- Mario Vasquez
- Steve Nichols
- Brenda Campbell
- Dominic Didehbani
- Raymond Elmore

ABSENT

- Demarcus Odom

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation and Councilmember Didehbani led the Pledge of Allegiance.

C. CITIZEN COMMENTS

D. PRESENTATIONS

2. Pavilion, Landscaping, and Signage Update by: Ron Hobbs

Rob Hobbs provided proposed pavilion specifications including lighting, landscaping, and upgrades to include a metal soffit for a smoother ceiling and to eliminate bird nests. The council discussed graffiti resistance coating options, the life span of lighting fixtures, electrical outlets, and parking. The council stressed the need to refurbish the parking lot and add curb stops.

The landscaping plan for the Community Center included bermuda grass and dwarf grass to help soften the look of the building and allow for low maintenance, expand the sidewalk, create a path to the library from the parking lot, and include signage. The EDC landscaping plan included expanding the entry patio and creating a privacy buffer from the street by adding shrubs for screening.

Entryway sign options were presented. The council favored the original sign option that included brass and stone materials.

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.*

3. Discuss and consider an appointment to the Atwell Public Library Board. Presented by: Cynthia Olguin, City Secretary

Motion made by Mayor Pro Tem Nichols and seconded by Councilmember Elmore to appoint Ms. Patriece Brown as a regular member of the Atwell Public Library Board for the remainder of a two-year term expiring in July 2025. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore.
Voting Nay: 0

4. Discuss and consider crime watch signs. Presented by: Mayor Vasquez

Mayor Vasquez presented the item and shared a photo of a sign he wanted to propose. The council discussed the signage and agreed to the proposed changes with red lettering.

5. Witt Road ROW Abandonment Presented by: Robert McWayne

Interim Public Works Director Robert McWayne presented the item and explained that the City of Dallas is working on creating a 3-lane concrete road that will intersect Lancaster-Hutchins Road. The changes will direct heavy truck traffic onto Lancaster-Hutchins Road which is designated as a no heavy truck zone. Proposed recommendations were presented to the council. The council directed staff to contact the city attorney on how to proceed.

6. Discuss and consider Resolution R2024-02-1172 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 3, TITLED "LEAVE", BY ADDING A NEW SECTION 3.14 TITLED "CATASTROPHIC LEAVE" SETTING FORTH REQUIREMENTS FOR CATASTROPHIC LEAVE FOR FULL-TIME EMPLOYEES. Presented by: Karen Steward, HR Director

Motion made by Mayor Pro Tem Nichols and seconded by Councilmember Elmore to approve Resolution R2024-02-1172. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore.
Voting Nay: 0

7. Discuss and consider Resolution R2024-02-1174 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING THE AMENDMENT OF THE FY2023-2024 CITY OF HUTCHINS ORGANIZATIONAL CHART; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Karen Steward, HR Director

Motion made by Mayor Pro Tem Nichols and seconded by Councilmember Campbell approve Resolution R2024-02-1174. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore.
Voting Nay: 0

- 8. **Discuss and consider Resolution R2024-02-1173 OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH NEWGEN STRATEGIES & SOLUTIONS LLC TO CONDUCT A WATER AND SEWER RATE STUDY. Presented by: Maria Joyner, Director of Finance**

Motion made by Mayor Pro Tem Nichols and seconded by Councilmember Elmore approve Resolution R2024-02-1173. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore.
 Voting Nay: 0

- 9. **Discuss and consider ORDINANCE 2024-02-1188 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 13, TITLED "UTILITIES", BY AMENDING ARTICLE 13.02, TITLED "WATER WORKS," BY AMENDING §13.02.009 TO ADD PROVISIONS FOR PASS-THROUGH CHARGES FOR WATER PURCHASED FROM THE CITY'S SUPPLIERS; BY AMENDING CHAPTER 13, TITLED "UTILITIES", BY AMENDING ARTICLE 13.03, TITLED "SEWER USER CHARGES" BY AMENDING §13.03.002 TITLED "SEWER RATES TO ADD PROVISIONS FOR PASS-THROUGH CHARGES FOR SANITARY SEWER TREATMENT PURCHASED FROM THE CITY'S SUPPLIERS. Presented by: Maria Joyner, Director of Finance**

Motion made by Councilmember Elmore and seconded by Councilmember Didehbani approve Ordinance 2024-02-1188. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore.
 Voting Nay: 0

F. EXECUTIVE SESSION

- 10. **The Hutchins City Council will hold a closed Executive Session pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in §551.087. Deliberation regarding economic development negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision to a business prospect: 1) KTN DP TERMINAL CENTER. Presented by: Guy Brown HEDC Executive Director**

Mayor Vasquez convened into executive session at 7:24 p.m.

G. RECONVENE INTO REGULAR SESSION

- 11. **Take action as a result of Executive Session, if any.**

Mayor Vasquez reconvened into regular session at 8:15 p.m.

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbel to authorize the City Administrator to negotiate and execute a Chapter 380 Incentive Agreement with KTN DP Terminal waiving 70% of Roadway Impact Fees associated the Project. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore.
Voting Nay: 0

H. ITEMS OF COMMUNITY INTEREST

12. City Secretary Olguin announced the items of Community Interest.

I. ADJOURN

Motion made by Councilmember Elmore, seconded by Mayor Pro Tem Nichols to adjourn the meeting. The meeting was adjourned at 8:18 PM. All in favor, the motion passed.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore
Voting Nay: 0

**PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING
HELD ON THE 1st DAY OF APRIL 2024.**

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

**Monday, March 04, 2024 at 5:30 PM
Hutchins Community Center, 500 N. Hickman St.**

A Regular Meeting of the Hutchins City Council was held on March 4, 2024, with Work Session beginning at 5:30 p.m. and a Regular Session beginning at 6:30 p.m. at the Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. WORK SESSION: 5:30 p.m.

- 1. Conduct an interview with North Star Place Branding + Marketing in relation to choosing a firm to conduct the Rebranding Initiative. Presented by: Katherine Lindsey, Assistant to the City Administrator**

North Star Place Branding + Marketing, March 4th
BrandEra Inc., March 18th
Pavlik and Associates, LP, April 1st

Assistant to the City Administrator Katherine Lindsey introduced William Ketchum, President of North Star Place Branding and Marketing. Mr. Ketchum began his presentation by asking the council members for their definition of success for this initiative. Councilmember Odom wants to attract new residents and professionals, while Councilmember Didehbani would like to promote an attractive residential community in the south, increased residential growth, and improved parks. Councilmember Elmore wants to pep up the community, street infrastructure, and parks. Mayor Vasquez expects a professional presentation that conveys the value of services and sets the bar high. Mayor Vasquez stressed the need to promote a safe community. Councilmember Campbell emphasized the need for retail and grocery stores and changes are necessary to attract retailers to the community.

Mr. Ketchum provided a brief timeline and proposed that the first step in defining the community of Hutchins is to identify what is true and authentic about it. He suggested a process that involves identifying local team members, conducting community surveys, holding focus groups, meeting with religious and business leaders, and engaging with youth groups. He emphasized the importance of meeting the people where they are, including visiting local restaurants.

B. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

- 2. Roll call and announce a quorum present.**

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

PRESENT

Mario Vasquez
Brenda Campbell
Dominic Didehbani
Raymond Elmore
Demarcus Odom

ABSENT
Steve Nichols

C. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation and Councilmember Elmore led the Pledge of Allegiance.

D. CITIZEN COMMENTS

Carrie Moody, 402 W. Palestine, spoke in support of a new shelter and the need for a part-time animal control assistant.

E. CONSENT AGENDA

- 3. **Discuss and consider Resolution R2024-03-1175 AUTHORIZING CONTINUED PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AND AUTHORIZING THE PAYMENT OF TEN CENTS PER CAPITA TO THE STEERING COMMITTEE TO FUND REGULATORY AND LEGAL PROCEEDINGS AND ACTIVITIES RELATED TO ONCOR ELECTRIC DELIVERY COMPANY, LLC. Presented by: Katherine Lindsey, Assistant to the City Administrator.**
- 4. **Discuss and consider Resolution R2024-03-1176 AUTHORIZING MEMBERSHIP IN THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA 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**
- 5. **Consider approval of city council meeting minutes for January 2024. Presented by: Cynthia Olguin, City Secretary**

Motion made by Councilmember Odom and seconded by Councilmember Campbell to approve the consent agenda as presented. All in favor, the motion passed.

Voting Yea: 4 Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom.
Voting Nay: 0

F. PUBLIC HEARINGS

- 6. **Consider a request by applicant Muhammad Hayat, of Pearl Contracting Corp. (representing property owner Sameer Pichumani “Charger Logistics”) to replat the 16.53-acre tract of land legally described as Being all of Lot 1R, Block A, Charger Global Distribution LTD Addition, an addition to the City of Hutchins, Dallas County, Texas, said tract being more particularly described as 1333 W. Wintergreen Road. Presented by: Tim Rawlings, Building Official.**

Building Official Tim Rawlings presented the item. Mayor Vasquez opened the public hearing at 6:38 p.m. With no public comments received, the public hearing was closed at 6:40 p.m.

- 7. **Consider a request by applicant City of Hutchins to replat the 5.00 acres tract of land situated in the Benjamin Matthews Survey, Abstract Number 898, City of Hutchins, Dallas County, Texas, and being part of Kanady’s Addition, and being part of that tract of land described in deed to Hutchins Sunrise, LP, as recorded in Volume 2003041, Page 5081,**

D.R.D.C.T. said tract being more particularly described as 400 N J.J. Lemmon. Presented by: Tim Rawlings, Building Official

Building Official Tim Rawlings presented the item. Mayor Vasquez opened the public hearing at 6:42 p.m. With no public comments received, the public hearing was closed at 6:43 p.m.

G. PRESENTATIONS

8. Present staffing updates: add position/eliminate position Presented by: Karen Steward, Director of Human Resources

Director of Human Resources Karen Steward presented the changes in Police Department staffing that included the elimination of the Administrative Assistant position and the addition of a dispatcher position with no impact on the current budget.

9. 2023 Hutchins Police Department racial profiling report. Presented by: Steve Perry Police Chief, Benny Puckett Lieutenant

Police Chief Perry and staff presented the 2023 Annual Racial Profile Report and answered questions from the council.

10. Presentation of the 2023 Police Department annual report. Presented by: Steve Perry, Jon Lindley, Benny Puckett

Police Chief Perry and staff presented the 2023 Police Department Annual Report and answered questions from the council.

11. Results of Animal Shelter Study Presented by: Steve Perry, and Ron Hobbs

Ron Hobbs with Ron Hobbs Architects presented the findings of the animal shelter feasibility study and answered council member questions. The presentation included site options, square footage, construction cost, and cost comparison of recent animal shelter projects. Mr. Hobbs answered council questions.

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.*

12. Discuss and consider a request for a replat submitted by Charger Logistics Replat Presented by: Tim Rawlings

Motion made by Councilmember Odom and seconded by Councilmember Elmore to approve a replat of a 6.53-acre tract of land at 1333 W. Wintergreen Road. All in favor, the motion passed.

Voting Yea: 4 – Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

13. Discuss and consider a request for a replat for Hutchins City Hall Replat Presented by: Tim Rawlings

Motion made by Councilmember Elmore and seconded by Councilmember Campbell to approve a replat of a 6.53-acre tract of land at 1333 W. Wintergreen Road. All in favor, the motion passed.

Voting Yea: 4 – Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

- 14. Discuss and consider Resolution R2024-03-1177 accepting bids received in association with the City’s Sidewalk Improvements at UPRR & Palestine Street Project; authorizing the City Administrator to execute an agreement with the apparent low bidder CCGMG, LLC Series B of Dallas, Texas in an amount not to exceed \$27,115.00; and providing for an effective date. Presented by: Robert McWayne**

Motion made by Councilmember Elmore and seconded by Councilmember Odom to approve Resolution R2024-03-1177. All in favor, the motion passed.

Voting Yea: 4 – Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

J. EXECUTIVE SESSION

- 15. The Hutchins City Council will hold a closed Executive Session pursuant to the provisions of Chapter 551, Subchapter D, Texas Government Code, in accordance with the authority contained in §551.087. Deliberation regarding economic development negotiations (1) to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision to a business prospect:
1) KTN DP TERMINAL CENTER. Presented by: Guy Brown HEDC Executive Director**

Mayor Vasquez convened the executive-session meeting at 8:00 p.m.

K. RECONVENE INTO REGULAR SESSION

- 16. Take action as a result of Executive Session, if any.**

The council reconvened into a regular session meeting at 8:10 p.m.

Councilmember Odom made the motion seconded by Councilmember Elmore to authorize the City Administrator to negotiate and execute a Chapter 380 Incentive Agreement with KTN DP Terminal rebating 50% of Real Property Tax associated with the Project discussed for a term of 5 Years. All in favor, the motion carried.

Voting Yea: Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

L. ITEMS OF COMMUNITY INTEREST

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

M. ADJOURN

Motion made by Councilmember Campbell, seconded by Councilmember Didehbani to adjourn the meeting. The meeting was adjourned at 8:11 PM.

Voting Yea: 4 - Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom
Voting Nay: 0

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 1st DAY OF APRIL 2024.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



**CITY OF HUTCHINS
CITY COUNCIL MEETING
MINUTES**

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

A Work Session and Regular Meeting of the Hutchins City Council was held on Monday, March 18, 2024, with Work Session beginning at 5:30 pm and Regular Session beginning at 6:30 pm at Hutchins City Hall Council Chambers, 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered.

A. WORK SESSION

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

Assistant to the City Administrator Katherine Lindsey introduced representatives from Brandera, Beth Owens (Co-founder and Marketing Strategist), and Reecanne Joeckel (Co-founder and Creative Strategist). Ms. Owens presented the branding services offered by Brandera, along with a detailed description of each service. She also presented a summary of the four phases of their branding process and provided examples of city branding, taglines, and media.

Mayor Vasquez asked how they would promote Hutchins and how long the process would take to complete. Councilmember Odom stressed his desire to have a brand unique to Hutchins. Ms. Owens said identifying the best way to promote Hutchins is premature. Part of the plan is meeting with stakeholders (council, staff, focus groups, community surveys) and identifying the “what” about Hutchins.

Councilmember Didehbani asked if they assist with advertising and promoting city events. Ms. Owens explained the media buying matrix and depending on the budget, the options available.

B. CALL TO ORDER AND ANNOUNCE A QUORUM PRESENT

- 2. Roll call by Mayor and announce a quorum.**

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

PRESENT

- Mario Vasquez
- Steve Nichols
- Brenda Campbell
- Dominic Didehbani
- Raymond Elmore
- Demarcus Odom

C. INVOCATION AND PLEDGE OF ALLEGIANCE

Councilmember Campbell gave the invocation and Councilmember Elmore led the Pledge of Allegiance.

D. CITIZEN COMMENTS

E. PRESENTATIONS

3. Introduce New Police Department Employees Presented by: Steve Perry, Police Chief

Chief Perry introduced Officer Julian Ramirez and Officer Kelvin Munoz.

4. Library Recognition Presented by Wanda Randle, Director of Community Services and Park Programs

Director of Community Services and Park Programs Wanda Randle announced that the Texas Municipal Library Directors Association, for the second year, has awarded the Atwell Public Library with the Achievement of Library Excellence Award. Ms. Randle recognized Librarian Olivia Daniels and the staff for their accomplishments. Mayor Vasquez read and presented a Proclamation to Ms. Daniels in recognition of her accomplishments and proclaiming Local Library Day.

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

Director of Finance Maria Joyner and Jim Sabonis, Hilltop Securities, presented a list of projects to be funded for FY2024 and the proposed plan of finance. Mr. Sabonis explained the funding for the proposed 2024 Tax Note, the city's current bond rating, current market rates, and the plan to pay the debt off within seven years.

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

6. Discuss and consider Resolution R2024-03-1178 OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF A SERVICES AGREEMENT AND FIRST ADDENDUM TO SERVICES AGREEMENT, BY AND BETWEEN THE CITY OF HUTCHINS AND DACT WAY, LLC FOR THE PROVISION OF CLEANING SERVICES SPECIFIED IN EXHIBIT "A".; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: Katherine Lindsey, Assistant to the City Administrator

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve Resolution R2024-03-1178. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay:

7. Discuss and consider Resolution R2024-03-1179 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CHIEF OF POLICE TO APPLY

FOR THE ALERRT EQUIPMENT GRANT FROM THE OFFICE OF THE GOVERNOR (OOG) CRIMINAL JUSTICE DIVISION (CJD) FOR THE FY 2024 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CRIMINAL JUSTICE DIVISION (CJD) OFFICE OF THE GOVERNOR (OOG). Presented by: Steve Perry Police Chief

Councilmember Elmore made the motion seconded by Councilmember Didehbani to approve Resolution R2024-03-1179. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay:

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

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2024-03-1180. All in favor, the motion carried.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay:

- 9. Discuss Police Department Holding Cells Presented by: Robert McWayne and Chief Perry**

Police Chief Perry provided background information on the damage to two holding cells caused by two inmates in January and February of 2023. Brandstetter Carroll Inc. was contracted to review and provide a construction cost estimate to redesign the cells. The estimate includes modifications to help prevent ceiling access by inmates by raising the ceiling and installing recessed fixtures. The council directed staff to proceed with advertising for bids.

- 10. Discussion of City Attorney Services Presented by: Council Member Odom**

Councilmember Odom requested that this item be placed on the agenda because he was concerned about the length of time for which the city has been retaining the current law firm. When asked why there is a sudden need to address this issue, Councilmember Odom mentioned he feels that the city attorney's office has become too complacent. He brought up a dispute between Carter High School and Friendship-West that had been referred to a judge. The case was like the Langdon Road warehouse project in Hutchins.

Associate City Attorney Courtney Goodman-Morris gave a summary of the case, explained the difference between a site plan and a building permit, and provided the criteria in the Hutchins Code of Ordinance for a site plan. Ms. Goodman-Morris explained the process for a site plan, and if approved, gives the applicant a vested right to move forward on the property. The site plan applicants for the Langdon Road project met all the city's requirements. A denial of their request could be a potential for a lawsuit.

Ms. Goodman-Morris and the council discussed rezoning options and moratoriums in the city. After the discussion, City Administrator Quin requested the city attorney to provide the council with a legal brief for moratoriums.

11. Discuss topics for the City Council retreat. Presented by: James Quin, City Administrator

City Administrator Jim Quin asked for topics the council would like to discuss at the city council retreat in May. Some items of discussion include JJ Lemon reconstruction, personnel staffing, equipment needs, and pay plan study. Other items for discussion included:

JJ Lemmon; old train station building; animal shelter and calling for an election in May 2025; retrofitting the current police department; additional playground equipment; Valley View Park awning, gazebo, and lighting; recreation center; city attorney presentation; finance and plan of finance; and capital equipment and personnel.

G. ITEMS OF COMMUNITY INTEREST

12. City Secretary Olguin announced the items of community interest.

H. ADJOURN

Motion made by Councilmember Elmore, seconded by Mayor Pro Tem Nichols to adjourn the meeting. The meeting was adjourned at 7:41 PM.

Voting Yea: Steve Nichols, Brenda Campbell, Dominic Didehbani, Raymond Elmore, Demarcus Odom

Voting Nay: 0

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 1st DAY OF APRIL 2024.

APPROVED:

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: Regular Council Meeting

SUBMITTED BY: Steve Perry, Police Chief

AGENDA CAPTION: Proclamation recognizing April 11th through the 17th as National Telecommunicator week Presented by: Steve Perry, Police Chief

Background Information

Proclamation recognizing our City of Hutchins emergency communications personnel for being the first critical contact when a citizen calls 911. Our Communications personnel are the first behind-the-scenes first responders who play a critical role in obtaining information and sending the appropriate first responders to a scene. Our Communications personnel are the single most vital link to our police officers and fire personnel in keeping them safe. In appreciation of their hard work, this resolution recognizes these men and women for their contributions to public safety and the city of Hutchins.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

N/A

Supporting Documentation and Attachments

Proclamation

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 11th through 17th, 2024, 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 1, 2024.

Mayor Mario Vasquez



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: City Council

SUBMITTED BY: Robert McWayne

AGENDA CAPTION: Witt Road presentation by Dan Gallegher of Kimley-Horn by:
Robert McWayne

Background Information

Kimley-Horn would like to discuss their options for truck traffic from Lancaster-Hutchins Road to Witt Road.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

N/A

Supporting Documentation and Attachments



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: City Council

SUBMITTED BY: Stacey Hickson (Fire Chief)

AGENDA CAPTION: Discuss and consider Resolution R2024-04-1181 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE FIRE CHIEF TO APPLY FOR THE ASSISTANCE TO FIREFIGHTERS GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE FY 2024/2025 ASSISTANCE TO FIREFIGHTERS GRANT.

Presented by: Stacey Hickson, Fire Chief

Background Information:

Requesting to apply for a FEMA grant for a second set of firefighting gear for all personnel to help combat occupational cancer. Also purchasing a set of extrication/wildland gear for all personnel.

Budget Implications:

Grant would be budgeted in the 24/25 budget for \$9,571.43. Total grant cost is \$191,428.57. City share is 5% and FEMA share is 95%.

Operational Impact:

Grant would allow a second set of firefighting gear for all personnel to allow a clean set of gear for all firefighters to reduce the chance of cancer.

Legal Review:

No

Staff Recommendation:

Staff recommends approving this request.

Supporting Documentation and Attachments:

Attached



Hutchins Fire Rescue

September 21, 2023



Introduction

- Hutchins Fire Rescue was formed in April 1947 with all volunteers. The first full time firefighter was hired in October 1985. We currently have 3 administrative personnel consisting of a Chief, EMS Captain and Fire Inspector. We have 27 shift personnel covering the two fire stations. 5 personnel at Station 2 and 4 personnel at station 1 that work a 48/96 shift.

We currently have 2 fire stations.

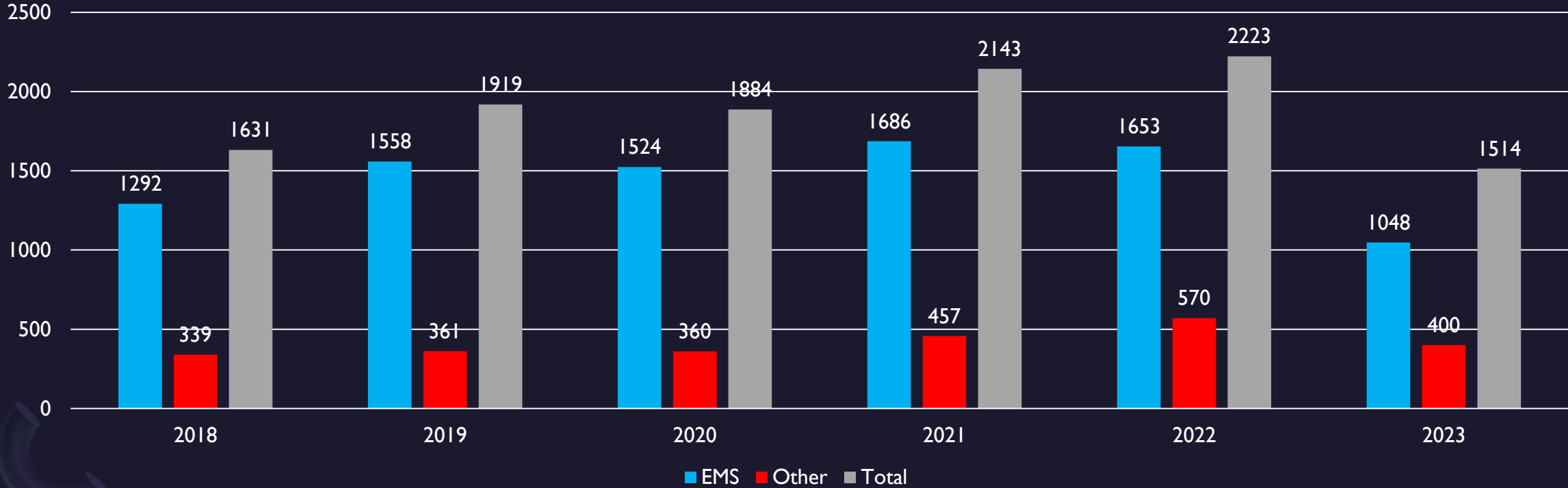


1525 E. Wintergreen Rd

550 W. Palestine St at the
Public Safety Building.

Hutchins Fire Rescue

EMS and Fire Response 2018-2023



Future Needs



Engine

2025-2026

Replacing 2005
Spartan Fire
Engine



FF/Paramedic

2025-2026

Adding 3
FF/Medics



Medic 342

2026-2027

Replacing 2018
Ambulance



Booster 342

2027-2028

Replacing 2008
Booster.

Timeline

- Purchase a Fire Engine to replace the 2005 Fire Engine at Station 2

Purchase new Ambulance to replace 2018 Ambulance at Station 2.



- Hire 3 additional Firefighter/Paramedics due to new growth.

- Purchase a new Booster Truck to replace 2008 Booster at Station 2





Summary

With the city growing and calls increasing the priority for our dept is serving the public at the highest level.

Mission Statement: We continually strive for excellence, guided by principles of trust, integrity, honesty, loyalty, safety, and respect for all."

Thank You

Stacey Hickson – Fire Chief

shickson@cityofhutchins.org

www.cityofhutchins.org

972-225-9901



**CITY OF HUTCHINS
RESOLUTION NO. R 2024-04-1181**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE FIRE CHIEF TO APPLY FOR THE ASSISTANCE TO FIREFIGHTERS GRANT FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FOR THE FY 2024/2025 ASSISTANCE TO FIREFIGHTERS GRANT AND AUTHORIZING THE CITY ADMINISTRATOR OR HIS DESIGNEE TO ACT ON THE CITY'S BEHALF TO ADMINISTER THE GRANT, AND PLEDGING THAT THE CITY OF HUTCHINS WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA). THE GRANT IS TO PURCHASE FIREFIGHTING GEAR FOR ALL FIREFIGHTERS IN THE DEPARTMENT.

WHEREAS, The City of Hutchins finds it in the best interest of the citizens of Hutchins, Texas, and Hutchins Firefighters that the Assistance to Firefighters grant be operated for the 2024/2025 budget year;

WHEREAS, The City of Hutchins agrees that in the event of loss or misuse of the Federal Emergency Management Agency funds, The City of Hutchins assures that the funds will be returned to FEMA in full; and

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

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

SECTION 1. The City of Hutchins approves the submission of the grant application for the Assistance to Firefighters grant to the Federal Emergency Management Agency.

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 1st day of April 2024.

Grant Number: EMW-2023-FG-00897

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

Grant request details

Are you requesting a Micro Grant? A Micro Grant is limited to \$75,000 in federal resources. No

Grand total: \$201,000.00

Program area: Operations and safety

Activity: Personal Protective Equipment (PPE)

\$201,000.00

Grant request summary

The table below summarizes the number of items and total cost within each activity you have requested funding for. This table will update as you change the items within your grant request details.

Grant request summary

Activity	Number of items	Total cost
Personal Protective Equipment (PPE)	3	\$201,000.00
Total	3	\$201,000.00

Is your proposed project limited to one or more of the following activities: Planning and development of policies or processes. Management, administrative, or personnel actions. Classroom-based training. Acquisition of mobile and portable equipment (not involving installation) on or in a building.

No

Please download the EHP Screening form available at <https://www.fema.gov/media-library/assets/documents/90195>. Once you have been awarded the grant and have accepted the award, please complete and send your screening form and attachments to GPEHPinfe@fema.dhs.gov.

Filename	Date uploaded	Uploaded by	Label	Description	Action
EHP_Checklist.pdf	01/30/2024	shickson@cityofhutchus.org	EHP Screening Form	EHP Screening	

Budget summary

Budget summary

Object class categories	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$201,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Total direct charges	\$201,000.00
Indirect charges	\$0.00
TOTAL	\$201,000.00
Non-federal resources	
Applicant	\$9,571.43
State	\$0.00
Other sources	\$0.00
Remarks	
Total Federal and Non-federal resources	
Federal resources	\$191,428.57
Non-federal resources	\$9,571.43
TOTAL	\$201,000.00
Program income	\$0.00

Budget summary

Budget summary

Object class categories	Total
Personnel	\$0.00
Fringe benefits	\$0.00
Travel	\$0.00
Equipment	\$201,000.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Total direct charges	\$201,000.00
Indirect charges	\$0.00
TOTAL	\$201,000.00
Non-federal resources	
Applicant	\$9,571.43
State	\$0.00
Other sources	\$0.00
Remarks	
Total Federal and Non-federal resources	
Federal resources	\$191,428.57
Non-federal resources	\$9,571.43
TOTAL	\$201,000.00
Program income	\$0.00



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: City Council

SUBMITTED BY: Robert McWayne

AGENDA CAPTION: Discuss and consider Resolution R2024-04-1182 OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE E. CLEVELAND STREET 18" WASTEWATER RELIEF LINE PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE APPARENT LOW BIDDER ATKINS BROTHERS EQUIPMENT COMPANY INC, IN AN AMOUNT NOT TO EXCEED \$612,000.00; AND PROVIDING FOR AN EFFECTIVE DATE Presented by: Robert McWayne

Background Information

Staff had its third-party consultant Schaumburg & Polk advertise the East Cleveland 18" Wastewater Relief Line Project on Civcast from February 1st to March 7th, 2024. The City received 19 bids and held a public bid opening where the bids were opened and read aloud. The bids ranged from \$1,359,137.00 to \$612,000 with the Atkins Brothers Equipment Company being the apparent low bidder.

Budget Implications

\$612,000.00

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

Staff recommends approving Resolution R2024-04-1182

Supporting Documentation and Attachments



March 11, 2024

Mr. Robert McWayne
Assistant Director of Public Works
City of Hutchins 321 N. Main Street
Hutchins, TX 75141

Re: E. Cleveland Street 18" Wastewater Relief Line Bid Award Recommendation Bid 2024-10
SPI Project No. 23-2121

Dear Robert:

Schaumburg & Polk, Inc. (SPI) has reviewed the four lowest bids submitted to the City of Hutchins, at 2:00p.m. on March 7, 2024, for the above project. Attached is the bid tabulation. This project was advertised for bid on CivCast and nineteen (19) contractors submitted bids.

The apparent low bid was submitted by Atkins Brothers Equipment Company, Inc. (Atkins) in the amount of \$612,000.00.

We contacted the references in Atkins bid package and received positive references from Tarrant County for waterline projects in the City of Everman and the City of Watauga. The reference indicated they would award Atkins another construction project if they were the low bidder.

Based on the information made available to SPI, we recommend the City of Hutchins accept the bid from Atkins and award them a construction contract in the amount of \$612,000.

Sincerely,

A handwritten signature in black ink that reads "Donna L. Manhart, P.E." The signature is written in a cursive style.

Donna L. Manhart, P.E.
Project Manager

enclosures

**E. CLEVELAND STREET 18" WASTEWATER RELIEF LINE
SPI PROJ # 23-2121
BID #2024-10**

Unit	Quantity	Atkins Bros Equip. Co. Inc.		Estrada Concrete Company LLC		Blackrock Construction		Douglas Dailey Construction LLC	
		Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid
SY	870	\$ 10.00	\$ 8,700.00	\$ 19.00	\$ 16,530.00	\$ 12.50	\$ 10,875.00	\$ 20.00	\$ 17,400.00
SY	600	\$ 20.00	\$ 12,000.00	\$ 17.00	\$ 10,200.00	\$ 37.00	\$ 22,200.00	\$ 25.00	\$ 15,000.00
SY	870	\$ 170.00	\$ 147,900.00	\$ 110.00	\$ 95,700.00	\$ 192.00	\$ 167,040.00	\$ 200.00	\$ 174,000.00
LF	1420	\$ 75.00	\$ 106,500.00	\$ 60.00	\$ 85,200.00	\$ 37.00	\$ 52,540.00	\$ 35.00	\$ 49,700.00
LF	1500	\$ 136.00	\$ 204,000.00	\$ 220.00	\$ 330,000.00	\$ 192.50	\$ 288,750.00	\$ 240.00	\$ 360,000.00
EA	1	\$ 21,000.00	\$ 21,000.00	\$ 10,250.00	\$ 10,250.00	\$ 15,770.00	\$ 15,770.00	\$ 14,000.00	\$ 14,000.00
EA	3	\$ 20,000.00	\$ 60,000.00	\$ 12,500.00	\$ 37,500.00	\$ 13,960.00	\$ 41,880.00	\$ 12,000.00	\$ 36,000.00
EA	1	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 4,430.00	\$ 4,430.00	\$ 1,900.00	\$ 1,900.00
LF	1500	\$ 1.00	\$ 1,500.00	\$ 8.00	\$ 12,000.00	\$ 3.50	\$ 5,250.00	\$ 1.00	\$ 1,500.00
EA	50	\$ 100.00	\$ 5,000.00	\$ 25.00	\$ 1,250.00	\$ 425.00	\$ 21,250.00	\$ 40.00	\$ 2,000.00
LS	1	\$ 5,000.00	\$ 5,000.00	\$ 12,500.00	\$ 12,500.00	\$ 8,155.00	\$ 8,155.00	\$ 12,000.00	\$ 12,000.00
SY	600	\$ 34.00	\$ 20,400.00	\$ 10.00	\$ 6,000.00	\$ 12.00	\$ 7,200.00	\$ 18.00	\$ 10,800.00
LS	1	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00	\$ 15,000.00	\$ 15,000.00
LS	1	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 34,950.00	\$ 34,950.00	\$ 10,000.00	\$ 10,000.00
LS	1	\$ 5,000.00	\$ 5,000.00	\$ 32,400.00	\$ 32,400.00	\$ 14,750.00	\$ 14,750.00	\$ 21,000.00	\$ 21,000.00
Bid Total			\$ 612,000.00		\$ 681,030.00		\$ 702,040.00		\$ 740,300.00

CONTRACTOR REFERENCE QUESTIONS
FOE CITY OF HUTCHINS E CLEVELAND STREET 18” WW RELIEF LINE
Bid March 7, 2024
\$612,000

Reference: Brad Hearne Project name: City of Everman Water Line , S Race St
Phone: 817-850-7961 Contract amount: \$407,291
Date: 11/2023 Email: blhearne@tarrantcountytx.gov
Contractor: Atkins Bros. Equip Co., Inc.

- 1. Was the project construction completed?
YES.

- 2. Did the project have change orders?
YES TO ADD WORK. NOTHING SUBSTANTIAL OR DUE TO CONTRACTOR INTEGRITY.

- 3. Was the project completed within the allotted working days?
YES.

- 4. Would you select them again if they were low bidder for another project?
YES.

CONTRACTOR REFERENCE QUESTIONS
FOE CITY OF HUTCHINS E CLEVELAND STREET 18” WW RELIEF LINE
Bid March 7, 2024
\$612,000

Reference: Brad Hearne
Phone: 817-850-7961
Date: 08/2023
Contractor: Atkins Bros. Equip Co., Inc.

Project name: City of Watauga, Emerson Dr. Water Ln. Imp.
Contract amount: \$303,578
Email: blhearne@tarrantcountytx.gov

- 1. Was the project construction completed?
YES.
- 2. Did the project have change orders?
YES TO ADD WORK. NOTHING SUBSTANTIAL OR DUE TO CONTRACTOR INTEGRITY.
- 3. Was the project completed within the allotted working days?
YES.
- 4. Would you select them again if they were low bidder for another project?
YES.

Item	Description	Unit	Quantity	Atkins Bros Equip. Co. Inc.		Estrada Concrete Company LLC		Blackrock Construction		Douglas Dailey Construction LLC	
				Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid	Unit Bid Price	Amount Bid
1	For sawing, removal and disposal of existing concrete pavement and curb	SY	870	\$ 10.00	\$ 8,700.00	\$ 19.00	\$ 16,530.00	\$ 12.50	\$ 10,875.00	\$ 20.00	\$ 17,400.00
2	4" top soil delivered	SY	600	\$ 20.00	\$ 12,000.00	\$ 17.00	\$ 10,200.00	\$ 37.00	\$ 22,200.00	\$ 25.00	\$ 15,000.00
3	Construct 10 inch 4000psi Class P1 reinforced concrete street and driveway	SY	870	\$ 170.00	\$ 147,900.00	\$ 110.00	\$ 95,700.00	\$ 192.00	\$ 167,040.00	\$ 200.00	\$ 174,000.00
4	Construct 6 inch 4000 PSI Class "P1" concrete integral curb	LF	1420	\$ 75.00	\$ 106,500.00	\$ 60.00	\$ 85,200.00	\$ 37.00	\$ 52,540.00	\$ 35.00	\$ 49,700.00
5	Furnish and install 18 inch PVC SDR-26	LF	1500	\$ 136.00	\$ 204,000.00	\$ 220.00	\$ 330,000.00	\$ 192.50	\$ 288,750.00	\$ 240.00	\$ 360,000.00
6	Construct 5 foot diameter sealed manhole	EA	1	\$ 21,000.00	\$ 21,000.00	\$ 10,250.00	\$ 10,250.00	\$ 15,770.00	\$ 15,770.00	\$ 14,000.00	\$ 14,000.00
7	Construct 5 foot diameter manhole	EA	3	\$ 20,000.00	\$ 60,000.00	\$ 12,500.00	\$ 37,500.00	\$ 13,960.00	\$ 41,880.00	\$ 12,000.00	\$ 36,000.00
8	Connect to existing manhole	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 1,500.00	\$ 4,430.00	\$ 4,430.00	\$ 1,900.00	\$ 1,900.00
9	Furnish and install complete Trench Safety	LF	1500	\$ 1.00	\$ 1,500.00	\$ 8.00	\$ 12,000.00	\$ 3.50	\$ 5,250.00	\$ 1.00	\$ 1,500.00
10	Remove, replace and repair sprinkler heads	EA	50	\$ 100.00	\$ 5,000.00	\$ 25.00	\$ 1,250.00	\$ 425.00	\$ 21,250.00	\$ 40.00	\$ 2,000.00
11	For all erosion control activities	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 12,500.00	\$ 12,500.00	\$ 8,155.00	\$ 8,155.00	\$ 12,000.00	\$ 12,000.00
12	Block Sod	SY	600	\$ 34.00	\$ 20,400.00	\$ 10.00	\$ 6,000.00	\$ 12.00	\$ 7,200.00	\$ 18.00	\$ 10,800.00
13	Implement traffic control	LS	1	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,000.00	\$ 7,000.00	\$ 15,000.00	\$ 15,000.00
14	For mobilization and move-in	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 20,000.00	\$ 34,950.00	\$ 34,950.00	\$ 10,000.00	\$ 10,000.00
15	Bonds	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 32,400.00	\$ 32,400.00	\$ 14,750.00	\$ 14,750.00	\$ 21,000.00	\$ 21,000.00
				Bid Total		\$ 612,000.00		\$ 702,040.00		\$ 740,300.00	

**CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R 2024-04-1182**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ACCEPTING BIDS RECEIVED IN ASSOCIATION WITH THE E. CLEVELAND STREET 18” WASTEWATER RELIEF LINE PROJECT; AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH THE APPARENT LOW BIDDER ATKINS BROTHERS EQUIPMENT COMPANY INC, IN AN AMOUNT NOT TO EXCEED \$612,000.00; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City accepted bids for the E. Cleveland Street 18” Wastewater Relief Line (“the “Project”); and

WHEREAS, the City has accepted the apparent low bidder Atkins Brothers Equipment Company, Inc. for the Project; and

WHEREAS, the City Council of the City of Hutchins finds it in the best interest to the residents and businesses of the City of Hutchins to accept the apparent low bidder, Atkins Brothers Equipment Company Inc. for the Project in an amount not to exceed \$612,000.00;

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

SECTION 1. The City, acting through its governing body, hereby confirms that it accepts the bids that were received, opened publicly, and read aloud by the City’s Department of Public Works on March 7, 2024.

SECTION 2. The City, acting through its governing body, hereby confirms that it awards the Project to the apparent low bidder Atkins Brothers Equipment Company Inc, at the submitted low bid amount of \$612,000.00 as set forth in Exhibit “A” attached hereto and incorporated herein by reference.

SECTION 4. For and on behalf of the City Council, the City Administrator is hereby authorized to negotiate and execute a contract with Atkins Brothers Equipment Company Inc, in the amount not to exceed \$612,000.00 for the Project.

SECTION 5. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 1st day of April 2024.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary

EXHIBIT "A"
Atkins Brothers Equipment Company Bid



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: Regular Council Meeting

SUBMITTED BY: Steve Perry, Police Chief

AGENDA CAPTION: Neighborhood watch program signage Presented by: Steve Perry, Police Chief, Driek Whitted Police Officer, Jennifer Cristobal Police Officer

Background Information

Discussion with City Council on the placement of Neighborhood Watch Signs.

Budget Implications

Signs \$ 1651.80

Posts \$ 4709.00

Operational Impact

The Hutchins Police Department neighborhood watch program was established as a crime reduction and educational program through community involvement. Crime Watch groups are currently meeting in the Public Safety Building training room and at the Quail Run mobile home park. Crime Watch signs have been ordered and a preliminary map establishing site locations has been established.

Legal Review

N/A

Staff Recommendation

Discussion with Council on placement.

Supporting Documentation and Attachments

PowerPoint

City of Hutchins

Neighborhood Watch



Neighborhood watch program

Driek Whitted
dwhitted@cityofhutchins.org

Jennifer Cristobal
jcristobal@cityofhutchins.org

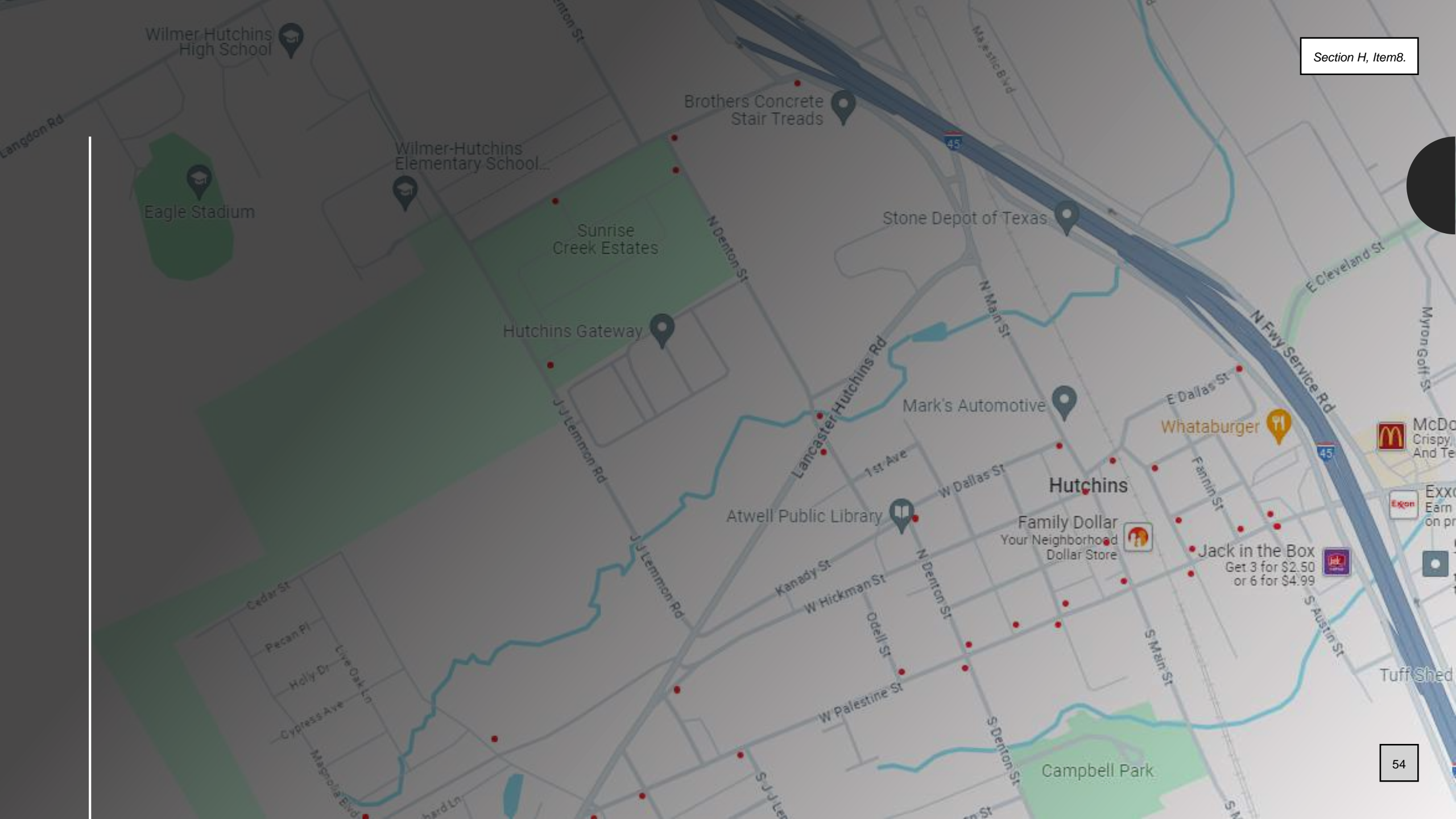
Meeting locations:
550 W. Palestine
Hutchins, Texas 75141
April TBD 6:00PM

Information sharing
Group me

Download to any iPhone, android, or
computer.

Active participation





Map 1 has the following streets:

Lancaster-Hutchins and Magnolia Blvd sign facing East (Southaven Edition)

Lancaster-Hutchins and Southaven sign facing East (Southaven Edition)

JJ Lemmon and Sunrise

JJ Lemmon and Langdon sign facing North

Chapman and Sunrise Ct. sign facing North

Denton and Morningstar sign facing East

Main and Chapman sign facing East

Lancaster-Hutchins and Denton on both sides of the roadway

Lancaster-Hutchins at Hickman (on Hickman) sign facing South

Main and Hickman (on Hickman) sign facing East

Main and Athens sign facing East

Palestine at Main sign facing East

Mills at Palestine on both sides

Palestine and Grayson sign facing South

Denton at Palestine sign facing North

Palestine at Odell sign facing South

Palestine at South JJ Lemmon sign facing North

Palestine at Crockett sign facing North

Palestine at Lancaster-Hutchins sign facing West

Main St. at the entrance of Quail Run Mobile Home Park sign facing South

Dallas St at R/R tracks by WW Grocery sign facing West

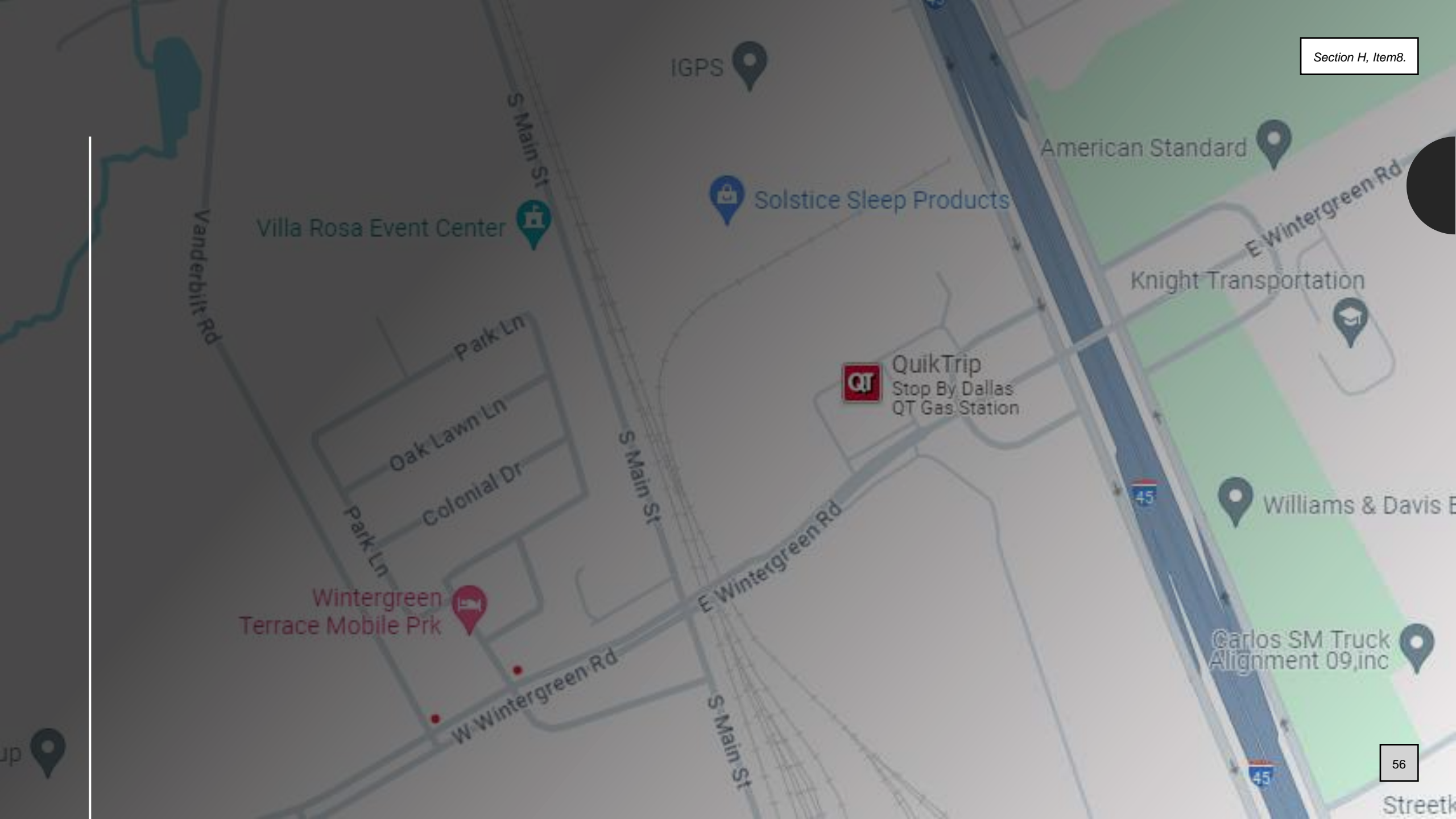
Dallas St at IH-45 service road sign facing East

Pacific St at Hickman St sign facing West

Pacific at Palestine both sides

Fannin St at Palestine sign facing South

Austin St at Palestine both sides



Map 2 has the following streets:

Section H, Item 8.

Fannin St at Palestine sign facing South

Austin St at Palestine both sides

Meadowbrook entrance sign facing South

Fairlawn entrance sign facing South

East Dowdy Ferry at JP Transmissions sign facing West

Westbound Dowdy Ferry just after the bridge sign facing East

Trout Rd both ends

Skyline Rd both ends

Bluff view both ends

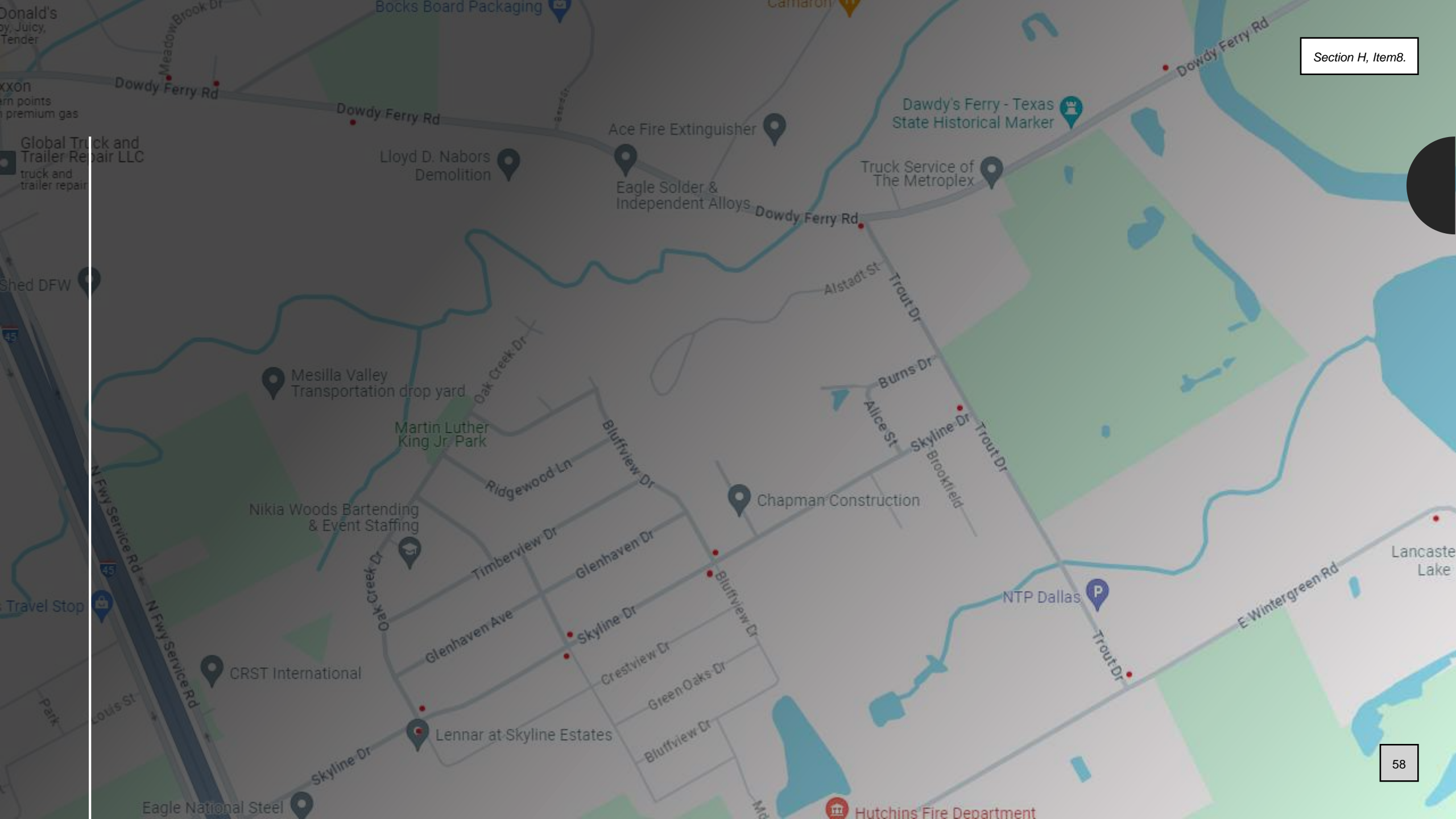
Woodbrook both ends

Oak creek both ends

Meadow ridge at East Wintergreen sign facing South

East Wintergreen at Joe Ed Wallace Way sign facing West

Lancaster Club Lake at East Wintergreen and Post Oak



Map 3 has the following streets:

Wintergreen Rd at entrance to Wintergreen Mobile Home Park sign facing South

Wintergreen Rd at Vanderbilt Rd sign facing South



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: City Council

SUBMITTED BY: Katherine Lindsey

AGENDA CAPTION: Discuss and consider Resolution R2024-04-1183 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE THE TERMS AND CONDITIONS OF THE AN AGREEMENT BY AND BETWEEN THE CITY AND BIG SKY CONSTRUCTION COMPANY INC. FOR CONSTRUCTION SERVICES FOR CITY HALL; AND PROVIDING FOR AN EFFECTIVE DATE. Presented by: James Quin, City Administrator

Background Information

An election was held on November 8, 2022 for the purpose of issuing bonds for the purchase of designing, acquiring, constructing, improving, and equipping a new City Hall. The bond was approved by 70% of voters.

An RFP for Architectural Services and Construction Administration Services for New City Hall Facility was issued on November 11, 2022. The City Council interviewed the top applicants on February 6, 2023 and awarded the contract to Brandstetter Carroll, Inc. on February 20, 2023.

On February 22, 2024 an RFP was published for Competitive Sealed Proposals for the construction of the Hutchins City Hall Building. The bids were opened and read on March 21, 2024. The apparent lowest bidder was Big Sky Construction Company Inc. at \$14,050,000.00.

The next step being presented to Council is to allow the City Administrator to enter negotiations with the lowest apparent bidder and present the negotiated contract to the City Council on April 15, 2024.

Budget Implications

The construction cost of the new City Hall building is included in the budget.

Operational Impact

NA

Legal Review

The City Attorney approved the resolution.

Staff Recommendation

Staff recommends that the City Council authorize Brandstetter Carol LLC to enter negotiations with the apparent lowest bidder, Big Sky Construction Company Inc., to construct the new City Hall building.

Supporting Documentation and Attachments

- 1. Resolution
- 2. Letter of Recommendation
- 3. Bid Tabulation

**CITY OF HUTCHINS
RESOLUTION R2024-04-1183**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE THE TERMS AND CONDITIONS OF AN AGREEMENT BY AND BETWEEN THE CITY AND BIG SKY CONSTRUCTION COMPANY INC. FOR CONSTRUCTION SERVICES FOR CITY HALL; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on November 8, 2022 a bond election was held and voters approved the issuance of bonds for the purchase of designing, acquiring, constructing, improving, and equipping a new City Hall; and

WHEREAS, on February 22, 2024 an RFP was published for Competitive Sealed Proposals for the construction of the Hutchins City Hall Building; and

WHEREAS, the bids were opened and read by the City of Hutchins on March 21, 2024 and the lowest apparent bidder was Big Sky Construction Company Inc.; and

WHEREAS, the City Council of the City of Hutchins finds it in the best interest of the City of Hutchins to allow the City Administrator to begin contract negotiations with Big Sky Construction Company Inc. for the construction of the new Hutchins City Hall Facility.

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

SECTION 1. The City, acting through its governing body, hereby confirms that it supports the City Administrator to negotiate an agreement with Big Sky Construction Company Inc. to construct a new City Hall facility.

SECTION 2. This Resolution shall become effective immediately from and after its passage.

DULY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 1st day of April 2024.

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary



March 26, 2024

Mr. James Quin

City Administrator
City of Hutchins, Texas

RE: Hutchins City Hall

Dear Mr. Quin,

BCI has evaluated the bids received on March 21, 2024 at 10:00am CST at Hutchins City Hall for the construction of the new City Hall Facility. We have determined that the lowest price/best bid was submitted by **Big Sky Construction Company, Inc. of Dallas, TX. for a stipulated sum base bid of \$14,050,00.00.**

We recommend that the City of Hutchins proceed with preliminary contract negotiations including verification that all requirements and sureties are satisfied by this bidder.

Sincerely,

Mary Ann A. Mitchell, AIA
Managing Principal

BID TABULATION FORM - March 21, 2024

CITY OF HUTCHINS, TX - NEW CITY HALL

ARCHITECT'S PROJECT No. 23046



BIDDER	BID FORM	UNIT PRICES	CONTRACTOR'S QUALS	BID BOND	RECEIPT OF ADDENDUM NO. 1	RECEIPT OF ADDENDUM NO. 2	RECEIPT OF ADDENDUM NO. 3	CONTINGENCY ALLOWANCE	BASE BID
Northridge Construction Group	YES	YES	YES	YES	YES	YES	YES	\$750,000	\$17,343,000
Big Sky Construction	YES	YES	YES	YES	YES	YES	YES	\$750,000	\$14,050,000



STAFF REPORT

MEETING DATE: April 1, 2024

MEETING TYPE: City Council

SUBMITTED BY:

AGENDA CAPTION: The City Council shall convene into Executive Session in accordance with Section 551.074, PERSONNEL MATTERS Deliberate the evaluation of the City Administrator

Background Information:

Budget Implications:

Operational Impact:

Legal Review:

Staff Recommendation:

Supporting Documentation and Attachments: