CITY OF HUTCHINS
NOTICE OF CITY COUNCIL MEETING - Amended
Monday, October 2, 2023 - 6:30 PM
Hutchins City Hall - Council Chamber
321 N. Main St.
Hutchins, Texas  75141

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, October 2, 2023, at 6:30 p.m. at the Hutchins City Hall - Council Chamber located at 321 N. Main Street, Hutchins, Texas, at which time the following items will be discussed and considered:

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.

REGULAR SESSION
A. CALL TO ORDER: The Mayor will call the meeting order and declare a quorum.
   1. Roll Call
   2. Invocation
   3. Pledge of Allegiance

B. 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.

C. 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. August and September Council Meeting Minutes

D. PRESENTATIONS
   1. Life Safety Award presentation to 4 members of A Shift. Lt. Colin Gowin, Engineer Juan Barajas, Firefighter/Paramedic Jay Nickerson, and Firefighter EMT Brian Self.
      Presented by: Matth Lehmann, EMS Captain
   2. Financial Report as of June 30, 2023
      Presented by: Maria Joyner, Director of Finance

E. PUBLIC HEARINGS
   1. The council will receive public comments regarding the proposed amendment of roadway
F. REGULAR AGENDA

1. Discuss and consider Resolution R2023-1140 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 2, TITLED “EMPLOYMENT”, BY DELETING SECTION 2.06 TITLED “PERFORMANCE APPRAISAL” IN ITS ENTIRETY AND RESERVING SECTION 2.06 FOR FUTURE USE; AND PROVIDING FOR AN EFFECTIVE DATE.
   Presented by: Robert McWayne, Interim Director of Public Works

2. Discuss and consider Resolution R2023-1141 rescheduling the November 6, 2023, Regular Council Meeting.
   Presented by: Karen Steward, Director of Human Resources

3. Discuss and consider Resolution R2023-1142 OF THE CITY OF HUTCHINS, TEXAS, NOMINATING A CANDIDATE TO BE A MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT.
   Presented by: Cynthia Olguin, City Secretary

4. Discuss and consider agreement with Ron Hobbs for animal shelter design study
   Presented by: Steve Perry, Police Chief

G. ITEMS OF COMMUNITY INTEREST

1. Hutchins Parks and Recreation Board meeting, October 3, 2023, at 6:30 p.m. at Hutchins City Hall - Council Chamber, 321 N. Main St., Hutchins, TX  75141.

2. National Night Out, Tuesday, October 3, 2023, at 6:00 p.m. at the Hutchins Public Safety Building, 550 W. Palestine, Hutchins, TX.

3. Fall Festival, Saturday, October 14, 2023, from 12 noon to 3 pm at Campbell Park, 200 S. Denton St. Hutchins, TX.

4. Atwell Public Library Board meeting, October 17, 2023, at 6:30 p.m. at Hutchins City Hall - Council Chamber, 321 N. Main St., Hutchins, TX  75141.

5. Planning and Zoning Commission meeting, October 19, 2023, at 6:00 p.m. at Hutchins City Hall - Council Chamber, 321 N. Main St., Hutchins, TX  75141.

6. Fall CleanUp, Saturday, October 21, 2023, from 8 am - 12 noon at 300 N. Main St., Hutchins, TX.

H. ADJOURNMENT

CERTIFICATION

I certify that a copy of the amended October 2, 2023 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 Friday, September 29, 2023, before 6:30 p.m.

Cynthia Olguin, City Secretary
MEETING DATE: October 2, 2023
SUBMITTED BY: C.1.
AGENDA ITEM: August and September Council Meeting Minutes

Background Information

Budget Implications

Operational Impact

Legal Review

Staff Recommendation

Supporting Documentation and Attachments

1. 08-07-2023 Regular City Council Meeting Minutes
2. 08-21-2023 Regular City Council Meeting Template
3. 09-05-2023 Regular City Council Meeting
4. 09-11-2023 Special Called Council Meeting Minutes
5. 09-18-2023 Regular City Council Meeting Minutes
A meeting of the Hutchins City Council was held on Monday, August 7, 2023, with a Work Session at 5:15 p.m. and the Regular Meeting at 6:30 p.m. at Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered.

WORK SESSION - 5:15 p.m.

Mayor Vasquez opened the work session at 5:15 p.m.
Present: Mayor Mario Vasquez, Mayor Pro Tem Steve Nichols, Councilmember Demarcus Odom
Councilmember Campbell arrived at 5:30 p.m.
Absent: Councilmember Didehbani

A. Boards and Commission Application Review
   Presented by: Cynthia Olguin, City Secretary

   City Secretary Olguin presented an update on the boards and commissions, provided a list of the attendance rosters, and applications for council consideration of all applications submitted for appointments to the Boards and Commission for the 2023/2024 term. The applications were reviewed and discussed, and the council was informed that formal action on appointments would take place at the August 21, 2023, council meeting. City Secretary Olguin also provided an update on the Historical Society Board and the need for two regular member applicants and at least two alternate member applications for a full board to be seated.

B. Budget Workshop #2
   Presented by: Maria Joyner, Accountant

   William Wooten presented the proposed budget and explained the significant impact on the police department budget due to salary adjustments, COPS grant funding, and position upgrades. City Administrator Quin explained the de minimus tax rate and the strategy to maintain the tax rate. Staff presented the Capital Improvement Projects, the GIS Services, the rebranding project, and the capital projects budget for Campbell Park improvements. The council discussed the pavilion and renovations to the existing gazebo at Campbell Park. The staff asked for clear directions on how to proceed with
the park improvements. Chief Perry presented the capital projects for the police department including upgrades to the jail cameras, security cameras, and alarms for police and fire, an improved drone, vehicles for additional staff, and reassignment of current fleet vehicles. The council discussed the current police vehicle inventory and the need for a vehicle replacement program. The council directed staff to move forward with the order for vehicles.

City Administrator Quin gave a brief outline of the proposed changes to the general fund, the proposed debt fund budget, and upcoming meeting dates.

Mayor Vasquez adjourned the Work Session at 6:27 p.m.

**REGULAR SESSION**

A. **CALL TO ORDER:** Mayor Vasquez called the meeting to order at 6:30 p.m.

1. **Roll Call:** Members present – Mayor Vasquez, Councilmember Elmore, Councilmember Campbell, Councilmember Odom.
   
   Absent: Councilmember Didehbani

2. **Invocation:** The invocation was presented by Councilmember Campbell.

3. **Pledge of Allegiance:** Councilmember Elmore led the Pledge of Allegiance

B. **CITIZEN COMMENTS**

Jaymar Searls, Timberview Lane, spoke regarding the poor condition of Woodbrook Ln and requested the council to take action.

Charles Cooper, Timberview Lane, spoke regarding the poor condition of Woodbrook Ln., and the need for wheelchair accessibility.

C. **CONSENT AGENDA**

1. **Consider approval of the June 2023 and July 2023 City Council Meeting Minutes.**

   Councilmember Odom made the motion seconded by Councilmember Elmore to approve. All in favor, the motion carried 4-0.

D. **PRESENTATIONS**

1. **Inland Port Presentation**

   Dallas County Commissioner John Wiley Price and his team presented a summary of the Dallas County Inland Port Flood Protection Study, the history of the Inland Port, and the Texas Legislature’s creation of the Flood Infrastructure Fund. Lissa Shepard provided a presentation that outlined that the purpose of the study is to identify areas likely to flood and identify improvements to relieve flooding, improve stormwater drainage modifications, and reduce loss due to flooding. The study is partially funded by the Flood Infrastructure Fund from the Texas Water Development Board. The study should be completed by Summer of 2024. Ms. Shepard encouraged the city to continue to work with the team to develop this project.
2. **Campbell Park Improvements and Splash Pad**  
   Presented by Robert McWayne, Interim Director of Public Works

Interim Director of Public Works McWayne presented the Capital Improvement Projects for Campbell Park Improvements with a budget of $700,000.

The council discussed the following proposed park improvements:

Walking Trail: The council discussed estimates for the walking trail and suggested the trail loop around the park instead of cutting through the field and extending the trail to the tree line or tennis court. Public restroom options were reviewed and discussed, and a recommendation was made to add a second toilet in the women's restroom. Other items of discussion included lighting at Campbell Park.

Valley View Park: staff presented options for shaded picnic canopies, 12 x 12 shelter with concrete pad would cost about $10,000 each. The council recommended 2-3 canopies.

Campbell Park Pavilion: quotes were provided for a 52 x 52 pavilion at $259,651 and a quote of $15,000 to rehab the existing pavilion. The council discussed a 70 x 80 pavilion that would include a striped basketball and pickleball court with removable nets and lighting. A recommendation was made to inquire about the possibility of the current slab being salvaged.

Splash Pad: Staff presented size and price options. The council agreed to pass on the splash pad discussion and incorporate it into future discussions of the proposed recreation center.

**E. PUBLIC HEARINGS**

**F. REGULAR AGENDA**

1. **The State Law mandates that the Governing Body convene, engage in discussions, and conduct a recorded vote to put forth and deliberate on the ad valorem tax rate for Fiscal Year 2023-2024.**  
   Presented by: Maria Joyner, Accountant

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore that the City of Hutchins proposes to set a Fiscal Year 2024 total tax rate of 0.630082 per $100 of assessed valuation and schedule a public hearing on the tax rate for September 5, 2023. All in favor, the motion carried 4-0.

2. **Discuss and consider Resolution R2023-1126 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 2, TITLED “EMPLOYMENT”, BY AMENDING SECTION 2.08 TITLED “SEPARATION OF EMPLOYMENT” BY AMENDING “SEPARATION LEAVE” NUMBER 2, TO ALLOW CITY EMPLOYEES WHO HAVE COMPLETED THEIR FIRST YEAR OF EMPLOYMENT TO BE PAID FOR UNUSED VACATION TIME EARNED UP TO 140 HOURS**
Councilmember Elmore made the motion seconded by Councilmember Odom to approve Resolution R2023-1126. All in favor, the motion carried 4-0.

3. Discuss and consider Resolution R2023-1127 OF THE CITY OF HUTCHINS, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC’S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTOR AND UPDATE GENERATION RIDERS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH THE STEERING COMMITTEE OF CITIES SERVED BY ONCOR; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY’S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY.

Presented by: Katherine Lindsey, Assistant to the City Administrator

Councilmember Odom made the motion seconded by Councilmember Campbell to approve Resolution R2023-1127. All in favor, the motion carried 4-0.

4. Discuss and consider Ordinance 2023-1175 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 2, TITLED “ANIMAL CONTROL” BY CHANGING THE TITLE TO READ “ANIMAL SERVICES” AND BY AMENDING CHAPTER 2 THROUGHOUT BY CHANGING ALL REFERENCES TO “ANIMAL CONTROL” TO “ANIMAL SERVICES”; BY AMENDING CHAPTER 6 TITLED “HEALTH AND SANITATION” BY AMENDING ARTICLE 6.03 TITLED “TALL WEEDS, BRUSH AND UNSIGHTLY VEGETATION” BY AMENDING ARTICLE 6.03 BY CHANGING ALL REFERENCES TO “CODE ENFORCEMENT” TO “CODE COMPLIANCE” THROUGHOUT ARTICLE 6.03; AND BY AMENDING APPENDIX A “FEE SCHEDULE” BY AMENDING ARTICLE A2.000 TO CHANGE THE TITLE FROM “ANIMAL CONTROL” TO “ANIMAL SERVICES”;

Presented by: Katherine Lindsey, Assistant to the City Administrator

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve Ordinance 2023-1175. All in favor, the motion carried 4-0.

5. Discuss and consider Ordinance 2023-1176 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 12, TITLED “TRAFFIC AND VEHICLES”, BY AMENDING ARTICLE 12.04, TITLED “PARKING” TO PROVIDE REVISED PARKING REQUIREMENTS WITHIN THE CITY LIMITS; BY AMENDING ARTICLE 12.05 TITLED “COMMERCIAL AND OVERSIZED VEHICLES” BY AMENDING DIVISION 3 TITLED “WEIGHT LIMITS; TRUCK ROUTES” BY AMENDING SECTION 12.05.092 TITLED “DESIGNATED TRUCK ROUTES; DEFENSES” BY AMENDING SUBSECTION (b) TO PROVIDE REVISED TRUCK ROUTES; BY AMENDING SECTION 12.05.092 TITLED “DESIGNATED TRUCK ROUTES; DEFENSES” BY AMENDING SUBSECTION (c) BY AMENDING PARAGRAPH (6).

Presented by: Steve Perry, Police Chief

The council asked about larger signs. Mayor Pro Tem Nichols made the motion
seconded by Councilmember Elmore to approve Ordinance 2023-1176. All in favor, the motion carried 4-0.

6. **Discuss and consider Resolution R2023-1128 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING THE AMENDED STANDARD CONSTRUCTION DETAILS DATED AUGUST 2023; AND PROVIDING FOR AN EFFECTIVE DATE.**
   
   Presented by: Robert McWayne, Interim Director of Public Works

Councilmember Odom made the motion seconded by Councilmember Campbell to approve Resolution R2023-1128. All in favor, the motion carried 4-0.

7. **Discuss and consider Resolution R2023-1129 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, ADOPTING AND ALLOCATING THE GRANT AMOUNT OF $40,000 AWARDED BY THE NATIONAL FITNESS CAMPAIGN (NFC) FOR AN OUTDOOR FITNESS COURT FOR THE CITY’S RESIDENTS AND VISITORS; AND PROVIDING FOR AN EFFECTIVE DATE.**
   
   Presented by: Robert McWayne, Interim Director of Public Works

Councilmember Campbell made the motion seconded by Mayor Pro Tem Nichols to deny Resolution R2023-1129. All in favor, the motion carried 4-0.

8. **Discuss and consider Resolution R2023-1130 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 AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF HUTCHINS AND RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP, FOR THE DESIGN OF TWO (2) GATEWAY SIGNS; AND PROVIDING FOR AN EFFECTIVE DATE.**
   
   Presented by: Robert McWayne, Interim Director of Public Works

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2023-1130. All in favor, the motion carried 4-0.

   
   Presented by: Robert McWayne, Interim Director of Public Works

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve Resolution R2023-1131. All in favor, the motion carried 4-0.

10. **Consider Resolution R2023-1132 AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A CONTRACTUAL AGREEMENT RELATED TO FINANCIAL SERVICES WITH WILLIAM WOOTEN; APPROPRIATING FUNDS FROM THE**
FISCAL YEAR 2022-2023 BUDGET; AND ESTABLISHING AN EFFECTIVE DATE.

Presented by: Karen Steward, Director of Human Resources

Councilmember Elmore made the motion seconded by Mayor Pro Tem Nichols to approve Resolution R2023-1132. All in favor, the motion carried 4-0.

11. City Hall Progress Update

Mary Ann Mitchell, Brandstetter Carroll, Inc. provided the council with an update of the meetings with staff and the progress made to date. A progress meeting will be scheduled for another date.

G. ITEMS OF COMMUNITY INTEREST

City Secretary Olguin announced the items of community interest.

H. ADJOURNMENT

Councilmember Elmore made the motion seconded by Mayor Pro Tem Nichols to adjourn the meeting at 8:43 p.m. All in favor, the motion carried 4-0.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 2nd DAY OF OCTOBER 2023.

APPROVED:

_________________________________
Mario Vasquez, Mayor

ATTEST:

____________________________________
Cynthia Olguin, City Secretary
A meeting of the Hutchins City Council was held on Monday, August 21, 2023, at 6:30 p.m. at the Hutchins City Hall - Council Chamber located at 321 N. Main Street, Hutchins, Texas, at which time the following items were discussed and considered:

REGULAR SESSION

A. CALL TO ORDER: Mayor Vasquez called the meeting to order at 6:32 p.m.

1. Roll Call: Members present – Mayor Vasquez, Councilmember Elmore, Councilmember Campbell, and Councilmember Didehbani. Absent: Councilmember Odom

2. Invocation: The invocation was presented by Mr. Richardson.

3. Pledge of Allegiance: Councilmember Campbell led the Pledge of Allegiance

B. CITIZEN COMMENTS - None

C. CONSENT AGENDA - None

D. PRESENTATIONS

1. GIS Presentation
   Presented by: Katherine Lindsey, Assistant to the City Administrator

   Jenny Conally, Halff and Associates, walked the council through the GIS website portal and explained the variety of public information available on the website including viewing features with information linked to the appraisal district and other publicly available information linked to the city’s website. The site also includes various city “as-built” plans and master plans and city gas lines that were digitized and linked. The program has a city staff site that includes detailed information for water/sewer systems, manholes, image indexing for locating plans, and several other options. Ms. Conally outlined other options available that can be integrated with the system.

2. Campbell Park update
   Presented by: Robert McWayne, Interim Director of Public Works
Staff presented pricing for the cost to rehab the existing pavilion slab, upgrade the restrooms with stainless steel fixtures, storage, additional lighting, lighting the trails, canopy size options and pricing, resurface the existing tennis court, seating capacity, and options for the proposed pavilion.

E. PUBLIC HEARINGS

F. REGULAR AGENDA

1. Discuss and consider Board and Commission appointments for 2023/2025.
   Presented by: Cynthia Olguin, City Secretary

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to appoint Brenda Campbell, Sherry Edwards, and Jessica Sanchez to the Atwell Public Library Board for two-year terms. All in favor, the motion carried 4-0.

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to appoint Raymond Elmore, Norma Harlin, and Demarcus Odom to the Hutchins Economic Development Corporation Board for two-year terms. All in favor, the motion carried 4-0.

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to appoint Cecile Gardner, Place 1; David Coleman, Place 3; Brenda Campbell, Place 5; and Demarcus Odom, Alternate 1 to the Hutchins Parks and Recreation Board for two-year terms. All in favor, the motion carried 4-0.

   Councilmember Elmore made the motion seconded by Mayor Pro Tem Nichols to appoint Raymond Elmore, Norma Harlin, and Demarcus Odom to the Hutchins Economic Development Corporation Board for two-year terms. All in favor, the motion carried 4-0.

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to appoint Cecile Gardner, Place 1; David Coleman, Place 3; Brenda Campbell, Place 5; and Demarcus Odom, Alternate 1 to the Hutchins Parks and Recreation Board for two-year terms. All in favor, the motion carried 4-0.

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to appoint Tod Davis, Marie Harris, and Joseph Matthews to the Hutchins Planning and Zoning Commission for two-year terms. All in favor, the motion carried 4-0.

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to appoint Cecile Gardner, Place 1; David Coleman, Place 3; Brenda Campbell, Place 5; and Demarcus Odom, Alternate 1 to the Hutchins Parks and Recreation Board for two-year terms. All in favor, the motion carried 4-0.

2. Discuss and consider a reappointment to the Hutchins Atwell Public Library Board for the remainder of a term expiring in 2024.
   Presented by: Cynthia Olguin, City Secretary

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to appoint Cristian Martinez to the Hutchins Atwell Public Library to fill the remainder of a term expiring in 2024. All in favor, the motion carried 4-0.

3. Discuss and consider the reappointment of alternate member Don Presslor to a regular member seat of the Planning and Zoning Commission for the remainder of a term expiring in July 2024.
   Presented by: Cynthia Olguin, City Secretary

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to appoint Don Presslor to the Hutchins Planning and Zoning Commission to fill the remainder of a regular member term expiring in 2024. All in favor, the motion
4. **Discuss and consider Ordinance 2023-1177 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 3, TITLED “BUILDING REGULATIONS”, BY AMENDING ARTICLE 3.11, TITLED “SIGNS” TO ADD REGULATIONS FOR CHANGEABLE ELECTRONIC VARIABLE MESSAGE SIGNS; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO HUNDRED DOLLARS ($200.00) FOR EACH OFFENSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

   Presented by: Tim Rawlings, Building Official

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Ordinance 2023-1177. All in favor, the motion carried 4-0.

5. **Discuss and consider towing service options.**

   Presented by: Steve Perry, Police Chief

   Police Chief Perry provided background on the towing service contract agreement with 24 Hour Wrecker Service that was implemented in July of 2022 after Prasifka Towing suddenly closed their business and left the city with no towing services options. HBL Towing and Recovery has taken over the Prasifka yard and asked for an opportunity to provide service to the city. A representative from HBL presented a summary of services, pricing, and a list of surrounding cities they currently contract with to provide towing services. Chief Perry asked the council for direction to move forward to review if the legal requirements of the current contract would allow for the city to have other options for towing services. Chief Perry stated to the council that they were very pleased with the service provided by 24 Hour Wrecker Service, but he would like to provide an opportunity for a local vendor. The council directed Chief Perry to proceed.

6. **Discuss and consider providing a letter of intent to Reliable Chevrolet for the purchase of vehicles.**

   Presented by: Steve Perry, Police Chief

   Chief Perry informed the council that a letter of intent is required by Reliable Chevrolet before the vehicle order cut-off date of September 7, 2023, if the city intends to purchase vehicles in the upcoming fiscal year through the Sheriffs Association purchasing contract. The council discussed the estimated costs, with and without equipment, vendor comparison, number of vehicles in the current fleet, staffing, and the number of vehicles requested. The council directed staff to proceed with the letter of intent for three police vehicles plus a fire department vehicle and reduce the number to two depending on cost and personnel funding.

FOR THE CITIES OF HUTCHINS AND DALLAS TO ESTABLISH, OPERATE, AND MAINTAIN THE CITY OF DALLAS’ P25 RADIO SYSTEMS PROJECT; AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by: Steve Perry, Police Chief

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2023-1133. All in favor, the motion carried 4-0

8. Discuss and consider initiating a request for the annexation of Post Oak Road from the current city limit in front of the Lancaster Lake Club to Fulghum Road

Presented by: Robert McWayne, Interim Director of Public Works

Interim Public Works Director Robert McWayne presented the items at the request of Dallas County. The County has asked the City of Hutchins to initiate the annexation of Post Oak from the current city limit of Lancaster Lake Club to Fulghum Road. Staff discussed the estimated cost of a survey and confirmed available funds.

The council directed staff to proceed with submitting to Dallas County a letter of intent to request for annexation of Post Oak Road to Fulghum Road.


Presented by: Robert McWayne, Interim Director of Public Works

Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to approve Resolution R2023-1135. All in favor, the motion carried 4-0.

10. Discuss and consider Ordinance 2023-1178 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING APPENDIX A TITLED “FEE SCHEDULE” AND BY ADDING A NEW ARTICLE 13.102 TITLED “WATER METER TESTING FEES AND REREADS”; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

Presented by: Robert McWayne, Interim Director of Public Works

Mayor Pro Tem Nichols made the motion seconded by Councilmember Didehbani to approve Ordinance 2023-1178. All in favor, the motion carried 4-0.
G.  **ITEMS OF COMMUNITY INTEREST**

City Secretary Olguin announced the items of community interest.

H.  **ADJOURNMENT**

Councilmember Elmore made the motion seconded by Councilmember Campbell to adjourn the meeting at 8:56 p.m. All in favor, the motion carried 4-0.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 2nd DAY OF OCTOBER 2023.

APPROVED:

_________________________________
Mario Vasquez, Mayor

ATTEST:

____________________________
Cynthia Olguin, City Secretary
A meeting of the Hutchins City Council was held on Tuesday, September 5, 2023, at 6:30 p.m. at Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered.

REGULAR SESSION

A. CALL TO ORDER: Mayor Vasquez called the meeting order at 6:30 p.m. and declared a quorum.
   1. Roll Call: Members present – Mayor Vasquez, Councilmember Elmore, Councilmember Campbell, Councilmember Odom, and Councilmember Didehbani
   2. Invocation: The invocation was presented by Councilmember Campbell.
   3. Pledge of Allegiance: Councilmember Elmore led the Pledge of Allegiance

B. CITIZEN COMMENTS - None

C. CONSENT AGENDA - None

D. PRESENTATIONS

1. Capital Improvement Projects Update
   Presented by: Robert McWayne, Interim Director of Public Works

   Interim Public Works Director Robert McWayne presented an update on the ongoing projects, projects completed to date, and answered council questions.

2. Animal Shelter Update
   Presented by: Steve Perry, Police Chief

   Police Chief Perry provided a summary of the history of animal services including the previous arrangement with the City of Lancaster. Chief Perry provided an update on alternative options for animal services partnerships with the cities of Glenn Heigh, Seagoville, Wilmer and discussions with the SPCA. Chief Perry introduced Ron Hobbs with Ron Hobbs Architectural Services who presented options for the construction of an animal shelter. Mr. Hobb’s explained the special needs that need to be taken into consideration when constructing an animal shelter, the required amount of square footage, the size
of the property, the estimated cost, and the required maintenance for such a facility. The council discussed the option of renovating the existing city hall and Mr. Hobbs explained additional repairs that would need to be considered for renovating a building in a residential district. Mr. Hobbs suggested the city identify the needs and then evaluate the property. The council directed staff to proceed with proposals for the concept design of a new facility and the concept design for renovating the existing city hall facility.

E. PUBLIC HEARINGS

1. **Conduct a Public Hearing to consider the FY2023-2024 Proposed Budget.**
   
   Presentated by: Maria Joyner, Director of Finance

   Director of Finance Maria Joyner presented F2023-2024 proposed budget.

   Mayor Vasquez opened the public hearing at 7:24 p.m. The public hearing was closed at 7:24 p.m.

2. **Conduct a Public Hearing to consider the 2023-2024 tax rates.**
   
   Presented by: Maria Joyner, Director of Finance

   Director of Finance Maria Joyner and City Administrator James Quin presented the information for the FY2023-2024 proposed tax rate.

   Mayor Vasquez opened the public hearing at 7:30 p.m. The public hearing was closed at 7:31 p.m.

3. **Conduct a Public Hearing to consider the FY2023-2024 Economic Development Capital Improvement Plan.**
   
   Presented by: Guy Brown, EDC Director

   HEDC Director Guy Brown presented the information for the FY2023-2024 EDC Capital Improvement Plan.

   Mayor Vasquez opened the public hearing at 7:34 p.m. The public hearing was closed at 7:35 p.m.

4. **Conduct a Public Hearing to consider FY2023-2024 Hutchins Economic Development Corporation Proposed Budget**
   
   Presented by: Guy Brown, EDC Director

   HEDC Director Guy Brown presented the information for the FY2023-2024 EDC Proposed Budget.

   Mayor Vasquez opened the public hearing at 7:42 p.m. The public hearing was closed at 7:43 p.m.

5. **Conduct a Public Hearing to consider an increase in Republic Services' waste contract.**
   
   Presented by: James Quin, City Administrator
Leigh Ferguson, Republic Services, explained the new services available in the new contract including a senior citizen discount, backdoor services for disabled residents, customer service, tracking software, and a $25,000 beautification donation paid over a five-year period.

Mayor Vasquez opened the public hearing at 7:57 p.m. The public hearing was closed at 7:58 p.m.

F. REGULAR AGENDA

1. Discuss and consider Ordinance 2023-1179 OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND ADOPTING THE BUDGET FOR THE CITY FOR THE FISCAL YEAR OCTOBER 01, 2023, THROUGH SEPTEMBER 30, 2024; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH SAID BUDGET.
   
   Presented by: Maria Joyner, Director of Finance

   Mayor Pro Tem Nichols made a motion seconded by Councilmember Elmore to approve Ordinance 2023-1179. All in favor, the motion carried 5-0.

2. Discuss and consider Resolution R2023-1136 OF THE HUTCHINS CITY COUNCIL APPROVING A HUTCHINS ECONOMIC DEVELOPMENT CORPORATION ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENTS PROGRAM.
   
   Presented by: Guy Brown, EDC Director

   Councilmember Odom made a motion seconded by Councilmember Campbell to approve Resolution R2023-1136. All in favor, the motion carried 5-0.

3. Discuss and consider Ordinance 2023-1180 OF THE CITY OF HUTCHINS, TEXAS MAKING APPROPRIATIONS FOR THE BETTERMENT OF THE CITY OF HUTCHINS, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING SEPTEMBER 30, 2024; APPROPRIATING MONEY TO AN ECONOMIC DEVELOPMENT FUND FOR IMPROVEMENTS AND ENRICHMENTS; AND ADOPTING THE ANNUAL BUDGET OF THE CITY OF HUTCHINS ECONOMIC DEVELOPMENT CORPORATION FOR THE 2023-2024 FISCAL YEAR.
   
   Presented by: Guy Brown, EDC Director

   Councilmember Campbell made a motion seconded by Councilmember Elmore to approve Ordinance 2023-1180. All in favor, the motion carried 5-0.

   
   Presented by: James Quin, City Administrator
Councilmember Didehbani made a motion seconded by Mayor Pro Tem Nichols to approve Resolution R2023-1137. All in favor, the motion carried 5-0.

5. Discuss and consider Ordinance 2023-1181 OF THE CITY OF HUTCHINS, TEXAS, TO PROVIDE A BASE RATE MODIFICATION FOR SOLID WASTE COLLECTION IN ACCORDANCE WITH THE MUNICIPAL SOLID WASTE COLLECTION AND DISPOSAL CONTRACT BY AND BETWEEN THE CITY OF HUTCHINS, TEXAS, AND REPUBLIC WASTE SERVICES OF TEXAS, LTD.; AND PROVIDING AN EFFECTIVE DATE OF OCTOBER 1, 2023.
   Presented by: James Quin, City Administrator

Councilmember Elmore made a motion seconded by Councilmember Campbell to approve Ordinance 2023-1181. All in favor, the motion carried 5-0.

6. Discuss and consider Resolution R2023-1138 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING A NEGOTIATED SETTLEMENT BETWEEN THE ATMOS CITIES STEERING COMMITTEE (“ACSC”) AND ATMOS ENERGY CORP., MID-TEX DIVISION REGARDING THE COMPANY’S 2023 RATE REVIEW MECHANISM FILING; DECLARING EXISTING RATES TO BE UNREASONABLE; ADOPTING TARIFFS THAT REFLECT RATE ADJUSTMENTS CONSISTENT WITH THE NEGOTIATED SETTLEMENT; FINDING THE RATES TO BE SET BY THE ATTACHED SETTLEMENT TARIFFS TO BE JUST AND REASONABLE AND IN THE PUBLIC INTEREST; APPROVING AN ATTACHMENT ESTABLISHING A BENCHMARK FOR PENSIONS AND RETIREE MEDICAL BENEFITS; REQUIRING THE COMPANY TO REIMBURSE ACSC’S REASONABLE RATEMAKING EXPENSES; DETERMINING THAT THIS RESOLUTION WAS PASSED IN ACCORDANCE WITH THE REQUIREMENTS OF THE TEXAS OPEN MEETINGS ACT
   Presented by: Katherine Lindsey, Assistant to the City Administrator

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to approve Resolution R2023-1138. All in favor, the motion carried 5-0.

7. Discuss and consider Ordinance 2023-1182 OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 8 TITLED "OFFENSES AND NUISANCES" BY DELETING ARTICLE 8.08 TITLED “CURFEW HOURS FOR MINORS” IN ITS ENTIRETY AND RESERVING ARTICLE 8.08 FOR FUTURE USE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.
   Presented by: Steve Perry, Police Chief

Councilmember Odom made the motion seconded by Councilmember Didehbani to approve Ordinance 2023-1182. All in favor, the motion carried 5-0.

8. Continued discussion regarding direction given to staff during the August 21, 2023, council meeting regarding the current wrecker service agreement.
   Presented by: Steve Perry, Police Chief
After reviewing the 24 Hour Wrecker service agreement with the city attorney, it was determined the agreement is "exclusive", which gives 24 Hour Wrecker Service exclusive towing rights in Hutchins for the five-year period unless canceled per the terms of the agreement. Staff is recommending that we continue to utilize 24-hour wrecker service and re-evaluate the agreement annually. No action was taken.

9. Consider a request by applicant Jose Garcia, of Chisholm Trail Land Surveying. (representing property owner Guillibaldo Castillo) to replat the 0.763-acre tract of undeveloped land legally described as Being all of that tract of land situated in the T. Freeman Survey, Abstract No. 453, in the City of Hutchins, Dallas County, Texas and being all of that tract of land described in deed to Donnie H. McGraw, recorded in Volume 20012, Page 3691 of the Official Public Records of Dallas County, Texas (OPRDCT), and being more particularly described, as follows: Lots 1R, 2R and 3R Hutchins Acreage Addition, 700 W. Palestine St.
   Presented by: Tim Rawlings, Building Official

Mayor Pro Tem Nichols made a motion seconded by Councilmember Elmore to approve the replat of 0.763 acre tract of undeveloped land legally described as Being all of that tract of land situated in the T. Freeman Survey, Abstract No. 453, in the City of Hutchins, Dallas County, Texas and being all of that tract of land described in the deed to Donnie H. McGraw, recorded in Volume 20012, Page 3691 of the Official Public Records of Dallas County, Texas. All in favor, the motion carried 5-0.

G. ITEMS OF COMMUNITY INTEREST

City Secretary Olguin announced the items of community interest.

H. ADJOURNMENT

Councilmember Elmore made the motion seconded by Mayor Pro Tem Nichols to adjourn the meeting at 8:35 p.m. All in favor, the motion carried 5-0.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 2nd DAY OF OCTOBER 2023.

APPROVED:

______________________________
Mario Vasquez, Mayor

ATTEST:

______________________________
Cynthia Olguin, City Secretary
A Special Called Meeting of the Hutchins City Council was held on Monday, September 11, 2023, at 6:00 p.m. at Hutchins City Hall - Council Chamber, 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered:

REGULAR SESSION

A. CALL TO ORDER: Mayor Vasquez called the meeting to order at 6:00 p.m. Mayor Pro Tem Nichols gave the invocation and Councilmember Didehbani led the Pledge of Allegiance.

B. PRESENTATIONS

1. New City Hall
   Presented by: Mary Ann Mitchell, Brandstetter Carroll Inc.

   Mary Ann Mitchell gave a summary of the planning process to date and input provided by staff that helped create the presentation for this evening. Ms. Mitchell shared a video of two interior and exterior design options. The council discussed fencing around the property, toning down the colored stained glass, tinted glass instead of transparent windows, audience seating in the council chamber, and other minor recommendations.

   Ms. Mitchell provided a tentative schedule for moving forward including a timeline to present revisions and a final option to sign off, a construction document timeline, and a plan to award bids in January with a target opening date of Spring 2025.

C. ADJOURNMENT

Councilmember Elmore made the motion seconded by Councilmember Odom to adjourn the meeting at 7:10 p.m. All in favor the motion carried.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 2nd DAY OF OCTOBER 2023.

_________________________________
Mario Vasquez, Mayor

ATTEST:

_________________________________
Cynthia Olguin, City Secretary
A meeting of the Hutchins City Council was held on Monday, September 18, 2023, at 6:30 p.m. at Hutchins City Hall – Council Chamber, 321 N. Main St., Hutchins, Texas, at which time the following items were discussed and considered.

REGULAR SESSION

A. CALL TO ORDER: Mayor Vasquez called the meeting order at 6:30 p.m. and declared a quorum.
   1. Roll Call: Members present – Mayor Vasquez, Councilmember Elmore, Councilmember Campbell, Councilmember Didehbani, and Councilmember Odom.
   2. Invocation: The invocation was presented by Mayor Pro Tem Nichols.
   3. Pledge of Allegiance: Councilmember Didehbani led the Pledge of Allegiance

B. CITIZEN COMMENTS

Felix Madrigal spoke regarding the need for council members to speak into microphones during meetings.

C. PRESENTATIONS

1. Park Pavillion
   Presented by: Robert McWayne, Interim Director of Public Works

   Interim Director of Public Works presented additional park pavilion pricing. The discussion included slab vs. overlay, the options for restoring the existing slab, pavilion size, seating including rubber-coated picnic tables, lighting, signage, and the need to update the ordinance for park use, fines and offenses. The council directed staff to proceed with a new slab with buried poles, a 60 x 60 pavilion, fifteen (15) rubber coated tables, and the need for a topographical study.

2. Update on Palestine Railroad Improvements Project
   Presented by: Guy Brown, EDC Director

   EDC Director Guy Brown informed the council that during preliminary discussions
with Union Pacific regarding the survey and study of the UP Right of Way, the city’s consultants were informed that the city would be responsible for reimbursement of UP engineering and personnel costs related to reviewing and approving the city’s planned activities related to this project, and a Reimbursement Agreement would need to be signed. Those costs are estimated to be $25,000. HEDC Director Brown recommended the city suspend the project and evaluate alternative options to relieve railroad wait time on Palestine St. The council agreed to suspend the project.

D. REGULAR AGENDA

1. **Discuss and consider City Charter Election.**  
   Presented by: Steve Nichols, Councilmember

   Mayor Pro Tem Nichols suggested the item be brought forward for discussion and submitted to a review panel. City Attorney Joe Gorfida advised that the Charter review process would need to be started over again and would require a fifteen (15) member committee including the selection of new members. Mr. Gorfida explained the advantages of home rule that allows a city to create new rules not addressed by statute; and requires a population of at least 5,000. Mr. Gorfida updated the council on the changes to annexation since the last time the city had a charter election. The current draft charter document would need to be updated and the next available election would be in May. He reminded the council that the deadline to call the election is in January or February and it would be a tight timeline to organize a new charter committee and begin to meet and review the charter before the call of the election. If the election fails, the city will have to wait at least three (3) years before calling another charter election. The council agreed to move forward with the charter process and directed the city attorney to amend the proposed charter.

2. **Discuss and consider Ordinance 2023-1183 OF THE CITY OF HUTCHINS, TEXAS, LEVYING AD VALOREM TAXES FOR THE YEAR 2023-2024, AT A RATE OF $0.630082 PER ONE HUNDRED DOLLARS ($100.00) ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY AS OF JANUARY 1, 2023, TO PROVIDE REVENUES FOR CURRENT EXPENSES AND INTEREST AND SINKINGFUND REQUIREMENTS; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; AND DECLARING AN EFFECTIVE DATE.**  
   Presented by: Maria Joyner, Director of Finance

   Mayor Pro Tem Nichols made the motion seconded by Councilmember Campbell to move that the property tax rate be increased by the adoption of a tax rate of $.630082, which is effectively a 13.79 percent increase in the tax rate and, therefore, I further move that Ordinance No. 2023-1183 be approved on first reading. All in favor, the motion carried 5-0.

3. **Discuss and consider Resolution R2023-1139 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, DESIGNATING AN OFFICIAL NEWSPAPER OF THE CITY OF HUTCHINS, TEXAS, FOR FISCAL YEAR 2023-2024.**
Presented by: Cynthia Olguin, City Secretary

Mayor Pro Tem Nichols made the motion seconded by Councilmember Odom to approve Resolution R2023-1139. All in favor, the motion carried 5-0.

E. EXECUTIVE SESSION

1. The City Council will convene into executive session pursuant to Texas Government Code Section 551.071(1)(A) to discuss the following with the City Attorney: Paul Hobin c. City of Hutchins, Texas, and Fire Chief Stacey Hickson; No. 3:23-cv-1298-L.

   The council convened into Executive Session at 7:25 p.m.

F. RECONVENE INTO REGULAR SESSION

1. Take any action as a result of the Executive Session.

   Mayor Vasquez reconvened into Regular Session at 7:49 p.m. No action taken as a result of the Executive Session.

G. ITEMS OF COMMUNITY INTEREST

City Secretary Olguin announced the items of community interest.

H. ADJOURNMENT

Mayor Pro Tem Nichols made the motion seconded by Councilmember Elmore to adjourn the meeting at 7:51 p.m. All in favor, the motion carried 5-0.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL AT A REGULAR MEETING HELD ON THE 2nd DAY OF OCTOBER 2023.

APPROVED:

___________________________
Mario Vasquez, Mayor

ATTEST:

___________________________
Cynthia Olguin, City Secretary
Meetin date: October 2, 2023
Submitted by: Stacey Hickson
Agenda item: D.1.
Agenda caption: Life Safety Award presentation to 4 members of A Shift. Lt. Colin Gowin, Engineer Juan Barajas, Firefighter/Paramedic Jay Nickerson, and Firefighter EMT Brian Self.

Background Information

On May 11, 2023, the fire department was dispatched to a burn victim who had burns to the face. Upon arrival, the medics observed that the patient's airway was swelling from the burns and initiated life-saving measures to keep the airway from closing off. The doctors in the emergency room advised the medics that they did everything right to keep the patient alive. This award is presented to those medics for their life-saving efforts.

The award is presented by EMS Captain Matthew Lehmann and Medical Director Dr. Gilberto Salazar.

Budget Implications

Operational Impact

Legal Review

Staff Recommendation

N/A

Supporting Documentation and Attachments
MEETING DATE: October 2, 2023
SUBMITTED BY: Maria Joyner, Director of Finance
AGENDA ITEM: D.2.
AGENDA CAPTION: Financial Report as of June 30, 2023

Background Information

The June 2023 financial report indicates that all funds were within the budgeted expectations. The City Measured three Key Performance Indicators. The indicators measured:
1. The Number of Days Cash-On hand short-term contingencies over the fiscal year (October 1 to June 30, 2023)
2. The Percent of Budgeted Spent compared to the Approved Budget by City Council
3. The Debt Service Coverage Ratio - Ability to Pay Short Term Debt on Principal and Interest (P&I) due Feb/Aug 2023

Budget Implications

Operational Impact

Legal Review

Staff Recommendation

The financial report is for informational purposes only; no action is required.

Supporting Documentation and Attachments

1. Finance Report as of June 30 2023
2. Consolidated Financial Reports - May - June 2023
THREE MAJOR FUNDS

№1. General Fund

№2. Water & Sewer Fund

№3. Debt Service Fund
GENERAL FUND ANALYSIS

✓ Revenue

The City has experienced an exceed revenue expectation of 5% over budgeted.

✓ Expenditure

All expenditure categories within the general fund, include personnel costs, contracting services, and general supplies, are all meeting budget expectations.

✓ Budget Variance

No significant variances between the budgeted amounts and actual expenditures.
WATER & SEWER FUND ANALYSIS

✓ Revenue

The City is meeting expectation of water sales, at a collection rate of 95%.

✓ Expenditure

All expenditure categories within the general fund, include personnel costs, contracting services, and general supplies, are all meeting budget expectations.

✓ Budget Variance

No significant variances between the budget and actual to report.
DEBT SERVICE FUND ANALYSIS

✓ Revenue

The City has experienced a significant positive revenue collection rate of 95%

✓ Expenditure

City is 79% of debt service payment has been paid year-to-date. The remaining 21% will be paid during August 2023

✓ Budget Variance

No significant variances between the budgeted amounts and actual expenditures. The debt service fund meeting budget expectation
FUTURE OUTLOOK

✓ The City is building upon the impressive sales tax growth and ad valorem tax property tax collection; we anticipate a positive tax collection rate.

✓ Economic forecasts and industry analyses indicate favorable conditions for the foreseeable future, reinforcing our confidence in continued revenue growth.

✓ However, we remain vigilant and will closely monitor any potential risks or challenges that could impact tax revenue in the future.
NO DECISION POINT TONIGHT

QUESTIONS OR COMMENTS

COUNCIL - THANK YOU
# General Operating Fund

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Revised Budget</th>
<th>YTD Estimated Revenue Collected</th>
<th>Variance (%) Collected</th>
<th>Variance ($) Uncollected</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>Property Taxes</td>
<td>4,477,917</td>
<td>4,949,621</td>
<td>111%</td>
<td>471,704</td>
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<tr>
<td>4200</td>
<td>Franchise Fees</td>
<td>518,000</td>
<td>203,595</td>
<td>39%</td>
<td>(314,405)</td>
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<tr>
<td>4300</td>
<td>Sales Taxes</td>
<td>2,644,839</td>
<td>2,547,328</td>
<td>96%</td>
<td>(97,511)</td>
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<tr>
<td>4500</td>
<td>Licenses, Permits and Fees</td>
<td>927,500</td>
<td>1,648,166</td>
<td>178%</td>
<td>720,666</td>
</tr>
<tr>
<td>4600</td>
<td>Court Fines and Fees</td>
<td>119,650</td>
<td>159,388</td>
<td>133%</td>
<td>39,738</td>
</tr>
<tr>
<td>4700</td>
<td>Intergovernmental</td>
<td>433,500</td>
<td>113,630</td>
<td>26%</td>
<td>(319,870)</td>
</tr>
<tr>
<td>4800</td>
<td>Miscellaneous (Other)</td>
<td>90,308</td>
<td>73,649</td>
<td>82%</td>
<td>(16,659)</td>
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<tr>
<td>4900</td>
<td>Interest Earned</td>
<td>2,321</td>
<td>15,577</td>
<td>-</td>
<td>13,256</td>
</tr>
</tbody>
</table>

**Total Revenues**: 9,214,035 9,710,953 105% 483,662

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Revised Budget</th>
<th>YTD Estimated Spent</th>
<th>Variance (%) Spent</th>
<th>Variance ($) Unspent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administrative</td>
<td>634,524</td>
<td>587,360</td>
<td>93%</td>
<td>47,164</td>
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<tr>
<td>2</td>
<td>Library</td>
<td>163,421</td>
<td>95,795</td>
<td>59%</td>
<td>67,626</td>
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<tr>
<td>3</td>
<td>Police</td>
<td>3,004,009</td>
<td>1,969,809</td>
<td>66%</td>
<td>1,034,200</td>
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<tr>
<td>4</td>
<td>Fire</td>
<td>3,158,357</td>
<td>2,274,008</td>
<td>72%</td>
<td>884,349</td>
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<tr>
<td>5</td>
<td>Public Works</td>
<td>1,040,181</td>
<td>657,887</td>
<td>63%</td>
<td>382,294</td>
</tr>
<tr>
<td>8</td>
<td>Code Enforcement</td>
<td>91,981</td>
<td>56,096</td>
<td>61%</td>
<td>35,885</td>
</tr>
<tr>
<td>10</td>
<td>Non-Departmental</td>
<td>586,835</td>
<td>165,814</td>
<td>28%</td>
<td>421,021</td>
</tr>
<tr>
<td>11</td>
<td>Financial Services</td>
<td>399,945</td>
<td>257,767</td>
<td>64%</td>
<td>142,178</td>
</tr>
<tr>
<td>12</td>
<td>City Secretary</td>
<td>139,960</td>
<td>79,809</td>
<td>57%</td>
<td>60,151</td>
</tr>
<tr>
<td>13</td>
<td>Municipal Court</td>
<td>142,457</td>
<td>68,017</td>
<td>48%</td>
<td>74,440</td>
</tr>
<tr>
<td>14</td>
<td>Senior Center</td>
<td>302,502</td>
<td>120,502</td>
<td>40%</td>
<td>182,000</td>
</tr>
<tr>
<td>15</td>
<td>Animal Control</td>
<td>89,501</td>
<td>49,591</td>
<td>55%</td>
<td>39,910</td>
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<tr>
<td>16</td>
<td>Building Inspections</td>
<td>327,599</td>
<td>328,691</td>
<td>100%</td>
<td>(1,092)</td>
</tr>
<tr>
<td>18</td>
<td>City Council</td>
<td>37,845</td>
<td>6,662</td>
<td>18%</td>
<td>31,183</td>
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<tr>
<td>19</td>
<td>Fleet Maintenance</td>
<td>90,579</td>
<td>64,799</td>
<td>72%</td>
<td>25,780</td>
</tr>
</tbody>
</table>

**Total Expenditures**: 10,209,696 6,782,608 66% 3,427,088

Excess (Deficiency): (995,661) 2,928,345

### Other Financing Sources (Uses)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Variance (%)</th>
<th>Variance ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7915</td>
<td>Transfers (in)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debt Proceeds - Tax Note 2022</td>
<td>1,395,383</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Water Sewer</td>
<td>232,516</td>
<td></td>
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<tr>
<td></td>
<td>Drainage Fund</td>
<td>17,528</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDC</td>
<td>21,041</td>
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<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Variance (%)</th>
<th>Variance ($)</th>
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</thead>
<tbody>
<tr>
<td>8911</td>
<td>Transfer (out)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>One-Time Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Debt Proceeds - Tax Note 2022</td>
<td>(1,395,383)</td>
<td></td>
</tr>
</tbody>
</table>

**Total Other Financing Sources (Uses)**: 271,085

Net Change in Fund Balance: (724,576) 2,928,345

Fund Balance - Beginning (audited): 6,178,977 5,454,401

**Projected Fund Balance - Ending**: 5,454,401 8,382,746

Minimum Fund Balance Required (72 days): 2,013,967 1,337,939

Amount over Required Fund Balance: 3,440,434 7,044,807
## Water & Sewer Fund

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Revised Budget</th>
<th>YTD Estimated Revenue Collected</th>
<th>Variance (%)</th>
<th>Variance ($) Uncollected</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>Water Sales</td>
<td>3,615,100</td>
<td>3,441,046</td>
<td>95%</td>
<td>(174,054)</td>
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<tr>
<td>4200</td>
<td>Sewer Sales</td>
<td>157,655</td>
<td>88,594</td>
<td>56%</td>
<td>(69,061)</td>
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<tr>
<td>4500</td>
<td>Permits and Fees</td>
<td>20,150</td>
<td>611</td>
<td>0%</td>
<td>(20,150)</td>
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<tr>
<td>4800</td>
<td>Other Revenue</td>
<td>400</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4900</td>
<td>Investment Income</td>
<td>150</td>
<td>81,026</td>
<td></td>
<td>80,876</td>
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</tbody>
</table>

**Total Revenues** 3,793,455 3,611,278 95% (182,177)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Revised Budget</th>
<th>YTD Estimated Spent</th>
<th>Variance (%)</th>
<th>Variance ($) Unspent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Water &amp; Sewer</td>
<td>2,754,131</td>
<td>1,949,159</td>
<td>71%</td>
<td>804,972</td>
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<tr>
<td>3</td>
<td>Utility Billing</td>
<td>94,092</td>
<td>62,513</td>
<td>66%</td>
<td>31,580</td>
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<tr>
<td>99</td>
<td>Short-Term Debt Obligation</td>
<td>610,000</td>
<td>610,000</td>
<td>-</td>
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</tr>
<tr>
<td></td>
<td>Principal</td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td>Interest Fees</td>
<td>276,065</td>
<td>142,665</td>
<td>-</td>
<td>133,400</td>
</tr>
<tr>
<td></td>
<td>Bond Fees</td>
<td>1,500</td>
<td></td>
<td>-</td>
<td>1,500</td>
</tr>
</tbody>
</table>

**Total Expenditures** 3,735,788 2,764,337 74% 440,380

### (Expenditures)

<table>
<thead>
<tr>
<th>Category</th>
<th>Revised Budget</th>
<th>YTD Estimated</th>
<th>Variance (%)</th>
<th>Variance ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfers (in)</td>
<td>57,667</td>
<td>846,941</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Other Financing Sources (Uses)** (232,516) -

| Change in Cash                  | (174,849)       | 846,941       |
| Beginning Cash Balance (audited)| 3,953,413       | 3,778,564     |
| Projected Cash Balance - Ending | 3,778,564       | 4,625,505     |
# Debt Service Fund

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Revised Budget</th>
<th>YTD Estimated Revenue</th>
<th>Variance Collected (%)</th>
<th>Variance Collected ($)</th>
<th>Variance Uncollected ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4100</td>
<td>Tax (Property Taxes)</td>
<td>1,577,388</td>
<td>1,502,985</td>
<td>95%</td>
<td>(74,403)</td>
<td></td>
</tr>
<tr>
<td>4900</td>
<td>Interest Income</td>
<td>100</td>
<td>2,275</td>
<td></td>
<td></td>
<td>2,175</td>
</tr>
</tbody>
</table>

**Total Revenues**: 1,577,488 1,505,260 95% (72,228)

<table>
<thead>
<tr>
<th>Expenditures:</th>
<th>Revised Budget</th>
<th>YTD Estimated Spent</th>
<th>Variance Spent (%)</th>
<th>Variance Spent ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9706 Interest &amp; Sinking- Ad Valorem Tax</td>
<td>1,300,000</td>
<td>1,101,000</td>
<td>85%</td>
<td>199,000</td>
</tr>
<tr>
<td>Principal (Tax Supported Debt)</td>
<td>1,300,000</td>
<td>1,101,000</td>
<td>85%</td>
<td>199,000</td>
</tr>
<tr>
<td>Interest Fees</td>
<td>268,009</td>
<td>139,255</td>
<td>52%</td>
<td>128,754</td>
</tr>
<tr>
<td>Bond Fees</td>
<td>750</td>
<td>-</td>
<td>0%</td>
<td>750</td>
</tr>
</tbody>
</table>

**Total Expenditures**: 1,568,009 1,240,255 79% 327,754

Excess (Deficiency) Revenue (Expenditures): 9,479 265,004

### Other Financing Sources (Uses):

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Amount</th>
<th>Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>7915</td>
<td>Transfers (in)</td>
<td>9,479</td>
<td></td>
</tr>
<tr>
<td>8911</td>
<td>Transfer (out)</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

**Total Other Financing Sources (Use)**: -

Net Change in Fund Balance: 9,479 265,004

Fund Balance - Beginning (audited): 259,577 269,056

**Projected Fund Balance - Ending**: 269,056 534,060
MEETING DATE: October 2, 2023
SUBMITTED BY: Robert McWayne, Interim Director of Public Works
AGENDA ITEM: E.1.
AGENDA CAPTION: The council will receive public comments regarding the proposed amendment of roadway impact fees.

Background Information

This document is an update/addendum to the 2016 and 2018 Roadway Impact Fee Studies and Updates, in accordance with the requirements of Chapter 395.052 of the Texas Local Government Code. The parameters of this update include removing certain streets that have been reconstructed since the last update in 2018 and adding roadways identified in the CIP along with construction costs. There is also an update to the construction cost of traffic signals identified in the 2018 update. All other data remains the same as the 2018 update, including Population Assumptions, Land Use Planning Assumptions and Existing and Future Capacity, Demand, Deficiencies and Projected New Demand.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

N/A

Staff Recommendation

N/A

Supporting Documentation and Attachments

1. Hutchins Sept 1 Impact Fees Notice
2. 2023 Roadway Impact Fee Update_Draft 080923
CITY OF HUTCHINS, TEXAS
NOTICE OF PUBLIC HEARING ON AMENDMENT OF IMPACT FEES

The City Council of the City of Hutchins will hold a public hearing to consider the amendment of roadway impact fees. THE PUBLIC HEARING WILL BE ON OCTOBER 2, 2023, at 6:30 PM at Hutchins City Hall located at 321 N. Main St. Hutchins, Texas. Any member of the public has the right to make formal comments and present evidence for or against the roadway impact fee updates. The amount of the proposed maximum assessable roadway impact fee per service unit is $1,358.65.

Responses can be delivered to the Director of Public Works at Hutchins City Hall, 321 N. Main St., PO Box 500, Hutchins, TX 75141.

H- Olguin 9/1
29L
2023 ROADWAY
IMPACT FEE
ADDENDUM

Disclaimer: All data, information, calculations, and recommendations in this report are based upon study years 2016 – 2026 and prior study dated 7-1-18.

Prepared by:

Bartlett & West
4500 Mercantile Plaza Drive, Suite 301
Fort Worth, Texas 76137
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2.0 LAND USE PLANNING ASSUMPTIONS ........................................................................ 3
3.0 ROADWAY CAPITAL IMPROVEMENT PLAN (CIP AND IMPACT FEE ANALYSIS) .......... 3
3.8 PROJECTED CONDITIONS ANALYSIS ......................................................................... 3

LIST OF APPENDICES

APPENDIX A Roadway Cost Estimates
1.1 Introduction

This document is an update/addendum to the 2016 and 2018 Roadway Impact Fee Studies and Updates, in accordance with the requirements of Chapter 395.052 of the Local Government Code for the City of Hutchins. The parameters of this update include removing certain streets that have been reconstructed since the last update in 2018 and adding roadways identified in the CIP along with construction costs. We were also requested to update the construction cost of traffic signals identified in the 2018 update. All other data remains the same as the 2018 update, including Population Assumptions, Land Use Planning Assumptions, and Existing and Future Capacity, Demand, Deficiencies and Projected New Demand. The 2018 update document, prepared by Bannister Engineering is included for reference (noted in this document as “2018 update”).

For ease of reference, this 2023 addendum uses the same table numbers as the 2018 update, with the updated tables noted (see List of Tables).

<table>
<thead>
<tr>
<th>List of Tables</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table 1.1 (updated)</td>
<td>Maximum Allowable Roadway Impact Fee Summary</td>
</tr>
<tr>
<td>Table 2.1</td>
<td>Existing Land Use Summary within Existing Corporate Limits</td>
</tr>
<tr>
<td>Table 2.2</td>
<td>Historical Population Summary</td>
</tr>
<tr>
<td>Table 2.3</td>
<td>Baseline Building Square Footage per Non-Residential Use</td>
</tr>
<tr>
<td>Table 2.4</td>
<td>Ultimate Land Use Assumptions within Existing Corporation Limits &amp; ETJ</td>
</tr>
<tr>
<td>Table 2.5</td>
<td>Ultimate (Build Out) Population Projection</td>
</tr>
<tr>
<td>Table 2.6</td>
<td>Ultimate Building Square Footage Projections per Non-Residential Use</td>
</tr>
<tr>
<td>Table 2.7</td>
<td>10-Year Population Projection</td>
</tr>
<tr>
<td>Table 2.8</td>
<td>10-Year Building Square Footage Projections per Non-Residential Use</td>
</tr>
<tr>
<td>Table 2.9</td>
<td>Baseline vs 10-Year Building Square Footage Projections per Non-Residential Use</td>
</tr>
<tr>
<td>Table 3.1</td>
<td>Increase in Building Square Footage and Population for years 2016-2026</td>
</tr>
<tr>
<td>Table 3.2</td>
<td>Roadway Facility Vehicle-Mile Capacities</td>
</tr>
<tr>
<td>Table 3.3</td>
<td>Existing Capacity and Demand</td>
</tr>
<tr>
<td>Table 3.4</td>
<td>Existing Capacity and Deficiencies</td>
</tr>
<tr>
<td>Table 3.5</td>
<td>Projected Vehicle-Miles of New Demand</td>
</tr>
<tr>
<td>Table 3.6 (updated)</td>
<td>Summary of Roadway Cost Estimates</td>
</tr>
<tr>
<td>Table 3.7 (updated)</td>
<td>Summary of Roadway Impact Fee Costs</td>
</tr>
<tr>
<td>Table 3.8 (updated)</td>
<td>Projected Vehicle-Miles of New Capacity (Supply)</td>
</tr>
<tr>
<td>Table 3.9 (updated)</td>
<td>Vehicle-Miles of Existing Demand on CIP Roadways</td>
</tr>
<tr>
<td>Table 3.10 (updated)</td>
<td>Calculation of Maximum Roadway Impact Fees per Service Unit</td>
</tr>
<tr>
<td>Table 3.11</td>
<td>Land-Use Vehicle-Mile Equivalency Table</td>
</tr>
</tbody>
</table>

1.2 Maximum Allowable Roadway Impact Fee

The updated cost, including finance costs of the roadway capital improvements that serve growth projected from new developments for years 2016 to 2026 is $106,134,664. Finance costs are
based on 5% interest over 20-year bonds. The projected increase in the number of roadway service units for the ten (10) year impact fee period is derived from the 2018 update and remains at 39,059. The maximum allowable roadway impact fee calculation is shown in Table 1.1 (updated), below:

Table 1.1 (updated)

<table>
<thead>
<tr>
<th>Maximum Roadway Impact Fee</th>
<th>Cost of Net Capacity Attributable to New Growth</th>
<th>Total Vehicle Miles of New Demand in 10 year Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Roadway Impact Fee</td>
<td>= $106,134,664</td>
<td>39,059</td>
</tr>
</tbody>
</table>

Calculated Maximum Roadway Impact Fee = $2,717.29

The Maximum Allowable Roadway Impact Fee is 50% of the Calculated Maximum Roadway Impact Fee

2.0 LAND USE PLANNING ASSUMPTIONS

See 2018 Roadway Impact Fee Update for this entire section.

3.0 ROADWAY CAPITAL IMPROVEMENT PLAN (CIP) AND IMPACT FEE ANALYSIS

See 2018 Roadway Impact Fee Update for Section 3.1 through Section 3.8, page 23 of the 2018 Update.

3.8 (page 23) Capital Improvement Plan (CIP)

The Capital Improvement Plan from the 2018 Update was amended as shown in Table 3.6a below. Projects shown lined through have been reconstructed and removed from the listing and calculations, those shown in bold are new projects and the italicized project costs have been updated. Note: The original street projects that remain on the list from the 2018 update have not had project costs updated.

<table>
<thead>
<tr>
<th>Roadway</th>
<th>From</th>
<th>To</th>
<th>Length (Feet)</th>
<th>Length (Miles)</th>
<th>Type</th>
<th># of Lanes</th>
<th>Existing Peak-Hour Volume - Direction</th>
<th>% in Service Area</th>
<th>Existing Peak-Hour Volume - Direction</th>
<th>% in Service Area</th>
<th>Supply Peak-Hour Volume - Direction</th>
<th>% in Service Area</th>
<th>Total Project Cost</th>
<th>Total Project Cost With Financing</th>
</tr>
</thead>
<tbody>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>3,500</td>
<td>0.65</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>1,864,000</td>
<td>$3,459,693</td>
<td>$3,459,693</td>
<td></td>
</tr>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>2,500</td>
<td>0.47</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>1,176,000</td>
<td>$2,329,060</td>
<td>$2,329,060</td>
<td></td>
</tr>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>1,000</td>
<td>0.19</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>696,000</td>
<td>$1,382,010</td>
<td>$1,382,010</td>
<td></td>
</tr>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>750</td>
<td>0.14</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>429,000</td>
<td>$847,990</td>
<td>$847,990</td>
<td></td>
</tr>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>500</td>
<td>0.09</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>285,000</td>
<td>$540,980</td>
<td>$540,980</td>
<td></td>
</tr>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>250</td>
<td>0.05</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>142,500</td>
<td>$274,990</td>
<td>$274,990</td>
<td></td>
</tr>
<tr>
<td>W. Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins Road</td>
<td>100</td>
<td>0.02</td>
<td>C4U</td>
<td>4</td>
<td>90/90</td>
<td>100%</td>
<td>7</td>
<td>100%</td>
<td>71,250</td>
<td>$137,980</td>
<td>$137,980</td>
<td></td>
</tr>
</tbody>
</table>

Projects shown lined through have been reconstructed and removed from the listing and calculations, those shown in bold are new projects and the italicized project costs have been updated.
The following costs were included in the 10-year CIP Projects:
- Probably Opinion of Construction price
- Surveying and engineering fees
- Fees paid for the preparation of the CIP
- Projected interest charges and other financing costs (5% interest for 20 years)
- 5% fee for ROW/Easement Acquisition

The total projected cost for the 10-year CIP is $78,406,574 ($123,397,377 with interest). Detailed information on the Engineer’s opinion of probable cost is for the new projects and the updated signal projects is provided at the end of this updated report.

Table 3.7 (updated)
Summary of Impact Fee Costs

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Total Capital Costs</th>
<th>Cost with Financing</th>
<th>Impact Fee Study Cost</th>
<th>Total for Impact Fee Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire City</td>
<td>$78,406,574</td>
<td>$123,397,377</td>
<td>15,000</td>
<td>$123,412,377</td>
</tr>
</tbody>
</table>

*Finance interest assumed at 5% for 20 years.

Update Notes:
a. Unaltered data from the 2018 Roadway Impact Fee Update
b. New CIP Projects added for 2023 Roadway Impact Fee Update
c. Signal Costs updated for 2023
Projected Vehicle-Miles of New Capacity (Supply)

The calculated capacity for the new impact fee roadways in the service area is shown in Table 3.8 (updated) below.

<table>
<thead>
<tr>
<th>Service Area</th>
<th>Projected Vehicle-Miles of New Capacity (Supply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entire City</td>
<td>24,915</td>
</tr>
</tbody>
</table>

Vehicle-Miles of Existing Demand of CIP Roadways

New traffic counts were not obtained as part of this updated study. Information was obtained from TxDOT state-wide traffic count maps for the new CIP roadway segments. The information obtained was Annual Average Daily Traffic (AADT) counts and an estimated peak-hour count was calculated at 10% of the AADT. The information used is shown below in Table 3.9a.

<table>
<thead>
<tr>
<th>Roadway</th>
<th>From</th>
<th>To</th>
<th>Length (Feet)</th>
<th>Length (Miles)</th>
<th>Type</th>
<th>% in Service Area</th>
<th>TxDOT Traffic Counts (AADT)</th>
<th>Peak Hour at 10%</th>
<th>Count Year</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dowdy Ferry Road</td>
<td>I-45 Service Road</td>
<td>Bridge Approach</td>
<td>7300</td>
<td>1.36</td>
<td>4</td>
<td>M4D</td>
<td>625</td>
<td>625</td>
<td>100%</td>
<td>4938 (4%)</td>
</tr>
<tr>
<td>E Main-Millers Ferry Road</td>
<td>W Palestine</td>
<td>City Limit</td>
<td>1080</td>
<td>2.17</td>
<td>4</td>
<td>M4D</td>
<td>625</td>
<td>625</td>
<td>100%</td>
<td>2130 (2%)</td>
</tr>
<tr>
<td>W Palestine Road</td>
<td>Main Street</td>
<td>Lancaster-Hutchins</td>
<td>3750</td>
<td>0.73</td>
<td>4</td>
<td>C4U</td>
<td>440</td>
<td>440</td>
<td>100%</td>
<td>1973 (1%)</td>
</tr>
<tr>
<td>E Palestine Road</td>
<td>Main Street</td>
<td>I-45 Service Road</td>
<td>1370</td>
<td>0.26</td>
<td>4</td>
<td>C4U</td>
<td>440</td>
<td>440</td>
<td>100%</td>
<td>6765 (6%)</td>
</tr>
<tr>
<td>N Ji; Lemmon Road</td>
<td>Lancaster-Hutchins</td>
<td>1-20 Service Road</td>
<td>5333</td>
<td>1.01</td>
<td>3</td>
<td>C3U</td>
<td>400</td>
<td>400</td>
<td>100%</td>
<td>2352 (2%)</td>
</tr>
<tr>
<td>Finn-Goode Road</td>
<td>I-45 Service Road</td>
<td>W Wintergreen</td>
<td>8131</td>
<td>1.54</td>
<td>4</td>
<td>C4U</td>
<td>440</td>
<td>440</td>
<td>100%</td>
<td>428 (4%)</td>
</tr>
</tbody>
</table>

The updated calculation of the Maximum Impact Fees – Uncredited is shown in Table 3.10 (updated).
### Table 3.10 (updated)

**Calculation of Maximum Impact Fees (Uncredited)**

<table>
<thead>
<tr>
<th>Line #</th>
<th>Description</th>
<th>Service Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Total Veh-Miles of Capacity Added by the CIP</td>
<td>24915</td>
</tr>
<tr>
<td></td>
<td><em>(From Projected Veh-Miles of New Capacity - Table 3.8 (updated))</em></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Total Veh-Miles of Existing Demand on CIP Roads</td>
<td>3488</td>
</tr>
<tr>
<td></td>
<td><em>(From Veh-Miles of Existing Demand of CIP Roadways - Table 3.9 (updated))</em></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Total Veh-Miles of Existing Deficiencies on Existing Roads</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td><em>(From Excess Capacity and Deficiencies - Table 3.4)</em></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Net Amount of Veh-Miles Capacity Added</td>
<td>21427</td>
</tr>
<tr>
<td></td>
<td><em>(Line #1 - Line #2 - Line #3)</em></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Total Cost of CIP Within Service Area</td>
<td>$123,412,377</td>
</tr>
<tr>
<td></td>
<td><em>(From Engineer's Opinion of Probable Construction Costs - Table 3.7 (updated))</em></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Cost of Net Capacity Supplied</td>
<td>$106,134,664</td>
</tr>
<tr>
<td></td>
<td>*(Net of Capacity Added/Total of Capacity Added)<em>CIP Cost - (Line #4/Line #1)</em>(Line #5)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Cost to Meet Existing Needs and Usage</td>
<td>$17,277,713</td>
</tr>
<tr>
<td></td>
<td>*(Total Cost of CIP - Cost of Net Capacity Supplied) - Line #5-Line #6)</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Total Veh-Miles of New Demand Over 10 Years</td>
<td>39059</td>
</tr>
<tr>
<td></td>
<td><em>(From Projected Vehicle-Miles of New Demand Table 3.5)</em></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>% of Capacity Added Attributed to New Growth</td>
<td>182% (100%)</td>
</tr>
<tr>
<td></td>
<td>*(Total of New Demand/Net Amount of Capacity Added) - Line #8-Line #4)</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Cost of Capacity Added Attributed to New Growth</td>
<td>$106,134,664</td>
</tr>
<tr>
<td></td>
<td><em>(Cost of Net Capacity Supplied</em> Cost Attributed to New Growth) - Line #6<em>Line #9</em></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Maximum Uncredited Fee per Service Unit</td>
<td>$2,717.29</td>
</tr>
<tr>
<td></td>
<td><em>(Cost of Net Capacity Attributed to New Growth/Total Veh-Miles of New Demand) - Line #10-Line #8</em></td>
<td></td>
</tr>
</tbody>
</table>

See 2018 update for Sections 3.10 and 3.11.
APPENDIX A
City of Hutchins
2023 Roadway Impact Fee Update
Addendum to 2018 Study

Project Information:
Name: Dowdy Ferry Road
Limits: I-45 Service Road to Bridge Approach
Length (ft): 7300

This project consists of new 4-lane divided concrete roadway

### Roadway Construction Cost Projection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>Earthwork</td>
<td>21630</td>
<td>CY</td>
<td>$25.00</td>
<td>$540,741</td>
</tr>
<tr>
<td>204</td>
<td>Removals</td>
<td>40556</td>
<td>SY</td>
<td>$45.00</td>
<td>$1,825,000</td>
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<tr>
<td>304</td>
<td>6&quot; Treated Subgrade</td>
<td>43800</td>
<td>SY</td>
<td>$15.00</td>
<td>$657,000</td>
</tr>
<tr>
<td>404</td>
<td>8&quot; Concrete Pavement w/curb</td>
<td>42178</td>
<td>SY</td>
<td>$75.00</td>
<td>$3,163,333</td>
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<tr>
<td>504</td>
<td>5' Concrete Sidewalk</td>
<td>4056</td>
<td>SY</td>
<td>$85.00</td>
<td>$344,722</td>
</tr>
<tr>
<td>604</td>
<td>Drainage</td>
<td>9</td>
<td>AC</td>
<td>$95,000.00</td>
<td>$859,711</td>
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<tr>
<td>704</td>
<td>Traffic Signal</td>
<td>4</td>
<td>EA</td>
<td>$150,000.00</td>
<td>$600,000</td>
</tr>
</tbody>
</table>

Paving Construction Cost Subtotal: $7,990,507

### Major Construction Component Allowances: (Based on of Paving Construction Cost Subtotal)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$159,810</td>
</tr>
<tr>
<td>Pavement Markings</td>
<td></td>
<td>1%</td>
<td>$79,905</td>
</tr>
<tr>
<td>Special Drainage Structures</td>
<td></td>
<td>5%</td>
<td>$399,525</td>
</tr>
<tr>
<td>Water</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$79,905</td>
</tr>
<tr>
<td>Sewer</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$79,905</td>
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<tr>
<td>Landscape and Irrigation</td>
<td></td>
<td>5%</td>
<td>$399,525</td>
</tr>
<tr>
<td>Illumination</td>
<td></td>
<td>6%</td>
<td>$479,430</td>
</tr>
<tr>
<td>Materials Testing</td>
<td></td>
<td>1%</td>
<td>$39,993</td>
</tr>
</tbody>
</table>

Allowance Subtotal: $1,717,959

Paving and Allowance Subtotal: $9,708,466

Construction Contingency: 15% $1,456,270

Mobilization: 2% $194,169

Prep ROW: 1% $97,085

Construction Cost Total: $11,455,990

### Impact Fee Project Cost Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td></td>
<td>$11,455,990</td>
<td></td>
</tr>
<tr>
<td>Engineering/Survey</td>
<td></td>
<td>10%</td>
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<tr>
<td>ROW/Easement Acquisition</td>
<td></td>
<td>5%</td>
<td>$572,799</td>
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</table>

Impact Fee Project Cost Total: $13,174,388
### City of Hutchins
### 2023 Roadway Impact Fee Update
### Addendum to 2018 Study

**Project Information:**

- **Name:** S. Main/Millers Ferry
- **Limits:** W. Palestine to City Limit
- **Length (ft):** 10930

#### Roadway Construction Cost Projection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>Earthwork</td>
<td>32385</td>
<td>CY</td>
<td>$25.00</td>
<td>$809,630</td>
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<tr>
<td>204</td>
<td>Removals</td>
<td>60722</td>
<td>SY</td>
<td>$45.00</td>
<td>$2,732,500</td>
</tr>
<tr>
<td>304</td>
<td>6&quot; Treated Subgrade</td>
<td>65580</td>
<td>SY</td>
<td>$15.00</td>
<td>$983,700</td>
</tr>
<tr>
<td>404</td>
<td>8&quot; Concrete Pavement w/curb</td>
<td>63151</td>
<td>SY</td>
<td>$75.00</td>
<td>$4,736,333</td>
</tr>
<tr>
<td>504</td>
<td>5&quot; Concrete Sidewalk</td>
<td>6072</td>
<td>SY</td>
<td>$85.00</td>
<td>$516,139</td>
</tr>
<tr>
<td>604</td>
<td>Drainage</td>
<td>14</td>
<td>AC</td>
<td>$95,000.00</td>
<td>$1,287,211</td>
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<tr>
<td>704</td>
<td>Traffic Signal</td>
<td>2</td>
<td>EA</td>
<td>$150,000.00</td>
<td>$300,000</td>
</tr>
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</table>

**Paving Construction Cost Subtotal:** $11,365,513

**Major Construction Component Allowances: (Based on of Paving Construction Cost Subtotal)**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$227,310</td>
</tr>
<tr>
<td>Pavement Markings</td>
<td></td>
<td>1%</td>
<td>$113,655</td>
</tr>
<tr>
<td>Special Drainage Structures</td>
<td></td>
<td>5%</td>
<td>$568,276</td>
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<tr>
<td>Water</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$113,655</td>
</tr>
<tr>
<td>Sewer</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$113,655</td>
</tr>
<tr>
<td>Landscape and Irrigation</td>
<td>Minor Adjustments</td>
<td>5%</td>
<td>$568,276</td>
</tr>
<tr>
<td>Illumination</td>
<td></td>
<td>6%</td>
<td>$681,931</td>
</tr>
<tr>
<td>Materials Testing</td>
<td></td>
<td>1%</td>
<td>$56,828</td>
</tr>
</tbody>
</table>

**Allowance Subtotal:** $2,443,585

- **Paving and Allowance Subtotal:** $13,809,098
- **Construction Contingency:** 15% $2,071,365
- **Mobilization:** 2% $276,182
- **Prep ROW:** 1% $138,091

**Construction Cost Total:** $16,294,735

#### Impact Fee Project Cost Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td></td>
<td>$16,294,735</td>
<td></td>
</tr>
<tr>
<td>Engineering/Survey</td>
<td></td>
<td>10% $1,629,474</td>
<td></td>
</tr>
<tr>
<td>ROW/Easement Acquisition</td>
<td></td>
<td>5% $814,737</td>
<td></td>
</tr>
</tbody>
</table>

**Impact Fee Project Cost Total:** $18,738,946
City of Hutchins

2023 Roadway Impact Fee Update

Addendum to 2018 Study

Project Information:

Name: W Palestine
Limits: Main Street to Lancaster-Hutchins Road
Length (ft) 3790

Description: This project consists of new 4-lane undivided concrete roadway

Roadway Construction Cost Projection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>Earthwork</td>
<td>9124</td>
<td>CY</td>
<td>$25.00</td>
<td>$228,102</td>
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<tr>
<td>204</td>
<td>Removals</td>
<td>21056</td>
<td>SY</td>
<td>$45.00</td>
<td>$947,500</td>
</tr>
<tr>
<td>304</td>
<td>6” Treated Subgrade</td>
<td>21898</td>
<td>SY</td>
<td>$15.00</td>
<td>$328,467</td>
</tr>
<tr>
<td>404</td>
<td>8” Concrete Pavement w/curb</td>
<td>21056</td>
<td>SY</td>
<td>$75.00</td>
<td>$1,579,167</td>
</tr>
<tr>
<td>504</td>
<td>5’ Concrete Sidewalk</td>
<td>2106</td>
<td>SY</td>
<td>$85.00</td>
<td>$178,972</td>
</tr>
<tr>
<td>604</td>
<td>Drainage</td>
<td>5</td>
<td>AC</td>
<td>$95,000.00</td>
<td>$429,812</td>
</tr>
<tr>
<td>704</td>
<td>Traffic Signal</td>
<td>5</td>
<td>EA</td>
<td>$150,000.00</td>
<td>$750,000</td>
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</table>

Paving Construction Cost Subtotal: $4,442,019

Major Construction Component Allowances: (Based on  of Paving Construction Cost Subtotal)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$88,840</td>
</tr>
<tr>
<td>Pavement Markings</td>
<td></td>
<td>1%</td>
<td>$44,420</td>
</tr>
<tr>
<td>Special Drainage Structures</td>
<td>none</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Water</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$44,420</td>
</tr>
<tr>
<td>Sewer</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$44,420</td>
</tr>
<tr>
<td>Landscape and Irrigation</td>
<td></td>
<td>5%</td>
<td>$222,101</td>
</tr>
<tr>
<td>Illumination</td>
<td></td>
<td>6%</td>
<td>$266,521</td>
</tr>
<tr>
<td>Materials Testing</td>
<td></td>
<td>1%</td>
<td>$22,210</td>
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</tbody>
</table>

Allowance Subtotal: $732,933

Paving and Allowance Subtotal $5,174,952

Construction Contingency: 15% $776,243
Mobilization 2% $103,499
Prep ROW 1% $51,750

Construction Cost Total: $6,106,444

Impact Fee Project Cost Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td></td>
<td>$6,106,444</td>
<td></td>
</tr>
<tr>
<td>Engineering/Survey</td>
<td>10%</td>
<td>$610,644</td>
<td></td>
</tr>
<tr>
<td>ROW/Easement Acquisition:</td>
<td>5%</td>
<td>$305,322</td>
<td></td>
</tr>
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</table>

Impact Fee Project Cost Total $7,022,410
City of Hutchins

2023 Roadway Impact Fee Update
Addendum to 2018 Study

**Project Information:***
- **Name:** E Palestine
- **Limits:** Main Street to I-45 Service Road
- **Length (ft):** 1370

**Roadway Construction Cost Projection**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>Earthwork</td>
<td>3298</td>
<td>CY</td>
<td>$25.00</td>
<td>$82,454</td>
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<tr>
<td>204</td>
<td>Removals</td>
<td>7611</td>
<td>SY</td>
<td>$45.00</td>
<td>$342,500</td>
</tr>
<tr>
<td>304</td>
<td>6&quot; Treated Subgrade</td>
<td>7916</td>
<td>SY</td>
<td>$15.00</td>
<td>$118,733</td>
</tr>
<tr>
<td>404</td>
<td>8&quot; Concrete Pavement w/curb</td>
<td>7611</td>
<td>SY</td>
<td>$75.00</td>
<td>$570,833</td>
</tr>
<tr>
<td>504</td>
<td>5' Concrete Sidewalk</td>
<td>761</td>
<td>SY</td>
<td>$85.00</td>
<td>$64,694</td>
</tr>
<tr>
<td>604</td>
<td>Drainage</td>
<td>2</td>
<td>AC</td>
<td>$95,000.00</td>
<td>$155,367</td>
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<tr>
<td>704</td>
<td>Traffic Signal</td>
<td>2</td>
<td>EA</td>
<td>$150,000.00</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

**Paving Construction Cost Subtotal:** $1,634,582

**Major Construction Component Allowances:** (Based on 15% of Paving Construction Cost Subtotal)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$32,692</td>
</tr>
<tr>
<td>Pavement Markings</td>
<td></td>
<td>1%</td>
<td>$16,346</td>
</tr>
<tr>
<td>TxDOT/Rail Coordination</td>
<td>none</td>
<td>0%</td>
<td>-</td>
</tr>
<tr>
<td>Water</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$16,346</td>
</tr>
<tr>
<td>Sewer</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$16,346</td>
</tr>
<tr>
<td>Landscape and Irrigation</td>
<td></td>
<td>5%</td>
<td>$81,729</td>
</tr>
<tr>
<td>Illumination</td>
<td></td>
<td>6%</td>
<td>$98,075</td>
</tr>
<tr>
<td>Materials Testing</td>
<td></td>
<td>1%</td>
<td>$8,173</td>
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</table>

**Allowance Subtotal:** $269,706

**Paving and Allowance Subtotal:** $1,904,288

**Construction Contingency:** 15% $285,643

**Mobilization:** 2% $38,086

**Prep ROW:** 1% $19,043

**Construction Cost Total:** $2,247,060

**Impact Fee Project Cost Summary**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
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<td>$2,247,060</td>
<td></td>
</tr>
<tr>
<td>Engineering/Survey</td>
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<td>15%</td>
<td>$337,059</td>
</tr>
<tr>
<td>ROW/Easement Acquisition</td>
<td></td>
<td>5%</td>
<td>$112,353</td>
</tr>
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</table>

**Impact Fee Project Cost Total:** $2,696,472
City of Hutchins

2023 Roadway Impact Fee Update

Addendum to 2018 Study

Project Information:
Name: N. JJ Lemmon
Limits: Lancaster-Hutchins Road to 1-20 Service Road
Length (ft) 5333

Roadway Construction Cost Projection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
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<tbody>
<tr>
<td>104</td>
<td>Earthwork</td>
<td>11851</td>
<td>CY</td>
<td>$ 25.00</td>
<td>$ 296,267</td>
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<td>204</td>
<td>Removals</td>
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<td>SY</td>
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<td>$ 666,600</td>
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<tr>
<td>304</td>
<td>6&quot; Treated Subgrade</td>
<td>23109</td>
<td>SY</td>
<td>$ 15.00</td>
<td>$ 346,632</td>
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<tr>
<td>404</td>
<td>8&quot; Concrete Pavement w/curb</td>
<td>21924</td>
<td>SY</td>
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<td>$ 1,644,280</td>
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<tr>
<td>504</td>
<td>5&quot; Concrete Sidewalk</td>
<td>2963</td>
<td>SY</td>
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<td>$ 251,827</td>
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<tr>
<td>604</td>
<td>Drainage</td>
<td>5</td>
<td>AC</td>
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<td>$ 453,582</td>
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<tr>
<td>704</td>
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<td>2</td>
<td>EA</td>
<td>$150,000.00</td>
<td>$ 300,000</td>
</tr>
</tbody>
</table>

Paving Construction Cost Subtotal: $ 3,959,187

Major Construction Component Allowances: (Based on of Paving Construction Cost Subtotal)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$ 79,184</td>
</tr>
<tr>
<td>Pavement Markings</td>
<td></td>
<td>1%</td>
<td>$ 39,592</td>
</tr>
<tr>
<td>Special Drainage Structures</td>
<td></td>
<td>5%</td>
<td>$ 197,959</td>
</tr>
<tr>
<td>Water</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$ 39,592</td>
</tr>
<tr>
<td>Sewer</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$ 39,592</td>
</tr>
<tr>
<td>Landscape and Irrigation</td>
<td></td>
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<td>$ 237,551</td>
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<tr>
<td>Materials Testing</td>
<td></td>
<td>1%</td>
<td>$ 19,796</td>
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</table>

Allowance Subtotal: $ 851,225

Paving and Allowance Subtotal: $ 4,810,412

Construction Contingency: 15% $ 721,562
Mobilization 2% $ 96,208
Prep ROW 1% $ 48,104

Construction Cost Total: $ 5,676,287

Impact Fee Project Cost Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td></td>
<td></td>
<td>$ 5,676,287</td>
</tr>
<tr>
<td>Engineering/Survey</td>
<td>11%</td>
<td>$ 624,392</td>
<td></td>
</tr>
<tr>
<td>ROW/Easement Acquisition:</td>
<td>5%</td>
<td>$ 283,814</td>
<td></td>
</tr>
</tbody>
</table>

Impact Fee Project Cost Total: $ 6,584,492
City of Hutchins

2023 Roadway Impact Fee Update

Addendum to 2018 Study

**Project Information:**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Finn and Goode Roads</th>
<th>Description: This project consists of new 4-lane undivided concrete roadway</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limits:</td>
<td>I-45 Service Road to W. Wintergreen</td>
<td>Length (ft) 8131</td>
</tr>
</tbody>
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### Roadway Construction Cost Projection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>104</td>
<td>Earthwork</td>
<td>19575</td>
<td>CY</td>
<td>$25.00</td>
<td>$489,378</td>
</tr>
<tr>
<td>204</td>
<td>Removals</td>
<td>22587</td>
<td>SY</td>
<td>$45.00</td>
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<tr>
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<td>$691,152</td>
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<td>404</td>
<td>8&quot; Concrete Pavement w/curb</td>
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<td>$3,320,240</td>
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<td>504</td>
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<td>Drainage</td>
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<tr>
<td>704</td>
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<td>3</td>
<td>EA</td>
<td>$150,000.00</td>
<td>$450,000</td>
</tr>
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</table>

**Paving Construction Cost Subtotal:** $7,255,543

### Major Construction Component Allowances:

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$145,111</td>
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<td>Special Drainage Structures</td>
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<td>Water</td>
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<td>$72,555</td>
</tr>
<tr>
<td>Sewer</td>
<td>Minor Adjustments</td>
<td>1%</td>
<td>$72,555</td>
</tr>
<tr>
<td>Landscape and Irrigation</td>
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<td>5%</td>
<td>$362,777</td>
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<tr>
<td>Illumination</td>
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<td>6%</td>
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<td>Materials Testing</td>
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<td>1%</td>
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**Allowance Subtotal:** $1,559,942

**Paving and Allowance Subtotal:** $8,815,485

**Construction Contingency:** 15% $1,322,323

**Mobilization:** 2% $176,310

**Prep ROW:** 1% $88,155

**Construction Cost Total:** $10,402,272

### Impact Fee Project Cost Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td></td>
<td>$10,402,272</td>
<td></td>
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<tr>
<td>Engineering/Survey</td>
<td>10%</td>
<td>$1,040,227</td>
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<tr>
<td>ROW/Easement Acquisition:</td>
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<td>$520,114</td>
<td></td>
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</table>

**Impact Fee Project Cost Total:** $11,962,613
City of Hutchins
2023 Roadway Impact Fee Update
Addendum to 2018 Study

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Lancaster Hutchins - W. Wintergreen Sign:</td>
</tr>
<tr>
<td>Limits:</td>
<td>Intersection</td>
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</table>

**Roadway Construction Cost Projection**

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>604</td>
<td>Signal Heads</td>
<td>12</td>
<td>EA</td>
<td>$8,000.00</td>
<td>$96,000</td>
</tr>
<tr>
<td>605</td>
<td>Conduit</td>
<td>1000</td>
<td>LF</td>
<td>$35.00</td>
<td>$35,000</td>
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<tr>
<td>606</td>
<td>Poles &amp; Arms</td>
<td>8</td>
<td>SY</td>
<td>$18,000.00</td>
<td>$144,000</td>
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<tr>
<td>607</td>
<td>Detectors, Push Button</td>
<td>8</td>
<td>SY</td>
<td>$3,500.00</td>
<td>$28,000</td>
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</table>

Traffic Signal Construction Cost Subtotal: $303,000

**Major Construction Component Allowances:** (Based on  of Paving Construction Cost Subtotal)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$6,060</td>
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<tr>
<td>Pavement Markings</td>
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<td>1%</td>
<td>$3,030</td>
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<tr>
<td>Restoration</td>
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<td>2%</td>
<td>$6,060</td>
</tr>
<tr>
<td>Illumination</td>
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<td>6%</td>
<td>$18,180</td>
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<tr>
<td>Materials Testing</td>
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<td>2%</td>
<td>$6,060</td>
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</table>

Allowance Subtotal: $39,390

Signal and Allowance Subtotal: $342,390

Construction Contingency: 10% $34,239
Mobilization: 2% $6,848
Prep ROW: 1% $3,424

Construction Cost Total: $386,901

**Impact Fee Project Cost Summary**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
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<tbody>
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<tr>
<td>Engineering/Survey</td>
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<td>10%</td>
<td>$38,690</td>
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</table>

Impact Fee Project Cost Total: $425,591
City of Hutchins
2023 Roadway Impact Fee Update
Addendum to 2018 Study

Project Information:
Name: Lancaster Hutchins - W. Wintergreen Sign
Limits: Intersection

This project consists of new traffic signal

### Roadway Construction Cost Projection

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>604</td>
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<td>$8,000.00</td>
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<td>Conduit</td>
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<td>LF</td>
<td>$35.00</td>
<td>$157,500</td>
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<tr>
<td>606</td>
<td>Poles &amp; Arms</td>
<td>14</td>
<td>SY</td>
<td>$18,000.00</td>
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<tr>
<td>607</td>
<td>Detectors, Push Button</td>
<td>14</td>
<td>SY</td>
<td>$3,500.00</td>
<td>$49,000</td>
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</tbody>
</table>

Traffic Signal Construction Cost Subtotal: $618,500

### Major Construction Component Allowances: (Based on  of Paving Construction Cost Subtotal)

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
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</thead>
<tbody>
<tr>
<td>Traffic Control</td>
<td></td>
<td>2%</td>
<td>$12,370</td>
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<tr>
<td>Pavement Markings</td>
<td></td>
<td>1%</td>
<td>$6,185</td>
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<tr>
<td>Restoration</td>
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<td>$12,370</td>
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<tr>
<td>Illumination</td>
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<td>6%</td>
<td>$37,110</td>
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<tr>
<td>Materials Testing</td>
<td></td>
<td>2%</td>
<td>$12,370</td>
</tr>
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</table>

Allowance Subtotal: $80,405

Signal and Allowance Subtotal: $698,905

Construction Contingency: 10% $69,891
Mobilization: 2% $13,978
Prep ROW: 1% $6,989

Construction Cost Total: $789,763

### Impact Fee Project Cost Summary

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
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<tbody>
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Impact Fee Project Cost Total: $868,739
City of Hutchins
2023 Roadway Impact Fee Update
Addendum to 2018 Study

Project Information:
Name: Lancaster Hutchins - W. Wintergreen Sign:
Limits: Intersection

This project consists of new traffic signal

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Item Cost</th>
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<tbody>
<tr>
<td>604</td>
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<tr>
<td>606</td>
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<td>607</td>
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Traffic Signal Construction Cost Subtotal: $535,000

<table>
<thead>
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<th>Item Description</th>
<th>Notes</th>
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<th>Item Cost</th>
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<tr>
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<tr>
<td>Materials Testing</td>
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<td>2%</td>
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</table>

Allowance Subtotal: $69,550

Signal and Allowance Subtotal $604,550
Construction Contingency: 10% $60,455
Mobilization 2% $12,091
Prep ROW 1% $6,046

Construction Cost Total: $683,142

Impact Fee Project Cost Summary
<table>
<thead>
<tr>
<th>Item Description</th>
<th>Notes</th>
<th>Allowance</th>
<th>Item Cost</th>
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</thead>
<tbody>
<tr>
<td>Construction</td>
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Impact Fee Project Cost Total $751,456
MEETING DATE: October 2, 2023
SUBMITTED BY: Karen Steward, Director of Human Resources
AGENDA ITEM: F.1.
AGENDA CAPTION: Discuss and consider Resolution R2023-1140 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 2, TITLED “EMPLOYMENT”, BY DELETING SECTION 2.06 TITLED “PERFORMANCE APPRAISAL” IN ITS ENTIRETY AND RESERVING SECTION 2.06 FOR FUTURE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

Background Information

The City of Hutchins has always had a policy to do staff evaluations annually by December of each calendar year. However, annual evaluations are not very effective. Instead, the city will begin using the check-in method. Instead of waiting a year, evaluations will be an on-going process.

Budget Implications

N/A

Operational Impact

N/A

Legal Review

The resolution has been reviewed by J Gorfida.

Staff Recommendation

Staff recommend you pass this resolution.

Supporting Documentation and Attachments

1. Performance Check-Ins - Council Presentation
2. R2023-1140 Amending Personnel Manual Deleting 2.06 Performance Appraisal 10-02-23
Performance reviews get a failing grade

Survey of U.S. office workers finds traditional performance reviews are unproductive and stressful

The Performance Reviews Get a Failing Grade study findings came from an online survey of 1,500 U.S. officer workers who have been through at least one performance review. Research was conducted from November 28 to December 2, 2016. The research was commissioned by Adobe and produced by Golin. The margin of error for the sample is +/- 2.5%.

Adobe abolished performance reviews in 2012 in favor of Check-in, an informal, ongoing dialogue between managers and employees.
88% of respondents currently have a regularly scheduled, structured, written performance review. These office workers said:

Traditional reviews are outdated and a waste of time.

MANAGERS SPEND

17 HOURS

on average to prep for each employee's review.

Almost two-thirds of office workers and managers find performance reviews outdated.

MORE THAN

HALF

of office workers say reviews have no impact on how they do their job and are a needless HR requirement.
Reviews cause stress and tears.

OFFICE WORKERS SAY:

- 58% find them stressful
- 52% find being ranked is upsetting
- 57% find reviews create competition
- 61% find managers play favorites
And after a review...

37% have looked for another job

22% have cried

20% have quit
61% of Millennials would switch jobs to a company with no performance review (even if pay and job level were the same)
Workers want change!

Office Workers: 55%
Managers: 66%

Wish their companies would get rid of or change performance reviews

Office Workers:
- 80% Want feedback in the moment (vs. feedback that's aggregated over months)
- 60% Want qualitative feedback (vs. numeric ratings)
Respondents believe companies that have abolished traditional reviews would:

- **46%** Be more flexible
- **44%** Have happier employees
- **38%** Have a collaborative culture
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AMENDING THE CITY OF HUTCHINS PERSONNEL MANUAL BY AMENDING CHAPTER 2, TITLED “EMPLOYMENT”, BY DELETING SECTION 2.06 TITLED “PERFORMANCE APPRAISAL” IN ITS ENTIRETY AND RESERVING SECTION 2.06 FOR FUTURE USE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Hutchins (the “City) periodically reviews its Personnel Manual for compliance with State and Federal laws, policy, and practices; and

WHEREAS, the City Council has received a recommendation from the Director of Human Resources to amend the City of Hutchins Personnel Manual, by amending Chapter 2 titled “Employment” by deleting Section 2.06 titled “Performance Appraisal” and reserving Section 2.06 for future use; and

WHEREAS, upon full review and consideration of the recommendation from the Director of Human Resources, the City Council approves amending the City of Hutchins Personnel Manual by amending Chapter 2 titled “Employment” by deleting Section 2.06 titled “Performance Appraisal” in its entirety and reserving Section 2.06 for future use;

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

SECTION 1. That the City Council hereby approves amending the City of Hutchins Personnel Manual, by amending Chapter 2, titled “Employment”, by deleting Section 2.06 titled “Performance Appraisal” in its entirety and reserving Section 2.06 for future use.

“CHAPTER 2: Employment

... 2.06 Performance Appraisal

The performance appraisal provides a means for discussing, planning, and reviewing the performance of each city employee.

Regular performance appraisals:

- Help employees clearly define and understand their responsibilities.
- Provide criteria by which employees’ performance will be evaluated.
- Suggest ways in which employees can improve performance.
- Help supervisors plan, distribute, and achieve departmental goals.

All full and part time employees are eligible for a performance appraisal. Supervisors are required to evaluate their eligible employees’ performance on an annual basis.
An initial performance appraisal will be conducted six (6) months after a non-sworn employee is hired. Police and Fire personnel will have their first performance appraisal conducted after one (1) year.

A performance review does not always result in an automatic salary increase. Salary increases and adjustments must be approved by the City Administrator.

2.06 Reserved.”

**SECTION 2.** This Resolution shall become effective on October 2, 2023.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Hutchins, Texas on the 2nd day of October 2023.

CITY OF HUTCHINS, TEXAS

Mario Vasquez, Mayor

ATTEST:

Cynthia Olguin, City Secretary
(09-15-2023: ND 4888-5459-0080, v. 1)
MEETING DATE: October 2, 2023
SUBMITTED BY: Cynthia Olguin, City Secretary
AGENDA ITEM: F.2.
AGENDA CAPTION: Discuss and consider Resolution R2023-1141 rescheduling the November 6, 2023, Regular Council Meeting.

Background Information

Dallas County Elections Department will be utilizing the City Hall Council Chamber as an Early Voting and Election Day voting site for the November 7, 2023, Special Constitutional Amendment Election. The Council Chamber will be set up with voting equipment as early as October 20, 2023. All board and commission meetings normally conducted in the Council Chambers will be rescheduled or relocated to the Community Center. City staff is recommending that the regular city council meeting scheduled for November 6, 2023, be rescheduled to Monday, November 13, 2023, at 6:30 p.m.

Note: On September 5, 2023, the Dallas County Commissioners Court voted to consolidate county vote centers based on Dallas County Elections Department's high voter and low voter turnout models, including eliminating locations low voter sites located within a mile of another voting site. As a result, the City of Hutchins' Community Center was eliminated as a voting site and consolidated into one voting location at the Hutchins City Hall Council Chamber.

Budget Implications

Operational Impact

Legal Review

Staff Recommendation

Staff recommends approval of Resolution R2023-XXXX.

Supporting Documentation and Attachments

1. R2023-1141 Rescheduling 11-06-2023 Reg City Council Mtg
CITY OF HUTCHINS
RESOLUTION NO. R 2023-1141

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, RESCHEDULING THE NOVEMBER 6, 2023, REGULAR CITY COUNCIL MEETING TO NOVEMBER 13, 2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Hutchins, Texas holds its regularly scheduled meeting on the first and third Monday of each month at 6:30 p.m.

WHEREAS, November 7, 2023, is recognized as an election day for general and federal elections in the United States.

WHEREAS, Hutchins City Hall Councill Chamber will be utilized as an Early Voting and Election Day vote center for the November 7, 2023, Special Constitutional Amendment and Joint Election.

WHEREAS, the City Council finds that it is necessary and in the best interest of the residents of the City of Hutchins and Dallas County to reschedule the November 6, 2023, Regular City Council meeting to Monday, November 13, 2023.

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

Section 1: That the regular city council meeting of November 6, 2023, at 6:30 p.m. shall be rescheduled to Monday, November 23, 2023, at 6:30 p.m.

Section 2: This resolution shall become effective immediately upon its passage.

PASSED AND APPROVED BY THE HUTCHINS CITY COUNCIL on this 2nd day of October 2023.

APPROVED:

____________________________________
MARIO VASQUEZ, MAYOR

ATTEST:

____________________________________
CYNTHIA OLGUIN, CITY SECRETARY
MEETING DATE: October 2, 2023
SUBMITTED BY: Cynthia Olguin, City Secretary
AGENDA ITEM: F.3.
AGENDA CAPTION: Discuss and consider Resolution R2023-1142 OF THE CITY OF HUTCHINS, TEXAS, NOMINATING A CANDIDATE TO BE A MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT.

Background Information

The Property Tax Code, Section 6.03, requires that an election or appointment of members to the Board of Directors of an appraisal district be conducted in odd-numbered years. The term of office for elected or appointed members is two years, beginning in even-numbered years.

The City of Hutchins has been notified that each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one candidate as a member of the board.

By October 16: The City shall submit to the Chief Appraiser a nominee for the Board.
By October 30: The Chief Appraiser shall prepare a resolution ballot for those entities described as incorporated cities and towns, except the City of Dallas.
By December 15: The City shall vote, by official resolution ballot, and return the resolution ballot to the Chief Appraiser.
By January 1: Resolutions of the election will be affirmed.

Budget Implications

Operational Impact

Legal Review

Staff Recommendation

Staff recommends approval of the Resolution with a candidate nomination.

Supporting Documentation and Attachments
1. SB 2 BOD Election Changes 8-16-2023
2. Aug16 2023 Suburban Cities Mayors - BOD Election Letter
3. DCAD_BOD_MEMBERS
4. R2023-1142 DCAD Nomination of Candidate to Board 10-02-23
August 16, 2023

Dallas Central Appraisal District Taxing Units Presiding Officers

RE: Senate Bill 2 Changes to DCAD Board of Directors

Dear Taxing Units:

With passage of SB 2 in the 2nd Special Session of 88th Texas Legislature the make-up of the DCAD Board of Directors will be changed assuming SJR2 passes in the November election. Below are the new requirements for the DCAD Board of Directors:

Sec. 6.0301. BOARD OF DIRECTORS IN POPULOUS COUNTIES. (a) This section applies only to an appraisal district established in a county with a population of 75,000 or more.

(b) Sections 6.031, 6.034, and 6.10 do not apply to an appraisal district to which this section applies.

(c) The appraisal district is governed by a board of nine directors. Five directors are appointed by the taxing units that participate in the district in the manner prescribed by Section 6.03. Three directors are elected by majority vote at the general election for state and county officers by the voters of the county in which the district is established. The county assessor-collector serves as an ex officio director.

(d) To be eligible to serve on the board of directors, an individual other than the county assessor-collector must be a resident of the district and must have resided in the district for at least two years immediately preceding the date the individual takes office. An individual who is otherwise eligible to serve on the board is not ineligible because of membership on the governing body of a taxing unit. An employee of a taxing unit that participates in the district is not eligible to serve on the board unless the individual is also a member of the governing body or an elected official of a taxing unit that participates in the district.
(e) Members of the board of directors appointed by the taxing units participating in the district serve staggered four-year terms beginning on January 1 of every other even-numbered year. Elected members of the board of directors serve staggered four-year terms beginning on January 1 of every other odd-numbered year.

(f) If a vacancy occurs in an appointive position on the board of directors, each taxing unit that is entitled to vote under Section 6.03 may nominate by resolution adopted by its governing body a candidate to fill the vacancy. The taxing unit shall submit the name of its nominee to the chief appraiser within 45 days after notification from the board of directors of the existence of the vacancy, and the chief appraiser shall prepare and deliver to the board of directors within the next five days a list of the nominees. The board of directors shall appoint by majority vote of its members one of the nominees to fill the vacancy.

(g) If a vacancy occurs in an elective position on the board of directors, the board of directors shall appoint by majority vote of its members a person to fill the vacancy. A person appointed to fill a vacancy in an elective position must have the qualifications required of a director elected at a general election.

Sec. 6.032. BALLOT PROCEDURES FOR ELECTED DIRECTORS; FILING FEE OR PETITION. (a) Except as provided by this section, Chapter 144, Election Code, applies to a candidate for an elective position on an appraisal district board of directors.

(b) An application for a place on the ballot must be filed with the county judge of the county in which the appraisal district is established and be accompanied by a filing fee prescribed by Subsection (c) of this section or a petition in lieu of the filing fee that satisfies the requirements prescribed by Section 141.062, Election Code, and Subsection (d) of this section.

(c) The filing fee for a place on the ballot is:

(1) $400 for a county with a population of 200,000 or more; or

(2) $200 for a county with a population of less than 200,000.

(d) The minimum number of signatures that must appear on the petition authorized by Subsection (b) is the lesser of:

(1) 500; or

(2) two percent of the total vote received in the county by all the candidates for governor in the most recent gubernatorial general election, unless that number is less than 50, in which case the required number of signatures is the lesser of:
(A) 50; or

(B) 20 percent of that total vote.

(c) A filing fee received under this section shall be deposited in the county treasury to the credit of the county general fund.

(f) The secretary of state shall adopt rules as necessary to implement this section.

The implementation of the changes are as follows:

(a) Appraisal district directors shall be elected to the elective positions as provided by Section 6.0301, Tax Code, as added by this article, beginning with the election conducted on the uniform election date in May 2024. The directors then elected take office on July 1, 2024, and serve a term that expires on December 31, 2026.

(b) Following the election of the initial elected directors of an appraisal district as provided by Subsection (a) of this section, directors shall be elected as provided by Section 6.0301, Tax Code, as added by this article, beginning with the general election conducted in November 2026. Directors then elected take office January 1, 2027.

(c) At the first meeting of the board of directors of an appraisal district described by Section 6.0301, Tax Code, as added by this article, that follows the November 2026 general election of directors under that section, the three elected directors shall draw lots to determine which director shall serve a term of two years and which two directors shall serve a term of four years. Thereafter, all elected directors serve four-year terms.

(d) The term of an appraisal district director serving on December 31, 2024, on the board of directors of an appraisal district described by Section 6.0301, Tax Code, as added by this article, expires on January 1, 2025. Not later than December 31, 2024, the taxing units participating in the appraisal district that are entitled to appoint directors shall appoint five directors to serve terms that begin on January 1, 2025. Two directors shall be appointed to serve a term of one year, and three directors shall be appointed to serve a term of three years. Thereafter, all appointed directors serve four-year terms.

For the upcoming election we will be operating under the current rules that have been in effect since 1981. However the Board Members that will be appointed in this year’s election will only serve one-year terms that will expire on December 31, 2024. Another election will be held next fall under the new law using the levy method. The first set of popularly elected Board Members will be elected in the May 2024 general election and assume office on July 1, 2024. Their terms will expire on December 31, 2026.

The new law also does away with three-fourths rule for changing the procedures for appointed Board Members. DCAD has had a three-fourths rule in effect since 1981. Under the current rule the Board is made up as follows:
<table>
<thead>
<tr>
<th>Suburban Cities:</th>
<th>One representative elected by the suburban cities</th>
</tr>
</thead>
</table>
| Suburban Schools: | One representative elected by the suburban schools  
(The Dallas County Community College will be considered a suburban school district and will receive one vote) |
| Dallas County: | Appoints one representative who may not be a resident of either the City of Dallas or the Dallas Independent School District |
| City of Dallas: | Appoints one representative |
| Dallas ISD: | Appoints one representative |

Under the new law Board selection for the five appointed members will be based on the levy method as described in Section 6.03(d), Tax Code:

The voting entitlement of a taxing unit that is entitled to vote for directors is determined by dividing the total dollar amount of property taxes imposed in the district by the taxing unit for the preceding tax year by the sum of the total dollar amount of property taxes imposed in the district for that year by each taxing unit that is entitled to vote, by multiplying the quotient by 1,000, and by rounding the product to the nearest whole number. That number is multiplied by the number of directorships to be filled. A taxing unit participating in two or more districts is entitled to vote in each district in which it participates, but only the taxes imposed in a district are used to calculate voting entitlement in that district.

It will require twenty percent of the total votes to be appointed as a Board Member.

Our legal counsel and our professional association, Texas Association of Appraisal Districts, are currently reviewing Senate Bill 2 for other questions we have. I would encourage your legal counsel to review the bill as well. We will keep you apprised of any other changes.

Sincerely yours,

W. Kenneth Nolan  
Chief Appraiser/Executive Director  
Dallas Central Appraisal District
Date: August 16, 2023

To: Suburban Cities Mayors, City Managers, City Secretaries and Finance Directors

From: W. Kenneth Nolan, Executive Director/Chief Appraiser

Re: Election/Appointment of Members to Board of Directors of the Dallas Central Appraisal District

The Property Tax Code, Section 6.03, requires that an election or appointment of members to the Board of Directors of an appraisal district be conducted in odd numbered years. The term of office for elected or appointed members is two years, beginning in even numbered years.

The Property Tax Code specifies the qualifications for membership to the Board of Directors in Section 6.03 of the Code. These qualifications are:

1. Must be a resident of the DCAD for at least two years prior to the election.
2. May be an elected official of an agency represented by the DCAD.
3. Cannot be an employee of any agency represented by the DCAD.
4. Cannot be related within the second degree by consanguinity or affinity, as determined under Chapter 573, Government Code, to an individual who is engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district.
5. Cannot own property on which delinquent taxes have been owed to a taxing unit for more than 60 days after the date the individual knew or should have known of the delinquency unless:
   (A) the delinquent taxes and any penalties and interest are being paid under an installment payment agreement under Section 33.02; or
   (B) a suit to collect the delinquent taxes is deferred or abated under Section 33.06 or 33.065.
6. An individual is ineligible to serve on an appraisal district board of directors if the individual has engaged in the business of appraising property for compensation for use in proceedings under this title or of representing property owners for compensation in proceedings under this title in the appraisal district at any time during the preceding three years.

7. An individual is ineligible to serve on an appraisal district board of directors if the individual has served as a member of the board of directors for all or part of five terms, unless: the individual was the county assessor-collector at the time the individual served as a board member. This requirement took effect with the 2022/2023
election. The five term limit started with the 2022/2023 term being the first term to be counted.

8. An individual is ineligible to serve on an appraisal district board of directors if the individual has been an employee of the appraisal district at any time during the preceding three years.

Pursuant to the provisions of the Property Tax Code in 1979, the agencies of Greater Dallas County elected to amend the manner in which representatives were chosen. By special provision of the Property Tax Code, it was decided that the following procedure would be adopted for the election or appointment of members.

Appointments

A. The City of Dallas will be entitled to appoint one (1) member to the Board.

B. The Dallas Independent School District will be entitled to appoint one (1) member to the Board.

C. The Dallas County Commissioners will be entitled to appoint one (1) member to the Board. The member appointed by the Commissioners Court may not be a resident of either the City of Dallas or the Dallas Independent School District.

Elections

D. Each of the incorporated cities and towns, except the City of Dallas, shall have the right to nominate by official resolution one (1) candidate as the fourth member to the Board. The said cities and towns shall, from among the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, a member to the Board of Directors.

E. Each of the Independent School Districts, and the Dallas College, except the Dallas Independent School District, shall have the right to nominate by official resolution one (1) candidate as the fifth member to the Board. The said Independent School Districts shall, from among the nominations received, elect by a majority vote, with each Independent School District being entitled to one (1) vote, a member to the Board of Directors.

The votes required for appointment of the Board of Directors as prescribed by the Texas Property Tax Code, in Subsections d and e, hereof, shall be by a majority of those authorized to vote in Subsections d and e, respectively, and not by a majority of the quorum. In accordance with the procedures described in the Property Tax Code, the schedule for election/appointment is as follows:

By October 16: Nominees for each entity described in Subsections d and e hereto shall be submitted to the Chief Appraiser.

By October 30: The Chief Appraiser shall prepare a resolution ballot for those entities described in Subsections d and e hereto and submit the ballot accordingly.

By December 15: Each agency entitled to vote will do so by official resolution ballot and return same to the Chief Appraiser as soon thereafter as practical.

By January 1: Results of the election will be affirmed.
The County of Dallas, the City of Dallas and the Dallas Independent School District should advise the Chief Appraiser of their appointments no later than November 15, if possible. These appointments should also be by official resolution. The term of office for each member is one year beginning on January 1, 2024 and ending on December 31, 2024.

At the conclusion of the process, every agency will be advised of the final appointments or election results. For the convenience of the entities, a sample resolution is included for the purpose of nominations from the suburban cities and school districts. If you have any questions about this process, please contact me or Cheryl Jordan at 214/631-0520.

Enclosure (Sample Resolution)
# BOARD OF DIRECTORS
## 2023-2024

<table>
<thead>
<tr>
<th>Name</th>
<th>Represents</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Threadgill, Chairperson</td>
<td>City of Dallas (Appointed)</td>
</tr>
<tr>
<td>Michael Hurtt, Vice Chairperson</td>
<td>Suburban Cities (Elected)</td>
</tr>
<tr>
<td>John Warren, Secretary</td>
<td>Dallas County (Appointed)</td>
</tr>
<tr>
<td>Dr. Edwin Flores</td>
<td>Dallas ISD (Appointed)</td>
</tr>
<tr>
<td>Cassandra Phillips</td>
<td>Suburban School Districts (Elected)</td>
</tr>
<tr>
<td>John R. Ames, Ex Officio</td>
<td>Legislature Appointed County Tax Collector</td>
</tr>
</tbody>
</table>

The Board of Directors generally meet the first Wednesday of each month but meeting dates are called. Any correspondence to the Board of Directors should be directed to:

2949 N. Stemmons Freeway, Dallas, Texas  75247
CITY OF HUTCHINS, TEXAS  
RESOLUTION NO. R2023-1142  

A RESOLUTION OF THE CITY OF HUTCHINS, TEXAS, NOMINATING A CANDIDATE TO BE A MEMBER OF THE BOARD OF DIRECTORS OF THE DALLAS CENTRAL APPRAISAL DISTRICT  

WHEREAS, The Chief Appraiser of the Dallas Central Appraisal District has been charged with the responsibility of conducting the election process to determine the membership of the Board of Directors of the Dallas Central Appraisal District, according to the Property Tax Code of Texas; and  

WHEREAS, each of the incorporated cities and towns, except for the City of Dallas, shall have the right to nominate by an official resolution one (1) candidate as a member of the Board of Directors; and  

WHEREAS, the said cities and towns shall, from among the nominations received, elect by a majority vote, with each city and town being entitled to one (1) vote, a member of the Board of Directors.  

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

THAT the Council of the City of Hutchins, Texas does hereby nominate ______________________ as a candidate to be a member of the Board of Directors of the Dallas Central Appraisal District.  

DULY PASSED AND APPROVED this 2nd day of OCTOBER 2023.  

APPROVED:  

___________________________________  
MAYOR  

ATTEST:  

___________________________________  
CITY SECRETARY
Background Information

On September 5, 2023, staff met with council to discuss a feasibility study to be conducted by Ron Hobbs Architectural group regarding the construction of a new animal shelter in the City of Hutchins, and second, re-purposing the existing city hall building into an animal shelter.

Budget Implications

Option # 1 is to conduct a feasibility study for a new animal shelter study and construction. The scope of work by Ron Hobbs Architectural services includes evaluating and identifying current and future spatial needs for a new Hutchins Animal Services facility, analyzing potential sites for a new facility, recommendations for addressing the identified needs, preparing spatial relationship diagrams, and preparing a potential budget. The cost to perform this study and present the City council with the information outlined in the agreement is $ 8580.00.

Option # 2 is to conduct a feasibility study to re-purpose the existing city hall facility and reuse the building as a future animal shelter. Ron Hobs Architectural services will conduct an evaluation of the existing building, conduct a site analysis of the existing property, conduct a spatial needs assessment, and prepare an initial budget based on the building type and space available. The cost to perform this study and present the City council with the information outlined in the agreement is $ 6550.00.

Operational Impact

To have a quality animal shelter that will meet the needs of the City of Hutchins and the citizens that we serve.

Legal Review

Joe Gorfida

Staff Recommendation
Approve the feasibility study to bring back information to be used for the future construction of an animal shelter.

Supporting Documentation and Attachments

1. Hutchins - City Hall Reuse Feasibility Study Proposal
2. Hutchins Animal Services - Facility Needs Study Proposal
Proposal for Pre-Design Services
Hutchins Animal Services - Feasibility Study for City Hall Adaption
Proposal for Pre-Design Services

PROJECT: Hutchins Animal Services - Feasibility Study of City Hall Adaption
321 North Main Street
Hutchins, Texas 75141

OWNER: City of Hutchins, Texas
321 North Main Street
Hutchins, Texas 75141

ARCHITECT: RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP
614 West Main Street, Suite #200
Garland, Texas 75040

DATE: September 7, 2023

PROJECT DESCRIPTION: The scope of work involves evaluating and studying the existing Hutchins City Hall to determine if the existing building can be renovated and converted into a new Animal Services facility.

OWNER PROVIDED INFORMATION: The Owner will be responsible for providing property surveys (boundary, utilities, & topographic information) of potential sites.

PROPOSED PRE-DESIGN SERVICES: We propose the following Pre-Design services:

- **Evaluation of the Existing Building:** The Architect will conduct an on-site investigation of the existing City Hall to study conditions and systems that could affect the future design considerations for converting it into a new Animal Services facility. Items to be reviewed may include the existing structural framing systems, foundation, HVAC systems, electrical, plumbing, roof, exterior walls, and accessibility issues (ADA and TAS). This evaluation will help determine what are the best potential uses and what modifications will be required to implement any proposed changes.

- **Site Analysis:** The Architect will inspect the site to study existing land use, traffic patterns, site ingress and egress, and adjacent neighborhoods, and any other site elements that could impact converting the existing City Hall into a new Animal Services facility.

- **Spatial Relationship Diagrams:** Using the Facility Needs Program prepared under a separate Agreement as the basis of square footage and functional needs and through the analysis of the existing building and site, the Architect will prepare Spatial Relationship Diagrams that show the recommended relationships between various rooms and/or functions.

- **Initial Project Budget:** The Architect will prepare an "Initial Project Budget". This initial budget is based upon current square foot costs for the building type. The size of the project will be based upon the preliminary program square footage projections as identified in the Facility Needs Program. The initial project budget may include the following:
  - Building Construction
Demolition and Abatement Costs
Sitework
Parking & Sidewalks
Utilities
Landscaping
Furniture
Audio/Visual
Equipment
Telephone/Data
Security Systems
Professional Fees
Surveying
Materials Testing
Printing & Other Miscellaneous Expenses
Contingency

ADDITIONAL SERVICES: All Additional Services must be authorized by Owner prior to the service being performed. The following items are not included in the Basic Architectural Services and shall be considered Additional Services:

- Basic Architectural Services (Schematic Design, Design Development, Construction Documents, Bidding/Procurement, and Construction Administration)
- In-depth evaluation of existing mechanical and/or electrical equipment
- Services of consulting engineers
- Budget analysis
- Platting or Surveys
- Environmental studies (Soils, Hazardous Materials, etc.)
- Preparation of measured drawings for existing conditions

COMPENSATION: Compensation be as follows:

- Pre-Design Services: Compensation for Pre-Design Services shall be a fixed fee of $6,550.
- Additional Services: Compensation for Additional Services shall be based upon a negotiated fee for the additional work to be performed or shall be billed hourly. All additional services must be authorized by Owner prior to the service being performed.

HOURLY RATES: The hourly billing rates for services of the Architect and the Architect's employees are set forth below.

Principal Time: $150.00/hour
Senior Architect: $125.00/hour
Interior Designer: $125.00/hour
Project Manager: $115.00/hour
Interns/Technical: $90.00/hour
For the purposes of this Proposal Ron Hobbs and Wadona Stich are principals.

REIMBURSABLE EXPENSES: Reimbursable expenses incurred by the Architect and the Architect’s consultants (printing, plotting, renderings and artwork by graphic artists, delivery charges, TAS filing fees) are in addition to the base fee and will be billed at a rate of 1.1 x the expense.

PROGRESS PAYMENTS: Monthly invoices will be sent for the amount of work completed in the prior month. The Architect shall submit, on or about the last day of each month, an invoice for Basic Services, Reimbursable Expenses, and any Additional Services for the work completed to date. Payments shall be made to the Architect within thirty (30) days from the date of the invoice. No deductions shall be made from the Architect’s compensation on account of penalty, liquidated damages, other sums withheld on account of the cost of changes in the Work other than those for which the Architect is held legally liable.

MISCELLANEOUS PROVISIONS:

Architect’s Accounting Records: Architect’s accounting records related to reimbursable expenses, hourly services, supplemental services, and/or additional services shall be available for review by the Owner upon request.

Standard of Care: Architect shall perform its services in accordance with the standard of professional skill and care expected of architectural firms practicing in the geographic area in which the Project is located and experienced in the design and construction of projects similar in scope and size to the Project.

Ron Hobbs, AIA - Managing Partner
RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP

City of Hutchins
Proposal for Pre-Design Services
Hutchins Animal Services - Facility Needs Study
PROJECT: Hutchins Animal Services - Facility Needs Study  
(site to be determined)

OWNER:  City of Hutchins, Texas  
321 North Main Street  
Hutchins, Texas 75141

ARCHITECT: RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP  
614 West Main Street, Suite #200  
Garland, Texas 75040

DATE: September 7, 2023

PROJECT DESCRIPTION: The scope of work involves:

- Evaluating and identifying current and future spatial needs for a new Hutchins Animal Services facility
- Analyzing potential sites for a new facility
- Recommendations for addressing the identified needs
- Preparing spatial relationship diagrams (bubble diagrams)
- Preparing potential budgets

OWNER PROVIDED INFORMATION: The Owner will be responsible for providing property surveys (boundary, utilities, & topographic information) of potential sites.

PROPOSED PRE-DESIGN SERVICES: We propose the following Pre-Design services:

- **Project Kick-off Meeting:** At the beginning of the project, the Architect will hold a kick-off meeting with the Owner’s Representatives and the design team. The meeting will be used to define roles and responsibilities, establish the project’s schedule, identify dates for all critical meetings and milestones, confirm methods and procedures, and establish the Owner’s design goals. In addition the Architect will review the preliminary list of data and information needed by the Design Team. Most importantly, the kick-off meeting to allow all participants an opportunity to share their vision and goals for the project.

- **Data Review:** The Architect will review all Owner supplied information relating to the proposed project and it’s site. Information may include drawings of any existing buildings, surveys, previous master plans, and other data related to the property.

- **Facility Needs Program:** The Architect will develop a Facility Needs Program for Animal Services. The Program will identify needs, define functional requirements, and determine desired sizes for rooms and/or functions. The completed Program will also include total recommended building square footage, relationships between various rooms or functions, desired architectural image for the project, parking requirements, user and operational requirements, and future expansion needs.
• **Evaluation of Potential Sites:** The Architect will review and analyze potential sites for Animal Services. The criteria used to evaluate potential sites may include, but not necessarily be limited to, location, visibility, suitability for meeting program requirements, development costs, adjacent land use, utilities, topography, potential hazards, vegetation, image, and potential land cost.

• **Spatial Relationship Diagrams:** Based upon the information gained from the Facility Needs Program and site analysis, the Architect will prepare Spatial Relationship Diagrams that show the recommended relationships between various rooms and/or functions.

• **Initial Project Budget:** The Architect will prepare an "Initial Project Budget". This initial budget is based upon current square foot costs for the building type. The size of the project will be based upon the preliminary program square footage projections as identified in the Facility Needs Program. The initial project budget may include the following:
  * Building Construction
  * Demolition and Abatement Costs
  * Sitework
  * Parking & Sidewalks
  * Utilities
  * Landscaping
  * Furniture
  * Audio/Visual
  * Equipment
  * Telephone/Data
  * Security Systems
  * Professional Fees
  * Surveying
  * Materials Testing
  * Printing & Other Miscellaneous Expenses
  * Contingency

**ADDITIONAL SERVICES:** All Additional Services must be authorized by Owner prior to the service being performed. The following items are not included in the Basic Architectural Services and shall be considered Additional Services:

• Basic Architectural Services (Schematic Design, Design Development, Construction Documents, Bidding/Procurement, and Construction Administration)
• Services of consulting engineers
• Budget analysis
• Platting or Surveys
• Environmental studies (Soils, Hazardous Materials, etc.)
• Preparation of measured drawings for existing conditions

**COMPENSATION:** Compensation be as follows:
• **Pre-Design Services:** Compensation for Pre-Design Services shall be a fixed fee of $8,580.

• **Additional Services:** Compensation for Additional Services shall be based upon a negotiated fee for the additional work to be performed or shall be billed hourly. All additional services must be authorized by Owner prior to the service being performed.

**HOURLY RATES:** The hourly billing rates for services of the Architect and the Architect’s employees are set forth below.

- Principal Time: $150.00/hour
- Senior Architect: $125.00/hour
- Interior Designer: $125.00/hour
- Project Manager: $115.00/hour
- Interns/Technical: $90.00/hour

For the purposes of this Proposal Ron Hobbs and Wadona Stich are principals.

**REIMBURSABLE EXPENSES:** Reimbursable expenses incurred by the Architect and the Architect’s consultants (printing, plotting, renderings and artwork by graphic artists, delivery charges, TAS filing fees) are in addition to the base fee and will be billed at a rate of 1.1 x the expense.

**PROGRESS PAYMENTS:** Monthly invoices will be sent for the amount of work completed in the prior month. The Architect shall submit, on or about the last day of each month, an invoice for Basic Services, Reimbursable Expenses, and any Additional Services for the work completed to date. Payments shall be made to the Architect within thirty (30) days from the date of the invoice. No deductions shall be made from the Architect’s compensation on account of penalty, liquidated damages, other sums withheld on account of the cost of changes in the Work other than those for which the Architect is held legally liable.

**MISCELLANEOUS PROVISIONS:**

- **Architect’s Accounting Records:** Architect’s accounting records related to reimbursable expenses, hourly services, supplemental services, and/or additional services shall be available for review by the Owner upon request.

- **Standard of Care:** Architect shall perform its services in accordance with the standard of professional skill and care expected of architectural firms practicing in the geographic area in which the Project is located and experienced in the design and construction of projects similar in scope and size to the Project.

Ron Hobbs, AIA - Managing Partner

RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP

City of Hutchins
CITY OF HUTCHINS, TEXAS
RESOLUTION NO. R2023-1143

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH RON HOBBS ARCHITECTURE & INTERIOR DESIGN, LLP TO CONDUCT FEASIBILITY STUDIES IN ACCORDANCE WITH THE PROPOSALS ATTACHED HERETO AS EXHIBITS “A” AND “B”; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council has been presented with a proposal by Ron Hobbs Architecture & Design, LLP (“Ron Hobbs”) to conduct a feasibility study for adapting the current City Hall into an animal services facility which is attached hereto as Exhibit “A”; and

WHEREAS, the City Council has also been presented with a proposal by Ron Hobbs to conduct a feasibility study for a Hutchins Animal Services Facility which is attached hereto as Exhibit “B”; and

WHEREAS, upon full review and consideration of the proposals from Ron Hobbs attached hereto as Exhibits “A” and “B”, and all matters related thereto, the City Council authorizes the City Administrator to negotiate and enter into Professional Services Agreements with Ron Hobbs to conduct a feasibility study for the adaptation of the current City Hall into an animal services facility and a feasibility study for a Hutchins Animal Services Facility.

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

SECTION 1. The City Administrator is hereby authorized to negotiate and enter into a Professional Services Agreement with Ron Hobbs for the feasibility study for the adaptation of the current City Hall into an animal services facility as set forth in Exhibit “A” and to conduct a feasibility for a Hutchins Animal Services Facility as set forth in Exhibit “B”.

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

DULLY RESOLVED AND ADOPTED by the City Council of the City of Hutchins, Texas, this the 2nd day of October 2023.

CITY OF HUTCHINS, TEXAS

____________________________________
Mario Vasquez, Mayor

ATTEST:

____________________________________
Cynthia Olguin, City Secretary

(09-26-2023: ND 4890-5347-7506, v. 1)
EXHIBIT “A”
Ron Hobbs Proposal for Adapting Current City Hall