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:

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Mario Vasquez, Mayor

ATTEST:

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Cynthia Olguin, City Secretary