



# STAFF REPORT

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| MEETING DATE:   | September 21, 2026                                                                                                                                                                            |
| MEETING TYPE:   | City Council                                                                                                                                                                                  |
| SUBMITTED BY:   | Wanda Randle                                                                                                                                                                                  |
| AGENDA CAPTION: | Presentation of final <b>design</b> to move into the next phase of project development of the Veterans Memorial Project Plan created by Letora Anderson, PLA, AICP Presented by: Wanda Randle |

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## Background Information

On December 15, 2025, the City Council authorized the development of a Veterans Memorial to honor the service, sacrifice, and legacy of veterans within the Hutchins community. The selected site, located directly east of City Hall, is intended to serve as a permanent place of reflection, tribute, and celebration—recognizing veterans of the past, present, and future.

To advance this initiative, the City engaged Letora Anderson, a licensed landscape architect and certified planner, to collaborate with City staff on the conceptual design. The design process emphasizes community engagement and aims to reflect Hutchins' deep appreciation for its veterans. On April 6, 2026, the City Council approved authorization for the City Administrator to execute a contract with Letora Anderson (Kirby Anderson Contractors LLC) for professional design services related to the Hutchins Veterans Memorial. The agreement was officially executed on June 24, 2026.

The design phase has since progressed to completion, and staff is presenting the finalized design to City Council for review.

## Budget Implications

A total project budget of \$450,000 was approved by the City Council on April 26, 2026.

## Operational Impact

Upon completion, the Veterans Memorial is expected to require ongoing routine maintenance comparable to other landscaped public spaces. This includes general landscaping upkeep, lighting maintenance, seasonal cleaning, and periodic inspections. Staff anticipates integrating these responsibilities into existing maintenance operations, and no significant long-term operational burden is expected at this time.

## Legal Review

Legal review of the agreement has been completed, and the contract has been fully executed.

## Staff Recommendation

Staff recommends that the City Council approve the presented design and authorize staff to proceed with the next phases of the Veterans Memorial project. Approval will permit advancement into the following steps:

- Schematic Design Revisions
- Completion of Design Development and Cost Estimation
- Design Development Review
- Preparation of Construction Documents
- Final Cost Estimate and Bid Package Development
- Bidding Phase and Recommendation for Award

**Supporting Documentation and Attachments**

- Service Agreement and Staff Report