



STAFF REPORT

MEETING DATE:	December 15 th 2025
MEETING TYPE:	City Council
SUBMITTED BY:	Wanda Randle
AGENDA CAPTION:	Discuss and consider authorizing the City Administrator to execute a Professional Service Agreement with Letora Anderson, PLA, AICP

Background Information

The City of Hutchins seeks to honor the service and sacrifice of veterans within the community by creating a dedicated Veterans Memorial space directly east of City Hall. The memorial is intended to serve as a place of **tribute, reflection, and celebration**, representing the **past, present, and future** contributions of veterans.

Letora Anderson, a licensed landscape architect and certified planner, will collaborate with the city to develop a conceptual design that reflects the community's appreciation and vision for the memorial.

Scope of Work

The professional services agreement includes the following tasks:

- **Task 1: Base mapping** – Preparation of base maps for the project site.
- **Task 2: Conceptual Landscape Plan** – Development of a conceptual design for the memorial.
- **Task 3: Conceptual Landscape Plan Presentation** (*optional, at no additional cost*) – Presentation of the concept to stakeholders or the public.

Budget Implications

\$1760.00

Operational Impact

NA

Legal Review

Reviewed and cleared by legal

Staff Recommendation

Staff recommend that the City Council **authorize the City Administrator to execute a professional services agreement with Letora Anderson in the amount of \$1,760** for the Veterans Memorial conceptual design.

Supporting Documentation and Attachments

Staff report

Agreement

Presentation