



**Town of Highland Park, Texas
TOWN COUNCIL MEETING
AGENDA**

8:00 AM
October 7, 2025

4700 Drexel Drive, Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. INVOCATION

III. PUBLIC COMMENT

This portion of the agenda is the public's opportunity to address the Town Council about any item listed on the agenda, except public hearings. Comments related to public hearings will be heard when the specific hearing begins. Public comments are limited to three (3) minutes per speaker, unless otherwise required by law. Per the Texas Open Meetings Act, the Town Council is not permitted to take action on or discuss any item not listed on the agenda. Items suggested for action may be placed on a future agenda at the Town Council's sole discretion.

IV. RECOGNITION

- A. Recognition of the Highland Park Library receiving an Achievement of Excellence in Libraries Award conferred by the Texas Municipal Library Directors Association.

V. CONSENT AGENDA

All items under the Consent Agenda are considered to be routine by the Town Council and will be enacted by one motion and vote. There will be no separate discussion of items unless a request by a Council Member is made prior to the time of the Town Council voting on the motion. In such event, the item will be removed, without debate, from the general order of business and considered in its normal sequence.

- A. Take action authorizing the Town Administrator to execute a construction contract for the 2024 Drainage Easement project.
- B. Take action authorizing the Town Administrator to execute an Interlocal Agreement between Dallas County and the Town of Highland Park for coordinated health services.
- C. Take action on a resolution to deny Oncor Electric's requested rate change application.
- D. Take action authorizing the designation of an acting Town Administrator.
- E. Take action on the minutes of the Town Council meeting held on September 16, 2025.
- F. Take action on the minutes of the Town Council study session held on September 16, 2025.

VI. ADJOURNMENT

Any item on this posted agenda could be discussed in closed session as long as it is within one of the permitted categories under Sections 551.071 through 551.076 and 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. - 4:30 p.m., Monday through Friday.



**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

**Recognition of the Highland Park Library receiving an
Achievement of Excellence in Libraries Award conferred by the
Texas Municipal Library Directors Association.**

PRESENTED BY: Kortney Nelson, Town Librarian

BACKGROUND:

Each year since 2005, the Texas Municipal Library Directors Association ("TMLDA"), an affiliate of the Texas Municipal League ("TML"), confers the Achievement of Excellence in Libraries Award to Texas libraries meeting its stringent criteria. The Highland Park Harvey R. "Bum" Bright Library applied and received the award that first year, and has received it every year since 2005. In 2024, only 102 of the 542 public library systems in Texas earned the award.

To qualify, a library must clearly demonstrate its commitment to providing exceptional service to the community by meeting or surpassing ten service criteria, including: providing services to underserved and special populations; marketing in innovative ways; pursuing collaborative efforts; continually enhancing its services; supporting literacy, digital inclusion, and workforce development; providing cultural, topical, and educational programming; and comprehensively training its staff.

The Library services, programs, and materials, which demonstrated and exceeded the award criteria, would not be possible without the support and unwavering commitment to lifelong learning of the Town Administration, the Town Council, the Friends of the Highland Park Library, the Highland Park Quality of Life Foundation, and the residents of Highland Park.

The Library could not have achieved this accolade without the wonderful work and creativity of the Library team, which includes Sandy Driskill, Library Associate - Cataloging; Kortney Nelson, Town Librarian; Victoria Otterbine, Librarian - Youth Services; Vanessa Ramirez, Library Associate - Circulation; Tre Robling, Library Associate - Youth Services, and Pamela Skjolsvik, Librarian - Adult Services.

RECOMMENDATION

None.

FINANCIAL IMPACT

None.

ATTACHMENTS

TMLDA Award Letter Highland Park Library



February 10, 2025

Kortney Nelson
Highland Park Library
4700 Drexel Drive
Highland Park, Texas 75205

Dear Kortney Nelson,

Congratulations to the Highland Park Library. On behalf of the Texas Municipal Library Directors Association, I am pleased to inform you that you have been awarded the 2024 Achievement of Excellence in Libraries Award.

Your application clearly demonstrated your commitment to providing exceptional service to your community. Of the 542 public library systems in Texas, your library is one of only 102 who have earned this year's award. With this honor, your library is now in the top 19% of all public libraries in the state.

We know you will want to proudly display your accolades, which include a congratulatory letter, a digital medal and an award template that can be used to order a plaque. The digital medal is an image file that can be used (but not altered) on websites, email signatures, stationery, and other official library promotional materials. The digital image can be made to be clickable to the TMLDA award site or to a page displaying your accomplishment and/or completed application.

Again, congratulations on this accomplishment, and thank you for enriching the lives of your residents and providing your community with outstanding and innovative services.

Sincerely,

A handwritten signature in blue ink that reads "Cynthia Pfledderer".

Cynthia Pfledderer
President, Texas Municipal Library Directors Association





**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

Take action authorizing the Town Administrator to execute a construction contract for the 2024 Drainage Easement project.

PRESENTED BY: Lori Chapin, Director of Engineering

BACKGROUND:

This item is provided as an opportunity for the Town Council to consider approval of the construction contract for the 2024 Drainage Easement project.

The Town's easements predominantly contain water, sewer, electric, and natural gas services. Additionally, easements are utilized for surface drainage conveyance to the street stormwater drainage system. The natural degradation of the easements' grass and soil surfaces, as well as silt buildup from rain events and adjacent construction in various areas, has caused the need for improvements. Typical improvements include grading or installation of narrow concrete flumes.

The work includes the construction of improvements within the following five easements:

- Easement 1 – 4200 Block between Versailles Avenue and Beverly Drive
- Easement 2 – 4200 Block between Lorraine Avenue and Belclaire Avenue
- Easement 3 – 4200 Block between Bordeaux Avenue and Arcady Avenue
- Easement 4 – 4400 Block between Versailles Avenue and Beverly Drive
- Easement 5 – 4500 Block between Belfort Avenue and Bordeaux Avenue

The project was advertised, and on September 23, 2025, seven bids were received. The bidding process for this contract was based on the submittal of a competitively sealed bid/proposal. In addition, selection was based on the lowest and most qualified, responsible bidder who offered the best value based on the weighted selection criteria as established in the bid documents. The result of the selection may not necessarily be the lowest bidder, but is the lowest qualified bidder to execute the work based on a combination of cost, qualifications, experience, reputation, and references.

Based on the selection criteria, Ratliff Hardscape submitted the lowest, most qualified bid in the amount of \$833,581.50. Ratliff Hardscape has a strong reputation, an expansive resume, and experience with this type of work. Although they have not worked within the Town, they have worked throughout the metroplex, and all of their references came back highly favorable.

Construction is anticipated to begin following the contract award and is estimated to be

completed by late Spring 2026, weather permitting.

RECOMMENDATION

Staff recommends authorizing the Town Administrator to execute the construction contract with Ratliff Hardscape for the 2024 Drainage Easement project for \$833,581.50 and authorizing a construction contingency of \$90,000.

The contingency will be used during the construction phase to address field changes. The use of contingency funds will be documented through change order requests negotiated between staff and the contractor as construction progresses.

The Engineer's bid tabulation and recommendation for award are attached for reference.

FINANCIAL IMPACT

The total contract amount, inclusive of contingency, is \$923,581.50. The design contract, in the amount of \$155,800, was previously approved by the Town Council on August 20, 2024, bringing the total project cost to \$1,079,381.50.

Funding for this capital project was included in the Fiscal Year 2024-2025 Stormwater Drainage Fund Capital Improvement Plan.

ATTACHMENTS

2024 Drainage Easement Improvements Recommendation Letter, 2024 Drainage Easement Improvements Bid Tab, HP FY24 Easements Layout Map



September 24, 2025

Ms. Lori Chapin, P.E.
Director of Engineering
Town of Highland Park
4700 Drexel Drive, Highland Park, TX 75205

RE: 2024 Drainage Easement Improvements

Ms. Chapin,

On September 23, 2025, the Town of Highland Park received bids for the 2024 Drainage Easement Improvements project. The following bids were received:

<u>Bidder</u>	<u>Base Bid + Bid Alternate</u>
Ratliff Hardscape	\$833,581.50
Iron T Construction, Inc.	\$1,110,385.00
Axis Contracting, Inc.	\$1,307,351.05
Capko Concrete Structures, LLC	\$1,394,496.00
J and L Construction, LLC	\$1,518,922.25
Palmer Hall Construction, LLC	\$1,695,129.00
JR West Texas Concrete LLC	\$1,753,088.70

Kimley-Horn and Associates, Inc. (Kimley-Horn) has reviewed the bidder's qualifications. Kimley-Horn has also completed a scoring exercise in accordance with the Evaluation Criteria provided in the project manual. The following scores were tabulated for the three lowest bidders:

<u>Bidder</u>	<u>Evaluation Score</u>
Ratliff Hardscape	95.00
Iron T Construction, Inc.	83.54
Axis Contracting, Inc.	77.88

Kimley-Horn has verified that the bonding company for Ratliff Hardscape is licensed in the State of Texas. Based on the information provided, Kimley-Horn has no objections to awarding the contract to Ratliff Hardscape.

Should you have any questions or comments, please do not hesitate to contact us.

Sincerely,

Kimley-Horn and Associates, Inc.

A handwritten signature in black ink, appearing to read "Christiana Noskin".

Christiana Noskin, P.E.

Owner: Town of Highland Park (Bid No. 2025-23-001-4506-01)				BIDDER 1 Ratliff Hardscape 1740 Midway Road Lewisville, TX 75056		BIDDER 2 Iron T Construction Inc. 2512 Patton Drive Melissa, TX 75454		BIDDER 3 Axis Contracting, Inc. P.O. Box 360715 Dallas, TX 75336		BIDDER 4 Capko Concrete Structures, LLC P.O. Box 426 Azle, TX 76098		BIDDER 5 J and L Construction, LLC 2220 San Jacinto Boulevard Suite 320 Denton, TX 76205		BIDDER 6 Palmer Hall Construction, LLC 2633 McKinney Avenue Suite 130-164 Dallas, TX 75204		BIDDER 7 JR West Texas Concrete LLC 108 S Sherman Street Rice, TX 75155		AVERAGE		ENGINEER'S ESTIMATE Kimley-Horn and Associates, Inc. 13455 Noel Road, Suite 700 Dallas, TX 75240		
Job No.: 060010603																						
Project: 2024 Drainage Easement Improvements																						
Date: September 23, 2025																						
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	
BASE BID - EASEMENT B																						
P01	MOBILIZATION	1	LS	\$6,209.00	\$6,209.00	\$10,000.00	\$10,000.00	\$20,800.00	\$20,800.00	\$27,000.00	\$27,000.00	\$15,594.00	\$15,594.00	\$10,000.00	\$10,000.00	\$11,400.00	\$11,400.00	\$14,429.00	\$14,429.00	\$17,000.00	\$17,000.00	
P02	GENERAL SITE PREPARATION	1	LS	\$1,080.00	\$1,080.00	\$5,000.00	\$5,000.00	\$14,000.00	\$14,000.00	\$5,000.00	\$5,000.00	\$11,770.00	\$11,770.00	\$15,000.00	\$15,000.00	\$22,700.00	\$22,700.00	\$12,078.57	\$12,078.57	\$20,000.00	\$20,000.00	
P03	BARRICADES, SIGNS, AND TRAFFIC HANDLING	1	LS	\$8,260.00	\$8,260.00	\$2,500.00	\$2,500.00	\$5,500.00	\$5,500.00	\$2,000.00	\$2,000.00	\$14,547.00	\$14,547.00	\$2,000.00	\$2,000.00	\$19,000.00	\$19,000.00	\$7,686.71	\$7,686.71	\$2,000.00	\$2,000.00	
P04	UNCLASSIFIED EXCAVATION (EASEMENT)	110	CY	\$42.00	\$4,620.00	\$120.00	\$13,200.00	\$122.00	\$13,420.00	\$360.00	\$39,600.00	\$246.15	\$27,076.50	\$100.00	\$11,000.00	\$120.00	\$13,200.00	\$158.59	\$17,445.21	\$175.00	\$19,250.00	
P05	SITE GRADING	503	SY	\$11.00	\$5,533.00	\$15.00	\$7,545.00	\$4.00	\$2,012.00	\$50.00	\$25,150.00	\$34.74	\$17,474.22	\$75.00	\$37,725.00	\$15.00	\$7,545.00	\$29.25	\$14,712.03	\$20.00	\$10,060.00	
P06	CONCRETE FLUME REINFORCED CONCRETE PAVEMENT (CL A)	314	SY	\$91.00	\$28,574.00	\$300.00	\$94,200.00	\$175.00	\$94,200.00	\$227.26	\$71,359.64	\$227.26	\$71,359.64	\$200.00	\$62,800.00	\$217.50	\$68,295.00	\$215.82	\$67,768.38	\$300.00	\$94,200.00	
P07	6" FLEXIBLE BASE (TXDOT ITEM 247, TY D, GRADE 1 OR 2) W/ GEOGRID	395	SY	\$50.00	\$19,750.00	\$20.00	\$7,900.00	\$33.00	\$13,035.00	\$35.00	\$13,825.00	\$56.14	\$22,175.30	\$100.00	\$39,500.00	\$73.50	\$29,032.50	\$52.62	\$20,745.40	\$55.00	\$21,725.00	
P08	4" REINFORCED CONCRETE SIDEWALK (CL A)	100	SF	\$7.50	\$750.00	\$10.00	\$1,000.00	\$25.00	\$2,500.00	\$20.00	\$2,000.00	\$63.62	\$6,362.00	\$125.00	\$12,500.00	\$24.38	\$2,438.00	\$39.36	\$3,935.71	\$15.00	\$1,500.00	
P09	ADA PEDESTRIAN RATED GRATE AND FRAME (INSTALLATION ONLY)	1	EA	\$590.00	\$590.00	\$250.00	\$250.00	\$800.00	\$800.00	\$250.00	\$250.00	\$9,547.00	\$9,547.00	\$3,000.00	\$3,000.00	\$18,000.00	\$18,000.00	\$4,633.86	\$4,633.86	\$500.00	\$500.00	
P10	ADJUST EXISTING SANITARY SEWER MANHOLE TO FINISHED GRADE	1	EA	\$1,770.00	\$1,770.00	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$250.00	\$250.00	\$9,399.00	\$9,399.00	\$2,500.00	\$2,500.00	\$3,600.00	\$3,600.00	\$2,817.00	\$2,817.00	\$2,500.00	\$2,500.00	
P11	ADJUST EXISTING WATER METER TO FINISHED GRADE	6	EA	\$590.00	\$3,540.00	\$400.00	\$2,400.00	\$1,200.00	\$7,200.00	\$200.00	\$1,200.00	\$3,054.83	\$18,328.98	\$2,000.00	\$12,000.00	\$1,500.00	\$9,000.00	\$1,277.83	\$7,667.00	\$550.00	\$3,300.00	
P12	ADJUST EXISTING WATER VALVE TO FINISHED GRADE	0	EA	\$750.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,250.00	\$0.00	\$0.00	\$885.71	\$0.00	\$500.00	\$0.00
P13	RELOCATE EXISTING WATER METER	5	EA	\$2,065.00	\$10,325.00	\$1,000.00	\$5,000.00	\$1,200.00	\$6,000.00	\$1,000.00	\$5,000.00	\$7,712.40	\$38,562.00	\$5,000.00	\$25,000.00	\$2,000.00	\$10,000.00	\$2,853.91	\$14,269.57	\$1,000.00	\$5,000.00	
P14	RELOCATE EXISTING SANITARY SEWER CLEANOUT	2	EA	\$2,950.00	\$5,900.00	\$400.00	\$800.00	\$1,000.00	\$2,000.00	\$250.00	\$500.00	\$3,635.50	\$7,271.00	\$5,000.00	\$10,000.00	\$3,500.00	\$7,000.00	\$2,390.79	\$4,781.57	\$2,500.00	\$5,000.00	
P15	FIRE HYDRANT ASSEMBLY (INCLUDES LEAD/GATE VALVE)	0	EA	\$17,000.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$25,000.00	\$0.00	\$9,214.29	\$0.00	\$11,000.00	\$0.00	
P16	STORM WATER POLLUTION PREVENTION PLAN	1	LS	\$1,652.00	\$1,652.00	\$1,000.00	\$1,000.00	\$3,312.38	\$3,312.38	\$1,000.00	\$1,000.00	\$3,159.00	\$3,159.00	\$1,200.00	\$1,200.00	\$14,500.00	\$14,500.00	\$3,689.05	\$3,689.05	\$1,500.00	\$1,500.00	
P17	EROSION CONTROL (ALLOWANCE)	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
P18	LANDSCAPE ADJUSTMENTS & RESTORATION (PRIVATE) (ALLOWANCE)	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
P19	TOPSOIL (4")	503	SY	\$12.00	\$6,036.00	\$5.00	\$2,515.00	\$7.70	\$3,873.10	\$28.00	\$14,084.00	\$19.73	\$9,924.19	\$10.00	\$5,030.00	\$15.00	\$7,545.00	\$13.92	\$7,001.04	\$22.50	\$11,317.50	
P20	BLOCK SOD	503	SY	\$14.50	\$7,293.50	\$5.00	\$2,515.00	\$8.25	\$4,149.75	\$40.00	\$20,120.00	\$23.36	\$11,750.08	\$12.00	\$6,036.00	\$15.00	\$7,545.00	\$16.87	\$8,487.05	\$45.00	\$22,635.00	
P21	SEED (ALLOWANCE)	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
P22	TREE PROTECTION	3	EA	\$561.00	\$1,683.00	\$300.00	\$900.00	\$900.00	\$2,700.00	\$200.00	\$600.00	\$821.00	\$2,463.00	\$250.00	\$750.00	\$750.00	\$2,250.00	\$540.29	\$1,620.86	\$500.00	\$1,500.00	
AMOUNT BID - BASE BID - EASEMENT B					\$121,565.50		\$175,725.00		\$204,702.23		\$220,529.00		\$304,762.91		\$264,041.00		\$261,050.50		\$221,768.02		\$246,000.00	

BASE BID - EASEMENT C																																						
P01	MOBILIZATION	1	LS	\$4,600.00		\$4,600.00		\$10,000.00		\$10,000.00		\$20,800.00		\$20,800.00		\$27,000.00		\$27,000.00		\$11,148.00		\$11,148.00		\$10,000.00		\$10,000.00		\$11,800.00		\$11,800.00		\$13,621.14		\$13,621.14		\$17,000.00		\$17,000.00
P02	GENERAL SITE PREPARATION	1	LS	\$7,080.00		\$7,080.00		\$15,000.00		\$15,000.00		\$13,000.00		\$13,000.00		\$5,000.00		\$5,000.00		\$11,770.00		\$11,770.00		\$15,000.00		\$15,000.00		\$22,200.00		\$22,200.00		\$12,721.43		\$12,721.43		\$20,000.00		\$20,000.00
P03	BARRICADES, SIGNS, AND TRAFFIC HANDLING	1	LS	\$8,260.00		\$8,260.00		\$2,500.00		\$2,500.00		\$5,500.00		\$5,500.00		\$2,000.00		\$2,000.00		\$14,030.00		\$14,030.00		\$2,000.00		\$2,000.00		\$22,200.00		\$22,200.00		\$7,612.86		\$7,612.86		\$2,000.00		\$2,000.00
P04	UNCLASSIFIED EXCAVATION (EASEMENT)	102	CY	\$22.50		\$2,295.00		\$120.00		\$12,240.00		\$122.00		\$12,444.00		\$360.00		\$36,720.00		\$245.48		\$25,038.96		\$100.00		\$10,200.00		\$120.00		\$12,240.00		\$155.71		\$15,882.57		\$175.00		\$17,850.00
P05	SITE GRADING	561	SY	\$4.50		\$2,524.50		\$15.00		\$8,415.00		\$4.00		\$2,444.00		\$51.00		\$9,671.64		\$17.24		\$9,671.64		\$75.00		\$4,075.00		\$15.00		\$8,415.00		\$25.96		\$14,565.16		\$20.00		\$11,220.00
P06	CONCRETE FLUME REINFORCED CONCRETE PAVEMENT (CL A)	281	SY	\$51.00		\$14,331.00		\$300.00		\$84,300.00		\$300.00		\$84,300.00		\$167.00		\$46,927.00		\$149.72		\$42,071.32		\$200.00		\$56,200.00		\$217.50		\$61,117.50		\$197.89		\$55,606.69		\$300.00		\$84,300.00
P07	6" FLEXIBLE BASE (TXDOT ITEM 247, TY D, GRADE 1 OR 2) W/ GEOGRID	367	SY	\$30.00		\$11,010.00		\$320.00		\$7,340.00		\$33.00		\$12,111.00		\$35.00		\$12,845.00		\$38.19		\$14,015.73		\$10.00		\$36,700.00		\$73.50		\$26,974.50		\$47.10		\$17,285.18		\$55.00		\$20,185.00
P08	4" REINFORCED CONCRETE SIDEWALK (CL A)	140	SF	\$8.50		\$1,190.00		\$10.00		\$1,400.00		\$25.00		\$3,500.00		\$20.00		\$2,800.00		\$36.49		\$5,108.60		\$90.00		\$12,600.00		\$24.38		\$3,413.20		\$30.62		\$4,287.40		\$15.00		\$2,100.00
P09	ADA PEDESTRIAN RATED GRATE AND FRAME (INSTALLATION ONLY)	2	EA	\$590.00		\$1,180.00		\$250.00		\$500.00		\$800.00		\$1,923.00		\$250.00		\$500.00		\$5,961.50		\$11,923.00		\$3,000.00		\$6,000.00		\$18,000.00		\$36,000.00		\$4,121.64		\$8,243.29		\$500.00		\$1,000.00
P10	ADJUST EXISTING SANITARY SEWER MANHOLE TO FINISHED GRADE	0	EA	\$1,700.00		\$0.00		\$0.00		\$0.00		\$1,200.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$2,500.00		\$0.00		\$3,600.00		\$0.00		\$1,285.71		\$0.00		\$2,500.00		\$0.00
P11	ADJUST EXISTING WATER METER TO FINISHED GRADE	1	EA	\$197.00		\$197.00		\$400.00		\$400.00		\$1,200.00		\$1,200.00		\$200.00		\$200.00		\$3,118.00		\$3,118.00		\$2,500.00		\$2,500.00		\$1,500.00		\$1,500.00		\$1,302.14		\$1,302.14		\$550.00		\$550.00
P12	ADJUST EXISTING WATER VALVE TO FINISHED GRADE	1	EA	\$443.00		\$443.00		\$100.00		\$100.00		\$1,200.00		\$1,200.00		\$200.00		\$200.00		\$2,153.00		\$2,153.00		\$2,500.00		\$2,500.00		\$2,250.00		\$2,250.00		\$1,263.71		\$1,263.71		\$500.00		\$500.00
P13	RELOCATE EXISTING WATER METER	4	EA	\$1,652.00		\$6,608.00		\$1,000.00		\$4,000.00		\$1,200.00		\$4,800.00		\$1,000.00		\$4,000.00		\$7,051.00		\$28,204.00		\$5,000.00		\$20,000.00		\$2,000.00		\$8,000.00		\$2,700.43		\$10,801.71		\$1,000.00		\$4,000.00
P14	RELOCATE EXISTING SANITARY SEWER CLEANOUT	3	EA	\$2,950.00		\$8,850.00		\$400.00		\$1,200.00		\$1,000.00		\$3,000.00		\$250.00		\$750.00		\$2,363.33		\$7,089.99		\$5,000.00		\$15,000.00		\$3,500.00		\$10,500.00		\$2,209.05		\$6,627.14		\$2,500.00		\$7,500.00
P15	FIRE HYDRANT ASSEMBLY (INCLUDES LEAD/GATE VALVE)	0	EA	\$17,000.00		\$0.00		\$0.00		\$0.00		\$125,000.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$10,000.00		\$0.00		\$25,000.00		\$0.00		\$25,285.71		\$0.00		\$11,000.00		\$0.00
P16	STORM WATER POLLUTION PREVENTION PLAN	1	LS	\$1,416.00		\$1,416.00		\$1,000.00		\$1,000.00		\$3,312.38		\$3,312.38		\$1,000.00		\$1,000.00		\$2,283.00		\$2,283.00		\$1,200.00		\$1,200.00		\$14,500.00		\$14,500.00		\$3,530.20		\$3,530.20		\$1,500.00		\$1,500.00
P17	EROSION CONTROL (ALLOWANCE)	1	LS	\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00
P18	LANDSCAPE ADJUSTMENTS & RESTORATION (PRIVATE) (ALLOWANCE)	1	LS	\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00
P19	TOPSOIL (4")	561	SY	\$8.50		\$4,768.50		\$5.00		\$2,805.00		\$7.70		\$4,319.70		\$28.00		\$15,708.00		\$23.58		\$13,228.38		\$10.00		\$5,610.00		\$15.00		\$8,415.00		\$13.97		\$7,836.37		\$22.50		\$12,622.50
P20	BLOCK SOD	561	SY	\$14.50		\$8,134.50		\$5.00		\$2,805.00		\$8.25		\$4,628.25		\$40.00		\$22,440.00		\$27.21		\$15,264.81		\$12.00		\$6,732.00		\$15.00		\$8,415.00		\$17.42		\$9,774.22		\$45.00		\$25,245.00
P21	SEED (ALLOWANCE)	1	LS	\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00
P22	TREE PROTECTION	9	EA	\$421.00		\$3,789.00		\$300.00		\$2,700.00		\$900.00		\$8,100.00		\$200.00		\$1,800.00		\$592.00		\$5,328.00		\$250.00		\$2,250.00		\$750.00		\$6,750.00		\$487.57		\$4,388.14		\$500.00		\$4,500.00
AMOUNT BID - BASE BID - EASEMENT C								\$94,676.50		\$164,705.00				\$194,059.33				\$216,501.00				\$229,446.43				\$254,567.00				\$269,490.20				\$203,349.35				\$240,000.00

BASE BID - EASEMENT D																																								
P01	MOBILIZATION	1	LS	\$10,400.00		\$10,400.00		\$10,000.00		\$10,000.00		\$20,800.00		\$20,800.00		\$27,000.00		\$27,000.00		\$14,768.00		\$14,768.00		\$10,000.00		\$10,000.00		\$18,300.00		\$18,300.00		\$15,895.43		\$15,895.43		\$17,000.00		\$17,000.00		
P02	GENERAL SITE PREPARATION	1	LS	\$7,670.00		\$7,670.00		\$15,000.00		\$15,000.00		\$14,000.00		\$14,000.00		\$5,000.00		\$5,000.00		\$11,770.00		\$11,770.00		\$15,000.00		\$15,000.00		\$29,700.00		\$29,700.00		\$14,020.00		\$14,020.00		\$20,000.00		\$20,000.00		
P03	BARRICADES, SIGNS, AND TRAFFIC HANDLING	1	LS	\$8,260.00		\$8,260.00		\$2,500.00		\$2,500.00		\$5,500.00		\$5,500.00		\$2,000.00		\$2,000.00		\$1,984.00		\$1,984.00		\$2,000.00		\$2,000.00		\$19,000.00		\$19,000.00		\$5,892.00		\$5,892.00		\$2,000.00		\$2,000.00		
P04	UNCLASSIFIED EXCAVATION (EASEMENT)	174	CY	\$34.50		\$6,003.00		\$120.00		\$20,880.00		\$122.00		\$21,228.00		\$360.00		\$62,640.00		\$149.00		\$25,936.44		\$100.00		\$17,400.00		\$120.00		\$20,880.00		\$143.65		\$24,935.35		\$175.00		\$30,450.00		
P05	SITE GRADING	796	SY	\$5.50		\$4,378.00		\$15.00		\$11,940.00		\$4.00		\$3,800.00		\$50.00		\$39,800.00		\$18.81		\$14,972.76		\$75.00		\$59,700.00		\$15.00		\$11,940.00		\$26.19		\$20,844.97		\$20.00		\$15,920.00		
P06	CONCRETE FLUME REINFORCED CONCRETE PAVEMENT (CL A)	504	SY	\$84.00		\$42,336.00		\$300.00		\$151,200.00		\$300.00		\$151,200.00		\$167.00		\$84,168.00		\$208.47		\$105,068.88		\$200.00		\$100,800.00		\$217.50		\$109,620.00		\$211.00		\$106,341.84		\$300.00		\$151,200.00		
P07	6" FLEXIBLE BASE (TXDOT ITEM 247, TY D, GRADE 1 OR 2) W/ GEOGRID	623	SY	\$45.00		\$28,035.00		\$30.00		\$14,460.00		\$33.00		\$20,559.00		\$35.00		\$18,739.84		\$30.08		\$12,308.00		\$100.00		\$62,300.00		\$73.50		\$45,790.50		\$48.08		\$29,955.62		\$55.00		\$34,265.00		
P08	4" REINFORCED CONCRETE SIDEWALK (CL A)	170	SF	\$23.00		\$3,910.00		\$10.00		\$1,700.00		\$25.00		\$4,250.00		\$20.00		\$3,400.00		\$28.65		\$4,870.50		\$125.00		\$21,250.00		\$24.38		\$4,144.60		\$36.58		\$6,217.87		\$15.00		\$2,550.00		
P09	ADA PEDESTRIAN RATED GRATE AND FRAME (INSTALLATION ONLY)	2	EA	\$11,180.00		\$22,360.00		\$250.00		\$500.00		\$800.00		\$1,409.00		\$250.00		\$500.00		\$5,704.50		\$11,409.00		\$3,000.00		\$6,000.00		\$18,000.00		\$36,000.00		\$5,597.79		\$11,195.57		\$500.00		\$1,000.00		
P10	ADJUST EXISTING SANITARY SEWER MANHOLE TO FINISHED GRADE	3	EA	\$1,770.00		\$5,310.00		\$1,000.00		\$3,000.00		\$1,200.00		\$3,600.00		\$250.00		\$750.00		\$6,886.67		\$20,660.01		\$2,000.00		\$6,000.00		\$3,600.00		\$10,800.00		\$2,386.67		\$7,160.00		\$2,500.00		\$7,500.00		
P11	ADJUST EXISTING WATER METER TO FINISHED GRADE	12	EA	\$245.00		\$2,940.00		\$400.00		\$4,800.00		\$1,200.00		\$14,400.00		\$200.00		\$2,400.00		\$2,656.83		\$31,881.96		\$2,000.00		\$24,000.00		\$1,500.00		\$18,000.00		\$1,171.69		\$14,060.28		\$550.00		\$6,600.00		
P12	ADJUST EXISTING WATER VALVE TO FINISHED GRADE	2	EA	\$443.00		\$886.00		\$100.00		\$200.00		\$1,200.00		\$2,400.00		\$200.00		\$400.00		\$2,995.50		\$5,991.00		\$2,000.00		\$4,000.00		\$2,250.00		\$4,500.00		\$1,312.64		\$2,625.29		\$500.00		\$1,000.00		
P13	RELOCATE EXISTING WATER METER	5	EA	\$2,582.00		\$12,910.00		\$1,000.00		\$5,000.00		\$1,200.00		\$6,000.00		\$1,000.00		\$5,000.00		\$6,930.60		\$34,653.00		\$5,000.00		\$25,000.00		\$2,000.00		\$10,000.00		\$2,816.09		\$14,080.43		\$1,000.00		\$5,000.00		
P14	RELOCATE EXISTING SANITARY SEWER CLEANOUT	3	EA	\$8,850.00		\$26,550.00		\$400.00		\$1,200.00		\$1,000.00		\$3,000.00		\$250.00		\$750.00		\$2,962.00		\$8,886.00		\$5,000.00		\$15,000.00		\$3,500.00		\$10,500.00		\$9,127.43		\$9,412.29		\$2,500.00		\$7,500.00		
P15	FIRE HYDRANT ASSEMBLY (INCLUDES LEAD/GATE VALVE)	0	EA	\$17,000.00		\$0.00		\$0.00		\$0.00		\$12,500.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$10,000.00		\$0.00		\$25,000.00		\$0.00		\$9,214.29		\$0.00		\$11,000.00		\$0.00		
P16	STORM WATER POLLUTION PREVENTION PLAN	1	LS	\$1,770.00		\$1,770.00		\$1,000.00		\$1,000.00		\$3,312.38		\$3,312.38		\$1,000.00		\$1,000.00		\$2,997.00		\$2,997.00		\$1,200.00		\$1,200.00		\$14,500.00		\$14,500.00		\$3,682.77		\$3,682.77		\$1,500.00		\$1,500.00		
P17	EROSION CONTROL (ALLOWANCE)	1	LS	\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		\$2,500.00		
P18	LANDSCAPE ADJUSTMENTS & RESTORATION (PRIVATE) (ALLOWANCE)	1	LS	\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		\$5,000.00		
P19	TOPSOIL (4")	796	SY	\$8.50		\$6,766.00		\$5.00		\$3,980.00		\$7.70		\$6,129.20		\$28.00		\$22,288.00		\$13.08		\$10,411.68		\$10.00		\$7,960.00		\$15.00		\$11,940.00		\$12.47		\$9,924.98		\$22.50		\$17,910.00		
P20	BLOCK SOD	796	SY	\$14.50		\$11,542.00		\$5.00		\$3,980.00		\$8.25		\$6,567.00		\$40.00		\$31,840.00		\$17.67		\$14,065.32		\$12.00		\$9,552.00		\$15.00		\$11,940.00		\$16.06		\$12,783.76		\$45.00		\$35,820.00		
P21	SEED (ALLOWANCE)	1	LS	\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		\$500.00		
P22	TREE PROTECTION	12	EA	\$421.00		\$5,052.00		\$300.00		\$3,600.00		\$900.00		\$10,800.00		\$200.00		\$2,400.00		\$513.33		\$6,159.96		\$250.00		\$3,000.00		\$750.00		\$9,000.00		\$476.33		\$5,715.99		\$500.00		\$6,000.00		
AMOUNT BID - BASE BID - EASEMENT D						\$215,078.00				\$260,940.00				\$306,529.58							\$321,141.00								\$398,162.00							\$404,555.10				\$371,000.00

Owner: Town of Highland Park (Bid No. 2025-23-001-4506-01)				BIDDER 1 Ratliff Hardscape 1740 Midway Road Lewisville, TX 75056		BIDDER 2 Iron T Construction Inc. 2512 Patton Drive Melissa, TX 75454		BIDDER 3 Axis Contracting, Inc. P.O. Box 360715 Dallas, TX 75336		BIDDER 4 Capko Concrete Structures, LLC P.O. Box 426 Azle, TX 76098		BIDDER 5 J and L Construction, LLC 2220 San Jacinto Boulevard Suite 320 Denton, TX 76205		BIDDER 6 Palmer Hall Construction, LLC 2633 McKinney Avenue Suite 130-164 Dallas, TX 75204		BIDDER 7 JR West Texas Concrete LLC 108 S Sherman Street Rice, TX 75155		AVERAGE		ENGINEER'S ESTIMATE Kimley-Horn and Associates, Inc. 13455 Noel Road, Suite 700 Dallas, TX 75240		
Job No.: 060010603																						
Project: 2024 Drainage Easement Improvements																						
Date: September 23, 2025																						
Item No.	Item Description	Quantity	Unit	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	Unit Price	Item Cost	
BID ALTERNATE - EASEMENT A																						
P01	MOBILIZATION	1	LS	\$10,800.00	\$10,800.00	\$10,000.00	\$10,000.00	\$20,800.00	\$20,800.00	\$20,000.00	\$20,000.00	\$13,734.00	\$13,734.00	\$10,000.00	\$10,000.00	\$17,400.00	\$17,400.00	\$14,676.29	\$14,676.29	\$17,000.00	\$17,000.00	
P02	GENERAL SITE PREPARATION	1	LS	\$59,000.00	\$59,000.00	\$15,000.00	\$15,000.00	\$12,500.00	\$12,500.00	\$5,000.00	\$5,000.00	\$11,770.00	\$11,770.00	\$45,000.00	\$45,000.00	\$60,000.00	\$60,000.00	\$29,752.86	\$29,752.86	\$20,000.00	\$20,000.00	
P03	BARRICADES, SIGNS, AND TRAFFIC HANDLING	1	LS	\$8,260.00	\$8,260.00	\$2,500.00	\$2,500.00	\$5,500.00	\$5,500.00	\$2,000.00	\$2,000.00	\$14,030.00	\$14,030.00	\$2,000.00	\$2,000.00	\$19,000.00	\$19,000.00	\$7,612.86	\$7,612.86	\$2,000.00	\$2,000.00	
P04	UNCLASSIFIED EXCAVATION (EASEMENT)	138	CY	\$38.00	\$5,244.00	\$120.00	\$16,560.00	\$122.00	\$16,836.00	\$360.00	\$49,680.00	\$124.55	\$17,187.90	\$100.00	\$13,800.00	\$120.00	\$16,560.00	\$140.65	\$19,409.70	\$175.00	\$24,150.00	
P05	SITE GRADING	582	SY	\$6.00	\$3,492.00	\$15.00	\$8,730.00	\$4.00	\$2,328.00	\$51.00	\$29,682.00	\$21.43	\$12,472.26	\$75.00	\$43,650.00	\$15.00	\$8,730.00	\$26.78	\$15,583.47	\$20.00	\$11,640.00	
P06	CONCRETE FLUME REINFORCED CONCRETE PAVEMENT (CL A)	394	SY	\$91.00	\$35,854.00	\$300.00	\$118,200.00	\$300.00	\$118,200.00	\$189.00	\$74,466.00	\$290.44	\$114,433.36	\$200.00	\$78,800.00	\$217.50	\$85,695.00	\$226.85	\$89,378.34	\$300.00	\$118,200.00	
P07	6" FLEXIBLE BASE (TXDOT ITEM 247, TY D, GRADE 1 OR 2) W/ GEOGRID	494	SY	\$38.00	\$18,772.00	\$20.00	\$9,880.00	\$33.00	\$16,302.00	\$35.00	\$17,290.00	\$29.61	\$14,627.34	\$100.00	\$49,400.00	\$73.50	\$36,309.00	\$47.02	\$23,225.76	\$55.00	\$27,170.00	
P08	4" REINFORCED CONCRETE SIDEWALK (CL A)	75	SF	\$35.00	\$2,625.00	\$10.00	\$750.00	\$25.00	\$1,875.00	\$20.00	\$1,500.00	\$67.64	\$5,073.00	\$125.00	\$9,375.00	\$24.38	\$1,828.50	\$43.86	\$3,289.50	\$15.00	\$1,125.00	
P09	ADA PEDESTRIAN RATED GRATE AND FRAME (INSTALLATION ONLY)	2	EA	\$590.00	\$1,180.00	\$250.00	\$500.00	\$800.00	\$1,600.00	\$250.00	\$500.00	\$5,965.00	\$11,930.00	\$3,000.00	\$6,000.00	\$18,000.00	\$36,000.00	\$4,122.14	\$8,244.29	\$500.00	\$1,000.00	
P10	ADJUST EXISTING SANITARY SEWER MANHOLE TO FINISHED GRADE	2	EA	\$1,770.00	\$3,540.00	\$1,000.00	\$2,000.00	\$1,200.00	\$2,400.00	\$250.00	\$500.00	\$5,022.50	\$10,045.00	\$2,000.00	\$4,000.00	\$3,600.00	\$7,200.00	\$2,120.36	\$4,240.71	\$2,500.00	\$5,000.00	
P11	ADJUST EXISTING WATER METER TO FINISHED GRADE	16	EA	\$590.00	\$9,440.00	\$400.00	\$6,400.00	\$1,200.00	\$19,200.00	\$200.00	\$3,200.00	\$2,270.44	\$36,327.04	\$2,000.00	\$32,000.00	\$1,500.00	\$24,000.00	\$1,165.78	\$18,652.43	\$550.00	\$8,800.00	
P12	ADJUST EXISTING WATER VALVE TO FINISHED GRADE	1	EA	\$885.00	\$885.00	\$100.00	\$100.00	\$1,200.00	\$1,200.00	\$200.00	\$200.00	\$3,651.00	\$3,651.00	\$2,000.00	\$2,000.00	\$2,250.00	\$2,250.00	\$1,469.43	\$1,469.43	\$500.00	\$500.00	
P13	RELOCATE EXISTING WATER METER	12	EA	\$2,065.00	\$24,780.00	\$1,000.00	\$12,000.00	\$1,200.00	\$14,400.00	\$1,000.00	\$12,000.00	\$2,316.00	\$27,792.00	\$3,000.00	\$36,000.00	\$2,000.00	\$24,000.00	\$1,797.29	\$21,567.43	\$1,000.00	\$12,000.00	
P14	RELOCATE EXISTING SANITARY SEWER CLEANOUT	1	EA	\$2,950.00	\$2,950.00	\$400.00	\$400.00	\$1,000.00	\$1,000.00	\$250.00	\$250.00	\$2,076.00	\$2,076.00	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$2,168.00	\$2,168.00	\$2,500.00	\$2,500.00	
P15	FIRE HYDRANT ASSEMBLY (INCLUDES LEAD/GATE VALVE)	0	EA	\$17,000.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$25,000.00	\$0.00	\$9,214.29	\$0.00	\$11,000.00	\$0.00	
P16	STORM WATER POLLUTION PREVENTION PLAN	1	LS	\$1,770.00	\$1,770.00	\$1,000.00	\$1,000.00	\$3,312.38	\$3,312.38	\$1,000.00	\$1,000.00	\$3,469.00	\$3,469.00	\$1,200.00	\$1,200.00	\$14,500.00	\$14,500.00	\$3,750.20	\$3,750.20	\$1,500.00	\$1,500.00	
P17	EROSION CONTROL (ALLOWANCE)	1	LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	
P18	LANDSCAPE ADJUSTMENTS & RESTORATION (PRIVATE) (ALLOWANCE)	1	LS	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	
P19	TOPSOIL (4")	582	SY	\$19.00	\$11,058.00	\$5.00	\$2,910.00	\$7.70	\$4,481.40	\$28.00	\$16,296.00	\$17.43	\$10,144.26	\$10.00	\$5,820.00	\$15.00	\$8,730.00	\$14.59	\$8,491.38	\$22.50	\$13,095.00	
P20	BLOCK SOD	582	SY	\$14.50	\$8,439.00	\$5.00	\$2,910.00	\$8.25	\$4,801.50	\$40.00	\$23,280.00	\$26.23	\$15,265.86	\$12.00	\$6,984.00	\$15.00	\$8,730.00	\$17.28	\$10,058.62	\$45.00	\$26,190.00	
P21	SEED (ALLOWANCE)	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	
P22	TREE PROTECTION	4	EA	\$1,262.00	\$5,048.00	\$300.00	\$1,200.00	\$900.00	\$3,600.00	\$200.00	\$800.00	\$837.75	\$3,351.00	\$250.00	\$1,000.00	\$750.00	\$3,000.00	\$642.82	\$2,571.29	\$500.00	\$2,000.00	
AMOUNT BID - BID ALTERNATE - EASEMENT A						\$221,137.00		\$219,040.00		\$258,336.28		\$265,644.00		\$335,379.02		\$360,029.00		\$385,432.50		\$292,142.54		\$301,000.00
TOTAL AMOUNT BID - BASE BID						\$612,444.50		\$891,345.00		\$1,049,014.77		\$1,128,852.00		\$1,183,543.23		\$1,335,100.00		\$1,367,656.20		\$1,081,136.53		\$1,260,000.00
TOTAL AMOUNT BID - BASE BID + BID ALTERNATE						\$833,581.50		\$1,110,385.00		\$1,307,351.05		\$1,394,496.00		\$1,518,922.25		\$1,695,129.00		\$1,753,088.70		\$1,373,279.07		\$1,561,000.00



DATE: AUGUST 2024		DESIGN: JKL		DRAWN: JKL		CHECKED: MDJ		KHA NO.:	
SHEET		EXH 1		FY 2024 EASEMENT IMPROVEMENTS Locations					
Kimley»Horn		13455 Neel Road, Suite 700 Dallas, Texas 75240 (972) 770-1300 Phone (972) 235-3820 Fax Engineering Firm Registration No. F-928							
Town of Highland Park, Texas									



**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

Take action authorizing the Town Administrator to execute an Interlocal Agreement between Dallas County and the Town of Highland Park for coordinated health services.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Dallas County provides a variety of public health services to the Town through interlocal agreement. On September 16, 2025, the Town Council authorized the Town Administrator to enter into an interlocal agreement for restaurant inspections and mosquito monitoring and control. The agreement on the October 7 agenda pertains to other health services available to the Town, including vaccinations, nursing services, and laboratory testing. Historically, the Town has not utilized these services; however, this agreement ensures their availability, if needed.

This is an annual agreement between the Town of Highland Park and Dallas County.

RECOMMENDATION

Staff recommends the Town Council approve authorizing the Town Administrator to execute the interlocal agreement.

FINANCIAL IMPACT

Dallas County estimates the total cost to the Town of Highland Park for fiscal year 2026 to be \$132. If other services are utilized, the County would charge the Town additional fees based on Exhibit A of the agreement.

ATTACHMENTS

FY26 ILA for Coordinated Health Services

**INTERLOCAL AGREEMENT FOR COORDINATED HEALTH SERVICES BETWEEN
DALLAS COUNTY, by and on behalf of DALLAS COUNTY HEALTH & HUMAN SERVICES,
and TOWN OF HIGHLAND PARK, TEXAS**

This **INTERLOCAL COOPERATIVE AGREEMENT** (“**Agreement**”) is made and entered into by and between **DALLAS COUNTY**, a political subdivision of the State of Texas (“**County**”) and the **TOWN OF HIGHLAND PARK, TEXAS**, (“**Participant**”), each organized and existing under the laws of the State of Texas, and acting by, through and under the authority of their respective governing bodies and officials. **County** and **Participant** are collectively referred to herein as the “**Parties**” and individually referred to as a “**Party**.”

WHEREAS, County has offered to provide certain health services to the various cities throughout County on a contract for services basis; and

WHEREAS, Participant desires to participate with County in establishing coordinated health services between the Parties; and

WHEREAS, County will operate certain health services for the residents of Participant to promote the effectiveness of local public health services and goals (“**Program**”); and

WHEREAS, the cooperative effort will allow cities located within Dallas County to participate in providing public health services for their residents; and

WHEREAS, such cooperative effort serves and furthers the public purpose and benefits the citizens of County as a whole.

Now therefore, County, on behalf of Dallas County Health and Human Services (“**DCHHS**”), enters into this Agreement with Participant, pursuant to the authorities of Texas Health and Safety Code Chapter 121, Texas Government Code Chapter 791, and other applicable laws for health services to Participant.

**I.
HEALTH SERVICES TO BE PERFORMED**

1.1 County agrees to operate the Program, which will include the following health services:

- A. Tuberculosis Control Services:** providing preventive, diagnostic treatment, and epidemiological services;
- B. Sexually Transmitted Disease Control Services:** consisting of education to motivate people to use preventive measures and to seek early treatment, prophylaxis, epidemiological investigation, and counseling in

accordance with County policy;

- C. **Communicable Disease Control Services**: providing information concerning immunization and communicable diseases and coordinating with the Texas Department of State Health Services (“DSHS”) in monitoring communicable diseases; and
- D. **Laboratory Services**: performing chemical, biological, and bacteriological analysis and tests on which are based diagnosis of disease, effectiveness of treatment, the quality of the environment, the safety of substance for human consumption, and the control of communicable disease.

1.2 County further agrees to provide to Participant, in accordance with state and federal law, the following public health services:

- A. Immunizations;
- B. Child health care;
- C. High risk infant case management; and
- D. Home visits.

1.3 County also agrees to work with Participant to decentralize clinics and to plan and provide for desired services by Participant; however, any other services that Participant requests, in addition to the above-mentioned services, may result in additional fees to Participant, subject to the written agreement of the Parties.

1.4 County agrees to charge a sliding-scale fee based on ability to pay to all residents of every municipality, including Participant, within Dallas County. The fees charged by County for the services listed in this Agreement will be used to offset the Participant’s Program costs for the next Agreement Term. A schedule of fees to be charged by County is set out in **Exhibit A**, which is attached and incorporated herein by reference for all purposes.

1.5 County agrees that the level of service provided in the Program for Participant will not be diminished below the level of service provided to Participant for the same services in the prior Agreement Term except as indicated otherwise in this Agreement. For purposes of Section 1.6, level of service is measured by the number of patient visits and number of specimens examined. County will submit to Participant a monthly statement, which will also include the number of patient visits and number of specimens examined during the preceding month.

1.6 The possibility exists of reductions in state and federal funding to the Program that could result in curtailment or termination of services if not subsidized at the local level. County will notify Participant in writing of any amount of reduction, and any extent to which services will be curtailed or terminated as a result. The notice will also include a dollar amount that Participant may elect to pay to maintain the original level of services. Participant will notify County in writing no later than fourteen (14) calendar days after the date of ILA for Coordinated Health Services

Participant's receipt of the notice of funding reduction as to Participant's decision to pay the requested amount or to accept the curtailment or termination of service. If Participant elects to pay the requested amount, payment is due no later than forty-five (45) calendar days after the date of the notice of funding reduction.

II. **TERM**

The Term of this Agreement shall be effective from October 1, 2025, through September 30, 2026, unless otherwise stated in this Agreement.

III. **BUDGET**

3.1 County agrees to submit to Participant by July 31, 2026 a proposed budget describing the proposed level of services for the next Agreement Term;

3.2 For the Term of this Agreement, County agrees to provide the services listed in Section 1 of this Agreement at the level of services and for the amount stated in **Exhibits B, C, and D** which are attached and incorporated herein by reference for all purposes;

3.3 **Payment.** Participant shall pay to County the amount listed in Exhibit D which is the agreed upon amount for Participant's share of the total cost of the Program less federal and state funding.

3.4 In lieu of paying the actual dollar amount stated in this Agreement, Participant has the option, to the extent authorized by law, ordinances or policy, of making a request to negotiate for in-kind services that are equal in value to the total amount.

3.5 This Agreement is contingent upon Participant's appropriation of funds, or ability to perform in-kind services as described in Section 3.4 of this Agreement, for the services set forth herein. In the event Participant fails to appropriate such funds, or provide in-kind services, County shall not incur any obligations under this Agreement.

IV. **ASSURANCES**

4.1 County shall operate and supervise the Program.

4.2 Nothing in this Agreement shall be construed to restrict the authority of Participant over its health programs or environmental health programs or to limit the operations or services of those programs.

4.3 Participant agrees to provide to or assist County in procuring adequate facilities to be used for the services under this Agreement. These facilities must have adequate space, waiting areas, heating, air conditioning, lighting, and telephones. None of the costs and maintenance expenses associated with these facilities shall be the responsibility of County, and County shall not be liable to Participant or any third party for the condition of the ILA for Coordinated Health Services

facilities, including any premises defects.

4.4 Participant and County agree that other cities, towns, or municipalities may join the Program by entering into an agreement with County that contains the same basic terms and conditions as this Agreement.

4.5 Each Party paying for the performance of governmental functions or services under this Agreement must make those payments from current revenues available to the paying Party.

V. FINANCING OF SERVICES

5.1 The health services provided under this Agreement will be financed as follows:

- A.** Participant and County will make available to the Program all appropriate federal and state funds, personnel, and equipment to provide the health services included under this Agreement and will use best efforts to cause these funds and resources to continue to increase.
- B.** Participant shall pay to County, or provide in-kind services, Participant's share of budgeted costs that exceed the federal and state funding for providing the health services under this Agreement. Budgeted costs shall not exceed those reflected in Exhibits B, C, and D for the appropriate Agreement Term.
- C.** County shall bill Participant each month an amount equal to one-twelfth (1/12) of Participant's share of annual budgeted costs that exceed federal and state funding for the expenses of the preceding month.
- D.** Any payment not made within thirty (30) calendar days of its due date shall bear interest in accordance with Texas Government Code Chapter 2251.
- E.** Participant and County agree that no more than ten percent (10%) of Participant's cost of participating in the Program will be used for administration of the Program.

VI. TERMINATION

6.1 **Without Cause:** This Agreement may be terminated in writing, without cause, by either Party upon thirty (30) calendar days prior written notice to the other Party.

6.2 **With Cause:** Either Party may terminate the Agreement immediately, in whole or in part, at its sole discretion, by written notice to the other Party, for the following reasons:

- A.** Lack of, or reduction in, funding or resources;
- B.** Non-performance;

- C. The improper, misuse, or inept use of funds or resources directly related to this Agreement; or
- D. The submission of data, statements, and/or reports that are incorrect, incomplete, and/or false in any way.

6.3 With Cause; Termination by County. If County becomes subject to a state or federal legislative change, revocation of statutory authority, or lack of appropriated federal or state funds that would render County's delivery or performance under this Agreement impossible or unnecessary, this Agreement may be terminated or canceled, either in whole or in part, and be deemed null and void, at County's election.

VII. RESPONSIBILITY

7.1 County and Participant agree that each shall be responsible for its own negligent acts or omissions or other tortious conduct during performance of this Agreement, without waiving any governmental immunity available to County or Participant or their respective officials, officers, employees, or agents under Texas or other law and without waiving any available defenses under Texas or other law.

7.2 Nothing in this paragraph shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities.

VIII. INSURANCE

Participant and County agree that they will, during the Term of this Agreement, always maintain in full force and effect insurance or self-insurance to the extent permitted by applicable laws. Participant and County will be responsible for their respective costs of such insurance, all deductible amounts in any policy and any denials of coverage made by their respective insurers.

IX. ACCESS TO RECORDS RELEVANT TO PROGRAM

Participant and County agree to provide to the other, upon request, copies of the books and records relating to the Program. Participant and County further agree to give Participant and County health officials access to all Program activities. Both Participant and County agree to adhere to all applicable confidentiality provisions, including those relating to Human Immunodeficiency Virus (HIV) and Sexually Transmitted Disease (STD) information, as mandated by federal and state law, as well as by DSHS.

X. NOTICE

Any notice to be given under this Agreement shall be deemed to have been given if reduced to writing and delivered in person by a reputable courier service or mailed by Registered ILA for Coordinated Health Services

Mail, postage pre-paid, to the Party who is to receive such notice, demand or request at the addresses set forth below. Such notice, demand or request shall be deemed to have been given, if by courier, at the time of delivery, or if by mail, three (3) business days after the deposit of the notice in the United States mail in accordance herewith. The names and addresses of the parties' hereto to whom notice is to be sent are as follows:

If to Participant:

Town of Highland Park
ATTN: Town Administrator
4700 Drexel Drive
Highland Park, Texas 75205

and with a copy to:

Susana B. Thomas
Highland Park Town Attorney
6371 Preston Rd., Suite 200
Frisco, Texas 75034

If to County:

Dr. Philip Huang, Director
Dallas County Health & Human Services
2377 N. Stemmons Freeway, LB 12
Dallas, Texas 75207-2710

and with a copy to:

Barbara S. Nicholas
Dallas County District Attorney's Office
Chief, Civil Division
500 Elm Street, Suite 6300
Dallas, Texas 75202

**XI.
IMMUNITY**

11.1 This Agreement is expressly made subject to County's and Participant's Governmental Immunity, including, without limitation, Title 5 of the Texas Civil Practices and Remedies Code, and all applicable federal and state laws.

11.2 The Parties expressly agree that no provision of this Agreement is in any way intended to constitute a waiver of any immunities from suit or from liability, or a waiver of any tort limitation, that Participant or County has by operation of law or otherwise.

11.3 Nothing in this Agreement is intended to benefit any third-party beneficiary

**XII.
COMPLIANCE WITH LAWS AND VENUE**

In providing services required by this Agreement, Participant and County must observe and
ILA for Coordinated Health Services

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comply with all licenses, legal certifications, or inspections required for the services, facilities, equipment, or materials, and all applicable federal, State, and local statutes, ordinances, rules, and regulations. Texas law shall govern this Agreement and exclusive venue shall lie in Dallas County, Texas.

XIII.
AMENDMENTS AND CHANGES IN THE LAW

13.1 No modification, amendment, novation, renewal, or other alteration of this Agreement shall be effective unless mutually agreed upon in writing and executed by the Parties hereto.

13.2 Any alteration, addition or deletion to the terms of this Agreement which are required by changes in federal or state law are automatically incorporated herein without written amendment to this Agreement and shall be effective on the date designated by said law.

XIV.
ENTIRE AGREEMENT

This Agreement, including all exhibits and attachments, constitutes the entire agreement between the Parties hereto and supersedes any other agreements concerning the subject matter of this transaction, whether oral or written.

XV.
BINDING EFFECT

This Agreement and the respective rights and obligations of the Parties hereto shall inure to the benefit and be binding upon the successors and assigns of the Parties hereto, as well as the Parties themselves.

XVI.
GOVERNMENT FUNDED PROJECT

If this Agreement is funded in part by either the State of Texas or the federal government, County and Participant agree to timely comply, without additional cost or expense to the other Party, unless otherwise specified herein, to any statute, rule, regulation, grant, contract provision, or other state or federal law, rule, regulation, or other similar restriction that imposes additional or greater requirements than stated herein and that is directly applicable to the services rendered under the terms of this Agreement.

XVII.
DEFAULT/CUMULATIVE RIGHTS/MITIGATION

17.1 In the event of a default by either Party, it is not a waiver of default if the non-defaulting Party fails to immediately declare a default or delays in taking any action.

17.2 The rights and remedies provided by this Agreement are cumulative, and either Party's use of any right or remedy will not preclude or waive its right to use any other ILA for Coordinated Health Services

remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance, or otherwise.

17.3 Both Parties have a duty to mitigate any damages.

XVIII.

FISCAL FUNDING CLAUSE

18.1 Notwithstanding any provisions contained herein, the obligations of County and Participant under this Agreement are expressly contingent upon the availability of funding for each item and obligation contained herein for the Term of the Agreement and any extensions thereto.

18.2 Participant and County shall have no right of action against the other Party in the event the other Party is unable to fulfill its obligations under this Agreement because of insufficient funding for any item or obligation from any source utilized to fund this Agreement or failure to budget or authorize funding for this Agreement during the current or future Agreement Terms.

18.3 In the event that County or Participant is unable to fulfill its obligations under this Agreement because of insufficient funding, or if funds become unavailable, each Party, at its sole discretion, may provide funds from a separate source or may terminate this Agreement by written notice to the other Party at the earliest possible time.

XIX.

COUNTERPARTS, NUMBER, GENDER AND HEADINGS

19.1 This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

19.2 Words of any gender used in this Agreement shall be held and construed to include any other gender. Any words in the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

XX.

PREVENTION OF FRAUD AND ABUSE

20.1 Participant and County shall establish, maintain, and utilize internal management procedures sufficient to provide for the proper, effective management of all activities funded under this Agreement.

20.2 Any known or suspected incident of fraud or program abuse involving County or Participant's employees or agents shall be reported immediately for appropriate action. Moreover, Participant and County warrant to be not listed on a local, county, state, or federal consolidated list of debarred, suspended, and ineligible contractors and grantees.

20.3 Participant and County agree that every person who as part of their employment, ILA for Coordinated Health Services

receives, disburses, handles or has access to funds collected pursuant to this Agreement does not participate in accounting or operating functions that would permit them to conceal accounting records and the misuse of said funds. Each Party shall, upon notice by the other Party, refund their respective expenditures that are contrary to this Agreement.

XXI.

AGENCY/INDEPENDENT CONTRACTOR

21.1 County and Participant agree that the terms and conditions of this Agreement do not constitute the creation of a separate legal entity or the creation of legal responsibilities of either Party other than under the terms of this Agreement.

21.2 County and Participant are and shall be acting as independent contractors under this Agreement; accordingly, nothing contained in this Agreement shall be construed as establishing a master/servant, employer/employee, partnership, joint venture, or joint enterprise relationship between County and Participant.

21.3 Participant and County are responsible for their own acts, forbearance, negligence and deeds, and for those of their respective officials, agents or employees in conjunction with the performance of work covered under this Agreement.

XXII.

TEXAS PUBLIC INFORMATION ACT

22.1 Public Information Act. The Parties acknowledge and agree that they are subject, as a matter of law, to Texas Government Code, Chapter 552, also known as the "Texas Public Information Act" (hereinafter "Public Information Act"). Notwithstanding any other provision, the Parties agree that in the event that any provision of this Agreement, or other documents related to this Agreement, including, but not limited to, any exhibit, attachment, amendment, addendum, or other incorporated document, is in conflict with the Public Information Act, such provision shall be of no force or effect. Furthermore, it is expressly acknowledged and agreed that County, County Commissioners Court, County Judge, Elected County Officials, County Department Heads, County Employees, agents and representatives (hereinafter "County Requestors") and Participant, its employees, board members, managers, officers, agents, and representatives (the "Participant Requestors") may request advice, decisions and opinions of the Attorney General of the State of Texas in regard to the application of the Public Information Act to any software, hardware, firmware, or any part thereof, or other equipment or item, data or information, or any other thing or item furnished to or in the possession or knowledge of County Requestors or the Participant Requestors. It is further acknowledged and agreed that County Requestors and the Participant Requestors have the right and obligation by law to rely on the advice, decisions, and opinions of the Texas Attorney General. The Parties hereby release each other from any and all liability or obligation of any type, kind or nature regarding any disclosure of any software, hardware, firmware, or any part thereof, or other equipment or item, data or information, or any other thing or item furnished by the other or in the possession or knowledge of the other in compliance with a request under the Public Information Act, including or in reliance on any advice, decision or opinion of the Texas Attorney General to be available to the public or any persons.

22.2 Any Public Information Act request received by County or Participant for documents related to this Agreement or any program undertaken pursuant to this Agreement shall be handled by the Party that received the Public Information Act request.

XXIII.
SEVERABILITY

If any provision of this Agreement is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this Agreement. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

XXIV.
SIGNATORY WARRANTY

Each person signing and executing this Agreement does hereby warrant and represent that such person has been duly authorized to execute this Agreement on behalf of Participant or County, as the case may be.

[Signatures on Following Page]

[Rest of Page Intentionally Left Blank]

EXECUTED by the duly authorized Parties on the date written below:

DALLAS COUNTY

TOWN OF HIGHLAND PARK, TEXAS

CLAY LEWIS JENKINS
Dallas County Judge

TOBIN MAPLES
Town Administrator

Date: _____

Date: _____

RECOMMENDED:

PHILIP HUANG, MD, MPH
Executive Director, DCHHS

APPROVED AS TO FORM FOR DALLAS COUNTY*:

JOHN CREUZOT
DISTRICT ATTORNEY

BARBARA NICHOLAS
DEPUTY ADMINISTRATOR, CIVIL DIVISION

STEPHEN SIBLEY
Assistant District Attorney
Dallas County DA's Office, Civil Division

Date: _____

*By law, the District Attorney's Office may only advise or approve contracts, agreements, or legal documents on behalf of its clients. It may not advise or approve a contract, agreement, or legal document on behalf of other parties. Our review of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

FEE SCHEDULE

SEXUAL HEALTH CLINIC

Initial Office Visits	\$35/visit
Medical Records Copies	\$12 each

TUBERCULOSIS CLINIC

TB Testing-Level I (Skin Test)	\$45/Visit
TB Testing-Level II (IGRA)	\$55 each
Chest X-Ray Copies	\$12 each

LABORATORY

GC Culture	\$14 each
GEN Probe GC/CT Combo	\$15 each
Trichomonas Testing	\$17 each
HIV 1&2 Test	\$15 each
HIV Test - Rapid	\$20 each
MTB Testing for TB	\$85 each
TB Culture & Concentration	\$25 each
TB Identification	\$15 each
TB Susceptibility	\$31 each
TB Acid Fast Stain	\$8 each
HIV-1 Quant Viral Load	\$45 each
Hepatitis C Virus Quant	\$45 each
Hepatitis B Surface Antigen Screen	\$25 each
Hepatitis B Core Antibody	\$30 each
Hepatitis B Early Antigen	\$25 each
Hepatitis B Surface Antibody, Qual	\$40 each

NURSING SERVICE

Hepatitis A Havrix*	\$95/Injection
Hepatitis B (Heplisav)***	\$145/Injection
Hepatitis B Vaccine*	\$75/Injection
Pneumococcal (Capvaxive)	\$275/Injection
Twinrix*	\$140/Injection
Rabies (PE)	\$450/Injection
IPV	\$65/Injection
Adacel (Pertusis) (Tdap)	\$65/injection
HIB	\$30/injection
Japanese Encephalitis	\$410/Injection
Typhoid (Polysaccharide)	\$115/Injection
Typhoid (Oral)	\$130/ box
Yellow Fever Vaccine	\$230/Injection
Boostrix Vaccine*(Tdap)	\$60/Injection
MMR*	\$115/Injection
MMRV***	\$310/Injection
Influenza Vaccine	\$40/Injection
Influenza (High Dose)	\$85/Injection
Rabies Administrative Fee/	
Serves State Vaccine	\$25 each
Foreign Travel Office Visit Fee	\$25/visit
TD*	\$50/Injection
COVID Vaccine (Adults)	\$155/Injection
COVID Vaccine (Pediatrics)	\$145/Injection

Titer Blood Test Fees:

Measles AB IGG, EIA	\$55 each
Mumps Virus IGG, EIA	\$55 each
Rubella IGG, EIA	\$55 each
MMR (IGG) Panel	\$165 each
Rabies	\$100 each
Hep B Surface AB QN	\$55 each
VZV (Varicella) IGG	\$60

INFECTIOUS DISEASES

Non-Contagious Disease Certification Letter	\$20 each
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Comprehensive TB Evaluation & Treatment (Incl. Chest X-ray)	\$80 each
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Pregnancy Test	\$20 each
Urinalysis	\$15 each
Dark Field	\$16 each
Herpes Culture	\$38 each
Herpes Type 1 & 2 Serology	\$50 each
Residual Clinical Specimens	\$5 each
Creatinine (Jaffee, Urine)	\$20 each
Creatinine (Enzymatic, Serum)	\$25 each
Complete Metabolic Panel 12+8AC	\$25 each
Drug Screen (Presumptive)	\$25 each
Hepatitis C Virus Antibody	\$15 each
Herpes Type 1 & 2 RNA	\$27 each
Mycoplasma Genitalium	\$20 each

Meningococcal (MCV4)*	\$265/Injection
Meningococcal (Penbraya)	\$260/Injection
Meningococcal (Penmenvay)	\$280/Injection
Shingrix	\$245/Injection
Hepatitis A (Pediatric)	\$50/Injection
Hepatitis B (Pediatric)	\$40/Injection
RSV Vaccine	\$320/Injection
DTaP (Daptacel)	\$45/Injection
DTap-HepB-IPV	\$95/Injection
Rotavirus	\$150/Injection
PCV13	\$240/Injection
PCV20 (PRENVAR)***	\$365/Injection
Meningitis B***	\$240/Injection
RSV Beyfortus (Pediatric)***	\$495/Injection
Dtap IPV Hib Hep B (Vaxelis)***	\$165/Injection
Cholera***	\$270/Injection
Flublok***	\$90/Injection

Communicable Disease Program:

Hepatitis A/B/C Screening General	\$35/Test
Hepatitis A/B/C Screening Qualified	\$10/Test

Immunization/VFC Program:

Immunization Record	\$12 each
Foreign Travel Yellow Card	\$5 each

ASN-CC:

Pneumococcal(PCV20)**	\$175/Injection
Varivax**	\$260/Injection
Gardasil (HPV)**	\$340/Injection

Note: (1)*Vaccines marked with asterisks are part of the Adult Safety Net Program (ASNP). Clients eligible to receive through the ASNP will be charged a fee of \$15/shot. Effective August 1, 2023 ASNP no longer offered pneumococcal, varicella and human papillomavirus vaccines.

(2)** Vaccines marked with double asterisks will be offered through DCHHS' Charity Care Program. Clients eligible to receive these vaccines must be at the 400% FPL and will be required to provide income documentation.

(3)*** Vaccines marked with triple asterisks are offered at Garland Public Health Clinic only.

ENVIRONMENTAL HEALTH

Septic Tank Inspection	\$310/Commercial/Business 260/Residential	Day Care Center Inspections	\$3/per child
Septic Tank Re-inspection	\$60/Residential	Day Care Re-inspection	\$50/establishment
Expedited Septic Tank Inspection Fee	\$110/Commercial \$100	Expedited Day Care Inspections	\$50/\$3 per child
Annual Group Home Inspection	\$50	Expedited Day Care Inspections	\$50/\$3 per child
Funeral Home Inspection	\$200	Foster Care Home Inspection	\$25/establishment
FHA, VA, Conventional Loans	\$125/Licensed \$150/Unlicensed	Foster Care Home Re-Inspection	\$15/establishment
Half-Way Houses & Boarding Homes, Residential	\$75/plus \$25 for each additional unit on site	Expedited Foster Care Inspection	\$50/establishment
Sub-division Plat Approval	\$200/Residential \$150/Commercial	Food Handler Class	\$15/per person
Water Sample	\$50	Food Mgr. Cert. Program	\$100/per person
Mosquito Testing	\$35	Food Manager Re-certification	\$50/Test
Mosquito Spraying for Non-Contracting Cities	\$55/per mile	Food Mgr. Cert. Retesting	\$50/per person
Animal Control/Quarantine	\$7/per day	W/Multiple Test Sites	
Animal Control/Vicious Animal	\$12/per day	Temporary Food Permit	\$52/Single Event \$200/Multiple Events
Application for Inspection	\$150/Per Application		
Food Establishment Inspection – Category A	\$258/establishment		
Food Establishment Inspection – Category B	\$515/establishment		
Food Establishment Inspection – Category C	\$773/establishment		
Food Establishment Inspection Amendment – Category A	\$125/establishment		
Food Establishment Inspection Amendment – Category B	\$250/establishment		
Food Establishment Inspection Amendment – Category C	\$375/establishment		
Mobile Food Unit/Roadside Food Vendor/School Establishments Permit Fee			\$258
Mobile Food Unit/Roadside Food Vendor/School Establishments Permit Amendment Fee			\$125
Mobile Food Unit Replacement Permit Fee			\$10

Note: 1) # Indicates \$10 charge for State fee

2) The food establishment and mobile food unit inspection fees were changed in accordance with Senate Bill 1008, effective September 1, 2025

3) Food Establishment - Category A: Any food establishment that has annual gross volume of food sales between \$0 - \$49,999.99

4) Food Establishment - Category B: Any food establishment that has annual gross volume of food sales between \$50,000 - \$149,999.99

5) Food Establishment - Category C: Any food establishment that has annual gross volume of food sales between \$150,000 or more

CHRONIC DISEASE PREVENTION PROGRAM

Fresh Produce – Tier A	\$0.50	Fresh Produce – Tier F	\$2.50
Fresh Produce – Tier B	\$0.75	Fresh Produce – Tier G	\$3.00
Fresh Produce – Tier C	\$1.00	Fresh Produce – Tier H	\$4.00
Fresh Produce – Tier D	\$1.50	Fresh Produce – Tier I	\$5.00
Fresh Produce – Tier E	\$2.00	Produce Box (Discounted)	\$10.00
Produce Box (General)	\$15.00		

*Refer to Appendix A for items included in Tier A through I. Produce boxes are assorted packages of fruits and vegetables.

When making a payment online, please allow 3 to 6 business days for your payment to process with the department.

Online convenience fees are charged and collected by the card processor and are non-refundable:

Please verify all payment information entered is correct before proceeding with payment.

Fees for processing are below:

Credit Card Fee = 2.08% of amount charged (minimum of \$1.00)

Debit Card Fee = \$1.95 per transaction

Updated on September /2025

Dallas County Health and Human Services

Annual Summary of Services

January 1, 2024 thru December 31, 2024

Exhibit B

	Tuberculosis	Sexually Transmitted Diseases	Laboratory	Communicable Diseases
Municipality				
Addison	54	103	3,656	390
Balch Springs	137	137	3,706	51
Carrollton	417	262	4,627	217
Cedar Hill	162	237	8,270	181
Cockrell Hill	21	0	4,571	36
Coppell	397	55	4,100	230
Dallas	19,783	8,110	122,468	36,157
Desoto	258	367	4,879	222
Duncanville	276	200	2,395	199
Farmers Branch	605	94	9,069	177
Garland	3,315	717	18,006	459
Glenn Heights	97	102	2,344	15
Grand Prairie	1,058	457	14,260	722
Highland Park	0	0	6,051	72
Hutchins	98	50	9,777	16
Irving	3,351	833	11,849	918
Lancaster	280	364	11,066	209
Mesquite	1,632	656	11,565	468
Richardson	619	201	3,149	338
Rowlett	235	126	2,185	113
Sachse	73	24	421	47
Seagoville	140	65	3,397	51
Sunnyvale	21	5	61	93
University Park	0	0	672	33
Wilmer	19	36	6,550	13
Out of County	1,087	2,286	3,182	1,390
Total	34,135	15,487	272,276	42,817

Dallas County Health and Human Services

Contract Cost by Category

FY2026

Exhibit C

Municipality

	Tuberculosis	Sexually Transmitted Diseases	Laboratory	Communicable Diseases	FY '26 Contract Total
Addison	\$ 1,981	\$ 18,824	\$ 36,079	\$ 4,551	\$ 2,500
Balch Springs	\$ 22,212	\$ 25,738	\$ 31,964	\$ 3,378	\$ 9,377
Carrollton	\$ 60,694	\$ 36,879	\$ 38,517	\$ 12,057	\$ 23,823
Cedar Hill	\$ 41,714	\$ 39,952	\$ 78,965	\$ 2,674	\$ 2,498
Cockrell Hill	\$ 626	\$ -	\$ 44,797	\$ 891	\$ 1,011
Coppell	\$ 23,881	\$ 5,378	\$ 35,923	\$ 6,662	\$ 3,131
Dallas	\$ 1,817,052	\$ 1,283,274	\$ 1,228,196	\$ 716,234	\$ 1,754,252
Desoto	\$ 33,475	\$ 54,166	\$ 41,774	\$ 29,462	\$ 17,620
Duncanville	\$ 31,285	\$ 36,111	\$ 26,309	\$ 6,427	\$ 11,273
Farmers Branch	\$ 8,551	\$ 13,253	\$ 81,383	\$ 5,958	\$ 6,856
Garland	\$ 225,463	\$ 116,399	\$ 178,504	\$ 8,773	\$ 80,156
Glenn Heights	\$ 10,846	\$ 17,479	\$ 22,642	\$ 94	\$ 574
Grand Prairie	\$ 65,282	\$ 65,883	\$ 144,590	\$ 34,482	\$ 38,854
Highland Park	\$ -	\$ -	\$ 79,140	\$ 610	\$ 132
Hutchins	\$ 1,251	\$ 7,107	\$ 81,364	\$ 2,909	\$ 3,149
Irving	\$ 338,612	\$ 113,518	\$ 117,560	\$ 50,901	\$ 81,906
Lancaster	\$ 24,507	\$ 59,928	\$ 91,095	\$ 1,220	\$ 12,106
Mesquite	\$ 78,213	\$ 109,100	\$ 105,605	\$ 22,143	\$ 31,608
Richardson	\$ 42,444	\$ 29,196	\$ 32,803	\$ 14,778	\$ 23,756
Rowlett	\$ 25,550	\$ 18,824	\$ 19,229	\$ 751	\$ 4,925
Sachse	\$ 3,233	\$ 3,265	\$ 3,530	\$ 375	\$ 362
Seagoville	\$ 5,006	\$ 11,525	\$ 30,619	\$ 3,425	\$ 6,440
Sunnyvale	\$ 417	\$ 576	\$ 488	\$ 2,345	\$ 99
University Park	\$ -	\$ -	\$ 11,701	\$ -	\$ 48
Wilmer	\$ 1,356	\$ 6,339	\$ 50,784	\$ 516	\$ 2,597
Out of County	\$ 79,360	\$ 363,604	\$ 1,414,306	\$ 115,830	\$ 77,142

Total

\$ 2,943,011	\$ 2,436,319	\$ 4,027,867	\$ 1,047,446	\$ 2,196,195
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Dallas County Health and Human Services

Total Contract Costs

FY2026

Exhibit D

Municipality

Addison	\$ 2,500
Balch Springs	\$ 9,377
Carrollton	\$ 23,823
Cedar Hill	\$ 2,498
Cockrell Hill	\$ 1,011
Coppell	\$ 3,131
* Dallas	\$ 1,754,252
* Desoto	\$ 17,620
* Duncanville	\$ 11,273
Farmers Branch	\$ 6,856
* Garland	\$ 80,156
Glenn Heights	\$ 574
Grand Prairie	\$ 38,854
Highland Park	\$ 132
Hutchins	\$ 3,149
Irving	\$ 81,906
Lancaster	\$ 12,106
* Mesquite	\$ 31,608
* Richardson	\$ 23,756
* Rowlett	\$ 4,925
* Sachse	\$ 362
* Seagoville	\$ 6,440
Sunnyvale	\$ 99
University Park	\$ 48
Wilmer	\$ 2,597
* Out of County	\$ 77,142

Total

\$ 2,196,195

*Non-contracting



**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

Take action on a resolution to deny Oncor Electric's requested rate change application.

PRESENTED BY: Tobin Maples, Town Administrator

BACKGROUND:

The Town of Highland Park is a member of a 170-city coalition known as the Steering Committee of Cities Served by Oncor ("Steering Committee"). The Steering Committee has been in existence since the late 1980s. It took on a formal structure in the early 1990s when cities served by the former TXU gave up their statutory right to rate case expense reimbursement in exchange for higher franchise fee payments. Empowered by city resolutions and funded by per capita assessments, the Steering Committee has been the primary public interest advocate before the Public Utility Commission, the Courts, and the Legislature on electric utility regulation matters for the last 30 years.

On June 26, 2025, Oncor Electric Delivery Company LLC ("Oncor" or the "Company") filed an application with cities retaining original jurisdiction seeking to increase system-wide transmission and distribution rates by about \$834 million or approximately 13% over present revenues. The Company requests that the Town approve a 12.3% increase in residential rates and a 51.0% increase in street lighting rates. If approved, the impact of this requested increase on an average residential customer would be about \$7.90 per month.

In a prior Town action (July 1, 2025), Oncor's rate request was suspended from taking effect for 90 days, the fullest extent permissible under the law. This time period has permitted the Town, through its participation with the Steering Committee of Cities Served by Oncor ("Steering Committee"), to determine that the proposed rate increase is unreasonable. Consistent with the recommendations of the experts engaged by the Steering Committee, Oncor's request for a rate increase should be denied.

Accordingly, the purpose of the Resolution is to deny Oncor's proposed rate change application. Once the Resolution is adopted, Oncor will have 30 days to appeal the decision to the Public Utility Commission of Texas ("PUC"), where the appeal will be consolidated with Oncor's filing (PUC Docket No. 58306) currently pending at the PUC.

Explanation of "Be It Resolved" Sections:

1. This paragraph finds that the Company's application is unreasonable and should be denied.

2. This section states that the Company's current rates shall not be changed.
3. The Company will reimburse Cities for their reasonable rate case expenses. Legal counsel and consultants approved by the Steering Committee will submit monthly invoices that will be forwarded to Oncor for reimbursement.
4. This section merely recites that the resolution was passed at a meeting that was open to the public and that the consideration of the Resolution was properly noticed.
5. This section provides Oncor and counsel for the Steering Committee will be notified of the City's action through a copy of the approved and signed resolution.

RECOMMENDATION

Staff recommends that the Town Council approve the resolution to deny Oncor Electric's requested rate change application.

FINANCIAL IMPACT

There are no financial impacts to the Town, as all reasonable expenses related to this rate case proceeding will be reimbursed by Oncor in accordance with applicable regulations.

ATTACHMENTS

2025 Oncor Rate Case Denial Resolution - October 7, 2025 (1)

RESOLUTION NO. 014-25

A RESOLUTION OF THE TOWN OF HIGHLAND PARK, TEXAS FINDING THAT ONCOR ELECTRIC DELIVERY COMPANY LLC'S APPLICATION TO CHANGE RATES WITHIN THE TOWN SHOULD BE DENIED; FINDING THAT THE TOWN'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

WHEREAS, the Town of Highland Park, Texas ("Town") is an electric utility customer of Oncor Electric Delivery Company LLC ("Oncor" or "Company"), and a regulatory authority with an interest in the rates and charges of Oncor; and

WHEREAS, the Town is a member of the Steering Committee of Cities Served by Oncor ("Steering Committee"), a coalition of similarly situated cities served by Oncor that have joined together to efficiently and cost effectively review and respond to electric issues affecting rates charged in Oncor's service area; and

WHEREAS, on or about June 26, 2025, Oncor filed with the Town an application to increase system-wide transmission and distribution rates by about \$834 million or approximately 13% over present revenues. The Company asks the Town to approve a 12.3% increase in residential rates and a 51.0% increase in street lighting rates; and

WHEREAS, the Steering Committee is coordinating its review of Oncor's application and working with the designated attorneys and consultants to resolve issues in the Company's filing; and

WHEREAS, through review of the application, the Steering Committee's consultants determined that Oncor's proposed rates are excessive; and

WHEREAS, the Steering Committee's members and attorneys recommend that members deny the Application; and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS:

Section 1. That the rates proposed by Oncor to be recovered through its electric rates charged to customers located within the Town limits, are hereby found to be unreasonable and shall be denied.

Section 2. That the Company shall continue to charge its existing rates to customers within the Town.

Section 3. That the Town's reasonable rate case expenses shall be reimbursed in full by Oncor.

Section 4. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law, and the public notice of the time, place, and purpose of said meeting was given as required.

Section 5. That a copy of this Resolution shall be sent to Oncor Electric Delivery Company LLC, 1616 Woodall Rodgers Freeway, Dallas, Texas 75202, and to Thomas Brocato, Counsel to the Steering Committee, at Lloyd Gosselink Rochelle & Townsend, P.C., 816 Congress Ave., Suite 1900, Austin, Texas 78701.

PASSED AND APPROVED on this 7th day of October 2025.

APPROVED AS TO FORM:

APPROVED:

Susan Thomas
Town Attorney

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

Take action authorizing the designation of an acting Town Administrator.

PRESENTED BY: Tobin Maples, Town Administrator

BACKGROUND:

In accordance with Section 4.02 of the Town Charter, an Acting Town Administrator must be designated, subject to approval by the Town Council, to serve during any period when the Town Administrator is out of the office.

Attached for your consideration is a memorandum designating Ms. Taylor Lough, Assistant Town Administrator, as the Acting Town Administrator. Should Ms. Lough be unavailable, the Director of Public Safety will serve as the alternate Acting Town Administrator.

The Mayor and Town Council will be advised in writing in advance of any planned absence, or as soon as practicable in the event of an unplanned absence.

RECOMMENDATION

I respectfully request the Town Council's approval of the updated Acting and Alternate Town Administrator designations.

FINANCIAL IMPACT

None.

ATTACHMENTS

Acting Town Administrator

Acting Town Administrator Memorandum

Prepared by:
Tobin E. Maples, AICP
Date: October 1, 2025

Introduction

As you are aware, the Town Charter requires the Town Administrator to designate an Acting Town Administrator to serve in the event of absence or disability. This designation ensures that the Town's day-to-day operations remain seamless during periods when I am unavailable due to vacation, sick leave, or attendance at out-of-town conferences, meetings, or training.

Charter Reference

Chapter Four – Section 4.02, Subsection E, provides:

"The Town Administrator, within thirty (30) days after taking office, shall designate by letter filed with the Town Secretary, a qualified administrative officer of the Town to perform the duties of the Town Administrator in the Town Administrator's absence or disability. Such designation shall be subject to approval of the Council. No member of the Council shall serve as Acting Town Administrator."

Designation Update

With the recent addition of Ms. Taylor Lough as the Town's new Assistant Town Administrator, I am updating the Acting Town Administrator designation as follows:

- Acting Town Administrator: Taylor Lough, Assistant Town Administrator
- Alternate Acting Town Administrator: Chief Chuck McGinnis, Department of Public Safety

The Mayor will be advised in writing, with copies provided to the Town Council, prior to any planned absence, or as soon as possible in the event of an unplanned absence. During such absences, I will remain available, as needed, to support the Acting Town Administrator.

Requested Action

I respectfully request the Town Council's approval of the updated Acting and Alternate Town Administrator designations.



**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

**Take action on the minutes of the Town Council meeting held on
September 16, 2025.**

PRESENTED BY:

BACKGROUND:

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS

2025-09-16 TC Minutes FINAL

MINUTES OF A MEETING OF THE TOWN COUNCIL OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 8:00 A.M. ON TUESDAY, SEPTEMBER 16, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Leland White attended the meeting. Council Member Alan Friedman was absent.

I. Mayor Will C. Beecherl called the meeting to order at 8:00 a.m.

II. Council Member Marc Myers gave the Invocation.

III. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

IV. CONSENT AGENDA

On a motion made by Council Member Marc Myers, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve Items A. through H. on the Consent Agenda. Prior to the vote, Mayor Beecherl explained that all items under the Consent Agenda are considered routine or discussed at a previous meeting. There will be no separate discussion of items unless a request by a Council Member is made prior to the Town Council voting on the motion.

- A. *Take action authorizing the Town Administrator to execute Amendment No. 3 to the Interlocal Agreement with Dallas County for participation in the Household Hazardous Waste Program.*
- B. *Take action authorizing the Town Administrator to execute a construction contract for the Beverly Drive Reconstruction project.*
- C. *Take action authorizing the Town Administrator to execute an Interlocal Agreement between Dallas County and the Town of Highland Park for food establishment inspections and environmental health services.*
- D. *Take action on an ordinance to establish three locations as all-way stop intersections.*
- E. *Take action on an ordinance amending the Fiscal Year 2024-25 Adopted Budget.*
- F. *Take action on an ordinance granting to ATMOS Energy Corporation, a franchise to furnish, transport, and supply natural gas to the general public in the Town of Highland Park, Texas.*
- G. *Take action on the minutes of the Town Council meeting held on September 2, 2025.*
- H. *Take action on the minutes of the Town Council study session held on September 2, 2025.*

V. MAIN AGENDA

A. Review, discuss, and take action authorizing the Town Administrator to execute a service contract for janitorial services. Lori Chapin, P.E., Director of Engineering, reported that the Town of Highland Park's current janitorial service contract will expire on September 30, 2025. Although the agreement includes renewal options, Town staff have elected to end the contract at that time. In April 2025, the City of University Park ("UP") issued an RFP for janitorial services and received ten proposals. After evaluating based on criteria such as cost, work plan, and company stability, UP interviewed four firms and selected CTJ Maintenance as the recommended provider. Through an existing interlocal agreement with UP, the Town obtained a proposal from CTJ Maintenance. Based in Irving, Texas, CTJ has 29 years of experience, over 450 employees, and a strong track record with local government agencies. Town staff recommend contracting with CTJ Maintenance. On a motion made by Council Member Leland White, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a service contract for janitorial services.

B. Review, discuss, and take action authorizing the Town Administrator to execute a remediation and demolition construction contract for the Westside Court Apartments. Lori Chapin, P.E., Director of Engineering, explained that the Town of Highland Park purchased the Westside Court Apartments at 5008 Holland Avenue in January 2024. The property includes a two-story, 18-unit apartment building with a subgrade parking garage, laundry room, courtyard, surface parking, utilities, and landscaping. The complex has been vacant since December 2024, and staff are preparing the site for demolition to support future municipal use. The Town engaged Terracon Consultants, Inc. to conduct an asbestos survey, which confirmed the presence of asbestos and recommended remediation measures. Terracon developed an abatement specification and recommended qualified contractors, including two on the Interlocal Purchasing System (TIPS) BuyBoard. Staff recommends awarding the remediation and demolition contract to HP EnviroVision in the amount of \$303,669. In response to a question raised by Council Member Myers, Ms. Chapin confirmed that Terracon will oversee the work under an estimated \$23,900 hourly contract, which covers inspection, air monitoring, project management, and reporting. A \$3,300 asbestos disposal fee, as required by the Texas Department of State Health Services, will also apply. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a remediation and demolition construction contract for the Westside Court Apartments.

C. Review, discuss, and take action authorizing the Town Administrator to execute a professional services agreement with Kimley-Horn and Associates, Inc. for the Hackberry Creek Phase I landscaping design. Lori Chapin, P.E., Director of Engineering, stated that the Town of Highland Park began design work with Kimley-Horn Associates, Inc. in February 2023 for the Hackberry Creek Phase I Corridor Improvement Project. Key components include erosion mitigation, creek wall and stormwater outfall repairs, sidewalk and stair replacement, and handrail upgrades. This phase also includes roadway and culvert improvements at Beverly Drive and Miramar Avenue, as well as upgrades to Tennis Court #1. While the creek improvements are underway and the Prather Park Pickleball Courts are complete, landscaping design was not included in the original scope of work. Most landscaping needs are restorative, involving pruning, tree removal, reestablishing groundcover, and new tree planting. Limited hardscape

improvements, including pathways and bench pads, will be added, particularly near the Beverly and Miramar crossings. These enhancements may also include planting beds, lighting, and seating areas. Under the current professional services agreement, Kimley-Horn will provide conceptual and schematic landscape design (30% design) for the half-mile corridor between Byron Avenue and Miramar Avenue, at a design cost of \$60,500. The estimated construction cost for landscaping improvements is \$1,000,000. In response to a question raised by Mayor Pro Tem Snell, Ms. Chapin confirmed that the length of construction is estimated to take approximately one year. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Lydia Novakov, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a professional services agreement with Kimley-Horn and Associates, Inc. for the Hackberry Creek Phase I landscaping design.

VI. Mayor Beecherl adjourned the Town Council meeting at 8:13 a.m.

APPROVED on the 7th day of October 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary



**Town of Highland Park
Town Council
Tuesday, October 7, 2025**

Item Coversheet

**Take action on the minutes of the Town Council study session held
on September 16, 2025.**

PRESENTED BY:

BACKGROUND:

RECOMMENDATION

FINANCIAL IMPACT

ATTACHMENTS

2025-09-16 TCSS Minutes

MINUTES OF A STUDY SESSION OF THE TOWN COUNCIL OF THE TOWN OF
HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND
PARK, TX, 75205, AT 8:18 A.M. ON TUESDAY, SEPTEMBER 16, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Leland White attended the meeting. Council Member Alan Friedman was absent.

I. Mayor Will C. Beecherl called the meeting to order at 8:18 a.m.

II. PUBLIC COMMENT

Mayor Beecherl asked if anyone wished to address the Town Council about any item listed on the agenda and explained that the Town Council may not discuss or make decisions on items not listed on the agenda. Public comments are limited to three minutes per speaker unless otherwise required by law. Items suggested for action may be placed on a future agenda at the Town Council's discretion. There was no comment.

III. FUTURE AGENDA DISCUSSION

A. Review, discuss, and consider the opportunity for a Town Council Member to request an item to be placed on a future Town Council Meeting agenda. Mayor Beecherl asked if any Town Council Member would like to request that an item be placed on a future Town Council study session agenda for discussion or consideration. No items were suggested for a future meeting.

IV. REPORTS

A. Review and discuss park name/entry signage. Chelsey Gordon, Director of Policy Development and Strategic Initiatives, explained that on December 5, 2023, the Town Council Study Session included a discussion on the history of park names and signage. Staff noted that most parks are named after community founders, civic leaders, or nearby streets, and have traditionally featured small bronze or stone plaques rather than large monument signs. The Town Council chose to maintain the current signage approach but directed staff to implement a maintenance plan to preserve readability. Staff also proposed an interactive online park map to help residents and visitors identify park names, locations, and amenities. This feature is expected to launch by year-end. As a follow-up, staff now seek Town Council guidance regarding the potential development of entry signage. While prominent signs are typical for larger municipal parks, most Town parks are passive in nature, such as pocket parks or open green spaces, and either lack signage or use low-profile bronze markers, except for Bartholow Square and Prather Park. The Town Council Members agreed that the signage should be subtle and uniform in appearance. Mayor Beecherl proposed that the signs resemble the town limits signage, but at half the size, and be installed at Flippen, Douglas, Abbott, and Fairfax Park.

V. CLOSED SESSION

A. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property.

B. In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter regarding Dallas Area Rapid Transit (DART).

Mayor Beecherl recessed the study session at 8:30 a.m., and convened a closed session at 8:31 a.m., pursuant to: (1) In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.072 – REAL ESTATE – the Town Council will convene into closed session to deliberate the purchase, exchange, lease, or value of real property; and (2) In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter regarding Dallas Area Rapid Transit (DART).

Mayor Beecherl ended the closed session at 9:09 a.m. and reconvened the study session in open session at 9:10 a.m. No final action, decision, or vote was taken during the closed session.

VI. OPEN SESSION

A. Pursuant to Section 551.102 of the Texas Government Code, the final action, decision, or vote regarding Closed Session Item A. and B. above shall be made, if any. On a motion made by Mayor Pro Tem Don Snell, seconded by Council Member Marc Myers, the Town Council unanimously voted to approve authorizing the Town Administrator to execute a reimbursement agreement, once finalized, regarding the discussed real estate item in closed session.

VII. ADJOURNMENT – Mayor Beecherl adjourned the Study Session at 9:10 a.m.

MINUTES OF A JOINT MEETING OF THE TOWN COUNCIL AND ZONING COMMISSION OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TX, 75205, AT 9:15 A.M. ON TUESDAY, SEPTEMBER 16, 2025.

Mayor Will C. Beecherl, Mayor Pro Tem Don Snell, and Council Members Marc Myers, Lydia Novakov, and Leland White attended the meeting. Council Member Alan Friedman was absent.

Chair Margaret Keliher and Zoning Commission Members Brian Ficke, Mike Tibbals, and Jordan Wallace. Zoning Commission Member Ralph Perry-Miller was absent.

VIII. CALL TO ORDER – Mayor Will C. Beecherl and Chair Margaret Keliher called the meeting to order at 9:15 a.m.

IX. MAIN AGENDA

A. Review and discuss the draft Land Use and Development Policies document. Jeff Armstrong, A.I.C.P., Director of Community Development, explained that in August, zoning consultants Kendig Keast Collaborative (“KKC”) introduced the Zoning Ordinance rewrite process to the Town Council. A key component of the rewrite is the development of land use and development policies, which will form the basis of the State-required Comprehensive Plan and guide the new Zoning Ordinance. Mr. Armstrong introduced Brian Mabry, A.I.C.P., KKC Vice President and Project Manager, and Gary Mitchell, F.A.I.C.P., KKC President. Mr. Mitchell explained that the key purposes of the policies are to capture the basic intent behind zoning regulations and satisfy Texas statutory requirements. Mr. Mitchell reviewed the foundations for the policies and presented the 20 draft policies. He added that scheduled stakeholder meetings with residents will be held to discuss the policies. The Town Council and Zoning Commission thoroughly discussed each proposed policy. In response to a question raised by Chair Keliher, Mr. Mitchell explained that this is an opportunity to adjust the standard; most of the zoning ordinance does not need to be changed, but there are sections where it can be clarified through interpretation. Mr. Armstrong added that what he interprets as the code is different from that of his predecessor. Contractors have inquired about when the standard changed; however, the standard itself has not changed; it is the interpretation of the ordinance that has evolved. The rewrite will assist with clarification and with graphics for everyone to understand.

- X. ADJOURNMENT – Mayor Will C. Beecherl and Chair Margaret Keliher adjourned the Joint Meeting of the Town Council and Zoning Commission at 10:00 a.m.

APPROVED on the 7th day of October 2025.

APPROVED:

Will C. Beecherl
Mayor

ATTEST:

Joanna Mekeal
Town Secretary