



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

8:00 AM  
January 20, 2026

4700 Drexel Drive Highland Park, TX 75205  
Town Council Chambers

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**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. 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 Administer to execute the Chapter 59 Local Agreement renewal between the Department of Public Safety and the District Attorney's Office.
- B. Take action on an Interlocal Agreement with the Sheriffs' Association of Texas, Inc.
- C. Take action on FY25-26 DPS Capital Expenditure - Police fleet purchase.
- D. Take action on the minutes of the Town Council meeting held on January 6, 2026.
- E. Take action on the minutes of the Town Council study session held on January 6, 2026.

**V. MAIN AGENDA**

- A. Review, discuss, and take action to extend the construction time period for a new single-family residence at 3301 Beverly Drive from February 1, 2026, to February 1, 2027. An extension of 12 months.

**VI. ADJOURNMENT**

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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, January 20, 2026**

**Item Coversheet**

**Take action authorizing the Town Administer to execute the Chapter 59 Local Agreement renewal between the Department of Public Safety and the District Attorney's Office.**

**PRESENTED BY:** Chuck McGinnis, Director of the Department of Public Safety/Chief

**BACKGROUND:**

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Pursuant to Chapter 59 of the Texas Code of Criminal Procedure, local agreements must be established and maintained between law enforcement agencies and the attorney representing the State to govern the disposition of forfeited contraband.

A local agreement between the Highland Park Department of Public Safety and the Dallas County Criminal District Attorney's Office has been in place for many years to satisfy this requirement. The agreement is now due for renewal and requires review and approval by the Town Administrator, subject to authorization by the Town Council. Upon Council authorization, the renewed agreement will remain in effect through December 31, 2028.

The proposed renewal has been reviewed by Chief McGinnis, the Town Attorney, and the Town Administrator, all of whom recommend approval. Upon authorization by the Town Council, the agreement will be executed by the Town Administrator.

**RECOMMENDATION**

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Staff recommends approval of the Chapter 59 Local Agreement renewal and authorization for the Town Administrator to execute the agreement on behalf of the Town.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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Chapter 59 ILA renewal DPS and DA



STATE OF TEXAS           §       LOCAL AGREEMENT FOR THE DISPOSITION OF  
  §       FORFEITED CONTRABAND PURSUANT TO CHAPTER  
COUNTY OF DALLAS       §       59 OF THE TEXAS CODE OF CRIMINAL PROCEDURE

This Local Agreement (“Agreement”) is made by and between the Dallas County Criminal District Attorney’s Office (“District Attorney”) and the Town of Highland Park on behalf of the Highland Park Department of Public Safety (Collectively, “DPS”), pursuant to Chapter 59 of the Texas Code of Criminal Procedure. The District Attorney or DPS may hereinafter be referred to individually as a “Party”, or collectively, the “Parties”.

**RECITALS:**

**WHEREAS**, Chapter 59 of the Texas Code of Criminal Procedure, entitled “Forfeiture of Contraband” provides for the forfeiture to the State of Texas of property determined to be “contraband” as defined therein; and

**WHEREAS**, Article 59.06 of Chapter 59 of the Texas Code of Criminal Procedure (“TCCP”) authorizes “local agreements” between the attorney representing the state and law enforcement agencies to effect the disposition of forfeited contraband; and

**WHEREAS**, the District Attorney represents the State of Texas in forfeiture proceedings involving contraband seized pursuant to Chapter 59 of the Texas Code of Criminal Procedure; and

**WHEREAS**, DPS and District Attorney desire to enter into a “local agreement” regarding the disposition of contraband seized and forfeited under Chapter 59 of the Texas Code of Criminal Procedure; and

**WHEREAS**, Article 59.06 of Chapter 59 of the Texas Code of Criminal Procedure has authorized DPS as the law enforcement agency and the District Attorney as the attorney representing the state to execute this Agreement; and

**NOW, THEREFORE**, DPS and the District Attorney, in mutual consideration of the terms and conditions herein contained, hereby agree as follows:

**SECTION 1: TERM/TERMINATION**

The Term of this Agreement will commence on the Effective Date as defined herein, and will remain in effect through December 31, 2028, unless terminated earlier under any provision hereof (“Term”). After the initial term, this Agreement may be renewed for two (2) additional consecutive two (2) year terms with the written consent of all Parties and such renewals shall be in accordance with the terms of this Agreement unless amended. This Agreement may be terminated by either Party upon thirty (30) days prior written notice thereof to the other of its intention to terminate upon the date specified in such notice. Any pending forfeitures under this Agreement filed prior to the termination date, however, shall not be affected by such notices.

## SECTION 2: CHAPTER 59 PROCEEDS DISTRIBUTION

A. In consideration for the services provided by DPS and District Attorney associated with the forfeiture of contraband, DPS and the District Attorney agree to the following obligations and disposition of proceeds from contraband seized and forfeited under Chapter 59 of the Texas Code of Criminal Procedure.

(1) **Currency**: DPS will receive sixty-five percent (65%), and the District Attorney will receive thirty-five percent (35%) of the value all Normal Currency or Currency Equivalent.

(2) **Real Property**: Real Property is to be sold or auctioned by DPS. DPS will receive sixty-five percent (65%) and the District Attorney will receive thirty-five percent (35%) of the value of all Real Property.

(3) **Motor Vehicles**: Motor Vehicles are to be auctioned, sold, or kept for use by DPS. Regardless of whether a Motor Vehicle is kept for use by DPS or how much it is sold or auctioned for, the District Attorney will receive Seven Hundred and Fifty Dollars and Zero Cents (\$750.00) for each Motor Vehicle and DPS will receive any remaining proceeds.

(4) **Collectibles**: Collectibles are to be sold or auctioned by DPS. DPS will receive sixty-five percent (65%), and the District Attorney will receive thirty-five percent (35%) of the value of all Collectibles.

(5) **Personal Property**: Personal Property is to be sold or auctioned by DPS. If an item of Personal Property is sold or auctioned for Five Hundred Dollars and Zero Cents (\$500.00) or more, then DPS will receive sixty-five percent (65%), and the District Attorney will receive thirty-five percent (35%) of the value of the item of Personal Property. If an item of Personal Property is sold or auctioned for less than Five Hundred Dollars and Zero Cents (\$500.00), then then the District Attorney will receive Fifty Dollars and Zero Cents (\$50.00) for each item of Personal Property and DPS will receive any remaining proceeds.

(6) **Firearms and ammunition**: DPS will be responsible for the ownership and disposition of all firearms, ammunition, and associated accessories and equipment that is seized and forfeited under Chapter 59, TCCP. The District Attorney will receive no percentage of any sales of firearms, ammunition, and associated accessories and equipment.

(7) **Precious Metals and Gemstones**: Precious Metals and Gemstones are to be sold or auctioned by DPS. DPS will receive sixty-five percent (65%) and the District Attorney will receive thirty-five percent (35%) of the value of all Precious Metals and Gemstones.

(8) **Buyback Agreement(s)**: If any Motor Vehicle, Real Property, Collectibles, Personal Property, or Precious Metals and Gemstones is returned pursuant to a Buyback Agreement, then DPS will receive sixty-five percent (65%) and the District Attorney will receive thirty-five percent (35%) of the Buyback Agreement amount.

B. The proceeds from the sale or auction of all contraband forfeited under Chapter 59 of the Code of Criminal Procedure (including Normal Currency and Currency Equivalent) shall be received by DPS and deposited with DPS's treasury. DPS will then transfer to the District Attorney all money and proceeds of forfeited contraband in accordance with Section 2 A.(1)-(8) above. Payments to the District Attorney shall be made in accordance with Sections 2 and 3 of this

Agreement.

C. In accordance with Article 59.06(c)(1), TCCP, all money and proceeds from the sale of contraband received by the District Attorney shall be deposited in a special fund in the County treasury for the benefit of the office of the District Attorney to be used by the District Attorney solely for the official purposes of the office.

D. In accordance with Article 59.06(c)(2), TCCP, all money and proceeds from the sale of contraband received by DPS shall be deposited in a special fund to be used by DPS solely for law enforcement purposes.

E. All auctions or sales shall be conducted in accordance with the policies and procedures of DPS, Chapter 59 of the TCCP, and all applicable federal and state laws.

F. **Normal Currency Value.** Normal Currency under this Agreement includes but is not limited to the following: Negotiable Instruments, paper money, and coin money that is worth no more than their face value ("Normal Currency"). The value of Normal Currency and other negotiable instruments will be based on their face value.

G. **Currency Equivalent Value.** Currency Equivalent under this Agreement includes but is not limited to the following: Negotiable instruments worth more than their face value, gift cards, cryptocurrency, stocks, physical or digital tokens, non-metal commodities, bonds, and other negotiable instruments. The value of Currency Equivalents will be based on the net proceeds (after deduction of sale or auction expenses) from the sale or auction of Currency Equivalents.

H. **Collectibles Value.** Collectibles under this Agreement include but is not limited to the following: Paper money, coin money, and stamps that are worth more than their face value, sports cards, antiques, physical art, digital art, non-fungible token (NFT) art, and jewelry. The value of Collectibles will be based on the net proceeds (after deduction of sale or auction expenses) from the sale or auction of Collectibles.

I. **Real Property Value.** The value of Real Property will be based on the net proceeds (after deduction of sale or auction expenses) from the sale or auction of Real Property.

J. **Motor Vehicle(s).** Motor Vehicle(s) under this Agreement includes but is not limited to the following: Cars, trucks, all-terrain vehicles, boats, scooters, mopeds, tractors, jet skis, trailers, mobile homes, recreational vehicles (RV), campers, and motorcycles.

K. **Personal Property Value.** An item of Personal Property under this Agreement includes but is not limited to the following: televisions, monitors, computers, drones, cellular phones, clothes, tools, and other items not defined in Section 2 F, G, H, I, J, or L. The value of an item of Personal Property will be based on net proceeds (after deduction of sale or auction expenses) from the sale or auction of an item of Personal Property.

L. **Precious Metals and Gemstones Value.** Precious Metals and Gemstones under this Agreement includes but is not limited to the following: gold, silver, platinum, and precious or semiprecious stones. The value of Precious Metals and Gemstones will be based on net proceeds (after deduction of sale or auction expenses) from the sale of Precious Metals and Gemstones.

### **SECTION 3: PAYMENT TERMS AND OBLIGATIONS**

A. This Agreement shall apply to any case which is administratively closed by the District Attorney during the Term of this Agreement. A case is considered administratively closed once the District Attorney has closed the case file. Contraband is to be considered forfeited once a forfeiture judgment has been executed, and the time to file a Motion for New Trial or Notice of Appeal has expired ("Final Judgment"). Within ten (10) business days from the entry of the Final Judgment, the District Attorney shall deliver to DPS the Final Judgment. DPS shall proceed to sell or auction the contraband in the manner set forth in Subsection 3C below. DPS shall send notice to the District Attorney of the final auction or sale amount no later than five (5) business days after the sale or auction of Real Property, Collectibles, Personal Property, or Precious Metals and Gemstones. After receiving notice from DPS, the District Attorney will issue an invoice to DPS. Payments to the District Attorney for Normal Currency, Buyback Agreements, Motor Vehicles, Real Property, Collectibles, Personal Property, or Precious Metals and Gemstones shall be made no later than sixty (60) days after DPS receives an invoice and Final Judgment from the District Attorney. All invoices will be submitted in a format that is in accordance with the District Attorney's internal processes and policies.

B. All payments made to the District Attorney shall be from money or proceeds from the sale or auction of contraband seized and forfeited pursuant to this Agreement. If applicable, DPS will also pay the District Attorney any interest earned from the date of seizure until the date of payment on the District Attorney's portion of the forfeited contraband proceeds. All costs of court proceedings and related litigation expenses shall be paid by DPS. All costs of title commitments, title searches, and title policies shall be paid by DPS when the forfeiture of Real Property is involved. All expenses related to the appraisal or valuation of any contraband shall be paid by DPS. Any pre or post judgment interest ordered by a Court shall be paid by DPS.

C. All Real Property, Collectibles, Personal Property, or Precious Metals and Gemstones shall be sold or auctioned by DPS within six (6) months after receiving notice of the Final Judgment. DPS shall seek the best value for all contraband sold or auctioned.

D. If payment is not made by DPS by the payment due date in accordance with Section 3A, then DPS shall pay to the District Attorney forty percent (40%) of the Buyback Agreement amount, and forty percent (40%) of the value of the Normal Currency, Currency Equivalent, Real Property, Collectibles, Precious Metals and Gemstones, or Personal Property (over \$500.00) items forfeited pursuant to the Final Judgment ("Revised Distribution") and all interest earned on the Revised Distribution from the date of seizure until the date of payment.

E. If payment is not made by DPS by the payment due date in accordance with Section 3A., then DPS shall pay to the District Attorney Seventy-Five Dollar and No Cents (\$75.00) for each item of Personal Property (under \$500.00) forfeited pursuant to the Final Judgment and all interest earned on Seventy-Five Dollars and No Cents (\$75.00) from the date of seizure until the date of payment.

F. If payment is not made by DPS by the payment due date in accordance with Section 3A., then DPS shall pay to the District Attorney One Thousand One Hundred and Twenty-Five Dollars and No Cents (\$1,125.00) for each Motor Vehicle forfeited pursuant to the Final Judgment and all interest earned on One Thousand One Hundred and Twenty-Five Dollars and No Cents (\$1,125.00) from the date of seizure until the date of payment.

G. DPS shall require its officers to cooperate with the District Attorney, including but not limited to, being available to testify at hearings and trials, providing offense reports to the District

Attorney upon request, and providing any and all additional evidence that may be necessary for any and all forfeiture cases and proceedings.

H. This Agreement shall not be construed to impose a duty on the District Attorney to file or institute forfeiture proceedings in any particular case or instance.

I. In accordance with Article 59.03(c), DPS shall have custody and be responsible for any property or contraband that is seized pursuant to this Agreement until the property or contraband is returned to the defendant or finally forfeited and proceeds have been distributed.

J. In the event that an audit is conducted pursuant to Article 59.061 TCCP, DPS shall cooperate with the District Attorney, including but not limited to, providing all records or information related to this Agreement or any forfeiture case filed pursuant to this Agreement.

#### **SECTION 4: ADDENDUMS**

In the event that the District Attorney determines in its sole discretion that significant time and effort is necessary for pre-seizure planning of a seizure and/or arrest, the case will be developed as a joint investigation with the percentage apportioned between the Parties commensurate with the time and effort required by each and an addendum to this Agreement will be executed by the Parties as it pertains to the particular seizure and/or arrest.

#### **SECTION 5: LIABILITY**

**Neither Party shall be responsible for the alleged, presumed, or adjudged negligent acts or omissions, or other tortious conduct of the other Party in the course of performance of this Agreement. Nothing in this section is intended to waive any sovereign immunity, governmental immunity or other defenses available to the Parties under federal or state law. Nothing in this section shall be construed to create or grant any rights, contractual or otherwise, in or to any third persons or entities. All Parties agree that any such liability or damages occurring during the performance of this Agreement caused by the joint or comparative negligence of the Parties, or their employees, agents or officers, shall be determined in accordance with comparative responsibility laws of Texas. This Section shall survive termination of this Agreement.**

#### **SECTION 6: NOTICE**

Any notice or certification required or permitted to be delivered under this Agreement shall be deemed to have been given when personally delivered, or if mailed, seventy-two (72) hours after deposit of the same in the United States Mail, postage prepaid, certified, or registered, return receipt requested, properly addressed to the contact person shown at the respective addresses set forth below, or at such other addresses as shall be specified by written notice delivered in accordance herewith:

##### **If intended for the District Attorney:**

Dallas County District Attorney's Office  
Frank Crowley Courts Building  
133 North Riverfront Blvd., LB-19  
Dallas, Texas 75207  
**ATTN: Administrative Attorney**

District Attorney – Civil Division  
Administrative Building  
500 Elm Street, Suite 6300  
Dallas, Texas 75202  
**ATTN: Asset Forfeiture Attorney**

**If intended for DPS, to:**

Highland Park DPS  
Chief Chuck McGinnis  
4700 Drexel Drive  
Dallas, TX 75205

## **SECTION 7: MISCELLANEOUS PROVISIONS**

**A. ENTIRE AGREEMENT AND AMENDMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any other agreements concerning the subject matter of this transaction, whether oral or written. 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. 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. Any alterations, additions, or deletions to the terms of this Agreement which are required by changes in federal or state law or regulations are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation.

**B. COUNTERPARTS, NUMBER/GENDER AND HEADINGS.** This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute but one and the same Agreement. The Parties shall be entitled to sign and transmit an electronic signature of this agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the Party whose name is contained therein. A signed copy of this Agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement for all purposes. 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 are for the convenience of reference only and shall not be considered in any interpretation of this Agreement.

**C. SEVERABILITY.** If any provision of this Agreement is construed to be illegal, invalid, void or unenforceable, this construction will not affect the legality or validity of any of the remaining provisions. The unenforceable or illegal provision will be deemed stricken and deleted, but the remaining provisions shall not be affected or impaired, and such remaining provisions shall remain in full force and effect.

**D. DEFAULT/CUMULATIVE RIGHTS/MITIGATION.** It is not a waiver of default if the non-defaulting Party fails to immediately declare a default or delays in taking any action. Waiver of any

term, covenant, condition or violation of this Agreement shall not be deemed or construed a waiver unless made in an authorized written instrument, nor shall such waiver be deemed or construed a waiver of any other violation or breach of any of the terms, provisions, and covenants herein contained. 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 any other remedy. Pursuit of any remedy provided in this Agreement shall not preclude pursuit of any other remedies herein provided or any other remedies provided by law or equity, including injunctive relief, nor shall pursuit of any remedy herein provided constitute a forfeiture or waiver of any obligation of the defaulting Party hereunder or of any damages accruing by reason of the violation of any of the terms, provisions, and covenants herein contained. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. The Parties have a duty to mitigate damages.

**E. SOVEREIGN IMMUNITY.** This Agreement is expressly made subject to the Parties' Governmental Immunity, including, without limitation, Title 5 of the Texas Civil Practice and Remedies Code and all applicable state and federal laws. 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 the Parties have by operation of law, or otherwise. Nothing in this Agreement is intended to benefit any third-party beneficiary.

**F. COMPLIANCE WITH LAWS AND VENUE.** In carrying out the obligations required by this Agreement, the Parties must observe and 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 venue shall lie exclusively in state and federal Court physically located in Dallas County, Texas.

**G. RELATIONSHIP OF PARTIES.** Each Party is an independent contractor and not an agent, servant, joint enterpriser, joint venturer or employee of the other Party.

**H. CONTRA PROFERENTEM.** The doctrine of contra proferentem shall not apply to this Agreement. If an ambiguity exists in this Agreement, the Agreement shall not be construed against the Party who drafted the Agreement and such Party shall not be responsible for the language used.

**I. ASSIGNMENT.** Neither Party may transfer or assign its interest in this Agreement.

**J. CONTINUING OBLIGATIONS.** All obligations of this Agreement which expressly or by their nature survive the expiration, termination or transfer of this Agreement shall continue in full force and effect after and notwithstanding its expiration, termination or transfer until such are satisfied in full or by their nature expire.

**K. SIGNATORY WARRANTY.** DPS and the District Attorney represent that each has the full right, power and authority to enter and perform this Agreement in accordance with all of the terms and conditions herein, and that the execution and delivery of this Agreement is made by authorized representatives of the Parties to validly and legally bind the Parties to all terms, performances and provisions set forth in this Agreement.

**[Signatures on following page]**

EXECUTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2025. ("Effective Date")


DISTRICT ATTORNEY:

TOWN OF HIGHLAND PARK:

\_\_\_\_\_  
John Creuzot  
Dallas County Criminal District Attorney

\_\_\_\_\_  
Tobin Maples  
Town Administrator

RECOMMENDED AND APPROVED:

  
\_\_\_\_\_  
Chuck McGinnis  
Director of Public Safety

APPROVED AS TO FORM\*:

APPROVED AS TO FORM:

BARBARA NICHOLAS  
CHIEF, CIVIL DIVISION



\_\_\_\_\_  
Jason Mathis

\_\_\_\_\_  
Susan Thomas

Assistant District Attorney

Town Attorney

\*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contract 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).



**Town of Highland Park  
Town Council  
Tuesday, January 20, 2026**

**Item Coversheet**

**Take action on an Interlocal Agreement with the Sheriffs'  
Association of Texas, Inc.**

**PRESENTED BY:** Wayne Kilmer, Assistant Director/Assistant Chief

**BACKGROUND:**

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Interlocal Agreements ("ILA") provide a mechanism for local governments to utilize bid pricing, share in the purchase of goods and services, and is a general reciprocal agreement beneficial to both entities through anticipated savings.

Recently, Town staff reached out to the Sheriffs' Association of Texas, Inc. ("SAT"), a Texas non-profit corporation, in order to establish an ILA. This ILA with SAT allows the Town of Highland Park to take advantage of SAT's competitive bidding process concerning vehicle purchasing procurement. By purchasing through this ILA, the Town can leverage economies of scale to secure more favorable pricing than would likely be available through independent procurement.

The ILA has been approved by the Town Attorney.

**RECOMMENDATION**

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Staff recommends approval of the Interlocal Agreement and authorization for the Town Administrator to execute the agreement on behalf of the Town.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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SAT Master Agreement - HP 12.17.25

## MASTER COOPERATIVE PURCHASING AGREEMENT

This Master Cooperative Purchasing Agreement (“Agreement”), effective December 18 2025, is made by and between the Sheriffs’ Association of Texas, Inc. (“SAT”), a Texas non-profit corporation, and the Town of Highland Park, Texas (“End User”), a local government created under the laws of the State of Texas.

### WITNESSETH

WHEREAS, SAT’s Vehicle Procurement Program (“VPP”) is a cooperative bid program where SAT solicits bids for vehicles to be purchased directly from vehicle vendors by units of local government or political subdivisions, including, but not limited to, municipalities and counties, local county boards of public instruction, and local public safety agencies or authorities; and

WHEREAS, the purpose of the VPP is to provide public procurement of quality goods to support effective and efficient government, ensuring the prudent use of public funds. This includes providing efficient delivery of products and services; obtaining best value through competition; offering fair and equitable competitive contracting opportunities for suppliers; and maintaining public confidence through ethical and transparent procurement practices; and

WHEREAS, SAT will serve as the “Contract Administrator” in the solicitation of bids process. The purpose of the solicitation for bids is to identify the most suitable manufacturer’s authorized dealer for the purchase of vehicles on a “no trade-in basis;” and

WHEREAS, the SAT Contract Administrator will award the bid to the lowest and best responsive bidder by specification and by manufacturer. The award will be determined by the price of the bid, qualifications based on a dealer’s facilities and financial resources, and demonstrated ability to perform the work in a satisfactory manner.

NOW, THEREFORE, SAT and the End User agree as follows:

#### 1.0 **Responsibilities of the parties.**

- 1.1 The SAT will identify, solicit, and invite interested vehicle vendors, including but not limited to vehicle manufacturers, dealers and certified representatives, to submit bids for vehicles.
- 1.2 The SAT will develop and provide all necessary solicitation, bid, and contract award documents which will enable End User to purchase vehicles directly from vendors at a competitive price.
- 1.3 The SAT will consult with the End User as needed in order to facilitate End User’s purchase of vehicle through the VPP.

- 1.4 The SAT will prepare “solicitation for bid” documents in order to obtain price commitments from manufacturers and dealers for the sale of vehicles to End User.
- 1.5 The End User agrees to be bound by the SAT Vehicle Procurement Program Solicitation for Bids and Contract Terms and Conditions, which is attached hereto and incorporated by reference as if fully set forth herein.
- 1.6 The End User agrees to provide to the SAT all information and assistance requested by the SAT that is reasonably necessary to remain in compliance with the Vehicle Procurement Program Solicitation for Bids and Contract Terms and Conditions.

2.0 **Compliance with Laws.** SAT and End User each represent and warrant to the other party that each has obtained all regulatory approvals and licenses necessary to enter into and perform under the terms and conditions of this Agreement. Further, the SAT and the End User represent and warrant to the other party that each is in compliance with all applicable laws and regulations and each party covenants to remain in compliance with such laws and regulations during the term of this Agreement.

3.0 **Term.** The term of this Agreement shall commence on the date set out above and shall continue in effect for one (1) year. Thereafter, this Agreement shall renew automatically for successive one (1) year terms ending on the initial anniversary date each year.

4.0 **Termination.** This Agreement may be terminated by either party at any time without cause by written notice to the other party given at least ninety (90) days in advance of the effective date of termination.

5.0 **Trademarks and Copyrights.** The parties reserve the right to the control and use of their names and all seals, symbols, trademarks, or service marks presently existing or later established. Neither party shall use the other party’s name, seals, symbols, trademarks, or service marks in advertising or promotional materials or otherwise without the prior written consent of such other party unless agreed to in this document. Any use by a party, without the approval of the other party, of the name, symbols, trademarks or service marks of such other party shall cease immediately upon the earlier of written notice of such other party or termination of this Agreement. Each party hereby grants the other party the right to use its name, address, and telephone number in connection with the other party's obligations hereunder.

6.0 **Notices.** Any notice required to be given pursuant to the terms of this Agreement shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid to the recipient at its respective address designated on the signature page of this Agreement.

7.0 **Independent Contractors.** The SAT and the End User are each acting as independent contractors under this Agreement and not as a partner, joint venture or employee of any other party to this Agreement. Each party shall be responsible for all taxes or similar charges payable with respect to any amounts received by such party under this Agreement. End User shall have no authority to bind SAT to any agreement or obligation. SAT shall have no authority to bind End User to any agreement or obligation. No party shall make any representations to the contrary.

The responsibilities of the SAT in administering the VPP are limited to those specified in the SAT Vehicle Procurement Program Solicitation for Bids and Contract Terms and Conditions, attached hereto and incorporated by reference as if fully set forth herein. This Agreement shall not create additional legal obligations for SAT beyond those specified in the attached Terms and Conditions.

8.0 **Amendments.** The parties reserve the right to amend or terminate this Agreement, as provided herein or as specified by amendment. All amendments or modifications to this Agreement must be mutually agreed to in writing by the End User and the SAT.

9.0 **Severability.** If any portion of this Agreement shall, for any reason, be invalid or unenforceable, such portion shall be ineffective only to the extent of any such invalidity or unenforceability, and the remaining portion or portions shall nevertheless be valid, enforceable, and of full force and effect.

10.0 **Waiver.** The waiver by either party of any breach of, or failure to insist upon strict compliance with, any provision of this Agreement or warranty or representation set forth herein, shall not be construed as a waiver of any prior or subsequent breach of or failure of strict compliance with the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver of such right. All rights and remedies provided for herein are cumulative.

11.0 **Entire Agreement.** This Agreement, including any exhibits or attachments hereto, contains all of the terms and conditions agreed upon by the parties regarding the subject matter of this Agreement and supersedes any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of this Agreement.

12.0 **Execution in Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original and all of which taken together shall constitute a single instrument.

13.0 **Assignment.** Neither party shall in any manner assign, subcontract, or otherwise delegate its rights, duties or obligations under this Agreement unless the other party approves of such assignment, subcontract, or delegation by prior written consent thereto.

This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

14.0 **Force Majeure.** The obligations of the SAT and the End User hereunder shall be excused during any period of delay or inability to perform caused by matters such as strikes, acts of God, shortages of raw materials or power, an inability to obtain products or services after the parties use their best efforts to provide such products or services, governmental action or compliance with governmental requirements, whether voluntary or pursuant to order, or any other matter which is beyond the reasonable efforts of the parties to control.

**IN WITNESS WHEREOF**, the undersigned parties have executed this Agreement to be effective as of the day and year shown on the first page.

**Sheriffs' Association of Texas, Inc.**  
**1601 S. Interstate 35**  
**Austin, TX 78741-2503**

**Town of Highland Park, Texas**  
**4700 Drexel Drive**  
**Highland Park, TX 75205**



\_\_\_\_\_  
Sheriff (Ret.) Thomas Keress  
SAT Executive Director

By: \_\_\_\_\_



**Town of Highland Park  
Town Council  
Tuesday, January 20, 2026**

**Item Coversheet**

**Take action on FY25-26 DPS Capital Expenditure - Police fleet purchase.**

**PRESENTED BY:** Wayne Kilmer, Assistant Director/Assistant Chief

**BACKGROUND:**

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As part of the FY25-26 budget, the Town Council approved the purchase of three new police vehicles. The Department of Public Safety plans to purchase these replacement vehicles for an amount not to exceed \$260,343.

The new police fleet is recommended to be purchased from Defender Supply (Holiday Auto) through the Sheriffs' Association of Texas, Inc. ("SAT"), a Texas non-profit corporation. The Town of Highland Park will enter into an Interlocal Agreement ("ILA") with SAT at the time of the police fleet purchase. This ILA with SAT allows the Town of Highland Park to take advantage of SAT's competitive bidding process concerning vehicle purchasing procurement. By purchasing through this ILA, the Town can leverage economies of scale to secure more favorable pricing than would likely be available through independent procurement.

Please be advised that this ILA has been included as a separate agenda item for the Town Council's consent and approval.

**RECOMMENDATION**

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Staff recommends that the Town Council approve this purchase and authorize the Town Administrator to execute all necessary contractual documents.

**FINANCIAL IMPACT**

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Funding for these replacement vehicles is available, as previously appropriated, in the FY2025-26 budget (account #21-001-4503) in the amount of \$260,343.

**ATTACHMENTS**

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None





**Town of Highland Park  
Town Council  
Tuesday, January 20, 2026**

**Item Coversheet**

**Take action on the minutes of the Town Council meeting held on  
January 6, 2026.**

**PRESENTED BY:** Joanna Mekeal, Town Secretary

**BACKGROUND:**

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Minutes of the Town Council meeting held on January 6, 2026.

**RECOMMENDATION**

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Staff recommends approval.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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2026-1-6 TC Minutes

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, JANUARY 6, 2026.

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

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

II. Council Member Alan Friedman 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. No comment was made.

IV. CONSENT AGENDA

On a motion made by Council Member Marc Myers, seconded by Council Member Lydia Novakov, the Town Council voted unanimously to approve Items A. through E. 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 on a Resolution to amend the Town's Statement of Financial Management Policies.*
- B. *Take action on an Amendment to the Code of Ordinances of the Town of Highland Park, Texas, by amending Articles 3.02, Building Code; 3.04, Plumbing Code; 3.05, Gas Code; 3.06, Mechanical Code; 3.07, Energy Conservation Code; 3.08, Residential Code; and 3.18, Swimming Pool and Spa Code; all for the purpose of adopting the 2024 editions of such International Codes and local amendments thereto; and by amending Article 3.03, Electricity, Division 2, Electrical Code for the purpose of adopting the 2023 Edition of the National Electric Code and local amendments thereto; and by amending Article 3.15, Permit Application Review Procedures and Vested Rights Determinations.*
- C. *Take action on a Resolution ratifying the Town Administrator's acceptance and distribution of public contributions in accordance with the Administrative Directives Manual.*
- D. *Take action on an Ordinance authorizing the sale of an approximately 3.281-acre tract of land to the City of Dallas for the Hampton Pump Station Project and authorizing the execution of all documents necessary to effectuate the sale.*
- E. *Take action on the minutes of the Town Council meeting held on December 2, 2025.*
- F. *Take action on the minutes of the Town Council study session held on December 2, 2025.*

## V. PUBLIC HEARING

*A. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lot 20A, Block 9, a replat of Lots 20 and 21, Block 9, 3rd Installment of Mount Vernon Addition, located at 3812 and 3816 Mockingbird Lane.* Jeff Armstrong, A.I.C.P, Director of Community Development, stated that the subject lots have remained in their current configuration since their original platting in 1913. The proposed replat would combine Lots 20 and 21 into a single lot totaling 20,087 square feet (0.461 acres). The property is zoned “D,” One-Family Residential, and the proposed combined lot meets the minimum lot size requirements for the D zoning district. The applicant has applied for and received a demolition permit for the building located at 3812 Mockingbird Lane. The applicant’s stated intent is to landscape and irrigate the former lot area to create an expanded yard for the residence at 3816 Mockingbird Lane. In response to a question from Council Member Marc Myers, Mr. Armstrong confirmed that builders are required to use water for dust control. Mayor Beecherl opened the public hearing and asked if anyone wished to speak. There were no public comments. Hearing none, Mayor Beecherl closed the public hearing. On a motion made by Council Member Lydia Novakov, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to approve a proposed replat creating Lot 20A, Block 9, a replat of Lots 20 and 21, Block 9, 3rd Installment of Mount Vernon Addition, located at 3812 and 3816 Mockingbird Lane.

*B. Conduct a public hearing, review, discuss, and take action on a proposed replat creating Lots 3R-1 and 3R-2, Block 179, a replat of Lot 3R, Block 179, Hackberry Creek Addition, located at 3606 St. John's Drive.* Jeff Armstrong, A.I.C.P, Director of Community Development, explained that the property was previously replatted in 2020 to create a combined lot totaling 33,343 square feet (0.765 acres). The proposed replat would subdivide the property into two lots: one measuring 15,003 square feet, which contains an existing residence, and a second measuring 18,389 square feet, which is currently vacant. The applicant’s stated intent is to sell the vacant lot for future residential development. The property is zoned “C,” One-Family Residential. Both proposed lots meet the minimum lot size and all applicable dimensional requirements of the C zoning district. Mayor Beecherl opened the public hearing and asked if anyone wished to speak. There were no public comments. Hearing none, Mayor Beecherl closed the public hearing. The Town Council questioned and discussed the driveway's placement on the property based on the photos presented. On a motion made by Council Member Lydia Novakov, seconded by Mayor Pro Tem Don Snell, the Town Council voted unanimously to conditionally approve the replat creating Lots 3R-1 and 3R-2, Block 179, a replat of Lot 3R, Block 179, Hackberry Creek Addition, located at 3606 St. John's Drive subject to confirming the accuracy of the survey and the plat as it relates to the driveway location and notations for access easements, as applicable.

VI. ADJOURNMENT

Mayor Beecherl adjourned the Town Council meeting at 8:18 a.m.

APPROVED on the 20<sup>th</sup> day of January 2026.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary



**Town of Highland Park  
Town Council  
Tuesday, January 20, 2026**

**Item Coversheet**

**Take action on the minutes of the Town Council study session held  
on January 6, 2026.**

**PRESENTED BY:** Joanna Mekeal, Town Secretary

**BACKGROUND:**

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Minutes of the Town Council study session held on January 6, 2026.

**RECOMMENDATION**

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Staff recommends approval.

**FINANCIAL IMPACT**

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This item has no financial impact.

**ATTACHMENTS**

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2026-01-06 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 8:26 A.M. ON TUESDAY, JANUARY 6, 2026.

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

- I. Mayor Will C. Beecherl called the meeting to order at 8:26 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. There was no request made.

- IV. 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 – the Town Council will convene in closed session for consultation with and to receive legal advice from the Town Attorney regarding pending or contemplated litigation or settlement offer or regarding 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 re: (i) DART withdrawal election; (ii) Brandon Simpson v. Town of Highland Park.*

Mayor Beecherl recessed the study session at 8:26 a.m. and convened a closed session at 8:27 a.m., pursuant to: (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, and (B) In accordance with the Texas Government Code, Chapter 551, Subchapter D, Section 551.071 – CONSULTATION WITH ATTORNEY – the Town Council will convene in closed session for consultation with and to receive legal advice from the Town Attorney regarding pending or contemplated litigation or settlement offer or regarding 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 re: (i) DART withdrawal election; (ii) Brandon Simpson v. Town of Highland Park.

Mayor Beecherl ended the closed session at 9:19 a.m. and reconvened the study session in open session at 9:19 a.m. No final action, decision, or vote was taken during the closed session.

V. 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. No motion was made.*

VI. ADJOURNMENT – Mayor Beecherl adjourned the Study Session at 9:20 a.m.

APPROVED on the 20<sup>th</sup> day of January 2026.

APPROVED:

Will C. Beecherl  
Mayor

ATTEST:

Joanna Mekeal  
Town Secretary



**Town of Highland Park  
Town Council  
Tuesday, January 20, 2026**

**Item Coversheet**

**Review, discuss, and take action to extend the construction time period for a new single-family residence at 3301 Beverly Drive from February 1, 2026, to February 1, 2027. An extension of 12 months.**

**PRESENTED BY:** Jeff Armstrong, Director of Community Development

**BACKGROUND:**

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Barry Buford of BufordHawthorne Builders, LP, the applicant, is requesting a 12-month permit extension to complete construction of a new house at 4301 Beverly Ave. The building permit was issued on February 2, 2024, and is currently set to expire on February 1, 2026. The applicant is requesting a 12-month extension to February 1, 2027. The home under construction will be 16,122 square feet of conditioned space plus an additional 3,276 square feet of roofed structures, totaling 19,398 square feet under roof. The home includes a basement.

The applicant has provided the following comments regarding the extension request: At our 3301 Beverly construction meeting with previous Town staff, our clients, and Christy Blumenfeld, we asked if we could get a year's more time because of the large basement that we were building, and they told us not to ask then but to wait until we got pretty far along. Our permit was issued on February 2, 2024.

We requested a meeting with the Town Council on September 5, 2025, by email exchange with Jeff Armstrong, and he said there was a new ordinance that was being worked on that might provide some relief on the permit time frame.

Basically, we have been asking for an extra year, for the large basement, since the beginning and were told not to bring it up until close to the end of the two-year timeline.

We have gotten along well with our neighbors and our manager, Scott Hatfield, is there full-time to watch the construction parking and to make sure we are being good neighbors.

Thank you.

Barry R. Buford  
President of BBHB GP, LLC  
General Partner for BufordHawthorne Builders LP

This request is similar to previous extension requests, in which applicants received direction from staff at the time not to submit their extension requests at the beginning of the project. In

previous extension requests, staff recommended, and Town Council approved, an alternative extension fee equal to one-half of the original building permit fee. In this case, the fee would be \$25,174.40.

To help manage potential construction-related impacts, Town staff has developed a Construction Management Plan that limits the project to 12 parking placards. There is also space on the lot for parking a few vehicles. Staff is recommending that the implementation of this plan be included as a condition of the extension, consistent with the approach taken with other extension requests over the last several months.

There is no record of citizen complaints related to this project.

**RECOMMENDATION**

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Staff recommends approval of an extension to allow an additional 12 months to complete the project, extending the permit to February 1, 2027.

**FINANCIAL IMPACT**

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Staff recommends the extension fee be one-half of the initial building permit fee. Based on that methodology, the extension fee for this request would be \$25,174.40.

**ATTACHMENTS**

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01-06-2026 Published schedule - 3301 Beverly - Kathleen & Noreen,  
Construction\_Parking\_Management\_Plan\_3301 Beverly Dr

3301 Beverly - Kathleen & Noreen

Field Update View	Gantt View	Calendar View	Task View	Baseline View
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To add, delete, or reorder tasks, [go to Gantt View](#)

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	<b>1</b>	<b>Project Management Tasks</b>	<b>12/1/2023 Fri</b>	<b>587</b>	<b>3/2/2026 Mon</b>			<b>52%</b>	
	2	Sign Contract	12/1/2023 Fri	1	12/1/2023 Fri			100%	
	3	Letters to Neighbors	12/4/2023 Mon	3	12/6/2023 Wed	2		100%	
	4	Acquire Permit	2/2/2024 Fri	6	2/9/2024 Fri			100%	
	5	Begin Builder's Risk Insurance	1/1/2024 Mon	1	1/1/2024 Mon			100%	
	<b>6</b>	<b>Milestones on Preparation &amp; Selection</b>	<b>1/12/2024 Fri</b>	<b>557</b>	<b>3/2/2026 Mon</b>			<b>46%</b>	
	7	Contracts For Foundation, Framing & Steel	1/23/2024 Tue	3	1/25/2024 Thu			100%	
	8	Final Design Changes	1/12/2024 Fri	1	1/12/2024 Fri			100%	
	9	Stone Selection Needed	5/1/2024 Wed	1	5/1/2024 Wed			100%	
	10	Coordinate Soil Retention At Alley	2/5/2024 Mon	1	2/5/2024 Mon			100%	
	<b>11</b>	<b>Window &amp; Door Selection</b>	<b>4/1/2024 Mon</b>	<b>16</b>	<b>4/22/2024 Mon</b>			<b>100%</b>	
	12	Selection & Contract	4/1/2024 Mon	1	4/1/2024 Mon			100%	
	13	Order Drawings	4/2/2024 Tue	5	4/8/2024 Mon	12		100%	
	14	Approve Drawings	4/9/2024 Tue	10	4/22/2024 Mon	13		100%	
	15	Sign off on Roofing Materials	2/5/2024 Mon	1	2/5/2024 Mon			100%	
	16	Issue Framing Lumber POs	4/1/2025 Tue	12	4/16/2025 Wed			100%	
	17	Order Plumbing Valves & Tubs / Toilet Roughs	3/31/2025 Mon	1	3/31/2025 Mon			100%	
	18	Sign Off on Fireplace Designs	4/30/2025 Wed	1	4/30/2025 Wed			100%	
	<b>19</b>	<b>Sign off on Mechanical System Design</b>	<b>2/19/2024 Mon</b>	<b>411</b>	<b>9/15/2025 Mon</b>			<b>50%</b>	
	20	Order Mechanical Drawings	2/19/2024 Mon	1	2/19/2024 Mon			100%	
	21	Discuss Architectural Grills & Order	9/15/2025 Mon	1	9/15/2025 Mon			0%	
	<b>22</b>	<b>Lighting Design &amp; Layout</b>	<b>8/12/2024 Mon</b>	<b>2</b>	<b>8/13/2024 Tue</b>			<b>100%</b>	
	23	Order Fixtures	8/12/2024 Mon	2	8/13/2024 Tue			100%	
	24	Order Masonry / Schedule Delivery	4/30/2025 Wed	1	4/30/2025 Wed			100%	
	25	Sign off on low voltage packages	4/17/2025 Thu	1	4/17/2025 Thu	16		100%	
	26	Sign Off on Interior Doors & Trim	9/10/2025 Wed	1	9/10/2025 Wed			0%	
	<b>27</b>	<b>Sign Off on Cabinet Package</b>	<b>9/8/2025 Mon</b>	<b>30</b>	<b>10/17/2025 Fri</b>			<b>3%</b>	
	28	Measure for Cabinets	9/8/2025 Mon	30	10/17/2025 Fri			0%	
	29	Begin Shop Drawings	9/15/2025 Mon	1	9/15/2025 Mon			100%	
	30	Sign off On Stair Designs	11/18/2025 Tue	1	11/18/2025 Tue			0%	
	31	Finalize Plan for all Undergrounds/Cable/Internet	11/18/2025 Tue	1	11/18/2025 Tue			0%	
	32	Insure Fire Sprinkler Plans are Permitted & Approved	11/24/2025 Mon	1	11/24/2025 Mon			0%	
	33	Coordinate Underground with Oncore	3/2/2026 Mon	1	3/2/2026 Mon			0%	
	34	Coordinate Culvert / Drive Approach with City	11/3/2025 Mon	1	11/3/2025 Mon			0%	
	35	Sign Off & Order Garage Doors	10/27/2025 Mon	1	10/27/2025 Mon			0%	

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	36	Sign Off on Insulation Package	8/12/2024 Mon	1	8/12/2024 Mon			100%	☒
	37	Sign Off On Sheetrock Finish	8/12/2024 Mon	1	8/12/2024 Mon			0%	☒
	38	Schedule Interior Doors and Trim for Delivery	5/5/2025 Mon	1	5/5/2025 Mon			0%	☒
	39	Schedule Cabinets For Delivery	5/5/2025 Mon	1	5/5/2025 Mon			0%	☒
	40	Sign Off On Exterior Paint Selection	3/19/2024 Tue	1	3/19/2024 Tue			100%	☒
	41	Sign Off On All Low Voltage Systems Decisions	8/12/2024 Mon	1	8/12/2024 Mon			100%	☒
	42	Order All Flooring / Tile	11/4/2024 Mon	1	11/4/2024 Mon			0%	☒
	43	Order All Appliances	11/4/2024 Mon	1	11/4/2024 Mon			0%	☒
	44	Sign Off on Countertop Selections	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	45	Sign Off on Paint Color Selections	8/5/2025 Tue	1	8/5/2025 Tue			0%	☒
	46	Sign Off on Door Hardware & Order	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	47	Sign Off on Electric Fixtures & Order	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	48	Sign Off on Final Plumbing Fixtures & Order	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	49	Sign Off On Paint Selections	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	50	Sign Off on Any Specialty Items Needed Prior to Finishes	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	51	Order All Door Hardware	6/2/2025 Mon	1	6/2/2025 Mon			0%	☒
	52	Order All Bath Hardware	6/2/2025 Mon	1	6/2/2025 Mon			0%	☒
	53	Order Any Specialty Items Required to Finish	1/13/2025 Mon	1	1/13/2025 Mon			0%	☒
	<b>54</b>	<b>Site Work</b>	<b>11/20/2023 Mon</b>	<b>516</b>	<b>11/10/2025 Mon</b>			<b>83%</b>	☒
	55	Take Pictures of Job Site	2/12/2024 Mon	1	2/12/2024 Mon			100%	☒
	56	Lot Survey / Stake Off	12/15/2023 Fri	1	12/15/2023 Fri			100%	☒
	57	Set Benchmark Elevations	12/15/2023 Fri	1	12/15/2023 Fri			100%	☒
	58	Temp Power	1/15/2024 Mon	1	1/15/2024 Mon			100%	☒
	59	Get T-pole inspected	7/15/2024 Mon	1	7/15/2024 Mon			100%	☒
	60	Receive Meter for T-pole	7/16/2024 Tue	7	7/24/2024 Wed	59		100%	☒
	61	Temp Water	11/20/2023 Mon	1	11/20/2023 Mon			100%	☒
	62	Install New Gas Service Lines	10/13/2025 Mon	2	10/14/2025 Tue			0%	☒
	63	Install Conduit for Electric Service	11/10/2025 Mon	1	11/10/2025 Mon			0%	☒
	64	Perimeter Security Fence	2/12/2024 Mon	1	2/12/2024 Mon	4		100%	☒
	65	Silt Fence	11/20/2023 Mon	1	11/20/2023 Mon			100%	☒
	66	Tree Removal	11/20/2023 Mon	1	11/20/2023 Mon			100%	☒
	67	Dumpster	2/3/2025 Mon	1	2/3/2025 Mon			0%	☒
	68	Toilet	2/5/2024 Mon	1	2/5/2024 Mon			100%	☒
	69	Security Cameras	11/20/2023 Mon	1	11/20/2023 Mon			100%	☒
	70	Site Signage	2/12/2024 Mon	1	2/12/2024 Mon	4		100%	☒
	71	Take 2-6 Trash Cans to Site	8/6/2024 Tue	1	8/6/2024 Tue			100%	☒
	<b>72</b>	<b>Foundation Coordination</b>	<b>2/2/2024 Fri</b>	<b>332</b>	<b>5/12/2025 Mon</b>			<b>100%</b>	☒
	<b>73</b>	<b>Pool &amp; Deck Construction</b>	<b>3/11/2024 Mon</b>	<b>111</b>	<b>8/12/2024 Mon</b>			<b>100%</b>	☒
	74	Excavation	7/1/2024 Mon	6	7/8/2024 Mon			100%	☒

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	75	Establish Pier Locations	3/11/2024 Mon	1	3/11/2024 Mon			100%	☒
	76	Drill Piers for Pool & Deck	3/29/2024 Fri	1	3/29/2024 Fri			100%	☒
	77	Form Setting	7/9/2024 Tue	7	7/17/2024 Wed	74		100%	☒
	78	Steel	7/18/2024 Thu	10	7/31/2024 Wed	77		100%	☒
	79	Plumbing	7/18/2024 Thu	5	7/24/2024 Wed	74 76 77		100%	☒
	80	Electrical	8/1/2024 Thu	3	8/5/2024 Mon	77 78 79		100%	☒
	81	Inspections	8/6/2024 Tue	3	8/8/2024 Thu	78 79 80		100%	☒
	82	Gunite	8/9/2024 Fri	2	8/12/2024 Mon	81		100%	☒
	<b>83</b>	<b>Basement</b>	<b>2/2/2024 Fri</b>	<b>332</b>	<b>5/12/2025 Mon</b>			<b>100%</b>	☒
	84	Determine Main House Water Shutoff Location	7/8/2024 Mon	5	7/12/2024 Fri			100%	☒
	85	Excavation	2/2/2024 Fri	161	9/13/2024 Fri			100%	☒
	86	Determine Fire Riser Location	7/16/2024 Tue	1	7/16/2024 Tue	84FS+1		100%	☒
	<b>87</b>	<b>Basement Beams</b>	<b>7/10/2024 Wed</b>	<b>39</b>	<b>9/2/2024 Mon</b>			<b>100%</b>	☒
	88	Coordinate with Framers/Steel	7/10/2024 Wed	1	7/10/2024 Wed			100%	☒
	89	Set Forms for Beams	8/6/2024 Tue	4	8/9/2024 Fri			100%	☒
	90	Set Steel in Beams	8/21/2024 Wed	4	8/26/2024 Mon			100%	☒
	91	Set Steel Embeds in Beams	8/27/2024 Tue	2	8/28/2024 Wed	90		100%	☒
	92	Inspections	8/27/2024 Tue	2	8/28/2024 Wed	90		100%	☒
	93	Concrete Testing	8/29/2024 Thu	1	8/29/2024 Thu			100%	☒
	94	Pour Concrete	8/29/2024 Thu	1	8/29/2024 Thu	92		100%	☒
	95	Wreck Forms	8/30/2024 Fri	2	9/2/2024 Mon	94		100%	☒
	<b>96</b>	<b>Basement Walls</b>	<b>9/3/2024 Tue</b>	<b>160</b>	<b>4/14/2025 Mon</b>			<b>100%</b>	☒
	97	Forms Set	9/3/2024 Tue	50	11/11/2024 Mon	95		100%	☒
	98	Form Board Survey	11/12/2024 Tue	2	11/13/2024 Wed	97		100%	☒
	99	Steel	12/17/2024 Tue	75	3/31/2025 Mon			100%	☒
	100	UFER Install	1/27/2025 Mon	4	1/30/2025 Thu			100%	☒
	101	Schedule Inspections	4/1/2025 Tue	1	4/1/2025 Tue	99 100		100%	☒
	102	Concrete Testing	11/28/2024 Thu	1	11/28/2024 Thu			100%	☒
	103	Pour Concrete	4/2/2025 Wed	2	4/3/2025 Thu	101		100%	☒
	104	Wreck Forms	4/4/2025 Fri	7	4/14/2025 Mon	103		100%	☒
	<b>105</b>	<b>Basement Floor</b>	<b>11/18/2024 Mon</b>	<b>18</b>	<b>12/11/2024 Wed</b>			<b>100%</b>	☒
	106	Set Crushed Rock	11/18/2024 Mon	5	11/22/2024 Fri			100%	☒
	107	Set Waterproofing	11/25/2024 Mon	5	11/29/2024 Fri	106		100%	☒
	108	Engineering Check	12/2/2024 Mon	2	12/3/2024 Tue	107		100%	☒
	109	Set MEP	12/4/2024 Wed	1	12/4/2024 Wed	108		100%	☒
	110	Set Rebar	12/5/2024 Thu	3	12/9/2024 Mon	109		100%	☒
	111	Schedule Inspections	12/10/2024 Tue	1	12/10/2024 Tue	110		100%	☒

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	112	Pour Concrete	12/11/2024 Wed	1	12/11/2024 Wed	111		100%	☒
	<b>113</b>	<b>Basement Walls Waterproofing</b>	<b>4/2/2024 Tue</b>	<b>290</b>	<b>5/12/2025 Mon</b>			<b>100%</b>	☒
	114	Install Drainage Mat	11/22/2024 Fri	30	1/2/2025 Thu			100%	☒
	115	Install French Drains if needed	1/3/2025 Fri	7	1/13/2025 Mon	114		100%	☒
	116	Install Crushed Rock	1/14/2025 Tue	60	4/7/2025 Mon	115		100%	☒
	117	Backfill	4/8/2025 Tue	5	4/14/2025 Mon	116		100%	☒
	118	Rough Grade	4/15/2025 Tue	2	4/16/2025 Wed	117		100%	☒
	<b>119</b>	<b>Garage &amp; Back Porch</b>	<b>4/2/2024 Tue</b>	<b>290</b>	<b>5/12/2025 Mon</b>			<b>100%</b>	☒
	120	Mark Piers	4/2/2024 Tue	1	4/2/2024 Tue			100%	☒
	121	Drill Piers	4/3/2024 Wed	1	4/3/2024 Wed	120		100%	☒
	122	Inspection	4/4/2024 Thu	1	4/4/2024 Thu			100%	☒
	123	Pour Piers	4/5/2024 Fri	1	4/5/2024 Fri	122		100%	☒
	124	Drill Geothermal Wells	4/23/2025 Wed	14	5/12/2025 Mon			100%	☒
	125	Set Forms	4/8/2024 Mon	10	4/19/2024 Fri			100%	☒
	126	Form Survey	4/22/2024 Mon	1	4/22/2024 Mon	125		100%	☒
	127	Set MEP	4/23/2024 Tue	3	4/25/2024 Thu	126		100%	☒
	128	Set Rebar	4/26/2024 Fri	6	5/3/2024 Fri	127		100%	☒
	129	Inspection	5/6/2024 Mon	1	5/6/2024 Mon	128		100%	☒
	130	Pour Concrete	5/7/2024 Tue	1	5/7/2024 Tue	129		100%	☒
	131	Wreck Forms	5/8/2024 Wed	3	5/10/2024 Fri	130		100%	☒
	132	Set I Beams	1/7/2025 Tue	55	3/24/2025 Mon			100%	☒
	133	Set Vulcraft	3/25/2025 Tue	3	3/27/2025 Thu	132		100%	☒
	134	Set MEP	3/28/2025 Fri	2	3/31/2025 Mon	133		100%	☒
	135	Set Rebar in Vulcraft	4/1/2025 Tue	2	4/2/2025 Wed	134		100%	☒
	136	Inspection	4/3/2025 Thu	1	4/3/2025 Thu	135		100%	☒
	137	Pour Concrete	4/4/2025 Fri	1	4/4/2025 Fri	136		100%	☒
	<b>138</b>	<b>Drainage and Waterproofing of Garage</b>	<b>1/20/2025 Mon</b>	<b>8</b>	<b>1/29/2025 Wed</b>			<b>100%</b>	☒
	139	Add Drainage at Garage	1/20/2025 Mon	6	1/27/2025 Mon			100%	☒
	140	Water Proofing	1/28/2025 Tue	2	1/29/2025 Wed	139		100%	☒
	<b>141</b>	<b>Basement Ceiling</b>	<b>3/25/2024 Mon</b>	<b>268</b>	<b>4/2/2025 Wed</b>			<b>100%</b>	☒
	142	Any HVAC / Electrical / Plumbing Coordinations	3/25/2024 Mon	2	3/26/2024 Tue			100%	☒
	143	Set Steel I-beam floor	3/17/2025 Mon	1	3/17/2025 Mon			100%	☒
	144	Set Vulcraft	3/18/2025 Tue	5	3/24/2025 Mon	143		100%	☒
	145	Set Rebar In Vulcraft Floor- Nelson studs	3/25/2025 Tue	3	3/27/2025 Thu	144		100%	☒
	146	Inspect Rebar	3/28/2025 Fri	3	4/1/2025 Tue	145		100%	☒
	147	Pour Concrete	4/2/2025 Wed	1	4/2/2025 Wed	146		100%	☒
	148	Termite Treatment	7/15/2026 Wed	1	7/15/2026 Wed			0%	☒
	<b>149</b>	<b>Framing</b>	<b>11/4/2024 Mon</b>	<b>260</b>	<b>10/31/2025 Fri</b>			<b>78%</b>	☒
	<b>150</b>	<b>Coordinate With Framing as Needed For the Following</b>	<b>1/6/2025 Mon</b>	<b>211</b>	<b>10/27/2025 Mon</b>			<b>100%</b>	☒

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	151	Steel	3/17/2025 Mon	1	3/17/2025 Mon			100%	☒
	152	Door & Window Rough Openings	5/12/2025 Mon	1	5/12/2025 Mon			100%	☒
	153	Lighting Layout	1/6/2025 Mon	1	1/6/2025 Mon			100%	☒
	154	Duct Installation & Floor Vents	9/8/2025 Mon	30	10/17/2025 Fri			100%	☒
	155	Water Heaters	10/27/2025 Mon	1	10/27/2025 Mon			100%	☒
	156	Speaker Locations	10/6/2025 Mon	1	10/6/2025 Mon			100%	☒
	157	Blocking Requirements	2/10/2025 Mon	1	2/10/2025 Mon			100%	☒
	158	Roofing/Flashings	2/6/2025 Thu	1	2/6/2025 Thu			100%	☒
	159	Toilet Roughs / 2nd Floor Drains	3/25/2025 Tue	1	3/25/2025 Tue			100%	☒
	160	Appliance & Cabinet Requirements	9/9/2025 Tue	1	9/9/2025 Tue			100%	☒
	161	Roof Penetrations	2/19/2025 Wed	1	2/19/2025 Wed			100%	☒
	162	Recessed Motorized Screens and Blinds	4/15/2025 Tue	1	4/15/2025 Tue	104		100%	☒
	163	Equipment Platforms if Needed	4/15/2025 Tue	1	4/15/2025 Tue	104		100%	☒
	164	Catwalks	3/7/2025 Fri	1	3/7/2025 Fri			100%	☒
	165	Attic & Floor Accesses	3/10/2025 Mon	1	3/10/2025 Mon			100%	☒
	166	Review / Coordinate All Floor Drops / Build ups	11/4/2024 Mon	1	11/4/2024 Mon			100%	☒
	167	Plumbing Rough & Inspection	10/6/2025 Mon	1	10/6/2025 Mon			100%	☒
	168	Frame 1st Floor Walls	4/15/2025 Tue	28	5/22/2025 Thu			100%	☒
	169	1st Floor Sheathing	5/16/2025 Fri	11	5/30/2025 Fri			100%	☒
	170	Set Trusses over 1st Floor Walls	6/9/2025 Mon	4	6/12/2025 Thu	169FS+5		100%	☒
	171	Frame Stairs (2)	6/13/2025 Fri	4	6/18/2025 Wed	170		100%	☒
	172	Frame 2nd Floor Walls	6/23/2025 Mon	11	7/7/2025 Mon			100%	☒
	173	2nd Floor Ceiling Joist	7/8/2025 Tue	3	7/10/2025 Thu	172		100%	☒
	174	2nd Floor Sheathing	7/28/2025 Mon	1	7/28/2025 Mon			100%	☒
	175	Set Rafters	7/29/2025 Tue	8	8/7/2025 Thu	174		100%	☒
	176	Deck Roof	8/8/2025 Fri	3	8/12/2025 Tue	175		100%	☒
	177	Dry-in Roof	8/14/2025 Thu	3	8/18/2025 Mon	176FS+1		100%	☒
	178	Block Fireplaces Above Roof Line	8/13/2025 Wed	3	8/15/2025 Fri	176		100%	☒
	179	Cornice	8/1/2025 Fri	20	8/28/2025 Thu			100%	☒
	180	Vapor Barrier	9/8/2025 Mon	40	10/31/2025 Fri			0%	☒
	181	Fireplaces	8/8/2025 Fri	10	8/21/2025 Thu	175		100%	☒
	182	Paint Facia & Soffits Prior to Roofing If Possible	8/29/2025 Fri	1	8/29/2025 Fri	179		100%	☒
	183	Roofing / Flashing / Gutter Prep	9/22/2025 Mon	35	11/7/2025 Fri			100%	☒
	184	Wall Ties For Masonry	11/3/2025 Mon	15	11/21/2025 Fri	180		0%	☒
	185	Fireblocking	8/19/2025 Tue	2	8/20/2025 Wed	177		100%	☒
	186	Wet Area Niches	8/21/2025 Thu	1	8/21/2025 Thu	185		100%	☒
	187	Specialty Arches / Details	8/19/2025 Tue	10	9/1/2025 Mon	177		100%	☒
	188	Exterior Door Installation	11/12/2025 Wed	7	11/20/2025 Thu			0%	☒
	189	Window Installation	7/7/2025 Mon	28	8/13/2025 Wed			100%	☒

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	190	Window Protection	9/29/2025 Mon	3	10/1/2025 Wed			0%	☒
	191	Steel Canopies	10/2/2025 Thu	5	10/8/2025 Wed	190		0%	☒
	<b>192</b>	<b>MEP Install / Low Voltage Prewire / Masonry</b>	<b>12/19/2024 Thu</b>	<b>469</b>	<b>10/6/2026 Tue</b>			<b>36%</b>	☒
	193	MEP Walkthroughs with Clients	8/14/2025 Thu	5	8/20/2025 Wed	189		100%	☒
	194	Can Lighting Installation	8/4/2025 Mon	30	9/12/2025 Fri			100%	☒
	195	Ventilation of Kitchen & Exhaust Fans	9/10/2025 Wed	5	9/16/2025 Tue			100%	☒
	196	Plumbing Top-Out	8/19/2025 Tue	40	10/13/2025 Mon	177		100%	☒
	197	HVAC Rough	8/19/2025 Tue	40	10/13/2025 Mon	177		100%	☒
	198	Sump Pump Install	12/19/2024 Thu	2	12/20/2024 Fri			100%	☒
	199	Electric Rough	9/15/2025 Mon	90	1/16/2026 Fri			0%	☒
	200	Coordinate Power Pull with Oncore ASAP	10/6/2026 Tue	1	10/6/2026 Tue			0%	☒
	201	Coordinate Electric with Low Voltage	1/19/2026 Mon	5	1/23/2026 Fri	199		0%	☒
	202	Coordinate Electric with Cabinet Package	10/1/2025 Wed	5	10/7/2025 Tue			100%	☒
	203	Coordinate Electric with Appliances	10/8/2025 Wed	1	10/8/2025 Wed	202		100%	☒
	204	Fire Sprinkler Install	1/5/2026 Mon	7	1/13/2026 Tue			0%	☒
	205	Low Voltage & Security	1/14/2026 Wed	5	1/20/2026 Tue	204		0%	☒
	206	Polyseal	1/26/2026 Mon	2	1/27/2026 Tue			0%	☒
	207	Type X Rock at Stairs	1/28/2026 Wed	2	1/29/2026 Thu			0%	☒
	208	Wet Walls Mesh & Concrete	2/2/2026 Mon	15	2/20/2026 Fri			0%	☒
	209	Building Inspections	1/30/2026 Fri	3	2/3/2026 Tue	207		0%	☒
	210	Brick Masonry Above Roofline	1/21/2026 Wed	12	2/5/2026 Thu	205		100%	☒
	211	Brick Masonry Entire House	2/6/2026 Fri	120	7/23/2026 Thu	210		0%	☒
	212	Finish Cornice / Soffits & Trim	5/20/2026 Wed	1	5/20/2026 Wed			100%	☒
	213	Finish Specialty Exterior Trims	5/21/2026 Thu	1	5/21/2026 Thu	212		0%	☒
	214	Mark Can Lighting, Etc. On The Floor	5/19/2025 Mon	1	5/19/2025 Mon			100%	☒
	<b>215</b>	<b>Insulation / Sheetrock</b>	<b>9/8/2025 Mon</b>	<b>178</b>	<b>5/13/2026 Wed</b>			<b>10%</b>	☒
	216	Stock Sheetrock	2/16/2026 Mon	2	2/17/2026 Tue			0%	☒
	217	Straighten Studs	2/2/2026 Mon	10	2/13/2026 Fri			0%	☒
	218	Insulation Install	2/18/2026 Wed	7	2/26/2026 Thu			0%	☒
	219	Install Any Noise & Wine Room Insulation Required	2/27/2026 Fri	1	2/27/2026 Fri	218		0%	☒
	220	3rd Party Insulation / Energy Inspection	3/2/2026 Mon	2	3/3/2026 Tue			0%	☒
	<b>221</b>	<b>Last Chance to Check Everything In Walls</b>	<b>9/8/2025 Mon</b>	<b>110</b>	<b>2/6/2026 Fri</b>			<b>70%</b>	☒
	222	Lighting Locations	9/24/2025 Wed	2	9/25/2025 Thu			100%	☒
	223	Plumbing Coordinated with Cabinet Package / Vanities	9/8/2025 Mon	1	9/8/2025 Mon			100%	☒
	224	Vent Location	9/15/2025 Mon	2	9/16/2025 Tue			100%	☒
	225	Low Voltage Locations	10/28/2025 Tue	2	10/29/2025 Wed			100%	☒
	226	Check Square & Plumb on Interior and Exterior Walls	2/4/2026 Wed	3	2/6/2026 Fri	209		0%	☒
	227	Plywood Walls as Required for Shear walls and Slab Walls	1/19/2026 Mon	1	1/19/2026 Mon	199		0%	☒

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	228	Prior to Texture Check Low Voltage / Lighting Plans for Cover-Up	4/2/2026 Thu	1	4/2/2026 Thu			0%	
	229	Coordinate Mud-In Light Fixtures	9/15/2025 Mon	5	9/19/2025 Fri	194		100%	
	230	Install Sheetrock	3/5/2026 Thu	20	4/1/2026 Wed			0%	
	231	Tape, Bed & Texture	4/2/2026 Thu	25	5/6/2026 Wed	230		0%	
	232	Paint Samples	5/7/2026 Thu	1	5/7/2026 Thu	231		0%	
	233	Tile Floors	4/2/2026 Thu	30	5/13/2026 Wed	230		0%	
	<b>234</b>	<b>Cabinets, Closets &amp; Trim</b>	<b>1/19/2026 Mon</b>	<b>200</b>	<b>10/23/2026 Fri</b>			<b>3%</b>	
	235	Install Cabinets	5/7/2026 Thu	120	10/21/2026 Wed	231		0%	
	236	Template for Countertops	10/22/2026 Thu	2	10/23/2026 Fri	235		0%	
	237	Receive Delivery of All Sinks / Appliances for Countertops Templates	9/21/2026 Mon	5	9/25/2026 Fri			100%	
	238	Install Interior Doors/Trim	5/7/2026 Thu	120	10/21/2026 Wed	231		0%	
	239	Install Stairs	5/7/2026 Thu	10	5/20/2026 Wed	231		0%	
	240	Temporary Electric Meter for HVAC	4/2/2026 Thu	3	4/6/2026 Mon	230		100%	
	241	HVAC Startup To Climatize House	1/19/2026 Mon	5	1/23/2026 Fri			0%	
	<b>242</b>	<b>Flooring &amp; Finishes</b>	<b>2/23/2026 Mon</b>	<b>226</b>	<b>1/4/2027 Mon</b>			<b>0%</b>	
	243	Install Countertops	7/8/2026 Wed	30	8/18/2026 Tue			0%	
	244	Protect Countertops & Sinks	8/19/2026 Wed	1	8/19/2026 Wed	243		0%	
	245	Paint & Stain	9/1/2026 Tue	65	11/30/2026 Mon			0%	
	246	Paint / Stain any HVAC Grills as Required	12/1/2026 Tue	1	12/1/2026 Tue	245		0%	
	247	Install Tile Walls	2/23/2026 Mon	60	5/15/2026 Fri	208		0%	
	248	Template for Shower Glass & Mirrors	5/18/2026 Mon	5	5/22/2026 Fri	247		0%	
	249	Order Shower Glass & Mirrors	12/1/2026 Tue	15	12/21/2026 Mon	245 248		0%	
	250	Install Door & Window Hardware	12/1/2026 Tue	10	12/14/2026 Mon	245		0%	
	251	Receive Appliance Delivery	12/15/2026 Tue	2	12/16/2026 Wed	250		0%	
	252	Receive Final Plumbing Fixture Delivery	12/15/2026 Tue	3	12/17/2026 Thu	250		0%	
	253	Install Light Fixture & Specialty Electrical Components (Transformers)	12/18/2026 Fri	5	12/24/2026 Thu	252		0%	
	254	Balance Windows	9/7/2026 Mon	5	9/11/2026 Fri			0%	
	<b>255</b>	<b>Install Front Door</b>	<b>1/4/2027 Mon</b>	<b>1</b>	<b>1/4/2027 Mon</b>			<b>0%</b>	
	256	Install Front Door	1/4/2027 Mon	1	1/4/2027 Mon			0%	
	<b>257</b>	<b>MEP Trimout / Low Voltage &amp; Security Trim / Start Up</b>	<b>12/18/2026 Fri</b>	<b>35</b>	<b>2/4/2027 Thu</b>			<b>0%</b>	
	258	Window Clean	1/6/2027 Wed	3	1/8/2027 Fri			0%	
	259	Plumbing Trim	12/21/2026 Mon	6	12/28/2026 Mon			0%	
	260	HVAC Final Trim Geothermal	12/18/2026 Fri	10	12/31/2026 Thu	252		0%	
	261	Electric Trim	12/18/2026 Fri	10	12/31/2026 Thu	252		0%	
	262	Low Voltage Trim Out	1/4/2027 Mon	10	1/15/2027 Fri			0%	
	263	Electrical Inspection	1/4/2027 Mon	3	1/6/2027 Wed			0%	
	264	Electric Meter	1/13/2027 Wed	5	1/19/2027 Tue	263FS+4		0%	
	265	Audio-Visual Programming	1/18/2027 Mon	10	1/29/2027 Fri	262		0%	

Done	ID	Task	Start	Work Days	Finish	Preds	Assignees	% Comp	
	266	Install Motorized Shades	1/1/2027 Fri	10	1/14/2027 Thu	261		0%	☒
	267	Verify All Weather-Stripping is in Place	1/11/2027 Mon	1	1/11/2027 Mon	258		0%	☒
	268	Start Blower Door Testing	1/12/2027 Tue	5	1/18/2027 Mon	256 267		0%	☒
	269	Put Together Owner Manuals & Warranty Books	1/11/2027 Mon	5	1/15/2027 Fri	258		0%	☒
	270	Install Gutters / Downspouts	1/11/2027 Mon	5	1/15/2027 Fri			0%	☒
	271	Install Fireplace Inserts	1/11/2027 Mon	2	1/12/2027 Tue	258		0%	☒
	272	Install Remaining Hardware	1/11/2027 Mon	4	1/14/2027 Thu	258		0%	☒
	273	Final Survey	1/11/2027 Mon	3	1/13/2027 Wed			0%	☒
	274	Install Appliances	1/11/2027 Mon	4	1/14/2027 Thu			0%	☒
	275	Install Mirrors	1/13/2027 Wed	5	1/19/2027 Tue			0%	☒
	276	Start Up All Systems & Test	1/20/2027 Wed	3	1/22/2027 Fri	264		0%	☒
	277	Final Clean	1/29/2027 Fri	5	2/4/2027 Thu			0%	☒
	278	Building Inspections	1/18/2027 Mon	5	1/22/2027 Fri			0%	☒
	279	Schedule Owner Walk Throughs & Training	1/13/2027 Wed	1	1/13/2027 Wed			0%	☒
	280	Develop Final Punch List and Review with Owner	1/18/2027 Mon	10	1/29/2027 Fri			0%	☒
	<b>281</b>	<b>Exterior</b>	<b>5/20/2024 Mon</b>	<b>688</b>	<b>1/6/2027 Wed</b>			<b>2%</b>	☒
	282	Coordinate All Drainage Requirements	5/20/2024 Mon	5	5/24/2024 Fri			100%	☒
	283	Tie in Gutters to Underground Drainage	10/26/2026 Mon	5	10/30/2026 Fri			0%	☒
	284	Coordinate All Flatwork Locations	8/3/2026 Mon	15	8/21/2026 Fri			0%	☒
	285	Plant Trees	9/14/2026 Mon	5	9/18/2026 Fri			0%	☒
	286	Coordinate Any Remaining Undergrounds	8/3/2026 Mon	6	8/10/2026 Mon			0%	☒
	287	Coordinate Any Electric Gate Requirements	11/9/2026 Mon	5	11/13/2026 Fri			0%	☒
	288	Coordinate Landscape Lighting	8/17/2026 Mon	10	8/28/2026 Fri	295		0%	☒
	289	Layout Flatwork for Owner Approval	8/24/2026 Mon	7	9/1/2026 Tue	284		0%	☒
	290	Confirm Culvert Requirements	9/2/2026 Wed	3	9/4/2026 Fri	289		0%	☒
	291	Confirm Finish of Concrete Flatwork	8/24/2026 Mon	3	8/26/2026 Wed	284		0%	☒
	292	Irrigation and Wiring Sleeves as Needed Under Flatwork	2/16/2026 Mon	1	2/16/2026 Mon			0%	☒
	293	Construct Concrete / Block Retaining Walls	2/16/2026 Mon	50	4/24/2026 Fri			0%	☒
	294	Install All Flatwork- Concrete & Stone	11/2/2026 Mon	40	12/25/2026 Fri			0%	☒
	295	Final Grade	8/10/2026 Mon	5	8/14/2026 Fri			0%	☒
	296	Irrigation	11/2/2026 Mon	10	11/13/2026 Fri			0%	☒
	297	Landscape Installation	11/16/2026 Mon	25	12/18/2026 Fri			0%	☒
	298	Install Any Decorative / Specialty Features (Firepits, Urns, Etc)	12/7/2026 Mon	3	12/9/2026 Wed			0%	☒
	299	Pool Plaster	1/4/2027 Mon	3	1/6/2027 Wed			0%	☒
	300	Move-In Week	2/8/2027 Mon	5	2/12/2027 Fri			0%	☒

# Construction Management Plan

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**Project Address:** 3301 Beverly Drive, Highland Park, TX 75205

**Permit #:** NEW-23-1572

**Effective Dates:** February 2, 2026, through February 1, 2027

## I. Purpose

This Construction Parking Management Plan (CPMP) outlines the parking and access requirements for the construction project at 3301 Beverly Dr. Due to the site's urban location and limited availability of on-street parking, the Town is implementing the following conditions to minimize impacts on neighbors, ensure emergency vehicle access, and maintain public safety.

## II. On-Street Parking Conditions

### 1. Placard Limit

A maximum of twelve (12) on-street parking placards will be issued by the Town for contractor use. These placards:

- Are valid for the duration of the building permit.
- Must be clearly displayed on all construction vehicles using on-street parking.
- Are non-transferable and may be revoked for violations.

### 2. Parking Location

Construction vehicles using a placard must park:

- Adjacent to and on the same side of the street as the construction site.
- In a manner that does not block driveways, fire hydrants, or travel lanes.

### 3. Alley Obstruction

Contractors and subcontractors are prohibited from blocking alley at all times without first obtaining permission from the Town Administrator or designee.

- Approval of alley obstruction will be limited to work associated with ingress/egress (driveways & flatwork) and utility taps and connections.

## III. Supplemental Conditions

### 4. Off-Street Parking Plan

The contractor must submit an off-street parking plan identifying:

- Locations for additional offsite contractor or subcontractor parking.
- Staging areas for deliveries.
- Any use of nearby lots or shuttle services.

### 5. Shuttle/Carpool Program

Contractors are encouraged to carpool or use a shuttle system between off-site parking locations and the job site to reduce on-street congestion.

#### 6. Loading & Staging Area Restrictions

- No construction vehicles may idle or stage in the public right-of-way.
- A designated loading area must be identified and approved as part of the construction management plan.
- Deliveries must be scheduled during non-peak hours when feasible.

#### 7. First Responder Access

A minimum 10-foot clear travel lane must be maintained at all times for emergency access. The site superintendent will ensure daily compliance.

#### 8. Working Hours Enforcement

Contractor vehicles may arrive no earlier than 7 am Monday through Saturday and must depart no later than 7 pm, per approved construction hours. Early arrival or late departure parking is prohibited.

#### 9. Neighbor Communication & Complaint Response

- The contractor must notify all adjacent properties of:
  - Project timeline
  - Parking restrictions
  - A 24-hour complaint contact number
- The site superintendent must respond to parking or access concerns within 24 hours.

#### 10. Town Inspections & Enforcement

- The Town reserves the right to conduct unannounced compliance checks.
- Violations may result in fines, suspension of placards, or revocation of the building permit.

### **IV. Acknowledgment**

I acknowledge and agree to comply with all terms of this Construction Parking Management Plan and understand that violations may result in enforcement action by the Town.

Contractor/Superintendent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **Attachments:**

- Off-Street Parking Plan (to be submitted by contractor)