



**TOWN OF TROPHY CLUB TOWN COUNCIL**

**WORK SESSION AND REGULAR MEETING AGENDA**

June 8, 2026

6:00 PM

Council Chambers  
1 Trophy Wood Drive  
Trophy Club, Texas 76262

**CALL WORK SESSION TO ORDER AND ANNOUNCE A QUORUM**

**WORK SESSION ITEM**

1. Discussion on the creation of a future resolution to display the National Motto "In God We Trust" at Town facilities and/or on Town property. (Council Members Sean Nelson & Garry Ash)

**ADJOURN WORK SESSION**

**CALL REGULAR MEETING TO ORDER (immediately following Work Session or 7:00 p.m., whichever is later)**

**INVOCATION led by Pastor Joel Quilé, Bara Church**

**PLEDGES led by Council Member**

*Pledge of Allegiance to the American Flag*

*Pledge of Allegiance to the Texas Flag*

**PUBLIC COMMENT(S)**

*This is an opportunity for citizens to address the Council on any matter pursuant to Texas Government Code 551.007. The Council is not permitted to discuss or take action on any presentations made concerning matters that are not listed on the agenda. Presentations are limited to matters over which the Council has authority. Speakers have up to three (3) minutes or the time limit determined by the Presiding Officer. Each speaker is requested to complete the Speaker's Form prior to speaking or may email [mayorandcouncil@trophyclub.org](mailto:mayorandcouncil@trophyclub.org)*

**COMMUNITY SPOTLIGHT**

2. Proclamation - Parks and Recreation Month
3. Presentation of Trophy Club's Texas Town of Patriotism Resolution
4. Trophy Club Stars and Stripes
5. Working for You... Trophy Club

- a) Update from Town Council Members
- b) Update from Town Manager (Brandon Wright, Town Manager)
- c) Quick Civic Tip (Dean Roggia, Town Attorney)

**CONSENT AGENDA**

*This part of the agenda consists of non-controversial, or "housekeeping" items required by law. Items may be removed from Consent by any council member by making such request prior to a motion and vote.*

- 6. Consider approval of the May 26, 2026, Town Council regular meeting minutes. (Tammy Dixon, Town Secretary)
- 7. Consider authorizing the Town Manager to negotiate and execute a professional auditing services agreement with BrooksWatson for a three-year term, with the option to renew for two additional one-year terms, at an amount not to exceed \$284,900. (April Duvall, Director of Finance).
- 8. Consider a resolution approving an interlocal cooperation agreement between Denton County, Texas, and the Town of Trophy Club, Texas, for funding and construction of the Bobcat Traffic Improvement Project. (Brandon Wright, Town Manager)
- 9. Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Delta Fire & Safety for personal protective equipment in the amount of \$36,221. (Jason Wise, Fire Chief)

**INDIVIDUAL ITEMS**

- 10. Consider an ordinance of the Town of Trophy Club amending Articles 3.10, Apartment Complex Licensing, and 3.11, Single-Family Residence Licensing, of Chapter 3, Building Regulations, by updating provisions governing the regulation, inspection, and permitting of rentals for single-family and multi-family dwellings. (Tamara Smith, Assistant Town Manager)
- 11. Consider an ordinance amending the FY 2026 Budget to authorize a one-time transfer from the General Fund balance to the Capital Replacement Fund for planned capital expenditures through FY 2026–2030, in accordance with the Capital Replacement Fund Plan and Financial Reserves Policy. (April Duvall, Director of Finance)
- 12. Consider a resolution approving and adopting Trophy Club's "Texas Town of Patriotism" sub-logo. (Jill Lind, Director of Communications & Marketing)
- 13. Consider designating three council members to serve on the Appointments Committee. (Brandon Wright, Town Manager)
- 14. Consider designating three council members to serve on the Budget Oversight Committee. (Brandon Wright, Town Manager)
- 15. Consider designating up to three council members to serve on the Municipal Utility District No. 1 Coordination Committee. (Brandon Wright, Town Manager)

**EXECUTIVE SESSION**

*Pursuant to the following designated sections of the Texas Government Code, Annotated, Chapter 551 (Texas Open Meetings Act), the Town Council will recess into executive session to discuss the following:*

16. Section 551.072: Deliberate the purchase, exchange, lease, or value of real property generally located at or near Trophy Club Drive, in the Town of Trophy Club, Texas.

## **RECONVENE INTO REGULAR SESSION**

17. Action as a result of Executive Session.

## **ADJOURN**

The Town Council may convene into executive session to discuss posted items as allowed by Texas Government Code Sections 551.071 through 551.076 and Section 551.087.

I do hereby certify that the notice of meeting was posted on the bulletin board at the Town Hall for the Town of Trophy Club, Texas, in a place convenient and readily accessible to the general public at all times on the following date and time: June 2, 2026, at 3:00 p.m. and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551.

### **Tammy Dixon, Town Secretary**

- *In accordance with section 551.127 of the Texas Government Code (Open Meeting Act) this meeting will be an in-person meeting with either a member of Town Council, staff, or consultant, participating by video conference. The public meeting location will be Trophy Club Town Hall, 1 Trophy Wood Drive, Texas. The Mayor, as presiding officer of Town Council, and a quorum of the Town Council will be physically present at this location. The location where the Mayor is physically present shall be open to the public during the open portions of the meeting.*
- *BUDGET STATEMENT: Pursuant to Section 551.043, Government Code, the following taxpayer impact statement must be on the Town Council meeting agenda at which the Town Council will discuss or adopt a budget for the Town of Trophy Club: For an average-valued homestead property (\$714,324.00), the Town's portion of the property tax bill in dollars for the current fiscal year (FY2025) is \$2,967.79, the Town's portion of the property tax bill for the upcoming fiscal year (FY2026) for the same property if the proposed budget is adopted is estimated to be \$2,949.19, and the Town's portion of the property tax bill in dollars for the upcoming fiscal year (FY2026) for the same property if a budget funded at the no-new-revenue rate under Chapter 26, Tax Code, is adopted is estimated to be \$2,809.82.*
- *If you plan to attend this public meeting and have a disability that requires special needs, please contact the Town Secretary's Office at 6822372900, 48 hours in advance, and reasonable accommodations will be made to assist you.*



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Sean Nelson, Council Member Place 1

**AGENDA ITEM:** Discussion on the creation of a future resolution to display the National Motto "In God We Trust" at Town facilities and/or on Town property. (Council Members Sean Nelson & Garry Ash)

---

### **BACKGROUND/SUMMARY:**

Council Members Sean Nelson and Garry Ash requested that the Town Council discuss the potential adoption of a resolution recognizing and authorizing the display of the official National Motto of the United States, "In God We Trust," within Town facilities.

The phrase "In God We Trust" was adopted by Congress as the official National Motto of the United States in 1956. The motto has appeared on United States currency since the nineteenth century and continues to be used throughout federal, state, and local government settings.

Displays of the National Motto are common in governmental facilities across the country, including within the United States Capitol, state capitols, courthouses, schools, and municipal buildings. The motto is also displayed on numerous governmental vehicles and public facilities throughout Texas and the nation.

Texas law recognizes the National Motto through Section 1.004 of the Texas Education Code, which requires public schools and institutions of higher education to display a donated poster or framed copy of the National Motto that meets statutory requirements. While this statute applies specifically to educational institutions and does not apply to municipalities, it reflects the State's recognition of the National Motto as an appropriate civic display within public facilities. A resolution would authorize the display of the National Motto in designated Town facilities.

The National Motto is displayed in numerous governmental settings throughout the United States. At the federal level, "In God We Trust" is displayed in prominent locations within the United States Capitol, including above the Speaker's dais in the U.S. House of Representatives and within the U.S. Senate Chamber. At the state level, the motto is displayed in various state capitols and governmental facilities, including within the Texas State Capitol. Many states have incorporated the National Motto into official state symbols, public facilities, and governmental programs. As the "Texas Town of Patriotism," Trophy Club has a longstanding tradition of recognizing and celebrating the nation's history, service members, veterans, and civic ideals through events and programs such as Memorial Day observances, Fourth of July activities, Veterans Day celebrations, Wreaths Across America, and other patriotic initiatives. The display

of the National Motto would be consistent with these longstanding civic traditions and with the Town's commitment to honoring American heritage and patriotism.

**BOARD REVIEW/CITIZEN FEEDBACK: N/A**

**FISCAL IMPACT:** Council Members Nelson and Ash have indicated that their intent is to assist in raising funds for this initiative through private donations. If private funds are raised/donated for signage related to displaying "In God We Trust" at Town facilities, no funding beyond dedicated staff time would be necessary.

**LEGAL REVIEW:** Federal and state courts have generally upheld governmental displays of the National Motto, recognizing its longstanding historical and civic use. In addition, the Texas Attorney General has previously opined that the display of the National Motto on certain governmental property would most likely not violate constitutional provisions relating to the establishment of religion. Further, the United States Court of Appeals for the Fifth Circuit recently ruled (on April 21, 2026) that Texas S.B. 10 (Display of Ten Commandments), which is codified directly below Texas Education Code Sec. 1.004 (Display of National Motto) did not violate the Establishment Clause.

**ACTIONS/OPTIONS:**

This agenda item is being presented for discussion and feedback purposes only. No action will be taken by the Town Council during the workshop.



Office of the Mayor  
**Proclamation**

- WHEREAS,** parks and recreation is an integral part of communities throughout this country, including the Town of Trophy Club, Texas; and
- WHEREAS,** parks and recreation promotes health and wellness, improving the physical and mental health of people who live near parks; and
- WHEREAS,** parks and recreation promotes time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimers; and
- WHEREAS,** parks and recreation encourages physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and
- WHEREAS,** park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and
- WHEREAS,** parks and recreation increases a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and
- WHEREAS,** our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and
- WHEREAS,** the U.S. House of Representatives has designated July as Parks and Recreation Month; and
- WHEREAS,** the Town of Trophy Club, Texas, recognizes the benefits derived from parks and recreation resources

**NOW, THEREFORE,** I, Jeannette Tiffany, Mayor of the Town of Trophy Club, and on behalf of the Trophy Club Town Council, do hereby proclaim the month of July 2026 as:

**“Parks and Recreation Month”**

in the Town of Trophy Club, Texas, and encourage all residents to recognize and support the efforts of our local parks and recreation professionals and to enjoy the many benefits that parks and recreation bring to our community.

**PROCLAIMED AND SIGNED** on this the 8<sup>th</sup> day of June 2026.

---




**Jeannette Tiffany, MAYOR**

# JULY 2026

# THE POWER OF PARKS AND RECREATION



## NATIONAL PARKS & RECREATION MONTH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Learn more about <b>National Parks &amp; Recreation Month</b> in Trophy Club by visiting <a href="http://WWW.TROPHYCLUB.ORG/JULY">WWW.TROPHYCLUB.ORG/JULY</a>			1	2	3	4 <b>4TH OF JULY</b> All Day Independence Park East
5 <b>WALK THE TRAILS AT TCP</b> 	6	7	8	9 <b>MAKE A SPLASH AT THE POOL</b> 	10	11 <b>FAMILY DAY OUT</b> 10 AM - 1 PM Harmony Park 
12	13	14	15 <b>COFFEE IN THE PARK</b> 7 AM - 9 AM Harmony Park 	16	17	18
19 <b>FREE ICE CREAM DAY</b> All Day Community Pool 	20	21 <b>PLAY AT INDY PARK WEST</b> 	22	23	24 <b>DIVE-IN MOVIE</b> 7:30 PM Community Pool 	25 <b>BACKYARD PAINTING</b> 10 AM - 12 PM Trophy Club Park 
26	27	28	29 <b>TREATS &amp; TAILS</b> 5 PM - 7 PM Freedom Dog Park 	30	31	

### FAMILY DAY OUT | JULY 11

10 AM - 1 PM @ Harmony Park  
Join us at Harmony Park for an afternoon of fun, games, and free frozen treats. Bring the whole family for a great time!

### COFFEE IN THE PARK | JULY 15

7 AM - 9 AM @ Harmony Park  
Start your morning off right with a cup of coffee on us!

### FREE ICE CREAM DAY | JULY 19

All Day @ Community Pool  
Celebrate National Ice Cream Day the right way at the Community Pool! Cool off and enjoy a frozen treat on us, while supplies last.

### DIVE-IN MOVIE | JULY 24

Starts At 7:30 PM @ Community Pool  
Grab your towel and join us pool-side for a showing of *Luca* at the pool!

### BACKYARD PAINTING | JULY 25

10 AM - 12 PM @ Trophy Club Park  
Brings the kiddos and get creative painting rocks & birdhouses at Trophy Club Park!

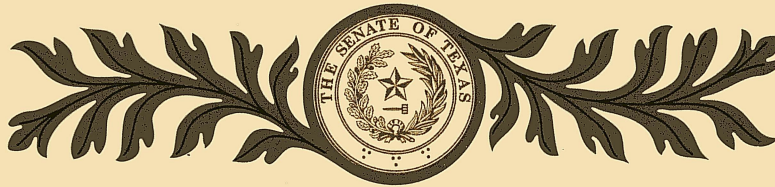
### TREATS & TAILS | JULY 29

5 PM - 7 PM @ Freedom Dog Park  
Bring your furry friend to the dog park and get a delicious treat for both them and you!

**Trophy Club Park (TCP)** - 2885 Trophy Park Dr.  
**Freedom Dog Park** - 2675 Trophy Park Dr.  
**Community Pool** - 500 Parkview Drive

**Harmony Park** - 699 Indian Creek Dr  
**Independence Park** - 501 Parkview Drive





# The Senate of The State of Texas

## SENATE CONCURRENT RESOLUTION NO. 18

**WHEREAS**, The Town of Trophy Club has demonstrated an exceptional commitment to fostering patriotism among its citizenry; and

**WHEREAS**, In 1985, the year of its incorporation, Trophy Club raised the American flag at the intersection of State Highway 114 and Trophy Club Drive; this location at the entrance to the town had hosted Independence Day celebrations carried out by local families since the early 1970s; today, the flag continues to fly at the site, a proud symbol of the town residents' love of country; Old Glory is also displayed daily at seven other civic spaces thanks to the efforts of the Trophy Club Fire Department, and every Fourth of July, the Stars & Stripes Committee places flags along every street in town; and

**WHEREAS**, Trophy Club originated as a small, golf-centric retreat that quickly became home to numerous Dallas-area executives and retirees; over the years, the master-planned town has grown into a lively residential community with more than 14,000 residents; the population is deeply engaged in community-oriented activities, including school functions, church services, and the meetings of town advisory groups, clubs, and other organizations; local events such as the Medal of Honor Motorcade Celebration, Patriot Day Ceremony, and Memorial Day Ceremony are designed to bring people together, strengthen bonds, and encourage a spirit of service among citizens of all ages; and

**WHEREAS**, In 2014, Trophy Club adopted a logo that reflects the town's deep sense of patriotism, and its red, white, and blue design features a star as a key element; the town has given its public spaces such names as Independence Park, Freedom Dog Park, and Harmony Park, signaling a love of liberty and unity and a respect for those who have served in the nation's military; Veteran's Memorial Park, located on land donated by the town, was established by the Trophy Club Women's Club and is maintained by the town in association with the Metroport Veterans Association; other patriotic civic groups include the Honor Our Wounded Military Foundation and Trophy Club Rotary; and

**WHEREAS**, Since its inception, the Town of Trophy Club has set an inspiring example by making patriotism a centerpiece of community life and civic engagement, and its efforts deserve to be duly recognized; now, therefore, be it

**RESOLVED**, That the 89th Legislature of the State of Texas hereby designate the Town of Trophy Club as the official Texas Town of Patriotism; and, be it further

**RESOLVED**, That, in accordance with the provisions of Section 391.003(e), Government Code, this designation remain in effect until the 10th anniversary of the date this Resolution is finally passed by the legislature.

Parker

*Greg Abbott*  
Governor of Texas

*Dan Patrick*  
President of the Senate

*Joseph Bynum*  
Speaker of the House



I hereby certify that  
S.C.R. No. 18 was adopted by  
the Senate on April 24, 2025,  
by the following  
vote: Yeas 31, Nays 0. \_\_\_\_\_

*Satsy Spaw*  
Secretary of the Senate

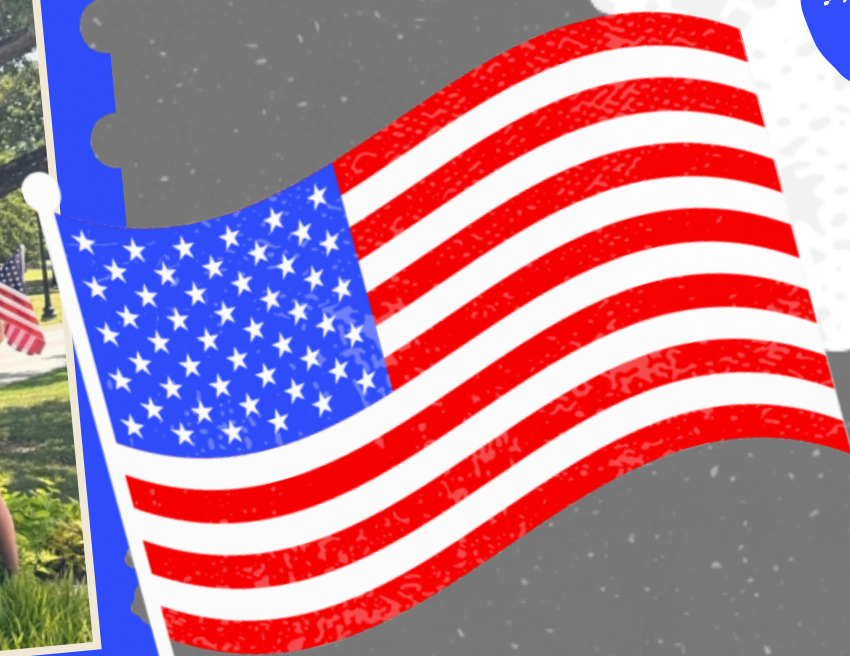
I hereby certify that  
S.C.R. No. 18 was adopted by  
the House on May 28, 2025, by  
the following  
vote: Yeas 110, Nays 13,  
seven present not voting. \_\_\_\_\_

*Stephen Beem*  
Chief Clerk of the House



# STARS & STRIPES

a community tradition

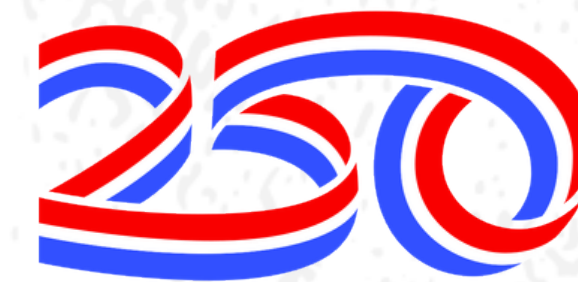


AMERICA



# How it started

AMERICA



Flag Planting began in 2012 by Michelle Reed, Jeanette Tiffany, and a generous donation from Dr. Matthews to purchase flags. Planting and harvesting began with 15 captains and their team of volunteers putting 11,000 flags along the primary streets through town. Each year, more neighborhoods and streets would be added; and more volunteers were eager to step up. We have since expanded into additional cities and towns. This year will have over 40,000 flags, planted by approximately 175 volunteers in Trophy Club, Westlake and Roanoke. This year is going to be worthy of a 250th celebration.



# The Dates

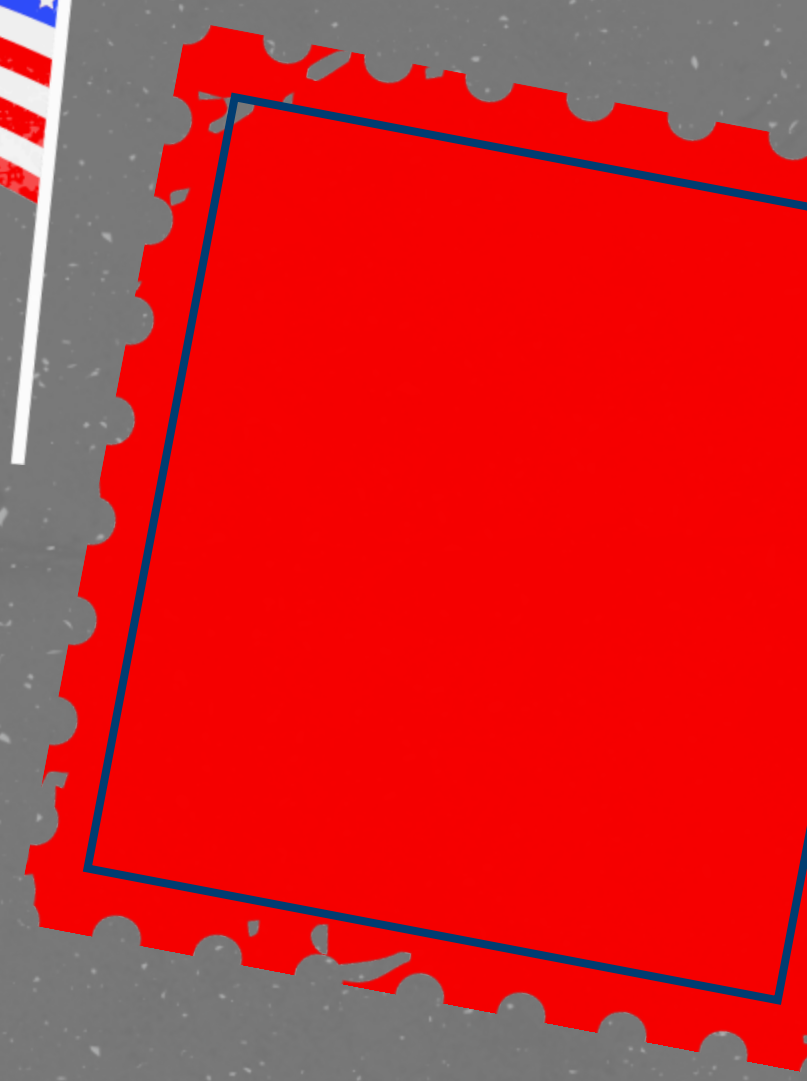
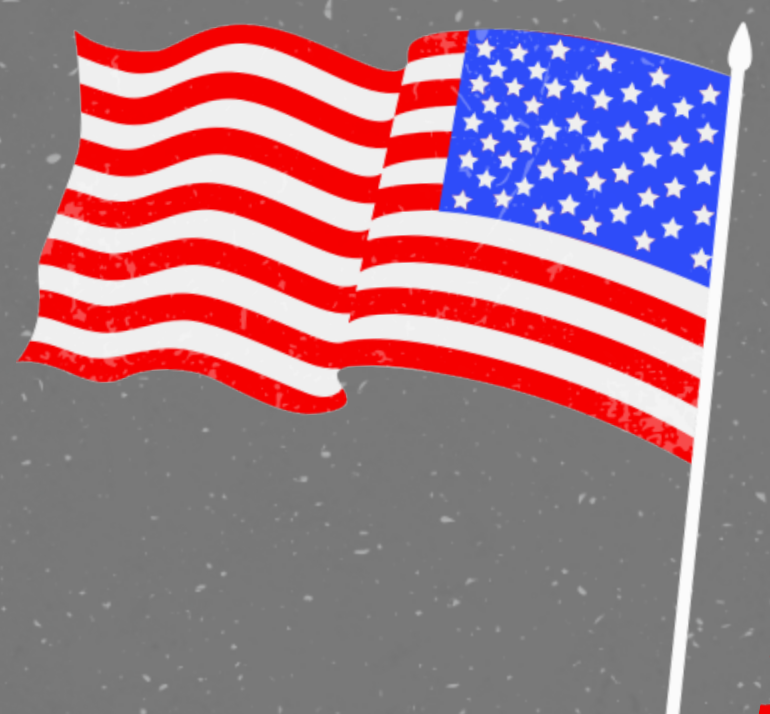
- July 1st: distribute flags to volunteers
  - details to be shared soon as we are working on a fun plan!
- July 2nd: Planting Day!
  - no specific time. the volunteer may plant at any time that works for them.
- July 5th: Harvest Day!
  - make sure flags are dry and only bundle good flags. damaged flags are to be retired.
- July 15th: Return Day!
  - main route flags to be returned to Town Hall. Highlands HOA flags to be returned to Jenny Fox or designated location.



# The Process

- **Flags should be planted 15 feet apart, 2 feet from the curb. NOTE: Flags planted in the Highlands and Canterbury Hills HOAs should be planted along the sidewalk (on the street side) to avoid puncturing sprinkler lines.**
- **Prep a hole for the flag stick with “the tool” or a drill.**
- **Make sure flags are upright. If you see a flag that is blown over or broken, please replace it or notify TCS&S.**
- **Tag Trophy Club Stars & Stripes on facebook with any photos you take.**





Thank you!



AMERICA  
250™



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Tammy Dixon, Town Secretary

**AGENDA ITEM:** Consider approval of the May 26, 2026, Town Council regular meeting minutes. (Tammy Dixon, Town Secretary)

---

**BACKGROUND/SUMMARY:** The Town Council held a meeting on May 26, 2026.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** There is no financial impact associated with this agenda item.

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. 05.26.2026 TC Meeting Minutes

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to approve the May 26, 2026 Town Council regular meeting minutes.

Town of Trophy Club  
Town Council Regular Meeting  
Meeting Minutes – May 26, 2026, 7:00 p.m.  
1 Trophy Wood Drive, Trophy Club, Texas 76262

**CALL TO ORDER**

Mayor Tiffany called the regular meeting to order at 7:00 p.m.

**COUNCIL MEMBERS PRESENT**

Jeannette Tiffany, Mayor  
Sean Nelson, Council Member Place 1  
Dennis Sheridan, Council Member Place 3  
Garry Ash, Council Member Place 5  
Steve Flynn, Council Member Place 6

**COUNCIL MEMBERS ABSENT**

Rhylan Rowe, Mayor Pro Tem  
T. Clark Simmons, Council Member Place 2

**STAFF MEMBERS PRESENT**

Brandon Wright, Town Manager  
Tammy Dixon, Town Secretary  
Annabelle Ackling, Town Attorney's Office  
Tamara Smith, Assistant Town Manager  
April Duvall, Director of Finance  
Chase Ellis, Director of Parks and Recreation  
Jason Wise, Fire Chief  
Matt Cox, Director of Community Development  
Patrick Arata, Chief of Police

**INVOCATION**

Rev. Bill Eason, Fellowship United Methodist Church, led the invocation.

**PLEDGES**

Council Member Sheridan led the Pledge of Allegiance to the American and Texas Flags.

**PUBLIC COMMENTS**

Written comment was submitted by Patricia Keefer, regarding street contracts.

Donna Kawasaki, 9 Edgemere Drive, provided comments requesting Town assistance in reclaiming her lost money.

**COMMUNITY SPOTLIGHT**

## 1. EMS Week, Dr. Rob Hancock, Medical Director

EMS week, May 17<sup>th</sup> – 23<sup>rd</sup>, is an annual national observance dedicated to honoring the contributions of EMS professionals, with Chief Wise and Dr. Hancock speaking about their work and the importance of collaboration and promoting public awareness of EMS services.

## 2. Annual update presentation by Community Waste Disposal (CWD). (Wanda Smith, CWD Municipal Coordinator)

Jason Roemer and Wanda Smith of CWD provided an update of CWD services and community programs.

## 3. Working for You... Trophy Club

## a) Update from Town Council Members

Council Member Ash spoke about the Northeast Fire Department Association (NEFDA) partnership.

Council Members recognized the success of the Memorial Day service, describing it as moving, humbling, and one of the best yet, and expressed appreciation to everyone involved in making the event possible.

Mayor Tiffany reminded residents to complete the Town's mental health survey available on the Town's website before it closes at the end of the month. She also encouraged the community to participate in the upcoming flags campaign through the Trophy Club Stars and Stripes program.

## b) Update from Town Manager (Brandon Wright, Town Manager)

Town Manager Wright provided an update on upcoming community events, projects and meetings:

- June 12, Movie in the Park, Harmony Park. Activities begin at 8:00 p.m., including a capuchin monkey meet-and-greet with photo opportunities. Movie screening of Jumanji (1995) begins at 8:45 p.m. Admission is free; food and treats will be available for purchase from 1956 Pizza, Zookies Cookies, and the concession stand.
- Boards and Commissions applications open June 1<sup>st</sup>, applicants must be United States citizens, registered voters, and a Trophy Club resident for at least six months. Information available on the Town's website.
- Announced that the Town Secretary's Office received the 2026 Texas Municipal Clerks Association Achievement of Excellence Award, marking the second

consecutive award received by the Town. Trophy Club was one of only 42 municipalities statewide to earn the distinction

- Upcoming Board and Commission Meetings:
  - May 27, Trophy Club Council for Arts and Culture meeting, 6:00 p.m.
  - June 2, Crime Control & Prevention District meeting, 6:00 p.m.
  - June 4, Planning and Zoning meeting, 6:00 p.m.
  - June 15, Parks and Recreation Board meeting, 6:00 p.m.
- June 15, Breakfast with Tiffany at the Tom Thumb Starbucks, 9:00 a.m.

c) Quick Civic Tip (Dean Roggia, Town Attorney)

Civic Tip was not provided.

**CONSENT AGENDA**

4. Consider approval of the May 13, 2026, Town Council regular meeting minutes. (Tammy Dixon, Town Secretary)
5. Consider authorizing the Town Manager to negotiate and execute a contract with Pavecon, Ltd. for concrete and joint sealing repairs along the intersection of Trophy Club Drive and Carnoustie Drive, for an amount not to exceed \$50,222.64. (Matt Cox, Director of Community Development)

Council Member Flynn moved to approve the Consent Agenda. Council Member Nelson seconded the motion.

**VOTE ON MOTION**

**AYES:** Nelson, Tiffany, Sheridan, Ash, Flynn  
**NAYES:** None  
**ABSENT:** Simmons, Rowe  
**VOTE:** 5-0-2

**INDIVIDUAL ITEMS**

6. Consider authorizing the Town Manager to negotiate and execute a construction contract with McMahon Contracting, LP for an amount not to exceed \$3,287,810.72 for the Bobcat Traffic Improvement Project. (Matt Cox, Director of Community Development)

Matt Cox, Director of Community Development, and Philip Varughese, with Teague, Nall, and Perkins, presented the item.

Council Member Sheridan moved to authorize the Town Manager to negotiate and execute a construction contract with McMahon Contracting, LP for an amount not to exceed \$3,287,810.72 for the Bobcat Traffic Improvement Project. Council Member Flynn seconded the motion.

**VOTE ON MOTION**

**AYES:** Nelson, Tiffany, Sheridan, Ash, Flynn

**NAYES:** None

**ABSENT:** Simmons, Rowe

**VOTE:** 5-0-2

**ADJOURNMENT**

Mayor Tiffany adjourned the regular meeting at 8:04 p.m.

\_\_\_\_\_  
Jeannette Tiffany, Mayor

Attest:

\_\_\_\_\_  
Tammy Dixon, Town Secretary



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** April Duvall, Director of Finance

**AGENDA ITEM:** Consider authorizing the Town Manager to negotiate and execute a professional auditing services agreement with BrooksWatson for a three-year term, with the option to renew for two additional one-year terms, at an amount not to exceed \$284,900. (April Duvall, Director of Finance).

---

### **BACKGROUND/SUMMARY:**

The Town of Trophy Club, with assistance from Valley View Consulting, conducted a competitive Request for Proposals (RFP) process to select an independent audit firm for a three-year term, with the option to renew for two additional one-year terms. Eight qualified firms submitted proposals.

The selected audit firm will perform the Town's annual financial statement audit services beginning with the FY 2026 audit. The Town has utilized the services of Forvis/Mazars, LLP (formerly BKD, LLP) for the past five years, and in accordance with the Town Charter requirement and best practices, these services are competitively procured every five years.

Proposals were evaluated by Valley View Consulting and Town management based on:

- Experience and qualifications of the audit team;
- Understanding of the Town's audit requirements and proposed approach;
- Commitment to governmental accounting and auditing practices;
- Ability to communicate about regulatory changes and provide guidance; and
- Overall cost.

All firms demonstrated the capability to perform the Town's audit services; however, notable differences existed in staffing, governmental audit experience, proposed hours, technology utilization, and pricing. The five-year proposed costs ranged from approximately \$284,900 to \$580,900, excluding Single Audit services. BrooksWatson submitted the lowest total cost proposal at \$284,900 and proposed 341 audit hours annually.

After reviewing all proposals, staff and Valley View Consulting determined that BrooksWatson & Co., PLLC offered the best combination of service quality, governmental auditing experience, staffing resources, realistic time commitment, and competitive pricing. As a result, Valley View Consulting concurred with staff's recommendation to award the Independent Financial Audit Services contract to BrooksWatson & Co., PLLC.

Staff recommends awarding a contract to BrooksWatson for a three-year term, with the option to renew for two additional one-year terms, under a comprehensive cost proposal.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** Funding for annual audit services is budgeted within the Town’s General Fund in the Finance Department budget. The proposed agreement provides a fixed, all-inclusive cost for the three-year term, with optional two additional one-year renewals, allowing for predictable audit expenditures. The total cost for the annual audit services proposed by BrooksWatson for five-years is \$284,900, with 341 audit hours annually.

**LEGAL REVIEW:** Town Attorney, Dean Roggia, will review all documents as to form and legality before execution.

**ATTACHMENTS:**

- 1. Audit Project Recap
- 2. Audit Proposal Analysis

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to authorize the Town Manager to negotiate and execute a professional auditing services agreement with BrooksWatson for a three-year term, with the option to renew for two additional one-year terms, at an amount not to exceed \$284,900.



May 26, 2026

Ms. April Duvall, CGFO  
Director of Finance  
Town of Trophy Club  
1 Trophy Wood Drive  
Trophy Club, TX 76262

Dear Ms. Duvall:

We appreciate the opportunity to assist the Town of Trophy Club (the “Town”) with this Independent Financial Audit Services Request for Proposals (the “Audit RFP”) project.

The objective of this engagement was to select an audit firm to conduct the Town’s Annual Financial Audit for the fiscal year ending September 30, 2026 and September 30, 2027, with an option to continue for the subsequent four-year period through fiscal year ending September 30, 2031.

### **Procedure**

The Audit RFP project began with the establishment of a calendar of events to ensure that the required project steps were performed in a timely and sequential manner.

The RFP project included the following steps:

1. Reviewed the Town’s financial systems structure.
2. Reviewed the services required by the Town.
3. Drafted the RFP for the Town’s review and approval.
4. The Town posted the notice and advertised as required.
5. Distributed RFP to the identified audit firms.
6. By the deadline, proposals were received from:
  - a. BrooksWatson & Co., PLLC
  - b. Eide Bailly LLP
  - c. EisnerAmper LLP
  - d. Forvis Mazars, LLP
  - e. Macias Gini & O’Connell LLP (MGO)
  - f. Pattillo, Brown & Hill (PB&H)
  - g. Vail & Park, P.C.
  - h. Whitley Penn LLP

The process provided a competitive environment with eight (8) audit firms submitting proposals. The objective was to identify the application that was determined to be the most responsive and best aligned with the Town’s requirements, based on the following criteria:

1. Experience, qualifications, and professional activities of the audit team and the Firm, including technical expertise of supervisory staff available to perform “on-site” work and resources readily available to the Firm in key areas for the Town.
2. Responsiveness of the proposal, clearly stating an understanding of the work to be performed, project terms and scheduling, and thoroughness of the data and documentation.
3. Demonstration of the Firm’s commitment to governmental accounting and auditing through knowledge of related issues in comparable organizations. Additionally, the Firm’s ability to communicate changes to regulations and provide guidance for compliance to the Town.
4. Total proposed cost.

### **Proposal Analysis**

The analysis began with an overall review of each audit firm’s general experience and qualifications to provide the audit services necessary to meet the Town’s current and future needs. The responding audit firms demonstrated acceptable general qualifications. The attached Audit RFP Analysis highlights each response.

### **Fees**

While fees are an important factor in the decision-making process, there are other factors that were considered as described above. Proposed fees (excluding Single Audit) were as follows:

<b>Audit for FY ending 9/30:</b>	<b><u>Brooks Watson</u></b>	<b><u>Eide Bailly</u></b>	<b><u>Eisner Amper</u></b>	<b><u>Forvis Mazars</u></b>	<b><u>MGO</u></b>	<b><u>PB&amp;H</u></b>	<b><u>Vail &amp; Park</u></b>	<b><u>Whitley Penn</u></b>
<b>2026</b>	\$43,495	\$61,187	\$87,500	\$54,750	\$64,900	\$57,500	\$54,000	\$65,250
<b>2027</b>	\$45,017	\$63,580	\$91,500	\$56,000	\$66,850	\$59,000	\$50,500	\$67,200
<b>2028</b>	\$46,593	\$66,110	\$94,600	\$58,025	\$68,860	\$60,500	\$53,000	\$69,200
<b>2029</b>	\$48,224	\$68,745	\$98,400	\$59,585	\$70,930	\$62,000	\$54,500	\$71,300
<b>2030</b>	\$49,912	\$71,485	\$102,400	\$61,300	\$73,060	\$63,500	\$56,000	\$73,400
<b>2031</b>	\$51,659	\$74,330	\$106,500	\$63,325	\$75,250	\$65,000	\$57,500	\$75,600
<b>TOTAL</b>	<b>\$284,900</b>	<b>\$405,437</b>	<b>\$580,900</b>	<b>\$352,985</b>	<b>\$419,850</b>	<b>\$367,500</b>	<b>\$325,500</b>	<b>\$421,950</b>
<b>Estimated Hours</b>	341	375	450	365	335	420	205	365

## **Recommendation**

All responding firms demonstrated the capability to provide the Town with a high-quality audit, however, based on the demonstrated service quality, feasible time commitment, and competitive fees, staff believes that BrooksWatson & Co., PLLC, is the best fit for the Town.

Based on the overall evaluation and analysis we concur with the staff's recommendation that the Town Council award the Independent Financial Audit Services engagement contract to BrooksWatson & Co., PLLC.

Please contact Dick Long, Emily Upshaw, or me to discuss any questions or additional information needs. Thank you for this opportunity to serve the Town.

Sincerely,



Jamie Hobbs  
Valley View Consulting, L.L.C.



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	BrooksWatson	Eide Bailly	EisnerAmper
<b>REQUIRED INFORMATION</b>			
Name of Proposer	Mike Brooks, Audit Partner	Brian Stavenger, Partner	Freddy Smith, Partner
Address, telephone number, e-mail address and web address of the proposer, if available	14450 John F Kennedy Blvd., Ste 240 Houston, TX 77032 (281) 907-8788 mbrooks@brookswatsoncpa.com	400 Pine St, Ste 600 Abilene, TX 79601 (325) 672-4000 bstavenger@eidebailly.com	16800 North Dallas Parkway, Suite 240 Dallas, TX 75248 (225) 408-4778 fred.smith@eisneramper.com
Date of Submission	4/6/2026	4/9/2026	4/9/2026
<b>Instructions to Audit Firms</b>			
Qualified certified public accounting firms wishing to present Trophy Club with a proposal for providing independent audit services should provide: 1. One complete copy of the proposal as a PDF file, and 2. Completed Cost Proposal Form.	Provided as requested	Provided as requested	Provided as requested
<b>Cover Letter</b>			
Verify the Firm's independence, state the Firm's understanding of the scope of work, and provide a positive commitment to complete all work and deliver all reports within the required timeline.	Provided	Provided	Provided
Person(s) authorized to answer technical, price, and/or contract questions.	Mike Brooks, Audit Partner	Brian Stavenger, Partner	Freddy Smith, Partner
<b>Qualifications and Experience</b>			
Office location for performing services. Size of Firm and size of audit staff performing services. Individual's or firm's experience with engagements similar in nature.	Houston and Fort Worth Offices - a lead partner, audit manager, senior auditor, experienced audit associate, reporting manager & 2nd partner. 145 governmental entity clients.	Abilene and Fargo, ND Offices - 2 partners, 1 managing director, 1 senior manager, 1-2 senior associates, & 3-5 staff members. 1300 governmental entity clients. 300+ government professionals	Governmental Niche Group - Primarily Dallas and Baton Rouge, LA offices - 100+ governmental audit employees with 100+ governmental clients
Individual's or firm's participation in professionally sponsored quality control review programs and copy of the peer review letter.	<b>Peer review rating of Pass.</b> Actively participate and lead in training relevant to Governmental Accounting.	<b>Peer review rating of Pass.</b> Actively participate and lead in training relevant to Governmental Accounting.	<b>Peer review rating of Pass.</b> Actively participate and lead in training relevant to Governmental Accounting.
Any disciplinary action taken or pending and circumstances and status within the last 3 years.	No actions pending or in past 3 years	The firm and its partners, as well as our clients, may periodically be the subject of investigations, formal or informal inquiries, or requests for information from a variety of regulatory agencies. It is the policy of the firm not to discuss these matters, or any client-related matters, outside of the firm. It is the firm's opinion that none of these activities have a material impact to the firm.	1 incident of action taken on audit of mutual fund in March 2026 <a href="https://www.sec.gov/enforcement-litigation/administrative-proceedings/34-104936-s">https://www.sec.gov/enforcement-litigation/administrative-proceedings/34-104936-s</a> . No state or profession actions related to governmental audit engagements in past 3 years.
Audit staff assigned to the engagement.	Michael Brooks (Audit Partner), Jonathan Watson (Audit Partner), Louis Breedlove (Senior Audit Manager), Stephanie Hallock (Financial Reporting Manager). Resumes included.	Brian Stavenger (Audit Partner), Jeromy Stephens (Local Client Relationship Partner), Kevin Randolph (Managing Director/Manager), K.B. Woods (Senior Associate), Kayla Butterfield (Senior Associate), Sam Singery (Consulting Govt Advisory Services Senior Manager). Resumes included.	Freddy Smith (Partner), Aaron Harris (Senior Manager), Kersten Tucker (Senior Accountant), 2 Staff Accountants. Resumes included.
For each individual, indicate: 1. Whether they are licensed as a Certified Public Accountant in the State of Texas 2. Their governmental auditing experience 3. Relevant continuing professional education completed within the past three years 4. Memberships in professional organizations (e.g., AICPA, GFOA, TXCPA)	Provided	Provided	Provided



**Audit Proposal Review  
April 27, 2026**



Independent Financial Audit Services RFP	BrooksWatson	Eide Bailly	EisnerAmper			
Firm's approach to ensuring the quality and consistency of assigned staff over the duration of the engagement.	Provided	Provided	Provided			
Three (3) most significant engagements with other government entities completed in the last three years that are similar to the engagement described in this RFP.	City of Azle, City of Denison, City of Lucas, City of Seagoville, Town of Northlake. Contact information provided.	City of The Colony, City of Fredericksburg, City of Corinth. Contact information provided.	Consolidated Government of the City of Baton Rouge and Parish of East Baton Rouge, City of Harahan, LA, Town of Litcher, LA <b>Louisiana heavy in clients and referrals.</b>			
<b>Scope and Approach, Schedule, and Other Info</b>						
State the proposer's understanding of the services to be performed and the work products to be delivered.	Good understanding of the engagement and deliverables.	Good understanding of the engagement and deliverables.	Good understanding of the engagement and deliverables.			
Proposed schedule of the engagement	Plan laid out as requested: 341 total hours		Plan laid out as requested: 375 total hours		Plan laid out as requested: 450 total hours	
	Interim Audit Work	Prior to September 30, 2026	Planning	July-August 2026	Planning & Transition Plan	June-August 2026
	Begin Audit Fieldwork	December 15, 2026	Interim Work	September 2026	Preliminary Work	Before September 30, 2026
	Complete Audit Fieldwork	Prior to February 15, 2027	Fieldwork	December 2026-February 15, 2027	Interim Fieldwork	September 2026
	Draft Audit Reports and Management Letters	Prior to February 28, 2027	Reporting	Prior to February 28, 2027	Post Closing Work Begins	About December 15, 2026
			Ongoing Communication	Throughout the year	Final Fieldwork Completion	No later than February 15, 2027
					Draft Report & Management Letter	No later than February 28, 2027
					Final Report Issued	In accordance with Town requirements
				Board Presentation	March 2027	
Extent of use of audit software.	Secure online portal for transmission. Utilizes data analytical software and processing to complete the audit.	Suralink, TeamMate Analytics, CCH ProSystem fx Engagement by Wolters Kluwer, Microsoft CoPilot	"Leverage advanced audit technologies and data-driven tools to enhance efficiency, reduce manual processes, and support a streamlined audit experience"			
Approach to be used to document and understand Center's internal control structure.	Provided	Provided	Provided			
Approach to be utilized in determining laws and regulations subject to test work.	Provided	Provided	Provided			
Work plan should include separate time estimates for the general financial audit and single audit work, and an evaluation of the level and amount of Center staff support necessary.	Provided	Provided	Plan is for financial statement audit services only. <b>Does not include single audit or ACEE timing.</b>			
Description of the Firm's method of electronic data and document collection, including the use of secure file sharing or web portal systems.	Provided	Provided	Provided			
Firm's ability to meet the timelines indicated in the RFP or any recommended changes to the schedule.	Provided	Provided	Provided			



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	BrooksWatson	Eide Bailly	EisnerAmper
Assistance in the completion of the Town's ACFR	Will prepare ACFR and assist in preparation of the Town's response to all GFOA comments	Will prepare ACFR and assist in obtaining the GFOA Certificate for Excellence in Financial Reporting	Will prepare ACFR and assist in obtaining the GFOA Certificate for Excellence in Financial Reporting
Additional information considered essential to the proposal, including any comments that the Firm believes important for a clear understanding of the proposed services and/or the Firm's capabilities.	No exception noted	No exception noted	No exception noted
<b>Cost of Services</b>			
Total estimated hours and all-inclusive, not-to-exceed cost estimate for the financial and single audit broken down by total estimated hours by staff level (e.g. partner, manager, senior, etc.) and shows billing rates for each level.	Provided staff classification hours expected per year and hourly billing rates. Provided total annual fee for the audit and separate fee for Single Audit.	Provided staff classification hours expected per year and hourly billing rates. Provided total annual fee for the audit and separate fee for Single Audit.	Provided Staff classification, estimated hours, and hourly billing for total costs per classification. <b>No fees for Single Audit provided.</b>
Proposed billing rates for any special projects that may be requested.	Provided on case by case basis	Provided on case by case basis	Provided on case by case basis
The proposal must include a fixed fee, inclusive of all travel, clerical, printing, administrative and overhead expenses to complete all required services.	Provided	Provided	Provided
<b>G. Additional Information</b>			
Single Audit Cost Per Year	\$6,500	\$5,100 in 2026 increasing to \$5,900 in 2030	Separate fee if required
<b>Audit for Fiscal Year ending September 30:</b>			
2026	\$43,495	\$61,187	\$87,500
2027	\$45,017	\$63,580	\$91,500
2028	\$46,593	\$66,110	\$94,600
2029	\$48,224	\$68,745	\$98,400
2030	\$49,912	\$71,485	\$102,400
2031	\$51,659	\$74,330	\$106,500
<b>Total Six Years</b>	<b>\$284,900</b>	<b>\$405,437</b>	<b>\$580,900</b>
<b>Total Cost to TC without Single Audit</b>	<b>\$284,900</b>	<b>\$405,437</b>	<b>\$580,900</b>
<b>Total Cost to TC with Single Audit</b>	<b>\$323,900</b>	<b>\$439,037</b>	<b>TBD</b>
Estimated Average Cost per Hour	341 hours	375 hours	450 hours
2026	\$127.55	\$163.17	\$194.44
2027	\$132.01	\$169.55	\$203.33
2028	\$136.64	\$176.29	\$210.22
2029	\$141.42	\$183.32	\$218.67
2030	\$146.37	\$190.63	\$227.56
2031	\$151.49	\$198.21	\$236.67



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	Forvis Mazars, LLP (Incumbent Auditor)	Macias Gini & O'Connell LLP (MGO)	PB&H
<b>REQUIRED INFORMATION</b>			
Name of Proposer	Dan Barron, Partner	David Bullock, Partner	Todd Pruitt, Partner
Address, telephone number, e-mail address and web address of the proposer, if available	14221 Dallas Parkway, Suite 400 Dallas, TX 75254 (972) 798-2784 dan.barron@us.forvismazars.com	9442 Capital of Texas Highway North, Plaza 1, Suite 500 Austin, TX 78759 (925) 395-2808 dbullock@mgocpa.com	401 West State Highway 6 Waco, TX 76710 (254) 772-4901 tpruitt@pbhcca.com
Date of Submission	4/9/2026	4/8/2026	4/9/2026
<b>Instructions to Audit Firms</b>			
Qualified certified public accounting firms wishing to present Trophy Club with a proposal for providing independent audit services should provide: 1. One complete copy of the proposal as a PDF file, and 2. Completed Cost Proposal Form.	Provided as requested	Provided as requested	Provided as requested
<b>Cover Letter</b>			
Verify the Firm's independence, state the Firm's understanding of the scope of work, and provide a positive commitment to complete all work and deliver all reports within the required timeline.	Provided	Provided	Provided
Person(s) authorized to answer technical, price, and/or contract questions.	Dan Barron, Partner	David Bullock, Partner	Todd Pruitt, Partner
<b>Qualifications and Experience</b>			
Office location for performing services. Size of Firm and size of audit staff performing services. Individual's or firm's experience with engagements similar in nature.	<b>Dallas Office:</b> one director, one audit manager, one audit in charge, and one associate on full time basis with one partner on PT basis. 285 dedicated government professionals and 850 public sector clients.	<b>Austin and Walnut Creek CA office:</b> 125 practitioners dedicated to State/Local Govt	<b>Waco Office:</b> 150 professionals over 5 offices in TX and NM with 300+ governmental clients
Individual's or firm's participation in professionally sponsored quality control review programs and copy of the peer review letter.	<b>Peer review rating of Pass.</b> Actively participate in training relevant to Governmental Accounting.	<b>Peer review rating of Pass.</b> Actively participate and lead in training relevant to Governmental Accounting.	<b>Peer review rating of Pass.</b> Actively participate and lead in training relevant to Governmental Accounting.
Any disciplinary action taken or pending and circumstances and status within the last 3 years.	No actions pending or in past 3 years	No actions pending or in past 3 years	No actions pending or in past 3 years
Audit staff assigned to the engagement.	Dan Barron (Engagement Partner), Rachel Ormsby (Engagement Quality Reviewer), Meagan Holyfield (Audit Manager), Ella Garland (Audit in Charge). Resumes included.	David Bullock (Partner), Annie Louie (Technical Review Partner), Corbitt Nixon (Senior Manager), Kylie Perez (Supervisor), Adam Wisnieski (IT Advisory Partner). Resumes included.	Todd Pruitt (Engagement Partner); Kent Willis (Concurring Partner); Jacob Bowman (Supervisor); Don Abel (IT Specialist) and Staff Auditors. Resumes included.
For each individual, indicate: 1. Whether they are licensed as a Certified Public Accountant in the State of Texas 2. Their governmental auditing experience 3. Relevant continuing professional education completed within the past three years 4. Memberships in professional organizations (e.g., AICPA, GFOA, TXCPA)	Provided	Provided	Provided



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	Forvis Mazars, LLP (Incumbent Auditor)	Macias Gini & O'Connell LLP (MGO)		PB&H		
Firm's approach to ensuring the quality and consistency of assigned staff over the duration of the engagement.	Provided	Provided		Provided		
Three (3) most significant engagements with other government entities completed in the last three years that are similar to the engagement described in this RFP.	City of Arlington, City of Kennedale, City of Roanoke. Contact information provided.	Town of Westlake TX, City of Palo Alto CA, City of San Jose CA. Contact information provided. <b>California heavy in clients and referrals.</b>		City of Killeen, City of Copperas Cove, City of Midlothian, City of Corsicana, City of Duncanville. Contact information provided.		
<b>Scope and Approach, Schedule, and Other Info</b>						
State the proposer's understanding of the services to be performed and the work products to be delivered.	Good understanding of the engagement and deliverables.	Good understanding of the engagement and deliverables.		Good understanding of the engagement and deliverables.		
Proposed schedule of the engagement	Plan laid out as requested: 365 total hours		Plan laid out as requested: 335 total hours		Plan laid out as requested: 420 total hours	
	PreAudit Planning	June 2026	Interim Planning & Risk Assessment	Within two weeks after contract award	Interim Fieldwork	Begin on or before September 30, 2026
	Preliminary Work	August 2026	Interim Fieldwork	Based on receipt of PBC data	Final Fieldwork	December 15, 2026 - February 15, 2027
	Interim Fieldwork	September 2026	Final Fieldwork	Start within two weeks after FYE close	Draft Management Letter and Reports	No later than February 28, 2027
	Final Fieldwork	January-February 2027	Draft Financial Statements	Draft no later than four weeks after FYE close		
	Financial Reporting & Presentations	February-March 2027	Final Review Materials	One week prior to scheduled issuance date		
Extent of use of audit software.	Prioritize investing in new technologies. Provide ASSURE (proprietary tech) for enhanced workflows, Engage (client portal) for delivery of client information, TRS for ACFR preparation	Use an E-audit tool specifically designed for government financial statements and audits. Suralink secure platform for audit and assurance engagements. Utilize interactive data extraction and analysis (IDEA)		Microsoft Office Suite, ACL Analytics for data extraction, Adobe Acrobat and ProSystems fx Engagement, plus additional products.		
Approach to be used to document and understand Center's internal control structure.	Provided	Provided		Provided		
Approach to be utilized in determining laws and regulations subject to test work.	Provided	Provided		Provided		
Work plan should include separate time estimates for the general financial audit and single audit work, and an evaluation of the level and amount of Center staff support necessary.	Provided	Provided		Provided		
Description of the Firm's method of electronic data and document collection, including the use of secure file sharing or web portal systems.	Provided	Provided		Provided		
Firm's ability to meet the timelines indicated in the RFP or any recommended changes to the schedule.	Provided	Provided		Provided		



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	Forvis Mazars, LLP (Incumbent Auditor)	Macias Gini & O'Connell LLP (MGO)	PB&H
Assistance in the completion of the Town's ACFR	Will prepare ACFR and assist in obtaining the GFOA Certificate for Excellence in Financial Reporting	Will prepare ACFR and assist in obtaining the GFOA Certificate for Excellence in Financial Reporting	Will prepare ACFR and have many clients elect to pursue GFOA's Certificate of Achievement for Excellence in Financial Reporting
Additional information considered essential to the proposal, including any comments that the Firm believes important for a clear understanding of the proposed services and/or the Firm's capabilities.	No exception noted	No exception noted	No exception noted
<b>Cost of Services</b>			
Total estimated hours and all-inclusive, not-to-exceed cost estimate for the financial and single audit broken down by total estimated hours by staff level (e.g. partner, manager, senior, etc.) and shows billing rates for each level.	Provided staff classification hours expected per year and hourly billing rates. Provided total annual fee for the audit inclusive of Single Audit.	Provided Staff classification, estimated hours, and hourly billing for total costs per classification. <b>No fees for Single Audit provided.</b>	Provided staff classification hours expected per year and hourly billing rates. Provided total annual fee for the audit and separate fee for Single Audit.
Proposed billing rates for any special projects that may be requested.	Provided on case by case basis	Provided on case by case basis	Provided on case by case basis
The proposal must include a fixed fee, inclusive of all travel, clerical, printing, administrative and overhead expenses to complete all required services.	Provided	Provided	Provided
<b>G. Additional Information</b>			
Single Audit Cost Per Year	\$5,000 (1 major program)	Separate fee if required	\$7,500 in 2026 increasing to \$8,300 in 2030
Audit for Fiscal Year ending September 30:			
2026	\$54,750	\$64,900	\$57,500
2027	\$56,000	\$66,850	\$59,000
2028	\$58,025	\$68,860	\$60,500
2029	\$59,585	\$70,930	\$62,000
2030	\$61,300	\$73,060	\$63,500
2031	\$63,325	\$75,250	\$65,000
Total Six Years	\$352,985	\$419,850	\$367,500
<b>Total Cost to TC without Single Audit</b>	<b>\$352,985</b>	<b>\$419,850</b>	<b>\$367,500</b>
<b>Total Cost to TC with Single Audit</b>	<b>\$382,985</b>	<b>TBD</b>	<b>\$415,500</b>
Estimated Average Cost per Hour	365 hours	335 hours	420 hours
2026	\$150.00	\$193.73	\$136.90
2027	\$153.42	\$199.55	\$140.48
2028	\$158.97	\$205.55	\$144.05
2029	\$163.25	\$211.73	\$147.62
2030	\$167.95	\$218.09	\$151.19
2031	\$173.49	\$224.63	\$154.76



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	Vail & Park, P.C.	WhitleyPenn
<b>REQUIRED INFORMATION</b>		
Name of Proposer	Mike Vail, Managing Shareholder	Roger Tovar, Audit Partner
Address, telephone number, e-mail address and web address of the proposer, if available	11500 State HWY 121, Suite 410 Frisco, TX 75035 (972) 234-3333 mike.vail@vailcpas.com	640 Taylor St, Suite 2200 Fort Worth, TX 76102 (817) 259-9224 roger.tovar@whitleypenn.com
Date of Submission	4/9/2026	4/9/2026
<b>Instructions to Audit Firms</b>		
Qualified certified public accounting firms wishing to present Trophy Club with a proposal for providing independent audit services should provide: 1. One complete copy of the proposal as a PDF file, and 2. Completed Cost Proposal Form.	Provided as requested	Provided as requested
<b>Cover Letter</b>		
Verify the Firm's independence, state the Firm's understanding of the scope of work, and provide a positive commitment to complete all work and deliver all reports within the required timeline.	Provided	Provided
Person(s) authorized to answer technical, price, and/or contract questions.	Mike Vail, Managing Shareholder	Roger Tovar, Audit Partner
<b>Qualifications and Experience</b>		
Office location for performing services. Size of Firm and size of audit staff performing services. Individual's or firm's experience with engagements similar in nature.	<b>Frisco Office:</b> 50 professionals plus 25 other professional staff. 18 employees specialized in governmental audit. Performed 250+ governmental audits	<b>Fort Worth Office:</b> 850 employees in 9 offices throughout TX and NM. 100+ Texas governmental clients. Public sector consists of 4 partners, 8 managers, 8 senior associates, and 20+ associates.
Individual's or firm's participation in professionally sponsored quality control review programs and copy of the peer review letter.	<b>Peer review rating of Pass.</b> Actively participate in training relevant to Governmental Accounting.	<b>Peer review rating of Pass.</b> Actively participate in training relevant to Governmental Accounting.
Any disciplinary action taken or pending and circumstances and status within the last 3 years.	No actions pending or in past 3 years	No actions pending or in past 3 years
Audit staff assigned to the engagement.	Mike Vail (Managing Shareholder); Cindy Huang (Senior Audit Manager); Kristal Pate (Audit Senior); Brenda Pinal (Audit Senior); Matthew Anderson (Audit Senior); and Umaima Naseer (Audit Staff). Resumes included.	Roger Tovar (Engagement Partner); Guadalupe R Garcia (Engagement Resource Partner); Roger Tovar (Engagement Quality Control Reviewer Partner); Lauren Eaton (Manager); Gabbi Fellows (Senior Associate). Resumes included.
For each individual, indicate: 1. Whether they are licensed as a Certified Public Accountant in the State of Texas 2. Their governmental auditing experience 3. Relevant continuing professional education completed within the past three years 4. Memberships in professional organizations (e.g., AICPA, GFOA, TXCPA)	Provided	Provided



**Audit Proposal Review  
April 27, 2026**



Independent Financial Audit Services RFP	Vail & Park, P.C.	WhitleyPenn		
Firm's approach to ensuring the quality and consistency of assigned staff over the duration of the engagement.	Provided	Provided		
Three (3) most significant engagements with other government entities completed in the last three years that are similar to the engagement described in this RFP.	City of Sulphur Springs; City of Kemp; Town of Argyle. Contact information provided.	City of Keller, City of Aubrey, City of Terrell. Contact information provided.		
<b>Scope and Approach, Schedule, and Other Info</b>				
State the proposer's understanding of the services to be performed and the work products to be delivered.	Good understanding of the engagement and deliverables.	Good understanding of the engagement and deliverables.		
Proposed schedule of the engagement	Plan laid out as requested: 205 total hours		Plan laid out as requested: 365 total hours	
	Preliminary Planning & Assessment	Begin September 1, 2026	Preliminary Planning	On or before September 2026
	Interim Fieldwork	Begin September 7, 2026	Interim Fieldwork	May-June 2026
	Confirmation Procedures	Begin October 5, 2026	Year-end Fieldwork	December 2026-February 2027
	Year-end Audit Fieldwork	Begin January 18, 2027	Reporting Final Submissions and Board Meetings	No later than February 28, 2027
	Report Preparation	February 2027	Presentation to Board	March 2027
	Exit Conference and Report Issuance	No later than March 12, 2027		
	Presentation to Board	March 2027		
Extent of use of audit software.	AuditDashboard used for data/document collection. DataSnipper for data extraction and use. Engagement Manager and Guided Assurance by Thomson Reuters for research and guidance. Microsoft Office and Adobe PDF.	Suralink for document exchange workflow; Validis for running ERP reports; Alteryx for data analytics; DataSnipper for audit testing; TeamMate Analytics for data driving insights; DebtBook for debt, lease, and subscription management. CCH ProSystem fx Engagement for Firm ERP.		
Approach to be used to document and understand Center's internal control structure.	Provided	Provided		
Approach to be utilized in determining laws and regulations subject to test work.	Provided	Provided		
Work plan should include separate time estimates for the general financial audit and single audit work, and an evaluation of the level and amount of Center staff support necessary.	Provided	Provided		
Description of the Firm's method of electronic data and document collection, including the use of secure file sharing or web portal systems.	Provided	Provided		
Firm's ability to meet the timelines indicated in the RFP or any recommended changes to the schedule.	Provided	Provided		



**Audit Proposal Review**  
**April 27, 2026**



Independent Financial Audit Services RFP	Vail & Park, P.C.	WhitleyPenn
Assistance in the completion of the Town's ACFR	Will prepare ACFR and assist with GFOA Certificate of Achievement for Excellence in Financial Reporting program	Will assist in preparation of ACFR especially as it relates to implementation of GFOA recommendations
Additional information considered essential to the proposal, including any comments that the Firm believes important for a clear understanding of the proposed services and/or the Firm's capabilities.	No exception noted	No exception noted
<b>Cost of Services</b>		
Total estimated hours and all-inclusive, not-to-exceed cost estimate for the financial and single audit broken down by total estimated hours by staff level (e.g. partner, manager, senior, etc.) and shows billing rates for each level.	Total hours provided per phase but not by staff classification. Provided total fees inclusive of Single Audit and one Major Program. No Hourly fees provided by staff classification.	Provided staff classification hours expected per year and hourly billing rates. Provided total annual fee for the audit and separate fee for Single Audit.
Proposed billing rates for any special projects that may be requested.	Provided on case by case basis	Provided on case by case basis
The proposal must include a fixed fee, inclusive of all travel, clerical, printing, administrative and overhead expenses to complete all required services.	Provided	Provided
<b>G. Additional Information</b>		
Single Audit Cost Per Year	Single Audit base fee of \$10,000, and Major Program Fee of \$2,500 for one Major Program	\$6,975 in 2026 increasing to \$8,000 in 2031
<b>Audit for Fiscal Year ending September 30:</b>		
2026	\$54,000	\$65,250
2027	\$50,500	\$67,200
2028	\$53,000	\$69,200
2029	\$54,500	\$71,300
2030	\$56,000	\$73,400
2031	\$57,500	\$75,600
<b>Total Six Years</b>	<b>\$325,500</b>	<b>\$421,950</b>
<b>Total Cost to TC without Single Audit</b>	<b>\$325,500</b>	<b>\$421,950</b>
<b>Total Cost to TC with Single Audit</b>	<b>\$400,500</b>	<b>\$466,925</b>
Estimated Average Cost per Hour	205 hours	365 hours
2026	\$263.41	\$178.77
2027	\$246.34	\$184.11
2028	\$258.54	\$189.59
2029	\$265.85	\$195.34
2030	\$273.17	\$201.10
2031	\$280.49	\$207.12



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Brandon Wright, Town Manager

**AGENDA ITEM:** Consider a resolution approving an interlocal cooperation agreement between Denton County, Texas, and the Town of Trophy Club, Texas, for funding and construction of the Bobcat Traffic Improvement Project. (Brandon Wright, Town Manager)

---

### **BACKGROUND/SUMMARY:**

The Bobcat Traffic Improvements Project is a multi-phase initiative aimed at enhancing traffic safety, circulation, and pedestrian mobility in the area surrounding Bobcat Boulevard, particularly near Byron Nelson High School and Medlin Middle School. A Town-wide survey conducted in 2024 allowed residents to share transportation and safety concerns, and the feedback received directly informed the selection of project priorities.

Following a comprehensive traffic study completed by Lee Engineering, several intersection improvement options were presented to the Town Council in late 2024. After review and public discussion, the Town Council directed staff to proceed with designing a roundabout at the intersection of Bobcat Boulevard and Marshall Creek Road and the addition of a left-turn lane into the business area across from Byron Nelson High School at High School Entrance #4. The project includes pedestrian enhancements such as crosswalks with flashers, sidewalk extensions, and increased street lighting to improve safe access to nearby schools.

The concept schematic plan was presented in November 2025 and included a preliminary layout showing the roundabout geometry, approach alignments, lane widths, pedestrian features, and landscaping. Design elements include a landscaped center island, stone entry walls, decorative fencing, and enhanced pedestrian crossings. The roundabout is expected to improve traffic flow, reduce congestion, and enhance overall safety while maintaining a cohesive aesthetic consistent with the surrounding area.

Project design, engineering, architecture, and construction inspection services are being provided by Teague Nall and Perkins (TNP), and project construction is being provided by McMahon Contracting, LP. The Town was awarded up to \$3.3 million in Denton County grant funds to provide funding for 50% of the project. The grant was awarded as part of the County's 2022 Transportation Road Improvement Program (TRIP). The interlocal cooperation agreement with Denton County commits the County to 50% of project costs and allows the Town to begin construction. Construction work on Bobcat Boulevard is anticipated to begin in early July 2026.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:**

In the FY 2025 Budget, the Town Council allocated funding for this initiative through Bond Series 2023 in the amount of \$2.5 million, along with an anticipated Denton County TRIP grant of \$2 million, providing a total of \$4.5 million in available capital funding. The additional amount allocated on the Town's side is to ensure sufficient funding should small components of the project become ineligible for funding throughout the process.

The interlocal cooperation agreement recognizes the County's commitment of \$1,986,905 to the Town's match of \$1,986,906 to provided funding for the Bobcat Traffic Improvement Project. Below are charts showing anticipated total project costs of \$3,973,811 and anticipated financing being split between Denton County and the Town of Trophy Club.

**Project Costs**

Engineering, Architecture, and Construction Inspection	\$686,000
Construction	\$3,287,811
<b>Total</b>	<b>\$3,973,811</b>

**Project Financing**

2023 Certificates of Obligation (Town's Share)	\$1,986,906
Denton County 2022 TRIP Funding*	\$1,986,905
<b>Total</b>	<b>\$3,973,811</b>

*\*Anticipated funding amount based on eligibility of all project costs*

**LEGAL REVIEW:** Town Attorney, Dean Roggia, has reviewed the resolution as to form and legality.

**ATTACHMENTS:**

1. Resolution
2. Exhibit A: Interlocal Cooperation Agreement

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to approve the resolution approving an interlocal cooperation agreement between Denton County, Texas, and the Town of Trophy Club, Texas.

**TOWN OF TROPHY CLUB, TEXAS  
RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING AN INTERLOCAL COOPERATION AGREEMENT WITH DENTON COUNTY, TEXAS, FOR FUNDING AND CONSTRUCTION OF THE BOBCAT BOULEVARD PROJECT (NEW ROUNDABOUT AND ROAD WIDENING); AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Trophy Club, Texas (the “Town”) is a home rule municipality acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, Denton County is a duly organized political subdivision of the State of Texas (the “County”); and

**WHEREAS**, the Interlocal Cooperation Act, Texas Government Code Chapter 791 (the “Act”) authorizes the Town to contract with the County to perform governmental functions and services under the terms of the Act; and

**WHEREAS**, the County and the Town mutually desire to enter into the Interlocal Cooperation Agreement (the “Agreement”), which is attached to this Resolution as **Exhibit A**, to provide construction of Bobcat Boulevard as a widened roadway and roundabout between north of Marshall Creek Boulevard at High School Entrance #3 and Trophy Club Drive, located entirely in the municipal limits of the Town and Denton County Commissioner Precinct #4 (the “Project”); and

**WHEREAS**, the total estimated cost for the Project is \$3,973,811.00, and pursuant to the Agreement, the Town will construct the Project and pay construction costs in the amount of \$1,986,906.00, and the County will participate in the Project’s costs in the amount of \$1,986,905.00; and

**WHEREAS**, the Town Council finds and determines that this Resolution was adopted in the exercise of the Town’s governmental functions and legislative power and is necessary to protect the health, safety, and welfare of the general public and the citizens of the Town.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, THAT:**

**SECTION 1.** The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct.

**SECTION 2.** The Town Council hereby approves the Interlocal Cooperation Agreement with Denton County (the “Agreement”), which is attached hereto as **Exhibit A** and is incorporated into this Resolution as if fully set forth herein, and the Town Council authorizes the Mayor to execute the Agreement.

**SECTION 3.** This Resolution shall be effective from and after its date of passage.

**PASSED AND APPROVED** by the Town of Trophy Club, Texas, this the 8<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
Jeannette Tiffany, Mayor

**ATTEST:**

\_\_\_\_\_  
Tammy Dixon, Town Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dean Roggia, Town Attorney

**EXHIBIT A**

**INTERLOCAL COOPERATION AGREEMENT BETWEEN DENTON COUNTY,  
TEXAS, AND THE TOWN OF TROPHY CLUB, TEXAS**



**WITNESSETH:**

**I.**

Pursuant to Texas Government Code §791.011, the County and the Town hereby enter into this Agreement in order to perform certain governmental functions and services in the area of streets, roads, and drainage. The purpose of this Agreement is to provide a governmental function or service that each party is authorized to perform individually, and in accordance with Section 791.011(d)(3) of the Act, each Party is paying for the performance of governmental functions and services from current revenues available to the paying party.

**II.**

The County and the Town hereby agree that the scope of the Project shall be to provide construction of Bobcat Boulevard as a widened roadway and roundabout between north of Marshall Creek Boulevard at High School Entrance #3 and Trophy Club Drive, at an estimated cost of THREE MILLION NINE HUNDRED SEVENTY-THREE THOUSAND EIGHT HUNDRED ELEVEN AND NO/100 DOLLARS (\$3,973,811.00), with the County agreeing to contribute an amount which shall not exceed ONE MILLION NINE HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED FIVE AND NO/100 DOLLARS (\$1,986,905.00), and the Town agreeing to contribute an amount which shall not exceed ONE MILLION NINE HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED SIX AND NO/100 DOLLARS (\$1,986,906.00) based on current available funding toward satisfactory completion of the Project. The Project is located entirely within the municipal limits of the Town and Denton County Commissioner Precinct #4.

**III.**

The County hereby agrees to contribute an amount which shall not exceed ONE MILLION NINE HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED FIVE AND NO/100 DOLLARS (\$1,986,905.00), provided that any and all funding is approved by formal action of the Denton County Commissioners Court.

**IV.**

The Town hereby agrees to contribute ONE MILLION NINE HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED SIX AND NO/100 DOLLARS (\$1,986,906.00). The Town agrees to provide all engineering, right-of-way acquisition, utility relocations, inspections, construction, and maintenance of the Project. The Town shall timely provide the County with all invoices and requested documentation.

**V.**

This exchange of in-kind services between the County and the Town is deemed adequate consideration for the obligations exchanged by the Parties herein.

**VI.**

As the Town proceeds with the completion of the Project, the Town shall submit all invoices for reimbursement to the Denton County Auditor, Mr. Jeff May, 1 Courthouse Drive, Suite 2000, Denton, Texas 76208, c/o Mr. John Polster, Innovative Transportation Solutions, Inc., 1422 W. Main Street, Suite 106, Texas 75067. The Town shall submit invoices on a monthly basis, and the County shall reimburse the Town on a pro rata basis for all approved expenses related to the Project within thirty calendar days of receipt of an invoice from the Town, provided that all expenditures are made in a manner which is consistent with the terms of this Agreement. Upon satisfactory completion of the Project, the County and the Town shall prepare and complete a full audit of the Project.

**VII.**

As required by Texas Transportation Code §251.012 and as evidenced by the signature of the Town's representative below, the governing body of the Town by the execution of and approval of this Agreement hereby approves of the expenditure of County money to finance the construction, improvement, maintenance, or repair of a street or alley in the County that is located in the Town.

**VIII.**

This agreement may be terminated in whole, or in part, by the County or the Town upon thirty days written notice to the other party. In the event of termination by the County, the County shall pay all approved invoices submitted up to and including the date of termination.

**IX.**

This Agreement represents the entire integrated agreement between the County and the Town and supersedes all prior negotiations, representations, and agreements, either oral or written. This Agreement may be amended only by written instrument signed by both of the Parties. Notices shall be directed as follows:

For Town:                   Honorable Jeannette Tiffany, Mayor  
Town of Trophy Club, Texas  
1 Trophy Wood Drive  
Trophy Club, Texas 76262

Copy To: Tammy Dixon, Town Secretary  
Town of Trophy Club, Texas  
1 Trophy Wood Drive  
Trophy Club, Texas 76262

For County: Honorable Andy Eads, Denton County Judge  
1 Courthouse Drive, Suite 3100  
Denton, Texas 76208  
[andy.eads@dentoncounty.gov](mailto:andy.eads@dentoncounty.gov)  
[holly.sadlowski@dentoncounty.gov](mailto:holly.sadlowski@dentoncounty.gov)

Copy To: Denton County District Attorney's Office - Civil Division  
1450 East McKinney Street, Suite 3100  
Denton, Texas 76209

**X.**

The covenants, terms, and conditions herein are to be construed under the laws of the State of Texas and are performable by the Parties in Denton County, Texas. The Parties mutually agree that venue for any obligation arising from this Agreement shall be in Denton County, Texas.

**XI.**

The Town agrees and understands that the Town, its employees, servants, agents or representatives shall at no time represent themselves to be employees, servants, agents or representatives of the County.

**XII.**

The Town agrees to accept full responsibility for the acts, negligence and omissions of all Town employees, agents, subcontractors or contract laborers and for all other persons doing work under a contract or agreement with the Town.

**XIII.**

This Agreement is not intended to extend the liability of the Parties beyond that provided for by law. Neither the County nor the Town waive, nor shall be deemed to have hereby waived, any immunity or defense that would otherwise be available to it against claims made by third parties.

**XIV.**

In the event that any portion of this Agreement shall be found to be contrary to law, it is the intent of the Parties hereto that the remaining portions shall remain valid and in full force and effect to the fullest extent possible.

**XV.**

The undersigned officers and agents of the Parties hereto are the properly authorized officials and have the necessary authority to execute this Agreement on behalf of the Parties hereto, and each party hereby certifies to the other that any necessary resolutions extending said authority have been duly passed and are now in full force and effect.

**XVI.**

This Agreement becomes effective when signed by the last party whose signing makes the respective agreement fully executed, and the term of this Agreement is for the life of the Project beginning on the date of execution of this Agreement and continuing until the Project is completed.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**DENTON COUNTY, TEXAS**  
1 Courthouse Drive, Suite 3100  
Denton, Texas 76209

**TOWN OF TROPHY CLUB, TEXAS**  
1 Trophy Wood Drive  
Trophy Club, Texas 76262

By: \_\_\_\_\_  
Honorable Andy Eads  
Denton County Judge  
Acting by and on behalf of the authority  
of the Denton County Commissioners Court

By: \_\_\_\_\_  
Honorable Jeannette Tiffany  
Mayor of the Town of Trophy Club, Texas  
Acting by and on behalf of the authority  
of the Town of Trophy Club, Texas

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Denton County Clerk

By: \_\_\_\_\_  
Town Secretary

**COUNTY AUDITOR'S CERTIFICATE**

I hereby certify funds are available to accomplish and pay the obligation of Denton County, Texas, under this Agreement.

---

Denton County Auditor

**APPROVAL OF INTERLOCAL COOPERATION AGREEMENT**

Denton County, Texas, acting by and through the Denton County Commissioners Court, hereby gives its specific written approval to the following Project, prior to beginning of the Project in satisfaction of Texas Government Code §791.014. The scope of the Project shall be to provide construction of Bobcat Boulevard as a widened roadway and roundabout between north of Marshall Creek Boulevard at High School Entrance #3 and Trophy Club Drive, at an estimated cost of completion of THREE MILLION NINE HUNDRED SEVENTY-THREE THOUSAND EIGHT HUNDRED ELEVEN AND NO/100 DOLLARS (\$3,973,811.00). The Project shall be located entirely within the municipal limits of the Town of Trophy Club and Denton County Commissioner Precinct #4.

The County hereby agrees to contribute an amount which shall not exceed ONE MILLION NINE HUNDRED EIGHTY-SIX THOUSAND NINE HUNDRED FIVE AND NO/100 DOLLARS (\$1,986,905.00), provided that any and all funding is approved by formal action of the Denton County Commissioners Court.

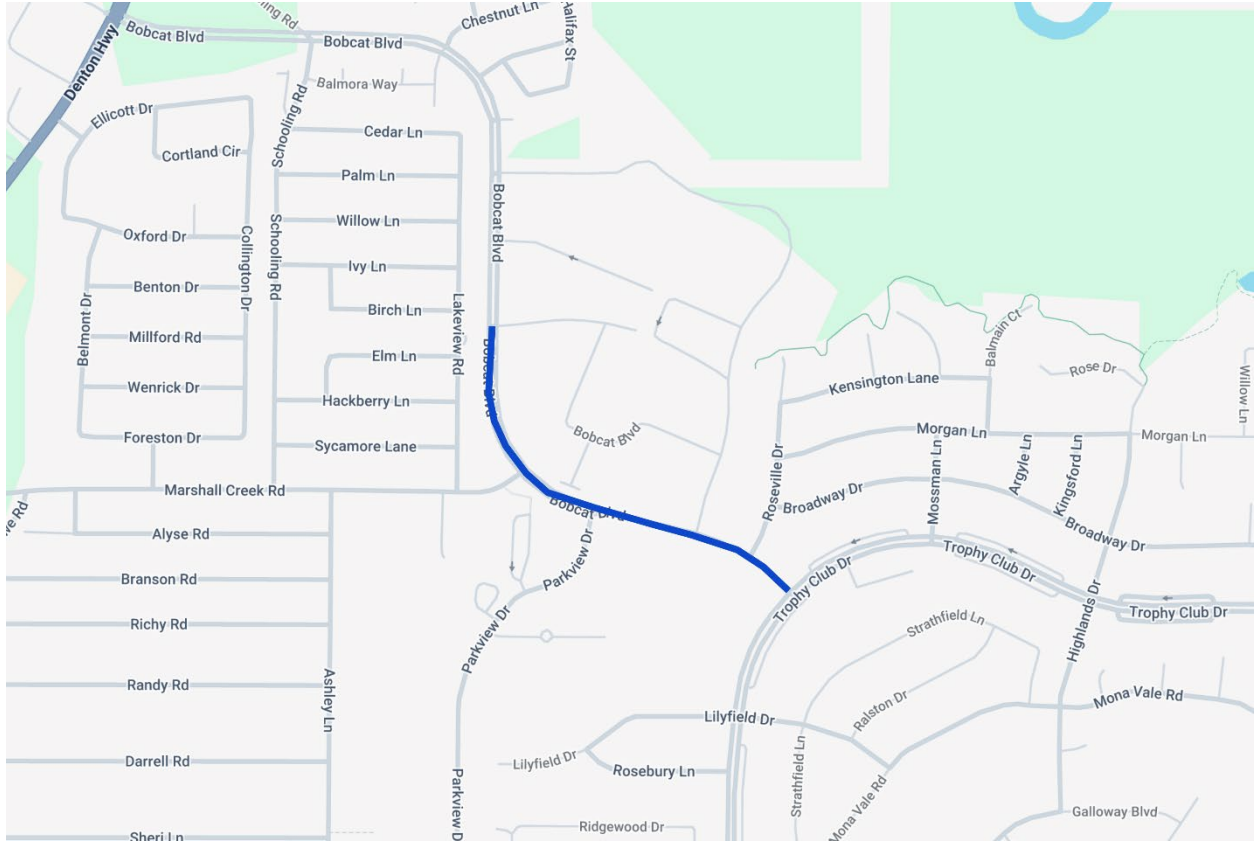
The local governments which requested the Project and with whom the Agreement is by and between are Denton County, Texas, and the Town of Trophy Club, Texas.

By vote on the date below, the Denton County Commissioners Court has approved the project identified above and authorized execution of this document by the presiding officer of the Denton County Commissioners Court.

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

By: \_\_\_\_\_  
Presiding Officer of the Denton  
County Commissioners Court

**EXHIBIT A: PROJECT EXHIBIT**





## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Jason Wise, Fire Chief

**AGENDA ITEM:** Consider authorizing the Town Manager to negotiate and execute a purchase agreement with Delta Fire & Safety for personal protective equipment in the amount of \$36,221. (Jason Wise, Fire Chief)

---

**BACKGROUND/SUMMARY:** The Fire Department is committed to ensuring the safety and operational effectiveness of its personnel. Personal protective equipment provides thermal protection, water resistance, and durability in hazardous environments. Over time, gear experiences significant wear and tear, compromising its protective qualities and compliance with National Fire Protectional Association (NFPA) standards.

To maintain optimal safety and performance, it is necessary to replace aging or damaged gear and provide new sets for fire personnel. This purchase will ensure all firefighters are properly equipped to respond to emergencies safely and effectively, while meeting current safety regulations and operational readiness standards.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** The total cost of the personal protective equipment amounts to \$36,221 and is included in the FY 2026 Budget under the designated line items for personal protective equipment and safety equipment. This purchase is being made through the BuyBoard cooperative purchasing program (Contract #798-26).

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

1. Quote

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to authorize the Town Manager to negotiate and execute a purchase agreement with Delta Fire & Safety for personal protective equipment in the amount of \$36,221.

# Sales Quote

QUOTE-12841



May 9, 2026

**Bill To Address**

TROPHY CLUB FD  
295 Trophy Club Drive  
Trophy Club, TX 76262  
USA

**Ship-to Address**

TROPHY CLUB FD  
295 Trophy Club Drive  
Trophy Club, TX 76262  
USA

**Delta Fire & Safety Inc.**

3159 Summit Dr.  
Port Neches, TX 77651  
USA

**Valid to**

July 31, 2026

**Salesperson**

Matt Hohon

**Contract**

BuyBoard 798-26

No.	Description	Quantity	Unit Price	Line Amount
MORNING PRIDE	TXTROP00065 Tails Pioneer Gold, CoreCXP 2l, Stedair4000, HiViz Trim Orange  Dept Name: TROPHY CLUB  FF Name Tag: J. Baker C. Ferguson M. Hinig D. Hurd J. Nguyen G. Sipes J. Slaughter	7	\$2,514.00	\$17,598.00
MORNING PRIDE	TXTROP00066 ProFit: Pioneer Gold, Titanium, Stedair 4000  FF Name: J. Baker C. Ferguson D. Hurd J. Nguyen	7	\$1,699.00	\$11,893.00

[Home Page](#)  
deltafas.com

[Phone No.](#)  
409-724-1055

[Email](#)  
orders@deltafas.com

Sales Quote QUOTE-12841

May 9, 2026

Page 2 / 2

No.	Description	Quantity	Unit Price	Line Amount
	G. Sipes J. Slaughter A, Barber			
MORNING PRIDE	Morning PTXTROP002257133410ride Products  Edge Silver Coat Pioneer-Kev/Nomex FreeFAS, D Gold, Titanium- 7.7 oz, Stedair 4000  FF Names: T. Snyder B. Pitt	2	\$1,661.00	\$3,322.00
MORNING PRIDE	TXTROP002257133420  Edge Silver Pant Pioneer-Kev/Nomex FreeFAS, D Gold, Titanium- 7.7 oz, Stedair 4000  FF: A. Baca M VanPelt G. Munoz	3	\$1,136.00	\$3,408.00
			Subtotal	36,221.00
			Total Tax	0.00
Freight: Shipping & Handling charges are an estimate only; Charges to be added to final invoice			<b>Total \$</b>	<b>36,221.00</b>

**Due to volatility in the market with tariffs & surcharges, prices subject to change.**

This order is marked as Ship Complete. All items will be shipped together and invoiced on a single invoice.



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Tamara Smith, MSL, Assistant Town Manager

**AGENDA ITEM:** Consider an ordinance of the Town of Trophy Club amending Articles 3.10, Apartment Complex Licensing, and 3.11, Single-Family Residence Licensing, of Chapter 3, Building Regulations, by updating provisions governing the regulation, inspection, and permitting of rentals for single-family and multi-family dwellings. (Tamara Smith, Assistant Town Manager)

---

**BACKGROUND/SUMMARY:** The Town of Trophy Club's Strategic Plan focus area, "Upholding Housing Standards", includes an initiative for FY 2026 to analyze the long-term rental registration program and recommend potential improvements. During the January 2026 Council Retreat, the Town Council revised the corresponding short-term rental initiative to address new state law changes and mitigate legal risk. Together, these two initiatives play complementary roles in supporting the Town's overall housing standards and regulatory framework.

Staff reviewed Chapter 3, Building Regulations, Article 3.11 (Single-Family Residence Licensing). The current ordinance does not fully align with the operational expectations of the program and requires revisions to modernize standards, improve clarity, and strengthen enforcement mechanisms. The workshop presentation on March 9, 2026, provided staff with guidance from the Town Council on revisions to the proposed changes. The primary updates relate to occupancy and parking additions, while all other items remain consistent with those presented during the workshop.

**Key Updates:**

- Combining rental rules into one ordinance,
- All rental homes will now require a license,
- More inspections are required,
- Stronger safety enforcement,
- New landlord requirements,
- Occupancy limits are clarified,
- Tenants now have responsibilities,
- Parking rules are updated,
- Appeals process changes, and
- Multi-family apartments now have more detailed regulations, enforcement tools, and new definitions.

Town staff recommends approval of the updates to the ordinance, which were designed to strengthen the rental registration program, enhance accountability, and ensure alignment with current legal standards and operational needs. If approved, the recommended changes will become effective on January 1, 2027.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** Town staff recommends adjusting the fee schedule associated with the rental registration licensing process. Specifically, staff recommends increasing the application and reinstatement fees for both single-family and multi-family rental registrations by \$5 to help offset the costs associated with utilizing a third-party inspection company.

Upon approval of the ordinance, staff will return to the Town Council with a proposed amendment to the fee schedule for consideration and approval of the recommended fee increase.

**LEGAL REVIEW:** Town Attorney, Dean Roggia, has reviewed the ordinance as to form and legality.

**ATTACHMENTS:**

1. Ordinance
2. Rental Property Registration License Application
3. Presentation

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to approve the ordinance of the Town of Trophy Club amending Articles 3.10, Apartment Complex Licensing, and 3.11, Single-Family Residence Licensing, of Chapter 3, Building Regulations, by updating provisions governing the regulation, inspection, and permitting of rentals for single-family and multi-family dwellings.

**TOWN OF TROPHY CLUB, TEXAS**

**ORDINANCE NO. 2026-XX**

**AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING ARTICLES 3.10, "APARTMENT COMPLEX LICENSING," AND 3.11, "SINGLE-FAMILY RESIDENCE LICENSING," OF CHAPTER 3, "BUILDING REGULATIONS," OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, BY UPDATING PROVISIONS GOVERNING THE REGULATION, INSPECTION, AND PERMITTING OF RENTALS FOR SINGLE-FAMILY AND MULTI-FAMILY DWELLINGS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY NOT TO EXCEED THE SUM OF TWO THOUSAND DOLLARS (\$2,000.00) FOR EACH OFFENSE AND A SEPARATE OFFENSE SHALL BE DEEMED COMMITTED EACH DAY DURING OR ON WHICH A VIOLATION OCCURS OR CONTINUES; PROVIDING FOR PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Trophy Club, Texas (the "Town") is a home rule municipality acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the Town Council has previously adopted regulations governing the rental of single-family and multi-family housing and finds that a permitting process and the proactive periodic inspection of rental properties ensures the safety and habitability of rental units, preserves the quality of rental stock, and maintains property values throughout the Town; and

**WHEREAS**, the Town Council now finds it appropriate to update and consolidate said regulations; and

**WHEREAS**, the Town Council finds that amending the Town's regulations of single-family and multi-family rentals as provided herein is in the best interest of the Town and will promote the health, safety, and general welfare of the citizens of the Town and the general public.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, THAT:**

**SECTION 1.**

The above and foregoing premises are true and correct and are incorporated herein and made a part hereof for all purposes.

**SECTION 2.**

Article 3.10, "Apartment Complex Licensing," and Article 3.11, "Single-Family Residence Licensing," of Chapter 3, "Building Regulations," of the Code of Ordinances, Town of Trophy Club, Texas, are hereby amended to read as follows:

## **"Article 3.10 Single-Family and Multi-Family Residential Rental Housing**

### **Division 1 Generally**

#### **§ 3.10.001 Purpose.**

The purpose of this article is to safeguard the life, health, safety, welfare, and property of the occupants of rental units and the general public by providing for the regulation and enforcement of minimum building standards and property maintenance codes for single-family and multi-family rental units.

#### **§ 3.10.002 Definitions.**

Administrator. The building inspector, officer, or other designated authority of the town, or their designee, charged with the administration and enforcement of this article.

Building inspector. The chief building official of the town or their designated representative.

Code. The Code of Ordinances, Town of Trophy Club, Texas.

Critical violation. A major violation of the town's current adopted technical or construction codes, as determined by the town community development department, acting by and through the administrator or building inspector.

Department. The community development department.

Landlord. A rental unit owner or operator, including a property manager, whether an entity or an individual, who has leased, rented, or permitted the exclusive use of the land, the building, or a part of the land or building to another person.

Lease. A verbal or written contract between a property owner and a person or individual seeking temporary enjoyment and exclusive use of the property, in exchange for rent or other consideration paid to the property owner or landlord.

Life safety violation. A violation of the town's current adopted technical or construction codes that poses an imminent threat to the life, limb, or health of any tenant or member of the general public, as determined by the town's community development department, acting by and through the administrator or building inspector.

Multi-family dwelling complex or complex. Any building or group of buildings which provide four (4) or more dwelling units on a single platted lot, or, if the land on which the building or buildings is located is unplatted, on a contiguous tract of land under common ownership.

Multi-family rental unit. Any room or suite of rooms arranged, designed, or occupied as a residence by a single family, individual, or group of individuals and located in a multi-family dwelling complex.

Occupant. The tenant of a rental unit, as well as any other person living, sleeping in, or having actual possession of a rental unit.

Owner. Any person, agent, firm, or corporation having a full or partial legal or equitable interest in a rental unit.

Premises. A lot, plot, or parcel of land, including any structure thereon and all grounds and facilities held out for the use of tenants or otherwise promised to the tenant.

Property manager. A person who, for compensation, manages one or more rental units on behalf of a landlord.

Rent. Money or other consideration paid by a tenant to a landlord, usually pursuant to a lease, in exchange for the exclusive use and enjoyment of land, a building, or a part of a building.

Rental unit(s). Property owned and/or operated by a landlord by whom a tenant has been granted temporary and exclusive use through a lease and shall collectively refer to multi-family rental units and single-family rental units, whether individual or plural.

Single-family dwelling. Any dwelling designed exclusively for residential occupancy by not more than one family, as defined in chapter 14, division 2 of this code. For the purposes of this article, the term “single-family dwelling” shall include a duplex dwelling, single-family attached dwelling, and single-family detached dwelling.

Single-family rental unit. Any single-family dwelling which is leased by a landlord to a tenant. A single-family rental unit shall not include multi-family rental units.

Tenant. An individual, whether one or more, to whom a landlord grants temporary and exclusive use of land, a building, or a part of a building through a lease, and usually in exchange for rent or other consideration, for living or dwelling purposes.

### § 3.10.003 **License required; license terms.**

- (a) No rental unit may be advertised, offered for lease, leased, or operated without a license obtained pursuant to the provisions of this article. No license shall be issued prior to completion of all required inspection(s) and satisfaction of all inspection requirements. Any landlord leasing or renting a rental unit at more than one location shall obtain a license for each separate location. It shall be unlawful to submit a false or fraudulent application for a license.
- (b) A license issued under this article is not assignable or transferable. A license is valid only for the rental unit for which it is issued. It shall be unlawful for any person to counterfeit, forge, change, deface, or alter a license. A license may be canceled

upon written request of the owner(s) or landlord, effective immediately upon its filing.

- (c) Each license issued pursuant to this article shall be valid through December 31 of the year of its date of issuance, unless suspended or revoked, and must be renewed within thirty (30) days of the date of expiration. The fee for any license issued in any month other than January shall be prorated accordingly
- (d) The license shall identify the occupancy maximum for the rental unit based on the calculation of one occupant per sleeping room with a minimum floor area of 70 square feet, and one additional occupant for each additional 50 square feet of floor area in the same sleeping room; provided, however, that the occupancy maximum shall not exceed the limits of Texas Property Code Sec. 92.010. Additionally, the administrator shall consider any written requests for reasonable accommodation in accordance with federal law, and the calculations above shall be subject to applicable state and federal laws, including rules or regulations adopted by the U.S. Department of Housing and Urban Development and the Texas Department of Housing and Community Affairs.
- (e) A late fee shall be assessed for license renewal applications filed more than thirty (30) days after the license expiration date, the issuance of the property maintenance inspection report, or a change in ownership.
- (f) The landlord must be current on any and all fees, taxes, and assessments owed to the town prior to the issuance or renewal of a license.
- (g) In accordance with appendix A of this code, the annual fee for a license shall be remitted with all initial or renewal license applications.

#### § 3.10.004 **Substandard rental units.**

All rental units shall maintain compliance with the town's applicable technical and construction codes and standards set forth in chapter 3 of this code, including the International Property Maintenance Code. Any substandard condition in a rental unit or complex shall be subject to abatement in accordance with chapter 3, article 3.05 of this code, in addition to all other remedies available to the town.

#### § 3.10.005 **Appeal procedures applicable to all rental unit applications and licenses.**

- (a) A landlord may appeal any decision or order of the building inspector, including findings contained in the property maintenance inspection report or a decision to suspend or revoke the license and/or certificate of occupancy to operate the rental unit or complex, as provided in this section.
- (b) An appeal pursuant to subsection (a) shall be submitted to the zoning board of adjustment by filing in the office of the town secretary, no later than fifteen (15) days after the issuance of such decision or order and during regular business

hours, a written appeal of such decision or order to the zoning board of adjustment on a form to be supplied by the town secretary. Appeals filed after that date shall be deemed untimely and the decision or order shall be considered a final determination.

- (c) The procedures set forth in section 14.02.405 for an administrative appeal to the zoning board of adjustment, as described by subsection 14.02.405(h)(1), shall govern any appeal filed pursuant to this section.

#### **§ 3.10.006 Penalty.**

Any person willfully violating any of the provisions of this article shall be deemed guilty of a misdemeanor and shall be punished as provided in section 1.01.009 of this code, and each and every day that such violation continues shall constitute a separate offense. Those fines shall be in addition to and cumulative of all other available remedies.

#### **§ 3.10.007 through § 3.10.010. (Reserved)**

### **Division 2 Landlord and Tenant Maintenance Responsibilities**

#### **§ 3.10.011 Maintenance responsibilities of landlord.**

- (a) A landlord shall be exclusively responsible for the integrity and safety of a rental unit or complex's structure, parking facilities, water lines, and sewer lines, including full compliance with all applicable technical and construction codes, as set forth in article 3.03, chapter 3 of the code, including the current adopted editions of the International Residential Code, the International Building Code, and the International Property Maintenance Code.
- (b) A landlord shall provide to each tenant an emergency telephone number or other means of communications which shall be answered 24 hours each day by an employee of the owner or landlord of the rental unit in order that the tenant may report needed repairs or emergencies or seek information or answers relative to landlord-tenant matters which cannot wait until regular business hours.

#### **§ 3.10.012 Maintenance responsibilities of tenant.**

A tenant shall comply with the following minimum responsibilities:

- (a) Maintain the exterior and interior of the property or structure under their control in accordance with their lease agreement, including all plumbing equipment and facilities, in a clean, sanitary condition at all times and free from rubbish, garbage, and other conditions that would encourage infestation of insects, rodents, vermin, and unsanitary conditions.
- (b) Maintain the rental unit and its facilities to avoid violating applicable technical and construction codes, as set forth in article 3.03, chapter 3 of the code, including the currently adopted editions of the International Residential Code, the International

Building Code, and the International Property Maintenance Code, as amended.

- (c) Comply with all applicable town ordinances, including waste disposal standards.

**§ 3.10.013 through § 3.10.015. (Reserved)**

**Division 3 Single-Family Rental Units**

**§ 3.10.016 License requirements.**

- (a) The landlord of a single-family rental unit shall apply for a license in accordance with the application process outlined in this article. Should a landlord operate more than one single-family rental unit, or a combination of single-family and multi-family rental units, a separate license shall be obtained for each single-family rental unit and each multi-family dwelling complex.
- (b) Each license issued pursuant to this section shall be valid through December 31 of the year of its date of issuance, unless suspended or revoked. The fee for any license issued in any month other than January shall be prorated accordingly.
- (c) Upon a change in ownership, if the new owner intends to continue operating the property as a single-family rental unit, the new landlord shall have thirty (30) days from the date of the change in ownership to file an application for a new license with the department. A change in ownership occurs when more than 50 percent of the interest in the rental unit is transferred to a different owner. It shall be an affirmative defense to prosecution that the rental unit was rented or leased for a period of less than sixty (60) days to a person who was the immediate past owner of the dwelling or who shall be the immediate next owner of the dwelling.
- (d) The license application shall be on a form prescribed by the administrator, shall be accompanied by the appropriate fee identified in the town fee schedule, and shall at minimum contain the following information:
  - (1) Street address, zoning classification(s), and number of bedrooms of the rental unit;
  - (2) The name, physical street address, mailing address (if different from physical address), telephone number, e-mail address, signature, and driver's license or other government-issued identification number of the owner (or signed owner authorization);
  - (3) The name, physical street address, telephone number, e-mail address, and signature of any landlord of the property for which an application is being submitted;
  - (4) If the owner is other than an individual, the legal name of the entity owner, all trade names, and the name of the registered agent, managing partner, or other person authorized to accept service of process on behalf of the

owner, such that service of any notice under this code on the designated agent shall constitute service upon the owner unless the owner submits actual written notice that the designated agent is no longer so authorized;

- (5) The name and telephone number of the tenant responsible for the single-family rental unit, if available, at the time of application;
- (6) The occupancy maximum of the rental unit;
- (7) Proof of liability insurance;
- (8) A certification that the rental unit for which the application is submitted is equipped with functioning smoke detectors and carbon monoxide detectors (if served by natural gas) in accordance with the provisions of the current adopted editions of the International Residential Code; and
- (9) Acknowledgment of receipt of a copy of this ordinance and a certification that the property owner and/or manager agrees to abide by all applicable federal, state, and local regulations, including this ordinance, as a condition of receiving and retaining the license.

**§ 3.10.017 Inspection required.**

- (a) The administrator is hereby authorized to inspect the premises of a rental unit, including all structures located on the property, as allowed by state or local law to determine the condition of the premises and to ensure compliance with the town's adopted construction and technical codes, including the current adopted editions of the International Residential Code, the International Building Code, and the International Property Maintenance Code. Inspection and re-inspection fees shall be charged in accordance with the town fee schedule.
- (b) No license shall be issued if, following inspection, the property maintenance inspection report indicates that the rental unit does not comply with division 2 of this article and the current adopted edition of the International Residential Code.
- (c) Inspections may be performed as follows:
  - (1) Upon application for a license or license renewal;
  - (2) Upon a change in tenancy, except that if a change in tenancy occurs within three (3) months after the date of the required annual renewal, and the annual renewal was lawfully obtained by the owner, the owner shall be exempt from the annual renewal and inspection requirement until the subsequent annual renewal;
  - (3) As needed for re-inspection to determine compliance following a failed inspection;

- (4) As needed for re-inspection to confirm continued compliance no less than six (6) months following findings of multiple violations or multiple failed re-inspections, so long as the administrator provides ten (10) days' advance written notice;
  - (5) Upon the request of a tenant;
  - (6) Upon the town's receipt of a complaint or report, or observation of a condition, of a critical or life-safety violation.
- (d) Nothing contained in this section shall be construed to prohibit an inspection at the request of a tenant or upon receipt of a report of violation of the terms of the rental unit's license or this article.
  - (e) The administrator shall enforce the provisions of this article upon presentation of proper identification to the landlord or, if occupied, to the tenant and, with the landlord and/or tenant's permission, may conduct an inspection of the unit. The authority to conduct both exterior and interior inspections by the administrator is subject to all limitations provided in state and federal law. If the owner or tenant does not authorize the administrator's entry, the administrator is authorized to seek a warrant pursuant to article 18.05 of the Texas Code of Criminal Procedure, as amended. Any warrants issued will constitute authority for the administrator to enter upon and inspect the rental unit described therein.

**§ 3.10.018 Property maintenance inspection report.**

- (a) Following completion of the inspection described above, the administrator will issue to the landlord a property maintenance inspection report for the inspected rental unit(s).
- (b) The report shall be in written form as prescribed by the administrator.
  - (1) The report shall indicate whether a single-family rental unit complies with the standards set by this article and shall indicate the number of persons permitted to occupy the single-family rental unit.
  - (2) The property maintenance inspection reports shall be maintained by the landlord for a minimum of three (3) years.

**§ 3.10.019 Enforcement; suspension; revocation.**

- (a) A single-family rental unit license may be temporarily suspended by the town in the following circumstances:
  - (1) If, after notice and a period of correction to be determined by the administrator, an unmitigated life safety violation exists on the premises of the licensed rental unit;

- (2) If, after notice and a period of correction to be determined by the administrator, a critical violation remains on the premises of the licensed rental unit; or
  - (3) If, after a change in tenancy, the town has not received a request for inspection or certification of compliance within sixty (60) days of application for temporary utilities.
- (b) Within sixty (60) days of suspension, a landlord may make written application for a reinspection for the purpose of reinstating the license. Within ten (10) days following the receipt of a request, which shall include a statement signed by the applicant certifying that all of the violations that caused suspension of the license have been corrected, the town shall make a reinspection. Upon reinspection, if all violations have been corrected, the license shall be reinstated.
- (c) For three (3) or more critical violations and/or life safety violations within a twelve-month period, or for interference with the administrator's administration and enforcement of this article, the license may be revoked after an opportunity for a hearing. Prior to such action, the administrator shall notify the holder of the license in writing, stating the reasons for which the license is subject to revocation and advising that the license shall be revoked at the end of fifteen (15) days from the service of such notice unless the license holder files a notice of appeal with the town secretary pursuant to section 3.10.005 within such fifteen-day period. A license shall be suspended for cause pending its revocation or a hearing relative thereto. Upon license revocation, the property owner may not apply for a new license until the one (1) year anniversary of the date of revocation.

§3.10.020 **Reserved.**

#### **Division 4 Multi-Family Rental Units**

##### **§ 3.10.021 License requirements.**

- (a) The landlord of a complex shall apply for a license in accordance with the application process outlined in this article and within thirty (30) days after the property maintenance inspection report is issued to the landlord.
- (b) Upon a change in ownership, the new landlord of the complex shall have thirty (30) days from the date of the change in ownership to file an application for a new license with the department. A change in ownership occurs when more than 50 percent of the interest in the complex is transferred to a different owner.
- (c) The license application shall be on a form prescribed by the department, shall be accompanied by the appropriate fee identified in the town fee schedule, and shall at minimum contain the following information:
  - (1) The trade name, physical address, business mailing address, email address(es), related website(s), and telephone number(s) for the complex;

- (2) The names and 24-hour contact phone number(s) of designated employee(s) or authorized representative(s) who shall be assigned to respond to emergency conditions, including but not limited to fire, natural disaster, flood, burst pipes, collapse hazard, and violent or property crime;
  - (3) Information identifying the business entity or entities owning and/or managing the complex, including the names, addresses, email addresses, related websites, and phone numbers of the property owner, landlord, resident manager, and registered agent;
  - (4) Information identifying the point of contact of a retail utility provider for the connection or disconnection of public utility service at the complex, including contact information and related websites;
  - (5) Information identifying any mortgage lienholders, including contact information and related websites;
  - (6) Proof of liability insurance;
  - (7) Information identifying the total number of multi-family rental units; the number of residential buildings; the number of multi-family rental units per building categorized by efficiency, one-bedroom, two-bedroom, and three-bedroom; the occupancy maximum for each category of rental unit; and the number and category of other buildings existing on the premises, including but not limited to laundry, mail, and maintenance facilities; and
  - (8) Acknowledgment of receipt of a copy of this ordinance and a certification that the property owner and/or manager agrees to abide by all applicable federal, state, and local regulations, including this ordinance, as a condition of receiving and retaining the license.
- (d) It shall be unlawful for any person to own, operate, manage, or maintain a multi-family dwelling complex in the town without a current license issued for each complex. Any person owning, operating, managing, or maintaining a complex at more than one location shall obtain a license for each separate location.

**§ 3.10.022 Inspection required.**

- (a) The administrator is hereby authorized to make inspections as allowed by state or local law to determine the condition of the premises and all structures located thereon, in order that town officials may perform their duties of safeguarding the safety, health, and welfare of the occupants and of the general public. Additionally, the administrator has right and access to inspect, as allowed by state or local law, (1) all unoccupied units upon giving reasonable notice to the owner, property manager, or landlord and (2) all occupied units upon receiving consent from the tenant and providing notice to the owner, property manager, or landlord. Inspection fees shall be charged in accordance with the town fee schedule.

- (b) The landlord, as a condition to the issuance of the license required by this article, shall consent to the following inspections when needed to ensure compliance with this article:
  - (1) Upon application for a license or license renewal;
  - (2) As needed for re-inspection to determine compliance following a failed inspection;
  - (3) As needed for re-inspection to confirm continued compliance no less than ninety (90) days following findings of multiple violations or multiple failed re-inspections, so long as the administrator provides ten (10) days' advance written notice;
  - (4) Upon the request of a tenant; or
  - (5) Upon the town's receipt or observation of a complaint or report, or observation of a condition, of a critical or life-safety violation.
- (c) Nothing in this article shall be construed to prohibit the administrator from conducting need-based or complaint-based inspections as needed, including upon receipt of a report of violation of the terms of the rental unit's license or this article.
- (d) The administrator may enforce the provisions of this article upon presentation of proper identification to the occupant in charge of any unit, and may enter, with the occupant's permission, any unit between the hours of 8:00 a.m. and 5:00 p.m., provided, however, that in cases of emergency where extreme hazards are known to exist which may involve imminent injury to persons, loss of life, or severe property damage, the administrator may enter a rental unit at any time, and the requirement for presentation of identification and the occupant's permission shall not apply.
- (e) The authority to conduct both exterior and interior inspections by the administrator is subject to all limitations provided in state and federal law. If the owner or tenant does not authorize the administrator's entry, the administrator is authorized to seek a warrant pursuant to article 18.05 of the Texas Code of Criminal Procedure, as amended. Any warrants issued will constitute authority for the administrator to enter upon and inspect the rental unit described therein.

**§ 3.10.023 Property maintenance inspection report.**

- (a) Following completion of the inspection described above, the administrator will issue to the landlord a property maintenance inspection report for the inspected complex.
- (b) The report shall be in written form as prescribed by the administrator.
  - (1) The report shall indicate whether a complex complies with the standards

set by this article.

- (2) The property maintenance inspection reports shall be maintained by the landlord for all applicable property conditions, buildings, and identified rental units within the multi-family dwelling complex for a minimum of three (3) years.

**§ 3.10.024 Enforcement; suspension; revocation.**

- (a) Upon a landlord's failure to comply with the terms of this article after receipt of written notice from the administrator setting out the violation(s) and the time allowed to rectify the violation(s), the administrator may, at their discretion, take any or all of the following actions:

- (1) Prohibit the landlord from re-letting any rental unit in a condition that violates this article that becomes vacant, until such violation(s) have been rectified;
- (2) Impose a penalty upon the landlord as provided in this article;
- (3) Revoke the owner's certificate of occupancy and/or the license authorized by this article to operate the entire multi-family dwelling complex.

(A) If the administrator determines that violations of this article provide cause to revoke a certificate of occupancy, the administrator will issue written notice of such determination to the landlord detailing the reasons for revocation.

(B) The administrator's determination to revoke a certificate of occupancy under this subsection may be appealed in accordance with this article.

(C) If the appeal process upholds the administrator's determination to revoke the certificate of occupancy, the landlord will be required to issue a formal written notice to all tenants that all units must be vacated within sixty (60) days. This written notice shall also be posted prominently in the leasing office.

- (b) Within sixty (60) days of suspension, a landlord may make written application for a reinspection for the purpose of reinstating the license. Within ten (10) days following the receipt of a request, which shall include a statement signed by the landlord certifying that all of the violations that caused suspension of the license have been corrected, the town shall make a reinspection. Upon reinspection, if all violations have been corrected, the license shall be reinstated.

**§ 3.10.025 Parking Regulations**

- (a) A landlord must provide adequate parking in accordance with the town's subdivision ordinance and this code. Additionally, parking is restricted to the number of

off-street parking spaces available at the rental unit and to on-street parking immediately adjacent to the rental unit's front property lot line. All motor vehicles are further subject to the parking regulations contained in chapter 12 of the code.

(b) A tenant shall not keep motor vehicles in numbers that exceed the number of bedrooms in the rental unit either on the off-street parking spaces available at the premises or on on-street parking immediately adjacent to the public right-of-way adjacent to the premises, in accordance with Section 123.009 of the Texas Human Resources Code.

**§ 3.10.026 through 3.10.030. (Reserved)**

**Article 3.11 (Reserved)"**

**SECTION 3.**

This Ordinance shall be cumulative of all other provisions of ordinances of the Town, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION 4.**

All rights and remedies of the Town are expressly saved as to any and all violations of the provisions of any other ordinance affecting the subject matter of this Ordinance within the Town which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such ordinances same shall not be affected by this Ordinance, but may be prosecuted until final disposition by the courts.

**SECTION 5.**

The sections, paragraphs, sentences, phrases, clauses, and words of this Ordinance are severable, and if any section, paragraph, sentence, phrase, clause, or word in this Ordinance or application thereof to any person or circumstance is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance, and the Town Council hereby declares that it would have passed such remaining portions of this Ordinance despite such invalidity, which remaining portions shall remain in full force and effect.

**SECTION 6.**

It shall be unlawful for any person to violate any provision of this Ordinance, and any person violating or failing to comply with any provision hereof shall be fined, upon conviction, in an amount not less than One Dollar (\$1.00) nor more than Two Thousand Dollars (\$2,000.00), and a separate offense shall be deemed committed each day during or on which a violation occurs or continues.

**SECTION 7.**

The Town Secretary of the Town of Trophy Club is hereby directed to publish the caption and penalty clause of this Ordinance as required by Section 3.16 of the Town's Charter.

**SECTION 8.**

This Ordinance shall take effect on January 1, 2027, following its adoption and publication as required by law, and it is so ordained.

**PASSED AND APPROVED** by the Town Council of the Town of Trophy Club, Texas, this 8<sup>th</sup> day of June 2026.

---

Jeannette Tiffany, Mayor

ATTEST:

---

Tammy Dixon, Town Secretary

APPROVED AS TO FORM:

---

Dean Roggia, Town Attorney



TOWN OF TROPHY CLUB  
 1 TROPHY WOOD DRIVE  
 TROPHY CLUB, TEXAS 76262  
 682-237-2900

# RENTAL PROPERTY REGISTRATION LICENSE

PROPERTY OWNER LEGAL NAME:		ZONING DISTRICT:
RENTAL PROPERTY ADDRESS:		
OWNER'S INFORMATION:	OWNER'S ADDRESS:	
PRIMARY PHONE:	CITY:	STATE: ZIPCODE:
EMAIL:	MAILING ADDRESS:	
NAME OF REGISTERED AGENT OR INDIVIDUAL AUTHORIZED TO ACCEPT SERVICE OF PROCESS:	OWNER TRADE NAMES:	
	CHECK THIS BOX TO AFFIRM INSURANCE ON THE HOME: <input type="checkbox"/>	

NUMBER OF BEDROOMS:  1-BEDROOM  2-BEDROOM  3-BEDROOM  4+ BEDROOMS

PROPERTY TYPE:  SINGLE-FAMILY  DUPLEX  MULTI-FAMILY  TOWNHOMES

PROPERTY MANAGEMENT COMPANY:	OFFICE USE ONLY
<input type="checkbox"/> IF YOU DO NOT HAVE A PROPERTY MANAGER, PLEASE CHECK HERE.	REGISTRATION NUMBER:
MANAGEMENT COMPANY:	REGISTRATION DATE:
CONTACT NAME:	PRORATION (IF APPLICABLE):
PRIMARY PHONE:	
ALTERNATE PHONE:	
TENANT NAME:	PRIMARY PHONE:

PROPOSED TENANT OCCUPANCY MAXIMUM:

HOW MANY UNRELATED?

READ AND SIGN:  
 I HEREBY CERTIFY BY MY SIGNATURE BELOW THAT:

1) I HAVE REVIEWED ARTICLE 3.10 OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, AND I AGREE TO ABIDE BY ALL LAWS AND ORDINANCES GOVERNING RENTAL PROPERTIES, AND

2) THE RENTAL UNIT EQUIPPED WITH FUNCTIONING SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS (IF SERVED BY NATURAL GAS) IN ACCORDANCE WITH APPLICABLE TECHNICAL CODES.

3) I AFFIRM I HAVE READ AND EXAMINED THIS APPLICATION AND AFFIRM ALL OF THE INFORMATION I PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

FEE CHART:

RESIDENTIAL RENTAL	\$125.00
REINSTATEMENT	\$125.00
ADDITIONAL LICENSES	\$25.00
INSPECTION/REINSPECTION	\$75.00
MULTIFAMILY UNITS/DWELLINGS	
\$125.00 INITIAL FEE	
\$25.00 EACH ADDITIONAL UNIT	

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ALL LICENSES SHALL EXPIRE DECEMBER 31 FOLLOWING THE DATE OF ISSUANCE.



# Rental Registration Updates

## UPHOLD HOUSING STANDARDS



Enhance neighborhood desirability and uphold housing standards through cooperative policies and enforcement while preserving private property rights.

### OBJECTIVES:

- Protect neighborhoods with targeted rental management.
- Improve aging in place options for residents.
- Create innovative redevelopment and enforcement strategies.

**Initiative: Analyze the long-term rental registration program and recommend program improvements.**

# Key License Process Updates



# Current/New Program Changes

- **Current Name:** Home Rental & Lease License Application
- **Current Processing:** Currently available on the Town website and submitted via email or in-person for processing.
- **Enforcement:** No enforcement
- **New Name:** Rental Property Registration License
- **New Processing:** Submitted through an online portal using a new module within the updated permitting software.
- **New Enforcement:** Potential Partnership with the MUD

# Application Changes

The new Rental Property Registration License includes several additional elements that are not captured on the existing Home Rental License form, including:

- Rental location
- Zoning area
- Owner
- Who can legally accept responsibility for receiving official documents
- How many bedrooms and type of property
- Management company name
- Tenant Info
- Updated fee chart
- Verification of functioning smoke detectors, carbon monoxide detector, and affirm insurance on the home

# Application Changes

- Incorporate a January-December timeline for applications and prorate the remaining year.
- All licenses will expire on December 31<sup>st</sup>.
- One application for multi-family units/dwellings and single-family dwellings.



**TOWN OF TROPHY CLUB**  
1 TROPHY WOOD DRIVE  
TROPHY CLUB, TEXAS 76262  
682-237-2900

---

## RENTAL PROPERTY REGISTRATION LICENSE

PROPERTY OWNER LEGAL NAME:		ZONING DISTRICT:
RENTAL PROPERTY ADDRESS:		
OWNER'S INFORMATION:	OWNER'S ADDRESS:	
PRIMARY PHONE:	CITY:	STATE:      ZIPCODE:
EMAIL:	MAILING ADDRESS:	
NAME OF REGISTERED AGENT OR INDIVIDUAL AUTHORIZED TO ACCEPT SERVICE OF PROCESS:	OWNER TRADE NAMES:	
CHECK THIS BOX TO AFFIRM INSURANCE ON THE HOME: <input type="checkbox"/>		
NUMBER OF BEDROOMS:	<input type="checkbox"/> 1-BEDROOM <input type="checkbox"/> 2-BEDROOM <input type="checkbox"/> 3-BEDROOM <input type="checkbox"/> 4+ BEDROOMS	
PROPERTY TYPE:	<input type="checkbox"/> SINGLE-FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> MULTI-FAMILY <input type="checkbox"/> TOWNHOMES	
PROPERTY MANAGEMENT COMPANY:	OFFICE USE ONLY	
<input type="checkbox"/> IF YOU DO NOT HAVE A PROPERTY MANAGER, PLEASE CHECK HERE.	REGISTRATION NUMBER:	
MANAGEMENT COMPANY:	REGISTRATION DATE:	
CONTACT NAME:	PRORATION (IF APPLICABLE):	
PRIMARY PHONE:		
ALTERNATE PHONE:		
TENANT NAME:	PRIMARY PHONE:	
PROPOSED TENANT OCCUPANCY MAXIMUM:		
HOW MANY UNRELATED?		
READ AND SIGN: I HEREBY CERTIFY BY MY SIGNATURE BELOW THAT:	FEE CHART:	
1) I HAVE REVIEWED ARTICLE 3.10 OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, AND I AGREE TO ABIDE BY ALL LAWS AND ORDINANCES GOVERNING RENTAL PROPERTIES, AND	RESIDENTIAL RENTAL	\$125.00
2) THE RENTAL UNIT EQUIPPED WITH FUNCTIONING SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS (IF SERVED BY NATURAL GAS) IN ACCORDANCE WITH APPLICABLE TECHNICAL CODES.	REINSTATEMENT	\$125.00
3) I AFFIRM I HAVE READ AND EXAMINED THIS APPLICATION AND AFFIRM ALL OF THE INFORMATION I PROVIDED IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.	ADDITIONAL LICENSES	\$25.00
	INSPECTION/REINSPECTION	\$75.00
	MULTIFAMILY UNITS/DWELLINGS	\$125.00 INITIAL FEE
		\$25.00 EACH ADDITIONAL UNIT
SIGNATURE	DATE	

ALL LICENSES SHALL EXPIRE DECEMBER 31 FOLLOWING THE DATE OF ISSUANCE.

# Key Ordinance Updates



# Key Ordinance Updates

## Combining rental rules into one ordinance

Previously:

- Article 3.10 covered apartments
- Article 3.11 covered single-family rentals

Now:

Everything is consolidated into a single Article 3.10 for all rental housing.

## All rental homes now require a license

The ordinance makes it clear that:

- A rental property cannot be advertised, leased, or operated without a Town license.
- Each property needs its own license.
- Licenses expire every December 31st and must be renewed annually.

This is more structured than the older ordinance, which mainly focused on nonresident owners.

# Key Ordinance Updates

## More inspections are required

The Town gains broader authority to inspect rentals for safety/code issues.

Inspections can happen:

- At license application/renewal
- When tenants change
- After complaints
- For life-safety concerns
- After failed inspections
- At tenant request

The old ordinance mainly required annual inspections and complaint-based inspections.

## Stronger safety enforcement

The new ordinance introduces:

- Critical violations
- Life safety violations

If serious problems are not fixed:

- Licenses can be suspended
- Licenses can be revoked
- Rental operations can be shut down
- Apartment tenants could ultimately be required to vacate unsafe complexes

This is a much stronger enforcement structure than the current ordinance.

# Key Ordinance Updates

## New landlord requirements

Landlords must now provide:

- Proof of liability insurance
- Emergency contact information available 24/7
- Smoke detector certification
- Carbon monoxide detector certification (if gas service exists)
- Occupancy information
- Agreement to comply with all Town regulations
- Affirm insurance on home

These requirements were either missing or less detailed before.

## Occupancy limits are clarified

The ordinance now defines occupancy based on bedroom size and square footage.

In simple terms:

- Small bedrooms can only hold so many people. (1 occupant per room with a minimum of 70 square feet, and 1 additional occupant for each additional 50 square feet)

The Town is aligning occupancy with state/federal housing standards. The prior ordinance stated no more than one “family” in a single-family home, or no more than 3 unrelated individuals.

# Key Ordinance Updates

## Tenants also get responsibilities

Tenants are now specifically required to:

- Keep units sanitary
- Avoid creating code violations
- Follow waste disposal rules
- Help maintain the property properly

This section is new. The prior ordinance targeted landlord responsibilities, and now tenants can also be held accountable for maintenance-related violations.

## Parking rules are updated

The ordinance adds language limiting:

- Parking to available spaces
- On-street parking near the rental
- Excessive vehicle counts tied to bedroom count
- Still subject to parking regulations in chapter 12 of the code

This section includes new language. The prior ordinance focused on enforcement of Town ordinance parking language, and now parking limits are directly tied to rental licensing rules.

# Key Ordinance Updates

## Appeals process changes

Old ordinance:

- Appeals went to Town Council within 5 working days.

New ordinance:

- Appeals go to the Zoning Board of Adjustment
- Appeal window increases to 15 days

## Multi-family apartments now have more detailed regulations

Apartment complexes must now provide:

- Emergency contacts
- Utility provider information
- Mortgage holder information
- Unit counts/types
- Insurance proof

This is a much more comprehensive registration system than before.

# Key Ordinance Updates

## **Multi-family apartments now have more enforcement tools**

The Town can:

- Prevent leasing of non-compliant units
- Suspend licenses
- Revoke licenses
- Revoke certificates of occupancy
- Require tenant notification and eventual vacancy if severe violations remain uncorrected after appeals

## **Multi-family apartments now have new definitions**

The ordinance introduces:

- “Critical violations”
- “Life safety violations”
- Formal landlord maintenance responsibilities
- Formal tenant maintenance responsibilities
- Occupancy calculations and licensing standards applicable across rental housing



# Questions





[social media](#) | [email](#) | [website](#)



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** April Duvall, Director of Finance

**AGENDA ITEM:** Consider an ordinance amending the FY 2026 Budget to authorize a one-time transfer from the General Fund balance to the Capital Replacement Fund for planned capital expenditures through FY 2026–2030, in accordance with the Capital Replacement Fund Plan and Financial Reserves Policy. (April Duvall, Director of Finance)

---

### **BACKGROUND/SUMMARY:**

The Town of Trophy Club maintains a Financial Reserves Policy to promote long-term fiscal sustainability, provide stability during periods of economic uncertainty, and ensure a timely response to unforeseen emergencies. On April 22, 2024, the Town Council adopted an updated version of this policy, establishing a target range of 30% to 50% for unassigned General Fund balance as a percentage of annual operating expenditures, with a preferred target of 45%.

Following the close of the most recent fiscal year, the Town’s unassigned General Fund balance exceeds the policy maximum of 50%. While maintaining strong reserves is critical, balances significantly above the target range present an opportunity to strategically reinvest excess funds in a manner that supports long-term community priorities.

In accordance with the Financial Reserves Policy and municipal best practices, Town staff developed a five-year Capital Equipment Replacement Plan funded through a one-time allocation of excess reserves. The Capital Equipment Replacement Plan outlines Trophy Club's proposed expenditures for fiscal years 2026 through 2030 across key departments: Police, EMS, Parks & Recreation, Community Development, and Non-Departmental functions. Funding for these items is proposed through a transfer from the General Fund balance to the Capital Equipment Fund. This budget amendment will designate and transfer funds specifically for capital investments, ensuring that the expenditures:

- Are non-recurring in nature,
- Address identified, necessary capital needs across multiple departments,
- Are phased in over a five-year horizon, and
- Do not create new recurring operational costs or jeopardize the Town’s financial flexibility.

### **Proposed Transfers from General Fund Reserves to Departmental Capital Budgets:**

- **Police Department:** \$8,500

- **EMS Department:** \$792,500
- **Parks & Recreation Department:** \$1,854,000
- **Community Development:** \$1,295,000
- **IT Capital Replacements:** \$250,000

**Total Transfer: \$4,200,000**

This funding mechanism allows the Town to meet critical capital needs without resorting to debt issuance, budget reallocations, or deferral of essential purchases. Additionally, based on historical financial performance and the Town's disciplined fiscal practices, it is anticipated that similar excess fund balance conditions may recur in future years. This approach offers a repeatable framework for managing surplus reserves and ensuring consistent reinvestment in Town infrastructure and services.

By approving this budget amendment, Council will authorize the strategic use of excess reserves in alignment with adopted policy, advancing long-term financial sustainability and supporting essential community assets and services.

The full transfer amount of \$4,200,000 will be transferred from the General Fund to add reserves for spending in future years, consistent with the Town's five-year equipment replacement plan.

**BOARD REVIEW/CITIZEN FEEDBACK: N/A**

**FISCAL IMPACT:**

The Town's current unassigned General Fund balance is approximately \$12.4 million, representing 78% of General Fund expenditures exceeding the Town's adopted maximum reserve policy threshold of 50%.

The proposed plan includes a \$4,200,000 transfer from the General Fund to the Capital Replacement Fund to support one-time capital expenditures over the next five years. Following implementation, the Town's unassigned fund balance is projected to be approximately \$8.2 million, representing 51.5% of General Fund expenditures, which remains slightly above the targeted 30% - 50%.

**LEGAL REVIEW:** Town Attorney, Dean Roggia, has reviewed the ordinance as to form and legality.

**ATTACHMENTS:**

1. Ordinance
2. Exhibit A: FY 2026 Budget Amendment #4
3. Capital Purchases Justification
4. Financial Reserves Policy

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to approve the ordinance amending the FY 2026 Budget to authorize a one-time transfer from the General Fund balance to the Capital Replacement Fund for planned capital expenditures through FY 2026–2030, in accordance with the Capital Replacement Fund Plan and the Financial Reserves Policy.

**TOWN OF TROPHY CLUB  
ORDINANCE NO. 2026-XX**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING THE TOWN'S ANNUAL BUDGET FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2025, AND ENDING ON SEPTEMBER 30, 2026, AS ADOPTED BY ORDINANCE NO. 2025-27 AND AMENDED BY ORDINANCE NO. 2025-34, ORDINANCE NO. 2026-03 AND ORDINANCE NO. 2026-12, BY PROVIDING FOR ADJUSTMENTS TO THE GENERAL FUND; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR SHALL BE MADE IN ACCORDANCE WITH THE ANNUAL BUDGET, AS AMENDED; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Trophy Club, Texas (the "Town"), is a home rule municipality acting under its Town Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the Town Council previously adopted its budget for the fiscal year beginning on October 1, 2025, and ending on September 30, 2026 (the "Annual Budget"); and

**WHEREAS**, the Annual Budget was adopted by Ordinance No. 2025-27 on September 08, 2025; and

**WHEREAS**, the Annual Budget was amended by Ordinance No. 2025-34 on October 13, 2025; and

**WHEREAS**, the Annual Budget was amended by Ordinance No. 2026-03 on January 12, 2026; and

**WHEREAS**, the Annual Budget was amended by Ordinance No. 2026-12 on April 27, 2026; and

**WHEREAS**, after the Town Council's approval of the Annual Budget, unexpected needs have arisen which require amendment of the Annual Budget; and

**WHEREAS**, Town Charter Sec. 9.13 and Section 102.010 of the Texas Local Government Code allow the Town to amend its Annual Budget as deemed necessary for any municipal purpose; and

**WHEREAS**, the Town is also allowed to amend its Annual Budget for emergency appropriations to meet a pressing need for public expenditure to protect the public health, safety, and welfare as a result of unusual and unforeseen conditions; and

**WHEREAS**, the Town Council has determined that an amendment to the Annual Budget pursuant to this Ordinance is a public necessity and in the best interest of the public health and general welfare of the Town and its citizens.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, THAT:**

**SECTION 1.**

All of the above premises are hereby found to be true and correct factual and legislative determinations of the Town and are hereby approved and incorporated into the body of this Ordinance as if copied in their entirety.

**SECTION 2.**

The Annual Budget of the Town for the fiscal year beginning on October 1, 2025, and ending on September 30, 2026, as adopted by Ordinance No. 2025-27 and amended by Ordinance No. 2025-34, Ordinance No. 2026-03 and Ordinance No. 2026-12, is hereby amended to provide for adjustments to the General Fund, as shown in Exhibit "A," which is attached hereto and incorporated herein, and expenditures for said fiscal year shall be made in accordance with the Annual Budget, as amended.

**SECTION 3.**

The expenditures and amendments authorized by this Ordinance are necessary to meet unusual and/or unforeseen conditions or circumstances that could not have been included in the original budget through the use of reasonably diligent thought and attention.

**SECTION 4.**

A true and correct copy of this Ordinance showing the approved budget amendments shall be filed with the Town Secretary and in the office of the County Clerk as required by Section 102.009 of the Local Government Code.

**SECTION 5.**

This Ordinance shall be cumulative of all other provisions of ordinances of the Town, except where the provisions of this Ordinance are in direct conflict with the provisions of such ordinances, in which event the conflicting provisions of such ordinances are hereby repealed.

**SECTION 6.**

It is hereby declared to be the intention of the Town Council that the phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, or sections of this Ordinance, since the same would have been enacted by the Town Council without incorporation in this Ordinance of such unconstitutional phrase, clause, sentence, paragraph, or section.

**SECTION 7.**

This Ordinance shall be in full force and effect from and after its date of passage and it is so ordained.

**PASSED AND APPROVED** by the Town Council of the Town of Trophy Club, Texas, this 8<sup>th</sup> day of June, 2026.

**APPROVED:**

---

Jeannette Tiffany, Mayor

**ATTEST:**

---

Tammy Dixon, Town Secretary

**APPROVED AS TO FORM:**

---

Dean Roggia, Town Attorney

**Exhibit "A"**  
**Town of Trophy Club**  
**FY 25-26 Budget Amendment No. 4**

**Exhibit A**

**FY26 BUDGET AMENDMENT #4:**

<b>Department</b>	<b>Line Item</b>	<b>Line Item Description</b>	<b>Budget Total</b>	<b>Recommended Change</b>	<b>Amended Budget</b>
<b><u>Section 1</u></b>					
<b><u>Funds Transfer:</u></b>					
		<i>General Fund Reserves</i>	<i>Transfers</i>	\$ -	\$ 4,200,000
		<i>Capital Equipment Replacement Reserves</i>	<i>Transfer from General Fund Reserves</i>	\$ -	\$ (4,200,000)
		<b>Total Reserves Transfer:</b>		<b>\$ -</b>	<b>\$ 4,200,000</b>
<b><u>Police Department:</u></b>					
	<b>31-251-83650</b>	<i>Capital Replacement</i>	\$ 936,000	\$ 8,500	\$ 944,500
		<b>Total Police Capital:</b>	<b>\$ 936,000</b>	<b>\$ 8,500</b>	<b>\$ 944,500</b>
<b><u>EMS Department</u></b>					
	<b>32-255-83650</b>	<i>Capital Replacement</i>	\$ 390,183	\$ 792,500	\$ 1,182,683
		<b>Total EMS Capital:</b>	<b>\$ 390,183</b>	<b>\$ 792,500</b>	<b>\$ 1,182,683</b>
<b><u>Community Development Department</u></b>					
	<b>33-360-83650</b>	<i>Capital Replacement</i>	\$ 53,000	\$ 250,000	\$ 303,000
		<b>Total Community Development Capital:</b>	<b>\$ 53,000</b>	<b>\$ 1,295,000</b>	<b>\$ 1,348,000</b>
<b><u>Parks &amp; Recreation</u></b>					
	<b>34-400-83650</b>	<i>Capital Replacement</i>	\$ 270,000	\$ 1,854,000	\$ 2,124,000
		<b>Total Parks &amp; Recreation Capital:</b>	<b>\$ 270,000</b>	<b>\$ 1,854,000</b>	<b>\$ 2,124,000</b>
<b><u>IT</u></b>					
	<b>36-640-83650</b>	<i>Capital Replacement</i>	\$ 85,000	\$ 250,000	\$ 335,000
		<b>Total IT Capital:</b>	<b>\$ 85,000</b>	<b>\$ 250,000</b>	<b>\$ 335,000</b>
<b><u>Total FY 2025-26 Expenditure Increase</u></b>				<b>\$ 4,200,000</b>	

Capital Equipment Replacement	FY 2026 PROPOSED	FY 2027 PROPOSED	FY 2028 PROPOSED	FY 2029 PROPOSED	FY 2030 PROPOSED	FY 2031 PROPOSED	Explanation/Justification
<b>Funding Source:</b>							
Fund Balance xfer to Capital Equipment Fund	-	1,251,750	510,000	864,625	1,323,625	250,000	
<b>Fund Balance transfer Total</b>	<b>\$ -</b>	<b>\$ 1,251,750</b>	<b>\$ 510,000</b>	<b>\$ 864,625</b>	<b>\$ 1,323,625</b>	<b>\$ 250,000</b>	
<b>Equipment Replacement:</b>							
<b>Police Department</b>							<b>Police Department</b>
WIFI radio upgrade		8,500					Add Motorola Wi-Fi capability to 26 APX 8000 portable radios to provide backup connectivity for programming, updates, and system management, improving reliability and operational readiness.
<b>Police Department Total</b>	<b>\$ -</b>	<b>\$ 8,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>EMS Department</b>							<b>EMS Department</b>
EMS+ Program				89,625	89,625		TCFD is requesting to participate in the EMS+ Program offered by Stryker. This is a financed structured program that is tailored to streamlining our Stryker equipment and service plans into one consistent payment.
Rehab Truck		75,000					The department's 2011 Ford F-150 is nearing the end of its useful life and no longer adequately supports rehab operations. Replacing it with a transit van will improve storage, equipment organization, and firefighter support during emergency incidents.
Chief Truck				85,000			The Fire Chief's command vehicle is a critical emergency response asset and will reach approximately 10 years of service by FY2031. Replacing it will ensure reliable command response, reduce maintenance costs, and maximize trade-in value while maintaining operational readiness.
WIFI radio upgrade		3,250					Add Motorola Wi-Fi capability to 26 APX 8000 portable radios to provide backup connectivity for programming, updates, and system management, improving reliability and operational readiness.
Ambulance					450,000		The department's 2022 Ford F-550 ambulance will approach 10 years of frontline service by FY2032 and should be replaced to maintain reliable emergency medical response. Replacement, including evaluation of a possible remount, will reduce downtime, control maintenance costs, and support continued EMS readiness.
<b>EMS Department Total</b>	<b>\$ -</b>	<b>\$ 78,250</b>	<b>\$ -</b>	<b>\$ 174,625</b>	<b>\$ 539,625</b>	<b>\$ -</b>	
<b>Parks &amp; Recreation Department</b>							<b>Parks &amp; Recreation Department</b>
Pool Surface/Resurfacing		80,000			24,000		Pool and deck resurfacing is essential in maintaining the longevity of the surfaces as well as providing safety to the patrons using the pool.
60" mowers		50,000	50,000	25,000			Mowers are essential for maintaining parks, athletic fields, and landscaped areas efficiently, helping preserve the appearance, safety, and quality of public spaces.
75" mowers					50,000		Mowers are essential for maintaining parks, athletic fields, and landscaped areas efficiently, helping preserve the appearance, safety, and quality of public spaces.
36" median mowers		30,000	15,000				Mowers are essential for maintaining parks, athletic fields, and landscaped areas efficiently, helping preserve the appearance, safety, and quality of public spaces.
Soccer Goals		60,000					Goals are not currently owned by the Town.
Parks Security Cameras		50,000					Cameras are needed for Independence West as we have had multiple break-ins at the building.
Parks Master Plan improvements		300,000	300,000	400,000			Funding will implement priority projects identified in the Parks Master Plan, enhancing parks and recreational amenities while supporting the Town's long-term community and capital improvement goals.
Median Refurbishment		60,000	60,000	60,000	60,000		Median refurbishment is necessary to replace aging landscaping, irrigation, and hardscape elements, improving appearance, safety, and sustainability. The project will enhance community aesthetics, protect existing infrastructure investments, and reduce ongoing maintenance costs.
Vehicles				120,000	60,000		Replacing aged vehicles is essential to maintaining the work of the Parks & Recreation department.
<b>Parks &amp; Recreation Department Total</b>	<b>\$ -</b>	<b>\$ 630,000</b>	<b>\$ 425,000</b>	<b>\$ 605,000</b>	<b>\$ 194,000</b>	<b>\$ -</b>	

Community Development Department							Community Development Department
Trucks		75,000					This vehicle meets the Town's replacement criteria based on age and service life. The truck is used daily by Streets Department personnel to perform roadway inspections, oversee construction projects, transport equipment and materials, and respond to maintenance needs throughout the Town. Due to its age and increasing maintenance requirements, replacement is recommended to improve reliability, reduce repair costs and downtime, and ensure continued support of essential street maintenance and infrastructure operations.
Wayfinding Signage		100,000	50,000	50,000	50,000		This funding will support implementation of the Town's comprehensive Wayfinding Signage Program, a Town Council priority focused on improving navigation, enhancing community identity, and creating a cohesive visual experience throughout Trophy Club. Funding is requested in FY27 to allow implementation efforts to begin at the start of the fiscal year, including gateway features, directional signage, monument signage, and other wayfinding elements identified through the master planning process.
Sign replacements		35,000	35,000	35,000	40,000		Funding provides for the systematic replacement and upgrade of aging, damaged, and non-compliant street signage throughout the Town, including street name signs, stop signs, regulatory signs, and warning signs. As part of the Streets Capital Improvement Program, this initiative supports roadway safety, regulatory compliance, and long-term infrastructure maintenance by replacing signs that have exceeded their service life or no longer meet visibility and reflectivity standards.
Security Access		75,000					The Town's current building access control system was identified as non-compliant during a recent FBI/CJIS audit and must be replaced to meet required security standards for controlling and documenting access to sensitive areas. Replacing the system will improve physical security, provide modern access management and audit capabilities, and ensure compliance for the Police Department, Town Hall, and potentially other critical Town facilities.
Town Hall & PD flooring					200,000		Funding provides for the replacement of flooring in high-traffic areas of Town Hall that have experienced significant wear since the facility opened in 2017. Daily use by residents, staff, visitors, and public meetings has resulted in visible deterioration, impacting both appearance and long-term
Town Hall & PD water heaters					150,000		Funding provides for the replacement of the existing water heaters serving Town Hall. As a critical building system, the water heater is approaching the end of its expected service life and replacement is recommended to maintain reliable operation and avoid unplanned service disruptions. Proactively replacing the units will improve energy efficiency, reduce maintenance costs, and ensure continued service to Town Hall staff and visitors while protecting the Town's investment in its facilities.
Town Hall paint interior/exterior					150,000		Funding provides for the repainting of interior and exterior surfaces at Town Hall as part of the Town's ongoing facility maintenance program. Since the building opened in 2017, normal wear, weather exposure, and daily public use have resulted in fading, scuffing, and deterioration of painted surfaces. Repainting will help protect the building from environmental impacts, maintain a professional appearance, extend the life of facility finishes, and preserve the Town's investment in a highly visible public facility.
Town Hall rooftop HVAC units						250,000	Funding provides for the replacement of aging rooftop HVAC units serving Town Hall. These units are critical to maintaining a safe, comfortable, and productive environment for staff, residents, and visitors. As the equipment approaches the end of its useful service life, replacement is recommended to improve system reliability, reduce maintenance and repair costs, increase energy efficiency, and minimize the risk of unexpected failures that could disrupt Town operations.
<b>Community Development Department Total</b>	\$ -	\$ 285,000	\$ 85,000	\$ 85,000	\$ 590,000	\$ 250,000	
<b>IT Department</b>							<b>IT Department</b>
IS Capital replacements		250,000					Capital replacement funding ensures aging IT equipment and systems are replaced on schedule to maintain reliability, security, and operational efficiency.
<b>IT Department Total</b>	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	
<b>Grand Total</b>	0	1,251,750	510,000	864,625	1,323,625	250,000	<b>\$4,200,000.00</b>

---

---

## FINANCIAL RESERVES POLICY

---

Town Council Policy	
<b>Policy Number</b>	TC - 003
<b>Implementation Date:</b>	4/22/2024
<b>Last Revised Date:</b>	4/22/2024
<b>Policy Contact:</b>	Director of Finance
<b>Resolution Number:</b>	2024-07

### A. GENERAL FUND FINANCIAL RESERVES POLICY

#### **Section 1 – Purpose of the General Fund - Financial Reserves Policy**

The purpose of the General Fund Financial Reserves Policy (the “Financial Reserves Policy”) of the Town of Trophy Club, Texas, is to maintain a prudent level of financial resources in the General Fund as additional insurance against disasters, emergencies, and unforeseen expenditures within the Town. In addition, this Financial Reserves Policy is intended to document the appropriate unassigned reserve level to protect the Town’s credit worthiness and provide adequate cash flow based upon the traditional operating cycle.

#### **Section 2 – Delegation of Authority**

The Town of Trophy Club Town Council is responsible for the approval of financial policies which establish and direct the operations of the Town of Trophy Club. The Town Manager is responsible for carrying out the policy directives of the Town Council and managing the day-to-day operations of the departments, including the Finance Department. This Financial Reserves Policy will be administered on behalf of the Town Manager by the Finance Director. The Town Council has authorized the Town’s Finance Director as the official authorized to assign fund balance to a specific purpose as approved by this Financial Reserves Policy.

#### **Section 3 – Establishing the General Fund Policy**

The Town is committed to maintaining an unassigned fund balance, as defined by standards established by the Governmental Accounting Standards Board (GASB), within the range of 30% to 50% of operating expenditures in the General Fund. This upper limit represents 180 days of cash flow. The Town’s specific target of unassigned fund balance for budgetary and planning purposes is set at 45% of operating expenditures in the General Fund. For the purposes of this Financial Reserves Policy, the General Fund refers to the General Fund for GAAP purposes.

The Town will measure its compliance with this Financial Reserves Policy on an annual basis during the budgeting process. During the course of the fiscal year, the Finance Department will monitor revenues and expenditures to ensure that projections remain consistent with this Financial Reserves Policy. Funding the unassigned reserve target will generally come from excess revenues over expenditures; unspent expenditures; or one-time, unappropriated revenues.

In the event that unassigned reserves exceed maximum balance requirements at the end of each fiscal year, excess reserves may be utilized in the following ways, as directed by the Town Manager and approved by the Town Council. Excess reserve options are presented in order of short-term, more immediate needs to long-term needs for capital and programming purposes that may reduce the Town’s reliance on future tax dollars to support one-time uses. The Town Council and staff may consider uses consistent with any of these options when determining the utilization of excess reserves.

1. One-time transfers to other funds, as appropriate, to offset year-end cash deficits (whether an ongoing deficit or annual deficit) within those funds.
2. Appropriated to provide additional funding to complete current capital projects in the current Capital Improvement Plan where actual project costs exceed pre-established budget amounts.
3. Appropriated for new, one-time capital project expenditures without significant recurring costs, as recommended to and approved by the Town Council. An emphasis will be placed on one-time uses that reduce future operating costs.
4. Appropriated to lower the total amount of a future bond issuance.
5. Appropriated as start-up expenditures for new programs as recommended to and approved by the Town Council. Such programs will be reviewed in the context of multi-year revenue and expenditure projections as prepared by the Finance Department.
6. Fund accrued liabilities, including but not limited to debt service, pension, and other employment benefits. Priority will be given to those items that relieve budget or financial operating pressure in future periods.
7. Appropriated or assigned as recommended by the Town Manager, as recommended to and approved by the Town Council.

As the purpose of the Financial Reserves Policy is to stabilize Town operations during times of unforeseen loss of revenues or unforeseen increase in expenditures, it may be necessary and appropriate to take unassigned reserve levels below those targets established in this Financial Reserves Policy. When multiple categories of fund balance are available for expenditure (for example, a construction project is being funded partly by a grant, funds set aside by the Town Council, and unassigned fund balance), the Town will start with the most restricted category and spend those funds first before moving down to the next category with available funds. Circumstances where taking reserves below policy levels would be appropriate include responding to the risks that reserves are intended to mitigate, such as:

1. One-time uses in meeting cash-flow needs;
2. Closing a projected short-term revenue/expenditure gap;
3. Responding to unexpected expenditure requirements or revenue shortfalls; or
4. Where a forecast shows an ongoing structural gap until such time as the structural gap can be corrected.

If or when the Town falls below the targets established by this Financial Reserves Policy, the Town Manager will submit a plan (“Replenishment Plan”) to the Town Council to increase unassigned reserves to achieve compliance with this Financial Reserves Policy. Revenue sources that would typically be looked to for replenishment of unassigned fund balance reserves include nonrecurring revenues, budget surpluses, year-end surpluses, and excess revenues in other funds (if legally permissible and with a defensible rationale). The Town Manager will prepare and distribute a Replenishment Plan to the Town Council no later than June 1 following the completion of the Town’s financial statements for the prior fiscal year.

## **B. GOVERNMENTAL AND BUSINESS-TYPE FUNDS LIQUIDITY POLICY**

### **Section 1 – Purpose of the Governmental and Business-Type Funds Liquidity Policy**

The essential purpose of the Governmental Liquidity Policy and Business-Type Liquidity Policy (the “Liquidity Policy”) of the Town of Trophy Club, Texas, is to ensure sufficient resources to meet short-term financial obligations. Sufficient levels of liquid assets facilitate cash-flow needs during traditional operating cycles and provide additional insurance against disasters, emergencies, and unforeseen expenditures within the Town. In addition, the Liquidity Policy is intended to document the appropriate level of unrestricted current assets of cash and investments to protect the Town’s credit worthiness.

### **Section 2 – Delegation of Authority**

The Town of Trophy Club Town Council is responsible for the approval of financial policies that establish and direct the operations of the Town of Trophy Club. The Town Manager is responsible for carrying out the policy directives of the

Town Council and managing the day-to-day operations of the departments, including the Finance Department. This Liquidity Policy will be administered on behalf of the Town Manager by the Finance Department.

### **Section 3 – Establishing the Liquidity Policy for Governmental Funds**

The Town will strive to maintain total current assets in excess of total current liabilities for all funds collectively reported together as Governmental Activities, as defined by GASB standards. Additionally, the Town will strive to maintain unrestricted cash and short-term investments of at least 100% of current liabilities as reported in the Town’s statement of net assets at the close of each fiscal year.

The Town will measure its compliance with this Liquidity Policy on an annual basis during the budgeting process. During the course of the fiscal year, the Finance Department will monitor revenues and expenditures to ensure that projections remain consistent with the Liquidity Policy. Funding the target will generally come from excess revenues over expenditures, unspent expenditures, or one-time unappropriated revenues.

From time to time, it may be necessary and appropriate to reduce current assets below the target level to respond to the risks that reserves are intended to mitigate, such as:

1. One-time uses in meeting cash-flow needs;
2. Closing a projected short-term revenue/expenditure gap;
3. Responding to unexpected expenditure requirements or revenue shortfalls; or
4. Where a forecast shows an ongoing structural gap until such time as the structural gap can be corrected.

If or when the Town falls below the targets established by the Liquidity Policy, the Town Manager will submit a Replenishment Plan to the Town Council to increase current assets and/or cash and short-term investments to achieve compliance with this Liquidity Policy. Revenue sources that would typically be looked to for replenishment include nonrecurring revenues, budget surpluses, year-end surpluses, and excess revenues in other fund types (if legally permissible and with a defensible rationale). The Town Manager will prepare and distribute a Replenishment Plan to the Town Council no later than June 1 following the completion of the Town’s financial statements for the prior fiscal year.

### **Section 4 – Establishing the Liquidity Policy for Business-Type Funds**

It is recognized that funds held for the purpose of accounting for business-type activities will fluctuate more than governmental activities funds. Business-type activities operated by government entities as opposed to a willing private sector entity regularly operate on the margins and are, therefore, more prone to incurring operational deficits in any given year. The Town will strive to maintain total current assets of at least 75% of total current liabilities for all funds collectively reported together as Business-Type Activities, as defined by GASB standards. Additionally, the Town will strive to maintain unrestricted cash and short-term investments of at least 50% of current liabilities as reported in the Town’s statement of net assets at the close of each fiscal year.

The Town will measure its compliance with this policy on an annual basis during the budgeting process. During the course of the fiscal year, the Finance Department will monitor revenues and expenses to ensure that projections remain consistent with the Liquidity Policy. Funding the target will generally come from excess revenues over expenses, unspent expenses, or one-time unappropriated revenues.

From time to time, it may be necessary and appropriate to reduce current assets below the target level to respond to the risks that reserves are intended to mitigate, such as:

1. One-time uses in meeting cash-flow needs;
2. Closing a projected short-term revenue/expense gap;
3. Responding to unexpected expense requirements or revenue shortfalls; or
4. Where a forecast shows an ongoing structural gap until such time as the structural gap can be corrected.

If or when the Town falls below the targets established by the Liquidity Policy, the Town Manager will submit a Replenishment Plan to the Town Council to increase current assets and/or cash and short-term investments to achieve compliance with this Liquidity Policy. Revenue sources that would typically be looked to for replenishment include nonrecurring revenues, budget surpluses, year-end surpluses, and excess revenues in other fund types (if legally permissible and with a defensible rationale). The Town Manager will prepare and distribute a Replenishment Plan to the Town Council no later than June 1 following the completion of the Town's financial statements for the prior fiscal year.



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Jill Lind, Director of Communications and Marketing

**AGENDA ITEM:** Consider a resolution approving and adopting Trophy Club's "Texas Town of Patriotism" sub-logo. (Jill Lind, Director of Communications & Marketing)

---

**BACKGROUND/SUMMARY:** Following Trophy Club's official designation as the "Texas Town of Patriotism" by the 89th Texas Legislature through Senate Concurrent Resolution 18 (SCR 18), signed by Governor Greg Abbott on June 20, 2025, Town staff worked to develop a supporting sub-logo that visually reflects and promotes the new designation. The sub-logo was created as a secondary brand element intended to complement, not replace, the Town's primary logo while providing a recognizable visual identity tied specifically to patriotism, civic pride, and community storytelling.

The "Texas Town of Patriotism" sub-logo allows the Town to strategically incorporate the designation into patriotic campaigns, special events, promotional materials, merchandise, and community partnerships while maintaining consistency with the Town's established brand standards. By developing a dedicated sub-logo, the Town can highlight and celebrate this unique state designation, thereby strengthening Trophy Club's identity and reinforcing the community's longstanding commitment to patriotism, service, and unity.

Staff is seeking consideration and approval of the proposed sub-logo featuring the "Texas Town of Patriotism" designation for use in Town communications, patriotic initiatives, special events, promotional materials, community partnerships, merchandise, and related branding applications.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** The design services for this item had a total cost of \$5,000, paid from the FY 2026 Budget Hotel Occupancy Tax Fund.

**LEGAL REVIEW:** Town Attorney, Dean Roggia, has reviewed the resolution as to form and legality.

**ATTACHMENTS:**

1. Resolution
2. Presentation

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to approve the resolution adopting Trophy Club's "Texas Town of Patriotism" sub-logo.

**TOWN OF TROPHY CLUB, TEXAS  
RESOLUTION NO. 2026-XX**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, APPROVING AND ADOPTING THE “TEXAS TOWN OF PATRIOTISM” SUB-LOGO AS AN OFFICIAL SECONDARY BRANDING ELEMENT OF THE TOWN; AUTHORIZING ITS USE IN TOWN COMMUNICATIONS, PATRIOTIC INITIATIVES, SPECIAL EVENTS, PROMOTIONAL MATERIALS, COMMUNITY PARTNERSHIPS, MERCHANDISE, AND RELATED BRANDING APPLICATIONS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Town of Trophy Club, Texas (the “Town”) is a home rule municipality acting under its charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

**WHEREAS**, the 89th Texas Legislature adopted Senate Concurrent Resolution No. 18 designating Trophy Club as the “Texas Town of Patriotism”; and

**WHEREAS**, Governor Greg Abbott approved Senate Concurrent Resolution No. 18 on June 20, 2025, officially recognizing Trophy Club with the designation of “Texas Town of Patriotism”; and

**WHEREAS**, the Town desires to celebrate and promote this unique state designation as a reflection of the community’s longstanding commitment to patriotism, civic pride, service, and unity; and

**WHEREAS**, Town staff developed a “Texas Town of Patriotism” sub-logo as a secondary branding element intended to complement, but not replace, the Town’s primary logo and established brand identity; and

**WHEREAS**, the Town Council finds that adoption of the sub-logo will provide a recognizable visual identity associated with the designation and support consistent messaging in Town communications, patriotic initiatives, special events, promotional materials, community partnerships, merchandise, and related branding applications.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, THAT:**

**SECTION 1.** The facts and recitals set forth in the preamble of this Resolution are hereby found to be true and correct.

**SECTION 2.** The Town Council hereby approves and adopts the “Texas Town of Patriotism” sub-logo, attached hereto as Exhibit A and incorporated into this Resolution as if fully set forth herein, as an official secondary branding element of the Town.

**SECTION 3.** This Resolution shall be effective from and after its date of passage.

**PASSED AND APPROVED** by the Town of Trophy Club, Texas, this the 8<sup>th</sup> day of June, 2026.

\_\_\_\_\_  
Jeannette Tiffany, Mayor

**ATTEST:**

\_\_\_\_\_  
Tammy Dixon, Town Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Dean Roggia, Town Attorney

**Exhibit A**

**Sub-Logo**





## **Texas Town of Patriotism sub-logo design.**

Jill Lind, Communications & Marketing Director

# Texas Town of Patriotism Designation



**TROPHY CLUB**  
WHERE TEXAS PRIDE MEETS  
AMERICAN SPIRIT

This submittal will provide evidence for the request based on the history and growth of patriotism in Trophy Club, the community involvement in fostering the commitment of love shown in patriotism, and the town-sponsored events that build community, family, neighborhoods, and service uniting around love for the country.

**SUBMITTAL DATE:**  
September 2024

[www.trophyclub.org](http://www.trophyclub.org)



# Brand Positioning: TC Sub-Logos



# Logo Design Direction



# Potential Uses

- **Patriotic-themed Town events and celebrations**  
*(Veterans Day, Memorial Day, Independence Day, Flag Day, community tributes, military appreciation events)*
- **Community merchandise and branded giveaways**  
*(shirts, hats, challenge coins, decals, banners, drinkware, lapel pins)*
- **Digital and social media campaigns**  
*(campaign graphics, patriotic storytelling series, video intros, event promotions)*
- **Economic development and community recruitment efforts**  
*(highlighting Trophy Club's identity, values, and community culture)*
- **Special initiative branding**  
*(patriotism-focused programs, educational initiatives, civic engagement campaigns)*
- **Town facilities or spaces connected to patriotic programming**  
*(temporary signage, event backdrops, stage graphics, exhibit materials)*
- **Partnerships with veterans organizations and community groups**  
*(co-branded materials, sponsorship graphics, recognition events)*
- **Commemorative and anniversary materials**  
*(designation anniversary campaigns, proclamations, keepsakes, historical displays)*
- **Select print and promotional collateral**  
*(posters, rack cards, presentation materials, specialty publications)*

## TEXAS TOWN OF PATRIOTISM

### SUB-LOGO USE EXAMPLES

The "Texas Town of Patriotism" sub-logo is a supporting brand element that complements – not replaces – the primary Town of Trophy Club logo.

The Town of Trophy Club was officially designated as the "Texas Town of Patriotism" through Senate Concurrent Resolution 18 (SCR 18) during the 89th Texas Legislature, authored by Senator Tan Parker and Representative Ben Bumgarner, and signed by Governor Greg Abbott on June 20, 2025.

*The designation remains in effect for ten years through 2035.*



EVENT POSTER	SOCIAL MEDIA GRAPHIC	WEBSITE BANNER	MERCHANDISE	BANNER / STREET POLE
				
PROCLAMATION / CERTIFICATE	PROMOTIONAL ITEM	PRESENTATION SLIDE	VEHICLE DECAL	PARTNERSHIP / CO-BRANDED MATERIALS
				

- ★ Always use the sub-logo in combination with the primary Town of Trophy Club logo.
- 🎨 Follow all brand standards for color, spacing and clear space.
- 📄 Use the sub-logo for patriotic-themed communications, events, initiatives and storytelling.
- 📞 For questions about logo use, contact Town staff.
- trophyclub.org







## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Brandon Wright, Town Manager

**AGENDA ITEM:** Consider designating three council members to serve on the Appointments Committee. (Brandon Wright, Town Manager)

---

**BACKGROUND/SUMMARY:** The Trophy Club Town Council Rules of Procedure Manual, Section 1.2(b) Council Committees state that:

*"At the first Town Council meeting in June, the Mayor may present recommendations for the members of the following Council Subcommittees and open the floor for additional nominations, all subject to the approval of the Town Council. Town Council Members may propose changes or make their own nominations for the following Council Subcommittees. Appointment of members to all committees of the Town, inclusive of Council Subcommittees, is exclusively vested in the Council.*

- *Appointments Committee*
- *Budget Oversight Committee*
- *Municipal Utility District No. 1 Coordination Committee"*

Consistent with the Council's Rules of Procedure Manual, the floor will be open to receiving and voting on Council Members to serve on the Appointments Committee. The Appointments Committee is established to interview applicants and make recommendations to the full Council regarding appointments to all boards during the annual appointment process and during the year in the event of mid-year vacancies. The Appointment Committee will also review and make recommendations for any removals from the Town's boards and commissions as deemed necessary.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to designate three council members to serve on the Appointments Committee tasked with making recommendations to the full Council regarding appointments to all Boards, Commissions, and Corporations.



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Brandon Wright, Town Manager

**AGENDA ITEM:** Consider designating three council members to serve on the Budget Oversight Committee. (Brandon Wright, Town Manager)

---

**BACKGROUND/SUMMARY:** The Trophy Club Town Council Rules of Procedure Manual, Section 1.2(b) Council Committees state that:

*"At the first Town Council meeting in June, the Mayor may present recommendations for the members of the following Council Subcommittees and open the floor for additional nominations, all subject to the approval of the Town Council. Town Council Members may propose changes or make their own nominations for the following Council Subcommittees. Appointment of members to all committees of the Town, inclusive of Council Subcommittees, is exclusively vested in the Council.*

- *Appointments Committee*
- *Budget Oversight Committee*
- *Municipal Utility District No. 1 Coordination Committee"*

Consistent with the Council's Rules of Procedure Manual, the floor will be open to receiving and voting on Council Members to serve on the Budget Oversight Committee. The Budget Oversight Committee is established for the purpose of providing fiduciary oversight of the budget, as well as providing input regarding the administration of the budget and the budget process. The Budget Oversight Committee meets with Town staff and provides updates to the full Council as the budget is developed.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to designate three council members to serve on the Budget Oversight Committee.



## TOWN COUNCIL COMMUNICATION

---

**MEETING DATE:** June 8, 2026

**FROM:** Brandon Wright, Town Manager

**AGENDA ITEM:** Consider designating up to three council members to serve on the Municipal Utility District No. 1 Coordination Committee. (Brandon Wright, Town Manager)

---

**BACKGROUND/SUMMARY:** The Trophy Club Town Council Rules of Procedure Manual, Section 1.2(b) Council Committees state that:

*"At the first Town Council meeting in June, the Mayor may present recommendations for the members of the following Council Subcommittees and open the floor for additional nominations, all subject to the approval of the Town Council. Town Council Members may propose changes or make their own nominations for the following Council Subcommittees. Appointment of members to all committees of the Town, inclusive of Council Subcommittees, is exclusively vested in the Council.*

- *Appointments Committee*
- *Budget Oversight Committee*
- *Municipal Utility District No. 1 Coordination Committee"*

Consistent with the Council's Rules of Procedure Manual, the floor will be open to receiving and voting on Council Members to serve on the Municipal Utility District No. 1 Coordination Committee. The Municipal Utility District No. 1 Coordination Committee is established to maintain effective working relationships with Municipal Utility District No. 1 (District) and to promote additional discussion regarding items of mutual concern to the Town and District.

**BOARD REVIEW/CITIZEN FEEDBACK:** N/A

**FISCAL IMPACT:** N/A

**LEGAL REVIEW:** N/A

**ATTACHMENTS:**

None

**ACTIONS/OPTIONS:**

Staff recommends that the Town Council move to designate up to three council members to serve on the Municipal Utility District No. 1 Coordination Committee.