



Town Council Work Session

June 8, 2026

Work Session

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





Town Council Regular Meeting

June 8, 2026

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



Pledge of Allegiance to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

Pledge of Allegiance to the Texas Flag:

Honor the Texas Flag; I pledge allegiance to
thee, Texas, one state under God, one and
indivisible.

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Council on any matter pursuant to Texas Government Code Sec. 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 must have submitted their request to speak by completing the Speaker's Form or may email mayorandcouncil@trophyclub.org

Community Spotlight



2. Proclamation – Parks and Recreation Month

Community Spotlight



3. Presentation of Trophy Club's Texas Town of Patriotism Resolution

Community Spotlight



4. Trophy Club Stars and Stripes



STARS & STRIPES

a community tradition



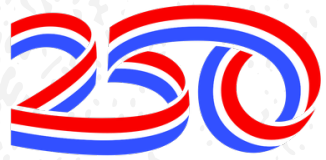
How it started



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.



AMERICA



The Dates

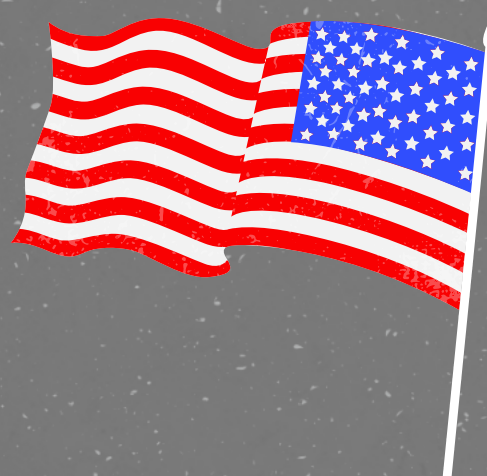
- July 1st: distribute flags to volunteers
 - details to be shared soon as we are working on a fun plan!
- July 2nd: Planting Day!
 - no specific time. the volunteer may plant at any time that works for them.
- July 5th: Harvest Day!
 - make sure flags are dry and only bundle good flags. damaged flags 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™

Community Spotlight



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)



Trophy Club Boards & Commissions-Now Accepting Applications

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)

Agenda Item No. 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)



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 31st.
- 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 REGISTRATION NUMBER:	
<input type="checkbox"/> IF YOU DO NOT HAVE A PROPERTY MANAGER, PLEASE CHECK HERE.		
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](#)

Agenda Item No. 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)

Agenda Item No. 12



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



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

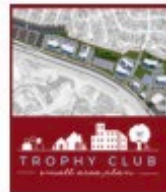
This submittal will provide evidence for the request based on the history and growth of patriotism in Trophy Club, the community involvement in fostering the commitment of love shown in patriotism, and the town-sponsored events that build community, family, neighborhoods, and service uniting around love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

SUBMITTAL DATE:
September 2024

www.trophyclub.org



Brand Positioning: TC Sub-Logos



Logo Design Direction



 <p>TROPHY CLUB</p>	 <p>TROPHY CLUB TEXAS</p>
 <p>TOWN OF TROPHY CLUB</p>	 <p>TOWN OF TROPHY CLUB <small>1 Trophy Wood Drive Trophy Club, TX 76262 682.237.2900</small></p>
<p>TOWN OF TROPHY CLUB</p>	<p>TROPHY CLUB</p>
 <p>"A Great Place To Call Home"</p>	 <p>"A Great Place To Call Home"</p>



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

Brand Standards & Consistency



TOWN OF TROPHY CLUB, TEXAS

BRAND ASSETS

At the foundation for the organization's branding efforts, the logo is the primary method for use on print mediums, digital, and video.

The logo is the foundation for the organization's branding efforts. It is the primary method for use on print mediums, digital, and video.

Colors approved for use in representing the Town's logo are those approved and approved by the Communications & Marketing Department. White, black, and blue are pre-approved.

Red
P: 100 C: 0 M: 100 Y: 0 K: 0
Hex #C00000

White
R: 255 G: 255 B: 255
C: 0 M: 0 Y: 0 K: 0
Hex #FFFFFF

Blue
P: 100 C: 0 M: 0 Y: 0 K: 0
Hex #0000FF

Dark Blue
P: 100 C: 0 M: 0 Y: 0 K: 0
Hex #000080

Light Blue
P: 100 C: 0 M: 0 Y: 0 K: 0
Hex #ADD8E6

02 BRAND ASSETS

Proper & Improper Use

The Trophy Club logo is a vital part of our identity. To maintain the integrity of our brand, we ask that all users—both internal departments and external partners—use the logo only in its authorized form. Any modifications can result in brand inconsistency and visual confusion.

Digital logo files must be obtained directly from the Communications and Marketing Department. All vendors and community partners must also receive approval before using the Town's logo in any capacity.

Do not:

- stretch, skew, or scale the logo unevenly.
- rotate, or crop the logo.
- color any part of the logo, including using alternate brand colors or applying gradients.
- nest the logo or place it inside other shapes (circles, boxes).
- add borders, strokes, or shadows to the logo or its elements.
- use black or non-white for 1-color logo (gray and blue are pre-approved).
- use the logo out of very light backgrounds.
- use the logo over distracting, brightly colored, or textured backgrounds.
- use the logo in situations where there is not enough space to fit the logo.
- use parts of the logo (e.g., deleting or omitting text).

When in doubt, whether a proposed use meets these guidelines, please ask the Marketing Department for guidance.

APPAREL GUIDELINES

How to Use

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OPTIONAL ITEMS

Examples of branded merchandise include:

- Trophy Club water bottle
- Trophy Club t-shirt
- Trophy Club polo shirt
- Trophy Club sweatshirt
- Trophy Club tote bag
- Trophy Club socks
- Trophy Club mug
- Trophy Club cap

TROPHY CLUB | BRANDING & STYLE GUIDE

Agenda Item No. 13



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

Agenda Item No. 14



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

Agenda Item No. 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.



Recessed into Executive Session

Reconvene into Regular Session



17. Action as a result of Executive Session.

ADJOURN





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