

Town of Trophy Club Town Council Meeting Minutes
August 12, 2024, 5:00 p.m., Work Session and Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL WORK SESSION TO ORDER

Mayor Tiffany called the work session to order at 5:00 p.m.

COUNCIL MEMBERS PRESENT

Jeannette Tiffany, Mayor
Steve Flynn, Mayor Pro Tem
Stacey Bauer, Council Member Place 1
Jeff Beach, Council Member Place 2
Dennis Sheridan, Council Member Place 3
Rhylan Rowe, Council Member Place 4 (arrived at 5:03 p.m.)
LuAnne Oldham, Council Member Place 5

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Alicia Kreh, Town Attorney's Office
Jason Wise, Fire Chief
Patrick Arata, Chief of Police
April Duvall, Director of Finance
Matt Cox, Director of Community Development
Denise Deprato, Director of Human Resources
Chase Ellis, Director of Parks and Recreation
Jill Lind, Director of Communications and Marketing
Tamara Smith, Assistant to the Town Manager

WORK SESSION ITEM

1. Presentation and discussion of the FY 2025 Proposed Budget. (Brandon Wright, Town Manager)

Town Manager Wright gave a presentation on the FY 2025 Proposed Budget highlighting and noting the following, and also answered questions from the Town Council:

- Capital Improvement Plan
- Senate Bill 2 Overview
- Homestead Exemption
- Property Tax Rates (M&O and I&S)
- Proposed Debt Schedule
- Certified Taxable Values
- Tax Rate History
- Financial Reserves Policy and Anticipated Reserve Level

- Revenue History
- Public Safety Overtime
- Overtime History by Department
- Expense History
- Personnel Percent of Overall Budget by Department
- Personnel Costs by Department
- Revenue and Expense History for the following funds:
 - Trophy Club Park
 - Crime Control and Prevention District
 - Street Maintenance Fund
 - Storm Drainage
 - Court Technology/Security
 - Economic Development
 - Hotel Occupancy Tax
 - Recreation Program
 - Park Land Dedication
 - TIRZ
 - Debt Service
- Major Budget Changes:
 - Personnel: 3% COLA and up to 2% Merit based on performance. 50% of Rec Coordinator & Rec Superintendent funded from HOT, also Communications & Marketing employees. 1 seasonal Crossing Guard added to PD for traffic control. 1 part time parks staff member added.
 - Community Pool: Separated from Recreation as its own department to better track expenses. HOT: “Taste of TC” and “Christmas in the Park” funding moved from General Fund to HOT Fund.
 - Parks & Rec: Parks Master Plan allocated in Parks general fund budget \$ 250,000.
 - Fire/EMS – Replacement of 1 vehicle
 - Community Development – Replacement of 1 vehicle
 - Police Department – Replacement of 3 vehicles (2 funded by CCPD and 1 funded by PD Equipment Replacement Fund), SWAT vehicle 1/5 of the cost of the shared asset.

The session concluded with commendations for the improved efficiency of the budget process and the strategic approach to long-term financial planning.

ADJOURN

Mayor Tiffany adjourned the work session at 6:44 p.m.

CALL REGULAR MEETING TO ORDER

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

INVOCATION

Pastor Joel Quilé, Bara Church, led the invocation.

PLEDGES

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

PUBLIC COMMENTS

There were none.

COMMUNITY SPOTLIGHT

2. Proclamation - Honoring Our Wounded Military, Inc.

Mayor Tiffany recognized John Bowman, Robert Ulses, Bruce Gill, and Mick Martin, representing Honoring Our Wounded Military, Inc. She read the proclamation aloud and presented it to them.

3. Receive Annual Update from Metroport Chamber (Sally Aldridge, President & CEO)

Mayor Tiffany introduced Sally Aldridge, President & CEO of Metroport Chamber and resident of Trophy Club.

Ms. Aldridge gave a presentation on the State of the Chamber for calendar year 2024.

4. Working for You . . . Trophy Club

- a) Update from Town Council Members

Council Member Sheridan emphasized the importance of public participation in meetings without requiring forms in advance. He expressed support for allowing anyone to speak on specific agenda items during meetings and thanked the staff for creating a script for board and commission training to encourage public input.

Mayor Pro Tem Flynn remarked that when board and commission members attend council meetings to provide input on their board recommendations to council on a topic, their presence is both highly impactful and helpful.

Mayor Tiffany thanked everyone for their input through various channels, including surveys, focus groups, and the 'Breakfast with Tiffany' event. She also expressed appreciation for the board applicants and noted the positive experience with the application process. She looks forward to welcoming new board members in September and October.

b) Update from Town Manager

Town Manager Wright provided the following updates:

- Bobcat traffic improvement project, noting that as of July 29th, nearly 600 residents have completed the survey, with a goal to reach 1,000 responses. The survey is open until the end of the day on Friday, August 16th and residents were encouraged to participate.
- Upcoming Boards and Commissions Meetings
 - August 19, 2024, 6:00 p.m., Parks and Recreation Board
 - August 22, 2024, 5:00 p.m., Economic Development Board
 - August 22, 2024, 6:00 p.m., Arts & Culture Ad Hoc Committee

All meetings to be held at Town Hall, and the public is encouraged to attend.

Town Manager Wright reminded everyone that the new school year for Northwest ISD begins on Wednesday, August 8th, and urged residents to be mindful of increased traffic and to share the road safely with students and other drivers. He wished everyone a safe and successful school year.

c) Quick Civic Tip

Mayor Tiffany introduced Alicia Kreh, with the Town Attorney's Office who was filling in for Town Attorney Roggia who is on vacation.

Ms. Kreh provided an overview of Senate Bill 2 regarding the procedures for Tax Rate and Budget Adoption.

CONSENT AGENDA

5. Consider approval of the July 22, 2024, Town Council Work Session and Regular Meeting Minutes. (Tammy Dixon, Town Secretary)
6. Consider authorizing the Town Manager to negotiate and execute employee health and welfare benefits agreements with Blue Cross Blue Shield including medical, dental, vision, life insurance, and disability insurance. (Denise Deprato, Director of Human Resources)
7. Consider setting a public hearing for the FY 2025 Proposed Budget on August 26, 2024, at 7:00 pm. (April Duvall, Finance Director)

8. Consider a resolution of the Town of Trophy Club, Texas accepting the 2024 appraisal rolls from Denton and Tarrant Counties. (April Duvall, Finance Director)
The caption of the resolution reads as follows:

RESOLUTION NO. 2024-12
A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB, TEXAS, ACCEPTING THE 2024 APPRAISAL ROLL; AND PROVIDING AN EFFECTIVE DATE.

Council Member Beach moved to approve Consent Items 5-8. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: None
ABSENT: None
VOTE: 7-0

PUBLIC HEARINGS

9. Conduct a public hearing and consider approval of the FY 2025 Crime Control & Prevention District Budget. (Patrick Arata, Chief of Police)

Mayor Tiffany opened the public hearing at 7:29 p.m.

Chief Arata gave a presentation on the FY 2025 Crime Control & Prevention District (CCPD) Budget noting or highlighting the following items answered questions from the Town Council:

- Proposed budget: \$365,000 funded by a 1/4 cent dedicated sales tax.
- Funds various programs, including:
 - Citizens on Patrol
 - Flock camera system
 - Identity theft training
 - Home vacation watch program
 - School resource officer program
 - New home security program
 - Budget adjusted to fund two police patrol vehicle replacements. A third vehicle will be funded by the Police Department Equipment Replacement Fund.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 7:34 p.m.

Council Member Sheridan moved to approve the FY 2025 Crime Control & Prevention District Budget. Council Member Beach seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham

NAYES: None

ABSENT: None

VOTE: 7-0

INDIVIDUAL ITEMS

10. Consider approval of the location of dedicated pickleball courts in the Town of Trophy Club and directing staff to initiate the construction design phase for the selected location. (Chase Ellis, Parks & Recreation Director)

Director Ellis provided an overview of the pickleball court project. He noted the project began by gathering and reviewing past designs and community input. In April, the design architect was retained to assist with public engagement and to oversee the project through to completion.

Megan Hatcher, Landscape Architect, from McAdams provided a presentation outlining the design process and community engagement efforts and reviewed the conceptual designs, which were developed based on feedback from public engagement events. She presented the three design options, the associated infrastructure needs and challenges, and the cost estimates for each option.

Dana Kaiser, Park Board Member and Chair of the Park Board subcommittee, explained the subcommittee's role and process, which included considering public feedback and previously approved plans which led the subcommittee to recommend Option #3 to the Park Board.

Jen Kashner, Park Board member, explained the board engaged in thorough discussions and ultimately recommended Option 1, which includes courts at Harmony Park and Independence Park West, as the preferred option to spread the benefits of the project across the community.

Scott Palmer, 40 Cypress Court, expressed his support for Option 3, highlighting that six dedicated pickleball courts would accommodate different skill levels and allow the sport to grow.

Jim Thomas, 7 Meadow Brooke Lane, shared his experience playing pickleball at other facilities, emphasizing the importance of organizing play by skill level. He suggested consideration in designating specific courts for beginners, intermediates, and advanced players on different days to ensure a better experience for all participants.

Both Mr. Palmer and Thomas answered questions from the Town Council.

Mayor Tiffany initiated the conversation by emphasizing the importance of determining the location before addressing budget concerns. Council members engaged in a detailed discussion about the advantages and disadvantages of court configurations,

highlighting the benefits of having more courts to accommodate the growing number of players.

Council Member Bauer inquired about the impact of having three versus four courts, and Mr. Palmer explained that more courts would reduce wait times and allow for more organized play.

Mayor Pro Tem Flynn raised questions about the subcommittee's process and stressed the importance of considering long-term growth, suggesting that Option 3, which consolidates all courts in one location, offers better flexibility for future expansion.

Mayor Tiffany expressed support for Option 3, based on the public's input, budget alignment, and the benefits of concentrated play areas.

Council Member Oldham emphasized the importance of considering the needs of all demographics, including younger players, and acknowledged concerns about going against the Park Board's recommendation. She noted that Option 3 was the only one under budget and that, regardless of the decision, everyone wins because this is more than what was envisioned. She added that the process and discussion has been equitable and a good debate.

Council Member Beach suggested modifying Option 1 to consolidate courts at Harmony Park and improve existing facilities, potentially increasing the number of courts while remaining cost-effective.

Council Member Sheridan expressed appreciation for the public input received, noting that during on-site engagement, the majority of participants favored Harmony Park for the pickleball courts. He stated that many existing facilities are already centralized on one side of town. He stated that although he doesn't like going against the Park Board's recommendation, he supports Option 3, which was within budget.

Council Member Rowe highlighted concerns about traffic issues at Independence West and pointed out that Option 1 location is the only substantial open space left in the area. He expressed the importance of preserving this space, as it is used by the community for various activities, including youth sports practices. He reiterated the need to consider the impact on the community and appreciated the public engagement and input received on the matter.

Council Member Rowe moved to direct staff to move forward with Option #3. Council Member Sheridan seconded the motion.

VOTE ON MOTION

AYES: Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: Bauer, Beach
ABSENT: None
VOTE: 5-2

11. Consider an ordinance of the Town of Trophy Club amending Chapter 2 “Animal Control,” Article 2.02 “Impoundment,” Section 2.02.001 “Generally,” Subsection (c) “Disposition of Unclaimed Animals” to provide for forfeiture; and amending Appendix A “Fee Schedule,” Article A1.000 “General Provisions,” Section A1.006 “Animal Control,” Subsection (a) “Impound Fee,” of the Code of Ordinances. (Patrick Arata, Chief of Police)

Town Secretary Dixon stated staff recommended this item be tabled to a future date to allow further review by staff.

Council Member Rowe moved to table this item to the August 26, 2024, Town Council meeting. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: None
ABSENT: None
VOTE: 7-0

12. Consider adding Veterans Day to the list of Town-recognized holidays for a total of 12 Town holidays. (Denise Deprato, Director of Human Resources)

Director Deprato presented the request to increase the town's observed holidays from 11 to 12, adding Veterans Day. She noted this would align with the average holidays offered by other municipalities.

Councilmember Flynn moved to approve adding Veterans Day to the list of Town-recognized holidays. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: None
ABSENT: None
VOTE: 7-0

13. Discuss potential membership changes to the Parks & Recreation Board, Zoning Board of Adjustment Board, Building Standards Commission, and Tax Increment Reinvestment Zone Board. (Brandon Wright, Town Manager)

Town Manager Wright provided an overview of the Town Council's Appointments Committee's efforts to fill several vacancies on various boards and commissions. Staff explored ways to make the process more efficient, given the challenges of staffing multiple commissions with sufficient volunteers. The following recommendations were proposed for consideration:

- Parks & Recreation Board Membership Reduction: Reduce the number of members on the Board from nine to seven, aligning it with other boards in the Town and making it easier to achieve a quorum.
- Building Standards Commission and Zoning Board of Adjustment Membership Alignment: Align the membership of the Building Standards Commission with that of the Zoning Board of Adjustment. This would streamline operations, as both boards have overlapping membership and handle similar cases.
- Tax Increment Reinvestment Zone (TIRZ) Board and Town Council Membership Alignment: Recommend that the Town Council serve as the members of the TIRZ Board. While State law permits this, it conflicts with the Town Charter, which prohibits Council members from sitting on other boards and commissions.

The consensus of the Town Council was to move forward with the first two recommendations, while further consideration was needed for the third recommendation regarding the TIRZ Board.

Mr. Wright advised that staff would prepare ordinances for the first two recommendations to be considered at the next regular meeting.

14. Consider accepting the submission of the notice of a no-new-revenue tax rate of \$0.395728 per \$100 taxable valuation and a voter-approval tax rate of \$0.415469 per \$100 taxable valuation for the fiscal year beginning October 1, 2024 and ending September 30, 2025, setting a not-to-exceed ad valorem tax rate of \$0.415469 per \$100 taxable valuation (equal to the voter-approval tax rate) for the fiscal year beginning October 1, 2024 and ending September 30, 2025, and setting a tax rate public hearing for Monday, September 9, 2024 at 7:00 pm. (April Duvall, Finance Director)

Director Duvall presented the proposed not-to-exceed tax rate for fiscal year 2025 and discussed the scheduling of the public hearing for Monday, September 9th, at 7:00 PM, as reviewed during the budget workshop earlier in the evening.

Director Duvall presented the proposed not-to-exceed tax rates for fiscal year 2025 and explained there had been slight adjustments from the original council packet due to a recent revision by the tax assessor-collector in the calculation of the unused increment rate, which has impacted the voter-approval tax rate.

The proposed not-to-exceed tax rate is \$0.415469 per \$100 valuation, consisting of: M&O rate: \$0.316042 and I&S (debt) rate: \$0.099427

Council Member Rowe moved to accept the submission of the notice of a no-new-revenue tax rate of \$0.395728 per \$100 taxable valuation and a voter-approval tax rate of \$0.415469 per \$100 taxable valuation for the fiscal year beginning October 1, 2024 and ending September 30, 2025, set a not-to-exceed ad valorem tax rate of \$0.415469 per \$100 taxable valuation (equal to the voter-approval tax rate) for the fiscal year

beginning October 1, 2024 and ending September 30, 2025, and set a tax rate public hearing for Monday, September 9, 2024 at 7:00 pm. Council Member Bauer seconded the motion.

ROLL CALL VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: None
ABSENT: None
VOTE: 7-0

15. Consider authorizing the Town Manager to negotiate and execute an amended interlocal agreement with the City of Roanoke, TX for the administration of municipal court services on behalf of the Town of Trophy Club. (Brandon Wright, Town Manager)

Town Manager Wright presented the proposed interlocal agreement with Roanoke, which operates the Town's Municipal Court and answered questions from the Town Council.

Council Member Beach moved to authorize the Town Manager to negotiate and execute an amended interlocal agreement with the City of Roanoke, TX for the administration of municipal court services on behalf of the Town of Trophy Club. Council Member Bauer seconded the motion.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: None
ABSENT: None
VOTE: 7-0

EXECUTIVE SESSION/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 9:04 p.m. and reconvened into Regular Session at 9:37 p.m. in accordance with the Texas Government Code regarding:

Section 551.074 Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit:

- 1) Town Secretary. **No Action Taken.**
- 2) Municipal Judge

Mayor Pro Tem Flynn moved to approve an Ordinance No. 2024-14 providing for the appointment of the Municipal Court Judge and Alternate Judges effective October 1, 2024, for the period of two (2) years, with such terms expiring on October 1, 2026: Presiding Judge, Greg Bertrand, Alternate Judge, Alison J. Grant, Alternate Judge, Gilland Chenault, and Alternate Judge, Warren Bradley

Council Member Beach seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2024-14

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS PROVIDING FOR THE APPOINTMENT OF THE MUNICIPAL COURT JUDGE AND ALTERNATE JUDGES OF THE MUNICIPAL COURT OF RECORD IN THE TOWN OF TROPHY CLUB; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

AYES: Bauer, Beach, Flynn, Tiffany, Sheridan, Rowe, Oldham
NAYES: None
ABSENT: None
VOTE: 7-0

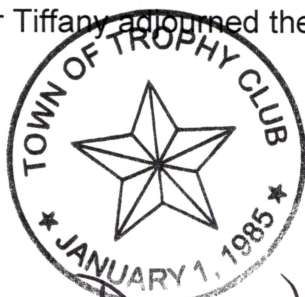
ADJOURNMENT

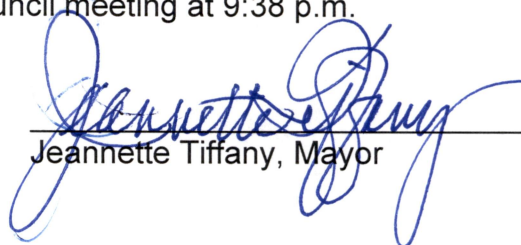
Mayor Tiffany adjourned the Town Council meeting at 9:38 p.m.

Attest:



Tammy Dixon, Town Secretary





Jeannette Tiffany, Mayor