

Town of Trophy Club Town Council Meeting Minutes
September 09, 2024, 7:00 p.m., Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL REGULAR MEETING TO ORDER

Mayor Tiffany called the regular meeting to order at 7:00 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
LuAnne Oldham, Council Member Place 5

STAFF MEMBERS PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary
Dean Roggia, Town Attorney
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

INVOCATION

Due to the absence of the scheduled pastor, the invocation was not delivered.

PLEDGES

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

PUBLIC COMMENTS

Written public comment was submitted by Pat Keefer, 216 Fresh Meadow, regarding ways to avoid industrializing Trophy Club.

COMMUNITY SPOTLIGHT

2. Metroport Meals on Wheels

Mayor Tiffany introduced Mary King, Executive Director and John Thane, President, of Metroport Meals on Wheels. Ms. King gave a presentation on the Metroport Meals on Wheels program and its positive impact on the community.

3. Working for You . . . Trophy Club

a) Update from Town Council Members

Council Member Bauer and Mayor Pro Tem Flynn expressed their appreciation to the Parks and Recreation Department for organizing the Taste of Trophy Club event on September 7th. They praised the event for its great turnout, delicious food, entertaining music, and fantastic weather.

Mayor Tiffany and Council Member Oldham spoke on the Northwest ISD Annual Communities Luncheon held on September 6th, noting that it was insightful. A key takeaway from the event was that construction on the BNHS Stadium is projected to begin in August 2026.

b) Update from Town Manager

Jill Lind, Director of Communications and Marketing announced the launch of Ask Indy, the Town's new AI-powered customer service platform. She demonstrated how the tool works, showing how users can ask questions through the Town website or by texting, and how the platform helps provide answers or routes issues to the appropriate department.

Chase Ellis, Director of Parks and Recreation, provided an update on the Parks Master Plan process, noting that the RFQ closed on August 30th, with eight firms submitting proposals. The evaluation process is underway, and scores are expected later this week. The top three to four firms will be interviewed on September 19th, with the goal of presenting a consultant recommendation to the Council at the first meeting in October.

Town Manager Wright provided the upcoming events and meetings:

- The Patriot Day Ceremony will be held at Fire Station 1 on September 11th at 8:45 AM to honor those who lost their lives in the 2001 attacks. The event will include remarks from community leaders, a moment of silence at 8:59 AM, and an opportunity to thank first responders.
- A community cleanup day is scheduled for Saturday, September 14th at Trophy Club Park, with three volunteer shifts from 8:00 AM to 2:00 PM. Volunteers are encouraged to register online.
- National Night Out will take place on October 1st, where neighborhoods are encouraged to participate in the annual event against crime by organizing block parties and notifying the Trophy Club Police Department.

- Upcoming Boards and Commissions Meetings and Events
 - September 16, Parks and Recreation Board, 6:00 p.m.
 - September 19, Economic Development Corporation Board, 6:00 p.m.

c) Quick Civic Tip

Town Attorney Roggia provided an overview of the budget process, explaining that it is governed by the Town Charter and various sections of the Texas Government Code and Tax Code.

CONSENT AGENDA

3. Consider an ordinance of the Town of Trophy Club, Texas amending Chapter 1 "General Provisions", Article 1.02 "Administration and Finance", Section 1.02.002 "Signature Authority of Mayor and Town Manager" of the Code of Ordinances to authorize the Town Manager to execute interlocal cooperation agreements equal to or less than \$25,000. (Dean Roggia, Town Attorney). **Removed from Consent.**
4. Consider an ordinance amending the FY 2024 Budget to appropriate funding for claims related to vehicle hail damage and for repairs to the Fire Department's ladder truck. (April Duvall, Director of Finance). The caption of the ordinance reads as follows:

ORDINANCE NO. 2024-20

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, 2023, AND ENDING ON SEPTEMBER 30, 2024, AS ADOPTED BY ORDINANCE NO. 2023-15, AND AMENDED BY ORDINANCE NO. 2024-11 AND ORDINANCE NO. 2024-13, 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.

5. Consider authorizing the Town Manager to negotiate and execute a vehicle repair contract with Siddons-Martin (Emergency Group, LLC) in an amount not to exceed \$32,447.23 for fire apparatus repairs and testing. (Jason Wise, Fire Chief)

Council Member Sheridan requested item 3 be removed from Consent.

Council Member Beach moved to approve Consent Items 4-5. Council Member Bauer seconded the motion.

VOTE ON MOTION

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

3. Consider an ordinance of the Town of Trophy Club, Texas amending Chapter 1 "General Provisions", Article 1.02 "Administration and Finance", Section 1.02.001 "Signature Authority of Mayor and Town Manager" of the Code of Ordinances to authorize the Town Manager to execute interlocal cooperation agreements equal to or less than \$25,000. (Dean Roggia, Town Attorney).

Councilmember Sheridan raised questions regarding the approval process for Interlocal Agreements (ILAs), particularly whether they need to be tied to budgeted funds and whether the Town Manager can approve ILAs without council approval if there are no associated costs. The Town Attorney clarified that under the Interlocal Cooperation Act, governing bodies must approve all ILAs, but by ordinance, the Town Council can grant certain approval authority to the Town Manager.

Council Member Rowe moved to approve Ordinance No. 2024-19 of the Town of Trophy Club, Texas amending Chapter 1 "General Provisions", Article 1.02 "Administration and Finance", Section 1.02.001 "Signature Authority of Mayor and Town Manager" of the Code of Ordinances to authorize the Town Manager to execute interlocal cooperation agreements equal to or less than \$25,000. Council Member Bauer seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2024-19

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS; AMENDING CHAPTER 1 "GENERAL PROVISIONS"; ARTICLE 1.02 "ADMINISTRATION AND FINANCE"; SECTION 1.02.001 "SIGNATURE AUTHORITY OF MAYOR AND TOWN MANAGER" OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS, TO AUTHORIZE THE TOWN MANAGER TO EXECUTE INTERLOCAL COOPERATION AGREEMENTS EQUAL TO OR LESS THAN \$25,000.00; PROVIDING THIS ORDINANCE IS CUMULATIVE OF ALL ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

AYES: Bauer, Flynn, Tiffany, Rowe, Oldham
NAYES: Beach, Sheridan
VOTE: 5-2

INDIVIDUAL ITEMS

6. Consider an ordinance accepting an Annual Service and Assessment Plan update for authorized services (emergency services) for Trophy Club Public Improvement District No. 1 (The Highlands at Trophy Club), and the proposed assessment roll; setting a date for public hearing on September 23, 2024; authorizing the

publication of notice and directing the mailing of notices as required by law; enacting other provisions relating thereto; and providing an effective date. (April Duvall, Director of Finance)

Town Manager Wright recommended an adjustment to this item to focus solely on setting the public hearing date and time, explaining that the ordinance would be considered during the public hearing on September 23, 2024.

Mayor Pro Tem Flynn moved set to a date for public hearing on September 23, 2024, at 6:00 p.m. and authorize the publication of notice and directing the mailing of notices as required by law. Council Member Sheridan seconded the motion.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

7. Consider a resolution establishing the debt financing plan and tax rate goal for the FY 2025 Budget and the FY 2025-2030 Capital Improvement Plan. (Brandon Wright, Town Manager)

Town Manager Wright provided an overview of the debt financing plan, which outlines the process for issuing debt over the next several years to fund capital improvements, primarily for street and sidewalk repairs. The plan anticipates issuing approximately \$7 million every 2-3 years to support \$16 million in infrastructure projects over the next six years. The next debt issuance is planned for 2025. He explained that the strategy is designed to minimize costs and maintain financial flexibility. The plan will be reviewed and updated annually as part of the budget process to account for changes in the bond market and town needs.

Council Member Beach moved to approve Resolution 2024-15 establishing the debt financing plan and tax rate goal for the FY 2025 Budget and the FY 2025-2030 Capital Improvement Plan. Mayor Pro Tem Flynn seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-15

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB ESTABLISHING THE DEBT FINANCING PLAN AND TAX RATE GOAL FOR THE FISCAL YEAR 2025 BUDGET AND THE FISCAL YEAR 2025-2030 CAPITAL IMPROVEMENT PLAN; AND PROVIDING AN EFFECTIVE DATE.

VOTE ON MOTION

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

NAYES: None

VOTE: 7-0

8. Consider a resolution adopting the Town of Trophy Club FY 2025 Business Plan. (Brandon Wright, Town Manager)

Town Manager Wright provided an update on the strategic plan and the business plan for fiscal year 2025. He explained the business plan focuses on the top six goals prioritized by the Town Council for the next one to two years, including emergency management, public safety, park planning, asset maintenance, senior housing regulations, and redevelopment strategies. These goals are incorporated into the annual budget, with progress to be tracked and reported quarterly.

Council Member Oldham moved to approve Resolution 2024-16 adopting the Town of Trophy Club FY 2025 Business Plan. Council Member Beach seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-16

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB
ADOPTING THE FISCAL YEAR 2025 BUSINESS PLAN FOR THE STRATEGIC PLAN.**

VOTE ON MOTION

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

9. Consider a resolution adopting the FY 2025-2030 Capital Improvement Plan. (April Duvall, Director of Finance)

Ms. Duvall presented the updated six-year Capital Improvement Plan which allocates over \$16 million towards infrastructure replacement and maintenance. The plan addresses critical needs, ensuring Trophy Club remains well-maintained and prepared for future growth. Key projects include street improvements, sidewalk enhancements, storm drainage upgrades, and new pickleball courts. She stated the full plan was available on the town's website and in the council agenda packet.

Council Member Oldham moved to approve Resolution 2024-17 adopting the FY 2025-2030 Capital Improvement Plan. Council Member Beach seconded the motion. The caption of the resolution reads as follows:

RESOLUTION NO. 2024-17

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF TROPHY CLUB
ADOPTING THE FISCAL YEAR 2025-2030 CAPITAL IMPROVEMENT PLAN; AND
PROVIDING AN EFFECTIVE DATE.**

VOTE ON MOTION

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

10. Consider an ordinance adopting the FY 2025 Annual Budget for the fiscal year beginning October 1, 2024, through September 30, 2025 making appropriations for each fund and department and ratify the property tax increase reflected in the FY 2025 Budget. (April Duvall, Director of Finance)

Ms. Duvall presented the FY 2025 Proposed Budget, based on a tax rate of \$0.415469, with projected revenues of \$28,514,279 and expenditures totaling \$38,000,500. Key budget highlights include a 3% cost of living adjustment for staff, up to 2% merit increases, new positions (a crossing guard and part-time Parks staff), and funding for various projects such as the Parks Master Plan and replacement vehicles. Savings were achieved through reductions in the Town Manager's contingency fund, IT consolidation, and electricity costs. Additionally, community events were moved to the hotel occupancy fund.

Ms. Duvall extended a special thanks to the Finance Subcommittee members, Mayor Pro Tem Flynn, Council Member Sheridan, and Council Member Rowe, for their dedication and time in contributing to the budget process.

Mayor Pro Tem Flynn moved to approve Ordinance 2024-21 adopting the FY 2025 Budget for the fiscal year beginning October 1, 2024, through September 30, 2025, making appropriations for each fund and department. Council Member Sheridan seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE NO. 2024-21

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, ADOPTING AND APPROVING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025, AND MAKING APPROPRIATIONS FOR EACH DEPARTMENT, PROJECT, OPERATION, ACTIVITY, PURCHASE, ACCOUNT, AND OTHER EXPENDITURES; PROVIDING FOR EMERGENCY EXPENDITURES AND EXPENDITURES AS ALLOWED BY APPLICABLE LAW; PROVIDING FOR FILING OF DOCUMENTS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

ROLL CALL VOTE ON MOTION

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

Town Manager Wright stated the ratification of the property tax increase would be considered following the consideration of tax rate levy item.

11. Conduct a public hearing and consider an ordinance levying municipal ad valorem taxes for FY 2025 from October 1, 2024, to September 30, 2025, at the rate of \$0.415469 per \$100 assessed valuation on all taxable property within the corporate limits of the Town of Trophy Club. (April Duvall, Director of Finance)

Mayor Tiffany opened the public hearing at 8:13 p.m.

Ms. Duvall presented the proposed tax rate for fiscal year 2025 explaining the proposed rate of \$0.415469 remains unchanged from the previous year, with a maintenance and operations component of \$0.316042 and an interest and sinking component of \$0.099427. While the overall rate remains the same, it will generate more revenue for maintenance and operations, effectively resulting in a 5.16% increase. For a home valued at \$100,000, this would result in an increase of approximately \$0.37 in maintenance and operations taxes. She stated no public comments were received on this item.

No one spoke in favor or opposition.

Mayor Tiffany closed the public hearing at 8:14 p.m.

Mayor Pro Tem Flynn moved that the property tax rate be increased by the adoption of a tax rate of \$0.415469, which is effectively a 4.99 percent increase in the tax rate; and moved to approve Ordinance 2024-22 adopting the 2024 tax rolls and fixing and levying municipal ad valorem taxes for the fiscal year beginning on October 1, 2024, and ending on September 30, 2025, and for each fiscal year thereafter until otherwise provided, at the rate of \$0.415469 per \$100 assessed valuation on all taxable property within the corporate limits of the Town of Trophy Club as of January 1, 2024. Council Member Beach seconded the motion. The caption of the ordinance reads as follows:

ORDINANCE 2024-22

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, FIXING AND LEVYING MUNICIPAL AD VALOREM TAXES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025, AND FOR EACH FISCAL YEAR THEREAFTER UNTIL OTHERWISE PROVIDED, AT A RATE OF \$0.415469 PER ONE HUNDRED DOLLARS (\$100.00) ASSESSED VALUATION ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE TOWN; DIRECTING THE ASSESSMENT THEREOF TO PROVIDE REVENUES FOR THE PAYMENT OF CURRENT OPERATION AND MAINTENANCE EXPENSES AND INDEBTEDNESS OF THE TOWN; APPROVING THE TAX RATE AND LEVY AND NOTIFYING THE PUBLIC THAT THIS TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR'S TAX RATE; PROVIDING FOR DUE AND DELINQUENT DATES TOGETHER WITH PENALTIES AND INTEREST; PROVIDING FOR PAYMENT TO THE TOWN ASSESSOR/COLLECTOR; PROVIDING FOR PENALTY AND INTEREST; PROVIDING A CUMULATIVE CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING PUBLICATION; AND PROVIDING AN EFFECTIVE DATE.

ROLL CALL VOTE ON MOTION

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

Second part of Item 10. Ratification of the property tax increase reflected in the FY 2025 Budget.

Mayor Pro Tem Flynn moved to ratify the property tax revenue increase reflected in the FY 2025 Budget. "This budget will raise more total property taxes than last year's budget by \$628,512 or 6.14%, and of that amount, \$134,787 is tax revenue to be raised from new property added to the tax roll this year. Council Member Bauer seconded the motion.

ROLL CALL VOTE ON MOTION

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

12. Consider casting a vote for the official ballot of the Texas Municipal League Regional 8 Director Election. (Brandon Wright, Town Manager)

Town Manager Wright explained that the Town of Trophy Club participates in the election of the director for Region 8 of the Texas Municipal League (TML) Board of Directors and a brief biography of each of the four candidates was provided in the agenda packet.

Mayor Tiffany moved to cast the Town's vote for Kim Greaves, Mayor of Westlake for the Texas Municipal League Region 8 Director election. Council Member Beach seconded the motion.

VOTE ON MOTION

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

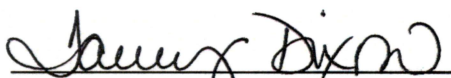
EXECUTIVE SESSION/OPEN SESSION

Pursuant to the Open Meetings Act, Chapter 551, the Town Council convened into a Closed Executive Session at 8:18 p.m. and reconvened into Regular Session at 9:27 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.**

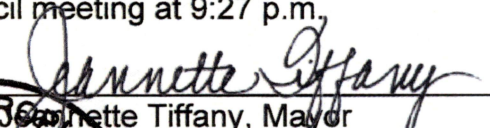
ADJOURNMENT

Mayor Tiffany adjourned the Town Council meeting at 9:27 p.m.

Attest:


Tammy Dixon, Town Secretary




Jannette Tiffany, Mayor