



TOWN OF TROPHY CLUB

1 Trophy Wood Drive
Trophy Club, Texas 76262

MEETING AGENDA

ANIMAL SHELTER ADVISORY BOARD

December 11, 2024

6:30 PM

Council Chambers

CALL TO ORDER AND ANNOUNCE A QUORUM

PUBLIC COMMENT(S)

This is an opportunity for citizens to address the Board/Commission on any matter pursuant to Texas Government Code Sec. 551.007. The Board/Commission 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 Board/Commission 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 tdixon@trophyclub.org

REGULAR ITEMS

1. Consider approval of the October 2, 2024 minutes.
2. Discussion on shelter partnership agreements with local rescue entities.
3. Review and consider a recommendation to the Town Council for an ordinance of the Town of Trophy Club amending Appendix A "Fee Schedule," Article A1.000 "General Provisions," Section A1.006 "Animal Control," Subsection (a) "Impound Fee," of the Code of Ordinances.
4. Receive an update on impounds and pet registrations year-to-date. (Brian Hall, Animal Control Officer)

ADJOURN

The Board/Commission 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.

Notice is hereby given that a quorum of the Town of Trophy Club Town Council may be in attendance at this meeting. The Town Council will not deliberate or take any action.

CERTIFICATION

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: December 6, 2024, at 9:00 a.m. and said Notice of Meeting was also posted concurrently on the Town's website in accordance with Texas Government Code Ch. 551 at least 72 hours prior to the scheduled time of said meeting.

 /s/ Brian Hall
Brian Hall, Animal Shelter Manager

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.



**ANIMAL SHELTER ADVISORY BOARD
COMMUNICATION**

MEETING DATE: December 11, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Consider approval of the October 2, 2024 minutes.

BACKGROUND/SUMMARY: The Animal Shelter Advisory Board met on October 2, 2024.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

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

LEGAL REVIEW: N/A

ATTACHMENTS:

1. Minutes 10.02.2024

ACTIONS/OPTIONS:

Staff recommends the board approve the October 2, 2024, Animal Shelter Advisory Board meeting minutes.

**MINUTES FROM REGULAR SESSION
ANIMAL SHELTER BOARD
FOR THE TOWN OF TROPHY CLUB LOCATION: 1
TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS
Wednesday October 2, 2024 at 6:30 P.M.**

The Animal Shelter Board for the Town of Trophy Club, Texas, met in a Regular Session on June 12, 2024. The meeting was held within the boundaries of the Town and was open to the public.

STATE OF TEXAS §
COUNTY OF DENTON AND TARRANT §

BOARD MEMBERS PRESENT:

Susan Edstrom: Chair/Animal Welfare Rep.
Brian Hall: Animal Shelter Operations
Bobby Tillman: Municipal Officer
Deanna Polner: Resident
London Wilson: Resident

Note Dr. Brooke Bemis was absent

Guests: Chief Patrick Arata
Town Manager Brandon Wright
Town Secretary Tammy Dixon

CALL TO ORDER AND ANNOUNCE A QUORUM

Susan Edstrom called the meeting to order and announced a quorum at 6:30 pm.

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order. Each speaker must complete the Speaker's Form that includes the topic to be presented.

Regular Session

2. Consider approval of the June 12, 2024 ASAB Minutes.

A motion was made by London to approve the minutes; A second was made by Deanna; motion passed unanimously.

3. Consider acceptance of the Texas Department of State Health Services Inspection Report.

A motion was made by Bobby to accept the inspection; A second was made by Brian; motion passed unanimously.

**1. Board Training (Brandon Wright, Town Manager, and Tammy Dixon, Town Secretary)
(NOTE: Done out of original order to accommodate Town Manager)**

Board completed Training session.

4. Receive update on impounds and pet registrations year-to-date.

Officer Hall gave his detailed report.

5. Review and consider a recommendation to the Town Council for 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.

After thorough discussion, board decided to table this item until more research can be done to see what verbiage, if any, other towns use. London made a motion to table; A second was made by Deanna; motion passed unanimously. Also board decided to separate the "disposition" and "fee schedule" so they can be discussed independently.

6. Discuss the upcoming Pet Fest event.

Discussed event.

ADJOURN

Meeting was adjourned at 7:45pm by Susan Edstrom

Brian_Hall
Board Member

Susan Edstrom
Chair



**ANIMAL SHELTER ADVISORY BOARD
COMMUNICATION**

MEETING DATE: December 11, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Discussion on shelter partnership agreements with local rescue entities.

BACKGROUND/SUMMARY: Discuss forming a partnership with rescue entities to increase adoptions.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

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

LEGAL REVIEW: N/A

ATTACHMENTS:

None

ACTIONS/OPTIONS:

This agenda item is being presented for discussion and input purposes only.



ANIMAL SHELTER ADVISORY BOARD COMMUNICATION

MEETING DATE: December 11, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Review and consider a recommendation to the Town Council for an ordinance of the Town of Trophy Club amending Appendix A “Fee Schedule,” Article A1.000 “General Provisions,” Section A1.006 “Animal Control,” Subsection (a) “Impound Fee,” of the Code of Ordinances.

BACKGROUND/SUMMARY: The Town Council recently reviewed a proposed ordinance that included two components: amendments to the fee schedule for animal impoundment and updates to the Code of Ordinances regarding the disposition of unclaimed animals. The proposed changes included revising the impoundment fee structure and outlining options for the disposition of unclaimed animals. The Town Council deferred the item, requesting that a policy be drafted and reviewed by the Animal Shelter Advisory Board (ASAB).

The ASAB has since reviewed the policy and tabled further discussion on the item. However, the Board seeks to move forward with a new proposed ordinance focused solely on amending the fee schedule for animal impoundment, leaving updates to the disposition of unclaimed animals for future consideration.

Background on Fee Amendment: For many years, the Trophy Club's impound fee for pet owners to reclaim their pets has been set at \$10. The Animal Shelter Advisory Board recently reviewed the need to increase this fee, particularly for repeat offenders, to enhance the animal control officer's ability to enforce regulations and engage with pet owners more effectively. After evaluating models from Keller and Flower Mound, the Board unanimously voted to recommend adopting the Flower Mound model. Under this model, fees to redeem an impounded animal start at \$25 for the first offense and increase by \$10 for subsequent offenses within a 12-month period, with a maximum fee of \$65 per occurrence. An additional \$8 per day boarding fee will apply, along with a \$10 per day fee if the animal has not been vaccinated for rabies.

BOARD REVIEW/CITIZEN FEEDBACK: N/A

FISCAL IMPACT: Increasing impound fees have a positive impact on fiscal attributes.

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

ATTACHMENTS:

1. Draft Ordinance

ACTIONS/OPTIONS:

Staff recommends that the Animal Shelter Advisory Board recommend approval to the Town Council of an ordinance of the Town of Trophy Club amending Appendix A “Fee Schedule,” Article A1.000 “General Provisions,” Section A1.006 “Animal Control,” Subsection (a) “Impound Fee,” of the Code of Ordinances.

**TOWN OF TROPHY CLUB, TEXAS
ORDINANCE NO. 2024-xx**

AN ORDINANCE OF THE TOWN OF TROPHY CLUB, TEXAS, AMENDING APPENDIX A “FEE SCHEDULE,” ARTICLE A1.000 “GENERAL PROVISIONS,” SECTION A1.006 “ANIMAL CONTROL,” SUBSECTION (A) “IMPOUND FEE,” OF THE CODE OF ORDINANCES, TOWN OF TROPHY CLUB, TEXAS; PROVIDING THAT THIS ORDINANCE SHALL BE CUMULATIVE OF ALL ORDINANCES; 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 A SAVINGS CLAUSE; 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 of the Town of Trophy Club (“the Town Council”), under Chapter 826 of the Texas Health and Safety Code, has the legal authority and power to adopt and amend ordinances that regulate animals and impoundment fees within the Town’s incorporated limits; and

WHEREAS, the Town Council has previously adopted regulations governing the impoundment of animals and impoundment fees in the Town; and

WHEREAS, the Town of Trophy Club Animal Shelter Advisory Board (the “Board”) has recommended certain revisions to Appendix A, Fee Schedule, regarding Impound Fees of the Code of Ordinances, Town of Trophy Club, Texas; and

WHEREAS, the Board’s recommendations were presented in an open and properly noticed meeting of the Town Council on XXXX, 2025; and

WHEREAS, the Town Council finds and determines that the Board’s recommended revisions to Appendix A are reasonable and necessary for the protection of the public’s health, safety, and welfare.

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

**SECTION 1.
INCORPORATION OF PREMISES**

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

SECTION 2.

The Code of Ordinances, Town of Trophy Club, Texas, Appendix A, “Fee Schedule,” Article A1.000 “General Provisions,” Section A1.006 “Animal Control,” Subsection (a) is hereby amended to read as follows:

“(a) The owner of an impounded domestic animal not under quarantine will pay the following fees in order to redeem such animal; provided, however, the fees shall be waived for the first impoundment of an animal fostered by a residential foster owner upon presentation of documentation that the animal has been placed in the foster care of the foster owner by a humane society:

(1)	First impoundment within one year	\$25.00
	Second impoundment within one year	\$35.00
	Third impoundment within one year	\$45.00
	Fourth impoundment within one year	\$55.00
	Each additional impoundment within one year of first impoundment	\$65.00

(2) The term “year” as used in this subsection shall refer to any consecutive twelve (12) month period.

(3) A boarding charge of \$8.00 per day will be added to the above amount before redemption of the animal.

(4) Any person claiming any animal that has not been vaccinated for rabies as required by the Texas Administrative Code, title 25, part 1, chapter 169 shall pay the appropriate impoundment fee, plus \$10.00 per day for boarding. Upon release of the animal, the owner has ten (10) days to provide the animal control officer written proof signed by a licensed veterinarian that the animal has been vaccinated for rabies. If the animal control officer has not received written proof of the vaccination for rabies, the owner is in violation of Chapter 2 “Animal Control” and subject to the penalties prescribed in Section 2.01.002.”

**SECTION 3.
CUMULATIVE**

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.
SEVERABILITY**

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 shall 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, and sections of this Ordinance, since the same would have been enacted by the Town Council without the incorporation in this Ordinance of any such unconstitutional phrase, clause, sentence, paragraph or section.

**SECTION 5.
PENALTY**

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 6.
SAVINGS**

All rights and remedies of the Town are expressly saved as to any and all violations of the ordinances of the Town that 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 7.
PUBLICATION**

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.
EFFECTIVE DATE**

This Ordinance shall become effective from and after its date of adoption and publication as provided by law, and it is so ordained.

PASSED AND APPROVED ON THIS _____ DAY OF _____, 2025.

Jeannette Tiffany, Mayor

ATTEST:

Tammy Dixon, Town Secretary

APPROVED AS TO FORM:

Dean Roggia, Town Attorney



**ANIMAL SHELTER ADVISORY BOARD
COMMUNICATION**

MEETING DATE: December 11, 2024

FROM: Brian Hall, Animal Control Officer

AGENDA ITEM: Receive an update on impounds and pet registrations year-to-date. (Brian Hall, Animal Control Officer)

BACKGROUND/SUMMARY: Shelter Impounds and Pet Registrations Year-to-date:

Total Impounds	20
Total Reclaim by Owner	15
Total Adopted	1
Total Sent to Rescue	4
Total Pet Registrations	35

BOARD REVIEW/CITIZEN FEEDBACK: N/A

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

LEGAL REVIEW: N/A

ATTACHMENTS:

None

ACTIONS/OPTIONS:

This agenda item is being presented for discussion and input purposes only.