

TOWN OF TROPHY CLUB, TEXAS  
ANNUAL PROGRAM OF  
SERVICES  
2009-2010



**TOWN OF TROPHY CLUB  
ANNUAL PROGRAM OF SERVICES  
FISCAL YEAR 2009-10**

**ADOPTED**

ON

SEPTEMBER 28, 2009

PREPARED BY:

BRANDON EMMONS  
*TOWN MANAGER*

STEPHEN SEIDEL  
*ASSISTANT TOWN MANAGER*

KATHY DuBOSE  
*FINANCE DIRECTOR*

LINDA THOMS  
*SENIOR FINANCIAL ANALYST*

STEPHANIE GOHLKE  
*FINANCIAL ANALYST*

RENAE GONZALES  
*SENIOR ACCOUNTANT*

EMMANUELLE LAWRENCE  
*MANAGEMENT INTERN*

This budget reflects a property tax rate of \$0.47 per \$100 appraised value that was adopted by the Town Council. Section 26.05 (b) of the State of Texas Tax Code requires the following statement to be published in conjunction with the adopted tax rate.

**“THE TOWN OF TROPHY CLUB ADOPTED A TAX RATE THAT WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEAR’S TAX RATE. THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$19.51”**

**TOWN OF TROPHY CLUB, TEXAS**  
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**ELECTED OFFICIALS**

Mayor	Connie White
Mayor Pro Tem	Glenn Strother
Council Member	Susan Edstrom
Council Member	Philip Sterling
Council Member	Kathleen Wilson
Council Member	Bill Rose

**APPOINTED OFFICIALS**

Town Manager	Brandon Emmons
Town Attorney	Patricia Adams
Town Secretary	Lisa Hennek
Municipal Judge	Honorable Mark Chambers

**KEY STAFF**

Assistant Town Manager	Stephen Seidel
Building Inspector	Chris King
Emergency Medical Services & Fire Chief	Danny Thomas
Finance Director	Kathy DuBose
Human Resources Manager	Tammy Ard
Information Systems Manager	Mike Pastor
Parks & Recreation Director	Adam Adams
Planning & Zoning Coordinator	Carolyn Huggins
Police Chief	Scott Kniffen
Streets Superintendent	Ed Helton

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**TOWN OF TROPHY CLUB**  
100 Municipal Drive  
Trophy Club, Texas 76262  
(682) 831-4600 Main  
(817) 491-9312 Fax

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**LETTER OF TRANSMITTAL**

OCTOBER 1, 2009

Dear Mayor, Town Council Members, and Citizens of Trophy Club:

The Annual Program of Services for the fiscal year beginning October 1, 2009 and ending September 30, 2010 was adopted by the Town Council on September 28, 2009.

There were several changes made to the Town Manager's Proposed FY 2009-10 Annual Program of Services in the adopted budget as outlined below:

- ✓ The adopted property tax rate is \$0.47 per \$100 assessed valuation for an additional \$108,332 in revenue to be reserved for future needs
- ✓ Sales tax revenue estimates for 2009-10 remain at 3% over the 2008-09 fiscal year estimates, although the 2008-09 estimates were reduced from 5% over the prior year to 0%
- ✓ Funding for the Deputy Town Secretary is no longer shared with the Trophy Club Municipal Utility District
- ✓ Funding for the Administrative Assistant in the Town Manager's Budget is no longer funded by the Town and now fully funded by the Trophy Club Municipal Utility District
- ✓ Overall health insurance premiums did not increase and remained level with the 2008-09 funding
- ✓ The proposed Performance and Benchmarking Analyst position in the Finance Department was changed to a Financial and Budget Analyst position and funding for one-half of the fiscal year (beginning April, 2010).

Respectively Submitted,

Brandon Emmons  
Town Manager

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## **MAJOR BUDGET ISSUES**

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The adopted budget includes total revenues of \$ 7,944,549 and expenditures of \$7,812,879. This report discusses, by fund, the major issues addressed in the 2009-2010 budget.

### **MAJOR ISSUES – GENERAL FUND**

**1. REVENUES** – The first major issue deals with General Fund revenues.

**A. Property Tax** – The largest revenue source in the General Fund is the ad valorem tax.

**1. Proposed Tax Rate** - The 2009-2010 adopted budget includes an increase in the tax rate from \$0.45551 per \$100 valuation to \$0.47 per \$100 valuation.

**2. Tax Rate** – The ad valorem tax rate is comprised of two components. The first is the operations and maintenance component that is used to calculate revenue for the City's General Fund operations. The second component is the debt portion that is used to calculate revenue to pay the City's general debt service obligations. Annually each city must calculate and publish its effective and rollback tax rates.

**a. Effective Tax Rate** - The effective rate calculation is based on the increase or decrease in value of properties that were on the tax roll in the previous year. If those property values rise, the effective tax rate is less than the current rate. If the values decrease, the effective rate is more.

In most cases, property value rise and the resulting effective tax rate is lower than the current rate. Even though a city may propose no change in its tax rate, State law requires that if the rate is above the effective rate, the city must publish the current rate as a "tax increase" and hold two public hearings. The 2009 calculated effective rate is \$0.448899 per \$100 valuation.

**b. Rollback Tax Rate** - The rollback tax rate calculation involves splitting out the debt service component of the tax rate. The debt service portion is the tax rate necessary to pay the coming year's debt payments and may rise as high as necessary as long as the combined tax rate does not exceed the State's \$2.50 per \$100 valuation limit.

The rollback operations and maintenance (O & M) component is calculated as the rate that would be needed to raise 8 percent more operating funds than levied in the preceding year. This rate added to the debt service component equals the rollback tax rate. The 2009 rollback rate is \$0.48884 per \$100 valuation. If a taxing unit adopts a tax rate that exceeds the rollback rate, voters may petition for an election on the tax increase. A successful election limits the rate to the rollback rate.

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- 3. Average Home Value** – The Denton Central Appraisal District's certified 2009 appraisal roll shows an increase of 6.7% over the 2008 certified value and 5.4% over the final 2008 value (including supplements), with a current average home value of \$262,591.
- B. Sales Tax** – The second largest revenue source in the General Fund is sales tax receipts. The current year's estimate is 3% over the prior year's collections. The 2009-2010 budget projects a 3% growth in receipts over the current year's estimate. As always, sales tax revenue is wholly dependent on the local economic conditions and can fluctuate.
- C. Franchise Fees** – Franchise fees are projected based on the past and current trends, franchisee's estimates, and includes the impact from the estimated electric and gas use at the new Byron Nelson High School.
- D. Development Related Revenues** – As single family development slowed during the 2008-2009 fiscal year, the associated building permit revenue decreased substantially. The 2009-2010 budget reflects a \$456,000 reduction in the projected revenue from the current year's budget. While developer fees were well over the budget in the 2008-2009 fiscal year, they are projected to be \$60,000 less than the prior year's in the 2009-2010 adopted budget. These revenue estimates are based on a projection of 150 new homes.
- E. Public Safety** – Emergency Medical Service (EMS) revenues for ambulance fees are based on the current trend of diminished calls. Municipal court fines and fees are projected to increase based on current trends and the anticipated traffic associated with the opening of the Byron Nelson High School.
- F. Park and Recreation** – Park and pool revenues are estimated to increase approximately 5% over the prior fiscal year based on historical and current trends. Athletic program revenues are not projected to increase in the 2009-2010 fiscal year, as current field use is at saturation. Recreation programs are based on current levels with some minor additional programming.
- G. Grants** – Management continues to actively pursue grant funding as a means to augment local revenues.
- H. Other Revenues** – Estimates for other revenues are based on departmental projections and current contracts.
- 2. LONG RANGE STRATEGIC PLANNING** – One of the major issues for the coming year is the implementation of the Charter amendments approved in May, 2009, many of which focus on long range strategic planning. The adopted budget incorporates several initiatives to address the requirements included in the revised Charter.
- A. Council Priority Questionnaire** – The results of the Council Priority Questionnaire (Attachment A) reflect that one of the Council's highest priorities is increasing the level of the Town's long range comprehensive planning.
- B. Public Opinion Survey** – Strategic planning begins with the creation of the vision of the end product desired. The first step in this process is the identification of the community's thoughts and wishes. One of the most common avenues to gather the community's desires is the use of a Public Opinion Survey. This process is widely considered the most effective tool in assuring the broadest coverage of residents and providing the highest level of accuracy. The 2009-2010 budget includes funding for a Public Opinion Survey.

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- C. Strategic Planning Process** – The Charter amendments require that the Town Manager “Assist the Council to develop long term goals for the Town and develop strategies to implement those goals”. The 2009-2010 budget includes funding for a Strategic Planning “retreat” for Council and Management.
- D. Master Drainage Study** – Council has also indicated a desire for long range storm drainage planning and improvements. The 2009-2010 adopted budget includes funding for a Master Drainage Study.
- 3. Vehicle and Equipment Replacement** – Annually, each Manager analyzes the need for replacement of departmental vehicles and equipment. Replacement criteria include a review of the age of the vehicle, mileage or hours of use, and maintenance history. The need for fleet additions are also included in the review. Based on the results of the analysis, Managers identify needed replacements and/or fleet additions. The 2009-2010 budget includes funding for two Police patrol vehicles, one truck for the Parks department, refurbishing a 2000 ambulance chassis for Emergency Medical Services (EMS), a dump truck for the Streets department, and one-half the cost of a vehicle for the shared Public Safety Officer.
- 4. Eliminated Positions** – With the diminished building activity experienced in the prior fiscal year, the Construction Inspector position is eliminated in the 2009-2010 budget. Also eliminated is the part-time Management Intern position in the Town Manager’s office. The savings from these staff eliminations is reallocated to cover some of the costs associated with the May Charter revisions including the addition of a Financial and Budget Analyst. This position will be responsible for working with each department in identifying, tracking, and reporting performance measures, as well as, developing and reporting cost of service comparisons. The cost of new publication and notices required by the Charter revisions are also allocated from the savings.
- 5. COMPENSATION** – The 2009-2010 adopted budget includes a 2% cost of living adjustment (COLA) for all regular full-time employees.
- A. Salary Survey** – Management provided Council a comparison of Trophy Club salaries to neighboring communities with which we compete for workforce. The seven towns/cities surveyed include Roanoke, Northlake, Westlake, Southlake, Keller, Richland Hills and Highland Village. While several positions were at or above the market average, 85% fell below their counterparts in the other organizations, with some as much as 30% to 40%.
- B. Health Insurance** – As preliminary estimates for health insurance premium were almost 20% over the existing rates, Management solicited insurance bids and negotiated with a new provider. Negotiations resulted in no increase in rates or funding for the 2009-2010 budget.
- 6. CAPITAL IMPROVEMENT PROGRAM** – The five-year Capital Improvement Program includes Park projects which will be presented to citizens in a November 2009 bond election. Also included are the estimated operations and maintenance costs for future fiscal years, once the Capital Improvement projects are complete.
- 7. UNMET NEEDS** – While the 2009-2010 adopted budget provides the funding to continue our basic services and address some of our new Charter revision requirements, there have been many identified needs that remain unmet and are not included in the budget. Attachment B provides a listing of departmental funding needs identified by Management.

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**8. FUND BALANCE** – The Town Council has followed a policy of maintaining an unreserved fund balance for emergencies. Bond rating agencies consider the level of fund balance when determining a town's bond rating. Below is a listing of the ending fund balances for the past three years, a projected balance for the fiscal year ending September 30, 2009, and the adopted balance for the fiscal year ending September 30, 2010.

	<b>9/30/06</b>	<b>9/30/07</b>	<b>9/30/08</b>	<b>9/30/09</b>	<b>2010 Projected</b>
<b>Fund Balance</b>	<b>\$1,005,073</b>	<b>\$1,335,796</b>	<b>\$1,830,233</b>	<b>\$2,017,264</b>	<b>\$2,125,596</b>
<b>% of Expenditures</b>	<b>19%</b>	<b>24%</b>	<b>29%</b>	<b>35%</b>	<b>37%</b>

**MAJOR ISSUES – STREET MAINTENANCE SALES TAX FUND**

In May 2006, citizens approved a 1/4% Street Maintenance Sales Tax, with collections beginning in October 2006. The sales tax was needed to augment the funding provided in the General Fund for the maintenance of town streets. State law requires that the tax be reauthorized by the citizens after the initial four years. Reauthorization periods may be for five, ten, fifteen or twenty years. In order for the tax to not lapse, the Council must call a reauthorization election by May 2010.

Beginning with the 2009-2010 fiscal year, the Street Maintenance sales tax receipts and expenditures will be reported as a separate fund.

**MAJOR ISSUES – STORM DRAINAGE UTILITY FUND**

The Town of Trophy Club charges a fee to citizens to cover the costs of providing the infrastructure and facilities that permit the safe drainage of storm water, the prevention of surface water stagnation, and the prevention of pollution arising from nonpoint runoff. One of Management's and the Council's highest priorities is to provide comprehensive long term planning for storm water drainage and improvements. The budget includes funding for a Drainage Master Study in the 2009-2010 fiscal year

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**TOWN COUNCIL PRIORITY QUESTIONNAIRE**  
**2009-10 BUDGET**  
**Sorted by Service Effort**

<b>SECTION A</b>		<b>Priority of Response 1 - 5 (1=low; 5=high)</b>
<b>Service Area</b>	<b>AVERAGE</b>	<b>AVERAGE</b>
1 Senior Citizen Programs	4.4	3.7
2 Long Range Comprehensive Planning	3.9	4.3
3 Storm Drainage Planning	3.8	3.5
4 Storm Drainage Improvements	3.8	3.0
5 Eco. Dev. - Town Marketing Efforts (Brand Image, Retail)	3.8	4.8
6 Eco. Dev. - Business Retention	3.8	4.0
7 Greenbelt System Planning/Development	3.7	4.0
8 Eco. Dev. - Incentives for Development	3.7	3.0
9 New Athletic Programs	3.6	3.0
10 Emergency Preparedness (Management)	3.5	3.4
11 Code Enforcement - High Weeds/Debris Violations	3.5	4.0
12 Park Maintenance (Athletic Fields, Medians, Mowing)	3.5	4.0
13 Youth Recreation Programs	3.5	3.8
14 Police Patrol	3.4	4.3
15 Library Programs	3.4	3.3
16 Community Services	3.3	4.8
17 Storm Drain Inspection / Repair	3.3	3.3
18 Recycling Efforts	3.3	4.3
19 Development Review Process	3.3	4.0
20 Town Beautification (Parks, Facilities, Medians)	3.3	3.8
21 Code Enforcement - Sign Violations	3.3	3.5
22 Code Enforcement - Swimming Pools & Pool Discharge	3.3	3.0
23 New Parks/Park Expansion	3.3	4.0
24 New Athletic Fields	3.3	3.8
25 Bicycle/Hiking Trail Development	3.3	4.0
26 Recreation Programs	3.2	3.3
27 Personnel Recruitment	3.2	3.7
28 Street Maintenance/Repair	3.2	3.3
29 Building Inspection	3.2	4.0
30 Traffic Enforcement	3.0	3.0
31 Criminal Investigation	3.0	3.3
32 Drug Abuse/Enforcement Programs	3.0	2.8
33 Emergency Medical (Ambulance)	3.0	3.0
34 School Resource Officers	3.0	2.8
35 Environmental Health (Inspections, etc.)	3.0	2.5
36 Animal Control	3.0	3.0
37 Municipal Court	3.0	2.8
38 Street Construction/Rebuilding	3.0	2.8
39 Street Sweeping	3.0	3.0
40 Solid Waste Collection	3.0	2.5
41 Litter Programs	3.0	2.3
42 Employee Training/Development	3.0	3.7
43 Employee Pay Plan/Benefits	2.8	4.0
44 Workforce Diversity	2.6	3.7

**Council Priority Questionnaire  
2009-2010 Budget**

**SECTION C - Policy Issues**

Evaluate joint recreational development with Roanoke.

Police patrols must be stepped up via an elimination of radar-running idling and parking. With only two patrol cars, the public often questions who is “watching” the streets if one of our 2 cars (50% of the patrol) is sitting in a median, alongside a curb, etc.

Commercial Development Plan

Storm Draining/Planning needs to be assessed and the sufficient funds gradually put away into a reserve account in order to rectify/aid in our town-wide drainage problems (much like that of the streets maintenance program).

Development of Comprehensive Master Plan, including resident survey.

Going Green Programs—initiate new effort.

Library Programs—get process underway to do joint use with Byron Nelson.

Internal Community Service Programs—initiate new effort.

Concentrate on no-cost/low-cost ways to enhance community feel/activities.  
Environmental Health—need better understanding of what we do currently.  
And, does it meet standard practices?

Fully implement program and performance budgeting. Adopt a proven model—Austin.

Evaluate delivery of services for legal services—conceptual/ cost/ individual/ firm.

Work with MUD on Phased Unification Plan.

Would like to see consideration of Volunteer Management—part-time position including training in the effective use of volunteers.

Need ethics commission established.

Remove gender/race identification questions from employment applications.

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Add new community services that are low/no cost such as recent CHL classes.

Increase communication.

We need to reevaluate the many levels of levels of upper management (i.e. Town Mgr., Asst. Town Mgr., Directors, Managers, etc.) that we have in place by department. Salaries are becoming top heavy in comparison to the numbers of employees managed by department. Citizens need their tax-supported service departments to run efficiently; there appears to be an inordinate amount of supervision/management for job performance. Good, efficient employees do not excessive amounts of supervision.

Recreation Programs; Youth Recreation Programs; New Athletic Programs—  
increase current effort as new fields and facilities come on board.

Educate public about benefits/ease of recycling (encourage folks to use the services that we're already paying for).

Code Enforcement- Sign Violations—would like to see ordinances up.

Enhance non-athletic park space (i.e. Green belts) to encourage more-outdoor-oriented (healthy) lifestyle.

Ramp up economic development efforts.

Recreational needs are below-par. The pool isn't performing within top levels. We have too few fields for the ever-growing numbers of children needing the facilities. There isn't sufficient parking areas and/or systems for the practice/game days. We need to begin thinking proactively, versus reactively, with regards to these needs. The same holds for our long-asked-for library services. Either we need to look into bond funding or reach out to Roanoke for a buy-in program with their library.

Legal services—a review of what we have today from a resource/cost perspective. Is this the most efficient and cost effective?

Recycling Efforts—review of tonnage and what the program costs.

Litter Programs—"Operation Clean Sweep"—encourage residents to sweep in front of their homes like we did in "the old days" to keep things out of the sewer system.

Park Maintenance—improve the weekend visibility and clean up.

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A large number of complaints are generated by a feeling of lack of service by employees (i.e. "Not my job, not my department," perceived absence within the office, lack of smiles/cordiality, willingness to provide the extra mile without being asked). I'd like to see an office-wide rededication and incentive program for Superior Customer Service. Such a program would be low-cost, yet yield high result dividends via customer/resident satisfaction and employee morale.

Master Drainage Plan.

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ATTACHMENT B

**Town of Trophy Club  
Supplemental Budget Requests/ Unmet Needs**

	<u>Positions</u>	<u>Funding</u>
<b><u>Finance</u></b>		
• Professional Outside Services-CAFR		7,500
• INCODE Software		23,000
<b><u>Information Systems</u></b>		
• Audio/Video UPS		1,150
• MCCi Document Management—Laserfiche		15,325
• Storage Area Network (SAN)		18,000
• Disaster Recovery Parts Kit		3,310
• Attendance Enterprise Additional Users		750
• Integrated Software System		1,500
<b><u>Police</u></b>		
• Personnel—4 Officers (grant requested)	4	270,000
• Uniforms/equipment if Grant Officers Approved		11,200
• Personnel—1 Patrol Supervisor	1	81,277
• Police Records Management Software		36,900
• Animal Control Officer	1	49,700
• TASERS		20,000
• Issued Firearms		12,000
• Animal Control Vehicle (if position approved)		8,000
• High School SRO Equipment (grant requested)	1	3,000
<b><u>Community Development</u></b>		
• Comprehensive Land Use Plan Update		75,000
<b><u>Fire/EMS</u></b>		
• Firefighter/Paramedic	1	32,821
• Brush Truck Remount		45,000
• Air-packs		18,000
<b><u>Streets/Storm Sewer</u></b>		
• 1 Ton truck w/ utility box and ladder rack		28,000
• Backhoe		44,000
<b><u>Other</u></b>		
• 2 % Merit Increase		65,000
<b><u>Total</u></b>	<b>8</b>	<b>\$ 870,433</b>

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## PROFILE OF TROPHY CLUB, TEXAS

The Town of Trophy Club, Texas incorporated in 1985 as Texas' first premiere planned community and is located in the North Central portion of Texas. This area of the state has proven to be one of the top growth areas in Texas and the United States. The Town currently occupies a land area of just over 4 square miles and serves a growing population of approximately 7,864. The Town is empowered to levy a property tax on real property located within its boundaries. Trophy Club is also empowered, by state statute, to extend its corporate limits by annexation, which has occurred periodically when deemed appropriate by the governing council of the Town.

Trophy Club has operated as a Home Rule municipality utilizing Council-Manager since 2004. Policy-making and legislative authority are vested in the Town Council consisting of the Mayor and five other members. The Town Council is responsible for, among other things, passing ordinances, adopting the budget, appointing boards and committees, and hiring both the Town Manager and Town Attorney. The Town Council is elected on a non-partisan basis. With the Charter Amendments passed at the May 9, 2009 Election Council members are elected from the Town at-large-by-place in the manner, for a term of three (3) years or until their successors have been elected and take office. Each Councilmember shall be elected to and occupy a place on the Council, such Places being numbered (e.g., Place 1, Place 2, Place 3, etc.). The Mayor and five (5) Council members shall be elected and serve in the following manner: The Mayor shall have a three-year term beginning with the May 2011 election. Council members elected at the May 2009 election shall draw lots to determine Places 1 and 2. Places 1 and 2 shall receive a two-year term at the May 2009 election; thereafter, Places 1 and 2 shall have three year terms. The Town Manager is responsible for carrying out the policies and ordinances of the Town Council, overseeing the day-to-day operations of the government and for appointing the heads of the various Town departments.

The Town of Trophy Club provides a full range of municipal services including general government, public safety (police and EMS), streets, parks and recreation, planning and zoning, code enforcement, and drainage utilities. Water/wastewater and Fire protection are provided through the Municipal Utility District.

Trophy Club's location is ideal for both businesses and residents, many of whom commute to Dallas, Denton, Las Colinas, and Fort Worth. Trophy Club maintains a small-town feel while having the advantages of nearby metro areas and offers an outstanding quality of life, with great educational and recreational amenities. Two 18-hole premier golf courses are available, including the only course designed by Ben Hogan.

The region possesses a varied manufacturing and industrial base that has added to the relative stability of the unemployment rate with approximately half of the local workforce employed in management, professional, and related occupations. Figures from the Texas Workforce Commission indicate a North Central Texas unemployment rate of 8.0 percent while the national unemployment rate is 9.5%.

Trophy Club is positioned for a bright future with new families and businesses joining existing residents and companies and building on the Town's foundation of pleasant residential neighborhoods, excellent educational institutions, and numerous recreational activities to truly establish itself as a "a great place to call home."

**BUDGET CALENDAR  
2009-2010**

March 10	Tuesday	<ul style="list-style-type: none"> <li>• Budget Kick-Off</li> </ul>
April 3	Friday	<ul style="list-style-type: none"> <li>• Department Budgets Due to Finance</li> </ul>
May 15	Friday	<ul style="list-style-type: none"> <li>• Denton Central Appraisal District Submits Preliminary Tax Values</li> </ul>
June 22	Monday	<ul style="list-style-type: none"> <li>• Management Update to Council on 2009-2010 Budget</li> <li>• Council Budget Meeting Dates Scheduled</li> </ul>
July 6	Monday	<ul style="list-style-type: none"> <li>• Council Discussion on Format of July 18 Budget Workshop</li> </ul>
July 10	Friday	<ul style="list-style-type: none"> <li>• Management Distributes Information for July 18 Budget Workshop</li> </ul>
July 18	Saturday	<ul style="list-style-type: none"> <li>• Council/Management Budget Workshop</li> </ul>
July 27	Monday	<ul style="list-style-type: none"> <li>• Certified Appraisal Roll Due from Denton Central Appraisal District (Normal Deadline of July 25 falls on Saturday)</li> </ul>
July 31	Friday	<ul style="list-style-type: none"> <li>• Town Manager Submits the 2009-2010 Proposed Budget to Council</li> <li>• Proposed Budget Placed on File with Town Secretary and on Town Website</li> <li>• Tax Calculations Due from Denton County Tax Office</li> </ul>
August 3	Monday	<ul style="list-style-type: none"> <li>• Submit Effective and Rollback Rate Calculations to Town Council</li> <li>• Vote to Propose Tax Rate (over effective rate)</li> <li>• Set Public Hearings for August 24 and September 14</li> </ul>
August 12	Wednesday	<ul style="list-style-type: none"> <li>• Publish Notice of Public Hearing on Tax Increase</li> <li>• Publish Notice of Effective and Rollback Tax Rates, Statement and Schedules</li> </ul>
August 17	Monday	<ul style="list-style-type: none"> <li>• Council Budget Discussion</li> </ul>
August 24	Monday	<ul style="list-style-type: none"> <li>• First Public Hearing on Tax Increase</li> <li>• Council Budget Discussion</li> </ul>
August 31	Monday	<ul style="list-style-type: none"> <li>• Publish Notice of Public Hearing on Tax Increase</li> </ul>
September 14	Monday	<ul style="list-style-type: none"> <li>• Second Public Hearing on Tax Increase</li> <li>• Announce Vote on Tax Rate</li> <li>• Public Hearing on Budget</li> <li>• Council Budget Discussion</li> </ul>
September 16	Wednesday	<ul style="list-style-type: none"> <li>• Publish Notice of Tax Revenue Increase</li> </ul>
September 28	Monday	<ul style="list-style-type: none"> <li>• Adopt Budget</li> <li>• Adopt Tax Rate</li> <li>• Approve Tax Roll</li> </ul>
October 1	Thursday	<ul style="list-style-type: none"> <li>• Fiscal Year 2009-2010 Begins</li> </ul>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*  
**READER'S GUIDE**

The Reader's Guide provides an overview of the Town of Trophy Club's budget process and budget documents. The Town of Trophy Club has prepared a budget designed to meet the highest standards of performance in municipal budgeting. This document provides a summary of all budgeted funds, including both revenue and expenditure summaries. Major budget documents, the budget process, and organization of the budget itself are described below.

## Major Budget Documents

The Town of Trophy Club's budget process includes the production of three key documents. It is important to understand the timing and purpose of these documents in order to fully understand the process itself.

### 1. The Manager's Message

The Manager's Message is submitted to town council in late July as a part of the proposed budget. This report summarizes and identifies key issues with regard to revenues and expenditures for the coming year.

### 2. The Proposed Budget

Pursuant to Town Charter, the proposed budget must be submitted to Town Council by July 31 or at least sixty (60) days prior to the first day of the new fiscal year." This document represents a balanced version of departmental budget requests versus projected revenues. The proposed budget is a product policy as expressed by the Town Council and is prepared by the Town Manager and the Management Team, which is comprised of the department directors.

### 3. The Adopted Budget

The adopted budget represents a modified version of the proposed budget after public hearings and Town Council review in August/September. Any changes deemed necessary by Town Council to funding levels or revenue projections are reflected in the adopted budget. Revisions may also be made to reflect any updates to budget information.

## The Budget Process

The Town of Trophy Club uses a program-based budgeting process. Each budgeting unit or division is given a target or "baseline" funding level based upon the previous year's funding level. With a few exceptions, no fixed assets, wages and benefits, or one-time packages are included in baseline funding. Any funding request that represents new expenditures and programs, or that is in excess of baseline funding, must be submitted as a separate request or "package." These packages may be either a new or restoration request for resources, depending upon the budgeting unit's funding target.

### 1. Revenue Projection

The budget revenue projections for the new fiscal year begin early in the current fiscal year. The projections are made by the departments responsible for the revenues with help from the Finance staff. Projections are base upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated staff members. Although revenue projections are prepared early in the budget process, the budget revenue analysis continues with departmental budget development and extends until the budget is adopted based upon any new information.

### 2. Proposed Budget Analysis/Compilation

The Budget Office reviews and compiles a preliminary draft of departmental budgets to present to the Management Team, which is comprised of the Town Manager and department directors.. During Management Team discussions, each department director answers questions from the entire group concerning their budget.

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*Annual Program of Services*

Given revenue projections and baseline funding requirements, budget funding changes are made according to necessity and priority. A total recommended funding level is determined and is weighed against available resources.

**3. Proposed Budget Development**

The Town Manager, no later than July 31 each year, shall prepare and submit to the Town Secretary, the annual budget covering the next fiscal year. The Town Manager's proposed budget should assume, for each fund, operating revenues and resources that are equal to, or exceed operating expenditures. The Town Manager's budget message summarizes funding requirements, major changes in programs, and alternatives for funding.

**4. Town Council Budget Study**

A budget work session is held with the Town Council to review and discuss the proposed budget. Discussions and study may follow at subsequent work sessions up until budget adoption.

**5. Public Hearing/Budget Adoption**

A public hearing on the proposed budget and two public hearings on the tax rate are held in August and September prior to final budget consideration. At the public hearings, citizens may make formal comments concerning the proposed budget. The public also has the opportunity to attend Town Council budget work sessions in August and September.

Budget adoption occurs in September after Town Council deliberations and the public hearings. The Town Council adopts a tax rate to support adopted funding levels. Pursuant to Town Charter, the budget in place for the preceding year shall remain in place on a month-to-month basis until such time as a new budget has been adopted if no Town Council action is taken before the end of the fiscal year, September 30.

**6. Compilation of Adopted Budget/Budget Maintenance**

An adopted budget is compiled and published during the first months of the new fiscal year. The adopted budget in the form of an amended proposed budget is available for public inspection in October. Ledger accounts are prepared for the new fiscal year prior to October 1.

Budget maintenance is a year-round activity of divisions/departments and Budget Office staff. Other spending control mechanisms include monthly review of expenditures by the Accounting staff. During the budget process departments make revenue and expenditure estimates for the current year.

Finally, program goals, objectives, and measures are evaluated during budget development to determine the effectiveness of program activities and levels of appropriate funding for subsequent years.

**Financial Structure**

The financial structure of the budget is organized by funds. A fund is generally defined as a fiscal and accounting entity which has its own self-balancing set of accounts for recording cash and other financial resources, as well as any liabilities or residual equities or balances. Normally, funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. However, when appropriate, funds are made up of departments. Generally, there are two types of funds: Governmental and Proprietary. Proprietary normally includes water, wastewater, sewer and electric services. However, this budget includes only the first. The specific funds which make up the Governmental Fund type are: General Fund, Trophy Club Park Fund, Hotel & Motel Fund, Capital Projects Fund, Interest & Sinking Fund, Grant Fund and Public Improvement District Fund. Each of the above-mentioned funds operates separately and independently from one another; therefore, they are budgeted separately and include separate financial statements.

**Budgeted Funds**

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The Town of Trophy Club budget consists of various funds. Each fund represents a specific function and maintains individual objectives. The Town of Trophy Club's budget includes the following funds:

*General Fund* – The General Fund contains the control and fiscal accounting for the Town's general service operations such as administration, public safety, parks, etc. The General Fund's two major revenue sources are the sales and ad valorem taxes.

*Interest & Sinking Fund* – The Interest & Sinking Fund is used to record and control the accumulation of resources for payment of general long-term debt principal and interest. The Town issues debt to acquire or construct capital assets, such as roads or parks for the general benefit of Trophy Club citizens. Resources include an applicable portion of the ad valorem tax levy and related interest income usable from debt service.

*Special Revenue Funds* – Special Revenue Funds are used to account for the receipt of specific revenue sources that are restricted for expenditures for a specified purpose. Included in the special revenue funds are: Hotel & Motel Fund, Capital Projects Fund, Grant Fund and Public Improvement District Fund.

### Budget Basis

The budget for the General, Interest & Sinking and Special Revenue Funds are prepared on the modified accrual basis of accounting. Under this basis of accounting, revenues are recognized when they become both "measurable" and "available" to finance expenditures of the current period except where the accrual basis is specified by generally accepted accounting principles. Expenditures are recognized when the related fund liability is incurred, except for (1) inventories of material and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; and (5) principal and interest on long-term debts which are generally recognized when due.

### Organizational Relationships

A department is a major administrative segment of the Town, which indicates overall management responsibility for an operation or a group of related operations within a functional area (e.g., Police Department, Fire Department, Parks Department, Recreation Department). The smallest organizational unit budgeted is the program. The program indicates responsibility for one functional area, and in many cases these functional areas are put together to demonstrate a broader responsibility. When this is done, the programs are combined to make up a department. For example, the Parks Department is comprised of Parks General, Independence Park, Harmony Park, Beck Park, Lakeview Soccer Fields and Medians & Common Areas.

### Budget Administration and Development

The Town of Trophy Club's policies set forth the basic framework for the fiscal management of the Town. These policies were developed within the parameters established by applicable provisions of the Texas Local Government Code, and the Town of Trophy Club Charter. The policies are intended to assist the Town Council and Town staff in evaluating current activities and proposals for future programs.

#### I. BUDGET PERIOD

Fiscal Year. The fiscal year of the Town of Trophy club "shall begin on the first (1<sup>st</sup>) day of each October and end on the last (30<sup>th</sup>) day of September of each calendar year. Such fiscal year shall also constitute the budget and accounting year" (Charter Section 9.01).

#### II. BUDGET ADMINISTRATION AND DEVELOPMENT

A. Submission. The Town Manager shall submit to the Council a proposed budget and accompanying message before the last day of July of each year. The Council shall review the proposed budget and revise it as deemed appropriate prior to general circulation for public hearing. (Charter Section 9.04)

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- B. Public Hearing on Budget. The Council shall hold a public hearing on the budget and shall provide adequate public notice of such hearing, including publication of notice as required by State law.
- C. Truth in Taxation. Budget development procedures will be in conformance with the State law outlined in the Truth in Taxation process. In the event of a tax increase, notices will be provided and required hearing(s) held in conformance to this State law
- D. Adoption. The Council, by majority vote, shall adopt the budget by ordinance not later than the 30<sup>th</sup> day of September. Adoption of the budget shall constitute appropriations of the amount specified as expenditures from the fund indicated. If the Council fails to adopt a budget by the beginning of the fiscal year, the budget currently in place for the preceding year shall remain in place on a month-to-month basis until such time as a new budget has been adopted.
- E. Public Records. The budget, budget message, and all supporting schedules shall be in a public record in the office of the Town Secretary and shall be public records available to the public for inspection upon request.
- F. Balanced Budget Required. The Town of Trophy Club will develop balanced budgets in which current resources (current revenues plus fund balance) will equal or exceed current expenditures.
- G. Funding of Current Expenditures with Current Revenues. The budget will assure that current expenditures are funded with current revenues. Current operating expenses will not be capitalized or funded through the use of long-term debt.

**III. REVENUE POLICES**

- A. Revenue Goal. The Town will attempt to maintain a diversified and stable revenue stream to shelter it from short-run fluctuations in any one revenue source.
- B. Development of Revenue Projection. The Town will estimate its annual revenues using an objective analytical process. The Town will project revenues for the next two years; and these projections will be updated annually. Each existing and potential revenue source will be examined annually.

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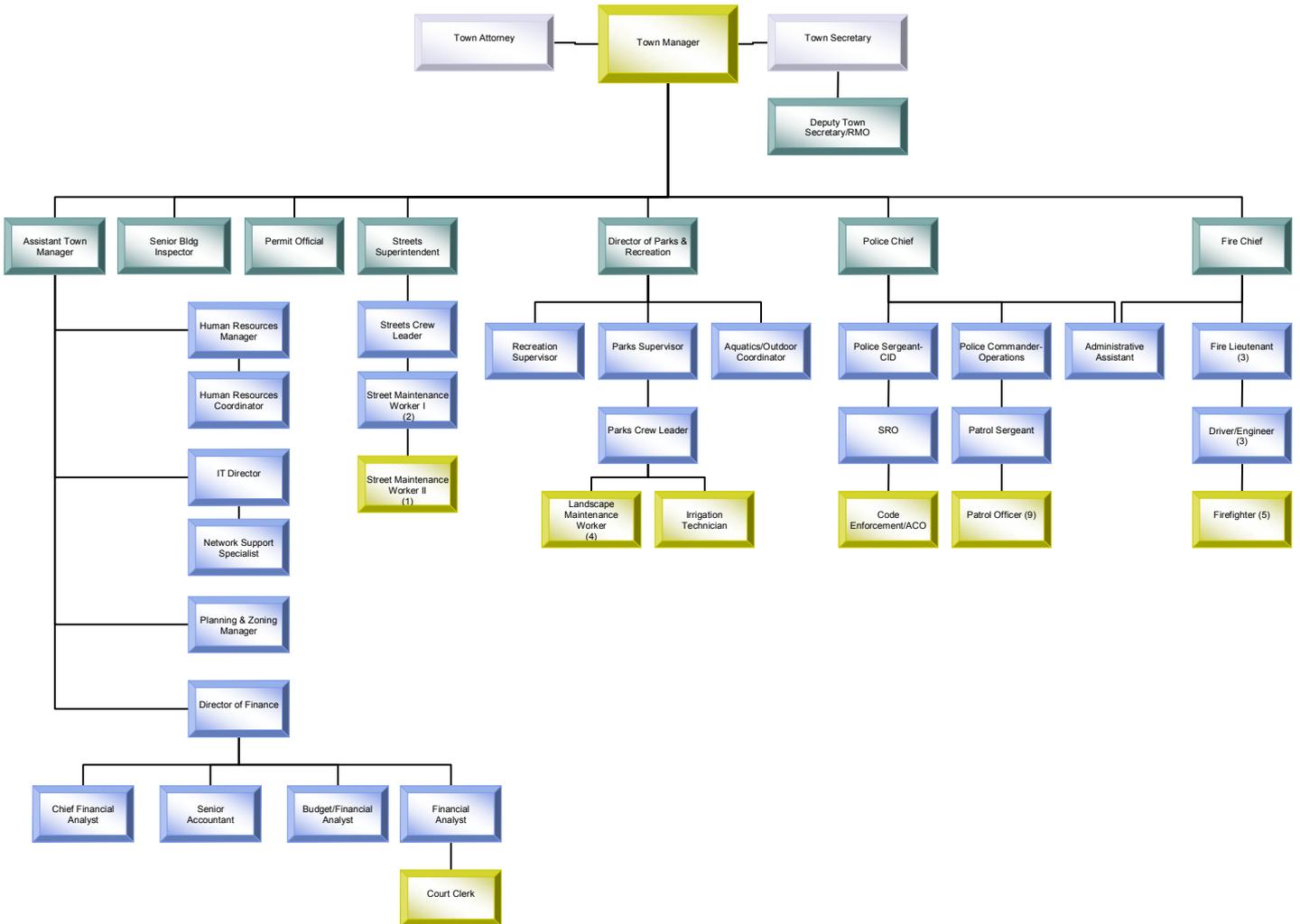
**TOWN OF TROPHY CLUB  
GOVERNMENT STRUCTURE**



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**TOWN OF TROPHY CLUB  
 ORGANIZATION STRUCTURE**

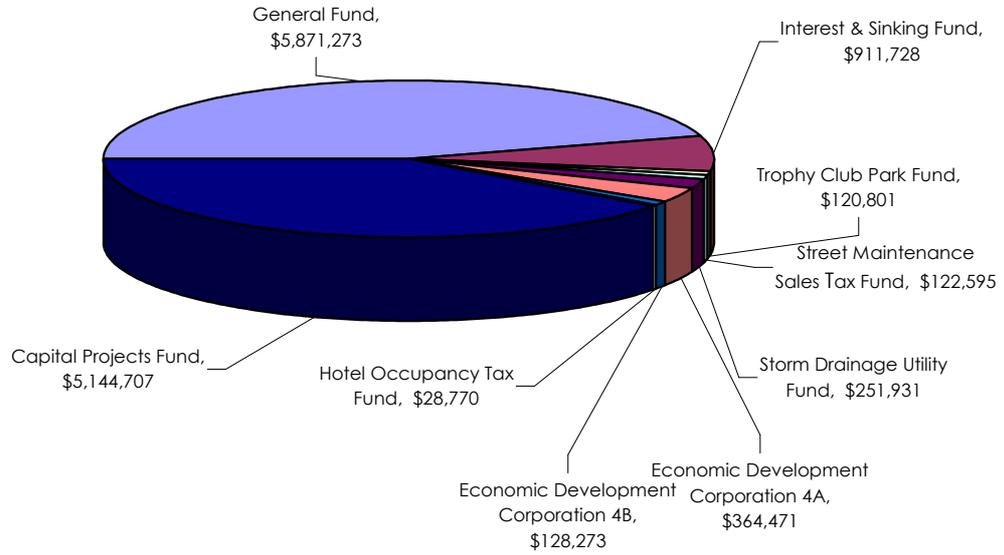


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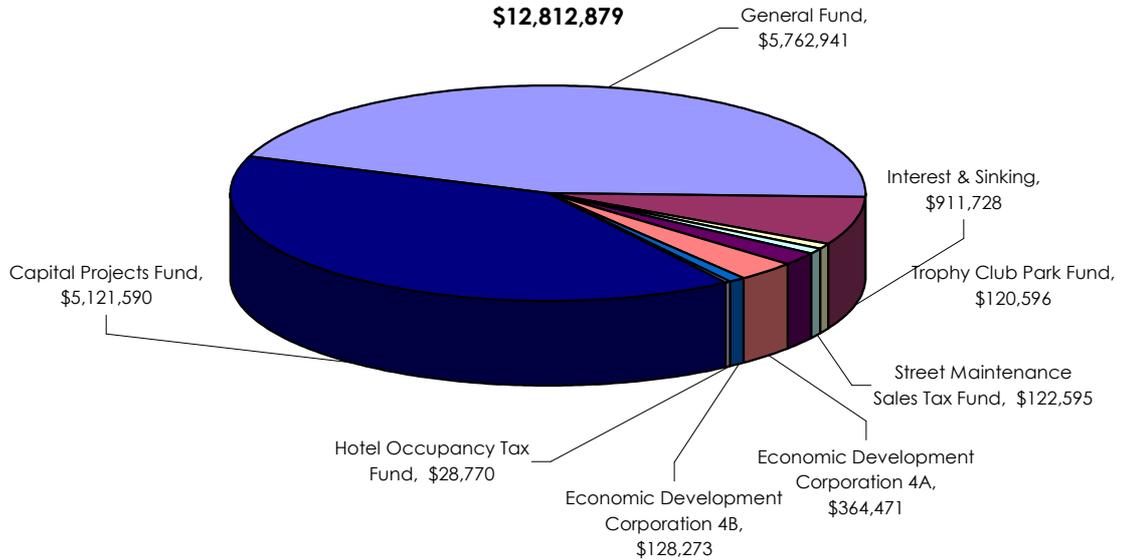
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**BUDGET REVENUES & EXPENDITURE SUMMARY**  
**2009-2010**

**REVENUES**  
**\$12,944,549**



**EXPENDITURES**  
**\$12,812,879**



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**REVENUE & EXPENDITURE SUMMARY BY FUND**  
**2009-2010**

	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATED</b>	<b>2009-10 ADOPTED</b>
General Fund	7,115,245	6,228,625	5,910,443	5,871,273
Interest & Sinking Fund	897,972	960,381	904,918	911,728
Trophy Club Park Fund	76,628	107,463	107,463	120,801
Street Maintenance Sales Tax Fund	-	-	-	122,595
Storm Drainage Utility Fund	-	-	-	251,931
Economic Development Corporation 4A	274,941	261,143	248,190	364,471
Economic Development Corporation 4B	124,343	130,572	124,595	128,273
Hotel Occupancy Tax Fund	25,728	46,680	42,230	28,770
Capital Projects Fund	1,367,952	1,495,317	1,374,796	5,144,707
<b>TOTAL REVENUE</b>	<b>\$9,882,809</b>	<b>\$9,230,181</b>	<b>\$8,712,635</b>	<b>\$12,944,549</b>

	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATED</b>	<b>2009-10 ADOPTED</b>
General Fund	6,627,874	6,110,625	5,723,412	5,762,941
Interest & Sinking Fund	907,740	904,918	904,918	911,728
Trophy Club Park Fund	116,295	107,463	107,463	120,596
Street Maintenance Sales Tax Fund	-	-	-	122,595
Storm Drainage Utility Fund	-	-	-	251,915
Economic Development Corporation 4A	182,410	261,143	167,447	364,471
Economic Development Corporation 4B	82,916	130,572	105,144	128,273
Hotel Occupancy Tax Fund	-	46,680	46,680	28,770
Capital Projects Fund	1,698,770	1,774,213	1,374,796	5,121,590
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,616,005</b>	<b>\$ 9,335,614</b>	<b>\$ 8,429,860</b>	<b>\$ 12,812,879</b>
<b>TOTAL REVENUES OVER/UNDER EXPENSES</b>	<b>\$ 266,804</b>	<b>\$ (105,433)</b>	<b>\$ 282,775</b>	<b>\$ 131,670</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**FUND BALANCE SUMMARY BY FUND**  
**2009-2010**

<b>FUNDS</b>	<b>ACTUAL FUND BALANCE 10/1/2008</b>	<b>ESTIMATED REVENUES 2008-2009</b>	<b>ESTIMATED EXPENDITURES 2008-2009</b>
General Fund	1,830,233	5,910,443	5,723,412
Interest & Sinking Fund	152,253	904,918	904,918
Trophy Club Park Fund	(39,997)	107,463	107,463
Street Maintenance Sales Tax Fund*	-	-	-
Storm Drainage Utility Fund**	-	-	-
Economic Development Corporation 4A	340,445	248,190	167,447
Economic Development Corporation 4B	215,527	124,595	105,144
Hotel Occupancy Tax Fund	25,728	42,230	46,680
Capital Projects Fund	-	1,374,796	1,374,796
<b>TOTAL</b>	<b>\$2,524,189</b>	<b>\$8,712,635</b>	<b>\$8,429,860</b>

\* The Street Maintenance Sales Tax Fund was established in fiscal year 2009-2010 to account for revenues and expenditures previously reported in General Fund

\*\* The Storm Drainage Utility Fund was established in fiscal year 2009-2010 to account for revenues and expenditures previously reported in General Fund

**TOWN OF TROPHY CLUB, TEXAS**  
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**FUND BALANCE SUMMARY BY FUND**  
**2009-2010**

PROJECTED FUND BALANCE 9/30/2009	ADOPTED BUDGETED REVENUES 2009-2010	ADOPTED BUDGETED EXPENDITURES 2009-2010	PROJECTED ENDING FUND BALANCE 9/30/2010
2,017,264	5,871,273	5,762,941	2,125,596
152,253	911,728	911,728	152,253
(39,997)	120,801	120,596	(39,792)
- *	122,595	122,595	-
- **	251,931	251,915	16
421,188	364,471	364,471	421,188
234,978	128,273	128,273	234,978
21,278	28,770	28,770	21,278
-	5,144,707	5,121,590	23,117
<b>\$2,806,964</b>	<b>\$12,944,549</b>	<b>\$12,812,879</b>	<b>\$2,938,634</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**ALL FUNDS**  
**REVENUE & EXPENDITURE SUMMARY BY CATEGORY**  
**2009-2010**

	GENERAL	INTEREST AND SINKING	TROPHY CLUB PARK	STREET MAINTENANCE SALES TAX
<b>REVENUES AND OTHER SOURCES</b>				
Property Taxes	3,232,670	676,066	-	-
Sales Taxes	490,378	-	-	122,595
Franchise Fees	565,680	-	-	-
Building Permits	384,000	-	-	-
Developers Fees	56,500	-	-	-
Trash and Drainage	344,000	-	-	-
EMS and Municipal Court	273,945	-	-	-
Transfers and Other Revenue	327,450	235,662	-	-
Recreation Programs	196,650	-	-	-
Park Programs	-	-	120,801	-
Storm Drainage Fees	-	-	-	-
Hotel Occupancy Tax	-	-	-	-
Bond Proceeds	-	-	-	-
Prior Years Reserves	-	-	-	-
<b>REVENUES AND OTHER SOURCES</b>	<b>\$ 5,871,273</b>	<b>\$ 911,728</b>	<b>\$ 120,801</b>	<b>\$ 122,595</b>
<b>EXPENDITURES AND OTHER USES</b>				
Personnel Services	3,815,648	-	50,855	26,185
Professional and Contractual Services	723,509	-	22,901	-
Operating Expenses	742,894	-	43,386	96,410
Consumable Supplies	203,648	-	3,454	-
Capital Expenses	222,535	-	-	-
Debt Service	-	911,728	-	-
Economic Development Projects	-	-	-	-
Community Events	-	-	-	-
Transfers and other Expenditures	54,707	-	-	-
<b>EXPENDITURES AND OTHER USES</b>	<b>\$ 5,762,941</b>	<b>\$ 911,728</b>	<b>\$ 120,596</b>	<b>\$ 122,595</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**ALL FUNDS**  
**REVENUE & EXPENDITURE SUMMARY BY CATEGORY**  
**2009-2010**

<b>STORM DRAINAGE UTILITY</b>	<b>ECONOMIC DEVELOPMENT 4A</b>	<b>ECONOMIC DEVELOPMENT 4B</b>	<b>HOTEL OCCUPANCY TAX</b>	<b>CAPITAL PROJECTS</b>	<b>TOTAL ALL FUNDS</b>
-	-	-	-	-	3,908,736
-	245,189	122,595	-	-	980,757
-	-	-	-	-	565,680
-	-	-	-	-	384,000
-	-	-	-	-	56,500
-	-	-	-	-	344,000
-	-	-	-	-	273,945
-	3,000	2,000	1,575	44,707	614,394
-	-	-	-	-	196,650
-	-	-	-	-	120,801
126,931	-	-	-	-	126,931
-	-	-	27,195	-	27,195
-	-	-	-	5,000,000	5,000,000
125,000	116,282	3,678	-	100,000	344,960
<b>\$ 251,931</b>	<b>\$ 364,471</b>	<b>\$ 128,273</b>	<b>\$ 28,770</b>	<b>\$ 5,144,707</b>	<b>\$ 12,944,549</b>
20,052	-	28,700	-	-	3,941,440
25,500	-	-	-	-	771,910
11,544	58,148	-	2,500	-	954,882
4,983	-	-	-	-	212,085
189,836	-	-	-	5,121,590	5,533,961
-	-	-	-	-	911,728
-	23,000	47,645	-	-	70,645
-	-	-	26,270	-	26,270
-	283,323	51,928	-	-	389,958
<b>\$ 251,915</b>	<b>\$ 364,471</b>	<b>\$ 128,273</b>	<b>\$ 28,770</b>	<b>\$ 5,121,590</b>	<b>\$ 12,812,879</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**FULL TIME EQUIVALENT (FTE) SUMMARY**

	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATED</b>	<b>2009-10 PROPOSED</b>
<b>GENERAL FUND</b>				
<b>Administrative Services</b>				
Manager's Office	N/A	3.50	3.50	3.50
Human Resources	N/A	0.50	0.50	0.50
Information Services	N/A	1.00	1.00	1.00
Legal	N/A	1.00	1.00	1.00
<b>Public Safety Services</b>				
Police	N/A	15.50	15.50	15.50
Emergency Medical Services	N/A	6.37	6.37	6.31
<b>Streets</b>	N/A	6.00	6.00	4.04
<b>Parks</b>	N/A	7.50	7.50	7.50
<b>Recreation</b>	N/A	2.10	2.10	2.10
<b>Planning and Zoning</b>	N/A	1.00	1.00	1.00
<b>Community Development</b>	N/A	1.50	1.50	1.50
<b>Financial Services</b>				
Finance	N/A	2.00	2.00	3.00
Municipal Court	N/A	1.00	1.00	1.00
<b>Facilities Management</b>	N/A	N/A	N/A	N/A
<b>TOTAL GENERAL FUND</b>	N/A	48.97	48.97	47.95
<b>TROPHY CLUB PARK FUND</b>	N/A	1.40	1.40	1.40
<b>STREET MAINTENANCE SALES TAX FUND</b>	N/A	N/A	N/A	0.63
<b>STORM DRAINAGE UTILITY FUND</b>	N/A	N/A	N/A	0.33
<b>TOTAL FULL TIME EQUIVALENTS (FTEs)</b>	<b>N/A</b>	<b>50.37</b>	<b>50.37</b>	<b>50.31</b>

TOWN OF TROPHY CLUB, TEXAS  
Annual Program of Services

**GENERAL FUND  
REVENUE & EXPENDITURE SUMMARY**

REVENUES	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATED	2009-10 ADOPTED
Property Taxes	2,639,337	2,920,055	2,977,000	3,232,670
Sales Taxes	595,118	627,858	612,974	490,378
Franchise Fees	499,134	538,092	516,538	565,680
Building Permits	311,115	840,000	390,000	384,000
Developers Fees	336,210	116,500	227,000	56,500
Trash and Drainage	409,554	437,090	450,972	344,000
EMS and Municipal Court	259,200	266,013	249,213	273,945
Transfers and Other Revenue	1,931,059	301,501	302,230	327,450
Recreation Programs	134,518	181,516	184,516	196,650
<b>REVENUES</b>	<b>\$7,115,245</b>	<b>\$6,228,625</b>	<b>\$5,910,443</b>	<b>\$5,871,273</b>

EXPENDITURES	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATED	2009-10 ADOPTED
Manager's Office	438,520	536,068	464,269	497,712
Human Resources	28,015	39,219	39,114	45,240
Information Services	180,881	213,707	193,454	200,893
Legal	165,219	149,589	256,832	152,700
Police	1,372,753	1,411,784	1,329,220	1,416,725
Emergency Medical Services	750,685	666,019	599,035	673,145
Streets	448,167	594,655	506,674	399,538
Storm Sewer	128,955	114,340	100,541	-
Construction Inspections	90,265	82,455	62,702	-
Parks	732,169	777,309	736,946	785,230
Recreation	419,824	455,987	447,157	479,723
Planning & Zoning	125,087	141,188	118,817	129,241
Community Development	489,583	493,906	471,128	504,497
Finance	223,094	256,231	236,558	300,885
Municipal Court	69,286	76,463	68,419	76,135
Facilities Management	94,511	101,705	92,546	101,277
Fire Department	870,860	-	-	-
<b>EXPENDITURES</b>	<b>\$ 6,627,874</b>	<b>\$ 6,110,625</b>	<b>\$ 5,723,412</b>	<b>\$ 5,762,941</b>

<b>TOTAL SURPLUS/(SHORTFALL)</b>	<b>\$ 487,371</b>	<b>\$ 118,000</b>	<b>\$ 187,031</b>	<b>\$ 108,332</b>
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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**INTEREST & SINKING FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Property Taxes	587,837	622,735	640,000	673,066
Property Taxes/P & I	4,987	3,000	5,500	3,000
Contribution From PID	131,342	-	-	-
Interest Income	12,731	12,000	2,500	4,000
Prior Year Reserves	-	155,462	89,737	-
Intergov Trans In (EDC4A, 4B)	161,075	157,184	157,181	161,826
Interfund Trans In (Storm Drainage)	-	-	-	64,836
Interfund Trans In (Capital)	-	10,000	10,000	5,000
<b>TOTAL REVENUES</b>	<b>\$ 897,972</b>	<b>\$ 960,381</b>	<b>\$ 904,918</b>	<b>\$ 911,728</b>
<b>EXPENSES</b>				
Paying Agent Fees	2,816	2,000	2,000	2,000
Bond Interest Expense	457,924	387,918	387,918	369,728
Bond Principal Payment	447,000	515,000	515,000	540,000
<b>TOTAL EXPENSES</b>	<b>\$ 907,740</b>	<b>\$ 904,918</b>	<b>\$ 904,918</b>	<b>\$ 911,728</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (9,768)</b>	<b>\$ 55,463</b>	<b>\$ -</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**TROPHY CLUB PARK FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Park Revenues	46,575	107,263	109,000	120,801
Interest Income	53	200	-	-
Intergov Trans In (EDC/MUD)	30,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 76,628</b>	<b>\$ 107,463</b>	<b>\$ 110,000</b>	<b>\$ 120,801</b>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	26,705	41,180	34,839	41,527
Longevity	-	-	-	64
Retirement	2,056	2,129	2,149	2,304
Group Insurance	1,200	-	-	-
Medical Insurance	1,697	1,932	2,161	2,135
Dental Insurance	97	112	111	124
Vision Insurance	28	31	29	24
Life Insurance & Other	110	139	110	298
Social Security Taxes	1,625	2,553	2,160	2,579
Medicare Taxes	380	597	505	603
Unemployment Taxes	144	454	148	95
Worker's Compensation	283	1,076	937	1,032
Pre-Employment Physicals/Testing	60	70	70	70
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 34,385</b>	<b>\$ 50,273</b>	<b>\$ 43,219</b>	<b>\$ 50,855</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Park Administration	12,000	5,000	10,000	10,000
Police and EMS Services	5,000	5,000	5,000	5,000
Equipment Maintenance	-	1,800	1,800	750
Consultants	535	2,500	500	500
Collection Fees	-	1,500	-	2,963
Portable Toilets	2,316	2,766	5,000	3,688
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 19,851</b>	<b>\$ 18,566</b>	<b>\$ 22,300</b>	<b>\$ 22,901</b>
<b>OPERATING EXPENSES</b>				
Telephone	558	100	450	450
Communications/Pagers/Mobiles	1,209	2,340	2,300	3,156
Electricity	1,023	3,466	2,500	3,466
Water	1,359	4,000	2,500	4,000
Insurance	5,000	5,000	5,000	5,000
Dues & Memberships	-	405	-	405
Schools & Training	68	1,125	1,125	1,125
Travel & Per Diem	-	1,452	1,452	1,134
Advertising	3,951	2,000	-	2,000
Miscellaneous Expenses	585	500	500	350
Community Events	-	2,800	2,800	3,100
Property Maintenance	13,742	13,000	14,000	19,200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 27,495</b>	<b>\$ 36,188</b>	<b>\$ 32,627</b>	<b>\$ 43,386</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	-	806	500	1,366
Uniforms	338	30	100	815
Small Tools	697	-	1,270	-
Office Supplies	178	200	200	248
Maintenance Supplies	116	400	300	425
Printing	599	1,000	400	600
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 1,928</b>	<b>\$ 2,436</b>	<b>\$ 2,770</b>	<b>\$ 3,454</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**TROPHY CLUB PARK FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>CAPITAL EXPENSES</b>				
Grant Match	32,636	-	-	-
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 32,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 116,295</b>	<b>\$ 107,463</b>	<b>\$ 100,916</b>	<b>\$ 120,596</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (39,667)</b>	<b>\$ -</b>	<b>\$ 9,084</b>	<b>\$ 205</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**STREET MAINTENANCE SALES TAX FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Sales Tax	-	-	-	122,595
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,595</b>
<b>EXPENDITURES</b>				
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	-	-	-	17,614
Retirement	-	-	-	2,290
Medical Insurance	-	-	-	3,340
Dental Insurance	-	-	-	194
Vision Insurance	-	-	-	37
Life Insurance & Other	-	-	-	126
Social Security Taxes	-	-	-	1,092
Medicare Taxes	-	-	-	255
Unemployment Taxes	-	-	-	42
Workman's Compensation	-	-	-	1,195
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,185</b>
<b>OPERATING EXPENSES</b>				
Street Repairs	-	-	-	96,410
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,410</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,595</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**STORM DRAINAGE UTILITY FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Storm Drainage Fee Revenue	-	-	-	126,931
Prior Year Reserves	-	-	-	125,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,931</b>
<b>EXPENDITURES</b>				
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	-	-	-	14,626
Longevity	-	-	-	74
Retirement	-	-	-	1,911
Medical Insurance	-	-	-	1,761
Dental Insurance	-	-	-	102
Vision Insurance	-	-	-	20
Life Insurance & Other	-	-	-	105
Social Security Taxes	-	-	-	911
Medicare Taxes	-	-	-	213
Unemployment Taxes	-	-	-	22
Workman's Compensation	-	-	-	307
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,052</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Engineering	-	-	-	4,000
Independent Labor	-	-	-	4,000
Maintenance & Repair	-	-	-	2,000
Equipment Maintenance	-	-	-	5,500
Trash Removal/Recycling	-	-	-	10,000
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,500</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	-	-	-	2,344
Street Sweeping	-	-	-	9,000
Miscellaneous Expenses	-	-	-	200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,544</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	-	-	-	4,725
Printing	-	-	-	258
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,983</b>
<b>CAPITAL EXPENSES</b>				
Master Drainage Study	-	-	-	125,000
Debt Service	-	-	-	64,836
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,836</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,915</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**ECONOMIC DEVELOPMENT CORPORATION 4A FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Sales Tax - General	238,048	251,143	245,190	245,189
Interest Income	9,893	10,000	3,000	3,000
Reserves	-	-		116,282
<b>TOTAL REVENUES</b>	<b>\$ 247,941</b>	<b>\$ 261,143</b>	<b>\$ 248,190</b>	<b>\$ 364,471</b>
<b>EXPENSES</b>				
Legal	-	300	-	-
Dues & Memberships	-	-	-	140
Meetings	-	-	-	200
Schools & Training	-	750	-	879
Travel & Per Diem	-	-	-	1,629
Miscellaneous Expenses	24	100	-	100
Property Maintenance	-	-	-	55,000
EDC Projects	-	87,611	16,770	23,000
Interfund Trans Out (GF I&S)	161,075	130,821	130,821	207,323
Large Project Reserves	11,311	26,361	4,856	-
Office Supplies	-	200	-	200
Capital Expenses	10,000	15,000	15,000	76,000
<b>TOTAL EXPENSES</b>	<b>\$ 182,410</b>	<b>\$ 261,143</b>	<b>\$ 167,447</b>	<b>\$ 364,471</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 65,531</b>	<b>\$ -</b>	<b>\$ 80,743</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**ECONOMIC DEVELOPMENT CORPORATION 4B FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Sales Tax - General	119,024	125,572	122,595	\$122,595
Interest Income	5,319	5,000	2,000	\$2,000
Reserves	-	-		3,678
<b>TOTAL REVENUES</b>	<b>\$ 124,343</b>	<b>\$ 130,572</b>	<b>\$ 124,595</b>	<b>\$ 128,273</b>
<b>EXPENSES</b>				
Publications/Books/Subscriptions	119	100	-	-
Dues & Memberships	2,650	-	100	300
Schools & Training	-	1,400	735	2,300
Travel & Per Diem	654	3,000	1,739	7,850
Advertising	2,232	8,373	7,917	8,150
Miscellaneous Expenses	231	5,000	100	10,100
EDC Projects	32,518	54,571	48,191	37,645
Existing Business Stimulus Project	-	-	-	10,000
Intergov Trans Out (GF I&S)	-	26,362	26,362	26,362
Large Project Reserves	33,299	-	-	-
Intergov Trans Out (GF)	11,122	25,566	20,000	25,566
Office Supplies	91	200	-	-
Printing	-	6,000	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 82,916</b>	<b>\$ 130,572</b>	<b>\$ 105,144</b>	<b>\$ 128,273</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 41,427</b>	<b>\$ -</b>	<b>\$ 19,451</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**HOTEL & MOTEL FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Occupancy Tax	25,705	25,900	25,900	27,195
Interest Income	23	1,500	50	1,575
Prior Year Reserves	-	19,280	19,280	-
<b>TOTAL REVENUES</b>	<b>\$ 25,728</b>	<b>\$ 46,680</b>	<b>\$ 45,230</b>	<b>\$ 28,770</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	-	2,500	2,500	2,500
Community Events	-	6,000	6,000	6,600
4th of July Activities	-	38,180	38,180	19,670
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 46,680</b>	<b>\$ 46,680</b>	<b>\$ 28,770</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ 25,728</b>	<b>\$ -</b>	<b>\$ (1,450)</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**CAPITAL PROJECTS FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
GASB Replacement	64,221	37,849	37,200	44,707
\$474 Harmony Park CO Bond	10,688	67,104	209,041	-
\$3.26M Street GO Bond	1,293,043	1,390,364	1,128,555	100,000
2010 Park Bond	-	-	-	5,000,000
<b>TOTAL REVENUES</b>	<b>\$ 1,367,952</b>	<b>\$ 1,495,317</b>	<b>\$ 1,374,796</b>	<b>\$ 5,144,707</b>
<b>EXPENSES</b>				
GASB Replacement	64,221	37,849	37,200	21,590
\$474 Harmony Park CO Bond	341,506	346,000	209,041	-
\$3.26M Street GO Bond	1,293,043	1,390,364	1,128,555	100,000
2010 Park Bond	-	-	-	5,000,000
<b>TOTAL EXPENSES</b>	<b>\$ 1,698,770</b>	<b>\$ 1,774,213</b>	<b>\$ 1,374,796</b>	<b>\$ 5,121,590</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (330,818)</b>	<b>\$ (278,896)</b>	<b>\$ -</b>	<b>\$ 23,117</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**GENERAL FUND  
REVENUE & EXPENDITURE SUMMARY**

<b>REVENUES</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATED</b>	<b>2009-10 ADOPTED</b>
Property Taxes	\$ 2,639,337	\$ 2,920,055	\$ 2,977,000	\$ 3,232,670
Sales Taxes	595,118	627,858	612,974	490,378
Franchise Fees	499,134	538,092	516,538	565,680
Building Permits	311,115	840,000	390,000	384,000
Developers Fees	336,210	116,500	227,000	56,500
Trash and Drainage	409,554	437,090	450,972	344,000
EMS and Municipal Court	259,200	266,013	249,213	273,945
Transfers and Other Revenue	1,931,059	301,501	302,230	327,450
Recreation Programs	134,518	181,516	184,516	196,650
<b>REVENUES</b>	<b>\$7,115,245</b>	<b>\$6,228,625</b>	<b>\$5,910,443</b>	<b>\$5,871,273</b>

<b>EXPENDITURES</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATED</b>	<b>2009-10 ADOPTED</b>
Manager's Office	438,520	536,068	464,269	497,712
Human Resources	28,015	39,219	39,114	45,240
Information Services	180,881	213,707	193,454	200,893
Legal	165,219	149,589	256,832	152,700
Police	1,372,753	1,411,784	1,329,220	1,416,725
Emergency Medical Services	750,685	666,019	599,035	673,145
Streets	448,167	594,655	506,674	399,538
Storm Sewer	128,955	114,340	100,541	-
Construction Inspections	90,265	82,455	62,702	-
Parks	732,169	777,309	736,946	785,230
Recreation	419,824	455,987	447,157	479,723
Planning & Zoning	125,087	141,188	118,817	129,241
Community Development	489,583	493,906	471,128	504,497
Finance	223,094	256,231	236,558	300,885
Municipal Court	69,286	76,463	68,419	76,135
Facilities Management	94,511	101,705	92,546	101,277
Fire Department	870,860	-	-	-
<b>EXPENDITURES</b>	<b>\$ 6,627,874</b>	<b>\$ 6,110,625</b>	<b>\$ 5,723,412</b>	<b>\$ 5,762,941</b>

<b>TOTAL SURPLUS/(SHORTFALL)</b>	<b>\$ 487,371</b>	<b>\$ 118,000</b>	<b>\$ 187,031</b>	<b>\$ 108,332</b>
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**TOWN OF TROPHY CLUB, TEXAS**  
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**GENERAL FUND  
REVENUE SUMMARY**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>TAXES</b>				
Property Taxes	2,578,409	2,860,291	2,895,000	3,160,670
Property Taxes/Prior Year	23,884	22,882	57,000	47,000
Property Taxes/P & I	23,944	22,882	25,000	25,000
Mixed Beverage Tax	13,100	14,000	14,000	14,700
Sales Tax - General	476,094	502,286	490,379	490,378
Sales Tax - Street Maintenance	119,024	125,572	122,595	-
<b>TOTAL TAXES</b>	<b>\$ 3,234,455</b>	<b>\$ 3,547,913</b>	<b>\$ 3,603,974</b>	<b>\$ 3,737,748</b>
<b>FRANCHISE FEES</b>				
Electric	337,373	376,372	308,140	346,000
Gas	-	-	49,878	55,800
Telecommunications	57,874	50,000	54,000	63,860
Cable	64,315	70,000	65,000	59,000
Allied Waste	39,572	41,720	39,520	41,020
<b>TOTAL FRANCHISE FEES</b>	<b>\$ 499,134</b>	<b>\$ 538,092</b>	<b>\$ 516,538</b>	<b>\$ 565,680</b>
<b>PERMITS, LICENSES &amp; FEES</b>				
P & Z Administrative Fees	1,785	1,000	1,150	1,050
Developer Fees	336,210	116,500	227,000	56,500
Building Permits	311,115	840,000	390,000	384,000
Fire Permits/Sprinkler	4,725	7,875	4,000	525
Miscellaneous Permits	27,395	25,300	27,000	29,095
Zoning Fees	1,979	2,100	400	2,100
Platting Fees	7,830	5,000	3,300	5,000
Trash Revenue	296,697	322,750	329,000	344,000
Plumbing Permits	21,799	27,830	18,000	32,005
Storm Drainage	112,857	114,340	121,972	-
<b>TOTAL PERMITS, LICENSES &amp; FEES</b>	<b>\$ 1,122,391</b>	<b>\$ 1,462,695</b>	<b>\$ 1,121,822</b>	<b>\$ 854,275</b>
<b>PUBLIC SAFETY &amp; COURT</b>				
EMS Runs	143,526	155,000	126,000	135,000
Denton/Tarrant Cty Pledge - EMS	9,552	8,213	8,213	9,445
Misc EMS Revenue	30	2,000	-	1,000
Municipal Court Fines/Fees	106,092	100,880	115,000	124,000
Municipal Court Security Fee	-	-	-	4,500
Police Grants	-	-	27,802	27,802
Insurance Settlements	1,820	-	932	1,000
Animal Registration/Donations	1,924	3,000	5,000	5,300
NISD Contribution	45,000	20,750	21,024	21,007
Misc Police Revenue	823	1,500	1,000	1,500
Denton/Tarrant Cty Pledge - Fire	13,750	-	-	-
Intergov Trans In (MUD1 Fire)	515,293	-	-	-
Intergov Trans In (MUD2 Fire)	387,060	-	-	-
Intergov Trans In (Other)	50,296	-	-	-
Misc Fire Revenue	1,000	-	-	-
<b>TOTAL PUBLIC SAFETY &amp; COURT</b>	<b>\$ 1,276,166</b>	<b>\$ 291,343</b>	<b>\$ 304,971</b>	<b>\$ 330,554</b>
<b>PARK &amp; POOL</b>				
Interfund Trans In (TC Park)	18,420	15,000	15,000	15,000
Athletic Programs	1,975	-	-	4,500
Recreation Programs	7,036	5,000	5,000	5,530
Recreation Rentals	6,605	4,500	7,000	4,725
Day Camp Programs	36,246	71,300	71,300	75,500
Aquatic Programs	44,755	42,966	42,966	41,195
Pool Concessions	10,074	14,700	13,000	15,435
Pool Entry Fees	4,997	1,800	4,000	4,390
Pool Rentals	4,410	7,500	7,500	7,875
Swim Team Programs	-	18,750	18,750	22,500
<b>TOTAL PARK &amp; POOL</b>	<b>\$ 134,518</b>	<b>\$ 181,516</b>	<b>\$ 184,516</b>	<b>\$ 196,650</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND  
REVENUE SUMMARY**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>MISCELLANEOUS INCOME</b>				
Contribution From PID	390,035	-	-	-
Capital Lease Proceeds	38	-	-	-
Loan Proceeds	256,836	17,500	11,656	-
Interest Income	66,805	67,959	35,000	40,000
Nextel Tower Revenue	30,000	30,000	30,000	30,000
Auction Sales	-	-	-	12,000
Vending Revenue	18	1,700	1,700	1,700
GASB Reserves	10,000	-	-	-
Beautification Revenues	6,379	-	-	-
Community Events Revenue	16,886	17,000	17,000	17,000
Intergov Trans In (EDC/MUD)	46,188	29,907	35,566	35,566
Intergov Trans In (Parks/Pool)	(21,884)	-	-	-
Miscellaneous Income	27,370	25,000	30,000	32,100
Records Management Revenue	446	1,000	700	1,000
Gas Well Revenues	18,976	16,000	16,000	16,000
CIA Lien Revenues	487	1,000	1,000	1,000
<b>TOTAL MISCELLANEOUS INCOME</b>	<b>\$ 848,581</b>	<b>\$ 207,066</b>	<b>\$ 178,622</b>	<b>\$ 186,366</b>
 <b>TOTAL REVENUES</b>	 <b>\$ 7,115,245</b>	 <b>\$ 6,228,625</b>	 <b>\$ 5,910,443</b>	 <b>\$ 5,871,273</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND  
EXPENDITURE SUMMARY**

	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>Administrative Services</b>				
Manager's Office	438,520	536,068	464,269	497,712
Human Resources	28,015	39,219	39,114	45,240
Information Services	180,881	213,707	193,454	200,893
Legal	165,219	149,589	256,832	152,700
<b>Public Safety Services</b>				
Police	1,372,753	1,411,784	1,329,220	1,416,725
Fire Department	870,860	-	-	-
Emergency Medical Services	750,685	666,019	599,035	673,145
<b>Streets</b>				
Street Maintenance	448,167	594,655	506,674	399,538
Storm Sewer	128,955	114,340	100,541	-
Construction Inspections	90,265	82,455	62,702	-
Parks	732,169	777,309	736,946	785,230
Recreation	419,824	455,987	447,157	479,723
Planning & Zoning	125,087	141,188	118,817	129,241
Community Development	489,583	493,906	471,128	504,497
<b>Financial Services</b>				
Finance	223,094	256,231	236,558	300,885
Municipal Court	69,286	76,463	68,419	76,135
Facilities Management	94,511	101,705	92,546	101,277
<b>EXPENDITURES</b>	<b>\$ 6,627,874</b>	<b>\$ 6,110,625</b>	<b>\$ 5,723,412</b>	<b>\$ 5,762,941</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND  
MANAGER'S OFFICE**

*Mission*

To provide leadership and direction for the Trophy Club team by utilizing Best Management Practices, progressive thinking and planning, as well as promoting a positive public image of the organization and the Town on both a local and regional basis.

*Departmental Goal*

The Manager's Office Department facilitates the success of the Town through customer service, communication, coordination and collaboration, and fiscal integrity. The Manager's Office staff combines the efficient and effective use of knowledge and problem solving to administer policy in a manner that is consistent, reliable and accurate. The Manager's Office provides customer service through anticipating customer expectation, leadership and direction to the organization.

*Fiscal Year 2008- 2009 Accomplishments*

- Completed the programs and services assigned by the Town Council as outlined by the FY08-09 Budget.
- Continued a proactive communication process, utilizing the newsletter, list-serve, website, marquees and Citizen Relationship Management System (CRMs).
- Ensured that appropriate training was provided to staff and professional residents on boards and commissions.
- Reviewed and reconfigured the workforce and working environment to maximize efficiency and improve workflow for all employees, volunteers, boards, commissions and advisory groups.
- Worked with elected officials, fellow staff members and residents to ensure orderly and timely development of remaining land within the Town.
- Worked with the Municipal Utility Districts (MUD), Town Council, and consultant to develop and produce a financial analysis for Town/MUD consolidation scenarios.
- Completed approximately 60% of the Bobcat Blvd. paving project.
- Conducted one Council Planning and Visioning retreat.
- Conducted a Joint Election in May.
- Completed digitization of Town Ordinances, Resolutions, Proclamations and Minutes.
- Completed Phase II of the Master Improvements Project.
- Reviewed RFQ submittals and contracted with an engineering firm to complete the design and construction engineering phases for the Safe Routes to School Program.
- Developed long-term Capital Improvement Plan.
- Redesigned the Town of Trophy Club's website

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND  
MANAGER'S OFFICE (continued)**

*Fiscal Year 2009- 2010 Departmental Objectives*

- Continue development, review, and construction of Public Improvement District (PID) authorized projects.
- Continue focus on evaluating and attracting new economic development growth and funding options to the Town.
- Continue oversight and management of the Bobcat Boulevard construction project that involves four public entities and a private developer.
- Continue discussions with the Army Corps of Engineers to develop and finalize an Indian Creek Connection plan.
- Develop in conjunction with the Town Council, a long term strategic plan and Town goals.
- Continue to pursue funding and partnership opportunities with Denton and Tarrant Counties for construction projects.
- Develop Economic Development Strategic Plan utilizing EDC-4B Board Members.
- Develop Long Term Capital Improvement Plan.
- Update the Records Policy Manual and provide staff training.
- Research and implement a more comprehensive Agenda Management System and provide staff training.
- Begin an extensive process of developing a record control schedule for all Town Departments and conduct an inventory of said records.
- Continue digitization of all Town records.
- Create an Economic Development Stimulus Plan.
- Implement all Budget Enhancements as dictated by Charter Revisions.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Produce weekly update for the Town Council	N/A	52	33	52
• Number of Open Records Requests Processed	N/A	72	N/A	72
• Number of Elections Conducted	N/A	2	N/A	2

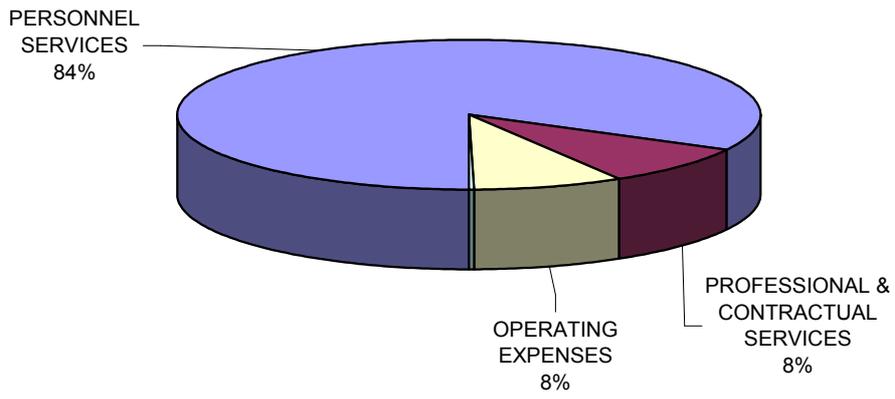
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Completion of program and services adopted or amended in Budget	N/A	N/A	100%	100%
• Town documents uploaded to records management software within 3 days of approval	N/A	N/A	95%	100%
• Post approved minutes of all Town Boards and Commissions to the Town's website	N/A	N/A	100%	100%
• Achieve and maintain a 90% approval rating from Annual Citizen Survey	N/A	N/A	N/A	90%

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	3.50	3.50	3.50

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**MANAGER'S OFFICE  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**MANAGER'S OFFICE**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	282,589	292,630	303,534	311,343
Salaries Adjustments	-	73,657	-	-
Overtime	1,022	500	195	500
Longevity	466	778	778	1,491
Retirement	35,456	37,479	37,819	42,060
Medical Insurance	15,402	18,191	18,319	17,863
Dental Insurance	909	1,069	1,066	1,084
Vision Insurance	245	284	266	209
Life Insurance & Other	3,633	1,772	1,560	1,670
Social Security Taxes	16,592	18,633	19,521	18,838
Medicare Taxes	4,144	4,358	4,565	4,700
Unemployment Taxes	377	1,134	300	270
Worker's Compensation	218	838	730	856
Auto Allowance	10,075	10,800	10,350	10,800
Pre-Employment Physicals/Testing	35	-	48	120
Employee Relations	460	838	659	838
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 371,623</b>	<b>\$ 462,961</b>	<b>\$ 399,710</b>	<b>\$ 412,642</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Independent Labor	1,405	1,958	1,600	1,440
Records Management	953	1,020	954	1,020
Equipment Maintenance	277	-	-	-
Professional Outside Services	6,375	4,324	7,335	33,324
Mayor/Council Expenses	4,802	5,273	6,000	6,171
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 13,812</b>	<b>\$ 12,575</b>	<b>\$ 15,889</b>	<b>\$ 41,955</b>
<b>OPERATING EXPENSES</b>				
Telephone	371	803	225	803
Communications/Pagers/Mobiles	2,337	2,700	2,700	3,790
Postage	1,211	1,071	1,000	1,071
Service Charges & Fees	10	-	-	-
Newsletter/Year In Review	17,974	20,922	9,508	-
Publications/Books/Subscriptions	438	154	80	254
Dues & Memberships	12,185	11,056	12,600	12,426
Meetings	1,949	1,761	850	1,396
Schools & Training	2,468	1,815	1,815	2,380
Travel & Per Diem	4,691	2,915	2,800	3,825
Elections	3,519	12,325	12,325	10,660
Advertising	2,093	3,800	3,200	3,800
Miscellaneous Expenses	198	-	2	-
Meals on Wheels	-	-	34	1,200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 49,444</b>	<b>\$ 59,322</b>	<b>\$ 47,139</b>	<b>\$ 41,605</b>
<b>CONSUMABLE SUPPLIES</b>				
Office Supplies	1,956	695	1,195	850
Maintenance Supplies	20	-	-	-
Printing	1,665	515	336	660
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 3,641</b>	<b>\$ 1,210</b>	<b>\$ 1,531</b>	<b>\$ 1,510</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 438,520</b>	<b>\$ 536,068</b>	<b>\$ 464,269</b>	<b>\$ 497,712</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND**  
**HUMAN RESOURCES**

*Mission*

To provide quality personnel support services in employment, training, employee relations, benefits, compensation, and payroll such that employees are enabled to better serve community members and meet the organizational goals of the Town.

*Departmental Goal*

The Human Resources Department strives to protect the Town's physical, financial and human assets from damage, loss, or injury through: effective risk management; acquisition and retention of qualified individuals through a competitive compensation and benefits package; enhancing employee productivity through workforce training development; implementing processes, procedures, and programs that ensure equal opportunity employment and legal compliance and enhance diversity in the workplace; and developing, updating and administering competitive, responsive and cost-effective health, life and long/short-term disability programs.

*Fiscal Year 2008-2009 Accomplishments*

- Ensured that the best-qualified and capable applicants were interviewed and hired when filling vacant positions.
- Ensured that employee benefits (group health insurance, dental insurance, retirement system, cafeteria plan, etc.) were competitive with local municipalities, while providing maximum benefit per dollar expended by the citizens.
- Implemented and completed personnel policies employee training.
- Implemented an internal monthly HR newsletter.
- Updated the Human Resources intranet page.
- Completed the 2008 Wage and Salary Survey using Texas Municipal League (TML) data.
- Developed an Employee Action Committee.
- Negotiated a minimum increase in health insurance costs.

*Fiscal Year 2009- 2010 Departmental Objectives*

- Inspire and encourage a high level of employee morale through recognition, effective communication and delivering constant feedback.
- Update pay plan to market to address turnover and become more competitive.
- Enhance risk management program related to high number of worker's compensation and general liability claims.
- Develop a Wellness Program for staff with the long-term goal of reducing overall costs associated with health premiums.
- Provide a health fair for employees and their families.
- Review and update the Town's Personnel Policy Manual.
- Through Employee Action Committee, enhance employee relations between coworkers by providing opportunities to learn and grow together in events such as monthly social gatherings in recognition of employees' anniversaries and birthdays.

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**HUMAN RESOURCES (continued)**

<i>Workload Measures</i>	<i>2007-2008 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Number of applications processed (not including seasonal)	N/A	350	136	243
• FMLA requests processed	N/A	10	9	10
• Workers' compensation claims processed	N/A	5	15	10

<i>Productivity Measures</i>	<i>2007-2008 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Benefit issues identified and resolved within 10 working days	N/A	95%	95%	100%
• Percentage of worker's compensation filed within legal requirements	N/A	90%	100%	100%
• Maintain 90% employee retention (not including seasonal)	N/A	100%	100%	100%

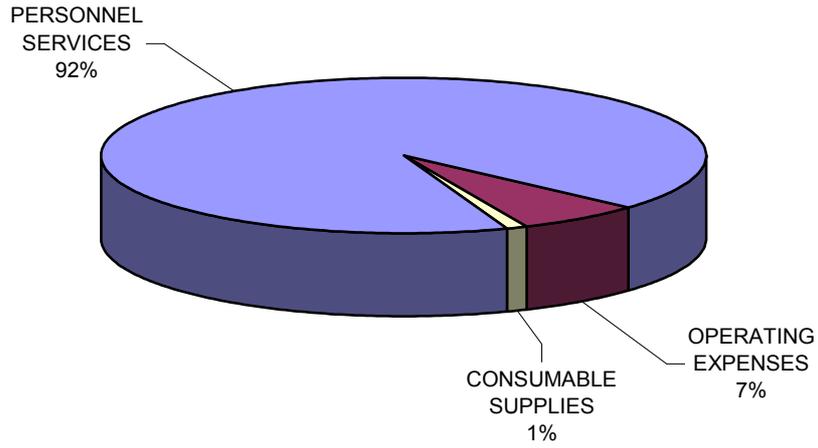
  

<i>Staff</i>	<i>2007-2008 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	0.5	0.5	0.5
•				

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**HUMAN RESOURCES  
ADOPTED EXPENDITURES**



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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**HUMAN RESOURCES**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	16,902	23,807	25,023	25,698
Longevity	-	68	68	98
Retirement	2,081	2,937	2,965	3,353
Medical Insurance	1,599	2,416	2,554	2,669
Dental Insurance	129	195	149	155
Vision Insurance	26	38	38	30
Life Insurance & Other	918	2,950	143	184
Social Security Taxes	1,029	1,470	1,590	1,599
Medicare Taxes	241	344	371	374
Unemployment Taxes	45	162	40	34
Worker's Compensation	29	66	45	68
Employee Relations	556	1,300	1,352	1,625
Tuition Reimbursement	-	-	-	1,500
Employee Assistance Program	-	-	1,548	3,048
Flexible Benefits Admin Fee	-	-	1,300	1,300
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 23,555</b>	<b>\$ 35,753</b>	<b>\$ 37,186</b>	<b>\$ 41,735</b>
<b>OPERATING EXPENSES</b>				
Telephone	3	25	10	26
Communications/Pagers/Mobiles	289	210	210	210
Postage	268	100	50	103
Publications/Books/Subscriptions	211	440	440	440
Dues & Memberships	438	475	475	499
Meetings	11	130	50	130
Schools & Training	611	850	260	539
Travel & Per Diem	219	76	50	76
Physicals/Testing	1,155	650	133	960
Furniture/Equipment < \$5000	909	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 4,114</b>	<b>\$ 2,956</b>	<b>\$ 1,678</b>	<b>\$ 2,983</b>
<b>CONSUMABLE SUPPLIES</b>				
Office Supplies	332	400	250	412
Printing	14	110	-	110
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 346</b>	<b>\$ 510</b>	<b>\$ 250</b>	<b>\$ 522</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 28,015</b>	 <b>\$ 39,219</b>	 <b>\$ 39,114</b>	 <b>\$ 45,240</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services



**GENERAL FUND  
INFORMATION SERVICES**

*Mission*

To increase the productivity of Trophy Club services by developing and maintaining a technological and information support system for the Town of Trophy Club and the Trophy Club Municipal Utility Districts.

*Departmental Goal*

The Information Services (IS) Department is committed to providing technological resources and support that enable Town employees to more efficiently and effectively utilize technology to better serve the Trophy Club community.

*Fiscal Year 2008-2009 Accomplishments*

- Provided ongoing software training for Town and Municipal Utility District (MUD) staff to improve job performance and increase efficiency.
- Worked with individual departments to find ways to utilize technology to streamline process and increase efficiency.
- Specific tracking of issues and resolutions with a built-in knowledge base.
- Designed and implemented Police video retention server and network.
- Replaced and updated 18 computers, 2 servers, 2 printers.
- Upgraded court software to windows platform for more integrated features.
- Upgraded to a new automated paperless agenda system for increased efficiencies.
- Designed and implemented video web streaming solution for our Council/MUD meetings.

*Fiscal Year 2009- 2010 Departmental Objectives*

- Plan for hardware and software upgrades required to keep up with staff needs and office locations.
- Stay informed of current security threats and provide for the most secure network possible with the resources available.
- E-Government: Continue to develop the website and work with departments to enable citizens to access additional information online for as many services as feasible.
- Continue to examine emerging technology that can increase productivity and utilize it as feasible.
- Monitor telephone and cellular expenses frequently to ensure that we are getting the best value.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Applications supported	N/A	136	171	171
• Devices/Servers supported	N/A	269	264	264
• Work order requests	N/A	480	1030	850

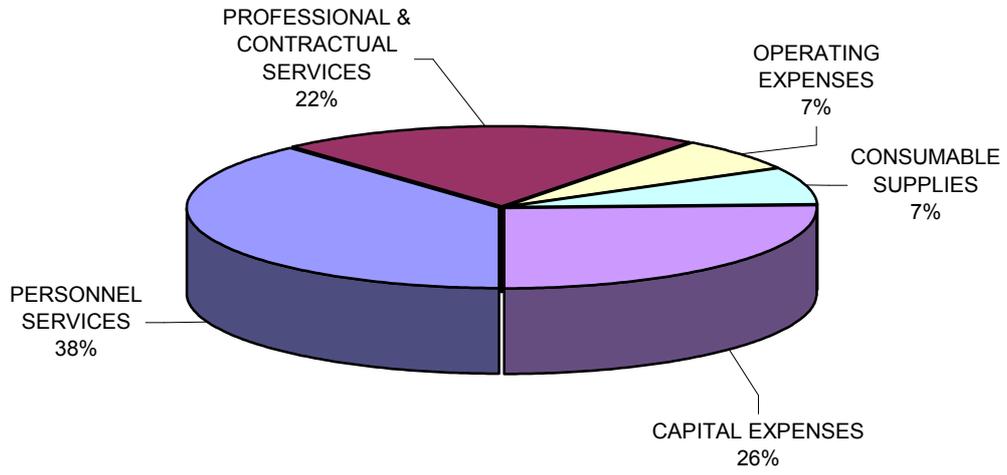
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Scheduled server uptime	N/A	90%	99%	99%
• Scheduled web services uptime	N/A	95%	99%	99%
• Work orders resolved within Helpdesk predefined timeframe categories	N/A	90%	88%	90%

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	1.00	1.00	1.00

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**INFORMATION SYSTEMS  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**INFORMATION SYSTEMS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	55,073	57,728	57,887	58,883
Longevity	125	233	233	278
Retirement	6,739	7,129	7,194	7,691
Medical Insurance	4,230	4,831	4,836	4,928
Dental Insurance	248	279	277	310
Vision Insurance	69	76	72	60
Life Insurance & Other	195	424	337	384
Social Security Taxes	3,354	3,594	3,603	3,668
Medicare Taxes	785	840	843	858
Unemployment Taxes	100	324	77	68
Workman's Compensation	106	159	138	156
Pre-Employment Physicals/Testing	35	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 71,059</b>	<b>\$ 75,617</b>	<b>\$ 75,497</b>	<b>\$ 77,284</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Software & Support	48,636	44,747	35,547	42,240
Independent Labor	702	1,464	750	1,464
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 49,338</b>	<b>\$ 46,211</b>	<b>\$ 36,297</b>	<b>\$ 43,704</b>
<b>OPERATING EXPENSES</b>				
Telephone	9,832	16,560	10,400	8,400
Communications/Pagers/Mobiles	718	996	996	1,081
Postage	29	75	22	55
Service Charges & Fees	2	-	-	-
Publications/Books/Subscripts	20	63	7	-
Dues & Memberships	144	177	112	212
Meetings	-	50	11	-
Schools & Training	1,272	1,787	1,074	1,449
Travel & Per Diem	961	1,463	65	832
Advertising	223	-	-	-
Security	1,643	1,847	1,503	1,350
Furniture/Equipment < \$5000	967	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 15,811</b>	<b>\$ 23,018</b>	<b>\$ 14,190</b>	<b>\$ 13,379</b>
<b>CONSUMABLE SUPPLIES</b>				
Hardware	23,589	9,607	8,500	5,611
Office Supplies	302	300	150	175
Printer Supplies & Maintenance	14,131	7,313	7,313	9,199
Printing	24	100	-	-
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 38,046</b>	<b>\$ 17,320</b>	<b>\$ 15,963</b>	<b>\$ 14,985</b>
<b>CAPITAL EXPENSES</b>				
Copier Lease Installments	6,627	6,834	6,800	6,834
GASB34/Reserve For Replacement	-	44,707	44,707	44,707
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 6,627</b>	<b>\$ 51,541</b>	<b>\$ 51,507</b>	<b>\$ 51,541</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 180,881</b>	<b>\$ 213,707</b>	<b>\$ 193,454</b>	<b>\$ 200,893</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND**  
**LEGAL**

*Mission*

To assist the Town of Trophy Club in achieving its goals and objectives by providing legal services that offer efficient and ethical Town representation and meet professionally-accepted legal practices.

*Departmental Goal*

The Legal Department seeks to provide efficient and effective legal representation in business and litigation-related activities involving the Town; meet court-imposed deadlines; minimize the Town's legal liability; and provide legally viable options that enable the Town to accomplish its goals.

*Fiscal Year 2008-2009 Accomplishments*

- Minimized costs of outside legal counsel by researching and preparing documents to assist outside legal counsel during litigation and by utilizing outside legal counsel in a consulting capacity for specialized services.

*Fiscal Year 2009- 2010 Departmental Objectives*

- Provide legal representation for and advice to Town Council, staff, and Town appointed boards and commissions.
- Prepare and/or review ordinances, resolutions, and contracts for Town Council consideration.
- Provide legal advice on programs, procedures, projects and services provided by the Town.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Ordinances/Resolutions/documents reviewed/prepared	N/A	100	155	100
• Agendas reviewed	N/A	35	36	35
• Requests for general legal research/advice/meetings attended	N/A	300	726	350

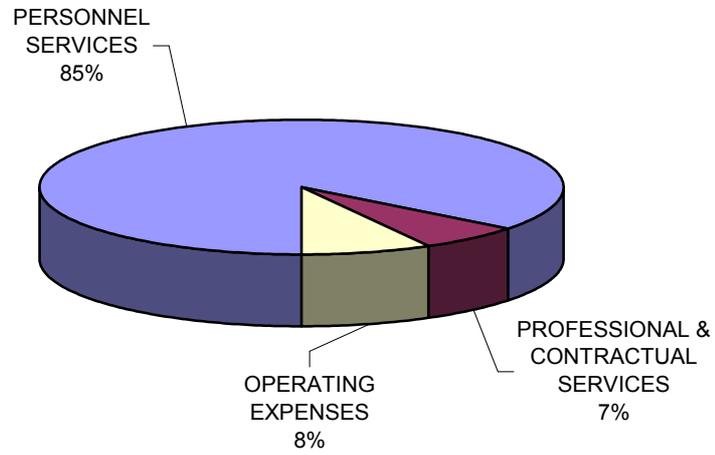
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Percentage of trials successfully prosecuted	N/A	95%	95%	95%
• Requests for legal services processed within provided deadline	N/A	95%	95%	95%

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	1.00	1.00	1.00

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**LEGAL  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**LEGAL**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	101,951	105,361	105,651	107,469
Retirement	12,477	12,959	13,076	13,971
Life Insurance & Other	-	591	-	532
Social Security Taxes	6,267	6,532	6,550	6,663
Medicare Taxes	1,466	1,528	1,532	1,558
Unemployment Taxes	99	324	77	68
Worker's Compensation	186	290	252	284
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 122,446</b>	<b>\$ 127,585</b>	<b>\$ 127,138</b>	<b>\$ 130,545</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Professional Outside Services	34,216	10,000	10,000	10,000
Outside Legal Services	-	-	107,500	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 34,216</b>	<b>\$ 10,000</b>	<b>\$ 117,500</b>	<b>\$ 10,000</b>
<b>OPERATING EXPENSES</b>				
Telephone	61	100	50	90
Communications/Pagers/Mobiles	722	996	996	996
Publications/Books/Subscripts	6,058	8,200	8,440	8,440
Dues & Memberships	370	455	455	455
Schools & Training	175	425	425	425
Travel & Per Diem	1,097	1,599	1,599	1,599
Miscellaneous Expenses	1	129	129	50
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 8,484</b>	<b>\$ 11,904</b>	<b>\$ 12,094</b>	<b>\$ 12,055</b>
<b>CONSUMABLE SUPPLIES</b>				
Office Supplies	73	100	100	100
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 73</b>	<b>\$ 100</b>	<b>\$ 100</b>	<b>\$ 100</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 165,219</b>	<b>\$ 149,589</b>	<b>\$ 256,832</b>	<b>\$ 152,700</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND  
POLICE**

*Mission*

To provide a safe environment for the citizens and visitors of Trophy Club by increasing police-community partnerships and encouraging voluntary compliance of all laws and ordinances.

*Departmental Goal*

The Police Department is committed to providing the highest level of police service through public education, emergency response and enforcement activity. By utilizing dedicated and highly trained personnel, the Police Department can more efficiently protect the lives, property and welfare of our community.

*Fiscal Year 2008-2009 Accomplishments*

- Recruited and graduated Class of 2009 Law Enforcement Explorer Post 953.
- Completed a third and fourth Citizen's Police Academy.
- Continued work toward becoming a state recognized agency by continuing to update applicable policy and procedures to ensure legal and procedural clarity, structure, and conformity.
- Continued to promote appropriate law enforcement strategies that serve to keep the level of crime among the lowest in the DFW Metroplex.
- Conducted two Public Safety programs (fall and spring) to increase public awareness of crime prevention tactics they can use.
- Planned and coordinated 1<sup>st</sup> Annual Trophy Club Bike Rodeo.
- Developed a plan for a "Citizens on Patrol" program for graduates of the Citizens Police Academy to provide those volunteers with means to further participate in the police/community partnership.
- Worked with the Fire Department to complete the Town Emergency Plan.
- Completed the needs assessment to replace the police building with a new facility.
- Applied for a new School Resource Officer grant in anticipation of the new high school.
- Obtained an extension of the state grant funding of the School Resource Officer.
- Applied for COP grant funding for four patrol officers.
- Obtained a grant for a new Regional Mobile Crime Scene Unit.
- In partnership with Northwest ISD, began development of a mentoring program for at-risk students at Medlin MS.
- Completed Five Year Plan for Department.

*Fiscal Year 2009-2010 Departmental Objectives*

- Revise the Citizen's Police Academy program from two to one class per year.
- Participate in National Night Out (NNO) Against Crime activities and Neighborhood Watch program.
- Finalize work toward becoming a state recognized agency.
- Continue to update applicable policy and procedures to ensure legal and procedural clarity, structure and conformity.
- Continue to promote appropriate law enforcement strategies that serve to keep the level of crime among the lowest in the DFW Metroplex.
- Revise Public Safety Fair programs from two programs to one, in partnership with the Fire Department.
- Enhance and improve the Citizens on Patrol program through citizen participation/donations.
- Continue planning for a "phasing in" of new police positions to provide adequate law enforcement for a new high school and residential development if grant funding is approved.
- Enhance the mentoring program at Medlin MS through volunteer efforts.
- Revise the Five Year Plan to meet budgetary expectations.

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**POLICE (continued)**

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Calls for service	16730	21621	17512	21000
• Total Dispatched Calls	2961	3201	3436	3550
• Number of index crimes (including Misdemeanor Assaults)	110	92	93	90

<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Index crimes cleared by suspect arrest	27.9%	29%	32.3%	40%
• Average response time (min/call)	2.15	1.07	1.82	1.25
• Time on call (min/call)	21.93	20	24.22	26

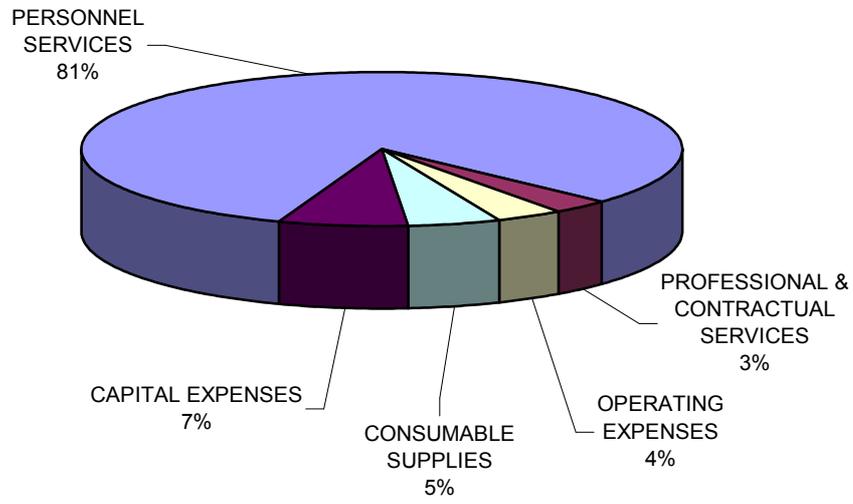
  

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	15.50	15.50	15.50

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**POLICE  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**POLICE**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	724,522	776,054	770,651	782,987
Overtime	43,732	47,922	29,806	42,979
DPS Holiday Pay	14,384	15,389	15,461	15,496
Longevity	5,388	5,303	5,468	6,837
Certification	6,100	7,200	5,871	10,500
Retirement	96,681	104,697	102,296	111,722
Medical Insurance	65,503	76,450	76,367	84,552
Dental Insurance	4,677	5,419	5,696	6,148
Vision Insurance	1,087	1,239	1,172	1,051
Life Insurance & Other	4,649	5,764	4,900	5,196
Social Security Taxes	45,537	50,468	50,331	50,273
Medicare Taxes	10,650	11,803	11,771	11,757
Unemployment Taxes	1,616	4,860	1,133	1,081
Workman's Compensation	16,448	24,189	21,060	22,311
Clothing Allowance	400	1,800	1,800	1,200
Pre-Employment Physicals/Testing	1,704	2,430	116	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,043,078</b>	<b>\$ 1,140,987</b>	<b>\$ 1,103,899</b>	<b>1,154,090</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Abatements	515	1,200	-	-
TCIC Access	1,874	2,016	2,016	2,016
Independent Labor	4,550	7,200	4,700	7,200
Vehicle Maintenance	16,552	15,130	15,130	15,130
Equipment Maintenance	4,363	3,000	1,500	1,500
Building Maintenance	5,420	6,500	5,000	10,000
Cleaning Services	3,577	7,920	6,720	6,720
Professional Outside Services	10,000	-	1,248	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 46,851</b>	<b>\$ 42,966</b>	<b>\$ 36,314</b>	<b>\$ 42,566</b>
<b>OPERATING EXPENSES</b>				
Telephone	169	300	155	300
Communications/Pagers/Mobiles	6,559	7,968	7,968	6,876
Electricity	23,749	20,259	20,200	22,285
Water	1,032	1,622	1,622	1,671
Postage	1,018	1,000	1,300	1,020
Publications/Books/Subscripts	623	450	-	1,000
Dues & Memberships	1,394	1,715	1,365	1,715
Meetings	484	625	327	-
Schools & Training	3,648	4,500	2,972	4,500
Emergency Management	1,000	1,000	1,000	1,000
Travel & Per Diem	2,843	4,800	2,079	4,800
Advertising	-	250	-	200
Programs & Special Projects	5,159	5,900	3,300	1,000
Animal Control	1,034	2,000	1,200	1,000
Code Enforcement	-	450	300	350
Investigative Materials & Supp	2,759	3,500	1,200	1,500
Miscellaneous Expenses	859	1,500	450	1,000
Furniture/Equipment < \$5000	440	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 52,770</b>	<b>\$ 57,839</b>	<b>\$ 45,438</b>	<b>\$ 50,217</b>

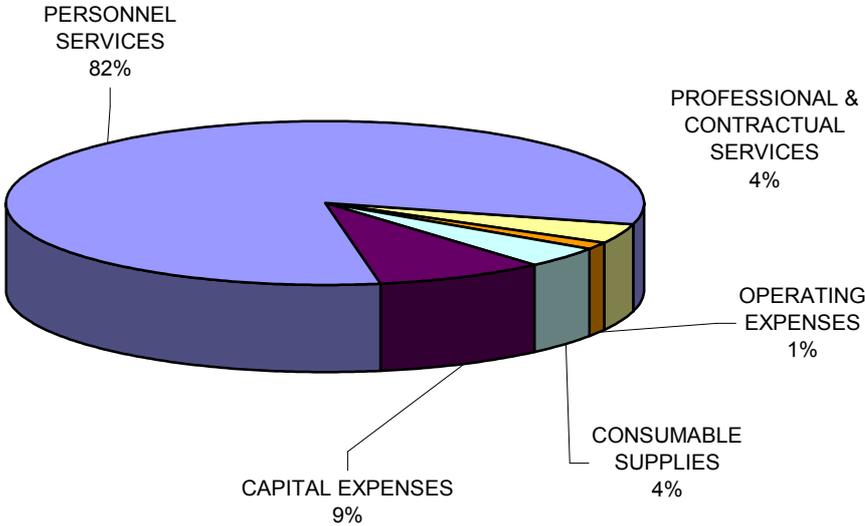
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**POLICE**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	43,405	52,866	35,500	40,712
Uniforms	9,556	6,600	5,300	5,000
Protective Clothing	1,845	8,430	6,622	5,000
Qualifications	1,082	2,500	1,275	2,000
Small Equipment	9,688	2,500	650	11,000
Office Supplies	3,728	3,750	2,400	3,863
Maintenance Supplies	1,310	2,112	1,800	2,000
Printing	-	800	274	800
Camera Supplies & Processing	14	800	120	-
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 70,628</b>	<b>\$ 80,358</b>	<b>\$ 53,941</b>	<b>\$ 70,375</b>
<b>CAPITAL EXPENSES</b>				
Grant Match	25,264	41,500	41,500	42,000
Vehicles	78,257	22,122	22,122	40,571
Video Equipment	44,471	17,565	17,565	16,906
Police Records Management System	11,434	8,447	8,441	-
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 159,426</b>	<b>\$ 89,634</b>	<b>\$ 89,628</b>	<b>\$ 99,477</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 1,372,753</b>	 <b>\$ 1,411,784</b>	 <b>\$ 1,329,220</b>	 <b>\$ 1,416,725</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**EMERGENCY MEDICAL SERVICES  
ADOPTED EXPENSES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**EMERGENCY MEDICAL SERVICES**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	329,069	348,779	336,122	357,660
Overtime	35,005	38,718	28,713	38,718
DPS Holiday Pay	7,795	10,365	10,034	10,676
Longevity	1,713	2,118	2,118	2,708
Certification	2,127	3,234	1,764	4,863
Retirement	44,539	48,905	42,031	53,901
Medical Insurance	33,121	38,375	38,612	38,325
Dental Insurance	2,062	2,413	2,430	2,743
Vision Insurance	492	564	524	438
Life Insurance & Other	1,985	2,596	852	2,394
Social Security Taxes	21,199	23,453	22,860	24,226
Medicare Taxes	4,958	5,485	5,346	5,666
Unemployment Taxes	778	2,223	502	463
Workman's Compensation	7,213	9,425	8,206	8,871
Pre-Employment Physicals/Testing	442	675	225	675
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 492,498</b>	<b>\$ 537,328</b>	<b>\$ 500,339</b>	<b>\$ 552,327</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Vehicle Maintenance	3,840	3,445	1,000	3,789
Equipment Maintenance	2,896	3,000	2,000	2,000
Collection Fees	18,565	21,700	17,500	18,900
Hazmat Disposal	99	250	250	250
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 25,400</b>	<b>\$ 28,395</b>	<b>\$ 20,750</b>	<b>\$ 24,939</b>
<b>OPERATING EXPENSES</b>				
Telephone	31	100	75	75
Communications/Pagers/Mobiles	1,205	1,476	2,410	2,477
Postage	81	65	50	65
Inspection Fees	863	-	-	870
Publications/Books/Subscripts	97	420	200	200
Dues & Memberships	256	574	574	574
Meetings	77	-	132	132
Schools & Training	1,145	1,350	1,000	1,350
Travel & Per Diem	1,044	1,400	50	1,202
Flags & Repair	2,163	1,780	2,150	1,869
Miscellaneous Expenses	28	100	50	1,200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,990</b>	<b>\$ 7,415</b>	<b>\$ 6,691</b>	<b>\$ 10,014</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	5,561	9,167	5,000	5,500
Uniforms	2,623	3,770	1,770	3,770
Small Equipment	1,548	3,150	500	2,000
Disposable Supplies	8,641	8,000	2,500	5,000
Medical Control	6,975	7,887	6,774	7,000
Pharmacy	2,520	4,000	2,000	4,000
Oxygen	449	800	400	500
Office Supplies	32	150	150	150
Maintenance Supplies	-	200	200	200
Printing	-	103	-	-
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 28,349</b>	<b>\$ 37,227</b>	<b>\$ 19,294</b>	<b>\$ 28,120</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**EMERGENCY MEDICAL SERVICES**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>CAPITAL EXPENSES</b>				
Vehicles	-	21,500	15,963	6,383
Vehicle Equipment	-	-	1,844	-
M682 Ambulance/Equipment	20,731	-	-	18,400
M681 Ambulance/Equipment	176,717	34,154	34,154	32,962
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 197,448</b>	<b>\$ 55,654</b>	<b>\$ 51,961</b>	<b>\$ 57,745</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 750,685</b>	<b>\$ 666,019</b>	<b>\$ 599,035</b>	<b>\$ 673,145</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services



**GENERAL FUND  
STREETS**

*Mission*

To provide a safe, clean, and well-maintained roadway system to the residents of Trophy Club.

*Departmental Goal*

The Street Services Department is committed to providing superior customer service and cost-effective and environmentally-safe roadway systems. The Streets Services Department strives to achieve this by performing construction maintenance and inspections in a professional and efficient manner and by remaining responsive to community concerns.

*Fiscal Year 2008-2009 Accomplishments*

- Increased amount of concrete paving repairs performed by Town employees rather than outside contractors.
- Developed plans and initiated process to begin construction of street bond program Phase II including Oak Hill, Avenue 20, Brook Hollow Lane, and Brook Hollow Court.
- Created a street sign inventory.
- Completed construction of Street Bond Program Phase II.
- Provided administration and construction inspection for the Bobcat Blvd. project.
- Provided construction inspections for 7 neighborhoods developed in the Highlands at Trophy Club.
- Started using cost effective recycled concrete for base material in concrete street repairs.

*Fiscal Year 2009-2010 Departmental Objectives*

- Continue to increase amount of in-house street repairs.
- Provide street sweeping service on a regular schedule (twice per year).
- To maintain or improve service level with a reduced budget.
- Develop an RFP procedure for a renewable yearly contract to provide materials related to street repairs.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Street sweeping (curb miles)	N/A	26	52	60
• Concrete placed/poured (cubic yards)	N/A	6	500	550
• Striping (linear feet)	N/A	56	43,573	43,573

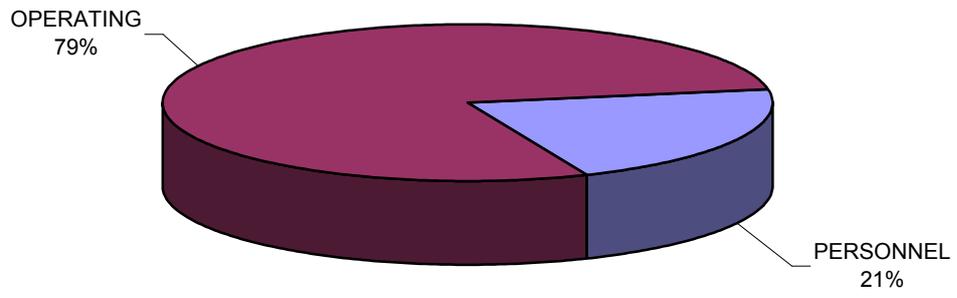
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Respond to resident calls in under 48 hours	N/A	100%	100%	100%
• Ratio of lane miles of street maintained per employee	N/A	24.17:1	24.17:1	24.17:1

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	6.00	6.00	4.04

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**STREETS**  
**ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**STREET MAINTENANCE**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	155,771	190,952	191,967	177,712
Overtime	617	4,992	519	3,000
Longevity	-	281	281	536
Retirement	19,560	24,136	23,834	23,562
Medical Insurance	16,971	25,125	25,127	23,371
Dental Insurance	845	1,302	1,477	1,543
Vision Insurance	237	357	334	242
Life Insurance & Other	1,033	1,431	1,473	1,175
Social Security Taxes	9,065	11,689	11,951	10,715
Medicare Taxes	2,120	2,734	2,795	2,506
Unemployment Taxes	475	1,513	356	273
Workman's Compensation	20,856	14,548	12,666	12,291
Auto Allowance	3,325	-	-	-
Pre-Employment Physicals/Testing	200	639	-	852
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 231,075</b>	<b>\$ 279,699</b>	<b>272,780</b>	<b>\$ 257,778</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Engineering	21,866	18,900	324	-
Vehicle Maintenance	1,022	1,125	946	525
Equipment Maintenance	1,608	1,000	1,911	1,000
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 24,496</b>	<b>\$ 21,025</b>	<b>3,181</b>	<b>\$ 1,525</b>
<b>OPERATING EXPENSES</b>				
Telephone	19	50	30	50
Communications/Pagers/Mobiles	2,055	1,836	2,662	2,676
Electricity	90,032	108,038	108,038	108,038
Postage	81	100	15	50
Dues & Memberships	240	428	246	428
Schools & Training	548	1,100	398	458
Travel & Per Diem	428	1,896	494	555
Advertising	840	1,000	-	-
Street Repairs	64,850	144,500	90,000	-
Striping & Signage	15,215	11,000	10,467	10,417
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 174,308</b>	<b>\$ 269,948</b>	<b>212,350</b>	<b>\$ 122,672</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	7,648	12,584	7,927	7,073
Uniforms	2,489	3,160	1,000	1,890
Safety Equipment	83	-	-	-
Office Supplies	479	650	170	200
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 10,699</b>	<b>\$ 16,394</b>	<b>9,097</b>	<b>\$ 9,163</b>
<b>CAPITAL EXPENSES</b>				
Vehicles	7,589	7,589	9,266	8,400
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 7,589</b>	<b>\$ 7,589</b>	<b>9,266</b>	<b>\$ 8,400</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 448,167</b>	<b>\$ 594,655</b>	<b>506,674</b>	<b>\$ 399,538</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**STREETS: STORM SEWER**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	13,758	14,339	14,379	-
Overtime	88	858	93	-
Longevity	-	54	54	-
Retirement	1,695	1,876	1,793	-
Medical Insurance	1,490	1,594	1,594	-
Dental Insurance	86	92	91	-
Vision Insurance	24	25	24	-
Life Insurance & Other	89	115	89	-
Social Security Taxes	845	946	827	-
Medicare Taxes	198	221	193	-
Unemployment Taxes	33	107	25	-
Workman's Compensation	172	336	293	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 18,478</b>	<b>\$ 20,563</b>	<b>\$ 19,455</b>	<b>\$ -</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Engineering	9,462	4,000	11,430	-
Independent Labor	8,499	8,500	4,000	-
Maintenance & Repair	539	2,000	1,500	-
Equipment Maintenance	-	5,500	2,000	-
Trash Removal/Recycling	11,186	10,000	5,000	-
Professional Outside Services	-	-	-	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 29,686</b>	<b>\$ 30,000</b>	<b>\$ 23,930</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	2,267	2,100	2,344	-
Schools & Training	-	400	-	-
Travel & Per Diem	-	300	-	-
Street Sweeping	4,295	7,500	4,000	-
Miscellaneous Expenses	90	304	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,652</b>	<b>\$ 10,604</b>	<b>\$ 6,344</b>	<b>\$ -</b>
<b>CONSUMABLE SUPPLIES</b>				
Printing	197	258	-	-
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 197</b>	<b>\$ 258</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL EXPENSES</b>				
GASB34/Reserve For Replacement	73,942	52,915	-	-
Capital Project - Timberidge	-	-	50,812	-
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 73,942</b>	<b>\$ 52,915</b>	<b>\$ 50,812</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 128,955</b>	<b>\$ 114,340</b>	<b>\$ 100,541</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**CONSTRUCTION INSPECTION**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	23,618	51,000	41,748	-
Overtime	2,135	5,000	881	-
Retirement	3,165	6,888	5,294	-
Medical Insurance	2,083	4,831	4,030	-
Dental Insurance	120	279	230	-
Vision Insurance	33	76	59	-
Life Insurance & Other	140	410	282	-
Social Security Taxes	1,546	3,472	2,613	-
Medicare Taxes	362	812	611	-
Unemployment Taxes	99	324	45	-
Workman's Compensation	-	4,152	3,615	-
Pre-Employment Physicals/Testing	80	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 33,381</b>	<b>\$ 77,244</b>	<b>\$ 59,408</b>	<b>\$ -</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Vehicle Maintenance	707	375	375	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 707</b>	<b>\$ 375</b>	<b>\$ 375</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>				
Communications/Pagers/Mobiles	495	1,140	723	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 495</b>	<b>\$ 1,140</b>	<b>\$ 723</b>	<b>\$ -</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	1,235	3,106	1,606	-
Uniforms	-	590	590	-
Hardware	3,859	-	-	-
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 5,094</b>	<b>\$ 3,696</b>	<b>\$ 2,196</b>	<b>\$ -</b>
<b>CAPITAL EXPENSES</b>				
Vehicles	45,744	-	-	-
Vehicle Equipment	4,844	-	-	-
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 50,588</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 90,265</b>	<b>\$ 82,455</b>	<b>\$ 62,702</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services



**GENERAL FUND  
PARKS**

*Mission*

To preserve and enhance the Town of Trophy Club's exceptional quality of life through the planning, maintaining, and landscaping of the parks and public areas.

*Departmental Goal*

The Parks Department seeks to develop and utilize the Town's resources in an effective and efficient manner in order to maintain passive and active parkland amenities.

*Fiscal Year 2008-2009 Accomplishments*

- Developed a maintenance plan to address the future active and passive parkland acquisitions.
- Worked with citizens and EDC4A to plan for the continued conversion of specific medians to a more efficient xeriscape design.
- Increased the level of maintenance at Independence Park to address the increased usage.
- Worked with other departments in removing all storm debris in June.

*Fiscal Year 2009- 2010 Departmental Objectives*

- Implement a maintenance plan for the amenity lakes and new trail system.
- Increase the level of maintenance at Harmony Park to adjust for its increase usage.
- Maintain the new parks and medians located in the Public Improvement Area.
- Convert Harmony Park to effluent water.
- Convert additional medians to a xeriscape design for water and resource conservation.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Medians and common areas maintained	N/A	85	85	120
• Sports fields maintained	N/A	17	17	20
• Average weekly irrigation repairs/adjustments/replacements	N/A	50	1550	1750

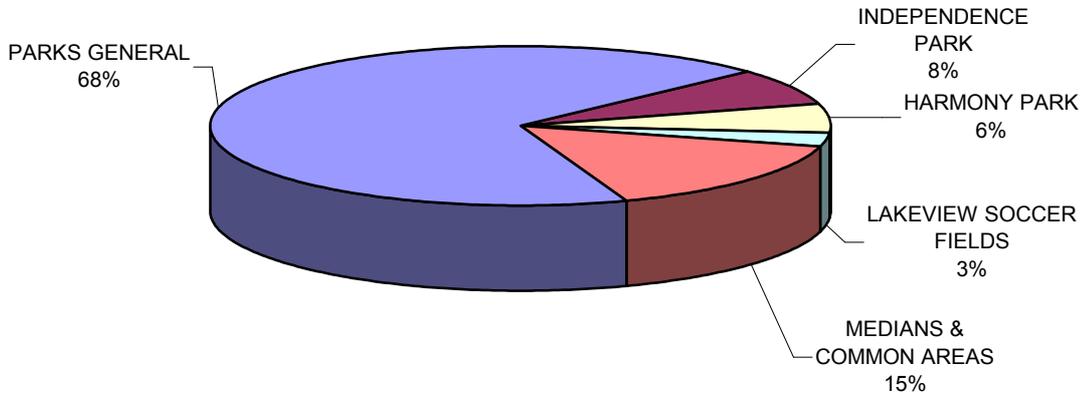
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Construction of additional t-ball fields	N/A	3	3	2
• Planting of trees for Tree City requirements	N/A	50	50	55
• Conversion of non-irrigated medians to xeriscape landscaping	N/A	5	5	10

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	7.50	7.50	7.50

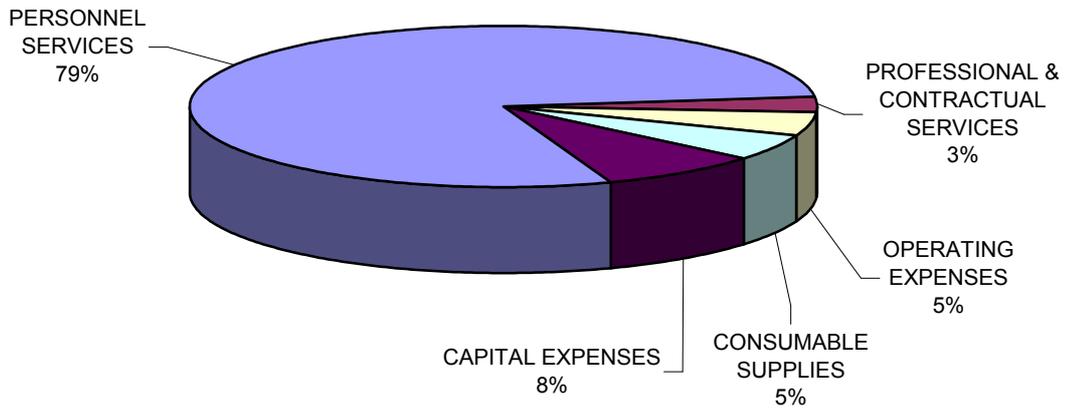
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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**TOTAL PARKS  
ADOPTED EXPENDITURES**



**PARKS GENERAL  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**PARKS: PARKS GENERAL**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	262,497	276,665	279,321	284,749
Overtime	9,369	12,500	8,500	12,500
Longevity	900	1,480	1,710	2,313
Certification	-	1,500	1,500	1,500
Retirement	33,493	36,192	37,776	39,411
Medical Insurance	37,821	41,259	41,242	44,373
Dental Insurance	2,507	2,816	2,795	3,131
Vision Insurance	575	635	625	537
Life Insurance & Other	2,171	2,180	1,911	2,000
Social Security Taxes	15,530	17,162	18,174	17,669
Medicare Taxes	3,630	4,014	4,250	4,132
Unemployment Taxes	641	2,430	579	506
Workman's Compensation	12,419	7,687	6,693	7,520
Auto Allowance	2,013	2,100	2,100	2,100
Pre-Employment Physicals/Testing	-	430	-	221
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 383,566</b>	<b>\$ 409,050</b>	<b>\$ 407,176</b>	<b>\$ 422,662</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Independent Labor	453	-	-	-
Vehicle Maintenance	6,160	5,750	5,750	6,750
Equipment Maintenance	8,512	8,000	8,000	7,000
Building Maintenance	3,210	2,750	2,550	2,300
Consultants	200	250	250	250
Portable Toilets	-	-	124	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 18,535</b>	<b>\$ 16,750</b>	<b>\$ 16,674</b>	<b>\$ 16,300</b>
<b>OPERATING EXPENSES</b>				
Telephone	35	62	50	62
Communications/Pagers/Mobiles	3,857	4,056	4,056	3,541
Electricity	5,699	2,756	2,000	3,087
Water	-	1,500	-	1,500
Postage	113	50	35	50
Publications/Books/Subscripts	493	500	500	500
Dues & Memberships	411	910	800	915
Meetings	461	500	500	500
Schools & Training	1,329	2,000	800	2,150
Training (Safety)	455	300	300	300
Travel & Per Diem	823	857	1,000	1,037
Advertising	284	625	-	625
Miscellaneous Expenses	142	125	125	100
Community Events	432	-	-	-
Tree City	1,335	10,000	10,028	10,000
Property Maintenance	714	800	800	700
Furniture/Equipment < \$5000	1,972	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 18,555</b>	<b>\$ 25,041</b>	<b>\$ 20,994</b>	<b>\$ 25,067</b>

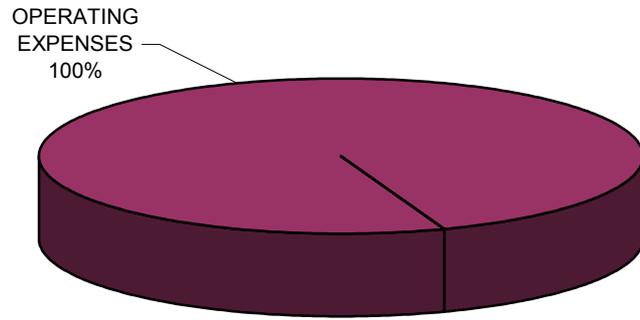
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**PARKS: PARKS GENERAL**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	16,857	19,766	14,550	17,384
Uniforms	5,811	5,685	5,600	5,131
Small Equipment	400	-	-	-
Small Tools	2,558	5,430	5,430	5,600
Safety Equipment	1,241	1,250	1,250	1,000
Hardware	112	-	-	-
Office Supplies	249	250	250	250
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 27,228</b>	<b>\$ 32,381</b>	<b>\$ 27,080</b>	<b>\$ 29,365</b>
<b>CAPITAL EXPENSES</b>				
Capital Expenses	44,430	24,699	24,699	24,699
Grant Match	3,398	-	-	-
Vehicles	16,922	16,923	16,923	14,076
Capital Leases	-	5,719	5,719	5,719
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 64,750</b>	<b>\$ 47,341</b>	<b>\$ 47,341</b>	<b>\$ 44,494</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 512,634</b>	<b>\$ 530,563</b>	<b>\$ 519,265</b>	<b>\$ 537,888</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**INDEPENDENCE PARK  
ADOPTED EXPENDITURES**



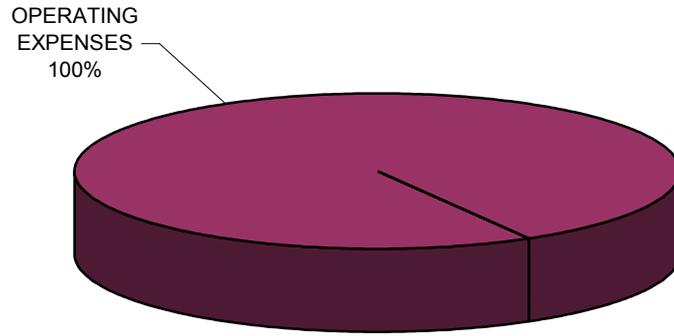
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**PARKS: INDEPENDENCE PARK**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Portable Toilets	1,037	714	176	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 1,037</b>	<b>\$ 714</b>	<b>\$ 176</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>				
Electricity	17,252	19,058	19,000	17,000
Water	13,050	19,000	18,000	19,000
Rent Equipment	163	250	57	-
Property Maintenance	26,627	26,500	25,000	23,300
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 57,092</b>	<b>\$ 64,808</b>	<b>\$ 62,057</b>	<b>\$ 59,300</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 58,129</b>	 <b>\$ 65,522</b>	 <b>\$ 62,233</b>	 <b>\$ 59,300</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**HARMONY PARK  
ADOPTED EXPENDITURES**



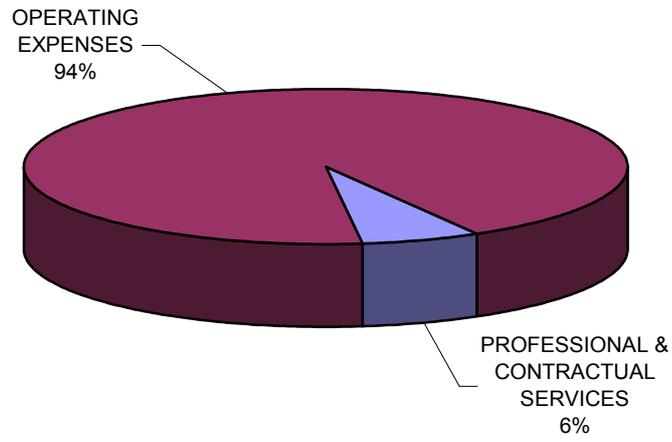
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**PARKS: HARMONY PARK**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Portable Toilets	1,207	1,033	1,033	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 1,207</b>	<b>\$ 1,033</b>	<b>\$ 1,033</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>				
Electricity	6,649	14,000	12,000	12,000
Water	11,454	18,500	17,500	18,500
Rent Equipment	94	100	-	-
Property Maintenance	33,919	16,700	15,700	16,700
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 52,116</b>	<b>\$ 49,300</b>	<b>\$ 45,200</b>	<b>\$ 47,200</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 53,323</b>	 <b>\$ 50,333</b>	 <b>\$ 46,233</b>	 <b>\$ 47,200</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**LAKEVIEW SOCCER FIELDS  
ADOPTED EXPENDITURES**



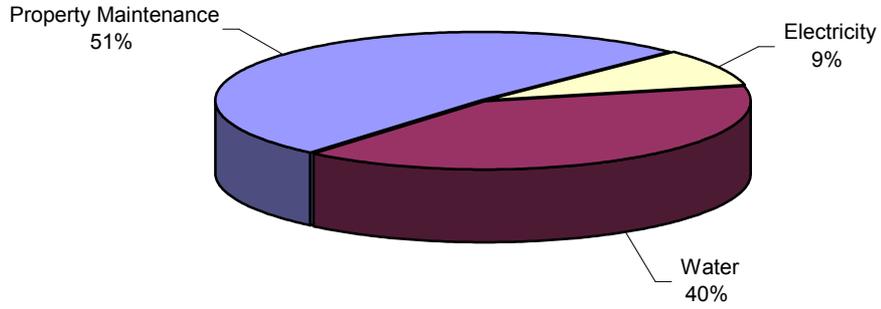
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**PARKS: LAKEVIEW SOCCER FIELDS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Portable Toilets	949	1,285	1,285	1,349
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 949</b>	<b>\$ 1,285</b>	<b>\$ 1,285</b>	<b>\$ 1,349</b>
<b>OPERATING EXPENSES</b>				
Water	6,892	15,100	10,000	15,100
Property Maintenance	4,000	4,700	4,067	4,500
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 10,892</b>	<b>\$ 19,800</b>	<b>\$ 14,067</b>	<b>\$ 19,600</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 11,841</b>	 <b>\$ 21,085</b>	 <b>\$ 15,352</b>	 <b>\$ 20,949</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**MEDIANS & COMMON AREAS  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**PARKS: MEDIANS & COMMON AREAS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Portable Toilets	-	-	400	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>				
Electricity	563	463	463	10,550
Water	30,832	47,593	40,000	47,593
Property Maintenance	64,847	61,750	53,000	61,750
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 96,242</b>	<b>\$ 109,806</b>	<b>\$ 93,463</b>	<b>\$ 119,893</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 96,242</b>	 <b>\$ 109,806</b>	 <b>\$ 93,863</b>	 <b>\$ 119,893</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND  
RECREATION**

*Mission*

To preserve and enhance the Town of Trophy Club's exceptional quality of life by offering our citizens a variety of recreational and athletic opportunities and special events that combine to create an environment that fosters both community spirit and pride.

*Departmental Goal*

The Recreation Department aims to increase the variety of recreation programs currently offered by utilizing recent community additions to our Town, such as Byron Nelson High School and new park and facility acquisitions in the Public Improvement District.

*Fiscal Year 2008-2009 Accomplishments*

- Exceeded the maximum program enrollment for swim team and held a successful swim meet with over 500 people in attendance.
- Successfully increased day camp enrollment by working with the Northwest ISD to distribute fliers in the schools earlier in the year.
- Continued to expand the special event program by adding two new events (Easter Egg Hunt and PetFest).
- Worked with the University of North Texas and various local non-profit organizations to implement two separate 5k race events.
- Utilized the Comprehensive Park Plan to explore the Town's athletic and recreational programming needs.
- Created an updated facility use agreement for each of the youth athletic associations.
- Increased community sponsorship of events, with multiple events receiving sponsorships and donations equal to or greater than 100% of the event's planned budget.

*Fiscal Year 2009-2010 Departmental Objectives*

- Implement a recreation programming model to examine all recreational opportunities available throughout the build-out phase of the Town.
- Implement a joint-use agreement with the Northwest ISD for facilities at Byron Nelson High School.
- Develop at least 2 recreational programs geared toward seniors in the community.
- Continue to work with schools, churches and other community groups in planning and executing special events.
- Utilize assistance from area graduate students to increase sponsorships and volunteers for special events.

*"a great place to call home"*

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION (continued)**

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Recreation programs offered	N/A	8	8	9
• Community Events offered	N/A	7	7	9
• Swim Team enrollment	N/A	180	180	185
• Day Camp enrollment	N/A	N/A	84	90

<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Recreation program enrollment as to capacity	N/A	70%	74%	75%
• Attendees at events (cumulative)	N/A	1,700	2,100	2,200
• Sponsorship increase from previous year	N/A	30%	30%	30%
• Community organization partnerships	N/A	N/A	30	32
• Program and event volunteers	N/A	N/A	170	185

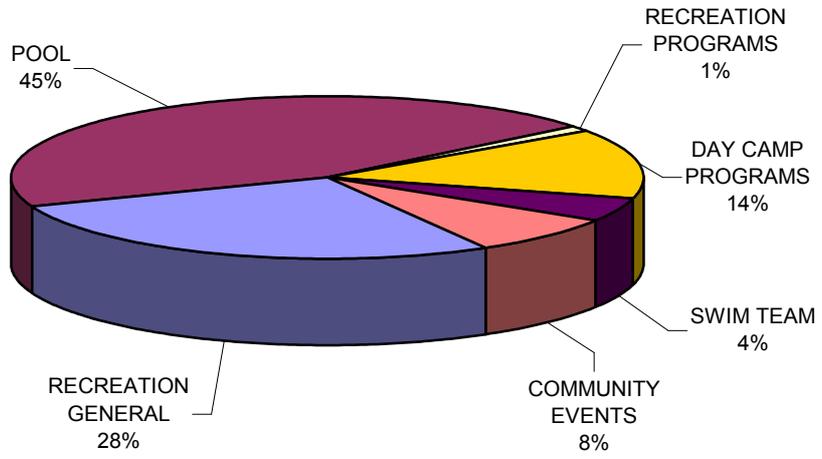
  

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	2.10	2.10	2.10

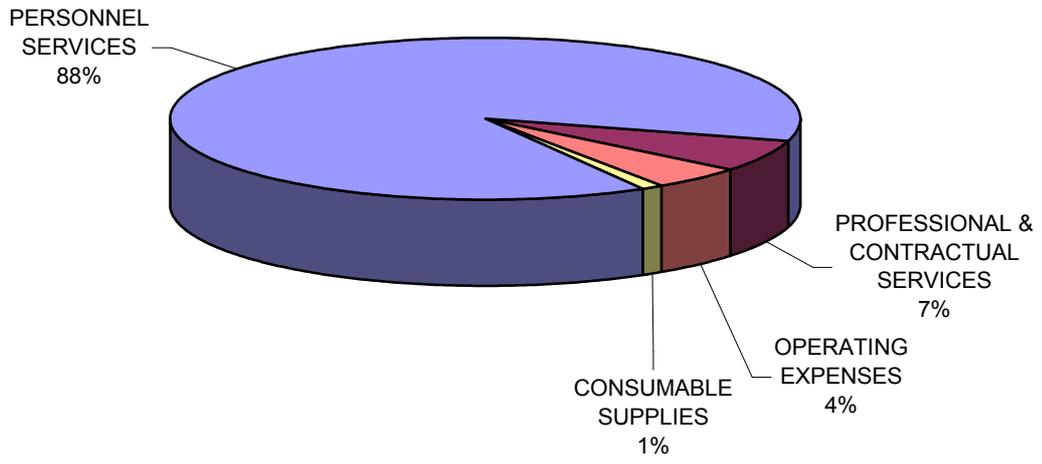
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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**TOTAL RECREATION  
ADOPTED EXPENDITURES**



**RECREATION GENERAL  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**RECREATION: RECREATION GENERAL**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	75,047	81,868	82,074	83,506
Longevity	135	248	248	293
Retirement	9,484	10,358	10,463	11,167
Medical Insurance	6,765	8,529	8,525	9,308
Dental Insurance	412	511	507	568
Vision Insurance	110	131	123	104
Life Insurance & Other	76	614	303	557
Social Security Taxes	4,440	4,963	5,234	5,062
Medicare Taxes	1,038	1,161	1,224	1,184
Unemployment Taxes	155	486	116	101
Worker's Compensation	747	2,200	1,915	2,131
Auto Allowance	2,188	2,100	2,100	2,100
Pre-Employment Physicals/Testing	70	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 100,667</b>	<b>\$ 113,169</b>	<b>\$ 112,832</b>	<b>\$ 116,081</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Independent Labor	1,126	1,200	1,050	640
Equipment Maintenance	-	1,500	1,300	1,200
Collection Fees	5,390	6,468	6,268	6,883
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 6,516</b>	<b>\$ 9,168</b>	<b>\$ 8,618</b>	<b>\$ 8,723</b>
<b>OPERATING EXPENSES</b>				
Telephone	11	75	50	50
Communications/Pagers/Mobiles	1,084	996	996	996
Postage	215	100	75	75
Publications/Books/Subscriptions	278	250	250	250
Dues & Memberships	564	134	200	269
Meetings	203	400	400	300
Schools & Training	1,733	1,480	1,480	1,200
Travel & Per Diem	1,632	1,600	1,600	1,100
Advertising	2,625	1,134	1,134	1,200
Miscellaneous Expenses	329	100	100	100
Community Events	51,064	-	-	-
Furniture/Equipment < \$5000	99	410	410	375
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 59,837</b>	<b>\$ 6,679</b>	<b>\$ 6,695</b>	<b>\$ 5,915</b>
<b>CONSUMABLE SUPPLIES</b>				
Uniforms	334	198	198	160
Safety Equipment	104	100	100	75
Office Supplies	1,742	1,000	650	650
Printing	118	315	315	750
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 2,298</b>	<b>\$ 1,613</b>	<b>\$ 1,263</b>	<b>\$ 1,635</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 169,318</b>	<b>\$ 130,629</b>	<b>\$ 129,408</b>	<b>\$ 132,354</b>

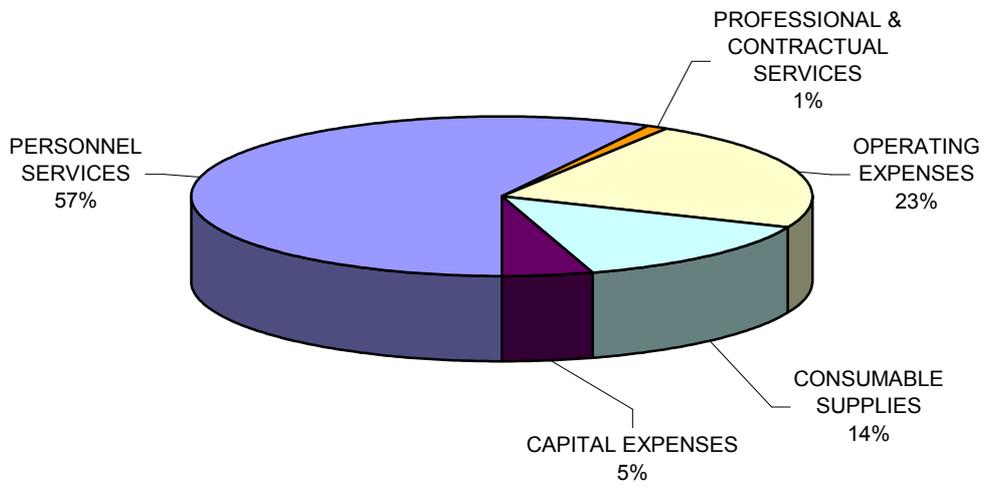
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION: ATHLETIC PROGRAMS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Independent Labor	777	-	-	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 777</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	200	-	-	-
Schools & Training	35	100	35	-
Travel & Per Diem	267	256	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 502</b>	<b>\$ 356</b>	<b>\$ 35</b>	<b>\$ -</b>
<b>CONSUMABLE SUPPLIES</b>				
Program Supplies	180	-	-	-
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 180</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,459</b>	<b>\$ 356</b>	<b>\$ 35</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**POOL  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION: POOLS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	97,022	102,607	103,607	103,126
Overtime	-	2,000	2,000	2,000
Longevity	-	-	-	96
Retirement	3,085	3,194	3,223	3,716
Medical Insurance	2,708	2,899	3,484	3,202
Dental Insurance	154	167	166	186
Vision Insurance	43	46	43	36
Life Insurance & Other	41	209	165	190
Social Security Taxes	5,987	6,486	6,486	6,524
Medicare Taxes	1,400	1,517	1,517	1,526
Unemployment Taxes	846	1,490	46	311
Worker's Compensation	2,115	2,733	2,379	2,610
Pre-Employment Physicals/Testing	989	504	504	945
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 114,390</b>	<b>\$ 123,852</b>	<b>\$ 123,620</b>	<b>\$ 124,468</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Independent Labor	2,771	2,008	2,008	2,008
Health Inspections	-	225	225	225
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 2,771</b>	<b>\$ 2,233</b>	<b>\$ 2,233</b>	<b>\$ 2,233</b>
<b>OPERATING EXPENSES</b>				
Telephone	1,209	1,270	1,100	1,026
Communications/Pagers/Mobiles	1,076	1,171	1,171	1,441
Electricity	20,050	23,100	22,000	23,100
Water	7,861	7,833	7,833	7,833
Dues & Memberships	4,059	145	145	145
Meetings	142	275	275	175
Schools & Training	309	800	800	410
Travel & Per Diem	892	372	372	672
Advertising	219	650	650	650
Special Events	1,352	1,700	1,300	1,700
Miscellaneous Expenses	29	100	32	100
Property Maintenance	17,312	9,350	9,350	9,350
Furniture/Equipment < \$5000	1,801	1,800	900	1,800
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 56,311</b>	<b>\$ 48,566</b>	<b>\$ 45,928</b>	<b>\$ 48,402</b>
<b>CONSUMABLE SUPPLIES</b>				
Uniforms	8,235	1,260	1,260	1,260
Small Equipment	1,405	2,500	2,500	2,500
Chemicals	10,361	11,448	11,048	11,448
Safety Equipment	635	1,000	1,000	1,000
Hardware	41	250	200	250
Office Supplies	597	515	500	400
Program Supplies	189	290	290	290
Maintenance Supplies	1,434	1,850	1,850	1,850
Concessions	5,952	10,500	10,100	10,500
Printing	558	350	350	350
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 29,407</b>	<b>\$ 29,963</b>	<b>\$ 29,098</b>	<b>\$ 29,848</b>

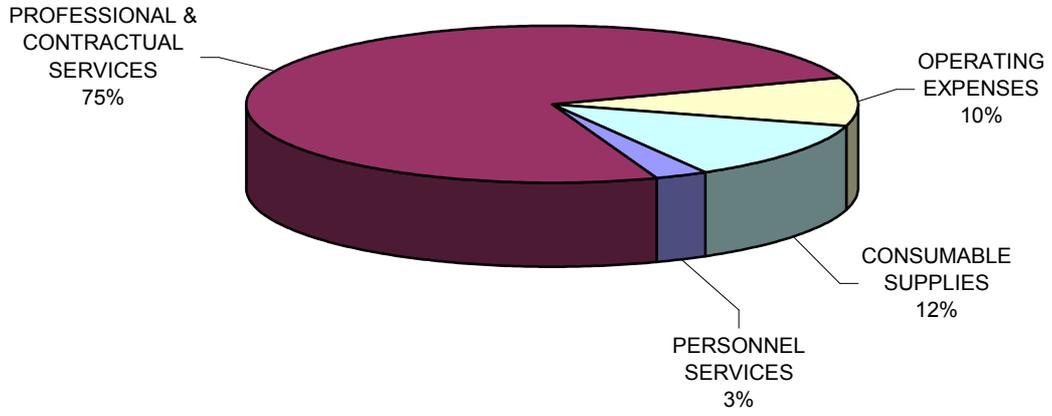
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION: POOLS**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>CAPITAL EXPENSES</b>				
GASB34/Reserve For Replacement	-	10,000	10,000	10,000
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 202,879</b>	<b>\$ 214,614</b>	<b>\$ 210,879</b>	<b>\$ 214,951</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**RECREATION PROGRAMS  
ADOPTED EXPENDITURES**



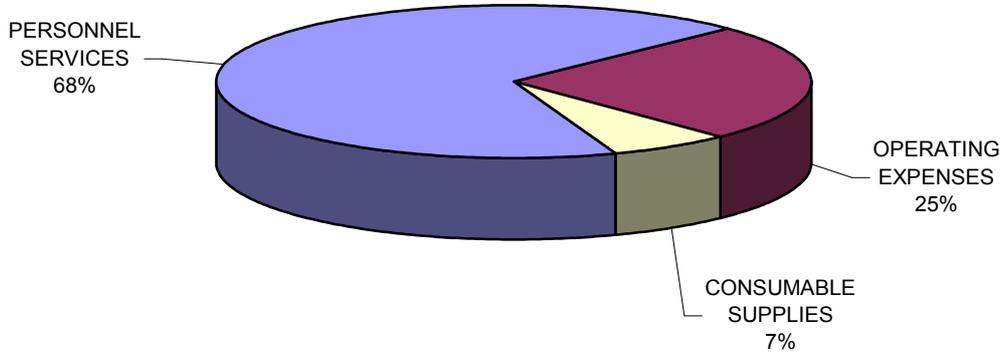
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION: RECREATION PROGRAMS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Pre-Employment Physicals/Testing	-	50	190	150
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 190</b>	<b>\$ 150</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Independent Labor	3,695	3,750	2,500	4,147
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 3,695</b>	<b>\$ 3,750</b>	<b>\$ 2,500</b>	<b>\$ 4,147</b>
<b>OPERATING EXPENSES</b>				
Meetings	-	50	50	50
Advertising	-	225	225	400
Miscellaneous Expenses	-	50	50	50
Furniture/Equipment < \$5000	230	100	100	50
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 230</b>	<b>\$ 425</b>	<b>\$ 425</b>	<b>\$ 550</b>
<b>CONSUMABLE SUPPLIES</b>				
Uniforms	-	20	-	75
Program Supplies	-	100	100	100
Printing	-	200	200	500
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ -</b>	<b>\$ 320</b>	<b>\$ 300</b>	<b>\$ 675</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 3,925</b>	 <b>\$ 4,545</b>	 <b>\$ 3,415</b>	 <b>\$ 5,522</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**DAY CAMP PROGRAMS  
ADOPTED EXPENDITURES**



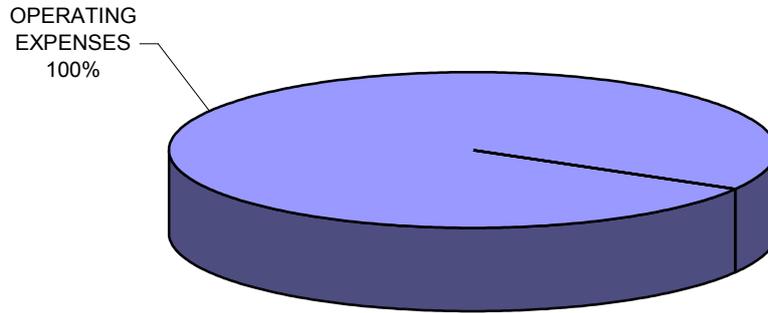
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION: DAY CAMP PROGRAMS**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	22,283	41,360	41,360	41,360
Overtime	359	-	-	-
Social Security Taxes	1,404	2,564	2,564	2,564
Medicare Taxes	328	600	600	600
Unemployment Taxes	249	1,296	1,296	270
Workman's Compensation	794	1,081	941	1,026
Pre-Employment Physicals/Testing	353	430	430	430
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 25,770</b>	<b>\$ 47,331</b>	<b>\$ 47,191</b>	<b>\$ 46,250</b>
<b>OPERATING EXPENSES</b>				
Communications/Pagers/Mobiles	321	420	420	420
Rent	3,799	4,563	4,563	4,656
Insurance	50	441	441	441
Meetings	72	250	200	250
Schools & Training	140	450	400	450
Rent Equipment	3,714	5,225	5,225	5,400
Advertising	1,558	1,500	1,500	1,500
Field Trips	2,821	3,500	3,500	3,500
Miscellaneous Expenses	-	200	150	100
Furniture/Equipment < \$5000	324	100	100	100
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 12,799</b>	<b>\$ 16,649</b>	<b>\$ 16,499</b>	<b>\$ 16,817</b>
<b>CONSUMABLE SUPPLIES</b>				
Uniforms	975	840	840	1,160
Office Supplies	207	200	180	200
Program Supplies	2,469	3,000	2,550	2,000
Maintenance Supplies	23	150	125	125
Printing	-	412	412	1,000
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 3,674</b>	<b>\$ 4,602</b>	<b>\$ 4,107</b>	<b>\$ 4,485</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 42,243</b>	<b>\$ 68,582</b>	<b>\$ 67,797</b>	<b>\$ 67,552</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**COMMUNITY EVENT PROGRAMS  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

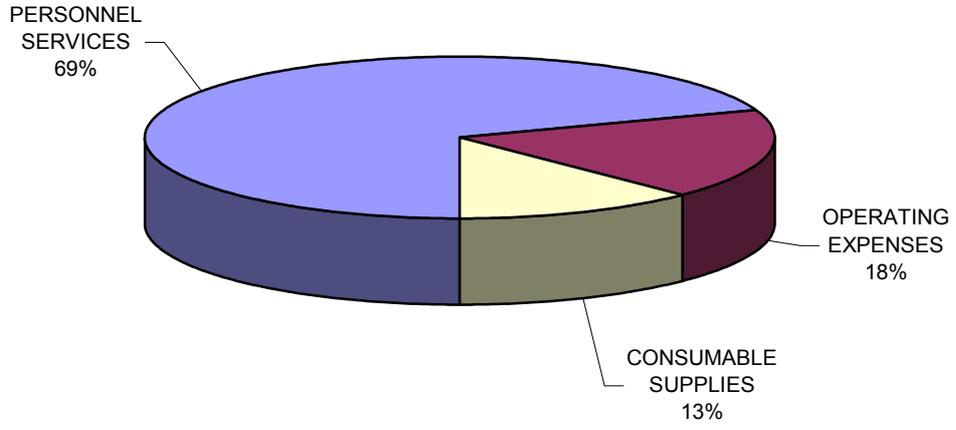
**GENERAL FUND**

**RECREATION: COMMUNITY EVENT PROGRAMS**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	-	360	260	360
Schools & Training	-	170	-	170
Travel & Per Diem	-	430	-	395
Fall Festival Activities	-	7,940	7,721	8,470
Christmas Lighting Activities	-	829	860	727
Pitch Hit Run Activities	-	150	-	150
Easter Activities	-	1,000	950	1,060
Arbor Day Activities	-	4,415	4,800	5,290
Spring Pet Fair Activities	-	935	-	1,000
4th of July Activities	-	-	-	20,140
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ 16,229</b>	<b>\$ 14,591</b>	<b>\$ 37,762</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 16,229</b>	<b>\$ 14,591</b>	<b>\$ 37,762</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**SWIM TEAM PROGRAMS  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**RECREATION: SWIM TEAM**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	-	13,260	13,260	13,260
Social Security Taxes	-	822	822	822
Medicare Taxes	-	192	192	192
Unemployment Taxes	-	972	972	203
Worker's Compensation	-	346	346	329
Pre-Employment Physicals/Testing	-	84	84	172
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ 15,676</b>	<b>\$ 15,676</b>	<b>\$ 14,978</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	-	2,375	2,375	2,810
Meetings	-	175	175	145
Travel & Per Diem	-	356	356	684
Advertising	-	250	250	250
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ 3,156</b>	<b>\$ 3,156</b>	<b>\$ 3,889</b>
<b>CONSUMABLE SUPPLIES</b>				
Uniforms	-	1,900	1,900	2,215
Program Supplies	-	300	300	500
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ -</b>	<b>\$ 2,200</b>	<b>\$ 2,200</b>	<b>\$ 2,715</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 21,032</b>	<b>\$ 21,032</b>	<b>\$ 21,582</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND  
PLANNING & ZONING**

*Mission*

To encourage development that provides sustainable economic and financial health of the Town of Trophy Club in a family oriented progressive environment.

*Departmental Goal*

The Planning and Zoning Department strives to provide for the review, analysis and processing of development projects that impact the physical growth of the community so as to ensure that proposed developments follow adopted plans, guidelines, and policies that benefit the community as a whole.

*Fiscal Year 2008-2009 Accomplishments*

- P&Z and Council amended various requirements of the ordinance for Planned Development No. 27 (The Highlands) to allow the builders and homeowners clearer understanding of intent of ordinance (side yard fencing, perimeter fencing, setbacks).
- P&Z and Council approval of two model home uses (Gallery and Centex) and parking lots in PD-27 (The Highlands).
- One commercial replat approved (PD-25) (for development as a Holiday Inn site).
- One residential zoning change (R-15 to R-12) approved for proposed Canterbury Hills subdivision.
- Final Site Plan approval granted for Hampton Inn Hotel.
- Community Garage Sale events approved for 2009 calendar year.
- Text changes to Zoning Ordinance to clarify accessory structure locations (flag poles).
- Three zoning variance requests presented to the Zoning Board of Adjustment on behalf of property owners (2 approved, 1 denied).

*Fiscal Year 2009-2010 Departmental Objectives*

- Provide effective planning support to the public, Town staff, the Planning & Zoning Commission and Town Council.
- Review and facilitate platting and development of future phases of PD-27, The Highlands at Trophy Club, Canterbury Hills, and Waters Edge at Hogan's Glen.
- Ensure that the design of all plans, specifications, and plats of all developments are in compliance with Town Ordinances and development practices.
- Provide accurate and timely information and assistance to other Town departments, developers, engineers, contractors and citizens.
- Maintain department web page, providing current project/development information to residents and developers.
- Continue to support the Planning and Zoning Commission, Zoning Board of Adjustment, and Town Council by providing agenda support, reports, analysis, recommendations and meeting minutes concerning development matters.

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**PLANNING & ZONING (continued)**

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• P&Z meetings attended	14	18	8	10
• ZBA meetings attended	6	6	3	6
• Plats processed	12	6	1	2
• Ordinance amendments to reflect Council policies	2	2	2	2

<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Plats filed with Denton County and Tarrant County within 30 days of approval (%)	55%	90%	100%	90%
• Development Review Committee meetings held	N/A	12	10	10

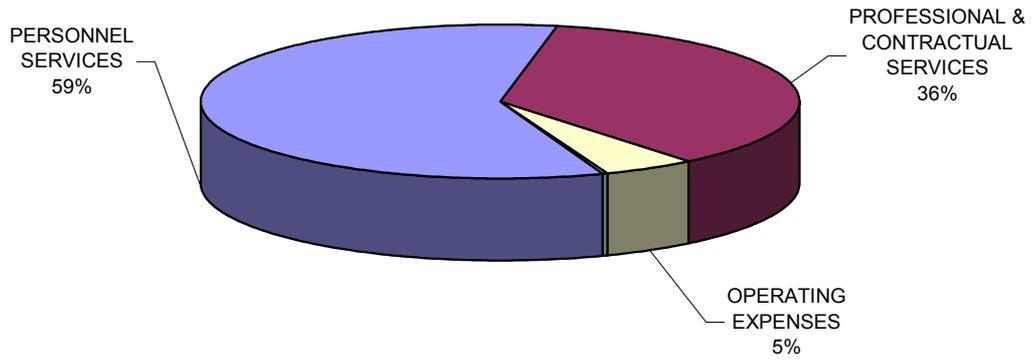
  

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	1.00	1.00	1.00

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**PLANNING & ZONING  
ADOPTED EXPENDITURES**



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**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**PLANNING & ZONING**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	47,761	49,580	57,157	58,140
Longevity	-	-	-	160
Retirement	5,838	6,098	7,074	7,579
Medical Insurance	4,326	4,831	4,836	4,519
Dental Insurance	249	279	277	310
Vision Insurance	70	76	72	60
Life Insurance & Other	499	399	309	387
Social Security Taxes	2,901	3,074	3,544	3,615
Medicare Taxes	678	719	829	845
Unemployment Taxes	99	324	77	68
Workman's Compensation	86	136	118	154
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 62,507</b>	<b>\$ 65,516</b>	<b>\$ 74,293</b>	<b>\$ 75,837</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Engineering	48,806	55,000	30,000	40,000
Town Planner	6,431	11,000	6,000	6,000
Appraisal	-	500	-	500
<b>TOTAL PROF &amp; CONTRACT SERVICES</b>	<b>\$ 55,237</b>	<b>\$ 66,500</b>	<b>\$ 36,000</b>	<b>\$ 46,500</b>
<b>OPERATING EXPENSES</b>				
Telephone	125	150	200	150
Postage	304	255	200	255
Publications/Books/Subscrip	163	337	337	335
Dues & Memberships	205	285	321	235
Meetings	44	220	100	176
Schools & Training	350	480	435	480
Travel & Per Diem	228	698	698	698
Advertising	1,111	1,970	1,800	1,300
Platt Filing Fees	3,132	1,290	1,200	725
Computer Mapping	1,062	2,800	2,800	2,100
ZBA Hearings	99	-	-	-
Miscellaneous Expenses	-	50	33	50
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,823</b>	<b>\$ 8,535</b>	<b>\$ 8,124</b>	<b>\$ 6,504</b>
<b>CONSUMABLE SUPPLIES</b>				
Office Supplies	244	437	300	300
Printing	276	200	100	100
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 520</b>	<b>\$ 637</b>	<b>\$ 400</b>	<b>\$ 400</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 125,087</b>	<b>\$ 141,188</b>	<b>\$ 118,817</b>	<b>\$ 129,241</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND**  
**COMMUNITY DEVELOPMENT**

*Mission*

To maintain Trophy Club in such a manner that it enhances quality of life for current and future residents by seeking compliance with the Town's Code of Ordinances and to provide prompt, friendly, and efficient customer service to all.

*Departmental Goal*

The Community Development Department is committed to ensuring all facilities and infrastructure within the Town are constructed and maintained in accordance with federal, state, local, and international codes in the interest of life, health, and public safety by providing the highest level of service to our customers in the areas of permitting, building inspection, code enforcement, as well as municipal facility construction and maintenance.

*Fiscal Year 2008-2009 Accomplishments*

- Monitored and inspected all residential and commercial construction projects to ensure compliance with Town adopted construction codes.
- Reviewed and amended existing ordinances to maintain accuracy and serve the needs of the residents.
- Worked with Northwest Independent School District (NISD) in completion of construction of the Byron Nelson High School with joint-use facilities such as sports fields, library, and Performing Arts Center.
- Worked with developers and other Town departments to complete development and infrastructure of The Highlands subdivisions and started the building process in neighborhoods 1, 2, 3, 4, 5, and 9.
- Issued one hundred sixty (160) building permits in the Highlands, Eagle's Ridge, The Knoll, and Churchill Downs Subdivisions.
- Issued approximately six hundred forty (640) miscellaneous permits.

*Fiscal Year 2009-2010 Departmental Objectives*

- Maintain a professional, friendly, and knowledgeable working environment.
- Continue to provide excellent customer service for all residents, builders, contractors, and other Town departments.
- Maintain quick and accurate turn around time for building plan review and building inspections for various builders, contractors and residents throughout town.
- Continue education and training to ensure the highest level of plan review, inspection, and permitting services.
- Work with architects, engineers, and contractors for potential commercial development.
- Conduct quality inspections through consistent interpretations of adopted building codes and zoning ordinances.
- Upgrade software to streamline permitting process in order to handle large-scale development.

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**COMMUNITY DEVELOPMENT (continued)**

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Number of inspections annually	N/A	2,000	2,200	2,500
• Number of plan reviews complete per week (new permits issued)	N/A	6	4	5
• Number of citizen/contractors inquiries per day (phone calls and walk-ins)	N/A	50	75	75

<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Turn around time for plan review (in work days)	N/A	<4	<5	<6
• Response time for all inquiries (in work days)	N/A	<1	<1	<1
• Turn around time to perform inspections after called in by contractor (in work days)	N/A	<2	<2	<2

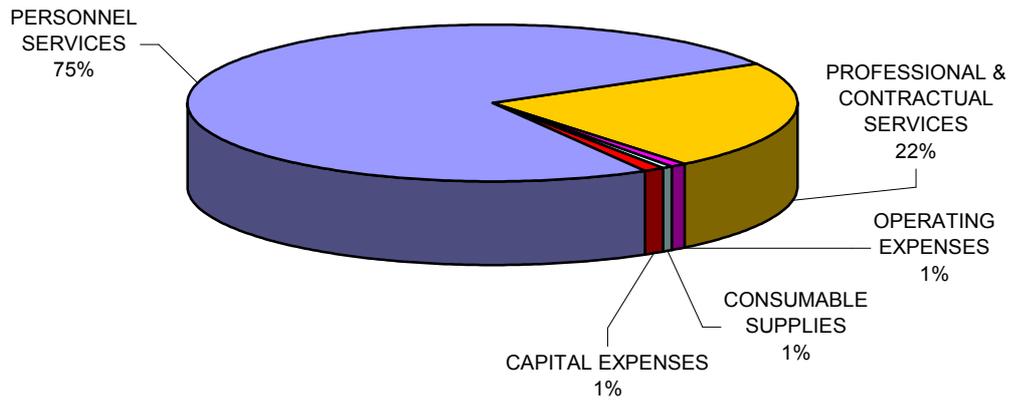
  

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	1.5	1.50	1.50

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**COMMUNITY DEVELOPMENT  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**GENERAL FUND**  
**COMMUNITY DEVELOPMENT**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	112,538	109,084	87,889	85,411
Overtime	2,640	1,250	1,006	-
Longevity	555	645	765	548
Retirement	14,458	13,650	11,061	11,175
Medical Insurance	9,783	9,662	7,921	7,188
Dental Insurance	564	558	453	548
Vision Insurance	158	153	117	105
Life Insurance & Other	780	830	547	565
Social Security Taxes	7,123	6,881	5,559	5,311
Medicare Taxes	1,666	1,609	1,300	1,242
Unemployment Taxes	297	648	118	101
Workman's Compensation	1,498	2,269	1,975	467
Pre-Employment Physicals/Testing	65	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 152,125</b>	<b>\$ 147,239</b>	<b>\$ 118,711</b>	<b>\$ 112,661</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Engineering	10,731	10,000	-	-
Inspection Services	-	-	6,780	20,000
Plan Review Services	-	-	3,220	10,000
Vehicle Maintenance	119	250	250	250
Building Maintenance	84	-	-	-
Cleaning Services	132	-	-	-
Trash Removal/Recycling	301,783	316,750	327,080	344,000
Health Inspections	6,450	4,500	4,400	4,500
Consultants	906	-	-	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 320,205</b>	<b>\$ 331,500</b>	<b>\$ 341,730</b>	<b>\$ 378,750</b>
<b>OPERATING EXPENSES</b>				
Telephone	60	75	40	75
Communications/Pagers/Mobiles	4,168	1,206	1,231	1,231
Postage	664	125	110	125
Publications/Books/Subscripts	-	300	-	600
Dues & Memberships	173	445	225	425
Meetings	-	100	-	100
Schools & Training	585	1,740	600	1,090
Travel & Per Diem	81	302	21	505
Advertising	-	300	-	-
Miscellaneous Expenses	64	200	-	200
Furniture/Equipment < \$5000	1,631	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 7,426</b>	<b>\$ 4,793</b>	<b>\$ 2,227</b>	<b>\$ 4,351</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	1,526	2,800	1,400	1,425
Uniforms	957	664	300	400
Office Supplies	1,172	1,000	900	1,000
Printing	587	325	275	325
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 4,242</b>	<b>\$ 4,789</b>	<b>\$ 2,875</b>	<b>\$ 3,150</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**COMMUNITY DEVELOPMENT**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>CAPITAL EXPENSES</b>				
Vehicles	5,585	5,585	5,585	5,585
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 5,585</b>	<b>\$ 5,585</b>	<b>\$ 5,585</b>	<b>\$ 5,585</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 489,583</b>	<b>\$ 493,906</b>	<b>\$ 471,128</b>	<b>\$ 504,497</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**GENERAL FUND  
FINANCE**

*Mission*

To provide the highest quality financial management, support, fiduciary oversight, and public accountability to the citizens and community of Trophy Club and its designated officials.

*Departmental Goals*

The Finance Department's goals include providing timely and accurate financial information to Town departments and the community; complying with State and Federal regulations regarding financial management, accounting, and control; meeting industry standards of financial management and reporting; being a resource to Town leaders on financial matters, economic issues, and operational performance; being a role model to the organization for business management, ethical values, and organizational efficiency and effectiveness.

*Fiscal Year 2008-2009 Accomplishments*

- Completed the annual financial audit incorporating the Public Improvement District.
- Received an unqualified audit opinion from our independent audit firm for the fiscal year ended September 30, 2008.
- Prepared the 2008-2009 Adopted Budget document for submission to the Government Finance Officers Association of the United States and Canada's Distinguished Budget Award Program.
- Filled vacant Director of Finance position with qualified, experienced candidate.
- Created monthly financial reports incorporating explanations of variances in a managerial report format.
- Created a quarterly financial report.
- Created a Council Priority Questionnaire for Council input on service area effort levels.
- Created a five-year Capital Improvement Program for Council consideration.
- Developed a vehicle and equipment replacement schedule and incorporated the first year in the 2009-2010 Proposed Budget.
- Completed the analysis for segregating both the Street Maintenance Sales Tax and Storm Drainage into separate funds.
- Proposed a balanced budget for 2009-2010 with a reduction in expenditures.
- Developed proposal for implementing pooled cash and investments to streamline operations.

*Fiscal Year 2009-2010 Departmental Objectives*

- Implement pooled cash and investment process to streamline operations and reduce transactions.
- Institute a payroll clearing account process to streamline operations and reduce transactions.
- Integrate billing options into Trophy Club's website by creating a means to make payments online (i.e. Municipal Court, Permitting, etc).
- Redesign the annual budget process to incorporate all Town Charter changes from the May, 2009 Charter election.
- Analyze the system requirements for in-house preparation of a Comprehensive Annual Financial Report.
- Prepare an official statement and bond rating presentation for a bond sale.
- Continue development of a perpetual five-year, long-range Capital & Replacement Schedule, to address critical infrastructure and operational needs.
- Continue development/update of accounting policies and procedures to ensure compliance with Governmental Accounting Standards Board (GASB)/GAAP requirements.
- Continue to improve and document internal control procedures.
- Receive unqualified annual audit opinion.

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**FINANCE (continued)**

<i>Workload Measures</i>	<i>2007-2008 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-2010 Adopted</i>
• Journal entries/checks processed	N/A	3,500	4,300	3,500
• Payroll transactions processed	N/A	3,000	4,100	3,800
• Purchase card transactions processed	N/A	2,500	2,930	3,370

<i>Productivity Measures</i>	<i>2007-2008 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-2010 Adopted</i>
• General obligation bond rating	N/A	A2	A2	A1
• Overtime costs	N/A	\$3,500	\$2,500	\$2,500
• Vendor invoices processed within 30 days	N/A	99%	99%	99%

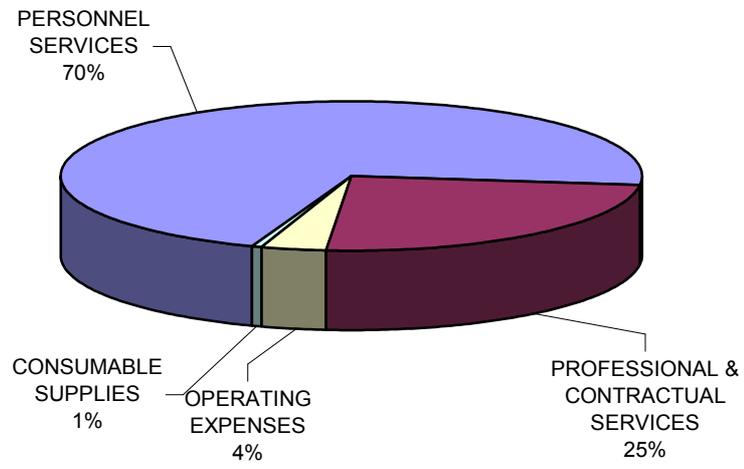
  

<i>Staff</i>	<i>2007-2008 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-2010 Adopted</i>
• FTE	N/A	2.00	2.00	3.00

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**FINANCE**  
**ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**FINANCE**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	117,578	128,485	115,915	160,672
Overtime	3,668	3,500	2,000	2,000
Longevity	1,049	1,169	1,054	810
Certification	-	900	-	-
Retirement	15,008	16,489	14,720	21,253
Medical Insurance	8,794	10,944	9,805	15,474
Dental Insurance	553	688	619	1,126
Vision Insurance	129	176	132	186
Life Insurance & Other	690	903	1,105	1,016
Social Security Taxes	7,087	8,044	7,376	9,374
Medicare Taxes	1,657	1,881	1,725	2,192
Unemployment Taxes	198	648	147	203
Worker's Compensation	224	369	321	432
Pre-Employment Physicals/Testing	35	-	27	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 156,670</b>	<b>\$ 174,196</b>	<b>\$ 154,946</b>	<b>214,738</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Auditing	26,775	36,997	36,997	40,697
Appraisal	28,543	32,000	29,000	30,179
Tax Admin Fees	2,501	2,800	2,800	2,900
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 57,819</b>	<b>\$ 71,797</b>	<b>\$ 68,797</b>	<b>73,776</b>
<b>OPERATING EXPENSES</b>				
Telephone	66	100	100	106
Communications/Pagers/Mobiles	304	498	510	506
Postage	645	1,000	750	900
Service Charges & Fees	1,433	200	50	75
Publications/Books/Subscriptions	58	250	250	250
Dues & Memberships	245	430	1,350	1,344
Meetings	218	200	200	65
Schools & Training	1,008	1,438	1,370	1,370
Travel & Per Diem	1,232	2,332	1,635	1,635
Advertising	-	2,240	5,000	4,420
Miscellaneous Expenses	7	-	-	-
Furniture/Equipment < \$5000	1,057	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 6,273</b>	<b>\$ 8,688</b>	<b>\$ 11,215</b>	<b>\$ 10,671</b>
<b>CONSUMABLE SUPPLIES</b>				
Office Supplies	629	1,050	800	800
Printing	1,703	500	800	900
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 2,332</b>	<b>\$ 1,550</b>	<b>\$ 1,600</b>	<b>\$ 1,700</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 223,094</b>	<b>\$ 256,231</b>	<b>\$ 236,558</b>	<b>\$ 300,885</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services



**GENERAL FUND  
MUNICIPAL COURT**

*Mission*

To accomplish the duties incumbent upon the Department by the Town of Trophy Club Charter and the laws of the State of Texas, thereby earning and maintaining the public's respect, confidence and satisfaction and to ensure all defendants receive fair and impartial treatment and are aware of all options available under state law.

*Departmental Goal*

The Municipal Court Department is committed to providing fair, timely, and professional resolution of Class C Misdemeanor cases in a manner that is efficient for the Town and for defendants. The Municipal Court Department is also committed to ensuring that defendants strictly comply with all judicial orders.

*Fiscal Year 2008-2009 Accomplishments*

- Successfully completed second Statewide Warrant Roundup and cleared 22 warrants, totaling approximately \$5,900 with minimal associated expenses.
- Upgraded current software to a Windows version.

*Fiscal Year 2009-2010 Departmental Objectives*

- Maintain high profile in state and local professional organizations such as the Texas Court Clerks Association (TCCA), North Texas Court Clerks Association (NTCCA), Texas Municipal Courts Education Center (TMCEC), and the North Texas Municipal Court Administrators (NTMCA).
- Court Clerk to achieve Level II Certification.
- Enhance the phone message system by offering various menu options from which to defendants may receive information.
- Continue development/update of Standard Operating Procedures (SOP) for Court including finalization of judge and prosecutor orders.
- Complete research and incorporate increased convenience by accepting payments via the internet.
- Revise documents to better inform defendants of their rights regarding violations.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Tickets processed	N/A	1,550	2,100	2,200
• Offenses processed	N/A	1,690	2,300	2,400
• Warrants issued	N/A	360	300	315

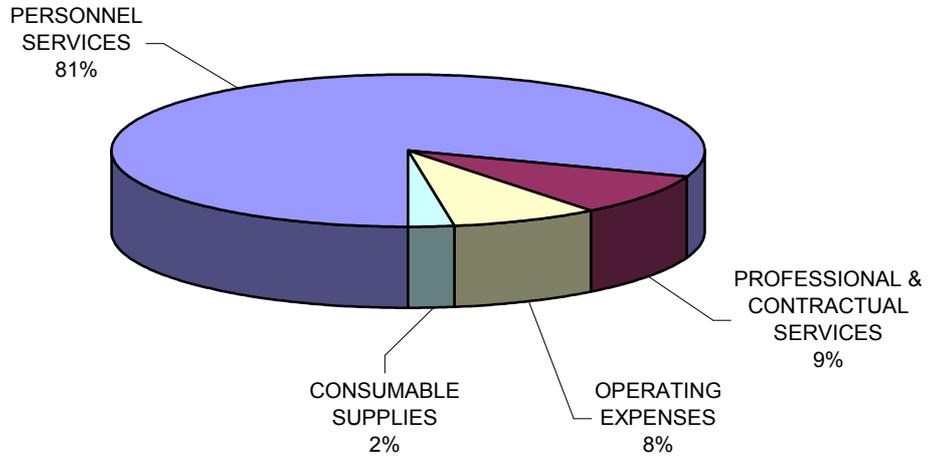
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Quarterly Comptroller report filed timely	N/A	100%	100%	100%
• Dismissal rate (Motion by State)	N/A	3.5%	5%	4%
• Collection company clearance rate	N/A	35%	35%	35%

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	1.00	1.00	1.00

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**MUNICIPAL COURT  
ADOPTED EXPENDITURES**



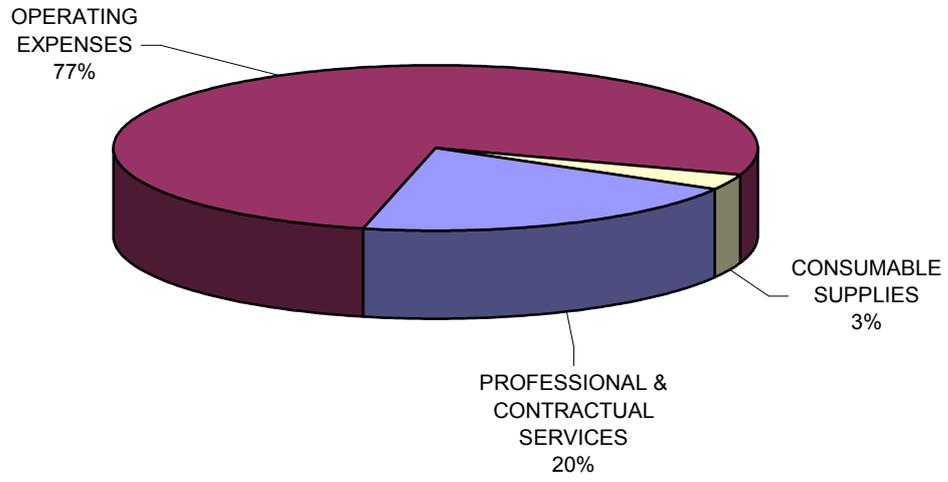
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**GENERAL FUND**  
**MUNICIPAL COURT**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-2010 ADOPTED
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	43,166	43,877	40,182	45,225
Longevity	675	765	765	-
Certification	-	900	75	1,200
Retirement	5,307	5,602	4,767	6,035
Medical Insurance	5,865	6,548	5,360	4,519
Dental Insurance	317	354	301	310
Vision Insurance	83	89	72	60
Life Insurance & Other	282	353	279	331
Social Security Taxes	2,381	2,488	2,543	2,878
Medicare Taxes	557	582	595	673
Unemployment Taxes	102	324	82	68
Workman's Compensation	79	125	109	123
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 58,814</b>	<b>\$ 62,007</b>	<b>\$ 55,130</b>	<b>\$ 61,422</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Judge's Compensation	3,300	4,500	4,500	4,800
Jury Fees	-	180	240	180
Professional Outside Services	247	500	800	550
Collection Fees	912	1,080	1,080	1,112
TCIC Warrant Expense	1,815	1,980	990	-
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 6,274</b>	<b>\$ 8,240</b>	<b>\$ 7,610</b>	<b>\$ 6,642</b>
<b>OPERATING EXPENSES</b>				
Telephone	21	35	35	40
Postage	430	600	600	730
Service Charges & Fees	942	1,100	1,000	1,100
Publications/Books/Subscripts	36	130	147	130
Dues & Memberships	150	190	190	430
Schools & Training	331	400	312	1,000
Travel & Per Diem	50	1,114	1,375	2,051
Advertising	-	100	-	250
Prisoner-Sit Out DCSO	40	240	120	240
Miscellaneous Expenses	302	240	115	200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 2,302</b>	<b>\$ 4,149</b>	<b>\$ 3,894</b>	<b>\$ 6,171</b>
<b>CONSUMABLE SUPPLIES</b>				
Office Supplies	394	567	250	400
Printing	1,502	1,500	1,535	1,500
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 1,896</b>	<b>\$ 2,067</b>	<b>\$ 1,785</b>	<b>\$ 1,900</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 69,286</b>	<b>\$ 76,463</b>	<b>\$ 68,419</b>	<b>\$ 76,135</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**FACILITIES MANAGEMENT  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**

*Annual Program of Services*

**GENERAL FUND**  
**FACILITIES MANAGEMENT**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Building Maintenance	21,265	16,400	9,036	11,400
Cleaning Services	4,733	7,920	8,665	9,000
<b>TOTAL PROF &amp; CONTRACT SERVICES</b>	<b>\$ 25,998</b>	<b>\$ 24,320</b>	<b>\$ 17,701</b>	<b>\$ 20,400</b>
<b>OPERATING EXPENSES</b>				
Electricity	16,581	19,000	16,650	19,900
Water	815	1,000	1,000	1,030
Insurance	47,827	53,025	54,235	56,947
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 65,223</b>	<b>\$ 73,025</b>	<b>\$ 71,885</b>	<b>\$ 77,877</b>
<b>CONSUMABLE SUPPLIES</b>				
Maintenance Supplies	3,290	3,400	2,000	2,000
Vending Machine Supplies	-	960	960	1,000
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 3,290</b>	<b>\$ 4,360</b>	<b>\$ 2,960</b>	<b>\$ 3,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 94,511</b>	<b>\$ 101,705</b>	<b>\$ 92,546</b>	<b>\$ 101,277</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**INTEREST AND SINKING FUND**

The Interest and Sinking Fund is used for the accumulation of resources for payment of long-term debt principal and interest. The long-term debt is to finance major capital improvements including the construction of parks, streets, public facilities, and other general government projects. Resources included an applicable portion of the Ad Valorem Tax Levy and related interest income usable for debt service.

**DEBT MANAGEMENT SUMMARY**

- A. **Debt Issuance.** The Town issues debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various missions as a town. Debt may be issued for the purposes of purchasing land or rights-of-way and/or improvements to land, for construction projects to provide for the general good, or for capital equipment.
- B. **Types of Debt.**
1. **General Obligation Bonds (GOs).** General obligation bonds are used to fund capital assets of the general government, are not to be used to fund operating needs of the Town, and are backed by the full faith and credit of the Town, as well as, the ad valorem tax authority of the Town. General obligation bonds must be authorized by a vote of the citizens of the Town of Trophy Club.
  2. **Certificates of Obligation (Cos).** Certificates of obligation are used to finance permanent improvements and land acquisition, the need for which arises between bond elections. In addition, they may also be used to finance costs associated with capital project overruns or to acquire equipment. Debt service for Cos may be from general tax revenues under certain circumstances as defined by law. They may also be backed by a specific revenue stream(s) or by a combination of tax revenues and specific revenue streams.
  3. **Method of Sale.** The Town uses a competitive bidding process in the sale of bonds unless the nature of the issue warrants a negotiated bid. In situations where a competitive bidding process is not elected, the Town will present the reasons why, and the Town will actively participate with the financial advisor in the selection of the underwriter or direct purchaser.
  4. **Bidding Parameters.** The notice of sale will be carefully constructed so as to ensure the best possible bid for the Town, in light of the existing market conditions and other prevailing factors. Parameters to be examined included:
    - Limits between lowest and highest coupons
    - Coupon requirements relative to the yield curve
    - Method of underwriter compensation, discount or premium coupons
    - Use of true interest cost (TIC) versus net interest cost (NIC)
    - Use of bond insurance
    - Deep discount bonds
    - Variable rate bonds
    - Call provisions
- C. **Analysis of Financing Alternatives.** Staff will explore alternatives to the issuance of debt for capital acquisitions and construction projects. These alternatives will include, but not be limited to: 1) grants in aid, 2) use of reserves, 3) use of current revenues, 4) contributions from other developers and others, 5) leases, and 6) impact fees.

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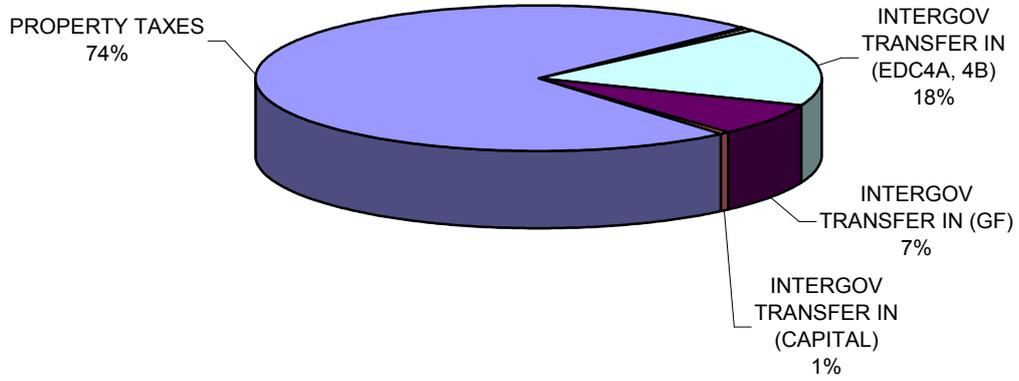
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- D. **Disclosure.** Full disclosure of operations will be made to the bond rating agencies and other depositories of financial information as required by the Security and Exchange Commission (SEC) Rule 15c2-12, specifically, Texas Municipal Advisory Council (State Information Depository).
- E. **Rating Agency Communication.** The Town management will seek to maintain and improve its current bond rating so its borrowing costs are reduced to a minimum and its access to credit preserved. The Town management, with the assistance of financial advisors and bond counsel, will prepare the necessary materials for presentation to the rating agencies, will aid in the production of Official Statements, and will take responsibility for the accuracy of all financial information released.
- F. **Federal Requirements.** The Town will maintain procedures to comply with arbitrage rebate and other federal requirements.
- G. **Debt Limit.** The State of Texas limits the ad valorem tax rate to \$2.50 per \$100 valuation. The Town of Trophy Club's adopted rate of \$0.47 per \$100 valuation falls well below this limit.
- H. **Bond Rating.** The Town of Trophy Club's bonds currently have an A2 rating from Moody's Investor Service. The Town's bond rating directly affects the cost of debt. The Town's policies are focused on issues which maintain high bond ratings and keep debt costs reasonable.

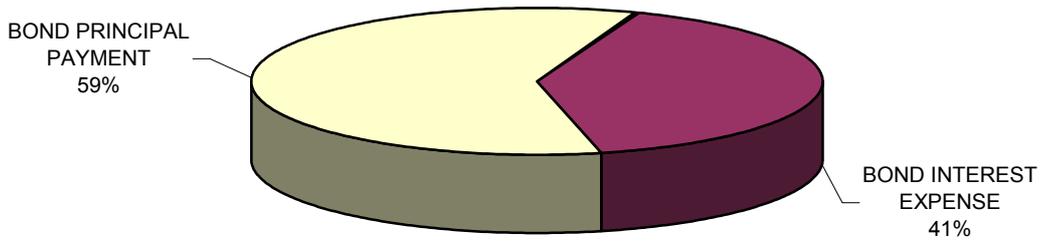
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**INTEREST & SINKING FUND  
ADOPTED REVENUES**



**INTEREST & SINKING FUND  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**INTEREST & SINKING FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Property Taxes	587,837	622,735	640,000	673,066
Property Taxes/P & I	4,987	3,000	5,500	3,000
Contribution From PID	131,342	-	-	-
Interest Income	12,731	12,000	2,500	4,000
Prior Year Reserves	-	155,462	89,737	-
Intergov Trans In (EDC4A, 4B)	161,075	157,184	157,181	161,826
Interfund Trans In (Storm Drainage)	-	-	-	64,836
Interfund Trans In (Capital)	-	10,000	10,000	5,000
<b>TOTAL REVENUES</b>	<b>\$ 897,972</b>	<b>\$ 960,381</b>	<b>\$ 904,918</b>	<b>\$ 911,728</b>
<b>EXPENSES</b>				
Paying Agent Fees	2,816	2,000	2,000	2,000
Bond Interest Expense	457,924	387,918	387,918	369,728
Bond Principal Payment	447,000	515,000	515,000	540,000
<b>TOTAL EXPENSES</b>	<b>\$ 907,740</b>	<b>\$ 904,918</b>	<b>\$ 904,918</b>	<b>\$ 911,728</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (9,768)</b>	<b>\$ 55,463</b>	<b>\$ -</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**ESTIMATED AD VALOREM TAX COLLECTIONS AND DISTRIBUTION  
 2009-2010**

Net Assessed Valuation for 2009	\$ 824,622,042
Debt Service Tax Rate Per \$100 Valuation	x 0.08162
	\$ 673,066
Estimated Collection Rate	100%
<b>Total Revenue</b>	<b>\$ 673,066</b>

**TAX RATE PER \$100 VALUATION**

<b>DISTRIBUTION</b>	<b>2008-09</b>	<b>2009-10</b>	<b>2009-10 REVENUE</b>	<b>PERCENT</b>
General Fund Operations & Maintenance	0.37431	0.38838	\$3,160,670 *	82.44%
Interest and Sinking Fund	0.08120	0.08162	673,066	17.56%
<b>TOTAL</b>	<b>0.45551</b>	<b>0.47000</b>	<b>\$ 3,833,736</b>	<b>100.00%</b>

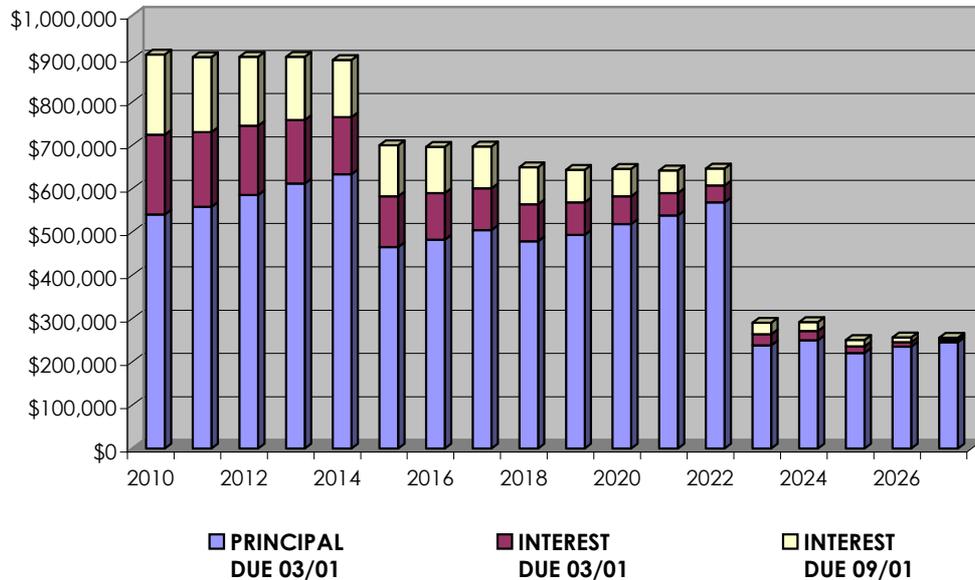
\* Collections for General Fund O & M are estimated at 99% for the 2009-2010 budget

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**OUTSTANDING BONDED DEBT**

**ANNUAL PRINCIPAL & INTEREST REQUIREMENT - ALL ISSUES**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	540,000.00	184,864.00	184,864.00	909,728.00
2011	558,000.00	172,647.25	172,647.25	903,294.50
2012	585,000.00	159,877.50	159,877.50	904,755.00
2013	612,000.00	146,276.25	146,276.25	904,552.50
2014	633,000.00	132,174.75	132,174.75	897,349.50
2015	465,000.00	117,409.00	117,409.00	699,818.00
2016	482,000.00	107,300.75	107,300.75	696,601.50
2017	504,000.00	96,739.75	96,739.75	697,479.50
2018	478,000.00	85,671.75	85,671.75	649,343.50
2019	493,000.00	75,084.75	75,084.75	643,169.50
2020	518,000.00	63,888.75	63,888.75	645,777.50
2021	538,000.00	51,845.25	51,845.25	641,690.50
2022	568,000.00	39,317.00	39,317.00	646,634.00
2023	238,000.00	25,988.75	25,988.75	289,977.50
2024	250,000.00	20,840.00	20,840.00	291,680.00
2025	220,000.00	15,372.50	15,372.50	250,745.00
2026	235,000.00	10,560.00	10,560.00	256,120.00
2027	245,000.00	5,390.00	5,390.00	255,780.00
<b>\$</b>	<b>8,162,000.00</b>	<b>\$ 1,511,248.00</b>	<b>\$ 1,511,248.00</b>	<b>\$ 11,184,496.00</b>



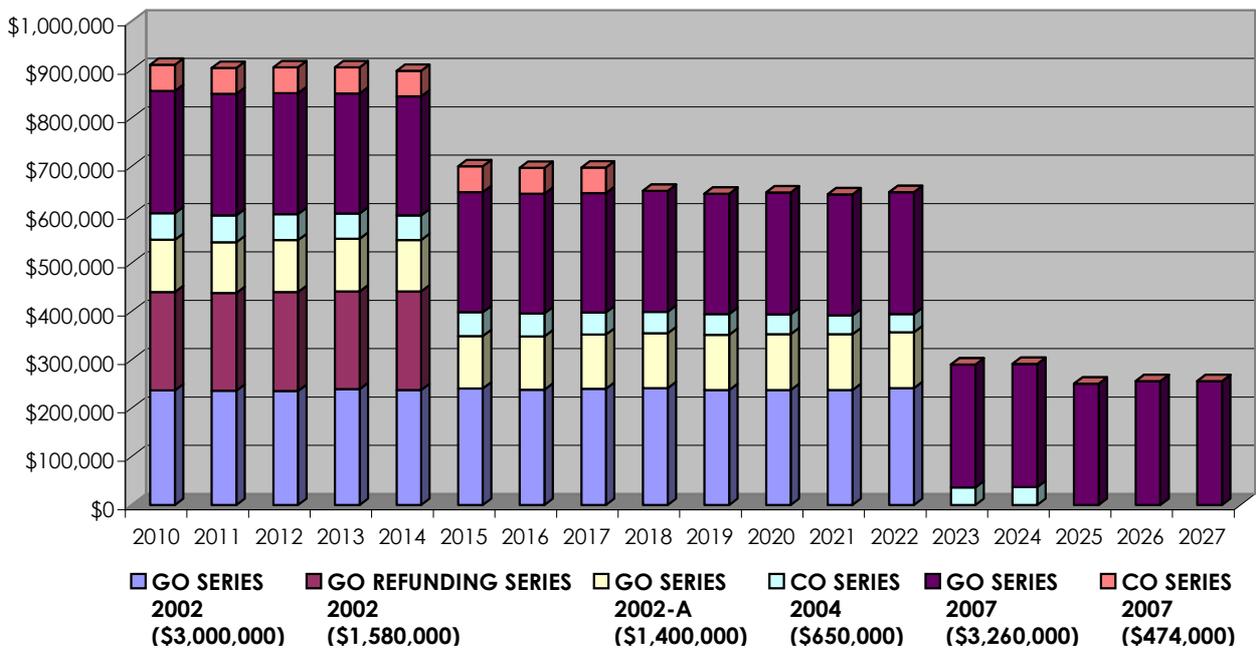
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**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**OUTSTANDING BONDED DEBT**

**ANNUAL DEBT SERVICE REQUIREMENTS - BY ISSUE**

FISCAL YEAR	GO SERIES	GO REFUNDING	GO SERIES	CO SERIES	GO SERIES	CO SERIES	TOWN TOTAL
	2002 (\$3,000,000)	SERIES 2002 (\$1,580,000)	2002-A (\$1,400,000)	2004 (\$650,000)	2007 (\$3,260,000)	2007 (\$474,000)	
2010	236,490.00	203,560.00	107,832.50	54,839.00	253,012.50	53,994.00	909,728.00
2011	236,127.50	201,795.00	104,982.50	55,346.00	251,687.50	53,356.00	903,294.50
2012	235,390.00	204,655.00	107,132.50	53,814.00	250,087.50	53,676.00	904,755.00
2013	239,300.00	201,915.00	109,045.00	52,168.00	248,212.50	53,912.00	904,552.50
2014	237,625.00	203,775.00	106,245.00	50,578.00	246,062.50	53,064.00	897,349.50
2015	240,572.50	-	108,445.00	48,989.00	248,637.50	53,174.00	699,818.00
2016	237,900.00	-	110,370.00	47,439.00	247,692.50	53,200.00	696,601.50
2017	239,825.00	-	112,010.00	45,810.00	246,692.50	53,142.00	697,479.50
2018	241,275.00	-	113,355.00	44,221.00	250,492.50	-	649,343.50
2019	237,250.00	-	114,395.00	42,632.00	248,892.50	-	643,169.50
2020	237,500.00	-	115,120.00	41,065.00	252,092.50	-	645,777.50
2021	237,250.00	-	115,320.00	39,453.00	249,667.50	-	641,690.50
2022	241,500.00	-	115,280.00	37,864.00	251,990.00	-	646,634.00
2023	-	-	-	36,275.00	253,702.50	-	289,977.50
2024	-	-	-	36,690.00	254,990.00	-	291,680.00
2025	-	-	-	-	250,745.00	-	250,745.00
2026	-	-	-	-	256,120.00	-	256,120.00
2027	-	-	-	-	255,780.00	-	255,780.00
	<b>\$ 3,098,005.00</b>	<b>\$ 1,015,700.00</b>	<b>\$ 1,439,532.50</b>	<b>\$ 687,183.00</b>	<b>\$ 4,516,557.50</b>	<b>\$ 427,518.00</b>	<b>\$ 11,184,496.00</b>



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**OUTSTANDING BONDED DEBT**

**GENERAL OBLIGATION BONDS - SERIES 2002**  
**(\$3,000,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	130,000.00	53,245.00	53,245.00	236,490.00
2011	135,000.00	50,563.75	50,563.75	236,127.50
2012	140,000.00	47,695.00	47,695.00	235,390.00
2013	150,000.00	44,650.00	44,650.00	239,300.00
2014	155,000.00	41,312.50	41,312.50	237,625.00
2015	165,000.00	37,786.25	37,786.25	240,572.50
2016	170,000.00	33,950.00	33,950.00	237,900.00
2017	180,000.00	29,912.50	29,912.50	239,825.00
2018	190,000.00	25,637.50	25,637.50	241,275.00
2019	195,000.00	21,125.00	21,125.00	237,250.00
2020	205,000.00	16,250.00	16,250.00	237,500.00
2021	215,000.00	11,125.00	11,125.00	237,250.00
2022	230,000.00	5,750.00	5,750.00	241,500.00
<b>\$</b>	<b>2,260,000.00</b>	<b>\$ 419,002.50</b>	<b>\$ 419,002.50</b>	<b>\$ 3,098,005.00</b>

**GENERAL OBLIGATION REFUNDING BONDS - SERIES 2002**  
**(\$1,580,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	165,000.00	19,280.00	19,280.00	203,560.00
2011	170,000.00	15,897.50	15,897.50	201,795.00
2012	180,000.00	12,327.50	12,327.50	204,655.00
2013	185,000.00	8,457.50	8,457.50	201,915.00
2014	195,000.00	4,387.50	4,387.50	203,775.00
<b>\$</b>	<b>895,000.00</b>	<b>\$ 60,350.00</b>	<b>\$ 60,350.00</b>	<b>\$ 1,015,700.00</b>

**GENERAL OBLIGATION BONDS - SERIES 2002-A**  
**(\$1,400,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	60,000.00	23,916.25	23,916.25	107,832.50
2011	60,000.00	22,491.25	22,491.25	104,982.50
2012	65,000.00	21,066.25	21,066.25	107,132.50
2013	70,000.00	19,522.50	19,522.50	109,045.00
2014	70,000.00	18,122.50	18,122.50	106,245.00
2015	75,000.00	16,722.50	16,722.50	108,445.00
2016	80,000.00	15,185.00	15,185.00	110,370.00
2017	85,000.00	13,505.00	13,505.00	112,010.00
2018	90,000.00	11,677.50	11,677.50	113,355.00
2019	95,000.00	9,697.50	9,697.50	114,395.00
2020	100,000.00	7,560.00	7,560.00	115,120.00
2021	105,000.00	5,160.00	5,160.00	115,320.00
2022	110,000.00	2,640.00	2,640.00	115,280.00
<b>\$</b>	<b>1,065,000.00</b>	<b>\$ 187,266.25</b>	<b>\$ 187,266.25</b>	<b>\$ 1,439,532.50</b>

*"a great place to call home"*

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**OUTSTANDING BONDED DEBT**

**CERTIFICATE OF OBLIGATION BONDS - SERIES 2004**  
**(\$650,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	31,000.00	11,821.56	12,017.50	54,839.06
2011	33,000.00	11,081.22	11,264.89	55,346.11
2012	33,000.00	10,349.99	10,463.72	53,813.71
2013	33,000.00	9,505.01	9,662.56	52,167.57
2014	33,000.00	8,716.91	8,861.39	50,578.30
2015	33,000.00	7,928.81	8,060.22	48,989.03
2016	33,000.00	7,180.00	7,219.50	47,399.50
2017	33,000.00	7,180.15	7,259.06	47,439.21
2018	33,000.00	6,352.60	6,457.89	45,810.49
2019	33,000.00	5,564.49	5,656.72	44,221.21
2020	33,000.00	4,776.39	4,855.56	42,631.95
2021	33,000.00	3,200.18	3,253.22	39,453.40
2022	33,000.00	2,412.08	2,452.06	37,864.14
2023	33,000.00	1,623.97	1,650.89	36,274.86
2024	35,000.00	840.49	849.72	36,690.21
<b>\$</b>	<b>495,000.00</b>	<b>\$ 98,533.85</b>	<b>\$ 99,984.90</b>	<b>\$ 693,518.75</b>

**GENERAL OBLIGATION BONDS - SERIES 2007**  
**(\$3,260,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	115,000.00	69,006.25	69,006.25	253,012.50
2011	120,000.00	65,843.75	65,843.75	251,687.50
2012	125,000.00	62,543.75	62,543.75	250,087.50
2013	130,000.00	59,106.25	59,106.25	248,212.50
2014	135,000.00	55,531.25	55,531.25	246,062.50
2015	145,000.00	51,818.75	51,818.75	248,637.50
2016	150,000.00	48,846.25	48,846.25	247,692.50
2017	155,000.00	45,846.25	45,846.25	246,692.50
2018	165,000.00	42,746.25	42,746.25	250,492.50
2019	170,000.00	39,446.25	39,446.25	248,892.50
2020	180,000.00	36,046.25	36,046.25	252,092.50
2021	185,000.00	32,333.75	32,333.75	249,667.50
2022	195,000.00	28,495.00	28,495.00	251,990.00
2023	205,000.00	24,351.25	24,351.25	253,702.50
2024	215,000.00	19,995.00	19,995.00	254,990.00
2025	220,000.00	15,372.50	15,372.50	250,745.00
2026	235,000.00	10,560.00	10,560.00	256,120.00
2027	245,000.00	5,390.00	5,390.00	255,780.00
<b>\$</b>	<b>3,090,000.00</b>	<b>\$ 713,278.75</b>	<b>\$ 713,278.75</b>	<b>\$ 4,516,557.50</b>

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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**OUTSTANDING BONDED DEBT**

**CERTIFICATE OF OBLIGATION BONDS - SERIES 2007**  
**(\$474,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2010	39,000.00	7,497.00	7,497.00	53,994.00
2011	40,000.00	6,678.00	6,678.00	53,356.00
2012	42,000.00	5,838.00	5,838.00	53,676.00
2013	44,000.00	4,956.00	4,956.00	53,912.00
2014	45,000.00	4,032.00	4,032.00	53,064.00
2015	47,000.00	3,087.00	3,087.00	53,174.00
2016	49,000.00	2,100.00	2,100.00	53,200.00
2017	51,000.00	1,071.00	1,071.00	53,142.00
	<b>\$ 357,000.00</b>	<b>\$ 35,259.00</b>	<b>\$ 35,259.00</b>	<b>\$ 427,518.00</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services



**TROPHY CLUB PARK FUND**  
**TROPHY CLUB PARK**

*Mission*

To provide the facilities and programs that meet the recreational needs of Trophy Club as it develops; to preserve open space for the enjoyment of all visitors; and to provide specific areas for environmental education.

*Departmental Goal*

The Trophy Club Park Fund is aimed toward ensuring that all current Trophy Club Park facilities and programs are maintained and operated at a standard of excellence. To this end, the Fund is also intended to explore and create new facilities and programs that allow Trophy Club residents to utilize the park resources to the fullest extent possible.

*Fiscal Year 2008-2009 Accomplishments*

- Completed all Federal Emergency Management Agency objectives.
- Completed all Texas Parks and Wildlife grant improvements.
- Created a Red Bull motocross area.
- Installed an automated gate system for increased revenue.
- Installed a new permanent bathroom in the park.
- Began construction of an interpretive tree trail.
- Fenced in the Trophy Garden site.

*Fiscal Year 2009-2010 Departmental Objectives*

- Complete the interpretive tree trail.
- Complete the Master Park Plan.
- Submit the revised concept plan to the Army Corp of Engineers.
- Increase the size of the Red Bull motocross area.
- Seek out additional grant funding through Texas Parks and Wildlife.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Motorized trail maintained (miles)	N/A	9	9	10
• Non-Motorized trails maintained (miles)	N/A	3	3	5
• Park attendant monitoring (hours per week)	N/A	40	40	32

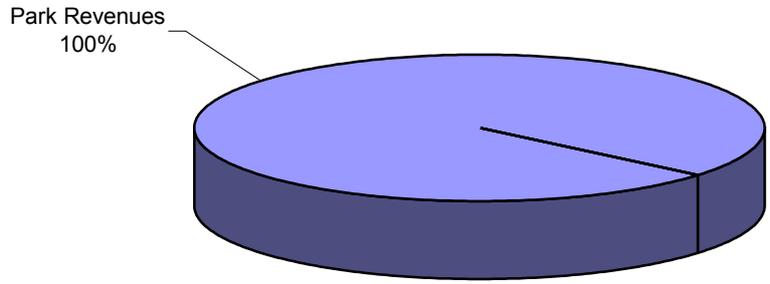
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Special Events at park	N/A	6	6	8
• Classes offered at park	N/A	2	2	4

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	1.40	1.40	1.40

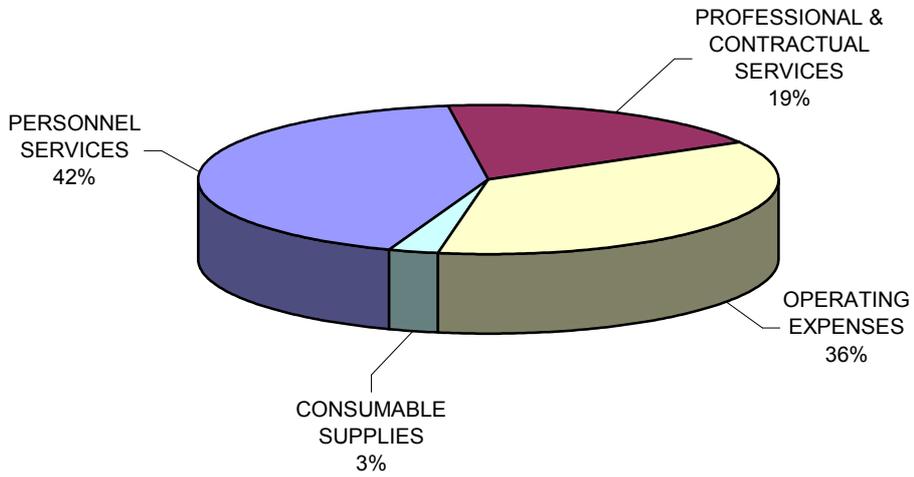
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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**TROPHY CLUB PARK FUND  
ADOPTED REVENUES**



**TROPHY CLUB PARK FUND  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**TROPHY CLUB PARK FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Park Revenues	46,575	107,263	109,000	120,801
Interest Income	53	200	-	-
Intergov Trans In (EDC/MUD)	30,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 76,628</b>	<b>\$ 107,463</b>	<b>\$ 110,000</b>	<b>\$ 120,801</b>
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	26,705	41,180	34,839	41,527
Longevity	-	-	-	64
Retirement	2,056	2,129	2,149	2,304
Group Insurance	1,200	-	-	-
Medical Insurance	1,697	1,932	2,161	2,135
Dental Insurance	97	112	111	124
Vision Insurance	28	31	29	24
Life Insurance & Other	110	139	110	298
Social Security Taxes	1,625	2,553	2,160	2,579
Medicare Taxes	380	597	505	603
Unemployment Taxes	144	454	148	95
Worker's Compensation	283	1,076	937	1,032
Pre-Employment Physicals/Testing	60	70	70	70
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 34,385</b>	<b>\$ 50,273</b>	<b>\$ 43,219</b>	<b>\$ 50,855</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Park Administration	12,000	5,000	10,000	10,000
Police and EMS Services	5,000	5,000	5,000	5,000
Equipment Maintenance	-	1,800	1,800	750
Consultants	535	2,500	500	500
Collection Fees	-	1,500	-	2,963
Portable Toilets	2,316	2,766	5,000	3,688
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ 19,851</b>	<b>\$ 18,566</b>	<b>\$ 22,300</b>	<b>\$ 22,901</b>
<b>OPERATING EXPENSES</b>				
Telephone	558	100	450	450
Communications/Pagers/Mobiles	1,209	2,340	2,300	3,156
Electricity	1,023	3,466	2,500	3,466
Water	1,359	4,000	2,500	4,000
Insurance	5,000	5,000	5,000	5,000
Dues & Memberships	-	405	-	405
Schools & Training	68	1,125	1,125	1,125
Travel & Per Diem	-	1,452	1,452	1,134
Advertising	3,951	2,000	-	2,000
Miscellaneous Expenses	585	500	500	350
Community Events	-	2,800	2,800	3,100
Property Maintenance	13,742	13,000	14,000	19,200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 27,495</b>	<b>\$ 36,188</b>	<b>\$ 32,627</b>	<b>\$ 43,386</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	-	806	500	1,366
Uniforms	338	30	100	815
Small Tools	697	-	1,270	-
Office Supplies	178	200	200	248
Maintenance Supplies	116	400	300	425
Printing	599	1,000	400	600
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ 1,928</b>	<b>\$ 2,436</b>	<b>\$ 2,770</b>	<b>\$ 3,454</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**TROPHY CLUB PARK FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>CAPITAL EXPENSES</b>				
Grant Match	32,636	-	-	-
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ 32,636</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 116,295</b>	<b>\$ 107,463</b>	<b>\$ 100,916</b>	<b>\$ 120,596</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (39,667)</b>	<b>\$ -</b>	<b>\$ 9,084</b>	<b>\$ 205</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services



**STREET MAINTENANCE SALES TAX FUND**

*Mission*

To provide a safe, clean, and well-maintained roadway system to the residents of Trophy Club.

*Departmental Goal*

The Street Services Department is committed to providing superior customer service and cost-effective and an environmentally-safe roadway system. The Streets Services Department strives to achieve this by performing construction maintenance and inspections in a professional and efficient manner and by remaining responsive to community concerns.

*Fiscal Year 2008-2009 Accomplishments*

- Increased amount of concrete paving repairs performed by Town employees rather than outside contractors.
- Developed plans and initiated process to begin construction of street bond program Phase II including Oak Hill, Avenue 20, Brook Hollow Lane, and Brook Hollow Court.
- Created a street sign inventory.
- Devised and implemented procedures for inspecting, repairing and maintaining the Town storm sewer network.
- Completed construction of Street Bond Program Phase II.
- Provided administration and construction inspection for the Bobcat Blvd. project.
- Provided construction inspections for 7 neighborhoods developed in the Highlands at Trophy Club.
- Started using cost effective recycled concrete for base material in concrete street repairs.

*Fiscal Year 2009-2010 Departmental Objectives*

- Continue to increase amount of in-house street repairs.
- Provide street sweeping service on a regular schedule (twice per year).
- To maintain or improve service level with a reduced budget.
- Develop an RFP procedure for a renewable yearly contract to provide materials related to street repairs.

<i>Workload Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Street sweeping (curb miles)	N/A	N/A	N/A	60
• Concrete placed/poured (cubic yards)	N/A	N/A	N/A	550
• Striping (linear feet)	N/A	N/A	N/A	43,573

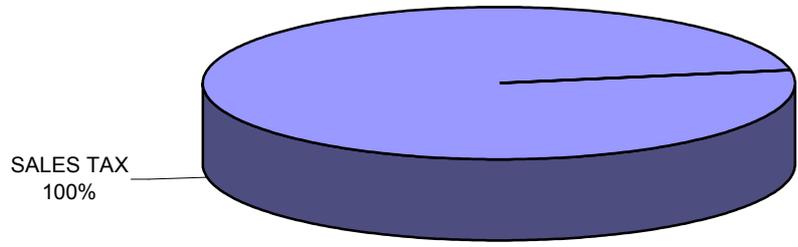
<i>Productivity Measures</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• Respond to resident calls in under 48 hours	N/A	N/A	N/A	100%
• Ratio of lane miles of street maintained per employee	N/A	N/A	N/A	24.17:1

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	N/A	N/A	0.63

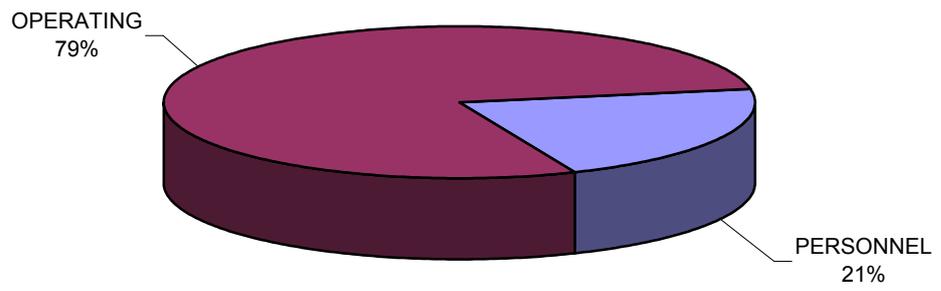
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**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**STREET MAINTENANCE SALES TAX FUND  
ADOPTED REVENUES**



**STREET MAINTENANCE SALES TAX FUND  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**STREET MAINTENANCE SALES TAX FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Sales Tax	-	-	-	122,595
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,595</b>
<b>EXPENDITURES</b>				
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	-	-	-	17,614
Retirement	-	-	-	2,290
Medical Insurance	-	-	-	3,340
Dental Insurance	-	-	-	194
Vision Insurance	-	-	-	37
Life Insurance & Other	-	-	-	126
Social Security Taxes	-	-	-	1,092
Medicare Taxes	-	-	-	255
Unemployment Taxes	-	-	-	42
Workman's Compensation	-	-	-	1,195
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,185</b>
<b>OPERATING EXPENSES</b>				
Street Repairs	-	-	-	96,410
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,410</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,595</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*



**STORM DRAINAGE UTILITY FUND**

*Mission*

To provide a safe, clean, and well-maintained roadway and storm drainage system to the residents of Trophy Club.

*Departmental Goal*

The Storm Drainage Department is committed to providing superior customer service and cost- effective and environmentally-safe storm drainage systems.

*Fiscal Year 2008-2009 Accomplishments*

- Devised and implemented procedures for inspecting, repairing and maintaining the Town storm sewer network.

*Fiscal Year 2009-2010 Departmental Objectives*

- Refine current storm drain inspection process.
- Develop and complete a professional drainage study covering the entire Town.
- To maintain or improve service level with a reduced budget.

	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
<i>Workload Measures</i>				
• Storm Drain Structure Inspection & Cleaning	N/A	N/A	N/A	75
• Storm Drain System Repairs	N/A	N/A	N/A	52
<i>Productivity Measures</i>				
• Respond to resident calls in under 48 hours	N/A	N/A	N/A	100%
<i>Staff</i>				
• FTE	N/A	N/A	N/A	0.33

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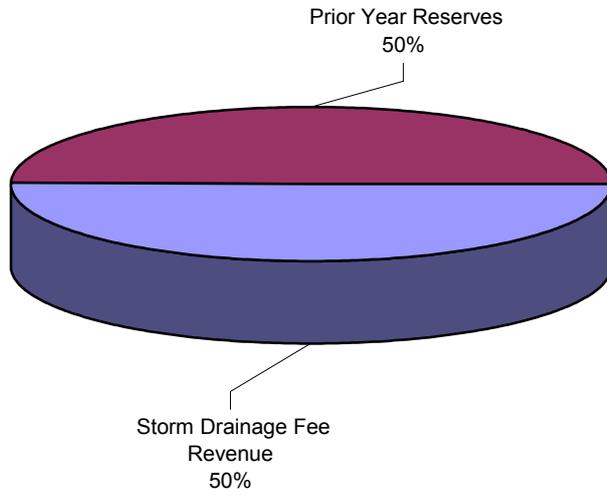
**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**STORM DRAINAGE UTILITY FUND**

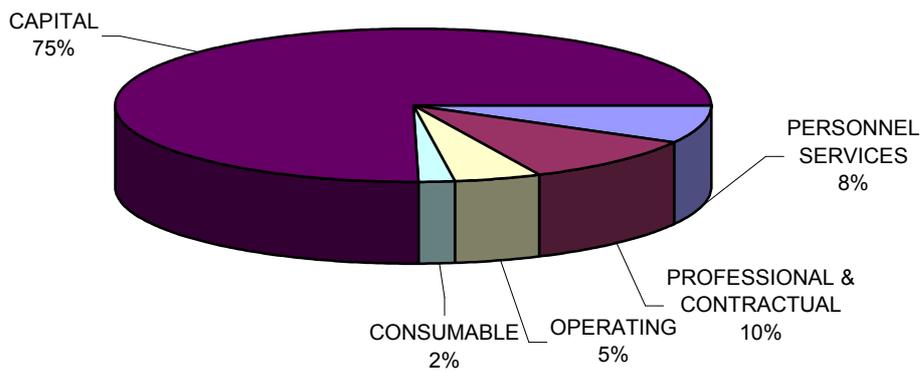
DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Storm Drainage Fee Revenue	-	-	-	126,931
Prior Year Reserves	-	-	-	125,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,931</b>
<b>EXPENDITURES</b>				
<b>PERSONNEL SERVICES</b>				
Salaries & Wages	-	-	-	14,626
Longevity	-	-	-	74
Retirement	-	-	-	1,911
Medical Insurance	-	-	-	1,761
Dental Insurance	-	-	-	102
Vision Insurance	-	-	-	20
Life Insurance & Other	-	-	-	105
Social Security Taxes	-	-	-	911
Medicare Taxes	-	-	-	213
Unemployment Taxes	-	-	-	22
Workman's Compensation	-	-	-	307
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,052</b>
<b>PROFESSIONAL &amp; CONTRACTUAL SERVICES</b>				
Engineering	-	-	-	4,000
Independent Labor	-	-	-	4,000
Maintenance & Repair	-	-	-	2,000
Equipment Maintenance	-	-	-	5,500
Trash Removal/Recycling	-	-	-	10,000
<b>TOTAL PROF &amp; CONTRACTUAL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,500</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	-	-	-	2,344
Street Sweeping	-	-	-	9,000
Miscellaneous Expenses	-	-	-	200
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,544</b>
<b>CONSUMABLE SUPPLIES</b>				
Fuel & Lube	-	-	-	4,725
Printing	-	-	-	258
<b>TOTAL CONSUMABLE SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,983</b>
<b>CAPITAL EXPENSES</b>				
Master Drainage Study	-	-	-	125,000
Debt Service	-	-	-	64,836
<b>TOTAL CAPITAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 189,836</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,915</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16</b>

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**STORM DRAINAGE UTILITY FUND  
ADOPTED REVENUES**



**STORM DRAINAGE UTILITY FUND  
ADOPTED EXPENDITURES**



**TOWN OF TROPHY CLUB, TEXAS**  
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**ECONOMIC DEVELOPMENT CORPORATION 4A FUND**

*Mission*

To use its resources to promote and implement capital park projects that will enhance the lives of the current residents that use Town park and recreational amenities as well as attract new residents to Trophy Club as a result of our diverse and attractive park system.

*Departmental Goal*

Authorized by the Development Corporation Act of 1979 and first enacted by the Town in 2000 the Trophy Club Economic Development Corporation 4A (EDC 4A) Fund strives to assist the Town in the development and operation in park related Public Improvement District amenities.

*Fiscal Year 2008-2009 Accomplishments*

- Funded a Master Park Plan Study for Trophy Club Park.
- Provided funding for the infrastructure replacement at the community pool, which enabled the Town to comply with new federal regulations.

*Fiscal Year 2009-2010 Departmental Objectives*

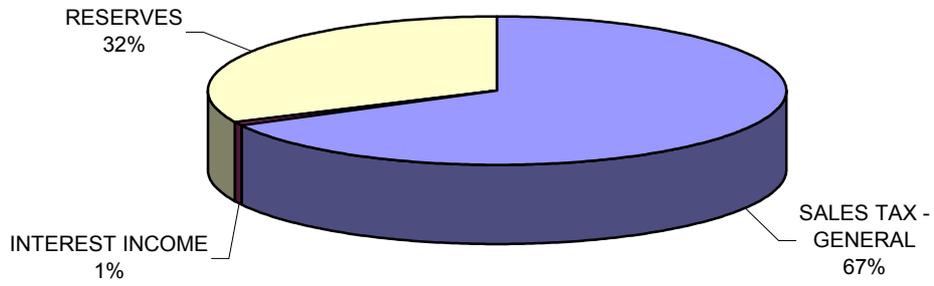
- To continue funding the Master Park Plan Study for Trophy Club Park
- To provide matching funds the Texas Parks and Wildlife Department's grant (if awarded) for Trophy Club Park.
- To help offset operational costs of the upcoming Northeast Park and the Community Spray Park.

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

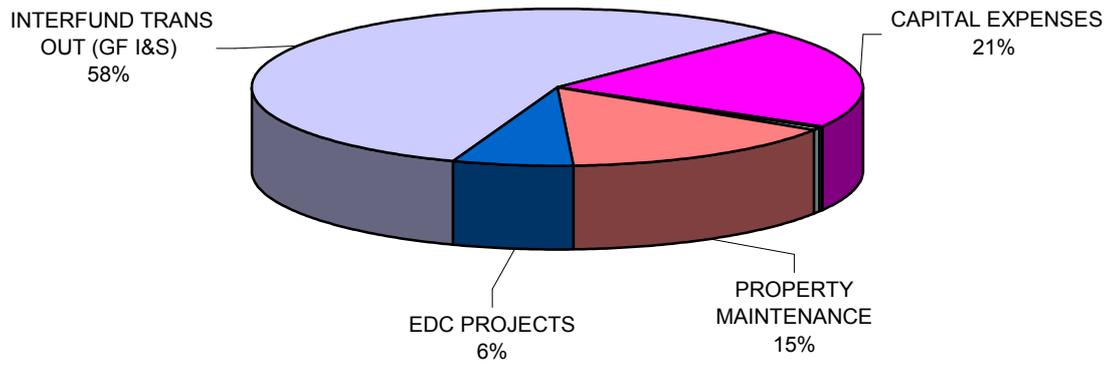
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**EDC4A FUND**  
**ADOPTED REVENUES**



**EDC4A FUND**  
**ADOPTED EXPENSES**



**TOWN OF TROPHY CLUB, TEXAS**  
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**ECONOMIC DEVELOPMENT CORPORATION 4A FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Sales Tax - General	238,048	251,143	245,190	245,189
Interest Income	9,893	10,000	3,000	3,000
Reserves	-	-		116,282
<b>TOTAL REVENUES</b>	<b>\$ 247,941</b>	<b>\$ 261,143</b>	<b>\$ 248,190</b>	<b>\$ 364,471</b>
<b>EXPENSES</b>				
Legal	-	300	-	-
Dues & Memberships	-	-	-	140
Meetings	-	-	-	200
Schools & Training	-	750	-	879
Travel & Per Diem	-	-	-	1,629
Miscellaneous Expenses	24	100	-	100
Property Maintenance	-	-	-	55,000
EDC Projects	-	87,611	16,770	23,000
Interfund Trans Out (GF I&S)	161,075	130,821	130,821	207,323
Large Project Reserves	11,311	26,361	4,856	-
Office Supplies	-	200	-	200
Capital Expenses	10,000	15,000	15,000	76,000
<b>TOTAL EXPENSES</b>	<b>\$ 182,410</b>	<b>\$ 261,143</b>	<b>\$ 167,447</b>	<b>\$ 364,471</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 65,531</b>	<b>\$ -</b>	<b>\$ 80,743</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**ECONOMIC DEVELOPMENT CORPORATION 4B FUND**

*Mission*

To promote economic development within the Town and the State of Texas in order to eliminate unemployment and under employment, and to promote and encourage employment and the public welfare of, for, and on behalf of the town by undertaking, developing, providing, and financing projects\* under the Economic Development Act and as defined in Section 4B of the Act.

*Departmental Goal*

Funded by quarter-cent sales and use tax receipts, the Trophy Club Economic Development Corporation 4B (EDC 4B), aims to: design superior strategies and oversight plans that are geared toward intensifying economic activity and heightening the already superior Trophy Club lifestyle.

*Fiscal Year 2008-2009 Accomplishments*

- Initiated an economic development endeavor to target specific restaurant/retail establishments for empty 12,000 sq ft of inline space located within an existing shopping center (space has been vacant for 8 years); 13 acre Commercial PD site for destination entertainment venue(s).
- Continued to refine Trophy Club's economic development marketing materials, investigated a new branding campaign, and continued outreach efforts to developers, business owners, and elected officials.
- Continued dialogue with developers to further encourage and define their development plans.
- Attended International Council of Shopping Centers deal-making conference in San Antonio, Texas.
- Conducted Phase I of a strategic planning session with a professional facilitator to develop an Economic Development Strategic Plan.
- Actively promoted development of key sites and existing commercial structures to their highest and best use.
- Investigated and researched development of potential new business incentives.
- Continued work with land owner and architecture firm to develop a Design Charrette and overlay district for the property located at Trophy Club Dr and Highway 114.

*Fiscal Year 2009-2010 Departmental Objectives*

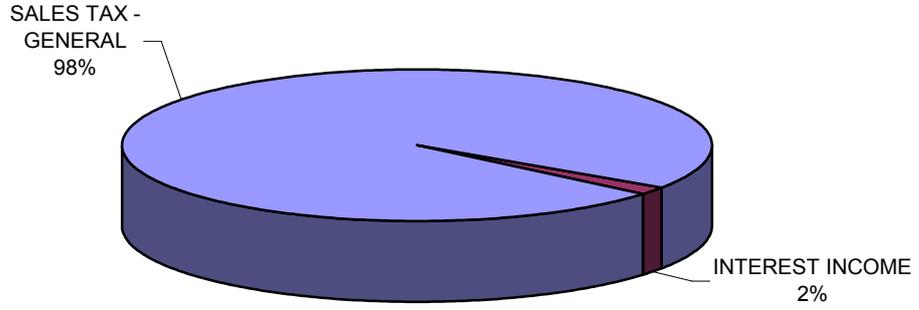
- Hold Phase II workshop to continue development of an Economic Development Strategic Plan.
- Complete economic development endeavor to target specific restaurant/retail establishments for empty 12,000 sq ft of inline space located within an existing shopping center (space has been vacant for 8 years); 13 acre Commercial PD site for destination entertainment venue(s).
- Attend International Council of Shopping Centers (ICSC) deal-making conference in San Antonio, Texas.
- Develop new marketing materials related to information gained from economic development study.
- Continue actively marketing key development sites and existing commercial structures.
- Develop and initiate a Trophy Club Stimulus Plan to provide a gift certificate/coupon funded by EDC-4B that will be redeemable at local restaurants and retailers.
- Attend Texas Economic Development Council workshops and short course.
- Continue research into developing a new brand/image for Trophy Club.
- Continue work with land owner and architecture firm to complete the Design Charrette and overlay district for the property located at Trophy Club Dr and Highway 114.

	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
<i>Staff</i>				
• FTE	N/A	N/A	N/A	N/A

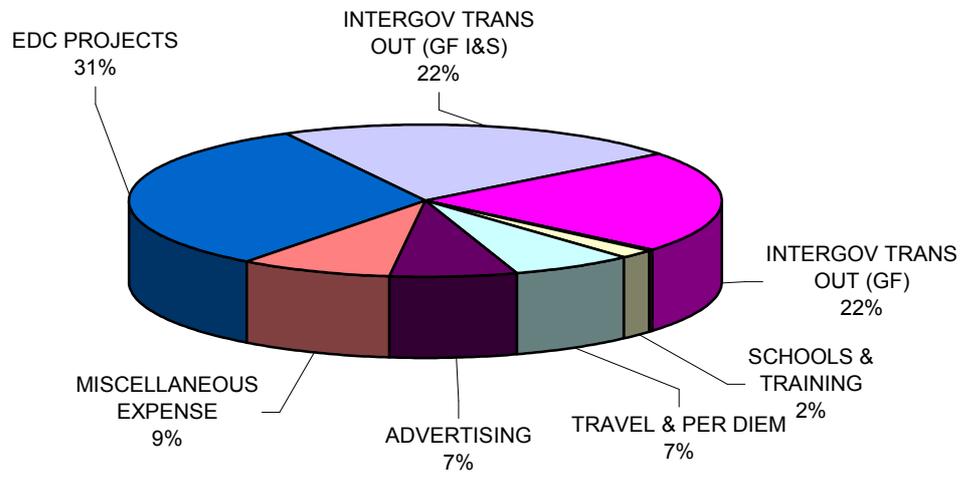
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**EDC4B FUND  
ADOPTED REVENUES**



**EDC4B FUND  
ADOPTED EXPENSES**



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**ECONOMIC DEVELOPMENT CORPORATION 4B FUND**

DESCRIPTION	2007-08 ACTUAL	2008-09 ADOPTED	2008-09 ESTIMATE	2009-10 ADOPTED
<b>REVENUES</b>				
Sales Tax - General	119,024	125,572	122,595	\$122,595
Interest Income	5,319	5,000	2,000	\$2,000
Reserves	-	-		3,678
<b>TOTAL REVENUES</b>	<b>\$ 124,343</b>	<b>\$ 130,572</b>	<b>\$ 124,595</b>	<b>\$ 128,273</b>
<b>EXPENSES</b>				
Publications/Books/Subscriptions	119	100	-	-
Dues & Memberships	2,650	-	100	300
Schools & Training	-	1,400	735	2,300
Travel & Per Diem	654	3,000	1,739	7,850
Advertising	2,232	8,373	7,917	8,150
Miscellaneous Expenses	231	5,000	100	10,100
EDC Projects	32,518	54,571	48,191	37,645
Existing Business Stimulus Project	-	-	-	10,000
Intergov Trans Out (GF I&S)	-	26,362	26,362	26,362
Large Project Reserves	33,299	-	-	-
Intergov Trans Out (GF)	11,122	25,566	20,000	25,566
Office Supplies	91	200	-	-
Printing	-	6,000	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 82,916</b>	<b>\$ 130,572</b>	<b>\$ 105,144</b>	<b>\$ 128,273</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ 41,427</b>	<b>\$ -</b>	<b>\$ 19,451</b>	<b>\$ -</b>

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**HOTEL & MOTEL FUND**

*Mission*

Through the receipt of Hotel & Motel Tax, the mission of this fund is to promote tourism in Trophy Club.

*Departmental Goal*

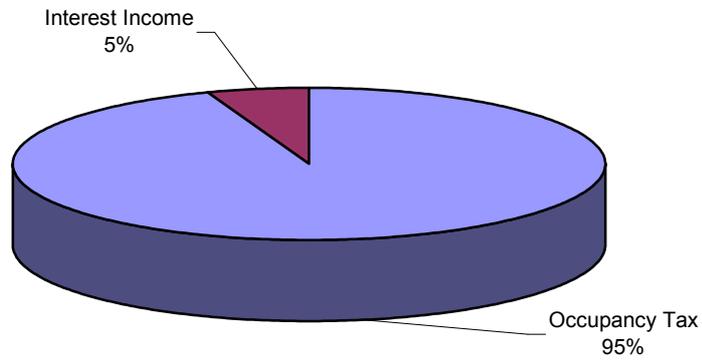
Created for Fiscal Year 2007-08 following the November 20, 2006 Town Council adopted and levied tax for the occupancy of hotel rooms, the Hotel & Motel Tax Fund's primary function is to account for the receipt and distribution of the Town's Hotel/Motel Occupancy Tax.

<i>Staff</i>	<i>2007-08 Actual</i>	<i>2008-09 Budget</i>	<i>2008-09 Estimate</i>	<i>2009-10 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

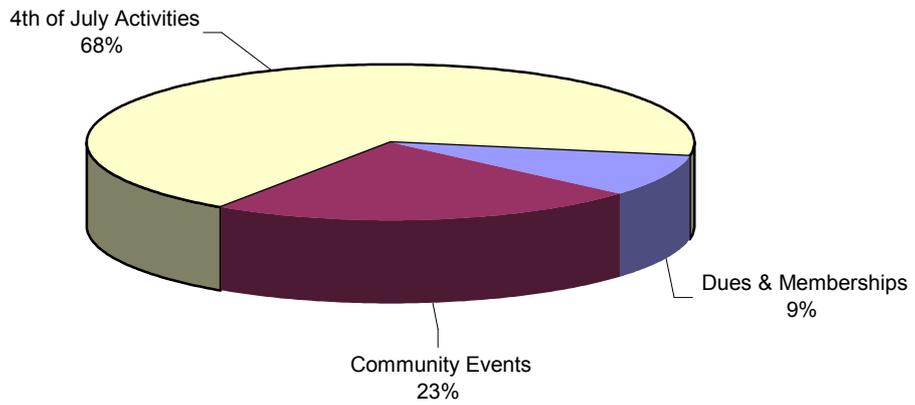
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*Annual Program of Services*

**HOTEL & MOTEL FUND  
ADOPTED REVENUES**



**HOTEL & MOTEL FUND  
ADOPTED EXPENSES**



**TOWN OF TROPHY CLUB, TEXAS**  
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**HOTEL & MOTEL FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Occupancy Tax	25,705	25,900	25,900	27,195
Interest Income	23	1,500	50	1,575
Prior Year Reserves	-	19,280	19,280	-
<b>TOTAL REVENUES</b>	<b>\$ 25,728</b>	<b>\$ 46,680</b>	<b>\$ 45,230</b>	<b>\$ 28,770</b>
<b>OPERATING EXPENSES</b>				
Dues & Memberships	-	2,500	2,500	2,500
Community Events	-	6,000	6,000	6,600
4th of July Activities	-	38,180	38,180	19,670
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ 46,680</b>	<b>\$ 46,680</b>	<b>\$ 28,770</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ 25,728</b>	<b>\$ -</b>	<b>\$ (1,450)</b>	<b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**CAPITAL IMPROVEMENT PROGRAM**

The Capital Improvement Program (CIP) represents the Town's plan for development. The Capital Improvement Program is reviewed each year to reflect changing priorities and to provide a framework for identifying capital requirements, the impact of capital projects on operating budgets, scheduling, and coordinating related projects. Capital project funds are created to account for proceeds from the sale of general obligation bonds, certificates of obligation, tax or revenue notes, or operating funds set aside or reserved for such projects to be used for the costs associated with the acquisition or construction of major capital improvements. Budgets are developed by project and may transcend more than one fiscal year.

The Capital Improvement Program budget is prepared based on the following criteria:

1. Public safety, health, and life
2. Service demands
3. Legal requirements, liability, and mandate
4. Quality and reliability of current service level
5. Economic growth and development
6. Funding ability
7. Operating budgets

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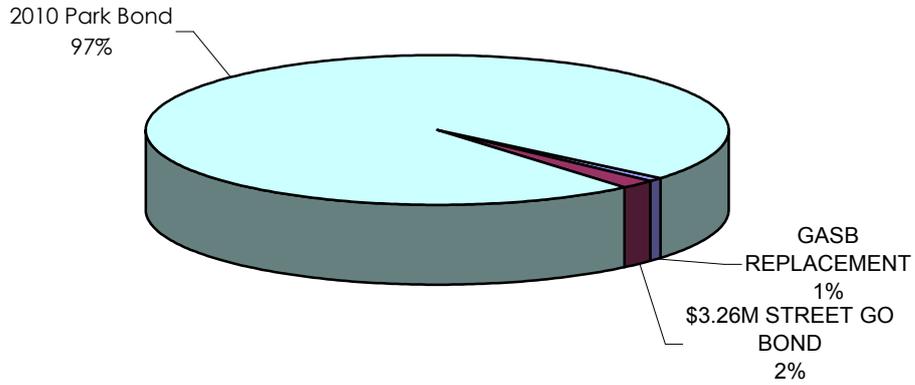
**TOWN OF TROPHY CLUB, TEXAS**  
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**FIVE YEAR CAPITAL IMPROVEMENT PROGRAM**  
**2009-2014**

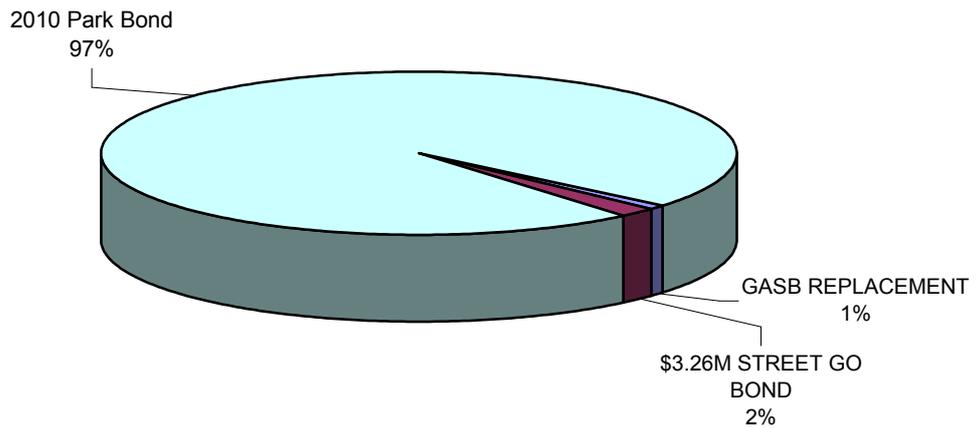
	2009-10	2010-11	2011-12	2012-13	2013-14	TOTAL	O & M Costs
<b>STREET IMPROVEMENTS</b>							
Indian Creek (Creekmere to Greenhill)	-	375,550	-	-	-	375,550	
Greenhill	-	270,900	-	-	-	270,900	
Pin Oak Court	-	107,940	-	-	-	107,940	
Phoenix (Pebble Beach to Shields)	-	-	257,324	-	-	257,324	
Pebble Beach (Indian Creek to end)	-	-	252,473	-	-	252,473	
Timberline Court	-	-	47,628	-	-	47,628	
Indian Creek (Greenhill to end)	-	-	-	286,724	-	286,724	
Southbound Trophy Club (Bobcat to Durango)	-	-	-	752,737	-	752,737	
Troon Court/ Drive	-	-	-	322,321	-	322,321	
Public Services Maintenance Facility	-	-	-	900,000	-	900,000	
Portland Drive	-	-	-	-	124,964	124,964	
Woodlands Court	-	-	-	-	91,170	91,170	
Llano Drive	-	-	-	-	216,377	216,377	
Wilshire Drive	-	-	-	-	79,500	79,500	
Lee Court	-	-	-	-	116,698	116,698	
Murfield Court	-	-	-	-	136,877	136,877	
Total Street Improvements	\$ -	\$ 754,390	\$ 557,425	\$ 2,261,782	\$ 765,586	\$ 4,339,183	
<b>PARKS AND RECREATION</b>							
Northeast Park	566,500	-	-	-	-	566,500	68,000
Northwest Park	3,316,500	-	-	-	-	3,316,500	201,000
Harmony Park	760,000	-	-	-	-	760,000	9,000
Eastside Trail Head Acquisition	160,000	-	-	-	-	160,000	10,000
Recreation Center & Pool Feasibility Study	100,000	-	-	-	-	100,000	
UV Filter System	97,000	-	-	-	-	97,000	
Total Parks and Recreation Improvements	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000	
<b>LAND DEVELOPMENT</b>							
Update of Comprehensive Land Use Plan	-	75,000	-	-	-	75,000	
Total Community Development	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000	
<b>PUBLIC SAFETY</b>							
Architectural Fees for New Police Station	-	100,000	-	-	-	100,000	
New Police Station Construction	-	-	-	7,500,000	-	7,500,000	100,000
Total Police	\$ -	\$ 100,000	\$ -	\$ 7,500,000	\$ -	\$ 7,600,000	
<b>Total</b>	<b>\$ 5,000,000</b>	<b>\$ 929,390</b>	<b>\$ 557,425</b>	<b>\$ 9,761,782</b>	<b>\$ 765,586</b>	<b>\$ 17,014,183</b>	

**TOWN OF TROPHY CLUB, TEXAS**  
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**CAPITAL PROJECTS FUND  
ADOPTED REVENUES**



**CAPITAL PROJECTS FUND  
ADOPTED EXPENSES**



**TOWN OF TROPHY CLUB, TEXAS**  
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**CAPITAL PROJECTS FUND**

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
GASB Replacement	64,221	37,849	37,200	44,707
\$474 Harmony Park CO Bond	10,688	67,104	209,041	-
\$3.26M Street GO Bond	1,293,043	1,390,364	1,128,555	100,000
2010 Park Bond	-	-	-	5,000,000
<b>TOTAL REVENUES</b>	<b>\$ 1,367,952</b>	<b>\$ 1,495,317</b>	<b>\$ 1,374,796</b>	<b>\$ 5,144,707</b>
<b>EXPENSES</b>				
GASB Replacement	64,221	37,849	37,200	21,590
\$474 Harmony Park CO Bond	341,506	346,000	209,041	-
\$3.26M Street GO Bond	1,293,043	1,390,364	1,128,555	100,000
2010 Park Bond	-	-	-	5,000,000
<b>TOTAL EXPENSES</b>	<b>\$ 1,698,770</b>	<b>\$ 1,774,213</b>	<b>\$ 1,374,796</b>	<b>\$ 5,121,590</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (330,818)</b>	<b>\$ (278,896)</b>	<b>\$ -</b>	<b>\$ 23,117</b>

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**CAPITAL PROJECTS FUND**  
 GASB Replacement

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Technology Replacement Allocation	64,221	37,849	37,200	44,707
<b>TOTAL REVENUES</b>	<b>\$ 64,221</b>	<b>\$ 37,849</b>	<b>\$ 37,200</b>	<b>\$ 44,707</b>
<b>EXPENSES</b>				
Capital Expenses	64,221	37,849	37,200	21,590
<b>TOTAL EXPENSES</b>	<b>\$ 64,221</b>	<b>\$ 37,849</b>	<b>\$ 37,200</b>	<b>\$ 21,590</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 23,117</b>

**TOWN OF TROPHY CLUB, TEXAS**  
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**CAPITAL PROJECTS FUND**

\$3.26M Street GO Bond

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Interest Income	66,527	10,000	6,800	-
Prior Year Reserves	1,226,516	1,380,364	1,121,755	100,000
<b>TOTAL REVENUES</b>	<b>\$ 1,293,043</b>	<b>\$ 1,390,364</b>	<b>\$ 1,128,555</b>	<b>\$ 100,000</b>
<b>EXPENSES</b>				
Engineering	87,815	-	-	-
Interfund Trans Out (I & S)	-	10,000	10,000	-
Street Repairs/Bond Program	1,205,228	1,380,364	1,118,555	100,000
<b>TOTAL EXPENSES</b>	<b>\$ 1,293,043</b>	<b>\$ 1,390,364</b>	<b>\$ 1,128,555</b>	<b>\$ 100,000</b>
<b>TOTAL REVENUES OVER EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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**CAPITAL PROJECTS FUND**  
 \$474K Harmony Park CO Bond

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Interest Income	10,688	-	-	-
Prior Year Reserves	-	67,104	209,041	-
<b>TOTAL REVENUES</b>	<b>\$ 10,688</b>	<b>\$ 67,104</b>	<b>\$ 209,041</b>	<b>\$ -</b>
<b>EXPENSES</b>				
Engineering	8,486	-	-	-
Restrooms	39,825	136,000	98,835	-
Lighting	185,136	-	-	-
Parking Lots	107,309	210,000	110,206	-
Bond/CO Issuance Cost	750	-	-	-
<b>TOTAL EXPENSES</b>	<b>\$ 341,506</b>	<b>\$ 346,000</b>	<b>\$ 209,041</b>	<b>\$ -</b>
<b>TOTAL REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (330,818)</b>	<b>\$ (278,896)</b>	<b>\$ -</b>	<b>\$ -</b>

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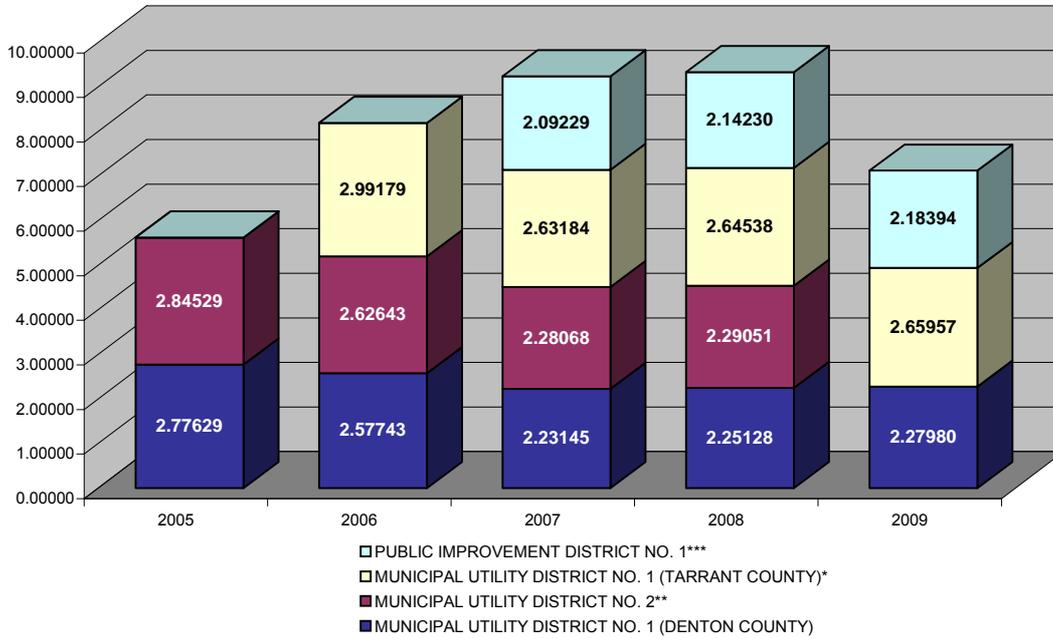
**CAPITAL PROJECTS FUND**

2010 Park Bond

<b>DESCRIPTION</b>	<b>2007-08 ACTUAL</b>	<b>2008-09 ADOPTED</b>	<b>2008-09 ESTIMATE</b>	<b>2009-10 ADOPTED</b>
<b>REVENUES</b>				
Bond Proceeds	-	-	-	5,000,000
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>
<b>EXPENSES</b>				
Northeast Park	-	-	-	566,500
Nothwest Park	-	-	-	3,316,500
Harmony Park	-	-	-	760,000
Eastside Trail Head Acquisition	-	-	-	160,000
Recreation Center & Pool Feasibility Study	-	-	-	100,000
UV Filter System	-	-	-	97,000
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000,000</b>
 <b>TOTAL REVENUES OVER EXPENSES</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>	 <b>\$ -</b>

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

**TOTAL COMBINED TAX & ASSESSMENT DISTRIBUTION  
FIVE YEAR SUMMARY**



ENTITY	2005	2006	2007	2008	2009
<b>C28: TOWN OF TROPHY CLUB</b>	0.43051	0.43051	0.43051	0.45551	0.47000
<b>(+) PLUS APPLICABLE DISTRICT</b>					
<b>ESD2: PUBLIC IMPROVEMENT DISTRICT NO. 1</b>	-	-	0.09084	0.11602	0.10914
<b>W03: MUNICIPAL UTILITY DISTRICT NO. 1</b>	0.28000	0.25000	0.23000	0.22500	0.20500
<b>W05: MUNICIPAL UTILITY DISTRICT NO. 2 **</b>	0.34900	0.29900	0.27923	0.26423	0.00000
<b>(+) PLUS APPLICABLE COUNTY</b>					
<b>DENTON COUNTY</b>	0.24648	0.23192	0.23589	0.23577	0.24980
<b>TARRANT COUNTY</b>	-	0.64628	0.63628	0.62987	0.62957
TARRANT COUNTY	-	0.27150	0.26650	0.26400	0.26400
TARRANT COUNTY COLLEGE DISTRICT	-	0.13938	0.13938	0.13797	0.13767
TARRANT COUNTY HOSPITAL DISTRICT	-	0.23540	0.23040	0.22790	0.22790
<b>(+) PLUS SCHOOL DISTRICT</b>					
<b>NORTHWEST INDEPENDENT SCHOOL DISTRICT</b>	1.81930	1.66500	1.33505	1.33500	1.35500
<b>(=) EQUALS</b>					
<b>MUNICIPAL UTILITY DISTRICT NO. 1 (DENTON COUNTY)</b>	2.77629	2.57743	2.23145	2.25128	2.27980
<b>MUNICIPAL UTILITY DISTRICT NO. 1 (TARRANT COUNTY)*</b>	-	2.99179	2.63184	2.64538	2.65957
<b>MUNICIPAL UTILITY DISTRICT NO. 2**</b>	2.84529	2.62643	2.28068	2.29051	-
<b>PUBLIC IMPROVEMENT DISTRICT NO. 1***</b>	-	-	2.09229	2.14230	2.18394

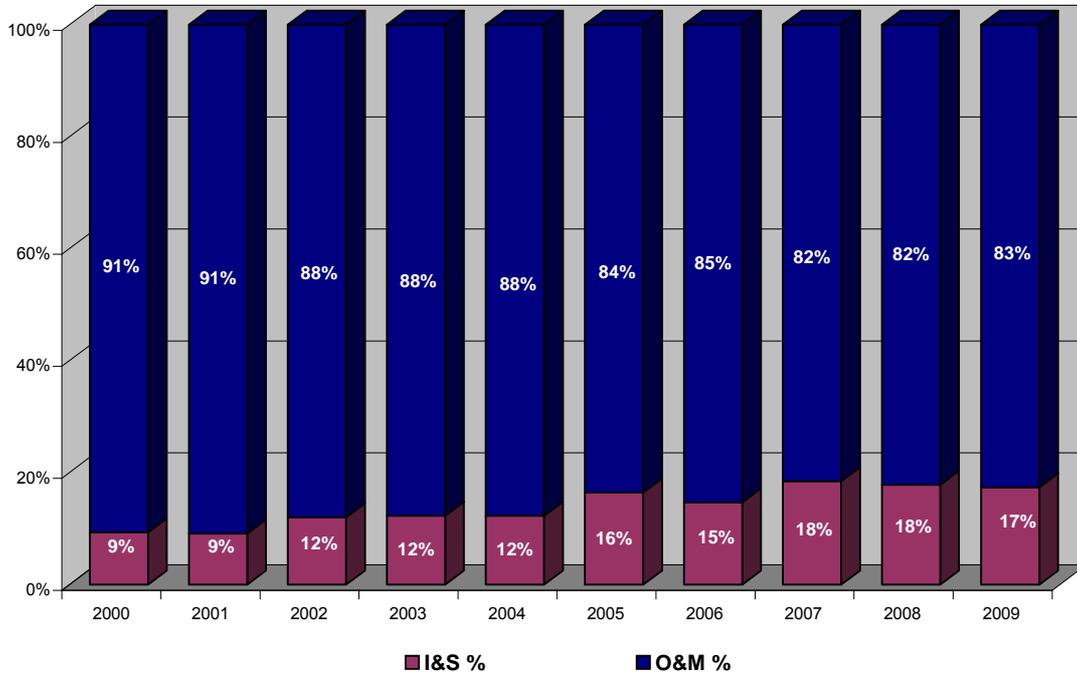
\* Incorporated as a result of Denton/Tarrant County border dispute.

\*\* Municipal Utility Districts No.1 and No.2 were consolidated as a result of the May 9, 2009 election

\*\*\* Represents O&M assessment for Emergency Services. Residents are also responsible for an additional flat dollar amount debt assessment, which varies by lot size (not depicted).

**TOWN OF TROPHY CLUB, TEXAS**  
Annual Program of Services

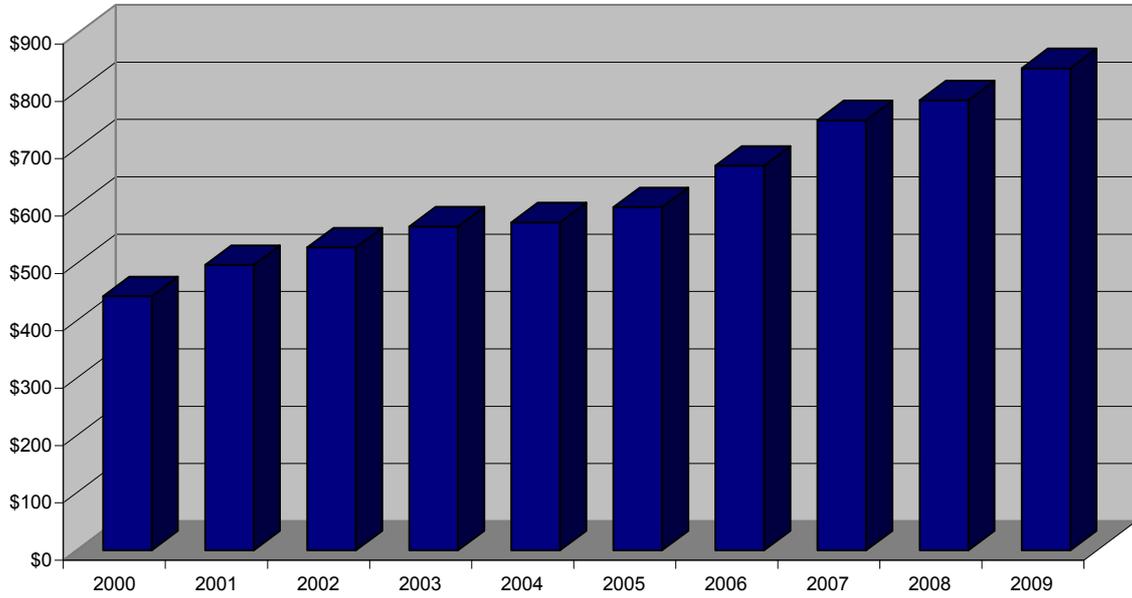
**TOWN OF TROPHY CLUB  
AD VALOREM TAX DISTRIBUTION (%)  
TEN YEAR SUMMARY**



TAX YEAR	O&M RATE	I&S RATE	TOTAL RATE	% CHG	TAX YEAR	O&M RATE	I&S RATE	TOTAL RATE	% CHG
1986	0.12000	0.00000	<b>0.12000</b>	-	1998	0.40600	0.05980	<b>0.46580</b>	0.0%
1987	0.17500	0.00000	<b>0.17500</b>	45.8%	1999	0.41500	0.04551	<b>0.46051</b>	-1.1%
1988	0.22700	0.00000	<b>0.22700</b>	29.7%	2000	0.41750	0.04301	<b>0.46051</b>	0.0%
1989	0.22700	0.00000	<b>0.22700</b>	0.0%	2001	0.40041	0.04010	<b>0.44051</b>	-4.3%
1990	0.24950	0.00000	<b>0.24950</b>	9.9%	2002	0.38751	0.05300	<b>0.44051</b>	0.0%
1991	0.27960	0.00000	<b>0.27960</b>	12.1%	2003	0.37751	0.05300	<b>0.43051</b>	-2.3%
1992	0.33610	0.00000	<b>0.33610</b>	20.2%	2004	0.37751	0.05300	<b>0.43051</b>	0.0%
1993	0.33610	0.00000	<b>0.33610</b>	0.0%	2005	0.35963	0.07088	<b>0.43051</b>	0.0%
1994	0.33610	0.09000	<b>0.42610</b>	26.8%	2006	0.36723	0.06328	<b>0.43051</b>	0.0%
1995	0.33110	0.08000	<b>0.41110</b>	-3.5%	2007	0.35104	0.07947	<b>0.43051</b>	0.0%
1996	0.33700	0.07300	<b>0.41000</b>	-0.3%	2008	0.37431	0.08120	<b>0.45551</b>	5.8%
1997	0.40040	0.06540	<b>0.46580</b>	13.6%	2009	0.38838	0.08162	<b>0.47000</b>	3.2%

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**TOWN OF TROPHY CLUB  
 ASSESSED NET TAXABLE VALUE (\$M)  
 TEN YEAR SUMMARY**



<b>TAX YEAR</b>	<b>2000</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>VALUE</b>	443.0	497.6	528.3	564.6	571.8	598.3	670.8	749.9	784.7	840.7
<b>ANNUAL CHG</b>	17%	12%	6%	7%	1%	5%	12%	12%	5%	7%

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**TOP TAXPAYING ENTITIES**

<b>TAXPAYER NAME</b>	<b>TAXABLE VALUE</b>
CNL Retirement Crsi	\$20,300,000
Regency Centers LP	\$12,792,824
High Trophy Development LP	\$12,437,841
Standard Pacific of Texas LP	\$ 7,430,475
BDMR Development LLC	\$ 7,018,580
Goodman Family of Builders LP	\$ 6,838,532
Clubcorp Golf Tex LP P/S	\$ 6,660,000
4663 Okeechobee Blvd & Palm Beach Holdings	\$ 6,524,588
Trophy Club Medical Center LP	\$ 6,070,692
Armore Trophy Club LLC	\$ 5,615,000
Oncor Electric Delivery Company	\$ 4,514,170
Randall's Food & Drug LP	\$ 3,396,690
JSB Properties LP	\$ 2,867,109
K Hovnanian Homes DFW LLC	\$ 2,748,301
Encana Oil & Gas	\$ 2,667,230

*"a great place to call home"*

**TOWN OF TROPHY CLUB, TEXAS**  
*Annual Program of Services*

**OUR TOWN HISTORY**

- Trophy Club is the first master planned community in Texas
- The Town is a true residential community covering 2,385 acres, of which only 15 are zoned for commercial use
- The Town originally envisioned as a retirement community, has a very cosmopolitan make up.
- Population growth has come mainly from families

The roots of Trophy Club run deep in the history of this area of North Texas, back to the days in 1847 when Charles and Matilda Medlin along with 20 other families from Missouri settled along Denton Creek. Floods drove them to higher ground, to the area around present day Trophy Club.

Much of the early history of the town, is reflected in inscriptions on the tombstones in [Medlin Cemetery](#) which was designated a Texas historical landmark in 1977. As legend has it, the area was chosen as a cemetery site when Mittie Ann Medlin died April 15, 1850 at the age of 21. She had told her parents she wanted to be buried on this hill because of the beautiful views.

Trophy Club began in 1973 when Houston developers Johnson and Loggins approached the Council of Westlake on the possibility of constructing a housing development around a posh country club. The town name came from the original plan that the Country Club would house the trophy collection of golfing legend Ben Hogan. The Hogan course at Trophy Club Country Club is the only golf course ever designed by Mr. Hogan.

In 1983, Gibraltar sold the development to Independent America Group of Dallas who added nine holes to the golf course called the Eagle. As with the early pioneers, the residents needed a voice in planning the future of the town, and Trophy Club was incorporated on January 19, 1985.

In 1994 Jeff Beck purchased the remaining 1200 acres of undeveloped land in the community and a new era of growth and development was born. Trophy Club has long been a development with foresight, the foresight of the growth corridor of Northeast Tarrant County and Southern Denton County. We now sit at the gateway of the State Highway 114 corridor between the D/FW International Airport and the Solana/Alliance Industrial Complex poised to continue to grow beautifully in the new Millennium.

*"a great place to call home"*



**TOWN OF TROPHY CLUB, TEXAS**  
**SOME FACTS ABOUT US**  
 Phone: 682-831-4600 – Fax: 817-491-9312  
 Website: [www.trophyclub.org](http://www.trophyclub.org)



**COMMUNITY**

Residents ..... 7,810  
 Square miles ..... 4.017  
 Number of Households ..... 2,640  
 Household size ..... 2.83

**LOCATION**

From [DFW Airport](#) ..... 14.68 miles  
 From [Dallas](#) ..... 30 miles  
 From [Ft. Worth](#) ..... 23 miles

**QUALITY OF LIFE**

Texas' first premiere planned community  
 Wide range of home prices from the low \$100's to \$1,000,000  
 Country Club with two 18-hole premiere golf courses; including  
 the only course designed by Ben Hogan  
 15.4 miles planned pathways in new developments

**TOWN AMENITIES**

[Community Swimming Pool](#) ..... 817-491-0500  
[Harmony Park](#)  
[Independence Park](#)  
[Trophy Club Park](#) ..... 817-491-9616

**COMMUNITY CHURCHES**

[Church at Trophy Lakes](#) ..... 817-430-8818  
[Fellowship United Methodist Church](#) ..... 817-430-1500  
[Lake Cities Church of Christ](#) ..... 817-430-1161

**CLUBS AND ASSOCIATIONS**

[Trophy Club Country Club](#) ..... 817-837-1900  
[Trophy Club Northwest Youth Football](#)  
[Trophy Club/Roanoke Girls Softball Association](#)  
[Trophy Club/Roanoke Soccer Association](#)  
[Trophy Club/Roanoke Youth Baseball Association](#)  
[Trophy Club/Roanoke Youth Basketball](#)  
[Trophy Club Women's Club](#)

**COMMUNITY INVOLVEMENT**

Trophy Club is proud of its many volunteer groups and associations. We encourage all of our residents to become involved in shaping the direction of our Town.

**WE'RE THIS CLOSE ....**

[American Airlines Center](#) ..... 40 minutes  
[Bass Performance Hall](#) ..... 35 minutes  
[Casa Manana](#) ..... 30 minutes  
[Cowboy Stadium](#) ..... 30 minutes  
[Dallas Museum of Art](#) ..... 32 minutes  
[Dallas Zoo](#) ..... 31 minutes  
[Ft. Worth Botanical Gardens](#) ..... 30 minutes  
[Ft. Worth Zoo](#) ..... 35 minutes  
[Hurricane Harbor](#) ..... 26 minutes  
[Kimball Art Museum](#) ..... 30 minutes  
[Morton H. Meyerson Symphony](#) ..... 35 minutes  
[NRH<sub>2</sub>O Water Park](#) ..... 33 minutes  
[Rangers Ballpark in Arlington](#) ..... 30 minutes  
[Six Flags Over Texas](#) ..... 27 minutes  
[Texas Motor Speedway](#) ..... 10 minutes

**TOWN FINANCIAL STATUS**

Moody's Investors  
 A2 underlying; Aaa – sold

**TOWN ISO RATING**

Class 3 - Effective November 1, 2008

**TAX RATES (Per \$100 Valuation)**

Denton County ..... \$0.24980  
 MUD No. 1 ..... \$0.20500  
 Northwest ISD ..... \$1.3550  
 PID No. 1 (Emergency Services) (Denton County) ..... \$0.10914  
 Tarrant County ..... \$0.26400  
 Tarrant County College District ..... \$0.13767  
 Tarrant County Hospital District ..... \$0.227897  
 Town ..... \$0.47000

**TAXES – COMBINED (Per \$100 Valuation)**

MUD No. 1 (Tarrant County) ..... \$2.659567  
 MUD No. 1 (Denton County) ..... \$2.2798  
 PID No. 1 (Emergency Services) (Denton County) ..... \$2.18394

**STATE SALES TAX – 8.25%**

(6.25% State, 0.75% EDC, 1.25% Town)

**UTILITIES**

Water and Sewer ..... [Trophy Club MUD 1](#)  
 Gas/Electricity ..... [www.powertochoose.org](http://www.powertochoose.org)  
 Telephone ..... [Southwestern Bell, AT&T](#)  
 Cable ..... [Charter Communications](#)

**NORTHWEST ISD**

Public Information: ..... 817-215-0000 or  
[nisd@nisdtx.org](mailto:nisd@nisdtx.org)  
[Lakeview Elementary](#) ..... 817-215-0750 or 817-491-9492  
[Samuel Beck Elementary](#) ..... 817-215-0450  
[Medlin Middle School](#) ..... 817-215-0500  
[Byron Nelson High School](#) ..... 817-698-5600  
[Northwest High School](#) ..... 817-215-0200 or 940-648-2211

**2009 Test Scores**

SAT - 1490  
 ACT – 21.2

**TOWN COUNCIL**

Mayor [Connie White](#)  
 Council Members:  
[Glenn Strother](#), Mayor Pro Tem  
[Susan Edstrom](#)  
[Bill Rose](#)  
[Philip Sterling](#)  
[Kathleen Wilson](#)

**DEPARTMENTS**

Town Manager	<a href="#">Brandon Emmons</a>
Assistant Town Manager	<a href="#">Stephen Seidel</a>
Town Secretary	<a href="#">Lisa Hennek</a>
MUD District Manager	<a href="#">Robert Scott</a>
Finance Director	<a href="#">Kathy DuBose</a>
Fire Chief	<a href="#">Danny Thomas</a>
Information Systems Director	<a href="#">Mike Pastor</a>
Parks & Recreation Director	<a href="#">Adam Adams</a>
Planning & Zoning Manager	<a href="#">Carolyn Huggins</a>
Police Chief	<a href="#">Scott Kniffen</a>
Street Superintendent	<a href="#">Ed Helton</a>

Updated December 14, 2009

## GLOSSARY

The Annual Program of Services contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of this document in understanding these terms, a budget glossary has been included in this document.

**Accrual Basis:** A basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash flows. For example, in accrual accounting, revenue that was earned between April 1 and June 30, but for which payment was not received until July 10, is recorded as being received on June 30 rather than July 10.

**Accrued Expenses:** Expenses incurred but not due until a later date.

**Administrative Transfer:** An interfund transfer designed to recover General Fund expenditures conducted on behalf of Proprietary funds.

**Ad Valorem Taxes (Current):** All property, real, personal, tangible, intangible, annexations, additions, and improvements to property located within the taxing unit's jurisdiction, which are subject to taxation on January 1 of the current fiscal year. Each year, by ordinance, the Town Council exempts taxes on automobiles and other items from the tax levy. Following the final passage of the appropriation ordinance, Town Council sets the tax rate and levy for the fiscal year beginning October 1 and continuing through the following September 30.

**Ad Valorem Taxes (Delinquent):** All taxes are due on receipt of bill and are delinquent if not paid before February 1 of the fiscal year in which they are imposed, except when the taxing unit postpones the delinquency date due to late mailing of tax bills or successful rollback elections.

**Ad Valorem Taxes (Penalty and Interest):** A delinquent tax incurs a penalty of six percent (6%) of the amount of the tax for the first calendar month it is delinquent, plus one percent (1%) for each additional month or portion of the month the tax remains unpaid prior to July 1 of the year in which it becomes delinquent. However, the delinquent tax on July 1 incurs a total penalty of twelve percent (12%) of the amount of the delinquent tax without regard to the number of months the tax has been delinquent.

**Appropriation:** A legal authorization granted by a governing body to make expenditures and to incur obligations for specific purposes.

**Appropriation Ordinance:** The official enactment by the Town Council to establish legal authority for Town officials to obligate and expend resources.

**Assessed Valuation:** A value that is established for real or personal property for use as a basis for levying property taxes. (Note: Property values are established by the Denton County Appraisal District.)

**Audit:** A comprehensive examination of how an organization's resources were actually utilized, concluding in a written report of the findings. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the organization met its stated goals.

**Balance Sheet:** A financial statement that discloses the assets, liabilities, and equity of a specific governmental fund as of a specific date.

**Balanced Budget:** A budget in which estimated revenues equal estimated expenditures.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are detailed in a bond ordinance. The most common types of bonds are general obligation and revenue bonds. These are most frequently used for construction of large capital projects, such as buildings, streets and bridges.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the governing body for adoption and sometimes the financial plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the governing body.

**Budget Adjustment:** A legal procedure utilized by the Town staff and Town Council during to revise a budget appropriation. The Town of Trophy Club’s Town Charter requires Town Council approval through the adoption of a supplemental appropriation ordinance (which specifies both the source of revenue and the appropriate expenditure account) for any interfund adjustments. Town staff has the prerogative to adjust expenditures within a departmental budget.

**Budget Calendar:** The schedule of key dates or milestones, which the Town departments follow in the preparation, adoption, and administration of the budget.

**Budget Document:** The instrument used by the operational authority to present a comprehensive financial program to the Town Council.

**Budget Message:** The opening section of the budget which provides the Town Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the views and recommendations of the Town Manager.

**Budgeted Funds:** Funds that are planned for certain uses but have not yet been formally or legally appropriated by the governing body.

**Capital Equipment Budget:** The portion of the annual operating budget that appropriates funds for the purchase of capital equipment items. These expenditures are often separated from regular operating items, such as salaries, services, and supplies. The capital equipment budget includes funds for capital equipment purchase, which are usually distinguished from operating items according to their value and projected useful life. Examples include vehicles, minor equipment, furniture, machinery, building improvements, and special tools. The dollar value varies according to the policy established by each jurisdiction.

**Capital Improvements:** A permanent addition to the Town’s assets, including the design, construction or purchase of land, buildings or facilities or major renovations of the same.

**Cash Basis:** A basis of accounting under which transactions are recognized only when cash changes hands.

**Cash Management:** The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest

and return available for temporary cash balances.

**Commitment:** The pledge of appropriated funds to purchase an item or service. Funds are committed when a requisition is issued through the purchasing division of the Town.

**Cost:** (1) The amount of money or other consideration exchanged for property or services. (2) Expense.

**Cost Accounting:** That method of accounting, which provides for assembling and recoding all of the elements of cost incurred to accomplish a purpose, to carry on an activity or operation, or to complete a unit of work or a specified job.

**Current Taxes:** Taxes that are levied and due within one year.

**Debt Service:** The Town's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.

**Deficit:** (1) The excess of the liabilities of a fund over its assets. (2) The excess of expenditures over revenues during an accounting period; or, in the case of proprietary funds, the excess of expense over income during an accounting period.

**Delinquent Taxes:** Taxes that remain unpaid on and after the date on which a penalty for non-payment is attached.

**Department:** An organizational unit which has the responsibility of providing programs, activities, and functions in a related field.

**Depreciation:** The process of estimating and recording the lost usefulness, expired useful life or diminution of service from a fixed asset that cannot or will not be restored by repair and will be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to reserve in order to replace the item at the end of its useful life.

**Disbursement:** Payment for goods and services in cash or by checks.

**Division:** An administrative segment of the Town, which indicates management responsibility for an operation or a group of related activities within a functional area. Divisions are the basic units of the budget upon which departments are composed.

**Encumbrances:** Commitments related to unperformed (executory) contracts for goods or services.

**Enterprise Fund:** A fund established to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) for providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. Examples of Enterprise funds are those for water, gas, and electric utilities; swimming pools; airports; parking garages; and transit systems.

**Expenditure:** This term refers to the outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An

encumbrance is not an expenditure. An encumbrance reserves funds to be expended.

**Expenses:** Charges incurred (whether paid immediately or unpaid) for operation, maintenance, interest and other charges.

**Fiscal Year:** The time period designated by the Town signifying the beginning and ending period for recording financial transactions. The Town of Trophy Club has specified October 1 to September 30 as its fiscal year.

**Fixed Assets:** Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, and improvements other than buildings, machinery, and other equipment.

**Full Faith and Credit:** A pledge of the general taxing power of a government to repay debt obligations (typically used in reference to bonds.)

**Franchise Fee:** This is a charge paid for the use of Town streets and public right of way and is in lieu of all other municipal charges, fees, street rentals, pipe taxes or rentals, easement or other like franchise fees, inspections, fees, and /or charges of every kind except only Ad Valorem and special assessment taxes for public improvements (i.e., gas, telephone and cable TV).

**Full-time Equivalent (FTE):** A unit of measure based on the number of hours that an employee works during the fiscal year. One FTE is equal to 2080 hours.

**Function:** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible.

**Fund:** An accounting entity that has a set of self-balancing accounts and that records all financial transactions for specific activities of government functions. Eight commonly used funds in public accounting are: general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, trust and agency funds, internal service funds, and special assessment funds.

**Fund Balance:** Fund balance is the excess of assets over liabilities and is, therefore, also known as surplus funds.

**General Fund:** The fund used to account for all financial resources except those required to be accounted for in another fund.

**General Obligation Bonds:** Bonds that finance a variety of public projects, such as streets, buildings, and improvements. The repayment of these bonds is usually made from the General Debt Service Fund, and these bonds are backed by the full faith and credit of the issuing government.

**Generally Accepted Accounting Principles (GAAP):** Uniform minimum standards of and guidelines to financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. They encompass the conventions, rules, and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. They provide a standard by which to measure financial presentations.

**Governmental Funds:** Those funds through which most governmental functions typically are financed. The acquisition, use and financial resources and the related current liabilities are accounted for through governmental funds (General, Special Revenue, and General Debt Service).

**Grants:** Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity, or facility.

**Income:** A term used in proprietary fund type accounting to represent (1) revenues or (2) the excess of revenues over expenses.

**Interfund Transfers:** Amounts transferred from one fund to another to recover the charge for administrative services.

**Intergovernmental Revenue:** Revenue received from another governmental entity for a specified purpose. In the Town of Trophy Club, these are funds from Denton County, the State of Texas, and through recovery of indirect costs from federal and state agencies.

**Internal Service Fund:** A fund used to account for the financing of goods or services provided by one department to another department on a cost reimbursement basis.

**Investments:** Securities and real estate held for the production of revenues in the form of interest, dividends, rentals or lease payments.

**Levy:** (Verb) To impose taxes, special assessments or service charges for the support of governmental activities. (Noun) The total amount of taxes, special assessments or service charges imposed by a government.

**Line-Item Budget:** A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately along with the dollar amount budgeted for each specified category.

**Long-Term Debt:** Debt with a maturity of more than one year after the date of issuance.

**Mixed Beverage Tax:** A tax imposed on the gross receipts of a licensee for the sale, preparation or service of mixed beverages or from the sale of ice or non-alcoholic beverages and consumed on the premises of the permittee.

**Modified Accrual Basis:** The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become both "measurable" and "available to finance expenditures of the current period." Expenditures are recognized when the related fund liability is incurred except for (1) inventories of materials and supplies which may be considered expenditures either when purchased or when used; (2) prepaid insurance and similar items which need not be reported; (3) accumulated unpaid vacation, sick pay and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; (4) interest on special assessment indebtedness which may be recorded when due rather than accrued, if approximately offset by interest earnings on special assessment levies; (5) principal and interest on long-term debt which are generally recognized when due.

**Operating Budget:** Plan of current expenditures and the proposed means of financing them. The annual operating budget (or, in the case of some state governments, the biennial operating budget) is the primary means by which most of the financing acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law. Even where not required by law, however, annual operating budgets are essential to sound financial management and should be adopted by every government.

**Operating Expenses:** Fund expenses which are directly related to the fund's primary service activities.

**Operating Grants:** Grants which are restricted by the grantor to operating purposes or which may be used for either capital or operating purposes at the discretion of the grantee.

**Operating Income:** The excess of fund operating revenues over operating expenses.

**Operating Revenues:** Fund revenues, which are directly related to the fund's primary service activities. They consist primarily of use charges for services.

**Ordinance:** A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Ordinarily, the statutes or charter will specify or imply those legislative actions, which must be by ordinance and those which may be by resolution. Revenue raising measures, such as the imposition of taxes, special assessments and service charges, universally require ordinances.

**Other Financing Sources:** Governmental fund general long-term debt proceeds, operating transfers out, and material proceeds of fixed asset dispositions. Such amounts are classified separately from revenues.

**Overlapping Debt:** The proportionate share of the debts of local governments located wholly or in part within the limits of the reporting government, which must be borne by property within each government.

**Performance Budget:** A budget that focuses upon activities rather than line items. Workload and unit cost data are collected in order to assess the efficiency of services. Typical data collected might include miles of streets paved per year, cost of paved streets per mile, tons of garbage collected per employee hour or cost per employee hour of garbage collection.

**Performance Measures:** Specific quantitative and qualitative measures of work performed as an objective of the department.

**Productivity Measures:** Productivity measures should reflect how well a program is performing its activities to meet the needs of the public and the organization. They should measure productivity, effectiveness, efficiency or the impact of a service provided. While activity measures indicate "how much" activity the division/department is performing, productivity measures identify "how well" the division/department is performing.

**Program Budget:** A budget that focuses upon the goal and objectives of an agency or jurisdiction rather than upon its organizational budget units or object classes or expenditures.

**Program Description:** Describes the nature of service delivery provided at this level of funding. It clearly explains how service delivery will be different from the prior budget year.

**Program Goals:** Program goals describe the purpose or benefit the division/department plans to provide to the community and/or organizations it serves. Goals identify the end result the division/department desires to achieve with its activities, but goals are often ongoing and may not be achieved in one year.

**Program Objectives:** Program Objectives are quantifiable steps toward accomplishing stated goals. They should have a specific time frame or measurable achievement. Objectives should be able to be reached or completed within the current fiscal year. Objective statements are not required for every activity performed, but should focus on the major steps necessary for achieving established goals.

**Property Tax:** Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

**Reconciliation:** A detailed analysis of changes in revenue or expenditure balances within a fund.

**Requisition:** A written request from a department to the purchasing office for specific goods or services. This action precedes the authorization of a purchase order.

**Reserve:** An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriations.

**Retained Earnings:** The difference between assets and liabilities for enterprise and internal service funds.

**Revenue Bonds:** Bonds usually sold for constructing a project that will produce revenue for the government. All or part of the revenue is used to pay the principle and interest of the bond.

**Revenues:** (1) Increases in governmental fund type net current assets from other than expenditure refunds and residual equity transfers. Under NCGA Statement 1, general long-term debt proceeds and operating transfers in are classified as "other financing sources" rather than revenues. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions and residual equity transfers. Under NCGA Statement 1, operating transfers in are classified separately from revenues.

**Sales Tax:** A general "sales tax" is levied on persons and businesses selling merchandise or services in the town limits on a retail basis. The categories for taxation are defined by state law. Money collected under authorization of this tax is for the use and benefit of the Town; however, no town may pledge anticipated revenues from this source to secure the payment of funds or other indebtedness.

**Shared Revenues:** Revenues levied by one government but shared on a pre-determined basis, often in proportion to the amount collected at the local level, with another government or class of governments.

**Tax Rate:** The amount of tax stated in terms of a unit of the tax base; for example, \$.50 per \$100 (one hundred dollars) assessed valuation of property.

**Tax Rate Limit:** The maximum rate at which a government may levy a tax. The limit may apply to taxes raised for a particular purpose, or to taxes imposed for all purposes, and may apply to a single government, to a class of governments, or to all governments operating in a particular area. Overall tax rate limits usually restrict levies for all purposes and of all governments, state and local, having jurisdiction in a given area.

**Tax Roll:** The official list showing the amount of taxes levied against each taxpayer or property. Frequently, the tax roll and the assessment roll are combined, but even in these cases the two can be distinguished.

**Taxes:** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

**Trial balance;** A list of the balances of the accounts in a ledger kept by double entry with the debit and credit balances shown in separate columns.

**Unencumbered Balance:** The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

**Working Capital:** Budgeted working capital is calculated as a fund's current assets less current liabilities and outstanding encumbrances.