

**TOWN OF TROPHY CLUB
ANNUAL PROGRAM OF SERVICES
FISCAL YEAR 2010-11**

ADOPTED

ON

SEPTEMBER 30, 2010

PREPARED BY:

STEPHEN SEIDEL
ACTING TOWN MANAGER

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FINANCE DIRECTOR

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CHIEF FINANCIAL AND BUDGET ANALYST

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SENIOR ACCOUNTANT

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DEPUTY TOWN SECRETARY

MIKE PASTOR
INFORMATION SERVICES DIRECTOR

GARIN GIACOMARRO
MANAGEMENT INTERN

This budget reflects a property a property tax rate of \$0.515 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 9.6 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$8.84.”

ELECTED OFFICIALS

Mayor	Connie White
Mayor Pro Tem	Bill Rose
Council Member	Margi Cantrell
Council Member	Larry Hoover
Council Member	J. D. Stotts
Council Member	Glenn Strothers

APPOINTED OFFICIALS

Acting Town Manager	Stephen Seidel
Town Attorney	Patricia Adams
Town Secretary	Lisa Hennek
Municipal Judge	Honorable Mark Chambers

KEY STAFF

Community Development Director	Carolyn Huggins
Emergency Medical Services & Fire Chief	Danny Thomas
Finance Director	Kathy DuBose
Information Systems Manager	Mike Pastor
Parks & Recreation Director	Adam Adams
Police Chief	Scott Kniffen
Streets Director	Ed Helton



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Trophy Club
Texas**

For the Fiscal Year Beginning

October 1, 2009

President

Executive Director

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2010-2011

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Acting Town Manager's Fiscal Year 2010 – 2011 Budget Message

Honorable Mayor and City Council;

I am pleased to present the FY 2011 Combined Annual Operating Budget for the Town of Trophy Club. This budget represents a continued commitment to prudent fiscal management while enhancing services to improve the quality of life and meet expressed needs in the community.

Introduction

While the budget does not fund all departmental requests and Council priorities, it meets service levels as well as programs identified by Council. The FY11 Budget will also incorporate improved budget transparency as well strategic management planning. The budget supports, among other efforts: public safety, street maintenance, parks and recreation, and community development. The FY 2011 Budget has been formulated by reflecting on a philosophy of:

- ✦ Providing solid governmental services centered with a focus on quality;
- ✦ Valuing our employees;
- ✦ Remaining fiscally sound; and
- ✦ Effectively allocating resources to meet citizen needs.

Accounting Integrity

The Budget is balanced and prepared in accordance with State law, the Trophy Club Charter, and the budget policies. The budget has been prepared in accordance to provisions outlined within the Governmental Accounting Standards Board (GASB) "Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments" (GASB 34).

The accounts of the Town are organized on the basis of funds or account groups, each of which is considered to be a separate accounting entity. All funds are budgeted and accounted for using Generally Accepted Accounting Principles (GAAP) for purposes of financial statement presentation. The Governmental Fund types use a financial resources measurement focus and are accounted and budgeted for using the modified accrual basis of accounting. Under the modified accrual basis, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures represent a decrease in net financial resources and, other than interest on general long-term debt, are recorded when the fund liability is incurred, if measurable. Interest on general long-term debt is recorded when due.

Governmental fund types are those through which most governmental functions of the Town are financed. The acquisition, use, and balances of the Town's expendable financial resources and the related liabilities are accounted for through Governmental Fund types.

Goals for the Budget

In preparing the budget, the primary is to achieve identified goals and objectives to either maintain current service and program levels or improve and/or enhance Town programs and services. During the November 2009 and January 2010 Council planning sessions, the Council identified eight community goals used as the budget development foundation. The Management Team completed a retreat in June 2010 to initiate a Strategic Management System (SMS). The Town's SMS is centered upon Council's eight goals which are identified below:

- *Safe and Secure Community*
 - Maintain Trophy Club's low crime rate
 - Increase positive visibility through community policing initiatives
 - Provide superior Emergency Services
 - Increase citizen involvement

- *Business-Friendly Community*
 - Provide environment to retain/develop existing businesses
 - Promote new commercial opportunities
 - Create effective working relationships with developers and businesses
- *Community with shared vision*
 - Forge collaborative relationships with other governmental entities
 - Create a positive regional identity
- *Picturesque Town*
 - Maintain neat and tidy appearance
 - Improve property maintenance standards
 - Be recognized for our aesthetics
- *A community in which the infrastructure supports its residents*
 - Develop a realistic Capital Improvement Plan
 - Build a premier parks system
 - Attract visitors to park destinations
 - Provide necessary resources to maintain all improvements, new and existing
- *A vibrant, inclusive community with involved, caring residents*
 - Provide superior customer services
 - Foster a well informed community
 - Promote and support active lifestyles
 - Develop expanded community involvement opportunities
 - Expand recreational opportunities for all ages
- *Environmentally Sound Community*
 - Initiate Going Green programs
 - Promote recycling
 - Evaluate environmental health
 - Promote environmentally conscious building standards
 - Develop long term plan for addressing drainage study results
- *Economically diverse, prosperous community*
 - Enact progressive economic initiatives
 - Investigate Progressive Zoning concept

The Management Team is beginning to build the framework to fully align those Council goals into a premier performance and budget management system. Building a SMS plan will take several years to develop and enhance. However, Council and staff are equally invested in becoming more strategic, efficient, and effective. The Management Team's first step was to develop Department Business Plans outlining their departments' priorities and how they relate to Council goals. An abbreviated summary is included within each department's budget page. The Council will be provided the full version in a separate document due to document size.

The Budget Challenge

Prudent financial and operational philosophies have guided budget development. Every budget seeks to allocate scarce resources, and there will always be more needs than available funds. FY 2011 Budget preparation included challenges such as:

- Implementing a \$5 million voter approved bond's debt obligation and associated Maintenance & Operations expense resulting in a six cent tax increase;
- Addressing an additional 7% insurance cost due to Federal Healthcare changes that resulted in an 11.5% premium increase year over year with similar benefits;

- Tackling projects identified on the Capital Improvement Plan (Indian Creek reconstruction from Creekmere to Greenhill);
- Recognizing staff efforts, productivity, and service to the Town without the ability to fund a merit or COLA adjustment.

In addition to these challenges, the overall United States economy continues to experience recession effects resulting in less consumer spending, tightening credit, and property devaluation. Trophy Club has not been immune to the recession impact. Thus, budget scrutiny was utilized to ensure the necessity of each expenditure in the context of current service delivery.

Future budget challenges will include providing the necessary services and programs to accommodate Town growth. The past two fiscal years the Town has seen over 248 residential building permits issued, with an additional 209 issued during the 2009-10 fiscal year. For FY 2010-11 the Town anticipates approximately 180 new building permits. Staff expects a similar number of permits each fiscal year for the next two years. According to North Central Texas Council of Governments (NCTCOG), each single family home represents 2.8 individuals per home. At our current rate, the Town will experience a 30% population increase from FY 2008 to FY 2012. The majority of growth will occur within the newly constructed Public Improvement District (PID). Due to proper planning and construction standards, the PID has solid infrastructure that will only need regular maintenance, and creates less demand on infrastructure repairs and reconstruction. However, the Town will need to address items including, but not limited to, increased public safety services, parks and median maintenance, and code enforcement.

National Recognition

During FY 2010, the Town received national recognition by the Government Finance Officer's Association Distinguished Budget Award for the first time in history. The award receipt was ahead of schedule by two budget years. This budget will be submitted to the GFOA to determine its eligibility for continued receipt of the award.

The Town also received recognition by Standard & Poor's as a rerate resulted in an AA rated entity. There are only eight Texas cities under 10,000 population rated as an AA. The recognition is a result of sound financial planning, solid governance, and Trophy Club's continued and future status as a premier Dallas-Fort Worth community.

Summary

In order to continue our efforts to broaden public communication and increase transparency regarding the Town's finances and budget process, the FY 2011 Budget can be reviewed via the Town website at www.trophyclub.org. A public copy has been filed with the Town Secretary.

FY 2011 Budget development was a challenge considering the demands for services exceed available resources. There should be some comfort knowing that our regional cities are experiencing similar, and several cases greater budget challenges. Town staff continues to review and evaluate internal operations for opportunities to reduce and improve the provision of funded services.

Each Department Manager examined their departments for innovative and cost saving approaches for service delivery. In addition, special recognition goes to several employees who assisted in the budget document. Finance Director Kathy DuBose, Chief Financial and Budget Analyst Michael Aguilera, Financial Analyst Stephanie Gohlke, Senior Accountant Renae Gonzales, Deputy Town Secretary Shannon DePrater, and Management Intern Garin Giacomarro are due a tremendous debt of gratitude for their hard work. Trophy Club is lucky to have such an outstanding organizational team.

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

The budget development and preparation is best summarized that the Town's financial picture is positive. This budget lays the groundwork for a continuation of a strong structure to carry on the Town's duties and responsibilities. I appreciate the Council for their willingness to be better, dedication to the community, and constant motivation to improve quality of life for all Trophy Club residents.

Sincerely,



Stephen Seidel
Acting Town Manager



MAJOR BUDGET ISSUES

The adopted budget includes total revenues of \$13,546,729 and expenditures of \$13,422,913. This report discusses, by fund, the major issues addressed in the 2010-2011 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 2010-2011 adopted budget includes a four and one half cent increase in the tax rate from \$0.47 per \$100 valuation to \$0.515 per \$100 valuation for debt payments associated with the November 2009 \$5 million Park Capital Improvement Bond Election.
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.
3. **Average Home Value** – The certified 2010 appraisal rolls show an increase of 3.03% over the 2009 certified value with a current average home value of \$267,215.

B. Sales Tax – Sales tax receipts are the third largest revenue in the General Fund. The 2010-2011 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 – The second largest revenue source in the General Fund is franchise fees. They are projected based on the past and current trends and franchisee's estimates.

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 reflected a \$456,000 reduction in the projected revenue from the prior year's budget and was based on a projection of 150 new homes. Currently, we anticipate a total of 200 new homes for the 2009-2010 fiscal year. While developer fees were well over the budget in the 2008-2009 fiscal year, they were projected to be substantially less than the prior year's. Currently, no revenue is projected for the 2009-2010 fiscal year. Development related revenue for the 2010-2011 fiscal year are estimated based on a projection of 180 new homes.

E. Trash Revenue – In previous fiscal years, the "pass through" revenue and expense associated with Town's service contract with Allied Waste were recorded in the Town budget. As the receipt of those funds is neither a revenue or expense of the Town and actually the Town's liability, in the 2010-2011 and future fiscal years, these receipts and disbursements will no longer be recorded in the Town's budget. The only true revenue received from Allied Waste is the budgeted franchise fees associated with their service contract and a \$500 per month educational stipend.

- F. **Public Safety** – Emergency Medical Service (EMS) revenues for ambulance fees are based on the current trend. Municipal court fines and fees are projected to increase based on the Town's participation in the State of Texas' Scofflaw Program.

The Northwest Independent School District's (NISD) contribution for the School Resource Officer assigned to Byron Nelson High School is increased for the 2010-2011 adopted budget due to the ending of the grant funding for that position.

- G. **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.
- H. **Grants** – Management continues to actively pursue grant funding as a means to augment local revenues.
- I. **Other Revenues** – Estimates for other revenues are based on departmental projections and current contracts.

- 2. **STRATEGIC MANAGEMENT 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 Goals and Objectives** – The Town Council developed a set of goals and objectives for the Town Manager and Management Team to use as a basis for the budget and the organization's business strategy.

- B. **Departmental Strategic Business Plans** – Part of the strategic planning process incorporates the development of departmental Strategic Business Plans. The Management Team identified values and core beliefs shared as an organization. Each Manager identified departmental goals specific to their respective department, as well as, which Town Council Goal to which they relate. Specific initiatives and key performance indicators accompanied each goal.

- 3. **MUNICIPAL UTILITY DISTRICT NO. 1 (MUD1) SERVICES AGREEMENT** – A significant change to previous years is the relationship between the Town and Utility District. In previous years, the Town and Utility District shared some employee expense equally at 50%. During FY10, the Town and Utility District opted to negotiate an agreement that would eliminate 50% employees except for Fire/EMS personnel, by entering into an agreement for contract services. Thus, the Town would receive payment from the Utility District and the Town would provide services such as HR duties, I.T., Permitting, etc. The agreement this year calls for the Utility District to pay the Town \$228,075 in two separate installments (October 2010 and March 2011).

- 4. **COMPENSATION**– Due to financial constraints, there is no funding for cost of living adjustments in the adopted 2010-2011 budget.

- A. **Merit Increases** – The adopted budget includes the costs associated with providing an average 2% merit increase for employees effective April 1, 2011 based on performance.

- B. **Health Insurance** – Health insurance premium increases for the 2010-2011 fiscal year are 11.5%, of which 7% is related to recent Federal Healthcare legislation. As no cost of living adjustments for employees are included, the adopted budget provides for the Town's absorption of the employee's portion of the health insurance premium rate increase.

- 5. **CAPITAL IMPROVEMENT PROGRAM** – The five-year Capital Improvement Program includes Phase Two of the Drainage Study, and the reconstruction of Indian Creek from Creekmere to Greenhill project in the 2010-

2011 fiscal year. Also included in the 2010-2011 adopted budget are the operations and maintenance costs associated with the November 2009 Park bond election (attachment A).

- 6. 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. During the process of assessing the Town’s financial condition and assigning a bond rating for the 2010 \$5 million Park Bonds issued in May of 2010, the Town’s strong fund balance was highlighted as one of the major components of an upgraded bond rating. This upgrade allowed the Town to issue the Park Bonds at a more advantageous interest rate. Below is a listing of the ending fund balances for the past three years, and projected balances for the fiscal years ending September 30, 2010, and September 30, 2011.

	9/30/07	9/30/08	9/30/09	2010 Projected	2011 Projected
Fund Balance	\$1,335,796	\$1,830,233	\$2,010,869	\$2,259,740	\$2,379,878
% of Expenditures	24%	29%	35%	37%	37%

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. In order for the tax to not lapse, the Council held a reauthorization election on May 8, 2010 in which voters approved the reauthorization of the sales tax.

Beginning with the 2009-2010 fiscal year, the Street Maintenance sales tax receipts and expenditures were reported as a separate fund. The 2010-2011 budget projects a 3% growth in receipts.

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. The Town is currently completing the final stages of Request for Qualifications (RFQ) development in order to undergo a master drainage study in order to better assess current infrastructure and future needs. Once the study is completed, a financial analysis will be completed to correctly identify revenue options and appropriate expenses.

Beginning with the 2009-2010 fiscal year, the Storm Drainage Utility receipts and expenditures were reported as a separate fund. A

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

Capital Improvement Program
Operation and Maintenance Costs

Project	2009-2010 O&M Costs Paid by Town	2009-2010 O&M Costs Paid by EDC4A	2010-2011 O&M Costs Paid by Town	2011-2012 O&M Costs Paid by Town
O & M Costs				
Pre 2009 Bond Election:				
Medians (PID)	0	0	110,000 (1)	115,500
Lakes and Trails (PID)	0	0	17,000	18,000
Spray Park (PID)	0	15,000 (2)	22,000	23,000
Freedom Park (PID)	0	20,000 (2)	10,000	58,000
Independence Park (PID)	0	0	25,000	26,000
Total Pre-Bond Election	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 184,000</u>	<u>\$ 240,500</u>
2009 Bond Election Related:				
Freedom Park	0	0	-	23,000
Independence Park	0	0	25,000	107,000
Harmony Park: Spray Pad	0	0	10,000	11,000
Field Lights	0	0	2,000	2,100
Total Bond Election Related	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,000</u>	<u>\$ 143,100</u>
Total O & M Costs	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 221,000</u>	<u>\$ 383,600</u>
2009 Bond Election Debt Service				
2010 \$5M General Obligation Bonds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 350,000 (3)</u>
Tax Rate Increase (4)				
			<u>Cumulative</u>	
O&M Component Increase				
Pre 2009 Bond Election			<u>\$ 0.0245</u>	<u>\$ 0.0075</u>
2009 Bond Election Related			<u>0.0050</u>	<u>0.0141</u>
Total O&M Component Increase			<u>0.0295</u>	<u>0.0216</u>
Debt Service Component Increase				
			<u>0.0467</u>	<u>-</u>
			<u>\$ 0.0762</u>	<u>\$ 0.0216</u>
Average Tax Increase (5)			\$ 200	\$ 57
				\$ 257

(1) Town to take possession in fiscal year 2010-2011

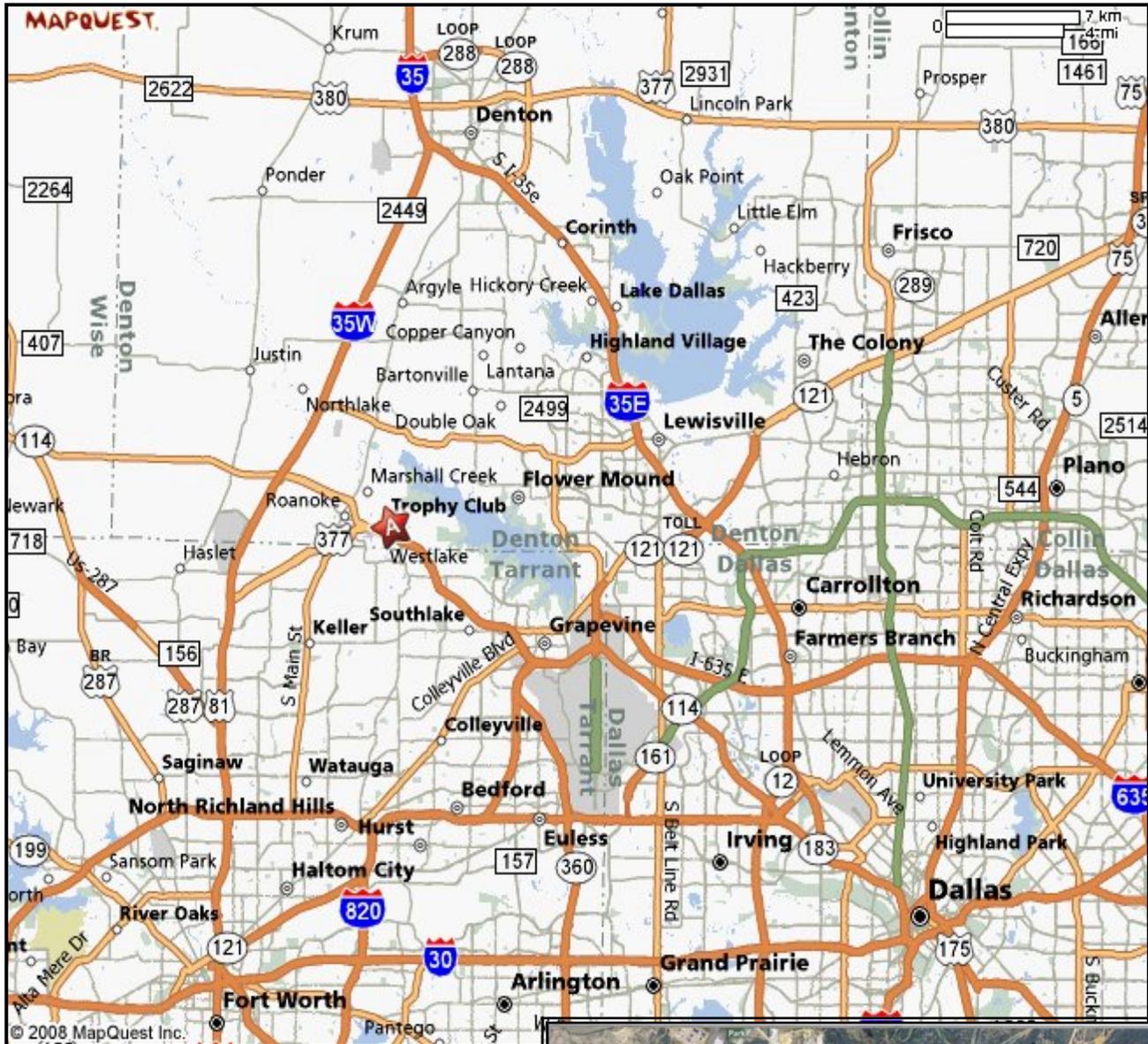
(2) Paid by EDC4A for 2009-2010

(3) Based on actual debt service

(4) Based on 2009 Taxable Ad Valorem Value

(5) Based on 2009 average home value of \$262,591

DALLAS / FORT WORTH REGION



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 the Town Manager, Town Secretary, 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
2010-2011**

April 19	Monday	<ul style="list-style-type: none"> • Budget Kick-Off
May 17	Monday	<ul style="list-style-type: none"> • Appraisal Districts Submit Preliminary Tax Values
June 2 - 3	Wednesday/Thursday	<ul style="list-style-type: none"> • Management Team Strategic Business Planning Retreat
June 21	Monday	<ul style="list-style-type: none"> • 2010-2011 Budget Management Overview with Council
July 19	Monday	<ul style="list-style-type: none"> • Management Budget Update with Council • Discussion of Capital Improvement Program
July 26	Monday	<ul style="list-style-type: none"> • Certified Appraisal Roll Due from Denton Central Appraisal District (Normal Deadline of July 25 falls on Sunday)
July 31	Saturday	<ul style="list-style-type: none"> • Acting Town Manager Submits the 2010-2011 Proposed Budget to Council
August 1 - 2	Sunday/Monday	<ul style="list-style-type: none"> • Town Council Strategic Planning Retreat
August 2	Monday	<ul style="list-style-type: none"> • Management Overview of Proposed Budget with Council
August 9 (if necessary)	Monday	<ul style="list-style-type: none"> • Special Called Council Meeting – Budget Discussion
August 16	Monday	<ul style="list-style-type: none"> • Budget Discussion • Submit Effective and Rollback Rate Calculations to Town Council • Vote to Propose Tax Rate (over effective rate) • Set Public Hearings for September 13 and September 20 • Publish Notice of Public Hearing on Tax Increase • Publish Notice of Effective and Rollback Tax Rates, Statement and Schedules
August 23 (if necessary)	Monday	<ul style="list-style-type: none"> • Special Called Council Meeting – Budget Discussion
August 30 If necessary)	Monday	<ul style="list-style-type: none"> • Special Called Council Meeting – Budget Discussion
September 13	Monday	<ul style="list-style-type: none"> • Council Budget Discussion • First Public Hearing on Tax Increase • Public Hearing on PID Service Assessment • Announce Meeting to Adopt Tax Rate
September 20	Monday	<ul style="list-style-type: none"> • Council Budget Discussion • Second Public Hearing on Tax Increase • Public Hearing on Budget • Adopt PID Assessment Rate • Announce Meeting to Adopt Tax Rate • Announce Vote on Tax Rate
September 27	Monday	<ul style="list-style-type: none"> • Special Called Council Meeting • Budget Adoption • Tax Rate Adoption • Approve Tax Roll • Vote to Ratify Property Tax Revenue
October 1	Friday	<ul style="list-style-type: none"> • Fiscal Year 2010-2011 Begins

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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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

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 (1st) day of each October and end on the last (30th) 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 30th 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. Amendment. The Council by ordinance may make supplemental appropriations for the year. To address a public emergency affecting life, health, property, or the public peace, the Council may also make emergency appropriations. Such appropriations may be made by emergency ordinance.
- F. Transfers. At any time during or before the fiscal year, the Council may by resolution transfer part or all of the unencumbered appropriation balance from one department, fund, service, strategy or organizational unit to the appropriation for other departments or organizational units or a new appropriation. The Town Manager may transfer funds among programs within a department, fund, service, strategy or organizational unit and shall report such transfers to the Council in writing in a timely manner.
- G. 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.
- H. 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.
- I. 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.

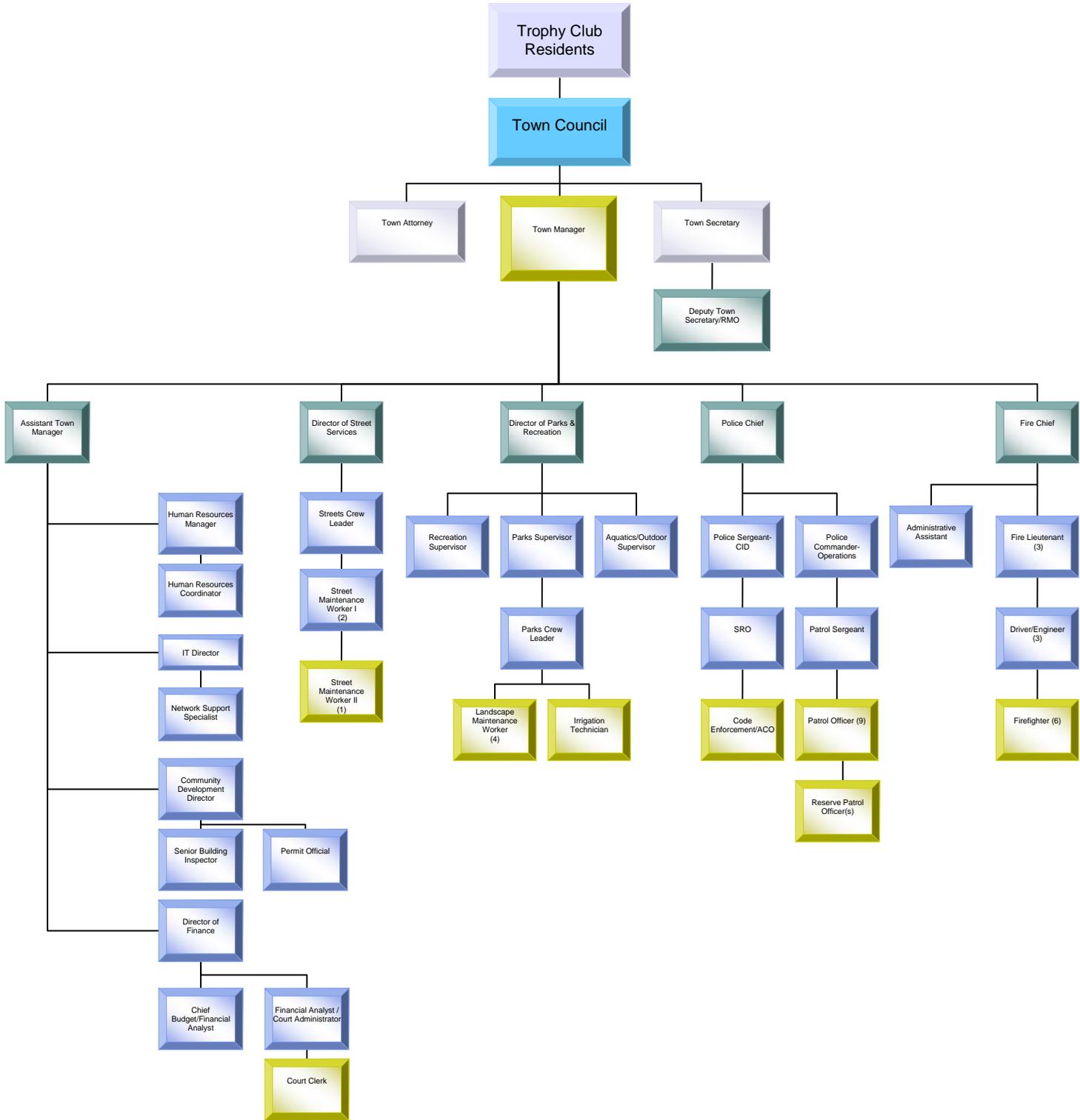
III. REVENUE POLICES

- 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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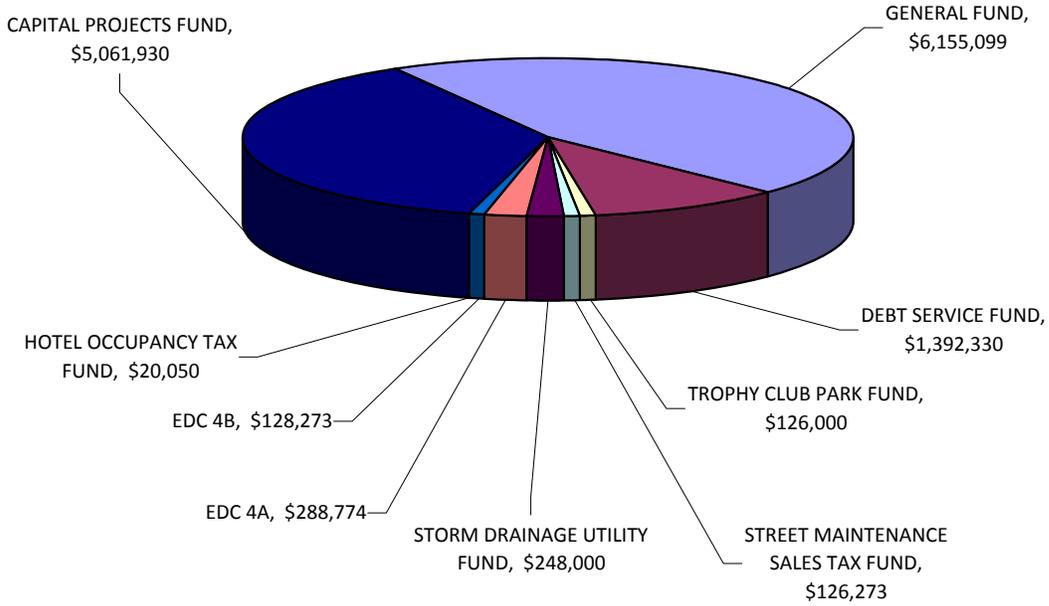
**TOWN OF TROPHY CLUB
ORGANIZATION STRUCTURE**



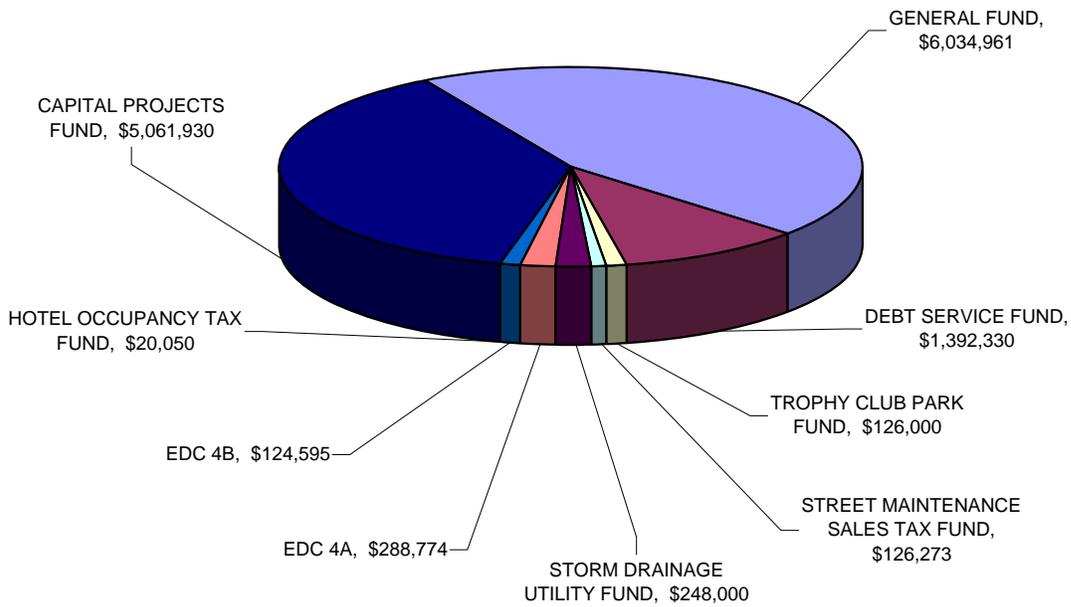
TOWN OF TROPHY CLUB, TEXAS
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REVENUES & EXPENDITURES SUMMARY
FY 2010-11 ADOPTED

REVENUES
\$13,546,729



EXPENDITURES
\$13,422,913



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**REVENUE & EXPENDITURE SUMMARY BY FUND
2010-2011**

	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
General Fund	5,985,454	7,159,013	6,022,311	6,010,051	5,954,358	6,155,099	6,269,311	6,439,252
Debt Service Fund	613,198	897,972	815,971	911,728	911,728	1,392,330	1,390,365	1,395,650
Trophy Club Park Fund	65,245	76,628	128,517	120,801	69,057	126,000	130,000	135,000
Street Maintenance Sales Tax Fund	-	-	-	122,595	122,595	126,273	130,061	133,963
Storm Drainage Utility Fund	-	-	-	251,931	128,500	248,000	131,500	131,500
Economic Development Corporation 4A	252,329	247,941	232,659	364,471	306,497	288,774	261,121	268,925
Economic Development Corporation 4B	126,066	124,343	116,651	128,273	123,095	128,273	132,061	132,061
Hotel Occupancy Tax Fund	-	25,728	17,132	28,770	19,063	20,050	21,050	22,100
Capital Projects Fund	3,808,323	141,436	44,318	5,044,707	5,044,707	5,061,930	951,430	47,430
TOTAL REVENUE	\$ 10,850,615	\$ 8,673,061	\$ 7,377,559	\$ 12,983,327	\$ 12,679,600	\$ 13,546,729	\$ 9,416,899	\$ 8,705,881

	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
General Fund	5,750,235	6,627,875	5,764,012	5,928,820	5,705,487	6,034,961	6,543,756	6,649,075
Debt Service Fund	543,920	907,740	904,918	911,728	911,728	1,392,330	1,499,311	1,492,474
Trophy Club Park Fund	62,644	116,295	102,633	120,596	101,030	126,000	140,269	143,498
Street Maintenance Sales Tax Fund	-	-	-	122,595	122,595	126,273	130,061	133,963
Storm Drainage Utility Fund	-	-	-	251,915	126,877	248,000	131,500	131,500
Economic Development Corporation 4A	251,584	172,410	178,020	364,471	306,497	288,774	261,121	278,528
Economic Development Corporation 4B	109,823	82,916	74,002	128,273	108,042	124,595	125,295	125,295
Hotel Occupancy Tax Fund	-	-	41,828	28,770	19,063	20,050	21,050	22,100
Capital Projects Fund	682,719	1,698,770	1,529,000	5,021,590	34,590	5,061,930	937,780	33,000
TOTAL EXPENDITURES	\$ 7,400,925	\$ 9,606,006	\$ 8,594,413	\$ 12,878,758	\$ 7,435,909	\$ 13,422,913	\$ 9,790,143	\$ 9,009,433
TOTAL REVENUES OVER/UNDER EXPENDITURES	\$ 3,449,690	\$ (932,945)	\$ (1,216,854)	\$ 104,569	\$ 5,243,691	\$ 123,816	\$ (373,244)	\$ (303,552)

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FUND BALANCE SUMMARY BY FUND
2010-2011

FUNDS	ACTUAL FUND BALANCE 10/1/2009	ESTIMATED REVENUES 2009-2010	ESTIMATED EXPENDITURES 2009-2010
General Fund	2,010,869	5,954,358	5,705,487
Debt Service Fund	63,305	911,728	911,728
Trophy Club Park Fund	13,272	69,057	101,030
Street Maintenance Sales Tax Fund*	-	122,595	122,595
Storm Drainage Utility Fund**	-	128,500	126,877
Economic Development Corporation 4A	380,084	306,497	306,497
Economic Development Corporation 4B	258,176	123,095	108,042
Hotel Occupancy Tax Fund	32,560	19,063	19,063
Capital Projects Fund	7,507	5,044,707	34,590
TOTAL	\$ 2,765,773	\$ 12,679,600	\$ 7,435,909

* 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

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FUND BALANCE SUMMARY BY FUND
2010-2011

PROJECTED FUND BALANCE 9/30/2010	ADOPTED BUDGETED REVENUES 2010-2011	ADOPTED BUDGETED EXPENDITURES 2010-2011	PROJECTED ENDING FUND BALANCE 9/30/2011
2,259,740	6,155,099	6,034,961	2,379,878
63,305	1,390,719	1,377,330	76,694
(18,701)	126,000	126,000	(18,701)
-	126,273	126,273	-
1,623	248,000	248,000	1,623
380,084	288,774	288,774	380,084
273,229	128,273	124,595	276,907
32,560	20,050	20,050	32,560
5,017,624	5,061,930	5,061,930	5,017,624
\$ 8,009,464	\$ 13,545,118	\$ 13,407,913	\$ 8,146,669

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FULL TIME EQUIVALENT (FTE) SUMMARY

	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATED	2010-11 ADOPTED
GENERAL FUND				
Administrative Services				
Manager's Office	4.00	3.50	3.50	4.00
Human Resources	0.50	0.50	0.50	1.00
Information Services	1.00	1.00	1.00	2.00
Legal	1.00	1.00	1.00	1.00
Public Safety Services				
Police	15.50	15.50	15.50	16.00
Emergency Medical Services	6.37	6.31	6.31	6.31
Streets	6.00	4.04	4.04	4.04
Parks	7.50	7.50	7.50	7.50
Recreation	2.10	2.10	2.10	2.10
Planning and Zoning	1.00	1.00	1.00	1.00
Community Development	1.50	1.50	1.50	2.00
Financial Services				
Finance	2.00	3.00	2.00	3.00
Municipal Court	1.00	1.00	1.00	1.00
Facilities Management	N/A	N/A	N/A	N/A
TOTAL GENERAL FUND	49.47	47.95	46.95	50.95
TROPHY CLUB PARK FUND	1.40	1.40	1.40	1.40
STREET MAINTENANCE SALES TAX FUND	N/A	0.63	0.63	0.63
STORM DRAINAGE UTILITY FUND	N/A	0.33	0.33	0.33
TOTAL FULL TIME EQUIVALENTS (FTEs)	50.87	50.31	49.31	53.31

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

REVENUES	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
Property Taxes	2,488,877	2,639,337	2,991,858	3,247,370	3,224,500	3,435,998	3,537,638	3,644,020
Sales Taxes	592,919	595,118	574,779	490,378	502,378	517,450	532,974	548,963
Franchise Fees	462,476	499,134	552,745	565,680	524,400	565,200	592,356	620,837
Building Permits	121,238	311,115	543,470	384,000	565,000	504,000	504,000	504,000
Developers Fees	190,650	336,210	184,134	56,500	-	50,000	50,000	50,000
Trash and Drainage *	406,484	409,554	449,106	344,000	344,000	-	-	-
EMS and Municipal Court	230,712	259,200	285,477	273,945	291,509	300,633	304,923	309,341
Transfers and Other Revenue	1,401,279	1,974,827	308,693	451,528	317,171	593,018	558,319	572,676
Parks and Recreation Programs	90,819	134,518	132,049	196,650	185,400	188,800	189,100	189,415
REVENUES	\$ 5,985,454	\$ 7,159,013	\$ 6,022,311	\$ 6,010,051	\$ 5,954,358	6,155,099	\$ 6,269,311	\$ 6,439,252
EXPENDITURES	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ESTIMATE	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
Manager's Office	-	438,520	474,656	621,639	591,728	546,417	558,189	563,770
Human Resources	-	28,015	38,715	45,240	43,244	81,752	82,545	83,924
Information Services	121,237	180,881	196,431	200,893	194,984	296,337	298,791	301,055
Legal	120,732	165,219	246,298	152,700	147,740	154,818	153,878	154,256
Administration **	781,310	-	-	-	-	-	-	-
Police	1,184,081	1,372,753	1,307,421	1,416,725	1,394,683	1,468,489	1,420,681	1,446,682
Emergency Medical Services	441,438	750,685	609,173	673,145	649,078	676,891	711,738	707,690
Fire Department ***	735,143	870,860	-	-	-	-	-	-
Streets	301,681	448,167	620,832	399,538	374,817	398,446	404,116	412,892
Storm Sewer	37,510	128,955	108,880	-	-	-	-	-
Construction Inspections	-	90,265	61,590	-	-	-	-	-
Parks	927,221	732,170	715,969	809,782	792,272	912,577	1,442,424	1,477,234
Recreation	199,201	419,823	409,845	497,123	495,067	615,088	561,589	569,903
Planning & Zoning	160,500	125,087	99,883	129,241	118,885	144,694	144,848	146,506
Community Development	672,148	489,583	492,977	504,497	498,065	191,206	196,787	200,826
Finance	-	223,094	236,211	300,430	251,830	390,915	405,130	416,276
Municipal Court	68,035	69,286	61,034	76,590	75,162	79,751	82,284	83,992
Facilities Management	-	94,511	84,097	101,277	77,932	77,580	80,755	84,068
EXPENDITURES	\$ 5,750,235	\$ 6,627,875	\$ 5,764,012	\$ 5,928,820	\$ 5,705,487	6,034,961	\$ 6,543,756	\$ 6,649,075
TOTAL SURPLUS/(SHORTFALL)	\$ 235,219	\$ 531,138	\$ 258,299	\$ 81,231	\$ 248,871	120,138	\$ (274,445)	\$ (209,823)

* Drainage fees were transferred to a separate fund in fiscal year 2009-10. Begin recording Trash fees as a liability in FY 2010-11.

** Manager's Office, Human Resources, Finance, and Facilities Management were included in "Administration" until fiscal year 2007-08.

*** Fire Service was moved to Trophy Club Municipal Utility District in fiscal year 2008-09.

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TROPHY CLUB PARK FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Park Revenues	65,000	46,575	126,511	120,801	68,000	126,000	130,000	135,000
Interest Income	245	53	6	-	3	-	-	-
Intergov Trans In (EDC/MUD)	-	30,000	-	-	-	-	-	-
Miscellaneous Revenue	18	-	2,000	-	1,054	-	-	-
TOTAL REVENUES	\$ 65,245	\$ 76,628	\$ 128,517	\$ 120,801	\$ 69,057	\$ 126,000	\$ 130,000	\$ 135,000
PERSONNEL SERVICES								
Salaries & Wages	12,566	26,705	35,120	41,527	29,840	44,238	43,800	43,800
Longevity	-	-	-	64	64	-	-	-
Retirement	1,407	2,056	2,044	2,410	2,410	2,885	2,856	2,856
Medical Insurance	75	1,697	2,161	2,135	1,900	2,390	2,823	3,247
Dental Insurance	4	97	111	124	110	323	428	492
Vision Insurance	2	28	29	24	24	24	32	36
Life Insurance & Other	-	110	112	298	150	319	319	319
Social Security Taxes	774	1,625	2,058	2,579	1,954	2,743	2,716	2,716
Medicare Taxes	181	380	481	603	457	641	635	635
Unemployment Taxes	105	144	127	553	553	265	265	265
Worker's Compensation	79	283	844	1,181	1,181	1,097	1,086	1,086
Pre-Employment Physicals/Testing	62	60	167	70	70	70	70	70
TOTAL PERSONNEL SERVICES	\$ 16,455	\$ 34,385	\$ 43,254	\$ 51,568	\$ 38,714	\$ 54,995	\$ 55,030	\$ 55,522
PROFESSIONAL & CONTRACTUAL SERVICES								
Park Administration	-	12,000	10,000	10,000	10,000	10,000	10,000	10,000
Police and EMS Services	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Software & Support	-	-	-	2,033	2,033	-	-	-
Legal	-	-	-	-	-	-	-	-
Auditing	-	-	-	972	972	1,000	1,000	1,000
Equipment Maintenance	-	-	1,028	1,033	1,033	750	788	827
Consultants	1,146	535	-	500	27	500	525	551
Collection Fees	-	-	-	1,263	1,263	1,300	1,300	1,300
Portable Toilets	1,962	2,316	5,152	4,000	4,000	3,872	4,066	4,269
TOTAL PROF & CONTRACTUAL SERVICES	\$ 17,440	\$ 19,851	\$ 21,180	\$ 24,801	\$ 24,328	\$ 22,422	\$ 22,678	\$ 22,947
OPERATING EXPENSES								
Telephone	400	558	475	450	450	450	464	477
Communications/Pagers/Mobiles	800	1,209	1,747	3,156	1,900	2,527	2,578	2,629
Electricity	1,514	1,023	1,655	3,466	2,966	3,466	3,535	3,606
Water	1,134	1,359	1,363	2,908	2,200	3,000	3,150	3,308
Service Charges & Fees	-	-	1	1,500	1,500	1,500	1,575	1,654
Insurance	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Dues & Memberships	-	-	-	405	405	340	340	340
Schools & Training	-	68	1,575	1,125	55	1,100	1,100	1,100
Travel & Per Diem	-	-	1,417	1,134	134	1,330	1,330	1,330
Advertising	25	3,951	258	1,955	1,955	2,000	2,100	2,205
Miscellaneous Expenses	-	585	684	350	350	350	368	386
Community Events	-	-	2,675	3,100	3,090	3,100	3,255	3,418
Property Maintenance	13,943	13,742	19,080	16,106	16,102	20,683	33,921	35,617
Furniture/Equipment < \$5000	-	-	-	303	303	-	-	-
TOTAL OPERATING EXPENSES	\$ 22,816	\$ 27,495	\$ 35,930	\$ 40,958	\$ 36,410	\$ 44,846	\$ 58,716	\$ 61,071
CONSUMABLE SUPPLIES								
Fuel & Lube	-	-	81	1,366	75	500	525	551
Uniforms	241	338	10	336	236	815	839	865
Small Tools	-	697	1,270	-	-	1,000	1,000	1,000
Office Supplies	208	178	204	342	342	247	247	247
Maintenance Supplies	28	116	78	625	625	425	446	469
Printing	968	599	626	600	300	750	788	827
TOTAL CONSUMABLE SUPPLIES	\$ 1,445	\$ 1,928	\$ 2,269	\$ 3,269	\$ 1,578	\$ 3,737	\$ 3,845	\$ 3,959
CAPITAL EXPENSES								
Grant Match	-	32,636	-	-	-	-	-	-
Loan Repayment/Waterline	4,488	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	\$ 4,488	\$ 32,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 62,644	\$ 116,295	\$ 102,633	\$ 120,596	\$ 101,030	\$ 126,000	\$ 140,269	\$ 143,498
TOTAL REVENUES OVER EXPENSES	\$ 2,601	\$ (39,667)	\$ 25,884	\$ 205	\$ (31,973)	\$ -	\$ (10,269)	\$ (8,498)

TOWN OF TROPHY CLUB, TEXAS
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DEBT SERVICE FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATED	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Property Taxes	420,194	587,837	639,580	673,066	673,066	1,012,156	1,042,521	1,073,797
Property Taxes/P & I	3,000	4,987	5,268	3,000	5,300	4,850	5,000	5,000
Contribution From PID	-	131,342	-	-	-	-	-	-
Interest Income	12,000	12,731	2,841	4,000	6,700	1,017	1,046	1,046
Prior Year Reserves	-	-	-	-	-	21,000	-	-
Intergov Trans In (EDC4A, 4B)	105,432	161,075	157,183	161,826	161,826	220,557	222,534	224,298
Interfund Trans In (Capital)	72,572	-	9,792	5,000	-	-	-	-
Interfund Trans In (Storm Drainage)	-	-	-	64,836	64,836	64,204	63,955	62,179
Interfund Trans In (General Fund)	-	-	-	-	20,000	51,630	55,309	29,330
Recovery of Prior Year Expense	-	-	1,307	-	-	-	-	-
TOTAL REVENUES	\$ 613,198	\$ 897,972	\$ 815,971	\$ 911,728	\$ 931,728	1,375,414	\$ 1,390,365	\$ 1,395,650
EXPENDITURES								
Paying Agent Fees	1,550	2,816	2,000	2,000	2,000	3,500	3,500	3,500
Bond Interest Expense	237,370	457,924	387,918	369,728	369,728	570,830	508,016	472,709
Bond Principal Payment	305,000	447,000	515,000	540,000	540,000	803,000	922,000	939,000
TOTAL EXPENDITURES	\$ 543,920	\$ 907,740	\$ 904,918	\$ 911,728	\$ 911,728	1,377,330	\$ 1,433,516	\$ 1,415,209
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 69,278	\$ (9,768)	\$ (88,947)	\$ -	\$ 20,000	(1,916)	\$ (43,151)	\$ (19,559)

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

STREET MAINTENANCE SALES TAX FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Sales Tax	-	-	-	122,595	122,595	126,273	130,061	133,963
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 122,595	\$ 122,595	\$ 126,273	\$ 130,061	\$ 133,963
EXPENDITURES								
PERSONNEL SERVICES								
Salaries & Wages	-	-	-	17,614	17,614	17,790	17,614	17,614
Retirement	-	-	-	2,290	2,290	2,491	2,466	2,466
Medical Insurance	-	-	-	3,340	3,340	6,147	6,572	7,557
Dental Insurance	-	-	-	194	194	323	428	492
Vision Insurance	-	-	-	37	37	56	74	85
Life Insurance & Other	-	-	-	126	126	129	129	129
Social Security Taxes	-	-	-	1,092	1,092	772	655	589
Medicare Taxes	-	-	-	255	255	181	153	138
Unemployment Taxes	-	-	-	42	42	118	118	118
Workman's Compensation	-	-	-	2,390	2,390	1,206	1,195	1,195
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 27,380	\$ 27,380	\$ 29,213	\$ 29,404	\$ 30,383
OPERATING EXPENSES								
Street Repairs	-	-	-	85,215	85,215	87,060	90,357	92,971
Signs and Markings	-	-	-	10,000	10,000	10,000	10,300	10,609
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 95,215	\$ 95,215	\$ 97,060	\$ 100,657	\$ 103,580
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 122,595	\$ 122,595	\$ 126,273	\$ 130,061	\$ 133,963
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -				

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

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Sales Tax - General	237,168	238,048	229,912	245,189	245,189	\$252,545	260,121	267,925
Interest Income	15,161	9,893	2,747	3,000	700	1,000	1,000	1,000
Reserves	-	-	-	116,282	60,608	35,229	-	-
TOTAL REVENUES	\$ 252,329	\$ 247,941	\$ 232,659	\$ 364,471	\$ 306,497	\$ 288,774	\$ 261,121	\$ 268,925
EXPENDITURES								
Auditing	-	-	-	916	916	1,000	1,000	1,000
Dues & Memberships	350	-	-	140	140	140	140	140
Meetings	-	-	-	200	50	200	200	200
Schools & Training	(75)	-	-	879	879	680	680	680
Travel & Per Diem	-	-	-	1,629	1,125	1,915	1,915	1,915
Miscellaneous Expenses	-	24	-	100	64	100	100	100
Property Maintenance	-	-	-	35,000	-	-	-	-
EDC Projects	-	-	42,344	22,084	-	8,000	6,998	-
Interfund Trans Out (GF I&S)	105,433	161,075	130,821	207,323	207,323	206,539	195,888	195,293
Large Project Reserves	145,876	11,311	4,855	-	-	-	-	-
Furniture/Equipment < \$5,000	-	-	-	25,956	25,956	35,000	-	-
Office Supplies	-	-	-	200	-	200	200	200
Capital Expenses	-	-	-	50,044	50,044	-	-	-
Transfer-Park Repairs/Replacement Reserve	5,000	10,000	15,000	20,000	20,000	35,000	55,000	80,000
TOTAL EXPENDITURES	\$ 251,584	\$ 172,410	\$ 178,020	\$ 364,471	\$ 306,497	\$ 288,774	\$ 261,121	\$ 278,528
TOTAL REVENUES OVER EXPENDITURES	\$ 745	\$ 75,531	\$ 54,639	\$ -	\$ -	\$ -	\$ -	\$ (9,603)

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

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Sales Tax - General	118,584	119,024	114,955	122,595	122,595	126,273	130,061	130,061
Interest Income	7,482	5,319	1,696	2,000	500	2,000	2,000	2,000
Reserves	-	-	-	3,678	-	-	-	-
TOTAL REVENUES	\$ 126,066	\$ 124,343	\$ 116,651	\$128,273	\$123,095	\$ 128,273	\$ 132,061	\$ 132,061
EXPENDITURES								
Auditing	-	-	-	916	916	1,000	1,000	1,000
Publications/Books/Subscriptions	-	119	-	-	-	-	-	-
Dues & Memberships	-	2,650	350	300	300	200	200	200
Schools & Training	525	-	760	2,300	1,020	2,300	2,300	2,300
Travel & Per Diem	-	654	2,786	7,850	2,225	3,250	3,413	3,413
Advertising	9,387	2,232	7,958	8,150	8,150	750	750	750
Miscellaneous Expenses	2,307	231	-	8,184	424	10,100	10,100	10,100
Community Events	-	-	-	1,000	1,000	-	-	-
EDC Projects	15,000	32,518	18,911	37,645	37,645	55,083	55,083	55,083
Existing Business Stimulus Project	-	-	-	10,000	10,000	-	-	-
Intergov Trans Out (Pool)	66,232	-	-	-	-	-	-	-
Intergov Trans Out (GF I&S)	-	-	26,362	26,362	26,362	26,246	26,783	26,783
Large Project Reserves	-	33,299	-	-	-	-	-	-
Intergov Trans Out (GF)	16,364	11,122	16,861	25,566	20,000	25,666	25,666	25,666
Office Supplies	8	91	14	-	-	-	-	-
TOTAL EXPENDITURES	\$ 109,823	\$ 82,916	\$ 74,002	\$ 128,273	\$ 108,042	\$ 124,595	\$ 125,295	\$ 125,295
TOTAL REVENUES OVER EXPENDITURES	\$ 16,243	\$ 41,427	\$ 42,649	\$ -	\$ 15,053	\$ 3,678	\$ 6,766	\$ 6,766

TOWN OF TROPHY CLUB, TEXAS
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STORM DRAINAGE UTILITY FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Storm Drainage Fee Revenue	-	-	-	126,931	128,500	130,000	131,500	131,500
Prior Year Reserves	-	-	-	125,000	-	118,000	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 251,931	\$ 128,500	248,000	131,500	131,500
EXPENDITURES								
PERSONNEL SERVICES								
Salaries & Wages	-	-	-	16,177	16,177	14,773	14,626	14,626
Overtime	-	-	-	40	40	-	-	-
Longevity	-	-	-	75	75	94	94	94
Retirement	-	-	-	2,215	2,215	2,081	2,061	2,061
Medical Insurance	-	-	-	1,861	1,861	1,972	2,329	2,679
Dental Insurance	-	-	-	102	102	102	135	156
Vision Insurance	-	-	-	20	20	20	26	30
Life Insurance & Other	-	-	-	105	93	107	107	107
Social Security Taxes	-	-	-	1,049	1,049	922	913	913
Medicare Taxes	-	-	-	247	235	216	213	213
Unemployment Taxes	-	-	-	72	62	62	62	62
Workman's Compensation	-	-	-	1,347	1,343	311	308	308
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 23,310	\$ 23,272	\$ 20,660	20,874	21,249
PROFESSIONAL & CONTRACTUAL SERVICES								
Engineering	-	-	-	7,000	7,000	4,300	4,429	4,562
Independent Labor	-	-	-	2,500	2,500	5,000	5,150	5,305
Maintenance & Repair	-	-	-	500	500	1,000	1,030	1,061
Vehicle Maintenance	-	-	-	500	500	1,000	1,030	1,061
Equipment Maintenance	-	-	-	1,500	1,500	4,000	4,120	4,244
Trash Removal/Recycling	-	-	-	15,100	15,100	15,100	15,553	16,021
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 27,100	\$ 27,100	\$ 30,400	31,312	32,254
OPERATING EXPENSES								
Dues & Memberships	-	-	-	2,344	2,344	2,350	2,414	2,486
Street Sweeping	-	-	-	4,200	4,200	5,000	5,150	5,305
Miscellaneous Expenses	-	-	-	200	200	200	206	210
Interfund Trans Out (GF I&S)	-	-	-	64,836	64,836	64,204	64,143	62,372
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 71,580	\$ 71,580	\$ 71,754	71,913	70,373
CONSUMABLE SUPPLIES								
Fuel & Lube	-	-	-	3,925	3,925	5,946	6,124	6,308
Small Tools	-	-	-	1,000	1,000	1,000	1,030	1,061
Printing	-	-	-	-	-	240	247	255
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ -	\$ -	\$ 4,925	\$ 4,925	\$ 7,186	7,401	7,624
CAPITAL EXPENSES								
Capital Expenses	-	-	-	125,000	-	118,000	-	-
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 118,000	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 251,915	\$ 126,877	\$ 248,000	131,500	131,500
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ 16	\$ 1,623	\$ -	-	-

TOWN OF TROPHY CLUB, TEXAS
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HOTEL OCCUPANCY TAX FUND

DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10	2010-11	2011-12	2012-13
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATED	ADOPTED	PROJECTED	PROJECTED
REVENUES								
Occupancy Tax	-	25,705	17,069	27,195	19,028	20,000	21,000	22,050
Interest Income	-	23	63	1,575	35	50	50	50
TOTAL REVENUES	\$ -	\$ 25,728	\$ 17,132	\$ 28,770	\$ 19,063	\$ 20,050	\$ 21,050	\$ 22,100
OPERATING EXPENDITURES								
Dues & Memberships	-	-	2,500	2,500	-	-	-	-
Community Events	-	-	3,000	6,600	-	-	-	-
4th of July Activities	-	-	36,328	19,670	19,063	20,050	21,050	22,100
TOTAL EXPENDITURES	\$ -	\$ -	\$ 41,828	\$ 28,770	\$ 19,063	\$ 20,050	\$ 21,050	\$ 22,100
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 25,728	\$ (24,696)	\$ -				

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

CAPITAL PROJECTS FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
GASB Replacement	-	64,221	37,200	44,707	44,707	53,930	47,430	47,430
\$474 Harmony Park CO Bond	481,824	10,688	328	-	-	-	-	-
\$3.26M Street GO Bond	3,326,499	66,527	6,790	-	-	-	-	-
2010 Park Bond	-	-	-	5,000,000	5,000,000	4,083,000	904,000	-
2011 Street Bond	-	-	-	-	-	925,000	-	-
TOTAL REVENUES	\$ 3,808,323	\$ 141,436	\$ 44,318	\$ 5,044,707	\$ 5,044,707	\$ 5,061,930	\$ 951,430	\$ 47,430
EXPENDITURES								
GASB Replacement	-	64,221	37,200	21,590	21,590	53,930	33,780	33,000
\$474 Harmony Park CO Bond	5,500	341,506	209,041	-	-	-	-	-
\$3.26M Street GO Bond	677,219	1,293,043	1,282,759	-	-	-	-	-
2010 Park Bond	-	-	-	5,000,000	13,000	4,083,000	904,000	-
2011 Street Bond	-	-	-	-	-	925,000	-	-
TOTAL EXPENDITURES	\$ 682,719	\$ 1,698,770	\$ 1,529,000	\$ 5,021,590	\$ 34,590	\$ 5,061,930	\$ 937,780	\$ 33,000
TOTAL REVENUES OVER EXPENDITURES	\$ 3,125,604	\$ (1,557,334)	\$ (1,484,682)	\$ 23,117	\$ 5,010,117	\$ -	\$ 13,650	\$ 14,430



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

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-2011 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
TAXES								
Property Taxes	2,432,824	2,578,409	2,896,019	3,160,670	3,164,000	3,368,472	3,469,526	3,573,612
Suppl Assessment - Emerg Svcs	-	-	-	-	-	-	-	-
Property Taxes/Prior Year	21,726	23,884	56,524	47,000	23,500	26,028	26,021	26,802
Property Taxes/P & I	21,470	23,944	25,732	25,000	27,000	29,498	29,491	30,376
Mixed Beverage Tax	12,857	13,100	13,583	14,700	10,000	12,000	12,600	13,230
Sales Tax - General	474,336	476,094	459,823	490,378	502,378	517,450	532,974	548,963
Sales Tax - Street Maintenance	118,583	119,024	114,956	-	-	-	-	-
TOTAL TAXES	\$ 3,081,796	\$ 3,234,455	\$ 3,566,637	\$ 3,737,748	\$ 3,726,878	3,953,448	\$ 4,070,612	\$ 4,192,983
FRANCHISE FEES								
Electric	344,045	337,373	309,599	346,000	291,000	310,000	325,500	341,775
Gas	-	-	49,878	55,800	37,500	45,000	47,250	49,613
Telecommunications	41,612	57,874	70,106	63,860	60,000	60,000	63,000	66,150
Cable	35,980	64,315	84,328	59,000	90,000	95,000	99,750	104,738
Allied Waste	40,839	39,572	38,834	41,020	45,900	55,200	56,856	58,562
TOTAL FRANCHISE FEES	\$ 462,476	\$ 499,134	\$ 552,745	\$ 565,680	\$ 524,400	565,200	\$ 592,356	\$ 620,837
PERMITS, LICENSES & FEES								
P & Z Administrative Fees	3,409	1,785	1,934	1,050	6,000	5,000	5,150	5,305
Developer Fees	190,650	336,210	184,134	56,500	-	50,000	50,000	50,000
Building Permits	121,238	311,115	543,470	384,000	565,000	504,000	504,000	504,000
Fire Permits/Sprinkler	2,325	4,725	5,125	525	800	800	800	800
Miscellaneous Permits	23,772	27,395	51,033	29,095	38,000	40,000	41,200	42,436
Zoning Fees	2,055	1,979	380	2,100	-	1,500	1,500	1,500
Platting Fees	41,268	7,830	3,298	5,000	5,030	5,000	5,000	5,000
Trash Revenue	295,032	296,697	327,701	344,000	344,000	-	-	-
Plumbing Permits	21,184	21,799	26,655	32,005	55,000	40,000	40,800	41,616
Storm Drainage	111,452	112,857	121,405	-	-	-	-	-
TOTAL PERMITS, LICENSES & FEES	\$ 812,385	\$ 1,122,392	\$ 1,265,135	\$ 854,275	\$ 1,013,830	646,300	\$ 648,450	\$ 650,657
PUBLIC SAFETY & COURT								
EMS Runs	121,743	143,526	139,314	135,000	140,000	145,000	145,000	145,000
Denton/Tarrant Cty Pledge - EMS	8,345	9,552	5,610	9,445	12,009	11,133	11,133	11,133
Misc EMS Revenue	1,083	30	-	1,000	-	-	-	-
Municipal Court Fines/Fees	99,541	106,092	140,553	124,000	135,000	140,000	144,200	148,526
Municipal Court Security Fee	-	-	-	4,500	4,500	4,500	4,590	4,682
Police Grants	55,605	-	20,852	27,802	27,802	-	-	-
Insurance Settlements	5,080	1,820	932	1,000	-	-	-	-
Animal Registration/Donations	1,225	1,924	5,603	5,300	4,300	4,500	4,590	4,682
NISD Contribution	15,000	45,000	21,024	21,007	20,835	52,500	55,237	55,237
Misc Police Revenue	2,135	823	830	1,500	500	500	510	520
Misc Fire Revenue	1,145	1,000	100	-	-	-	-	-
TOTAL PUBLIC SAFETY & COURT	\$ 1,076,065	\$ 1,276,166	\$ 334,818	\$ 330,554	\$ 344,946	358,133	\$ 365,260	\$ 369,780
PARK & POOL								
Interfund Trans In (TC Park)	2,057	18,420	15,000	15,000	15,000	15,000	15,000	15,000
Athletic Programs	2,690	1,975	-	4,500	-	-	-	-
Recreation Programs	5,464	7,036	3,254	5,530	3,300	3,500	3,500	3,500
Recreation Rentals	-	6,605	8,235	4,725	8,000	6,000	6,300	6,615
Day Camp Programs	28,732	36,246	58,930	75,500	67,500	75,500	75,500	75,500
Aquatic Programs	-	44,755	29,341	41,195	21,600	16,000	16,000	16,000
Pool Concessions	11,625	10,074	8,395	15,435	9,000	10,000	10,000	10,000
Pool Entry Fees	-	4,997	4,494	4,390	33,000	35,000	35,000	35,000
Pool Rentals	-	4,410	4,400	7,875	6,000	8,000	8,000	8,000
Swim Team Programs	-	-	-	22,500	22,000	19,800	19,800	19,800
TOTAL PARK & POOL	\$ 90,819	\$ 134,518	\$ 132,049	\$ 196,650	\$ 185,400	188,800	\$ 189,100	\$ 189,415

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**GENERAL FUND
REVENUE SUMMARY**

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-2011 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
MISCELLANEOUS INCOME								
Contribution From PID	-	390,035	-	-	-	-	-	-
MUD Service Contract	-	-	-	-	-	228,076	234,918	241,966
Capital Lease Proceeds	119,461	38	-	-	-	-	-	-
Loan Proceeds	-	256,836	23,310	-	-	-	-	-
Interest Income	90,326	66,805	17,727	40,000	10,000	22,500	35,000	39,000
Nextel Tower Revenue	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
Auction Sales	-	-	-	12,000	12,000	8,000	8,000	8,000
Vending Revenue	-	18	1,108	1,700	900	900	900	900
Cty Veh Reg Fees/Child Safety	8,920	-	-	-	-	-	-	-
Prior Year Reserves	-	-	-	118,478	-	-	-	-
GASB Reserves	5,000	10,000	-	17,400	17,400	60,000	-	-
Beautification Revenues	69,391	6,379	2,321	-	-	-	-	-
Community Events Revenue	22,933	16,886	15,660	17,000	8,000	7,500	7,500	7,500
Intergov Trans In (EDC/MUD)	37,880	46,188	40,043	35,566	42,000	48,848	48,848	48,848
Intergov Trans In (Parks/Pool)	40,932	21,884	-	-	-	-	-	-
Miscellaneous Income	23,807	27,370	28,441	32,100	26,000	26,394	27,186	28,001
Records Management Revenue	-	446	629	1,000	750	1,000	1,000	1,000
Recovery of Prior Year Expense	-	-	476	2,900	5,854	3,000	3,000	3,000
Gas Well Revenues	12,264	18,976	10,736	16,000	5,000	6,000	6,180	6,365
CIA Lien Revenues	999	487	476	1,000	1,000	1,000	1,000	1,000
TOTAL MISCELLANEOUS INCOME	\$ 461,913	\$ 892,348	\$ 170,927	\$ 325,144	\$ 158,904	443,218	403,532	415,581
TOTAL REVENUES	\$ 5,985,454	\$ 7,159,013	\$ 6,022,311	\$ 6,010,051	\$ 5,954,358	6,155,099	\$ 6,269,311	\$ 6,439,252

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**GENERAL FUND
EXPENDITURE SUMMARY**

	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
Administrative Services								
Manager's Office *	-	438,520	474,656	621,639	591,728	546,417	571,279	576,860
Human Resources *	-	28,015	38,715	45,240	43,244	81,752	82,545	83,924
Information Services	121,237	180,881	196,431	200,893	194,984	296,337	298,791	301,055
Legal	120,732	165,219	246,298	152,700	147,740	154,818	153,878	154,256
Administrative Services *	781,310	-	-	-	-	-	-	-
Public Safety Services								
Police	1,184,081	1,372,753	1,307,421	1,416,725	1,394,683	1,468,489	1,420,681	1,446,682
Emergency Medical Services	441,438	750,685	609,173	673,145	649,078	676,891	711,738	707,690
Fire Department **	735,143	870,860	-	-	-	-	-	-
Streets								
Street Maintenance	301,681	448,167	620,832	399,538	374,817	398,446	404,116	412,892
Storm Sewer ***	37,510	128,955	108,880	-	-	-	-	-
Construction Inspections	-	90,265	61,590	-	-	-	-	-
Parks and Recreation								
Parks	927,221	732,170	715,969	809,782	792,272	912,577	1,283,033	1,317,843
Recreation	199,201	419,823	409,845	497,123	495,067	615,088	-	-
Planning & Zoning	160,500	125,087	99,883	129,241	118,885	144,694	144,848	146,506
Community Development	672,148	489,583	492,977	504,497	498,065	191,206	196,787	200,826
Financial Services								
Finance *	-	223,094	236,211	300,430	251,830	390,915	405,130	416,276
Municipal Court	68,035	69,286	61,034	76,590	75,162	79,751	82,284	83,992
Facilities Management *	-	94,511	84,097	101,277	77,932	77,580	80,755	84,068
EXPENDITURES	\$ 5,750,235	\$ 6,627,875	\$ 5,764,012	\$ 5,928,820	\$ 5,705,487	\$ 6,034,961	\$ 5,835,866	\$ 5,932,871

* Manager's Office, Human Resources, Finance, and Facilities Management were included in "Administration" until fiscal year 2007-08.

** Fire Service was moved to Trophy Club Municipal Utility District in fiscal year 2008-09.

*** The Storm Drainage department was moved to a separate fund in fiscal year 2009-10



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.

Strategic Business Plan

- Goal 1-** Facilitate staff efforts to fulfill day-to-day requirements for the Town as well as Council goals
- Manage day-to-day Town operations
 - Foster a positive work environment
 - Goal-setting retreats
- Goal 2-** Meet and negotiate with various representatives, local and otherwise, on behalf of the Town
- Bobcat Boulevard signal light
 - Chamber of Commerce
 - Regional partnerships
 - Developers
 - Local businesses
- Goal 3-** Act in a leadership role for the staff and act to spearhead Council initiatives
- Volunteer program
 - Encourage economic development
 - Town fiscal integrity
 - Implement annual budget
- Goal 4-** Work with Economic Development to attract new businesses to the Town
- Trophy Club Plaza
 - Access road property
- Goal 5-** Spearhead new programs and Town initiatives in order to keep the Town progressing and growing on a long-term basis
- Volunteer program
 - Public Art Project

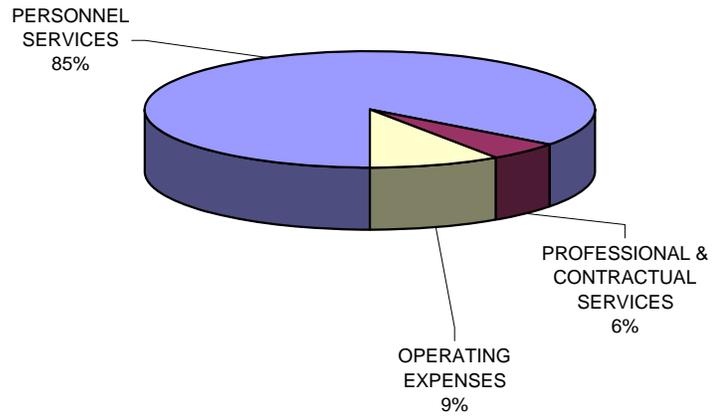
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Produce weekly update for the Town Council	N/A	52	33	52
• Number of Open Records Requests Processed	201	72	324	400
• Number of Elections Conducted	1	2	1	2

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Completion of program and services adopted or amended in Budget	100%	100%	100%	100%
• Town documents uploaded to records management software within 3 days of approval	95%	100%	100%	100%
• Post approved minutes of all Town Boards and Commissions to the Town's website	100%	100%	100%	100%
• Achieve and maintain a 90% approval rating from Annual Citizen Survey	90%	90%	90%	90%

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	4.00	3.50	3.50	4.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**MANAGER'S OFFICE
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
MANAGER'S OFFICE

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	282,589	302,136	286,654	271,608	341,486	348,105	348,105
Overtime	-	1,022	247	499	-	-	-	-
Longevity	-	466	778	1,492	1,492	1,716	1,716	1,716
Retirement	-	35,456	35,890	42,060	36,200	49,560	50,487	50,557
Medical Insurance	-	15,402	18,410	17,863	15,640	26,962	28,235	32,470
Dental Insurance	-	909	1,070	1,084	955	1,405	1,639	1,885
Vision Insurance	-	245	266	209	184	261	316	364
Life Insurance & Other	-	3,633	1,525	1,670	1,268	1,861	1,908	1,908
Social Security Taxes	-	16,592	16,973	18,838	16,980	21,195	21,056	21,056
Medicare Taxes	-	4,144	4,276	4,700	3,960	5,019	5,229	5,229
Unemployment Taxes	-	377	203	970	734	741	756	756
Worker's Compensation	-	218	657	1,356	1,356	935	952	952
Auto Allowance	-	10,075	10,350	9,700	8,300	10,800	10,800	10,800
Pre-Employment Physicals/Testing	-	35	48	120	70	120	120	120
Employee Relations	-	460	572	838	500	963	963	963
TOTAL PERSONNEL SERVICES	\$ -	\$ 371,623	\$ 393,401	\$ 388,053	\$ 359,247	\$ 463,024	\$ 472,282	\$ 476,881
PROFESSIONAL & CONTRACTUAL SERVICES								
Independent Labor	-	1,405	1,223	1,440	1,410	1,560	1,607	1,655
Records Management	-	953	1,970	820	820	2,040	2,101	2,164
Professional Outside Services	-	6,375	8,497	56,824	56,824	15,000	15,000	15,000
Mayor/Council Expenses	-	4,802	8,761	6,171	6,171	11,472	11,816	12,171
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ 13,812	\$ 20,451	\$ 65,255	\$ 65,225	\$ 30,072	\$ 30,524	\$ 30,990
OPERATING EXPENSES								
Telephone	-	371	202	803	200	703	827	852
Communications/Pagers/Mobiles	-	2,337	2,544	3,290	3,200	2,710	2,791	2,875
Postage	-	1,211	1,316	1,271	1,271	1,300	1,545	1,591
Service Charges & Fees	-	10	-	-	-	-	-	-
Newsletter/Year In Review/Communication	-	17,974	11,092	-	-	12,000	12,360	12,360
Publications/Books/Subscriptions	-	438	90	254	254	254	262	269
Dues & Memberships	-	12,185	13,002	12,426	12,426	14,662	14,662	14,662
Meetings	-	1,949	1,003	1,396	1,396	1,538	1,538	1,538
Schools & Training	-	2,468	1,317	2,380	2,000	2,605	2,905	2,905
Travel & Per Diem	-	4,691	1,831	3,825	3,825	4,889	5,489	5,489
Elections	-	3,519	23,751	23,960	23,960	5,000	5,150	5,305
Advertising	-	2,093	2,217	3,600	3,600	3,800	3,914	4,031
Miscellaneous Expenses	-	198	2	-	-	-	-	-
Meals on Wheels	-	-	-	1,200	1,200	1,200	1,200	1,200
Furniture/Equipment < \$5000	-	-	34	1,030	1,028	-	-	-
TOTAL OPERATING EXPENSES	\$ -	\$ 49,444	\$ 58,401	\$ 55,435	\$ 54,360	\$ 50,661	\$ 52,643	\$ 53,077
CONSUMABLE SUPPLIES								
Office Supplies	-	1,956	1,838	1,790	1,790	2,000	2,060	2,122
Printing	-	1,665	565	480	480	660	680	700
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ 3,641	\$ 2,403	\$ 2,270	\$ 2,270	\$ 2,660	\$ 2,740	\$ 2,822
CAPITAL EXPENSES								
Land Acquisition	\$ -	\$ -	\$ -	\$ 110,626	\$ 110,626	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 110,626	\$ 110,626	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ 438,520	\$ 474,656	\$ 621,639	\$ 591,728	\$ 546,417	\$ 558,189	\$ 563,770



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.

Strategic Business Plan

- Goal 1-** Promote competitive pay, benefits and a healthy work environment in order to retain and attract qualified and competent staff
- Pay/Benefit surveys
 - Annual insurance open enrollment
 - Ensure Town's H.R. business is conducted in compliance with regulations and internal policies
 - Provide benefit and personal training
 - Investigate opportunities for flexible schedules
 - Enhance Employee Action Committee
- Goal 2-** To protect the Town's assets and resources by minimizing the internal and external exposures and associated risks
- Revise and implement departmental SOP's
 - Safety training
 - Professional and skill training
- Goal 3-** Advise and support the organization in all aspects of Human Resources
- Implement all changes required by the National Health Care Reform
 - Benefit Administration
- Goal 4-** Revise and implement personnel policies
- Perform revision of personnel policies and oversee implementation
- Goal 5-** Ensure recruitment, placement, evaluation and separation of employees are in compliance with laws
- Job descriptions and recruitment
 - Performance evaluation monitoring system
 - Exit interview process

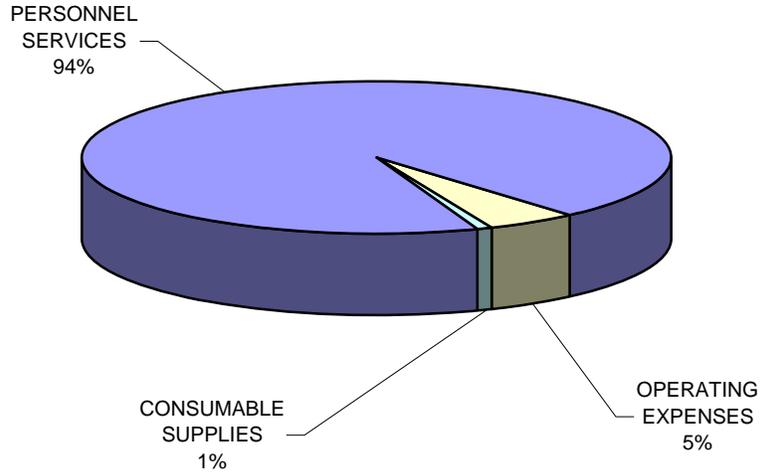
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Number of applications processed (not including seasonal)	206	243	175	150
• FMLA requests processed	13	10	13	10
• Workers' compensation claims processed	17	10	7	10

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Benefit issues identified and resolved within 10 working days	90%	100%	100%	100%
• Percentage of worker's compensation filed within legal requirements	100%	100%	100%	100%
• Maintain 90% employee retention (not including seasonal)	100%	100%	100%	100%

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	0.50	0.50	0.50	1.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**HUMAN RESOURCES
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
HUMAN RESOURCES

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	16,902	25,014	25,698	25,698	51,911	51,397	51,397
Longevity	-	-	68	98	98	255	255	255
Retirement	-	2,081	3,165	3,353	3,353	7,303	7,231	7,231
Medical Insurance	-	1,599	2,554	2,669	2,669	5,975	7,059	8,117
Dental Insurance	-	129	148	155	155	310	410	471
Vision Insurance	-	26	38	30	30	60	79	91
Life Insurance & Other	-	918	135	184	163	370	370	370
Social Security Taxes	-	1,029	1,489	1,699	1,682	3,234	3,202	3,202
Medicare Taxes	-	241	348	374	374	756	749	749
Unemployment Taxes	-	45	23	234	95	189	189	189
Worker's Compensation	-	29	52	168	78	138	136	136
Employee Relations	-	556	1,270	1,625	1,625	1,525	1,601	1,601
Tuition Reimbursement	-	-	-	1,500	1,500	1,500	1,545	1,591
Employee Assistance Program	-	-	1,275	2,348	1,200	1,750	1,803	1,857
Flexible Benefits Admin Fee	-	-	1,809	1,600	1,575	1,600	1,601	1,601
TOTAL PERSONNEL SERVICES	\$ -	\$ 23,555	\$ 37,388	\$ 41,735	\$ 40,295	\$ 76,876	\$ 77,626	\$ 78,857
OPERATING EXPENSES								
Telephone	-	3	5	26	12	26	27	28
Communications/Pagers/Mobiles	-	289	189	210	210	467	481	495
Postage	-	268	98	203	110	103	106	109
Publications/Books/Subscriptions	-	211	360	340	240	440	453	467
Dues & Memberships	-	438	287	499	499	811	835	860
Meetings	-	11	-	130	130	260	268	276
Schools & Training	-	611	-	539	250	984	1,014	1,044
Travel & Per Diem	-	219	9	76	76	15	15	16
Physicals/Testing	-	1,155	242	960	960	960	989	1,018
Furniture/Equipment < \$5000	-	909	-	-	-	100	-	-
TOTAL OPERATING EXPENSES	\$ -	\$ 4,114	\$ 1,190	\$ 2,983	\$ 2,487	\$ 4,166	\$ 4,188	\$ 4,313
CONSUMABLE SUPPLIES								
Office Supplies	-	332	95	412	412	600	618	637
Printing	-	14	42	110	50	110	113	117
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ 346	\$ 137	\$ 522	\$ 462	\$ 710	\$ 731	\$ 754
TOTAL EXPENDITURES	\$ -	\$ 28,015	\$ 38,715	\$ 45,240	\$ 43,244	\$ 81,752	\$ 82,545	\$ 83,924



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.

Strategic Business Plan

Goal 1- Cost effective solutions to current and future projects

- Cell phone evaluation
- Copier evaluation
- Printer consumables
- E-Cycle
- Power efficient options
- Virtualize servers

Goal 2- Provide a secure infrastructure for all users and services within Trophy Club

- Date security
- Application/security patching
- Security policies
- Business continuity

Goal 3- Support systems and applications that meet the goals of the whole organization

- Fire station infrastructure migration
- Network infrastructure at pool
- Permitting
- Police PVR project
- Police CAD/RMS system upgrade
- Fire/EMS CAD system upgrade

Goal 4- Provide timely and efficient support services to all departments

- Helpdesk monitoring
- Network monitoring
- Environmental monitoring

Goal 5- Develop/maintain a technically-skilled staff that is competent in current and emerging technology

- Texas Association of Governmental Technology Managers
- Nation Association of Government Webmasters
- Microsoft certification

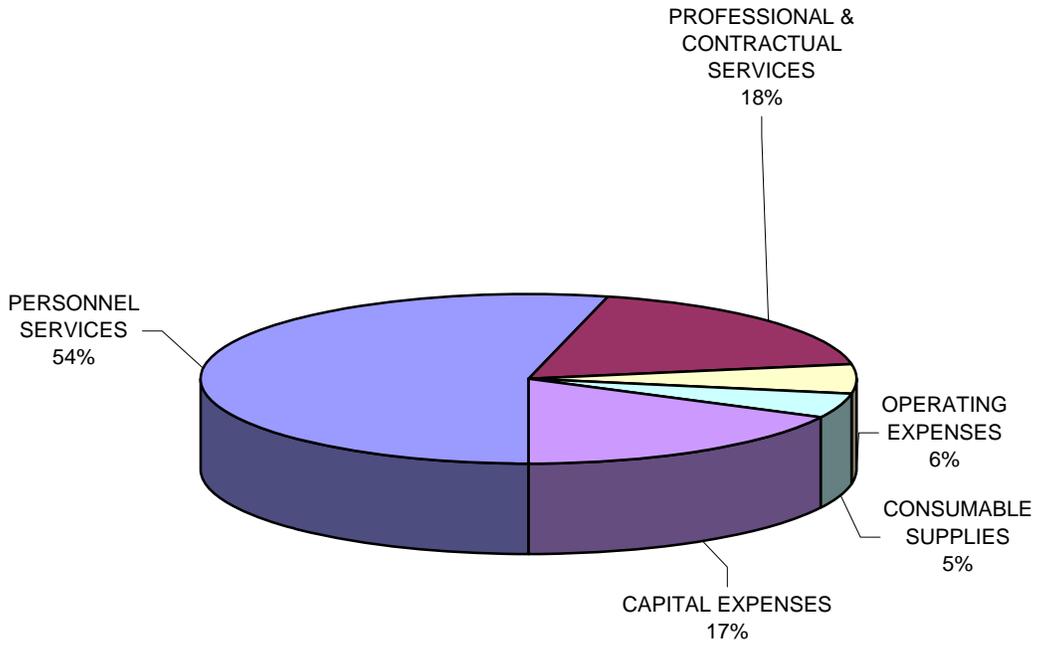
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Applications supported	136	169	174	185
• Devices/Servers supported	269	269	264	264
• Work order requests	480	890	957	950

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Scheduled server uptime	90%	99%	99%	99%
• Scheduled web services uptime	95%	99%	99%	99%
• Work orders resolved within Helpdesk predefined timeframe categories	90%	88%	83%	90%

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	1.00	1.00	1.00	2.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**INFORMATION SYSTEMS
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
INFORMATION SYSTEMS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	55,073	57,899	58,883	58,883	118,944	117,766	117,766
Longevity	-	125	233	338	338	825	825	825
Retirement	-	6,739	6,845	7,691	7,691	16,768	16,603	16,603
Medical Insurance	-	4,230	4,836	4,928	4,928	11,950	14,117	16,235
Dental Insurance	-	248	277	310	310	620	820	942
Vision Insurance	-	69	72	60	60	120	158	182
Life Insurance & Other	-	195	342	384	384	778	778	778
Social Security Taxes	-	3,354	3,451	3,668	3,668	7,426	7,353	7,353
Medicare Taxes	-	785	807	858	858	1,737	1,720	1,720
Unemployment Taxes	-	100	45	193	189	378	378	378
Workman's Compensation	-	106	125	156	156	316	313	313
TOTAL PERSONNEL SERVICES	\$ -	\$ 71,059	\$ 74,932	\$ 77,469	\$ 77,465	\$ 159,862	\$ 160,831	\$ 163,095
PROFESSIONAL & CONTRACTUAL SERVICES								
Software & Support	69,151	48,636	41,065	38,027	38,027	52,495	49,622	49,622
Independent Labor	603	702	842	2,164	1,464	1,464	1,508	1,508
Building Maint & Supplies	-	-	96	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 69,754	\$ 49,338	\$ 42,003	\$ 40,191	\$ 39,491	\$ 53,959	\$ 51,130	\$ 51,130
OPERATING EXPENSES								
Telephone	15	9,832	8,498	8,000	8,000	8,760	8,652	8,652
Communications/Pagers/Mobiles	-	718	1,028	1,231	1,081	1,334	2,263	2,263
Postage	-	29	27	55	10	75	57	57
Service Charges & Fees	-	2	1	-	-	-	-	-
Prompt Payment Act Interest	-	-	-	3	3	-	-	-
Publications/Books/Subscripts	25	20	7	75	75	-	258	258
Dues & Memberships	92	144	94	212	188	924	218	218
Meetings	-	-	11	15	11	22	-	-
Schools & Training	1,187	1,272	399	1,374	1,224	2,898	2,898	2,898
Travel & Per Diem	553	961	89	832	400	1,604	1,604	1,604
Security	4,473	1,643	1,204	1,910	1,710	1,350	2,018	2,018
TOTAL OPERATING EXPENSES	\$ 6,346	\$ 15,811	\$ 11,358	\$ 13,707	\$ 12,702	\$ 16,967	\$ 17,968	\$ 17,968
CONSUMABLE SUPPLIES								
Hardware	36,381	23,589	8,245	8,411	7,910	4,088	4,072	4,072
Office Supplies	-	302	187	375	375	721	562	562
Printer Supplies & Maintenance	8,756	14,131	8,381	9,199	5,500	9,199	9,759	9,759
TOTAL CONSUMABLE SUPPLIES	\$ 45,137	\$ 38,046	\$ 16,813	\$ 17,985	\$ 13,785	\$ 14,008	\$ 14,393	\$ 14,393
CAPITAL EXPENSES								
Copier Lease Installments	-	6,627	6,618	6,834	6,834	6,834	7,039	7,039
GASB34/Reserve For Replacement	-	-	44,707	44,707	44,707	44,707	47,430	47,430
TOTAL CAPITAL EXPENSES	\$ -	\$ 6,627	\$ 51,325	\$ 51,541	\$ 51,541	\$ 51,541	\$ 54,469	\$ 54,469
TOTAL EXPENDITURES	\$ 121,237	\$ 180,881	\$ 196,431	\$ 200,893	\$ 194,984	\$ 296,337	\$ 298,791	\$ 301,055



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.

Strategic Business Plan

Goal 1- Provide legal support to Council and Town staff

- Legislation
- Municipal Court/Police
- Briefings
- Provide legal advice
- Code enforcement

Goal 2- Provide efficient and effective legal representation

- Identification of liability risks
- Joint Governmental projects

Goal 3- Promote positive recognition and reputation with the general public and external contacts

- Promote regional positive recognition
- Promote professional development
- Provide direct contact to residents

Goal 4- Proactively reduce liability to Town by having risk management services

- Develop inspection procedures
- Safety protocols and training
- Claims management
- Personnel policy

Goal 5- Increase efforts to collect moneys due to the Town in a timely manner

- PID
- Facility damages
- Court

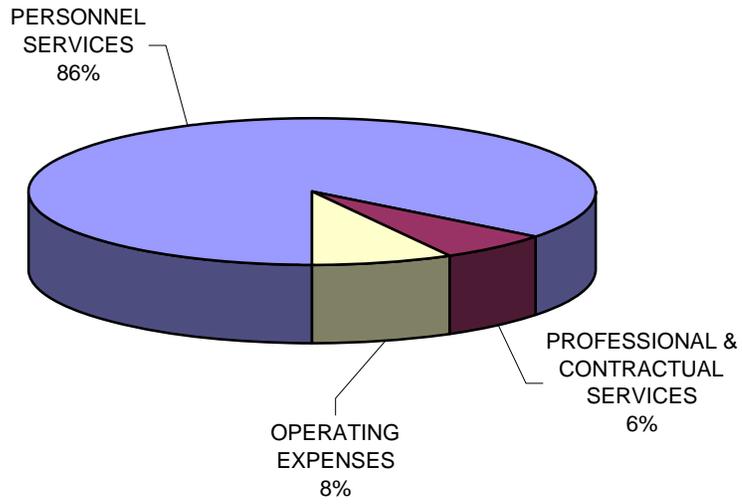
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Ordinances/Resolutions/documents reviewed/prepared	155	100	250	250
• Agendas reviewed	36	35	39	39
• Requests for general legal research/advice/meetings attended	726	300	1175	1175

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Percentage of trials successfully prosecuted	95%	95%	95%	95%
• Requests for legal services processed within provided deadline	98%	95%	95%	95%

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	1.00	1.00	1.00	1.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

LEGAL
FY 2010-11 ADOPTED
EXPENDITURES



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
LEGAL

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	94,240	101,951	105,674	107,469	107,776	108,544	107,469	107,469
Retirement	11,098	12,477	12,440	13,971	14,682	15,196	15,046	15,046
Life Insurance & Other	-	-	-	532	-	-	-	-
Social Security Taxes	5,843	6,267	6,252	6,663	7,007	6,730	6,663	6,663
Medicare Taxes	1,366	1,466	1,469	1,558	1,640	1,574	1,558	1,558
Unemployment Taxes	45	99	45	193	189	189	189	189
Worker's Compensation	107	186	227	284	325	287	284	284
TOTAL PERSONNEL SERVICES	\$ 112,699	\$ 122,446	\$ 126,107	\$ 130,670	\$ 131,619	\$ 132,520	\$ 131,209	\$ 131,209
PROFESSIONAL & CONTRACTUAL SERVICES								
Professional Outside Services	200	34,216	4,625	10,000	5,000	10,000	10,000	10,000
Outside Legal Services	-	-	106,998	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 200	\$ 34,216	\$ 111,623	\$ 10,000	\$ 5,000	\$ 10,000	\$ 10,000	\$ 10,000
OPERATING EXPENSES								
Telephone	102	61	40	90	90	90	93	95
Communications/Pagers/Mobiles	1,139	722	885	996	996	670	690	711
Postage	28	-	1	-	-	-	-	-
Publications/Books/Subscripts	4,813	6,058	6,937	8,440	8,400	8,884	9,151	9,425
Dues & Memberships	460	370	305	455	455	455	469	483
Schools & Training	325	175	215	425	175	425	438	451
Travel & Per Diem	916	1,097	174	1,599	980	1,599	1,647	1,696
Miscellaneous Expenses	-	1	-	-	-	50	52	53
Furniture/Equipment < \$5000	-	-	-	-	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 7,783	\$ 8,484	\$ 8,557	\$ 12,005	\$ 11,096	\$ 12,173	\$ 12,540	\$ 12,914
CONSUMABLE SUPPLIES								
Office Supplies	50	73	11	25	25	125	129	133
TOTAL CONSUMABLE SUPPLIES	\$ 50	\$ 73	\$ 11	\$ 25	\$ 25	\$ 125	\$ 129	\$ 133
TOTAL EXPENDITURES	\$ 120,732	\$ 165,219	\$ 246,298	\$ 152,700	\$ 147,740	\$ 154,818	\$ 153,878	\$ 154,256



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.

Strategic Business Plan

Goal 1- Enhance public safety and reduce disorderly behavior

- Preventive patrol
- Follow-up investigations
- Enhanced community service training
- Equip and field CERT

Goal 2- Enhance Community Policing Strategies

- Bicycle Patrol/Rodeos
- National Night Out Against Crime
- Safety Fair
- SRO Program

Goal 3- Enhance community service opportunities

- Citizens' Police Academy
- KYSS
- Citizens on Patrol

Goal 4- Further enhance reputation of department

- Complete recognition program

Goal 5- Improve communications with community

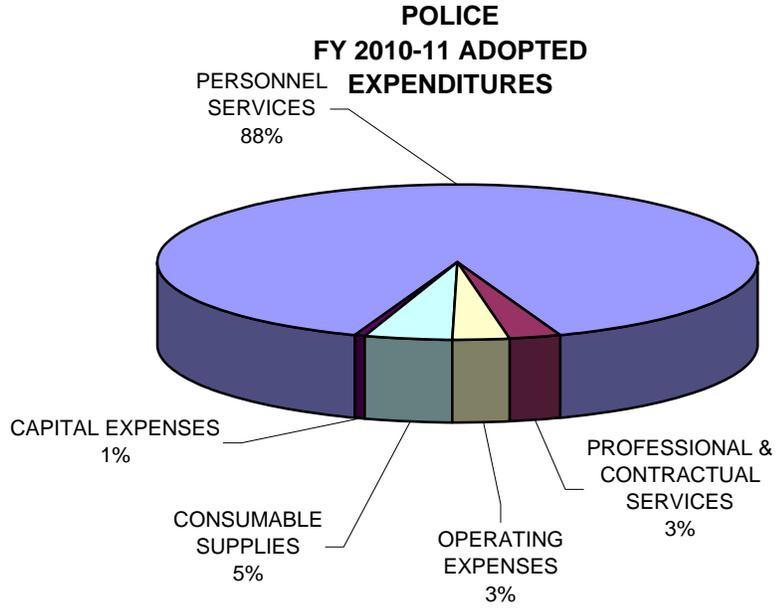
- Connect CTY

<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Calls for service	14566	N/A	13956	14500
• Total Incidents Investigated	302	N/A	426	525
• Number of index crimes (including Misdemeanor Assaults)	92	N/A	116	125

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Increase volunteer involvement in Citizens on Patrol	4	N/A	8	12
• Plan and implement special events	7	N/A	9	10
• Implement departmental training standards to conform to Recognition standards	0	N/A	3	6
• Decrease burglaries through education and effective patrol tactics	13	N/A	12	9
• Increase Citizens Police Academy	2	N/A	1	2

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	15.50	15.50	15.50	16.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
POLICE

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	680,206	724,522	801,084	782,987	779,331	860,070	802,709	802,709
Overtime	40,219	43,732	25,690	45,000	45,000	34,452	34,113	34,113
DPS Holiday Pay	12,383	14,384	16,658	15,416	14,826	16,440	19,894	19,894
Longevity	-	5,388	5,468	6,918	6,918	8,295	7,732	7,732
Certification	-	6,100	6,875	11,100	8,575	11,100	10,500	10,500
Retirement	86,880	96,681	100,663	113,305	113,305	130,417	122,577	122,577
Medical Insurance	-	65,503	79,761	84,552	83,265	134,204	136,982	157,529
Dental Insurance	-	4,677	5,842	6,148	6,045	6,861	8,391	9,649
Vision Insurance	-	1,087	1,214	1,051	1,038	1,237	1,520	2,000
Life Insurance & Other	-	4,649	4,948	5,196	4,735	5,769	5,411	5,411
Social Security Taxes	44,044	45,537	47,712	52,646	52,646	53,948	49,934	49,276
Medicare Taxes	10,300	10,650	11,159	12,315	12,315	12,617	11,678	11,525
Unemployment Taxes	793	1,616	728	2,771	2,771	3,308	3,119	3,119
Workman's Compensation	27,278	16,448	18,954	22,475	22,475	23,778	22,299	22,299
Clothing Allowance	170	400	1,667	1,800	1,800	1,800	1,200	1,200
Pre-Employment Physicals/Testing	335	1,704	116	40	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 985,198	\$ 1,043,078	\$ 1,128,539	1,163,720	1,155,045	\$ 1,304,296	\$ 1,238,059	\$ 1,259,533
PROFESSIONAL & CONTRACTUAL SERVICES								
Abatements	-	515	157	20	20	-	-	-
TCIC Access	1,956	1,874	1,735	16	-	-	-	-
Independent Labor	9,639	4,550	4,200	3,200	3,050	7,200	7,200	7,200
Vehicle Maintenance	14,949	16,552	18,212	20,650	20,650	17,130	17,644	18,173
Equipment Maintenance	2,348	4,363	2,621	1,500	1,500	1,750	1,803	1,857
Building Maintenance	7,402	5,420	6,431	10,000	10,000	7,500	7,725	7,957
Cleaning Services	3,176	3,577	6,155	6,720	6,720	6,720	6,922	7,129
Professional Outside Services	2,400	10,000	1,248	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 41,870	\$ 46,851	\$ 40,759	\$ 42,106	\$ 41,940	\$ 40,300	\$ 41,293	\$ 42,316
OPERATING EXPENSES								
Telephone	202	169	170	300	300	300	309	318
Communications/Pagers/Mobiles	5,260	6,559	7,837	9,000	9,000	8,005	8,245	8,493
Electricity	18,985	23,749	18,156	16,251	13,500	18,500	19,055	19,627
Water	934	1,032	875	1,071	1,000	1,000	1,030	1,061
Postage	650	1,018	1,383	620	620	1,000	1,030	1,030
Publications/Books/Subscripts	-	623	-	1,000	756	-	-	-
Dues & Memberships	969	1,394	1,900	1,715	757	1,790	1,844	1,899
Meetings	-	484	327	22	22	-	-	-
Schools & Training	834	3,648	2,972	3,900	3,900	4,500	4,635	4,774
Emergency Management	1,000	1,000	1,000	1,000	1,000	1,000	1,030	1,061
Travel & Per Diem	2,666	2,843	2,388	4,778	3,500	3,600	3,708	3,819
Advertising	55	-	-	200	200	100	103	106
Programs & Special Projects	4,570	5,159	3,414	1,000	1,000	2,716	2,797	2,881
Animal Control	75	1,034	421	1,200	1,200	1,000	1,030	1,061
Code Enforcement	-	-	-	330	330	350	361	371
Investigative Materials & Supp	1,674	2,759	886	1,500	1,000	1,000	1,030	1,061
Miscellaneous Expenses	755	859	325	1,000	750	500	500	500
Furniture/Equipment < \$5000	-	440	323	293	293	1,000	1,000	1,000
TOTAL OPERATING EXPENSES	\$ 43,031	\$ 52,770	\$ 42,377	\$ 45,180	\$ 39,128	\$ 46,361	\$ 47,707	\$ 49,062
CONSUMABLE SUPPLIES								
Fuel & Lube	30,428	43,405	28,767	37,750	35,000	47,592	49,020	50,490
Uniforms	5,534	9,556	5,212	5,000	4,663	5,000	5,150	5,305
Protective Clothing	1,991	1,845	6,622	1,900	1,450	5,000	5,150	5,305
Qualifications	1,083	1,082	528	2,000	2,000	2,250	2,318	2,387
Small Equipment	2,569	9,688	1,212	13,500	13,500	4,500	4,635	4,774
Office Supplies	2,527	3,728	2,079	2,570	2,250	3,000	3,090	3,183
Maintenance Supplies	1,684	1,310	1,238	2,000	1,250	1,500	1,545	1,591
Printing	620	-	572	800	679	750	773	796
Camera Supplies & Processing	-	14	120	-	-	-	-	-
TOTAL CONSUMABLE SUPPLIES	\$ 46,436	\$ 70,628	\$ 46,350	\$ 65,520	\$ 60,792	\$ 69,592	\$ 71,681	\$ 73,831
CAPITAL EXPENSES								
Grant Match	-	25,264	-	42,000	42,000	-	-	-
Vehicles	52,283	78,257	22,680	40,571	38,150	7,940	21,940	21,940
Video Equipment	-	44,471	18,275	17,628	17,628	-	-	-
Police Records Management System	12,120	11,434	8,441	-	-	-	-	-

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
POLICE

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
TOTAL CAPITAL EXPENSES	\$ 67,545	\$ 159,426	\$ 49,396	\$ 100,199	\$ 97,778	\$ 7,940	\$ 21,940	\$ 21,940
TOTAL EXPENDITURES	\$ 1,184,081	\$ 1,372,753	\$ 1,307,421	\$ 1,416,725	\$ 1,394,683	\$ 1,468,489	\$ 1,420,681	\$ 1,446,682

TOWN OF TROPHY CLUB, TEXAS

Annual Program of Services



**GENERAL FUND:
EMERGENCY MEDICAL SERVICES**

Mission

To provide quality service to the citizens of Trophy Club by providing timely and efficient response to fire, medical, rescue, and calls for public service.

Strategic Business Plan

Goal 1- Provide quality service to the citizens

- Education
- Emergency Response
- Program development

Goal 2- Provide and maintain community education programs

- CPR classes
- Program development
- Citizen Fire Academy
- Home inspection programs

Goal 3- Program development for corporate and Town staff

- Education
- Program Development
- Citizen Fire Academy
- EMS Training

Goal 4- Resource management and working agreements with regional assets

- Medical control
- Northeast Fire Department Association (NEFDA)

Goal 5- Program development that maintains our ability to collect and support billing and records management

- Intermedix contract

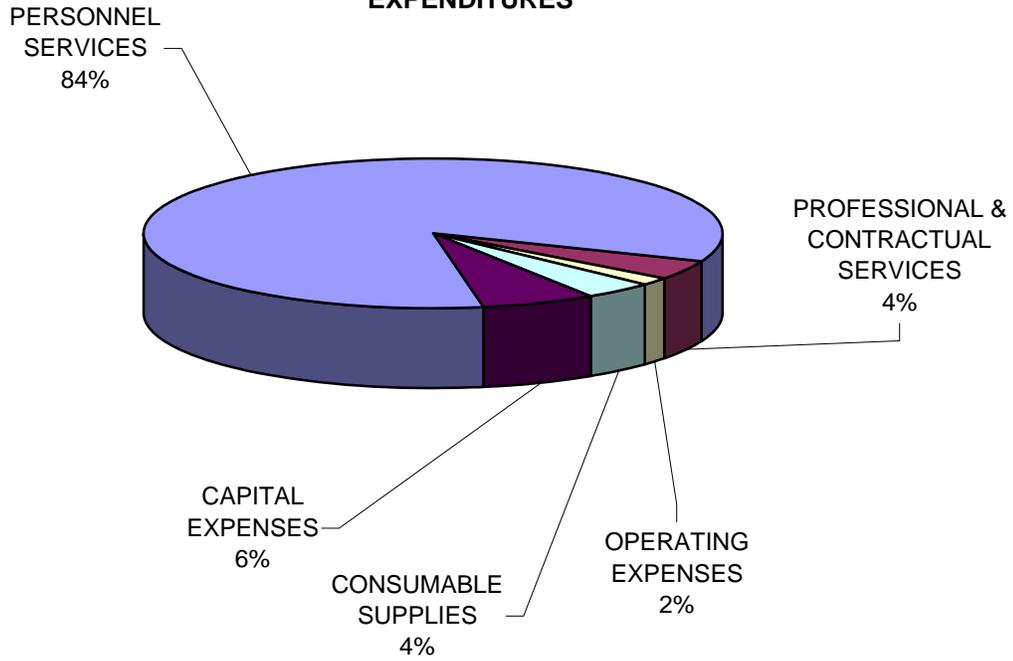
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• EMS alarms responded to	400	375	350	375
• Medical transports completed	300	300	270	300
• Continuing education training hours (total employees)	675	675	675	675

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Third party collection rate	65%	65%	65%	65%
• Response time to EMS alarms in less than six minutes	90%	90%	90%	90%

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	6.37	6.31	6.31	6.31

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**EMERGENCY MEDICAL SERVICES
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
EMERGENCY MEDICAL SERVICES

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	257,028	329,069	340,563	362,427	362,427	356,779	372,110	356,778
Overtime	28,837	35,005	34,957	35,255	31,764	38,718	38,718	38,718
DPS Holiday Pay	5,329	7,795	10,194	10,676	10,020	10,619	10,619	10,619
Longevity/Certification	3,570	-	-	-	-	-	-	-
Longevity	-	1,713	2,118	2,708	2,573	2,777	2,804	2,804
Certification	-	2,127	1,911	1,863	1,360	3,639	4,863	4,863
Retirement	33,444	44,539	42,584	53,901	53,901	57,754	58,321	57,930
Group Insurance	28,509	-	-	-	-	-	-	-
Medical Insurance	-	33,121	37,813	36,225	35,775	51,949	57,857	66,535
Dental Insurance	-	2,062	2,372	2,743	2,743	2,716	3,628	4,172
Vision Insurance	-	492	509	438	438	483	646	784
Life Insurance & Other	-	1,985	2,033	2,394	2,394	2,387	2,411	2,411
Social Security Taxes	16,849	21,199	20,955	24,582	24,582	23,986	23,675	23,357
Medicare Taxes	3,940	4,958	4,901	5,749	5,749	5,610	5,537	5,462
Unemployment Taxes	312	778	335	1,603	1,603	1,284	1,297	1,297
Workman's Compensation	2,663	7,213	7,385	11,212	11,212	8,826	8,903	8,903
Auto Allowance	-	-	-	-	-	-	-	-
Pre-Employment Physicals/Testing	214	442	153	675	375	743	817	-
TOTAL PERSONNEL SERVICES	\$ 380,695	\$ 492,498	\$ 508,783	\$ 552,451	\$ 546,916	\$ 568,270	\$ 592,206	\$ 584,633
PROFESSIONAL & CONTRACTUAL SERVICES								
Maintenance & Repairs	-	-	14	-	-	-	-	-
Vehicle Maintenance	4,897	3,840	256	3,790	1,800	3,790	3,790	3,790
Equipment Maintenance	2,670	2,896	1,571	2,000	2,000	3,500	3,675	3,859
Building Maint & Supplies	-	-	500	-	-	-	-	-
Collection Fees	-	18,565	18,257	18,900	18,900	20,300	20,300	20,300
Hazmat Disposal	96	99	139	250	250	410	422	435
TOTAL PROF & CONTRACTUAL SERVICES	\$ 12,234	\$ 25,400	\$ 20,737	\$ 24,940	\$ 22,950	\$ 28,000	\$ 28,187	\$ 28,384
OPERATING EXPENSES								
Telephone	48	31	44	75	75	75	77	80
Communications/Pagers/Mobiles	1,591	1,205	2,196	2,477	2,200	3,674	3,784	3,898
Postage	44	81	65	65	50	65	67	69
Inspection Fees	-	863	-	870	870	-	870	870
Publications/Books/Subscripts	48	97	40	200	100	200	206	212
Dues & Memberships	366	256	383	960	574	574	591	609
Meetings	-	77	88	132	100	132	136	140
Schools & Training	1,052	1,145	1,041	1,350	926	1,350	1,391	1,432
Travel & Per Diem	274	1,044	46	1,136	550	1,196	1,232	1,269
Flags & Repair	-	2,163	2,135	1,869	1,869	1,869	1,925	1,983
Miscellaneous Expenses	-	28	23	1,200	1,200	1,200	1,236	1,273
TOTAL OPERATING EXPENSES	\$ 3,423	\$ 6,990	\$ 6,061	\$ 10,334	\$ 8,514	\$ 10,335	\$ 11,515	\$ 11,835
CONSUMABLE SUPPLIES								
Fuel & Lube	4,285	5,561	3,439	5,055	4,000	5,762	5,935	6,113
Uniforms	2,796	2,623	2,504	3,770	3,000	3,883	3,999	6,113
Small Equipment	613	1,548	557	2,000	1,000	2,000	2,060	2,122
Disposable Supplies	5,085	8,641	5,355	5,000	5,000	5,000	5,150	5,305
Medical Control	6,900	6,975	6,774	7,000	7,000	7,000	7,210	7,426
Pharmacy	1,887	2,520	2,954	4,000	2,000	2,000	2,280	2,599
Oxygen	407	449	555	500	350	515	530	546
Office Supplies	64	32	78	150	150	150	155	159
Maintenance Supplies	70	-	5	200	200	200	206	212
TOTAL CONSUMABLE SUPPLIES	\$ 22,107	\$ 28,349	\$ 22,221	\$ 27,675	\$ 22,700	\$ 26,510	\$ 27,525	\$ 30,595
CAPITAL EXPENSES								
Capital Expenses	-	-	-	-	-	-	-	-
Vehicles	-	-	15,963	6,383	4,344	6,282	2,202	2,140
Vehicle Equipment	-	-	2,335	-	-	-	-	-
Radios	2,248	-	-	-	-	-	-	-
M682 Ambulance/Equipment	20,731	20,731	-	18,400	11,770	8,107	16,980	16,980
M681 Ambulance/Equipment	-	176,717	33,073	32,962	31,884	29,387	33,123	33,123
TOTAL CAPITAL EXPENSES	\$ 22,979	\$ 197,448	\$ 51,371	\$ 57,745	\$ 47,998	\$ 43,776	\$ 52,305	\$ 52,243
TOTAL EXPENDITURES	\$ 441,438	\$ 750,685	\$ 609,173	\$ 673,145	\$ 649,078	\$ 676,891	\$ 711,738	\$ 707,690



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.

*Strategic Business Plan **

Goal 1- Provide well-maintained streets and storm drains

- Concrete street repairs
- Inlet and structure inspection, cleaning, and repair
- Street, curb, and gutter sweeping
- Emergency response
- Signs and markings
- New construction

Goal 2- Provide timely & knowledgeable response to resident issues

- Responsive
- Friendly
- Customer service

Goal 3- Establish 5 year plan for Streets and Storm Drainage

- Identify and rank streets in need of reconstruction
- Identify and rank streets in need of maintenance
- Identify projects associated with improved traffic flow and transportation needs
- Identify and rank storm drainage projects

Goal 4- Provide support for other Town Departments and MUD 1

- Parks
- Police Department
- MUD 1

<i>Workload Measures *</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Street sweeping (curb miles)	N/A	N/A	60	65
• Concrete placed/poured (cubic yards)	N/A	N/A	425	550
• Striping (linear feet)	N/A	N/A	43,573	43,573

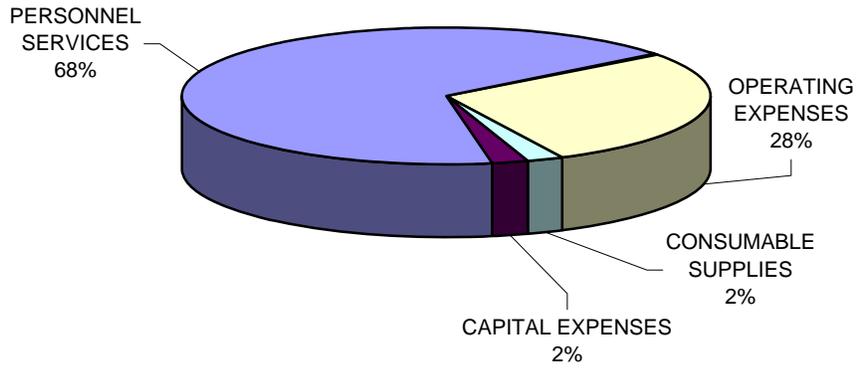
<i>Productivity Measures *</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Respond to calls in under 4 business hours	N/A	N/A	N/A	90%
• Ratio of lane miles of street maintained per employee	N/A	N/A	N/A	24.17:1

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	6.00	4.04	4.04	4.04

* The General Fund Street Department, Street Maintenance Sales Tax Fund, and Storm Drainage Utility Fund each reflect a portion of the total funding of the Town's street and storm drainage programs. The Strategic Business Plan goals, as well as, the workload and productivity measures enumerated above relate to the interrelated efforts of the one street and storm drainage crew.

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

STREETS
FY 2010-11 ADOPTED
EXPENDITURES



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
STREETS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	105,258	155,771	192,413	174,815	174,815	179,491	177,714	177,714
Overtime	1,361	617	1,488	454	454	3,000	3,000	3,000
Longevity	-	-	281	536	536	696	696	696
Retirement	12,570	19,560	22,869	24,062	24,063	25,646	25,397	25,397
Medical Insurance	-	16,971	25,126	22,481	22,481	28,673	33,278	38,270
Dental Insurance	-	845	1,477	1,492	1,492	1,537	2,033	2,338
Vision Insurance	-	237	334	259	259	282	373	430
Life Insurance & Other	-	1,033	1,382	999	999	1,194	1,194	1,194
Social Security Taxes	6,242	9,065	10,767	10,341	10,341	10,637	10,295	10,152
Medicare Taxes	1,460	2,120	2,518	2,419	2,419	2,488	2,408	2,374
Unemployment Taxes	164	475	210	841	841	764	764	764
Workman's Compensation	325	20,856	11,399	24,929	24,929	12,423	12,302	12,302
Auto Allowance	125	3,325	-	-	-	-	-	-
Pre-Employment Physicals/Testing	70	200	-	100	100	500	515	530
TOTAL PERSONNEL SERVICES	\$ 140,568	\$ 231,075	270,264	\$ 263,728	\$ 263,729	\$ 267,331	\$ 269,969	\$ 275,161
PROFESSIONAL & CONTRACTUAL SERVICES								
Engineering	-	21,866	324	-	-	-	-	-
Vehicle Maintenance	550	1,022	1,326	600	600	525	541	557
Equipment Maintenance	-	1,608	2,226	500	500	1,000	1,030	1,061
TOTAL PROF & CONTRACTUAL SERVICES	\$ 550	\$ 24,496	3,876	\$ 1,100	\$ 1,100	\$ 1,525	\$ 1,571	\$ 1,618
OPERATING EXPENSES								
Telephone	-	19	27	15	15	50	52	53
Communications/Pagers/Mobiles	1,096	2,055	2,552	2,676	2,676	2,535	2,611	2,689
Electricity	-	90,032	97,720	100,000	100,000	107,988	111,228	114,564
Postage	-	81	20	145	145	50	52	53
Dues & Memberships	-	240	246	403	403	428	441	454
Schools & Training	179	548	398	398	398	458	472	486
Travel & Per Diem	504	428	494	580	576	555	572	589
Advertising	-	840	-	-	-	-	-	-
Street Repairs	120,601	64,850	217,018	-	-	-	-	-
Signs and Markings	6,617	15,215	10,272	-	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 128,997	\$ 174,308	328,747	\$ 104,217	\$ 104,213	\$ 112,064	\$ 115,428	\$ 118,889
CONSUMABLE SUPPLIES								
Fuel & Lube	3,977	7,648	8,138	5,200	5,200	4,266	4,394	4,526
Uniforms	2,110	2,489	2,016	1,200	1,200	2,840	2,925	3,013
Small Tools	-	-	-	368	350	1,500	1,545	1,591
Safety Equipment	-	83	-	-	-	-	-	-
Office Supplies	-	479	202	125	125	200	206	212
TOTAL CONSUMABLE SUPPLIES	\$ 6,087	\$ 10,699	10,356	\$ 6,893	\$ 6,875	\$ 8,806	\$ 9,070	\$ 9,342
CAPITAL EXPENSES								
Capital Expenses	17,890	-	-	23,600	23,600	-	-	-
Vehicles	7,589	7,589	7,589	-	-	8,720	8,078	7,882
TOTAL CAPITAL EXPENSES	\$ 25,479	\$ 7,589	7,589	\$ 23,600	\$ 23,600	\$ 8,720	\$ 8,078	\$ 7,882
TOTAL EXPENDITURES	\$ 301,681	\$ 448,167	620,832	\$ 399,538	\$ 374,817	\$ 398,446	\$ 404,116	\$ 412,892

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
STREETS: STORM SEWER

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	11,639	13,758	14,382	-	-	-	-	-
Overtime	221	88	217	-	-	-	-	-
Longevity	-	-	54	-	-	-	-	-
Retirement	1,397	1,695	1,726	-	-	-	-	-
Group Insurance	1,410	-	-	-	-	-	-	-
Medical Insurance	-	1,490	1,595	-	-	-	-	-
Dental Insurance	-	86	91	-	-	-	-	-
Vision Insurance	-	24	24	-	-	-	-	-
Life Insurance & Other	-	89	91	-	-	-	-	-
Social Security Taxes	735	845	866	-	-	-	-	-
Medicare Taxes	171	198	203	-	-	-	-	-
Unemployment Taxes	15	33	15	-	-	-	-	-
Workman's Compensation	-	172	263	-	-	-	-	-
TOTAL	\$ 15,588	\$ 18,478	\$ 19,527	\$ -	\$ -	\$ -	\$ -	\$ -
PROFESSIONAL & CONTRACTUAL SERVICES								
Engineering	-	9,462	11,430	-	-	-	-	-
Independent Labor	7,633	8,499	4,658	-	-	-	-	-
Maintenance & Repair	503	539	515	-	-	-	-	-
Equipment Maintenance	-	-	253	-	-	-	-	-
Trash Removal/Recycling	8,740	11,186	6,269	-	-	-	-	-
TOTAL PROF & CONTRACT	\$ 16,876	\$ 29,686	\$ 23,125	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES								
Dues & Memberships	2,167	2,267	2,344	-	-	-	-	-
Street Sweeping	2,584	4,295	3,850	-	-	-	-	-
Miscellaneous Expenses	295	90	38	-	-	-	-	-
TOTAL OPERATING EXPEN	\$ 5,046	\$ 6,652	\$ 6,232	\$ -	\$ -	\$ -	\$ -	\$ -
CONSUMABLE SUPPLIES								
Printing	-	197	-	-	-	-	-	-
TOTAL CONSUMABLE SUP	\$ -	\$ 197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENSES								
Reserve For Replacement	-	73,942	-	-	-	-	-	-
Capital Project - Timberidge	-	-	59,996	-	-	-	-	-
TOTAL CAPITAL EXPENSES	\$ -	\$ 73,942	\$ 59,996	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 37,510	\$ 128,955	\$ 108,880	\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
CONSTRUCTION INSPECTION

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATED	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	23,618	41,748	-	-	-	-	-
Overtime	-	2,135	881	-	-	-	-	-
Retirement	-	3,165	5,294	-	-	-	-	-
Medical Insurance	-	2,083	4,030	-	-	-	-	-
Dental Insurance	-	120	230	-	-	-	-	-
Vision Insurance	-	33	59	-	-	-	-	-
Life Insurance & Other	-	140	433	-	-	-	-	-
Social Security Taxes	-	1,546	2,613	-	-	-	-	-
Medicare Taxes	-	362	611	-	-	-	-	-
Unemployment Taxes	-	99	45	-	-	-	-	-
Workman's Compensation	-	-	3,253	-	-	-	-	-
Pre-Employment Physicals/Testing	-	80	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ -	\$ 33,381	\$ 59,197	\$ -	\$ -	\$ -	\$ -	\$ -
PROFESSIONAL & CONTRACTUAL SERVICES								
Vehicle Maintenance	-	707	185	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ 707	\$ 185	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES								
Communications/Pagers/Mobiles	-	495	802	-	-	-	-	-
TOTAL OPERATING EXPENSES	\$ -	\$ 495	\$ 802	\$ -	\$ -	\$ -	\$ -	\$ -
CONSUMABLE SUPPLIES								
Fuel & Lube	-	1,235	1,009	-	-	-	-	-
Uniforms	-	-	397	-	-	-	-	-
Hardware	-	3,859	-	-	-	-	-	-
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ 5,094	\$ 1,406	\$ -	\$ -	\$ -	\$ -	\$ -
CAPITAL EXPENSES								
Vehicles	-	45,744	-	-	-	-	-	-
Vehicle Equipment	-	4,844	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	\$ -	\$ 50,588	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ 90,265	\$ 61,590	\$ -	\$ -	\$ -	\$ -	\$ -



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.

Strategic Business Plan

Goal 1- Proactively maintain and reinforce sound environmental practices within the community

- Public irrigation
- Public environmental awareness
- Recycling
- Landscaping

Goal 2- Maintain current and future park and public amenities for increased resident enjoyment

- Sports field maintenance
- Trail creation and maintenance
- Facility maintenance
- Staff resource training
- Medians and common areas

Goal 3- Implement the physical improvements to Trophy Club Park as identified in the master plan

- Practice fields
- Trail development
- BMX
- RC Airfield

Goal 4- Evaluate maintenance procedures for new amenities

- Concrete trail maintenance and pond maintenance
- Freedom Dog Park Maintenance
- Evaluate new open space and parkland maintenance areas
- Create a passive maintenance area ordinance

Goal 5- Bring new park amenities online

- Harmony Park
- Independence West
- Freedom Dog Park

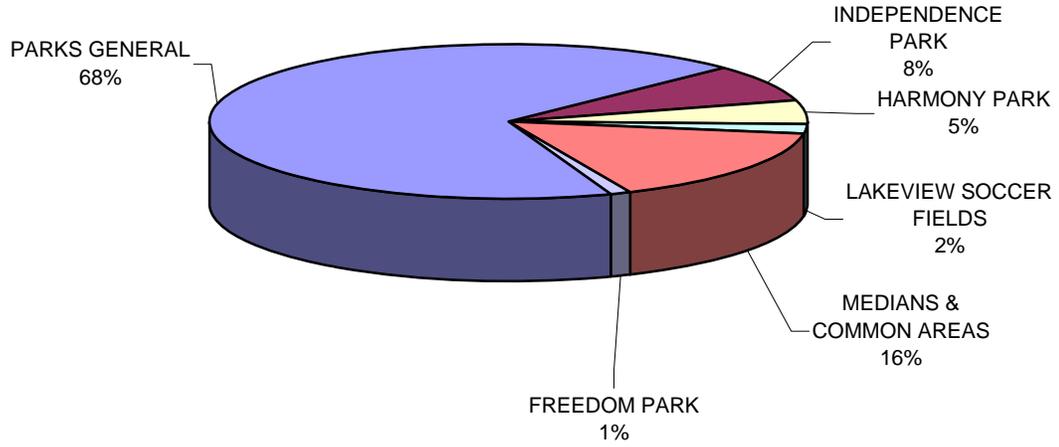
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Medians and common areas maintained	85	85	85	120
• Sports fields maintained	17	17	17	21
• Average weekly irrigation repairs/adjustments/replacements	50	50	50	75

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Construction of additional t-ball fields	3	3	0	0
• Planting of trees for Tree City requirements	50	50	79	50
• Conversion of non-irrigated medians to xeriscape landscaping	5	5	0	5

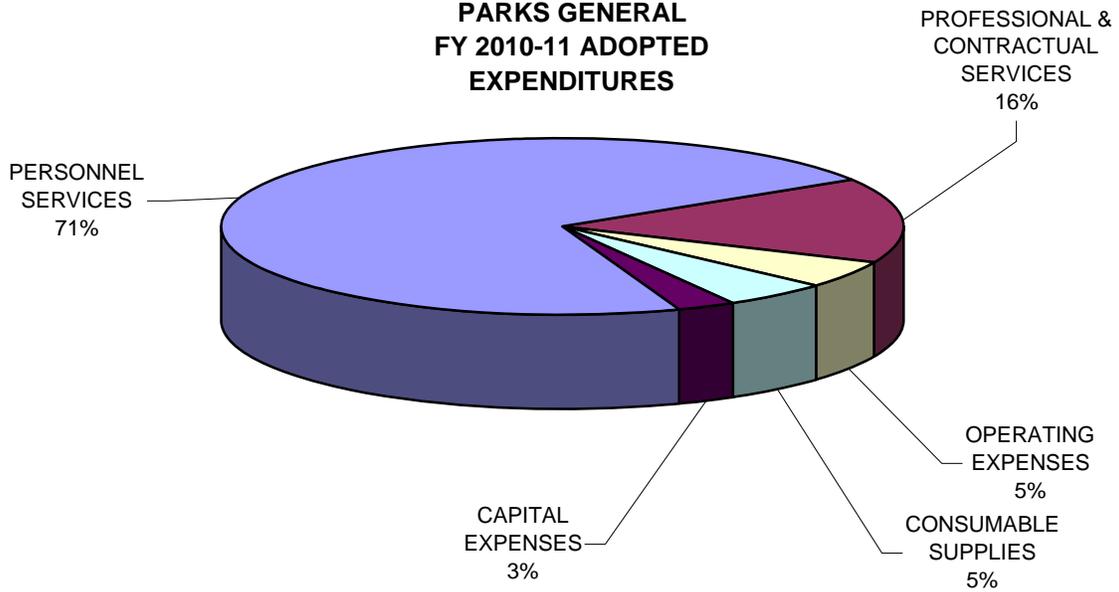
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	7.50	7.50	7.50	7.50

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**TOTAL PARKS
FY 2010-11 ADOPTED
EXPENDITURES**



**PARKS GENERAL
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

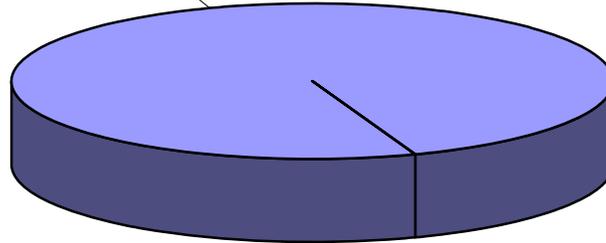
GENERAL FUND
PARKS: PARKS GENERAL

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	313,877	262,497	279,445	284,749	284,749	287,600	494,478	494,478
Overtime	11,967	9,369	15,653	12,500	12,500	12,500	14,500	14,500
Longevity	-	900	1,710	2,368	2,368	3,002	6,144	6,144
Certification	-	-	-	1,500	1,500	1,500	2,500	2,500
Retirement	38,816	33,493	35,125	41,223	41,223	42,938	72,761	72,761
Medical Insurance	-	37,821	41,242	44,373	44,373	60,887	128,116	147,333
Dental Insurance	21	2,507	2,795	3,131	3,131	3,131	7,913	9,100
Vision Insurance	-	575	625	537	537	566	1,420	1,886
Life Insurance & Other	-	2,171	1,953	2,000	2,000	2,033	3,569	3,569
Social Security Taxes	19,068	15,530	16,563	17,669	17,669	17,889	27,891	27,241
Medicare Taxes	4,459	3,630	3,874	4,132	4,132	4,184	6,523	6,371
Unemployment Taxes	1,204	641	338	1,418	1,418	1,418	2,552	2,552
Workman's Compensation	5,259	12,419	6,023	9,650	9,650	7,608	12,892	12,892
Auto Allowance	3,757	2,013	2,012	2,100	2,100	2,100	2,100	2,100
Pre-Employment Physicals/Testing	587	-	-	221	221	315	1,324	1,324
TOTAL PERSONNEL SERVICES	\$ 444,736	\$ 383,566	\$ 407,358	\$ 427,571	\$ 427,571	\$ 447,671	\$ 784,683	\$ 804,751
PROFESSIONAL & CONTRACTUAL SERVICES								
Engineering	290	-	-	-	-	-	-	-
Independent Labor	1,881	453	-	-	-	78,641	159,391	159,391
Vehicle Maintenance	4,060	6,160	6,003	6,750	6,750	6,750	8,953	9,221
Equipment Maintenance	7,473	8,512	10,449	7,000	7,000	10,000	12,300	12,669
Building Maintenance	3,695	3,210	2,268	2,300	2,300	2,300	2,369	2,440
Consultants	590	200	105	700	700	250	258	265
Portable Toilets	-	-	124	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 17,988	\$ 18,535	\$ 18,949	\$ 16,750	\$ 16,750	\$ 97,941	\$ 183,271	\$ 183,986
OPERATING EXPENSES								
Telephone	232	35	27	62	62	62	64	66
Communications/Pagers/Mobiles	5,996	3,857	3,523	3,741	3,741	5,705	7,876	8,112
Electricity	1,981	5,699	1,649	2,087	2,087	3,087	3,180	3,275
Postage	70	113	43	50	30	50	52	53
Publications/Books/Subscripts	767	493	225	500	500	500	515	530
Dues & Memberships	1,180	411	300	915	615	915	1,942	2,001
Meetings	457	461	498	572	572	800	1,000	1,000
Schools & Training	2,376	1,329	1,387	1,600	1,150	2,975	5,064	5,216
Training (Safety)	428	455	310	300	300	300	309	318
Travel & Per Diem	2,647	823	1,103	1,587	1,287	1,904	3,961	4,080
Advertising	1,561	284	-	625	-	850	1,876	1,932
Miscellaneous Expenses	444	142	139	100	-	100	103	106
Tree City	10,000	1,335	10,028	10,188	10,188	12,000	12,360	12,731
Property Maintenance	1,431	714	2,758	700	700	700	721	743
Furniture/Equipment < \$5000	4,426	1,972	-	-	-	-	675	-
TOTAL OPERATING EXPENSES	\$ 78,704	\$ 18,555	\$ 21,990	\$ 23,027	\$ 21,232	\$ 29,948	\$ 39,698	\$ 40,163
CONSUMABLE SUPPLIES								
Fuel & Lube	14,475	16,857	11,103	15,670	13,000	15,867	20,343	20,953
Uniforms	5,188	5,811	4,849	5,076	5,076	7,285	9,704	9,995
Small Equipment	449	400	477	-	-	-	-	-
Small Tools	2,308	2,558	5,048	8,675	8,675	7,750	8,983	9,252
Safety Equipment	1,414	1,241	1,037	1,500	1,274	1,000	1,530	1,576
Hardware	632	112	-	2,118	2,118	-	-	-
Office Supplies	1,462	249	284	250	250	300	559	576
Printing	-	-	2	-	-	-	-	-
TOTAL CONSUMABLE SUPPLIES	\$ 26,042	\$ 27,228	\$ 22,800	\$ 33,289	\$ 30,393	\$ 32,202	\$ 41,119	\$ 42,352
CAPITAL EXPENSES								
Capital Expenses	7,000	44,430	24,754	24,699	24,699	12,106	7,000	7,000
Vehicles	90,723	16,922	16,883	14,076	9,448	4,766	33,071	32,929
Capital Leases	11,970	-	-	5,719	5,719	-	-	-
TOTAL CAPITAL EXPENSES	\$ 109,693	\$ 64,750	\$ 41,637	\$ 44,494	\$ 39,866	\$ 16,872	\$ 40,071	\$ 39,929
TOTAL EXPENDITURES	\$ 677,164	\$ 512,634	\$ 512,734	\$ 545,131	\$ 535,812	\$ 624,634	\$ 1,088,842	\$ 1,111,181

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**INDEPENDENCE PARK
FY 2010-11 ADOPTED
EXPENDITURES**

OPERATING
EXPENSES
100%



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

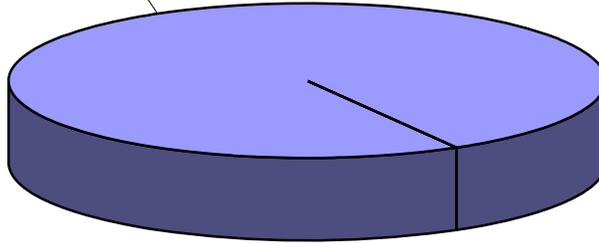
GENERAL FUND
PARKS: INDEPENDENCE PARK

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Portable Toilets	1,320	1,037	176	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 1,320	\$ 1,037	\$ 176	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES								
Electricity	16,012	17,252	14,827	12,500	12,500	19,010	39,580	40,768
Water	8,988	13,050	13,784	9,632	9,632	27,000	27,810	28,644
Rent Equipment	-	163	57	-	-	-	-	-
Property Maintenance	28,806	26,627	25,286	27,800	23,300	25,000	50,750	52,273
TOTAL OPERATING EXPENSES	\$ 53,806	\$ 57,092	\$ 53,954	\$ 49,932	\$ 45,432	\$ 71,010	\$ 118,140	\$ 121,685
TOTAL EXPENDITURES	\$ 55,126	\$ 58,129	\$ 54,130	\$ 49,932	\$ 45,432	\$ 71,010	\$ 118,140	\$ 121,685

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**HARMONY PARK
FY 2010-11 ADOPTED
EXPENDITURES**

OPERATING
EXPENSES
100%



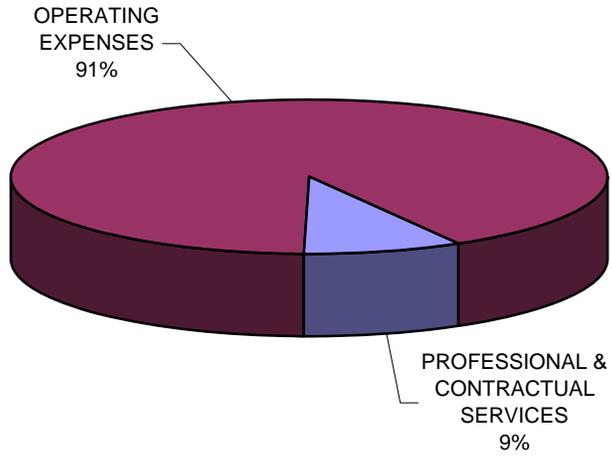
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
PARKS: HARMONY PARK

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Portable Toilets	1,093	1,207	516	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 1,093	\$ 1,207	\$ 516	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES								
Electricity	3,131	6,649	8,508	6,807	6,807	10,000	10,300	12,609
Water	7,497	11,454	10,861	13,250	13,250	17,500	18,025	18,566
Rent Equipment	310	94	88	-	-	-	-	-
Property Maintenance	21,923	33,919	21,345	20,393	16,700	17,500	18,025	18,566
TOTAL OPERATING EXPENSES	\$ 32,861	\$ 52,116	\$ 40,802	\$ 40,450	\$ 36,757	\$ 45,000	\$ 46,350	\$ 49,741
CAPITAL EXPENSES								
Capital Expenses	-	-	-	13,800	13,800	-	-	-
\$474K CO Payment	49,645	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	\$ 49,645	\$ -	\$ -	\$ 13,800	\$ 13,800	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 83,599	\$ 53,323	\$ 41,318	\$ 54,250	\$ 50,557	\$ 45,000	\$ 46,350	\$ 49,741

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**LAKEVIEW SOCCER FIELDS
FY 2010-11 ADOPTED
EXPENDITURES**



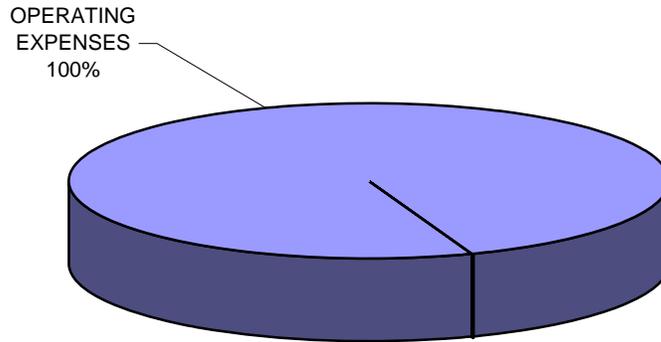
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
PARKS: LAKEVIEW SOCCER FIELDS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Portable Toilets	1,024	949	1,346	2,449	2,353	1,440	1,483	1,528
TOTAL PROF & CONTRACTUAL SERVICES	\$ 1,024	\$ 949	\$ 1,346	\$ 2,449	\$ 2,353	\$ 1,440	\$ 1,483	\$ 1,528
OPERATING EXPENSES								
Water	6,487	6,892	10,788	10,400	10,400	11,000	11,330	11,670
Property Maintenance	7,917	4,000	3,739	4,500	4,500	4,500	4,635	4,774
TOTAL OPERATING EXPENSES	\$ 14,404	\$ 10,892	\$ 14,527	\$ 14,900	\$ 14,900	\$ 15,500	\$ 15,965	\$ 16,444
TOTAL EXPENDITURES	\$ 15,428	\$ 11,841	\$ 15,873	\$ 17,349	\$ 17,253	\$ 16,940	\$ 17,448	\$ 17,972

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**MEDIANS & COMMON AREAS
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

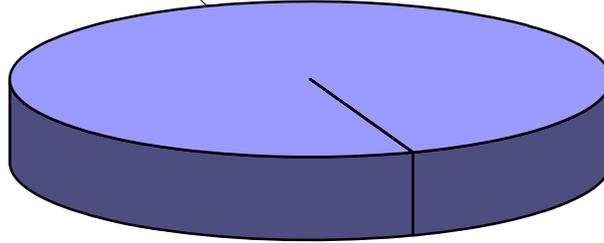
GENERAL FUND
PARKS: MEDIANS & COMMON AREAS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Portable Toilets	-	-	252	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ -	\$ 252	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES								
Electricity	526	563	586	550	550	10,550	10,867	11,192
Water	24,347	30,832	32,047	32,493	32,493	45,593	46,961	48,370
Prompt Payment Act Interest	-	-	-	138	138	-	-	-
Median Banners	-	-	-	7,852	7,852	-	-	-
Property Maintenance	71,031	64,847	59,029	102,087	102,185	88,850	96,516	99,411
TOTAL OPERATING EXPENSES	\$ 95,904	\$ 96,242	\$ 91,662	\$ 143,120	\$ 143,218	\$ 144,993	\$ 154,344	\$ 158,973
TOTAL EXPENDITURES	\$ 95,904	\$ 96,242	\$ 91,914	\$ 143,120	\$ 143,218	\$ 144,993	\$ 154,344	\$ 158,973

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**FREEDOM PARK
FY 2010-11 ADOPTED
EXPENDITURES**

OPERATING
EXPENSES
100%



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
PARKS: FREEDOM PARK

DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10	2010-11	2011-12	2012-13
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	PROJECTED	PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Portable Toilets	-	-	-	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ -	\$ -					
OPERATING EXPENSES								
Electricity	-	-	-	-	-	-	1,000	1,030
Water	-	-	-	-	-	10,000	10,300	10,609
Portable Toilets	-	-	-	-	-	-	1,500	1,545
Property Maintenance	-	-	-	-	-	-	4,500	4,500
TOTAL OPERATING EXPENSES	\$ -	\$ 10,000	\$ 17,300	\$ 17,684				
TOTAL EXPENDITURES	\$ -	\$ 10,000	\$ 17,300	\$ 17,684				



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.

Strategic Business Plan

Goal 1- Promote physical activity and a healthy lifestyle

- Youth tennis program
- Triton Swim Team
- Swim lessons
- Sports associations
- Boy/Girl Scouts

Goal 2- Offer unique recreations programs, events and amenities to residents of all ages

- Outdoor recreation
- Summer Adventure Camp
- Freedom Dog Park
- BNHS programs

Goal 3- Encourage community involvement through increased awareness and opportunities

- Business vendors
- Community volunteers
- Community awareness
- Community events

Goal 4- Evaluation of revenue-producing programs

- Birthday parties
- Membership fees
- Pool rentals
- Sports agreement

Goal 5- Bring new Trophy Club amenities online

- BMX
- R/C airplanes

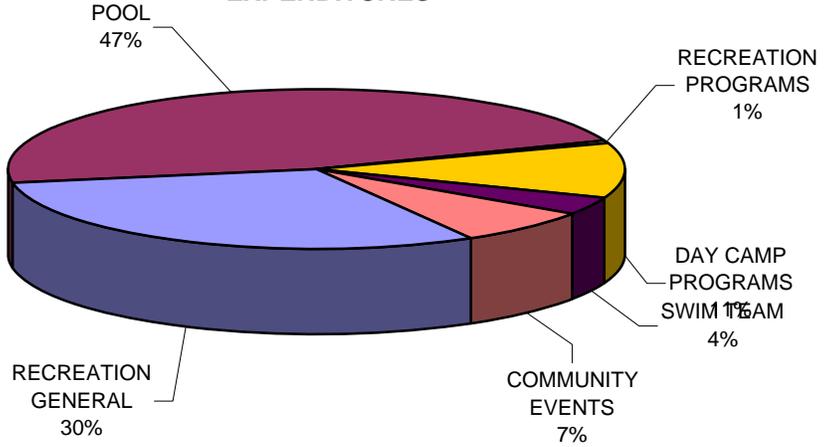
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Recreation programs offered	6	6	6	7
• Community Events offered	7	7	7	7
• Swim Team enrollment	180	180	180	185
• Day Camp enrollment	84	82	86	90

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Recreation program enrollment as to capacity	70%	70%	70%	75%
• Attendees at Fourth of July	1700	1,700	2,000	2,200
• Sponsorship increase from previous year	30%	30%	25%	30%
• Community organization partnerships	30	30	30	32
• Program and event volunteers	170	150	150	160

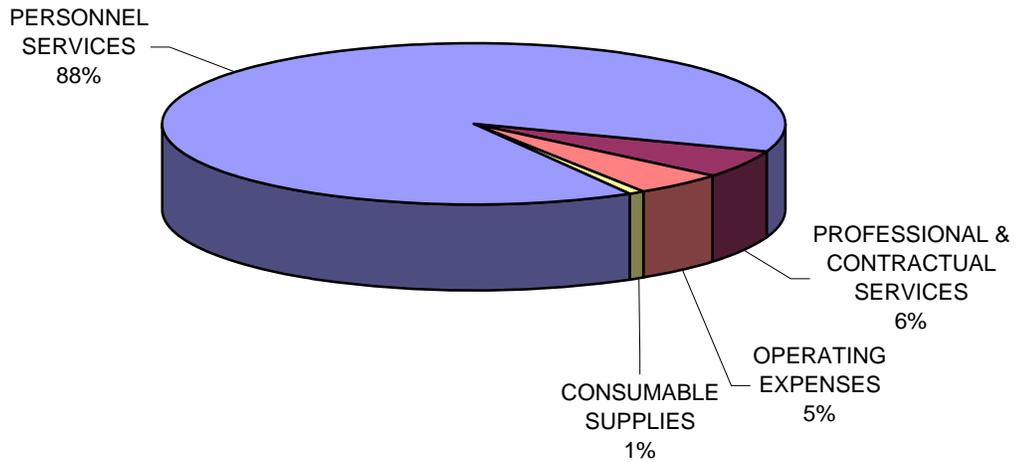
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	2.10	2.10	2.10	2.10

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**TOTAL RECREATION
FY 2010 ADOPTED
EXPENDITURES**



**RECREATION GENERAL
FY 2010-11 ADOPTED
EXPENDITURES**



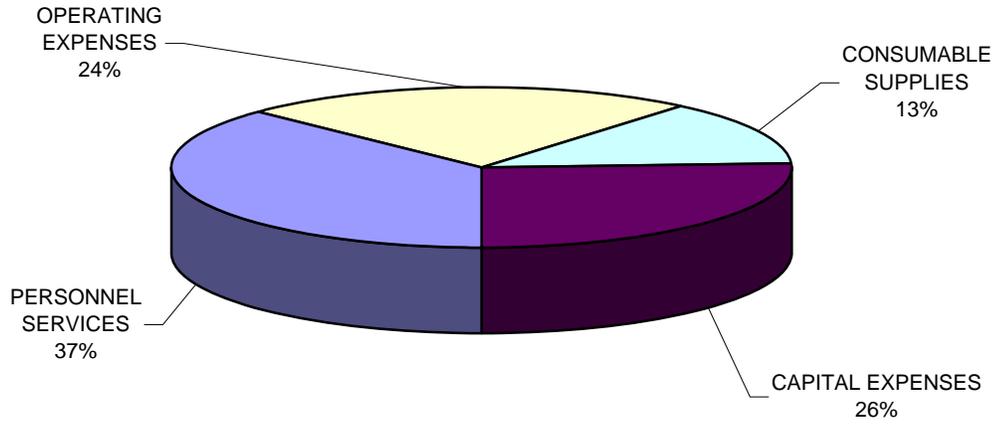
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
RECREATION: RECREATION GENERAL

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	75,047	83,495	79,049	79,049	115,811	114,665	114,665
Longevity	-	135	248	413	413	338	338	338
Retirement	-	9,484	9,944	11,114	11,114	16,555	16,394	16,394
Medical Insurance	-	6,765	8,525	8,418	8,418	18,319	19,987	22,986
Dental Insurance	-	412	507	517	517	961	1,271	1,461
Vision Insurance	-	110	123	95	95	170	225	258
Life Insurance & Other	-	76	308	256	256	785	785	785
Social Security Taxes	-	4,440	4,635	5,013	5,013	6,539	6,213	6,055
Medicare Taxes	-	1,038	1,084	1,172	1,172	1,529	1,453	1,416
Unemployment Taxes	-	155	67	336	336	397	397	397
Worker's Compensation	-	747	1,724	2,440	2,440	2,933	2,905	2,905
Auto Allowance	-	2,188	2,012	2,100	2,100	2,100	2,100	2,100
Pre-Employment Physicals/Testing	-	70	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ -	\$ 100,667	\$ 112,672	\$ 110,923	\$ 110,923	\$ 166,437	\$ 166,733	\$ 169,760
PROFESSIONAL & CONTRACTUAL SERVICES								
Software & Support	-	-	-	8,950	8,950	8,500	8,500	3,500
Independent Labor	-	1,126	-	236	136	720	742	764
Equipment Maintenance	-	-	239	1,200	1,032	-	-	-
Collection Fees	-	5,390	6,159	1,700	1,255	1,360	1,408	1,457
TOTAL PROF & CONTRACTUAL SERVICE:	\$ -	\$ 6,516	\$ 6,398	\$ 12,086	\$ 11,373	\$ 10,580	\$ 10,650	\$ 5,721
OPERATING EXPENSES								
Telephone	-	11	86	25	25	50	52	53
Communications/Pagers/Mobiles	-	1,084	827	996	996	920	948	976
Postage	-	215	92	100	100	150	155	159
Publications/Books/Subscriptions	-	278	79	432	432	450	464	477
Dues & Memberships	-	564	200	269	269	269	277	285
Meetings	-	203	198	300	300	300	309	318
Schools & Training	-	1,733	1,163	850	850	1,100	1,133	1,167
Travel & Per Diem	-	1,632	1,539	400	400	2,536	2,612	2,690
Advertising	-	2,625	1,114	1,200	1,200	2,340	2,410	2,483
Miscellaneous Expenses	-	329	100	53	53	100	103	106
Furniture/Equipment < \$5000	-	99	309	446	446	375	386	398
TOTAL OPERATING EXPENSES	\$ -	\$ 59,837	\$ 5,707	\$ 5,071	\$ 5,071	\$ 8,590	\$ 8,849	\$ 9,112
CONSUMABLE SUPPLIES								
Uniforms	-	334	-	174	171	248	255	263
Safety Equipment	-	104	-	45	-	60	62	64
Office Supplies	-	1,742	693	650	650	650	670	690
Printing	-	118	23	750	750	750	773	796
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ 2,298	\$ 716	\$ 1,619	\$ 1,571	\$ 1,708	\$ 1,760	\$ 1,813
TOTAL EXPENDITURES	\$ -	\$ 169,318	\$ 125,493	\$ 129,699	\$ 128,938	\$ 187,315	\$ 187,992	\$ 186,406

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

POOL
FY 2010-11 ADOPTED
EXPENDITURES



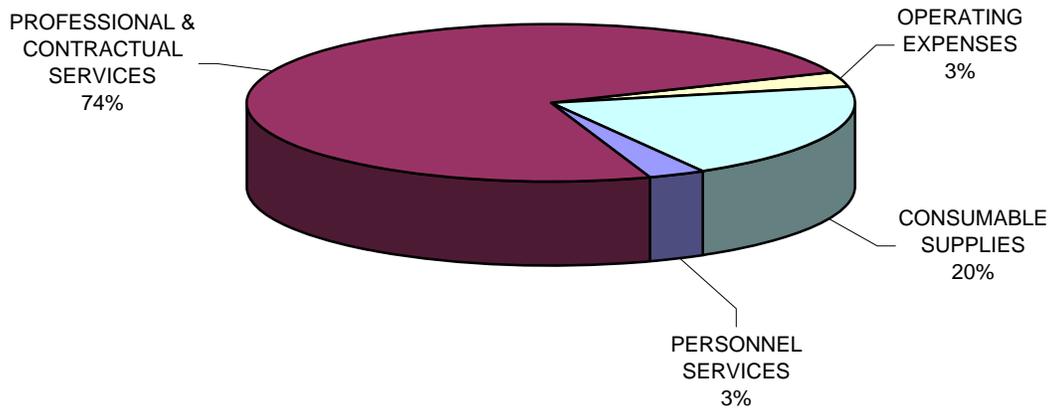
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
RECREATION: POOLS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	91,648	97,022	89,410	103,126	103,126	92,049	91,138	91,138
Overtime	311	-	-	2,000	2,000	3,000	3,000	3,000
Longevity	-	-	-	96	96	-	-	-
Retirement	2,500	3,085	3,066	3,716	3,615	-	-	-
Medical Insurance	-	2,708	3,242	3,202	2,670	-	-	-
Dental Insurance	-	154	166	186	155	-	-	-
Vision Insurance	-	43	43	36	30	-	-	-
Life Insurance & Other	-	41	169	202	202	-	-	-
Social Security Taxes	5,673	5,987	5,501	6,524	6,524	5,893	5,837	5,837
Medicare Taxes	1,327	1,400	1,287	1,526	1,526	1,378	1,365	1,365
Unemployment Taxes	396	846	350	1,610	1,610	756	756	756
Worker's Compensation	2,432	2,115	2,141	2,610	2,988	2,358	2,335	2,335
Pre-Employment Physicals/Testing	1,032	989	955	945	2,043	1,900	1,957	1,957
TOTAL PERSONNEL SERVICES	\$ 107,867	\$ 114,390	\$ 106,330	\$ 125,779	\$ 126,585	\$ 107,334	\$ 106,388	\$ 106,388
PROFESSIONAL & CONTRACTUAL SERVICES								
Independent Labor	2,446	2,771	-	8	450	-	-	-
Health Inspections	-	-	-	-	-	225	232	239
TOTAL PROF & CONTRACTUAL SERVICES	\$ 2,446	\$ 2,771	\$ -	\$ 8	\$ 450	\$ 225	\$ 232	\$ 239
OPERATING EXPENSES								
Telephone	1,300	1,209	937	1,026	1,026	1,026	1,057	1,088
Communications/Pagers/Mobiles	774	1,076	1,048	1,441	1,441	2,062	2,124	2,188
Electricity	20,056	20,050	17,949	23,100	23,100	31,100	32,033	32,994
Water	5,771	7,861	7,922	7,833	10,000	15,833	16,308	16,797
Promt Payment Act Interest	-	-	-	232	228	-	-	-
Dues & Memberships	3,520	4,059	95	280	280	555	1,205	1,241
Meetings	89	142	264	175	175	400	412	424
Schools & Training	629	309	160	140	140	860	886	912
Travel & Per Diem	554	892	396	547	477	744	766	789
Advertising	374	219	-	-	-	650	670	690
Special Events	-	1,352	1,142	1,299	1,000	1,700	1,751	1,804
Refund Prior Year Revenue	-	-	-	300	300	-	-	-
Miscellaneous Expenses	638	29	82	-	-	100	103	106
Property Maintenance	8,005	17,312	4,939	11,935	14,500	11,950	12,309	12,678
Furniture/Equipment < \$5000	1,143	1,801	820	850	738	1,800	1,854	1,910
TOTAL OPERATING EXPENSES	\$ 42,853	\$ 56,311	\$ 35,754	\$ 49,158	\$ 53,405	\$ 68,780	\$ 71,478	\$ 73,621
CONSUMABLE SUPPLIES								
Fuel & Lube	-	-	-	70	70	-	-	-
Uniforms	3,088	8,235	1,677	2,946	2,925	2,260	2,328	2,398
Small Equipment	1,160	1,405	1,730	2,430	2,430	3,000	3,090	3,183
Chemicals	5,306	10,361	13,610	10,962	15,000	13,700	14,111	14,534
Safety Equipment	188	635	947	1,658	1,654	1,000	1,030	1,061
Hardware	78	41	45	805	801	4,000	500	500
Office Supplies	268	597	584	420	408	500	1,000	1,030
Program Supplies	-	189	-	90	-	290	299	308
Maintenance Supplies	668	1,434	1,001	1,600	1,600	1,600	1,648	1,697
Concessions	6,456	5,952	7,839	10,500	6,300	10,500	10,815	11,139
Printing	194	558	-	350	349	750	773	796
TOTAL CONSUMABLE SUPPLIES	\$ 17,406	\$ 29,407	\$ 27,433	\$ 31,831	\$ 31,537	\$ 37,600	\$ 35,595	\$ 36,647
CAPITAL EXPENSES								
GASB34/Reserve For Replacement	-	-	10,000	10,000	10,000	15,000	20,000	25,000
Capital Repairs	-	-	-	17,400	17,400	60,000	-	-
TOTAL CAPITAL EXPENSES	-	-	\$ 10,000	\$ 27,400	\$ 27,400	75,000	20,000	25,000
TOTAL EXPENDITURES	\$ 170,572	\$ 202,879	\$ 179,517	\$ 234,176	\$ 238,927	\$ 288,939	\$ 233,693	\$ 241,895

TOWN OF TROPHY CLUB, TEXAS
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**RECREATION PROGRAMS
FY 2010-11 ADOPTED
EXPENDITURES**



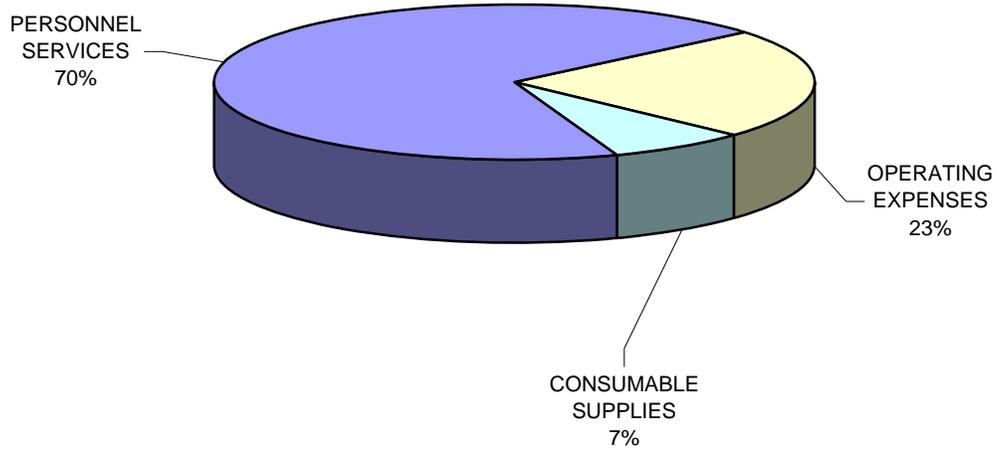
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
RECREATION: RECREATION PROGRAMS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Pre-Employment Physicals/Testing	-	-	189	150	150	100	103	106
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ 189	\$ 150	\$ 150	\$ 100	\$ 103	\$ 106
PROFESSIONAL & CONTRACTUAL SERVICES								
Independent Labor	1,808	3,695	2,489	4,147	2,000	2,400	2,472	2,546
Collection Fees	348	-	-	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 2,156	\$ 3,695	\$ 2,489	\$ 4,147	\$ 2,000	\$ 2,400	\$ 2,472	\$ 2,546
OPERATING EXPENSES								
Meetings	-	-	-	50	50	50	52	53
Advertising	-	-	-	400	400	-	-	-
Miscellaneous Expenses	-	-	-	50	50	50	52	53
Furniture/Equipment < \$5000	-	230	68	50	50	-	-	-
TOTAL OPERATING EXPENSES	\$ -	\$ 230	\$ 68	\$ 550	\$ 550	\$ 100	\$ 104	\$ 106
CONSUMABLE SUPPLIES								
Uniforms	-	-	-	75	75	50	52	53
Program Supplies	49	-	100	100	100	100	103	106
Printing	-	-	180	500	500	500	515	530
TOTAL CONSUMABLE SUPPLIES	\$ 49	\$ -	\$ 280	\$ 675	\$ 675	\$ 650	\$ 670	\$ 689
TOTAL EXPENDITURES	2,205	\$ 3,925	\$ 3,026	\$ 5,522	\$ 3,375	3,250	3,349	3,447

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**DAY CAMP PROGRAMS
FY 2010-11 ADOPTED
EXPENDITURES**



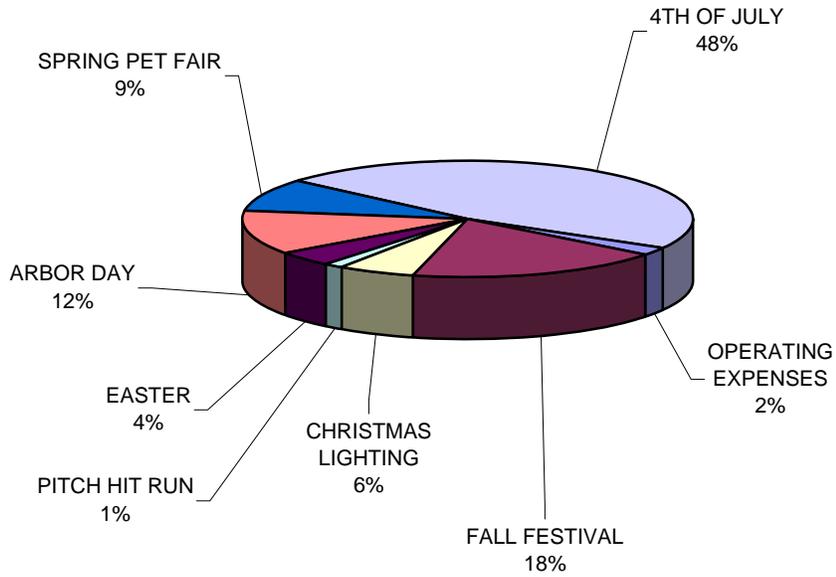
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
RECREATION: DAY CAMP PROGRAMS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	13,035	22,283	36,771	40,624	38,310	41,774	41,360	41,360
Overtime	-	359	308	-	-	800	800	800
Social Security Taxes	808	1,404	2,299	2,564	2,375	2,640	2,614	2,614
Medicare Taxes	189	328	538	600	556	617	611	611
Unemployment Taxes	68	249	185	516	516	756	756	756
Workman's Compensation	-	794	847	1,175	1,175	1,057	1,047	1,047
Pre-Employment Physicals/Testing	310	353	419	621	621	430	443	443
TOTAL PERSONNEL SERVICES	\$ 14,410	\$ 25,770	\$ 41,367	\$ 46,100	\$ 43,553	\$ 48,074	\$ 47,631	\$ 47,631
OPERATING EXPENSES								
Communications/Pagers/Mobiles	456	321	348	420	420	465	479	493
Rent	2,793	3,799	4,277	4,656	4,656	4,688	4,829	4,973
Insurance	-	50	-	441	-	441	463	486
Meetings	27	72	173	250	250	150	155	159
Schools & Training	-	140	133	450	125	300	309	318
Rent Equipment	1,450	3,714	4,251	5,400	5,400	5,400	5,562	5,729
Advertising	587	1,558	1,500	1,500	1,455	600	618	637
Field Trips	1,950	2,821	3,262	3,500	3,500	3,800	3,914	4,031
Miscellaneous Expenses	50	-	125	12	12	100	103	106
Furniture/Equipment < \$5000	-	324	113	100	100	100	103	106
TOTAL OPERATING EXPENSES	\$ 7,313	\$ 12,799	\$ 14,182	\$ 16,729	\$ 15,918	\$ 16,044	\$ 16,535	\$ 17,038
CONSUMABLE SUPPLIES								
Uniforms	792	975	974	1,523	1,523	1,353	1,394	1,435
Office Supplies	-	207	293	200	200	200	206	212
Program Supplies	2,193	2,469	2,289	2,150	2,150	2,500	2,575	2,652
Maintenance Supplies	31	23	131	25	25	50	52	53
Printing	-	-	412	825	825	1,025	1,056	1,087
TOTAL CONSUMABLE SUPPLIES	\$ 3,320	\$ 3,674	\$ 4,099	\$ 4,723	\$ 4,723	\$ 5,128	\$ 5,283	\$ 5,439
TOTAL EXPENDITURES	\$ 25,043	\$ 42,243	\$ 59,648	\$ 67,552	\$ 64,194	\$ 69,246	\$ 69,449	\$ 70,108

TOWN OF TROPHY CLUB, TEXAS
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**COMMUNITY EVENT PROGRAMS
FY 2010-11 ADOPTED
EXPENDITURES**



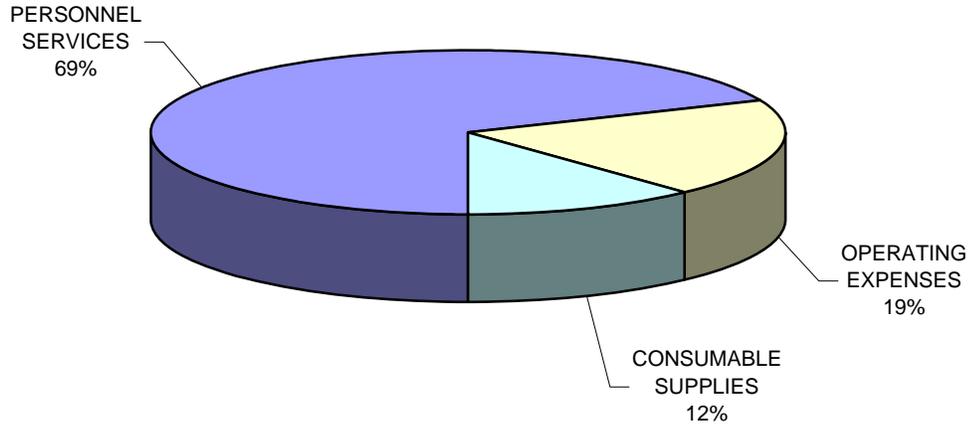
TOWN OF TROPHY CLUB, TEXAS
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GENERAL FUND
RECREATION: COMMUNITY EVENT PROGRAMS

DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10	2010-11	2011-12	2012-13
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	PROJECTED	PROJECTED
OPERATING EXPENSES								
Dues & Memberships	-	-	260	375	375	375	386	398
Schools & Training	-	-	-	340	340	200	206	212
Travel & Per Diem	-	-	-	949	949	413	425	438
Fall Festival Activities	-	-	8,971	7,933	7,933	8,000	8,240	8,487
Christmas Lighting Activities	-	-	860	1,984	1,984	2,470	2,544	2,620
Pitch Hit Run Activities	-	-	79	302	302	555	572	589
Easter Activities	-	-	1,041	1,060	1,051	1,790	1,844	1,899
Arbor Day Activities	-	-	4,863	5,541	5,550	5,463	5,627	5,796
Spring Pet Fair Activities	-	-	3,901	1,000	1,000	4,000	4,120	4,244
4th of July Activities	-	-	5,750	19,108	19,108	20,500	20,500	20,500
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 25,725	\$ 38,592	\$ 38,592	\$ 43,766	\$ 44,464	\$ 45,181
TOTAL EXPENDITURES	\$ -	\$ -	\$ 25,725	\$ 38,592	\$ 38,592	\$ 43,766	\$ 44,464	\$ 45,181

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**SWIM TEAM PROGRAMS
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
RECREATION: SWIM TEAM

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	-	9,461	13,260	13,260	13,393	13,260	13,260
Social Security Taxes	-	-	587	822	822	830	822	822
Medicare Taxes	-	-	137	192	192	194	192	192
Unemployment Taxes	-	-	47	250	250	567	567	567
Worker's Compensation	-	-	271	377	377	332	329	329
Pre-Employment Physicals/Testing	-	-	139	172	172	172	177	182
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ 10,642	\$ 15,073	\$ 15,073	\$ 15,488	\$ 15,347	\$ 15,352
OPERATING EXPENSES								
Dues & Memberships	-	-	3,250	2,810	2,810	2,900	2,987	3,077
Meetings	-	-	-	145	145	145	149	154
Travel & Per Diem	-	-	490	684	684	1,074	1,106	1,139
Advertising	-	-	-	155	155	250	258	265
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ 3,740	\$ 3,794	\$ 3,794	\$ 4,369	\$ 4,500	\$ 4,635
CONSUMABLE SUPPLIES								
Uniforms	-	-	1,459	2,215	1,674	2,215	2,281	2,350
Program Supplies	-	-	336	500	500	500	515	530
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ -	\$ 1,795	\$ 2,715	\$ 2,174	\$ 2,715	\$ 2,796	\$ 2,880
TOTAL EXPENDITURES	\$ -	\$ -	\$ 16,177	\$ 21,582	\$ 21,041	\$ 22,572	\$ 22,643	\$ 22,867

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
RECREATION: ATHLETIC PROGRAMS

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Independent Labor	1,073	777	-	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 1,073	\$ 777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENSES								
Dues & Memberships	140	200	-	-	-	-	-	-
Schools & Training	-	35	35	-	-	-	-	-
Travel & Per Diem	-	267	224	-	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 140	\$ 502	\$ 259	\$ -	\$ -	\$ -	\$ -	\$ -
CONSUMABLE SUPPLIES								
Program Supplies	168	180	-	-	-	-	-	-
TOTAL CONSUMABLE SUPPLIES	\$ 168	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 1,381	\$ 1,459	\$ 259	\$ -	\$ -	\$ -	\$ -	\$ -

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.

Strategic Business Plan

- Goal 1- Structurally sound residential and commercial construction**
 - Inspections
 - Customer service
 - Plan review (residential)
 - Building Official position
- Goal 2- Quality residential and commercial developments in Trophy Club**
 - Customer Service
 - Development Review Committee (DRC)
 - Liaison
- Goal 3- Streamlined permitting for efficient and timely service to community**
 - Integrate Software
 - On-Line capabilities
 - Communication
- Goal 4- Beautification efforts**
 - Community Clean Up Event
 - Electronic recycling
 - Trash collection
 - Shredding
- Goal 5- Improve and/or update zoning and other land use ordinances**
 - Improved/Updated Ordinances
 - Residential
 - Commercial
 - Code enforcement

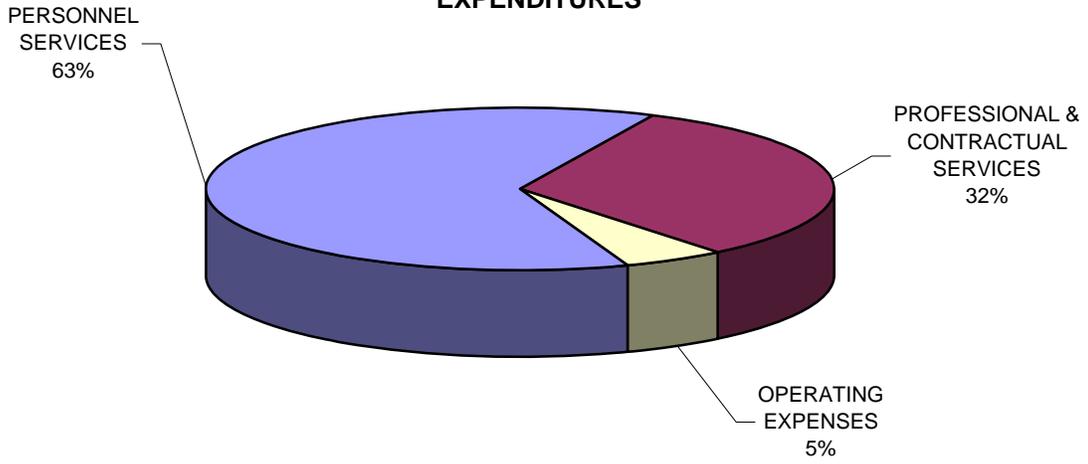
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Number of inspections annually	2,456	2,500	3,420	3,500
• Number of plan reviews complete per week (new permits issued)	4	5	4	5
• P & Z meetings attended	8	10	12	8
• ZBA meetings attended	5	6	1	3
• Plats processed	1	2	4	5
• Ordinance amendments to reflect Council policies	5	2	8	6

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Turn around time for plan review (in work days)	<10	<6	<6	<6
• Turn around time to perform inspections after called in by contractor (in work days)	<2	<2	<2	<2
• Plats files with County within 30 days of approval	0% (0 of 1)	90%	90%	90%
• Development Review Committee meetings held	1	10	6	8

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	2.50	2.50	2.50	3.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

PLANNING & ZONING
FY 2010-11 ADOPTED
EXPENDITURES



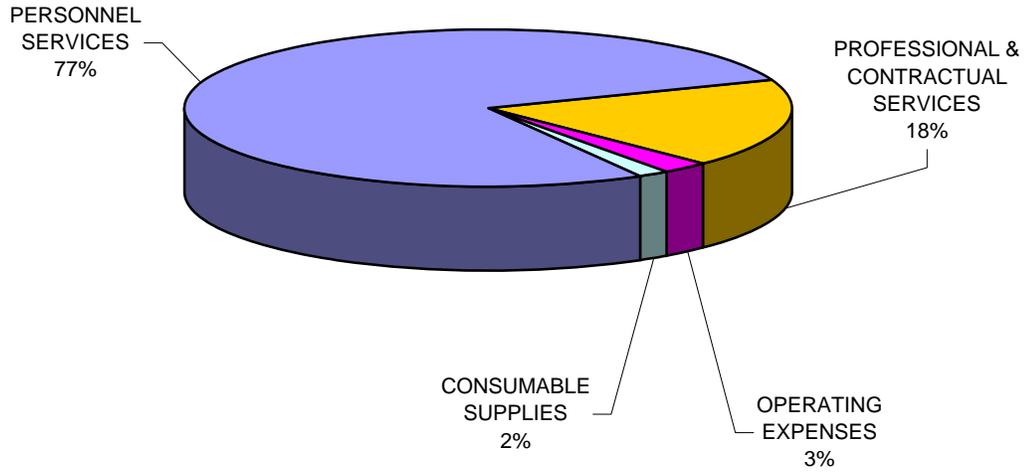
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
PLANNING & ZONING

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	23,187	47,761	57,169	61,140	61,140	68,821	68,140	68,140
Longevity	-	-	-	160	160	220	220	220
Retirement	2,782	5,838	6,730	8,379	8,338	9,666	9,570	9,570
Medical Insurance	-	4,326	4,836	4,519	4,519	5,196	4,519	4,519
Dental Insurance	-	249	277	310	310	310	310	310
Vision Insurance	-	70	71	60	60	60	60	60
Life Insurance & Other	-	499	325	387	387	420	420	420
Social Security Taxes	1,434	2,901	3,365	3,955	3,955	4,281	4,238	4,238
Medicare Taxes	335	678	787	925	925	1,001	991	991
Unemployment Taxes	45	99	45	189	189	189	189	189
Workman's Compensation	27	86	106	176	176	182	180	180
TOTAL PERSONNEL SERVICES	\$ 30,393	\$ 62,507	\$ 73,711	\$ 80,200	\$ 80,159	\$ 90,346	\$ 88,837	\$ 88,837
PROFESSIONAL & CONTRACTUAL SERVICES								
Engineering Services	120,009	48,806	18,121	35,059	27,200	40,000	41,200	42,436
Planning Services	5,548	6,431	3,900	6,000	6,000	6,000	6,180	6,365
Appraisal	-	-	-	500	500	500	500	500
Building Maint & Supplies	-	-	200	-	-	-	-	-
TOTAL PROF & CONTRACT SERVICES	\$ 125,557	\$ 55,237	\$ 22,221	\$ 41,559	\$ 33,700	\$ 46,500	\$ 47,880	\$ 49,301
OPERATING EXPENSES								
Telephone	-	125	177	150	110	154	159	163
Communications/Pagers/Mobile	-	-	-	-	-	665	685	705
Postage	114	304	182	705	530	263	271	279
Prompt Payment Act Interest	-	-	-	600	507	-	-	-
Publications/Books/Subscripts	75	163	118	335	335	335	345	355
Dues & Memberships	130	205	321	235	235	390	402	414
Meetings	-	44	93	26	26	176	181	187
Schools & Training	125	350	85	480	480	820	845	870
Travel & Per Diem	43	228	473	698	698	745	767	790
Advertising	1,012	1,111	1,190	1,300	940	1,300	1,339	1,379
Platt Filing Fees	1,084	3,132	665	725	550	500	515	530
Computer Mapping	1,381	1,062	169	1,778	165	2,100	2,163	2,228
ZBA Hearings	35	99	-	-	-	-	-	-
Miscellaneous Expenses	-	-	33	50	50	-	50	50
TOTAL OPERATING EXPENSES	\$ 3,999	\$ 6,823	\$ 3,506	\$ 7,082	\$ 4,626	\$ 7,448	\$ 7,722	\$ 7,950
CONSUMABLE SUPPLIES								
Office Supplies	481	244	408	300	300	300	309	318
Printing	70	276	37	100	100	100	100	100
TOTAL CONSUMABLE SUPPLIES	\$ 551	\$ 520	\$ 445	\$ 400	\$ 400	\$ 400	\$ 409	\$ 418
TOTAL EXPENDITURES	\$ 160,500	\$ 125,087	\$ 99,883	\$ 129,241	\$ 118,885	\$ 144,694	\$ 144,848	\$ 146,506

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**COMMUNITY DEVELOPMENT
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
COMMUNITY DEVELOPMENT

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-2011 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	157,836	112,538	87,907	85,411	85,411	109,647	108,561	108,561
Overtime	2,832	2,640	587	-	-	-	-	-
Longevity	-	555	765	548	548	1,065	1,065	1,065
Retirement	19,492	14,458	10,556	11,735	11,735	15,500	15,348	15,348
Medical Insurance	-	9,783	7,643	7,188	7,188	11,172	16,451	18,919
Dental Insurance	-	564	437	548	548	620	930	1,069
Vision Insurance	-	158	113	105	105	120	178	289
Life Insurance & Other	-	780	534	565	565	742	742	742
Social Security Taxes	9,836	7,123	5,318	5,311	5,311	6,864	6,773	6,769
Medicare Taxes	2,300	1,666	1,244	1,242	1,242	1,605	1,584	1,583
Unemployment Taxes	159	297	69	286	286	378	378	378
Workman's Compensation	(582)	1,498	1,778	515	515	535	530	530
Pre-Employment Physicals/Testing	220	65	-	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 211,787	\$ 152,125	\$ 116,951	\$ 113,454	\$ 113,454	\$ 148,248	\$ 152,540	\$ 155,253
PROFESSIONAL & CONTRACTUAL SERVICES								
Inspection Services	-	-	7,956	29,110	24,000	20,000	20,600	21,218
Plan Review Services	-	-	4,313	1,405	1,405	10,000	10,300	10,609
Vehicle Maintenance	511	119	173	450	450	300	309	318
Trash Removal/Recycling	291,544	301,783	330,572	344,000	344,000	-	-	-
Health Inspections	4,100	6,450	5,200	3,800	3,800	4,500	4,635	4,774
Professional Outside Services	-	-	17,444	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 332,292	\$ 320,205	\$ 365,658	\$ 378,765	\$ 373,655	\$ 34,800	\$ 35,844	\$ 36,919
OPERATING EXPENSES								
Telephone	69	60	36	75	75	75	77	80
Communications/Pagers/Mobiles	1,243	4,168	1,630	1,531	1,531	1,598	1,646	1,695
Postage	465	664	76	125	50	125	129	133
Publications/Books/Subsripts	784	-	-	40	-	600	618	637
Dues & Memberships	785	173	225	425	425	450	464	477
Meetings	19	-	-	52	50	100	103	106
Schools & Training	1,838	585	285	1,090	890	1,205	1,241	1,278
Travel & Per Diem	1,061	81	21	305	-	500	515	530
Miscellaneous Expenses	164	64	-	200	150	200	206	212
TOTAL OPERATING EXPENSES	\$ 108,179	\$ 7,426	\$ 2,612	\$ 3,843	\$ 3,171	\$ 4,853	\$ 4,999	\$ 5,148
CONSUMABLE SUPPLIES								
Fuel & Lube	2,904	1,526	961	1,425	1,125	1,580	1,627	1,676
Uniforms	516	957	310	400	400	400	412	424
Office Supplies	1,480	1,172	743	700	400	1,000	1,030	1,061
Printing	154	587	157	325	275	325	335	345
TOTAL CONSUMABLE SUPPLIES	\$ 5,033	\$ 4,242	\$ 2,171	\$ 2,850	\$ 2,200	\$ 3,305	\$ 3,404	\$ 3,506
CAPITAL EXPENSES								
Vehicles	14,857	5,585	5,585	5,585	5,585	-	-	-
TOTAL CAPITAL EXPENSES	\$ 14,857	\$ 5,585	\$ 5,585	\$ 5,585	\$ 5,585	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 672,148	\$ 489,583	\$ 492,977	\$ 504,497	\$ 498,065	\$ 191,206	\$ 196,787	\$ 200,826



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.

Strategic Business Plan

Goal 1- Enhance technology and on-line services

- Fully integrated software applications system
- On-line capabilities
- Provide ability to support multi-year projects
- Improve municipal court technology

Goal 2- Provide financial analysis and status

- Provide cost analysis projects for capital improvements
- Provide briefings on project status
- Provide long-range projections
- Provide financial impact analysis
- Provide cost projections for programs to support program budgeting

Goal 3- Promote positive recognition and reputation

- Maintain excellent bond rating
- Promote regional and national recognition
- Promote professional development
- Promote regional positive recognition

Goal 4- Exercise prudence and integrity in the management of public funds

- Promote use of best practices
- Provide sound internal controls
- Promote use of finance related policies

Goal 5- Promote efficiency and self-sufficiency

- Promote independent use of financial information
- Promote development of internal procedures
- Promote independent benchmarking and performance tracking

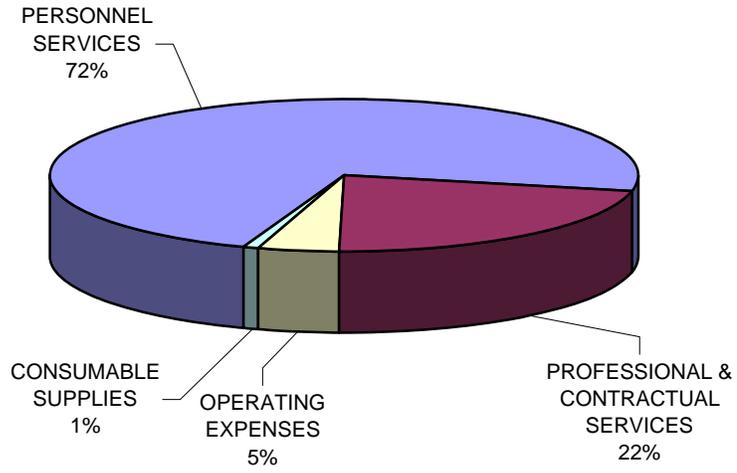
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Journal entries/checks processed	4,300	3,500	4,000	2,500
• Payroll transactions processed	4,100	3,800	3,80	3,800
• Purchase card transactions processed	2,930	5,370	2,800	2,000
• Tickets processed	1,603	2,200	1,150	1,200
• Offenses processed	2,161	2,400	1,400	1,600
• Warrants issued	311	315	370	400

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• General obligation bond rating	A2	A1	Aa3	AA
• Overtime costs	\$0	\$2,500	\$0	\$0
• Vendor invoices processed within 30 days	99%	99%	99%	99%
• Quarterly Comptroller report filed timely	100%	100%	100%	100%
• Dismissal rate (Motion by State)	N/A	4%	1%	2%
• Collection company clearance rate	35%	35%	35%	N/A

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	3.00	4.00	3.00	4.00

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

FINANCE
FY2010-11 ADOPTED
EXPENDITURES



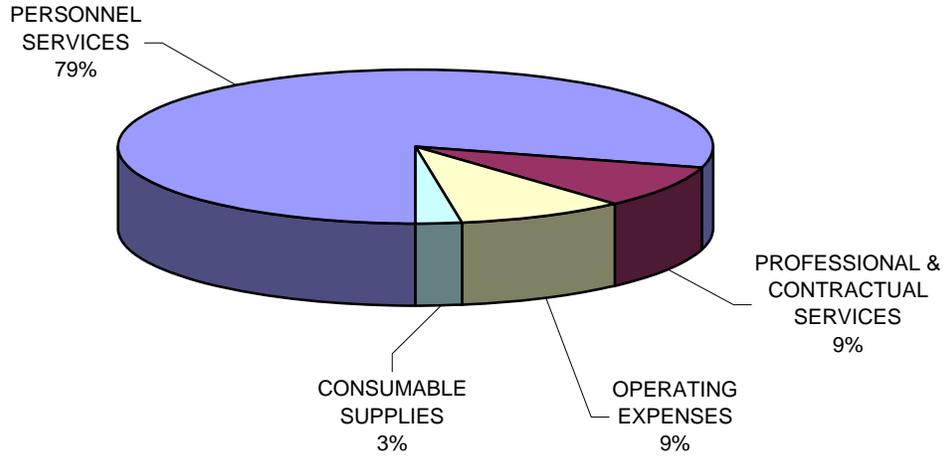
TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
FINANCE

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	-	117,578	117,595	146,022	114,750	208,188	206,127	206,127
Overtime	-	3,668	2,619	6,608	5,215	-	-	-
Longevity	-	1,049	1,054	870	870	180	180	180
Retirement	-	15,008	13,916	21,253	16,050	29,171	28,883	28,883
Medical Insurance	-	8,794	9,799	15,474	10,120	27,826	28,062	32,271
Dental Insurance	-	553	618	1,126	695	1,343	1,776	2,043
Vision Insurance	-	129	132	186	96	238	315	363
Life Insurance & Other	-	690	646	1,016	615	1,266	1,266	1,266
Social Security Taxes	-	7,087	6,535	9,374	7,142	11,868	11,401	11,193
Medicare Taxes	-	1,657	1,529	2,192	1,670	2,776	2,666	2,618
Unemployment Taxes	-	198	92	403	381	567	567	567
Worker's Compensation	-	224	289	532	495	550	545	545
Pre-Employment Physicals/Testing	-	35	46	142	142	-	-	-
TOTAL PERSONNEL SERVICES	\$ -	\$ 156,670	\$ 154,870	\$ 205,198	\$ 158,241	\$ 283,973	\$ 281,788	\$ 286,056
PROFESSIONAL & CONTRACTUAL SERVICES								
Auditing	-	26,775	36,008	39,173	39,173	45,000	56,650	58,350
Appraisal	-	28,543	28,787	30,179	30,179	36,100	39,710	43,681
Tax Admin Fees	-	2,501	2,869	3,648	3,648	5,200	5,720	6,292
Building Maint & Supplies	-	-	200	-	-	-	-	-
Professional Outside Services	-	-	-	8,232	8,232	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ 57,819	\$ 67,864	\$ 81,232	\$ 81,232	\$ 86,300	\$ 102,080	\$ 108,323
OPERATING EXPENSES								
Telephone	-	66	55	106	106	170	175	180
Communications/Pagers/Mobiles	-	304	502	506	450	665	685	705
Postage	-	645	515	900	600	900	927	955
Service Charges & Fees	-	1,433	33	144	144	300	309	318
Publications/Books/Subscriptions	-	58	253	250	200	500	515	530
Dues & Memberships	-	245	1,194	1,344	1,167	2,475	2,549	2,626
Meetings	-	218	75	272	272	300	309	318
Schools & Training	-	1,008	1,364	1,370	900	2,830	2,915	3,002
Travel & Per Diem	-	1,232	661	1,635	1,200	5,032	5,183	5,338
Advertising	-	-	5,702	4,688	4,688	4,420	4,553	4,689
Miscellaneous Expenses	-	7	-	54	54	-	-	-
Furniture/Equipment < \$5000	-	1,057	-	526	526	-	-	-
TOTAL OPERATING EXPENSES	\$ -	\$ 6,273	\$ 10,354	\$ 11,795	\$ 10,307	\$ 17,592	\$ 18,120	\$ 18,661
CONSUMABLE SUPPLIES								
Office Supplies	-	629	1,371	800	650	1,200	1,236	1,273
Printing	-	1,703	1,752	1,405	1,400	1,850	1,906	1,963
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ 2,332	\$ 3,123	\$ 2,205	\$ 2,050	\$ 3,050	\$ 3,142	\$ 3,236
TOTAL EXPENDITURES	\$ -	\$ 223,094	\$ 236,211	\$ 300,430	\$ 251,830	\$ 390,915	\$ 405,130	\$ 416,276

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**MUNICIPAL COURT
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
MUNICIPAL COURT

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
PERSONNEL SERVICES								
Salaries & Wages	43,409	43,166	34,752	45,225	45,225	45,685	45,238	45,238
Longevity	-	675	765	-	-	-	-	-
Certification	-	-	300	1,000	1,000	1,200	1,200	1,200
Retirement	5,148	5,307	4,045	6,035	6,035	6,494	6,431	6,431
Medical Insurance	-	5,865	3,933	4,519	4,519	5,196	7,059	8,117
Dental Insurance	-	317	210	310	310	310	410	471
Vision Insurance	-	83	51	60	30	60	79	91
Life Insurance & Other	-	282	159	331	331	327	327	327
Social Security Taxes	2,471	2,381	1,992	2,878	2,878	2,907	2,879	2,879
Medicare Taxes	578	557	466	673	673	680	673	673
Unemployment Taxes	45	102	94	378	378	378	378	378
Workman's Compensation	-	79	98	143	141	124	123	123
Pre-emp Physicals/Testing	-	-	158	-	-	-	-	-
TOTAL PERSONNEL SERVICES	\$ 58,504	\$ 58,814	\$ 47,023	\$ 61,552	\$ 61,520	\$ 63,361	\$ 64,797	\$ 65,928
PROFESSIONAL & CONTRACTUAL SERVICES								
Judge's Compensation	3,600	3,300	4,200	4,200	4,200	5,100	5,400	5,562
Jury Fees	126	-	60	180	108	180	185	191
Warrant Roundup Expenses	-	-	-	288	288	400	800	800
Professional Outside Services	313	247	1,027	650	600	1,000	1,100	1,210
Collection Fees	1,152	912	702	373	310	400	412	424
TCIC Warrant Expense	1,155	1,815	1,104	-	-	-	-	-
TOTAL PROF & CONTRACTUAL SERVICES	\$ 6,382	\$ 6,274	\$ 7,093	\$ 5,691	\$ 5,506	\$ 7,080	\$ 7,897	\$ 8,187
OPERATING EXPENSES								
Telephone	31	21	42	140	80	75	77	80
Postage	394	430	837	590	550	750	773	796
Service Charges & Fees	907	942	1,621	2,060	2,060	2,400	2,472	2,546
Publications/Books/Subscripts	148	36	402	130	126	130	134	138
Dues & Memberships	175	150	251	430	220	430	443	456
Meetings	-	-	-	-	-	200	206	212
Schools & Training	102	331	306	1,000	800	1,100	1,133	1,167
Travel & Per Diem	364	50	858	1,451	975	2,035	2,096	2,159
Advertising	252	-	-	191	-	-	-	-
Prisoner-Sit Out DCSSO	-	40	60	240	200	140	144	149
Miscellaneous Expenses	157	302	261	190	165	-	-	-
Furniture/Equipment < \$5000	-	-	790	775	710	-	-	-
TOTAL OPERATING EXPENSES	\$ 2,530	\$ 2,302	\$ 5,428	\$ 7,197	\$ 5,886	\$ 7,260	\$ 7,478	\$ 7,703
CONSUMABLE SUPPLIES								
Office Supplies	411	394	463	342	250	450	464	477
Printing	125	1,502	1,027	1,808	2,000	1,600	1,648	1,697
TOTAL CONSUMABLE SUPPLIES	\$ 619	\$ 1,896	\$ 1,490	\$ 2,150	\$ 2,250	\$ 2,050	\$ 2,112	\$ 2,174
TOTAL EXPENDITURES	\$ 68,035	\$ 69,286	\$ 61,034	\$ 76,590	\$ 75,162	\$ 79,751	\$ 82,284	\$ 83,992



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services



**GENERAL FUND
 FACILITIES MANAGEMENT**

Mission

To provide superior building maintenance, janitorial services and utilities for the Town's municipal buildings.

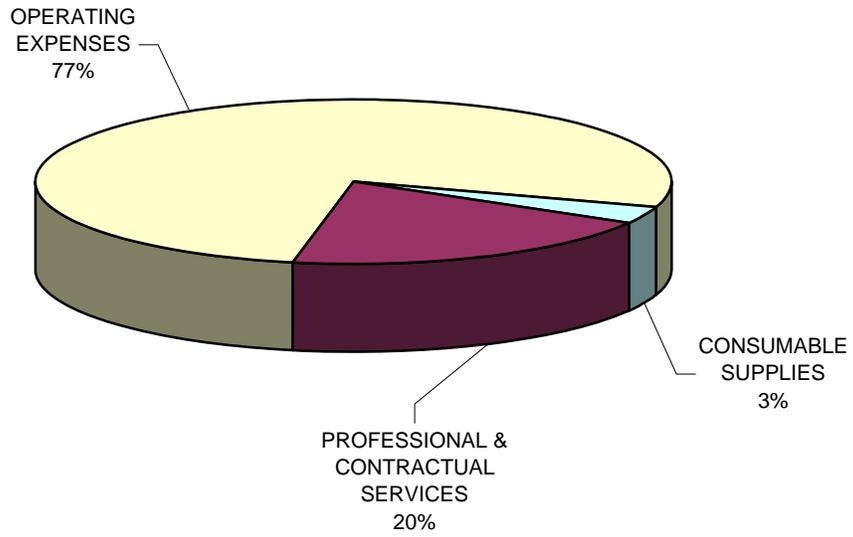
Departmental Goal

The goal of Facilities Management is to provide maintenance services to all Town owned and operated facilities in an aesthetically pleasing and orderly manner, which instills employee pride and efficiency and improves public approval.

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**FACILITIES MANAGEMENT
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

GENERAL FUND
FACILITIES MANAGEMENT

DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10	2010-11	2011-12	2012-13
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	PROJECTED	PROJECTED
PROFESSIONAL & CONTRACTUAL SERVICES								
Building Maintenance	-	21,265	7,111	11,400	8,000	7,000	7,210	7,426
Cleaning Services	-	4,733	8,110	9,000	8,500	8,200	8,446	8,699
TOTAL PROF & CONTRACT SERVICES	\$ -	\$ 25,998	\$ 15,221	\$ 20,400	\$ 16,500	\$ 15,200	15,656	16,125
OPERATING EXPENSES								
Electricity	-	16,581	15,520	19,900	17,000	16,500	16,995	17,505
Water	-	815	756	1,030	1,000	900	927	955
Insurance	-	47,827	49,897	56,947	40,732	42,380	44,499	46,724
TOTAL OPERATING EXPENSES	\$ -	\$ 65,223	\$ 66,173	\$ 77,877	\$ 58,732	\$ 59,780	62,421	65,184
CONSUMABLE SUPPLIES								
Maintenance Supplies	-	3,290	1,688	2,000	1,800	1,700	1,751	1,804
Vending Machine Supplies	-	-	1,015	1,000	900	900	927	955
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ 3,290	\$ 2,703	\$ 3,000	\$ 2,700	\$ 2,600	2,678	2,759
TOTAL EXPENDITURES	\$ -	\$ 94,511	\$ 84,097	\$ 101,277	\$ 77,932	\$ 77,580	80,755	84,068



DEBT SERVICE 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.

- 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 went through a bond rating process in May 2010. Moody's Investor Service upgraded the Town from an A2 to Aa3, and Standard and Poors' gave the Town a AA rating as their initial rating. 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.

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

ESTIMATED AD VALOREM TAX COLLECTIONS AND DISTRIBUTION
2010-2011

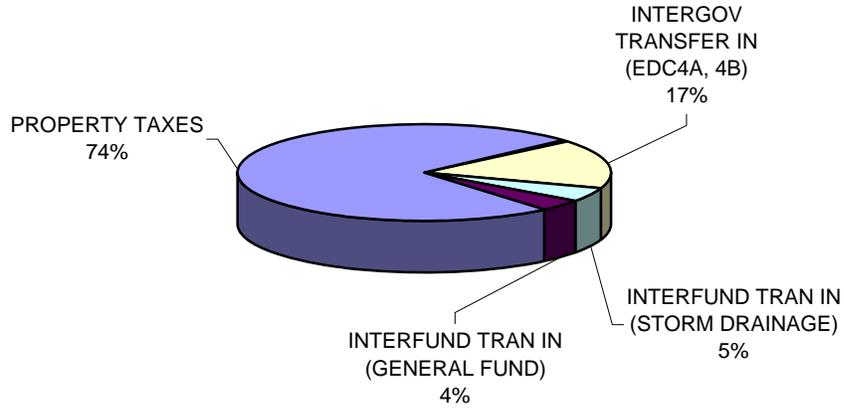
Net Assessed Valuation for 2009	768,444,280
Debt Service Tax Rate Per \$100 Valuation	x 0.11778
	905,078
Proration of Taxes for Frozen Property	93,716
	\$ 998,794
Estimated Collection Rate	100%
Total Revenue	\$ 998,794

TAX RATE PER \$100 VALUATION

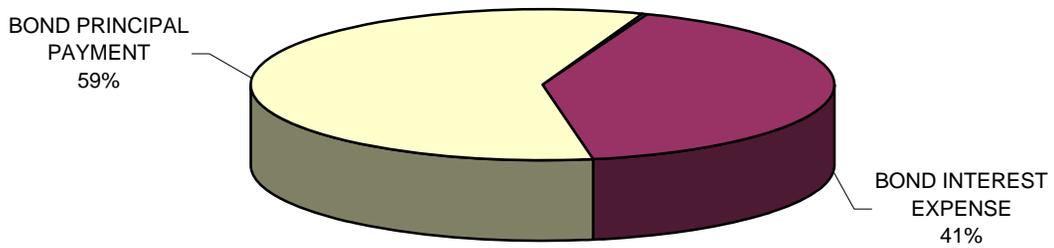
DISTRIBUTION	2008-09	2009-10	2010-11	2010-11 REVENUE	PERCENT
General Fund Operations & Maintenance	0.37431	0.38838	0.39722	\$ 3,368,472	77.13%
Interest and Sinking Fund	0.08120	0.08162	0.11778	\$ 998,794	22.87%
TOTAL	0.45551	0.47000	0.51500	\$ 4,367,266	100.00%

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**DEBT SERVICE FUND
FY 2010-11 ADOPTED
REVENUES**



**DEBT SERVICE FUND
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

DEBT SERVICE FUND

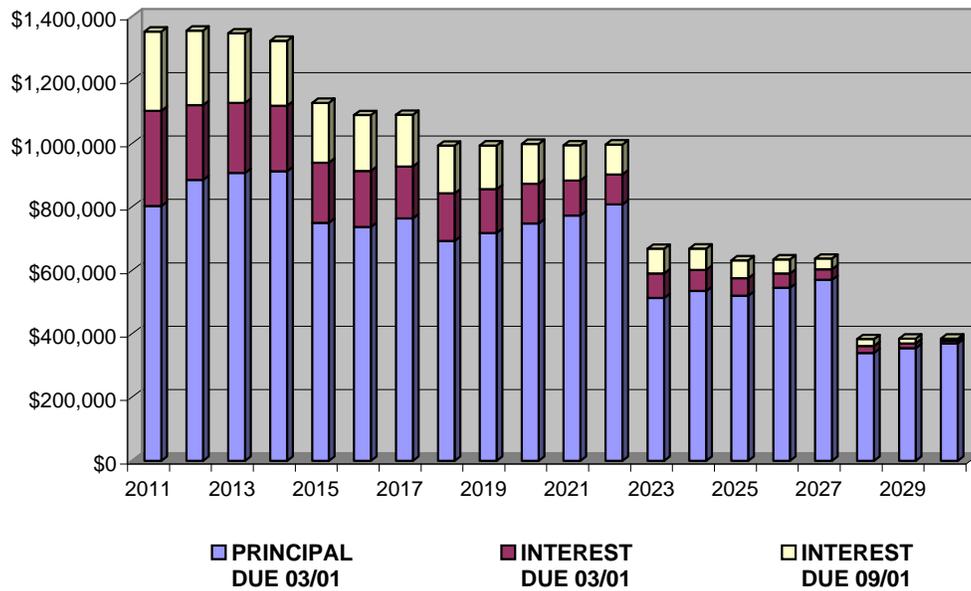
DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATED	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Property Taxes	420,194	587,837	639,580	673,066	673,066	998,794	1,028,758	1,059,621
Property Taxes/P & I	3,000	4,987	5,268	3,000	5,300	4,840	5,000	5,000
Contribution From PID	-	131,342	-	-	-	-	-	-
Interest Income	12,000	12,731	2,841	4,000	6,700	1,000	1,046	1,046
Prior Year Reserves	-	-	-	-	-	51,305	-	-
Intergov Trans In (EDC4A, 4B)	105,432	161,075	157,183	161,826	161,826	220,557	222,534	224,298
Interfund Trans In (Capital)	72,572	-	9,792	5,000	-	-	-	-
Interfund Trans In (Storm Drainage)	-	-	-	64,836	64,836	64,204	63,955	62,179
Interfund Trans In (General Fund)	-	-	-	-	20,000	51,630	55,309	29,330
Recovery of Prior Year Expense	-	-	1,307	-	-	-	-	-
TOTAL REVENUES	\$ 613,198	\$ 897,972	\$ 815,971	\$ 911,728	\$ 931,728	1,392,330	\$ 1,376,602	\$ 1,381,474
EXPENDITURES								
Paying Agent Fees	1,550	2,816	2,000	2,000	2,000	3,500	3,500	3,500
Bond Interest Expense	237,370	457,924	387,918	369,728	369,728	585,830	508,016	472,709
Bond Principal Payment	305,000	447,000	515,000	540,000	540,000	803,000	968,500	993,800
TOTAL EXPENDITURES	\$ 543,920	\$ 907,740	\$ 904,918	\$ 911,728	\$ 911,728	1,392,330	\$ 1,480,016	\$ 1,470,009
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 69,278	\$ (9,768)	\$ (88,947)	\$ -	\$ 20,000	-	\$ (103,414)	\$ (88,535)

TOWN OF TROPHY CLUB, TEXAS
ANNUAL PROGRAM OF SERVICES

TOWN OF TROPHY CLUB

ANNUAL PRINCIPAL & INTEREST REQUIREMENT - ALL ISSUES

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2011	803,000.00	300,044.52	249,785.02	1,352,829.54
2012	885,000.00	236,186.37	234,830.10	1,356,016.47
2013	907,000.00	221,108.14	219,600.69	1,347,708.83
2014	913,000.00	206,143.54	204,796.02	1,323,939.56
2015	750,000.00	190,005.94	188,356.60	1,128,362.54
2016	737,000.00	176,929.53	175,833.44	1,089,762.97
2017	764,000.00	164,030.48	162,883.27	1,090,913.75
2018	693,000.00	150,141.37	150,233.60	993,374.97
2019	718,000.00	137,998.27	138,077.44	994,075.71
2020	748,000.00	125,394.70	125,438.77	998,833.47
2021	773,000.00	110,747.06	110,800.10	994,547.16
2022	808,000.00	94,600.21	94,640.19	997,240.40
2023	513,000.00	77,628.35	77,655.27	668,283.62
2024	535,000.00	66,988.62	66,997.85	668,986.47
2025	520,000.00	55,825.63	55,825.63	631,651.26
2026	545,000.00	45,013.13	45,013.13	635,026.26
2027	570,000.00	33,643.13	33,643.13	637,286.26
2028	340,000.00	21,753.13	21,753.13	383,506.26
2029	355,000.00	14,953.13	14,953.13	384,906.26
2030	370,000.00	7,631.25	7,631.25	385,262.50
\$	13,247,000.00	\$ 2,436,766.50	\$ 2,378,747.76	\$ 18,062,514.26

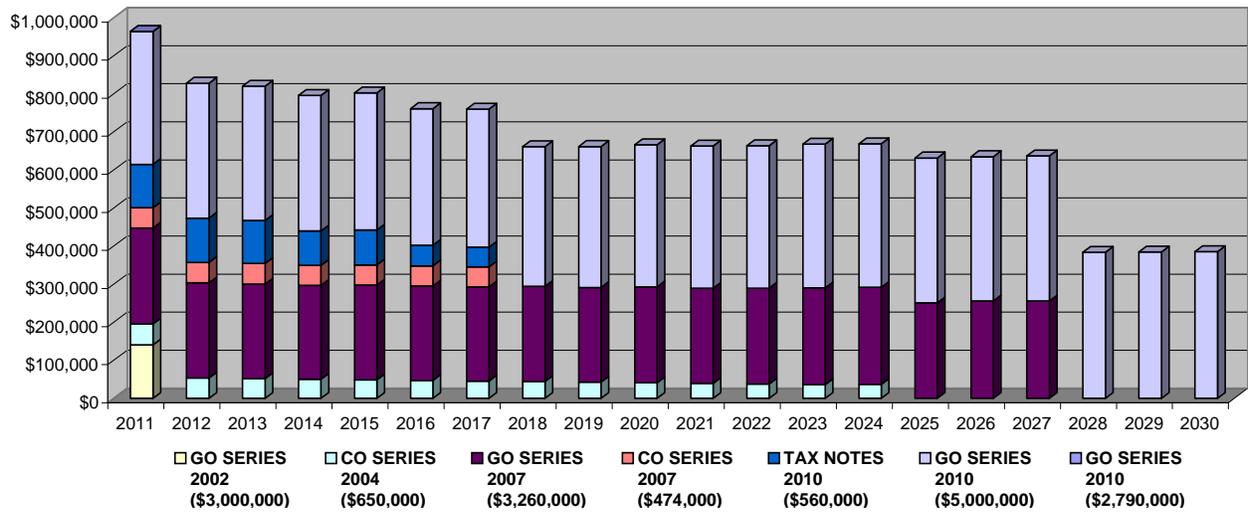


TOWN OF TROPHY CLUB, TEXAS
ANNUAL PROGRAM OF SERVICES

TOWN OF TROPHY CLUB

ANNUAL DEBT SERVICE REQUIREMENTS - BY ISSUE

FISCAL YEAR	GO SERIES 2002 (\$3,000,000)	GO SERIES 2002-A (\$1,400,000)	CO SERIES 2004 (\$650,000)	GO SERIES 2007 (\$3,260,000)	CO SERIES 2007 (\$474,000)	TAX NOTES 2010 (\$560,000)	GO SERIES 2010 (\$5,000,000)	GO SERIES 2010 (\$2,790,000)	TOWN TOTAL
2011	140,737.50	104,982.50	55,346.11	251,687.50	53,356.00	113,848.50	349,075.60	283,795.83	1,352,829.54
2012	-	107,132.50	53,813.71	250,087.50	53,676.00	116,200.50	354,356.26	420,750.00	1,356,016.47
2013	-	109,045.00	52,167.57	248,212.50	53,912.00	113,065.50	352,556.26	418,750.00	1,347,708.83
2014	-	106,245.00	50,578.30	246,062.50	53,064.00	89,908.50	356,431.26	421,650.00	1,323,939.56
2015	-	108,445.00	48,989.03	248,637.50	53,174.00	91,635.75	359,956.26	217,525.00	1,128,362.54
2016	-	110,370.00	47,439.21	247,692.50	53,200.00	53,680.00	359,106.26	218,275.00	1,089,762.97
2017	-	112,010.00	45,810.49	246,692.50	53,142.00	51,252.50	363,106.26	218,900.00	1,090,913.75
2018	-	113,355.00	44,221.21	250,492.50	-	-	366,806.26	218,500.00	993,374.97
2019	-	114,395.00	42,631.95	248,892.50	-	-	370,206.26	217,950.00	994,075.71
2020	-	115,120.00	41,064.71	252,092.50	-	-	373,306.26	217,250.00	998,833.47
2021	-	115,320.00	39,453.40	249,667.50	-	-	373,706.26	216,400.00	994,547.16
2022	-	115,280.00	37,864.14	251,990.00	-	-	373,706.26	218,400.00	997,240.40
2023	-	-	36,274.86	253,702.50	-	-	378,306.26	-	668,283.62
2024	-	-	36,690.21	254,990.00	-	-	377,306.26	-	668,986.47
2025	-	-	-	250,745.00	-	-	380,906.26	-	631,651.26
2026	-	-	-	256,120.00	-	-	378,906.26	-	635,026.26
2027	-	-	-	255,780.00	-	-	381,506.26	-	637,286.26
2028	-	-	-	-	-	-	383,506.26	-	383,506.26
2029	-	-	-	-	-	-	384,906.26	-	384,906.26
2030	-	-	-	-	-	-	385,262.50	-	385,262.50
	\$ 140,737.50	\$ 1,331,700.00	\$ 632,344.90	\$ 4,263,545.00	\$ 373,524.00	\$ 629,591.25	\$ 7,402,925.78	\$ 3,288,145.83	\$ 18,062,514.26



TOWN OF TROPHY CLUB, TEXAS
ANNUAL PROGRAM OF SERVICES

TOWN OF TROPHY CLUB

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

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2011	135,000.00	2,868.75	2,868.75	140,737.50
	\$ 135,000.00	\$ 2,868.75	\$ 2,868.75	\$ 140,737.50

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

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
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
	\$ 1,005,000.00	\$ 163,350.00	\$ 163,350.00	\$ 1,331,700.00

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

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
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	7,180.15	7,259.06	47,439.21
2017	33,000.00	6,352.60	6,457.89	45,810.49
2018	33,000.00	5,564.49	5,656.72	44,221.21
2019	33,000.00	4,776.39	4,855.56	42,631.95
2020	33,000.00	4,010.32	4,054.39	41,064.71
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
	\$ 464,000.00	\$ 83,542.61	\$ 84,802.29	\$ 632,344.90

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

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
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
	\$ 2,975,000.00	\$ 644,272.50	\$ 644,272.50	\$ 4,263,545.00

TOWN OF TROPHY CLUB, TEXAS
ANNUAL PROGRAM OF SERVICES

TOWN OF TROPHY CLUB

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

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
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
\$	318,000.00	\$ 27,762.00	\$ 27,762.00	\$ 373,524.00

TAX NOTES - SERIES 2010
(\$560,000)

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2011	95,000.00	10,013.25	8,835.25	113,848.50
2012	100,000.00	8,835.25	7,365.25	116,200.50
2013	100,000.00	7,365.25	5,700.25	113,065.50
2014	80,000.00	5,700.25	4,208.25	89,908.50
2015	85,000.00	4,208.25	2,427.50	91,635.75
2016	50,000.00	2,427.50	1,252.50	53,680.00
2017	50,000.00	1,252.50	-	51,252.50
\$	560,000.00	\$ 39,802.25	\$ 29,789.00	\$ 629,591.25

GENERAL OBLIGATION BONDS - SERIES 2010
(\$5,000,000)

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2011	105,000.00	149,797.47	94,278.13	349,075.60
2012	170,000.00	92,178.13	92,178.13	354,356.26
2013	175,000.00	88,778.13	88,778.13	352,556.26
2014	185,000.00	85,715.63	85,715.63	356,431.26
2015	195,000.00	82,478.13	82,478.13	359,956.26
2016	200,000.00	79,553.13	79,553.13	359,106.26
2017	210,000.00	76,553.13	76,553.13	363,106.26
2018	220,000.00	73,403.13	73,403.13	366,806.26
2019	230,000.00	70,103.13	70,103.13	370,206.26
2020	240,000.00	66,653.13	66,653.13	373,306.26
2021	250,000.00	61,853.13	61,853.13	373,706.26
2022	260,000.00	56,853.13	56,853.13	373,706.26
2023	275,000.00	51,653.13	51,653.13	378,306.26
2024	285,000.00	46,153.13	46,153.13	377,306.26
2025	300,000.00	40,453.13	40,453.13	380,906.26
2026	310,000.00	34,453.13	34,453.13	378,906.26
2027	325,000.00	28,253.13	28,253.13	381,506.26
2028	340,000.00	21,753.13	21,753.13	383,506.26
2029	355,000.00	14,953.13	14,953.13	384,906.26
2030	370,000.00	7,631.25	7,631.25	385,262.50
\$	5,000,000.00	\$ 1,229,222.56	\$ 1,173,703.22	\$ 7,402,925.78

GENERAL OBLIGATION REFUNDING BONDS - SERIES 2010
(\$2,790,000)

FISCAL YEAR	PRINCIPAL DUE 03/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2011	215,000.00	31,270.83	37,525.00	283,795.83
2012	350,000.00	35,375.00	35,375.00	420,750.00
2013	355,000.00	31,875.00	31,875.00	418,750.00
2014	365,000.00	28,325.00	28,325.00	421,650.00
2015	170,000.00	23,762.50	23,762.50	217,525.00
2016	175,000.00	21,637.50	21,637.50	218,275.00
2017	180,000.00	19,450.00	19,450.00	218,900.00
2018	185,000.00	16,750.00	16,750.00	218,500.00
2019	190,000.00	13,975.00	13,975.00	217,950.00
2020	195,000.00	11,125.00	11,125.00	217,250.00
2021	200,000.00	8,200.00	8,200.00	216,400.00
2022	210,000.00	4,200.00	4,200.00	218,400.00
\$	2,790,000.00	\$ 245,945.83	\$ 252,200.00	\$ 3,288,145.83



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.

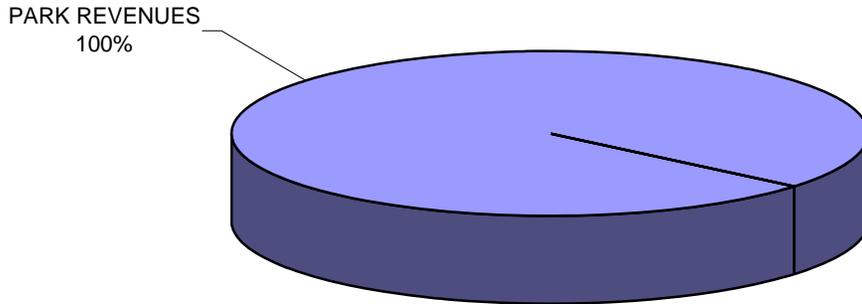
<i>Workload Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Motorized trail maintained (miles)	9	9	9	9
• Non-Motorized trails maintained (miles)	3	5	3	3
• Park attendant monitoring (hours per week)	32	32	32	32

<i>Productivity Measures</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Special Events at park	6	8	6	6
• Classes offered at park	2	4	4	6

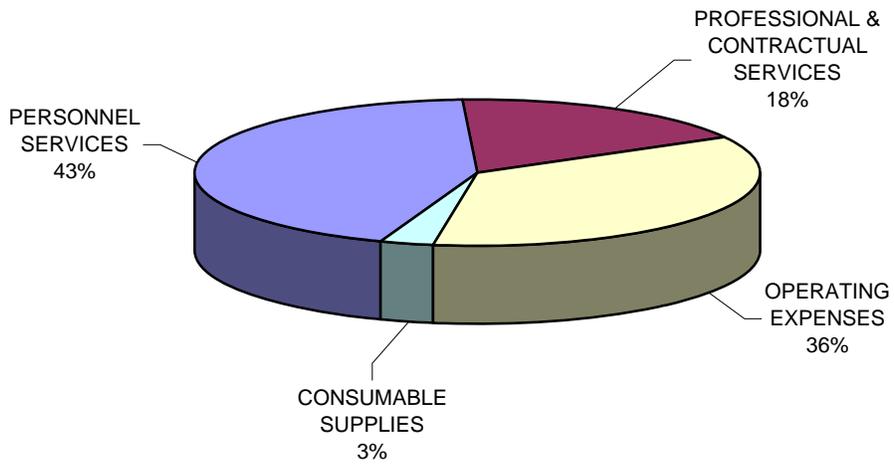
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	1.40	1.40	1.40	1.40

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**TROPHY CLUB PARK FUND
FY 2010-11 ADOPTED
REVENUES**



**TROPHY CLUB PARK FUND
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

TROPHY CLUB PARK FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Park Revenues	65,000	46,575	126,511	120,801	68,000	126,000	130,000	135,000
Interest Income	245	53	6	-	3	-	-	-
Intergov Trans In (EDC/MUD)	-	30,000	-	-	-	-	-	-
Miscellaneous Revenue	18	-	2,000	-	1,054	-	-	-
TOTAL REVENUES	\$ 65,245	\$ 76,628	\$ 128,517	\$ 120,801	\$ 69,057	\$ 126,000	\$ 130,000	\$ 135,000
PERSONNEL SERVICES								
Salaries & Wages	12,566	26,705	35,120	41,527	29,840	44,238	43,800	43,800
Longevity	-	-	-	64	64	-	-	-
Retirement	1,407	2,056	2,044	2,410	2,410	2,885	2,856	2,856
Medical Insurance	75	1,697	2,161	2,135	1,900	2,390	2,823	3,247
Dental Insurance	4	97	111	124	110	323	428	492
Vision Insurance	2	28	29	24	24	24	32	36
Life Insurance & Other	-	110	112	298	150	319	319	319
Social Security Taxes	774	1,625	2,058	2,579	1,954	2,743	2,716	2,716
Medicare Taxes	181	380	481	603	457	641	635	635
Unemployment Taxes	105	144	127	553	553	265	265	265
Worker's Compensation	79	283	844	1,181	1,181	1,097	1,086	1,086
Pre-Employment Physicals/Testing	62	60	167	70	70	70	70	70
TOTAL PERSONNEL SERVICES	\$ 16,455	\$ 34,385	\$ 43,254	\$ 51,568	\$ 38,714	\$ 54,995	\$ 55,030	\$ 55,522
PROFESSIONAL & CONTRACTUAL SERVICES								
Park Administration	-	12,000	10,000	10,000	10,000	10,000	10,000	10,000
Police and EMS Services	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Software & Support	-	-	-	2,033	2,033	-	-	-
Legal	-	-	-	-	-	-	-	-
Auditing	-	-	-	972	972	1,000	1,000	1,000
Equipment Maintenance	-	-	1,028	1,033	1,033	750	788	827
Consultants	1,146	535	-	500	27	500	525	551
Collection Fees	-	-	-	1,263	1,263	1,300	1,300	1,300
Portable Toilets	1,962	2,316	5,152	4,000	4,000	3,872	4,066	4,269
TOTAL PROF & CONTRACTUAL SERVICES	\$ 17,440	\$ 19,851	\$ 21,180	\$ 24,801	\$ 24,328	\$ 22,422	\$ 22,678	\$ 22,947
OPERATING EXPENSES								
Telephone	400	558	475	450	450	450	464	477
Communications/Pagers/Mobiles	800	1,209	1,747	3,156	1,900	2,527	2,578	2,629
Electricity	1,514	1,023	1,655	3,466	2,966	3,466	3,535	3,606
Water	1,134	1,359	1,363	2,908	2,200	3,000	3,150	3,308
Service Charges & Fees	-	-	1	1,500	1,500	1,500	1,575	1,654
Insurance	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Dues & Memberships	-	-	-	405	405	340	340	340
Schools & Training	-	68	1,575	1,125	55	1,100	1,100	1,100
Travel & Per Diem	-	-	1,417	1,134	134	1,330	1,330	1,330
Advertising	25	3,951	258	1,955	1,955	2,000	2,100	2,205
Miscellaneous Expenses	-	585	684	350	350	350	368	386
Community Events	-	-	2,675	3,100	3,090	3,100	3,255	3,418
Property Maintenance	13,943	13,742	19,080	16,106	16,102	20,683	33,921	35,617
Furniture/Equipment < \$5000	-	-	-	303	303	-	-	-
TOTAL OPERATING EXPENSES	\$ 22,816	\$ 27,495	\$ 35,930	\$ 40,958	\$ 36,410	\$ 44,846	\$ 58,716	\$ 61,071
CONSUMABLE SUPPLIES								
Fuel & Lube	-	-	81	1,366	75	500	525	551
Uniforms	241	338	10	336	236	815	839	865
Small Tools	-	697	1,270	-	-	1,000	1,000	1,000
Office Supplies	208	178	204	342	342	247	247	247
Maintenance Supplies	28	116	78	625	625	425	446	469
Printing	968	599	626	600	300	750	788	827
TOTAL CONSUMABLE SUPPLIES	\$ 1,445	\$ 1,928	\$ 2,269	\$ 3,269	\$ 1,578	\$ 3,737	\$ 3,845	\$ 3,959
CAPITAL EXPENSES								
Grant Match	-	32,636	-	-	-	-	-	-
Loan Repayment/Waterline	4,488	-	-	-	-	-	-	-
TOTAL CAPITAL EXPENSES	\$ 4,488	\$ 32,636	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENDITURES	\$ 62,644	\$ 116,295	\$ 102,633	\$ 120,596	\$ 101,030	\$ 126,000	\$ 140,269	\$ 143,498
TOTAL REVENUES OVER EXPENSES	\$ 2,601	\$ (39,667)	\$ 25,884	\$ 205	\$ (31,973)	\$ -	\$ (10,269)	\$ (8,498)



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.

*Strategic Business Plan **

Goal 1- Provide well-maintained streets

- Concrete street repairs
- Street, curb, and gutter sweeping
- Emergency response
- Signs and markings
- New construction

Goal 2- Provide timely & knowledgeable response to resident issues

- Responsive
- Friendly
- Customer service

Goal 3- Establish 5 year plan for street maintenance

- Identify and rank streets in need of maintenance

Goal 4- Provide support for other Town Departments and MUD 1

- Parks
- Police Department
- MUD 1

<i>Workload Measures *</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Street, curb, and gutter sweeping (curb miles)	N/A	N/A	60	65
• Concrete placed/poured (cubic yards)	N/A	N/A	425	550
• Striping (linear feet)	N/A	N/A	43,573	43,573

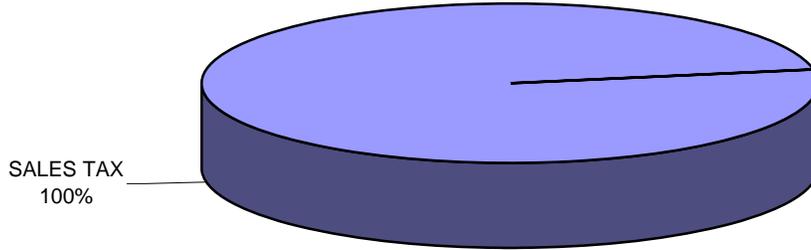
<i>Productivity Measures *</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Respond to calls in under 4 business hours	N/A	N/A	N/A	90%
• Ratio of lane miles of street maintained per employee	N/A	N/A	N/A	24.17:1

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	0.63	0.63	0.63

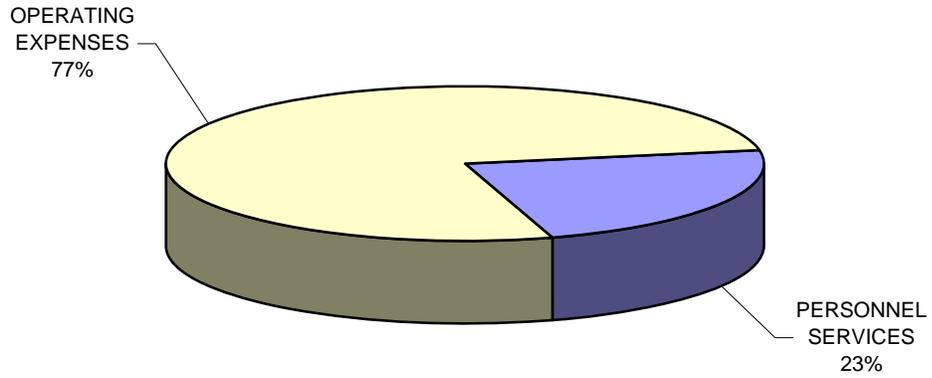
* The General Fund Street Department and Street Maintenance Sales Tax Fund each reflect a portion of the total funding of the Town's street maintenance program. The Strategic Business Plan goals, as well as, the workload and productivity measures enumerated above relate to the overall street maintenance efforts.

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

STREET MAINTENANCE SALES TAX FUND
FY 2010-11 ADOPTED
REVENUES



STREET MAINTENANCE SALES TAX FUND
FY 2010-11 ADOPTED
EXPENDITURES



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

STREET MAINTENANCE SALES TAX FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Sales Tax	-	-	-	122,595	122,595	126,273	130,061	133,963
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 122,595	\$ 122,595	\$ 126,273	\$ 130,061	\$ 133,963
EXPENDITURES								
PERSONNEL SERVICES								
Salaries & Wages	-	-	-	17,614	17,614	17,790	17,614	17,614
Retirement	-	-	-	2,290	2,290	2,491	2,466	2,466
Medical Insurance	-	-	-	3,340	3,340	6,147	6,572	7,557
Dental Insurance	-	-	-	194	194	323	428	492
Vision Insurance	-	-	-	37	37	56	74	85
Life Insurance & Other	-	-	-	126	126	129	129	129
Social Security Taxes	-	-	-	1,092	1,092	772	655	589
Medicare Taxes	-	-	-	255	255	181	153	138
Unemployment Taxes	-	-	-	42	42	118	118	118
Workman's Compensation	-	-	-	2,390	2,390	1,206	1,195	1,195
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 27,380	\$ 27,380	\$ 29,213	\$ 29,404	\$ 30,383
OPERATING EXPENSES								
Street Repairs	-	-	-	85,215	85,215	87,060	90,357	92,971
Signs and Markings	-	-	-	10,000	10,000	10,000	10,300	10,609
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 95,215	\$ 95,215	\$ 97,060	\$ 100,657	\$ 103,580
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 122,595	\$ 122,595	\$ 126,273	\$ 130,061	\$ 133,963
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -				





STORM DRAINAGE UTILITY FUND

Mission

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

*Strategic Business Plan **

Goal 1- Provide well-maintained Storm Drainage System

- Inlet & structure inspection, cleaning, and repair
- Street, curb, and gutter sweeping
- Emergency response
- Signs and markings
- New construction

Goal 2- Provide timely & knowledgeable response to resident issues

- Responsive
- Friendly
- Customer service

Goal 3- Establish 5 year CIP plan for Storm Drainage

- Identify and rank drainage needs

Goal 4- Provide support for other Town Departments and MUD 1

- Parks
- Police Department
- MUD

<i>Workload Measures *</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Storm Drain Structure Inspection & Cleaning	N/A	N/A	1024	1024
• Storm Drain System Repairs	N/A	N/A	52	50
• Street, Curb, and Gutter Sweeping (curb miles)	N/A	N/A	60	65

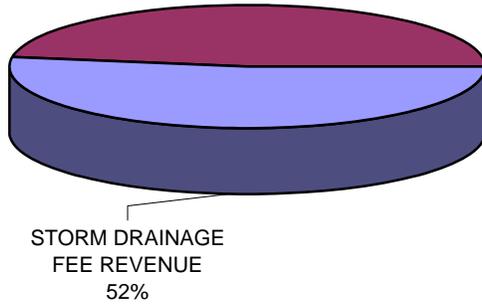
<i>Productivity Measures *</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• Response to calls in under 4 business hours	N/A	N/A	100%	100%

<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	0.33	0.33	0.33

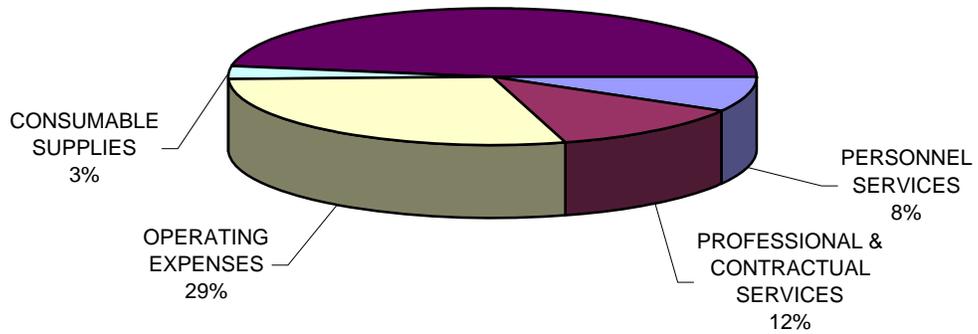
* The General Fund Street Department and Storm Drainage Utility Fund each reflect a portion of the total funding of the Town's storm drainage program. The Strategic Business Plan goals, as well as, the workload and productivity measures enumerated above relate to the Town's overall storm drainage efforts.

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

STORM DRAINAGE UTILITY FUND
FY 2010-11 ADOPTED
REVENUES



STORM DRAINAGE UTILITY FUND
FY 2010-11 ADOPTED
EXPENDITURES



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

STORM DRAINAGE UTILITY FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Storm Drainage Fee Revenue	-	-	-	126,931	128,500	130,000	131,500	131,500
Prior Year Reserves	-	-	-	125,000	-	118,000	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 251,931	\$ 128,500	\$ 248,000	\$ 131,500	\$ 131,500
EXPENDITURES								
PERSONNEL SERVICES								
Salaries & Wages	-	-	-	16,177	16,177	14,773	14,626	14,626
Overtime	-	-	-	40	40	-	-	-
Longevity	-	-	-	75	75	94	94	94
Retirement	-	-	-	2,215	2,215	2,081	2,061	2,061
Medical Insurance	-	-	-	1,861	1,861	1,972	2,329	2,679
Dental Insurance	-	-	-	102	102	102	135	156
Vision Insurance	-	-	-	20	20	20	26	30
Life Insurance & Other	-	-	-	105	93	107	107	107
Social Security Taxes	-	-	-	1,049	1,049	922	913	913
Medicare Taxes	-	-	-	247	235	216	213	213
Unemployment Taxes	-	-	-	72	62	62	62	62
Workman's Compensation	-	-	-	1,347	1,343	311	308	308
TOTAL PERSONNEL SERVICES	\$ -	\$ -	\$ -	\$ 23,310	\$ 23,272	\$ 20,660	\$ 20,874	\$ 21,249
PROFESSIONAL & CONTRACTUAL SERVICES								
Engineering	-	-	-	7,000	7,000	4,300	4,429	4,562
Independent Labor	-	-	-	2,500	2,500	5,000	5,150	5,305
Maintenance & Repair	-	-	-	500	500	1,000	1,030	1,061
Vehicle Maintenance	-	-	-	500	500	1,000	1,030	1,061
Equipment Maintenance	-	-	-	1,500	1,500	4,000	4,120	4,244
Trash Removal/Recycling	-	-	-	15,100	15,100	15,100	15,553	16,021
TOTAL PROF & CONTRACTUAL SERVICES	\$ -	\$ -	\$ -	\$ 27,100	\$ 27,100	\$ 30,400	\$ 31,312	\$ 32,254
OPERATING EXPENSES								
Dues & Memberships	-	-	-	2,344	2,344	2,350	2,414	2,486
Street Sweeping	-	-	-	4,200	4,200	5,000	5,150	5,305
Miscellaneous Expenses	-	-	-	200	200	200	206	210
Interfund Trans Out (GF I&S)	-	-	-	64,836	64,836	64,204	64,143	62,372
TOTAL OPERATING EXPENSES	\$ -	\$ -	\$ -	\$ 71,580	\$ 71,580	\$ 71,754	\$ 71,913	\$ 70,373
CONSUMABLE SUPPLIES								
Fuel & Lube	-	-	-	3,925	3,925	5,946	6,124	6,308
Small Tools	-	-	-	1,000	1,000	1,000	1,030	1,061
Printing	-	-	-	-	-	240	247	255
TOTAL CONSUMABLE SUPPLIES	\$ -	\$ -	\$ -	\$ 4,925	\$ 4,925	\$ 7,186	\$ 7,401	\$ 7,624
CAPITAL EXPENSES								
Capital Expenses	-	-	-	125,000	-	118,000	-	-
TOTAL CAPITAL EXPENSES	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 118,000	\$ -	\$ -
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 251,915	\$ 126,877	\$ 248,000	\$ 131,500	\$ 131,500
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ 16	\$ 1,623	\$ -	\$ -	\$ -



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services



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.

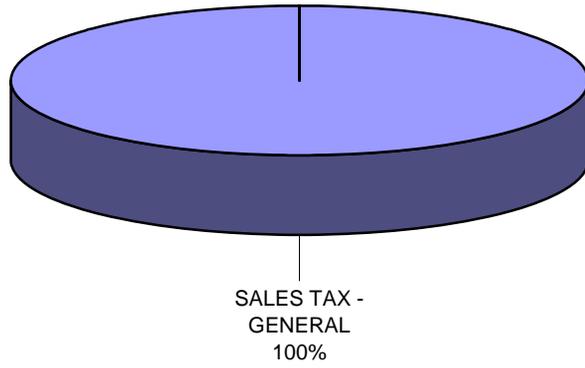
Departmental Goal

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.

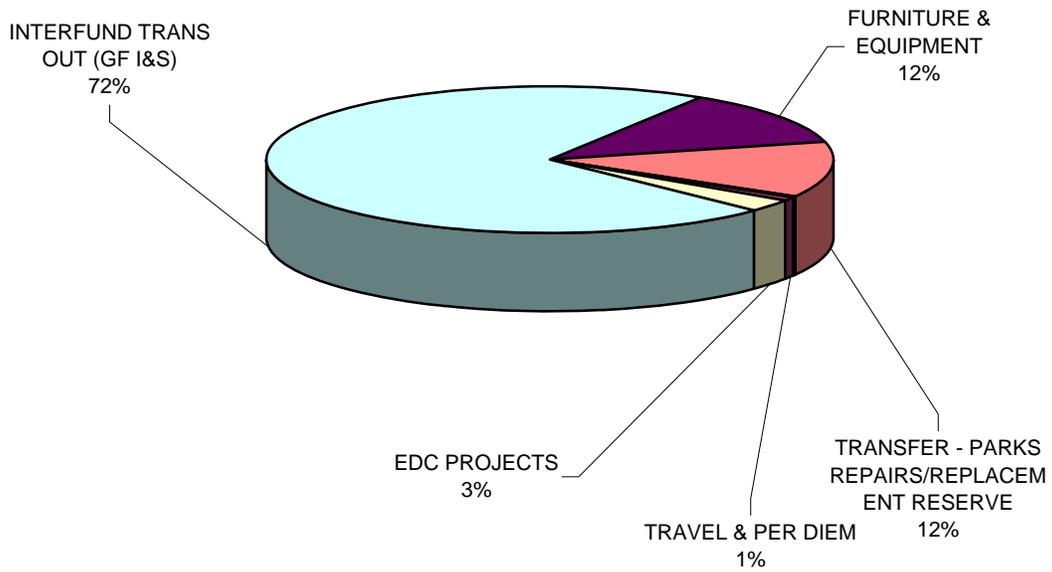
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**EDC4A FUND
FY 2010-11 ADOPTED
REVENUES**



**EDC4A FUND
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

ECONOMIC DEVELOPMENT CORPORATION 4A FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Sales Tax - General	237,168	238,048	229,912	245,189	245,189	\$252,545	260,121	267,925
Interest Income	15,161	9,893	2,747	3,000	700	1,000	1,000	1,000
Reserves	-	-	-	116,282	60,608	35,229	-	-
TOTAL REVENUES	\$ 252,329	\$ 247,941	\$ 232,659	\$ 364,471	\$ 306,497	\$ 288,774	\$ 261,121	\$ 268,925
EXPENDITURES								
Auditing	-	-	-	916	916	1,000	1,000	1,000
Dues & Memberships	350	-	-	140	140	140	140	140
Meetings	-	-	-	200	50	200	200	200
Schools & Training	(75)	-	-	879	879	680	680	680
Travel & Per Diem	-	-	-	1,629	1,125	1,915	1,915	1,915
Miscellaneous Expenses	-	24	-	100	64	100	100	100
Property Maintenance	-	-	-	35,000	-	-	-	-
EDC Projects	-	-	42,344	22,084	-	8,000	6,998	-
Interfund Trans Out (GF I&S)	105,433	161,075	130,821	207,323	207,323	206,539	195,888	195,293
Large Project Reserves	145,876	11,311	4,855	-	-	-	-	-
Furniture/Equipment < \$5,000	-	-	-	25,956	25,956	35,000	-	-
Office Supplies	-	-	-	200	-	200	200	200
Capital Expenses	-	-	-	50,044	50,044	-	-	-
Transfer-Park Repairs/Replacement Reserve	5,000	10,000	15,000	20,000	20,000	35,000	55,000	80,000
TOTAL EXPENDITURES	\$ 251,584	\$ 172,410	\$ 178,020	\$ 364,471	\$ 306,497	\$ 288,774	\$ 261,121	\$ 278,528
TOTAL REVENUES OVER EXPENDITURES	\$ 745	\$ 75,531	\$ 54,639	\$ -	\$ -	\$ -	\$ -	\$ (9,603)



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services



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.

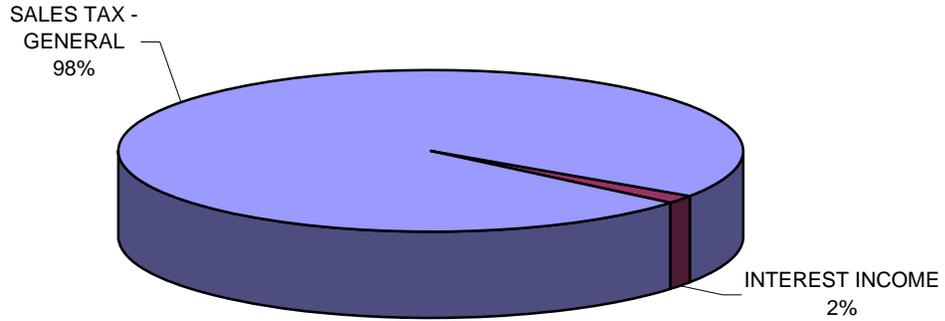
Departmental Goal

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.

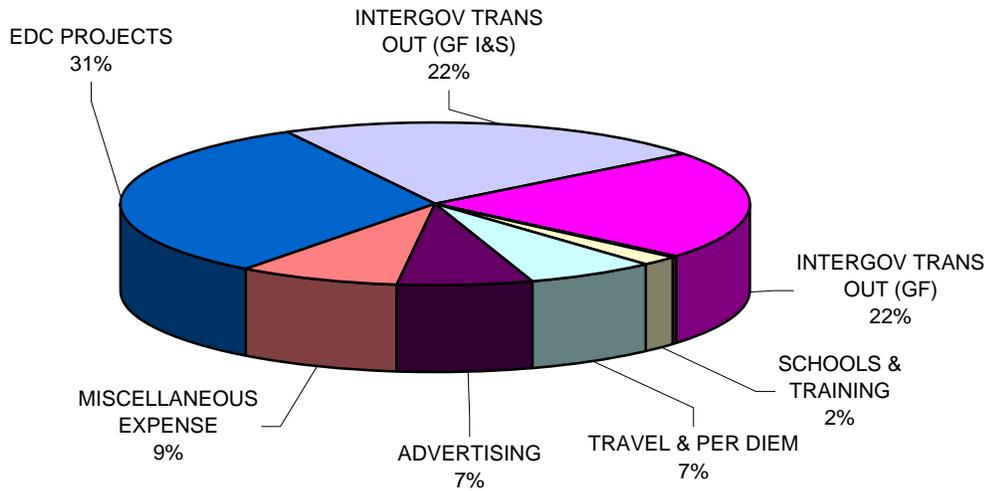
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**EDC4B FUND
FY 2010-11 ADOPTED
REVENUES**



**EDC4B FUND
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

ECONOMIC DEVELOPMENT CORPORATION 4B FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Sales Tax - General	118,584	119,024	114,955	122,595	122,595	126,273	130,061	130,061
Interest Income	7,482	5,319	1,696	2,000	500	2,000	2,000	2,000
Reserves	-	-	-	3,678	-	-	-	-
TOTAL REVENUES	\$ 126,066	\$ 124,343	\$ 116,651	\$128,273	\$123,095	\$ 128,273	\$ 132,061	\$ 132,061
EXPENDITURES								
Auditing	-	-	-	916	916	1,000	1,000	1,000
Publications/Books/Subscriptions	-	119	-	-	-	-	-	-
Dues & Memberships	-	2,650	350	300	300	200	200	200
Schools & Training	525	-	760	2,300	1,020	2,300	2,300	2,300
Travel & Per Diem	-	654	2,786	7,850	2,225	3,250	3,413	3,413
Advertising	9,387	2,232	7,958	8,150	8,150	750	750	750
Miscellaneous Expenses	2,307	231	-	8,184	424	10,100	10,100	10,100
Community Events	-	-	-	1,000	1,000	-	-	-
EDC Projects	15,000	32,518	18,911	37,645	37,645	55,083	55,083	55,083
Existing Business Stimulus Project	-	-	-	10,000	10,000	-	-	-
Intergov Trans Out (Pool)	66,232	-	-	-	-	-	-	-
Intergov Trans Out (GF I&S)	-	-	26,362	26,362	26,362	26,246	26,783	26,783
Large Project Reserves	-	33,299	-	-	-	-	-	-
Intergov Trans Out (GF)	16,364	11,122	16,861	25,566	20,000	25,666	25,666	25,666
Office Supplies	8	91	14	-	-	-	-	-
TOTAL EXPENDITURES	\$ 109,823	\$ 82,916	\$ 74,002	\$ 128,273	\$ 108,042	\$ 124,595	\$ 125,295	\$ 125,295
TOTAL REVENUES OVER EXPENDITURES	\$ 16,243	\$ 41,427	\$ 42,649	\$ -	\$ 15,053	\$ 3,678	\$ 6,766	\$ 6,766



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services



HOTEL OCCUPANCY TAX FUND

Mission

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

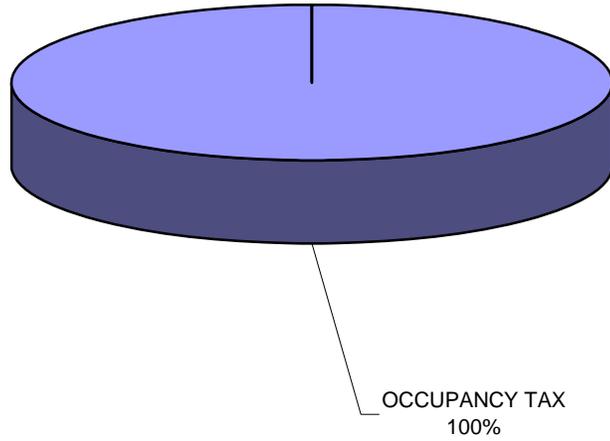
Departmental Goal

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 Occupancy Tax Fund's primary function is to account for the receipt and distribution of the Town's Hotel/Motel Occupancy Tax.

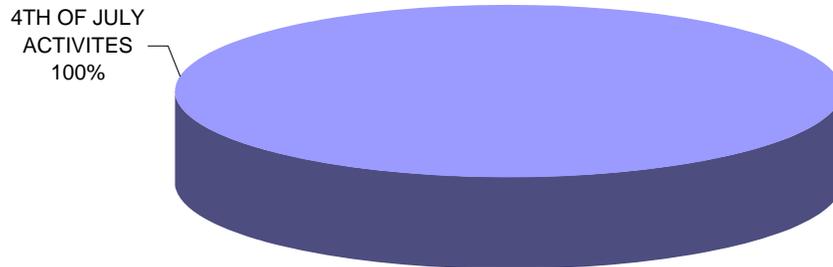
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**HOTEL OCCUPANCY TAX FUND
FY 2010-11 ADOPTED
REVENUES**



**HOTEL OCCUPANCY TAX FUND
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

HOTEL OCCUPANCY TAX FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATED	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Occupancy Tax	-	25,705	17,069	27,195	19,028	20,000	21,000	22,050
Interest Income	-	23	63	1,575	35	50	50	50
TOTAL REVENUES	\$ -	\$ 25,728	\$ 17,132	\$ 28,770	\$ 19,063	\$ 20,050	\$ 21,050	\$ 22,100
OPERATING EXPENDITURES								
Dues & Memberships	-	-	2,500	2,500	-	-	-	-
Community Events	-	-	3,000	6,600	-	-	-	-
4th of July Activities	-	-	36,328	19,670	19,063	20,050	21,050	22,100
TOTAL EXPENDITURES	\$ -	\$ -	\$ 41,828	\$ 28,770	\$ 19,063	\$ 20,050	\$ 21,050	\$ 22,100
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ -	\$ 25,728	\$ (24,696)	\$ -	\$ -	\$ -	\$ -	\$ -



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

OPERATION AND MAINTANCE COSTS OF CAPITAL IMPROVEMENTS

Annually, the projected costs of operations and maintenance associated with capital projects anticipated to be completed and coming on line are estimated and included in the respective departments' operating budget. Any associated tax rate impact and/or estimated user fee analysis is included in each fiscal year's proposed budget. The Town Council discusses and debates funding options during budget deliberations.

During budget deliberations for the 2009-2010 fiscal year, the Town Council choose to increase the ad valorem tax rate by one and one half cents (\$0.015) per \$100 valuation in anticipation of operating costs related to upcoming capital improvements. Some of the improvements which were coming on line included those in the Town's Public Improvement District (PID) and were built by the developer. The remainder of the projects anticipated and coming on line in the 2009-2010 and 2010-2011 fiscal years were related to the successful \$5 million Park Projects Bond election approved by voters in November 2009.

For the 2010-2011 fiscal year, the Town Council raised the ad valorem tax rate an additional four and one half cents (\$0.045) per \$100 valuation. Approximately \$0.036 of the increase is dedicated for repayment of the \$5 million Park Projects bond issue, and \$0.009 per \$100 valuation supports the operational costs of the completed projects.

The Tax Rate Impact analysis on the next page reflects the projected operation and maintenance costs, as well as the associated tax rate impact.

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

Capital Improvement Program
Operation and Maintenance Costs

Project	2009-2010 O&M Costs Paid by Town	2009-2010 O&M Costs Paid by EDC4A	2010-2011 O&M Costs Paid by Town	2011-2012 O&M Costs Paid by Town
O & M Costs				
Pre 2009 Bond Election:				
Medians (PID)	0	0	110,000 (1)	115,500
Lakes and Trails (PID)	0	0	17,000	18,000
Spray Park (PID)	0	15,000 (2)	22,000	23,000
Freedom Park (PID)	0	20,000 (2)	10,000	58,000
Independence Park (PID)	0		25,000	26,000
Total Pre-Bond Election	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 184,000</u>	<u>\$ 240,500</u>
2009 Bond Election Related:				
Freedom Park	0	0	-	23,000
Independence Park	0	0	25,000	107,000
Harmony Park: Spray Pad	0	0	10,000	11,000
Field Lights	0	0	2,000	2,100
Total Bond Election Related	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,000</u>	<u>\$ 143,100</u>
Total O & M Costs	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 221,000</u>	<u>\$ 383,600</u>
2009 Bond Election Debt Service				
2010 \$5M General Obligation Bonds	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 350,000 (3)</u>
Tax Rate Increase (4)				<u>Cumulative</u>
O&M Component Increase				
Pre 2009 Bond Election			<u>\$ 0.0245</u>	<u>\$ 0.0075</u>
2009 Bond Election Related			<u>0.0050</u>	<u>0.0141</u>
Total O&M Component Increase			<u>0.0295</u>	<u>0.0511</u>
Debt Service Component Increase			<u>0.0467</u>	<u>-</u>
			<u>\$ 0.0762</u>	<u>\$ 0.0216</u>
Average Tax Increase (5)			\$ 200	\$ 57
				\$ 257

- (1) Town to take possession in fiscal year 2010-2011
- (2) Paid by EDC4A for 2009-2010
- (3) Based on actual debt service
- (4) Based on 2009 Taxable Ad Valorem Value
- (5) Based on 2009 average home value of \$262,591

**FIVE YEAR
CAPITAL IMPROVEMENT PROGRAM
2010-2015**

	2010-11	2011-12	2012-13	2013-14	2014-15	TOTAL
STREET IMPROVEMENTS						
Indian Creek (Creekmere to Greenhill)	770,000	-	-	-	-	770,000
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
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
Trophy Club (Durango to Riviera Court)	-	-	-	-	709,566	709,566
Glendale Court	-	-	-	-	76,326	76,326
Ross Court	-	-	-	-	59,223	59,223
Total Street Improvements	\$ 770,000	\$ 665,365	\$ 1,361,782	\$ 765,586	\$ 845,115	\$ 4,407,848
PARKS AND RECREATION						
Trophy Club Park Improvements	-	1,500,000	-	-	-	1,500,000
Total Parks and Recreation	\$ -	1,500,000	-	-	-	\$ 1,500,000
DRAINAGE SYSTEM IMPROVEMENTS						
Town-wide Drainage Study Phase II	125,000	-	-	-	-	125,000
Total Drainage System Improvements	\$ 125,000	-	-	-	-	\$ 125,000
FACILITIES						
Facilities Study	-	50,000	-	-	-	50,000
Total Facilities	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Total	\$ 895,000	\$ 2,215,365	\$ 1,361,782	\$ 765,586	\$ 845,115	\$ 6,082,848



TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services



CAPITAL PROJECTS FUND

Mission

To provide a segregation of funding sources for capital facility acquisitions, renovations, and development, as well as allocate and expense proceeds in a manner that is consistent with Council-approved projects.

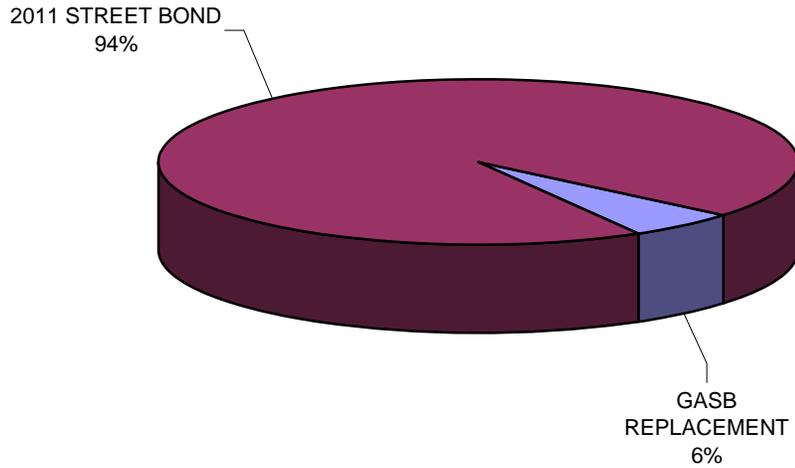
Departmental Goal

The principle goal of the Capital Projects Fund, which was created during the 2007-2008 fiscal year budget and is funded through General Obligation (GO) and Certificate of Obligation (CO) Bonds, is to properly account for financial resources that are utilized for the acquisition, construction or maintenance of capital facilities or equipment that have a project life of over twelve (12) months.

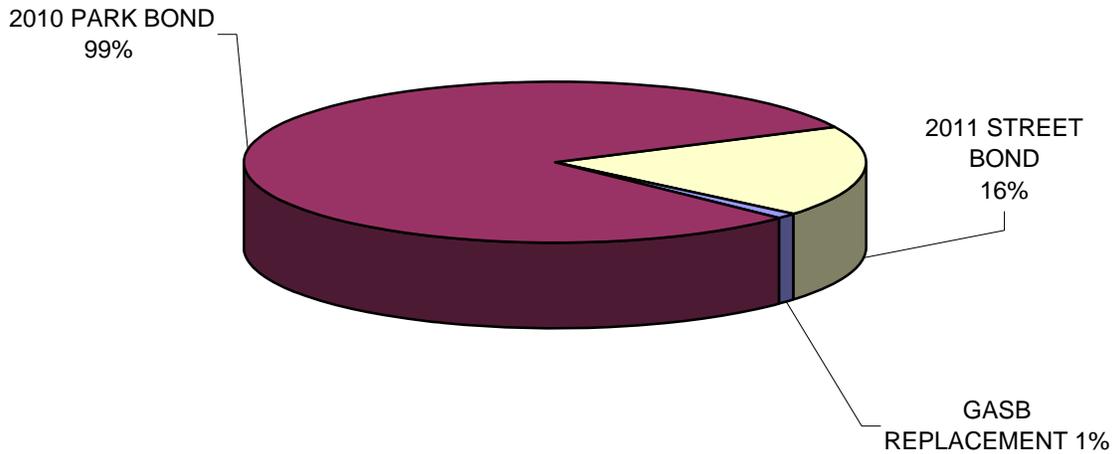
<i>Staff</i>	<i>2008-2009 Actual</i>	<i>2009-2010 Budget</i>	<i>2009-2010 Estimate</i>	<i>2010-2011 Adopted</i>
• FTE	N/A	N/A	N/A	N/A

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

**CAPITAL PROJECTS FUND
FY 2010-11 ADOPTED
REVENUES**



**CAPITAL PROJECTS FUND
FY 2010-11 ADOPTED
EXPENDITURES**



TOWN OF TROPHY CLUB, TEXAS
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CAPITAL PROJECTS FUND

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
GASB Replacement	-	64,221	37,200	44,707	44,707	53,930	47,430	47,430
\$474 Harmony Park CO Bond	481,824	10,688	328	-	-	-	-	-
\$3.26M Street GO Bond	3,326,499	66,527	6,790	-	-	-	-	-
2010 Park Bond	-	-	-	5,000,000	5,000,000	4,083,000	904,000	-
2011 Street Bond	-	-	-	-	-	925,000	-	-
TOTAL REVENUES	\$ 3,808,323	\$ 141,436	\$ 44,318	\$ 5,044,707	\$ 5,044,707	\$ 5,061,930	\$ 951,430	\$ 47,430
EXPENDITURES								
GASB Replacement	-	64,221	37,200	21,590	21,590	53,930	33,780	33,000
\$474 Harmony Park CO Bond	5,500	341,506	209,041	-	-	-	-	-
\$3.26M Street GO Bond	677,219	1,293,043	1,282,759	-	-	-	-	-
2010 Park Bond	-	-	-	5,000,000	13,000	4,083,000	904,000	-
2011 Street Bond	-	-	-	-	-	925,000	-	-
TOTAL EXPENDITURES	\$ 682,719	\$ 1,698,770	\$ 1,529,000	\$ 5,021,590	\$ 34,590	\$ 5,061,930	\$ 937,780	\$ 33,000
TOTAL REVENUES OVER EXPENDITURES	\$ 3,125,604	\$ (1,557,334)	\$ (1,484,682)	\$ 23,117	\$ 5,010,117	\$ -	\$ 13,650	\$ 14,430

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

CAPITAL PROJECTS FUND

GASB Replacement

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Technology Replacement Allocation	-	64,221	37,200	44,707	44,707	44,707	47,430	47,430
Use of Reserves	-	-	-	-	-	9,223	-	-
TOTAL REVENUES	\$ -	\$ 64,221	\$ 37,200	\$ 44,707	\$ 44,707	\$ 53,930	\$ 47,430	\$ 47,430
EXPENDITURES								
Capital Expenses	-	64,221	37,200	21,590	21,590	53,930	33,780	33,000
TOTAL EXPENDITURES	\$ -	\$ 64,221	\$ 37,200	\$ 21,590	\$ 21,590	\$ 53,930	\$ 33,780	\$ 33,000
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ 23,117	\$ 23,117	\$ -	\$ 13,650	\$ 14,430

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

CAPITAL PROJECTS FUND
 \$3.26M Street GO Bond

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Interest Income	66,499	66,527	6,790	-	-	-	-	-
Prior Year Reserves	-	-	-	-	-	-	-	-
Bond/CO Proceeds	3,260,000	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 3,326,499	\$ 66,527	\$ 6,790	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES								
Engineering	147,852	87,815	54,193	-	-	-	-	-
Interfund Trans Out (I & S)	-	-	9,762	-	-	-	-	-
Printing	1,216	-	-	-	-	-	-	-
Street Repairs/Bond Program	480,613	1,205,228	1,218,804	-	-	-	-	-
Paying Agent Fees	500	-	-	-	-	-	-	-
Bond/CO Issuance Cost	47,038	-	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 677,219	\$ 1,293,043	\$ 1,282,759	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES OVER EXPENDITURES	\$ 2,649,280	\$ (1,226,516)	\$ (1,275,969)	\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

CAPITAL PROJECTS FUND
 \$474K Harmony Park CO Bond

DESCRIPTION	2006-07 ACTUAL	2007-08 ACTUAL	2008-09 ACTUAL	2009-10 BUDGET	2009-10 ESTIMATE	2010-11 ADOPTED	2011-12 PROJECTED	2012-13 PROJECTED
REVENUES								
Interest Income	7,824	10,688	328	-	-	-	-	-
Prior Year Reserves	-	-	-	-	-	-	-	-
Bond/CO Proceeds	474,000	-	-	-	-	-	-	-
TOTAL REVENUES	\$ 481,824	\$ 10,688	\$ 328	\$ -	\$ -	\$ -	\$ -	\$ -
EXPENDITURES								
Engineering	-	8,486	-	-	-	-	-	-
Restrooms	-	39,825	98,835	-	-	-	-	-
Lighting	-	185,136	-	-	-	-	-	-
Parking Lots	-	107,309	110,206	-	-	-	-	-
Paying Agent Fees	500	-	-	-	-	-	-	-
Bond/CO Issuance Cost	5,000	750	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 5,500	\$ 341,506	\$ 209,041	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUES OVER (UNDER) EXPENDITURES	\$ 476,324	\$ (330,818)	\$ (208,713)	\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF TROPHY CLUB, TEXAS
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CAPITAL PROJECTS FUND
2010 Park Bond

DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10	2010-2011	2011-2012	2011-2012
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	PROJECTED	PROJECTED
REVENUES								
Bond Proceeds	-	-	-	5,000,000	5,000,000	-	-	-
Use of Reserves	-	-	-	-	-	4,083,000	904,000	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 5,000,000	\$ 4,083,000	\$ 904,000	\$ -
EXPENDITURES								
Freedom Park	-	-	-	566,500	-	566,500	-	-
Independence Park	-	-	-	3,316,500	-	3,316,500	-	-
Harmony Park	-	-	-	760,000	-	200,000	560,000	-
Eastside Trail Head Acquisition	-	-	-	160,000	-	-	160,000	-
Recreation Center & Pool Feasibility Study	-	-	-	100,000	-	-	100,000	-
UV Filter System	-	-	-	97,000	13,000	-	84,000	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ -	\$ 5,000,000	\$ 13,000	\$ 4,083,000	\$ 904,000	\$ -
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -	\$ -	\$ 4,987,000	\$ -	\$ -	\$ -

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

CAPITAL PROJECTS FUND
 2011 \$925,000 CO Bond

DESCRIPTION	2006-07	2007-08	2008-09	2009-10	2009-10	2010-11	2011-12	2012-13
	ACTUAL	ACTUAL	ACTUAL	BUDGET	ESTIMATE	ADOPTED	PROJECTED	PROJECTED
REVENUES								
Bond/CO Proceeds	-	-	-			925,000	-	-
TOTAL REVENUES	\$ -	\$ 925,000	\$ -	\$ -				
EXPENDITURES								
Indian Creek (Creekmere to Greenhill)	-	-	-	-	-	770,000	-	-
Drainage Study Phase II	-	-	-	-	-	125,000	-	-
Bond/CO Issuance Cost	-	-	-	-	-	30,000	-	-
TOTAL EXPENDITURES	\$ -	\$ 925,000	\$ -	\$ -				
TOTAL REVENUES OVER EXPENDITURES	\$ -	\$ -	\$ -					

TOWN OF TROPHY CLUB PROCUREMENT POLICIES AND PROCEDURES

SECTION 1.0: POLICIES

1.01 Purpose

The purpose of the Town's Procurement Policy is to provide the parameters for the expenditure of funds in the procurement of goods and services for the Town of Trophy Club. The policies and procedures outlined herein are intended to comply with the Town of Trophy Club's Mission and legally mandated federal and state statutes.

1.02 Policy

Regardless of the value of the expenditure it is the policy of the Town of Trophy Club to promote competition that produces the highest quality goods and services at the lowest possible price whether or not the item is subject to bid. The Town Manager in coordination with the Town Council is charged with establishing the policies for the procurement of all goods and services.

The Finance Department:

- Develops purchasing objectives, programs, and procedures for the acquisition of materials, equipment, supplies, and services;
- Helps department managers provide open and fair competition to vendors; and
- Helps departments prepare and obtain approval of purchase orders, price agreements, and contracts;

The City Secretary's Office/Department Managers or designee:

- Receives, and monitors formal bids for purchases.

The Department Managers:

- Develops and maintains technical and non-technical commodity specifications;
- Ensures funding is available for procurement in department budgets.
- Provides open and fair competition to vendors;
- Prepares requisitions;
- Obtains approval of purchase orders, price agreements, and contracts;
- Prepares requests for proposals (RFPs), requests for qualifications (RFQs) and requests for bids (RFBs); and
- Monitors and evaluates the performance of vendors including but not limited to compliance with contract specifications.

1.03 Free and Open Competition

All procurement transactions, regardless of dollar value, whether advertised or negotiated, shall be conducted in a manner so as to provide maximum free and open competition. The Town Manager or Town Council should be alert to organizational conflicts of interest or noncompetitive practices among contractors that may restrict or

eliminate competition or otherwise restrain trade. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors who develop or draft specifications and other requirements for solicitation instruments (Requests for Bids or Proposals) shall be excluded from competing for such procurement.

1.04 Compliance

In order to have an efficient purchasing function, all departments must work in close cooperation with the Finance Department. Departments can ensure compliance with the Town's policies and procedures by:

- Informing departmental personnel of the purchasing requirements and ensuring adherence;
- Planning purchases in advance in order to allow sufficient time to advertise, when necessary, obtain proposals, quotations, or bids, determine best source, and issue purchase orders with reasonable lead-time for delivery and thus prevent emergencies;
- Providing accurate and concise specifications for items requested and timely preparing requisitions;
- Inspecting or supervising the inspection of commodities, services and equipment delivered; and determining acceptability of their quality, quantity, and conformity with specifications; and
- Providing complete written documentation of a vendor's performance to be used in future bid award evaluations.

SECTION 2.0: CODE OF ETHICS

Officers and employees of The Town of Trophy Club are public servants, who will carry out their activities in a fair and legal manner avoiding actual or perceived conflicts of interest. All officers and staff members are expected to conduct the activities of the Town in full compliance with the law and in an honest, fair, and courteous manner. Officers and staff members must neither ask nor expect contractors, vendors or others with whom the Town does business to favor the Town, the officer or the individual staff member with special treatment.

Officers and staff members should not permit personal preferences and dislikes to affect decisions related to their duties. To do so acts against the Town's policy which is to treat all individuals, members, potential members, contractors, and others fairly and equitably. Conversely, officers and staff members are expected to use their best professional judgment and expertise when evaluating potential vendors and contracts for purchasing goods and services.

This section does not preclude officers and staff from considering past purchasing experience with a specific vendor when making a future purchasing decision or recommendation to Town Council. Third party references and vendor experience may be considered by the Town when evaluating and awarding contracts for purchases.

SECTION 3.0: CONFLICT OF INTEREST

3.01 Contracts

Specifically, with reference to contracts, no employee or officer of the Town who exercises any functions or responsibilities in the review or approval of an undertaking or the carrying out of one of Town's contracts shall participate in any decision relating to that contract if the decision affects his or her personal financial interest, such officer or employee has a substantial interest as defined by state law, or participation by such officer or employee is otherwise prohibited by state law or Town policy.

If a former staff member or Town officer has worked less than one year for a business seeking to contract with the Town, the business entity must make this known and must describe the relationship between the former employee/officer and the firm. In no instance may this former employee/officer have hours billed on any project or program. To do so is reason for not awarding a contract.

3.02 Declaration of Conflict of Interest

In the event of a conflict of interest as defined by state law, the affected officer or employee must file a signed affidavit declaring his or her conflict of interest. The affidavit must be filed with the Town Secretary. Such official, officer or employee must abstain from discussion of or voting on a bid, proposal or contract submitted by a business entity in which he/she has a substantial interest. More specifically, in addition to the requirement to complete an affidavit, when an item is placed before a Board, Commission, Committee, or Town Council for review, any and all members of those bodies who has a conflict of interest shall announce that he/she has such conflict and shall leave the room until the body has discussed and taken action on the item for which the member has a conflict.

Moreover, it is the policy of the Town that an employee who has a substantial interest in a business entity as defined by state law, shall follow the procedure outlined in this section by completing an affidavit and leaving the room where a discussion and/or vote is taking place regarding the business entity in which the employee has an interest. Further it is the obligation of officials, officers and employees to avoid apparent conflicts of interest by abstaining and following the procedures specified in this section.

Officials, officers and employees shall abstain from participating in the procurement process, which includes but is not limited to discussions, lobbying, rating, scoring, recommending, providing current copies of contracts outside of Public Information Act process, explaining or assisting in the design or approval of the procurement process on contract with the organization he or she represents or from which he or she receives a direct financial benefit; or on contracts with organizations in which a family member will realize a direct benefit.

3.03 Violations and Remedies

Violations of the provisions of this Article constitute misconduct, subjecting the violator to any and all penalties prescribed by law. Penalties, sanctions or other disciplinary actions, to the extent permitted by state or local law, rules or regulations, shall be imposed for violations of the code of conduct/conflict of interest standards, by the Town's officers, employees or agents or by persons, contractors or their agents, when the procurement involves state or federal programs and/or funds.

Appropriate sanctions, penalties or disciplinary actions shall be applied for violation(s) of these policies and/or state law. Violations of state or federal law shall be referred to the proper authority having jurisdiction over it.

3.04.1 Substantial Interest

A person has a substantial interest in a business entity if: (1) the person owns 10 percent or more of the voting stock or shares of the business entity or owns either 10 percent or more or \$15,000 or more of the fair market value of the business entity; or (2) funds received by the person from the business entity exceed 10 percent of the person's gross income for the previous year. Additionally, a local public official is considered to have a substantial interest if a person related to the official in the first degree by blood or marriage, as defined by Chapter 573 of the Texas Government Code, has a substantial interest as defined herein.

SECTION 4.0: LEGAL CONSIDERATIONS

4.01 Procurements Exempt from State Law Competitive Bid Requirements

Purchases made by the Town shall be in accordance with State law. Except as specifically exempted by state law or by the terms of this Procurement Policies and Procedures Manual, including but not limited to Sections Four, Five and Seven, written, competitive bids must be taken for all procurements over \$25,000. Procurements exempt from the competitive bid requirement are as follows:

- Those made in case of public calamity, where it is necessary to act immediately to appropriate money to relieve the necessity of the Town's residents or to protect or to preserve Town property and for which Town Council has approved a Resolution ratifying the expenditure as an exception to the competitive bid requirement. Public calamity shall mean a grave event or occurrence that causes great loss or distress for the residents of the Town, including but not limited to natural disasters, acts of war, acts of terrorism, and other events as authorized by law or as determined by the Town Council to constitute a public calamity after consideration of the existing facts and circumstances. Purchases made pursuant to this exception shall be in accordance with the Emergency Management Procedures in effect at the time of the purchase;
- Those made necessary by unforeseen damage to Town property, machinery or equipment for which Town Council has approved a Resolution ratifying the expenditure as an exception to the competitive bid requirement. Such resolution shall explain the nature of the damage, the cause of the damage, and the urgent need that supports the use of an exception to competitive bid. Unforeseen damage shall mean unexpected damage caused by some natural force or act of vandalism or other criminal or negligent act or omission. Purchases made pursuant to this exception shall be in accordance with the Emergency Management Procedures in effect at the time of the purchase;
- A procurement necessary to preserve or to protect the public health or safety of the Town's residents for which Town Council has approved a Resolution ratifying the expenditure as an exception to the competitive bid requirement. Purchases made pursuant to this exception shall be in accordance with the Emergency Management Procedures in effect at the time of the purchase;
- Those for personal, professional, or planning services as budgeted are exempt from competitive bid; however, the procurement of those types of services shall be done in accordance with state law requirements and the RFQ/RFP process as specified in the Town's Procurement Policies and Procedures manual, including but not limited to Section 5.07 of that manual;

- Those for work performed and paid for by the day as work progresses as budgeted by the Town Council;
- A purchase of land or right-of-way for which Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;
- Items that are available from only one source and for which Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;
- A purchase of rare books, appears, and other library materials for a public library and for which Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;
- Paving, drainage, street widening, and other public improvements, or related matters, if at least one-third of the cost is to be paid by or through special assessments levied on property that will benefit from the improvements;
- A public improvement project, already in progress, authorized by the voters of the municipality, for which there is a deficiency of funds for completing the project in accordance with the plans and purposes authorized by the voters and for which Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;
- A payment under a contract by which a developer participates in the construction of a public improvement as provided by Chapter 212 of the Texas Local Government Code and for which Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;
- Personal property sold:
 - At an auction by a state licensed auctioneer provided that such purchase has been approved as a part of the budget or that the Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;
 - At a going out of business sale held in compliance with Chapter 17, Texas Business and Commerce Code provided that such purchase has been approved as a part of the budget or that the Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement
 - By a political subdivision of the state of Texas, a state agency of the State of Texas, or an entity of the federal government pursuant to an interlocal agreement approved by Town Council; or
 - Under an interlocal contract for cooperative purchasing administered by a regional planning commission established under Chapter 391 of the Texas Local Government Code provided that such purchase has been approved as a part of the budget and that Town Council has approved the interlocal contract for cooperative purchasing;
- Services performed by blind or severely disabled persons;
- Goods purchased by a municipality for subsequent retail by the municipality and for which Town Council has approved a Resolution authorizing the expenditure as an exception to the competitive bid requirement;

- Electricity; or
- Purchases made pursuant to an approved cooperative purchasing program or those from an approved state program provided that Town Council has approved participation in the cooperative purchasing or approved state program.

Contracts shall be awarded in a manner consistent with the provisions of Town policy statements and state law.

4.02 Conflict of Interest

An employee of the Town may not solicit bid quotations from relatives of the employee or relatives of another Town employee on products to be purchased by The Town.

4.03 Public Access to Procurement Information

Procurement information shall be a public record to the extent provided by the Texas Open Records Act and the Freedom of Information Act and shall be available to the public as provided therein. If a proposal contains information that the bidder considers proprietary and does not want disclosed to the public or used for any purpose other than the evaluation of the offer, all such information must be clearly marked as proprietary and confidential by making such notation on each page or portion thereof containing propriety and confidential information. The Town reserves the right to duplicate, use or disclose the information as needed to prepare contract documents and working documents for the project and is not liable for accidental disclosure of such information.

4.04 Confidentiality of Bidders Quotations

A vendor's bid/proposal is confidential until opened. Therefore, no bid or proposal shall be opened before the date and time of the published opening of such bid/proposal. Opening bids/proposals prior to the publication date and time is a violation of state law and Town policy.

SECTION 5.0: METHODS OF PROCUREMENT

5.01 General

The Town has four methods for procuring goods and services each of which is determined by the total estimated cost of the purchase. However, regardless of the cost of the purchase, the objective is to secure the highest quality goods and services at the lowest possible price. No purchase may be split to circumvent the dollar amount requirements. With the exception of Petty Cash and procurement card purchases, the procurement process begins with the preparation and approval of a Purchase Order (**see Section 6.0**). All purchases except those made through Petty Cash, Procurement Card, or those listed under the exemptions in Section 6.1 must be made through an approved Purchase Order or Contract. Purchase Orders will not be issued "after-the-fact".

5.02 Petty Cash Purchases - Cost up to \$100

All Town departments and employees have access to the use of petty cash funds for individual item purchases with dollar values not in excess of \$100. The petty cash fund is to be used for small purchases that the employee can pick up at a local facility if a purchasing card is not accepted or if the employee has not been given a purchase card. Town employees are not to misuse petty cash funds by splitting a purchase into more than one transaction in order not to exceed the \$100 limit. A petty cash slip must be completed and signed by the requesting employee and authorized by the employee's manager. Receipts for each transaction must accompany the petty cash slip. Neither a purchase requisition nor competitive bids are required when using petty cash.

5.03 Procurement Card Purchases –Travel Expenses

- Personal travel expenses (expenses made in support or for the benefit of anyone other than the employee/official or expenses made in support or for the benefit of the employee which are not attributable to Town business) may not be charged to a procurement card issued by the Trophy Club Entities. All travel and related expenses incurred must be documented and submitted to the Town along with a completed Travel Expense Form that includes all receipts and supporting documents in accordance with IRS codes and regulations. A copy of the Travel Expense Form is attached as Exhibit “A” to this Procurement Policies and Procedures Manual.
- If the training or seminar was not approved through the budget process, written permission must be obtained from the Department Manager or Town Manager prior to travel. There must be money in the budget to cover the travel unless the Town Manager or designee makes the exception.
- Transportation – Attach a copy of the airline ticket showing flight times to the appropriate purchasing card transaction sheet received from the Procurement Card Administrator. If the mileage to drive your personal car is more than the cost of the airline ticket plus ground transportation (i.e. taxi or shuttle service) plus airport parking costs, the employee reimburses the difference. Attach a copy of taxi or shuttle service receipts if applicable to the purchasing card transaction sheet if they take a purchasing card. If you drive your personal car and claim mileage, you cannot charge your gasoline on your purchasing card. If you drive a Town of Trophy Club vehicle or if you receive a car allowance, you can charge your gasoline for out-of-town trips.
- Lodging – A copy of the invoice showing all expenses should be attached to the purchasing card transaction sheet received from the Procurement Card Administrator. In-room movies or pay television, phone calls, golf, sporting events, dry cleaning or laundry, and valet parking are not reimbursable expenses. For Texas destinations, you need to present a copy of the Texas Sales and Use Tax Exemption Certification. State taxes should not be paid but city taxes may or may not be exempt depending on local resolutions.
- Meals – receipts should be attached to the purchasing card transaction sheet received from the Procurement Card Administrator. You actually need two receipts. One would include the breakdown of items bought. The other would be the receipt that shows the actual amount charged that includes a reasonable tip of not more than 15%. No alcoholic beverages may be charged. The total for the day depends on the time you leave and the time you come back. Generally, you must be traveling by 7:00 a.m. to receive breakfast and stay after 7:00 p.m. to receive the evening meal. The most per day is \$30 if you are traveling or at a conference the full day. If there is a partial day of travel, you will need to keep the daily total to \$10 per meal. If your conference includes a meal, you should consider the meal to be \$10 of your daily amount.
- Registration – if you do an on-line registration, be sure to screen print details that show how much the conference costs, dates of the conference, and name of the conference. If you fax the registration information, keep a copy of the same details. Attach the copy to the purchasing card transaction sheet.
- Any unauthorized expenses are the responsibility of the cardholder and must be reimbursed to the Town of Trophy Club.
- The Town Manager or designee must approve any exceptions to the above.

5.04 Procurement Card Purchases

The intent of the procurement card is to provide a controlled, but less labor-intensive alternative to the existing procedures for purchasing and paying for items up to the pre-determined credit limits. The Department Managers shall determine employees within each Department who are to be issued a procurement card and the transaction value limit to be assigned to each individual's card. The Town Manager or designee shall approve all limits. Cards are issued in the name of the designated Town employee and the Trophy Club Entities. The card remains the property of the Trophy Club Entities. Each potential cardholder shall attend a training session and sign a procurement card policy that documents the cardholder's responsibilities prior to being issued a card.

The Procurement Card is to be used to make purchases for operations included in the Town's approved budget. Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who have inappropriately used the Procurement Card will be required to reimburse the Town for all costs associated with the improper use. Department Managers shall report any violations of this policy or abuse of a procurement card to the Town Manager or designee. Department Managers who fail to properly report such violation or abuse shall be subject to disciplinary action, up to and including termination of employment.

Each employee who has been issued a card shall ensure that a receipt that indicates the place, date and nature of the purchase is obtained each time the card is used. The receipts will be attached to the procurement card transaction sheet, which will be signed, dated, and turned in to each applicable Department Manager who will review each purchase for appropriateness. The Department Manager shall sign the purchasing card transaction sheet as an indication that all transactions have been reviewed and approved and forward to the Procurement Card Administrator within the specified time limit of no more than three days. The Procurement Card Administrator will reconcile the individual Department packets with the monthly statement received from the issuing Bank. Should any charges not be supported by receipts, the Procurement Card Administrator will notify the applicable Department Manager who shall obtain a receipt or other proper documentation evidencing the nature and amount of the purchase.

In the event that a receipt is lost or an employee fails to obtain a receipt, a lost receipt form shall be completed and attached to the procurement card transaction sheet. Such form shall contain an explanation of the reason that the receipt was not obtained or was lost and any and all steps taken to obtain a duplicate copy of the receipt. The lost receipt form shall be signed by the Manager or Director of the Employee's Department. An employee's procurement card privileges may be revoked for failure to provide a receipt or otherwise comply with the Town Purchasing Policies and Procedures Manual.

Use of a procurement card for a purchase in excess of \$2,500 shall require the review and approval of the Town Manager or designee.

If a purchase order is issued, attach the original purchase order with the appropriate signatures to the procurement card transaction sheet so that Finance can close the purchase order for financial reporting.

The Procurement Card Administrator is responsible for compliance with the issuing bank's Procurement Card guidelines and notifying the Town Manager or designee of any problems. Additionally, each Department Manager shall be responsible for taking appropriate remedial action to correct noncompliance with the Town's policies and procedures governing procurement cards by his or her respective employees.

5.05 Purchases over \$3,000 but less than \$25,000

If the cost of the item(s) exceed \$3,000 but is less than \$25,000, departments are required to secure at least three (3) documented quotes on the item(s). In keeping with State Law, at least two (2) of the quotes must be from Historically Underutilized Business (HUBs) located in Denton County. If a purchase falls within the foregoing cost parameters and if a firm classified as a HUB handles that type of product, such HUB must be contacted on a rotating basis, but a department must attempt to contact at least two HUB's on each order.

Once all bids have been received and evaluated, the Department Manager or his or her designee will place the purchase to the lowest responsible bidder. In the event that a Department Manager or his or her designee desires to award a bid to a bidder other than the low bidder, such employee provide a detailed explanation in writing specifying why the lowest bidder was not accepted. Such written explanation shall be attached to the bid sheet.

5.06 Competitive Sealed Bids - Cost over \$25,000

The Town Council must approve all non-budgeted or unanticipated purchases with values in excess of \$25,000 **prior to** the purchase. Once a resolution has been passed or approval has been granted, the purchase must be made through the use of competitive sealed bids (**see Section 7.0**) or some other purchasing method as authorized by this policy. Invitations for sealed bids shall include specific instructions to the vendors concerning bid submission requirements including the time, date and place for receipt of bids by the Town.

Competitive sealed bids are to be advertised in local newspapers of general circulation under the legal notices section. The bid must be advertised at least 14 days prior to the date of the bid opening. The advertisement is to give adequate instruction as to the nature of the bid, date and time of bid opening, and bidders conference, if applicable.

Exceptions to Competitive Sealed Bidding

Competitive sealed bidding is not necessary if one of the exceptions in Section 4.0 of these policies is applicable.

5.07 Professional Consulting Services Contracts –RFQ/RFP Process

- a. RFQ/RFP Process** - Professional consulting services means those within the scope of the practices of accounting, architecture, land surveying, professional engineering, and other areas as defined by the laws of the State of Texas. Such services to the Town are to be provided pursuant to a third party independent contractor agreement for a specified time period. Competitive bidding shall not be used to select the professionals/consultants contracted by the Town. Compensation will be negotiated before the contract is signed and after the consultant has been selected on the basis of his or her demonstrated competence and qualifications to perform the services for a fair and reasonable price.

When professional consulting services are needed, the Department requesting the services will prepare a Request for Qualifications setting forth a description of the scope of services needed, the minimum desired qualifications, credentials and experience, and the relative importance of each, and will forward that information to the Town Manager. The RFQ shall be advertised and may also be sent out to qualified vendors whom Town staff recommends. The Town Manager will assemble a team (Selection Team) of appropriate staff that will evaluate the responses submitted by those firms whose qualifications meet the requirements set forth in the Request for Qualifications. Requests

for Proposals shall be solicited and processed in accordance with the requirements set forth in Section 5.07(b) hereof.

b. RFP Process - A Request for Proposal (RFP) will be sent to each consultant identified by the Selection Team in accordance with the RFQ process set forth in Section 5.07(a) above. However, if the two-step RFQ/RFP Process is not utilized and the single step RFP process is utilized, then the RFP must be advertised and must require that proposals contain information identifying qualifications, credentials, and experience of those vendors submitting a response. The RFP shall also list the services desired and a deadline for return of the RFP. The request shall require the responding professionals/consultants to provide a schedule for completion of the scope of services, where applicable. Copies of the proposal(s) shall be submitted to the Town Secretary who shall process the responses in accordance with Section 7.0 and who will forward to the members of the Selection Team. Interviews shall be scheduled with the highest ranked firms. The Selection Team will ask each finalist to make a presentation of experience and then may question the firms as to capability and methods of approach for furnishing the required services. Professional compensation is not considered in these discussions.

The qualified firm(s) shall be ranked from most qualified to least qualified. The Selection Team shall begin negotiations with the most qualified to develop a contract. The Town contract shall include all relevant terms and conditions, including but not limited to, compensation, time required and full scope of work to be performed. If an agreement satisfactory to both the Town and a firm cannot be reached, negotiations will be terminated with that firm and the process started over with the second choice candidate and so on. As soon as an agreement is reached, the Selection Team shall make its recommendation to the Town Council.

c. Frequency - The RFQ/RFP process for professional services may be utilized bi-annually.

5.08 Annual Contracts

For goods or services that are used repetitively throughout the Town such as office supplies, paper goods, mailing services, or stationery, the Town may enter into an annual contract with a supplier. The purpose of entering into an annual contract is to eliminate the need to obtain competitive pricing each time repetitively used items are requested. The Town will obtain competitive sealed bids requiring that bid prices remain in effect for a specified period. The Town will enter into agreement, upon approval of the Town Council (if the contract price exceeds \$25,000), with the approved bidder by signing a contract stating the terms and conditions. Once the contract period nears the end of the term, the Finance Department will re-advertise the bid request for the following year giving fair opportunity for vendors to respond.

5.09 Sole Source Purchases

When a department identifies a potential sole source purchase, a detailed justification explaining why a sole source purchase is necessary must be provided to the Town Manager or designee in advance for review and concurrence. Upon review and concurrence of the Town Manager or designee, a Resolution outlining the basis for the sole source purchase shall be submitted for Town Council approval. Except as specifically provided otherwise in these policies, a sole source purchase may only be made pursuant to an approved Town Council Resolution.

5.10 State Contract Purchasing

The Town has the option of purchasing items on contract through the Houston-Galveston Area Council Cooperative Purchasing program and the State of Texas central purchasing agency. Participation in these programs is strictly voluntary and the Town is not obligated

to purchase through either. According to Section 271.081 - 271.083 of the Texas Local Government Code, The Town is not required to obtain competitive bids for items that are on state or local government contract. Because the State of Texas central purchasing agency purchases in large quantities through a state cooperative purchasing program, prices are generally lower than retail. One must keep in mind when purchasing items under state contract that there are no alterations or modifications to the specifications that are listed with the cooperative purchasing programs.

5.11 Alternative Project Delivery Methods for Certain Projects. Alternative project delivery methods, include but are not limited to, construction manager at risk, construction manager agent and design build contracts. Any of the alternative project delivery methods specified in Subchapter H of Chapter 271 of the Texas Local Government Code, as amended, may be utilized provided that the purchase and the procedures utilized in making that purchase comply with all requirements specified therein.

SECTION 6.0: THE REQUISITION PROCESS

6.01 Procedure for Non-Emergency Purchases

When the need arises for a single purchase of goods and/or services with an estimated value in excess of \$10,000, the user Department shall originate an on-line purchase order. The purchase order must be prepared far enough in advance of the date that the goods or services are needed to allow all procurement procedures to properly function, including:

- Securing appropriate approval of the purchase
- Advertising for bids, if necessary
- Obtaining bids or price quotations
- Evaluating bids
- Preparing the contract
- Allowing delivery of goods or services in a timely manner

Each Department is responsible for ensuring that duplicate purchases are not made. Once a purchase order is received, the Department Manager must:

- Check the purchase order for completeness, including quantity and concise specifications;
- If specified as a sole source, ensure the reason for the sole source is documented and appropriate;
- Verify the budget authority. Check budget line item authority and budget balance for sufficient unencumbered amount to cover the purchase.

Once the vendor selection process has been completed, the Department Manager will bring the requisition to Finance who will prepare the purchase order. The Department Manager will then secure the appropriate approval of the purchase order or contract.

The Town is not liable for making payment to vendors for purchases that have not had prior approval of the Department Manager and have not been issued a purchase order number. The Department needs to attach the approved Purchase Order to the invoice received and forward to Finance for payment.

6.02 Procedure for Emergency Purchases

The designation of emergency purchase indicates a situation of such urgency that normal purchasing procedures must be modified in the interest of time, and therefore no competitive bids are required. The Town is allowed to make emergency or exempted purchases without competitive bidding as defined in Texas statutes. An approved Town Council Resolution is required for all emergency purchases; provided however, that if due to exigent circumstances, the purchase must be made and time does not allow the posting and holding of a Council meeting, the Town Manager or designee, may authorize the expenditure by providing written permission to make the emergency purchase in accordance with the Emergency Management Procedures in effect at the time of the purchase; provided however, that the Town Manager or designee shall prepare and submit , a ratifying Resolution to Council at the first available Council meeting after the purchase is made where the item may be properly posted as required by law. A purchase is not considered to be an emergency if the expenditure becomes necessary due to poor planning.

All emergency purchases are processed as follows:

- The applicable Department Manager will be notified immediately with as much information as possible about the emergency purchase required.
- The Department Manager contacts as many vendors as necessary to arrange the emergency purchase. The purchase is completed by telephone by issuing a verbal purchase order number to the vendor and requesting expedited delivery. The purchase order is either mailed or faxed to the vendor at a later date.
- Staff making the request may be required to pick-up the emergency purchase from the vendor, if applicable, if expedited delivery from the vendor is not available.
- Council approval or ratification must be obtained for all such emergency purchases exceeding \$25,000.00.

SECTION 7.0: PURCHASING PROCESSES

7.01 Policy

Competitive written or telephone bids are to be sought for all purchases over \$3,000 (**see Section 5.05**). All practical means to obtain the best price available should also be used when making emergency purchases. Competitive sealed bids are required for those bids exceeding \$25,000 (**see Section 5.06**). The bid consists of the items offered by the vendor in response to the specifications, along with details governing the offer. The Town bidding procedures contain the following general requirements:

- A short summary of the Request For Bid (RFB) or Request for Proposal (RFP) shall be published in local newspapers of general. The advertisement is to be published under the Legal Notices section of the newspaper. This should be coordinated through the City Secretary's Office.

- Bids are received until the date and hour set out in the specifications. The Town Secretary or her designee will mark bids with the date and time at which they are received. Once a bid is submitted, the bidder cannot alter or correct a bid. A vendor who wishes to withdraw a previously submitted bid and/or submit an alternate bid may only do so prior to the bid opening. Under no circumstances will bids be accepted after the specified date and time.
- The bids are to be opened at the date and hour specified in the bid and notice documents, and submitted to the requesting department for review. Generally, the lowest and best responsible bid is accepted. Occasionally, a bid may be split between vendors to obtain optimum pricing. If no bid is found to be acceptable, the entire bidding process must be repeated. Sealed bids are opened publicly in the presence of at least three (3) Town employees. The Town Secretary or her designee will coordinate the opening of the bids.
- Bids are to be kept confidential from competitors until after the bid has been opened. Once the bid is opened, the bid becomes open record in accordance with the Texas Open Records Act.
- Sealed bids must be submitted to the Town of Trophy Club by mail or hand delivered to Town offices. Envelopes must be clearly marked that a sealed bid is enclosed. Faxed or late bids will not be considered for award. They should be addressed to the Town Secretary.
- The Town of Trophy Club reserves the right to reject any and all bids submitted and to waive any and all irregularities.

It is the consistent policy of the Town to use competitive principles in awarding all public contracts of any amount with only limited exceptions as allowed by law. This includes the purchase and lease of goods, the purchase of services, and construction projects. These competitive principles apply to all departments of the Town of Trophy Club.

7.02 Requests for Bids (RFB) or Requests for Proposals (RFP)

RFBs and RFPs are used to notify vendors that the Town has specific requirements for goods and/or services and that vendors are being offered an opportunity to fulfill those requirements. The bid system is to be kept simple and practical, and the bids must be advertised as widely as possible in order for competition to work. Complicated bid invitations or requests for proposals discourage competition and drive up prices.

7.03 Bid Packet

A bid packet contains documents needed by the vendor to respond to the requirements of the RFB/RFP. It may include several elements:

Request for Bid (RFB) or Request for Proposal (RFP): This is the cover form for the bid/proposal package. It provides specific information that the bidder will need to respond. As applicable, it should include:

- Quantity and brief description of goods or services to be provided
- Request for unit cost, extended cost, and total cost of items bid
- Estimated delivery time if vendor is awarded the bid
- Closing date and time for receiving bids or proposals.

- Place where bids or proposals are to be sent, including the address and office
- Person to contact for additional information
- Instructions to bidders (see example in *Appendix F*)
- For RFPs only: Factors to be used in the evaluation process, the weights attached to each factor. Evaluation factors may include price, experience of vendor's staff, ability to respond in a timely way, past recommendations, safety record in accordance with a duly adopted Town vendor safety record policy, and financial soundness, as well as any others considered necessary. Other evaluation factors will depend on the individual requirements attached with the procurement.

Standard Terms and Conditions: All conditions of doing business with the Town will remain constant for all contracts and purchases, unless specifically deleted. They are usually presented as an attachment to the RFP.

Special Provisions: Terms and conditions required for a particular contract or purchase.

Specification: The description of the purchase requirements. In place of enclosing the actual specification, information about where the specification may be obtained may be substituted.

Pricing: The offer and acceptance page. The vendor quotes prices in accordance with the specification requirements. Prices are usually provided by unit and include the total cost for the estimated amount required.

A list of attendees and minutes of the bidders conference by the City Secretary or her staff must be kept as part of the procurement file.

7.04 Competitive Proposals

Competitive proposals can only be used for procurements of high-technology products or services as allowed by law. The specification shall be written using performance standards rather than the description of the good or service. The specification must also specify the relative importance of price and other evaluation factors by identifying the weight to be given to each factor.

- Vendors submit a proposal for a system to satisfy the requirements set forth in the proposal. Proposals may incorporate various types of hardware or services to accomplish the performance objectives set forth in the specifications.
- After proposals are received, the Town may enter into discussions with offerors who submit proposals and who are determined to be reasonably qualified for the award of the contract based upon proposal specifications. Offerors shall be treated fairly and equally with respect to any opportunity for discussion and revision of proposals. Revisions may be permitted during the discussion process after submissions and before the award of the contract in order to obtain the best final offers.
- The contract must be awarded to the responsible offeror whose proposal is determined to be the most advantageous to the Town considering the relative importance of price and the other evaluation factors included in the request for proposal.

7.05 Cancellation of a RFB/RFP

RFBs and RFPs may be canceled by the Town at any time before the date set for opening bids. A cancellation notice should be mailed or faxed to all vendors receiving bid or proposal invitations.

7.06 Modification of a RFB/RFP

RFBs and RFPs submitted to vendors may also be modified by the Town after being issued but before the final date for submission. When modifications are required, addenda shall be mailed and/or faxed to all vendors receiving bid or proposal packets. The modification notification should state whether the bid opening date is or is not extended. The bid opening date may be extended if notification of the amendment will not give vendors ample time to respond to the modified request.

7.07 Receiving the Bid or Proposal – Procedural Requirements

Receiving competitive bids and proposals must be done properly in order to ensure that no possibility of favoritism or even the appearance of favoritism exists. Notice of the time and place at which the bids/proposals will be publicly opened must be published at least once a week for two consecutive weeks. The date of the first publication must be at least fifteen (15) days before the date of public opening.

- Each bid or proposal must be returned to the Town Secretary's Office as designated in the invitation. Each proposal is to be in a separate envelope, sealed and with the bid or proposal identification number marked on the outside of the envelope. If more than one bid is to be submitted, vendors are required to use separate envelopes for each bid.
- The bid or proposal envelope must be clearly marked by the offeror with the date upon which it is submitted to the Town and the Town Secretary or her designee shall mark the date and time of receipt of by the Town.
- The bid or proposal envelope should then be filed unopened together with the other bids or proposals for the same bid invitation until the time of the bid opening.
- Bids or proposals must be received by and opened on the date, hour and location as specified in the invitation/request. Vendors are invited and encouraged to attend the bid opening. Bid openings are considered open meetings and anyone can attend. Three (3) Town representatives (i.e. employee, town official, or professional staff) must be present at all bid openings.
- All bids and proposals must be sealed with the identification number clearly marked on the outside of the envelope. One bid or proposal may be submitted per envelope. Opened bids shall be kept on file and available for inspection.

7.08 Disqualified Bids

The following are grounds for disqualifying a submitted bid:

- Incomplete bids/proposals may be considered non-responsive. Such bids/proposals may be considered for award if the non-responsiveness is due to a non-material omission. (i.e. the omission does not affect price, quality, quantity, delivery or other material contractual conditions).
- Unsigned bids/proposals, or bids/proposals with unauthorized signatures.

- Bids or proposals received after the date and time for opening. Late bids/proposals are not considered for award of the purchase, will not be opened, and will be returned to the submitting bidder/proposer.
- Bids/proposals where prices are conditional on award of another bid, or when prices are subject to unlimited escalation. If allowed by the specification, prices may be subject to escalation based on an independent wholesale index.

7.09 Correction or Withdrawal of a Bid

Bids may not be altered or amended after the submission deadline. A non-material omission or error may be waived if:

- The omission or error relates to a matter of form, not substance; and
- Does not otherwise prejudice the other bidders/offerors.

Any alteration or change made to a bid or offer prior to opening must be initialed by the authorized signatory of the bidder guaranteeing authenticity. Mathematical errors may not be corrected. In the event of a conflict between a unit price for an item(s) and the total price for such item(s), the Town reserves the right to resolve the conflict by accepting the lowest price.

SECTION 8.0: EVALUATING COMPETITIVE BIDS

8.01 General

The Finance Director or his/her designee will provide tabulations, calculation checks, price extension and information about compliance with specifications to the RFB/RFP.

8.02 Tabulating the Results

When bids or proposals are opened, the results are tabulated by the Finance Director or his designee for easy reference. The following information is included in the bid analysis:

- All calculations and sums are double checked for accuracy.
- Unit prices are extended to a total price for the requested quantity.
- The bid or proposal is verified to determine if all requirements listed meet specifications. All areas where the bid/proposals fail to meet conditions included in the specifications and whether any failures disqualify the bid/proposal are listed. Any modifications to the specifications submitted by the vendor are so noted.
- All required samples to be included, if applicable, are verified by the Department.
- Samples of the desired product, if required, are tested and results of the test noted by the Department.

8.03 Basis for Purchase Decision

The evaluation and recommendation includes whether or not the vendor has submitted a responsive bid or proposal (one that meets all criteria of the RFB/RFP). Additionally, information on the vendor's record of being a responsible bidder (one who has proven capable of performing a contract and/or appears financially and technically capable of adequately performing this contract) is included. If the bidder's safety record is to be considered, the evaluation states if the bidder has an acceptable record, and if not, the identifiable factors that were not satisfactory as required by the written definition and

criteria for accurately determining the safety record of a bidder and the Town has complied with all other requirements of §252.0435 of the Texas Local Government Code, as amended.

SECTION 9.0: AWARDING THE BID

9.01 Policy

The Town awards bids to the vendor who meets the requirements set forth in the bid documents who offers the lowest cost or the vendor who provides goods or services at the best value for the Town pursuant to the criteria set forth in Section 252.043 of the Texas Local Government Code, as amended. If staff recommends award of a bid to a vendor who is not the lowest responsible bidder, justification for the vendor selection must be documented. In the event that no bid is deemed satisfactory, the Town may declare that all bids are unacceptable.

9.02 Disqualification of a Bidder

If a bidder has provided unsatisfactory service or products to the Town in the past, those experiences are to be thoroughly documented in order to support any later disqualifications.

A vendor who fails to provide satisfactory products, goods or services or who has breached, terminated or been terminated from a contract with the Town in the past will be removed from the Approved Vendors List for future bidding opportunities and may be disqualified from bidding on future projects.

SECTION 10.0: PROTESTING A BID

Upon selection of an offeror or bidder, all competitors must be notified in writing of the procurement results and advised of their right to appeal the decision by the Department. A protest must be submitted to Town Manager or designee within seven (7) calendar days of the date upon which the Town's written notice of procurement results is made. All such protests will be reviewed by the Town Manager or designee who will issue a written decision regarding the protest. An appeal from the decision of the Town Manager or designee may be made to Town Council and shall be placed on the Council agenda on the first available date for which notice and publication requirements may be met after a written notice of appeal is received by the Town Secretary.

SECTION 11.0: PROCUREMENT SPECIFICATIONS

A specification is a concise description of goods or services the Town seeks to buy, and the requirements the vendor must meet in order to be considered for the award. A specification may include requirements for testing, inspection or preparing an item for delivery, or preparing or installing it for use. The specification is the total description of the purchase. A good specification has four characteristics:

- **It sets the minimum acceptability of the good or service.** The term minimum acceptability is key, since the vendor must know the minimum standard to determine what to provide. Setting too high a standard means tax dollars will be wasted, while setting too low a standard means the good or service will not meet the expectations of the user.
- **It should promote competitive bidding.** The maximum number of responsible vendors should be able to bid to the specifications. Restrictive specifications decrease competition.

- **It should contain provisions for reasonable tests and inspections for acceptability of the good or service.** The methods and timing of testing and inspecting must be indicated in the specification. Tests should refer to nationally recognized practices and standards, whenever possible.
- **It should provide for an equitable award to the lowest responsible bidder.** The buyer obtains goods or services that will perform to expectations, and the vendor is able to provide the goods or services at an equitable price.

SECTION 12.0: MODIFICATION AND TERMINATION OF CONTRACTS

12.01 Policy

All modifications or changes to a contract must be in writing. The Town Manager or designee may approve a modification or change order that increases or decreases a contract by \$15,000 or less. The Town Council must approve modifications or change orders exceeding \$15,000. The original contract price is not to be increased by more than 25%. Additionally, funding must be available to cover the cost of the price increase.

The original contract price may not be decreased by more than 25% without the consent of the contractor.

A contract awarded by the Town Council may only be terminated upon the approval of such termination by Town Council.

12.02 Requirement to Re-bid

- In the event that a change order exceeds 25% of the contract price, a new bid must be solicited using the same bidding procedures as noted in **Section 6.0**. A new bid solicitation is to be issued if the procurement of supplies, equipment or services is materially different from that specified in the previous bid process regardless of the percentage in increase in the contract price.

SECTION 13.0: DELIVERY OF GOODS

Once goods are delivered to the Town's offices, receipt of delivery is noted by signature of the receiving department or the receptionist in the Administration Building. If the receptionist receives goods, he/she will notify the department to which the goods belong.

The person receiving the goods should make every effort to inspect the goods prior to signing the delivery ticket. If visible damage to a container being delivered is detected, it should be noted on the delivery ticket. Although damage to the contents of the package may not be seen, making this notation on the delivery ticket could make filing a claim easier if in fact the contents are damaged. Sometimes, damage to goods is concealed in packaging and the receiving party has no way of knowing of the damage.

SECTION 14.0: DISPOSAL OF SURPLUS PROPERTY

Annually, all departments shall review their assets and determine which items are no longer needed. A list of surplus, obsolete or unused supplies, materials or equipment, including description, make, model, and serial numbers should be forwarded to the Town Manager. Upon review and approval by Town Manager or her designee the items on the department's lists may be transferred to other departments or sold through public auction. A copy of the items sold

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including amounts, names, and addresses will be provided to the Finance Department so that it can be removed from asset lists and insurance.



TOWN OF TROPHY CLUB INVESTMENT POLICY

I. POLICY

It is the policy of the Town of Trophy Club that after allowing for anticipated cash flow requirements of the Town of Trophy Club and giving due consideration to the safety and risk of investment, all available funds shall be invested in conformance with these legal and administrative guidelines.

Effective cash management is recognized as essential to good fiscal management. Investment interest is a source of revenue to Trophy Club funds. Trophy Club's investment portfolio shall be developed and managed in a manner designed to be responsive to public trust, in compliance with legal requirements and limitations, and to maximize this revenue source.

Investments shall be made with the primary objectives of:

- * Safety and preservation of principal
- * Maintenance of sufficient liquidity to meet operating needs
- * Public trust from prudent investment activities
- * Optimization of interest earnings on the portfolio

II. PURPOSE

The purpose of this investment policy is to comply with Chapter 2256 of the Government Code ("Public Funds Investment Act"), which requires the Town of Trophy Club to adopt a written investment policy regarding the investment of its funds and funds under its control. The Investment Policy addresses the methods, procedures and practices that must be exercised to ensure effective and judicious fiscal management of Trophy Club's funds.

III. SCOPE

This Investment Policy shall govern the investment of all financial assets of the Town of Trophy Club. These funds are accounted for in the Town of Trophy Club's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Capital Projects Funds
- Debt Service Funds, including reserves and sinking funds, to the extent not required by law or existing contract to be kept segregated and managed separately
- Any new fund created by the Town of Trophy Club, unless specifically exempted from this Policy by the Town Council or by law.

The Town of Trophy Club consolidates fund cash balances to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

This Investment Policy shall apply to all transactions involving the financial assets and related activity for all the foregoing funds. However, this policy does not apply to the assets administered

for the benefit of the Town of Trophy Club by outside agencies under deferred compensation programs.

IV. INVESTMENT OBJECTIVES

The Town of Trophy Club shall manage and invest its cash with four primary objectives, listed in order of priority: safety, liquidity, public trust, and yield, expressed as optimization of interest earnings. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with state and local law.

The Town of Trophy Club shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payments in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum earnings on short-term investment of idle cash.

Safety [PFIA 2256.005(b)(2)]

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit and interest rate risk.

- Credit Risk and Concentration of Credit Risk – The Town of Trophy Club will minimize credit risk, the risk of loss due to the failure of the issuer or backer of the investment, and concentration of credit risk, the risk of loss attributed to the magnitude of investment in a single issuer, by:
 - Limiting investments to the safest types of investments
 - Pre-qualifying the financial institutions and broker/dealers with which the Town of Trophy Club will do business
 - Diversifying the investment portfolio so that potential losses on individual issuers will be minimized.

- Interest Rate Risk – the Town of Trophy Club will manage the risk that the interest earnings and the market value of investments in the portfolio will fall due to changes in general interest rates by limiting the maximum weighted average maturity of the investment portfolio to 365 days. The Town of Trophy Club will, in addition,:
 - Structure the investment portfolio so that investments mature to meet cash requirements for ongoing operations, thereby avoiding the need to liquidate investments prior to maturity.
 - Invest operating funds primarily in certificates of deposit, shorter-term securities, money market mutual funds, or local government investment pools functioning as money market mutual funds.
 - Diversify maturities and staggering purchase dates to minimize the impact of market movements over time.

Liquidity [PFIA 2256.005(b)(2)]

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that investments mature concurrent with cash needs to meet anticipated demands. Because all possible cash demands cannot be anticipated, a portion of the portfolio will be invested in shares of money market

mutual funds or local government investment pools that offer same-day liquidity. In addition, a portion of the portfolio will consist of securities with active secondary or resale markets.

Public Trust

All participants in the Town of Trophy Club's investment process shall seek to act responsibly as custodians of the public trust. The investment officer shall avoid any transaction that might impair public confidence in the Town of Trophy Club's ability to govern effectively.

Yield (Optimization of Interest Earnings) [PFIA 2256.005(b)(3)]

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

V. INVESTMENT STRATEGY STATEMENTS

The Town of Trophy Club portfolio will be structured to benefit from anticipated market conditions and to achieve a reasonable return. Relative value among asset groups shall be analyzed and pursued as part of the investment program within the restrictions set forth by the investment policy.

The Town of Trophy Club maintains portfolios which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios.

Operating Funds

Suitability - All investments authorized in the Investment Policy are suitable for Operating Funds.

Preservation and Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Liquidity - Investment strategies for the pooled operating funds have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The dollar-weighted average maturity of operating funds, based on the stated final maturity date of each security, will be calculated and limited to one year or less. Constant \$1 net asset value investment pools and money market mutual funds shall be an integral component in maintaining daily liquidity. Investments for these funds shall not exceed an 18-month period from date of purchase.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The Town's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Operating Funds shall be the 91 day Treasury bill.

Reserve and Deposit Funds

Suitability - All investments authorized in the Investment Policy are suitable for Reserve and Deposit Funds.

Preservation and Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Liquidity - Investment strategies for reserve and deposit funds shall have as the primary objective the ability to generate a dependable revenue stream to the appropriate reserve fund from investments with a low degree of volatility. Except as may be required by the bond ordinance specific to an individual issue, investments should be of high quality, with short-to-intermediate-term maturities. The dollar-weighted average maturity of reserve and deposit funds, based on the stated final maturity date of each security, will be calculated and limited to two years or less.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The Town's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Reserve and Deposit Funds shall be the 91 day Treasury bill.

Bond and Certificate Capital Project Funds and Special Purpose Funds

Suitability - All investments authorized in the Investment Policy are suitable for Bond and Certificate Capital Project Funds and Special Purpose Funds.

Preservation and Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Liquidity - Investment strategies for bond and certificate capital project funds, special projects and special purpose funds portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. The stated final maturity dates of investments held should not exceed the estimated project completion date or a maturity of no greater than three years. The dollar-weighted average maturity of bond and certificate capital project funds and special purpose funds, based on the stated final maturity date of each security, will be calculated and limited to two years or less.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The Town's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Bond and Certificate Capital Project Funds and Special Purpose Funds shall be the 91 day Treasury bill. A secondary objective of these funds is to achieve a yield equal to or greater than the arbitrage yield of the applicable bond or certificate.

Debt Service Funds

Suitability - All investments authorized in the Investment Policy are suitable for Debt Service Funds.

Preservation and Safety of Principal - All investments shall be high quality securities with no perceived default risk.

Liquidity - Investment strategies for debt service funds shall have as the primary objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. Securities purchased shall not have a stated final maturity date which exceeds the debt service payment date. The dollar-weighted average maturity of debt service funds, based on the stated final maturity date of each security, will be calculated and limited to one year or less.

Marketability - Securities with active and efficient secondary markets will be purchased in the event of an unanticipated cash requirement.

Diversification - Maturities shall be staggered throughout the budget cycle to provide cash flows based on anticipated needs. Investment risks will be reduced through diversification among authorized investments.

Yield - The Town's objective is to attain a competitive market yield for comparable securities and portfolio constraints. The benchmark for Debt Service Funds shall be the 91 day Treasury bill.

VI. RESPONSIBILITY AND CONTROL

Delegation of Authority [PFIA 2256.005(f)]

In accordance with the Town of Trophy Club and the Public Funds Investment Act, the Town Council designates the Director of Finance as the Town of Trophy Club's Investment Officer. The Investment Officer is authorized to execute investment transactions on behalf of the Town of Trophy Club and may designate a secondary investment officer to act in his/her absence. No other person may engage in an investment transaction or the management of the Town of Trophy Club funds except as provided under the terms of this Investment Policy. The investment authority granted to the investing officer is effective until rescinded.

Quality and Capability of Investment Management [PFIA 2256.005(b)(3)]

The Town of Trophy Club shall provide periodic training in investments for the designated investment officers and other investment personnel through courses and seminars offered by professional organizations, associations, and other independent sources in order to insure the quality and capability of investment management in compliance with the Public Funds Investment Act.

Training Requirement [PFIA 2256.008 – Local Governments]

In accordance with the Town of Trophy Club and the Public Funds Investment Act, designated Investment Officers shall attend an investment training session no less often than once every two years and shall receive not less than 10 hours of instruction relating to investment responsibilities. A newly appointed Investment Officer must attend a training session of at least 10 hours of instruction within twelve months of the date the officer took office or assumed the officer's duties. The investment training session shall be provided by an independent source. For purposes of this policy, an "independent source" from which investment training shall be obtained shall include a

professional organization, an institution of higher education or any other sponsor other than a business organization with whom the Town of Trophy Club may engage in an investment transaction.

Internal Controls (Best Practice)

The Investment Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Town of Trophy Club are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the Investment Officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points.

- Control of collusion.
- Separation of transactions authority from accounting and record keeping.
- Custodial safekeeping.
- Avoidance of physical delivery securities.
- Clear delegation of authority to subordinate staff members.
- Written confirmation for telephone (voice) transactions for investments and wire transfers.
- Development of a wire transfer agreement with the depository bank or third party custodian.

Investment Policy Certification [PFIA 2256.005(k-l)]

All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the Town of Trophy Club's investment policy and that reasonable procedures and controls have been implemented to preclude investment transactions that are not authorized by the Town of Trophy Club's policy.

Prudence [PFIA 2256.006]

The standard of prudence to be applied by the Investment Officer shall be the "prudent investor" rule. This rule states that "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an Investment Officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

- The investment of all funds, or funds under the Town of Trophy Club's control, over which the officer had responsibility rather than a consideration as to the prudence of a single investment.
- Whether the investment decision was consistent with the written approved investment policy of the Town of Trophy Club.

Indemnification

The Investment Officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific investment's credit risk or market price changes, provided that these deviations are reported immediately and the appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest [PFIA 2256.005(j)]

Officers and employees involved in the investment process shall refrain from personal business activity that would conflict with the proper execution and management of the investment program, or that would impair their ability to make impartial decisions. Employees and Investment Committee members shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and Investment Committee members shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town of Trophy Club.

An Investment Committee member of the Town of Trophy Club who has a personal business relationship with an organization seeking to sell an investment to the Town of Trophy Club shall file a statement disclosing that personal business interest. An Investment Committee member who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the Town of Trophy Club shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the Town Council.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

Portfolio Management

The Town of Trophy Club currently has a “buy and hold” portfolio strategy. Maturity dates are matched with cash flow requirements and investments are purchased with the intent to be held until maturity. However, investments may be liquidated prior to maturity for the following reasons:

- An investment with declining credit may be liquidated early to minimize loss of principal.
- Cash flow needs of the Town of Trophy Club require that the investment be liquidated.

Investments [PFIA 2256.005(b)(4)(A)]

Trophy Club funds governed by this policy may be invested in the instruments described below, all of which are authorized by Chapter 2256 of the Government Code (Public Funds Investment Act). Investment of Town of Trophy Club funds in any instrument or security not authorized for investment under the Act is prohibited. The Town of Trophy Club will not be required to liquidate an investment that becomes unauthorized subsequent to its purchase.

I. Authorized

1. Obligations of the United States of America, its agencies and instrumentalities.
2. Certificates of Deposit issued by a depository institution that has its main office or a branch office in Texas. The certificate of deposit must be guaranteed or insured by the Federal Deposit Insurance Corporation or its successor or the National Credit Union Share Insurance Fund or its successor and secured by obligations in a manner and amount as provided by law. In addition, certificates of deposit obtained through a depository institution that has its main office or a branch office in Texas and that contractually agrees to place the funds in federally insured depository institutions in accordance with the conditions prescribed in Section 2256.010(b) of the Public Funds Investment Act are authorized investments.
3. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities. These

shall be pledged to the Town of Trophy Club, held in the Town of Trophy Club's name, and deposited at the time the investment is made with the Town of Trophy Club or with a third party selected and approved by the Town of Trophy Club. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or a financial institution doing business in Texas. A Master Repurchase Agreement must be signed by the bank/dealer prior to investment in a repurchase agreement. All repurchase agreement transactions will be on a delivery vs. payment basis. Securities received for repurchase agreements must have a market value greater than or equal to 102 percent at the time funds are disbursed. (Sweep Accounts and/or Bond Proceeds)

4. Money Market Mutual funds that: 1) are registered and regulated by the Securities and Exchange Commission, 2) have a dollar weighted average stated maturity of 90 days or less, 3) seek to maintain a net asset value of \$1.00 per share, and 4) are rated AAA by at least one nationally recognized rating service.
5. Local government investment pools, which 1) meet the requirements of Chapter 2256.016 of the Public Funds Investment Act, 2) are rated no lower than AAA or an equivalent rating by at least one nationally recognized rating service, and 3) are authorized by resolution or ordinance by the Town Council. In addition, a local government investment pool created to function as a money market mutual fund must mark its portfolio to the market daily and, to the extent reasonably possible, stabilize at \$1.00 net asset value.

All prudent measures will be taken to liquidate an investment that is downgraded to less than the required minimum rating. (PFIA 2256.021) Additionally, Trophy Club is not required to liquidate investments that were authorized at the time of purchase. (PFIA 2256.017)

II. **Not Authorized [PFIA 2256.009(b)(1-4)]**

Investments including interest-only or principal-only strips of obligations with underlying mortgage-backed security collateral, collateralized mortgage obligations with an inverse floating interest rate or a maturity date of over 10 years are strictly prohibited.

VIII. INVESTMENT PARAMETERS

Maximum Maturities [PFIA 2256.005(b)(4)(B)]

The longer the maturity of investments, the greater their price volatility. Therefore, it is the Town of Trophy Club's policy to concentrate its investment portfolio in shorter-term securities in order to limit principal risk caused by changes in interest rates.

The Town of Trophy Club attempts to match its investments with anticipated cash flow requirements. The Town of Trophy Club will not directly invest in securities maturing more than two years from the date of purchase; however, the above described obligations, certificates, or agreements may be collateralized using longer dated investments.

Because no secondary market exists for repurchase agreements, the maximum maturity shall be 120 days except in the case of a flexible repurchase agreement for bond proceeds. The maximum maturity for such an investment shall be determined in accordance with project cash flow projections and the requirements of the governing bond ordinance.

The composite portfolio will have a weighted average maturity of 365 days or less. This dollar-weighted average maturity will be calculated using the stated final maturity dates of each security. [PFIA 2256.005(b)(4)(C)]

Diversification [PFIA 2256.005(b)(3)]

The Town of Trophy Club recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is managed through portfolio diversification that shall be achieved by the following general guidelines:

- Limiting investments to avoid overconcentration in investments from a specific issuer or business sector (excluding U.S. Treasury securities and certificates of deposit that are fully insured and collateralized in accordance with state and federal law),
- Limiting investment in investments that have higher credit,
- Investing in investments with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

IX. SELECTION OF BANKS AND DEALERS

Depository

At least every five years a Depository shall be selected through the Town of Trophy Club's banking services procurement process, which shall include a formal request for proposal (RFP). The selection of a depository will be determined by competitive bid and evaluation of bids will be based on the following selection criteria:

- The ability to qualify as a depository for public funds in accordance with state law.
- The ability to provide requested information or financial statements for the periods specified.
- The ability to meet all requirements in the banking RFP.
- Complete response to all required items on the bid form
- Lowest net banking service cost, consistent with the ability to provide an appropriate level of service.
- The credit worthiness and financial stability of the bank.

Authorized Brokers/Dealers [PFIA 2256.025]

The Town of Trophy Club Investment Committee shall, at least annually, review, revise, and approve a list of qualified broker/dealers and financial institutions authorized to engage in securities transactions with the Town of Trophy Club. Those firms that request to become qualified bidders for securities transactions will be required to provide a completed broker/dealer questionnaire that provides information regarding creditworthiness, experience and reputation. and 2) a certification stating the firm has received, read and understood the Town of Trophy Club's investment policy and agree to comply with the policy. Authorized firms may include primary dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (Uniform Net Capital Rule), and qualified depositories. All investment providers, including financial institutions, banks, money market mutual funds, and local government investment pools, must sign a certification acknowledging that the organization has received and reviewed the Town of Trophy Club's investment policy and that reasonable procedures and controls have been implemented to preclude

investment transactions that are not authorized by the Town of Trophy Club's policy. [*PFIA 2256.005(k-l)*]

Competitive Bids

It is the policy of the Town of Trophy Club to require competitive bidding for all individual security purchases and sales except for: a) transactions with money market mutual funds and local government investment pools and b) treasury and agency securities purchased at issue through an approved broker/dealer or financial institution. The Investment Officer shall develop and maintain procedures for ensuring a competition in the investment of the Town of Trophy Club's funds.

Delivery vs. Payment [*PFIA 2256.005(b)(4)(E)*]

Securities shall be purchased using the delivery vs. payment method with the exception of investment pools and mutual funds. Funds will be released after notification that the purchased security has been received.

X. CUSTODIAL CREDIT RISK MANAGEMENT

Safekeeping and Custodial Agreements

The Town of Trophy Club shall contract with a bank or banks for the safekeeping of securities either owned by the Town of Trophy Club as part of its investment portfolio or held as collateral to secure demand or time deposits. Securities owned by the Town of Trophy Club shall be held in the Town of Trophy Club's name as evidenced by safekeeping receipts of the institution holding the securities.

Collateral for deposits will be held by a third party custodian designated by the Town of Trophy Club and pledged to the Town of Trophy Club as evidenced by safekeeping receipts of the institution with which the collateral is deposited. Original safekeeping receipts shall be obtained. Collateral may be held by the depository bank's trust department, a Federal Reserve bank or branch of a Federal Reserve bank, a Federal Home Loan Bank, or a third party bank approved by the Town of Trophy Club.

Collateral Policy [*PFCA 2257.023*]

Consistent with the requirements of the Public Funds Collateral Act, it is the policy of the Town of Trophy Club to require full collateralization of all Town of Trophy Club funds on deposit with a depository bank, other than investments. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits or investments less an amount insured by the FDIC. At its discretion, the Town of Trophy Club may require a higher level of collateralization for certain investment securities. Securities pledged as collateral shall be held by an independent third party with whom the Town of Trophy Club has a current custodial agreement. The Investment Officer is responsible for entering into collateralization agreements with third party custodians in compliance with this Policy. The agreements are to specify the acceptable investment securities for collateral, including provisions relating to possession of the collateral, the substitution or release of investment securities, ownership of securities, and the method of valuation of securities. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the Town of Trophy Club and retained. Collateral shall be reviewed at least monthly to assure that the market value of the pledged securities is adequate.

Collateral Defined

The Town of Trophy Club shall accept only the following types of collateral:

- Obligations of the United States or its agencies and instrumentalities
- Direct obligations of the state of Texas or its agencies and instrumentalities
- Collateralized mortgage obligations directly issued by a federal agency or instrumentality of the United States, the underlying security for which is guaranteed by an agency or instrumentality of the United States
- Obligations of states, agencies, counties, cities, and other political subdivisions of any state rated as to investment quality by a nationally recognized rating firm not less than A or its equivalent with a remaining maturity of ten (10) years or less
- A surety bond issued by an insurance company rated as to investment quality by a nationally recognized rating firm not less than A
- A letter of credit issued to the Town of Trophy Club by the Federal Home Loan Bank

Subject to Audit

All collateral shall be subject to inspection and audit by the Investment Officer or his/her designee, including the Town of Trophy Club's independent auditors.

XI. PERFORMANCE

Performance Standards

The Town of Trophy Club's investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio shall be designed with the objective of obtaining a rate of return through budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow requirements of the Town of Trophy Club.

Performance Benchmark

It is the policy of the Town of Trophy Club to purchase investments with maturity dates coinciding with cash flow needs. Through this strategy, the Town of Trophy Club shall seek to optimize interest earnings utilizing allowable investments available on the market at that time. Market value will be calculated on a quarterly basis on all securities owned and compared to current book value. The Town of Trophy Club's portfolio shall be designed with the objective of regularly meeting or exceeding the average rate of return on U.S. Treasury Bills at a maturity level comparable to the Town of Trophy Club's weighted average maturity in days.

XII. REPORTING (PFIA 2256.023)

Methods

The Investment Officer shall prepare an investment report on a quarterly basis that summarizes investment strategies employed in the most recent quarter and describes the portfolio in terms of investment securities, maturities, and shall explain the total investment return for the quarter.

The quarterly investment report shall include a summary statement of investment activity prepared in compliance with generally accepted accounting principals. This summary will be prepared in a manner that will allow the Town of Trophy Club to ascertain whether investment activities during the reporting period have conformed to the Investment Policy. The report will be provided to the Town Council. The report will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.
- Additions and changes to the market value during the period.
- Average weighted yield to maturity of portfolio as compared to applicable benchmark.
- Listing of investments by maturity date.
- Fully accrued interest for the reporting period
- The percentage of the total portfolio that each type of investment represents.
- Statement of compliance of the Town of Trophy Club's investment portfolio with state law and the investment strategy and policy approved by the Town Council.

An independent auditor will perform a formal annual review of the quarterly reports with the results reported to the governing body [PFIA 2256.023(d)].

Monitoring Market Value [PFIA 2256.005(b)(4)(D)]

Market value of all securities in the portfolio will be determined on a quarterly basis. These values will be obtained from a reputable and independent source and disclosed to the governing body quarterly in a written report.

XIII. INVESTMENT COMMITTEE

Members

An Investment Committee, consisting of the Town Manager, the Assistant Town Manager, the Investment Officer/Director of Finance, and the Secondary Investment Officer, shall review the Town's investment strategies and monitor the results of the investment program at least quarterly. This review can be done by reviewing the quarterly written reports and by holding committee meetings as necessary. The committee will be authorized to invite other advisors to attend meetings as needed.

Scope

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

The Investment Committee shall include in its deliberations such topics as economic outlook, investment strategies, portfolio diversification, maturity structure, potential risk to the Town's funds, evaluation and authorization of broker/dealers, rate of return on the investment portfolio, and review of compliance with the investment policy. The Investment Committee will also advise the Town Council of any future amendments to the investment policy that are deemed necessary or recommended.

Procedures

The investment policy shall require the Investment Committee to provide minutes of investment information discussed at any meetings held. The committee should meet at least annually to discuss the investment program and policy.

XIV. INVESTMENT POLICY ADOPTION [PFIA 2256.005(e)]

The Town of Trophy Club's investment policy shall be adopted by resolution of the Town Council. It is the Town of Trophy Club's intent to comply with state laws and regulations. The Town of Trophy Club's investment policy shall be subject to revisions consistent with changing laws, regulations, and needs of the Town of Trophy Club. The Town Council shall adopt a resolution stating that it has reviewed the policy and investment strategies not less than annually, approving any changes or modifications.



TOWN OF TROPHY CLUB CASH HANDLING POLICY

CASH:

During hours of operation, coins, currency and checks will be secured in a designated locked drawer or cash register.

When not in use all coins, currency and checks must be stored in one of three locking bank bags assigned to each cashier and secured in the designated safe.

Each cashier will be assigned a cash till (cash drawer) for use during their scheduled shift. Cash in this till remains the property of the Town of Trophy Club and at no time will be converted to or otherwise allowed for personal use. There is only one cashier assigned per till. When not in use, the till must be secured in one of the three locking bank bags assigned to each cashier.

Cash tills are provided to perform the function of cashier only. At no time will the cashier use this till to cash checks, pay vouchers, provide petty cash, issue refunds, or any other cash related function except to make change for cash transactions, store cash received for services/goods, and store check payments received for same said functions.

Cash tills must be counted at the beginning of a shift and at shift end to ensure the till is at the issued balance. ***EACH CASH TILL MUST ALWAYS REMAIN AT THE ISSUED BALANCE.***

Cash till variances, missing tills, or theft must be reported immediately to the supervisor.

CHECKS:

Proper identification must be requested from the presenting party. Lack of identification is proper grounds for check refusal. Checks must be restrictively endorsed upon receipt (i.e. stamped "For Deposit Only" upon receipt).

Checks must be made payable to the Town of Trophy Club and are to be accepted for the amount of the purchase/transaction only.

Personal checks can not be exchanged for cash.

Checks must not be post dated or otherwise held for future processing.

Third party checks are not permitted.

REPORTING AND DEPOSITS:

Record each transaction in designated cash receipt application or cash register immediately when received. Payment type (cash, check, or credit card) must be indicated on each transaction.

Daily reconciliations are required for each cashier's shift. The reconciliation for each cashier's shift must be completed immediately at the close of his/her shift. Each cashier will prepare a deposit slip related to that shift's transactions. The original deposit slip and all cash and checks related to that shift's receipts must be secured in one of the cashier's bank bags and turned into the cashier's supervisor, or his/her designee. The remaining cashier's designated till will be secured in a locking bank bag assigned to the cashier. Each cashier must close out their respective transactions at the end of each shift and balance the cash and checks to the transaction report and/or the cash register tape for the same period. The supervisor or his/her designee will deliver all deposits related to the previous business day to the Finance Department along with the cash receipts report and related duplicate copy of the deposit slip.

Cash counting and/or deposit preparation must be performed out of public view.

If a cashier's cash and checks do not balance to the transaction report for the same period, the resulting shortage or overage must be reported immediately to the cashier's supervisor. The cashier will secure all relevant documents, reports, and the related cash and checks in a locking bank bag and provide such to the supervisor or his/her designee. The supervisor will notify the Director of Finance and take the locked bank bag to the Director of Finance or his/her designee. The Director of Finance and/or his/her designee will verify the shortage or overage.





TOWN OF TROPHY CLUB, TEXAS SOME FACTS ABOUT US

Phone: 682-831-4600 – Fax: 817-491-9312
Website: 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

[Bara Church](#) 817-500-5848
[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
[NRH₂O Water Park](#) 33 minutes
[Rangers Ballpark in Arlington](#) 30 minutes
[Six Flags Over Texas](#) 27 minutes
[Texas Motor Speedway](#) 10 minutes

TOWN FINANCIAL STATUS

Standard and Poor's - AA
Moody's Investors Service – Aa3

TOWN ISO RATING

Class 3 - Effective November 1, 2008

TAX RATES (Per \$100 Valuation)

Denton County\$0.27390
MUD No. 1\$0.19500
Northwest ISD\$1.37500
PID No. 1 (Emergency Services) (Denton County) . \$0.10925
Tarrant County\$0.26400
Tarrant County College District\$0.137640
Tarrant County Hospital District.....\$0.227897
Town\$0.51500

TAXES – COMBINED (Per \$100 Valuation)

MUD No. 1 (Tarrant County)\$2.714537
MUD No. 1 (Denton County)\$2.3589
PID No. 1 (Emergency Services) (Denton County). \$2.27315

STATE SALES TAX – 8.25%

(6.25% State, 0.50% EDC 4A, 0.25% EDC 4B,
0.25% Street Maintenance and 1.00% Town)

UTILITIES

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

NORTHWEST ISD

Public Information:..... 817-215-0000 or
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:
[Bill Rose](#), Mayor Pro Tem
[Margi Cantrell](#)
[Larry Hoover](#)
[JD Stotts](#)
[Glenn Strother](#)

DEPARTMENTS

Town Manager [Mike Slye](#)
Assistant Town Manager [Stephen Seidel](#)
Interim Town Secretary [Shannon DePrater](#)
MUD District Manager [Robert Scott](#)
Community Development Director [Carolyn Huggins](#)
Finance Director [Kathy DuBose](#)
Fire Chief [Danny Thomas](#)
Information Systems Director [Mike Pastor](#)
Parks & Recreation Director [Adam Adams](#)
Police Chief [Scott Kniffen](#)
Streets Director [Ed Helton](#)

Updated November 9, 2010



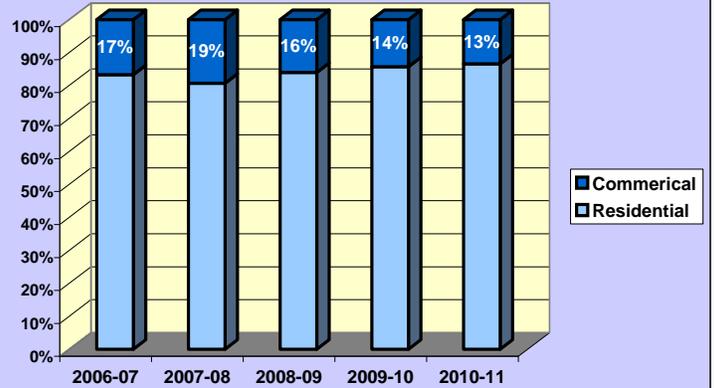
TOWN OF TROPHY CLUB

ECONOMIC CLIMATE DASHBOARD

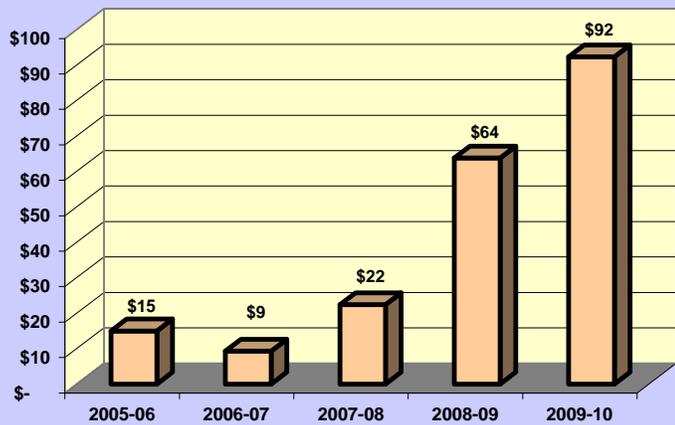
Average New Home Value
(number of permits/year in italics)



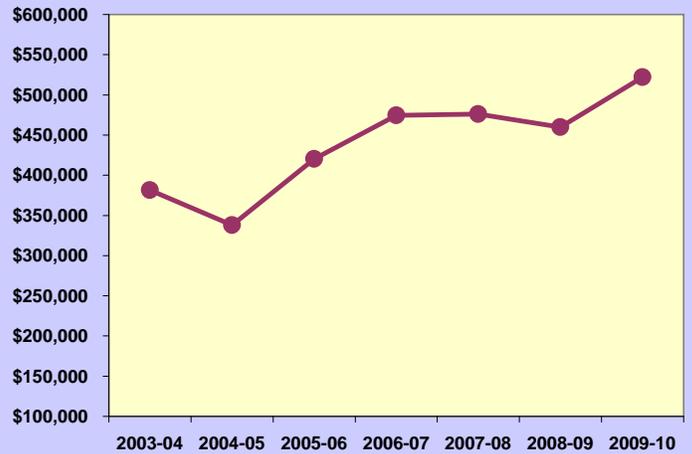
Commercial Value as % of Total



Total New Home Value Added (in millions)



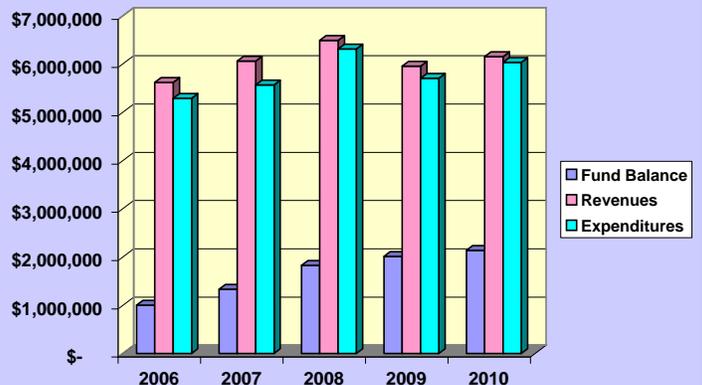
Sales Tax History (fiscal year)



Total Net Taxable Assessed Value (in millions)



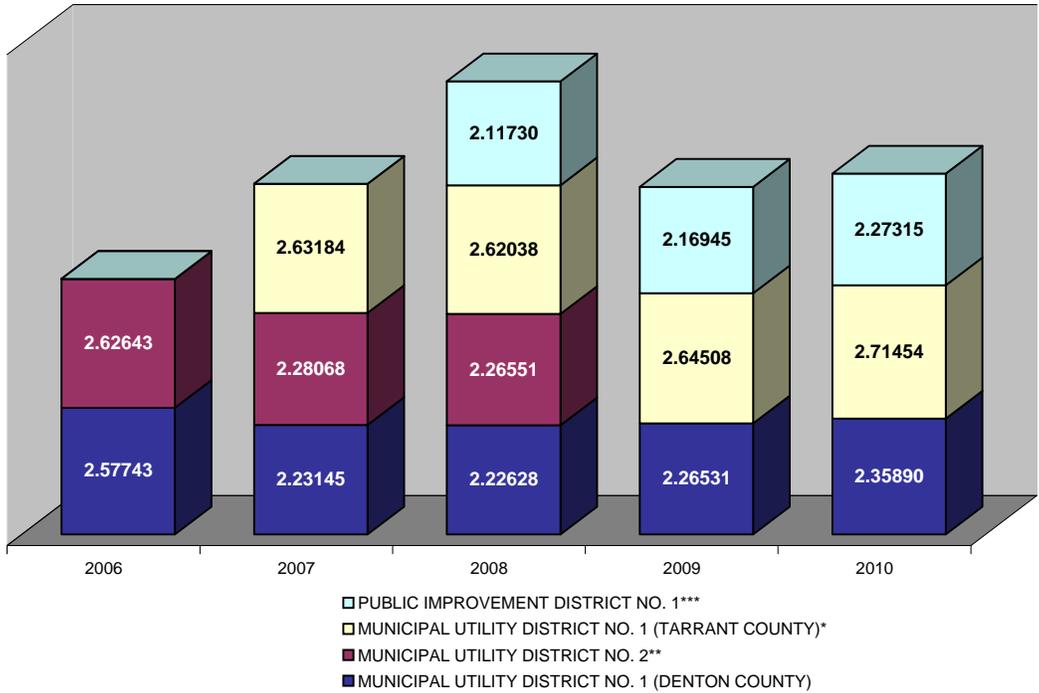
Fund Balance vs. Revenues and Expenditures (at 9/30)





TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

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

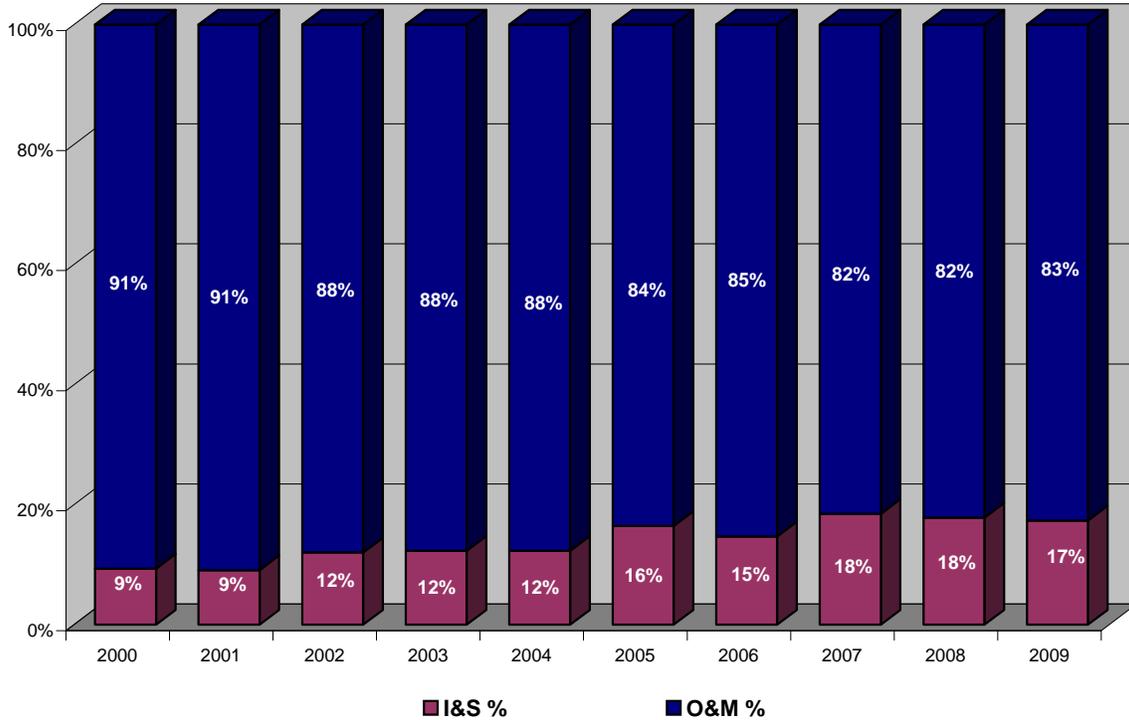


	2006	2007	2008	2009	2010
C28: TOWN OF TROPHY CLUB	0.43051	0.43051	0.43051	0.45551	0.51500
(+) PLUS APPLICABLE DISTRICT					
ESD2: PUBLIC IMPROVEMENT DISTRICT NO. 1	-	0.09084	0.11602	0.10914	0.10925
W03: MUNICIPAL UTILITY DISTRICT NO. 1	0.25000	0.23000	0.22500	0.20500	0.19500
W05: MUNICIPAL UTILITY DISTRICT NO. 2**	0.29900	0.27923	0.26423	-	-
(+) PLUS APPLICABLE COUNTY					
DENTON COUNTY	0.23192	0.23589	0.23577	0.24980	0.27390
TARRANT COUNTY	<u>0.64628</u>	<u>0.63628</u>	<u>0.62987</u>	<u>0.62957</u>	<u>0.62954</u>
TARRANT COUNTY	0.27150	0.26650	0.26400	0.26400	0.26400
TARRANT COUNTY COLLEGE DISTRICT	0.13938	0.13938	0.13797	0.13767	0.13764
TARRANT COUNTY HOSPITAL DISTRICT	0.23540	0.23040	0.22790	0.22790	0.22790
(+) PLUS SCHOOL DISTRICT					
NORTHWEST INDEPENDENT SCHOOL DISTRICT	1.66500	1.33505	1.33500	1.35500	1.37500
(=) EQUALS					
MUNICIPAL UTILITY DISTRICT NO. 1 (DENTON COUNTY)	2.57743	2.23145	2.22628	2.26531	2.35890
MUNICIPAL UTILITY DISTRICT NO. 1 (TARRANT COUNTY)*	-	2.63184	2.62038	2.64508	2.71454
MUNICIPAL UTILITY DISTRICT NO. 2**	2.62643	2.28068	2.26551	-	-
PUBLIC IMPROVEMENT DISTRICT NO. 1***	-	-	2.11730	2.16945	2.27315

* 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

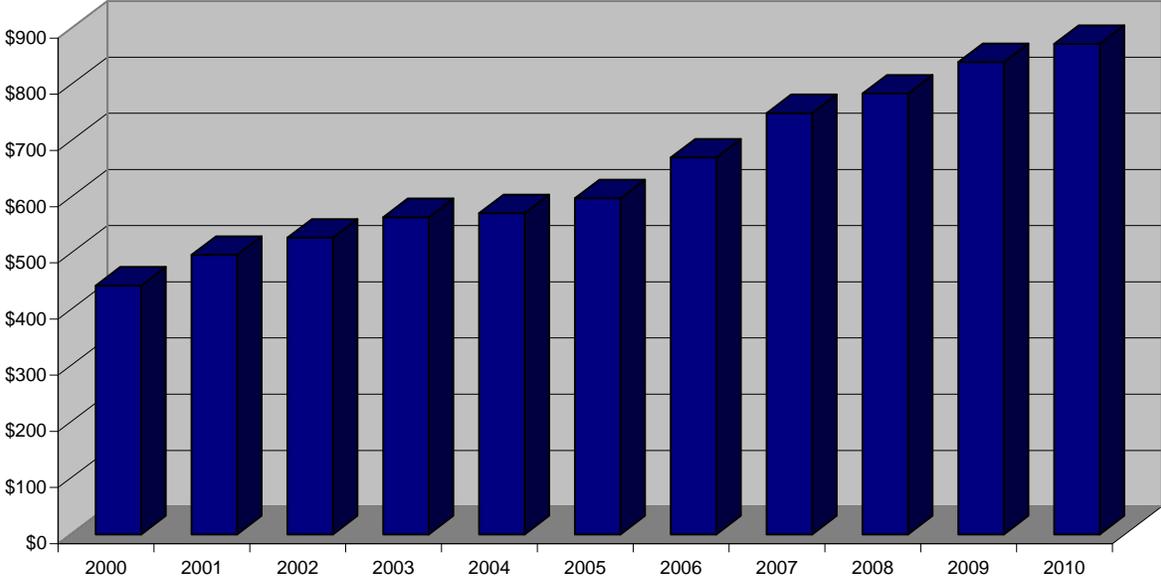
**TOWN OF TROPHY CLUB
AD VALOREM TAX DISTRIBUTION (%)
TEN YEAR SUMMARY**



TAX YEAR	O&M RATE	I&S RATE	TOTAL RATE	% CHG	TAX YEAR	O&M RATE	I&S RATE	TOTAL RATE	% CHG
1987	0.17500	0.00000	0.17500	#REF!	1999	0.41500	0.04551	0.46051	-1.1%
1988	0.22700	0.00000	0.22700	29.7%	2000	0.41750	0.04301	0.46051	0.0%
1989	0.22700	0.00000	0.22700	0.0%	2001	0.40041	0.04010	0.44051	-4.3%
1990	0.24950	0.00000	0.24950	9.9%	2002	0.38751	0.05300	0.44051	0.0%
1991	0.27960	0.00000	0.27960	12.1%	2003	0.37751	0.05300	0.43051	-2.3%
1992	0.33610	0.00000	0.33610	20.2%	2004	0.37751	0.05300	0.43051	0.0%
1993	0.33610	0.00000	0.33610	0.0%	2005	0.35963	0.07088	0.43051	0.0%
1994	0.33610	0.09000	0.42610	26.8%	2006	0.36723	0.06328	0.43051	0.0%
1995	0.33110	0.08000	0.41110	-3.5%	2007	0.35104	0.07947	0.43051	0.0%
1996	0.33700	0.07300	0.41000	-0.3%	2008	0.37431	0.08120	0.45551	5.8%
1997	0.40040	0.06540	0.46580	13.6%	2009	0.38838	0.08162	0.47000	3.2%
1998	0.40600	0.05980	0.46580	0.0%	2010	0.39722	0.11778	0.51500	9.6%

TOWN OF TROPHY CLUB, TEXAS
Annual Program of Services

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



TAX YEAR	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
VALUE	443.0	497.6	528.3	564.6	571.8	598.3	670.8	749.9	784.7	840.7	872.9
ANNUAL CHG	17%	12%	6%	7%	1%	5%	12%	12%	5%	7%	4%



TOWN OF TROPHY CLUB, TEXAS

PRINCIPAL PROPERTY TAX PAYERS
(Unaudited)

2009		
Taxpayer	Assessed Value	Percentage of Total City Assessed Value^b
Regency Centers LP	\$ 12,792,824	1.55%
High Trophy Development LP	12,437,841	1.51%
Standard Pacific of Texas	7,430,475	0.90%
BDMR Development LLC	7,018,580	0.85%
Goodman Family of Builders LP	6,838,532	0.83%
Clubcorp Golf Texas LP	6,660,000	0.81%
4663 Okeechobee Blvd & Palm Beach Holdings	6,524,588	0.79%
ONCOR Electric Delivery Company FKA:TXU	4,514,170	0.55%
Randall's Food & Drug	3,396,690	0.41%
JSB Properties LP	2,867,109	0.35%
Total	\$ 70,480,809	8.55%
Total Assessed Valuation	\$ 823,909,372	100.00%

Source: Denton & Tarrant County Appraisal Districts



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 fun type accounting to represents (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 “measureable” 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.

