

**TOWN OF TROPHY CLUB**  
**ANNUAL PROGRAM OF SERVICES**  
**FISCAL YEAR 2013**

**ADOPTED**

ON

SEPTEMBER 24, 2012

PREPARED BY:

MIKE SLYE

*TOWN MANAGER*

STEPHEN SEIDEL

*ASSISTANT TOWN MANAGER*

MICHAEL AGUILERA

*FINANCE DIRECTOR*

KRISTIN NAVARRO

*BUDGET ANALYST*

This budget reflects a property tax rate of \$0.518543 per \$100 appraised value.

This budget will raise more total property taxes than last year's budget by \$330,588 or 7.52%, and of that amount \$330,588 is tax revenue to be raised from new property added to the tax roll this year.

## ELECTED OFFICIALS

Mayor	Connie White
Mayor Pro Tem	Glenn Strother
Council Member	Bill Rose
Council Member	Jeannette Tiffany
Council Member	Clint Schroeder
Council Member	Danny Mayer

## APPOINTED OFFICIALS

Town Manager	Mike Slye
Town Attorney	Patricia Adams
Town Secretary	Shannon DePrater
Municipal Judge	Honorable Mark Chambers

## KEY STAFF

Assistant Town Manager	Stephen Seidel
Community Development Director	Carolyn Huggins
Emergency Medical Services & Fire Chief	Danny Thomas
Finance Director	Michael Aguilera
Human Resources Manager	Tammy Ard
Information Systems Director	Mike Pastor
Parks & Recreation Director	Adam Adams
Police Chief	Scott Kniffen
Public Information Officer/Marketing Manager	April Reiling
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, 2011**

*Linda C. Davison Jeffrey R. Enos*

President

Executive Director

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**2012-2013**

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**TOWN OF TROPHY CLUB**  
100 Municipal Drive  
Trophy Club, Texas 76262

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September 24, 2012

Trophy Club Town Council  
100 Municipal Drive  
Trophy Club, TX 76262

Dear Town Council:

In accordance with the Trophy Club Town Charter and the State of Texas Local Government Code, the adopted FY13 Budget for the fiscal year beginning October 1, 2012 and ending September 30, 2013 is attached.

The adopted FY13 Budget presents in financial terms the plan for accomplishment of municipal objectives during the forthcoming fiscal year. Preparation of this document requires a comparison of the anticipated revenues with proposed programs and priorities that are based on Town Council priorities, service demands or prior project commitments.

While the adopted budget does not fund all departmental requests, it meets Town Council goals expressed during the planning process. The adopted budget has been formulated by reflecting the core values of:

- ✓ Providing exceptional governmental services;
- ✓ Remaining fiscally sound;
- ✓ Effectively allocating resources to meet citizen needs; and
- ✓ Valuing our employees

The attached document is a conservative financial plan developed utilizing advanced planning methods and Governmental Accounting Standards Board (GASB) 34 provisions and complying with the adopted Fund Balance Policy (GASB 54). 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.

The adopted FY13 Budget is based on an effective tax rate of \$0.518543 per \$100 assessed valuation, a \$0.011457 decrease from FY12. This effective rate will provide the same level of revenue that was generated from the same properties on the tax role in the prior year. The FY13 Budget highlights include:

- Three new Police officers to offset community growth demand.
- Continued funding of the formal Capital Replacement Program.
- 1.5% COLA and 1.5% Merit as part of the employee salary market true-up process initiated in FY12.
- One time employee stipend.
- One additional Outdoor Warning Siren.
- EMS Training Manikins.
- New and upgraded Police Department video equipment for vehicles and facility.
- Issuing a three year \$500,000 Tax Note as part of a strategic, long term debt financing plan.
- Required planning to reallocate sales tax dollars to EDC-4B & create a Crime Control and Prevention District.
- Implementation of three projects identified in Phase 1 Stormwater Master Plan.
- Continued work on Phase 2 Stormwater Master Plan.
- Continued road reconstruction and improvements.
- Funds set aside for to plan for a Civic Center facility.

The adopted FY13 Budget has been placed on the Town website at [www.trophyclub.org](http://www.trophyclub.org) in order to continue our efforts to broaden public communication and increase transparency regarding the Town's finances and budget process.

I am grateful to the Town Council for providing clear direction and guidance from the outset of this budget cycle and the conviction to adopt this fiscal year's budget. This budget lays the groundwork for a continuation of a strong foundation to carry on the Town's duties and responsibilities and meeting the goals and objectives outlined by the Town Council. Each Department Manager examined their departments for innovative and cost saving approaches for service delivery and customer service. I am very appreciative of the entire Management Team for their dedicated efforts in developing this budget.

In addition, special recognition goes to several employees who assisted in the budget document. Assistant Town Manager Stephen Seidel, Finance Director Michael Aguilera, and Budget Analyst Kristin Navarro are due a tremendous debt of gratitude for their hard work and diligence. I appreciate the opportunity to lead an organization that provides our community with better services, programs, and quality of life. Trophy Club truly is "a great place to call home!"

Sincerely,



Michael T. Slye  
Town Manager



## MAJOR BUDGET ISSUES

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The adopted budget includes total revenues of \$11,249,999 and expenditures of \$11,242,771. This report discusses, by fund, the major issues addressed in the FY13 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 FY13 adopted budget is based on a \$.518543 ad valorem tax rate. This rate is the same as the effective tax rate that would provide the same level of revenue as FY12.
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 Town's General Fund operations. The second component is the debt portion that is used to calculate revenue to pay the Town's general debt service obligations.
3. **Average Home Value** – The 2012 certified appraisal rolls show an increase of 10.18% over the 2011 certified value with a current average home value of \$283,924.

##### B. 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.

##### C. Sales Tax – Sales tax receipts are the third largest revenue in the General Fund. The FY13 budget projects a 4% growth in receipts over the current year's estimate due to new retail developments within the Town as well as a new hotel opening in January 2013. As always, sales tax revenue is wholly dependent on the local economic conditions and can fluctuate.

##### D. Development Related Revenues – Single family development continues to grow at unprecedented rates with no slow down in site. The FY13 budget development-related revenue is expecting another 275 homes to be built and an additional \$40,000 in Commercial Permit Revenue.

##### E. Public Safety – Emergency Medical Service (EMS) revenues for ambulance fees are based on the current trend.

The Northwest Independent School District's (NISD) contribution for the School Resource Officer assigned to Byron Nelson High School reflects a 2% increase over the prior fiscal year.

##### F. Park and Recreation – Park and pool revenues are estimated to increase approximately 5% over the prior fiscal year based on historical and current trends. Athletic program revenues are projected to increase slightly in FY13 as staff will continue to seek out tournament use for Independence Park

following regular season play. Recreation programs are based on current levels with some minor additional programming.

**G. Grants** – Management continues to actively pursue grant funding as a means to augment local revenues. The Police Department has received a grant for a Juvenile Investigator which equals a net effect of \$56K savings in FY13.

**H. Other Revenues** – Estimates for other revenues are based on departmental projections and current contracts.

**2. STRATEGIC MANAGEMENT PLANNING** – Over the past year, the Town engaged a citizen committee to develop a 20 year plan called Vision TC. The meetings are tentatively scheduled to wrap up by the end of 2012. The Vision TC plan will be used and incorporated with the Town Council's strategic goals and objectives.

The Town is also developing an integrated long range financial plan to address community needs while maintaining high levels of service at minimal cost to taxpayers. This plan will be coordinated with Vision TC and Council goals.

Per the Charter, a Charter Review Commission was formed during 2012 to review the current Charter and make recommendations to the Council. It is anticipated the Commission will conclude their work in time for Council to have the option to call a Charter election in 2013, if necessary. If an election is held, staff and Council will develop and implement any changes that might be adopted.

**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. The FY13 agreement calls for the Utility District to pay the Town \$85,465 to provide IT services, mowing/landscape services, and some HR duties. The Town will continue to offer Permit services to the Utility District at no charge, and it is anticipated that the Utility District will provide their own payroll services and continue to provide building maintenance.

**4. COMPENSATION**– The FY13 Budget includes a 1.5% Cost of Living Allowance (COLA), 1.5% Merit increase, and a One-Time Annual Stipend for all full-time employees.

**A. Salary True Up** – The adopted budget does not include a “true-up” of salaries for any position, however, the compensation package contained in this budget includes a 1.5% Cost of Living Adjustment (COLA) effective October 1, 2012 and a 1.5% merit increase effective April 1, 2013. Additionally, a one-time stipend has also been budgeted and the amount of the stipend varies by position (Director, Manager, Supervisor, etc.) These budgeted increases comprise the second phase of the Town's planned “Salary True-Up” effort discussed in the prior year's adopted budget. The overall effort to bring employees salaries to competitive rates will continue and the Town's strategy will be reviewed annually to determine the extent of future endeavors.

**B. Health Insurance** – The Health insurance program in FY13 continues with the Texas Municipal League Intergovernmental Employees Benefit Pool (TML IEBP) with our rates increasing by \$10 per employee per month. TML IEBP is a non-profit health provider, centered on providing full service health protection of political subdivisions of Texas.

**5. CAPITAL IMPROVEMENT PROGRAM** – The five-year Capital Improvement Program includes purchasing new vehicles and equipment for Police, Streets, and Parks. Information Services will purchase computer and server hardware for replacement. The major street improvement for FY13 will be a reconstruction of Indian Creek from Creekmere to Skyline. Funding will be a combination of Denton County TRIP08 Bonds and local funding. There are three major drainage projects to be funded by the Storm Drainage Utility Fund, detailed below under Major Issues – Storm Drainage Utility Fund.

**6. FUND BALANCE** – The Town Council has adopted a Fund Balance Policy providing for a minimum of 30% of the town’s annual general fund budget in reserves. 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, 2012, and September 30, 2013.

	9/30/09	9/30/10	9/30/11	2012 Projected	2013 Projected
Fund Balance	\$2,010,869	\$2,113,820	\$4,346,718	\$3,751,477	\$3,910,961
% of Expenditures	35%	39%	35%	37%	39%

**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 FY10 fiscal year, the Street Maintenance sales tax receipts and expenditures were reported as a separate fund. The FY13 budget projects a 10% growth in receipts.

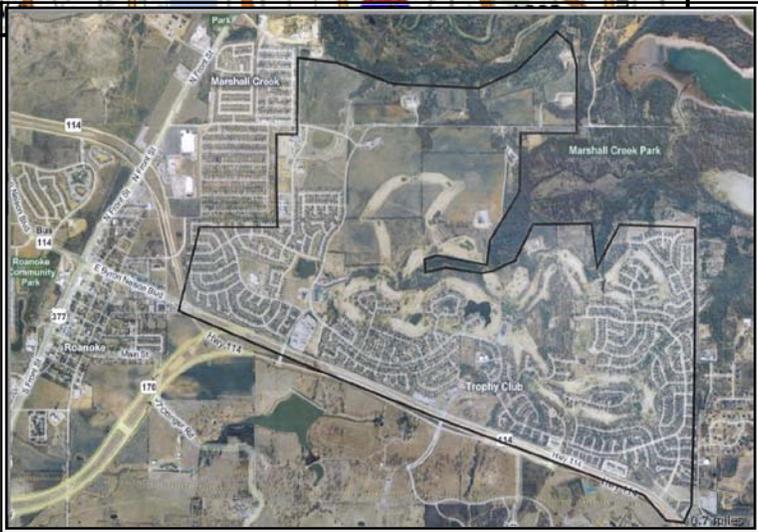
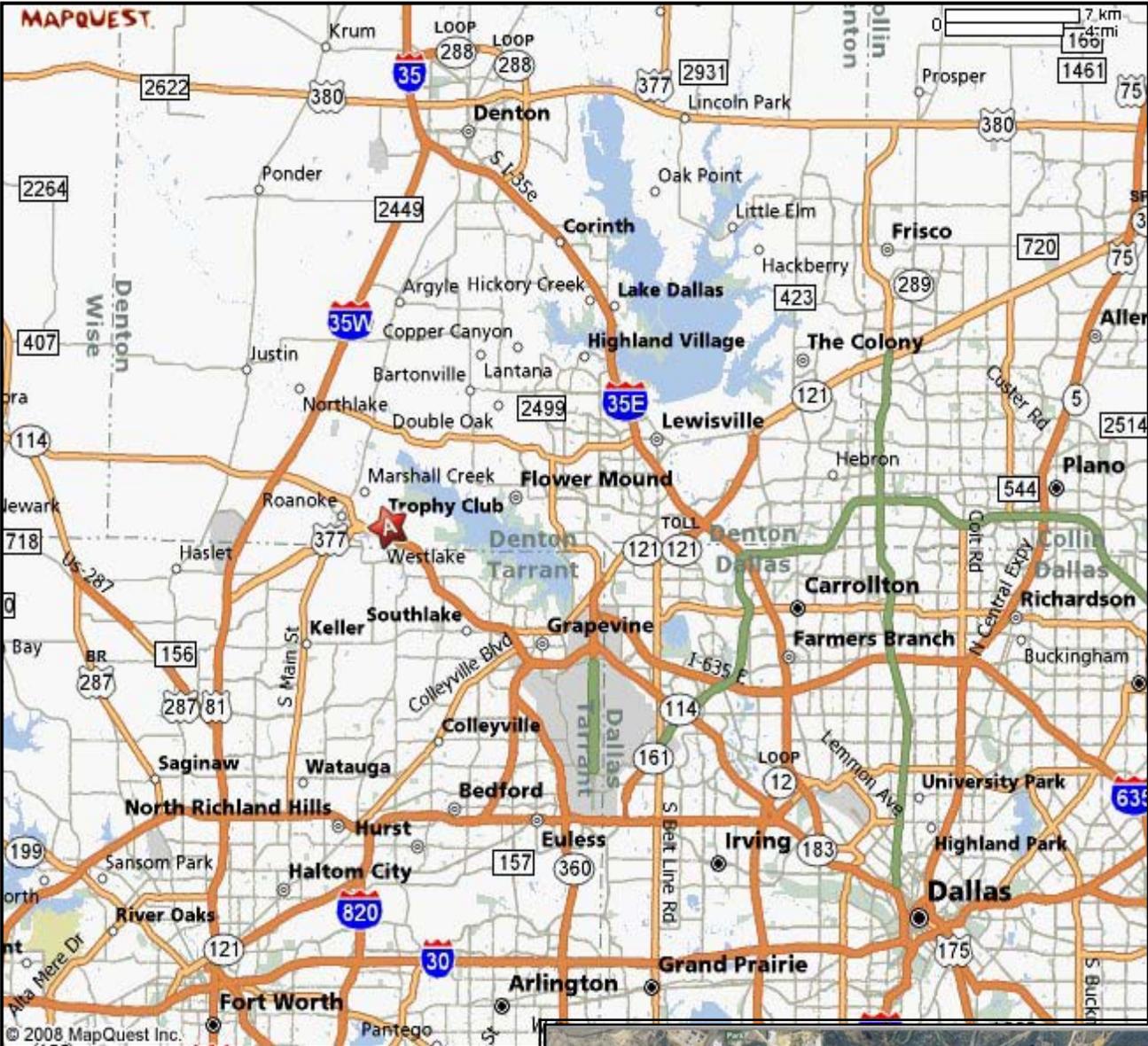
**MAJOR ISSUES – STORM DRAINAGE UTILITY FUND**

The Town of Trophy Club charges a fee to Trophy Club property owners 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 engaged the services of Freese and Nichols, Inc. (FNI) to conduct a master drainage study in order to better assess current infrastructure and future needs. Phase I of this study was completed and identified five major areas of concern related to storm drainage. The Town also engaged FNI to complete a financial analysis to correctly identify revenue options, appropriate expenses, and residential/commercial storm drainage fees necessary to accomplish these storm water improvement projects. Based on those recommendations, the fee for residential home owners increased from \$3 to \$6, and commercial entities were increased based on a Equivalent Residential Unit (ERU) system.

The Town plans to begin Phase I implementation and issue \$1.2 million Certificates of Obligation backed by stormwater fee revenue to address three areas identified by FNI. Additionally, the Town has retained FNI to initiate Phase II which will include a regional analysis on water drainage and the impact on Trophy Club. We are looking to partner with surrounding municipalities, Counties, and a developer as well as seek grant funding. Below are the expected projects and their associated costs in a proposed phased timeline.

<b>STORM DRAINAGE FUND</b>							
<b>DRAINAGE SYSTEM IMPROVEMENTS</b>							
Timber Ridge	266,600	-	-	-	-	-	266,600
Fresh Meadow	575,541	-	-	-	-	-	575,541
Trophy Club Dr Bridge over Marshall Creek	-	-	-	4,968,000	-	-	4,968,000
Skyline/Indian Creek (3 Phases)	350,000	-	-	-	6,070,000	-	6,420,000
Cypress Court	-	-	-	-	1,380,000	-	1,380,000
Bobcat Blvd. Drainage	-	-	-	-	575,000	-	575,000
<b>Total Drainage System Improvements</b>	<b>\$ 1,192,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,968,000</b>	<b>\$ 8,025,000</b>	<b>\$ -</b>	<b>\$ 14,185,141</b>
<b>TOTAL STORM DRAINAGE FUND</b>	<b>\$ 1,192,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,968,000</b>	<b>\$ 8,025,000</b>	<b>\$ -</b>	<b>\$ 14,185,141</b>

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 8,024. 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 Attorney and Town Secretary. The Town Council is elected on a non-partisan basis. The Town Council consists of six (6) members, a Mayor and five (5) council members elected by the Town at-large-by-place 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 state unemployment rate of 8.5 percent while the national unemployment rate is 9.1%.

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."

March 30	Friday	<ul style="list-style-type: none"> <li>• Capital Needs Request Forms provided to Managers</li> </ul>
April 2	Monday	<ul style="list-style-type: none"> <li>• Denton Central Appraisal District begins sending out weekly preliminary appraisal totals</li> </ul>
April 10	Tuesday	<ul style="list-style-type: none"> <li>• Base Budget worksheets provided to Managers</li> </ul>
April 10	Tuesday	<ul style="list-style-type: none"> <li>• Capital Needs Request Forms due back from Managers</li> </ul>
April 12	Thursday	<ul style="list-style-type: none"> <li>• Review of Capital Needs with Managers</li> </ul>
April 30	Monday	<ul style="list-style-type: none"> <li>• Tarrant County Appraisal District submits 1st preliminary appraisal totals</li> </ul>
May 7	Monday	<ul style="list-style-type: none"> <li>• Mid-Year Review Presentation to Council</li> </ul>
May 11	Friday	<ul style="list-style-type: none"> <li>• Base Budgets due back from Managers</li> </ul>
May 14	Monday	<ul style="list-style-type: none"> <li>• Tarrant County Appraisal District submits 2nd preliminary appraisal totals</li> </ul>
May 17 - 18	Thursday-Friday	<ul style="list-style-type: none"> <li>• Management Team Strategic Business Planning Retreat</li> </ul>
July 16	Monday	<ul style="list-style-type: none"> <li>• Management Budget Update with Council – 5:30PM Workshop</li> </ul>
July 25	Wednesday	<ul style="list-style-type: none"> <li>• Certified Appraisal Roll Due from Denton &amp; Tarrant Appraisal Districts</li> </ul>
July 31	Tuesday	<ul style="list-style-type: none"> <li>• Hand Deliver Hard Copy Proposed Budget to Council Members</li> </ul>
August 1	Wednesday	<ul style="list-style-type: none"> <li>• Denton County Tax Assessor/Collector provides Effective and Rollback Tax Rates</li> </ul>
August 3	Friday	<ul style="list-style-type: none"> <li>• Council Workshop - Budget Discussion - 1:00 PM</li> </ul>
August 6	Monday	<ul style="list-style-type: none"> <li>• Submit Effective &amp; Rollback Rate Calculations to Town Council</li> <li>• Vote to Propose Tax Rate (if over Effective Rate)</li> <li>• Set Public Hearings for September 4th and September 10th</li> </ul>
August 8	Wednesday	<ul style="list-style-type: none"> <li>• Publish Notice of Effective and Rollback Tax Rates, Statement of Increase/Decrease</li> </ul>
August 15	Wednesday	<ul style="list-style-type: none"> <li>• Publish Notice of Public Hearing on Tax Increase (If applicable)</li> </ul>
August 22	Wednesday	<ul style="list-style-type: none"> <li>• Publish Notice of Hearing on the Budget</li> </ul>
September 4	Tuesday	<ul style="list-style-type: none"> <li>• First Public Hearing on Tax Increase (if applicable)</li> <li>• Public Hearing on PID Service Assessment</li> </ul>
September 10	Monday	<ul style="list-style-type: none"> <li>• Second Public Hearing on Tax Increase (if applicable)</li> <li>• Public Hearing on Budget</li> <li>• Public Hearing on PID Service Assessment</li> <li>• Announce Vote on Tax Rate</li> </ul>
September 19	Wednesday	<ul style="list-style-type: none"> <li>• Publish Notice of Tax Revenue Increase</li> </ul>
September 24	Monday	<ul style="list-style-type: none"> <li>• Budget Adoption</li> <li>• Tax Rate Adoption</li> <li>• Approve Tax Roll</li> <li>• Vote to Ratify Property Tax Revenue</li> <li>• Adopt PID Assessment Rate</li> </ul>
October 1	Monday	<ul style="list-style-type: none"> <li>• Fiscal Year 2012-2013 Begins</li> </ul>

## 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 of 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. (Any mathematical differences are due to rounding.)

#### 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 based 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 Department of Finance 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.

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 (Charter Section 9.02), 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. Capital Program**

The Town Manager shall prepare and submit to the Council a five (5) year capital program no later than three months before the final date for submission of the budget. The capital program shall be revised and extended each year with regard to capital improvements still pending or in process of construction or acquisition (Charter Section 9.08).

## **6. Public Hearing/Budget Adoption**

A public hearing on the proposed budget and two public hearings on the tax rate are held in 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.

## **7. Compilation of Adopted Budget/Budget Maintenance**

The 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 the Finance 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 implementation 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 funds are used to account for "business-type" activities usually associated with water, wastewater, sewer, and electric services. These services are under the scope of other agencies. Therefore, this budget only addresses Governmental Funds, with the exception of the Trophy Club Park fund. The specific funds which make up the Governmental Fund type are: General Fund, Storm Drainage Fund, Municipal Court Security Fund, Municipal Court Technology Fund, Hotel & Motel Fund, Capital Projects Fund, Debt Service 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: Court Security Fund, Court Technology Fund, Hotel & Motel Fund, and Capital Projects Fund.

*Enterprise Funds* – Enterprise Funds are used to account for funds with business-like operations where a significant portion of revenues is provided by charges for services. Included in the enterprise funds are: Trophy Club Park Fund and Storm Drainage Utility 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, and 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, and Lakeview Soccer Fields.

## Budget Administration and Development

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

### I. BUDGET PERIOD

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

### II. BUDGET ADMINISTRATION AND DEVELOPMENT

- A. Submission. The Town Manager shall submit to the Council a proposed budget and accompanying message before the last day of July of each year. The Council shall review the proposed budget and revise it as deemed appropriate prior to general circulation for public hearing. (Charter Section 9.04)
- B. Public Hearing on Budget. The Council shall hold a public hearing on the budget and shall provide adequate public notice of such hearing, including publication of notice as required by State law.
- C. Truth in Taxation. Budget development procedures will be in conformance with the State law outlined in the Truth in Taxation process. In the event of a tax increase, notices will be provided and required hearing(s) held in conformance to this State law
- D. Adoption. The Council, by majority vote, shall adopt the budget by ordinance not later than the 30<sup>th</sup> day of September. Adoption of the budget shall constitute appropriations of the amount specified as expenditures from the fund indicated. If the Council fails to adopt a budget by the beginning of the fiscal year, the budget currently in place for the preceding year shall remain in place on a month-to-month basis until such time as a new budget has been adopted.
- E. 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

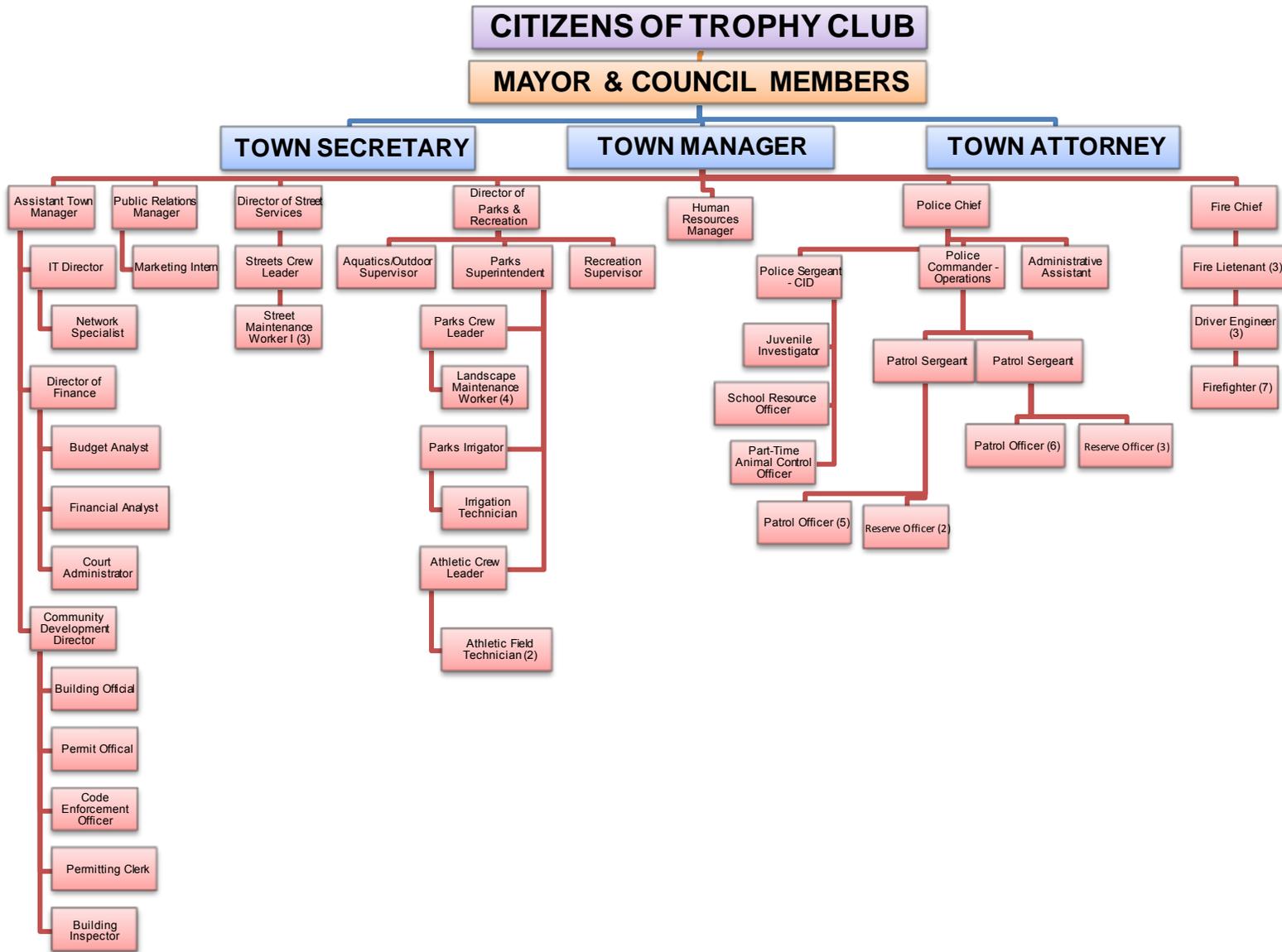
department, fund, service, strategy or organizational unit and shall report such transfers to the Council in writing in a timely manner.

- 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.
- C. Fund Balance Policy. The Town recently implemented this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the Town maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations.

**TOWN OF TROPHY CLUB  
ORGANIZATION STRUCTURE**



**FULL TIME EQUIVALENT (FTE) SUMMARY**

	<b>2009-10 ACTUAL</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 ADOPTED</b>	<b>2012-13 ADOPTED</b>
<b>GENERAL FUND</b>				
<b>Administrative Services</b>				
Manager's Office	3.50	4.00	4.75	4.41
Human Resources	0.50	1.00	1.00	1.00
Information Services	1.00	2.00	2.00	2.00
Legal	1.00	1.00	1.00	1.00
<b>Public Safety Services</b>				
Police	15.50	16.00	16.50	18.50
Emergency Medical Services	6.31	6.31	6.60	6.68
<b>Streets</b>	4.04	4.04	4.04	3.87
<b>Streets Medians</b>	0.00	0.00	0.00	3.00
<b>Parks</b>	7.50	7.50	11.50	9.50
<b>Recreation*</b>	2.10	2.10	2.10	2.10
<b>Planning and Zoning</b>	1.00	1.00	1.00	1.00
<b>Community Development</b>	1.50	2.00	3.50	5.00
<b>Financial Services</b>				
Finance	3.00	3.00	3.00	3.00
Municipal Court	1.00	1.00	1.00	1.00
<b>Facilities Management</b>	N/A	N/A	N/A	N/A
<b>TOTAL GENERAL FUND</b>	<b>47.95</b>	<b>50.95</b>	<b>57.99</b>	<b>62.06</b>
<b>TROPHY CLUB PARK FUND</b>	1.40	1.40	2.65	2.52
<b>STREET MAINTENANCE SALES TAX FUND</b>	0.63	0.63	0.63	0.72
<b>STORM DRAINAGE UTILITY FUND</b>	0.33	0.33	0.33	0.50
<b>TOTAL FULL TIME EQUIVALENTS (FTEs)</b>	<b>50.31</b>	<b>53.31</b>	<b>61.60</b>	<b>65.80</b>

\*Does not Include Seasonal FTEs for FY13

**Total Increase of 4.2 FTEs**

This increase includes one firefighter, 2 police officers, a building inspector, and a transition from a part-time permit clerk to a full-time permit clerk

# Town of Trophy Club – Strategy Map

**Fulfill Our Mission**

Be a great place to call home through dedicated innovative leadership, while providing superior municipal services and facilities in a highly effective, efficient manner.

**Deliver on Our Strategy**

## Safe and Secure

Maintain low crime rate

Increase citizen awareness and involvement in crime prevention

Provide superior emergency services

Improve data security

## Business-Friendly Economic Development

Create effective working relationships with businesses and developers

Retain/develop existing businesses

Promote new commercial opportunities

## Strong Partnerships and Community Involvement

Create a positive regional identity

Foster a well informed community

Forge collaborative relationships with other government and public entities

Support citizen volunteer opportunities

Promote recreational / active lifestyle opportunities for all ages

Maintain neat and tidy appearance

## Healthy, Picturesque and Environmentally Sound

Improve property maintenance standards and code enforcement

Develop / enhance environmental and sustainability standards and programs

## Financial and Operational Stewardship

Develop, recognize and retain quality staff

Implement strong financial management standards

Improve effectiveness and efficiency of operational processes

Maintain / improve infrastructure and assets

Provide cost-effective services

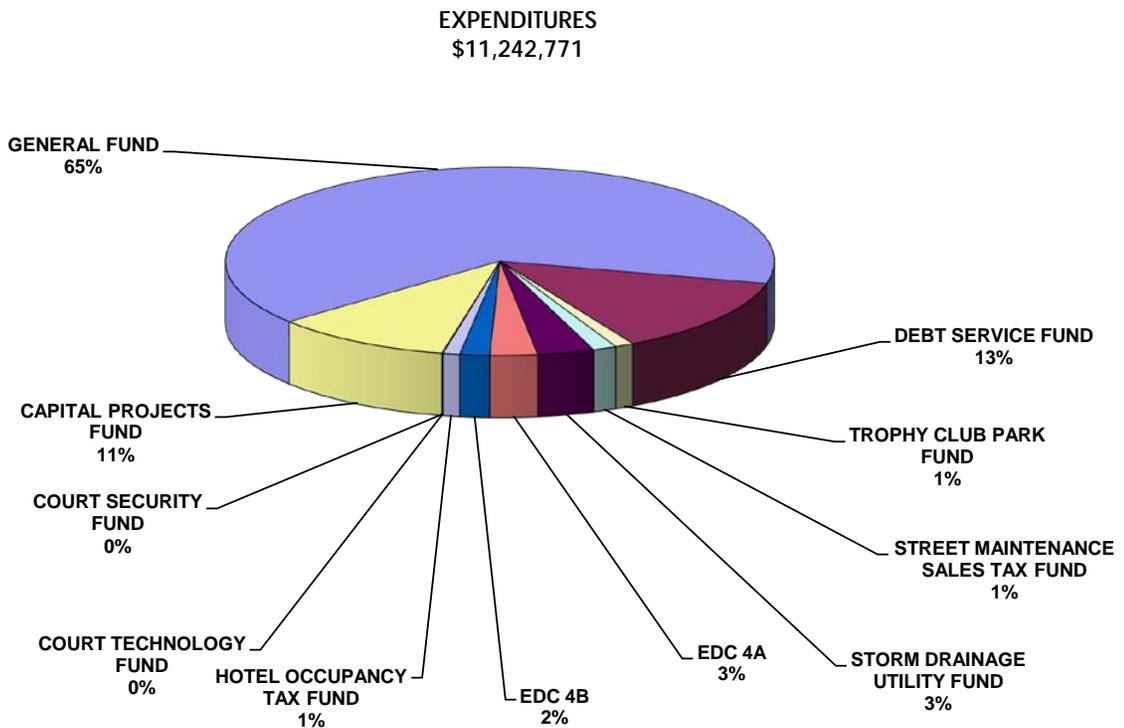
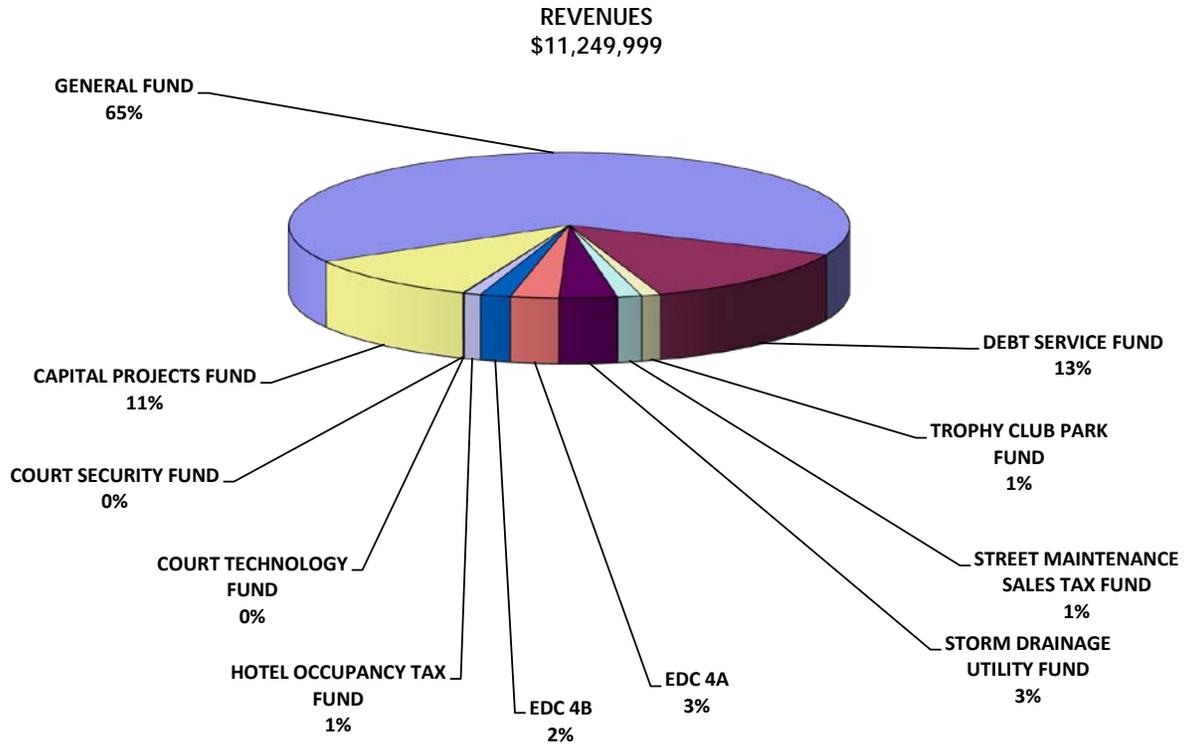
Deliver responsive customer service

**Live Our Core Values**

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**Integrity and Trust • Accountability • Teamwork • Innovation • Pride and Service Commitment**

**REVENUES & EXPENDITURES SUMMARY  
FY 2012-13 ADOPTED**



**REVENUE & EXPENDITURE SUMMARY BY FUND  
2012-2013**

	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
General Fund	6,022,311	5,987,176	6,576,455	6,753,444	7,127,310	7,304,060	7,428,285	7,602,922
Debt Service Fund	815,971	931,484	1,348,199	1,364,499	1,365,498	1,479,681	1,609,016	1,588,592
Trophy Club Park Fund	128,517	77,594	117,019	120,000	125,000	125,000	135,000	135,000
Street Maintenance Sales Tax Fund	-	132,420	126,273	140,656	150,502	156,523	161,219	166,055
Storm Drainage Utility Fund	-	128,880	220,665	130,000	130,000	375,100	398,000	398,000
Economic Development Corporation 4A	232,659	265,694	247,269	294,661	301,005	313,245	319,506	325,892
Economic Development Corporation 4B	116,651	132,917	123,737	161,656	164,356	196,623	159,755	162,951
Hotel Occupancy Tax Fund	17,132	17,713	22,644	21,050	21,050	111,050	116,600	122,428
Court Technology Fund	-	-	-	27,350	25,350	4,545	4,636	4,775
Court Security Fund	-	-	-	3,000	3,100	3,030	3,091	3,183
Capital Projects Fund	44,318	5,048,457	4,787,240	1,368,906	878,213	1,181,142	373,249	355,823
<b>TOTAL REVENUE</b>	<b>\$ 7,377,559</b>	<b>\$ 12,722,335</b>	<b>\$ 13,569,501</b>	<b>\$ 10,385,222</b>	<b>\$ 10,291,384</b>	<b>\$ 11,249,999</b>	<b>\$ 10,708,357</b>	<b>\$ 10,865,621</b>
	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
General Fund	5,761,005	5,892,041	6,025,703	6,753,091	6,640,989	7,303,595	7,414,577	7,599,463
Debt Service Fund	904,918	911,721	1,354,955	1,358,316	1,358,316	1,474,681	1,609,016	1,231,241
Trophy Club Park Fund	102,633	100,205	113,935	116,443	119,458	124,967	124,076	127,832
Street Maintenance Sales Tax Fund	-	94,439	123,279	140,656	114,240	156,312	159,372	162,636
Storm Drainage Utility Fund	-	116,924	220,665	130,000	127,480	374,881	373,662	378,661
Economic Development Corporation 4A	178,020	202,018	250,633	294,661	244,000	313,245	310,094	316,292
Economic Development Corporation 4B	74,002	91,378	82,317	161,656	149,649	196,623	152,210	155,254
Hotel Occupancy Tax Fund	41,828	19,000	20,500	20,975	20,975	111,050	116,600	122,428
Court Technology Fund	-	-	-	24,550	24,550	3,275	3,275	3,739
Court Security Fund	-	-	-	3,000	3,000	3,000	3,000	3,000
Capital Projects Fund	1,529,000	286,309	4,073,549	1,350,906	540,789	1,181,142	373,249	354,772
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,591,406</b>	<b>\$ 7,714,035</b>	<b>\$ 12,265,536</b>	<b>\$ 10,354,254</b>	<b>\$ 9,343,446</b>	<b>\$ 11,242,771</b>	<b>\$ 10,639,131</b>	<b>\$ 10,455,318</b>
<b>TOTAL REVENUES OVER/UNDER EXPENDITURES</b>	<b>\$ (1,213,847)</b>	<b>\$ 5,008,300</b>	<b>\$ 1,303,965</b>	<b>\$ 30,968</b>	<b>\$ 947,938</b>	<b>\$ 7,228</b>	<b>\$ 69,226</b>	<b>\$ 410,303</b>

**FUND BALANCE SUMMARY BY FUND  
2012-2013**

<b>FUNDS</b>	<b>ACTUAL FUND BALANCE 10/1/2011</b>	<b>ESTIMATED REVENUES 2011-12</b>	<b>ESTIMATED EXPENDITURES 2011-12</b>	<b>PROJECTED FUND BALANCE 9/30/2012</b>	<b>PROPOSED REVENUES 2012-2013</b>	<b>PROPOSED EXPENDITURES 2012-2013</b>	<b>PROJECTED FUND BALANCE 9/30/2013</b>
General Fund	2,642,792	7,127,310	6,640,989	3,129,113	7,304,060	7,303,595	3,129,578
Debt Service Fund	85,388	1,365,498	1,358,316	92,570	1,469,031	1,474,681	86,920
Trophy Club Park Fund	(34,642)	125,000	119,458	(29,100)	125,000	124,967	(29,067)
Street Maintenance Sales Tax Fund*	34,750	150,502	114,240	71,012	156,523	156,312	71,223
Storm Drainage Utility Fund**	47,813	130,000	127,480	50,333	375,100	374,881	50,552
Economic Development Corporation 4A	440,396	301,005	244,000	497,401	313,245	313,245	497,401
Economic Development Corporation 4B	341,135	164,356	149,649	355,842	196,623	196,623	355,842
Hotel Occupancy Tax Fund	1,890	21,050	20,975	1,965	111,050	111,050	1,965
Court Technology Fund	29,192	4,500	24,550	9,142	4,545	3,275	10,412
Court Security Fund	13,910	3,100	3,000	14,010	3,030	3,000	14,040
Capital Projects Fund***	744,544	166,000	540,789	369,755	861,718	1,181,142	50,331
<b>TOTAL</b>	<b>\$ 4,347,168</b>	<b>\$ 9,558,321</b>	<b>\$ 9,343,446</b>	<b>\$ 4,562,043</b>	<b>\$ 10,919,925</b>	<b>\$ 11,242,771</b>	<b>\$ 4,239,197</b>

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

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

\*\*\* The Capital Projects Fund will use reserves for the 2010 Park Bond in the amount of \$319,424 in 2012-13 and this amount should not be included in the rolling fund balance calculation. This amount is categorized as revenue in the revenue & expenditure summary on the previous page but was excluded for this fund balance projection. Additionally, reserves used for expenditures in the Court Security Fund were also excluded.

**GENERAL FUND  
REVENUE & EXPENDITURE SUMMARY**

REVENUES	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
Taxes	3,566,637	3,726,878	3,951,028	4,435,828	4,482,634	4,769,707	4,906,294	5,087,495
Fines and Fees	789,543	711,007	554,311	508,945	469,161	493,910	496,535	497,172
Licensing and Permits	1,300,433	1,183,200	1,400,870	1,245,816	1,604,337	1,545,839	1,523,652	1,516,951
Charges for Services	211,611	193,937	209,304	202,316	202,758	217,161	217,161	217,161
Intergovernmental	55,519	62,854	305,498	229,719	284,272	175,943	177,143	177,143
Rents	48,971	43,000	39,706	57,000	37,989	59,500	59,500	59,000
Contributions and Donations	2,321	-	-	-	-	-	-	-
Investment Income	17,727	10,000	4,124	20,000	3,584	4,000	10,000	10,000
Sales	1,108	12,900	1,418	1,000	18,130	5,000	5,000	5,000
Miscellaneous Income	28,441	43,400	110,196	52,820	24,445	33,000	33,000	33,000
<b>TOTAL REVENUES</b>	<b>\$ 6,022,311</b>	<b>\$ 5,987,176</b>	<b>\$ 6,576,455</b>	<b>\$ 6,753,444</b>	<b>\$ 7,127,310</b>	<b>\$ 7,304,060</b>	<b>\$ 7,428,285</b>	<b>\$ 7,602,922</b>
<b>EXPENDITURES</b>	<b>2008-09 ACTUAL</b>	<b>2009-10 ACTUAL</b>	<b>2010-11 ACTUAL</b>	<b>2011-12 ADOPTED</b>	<b>2011-12 ESTIMATE</b>	<b>2012-13 ADOPTED</b>	<b>2013-14 PROJECTED</b>	<b>2014-15 PROJECTED</b>
Manager's Office	474,656	607,333	556,489	658,387	634,794	691,824	699,977	718,649
Human Resources	38,715	44,304	90,060	87,146	89,181	113,906	114,948	118,612
Information Services	196,431	200,197	289,378	315,724	306,890	348,141	346,659	353,756
Legal	246,297	146,431	146,881	161,910	152,569	168,638	170,366	169,535
Police	1,307,264	1,411,945	1,463,179	1,686,885	1,571,140	1,811,015	1,832,289	1,891,878
Emergency Medical Services	606,324	656,246	688,213	729,284	764,743	810,618	827,647	853,640
Streets	620,832	429,613	393,233	441,687	442,313	788,410	804,087	827,372
Storm Sewer **	108,880	-	-	-	-	-	-	-
Construction Inspections **	61,590	-	-	-	-	-	-	-
Parks	715,969	771,626	951,324	1,129,530	1,153,566	936,633	958,830	957,438
Recreation & Community Events	409,845	512,139	585,638	594,156	559,872	611,552	620,076	637,870
Planning & Zoning	99,883	160,896	154,794	156,769	220,690	164,620	161,884	161,884
Community Development	492,977	546,885	189,425	259,809	231,979	333,028	338,798	349,420
Finance	236,211	257,275	360,927	372,037	369,675	368,303	378,575	394,287
Municipal Court	61,034	73,782	80,260	79,447	76,214	83,946	85,315	87,765
Facilities Management	84,097	73,369	75,902	80,320	67,363	72,961	75,127	77,357
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,761,005</b>	<b>\$ 5,892,041</b>	<b>\$ 6,025,703</b>	<b>\$ 6,753,091</b>	<b>\$ 6,640,989</b>	<b>\$ 7,303,595</b>	<b>\$ 7,414,577</b>	<b>\$ 7,599,463</b>
<b>TOTAL SURPLUS/(SHORTFALL)</b>	<b>\$ 261,306</b>	<b>\$ 95,135</b>	<b>\$ 550,752</b>	<b>\$ 353</b>	<b>\$ 486,321</b>	<b>\$ 465</b>	<b>\$ 13,708</b>	<b>\$ 3,459</b>

Regular Full-Time Equivalents	62.06
Seasonal Full-Time Equivalents	7.80
<b>TOTAL</b>	<b>69.86</b>

\*\* Storm Sewer & Construction related expenditures transferred to separate fund in fiscal year 2009-10.

**REVENUE SUMMARY**

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>TAXES</b>	3,566,637	3,726,878	3,951,028	4,435,828	4,482,634	4,769,707	4,906,294	5,087,495
<b>FINES AND FEES</b>	789,543	711,007	554,311	508,945	469,161	493,910	496,535	497,172
<b>LICENSING AND PERMITS</b>	1,300,433	1,183,200	1,400,870	1,245,816	1,604,337	1,545,839	1,523,652	1,516,951
<b>CHARGES FOR SERVICES</b>	211,611	193,937	209,304	202,316	202,758	217,161	217,161	217,161
<b>INTERGOVERNMENTAL</b>	55,519	62,854	305,498	229,719	284,272	175,943	177,143	177,143
<b>RENTS</b>	48,971	43,000	39,706	57,000	37,989	59,500	59,500	59,000
<b>CONTRIBUTIONS AND DONATIONS</b>	2,321	-	-	-	-	-	-	-
<b>INVESTMENT INCOME</b>	17,727	10,000	4,124	20,000	3,584	4,000	10,000	10,000
<b>SALES</b>	1,108	12,900	1,418	1,000	18,130	5,000	5,000	5,000
<b>MISCELLANEOUS INCOME</b>	28,441	43,400	110,196	52,820	24,445	33,000	33,000	33,000
<b>TOTAL BUDGET</b>	<b>\$ 6,022,311</b>	<b>\$ 5,987,176</b>	<b>\$ 6,576,455</b>	<b>\$ 6,753,444</b>	<b>\$ 7,127,310</b>	<b>\$ 7,304,060</b>	<b>\$ 7,428,285</b>	<b>\$ 7,602,922</b>
<b>TAXES</b>								
Property Taxes	2,896,019	3,164,000	3,408,917	3,804,333	3,804,000	4,070,410	4,192,522	4,358,298
Property Taxes/Prior Year	56,524	23,500	11,510	28,532	40,287	30,528	31,444	32,687
Property Taxes/P & I	25,732	27,000	22,415	32,337	32,337	34,598	35,636	37,046
Mixed Beverage Tax	13,583	10,000	14,689	8,000	4,000	8,080	8,080	8,080
Sales Tax - General	459,823	502,378	493,497	562,626	602,010	626,090	638,612	651,384
Sales Tax- Street Maintenance	114,956	-	-	-	-	-	-	-
<b>TOTAL TAXES</b>	<b>\$ 3,566,637</b>	<b>\$ 3,726,878</b>	<b>\$ 3,951,028</b>	<b>\$ 4,435,828</b>	<b>\$ 4,482,634</b>	<b>\$ 4,769,707</b>	<b>\$ 4,906,294</b>	<b>\$ 5,087,495</b>
<b>FINES AND FEES</b>								
P & Z Administrative Fees	1,934	6,000	2,407	824	3,485	3,000	3,000	3,000
Developer Fees	184,134	32,818	160,541	111,000	133,241	90,000	90,000	90,000
Zoning Fees	380	-	1,443	1,000	795	500	500	500
Platting Fees	3,298	5,030	2,605	3,000	9,500	3,000	3,000	3,000
Trash Revenue	327,701	344,000	-	-	-	-	-	-
Denton/Tarrant Cty Pledge - EMS	5,610	12,009	5,546	7,000	4,666	7,000	7,000	7,000
Municipal Court Fines/Fees	140,553	135,000	165,300	140,000	105,000	140,000	140,000	140,000
Municipal Court Security Fee	-	4,500	2,161	3,200	-	-	-	-
Misc Police Revenue	830	500	598	7,671	300	7,671	7,671	7,671
Association Concession Fees	-	-	-	16,000	-	11,000	11,000	11,000
Day Camp Programs	58,930	67,500	51,014	69,000	69,000	69,000	69,000	69,000
Aquatic Programs	29,341	21,600	20,997	16,000	16,000	16,000	16,000	16,000
Recreation Programs	3,254	3,300	-	-	340	-	-	-
Pool Concessions	8,395	9,000	20,789	17,000	17,000	17,000	17,000	17,000
Pool Entry Fees	4,494	33,000	75,628	55,000	55,000	70,000	72,000	72,000
Swim Team Programs	-	22,000	29,055	27,750	28,743	31,239	31,864	32,501
Records Management Revenue	629	750	526	500	4,000	1,000	1,000	1,000
City Veh Reg Fees/Child Safety	-	-	-	8,000	7,841	8,000	8,000	8,000
Community Events Revenue	15,660	8,000	3,601	15,000	3,750	8,500	8,500	8,500
Pool Rentals	4,400	6,000	12,100	11,000	10,500	11,000	11,000	11,000
<b>TOTAL FINES AND FEES</b>	<b>\$ 789,543</b>	<b>\$ 711,007</b>	<b>\$ 554,311</b>	<b>\$ 508,945</b>	<b>\$ 469,161</b>	<b>\$ 493,910</b>	<b>\$ 496,535</b>	<b>\$ 497,172</b>
<b>LICENSES AND PERMITS</b>								
Electric	309,599	291,000	349,414	331,700	326,626	350,000	360,500	371,315
Gas	49,878	37,500	48,811	45,900	52,302	54,394	55,482	56,592
Telecommunications	70,106	60,000	46,938	61,200	50,000	62,424	63,672	64,946
Cable	84,328	90,000	113,685	96,900	127,288	128,838	131,415	134,043
Building Permits	543,470	565,000	664,176	550,000	862,500	727,500	687,500	662,500
Fire Permits/Sprinkler	5,125	800	425	400	650	400	400	400
Miscellaneous Permits	51,033	38,000	53,789	46,450	55,000	135,875	135,875	135,875
Plumbing Permits	26,655	55,000	67,266	50,000	59,000	-	-	-
Multifamily Residence License	-	-	6,410	6,410	-	6,410	6,410	6,410
Storm Drainage	121,405	-	-	-	-	-	-	-
Refuse Revenue	38,834	45,900	49,956	56,856	70,971	79,998	82,398	84,870
<b>TOTAL LICENSES AND PERMITS</b>	<b>\$ 1,300,433</b>	<b>\$ 1,183,200</b>	<b>\$ 1,400,870</b>	<b>\$ 1,245,816</b>	<b>\$ 1,604,337</b>	<b>\$ 1,545,839</b>	<b>\$ 1,523,652</b>	<b>\$ 1,516,951</b>
<b>CHARGES FOR SERVICES</b>								
EMS Runs	139,314	140,000	152,477	140,000	140,000	155,000	155,000	155,000
Police Grants	20,852	27,802	-	-	-	-	-	-
Loan Proceeds	23,310	-	-	-	-	-	-	-
Misc Fire Revenue	100	-	-	-	-	-	-	-
Animal Registration/Donations	5,603	4,300	3,478	3,425	3,423	3,425	3,425	3,425
CIA Lien Revenues	476	1,000	849	1,000	1,835	1,000	1,000	1,000
PID Reimbursement	-	-	-	5,391	5,000	4,051	4,051	4,051
NISD Contribution	21,024	20,835	52,500	52,500	52,500	53,685	53,685	53,685
Insurance Settlements	932	-	-	-	-	-	-	-
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 211,611</b>	<b>\$ 193,937</b>	<b>\$ 209,304</b>	<b>\$ 202,316</b>	<b>\$ 202,758</b>	<b>\$ 217,161</b>	<b>\$ 217,161</b>	<b>\$ 217,161</b>

**REVENUE SUMMARY**

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>INTERGOVERNMENTAL</b>								
MUD Service Contract	-	-	228,076	175,840	190,769	85,465	85,465	85,465
Intergov Trans In (EDC/MUD/COURT)	40,043	42,000	54,865	53,879	75,913	78,178	78,178	78,178
Interfund Trans In (TC Park)	15,000	15,000	15,000	-	-	12,300	13,500	13,500
Recovery of Prior Year Expense	476	5,854	7,557	-	17,589	-	-	-
<b>TOTAL INTERGOVERNMENTAL</b>	<b>55,519</b>	<b>62,854</b>	<b>305,498</b>	<b>229,719</b>	<b>284,272</b>	<b>175,943</b>	<b>177,143</b>	<b>177,143</b>
<b>RENTS</b>								
Gas Well Revenues	10,736	5,000	1,607	3,000	350	500	500	-
Tower Revenue	30,000	30,000	32,866	48,000	28,750	48,000	48,000	48,000
Recreation Rentals	8,235	8,000	5,233	6,000	8,889	11,000	11,000	11,000
<b>TOTAL RENTS</b>	<b>\$ 48,971</b>	<b>\$ 43,000</b>	<b>\$ 39,706</b>	<b>\$ 57,000</b>	<b>\$ 37,989</b>	<b>\$ 59,500</b>	<b>\$ 59,500</b>	<b>\$ 59,000</b>
<b>CONTRIBUTIONS AND DONATIONS</b>								
Beautification Revenues	2,321	-	-	-	-	-	-	-
<b>TOTAL CONTRIBUTIONS AND DONATIONS</b>	<b>\$ 2,321</b>	<b>\$ -</b>	<b>\$ -</b>					
<b>INVESTMENT INCOME</b>								
Interest Income	17,727	10,000	4,124	20,000	3,584	4,000	10,000	10,000
<b>TOTAL INVESTMENT INCOME</b>	<b>\$ 17,727</b>	<b>\$ 10,000</b>	<b>\$ 4,124</b>	<b>\$ 20,000</b>	<b>\$ 3,584</b>	<b>\$ 4,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>SALES</b>								
Auction Sales	-	12,000	955	1,000	18,130	5,000	5,000	5,000
Vending Revenue	1,108	900	463	-	-	-	-	-
<b>TOTAL SALES</b>	<b>\$ 1,108</b>	<b>\$ 12,900</b>	<b>\$ 1,418</b>	<b>\$ 1,000</b>	<b>\$ 18,130</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
<b>MISCELLANEOUS</b>								
GASB Reserves	-	17,400	60,000	-	-	-	-	-
Miscellaneous Revenue	28,441	26,000	50,196	52,820	24,445	33,000	33,000	33,000
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 28,441</b>	<b>\$ 43,400</b>	<b>\$ 110,196</b>	<b>\$ 52,820</b>	<b>\$ 24,445</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>
<b>TOTAL REVENUES</b>	<b>\$ 6,022,311</b>	<b>\$ 5,987,176</b>	<b>\$ 6,576,455</b>	<b>\$ 6,753,444</b>	<b>\$ 7,127,310</b>	<b>\$ 7,304,060</b>	<b>\$ 7,428,285</b>	<b>\$ 7,602,922</b>

**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. The Manager's Office seeks to support the Town's mission by building strong partnerships and deepening community involvement, creating business-friendly economic development, developing environmentally sound policies, ensuring the safety and security of all residents and staff, and maintaining financial and operational stewardship.

**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
- Implement FY13 Budget
- Foster a positive work environment
- Goal-setting retreats with Town Council and Management Team

**Goal 2- Meet and negotiate with various representatives, local and otherwise, on behalf of the Town**

- Continue to partner with government entities to seek opportunities on regional services and programs
- Continue to partner with the Metroport Chamber of Commerce, Metroport Cities, Northwest Communities, Trophy Club Country Club and other local and regional organizations.

**Goal 3- Act in a leadership role for the staff and act to spearhead Council initiatives**

- Continue to plan and act accordingly to evaluate land acquisition opportunities and facility development
- Continue developing communication initiatives such as newsletters, Annual Report, website, etc.
- Town fiscal integrity
- Continue to update and maintain Town Codification
- Complete Vision TC long range plan
- Begin implementation of Storm Drainage Study Phase 1 and continue Phase 2 initiatives

**Goal 4- Work with Economic Development to attract new businesses to the Town**

- Host developers/business Alliance Development Forum
- Continue to work with commercial property owners and brokers to attract and retain businesses
- Complete logo/website redesign project
- Continue to focus and develop Trophy Club and regional marketing initiatives

**Goal 5- Spearhead new programs and Town initiatives to foster Town progress and long-term growth**

- Review Town ordinances and codes for appropriate updates
- Manage EDC and CCPD election process and debt restructuring
- Continue to seek and apply for award recognition

<b>Workload Measures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• Produce weekly update for the Town Council	52	45	40	45
• Number of Open Records Requests Processed	400	550	346	350
• Number of Elections Conducted	1	1	1	2

<b>Productivity Measures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• 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	100%	100%	100%	100%
• Post approved minutes of all Town Boards and Commissions to the Town's website	100%	100%	100%	100%
• Achieve & maintain a 90% approval rating from Citizen Survey	90%	98%	98%	98%

Staff	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
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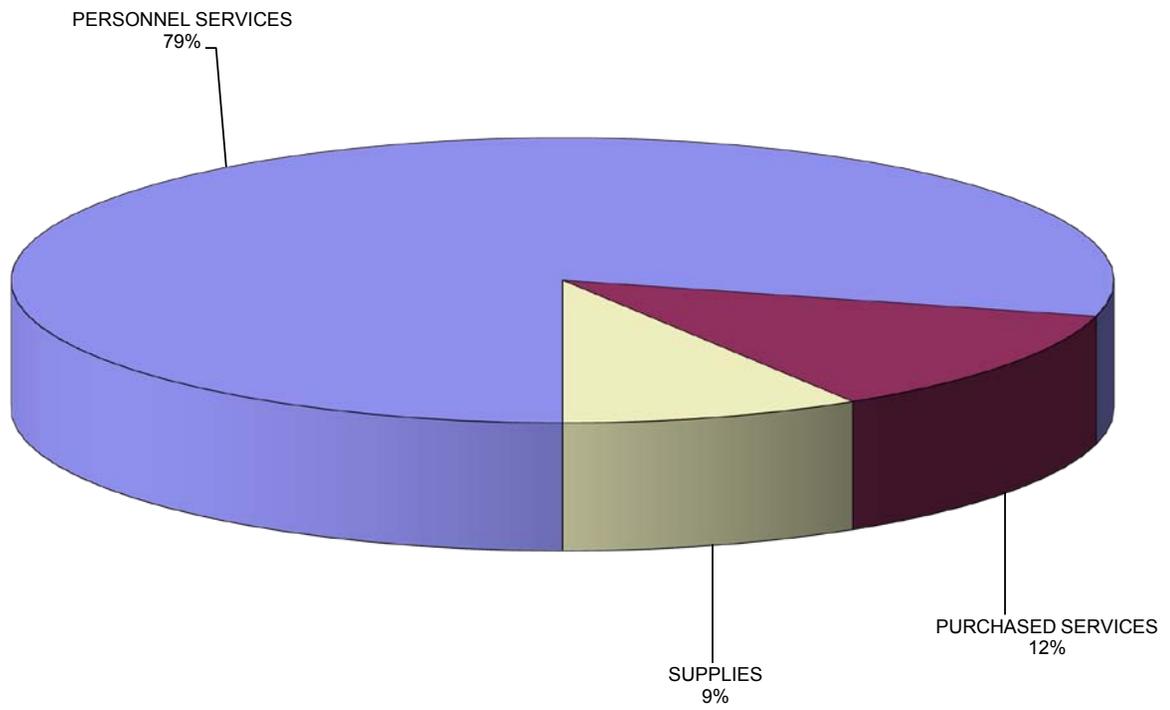
• FTE	4.00	4.75	4.75	4.41
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GENERAL FUND  
MANAGER'S OFFICE

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	393,401	359,521	424,366	498,059	502,454	547,126	551,928	567,148
<b>PURCHASED SERVICES</b>	69,214	118,756	66,406	94,930	71,922	83,809	86,323	88,913
<b>SUPPLIES</b>	12,041	18,431	32,984	65,398	60,418	60,889	61,726	62,588
<b>CAPITAL</b>	-	110,625	32,733	-	-	-	-	-
<b>TOTAL BUDGET</b>	<b>\$ 474,656</b>	<b>\$ 607,333</b>	<b>\$ 556,489</b>	<b>\$ 658,387</b>	<b>\$ 634,794</b>	<b>\$ 691,824</b>	<b>\$ 699,977</b>	<b>\$ 718,649</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	302,136	270,800	319,618	381,045	384,020	405,948	418,126	430,670
Overtime	247	-	-	-	-	-	-	-
Longevity	778	1,491	1,138	1,288	1,288	1,728	1,763	1,798
Retirement	35,890	37,434	46,647	51,015	53,308	57,040	58,181	59,344
Medical Insurance	18,410	15,639	19,322	21,484	18,779	20,207	20,611	21,023
Dental Insurance	1,070	955	1,155	-	1,499	1,580	1,612	1,644
Vision Insurance	266	184	223	-	383	381	389	396
Life Insurance & Other	1,525	1,268	1,848	1,938	1,938	2,702	2,756	2,811
Social Security Taxes	16,973	16,671	20,354	22,373	22,031	25,875	26,393	26,920
Medicare Taxes	4,276	4,212	4,791	5,232	5,578	6,051	6,172	6,295
Unemployment Taxes	203	721	748	945	945	1,566	1,569	1,629
Worker's Compensation	657	1,315	887	976	796	1,066	1,087	1,109
Auto Allowance	10,350	8,300	7,094	10,800	10,864	12,000	12,240	12,485
One-Time Stipend	-	-	-	-	-	10,000	-	-
Pre-Employment Physicals/Testing	48	69	87	-	62	-	-	-
Employee Relations	572	461	454	963	963	982	1,002	1,022
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 393,401</b>	<b>\$ 359,521</b>	<b>\$ 424,366</b>	<b>\$ 498,059</b>	<b>\$ 502,454</b>	<b>\$ 547,126</b>	<b>\$ 551,928</b>	<b>\$ 567,148</b>
<b>PURCHASED SERVICES</b>								
Telephone	202	160	294	724	600	746	768	791
Communications/Pagers/Mobiles	2,544	2,465	3,086	2,791	2,791	3,531	3,637	3,747
Service Charges & Fees	-	-	33	-	33	-	-	-
Newsletter/Year In Review/Communication	11,092	-	9,233	12,000	10,000	10,000	10,300	10,609
Dues & Memberships	13,002	13,287	12,348	14,238	14,715	15,476	15,940	16,418
Meetings	1,003	1,460	2,732	8,593	7,000	9,463	9,747	10,039
Schools & Training	1,317	2,671	2,953	3,575	3,500	4,795	4,939	5,087
Travel & Per Diem	1,831	2,460	4,143	10,378	8,000	9,310	9,590	9,877
Elections	23,751	19,157	4,648	8,930	8,930	9,000	9,270	9,548
Advertising	2,217	3,820	3,569	3,914	1,000	1,500	1,545	1,592
Meals on Wheels	-	1,200	1,200	2,000	1,200	-	-	-
Independent Labor	1,223	1,601	1,502	1,607	1,303	1,607	1,655	1,705
Records Management	1,970	785	1,949	1,500	1,500	1,500	1,545	1,591
Printing	565	1,326	541	680	350	680	700	721
Professional Outside Services	8,497	68,364	18,175	24,000	11,000	16,200	16,686	17,187
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 69,214</b>	<b>\$ 118,756</b>	<b>\$ 66,406</b>	<b>\$ 94,930</b>	<b>\$ 71,922</b>	<b>\$ 83,809</b>	<b>\$ 86,323</b>	<b>\$ 88,913</b>
<b>SUPPLIES</b>								
Publications/Books/Subscriptions	90	133	153	300	64	300	309	318
Miscellaneous Expenses	2	-	3,682	-	-	3,000	3,000	3,000
Contingency Expense	-	-	-	25,000	21,800	28,000	28,000	28,000
Furniture/Equipment < \$5000	34	2,444	2,664	2,000	3,554	2,000	2,000	2,000
Postage	1,316	1,755	1,453	1,545	1,200	1,545	1,591	1,639
Mayor/Council Expenses	8,761	12,114	22,099	34,553	32,000	24,044	24,765	25,508
Office Supplies	1,838	1,985	2,933	2,000	1,800	2,000	2,060	2,122
<b>TOTAL SUPPLIES</b>	<b>\$ 12,041</b>	<b>\$ 18,431</b>	<b>\$ 32,984</b>	<b>\$ 65,398</b>	<b>\$ 60,418</b>	<b>\$ 60,889</b>	<b>\$ 61,726</b>	<b>\$ 62,588</b>
<b>CAPITAL</b>								
Land Acquisition	-	110,625	32,733	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ -</b>	<b>\$ 110,625</b>	<b>\$ 32,733</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 474,656</b>	<b>\$ 607,333</b>	<b>\$ 556,489</b>	<b>\$ 658,387</b>	<b>\$ 634,794</b>	<b>\$ 691,824</b>	<b>\$ 699,977</b>	<b>\$ 718,649</b>
<b>Regular Full-Time Equivalents</b>	<b>4.41</b>							

**MANAGER'S OFFICE  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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 personnel 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

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Number of applications processed (not including seasonal)	150	175	269	250
• FMLA requests processed	10	10	1	5
• Workers' compensation claims processed	10	10	17	15

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Benefit issues identified and resolved within 10 working days	100%	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%

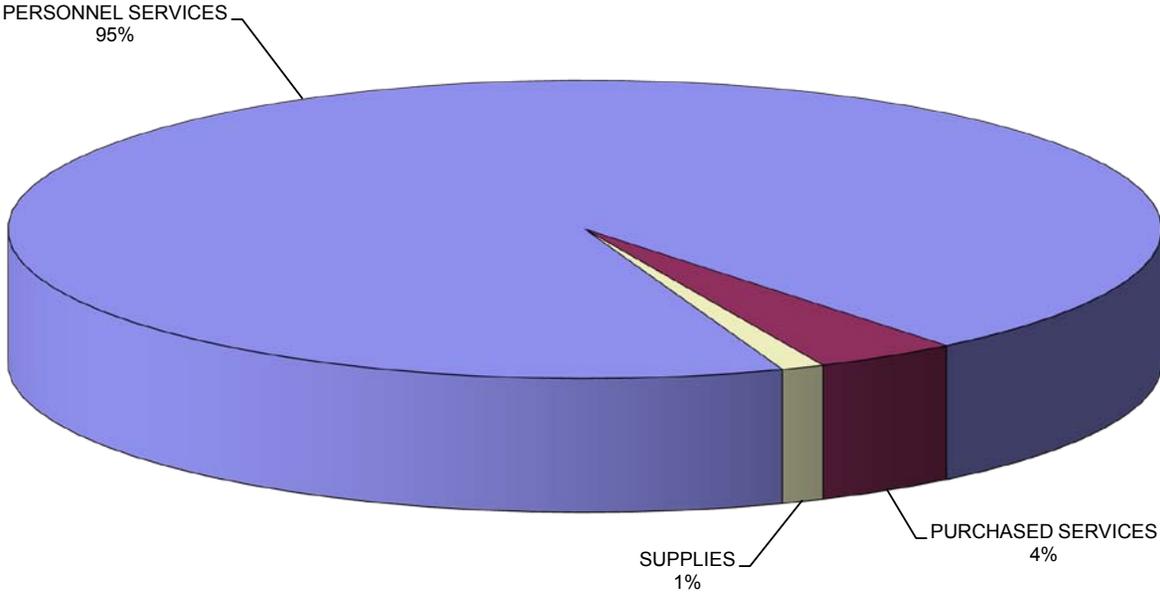
**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	1.00	1.00	1.00	1.00

GENERAL FUND  
HUMAN RESOURCES

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	37,388	41,740	86,338	81,545	86,522	107,977	108,841	112,321
<b>PURCHASED SERVICES</b>	774	2,383	2,375	4,230	811	4,558	4,695	4,836
<b>SUPPLIES</b>	553	181	1,347	1,371	1,848	1,371	1,412	1,455
<b>TOTAL BUDGET</b>	<b>\$ 38,715</b>	<b>\$ 44,304</b>	<b>\$ 90,060</b>	<b>\$ 87,146</b>	<b>\$ 89,181</b>	<b>\$ 113,906</b>	<b>\$ 114,948</b>	<b>\$ 118,612</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	25,014	25,798	56,011	52,949	56,058	61,350	63,191	65,086
Longevity	68	98	255	473	473	563	580	597
Retirement	3,165	3,476	7,904	7,479	7,822	9,018	9,289	9,567
Medical Insurance	2,554	2,669	6,063	5,457	4,957	5,052	5,204	5,360
Dental Insurance	148	155	439	-	284	362	373	384
Vision Insurance	38	30	61	-	72	81	83	86
Life Insurance & Other	135	163	207	382	382	558	575	592
Social Security Taxes	1,489	1,659	3,489	2,974	2,668	3,994	4,114	4,237
Medicare Taxes	348	388	816	695	807	934	962	991
Unemployment Taxes	23	95	117	189	189	261	269	277
Worker's Compensation	52	78	131	136	111	164	169	174
One-Time Stipend	-	-	-	-	-	2,500	-	-
Employee Relations	1,270	1,268	1,505	3,300	4,000	5,000	5,350	5,725
Tuition Reimbursement	-	2,851	2,311	811	6,201	14,535	14,971	15,420
Employee Assistance Program	1,275	1,131	3,051	3,500	2,500	3,605	3,713	3,825
Flexible Benefits Admin Fee	1,809	1,882	3,978	3,200	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 37,388</b>	<b>\$ 41,740</b>	<b>\$ 86,338</b>	<b>\$ 81,545</b>	<b>\$ 86,522</b>	<b>\$ 107,977</b>	<b>\$ 108,841</b>	<b>\$ 112,321</b>
<b>PURCHASED SERVICES</b>								
Telephone	5	7	32	27	95	75	77	80
Communications/Pagers/Mobiles	189	184	417	481	186	900	927	955
Dues & Memberships	287	240	315	811	260	811	835	860
Meetings	-	342	-	260	20	260	268	276
Schools & Training	-	88	75	1,484	-	1,484	1,529	1,574
Travel & Per Diem	9	334	87	65	-	65	67	69
Physicals/Testing	242	-	1,346	989	250	850	876	902
Printing	42	29	103	113	-	113	117	120
Advertising	-	1,160	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 774</b>	<b>\$ 2,383</b>	<b>\$ 2,375</b>	<b>\$ 4,230</b>	<b>\$ 811</b>	<b>\$ 4,558</b>	<b>\$ 4,695</b>	<b>\$ 4,836</b>
<b>SUPPLIES</b>								
Publications/Books/Subscriptions	360	-	240	453	930	453	467	481
Postage	98	107	691	300	300	300	309	318
Furniture/Equipment < \$5000	-	-	-	-	-	-	-	-
Office Supplies	95	74	416	618	618	618	637	656
<b>TOTAL SUPPLIES</b>	<b>\$ 553</b>	<b>\$ 181</b>	<b>\$ 1,347</b>	<b>\$ 1,371</b>	<b>\$ 1,848</b>	<b>\$ 1,371</b>	<b>\$ 1,412</b>	<b>\$ 1,455</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 38,715</b>	<b>\$ 44,304</b>	<b>\$ 90,060</b>	<b>\$ 87,146</b>	<b>\$ 89,181</b>	<b>\$ 113,906</b>	<b>\$ 114,948</b>	<b>\$ 118,612</b>
<b>Regular Full-Time Equivalents</b>	<b>1.00</b>							

HUMAN RESOURCES  
FY 2012-13 ADOPTED  
EXPENDITURES



**GENERAL FUND  
INFORMATION SYSTEMS**

**Mission**

To increase the productivity of Trophy Club services by developing and maintaining a technological and informational support system for the Town of Trophy Club and the Trophy Club Municipal Utility Districts. The Information Services Department seeks to enhance the Town's mission by improving the effectiveness and efficiency of operational processes which further promotes financial and operational stewardship.

**Strategic Business Plan**

**Goal 1- Cost effective solutions to current and future projects**

- Printer consumables
- E-Cycle
- Power efficient options
- Virtualized 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**

- Incode migration
- Virtualized Server migration
- Administrator new website
- Citizen Relationship Management migration to WebQA

**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
- Microsoft certification

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Applications supported	185	174	174	174
• Devices/Servers supported	264	304	306	306
• Work order requests	950	947	1000	1025

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Scheduled server uptime	99%	99%	99%	99%
• Scheduled web services uptime	99%	99%	99%	99%
• Work orders resolved within Helpdesk predefined timeframe categories	90%	79%	90%	85%

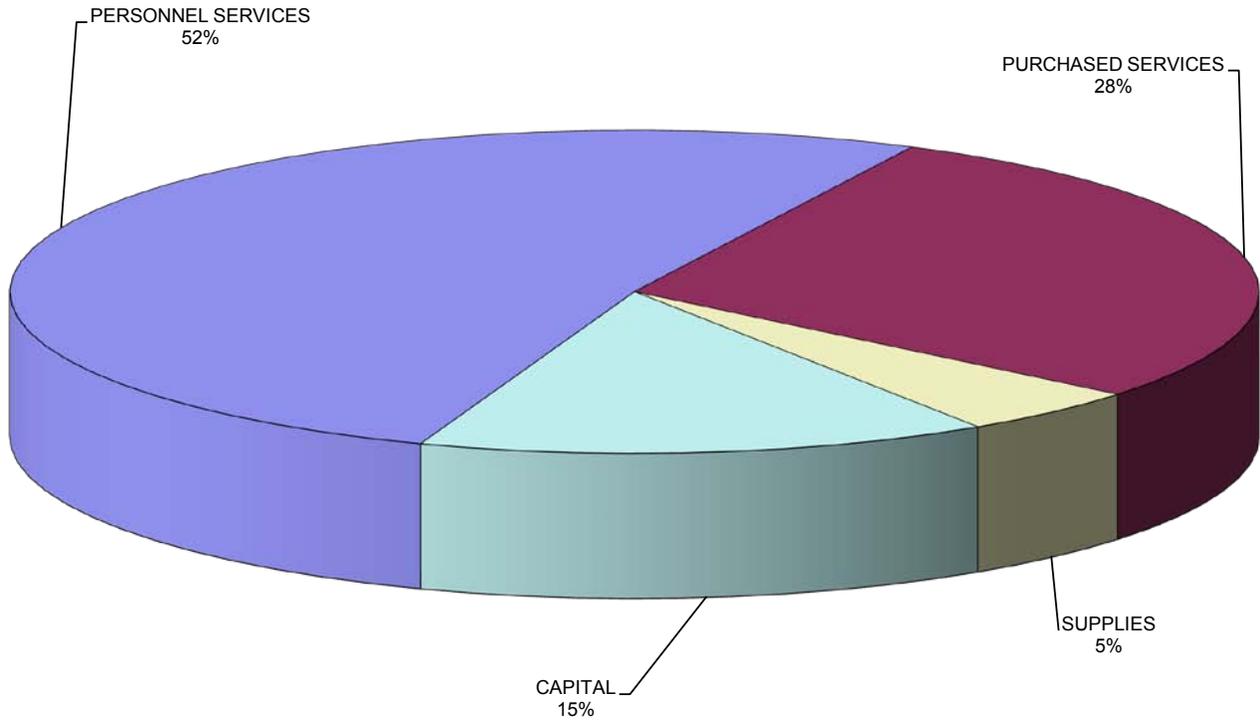
**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	2.00	2.00	2.00	2.00

GENERAL FUND  
INFORMATION SYSTEMS

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	74,932	78,067	159,921	172,023	172,423	180,259	181,623	186,624
<b>PURCHASED SERVICES</b>	53,514	54,613	59,517	73,377	64,061	99,654	96,474	98,230
<b>SUPPLIES</b>	16,660	16,192	19,040	18,783	18,865	16,687	17,021	17,361
<b>CAPITAL</b>	51,325	51,325	50,900	51,541	51,541	51,541	51,541	51,541
<b>TOTAL BUDGET</b>	<b>\$ 196,431</b>	<b>\$ 200,197</b>	<b>\$ 289,378</b>	<b>\$ 315,724</b>	<b>\$ 306,890</b>	<b>\$ 348,141</b>	<b>\$ 346,659</b>	<b>\$ 353,756</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	57,899	59,045	119,694	129,935	130,867	132,858	136,844	140,949
Longevity	233	338	825	975	975	1,125	1,148	1,170
Retirement	6,845	7,978	17,002	18,327	18,287	19,248	19,633	20,026
Medical Insurance	4,836	4,929	11,348	12,203	9,915	10,104	10,306	10,512
Dental Insurance	277	310	632	-	686	723	737	752
Vision Insurance	72	60	122	-	163	162	165	169
Life Insurance & Other	342	341	437	811	811	1,148	1,171	1,194
Social Security Taxes	3,451	3,809	7,555	7,360	8,160	8,524	8,694	8,868
Medicare Taxes	807	891	1,767	1,721	1,908	1,994	2,034	2,075
Unemployment Taxes	45	189	239	378	378	522	532	543
Workman's Compensation	125	179	300	313	272	351	358	365
One-Time Stipend	-	-	-	-	-	3,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 74,932</b>	<b>\$ 78,067</b>	<b>\$ 159,921</b>	<b>\$ 172,023</b>	<b>\$ 172,423</b>	<b>\$ 180,259</b>	<b>\$ 181,623</b>	<b>\$ 186,624</b>
<b>PURCHASED SERVICES</b>								
Telephone	8,498	8,372	7,300	7,260	5,069	7,260	7,405	7,553
Communications/Pagers/Mobiles	1,028	900	1,489	1,567	2,110	2,289	2,335	2,382
Dues & Memberships	94	137	100	150	100	250	250	250
Meetings	11	11	22	22	-	22	22	22
Schools & Training	399	774	750	2,350	5,351	4,900	4,900	4,900
Travel & Per Diem	89	385	1,654	1,810	-	3,510	3,510	3,510
Software & Support	41,066	38,869	44,765	56,498	48,750	77,702	74,256	75,741
Office Supplies	187	373	732	721	624	721	735	750
Independent Labor	842	1,997	2,428	1,650	1,000	1,650	1,683	1,717
Printing	-	17	-	-	-	-	-	-
Security	1,204	2,779	277	1,350	1,057	1,350	1,377	1,405
Furniture/Equipment < \$5000	-	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-	-
Building Maint & Supplies	96	-	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 53,514</b>	<b>\$ 54,613</b>	<b>\$ 59,517</b>	<b>\$ 73,377</b>	<b>\$ 64,061</b>	<b>\$ 99,654</b>	<b>\$ 96,474</b>	<b>\$ 98,230</b>
<b>SUPPLIES</b>								
Uniforms	-	-	-	-	-	125	128	130
Publications/Books/Subscrip	7	91	-	-	-	-	-	-
Hardware	8,245	9,823	10,737	10,133	12,612	8,862	9,039	9,220
Postage	27	2	228	150	61	200	204	208
Printer Supplies & Maintenance	8,381	6,277	8,075	8,500	6,192	7,500	7,650	7,803
<b>TOTAL SUPPLIES</b>	<b>\$ 16,660</b>	<b>\$ 16,192</b>	<b>\$ 19,040</b>	<b>\$ 18,783</b>	<b>\$ 18,865</b>	<b>\$ 16,687</b>	<b>\$ 17,021</b>	<b>\$ 17,361</b>
<b>CAPITAL</b>								
Copier Lease Installments	6,618	6,618	6,193	6,834	6,834	6,834	6,834	6,834
Capital Replacement	44,707	44,707	44,707	44,707	44,707	44,707	44,707	44,707
<b>TOTAL CAPITAL</b>	<b>\$ 51,325</b>	<b>\$ 51,325</b>	<b>\$ 50,900</b>	<b>\$ 51,541</b>	<b>\$ 51,541</b>	<b>\$ 51,541</b>	<b>\$ 51,541</b>	<b>\$ 51,541</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 196,431</b>	<b>\$ 200,197</b>	<b>\$ 289,378</b>	<b>\$ 315,724</b>	<b>\$ 306,890</b>	<b>\$ 348,141</b>	<b>\$ 346,659</b>	<b>\$ 353,756</b>
<b>Regular Full-Time Equivalents</b>	<b>2.00</b>							

**INFORMATION SYSTEMS  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Ordinances/Resolutions/documents reviewed/prepared	250	275	261	265
• Agendas reviewed	39	41	44	45
• Requests for general legal research/advice/meetings attended	1,175	1,460	1,300	1,350

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Percentage of trials successfully prosecuted	95%	95%	95%	95%
• Requests for legal services processed within provided deadline	95%	95%	95%	95%

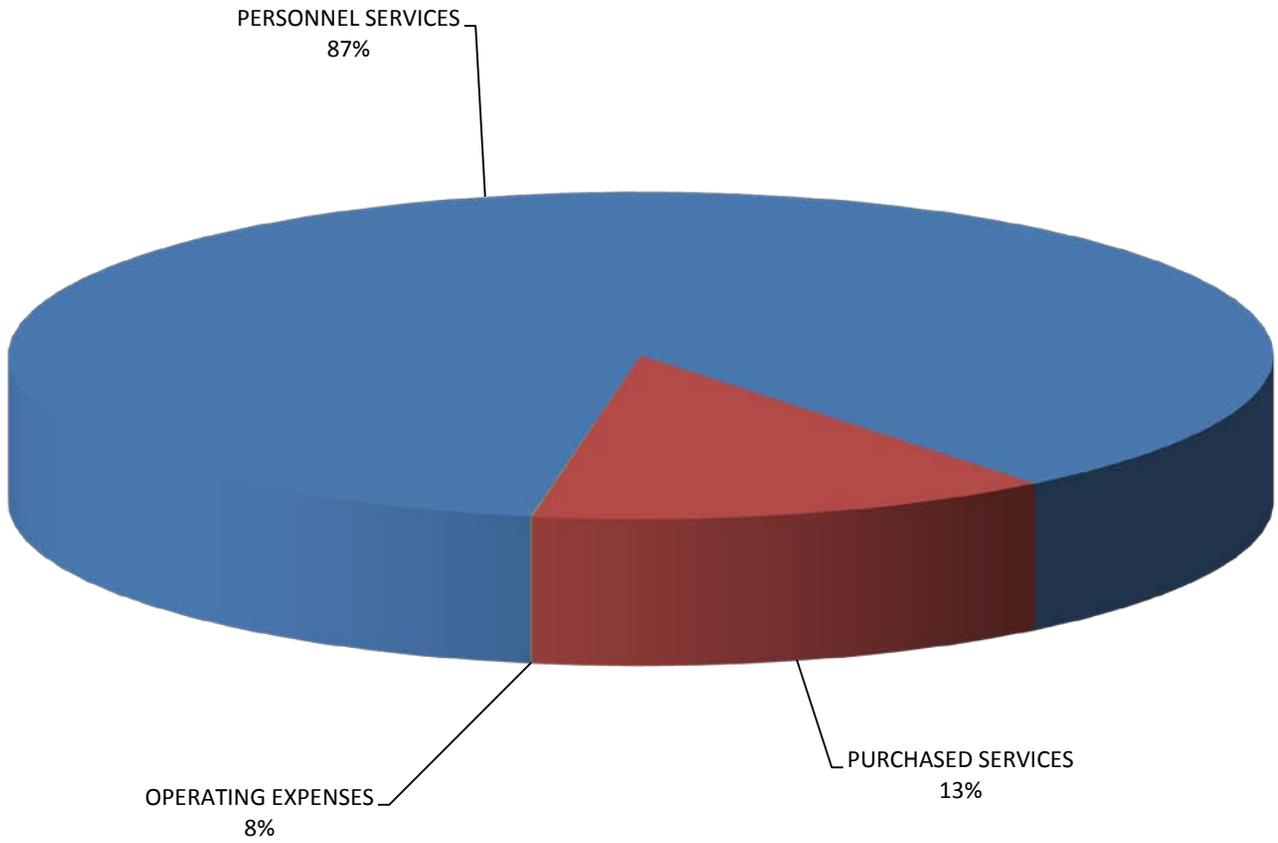
**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	1.00	1.00	1.00	1.00

GENERAL FUND  
LEGAL

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	126,107	131,294	131,899	139,206	139,347	145,916	147,262	146,320
<b>PURCHASED SERVICES</b>	120,190	15,137	14,982	22,652	13,165	22,672	23,052	23,162
<b>SUPPLIES</b>	-	-	-	52	57	50	52	53
<b>TOTAL BUDGET</b>	<b>\$ 246,297</b>	<b>\$ 146,431</b>	<b>\$ 146,881</b>	<b>\$ 161,910</b>	<b>\$ 152,569</b>	<b>\$ 168,638</b>	<b>\$ 170,366</b>	<b>\$ 169,535</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	105,674	107,764	107,811	110,000	110,599	112,475	115,849	119,325
Retirement	12,440	14,485	15,252	15,400	15,365	16,097	16,580	17,077
Medical Insurance	-	-	79	5,328	4,432	5,052	5,204	-
Dental Insurance	-	-	6	-	343	362	-	-
Vision Insurance	-	-	1	-	82	81	-	-
Social Security Taxes	6,252	6,914	6,734	6,490	6,508	7,128	7,342	7,562
Medicare Taxes	1,469	1,617	1,585	1,518	1,601	1,667	1,717	1,769
Unemployment Taxes	45	189	159	189	189	261	269	277
Worker's Compensation	227	325	272	281	229	293	302	311
One-Time Stipend	-	-	-	-	-	2,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 126,107</b>	<b>\$ 131,294</b>	<b>\$ 131,899</b>	<b>\$ 139,206</b>	<b>\$ 139,347</b>	<b>\$ 145,916</b>	<b>\$ 147,262</b>	<b>\$ 146,320</b>
<b>PURCHASED SERVICES</b>								
Telephone	40	67	74	93	93	93	95	98
Communications/Pagers/Mobiles	885	796	851	695	695	694	715	736
Schools & Training	215	175	175	425	175	425	438	451
Travel & Per Diem	174	972	1,040	1,734	1,734	1,784	1,838	1,893
Office Supplies	11	-	41	129	129	100	103	106
Publications/Books/Subscrip	6,937	8,137	7,503	9,121	9,121	9,121	9,395	9,395
Dues & Memberships	305	425	410	455	455	455	469	483
Professional Outside Services	4,625	4,564	4,888	10,000	763	10,000	10,000	10,000
Outside Legal Services	106,998	-	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 120,190</b>	<b>\$ 15,137</b>	<b>\$ 14,982</b>	<b>\$ 22,652</b>	<b>\$ 13,165</b>	<b>\$ 22,672</b>	<b>\$ 23,052</b>	<b>\$ 23,162</b>
<b>SUPPLIES</b>								
Postage	-	-	-	-	5	-	-	-
Miscellaneous Expenses	-	-	-	52	52	50	52	53
Furniture/Equipment < \$5000	-	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 52</b>	<b>\$ 57</b>	<b>\$ 50</b>	<b>\$ 52</b>	<b>\$ 53</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 246,297</b>	<b>\$ 146,431</b>	<b>\$ 146,881</b>	<b>\$ 161,910</b>	<b>\$ 152,569</b>	<b>\$ 168,638</b>	<b>\$ 170,366</b>	<b>\$ 169,535</b>
<b>Regular Full-Time Equivalents</b>	<b>1.0</b>							

**LEGAL  
FY 2012-13 ADOPTED  
EXPENDITURES**



**GENERAL FUND  
POLICE**

**Mission**

The mission of the Police Department is 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; this enhances the Town's mission to provide a safe and secure environment, build strong partnerships and encourage community involvement.

**Strategic Business Plan**

**Goal 1- Enhance public safety and reduce disorderly behavior**

- Preventive patrol of burglary prone areas
- Enhance follow-up investigations with technological assets
- Improve community service training
- Increase CERT capabilities

**Goal 2- Enhance Community Policing Strategies**

- Bicycle Patrol/Rodeos
- National Night Out Against Crime
- Safety Fair in conjunction with Fire Department
- Continue SRO Program

**Goal 3- Enhance community service opportunities**

- Citizens' Police Academy – maintain at two (2) per year
- Increase Citizens on Patrol participation

**Goal 4- Further enhance reputation of department**

- Continue to pursue recognition program

**Goal 5- Improve communications with community**

- Increase use of Connect CTY

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013* Adopted
• Calls for service	14500	21000	18530	See Below
• Total Incidents Investigated	525	525	435	
• Number of index crimes (including Misdemeanor Assaults)	125	165	130	

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013* Adopted
• Increase volunteer involvement in Citizens on Patrol	N/A	415 hours	450 hours	See Below
• Plan and implement special events	N/A	4	4	
• Implement departmental training standards to conform to Recognition standards	N/A	6	6	
• Decrease burglaries through education and effective patrol tactics	N/A	18	12	
• Maintain Citizens Police Academy at 2/year	1	2	1	

**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013* Adopted
• FTE	15.50	17.00	17.00	18.5

### Performance Measures for FY 2012-13

\*The Police Department has amended the categories for Performance Measures for FY13. The following charts illustrate the new Performance Measures that will be used going forward.

<b>Uniform Crime Report Data</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• Part One Property Crimes	123	N/A	102	115
• Property Crime Rate/1000 Pop*	15.375	N/A	12.75	14.375
• Part One Violent Crimes	32	N/A	28	28
• Violent Crime Rate/1000 Pop*	4	N/A	3.5	3.5
• Arrests	128	N/A	157	148
*Population number rounded off at 8,000				

<b>Patrol and Traffic Enforcement</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• # of DWI Arrests	3	N/A	7	10
• # of Traffic Citations	1826	N/A	1100	1750
• # of Parking Citations	237	N/A	150	175
• # of Incidents- Including Self-Initiated	20,348	N/A	18,530	20,500

<b>Community Partnerships</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• % Residents who feel safe shopping in TC	98%	N/A	98%	98%
• % Residents who feel safe at home	98%	N/A	98%	98%
• % Residents who feel safe in their own neighborhood	99%	N/A	99%	99%
• % Residents who feel safe in TC in general	100%	N/A	100%	100%
• % Residents who give "Good" or "Excellent" to quality of police services	92%	N/A	94%	95%

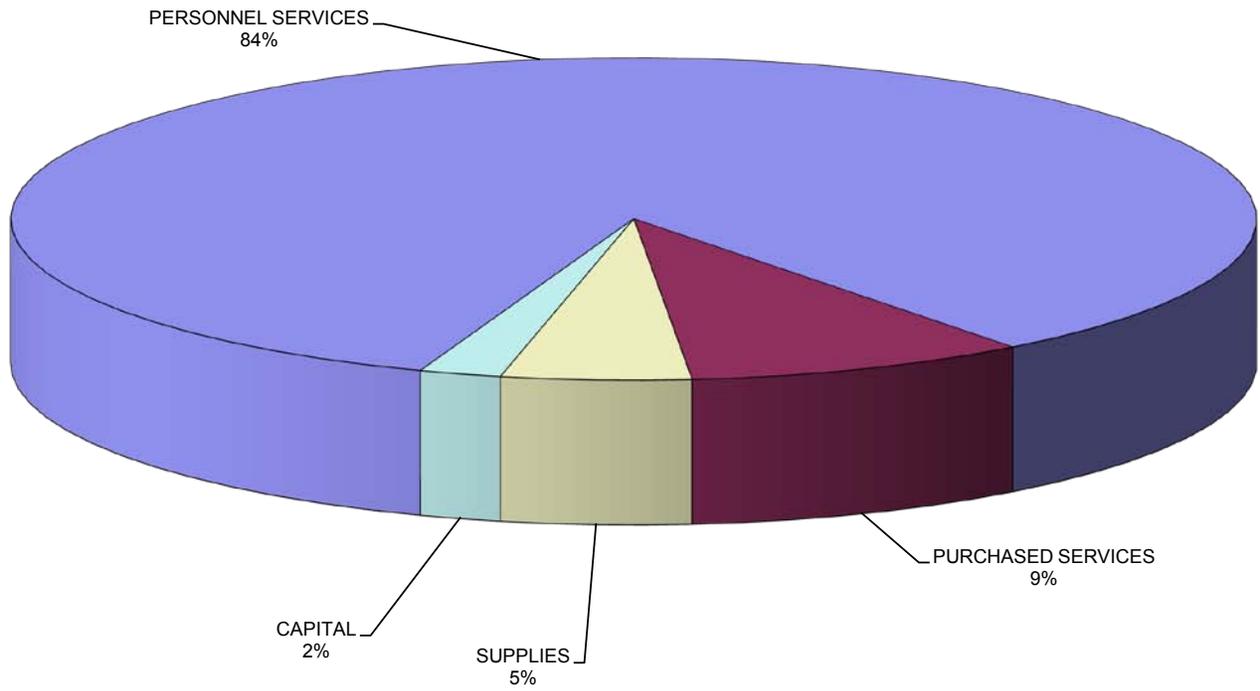
<b>Support Services</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
# of Requests for Public Information	106	N/A	115	115

<b>Training</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
Average Training Hours Per Officer	45.3	N/A	50	50

GENERAL FUND  
POLICE

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	1,128,539	1,158,032	1,273,131	1,397,924	1,346,469	1,522,209	1,538,197	1,592,155
<b>PURCHASED SERVICES</b>	80,665	86,207	115,726	159,165	123,272	161,147	164,149	165,881
<b>SUPPLIES</b>	45,250	56,653	59,095	81,264	54,667	89,153	91,827	94,582
<b>CAPITAL</b>	52,810	111,053	15,227	48,532	46,732	38,506	38,116	39,260
<b>TOTAL BUDGET</b>	<b>\$ 1,307,264</b>	<b>\$ 1,411,945</b>	<b>\$ 1,463,179</b>	<b>\$ 1,686,885</b>	<b>\$ 1,571,140</b>	<b>\$ 1,811,015</b>	<b>\$ 1,832,289</b>	<b>\$ 1,891,878</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	801,084	779,743	846,645	973,509	936,495	1,050,716	1,082,237	1,114,705
Overtime	25,690	46,256	49,762	36,521	49,815	34,483	35,517	36,583
Holiday Pay	16,658	14,826	14,714	19,252	17,007	21,012	21,642	22,292
Longevity	5,468	6,918	8,145	8,578	8,578	9,415	9,697	9,988
Certification	6,875	8,650	11,868	9,300	9,300	8,400	8,652	8,912
Retirement	100,663	115,418	129,840	135,602	131,042	147,337	151,757	156,310
Medical Insurance	79,761	83,344	105,977	108,143	80,963	93,171	95,966	98,845
Dental Insurance	5,842	6,051	6,409	-	7,063	7,364	-	7,812
Vision Insurance	1,214	1,039	1,121	-	1,705	1,796	1,850	1,905
Life Insurance & Other	4,948	4,735	3,120	5,956	5,956	8,965	9,234	9,511
Social Security Taxes	47,712	51,837	54,785	58,219	59,270	69,248	71,325	73,465
Medicare Taxes	11,159	12,123	12,764	13,616	13,865	16,195	16,681	17,181
Unemployment Taxes	728	2,778	1,970	4,253	4,253	7,389	7,611	7,839
Workman's Compensation	18,954	22,474	22,761	21,175	17,272	24,068	24,790	25,534
One-Time Stipend	-	-	-	-	-	19,000	-	-
Clothing Allowance	1,667	1,800	1,832	1,800	1,886	1,200	1,236	1,273
Pre-Employment Physicals/Testing	116	40	1,418	2,000	2,000	2,450	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 1,128,539</b>	<b>\$ 1,158,032</b>	<b>\$ 1,273,131</b>	<b>\$ 1,397,924</b>	<b>\$ 1,346,469</b>	<b>\$ 1,522,209</b>	<b>\$ 1,538,197</b>	<b>\$ 1,592,155</b>
<b>PURCHASED SERVICES</b>								
Telephone	170	214	416	200	750	750	773	796
Communications/Pagers/Mobiles	7,837	8,834	8,385	8,812	5,175	9,952	10,251	10,558
Electricity	18,156	16,462	15,564	22,000	12,000	18,800	19,364	19,945
Water	875	1,247	1,278	1,500	950	1,500	1,523	1,545
Dues & Memberships	1,900	1,292	2,026	2,025	1,189	2,175	2,240	2,307
Meetings	327	-	22	275	282	275	-	-
Schools & Training	2,972	5,698	2,644	5,900	4,225	5,500	5,665	5,835
Qualifying Expenses	528	1,725	327	2,850	2,450	4,250	4,378	4,509
Printing	572	679	309	750	318	800	824	849
Emergency Management	1,000	1,000	1,000	1,000	1,000	3,400	3,502	3,607
Travel & Per Diem	2,388	4,207	2,187	4,850	3,250	4,500	4,635	4,774
Advertising	-	-	-	-	-	-	-	-
Postage	1,383	376	976	1,000	450	1,000	1,030	1,061
Publications/Books/Subscrip	-	755	73	1,000	1,100	-	1,200	-
Animal Control	421	1,196	1,604	11,450	11,450	4,750	4,893	5,039
Code Enforcement	-	-	459	-	-	-	-	-
Investigative Materials & Supp	886	1,326	1,622	1,500	1,950	4,000	4,120	4,244
Miscellaneous Expenses	325	514	572	1,000	750	1,250	500	500
Furniture/Equipment < \$5000	323	293	659	2,500	-	2,000	1,000	-
TCIC Access	1,735	-	-	-	-	-	-	-
Dispatch - Denton County	-	-	31,766	45,553	45,553	51,141	52,164	53,207
Independent Labor	4,200	2,050	950	12,000	4,850	12,000	12,000	12,000
Vehicle Maintenance	18,212	21,031	23,368	21,000	11,500	18,100	18,643	19,202
Equipment Maintenance	2,621	1,626	2,615	2,000	3,520	2,250	2,318	2,387
Prompt Payment Act Interest	-	-	4	-	-	-	-	-
Building Maintenance	6,431	8,961	10,186	10,000	10,000	12,500	12,875	13,261
Cleaning Services	6,155	6,720	6,714	-	560	-	-	-
Professional Outside Services	1,248	-	-	-	-	254	254	254
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 80,665</b>	<b>\$ 86,207</b>	<b>\$ 115,726</b>	<b>\$ 159,165</b>	<b>\$ 123,272</b>	<b>\$ 161,147</b>	<b>\$ 164,149</b>	<b>\$ 165,881</b>
<b>SUPPLIES</b>								
Fuel & Lube	28,767	35,654	43,135	57,664	32,500	59,203	60,979	62,808
Uniforms	5,212	4,708	7,004	4,800	3,750	10,900	11,227	11,564
Protective Clothing	6,622	110	2,759	5,000	5,000	9,750	10,043	10,344
Small Equipment	1,212	13,391	2,572	9,500	10,556	5,000	5,150	5,305
Office Supplies	2,079	1,330	1,971	2,800	1,250	2,800	2,884	2,971
Maintenance Supplies	1,238	1,460	1,654	1,500	1,610	1,500	1,545	1,591
Camera Supplies & Processing	120	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>\$ 45,250</b>	<b>\$ 56,653</b>	<b>\$ 59,095</b>	<b>\$ 81,264</b>	<b>\$ 54,667</b>	<b>\$ 89,153</b>	<b>\$ 91,827</b>	<b>\$ 94,582</b>
<b>CAPITAL</b>								
Programs & Special Projects	3,414	397	1,127	3,000	1,500	3,000	3,090	3,183
Child Safety Programs	-	18,011	-	-	-	-	-	-
Grant Match	-	41,868	-	-	-	-	-	-
Lease Payment	22,680	33,150	-	21,940	21,940	-	-	-
Radar	-	-	-	1,500	1,200	1,500	-	-
Capital Replacement	-	-	-	22,092	22,092	34,006	35,026	36,077
Video Equipment	18,275	17,628	-	-	-	-	-	-
Vehicles	-	-	14,100	-	-	-	-	-
Police Records Management System	8,441	-	-	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 52,810</b>	<b>\$ 111,053</b>	<b>\$ 15,227</b>	<b>\$ 48,532</b>	<b>\$ 46,732</b>	<b>\$ 38,506</b>	<b>\$ 38,116</b>	<b>\$ 39,260</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,307,264</b>	<b>\$ 1,411,945</b>	<b>\$ 1,463,179</b>	<b>\$ 1,686,885</b>	<b>\$ 1,571,140</b>	<b>\$ 1,811,015</b>	<b>\$ 1,832,289</b>	<b>\$ 1,891,878</b>
Regular Full-Time Equivalents	18.5							

**POLICE  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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. Our mission enhances the Town's mission by providing a safe and secure environment to all Town residents as well as developing strong partnerships and community involvement.

**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

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• EMS alarms responded to	375	350	359	380
• Medical transports completed	300	270	262	280
• Continuing education training hours (total employees)	675	675	675	675

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Third party collection rate	65%	65%	65%	65%
• Response time to EMS alarms in less than six minutes	90%	90%	90%	90%

**Staff**

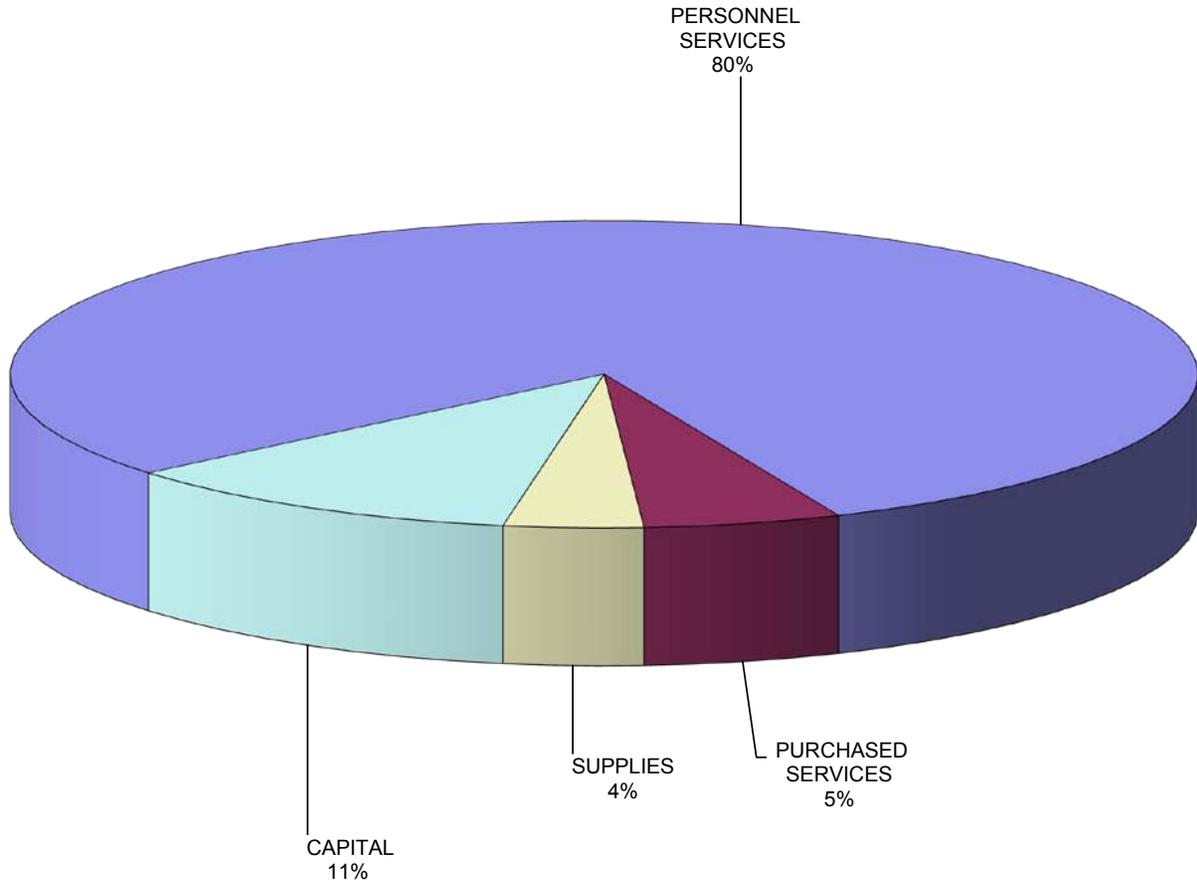
	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	6.31	6.31	6.31	6.68

GENERAL FUND  
EMERGENCY MEDICAL SERVICES

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	508,783	555,336	585,980	558,335	596,360	645,756	658,309	680,199
<b>PURCHASED SERVICES</b>	26,156	30,176	33,301	43,786	44,670	43,565	44,484	45,436
<b>SUPPLIES</b>	22,349	22,737	33,182	30,949	25,517	30,753	32,014	33,361
<b>CAPITAL</b>	49,036	47,997	35,750	96,214	98,196	90,544	92,840	94,644
<b>TOTAL BUDGET</b>	<b>\$ 606,324</b>	<b>\$ 656,246</b>	<b>\$ 688,213</b>	<b>\$ 729,284</b>	<b>\$ 764,743</b>	<b>\$ 810,618</b>	<b>\$ 827,647</b>	<b>\$ 853,640</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	340,563	365,663	368,468	374,247	389,633	417,043	433,725	451,074
Overtime	34,957	33,267	54,822	38,718	40,476	32,178	32,822	33,478
DPS Holiday Pay	10,194	10,020	8,778	11,104	8,829	12,694	12,948	13,207
Longevity	2,118	2,573	2,733	3,338	3,271	4,104	4,186	4,270
Certification	1,911	5,194	2,377	3,727	2,019	3,675	3,749	3,823
Retirement	42,584	53,486	59,299	60,359	60,247	65,644	66,957	68,296
Medical Insurance	37,813	36,612	44,233	23,066	48,270	48,324	49,290	50,276
Dental Insurance	2,372	2,623	2,725	-	-	3,719	3,793	3,869
Vision Insurance	509	418	440	-	-	823	839	856
Life Insurance & Other	2,033	2,020	1,297	2,468	2,468	4,208	4,292	4,378
Social Security Taxes	20,955	24,632	25,280	25,300	26,069	26,229	26,754	27,289
Medicare Taxes	4,901	5,761	5,915	5,917	6,096	6,206	6,330	6,457
Unemployment Taxes	335	1,559	902	1,264	1,264	2,824	2,880	2,938
Workman's Compensation	7,385	11,212	8,377	8,327	7,652	8,960	9,139	9,322
One-Time Stipend	-	-	-	-	-	8,575	-	-
Pre-Employment Physicals/Testing	153	295	334	500	67	550	605	666
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 508,783</b>	<b>\$ 555,336</b>	<b>\$ 585,980</b>	<b>\$ 558,335</b>	<b>\$ 596,360</b>	<b>\$ 645,756</b>	<b>\$ 658,309</b>	<b>\$ 680,199</b>
<b>PURCHASED SERVICES</b>								
Vehicle Maintenance	256	1,520	3,164	3,790	3,700	3,790	3,904	4,021
Equipment Maintenance	1,571	1,676	2,282	6,290	6,200	6,290	6,605	6,935
Collection Fees	18,257	20,283	21,320	20,300	20,300	16,275	16,275	16,275
Hazmat Disposal	139	215	667	1,000	750	700	721	743
Telephone/Utilities	44	46	130	77	100	6,247	6,434	6,627
Communications/Pagers/Mobiles	2,196	2,044	2,683	6,184	6,184	4,153	4,277	4,406
Inspection Fees	-	804	-	870	870	870	870	870
Dues & Memberships	383	280	185	591	474	574	591	609
Meetings	88	44	33	136	136	140	144	149
Schools & Training	1,041	1,176	878	1,391	1,710	1,250	1,288	1,326
Travel & Per Diem	46	152	-	1,232	1,246	1,294	1,333	1,373
Flags & Repair	2,135	1,936	1,959	1,925	3,000	1,983	2,042	2,104
Radios	-	-	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 26,156</b>	<b>\$ 30,176</b>	<b>\$ 33,301</b>	<b>\$ 43,786</b>	<b>\$ 44,670</b>	<b>\$ 43,565</b>	<b>\$ 44,484</b>	<b>\$ 45,436</b>
<b>SUPPLIES</b>								
Postage	65	37	42	67	67	67	69	71
Publications/Books/Subscripts	40	150	-	206	200	206	212	219
Miscellaneous Expenses	23	351	389	1,200	1,200	1,200	1,236	1,273
Furniture/Equipment < \$5000	-	-	-	-	-	-	-	-
Fuel & Lube	3,439	4,436	6,530	5,762	4,550	6,286	6,474	6,668
Uniforms	2,504	3,068	3,726	3,800	2,800	2,800	2,884	2,971
Small Equipment	557	1,259	1,142	2,060	4,000	2,060	2,122	2,185
Disposable Supplies	5,355	4,705	6,974	7,000	5,000	7,000	7,210	7,426
Medical Control	6,774	6,804	10,824	7,000	4,500	7,000	7,210	7,426
Pharmacy	2,954	1,436	2,979	2,800	2,500	3,080	3,511	4,003
Oxygen	555	459	576	900	500	900	927	955
Office Supplies	78	33	-	155	200	155	159	164
Maintenance Supplies	5	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	<b>\$ 22,349</b>	<b>\$ 22,737</b>	<b>\$ 33,182</b>	<b>\$ 30,949</b>	<b>\$ 25,517</b>	<b>\$ 30,753</b>	<b>\$ 32,014</b>	<b>\$ 33,361</b>
<b>CAPITAL</b>								
Capital Replacement	-	-	-	46,463	46,463	72,013	74,173	76,399
Vehicles	15,963	4,344	35,750	2,202	4,183	2,140	1,967	2,156
Lease Payment - Ambulance*	-	11,770	-	47,550	47,550	16,391	16,700	16,090
Lease Payment - Ambulance	33,073	31,883	-	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 49,036</b>	<b>\$ 47,997</b>	<b>\$ 35,750</b>	<b>\$ 96,214</b>	<b>\$ 98,196</b>	<b>\$ 90,544</b>	<b>\$ 92,840</b>	<b>\$ 94,644</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 606,324</b>	<b>\$ 656,246</b>	<b>\$ 688,213</b>	<b>\$ 729,284</b>	<b>\$ 764,743</b>	<b>\$ 810,618</b>	<b>\$ 827,647</b>	<b>\$ 853,640</b>
<b>Regular Full-Time Equivalents</b>	<b>6.68</b>							

\* Lease payments combined in FY12.

**EMERGENCY MEDICAL SERVICES  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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

**Workload Measures \***

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Street sweeping (curb miles)	65	75	84	90
• Concrete placed/poured (cubic yards)	550	550	300	450
• Striping (linear feet)	43,573	32,679	33,735	35,250

**Productivity Measures \***

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Respond to calls in under 4 business hours	N/A	90%	100%	100%
• Ratio of lane miles of street maintained per employee	N/A	24.17:1	26.95:1	29.65:1

**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	4.04	4.04	3.87	3.87

\* 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.

GENERAL FUND  
STREETS

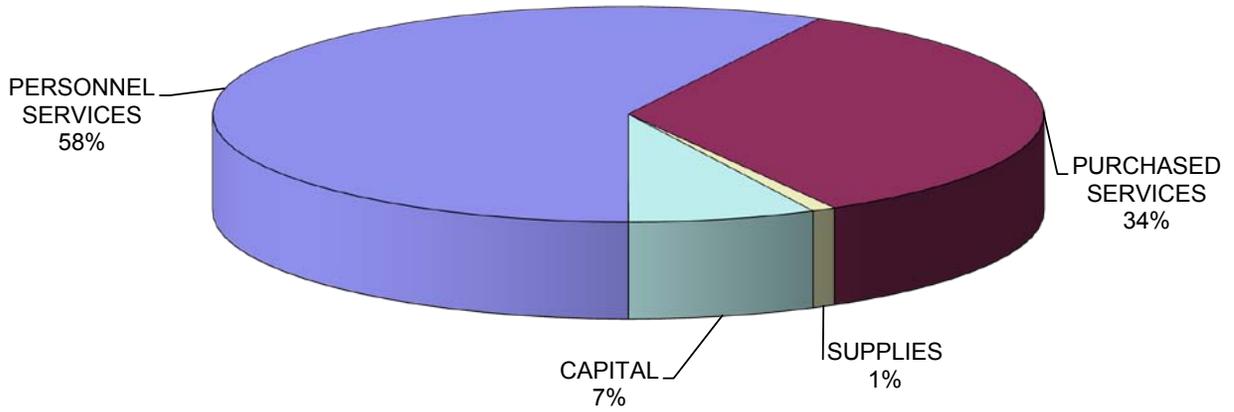
DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	270,264	258,019	261,261	267,895	266,678	267,983	270,326	278,436
<b>PURCHASED SERVICES</b>	332,603	109,434	111,137	134,253	136,126	158,866	162,045	166,665
<b>SUPPLIES</b>	10,376	6,821	12,115	9,153	9,123	4,330	4,460	4,594
<b>CAPITAL</b>	7,589	55,339	8,720	30,386	30,386	34,006	35,026	36,077
<b>TOTAL BUDGET</b>	<b>\$ 620,832</b>	<b>\$ 429,613</b>	<b>\$ 393,233</b>	<b>\$ 441,687</b>	<b>\$ 442,313</b>	<b>\$ 465,185</b>	<b>\$ 471,857</b>	<b>\$ 485,772</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	192,413	169,872	178,590	184,119	187,655	177,436	182,759	188,242
Overtime	1,488	553	2,137	3,000	625	3,000	3,090	3,183
Longevity	281	536	1,061	1,752	1,752	2,261	2,329	2,399
Retirement	22,869	23,432	25,685	26,442	26,371	26,352	27,143	27,957
Medical Insurance	25,126	22,481	25,896	26,050	23,157	22,756	23,439	24,142
Dental Insurance	1,477	1,491	1,532	-	1,916	1,896	1,953	2,011
Vision Insurance	334	249	248	-	487	477	491	506
Life Insurance & Other	1,382	1,002	621	1,251	1,251	1,634	1,683	1,734
Social Security Taxes	10,767	10,238	10,771	10,095	10,766	11,035	11,366	11,707
Medicare Taxes	2,518	2,395	2,519	2,361	2,518	2,581	2,658	2,738
Unemployment Taxes	210	841	411	764	764	987	1,017	1,047
Workman's Compensation	11,399	24,929	11,790	11,546	9,418	11,507	11,852	12,208
One-Time Stipend	-	-	-	-	-	5,530	-	-
Pre-Employment Physicals/Testing	-	-	-	515	-	530	546	563
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 270,264</b>	<b>\$ 258,019</b>	<b>\$ 261,261</b>	<b>\$ 267,895</b>	<b>\$ 266,678</b>	<b>\$ 267,983</b>	<b>\$ 270,326</b>	<b>\$ 278,436</b>
<b>PURCHASED SERVICES</b>								
Telephone	27	18	22	60	60	62	65	67
Communications/Pagers/Mobiles	2,552	2,464	2,535	2,611	2,611	2,741	2,823	2,908
Dues & Memberships	246	-	151	441	441	428	441	454
Meetings	-	-	44	-	-	-	-	-
Schools & Training	398	398	-	472	398	458	472	486
Travel & Per Diem	494	576	-	572	798	812	836	861
Electricity	97,720	104,962	107,027	122,027	122,027	144,988	149,337	153,818
Advertising	-	-	-	-	-	-	-	-
Street Maintenance	217,018	-	-	-	-	-	-	-
Signs and Markings	10,272	-	-	-	-	-	-	-
Engineering	324	-	-	-	-	-	-	-
Vehicle Maintenance	1,326	578	525	541	541	2,741	541	541
Equipment Maintenance	2,226	438	833	7,530	9,250	6,636	7,530	7,530
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 332,603</b>	<b>\$ 109,434</b>	<b>\$ 111,137</b>	<b>\$ 134,253</b>	<b>\$ 136,126</b>	<b>\$ 158,866</b>	<b>\$ 162,045</b>	<b>\$ 166,665</b>
<b>SUPPLIES</b>								
Postage	20	124	9	50	20	50	52	53
Fuel	8,138	4,741	7,189	5,063	5,063	-	-	-
Uniforms	2,016	1,537	2,364	2,340	2,340	2,340	2,410	2,483
Small Tools	-	321	2,082	1,500	1,500	1,500	1,545	1,591
Office Supplies	202	98	471	200	200	440	453	467
<b>TOTAL SUPPLIES</b>	<b>\$ 10,376</b>	<b>\$ 6,821</b>	<b>\$ 12,115</b>	<b>\$ 9,153</b>	<b>\$ 9,123</b>	<b>\$ 4,330</b>	<b>\$ 4,460</b>	<b>\$ 4,594</b>
<b>CAPITAL</b>								
Capital Replacement	-	54,489	-	22,308	22,308	34,006	35,026	36,077
Lease Payment	7,589	851	8,720	8,078	8,078	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 7,589</b>	<b>\$ 55,339</b>	<b>\$ 8,720</b>	<b>\$ 30,386</b>	<b>\$ 30,386</b>	<b>\$ 34,006</b>	<b>\$ 35,026</b>	<b>\$ 36,077</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 620,832</b>	<b>\$ 429,613</b>	<b>\$ 393,233</b>	<b>\$ 441,687</b>	<b>\$ 442,313</b>	<b>\$ 465,185</b>	<b>\$ 471,857</b>	<b>\$ 485,772</b>
<b>Regular Full-Time Equivalents</b>	<b>3.87</b>							

GENERAL FUND  
STREETS: MEDIANS

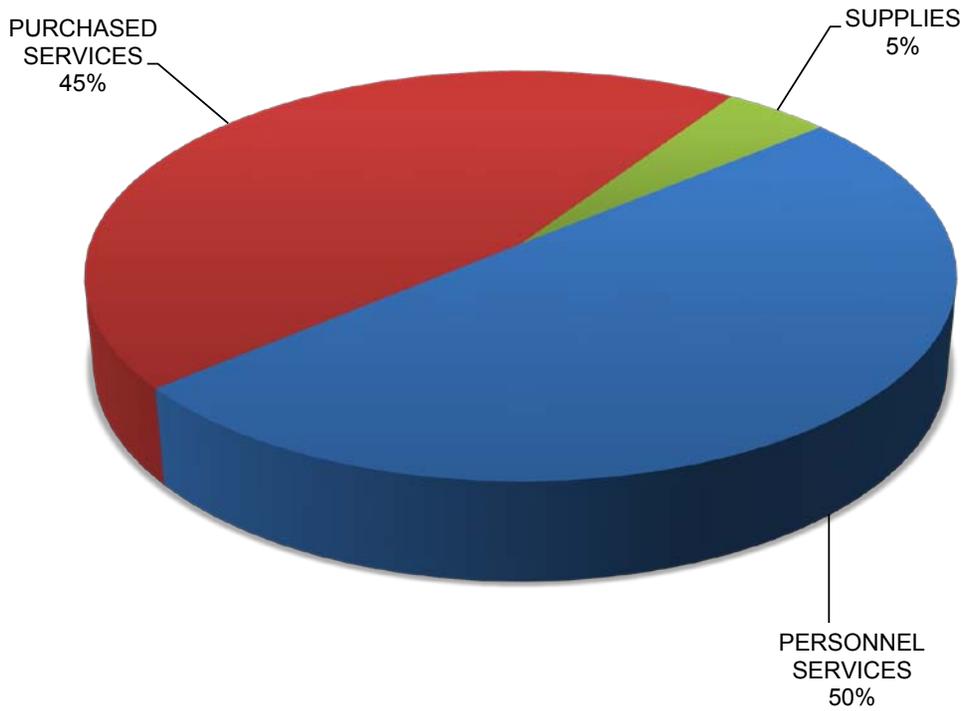
DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	-	-	-	-	-	161,194	164,925	169,798
<b>PURCHASED SERVICES</b>	-	-	-	-	-	147,267	152,098	156,139
<b>SUPPLIES</b>	-	-	-	-	-	14,764	15,207	15,663
<b>TOTAL BUDGET</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>\$ 323,225</b>	<b>\$ 332,230</b>	<b>\$ 341,600</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	-	-	-	-	-	105,083	108,235	111,483
Overtime	-	-	-	-	-	2,000	2,060	2,122
Longevity	-	-	-	-	-	1,576	1,623	1,672
Certification	-	-	-	-	-	500	2,500	2,500
Retirement	-	-	-	-	-	15,702	16,173	16,658
Medical Insurance	-	-	-	-	-	18,815	19,379	19,961
Dental Insurance	-	-	-	-	-	1,609	1,657	1,707
Vision Insurance	-	-	-	-	-	357	368	379
Life Insurance & Other	-	-	-	-	-	1,081	1,113	1,147
Social Security Taxes	-	-	-	-	-	6,503	6,698	6,899
Medicare Taxes	-	-	-	-	-	1,521	1,567	1,614
Unemployment Taxes	-	-	-	-	-	783	806	831
Workman's Compensation	-	-	-	-	-	2,664	2,744	2,826
One-Time Stipend	-	-	-	-	-	3,000	-	-
Pre-Employment Physicals/Testing	-	-	-	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 161,194</b>	<b>\$ 164,925</b>	<b>\$ 169,798</b>
<b>PURCHASED SERVICES</b>								
Communications/Pagers/Mobiles	-	-	-	-	-	1,413	1,456	1,499
Electricity	-	-	-	-	-	11,000	11,330	11,670
Water	-	-	-	-	-	32,291	32,775	33,267
Schools & Training	-	-	-	-	-	300	309	318
Safety Program	-	-	-	-	-	150	155	159
Meetings	-	-	-	-	-	100	1,000	1,000
Vehicle Maintenance	-	-	-	-	-	1,988	2,048	2,109
Tree City	-	-	-	-	-	-	-	-
Property Maintenance	-	-	-	-	-	92,950	95,739	98,611
Equipment Maintenance	-	-	-	-	-	3,075	3,167	3,262
Building Maintenance	-	-	-	-	-	4,000	4,120	4,244
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147,267</b>	<b>\$ 152,098</b>	<b>\$ 156,139</b>
<b>SUPPLIES</b>								
Postage	-	-	-	-	-	50	52	53
Fuel	-	-	-	-	-	5,706	5,877	6,053
Uniforms	-	-	-	-	-	2,199	2,265	2,333
Small Tools	-	-	-	-	-	6,500	6,695	6,896
Median Banners	-	-	-	-	-	-	-	-
Safety Equipment	-	-	-	-	-	309	318	328
<b>TOTAL SUPPLIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,764</b>	<b>\$ 15,207</b>	<b>\$ 15,663</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 323,225</b>	<b>\$ 332,230</b>	<b>\$ 341,600</b>
Regular Full-Time Equivalents		3.00						

Note: Prior to FY13, Streets Medians expenditures were included in Parks budget and prior year actuals and budget are contained in Parks budget.

**STREETS  
FY 2012-13 ADOPTED  
EXPENDITURES**



**STREETS MEDIANS  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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. The Parks Department reinforces the Town's mission by ensuring a healthy, picturesque and environmentally sound community.

**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**

- Update park entrance
- Trail development
- Beautification area
- Disc Golf

**Goal 4- Evaluate maintenance procedures for new amenities**

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

**Goal 5- Bring new park amenities online**

- Fishing Pond
- Concrete trail system
- Independence East
- Freedom Dog Park

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Medians and common areas maintained	85	102	102	103
• Sports fields maintained	17	22	22	22
• Average weekly irrigation repairs/adjustments/replacements	50	75	75	75

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Construction of additional t-ball fields	3	3	-	-
• Planting of trees for Tree City requirements	50	139	143	35
• Conversion of non-irrigated medians to xeriscape landscaping	5	3	3	3

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**Staff**

- FTE

2010-2011  
Actual  
7.50

2011-2012  
Budget  
11.5

2011-2012  
Estimate  
11.5

2012-2013  
Adopted  
9.5

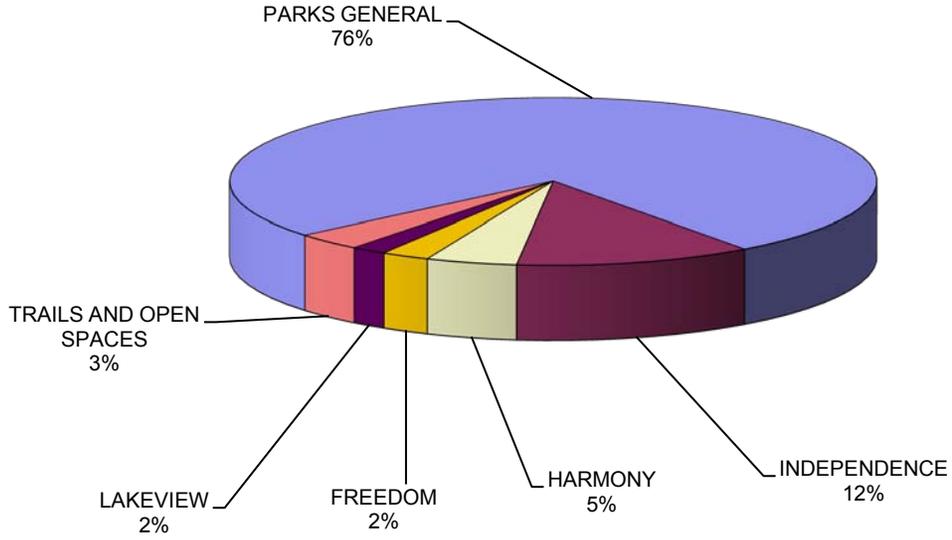
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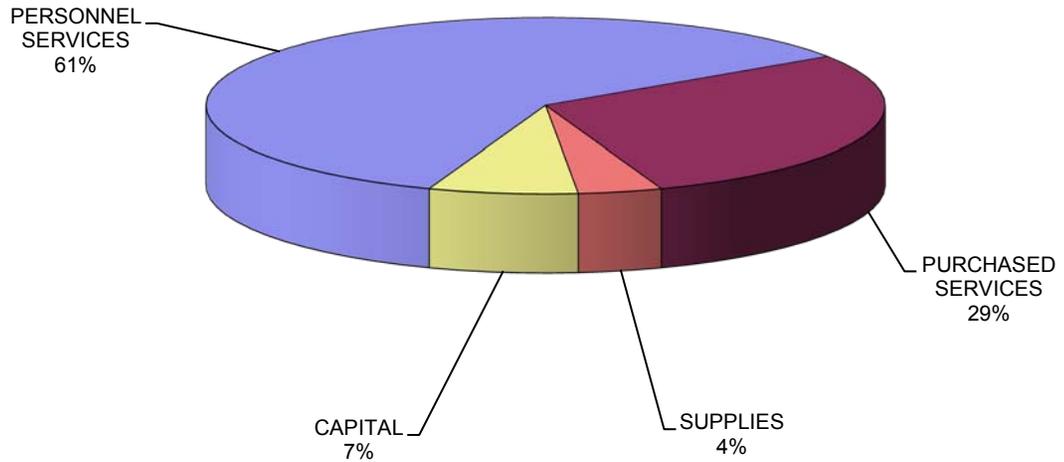
GENERAL FUND  
PARKS

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	407,358	426,942	454,561	657,557	658,122	562,470	571,739	588,753
<b>PURCHASED SERVICES</b>	243,767	278,244	401,333	390,327	409,792	270,356	290,412	297,664
<b>SUPPLIES</b>	23,207	32,480	61,894	40,769	44,775	37,397	34,399	35,431
<b>CAPITAL</b>	41,637	33,960	33,536	40,877	40,877	66,410	62,280	35,590
<b>TOTAL BUDGET</b>	<b>\$ 715,969</b>	<b>\$ 771,626</b>	<b>\$ 951,324</b>	<b>\$ 1,129,530</b>	<b>\$ 1,153,566</b>	<b>\$ 936,633</b>	<b>\$ 958,830</b>	<b>\$ 957,438</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	279,445	285,124	297,722	439,294	433,592	372,957	384,146	395,670
Overtime	15,653	13,083	15,543	12,500	22,557	12,500	12,875	13,261
Longevity	1,710	2,368	2,860	3,345	3,345	2,267	2,335	2,405
Certification	-	-	3,105	1,500	1,500	1,000	2,500	2,500
Retirement	35,125	40,735	45,066	63,929	66,984	55,646	57,315	59,035
Medical Insurance	41,242	44,373	52,376	90,185	75,000	57,384	59,106	60,879
Dental Insurance	2,795	3,131	3,143	-	5,068	4,166	4,291	4,420
Vision Insurance	625	537	1,210	-	1,186	912	939	968
Life Insurance & Other	1,953	1,968	1,261	3,137	3,137	3,667	3,777	3,890
Social Security Taxes	16,563	18,188	17,871	22,720	25,000	23,441	24,144	24,869
Medicare Taxes	3,874	4,254	4,147	5,314	5,500	5,482	5,646	5,816
Unemployment Taxes	338	1,417	1,096	2,174	1,836	2,480	2,554	2,631
Workman's Compensation	6,023	9,650	7,221	11,044	11,000	9,613	9,901	10,198
Auto Allowance	2,012	2,100	1,448	2,100	2,100	2,100	2,100	2,100
One-Time Stipend	-	-	-	-	-	8,750	-	-
Pre-Employment Physicals/Testing	-	14	492	315	315	105	108	111
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 407,358</b>	<b>\$ 426,942</b>	<b>\$ 454,561</b>	<b>\$ 657,557</b>	<b>\$ 658,122</b>	<b>\$ 562,470</b>	<b>\$ 571,739</b>	<b>\$ 588,753</b>
<b>PURCHASED SERVICES</b>								
Telephone	27	59	148	424	300	437	450	463
Communications/Pagers/Mobiles	3,523	4,134	5,345	6,941	6,941	6,224	6,411	6,603
Electricity	25,570	21,946	25,165	55,680	36,000	51,275	52,813	54,398
Water	67,480	55,583	105,029	114,500	120,000	68,330	69,355	70,395
Dues & Memberships	300	112	249	1,144	600	762	785	808
Meetings	498	595	1,120	1,000	850	1,000	1,000	1,000
Schools & Training	1,387	1,511	3,183	2,975	700	2,525	2,601	2,679
Safety Program	310	275	70	350	900	500	515	530
Travel & Per Diem	1,103	1,230	1,206	1,617	2,000	1,797	1,851	1,906
Advertising	-	-	2,071	1,225	1,306	700	721	743
Storage Rental	-	-	538	2,208	2,208	9,274	9,552	9,839
Independent Labor	-	-	-	-	-	-	-	-
Vehicle Maintenance	6,003	7,942	4,945	8,953	7,900	7,465	7,689	7,920
Equipment Maintenance	10,449	6,978	10,381	12,300	12,300	9,225	9,502	9,787
Building Maintenance	2,268	56	5,059	2,300	3,787	1,000	1,030	1,061
Property Maintenance	112,157	164,856	186,045	174,850	212,000	107,859	111,095	114,428
Rent Equipment	145	-	-	-	-	-	-	-
Tree City	10,028	10,188	12,736	-	-	-	13,000	13,000
Professional Outside Services	105	1,426	-	500	-	500	515	530
Engineering	-	-	35,799	-	-	-	-	-
Portable Toilets	2,414	1,353	2,244	3,360	2,000	1,483	1,528	1,574
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 243,767</b>	<b>\$ 278,244</b>	<b>\$ 401,333</b>	<b>\$ 390,327</b>	<b>\$ 409,792</b>	<b>\$ 270,356</b>	<b>\$ 290,412</b>	<b>\$ 297,664</b>
<b>SUPPLIES</b>								
Fuel	11,103	13,047	19,830	19,039	20,000	17,140	17,654	18,184
Postage	43	20	33	50	15	52	53	55
Publications/Books/Subscrip	225	427	39	500	500	515	530	546
Uniforms	4,849	5,521	6,859	7,230	9,000	8,130	8,374	8,625
Small Equipment	477	-	-	-	1,000	-	-	-
Small Tools	5,048	9,562	25,946	12,250	12,500	6,300	6,489	6,684
Safety Equipment	1,037	1,495	1,330	1,000	1,000	700	721	743
Miscellaneous Expenses	139	73	9	100	100	200	206	212
Furniture/Equipment < \$5000	-	-	7,642	250	285	2,000	-	-
Hardware	-	2,118	-	-	-	2,000	-	-
Office Supplies	286	219	206	350	375	361	371	382
<b>TOTAL SUPPLIES</b>	<b>\$ 23,207</b>	<b>\$ 32,480</b>	<b>\$ 61,894</b>	<b>\$ 40,769</b>	<b>\$ 44,775</b>	<b>\$ 37,397</b>	<b>\$ 34,399</b>	<b>\$ 35,431</b>
<b>CAPITAL</b>								
Capital Expenses	-	-	24,460	-	7,000	-	-	-
Capital Replacement	24,754	24,512	-	35,806	28,806	61,481	57,690	30,560
Lease Payment	16,883	9,448	9,076	5,071	5,071	4,929	4,589	5,030
<b>TOTAL CAPITAL</b>	<b>\$ 41,637</b>	<b>\$ 33,960</b>	<b>\$ 33,536</b>	<b>\$ 40,877</b>	<b>\$ 40,877</b>	<b>\$ 66,410</b>	<b>\$ 62,280</b>	<b>\$ 35,590</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 715,969</b>	<b>\$ 771,626</b>	<b>\$ 951,324</b>	<b>\$ 1,129,530</b>	<b>\$ 1,153,566</b>	<b>\$ 936,633</b>	<b>\$ 958,830</b>	<b>\$ 957,438</b>
Regular Full-Time Equivalents	\$ 9.50							

**TOTAL PARKS BY FACILITY  
FY 2012-13 ADOPTED  
EXPENDITURES**



**TOTAL PARKS BY CATEGORY  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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**

- Triton Swim Team
- Swim lessons
- Sports association support
- Eagle Scout opportunities

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

- Family Camp-out
- 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**

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

**Goal 5- Bring new programming on-line**

- Dog Obedience & training classes
- Bird watching
- Tennis program

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Recreation programs offered	6	6	7	6
• Community Events offered	7	7	7	7
• Swim Team enrollment	180	195	196	196
• Day Camp enrollment	82	85	83	85

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Attendees at Fourth of July	1,700	2,200	2,200	2,750
• Community organization partnerships	30	32	30	30
• Program and event volunteers	150	150	450	500

**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Regular FTE	2.10	2.10	2.10	2.10
• Seasonal FTE	7.80	7.80	7.80	7.80

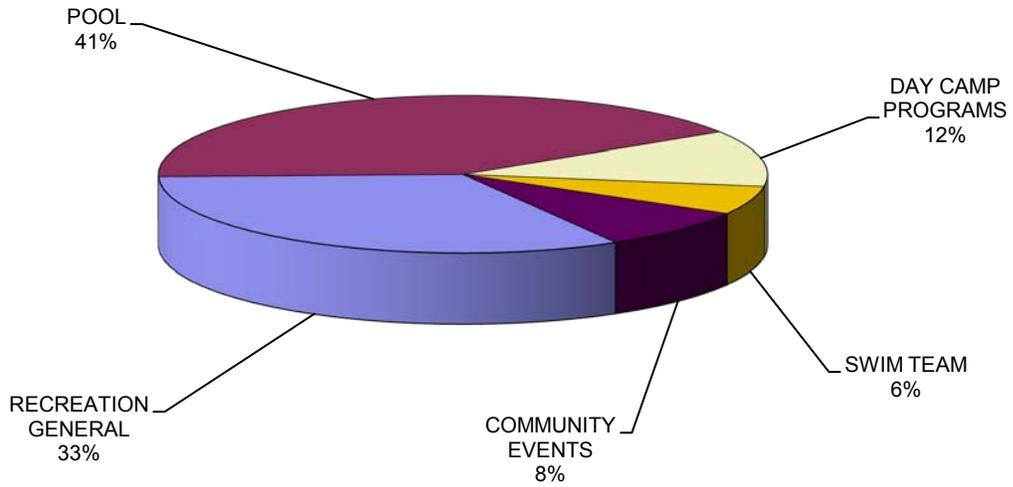
GENERAL FUND  
RECREATION & COMMUNITY EVENTS

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	268,823	301,513	325,520	356,675	352,256	368,558	377,023	388,694
<b>PURCHASED SERVICES</b>	64,756	104,576	95,578	115,620	99,744	116,689	104,319	107,090
<b>SUPPLIES</b>	35,328	45,972	45,416	60,024	57,686	61,605	63,393	65,235
<b>CAPITAL</b>	10,000	17,400	71,010	15,000	-	15,000	25,000	25,000
<b>COMMUNITY EVENTS</b>	1,051	42,678	48,114	46,837	50,186	49,700	50,341	51,851
<b>TOTAL BUDGET</b>	<b>\$ 379,958</b>	<b>\$ 512,139</b>	<b>\$ 585,638</b>	<b>\$ 594,156</b>	<b>\$ 559,872</b>	<b>\$ 611,552</b>	<b>\$ 620,076</b>	<b>\$ 637,870</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	219,137	237,545	260,842	285,737	284,708	290,317	299,460	308,894
Overtime	308	2,910	4,047	3,800	3,500	3,800	3,824	3,849
Longevity	248	509	338	383	383	524	540	556
Retirement	13,010	14,321	15,031	17,221	17,200	18,026	18,567	19,124
Medical Insurance	11,591	11,087	12,355	13,381	9,493	11,300	11,639	11,988
Dental Insurance	673	671	691	-	611	832	857	883
Vision Insurance	166	124	129	-	171	199	205	211
Life Insurance & Other	477	408	347	831	831	1,161	1,196	1,232
Social Security Taxes	13,022	14,990	15,848	17,146	19,971	18,208	18,754	19,317
Medicare Taxes	3,046	3,506	3,707	4,011	4,671	4,259	4,387	4,518
Unemployment Taxes	649	3,305	1,655	2,476	397	5,080	5,232	5,389
Worker's Compensation	4,983	6,979	6,340	7,012	5,720	7,195	7,411	7,633
Auto Allowance	-	2,100	1,525	2,100	2,100	2,100	2,163	2,228
One-Time Stipend	-	-	-	-	-	2,850	-	-
Pre-Employment Physicals/Testing	1,513	3,058	2,665	2,577	2,500	2,707	2,789	2,872
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 268,823</b>	<b>\$ 301,513</b>	<b>\$ 325,520</b>	<b>\$ 356,675</b>	<b>\$ 352,256</b>	<b>\$ 368,558</b>	<b>\$ 377,023</b>	<b>\$ 388,694</b>
<b>PURCHASED SERVICES</b>								
Telephone	1,023	1,053	1,459	1,157	1,300	1,191	1,227	1,264
Communications/Pagers/Mobiles	2,223	2,371	2,592	3,157	3,157	3,745	3,858	3,973
Dues & Memberships	3,805	3,518	5,956	4,084	6,787	6,623	6,822	7,026
Schools & Training	1,456	1,089	1,384	2,769	1,300	3,060	3,152	3,246
Travel & Per Diem	2,425	1,344	2,672	3,980	3,980	4,914	5,061	5,213
Advertising	2,614	1,999	3,202	4,408	4,408	4,540	4,676	4,817
Community Events	-	-	-	2,500	2,502	-	-	-
Special Events	1,142	675	1,371	1,700	1,700	1,751	1,804	1,858
Electricity	17,949	20,419	17,732	32,000	22,000	20,000	20,600	21,218
Water	7,922	21,710	19,235	21,000	18,000	20,000	20,300	20,605
Rent	4,277	4,781	-	-	-	-	-	-
Printing	435	1,524	747	3,556	3,556	3,662	3,740	3,885
Meetings	635	813	753	1,012	750	1,117	1,151	1,186
Software & Support	-	8,950	8,500	8,500	8,500	3,500	3,500	3,500
Insurance	-	-	-	463	-	486	511	536
Independent Labor	-	1,861	950	720	720	742	764	787
Library Interlocal Agreement	-	-	-	-	-	15,000	-	-
Equipment Maintenance	239	1,032	-	-	670	-	-	-
Property Maintenance	4,939	19,405	17,342	13,500	16,000	14,900	15,347	15,807
Prompt Payment Act Interest	-	-	3	-	-	-	-	-
Refund Prior Year Reserve	-	300	-	-	-	-	-	-
Health Inspections	-	-	-	232	-	239	246	253
Field Trips	3,262	4,561	3,877	3,914	3,914	4,031	4,152	4,277
Rent Equipment	4,251	3,831	4,809	5,562	-	5,729	5,901	6,078
Collection Fees	6,159	3,338	2,995	1,408	500	1,457	1,508	1,561
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 64,756</b>	<b>\$ 104,576</b>	<b>\$ 95,578</b>	<b>\$ 115,620</b>	<b>\$ 99,744</b>	<b>\$ 116,689</b>	<b>\$ 104,319</b>	<b>\$ 107,090</b>
<b>SUPPLIES</b>								
Uniforms	4,110	5,134	6,169	6,704	6,704	6,905	7,112	7,325
Safety Equipment	947	1,744	288	1,060	1,060	1,092	1,125	1,158
Publications/Books/Subscriptions	79	467	22	450	450	464	477	492
Office Supplies	1,570	1,293	1,602	1,856	1,856	1,912	1,969	2,028
Furniture/Equipment < \$5000	1,242	2,550	1,909	2,478	3,200	6,656	6,856	7,061
Miscellaneous Expenses	307	53	108	303	928	312	321	331
Fuel	-	69	-	-	-	-	-	-
Small Equipment	1,730	4,144	2,222	6,200	6,200	4,000	4,120	4,244
Chemicals	13,610	17,707	15,373	21,000	19,000	20,085	20,688	21,308
Hardware	45	801	7,629	2,000	3,463	2,000	2,000	2,000
Program Supplies	2,625	3,081	3,120	5,624	5,300	5,460	5,624	5,792
Maintenance Supplies	1,132	1,938	1,606	1,700	1,700	1,750	1,803	1,857
Concessions	7,839	6,899	5,348	10,500	8,500	10,815	11,139	11,474
Postage	92	93	20	150	25	155	159	164
<b>TOTAL SUPPLIES</b>	<b>\$ 35,328</b>	<b>\$ 45,972</b>	<b>\$ 45,416</b>	<b>\$ 60,024</b>	<b>\$ 57,686</b>	<b>\$ 61,605</b>	<b>\$ 63,393</b>	<b>\$ 65,235</b>
<b>CAPITAL</b>								
Capital Expense	-	-	49,010	-	-	-	-	-
Capital Replacement	10,000	-	15,000	15,000	-	15,000	25,000	25,000
Repairs & Maintenance	-	17,400	7,000	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 10,000</b>	<b>\$ 17,400</b>	<b>\$ 71,010</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

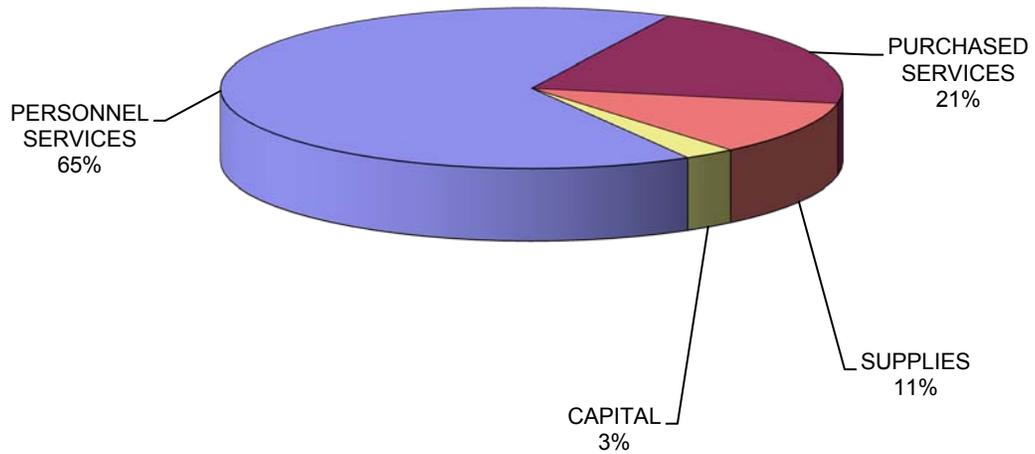
GENERAL FUND  
RECREATION & COMMUNITY EVENTS

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>COMMUNITY EVENTS</b>								
Community Events General	-	1,536	618	1,712	2,200	1,815	1,020	1,050
Fall Festival Activities	-	5,375	7,339	8,120	8,171	8,158	8,403	8,655
Christmas Lighting Activities	-	1,984	2,633	2,578	4,376	5,300	5,459	5,623
Pitch Hit Run Activities	-	301	49	585	-	-	-	-
Easter Activities	1,051	1,790	2,549	2,142	2,139	3,010	3,100	3,193
Arbor Day Activities	-	5,550	6,356	6,055	6,800	4,500	4,635	4,774
Spring Pet Fair Activities	-	4,078	3,574	4,595	3,500	5,867	6,043	6,224
4th of July Activities	-	22,063	24,996	21,050	23,000	21,050	21,682	22,332
<b>TOTAL COMMUNITY EVENTS</b>	<b>\$ 1,051</b>	<b>\$ 42,678</b>	<b>\$ 48,114</b>	<b>\$ 46,837</b>	<b>\$ 50,186</b>	<b>\$ 49,700</b>	<b>\$ 50,341</b>	<b>\$ 51,851</b>
<b>Regular Full-Time Equivalents</b>	<b>2.10</b>							
<b>Seasonal Full-Time Equivalents</b>	<b>7.80</b>							

**TOTAL RECREATION BY FACILITY  
FY 2012-13 ADOPTED**



**TOTAL RECREATION BY CATEGORY  
FY 2012-13 ADOPTED**



**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**

**Planning, Inspections, Building Permits, Code Enforcement**

- Goal 1- Structurally sound residential and commercial construction**
  - Inspections by Fully Licensed Inspector/Certified Building Official
  - Customer service
  - Plan review (residential and commercial)
- Goal 2- Quality residential and commercial developments in Trophy Club**
  - Liaison - for developers/builders through the development process
  - Customer Service - through the permitting process
  - Code Enforcement - for the residential and commercial developments
- Goal 3- Streamlined permitting for efficient and timely service to community**
  - On-Line permitting capabilities
  - Communication
- Goal 4- Beautification efforts**
  - Community Clean Up Event
  - Trash Collection, Electronic recycling, Shredding
- Goal 5- Improve and/or update zoning and other land use ordinances**
  - Improved/Updated Ordinances
  - Residential
  - Commercial
  - Code enforcement

**Workload Measures**

	2010-2011 Actual	2011-12 Budget	2011-2012 Estimate	2012-2013 Adopted
• Number of inspections annually	3,500	3,581	2,800*	3,000
• Number of permits issued per year	1,300	1,474	1,750	2,000
• P & Z meetings	8	11	11	10
• ZBA meetings	3	0	7	5
• Plats processed	5	10	13	6
• Ord. amendments to reflect Council policies	6	5	3	2
• High Grass/Weeds	N/A	N/A	200	250
• Sign Violations	N/A	N/A	35	35
• Trailer/Boat/Vehicle Parking	N/A	N/A	150	150
• Outdoor Storage	N/A	N/A	100	100

<b>Productivity Measures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• Turn around time for plan review (in work days)	10	25	10	10
• Turn around time to perform inspections after called in by contractor (in work days)	1	1	1	1
<i>Staff</i>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• FTE	3.00	3.00	6.00	6.00

\*The number of inspections has decreased due to a new method of entering “seconds” and “final” inspections. With the transition to a new software program (Incode), a “seconds” inspection, which involves 5 inspections – mechanical rough, plumbing rough, electrical rough, framing and brick ties – each of which was entered as a separate inspection, is now entered as one (1) inspection. The five areas are still inspected, and the inspection is still time intensive, but only one (1) “seconds” inspection is entered into the computer. This is more efficient both for the office and the field as the new software does not allow further work/inspections until the entire “seconds” inspection has passed.

Likewise, the “final” inspection is now entered as one inspection rather than six separate inspections (building, energy, electrical, plumbing, mechanical, irrigation).

This has a significant impact on the reporting of the number of inspections performed.

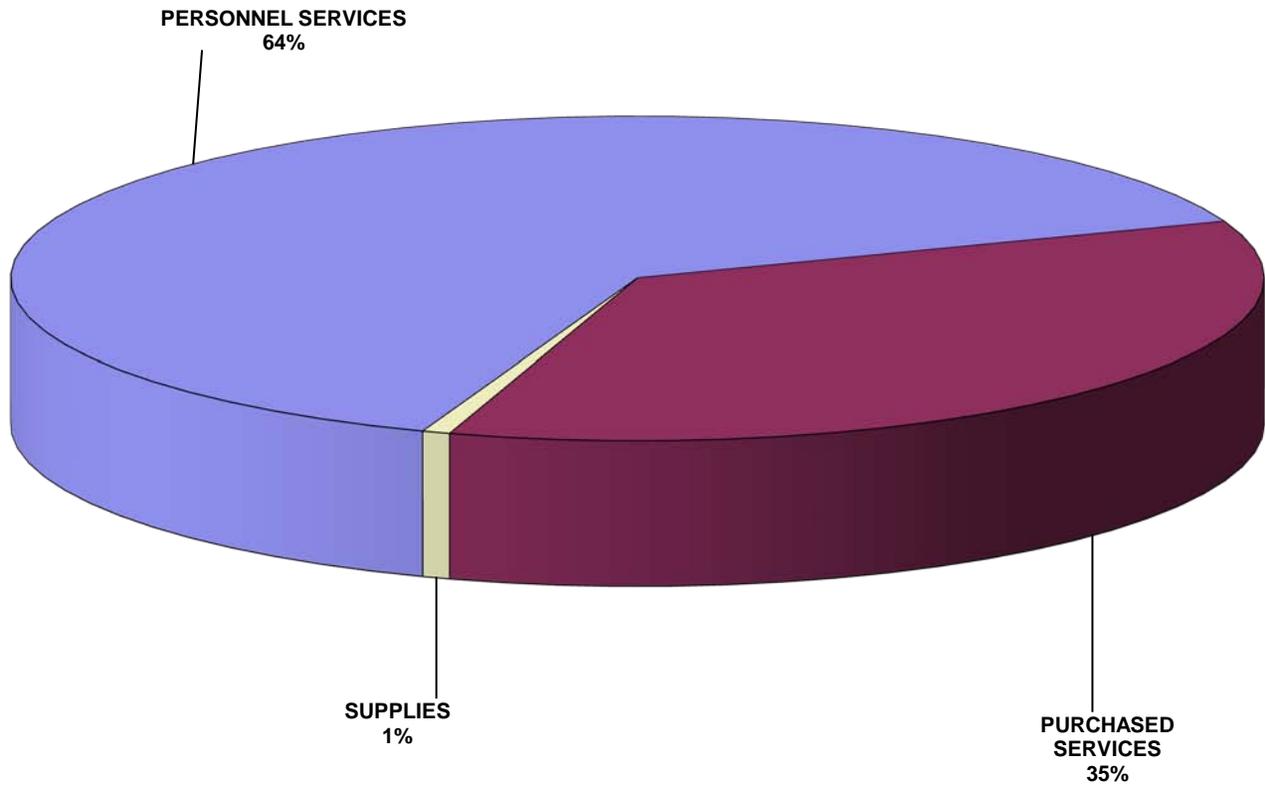
Example using 275 new single family permits to be issued in the next fiscal year:

- $275 \times 11$  (previous reporting method) = 3025 inspections per year
- $275 \times 2$  (new reporting method) = 550 inspections per year

GENERAL FUND  
PLANNING & ZONING

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	73,711	79,896	89,763	98,704	99,345	104,943	102,443	102,443
<b>PURCHASED SERVICES</b>	25,431	80,113	64,113	57,080	120,845	58,492	58,256	58,256
<b>SUPPLIES</b>	741	887	918	985	500	1,185	1,185	1,185
<b>TOTAL BUDGET</b>	<b>\$ 99,883</b>	<b>\$ 160,896</b>	<b>\$ 154,794</b>	<b>\$ 156,769</b>	<b>\$ 220,690</b>	<b>\$ 164,620</b>	<b>\$ 161,884</b>	<b>\$ 161,884</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	57,169	61,130	68,463	76,140	76,847	77,853	77,853	77,853
Longevity	-	160	220	280	280	510	510	510
Retirement	6,730	8,213	9,715	10,699	10,715	11,321	11,321	11,321
Medical Insurance	4,836	4,519	5,275	5,328	4,432	5,052	5,052	5,052
Dental Insurance	277	310	316	-	343	362	362	362
Vision Insurance	71	60	61	-	85	81	81	81
Life Insurance & Other	325	344	241	434	434	610	610	610
Social Security Taxes	3,365	3,886	4,192	4,408	4,749	5,014	5,014	5,014
Medicare Taxes	787	909	980	1,031	1,111	1,173	1,173	1,173
Unemployment Taxes	45	189	127	189	189	261	261	261
Workman's Compensation	106	176	173	195	159	206	206	206
One-Time Stipend	-	-	-	-	-	2,500	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 73,711</b>	<b>\$ 79,896</b>	<b>\$ 89,763</b>	<b>\$ 98,704</b>	<b>\$ 99,345</b>	<b>\$ 104,943</b>	<b>\$ 102,443</b>	<b>\$ 102,443</b>
<b>PURCHASED SERVICES</b>								
Telephone	177	140	145	159	550	400	163	163
Printing	37	79	276	100	-	100	100	100
Communications/Pagers/Mobile	-	-	684	685	685	705	705	705
Prompt Payment Act Interest	-	507	-	-	-	-	-	-
Dues & Memberships	321	235	245	245	260	320	320	320
Meetings	93	54	157	176	100	176	176	176
Schools & Training	85	75	-	820	500	820	820	820
Travel & Per Diem	473	167	30	745	300	771	771	771
Advertising	1,190	1,774	595	1,300	3,900	900	900	900
Engineering Services	18,121	67,543	36,133	43,750	101,000	45,000	45,000	45,000
Platt Filing Fees	665	241	693	500	1,150	700	700	700
Computer Mapping	169	164	1,289	2,100	1,400	2,100	2,100	2,100
ZBA Hearings	-	-	-	-	-	-	-	-
Professional Planning Services	-	9,134	23,366	6,000	11,000	6,000	6,000	6,000
Planning Services	3,900	-	-	-	-	-	-	-
Appraisal	-	-	500	500	-	500	500	500
Building Maint & Supplies	200	-	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 25,431</b>	<b>\$ 80,113</b>	<b>\$ 64,113</b>	<b>\$ 57,080</b>	<b>\$ 120,845</b>	<b>\$ 58,492</b>	<b>\$ 58,256</b>	<b>\$ 58,256</b>
<b>SUPPLIES</b>								
Publications/Books/Subscripts	118	72	335	335	100	335	335	335
Miscellaneous Expenses	33	95	20	50	100	50	50	50
Office Supplies	408	338	300	300	200	300	300	300
Postage	182	382	263	300	100	500	500	500
<b>TOTAL SUPPLIES</b>	<b>\$ 741</b>	<b>\$ 887</b>	<b>\$ 918</b>	<b>\$ 985</b>	<b>\$ 500</b>	<b>\$ 1,185</b>	<b>\$ 1,185</b>	<b>\$ 1,185</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 99,883</b>	<b>\$ 160,896</b>	<b>\$ 154,794</b>	<b>\$ 156,769</b>	<b>\$ 220,690</b>	<b>\$ 164,620</b>	<b>\$ 161,884</b>	<b>\$ 161,884</b>
<b>Regular Full-Time Equivalents</b>	<b>1.00</b>							

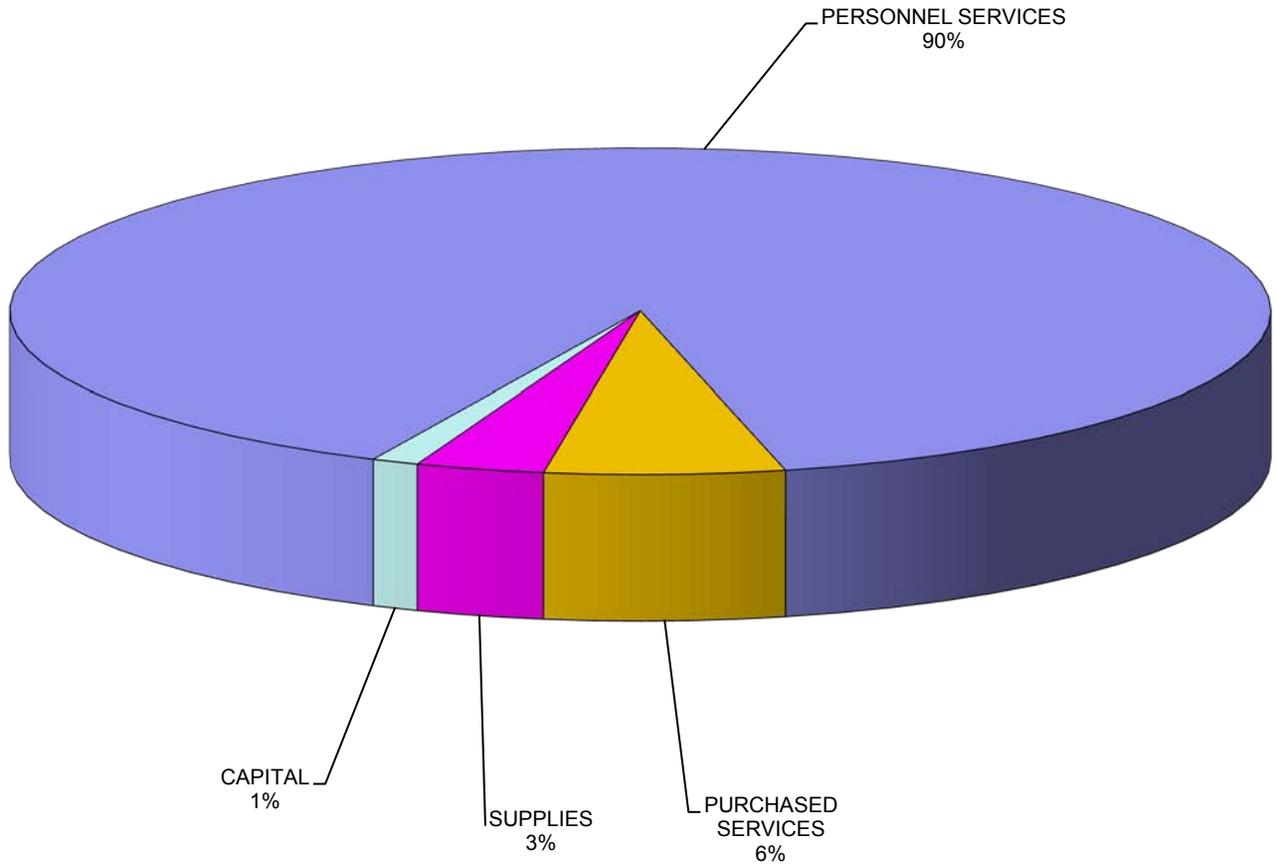
**PLANNING & ZONING  
FY 2012-13 ADOPTED  
EXPENDITURES**



GENERAL FUND  
COMMUNITY DEVELOPMENT

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	116,951	112,591	140,016	206,255	187,670	297,611	301,895	310,943
<b>PURCHASED SERVICES</b>	368,012	426,950	46,069	44,895	29,650	20,443	21,480	22,591
<b>SUPPLIES</b>	2,429	1,759	3,340	7,035	13,035	10,972	11,301	11,640
<b>CAPITAL</b>	5,585	5,585	-	1,624	1,624	4,002	4,122	4,246
<b>TOTAL BUDGET</b>	<b>\$ 492,977</b>	<b>\$ 546,885</b>	<b>\$ 189,425</b>	<b>\$ 259,809</b>	<b>\$ 231,979</b>	<b>\$ 333,028</b>	<b>\$ 338,798</b>	<b>\$ 349,420</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	87,907	84,719	103,246	148,831	145,554	211,659	218,009	224,549
Overtime	587	-	-	-	-	-	-	-
Longevity	765	548	1,065	1,830	1,830	1,005	1,035	1,066
Retirement	10,556	11,456	14,701	19,273	17,250	30,403	31,315	32,255
Medical Insurance	7,643	7,188	10,880	24,303	9,611	27,526	28,352	29,202
Dental Insurance	437	548	675	-	800	1,971	2,030	2,091
Vision Insurance	113	105	130	-	190	438	451	465
Life Insurance & Other	534	502	417	1,052	1,052	1,927	1,985	2,044
Social Security Taxes	5,318	5,453	6,525	7,834	8,011	12,631	13,010	13,400
Medicare Taxes	1,244	1,275	1,526	1,832	1,874	2,954	3,043	3,134
Unemployment Taxes	69	284	278	747	747	1,305	1,344	1,384
Workman's Compensation	1,778	514	508	553	451	992	1,022	1,052
One-Time Stipend	-	-	-	-	-	4,500	-	-
Pre-Employment Physicals/Testing	-	-	65	-	300	300	300	300
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 116,951</b>	<b>\$ 112,591</b>	<b>\$ 140,016</b>	<b>\$ 206,255</b>	<b>\$ 187,670</b>	<b>\$ 297,611</b>	<b>\$ 301,895</b>	<b>\$ 310,943</b>
<b>PURCHASED SERVICES</b>								
Inspection Services	7,956	28,174	28,045	20,000	17,000	5,000	5,150	5,305
Plan Review Services	4,313	1,405	9,203	10,000	-	-	-	-
Vehicle Maintenance	173	462	158	1,175	1,000	1,750	1,803	1,857
Building Maintenance	-	-	-	-	-	-	-	-
Cleaning Services	-	-	-	-	-	-	-	-
Telephone	36	67	207	300	375	325	335	345
Communications/Pagers/Mobiles	1,630	1,724	1,120	1,800	1,700	2,008	2,068	2,130
Dues & Memberships	225	155	400	550	575	800	824	849
Meetings	-	-	65	90	50	100	103	106
Schools & Training	285	579	679	1,405	1,450	1,860	1,916	1,973
Trash Removal/Recycling	330,572	388,597	-	-	-	-	-	-
Health Inspections	5,200	5,600	5,300	7,500	6,000	6,100	6,710	7,381
Abatements	-	-	-	500	200	1,000	1,030	1,061
Travel & Per Diem	21	-	-	750	500	500	515	530
Advertising	-	-	-	100	-	100	100	100
Consultants	-	-	-	-	-	-	-	-
Printing	157	186	892	725	800	900	927	955
Professional Outside Services	17,444	-	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 368,012</b>	<b>\$ 426,950</b>	<b>\$ 46,069</b>	<b>\$ 44,895</b>	<b>\$ 29,650</b>	<b>\$ 20,443</b>	<b>\$ 21,480</b>	<b>\$ 22,591</b>
<b>SUPPLIES</b>								
Postage	76	27	132	375	500	200	206	212
Publications/Books/Subscripts	-	-	17	660	800	800	824	849
Miscellaneous Expenses	-	87	222	400	4,735	600	618	637
Fuel	961	1,299	1,824	4,000	4,000	6,000	6,180	6,365
Uniforms	310	210	356	800	1,500	1,872	1,928	1,986
Furniture/Equipment < \$5000	339	-	-	-	-	-	-	-
Office Supplies	743	136	789	800	1,500	1,500	1,545	1,591
<b>TOTAL SUPPLIES</b>	<b>\$ 2,429</b>	<b>\$ 1,759</b>	<b>\$ 3,340</b>	<b>\$ 7,035</b>	<b>\$ 13,035</b>	<b>\$ 10,972</b>	<b>\$ 11,301</b>	<b>\$ 11,640</b>
<b>CAPITAL</b>								
Capital Replacement	-	-	-	1,624	1,624	4,002	4,122	4,246
Lease Payment	5,585	5,585	-	-	-	-	-	-
Capital Expense	-	-	-	-	-	-	-	-
<b>TOTAL CAPITAL</b>	<b>\$ 5,585</b>	<b>\$ 5,585</b>	<b>\$ -</b>	<b>\$ 1,624</b>	<b>\$ 1,624</b>	<b>\$ 4,002</b>	<b>\$ 4,122</b>	<b>\$ 4,246</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 492,977</b>	<b>\$ 546,885</b>	<b>\$ 189,425</b>	<b>\$ 259,809</b>	<b>\$ 231,979</b>	<b>\$ 333,028</b>	<b>\$ 338,798</b>	<b>\$ 349,420</b>
<b>Regular Full-Time Equivalents</b>	<b>5.00</b>							

**COMMUNITY DEVELOPMENT  
FY 2012-13 ADOPTED  
EXPENDITURES**



**GENERAL FUND  
FINANCE AND COURT**

**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. The Finance Department endeavors to promote the Town's mission by creating strong partnerships and encouraging community involvement as well as enhance the Town's financial and operational stewardship.

**Departmental Goals**

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

**Fiscal Year 2011-2012 Accomplishments**

- Received an unqualified audit opinion from our independent audit firm for the fiscal year ended September 30, 2011.
- Prepared the 2011-12 Adopted Budget document for submission to the Government Finance Officers Association of the United States and Canada's Distinguished Budget Award Program.
- Filled vacant Director of Finance position with qualified, experienced candidate.
- Created monthly financial reports incorporating explanations of variances in a managerial report format.
- Proposed a balanced budget for 2012-13 with a reduction in the tax rate.
- In-house preparation of a Comprehensive Annual Financial Report
- Implemented Incode municipal software for all town functions.
- Implemented a capital accrual to fund capital purchases for equipment.
- Developed of a perpetual five-year, long-range Capital & Replacement Schedule, to address critical infrastructure and operational needs.
- Revised the town's funds structure and chart of accounts.

**Fiscal Year 2012-2013 Departmental Objectives**

- Integrate billing options into Trophy Club's website by creating a means to make payments online (i.e. Municipal Court, Permitting, etc).
- Redesign the annual budget process to make the process more transparent and efficient.
- Continue development/update of accounting policies and procedures to ensure compliance with Governmental Accounting Standards Board (GASB)/GAAP requirements.
- Continue to improve and document internal control procedures.
- Receive unqualified annual audit opinion.
- Develop proposal for implementing pooled cash and investments to streamline operations.

**GENERAL FUND  
FINANCE AND COURT (continued)**

<b>Workload Measures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• Journal entries/checks processed	3,500	5,500	5,089	5,242
• Payroll transactions processed	3,800	4,250	4,160	4,285
• Purchase card transactions processed	3,370	3,150	3,192	3,288

<b>Productivity Measures</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• General obligation bond rating	AA	AA	AA	AA
• Overtime costs	\$2,500	\$0	\$0	\$0
• Vendor invoices processed within 30 days	99%	99%	99%	99%

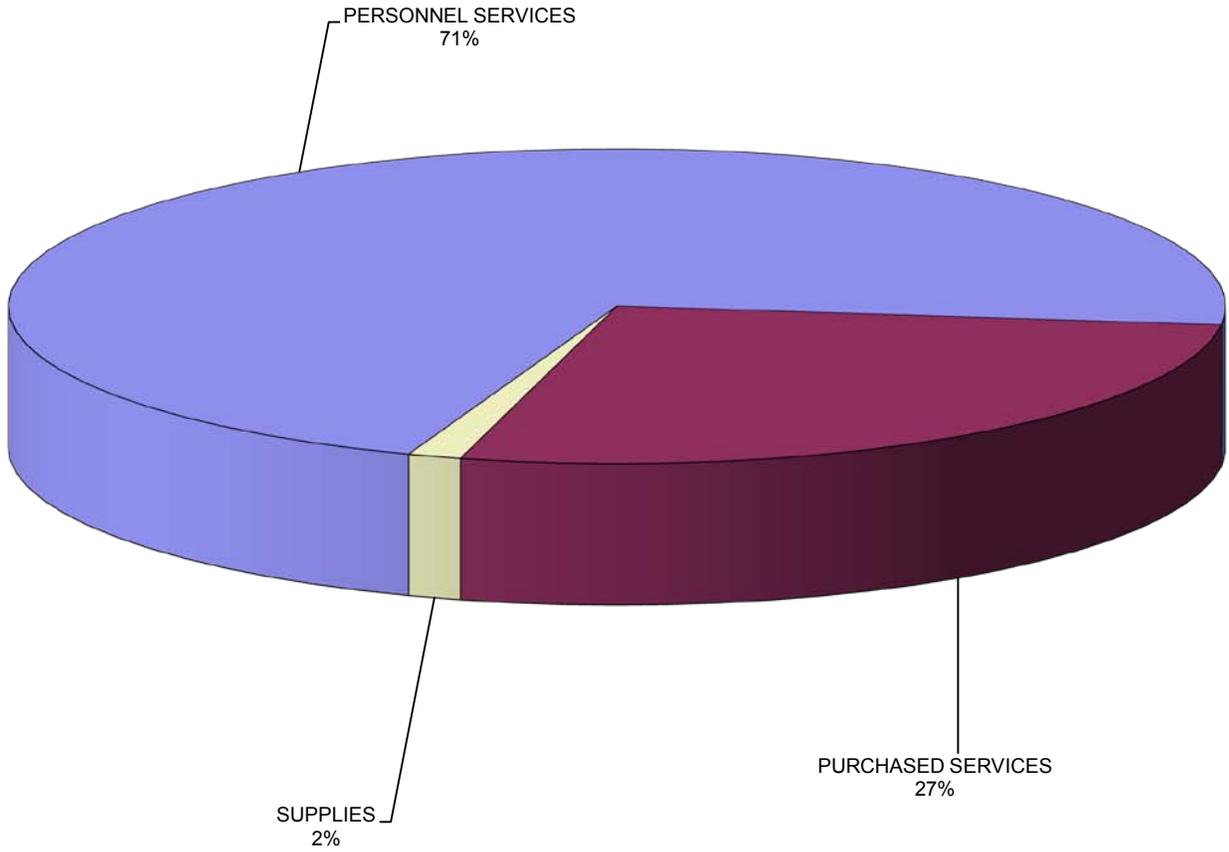
  

<b>Staff</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• FTE	3.00	3.00	3.00	4.00

GENERAL FUND  
FINANCE

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	154,870	160,906	259,842	271,271	248,056	262,814	268,483	278,518
<b>PURCHASED SERVICES</b>	77,450	90,541	96,684	96,197	114,296	100,262	105,326	110,860
<b>SUPPLIES</b>	3,891	5,828	4,401	4,569	7,323	5,227	4,766	4,909
<b>TOTAL BUDGET</b>	<b>\$ 236,211</b>	<b>\$ 257,275</b>	<b>\$ 360,927</b>	<b>\$ 372,037</b>	<b>\$ 369,675</b>	<b>\$ 368,303</b>	<b>\$ 378,575</b>	<b>\$ 394,287</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	117,595	115,874	194,613	202,489	189,189	190,441	198,059	205,981
Overtime	2,619	6,295	-	-	-	-	-	-
Longevity	1,054	870	180	-	-	135	139	143
Retirement	13,916	16,578	26,658	28,348	25,527	27,241	28,058	28,900
Medical Insurance	9,799	10,009	21,874	24,468	16,736	22,475	23,149	23,844
Dental Insurance	618	694	1,017	-	907	1,347	1,387	1,429
Vision Insurance	132	109	175	-	216	300	309	318
Life Insurance & Other	646	615	654	1,264	1,264	1,694	1,745	1,797
Social Security Taxes	6,535	7,219	10,862	11,037	10,636	11,266	11,604	11,952
Medicare Taxes	1,529	1,688	2,540	2,581	2,594	2,635	2,714	2,795
Unemployment Taxes	92	395	618	567	567	783	806	831
Worker's Compensation	289	456	522	517	422	497	512	527
One-Time Stipend	-	-	-	-	-	4,000	-	-
Pre-Employment Physicals/Testing	46	104	129	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 154,870</b>	<b>\$ 160,906</b>	<b>\$ 259,842</b>	<b>\$ 271,271</b>	<b>\$ 248,056</b>	<b>\$ 262,814</b>	<b>\$ 268,483</b>	<b>\$ 278,518</b>
<b>PURCHASED SERVICES</b>								
Auditing	36,008	38,989	37,819	36,500	58,000	37,000	37,000	37,000
Appraisal	28,787	32,368	37,831	42,684	42,684	40,259	44,285	48,714
Tax Admin Fees	2,869	3,647	3,971	5,200	5,000	5,044	5,548	6,103
Independent Labor	-	-	-	-	-	-	-	-
Telephone	55	106	349	350	320	350	361	371
Communications/Pagers/Mobiles	502	381	807	685	650	900	927	955
Building Maint & Supplies	200	-	-	-	-	-	-	-
Dues & Memberships	1,194	1,496	1,021	715	971	635	654	674
Advertising	5,702	1,240	3,331	4,553	3,700	3,800	3,914	4,031
Meetings	75	265	226	300	64	150	150	150
Schools & Training	1,364	1,873	1,635	1,435	736	2,356	2,427	2,499
PID	-	-	112	-	(84)	-	-	-
Travel & Per Diem	661	1,264	2,452	3,467	1,945	2,768	2,851	2,936
Service Charges & Fees	33	144	300	309	309	7,000	7,210	7,426
Professional Outside Services	-	8,768	6,830	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 77,450</b>	<b>\$ 90,541</b>	<b>\$ 96,684</b>	<b>\$ 96,197</b>	<b>\$ 114,296</b>	<b>\$ 100,262</b>	<b>\$ 105,326</b>	<b>\$ 110,860</b>
<b>SUPPLIES</b>								
Postage	515	306	1,476	927	1,050	927	955	983
Publications/Books/Subscriptions	253	36	280	500	500	500	515	530
Miscellaneous Expenses	-	54	-	-	2,317	100	103	106
Furniture/Equipment < \$5000	-	2,466	-	-	-	600	-	-
Office Supplies	1,371	814	1,685	1,236	1,500	1,100	1,133	1,167
Printing	1,752	2,153	960	1,906	1,955	2,000	2,060	2,122
<b>TOTAL SUPPLIES</b>	<b>\$ 3,891</b>	<b>\$ 5,828</b>	<b>\$ 4,401</b>	<b>\$ 4,569</b>	<b>\$ 7,323</b>	<b>\$ 5,227</b>	<b>\$ 4,766</b>	<b>\$ 4,909</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 236,211</b>	<b>\$ 257,275</b>	<b>\$ 360,927</b>	<b>\$ 372,037</b>	<b>\$ 369,675</b>	<b>\$ 368,303</b>	<b>\$ 378,575</b>	<b>\$ 394,287</b>
<b>Regular Full-Time Equivalents</b>	<b>3.00</b>							

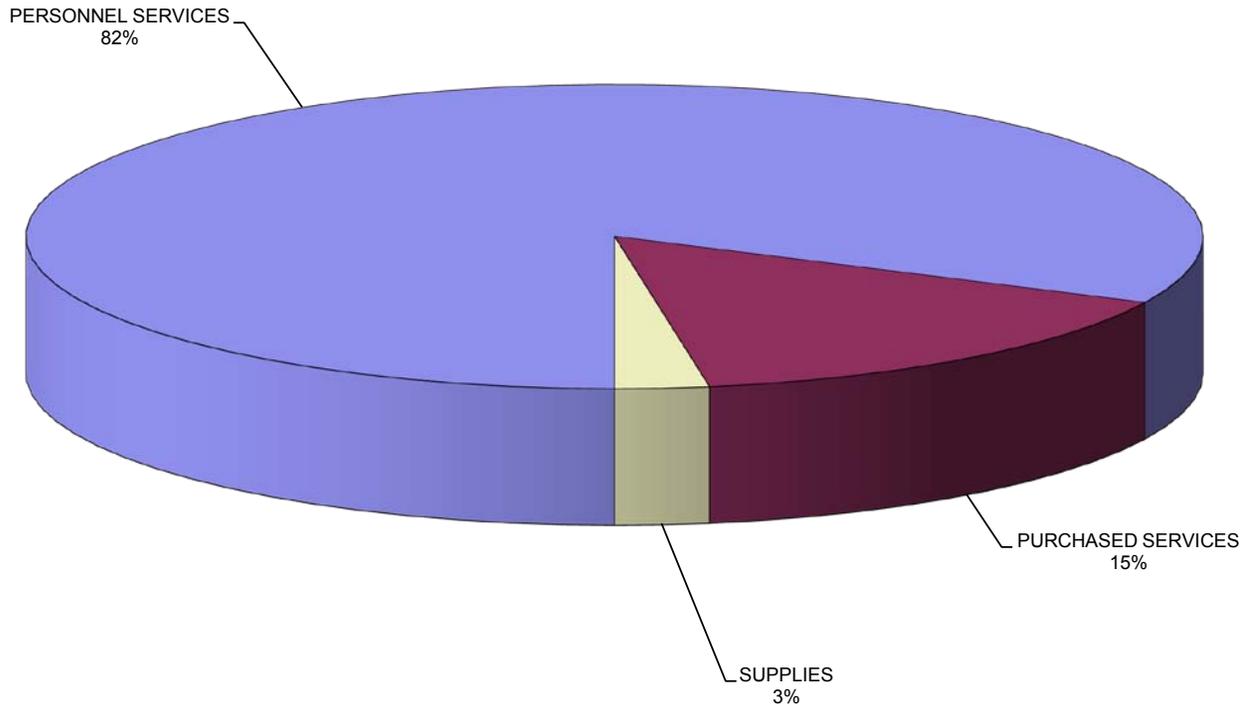
**FINANCE  
FY 2012-13 ADOPTED  
EXPENDITURES**



GENERAL FUND  
MUNICIPAL COURT

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PERSONNEL SERVICES</b>	47,023	60,534	64,880	64,836	67,728	68,972	69,795	71,670
<b>PURCHASED SERVICES</b>	11,258	10,974	13,688	12,311	7,738	12,810	13,310	13,836
<b>SUPPLIES</b>	2,753	2,274	1,692	2,300	748	2,164	2,210	2,259
<b>TOTAL BUDGET</b>	<b>\$ 61,034</b>	<b>\$ 73,782</b>	<b>\$ 80,260</b>	<b>\$ 79,447</b>	<b>\$ 76,214</b>	<b>\$ 83,946</b>	<b>\$ 85,315</b>	<b>\$ 87,765</b>
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	34,752	44,489	47,397	47,273	49,759	49,175	50,650	52,170
Overtime	-	-	-	-	-	-	-	-
Longevity	765	-	-	140	140	200	200	200
Certification	300	900	900	1,200	975	1,200	1,200	1,200
Retirement	4,045	6,006	6,650	6,736	6,893	7,032	7,173	7,316
Medical Insurance	3,933	4,519	5,385	5,328	4,671	5,052	5,153	5,256
Dental Insurance	210	310	322	-	358	362	369	377
Vision Insurance	51	60	62	-	76	81	83	84
Life Insurance & Other	159	310	185	345	345	492	502	512
Social Security Taxes	1,992	2,892	3,027	2,684	3,268	3,198	3,262	3,327
Medicare Taxes	466	676	708	628	764	748	763	778
Unemployment Taxes	94	231	126	378	378	300	306	312
Workman's Compensation	98	141	118	124	101	132	135	137
One-Time Stipend	-	-	-	-	-	1,000	-	-
Pre-emp Physicals/Testing	158	-	-	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 47,023</b>	<b>\$ 60,534</b>	<b>\$ 64,880</b>	<b>\$ 64,836</b>	<b>\$ 67,728</b>	<b>\$ 68,972</b>	<b>\$ 69,795</b>	<b>\$ 71,670</b>
<b>PURCHASED SERVICES</b>								
Judge's Compensation	4,200	3,900	4,500	5,100	3,000	5,562	5,729	5,901
Jury Fees	60	72	12	180	-	185	191	197
Telephone	42	70	119	140	113	140	144	149
Service Charges & Fees	1,621	1,883	4,337	-	1,517	-	-	-
Dues & Memberships	251	230	280	305	51	215	221	228
Meetings	-	-	-	200	-	200	206	212
Schools & Training	306	964	850	700	300	750	773	796
Travel & Per Diem	858	930	1,153	2,746	1,043	2,110	2,173	2,238
Professional Outside Services	1,027	648	976	1,000	1,161	1,650	1,815	1,997
Advertising	-	-	172	-	-	-	-	-
Prisoner-Sit Out DCSO	60	160	40	140	-	144	149	153
Collection Fees	702	310	-	-	-	-	-	-
Printing	1,027	1,807	1,249	1,800	555	1,854	1,910	1,967
TCIC Warrant Expense	1,104	-	-	-	-	-	-	-
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 11,258</b>	<b>\$ 10,974</b>	<b>\$ 13,688</b>	<b>\$ 12,311</b>	<b>\$ 7,738</b>	<b>\$ 12,810</b>	<b>\$ 13,310</b>	<b>\$ 13,836</b>
<b>SUPPLIES</b>								
Publications/Books/Subscrip	402	185	110	200	-	200	206	212
Miscellaneous Expenses	261	126	11	150	-	-	-	-
Furniture/Equipment < \$5000	790	769	-	-	-	-	-	-
Warrant Roundup Expenses	-	288	80	600	272	600	600	600
Office Supplies	463	477	408	450	59	464	477	492
Postage	837	429	1,083	900	417	900	927	955
<b>TOTAL SUPPLIES</b>	<b>\$ 2,753</b>	<b>\$ 2,274</b>	<b>\$ 1,692</b>	<b>\$ 2,300</b>	<b>\$ 748</b>	<b>\$ 2,164</b>	<b>\$ 2,210</b>	<b>\$ 2,259</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 61,034</b>	<b>\$ 73,782</b>	<b>\$ 80,260</b>	<b>\$ 79,447</b>	<b>\$ 76,214</b>	<b>\$ 83,946</b>	<b>\$ 85,315</b>	<b>\$ 87,765</b>
<b>Regular Full-Time Equivalents</b>	<b>1.00</b>							

**MUNICIPAL COURT  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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.

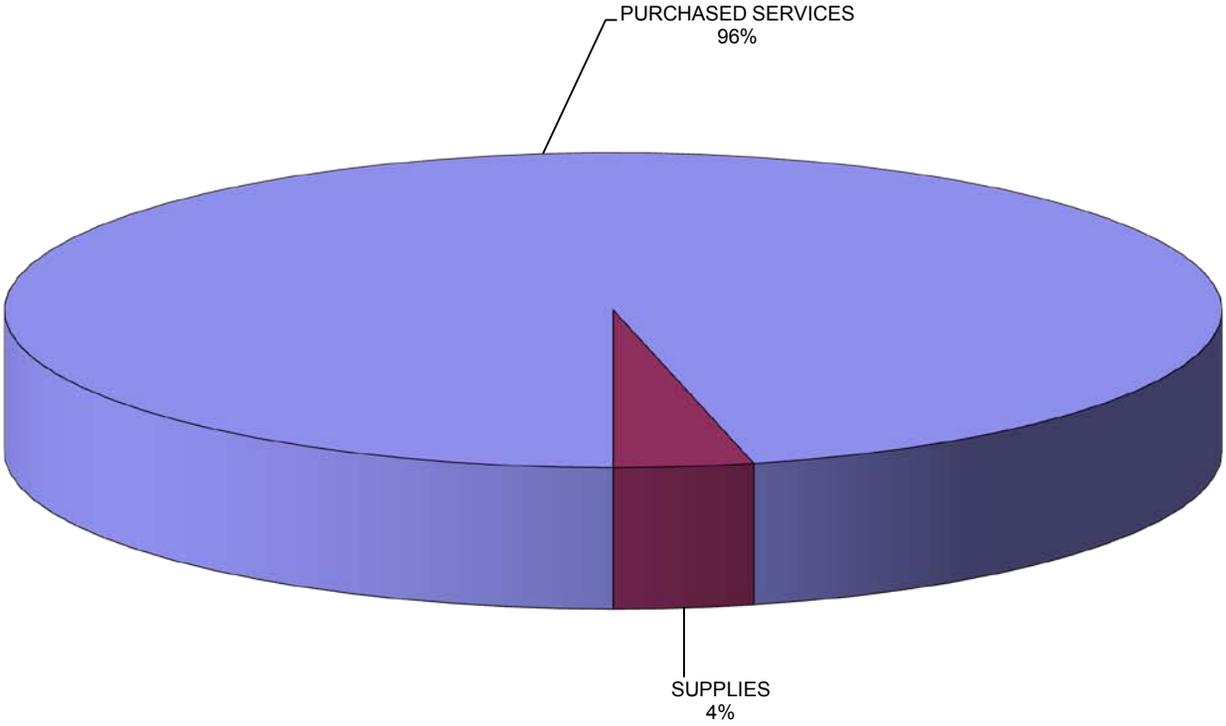
**Staff**

	2010-2011	2011-2012	2011-2012	2012-2013
	Actual	Budget	Estimate	Adopted
• FTE	N/A	N/A	N/A	N/A

GENERAL FUND  
 FACILITIES MANAGEMENT

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>PURCHASED SERVICES</b>	81,394	71,016	73,147	75,320	64,818	70,261	72,346	74,493
<b>SUPPLIES</b>	2,703	2,353	2,755	5,000	2,545	2,700	2,781	2,864
<b>TOTAL BUDGET</b>	<b>\$ 84,097</b>	<b>\$ 73,369</b>	<b>\$ 75,902</b>	<b>\$ 80,320</b>	<b>\$ 67,363</b>	<b>\$ 72,961</b>	<b>\$ 75,127</b>	<b>\$ 77,357</b>
<b>PURCHASED SERVICES</b>								
Electricity	15,520	15,909	13,811	23,611	15,000	15,227	15,683	16,153
Water	756	655	766	-	1,100	1,500	1,523	1,546
Insurance	49,897	40,732	44,443	44,499	42,106	45,834	47,209	48,625
Building Maintenance	7,111	5,675	5,994	7,210	4,000	5,000	5,150	5,305
Cleaning Services Supplies	8,110	8,045	8,133	-	2,612	2,700	2,781	2,864
<b>TOTAL PURCHASED SERVICES</b>	<b>\$ 81,394</b>	<b>\$ 71,016</b>	<b>\$ 73,147</b>	<b>\$ 75,320</b>	<b>\$ 64,818</b>	<b>\$ 70,261</b>	<b>\$ 72,346</b>	<b>\$ 74,493</b>
<b>SUPPLIES</b>								
Maintenance Supplies	1,688	1,592	2,151	5,000	2,500	2,700	2,781	2,864
Vending Machine Supplies	1,015	761	604	-	45	-	-	-
<b>TOTAL SUPPLIES</b>	<b>\$ 2,703</b>	<b>\$ 2,353</b>	<b>\$ 2,755</b>	<b>\$ 5,000</b>	<b>\$ 2,545</b>	<b>\$ 2,700</b>	<b>\$ 2,781</b>	<b>\$ 2,864</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 84,097</b>	<b>\$ 73,369</b>	<b>\$ 75,902</b>	<b>\$ 80,320</b>	<b>\$ 67,363</b>	<b>\$ 72,961</b>	<b>\$ 75,127</b>	<b>\$ 77,357</b>

**FACILITIES MANAGEMENT  
FY 2012-13 ADOPTED  
EXPENDITURES**



## DEBT SERVICE FUND

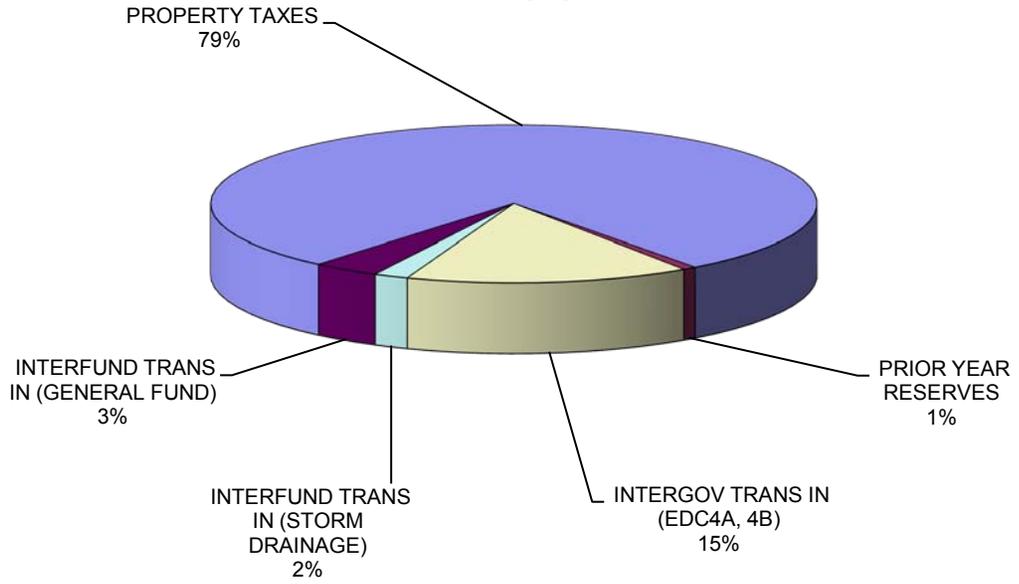
The Interest and Sinking Fund is used for the accumulation of resources for payment of long-term debt principal and interest. The long-term debt is to finance major capital improvements including the construction of parks, streets, public facilities, and other general government projects. Resources included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

### DEBT MANAGEMENT SUMMARY

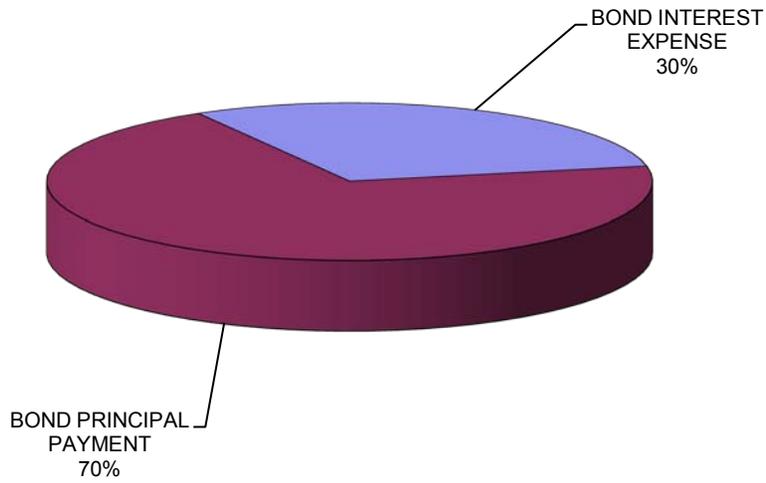
- A. **Debt Issuance.** The Town issues debt only for the purpose of acquiring or constructing capital assets for the general benefit of its citizens and to allow it to fulfill its various missions as a town. Debt may be issued for the purposes of purchasing land or rights-of-way and/or improvements 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 \$0.52 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.

**DEBT SERVICE FUND  
FY 2012-13 ADOPTED  
REVENUES**



**DEBT SERVICE FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



DEBT SERVICE FUND

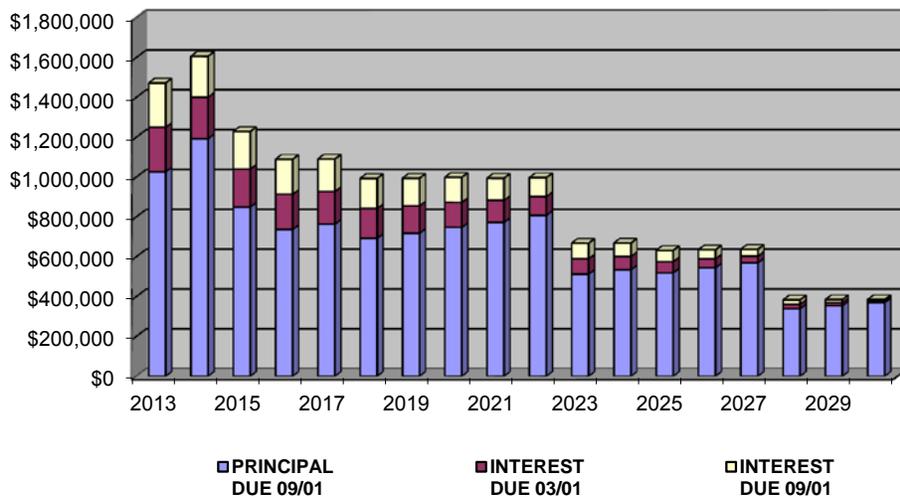
DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	815,971	931,484	1,348,199	1,364,499	1,365,498	1,479,681	1,609,016	1,588,592
<b>EXPENDITURES</b>	904,918	911,721	1,354,955	1,358,316	1,358,316	1,474,681	1,609,016	1,231,241
<b>TOTAL EXCESS/(DEFICIT)</b>	<b>\$ (88,947)</b>	<b>\$ 19,763</b>	<b>\$ (6,756)</b>	<b>\$ 6,183</b>	<b>\$ 7,182</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 357,351</b>
<b>REVENUES</b>								
Property Taxes	639,580	670,024	1,006,365	1,054,064	1,054,064	1,159,968	1,264,366	1,302,297
Property Taxes/P & I	5,268	5,742	8,622	5,000	5,000	5,000	5,000	5,000
Contribution From PID	-	-	-	-	-	-	-	-
Interest Income	2,841	6,471	4,592	1,000	2,000	1,000	1,000	1,000
Prior Year Reserves	-	-	-	-	-	10,650	62,626	-
Intergov Trans In (EDC4A, 4B)	157,183	161,230	232,785	222,922	222,922	223,437	217,945	222,256
Interfund Trans In (Capital)	9,792	-	-	-	-	-	-	-
Interfund Trans In (Storm Drainage)	-	64,836	64,204	27,244	27,244	27,040	26,806	27,040
Interfund Trans In (General Fund)	-	23,180	31,631	54,268	54,268	52,586	31,272	30,999
Recovery of Prior Year Expense	1,307	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 815,971</b>	<b>\$ 931,484</b>	<b>\$ 1,348,199</b>	<b>\$ 1,364,499</b>	<b>\$ 1,365,498</b>	<b>\$ 1,479,681</b>	<b>\$ 1,609,016</b>	<b>\$ 1,588,592</b>
<b>EXPENDITURES</b>								
Paying Agent Fees	2,000	2,016	2,150	2,300	2,300	2,300	2,300	2,300
Bond Interest Expense	387,918	369,706	549,805	471,016	471,016	445,381	413,716	378,941
Bond Principal Payment	515,000	540,000	803,000	885,000	885,000	1,027,000	1,193,000	850,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 904,918</b>	<b>\$ 911,721</b>	<b>\$ 1,354,955</b>	<b>\$ 1,358,316</b>	<b>\$ 1,358,316</b>	<b>\$ 1,474,681</b>	<b>\$ 1,609,016</b>	<b>\$ 1,231,241</b>

**TOWN OF TROPHY CLUB**

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

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 09/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2013	1,027,000.00	223,582.41	221,798.61	1,472,381.02
2014	1,193,000.00	208,341.46	205,374.42	1,606,715.88
2015	850,000.00	190,584.34	188,356.60	1,228,940.94
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
<b>\$</b>	<b>12,059,000.00</b>	<b>\$ 1,905,786.20</b>	<b>\$ 1,896,908.96</b>	<b>\$ 15,861,695.16</b>

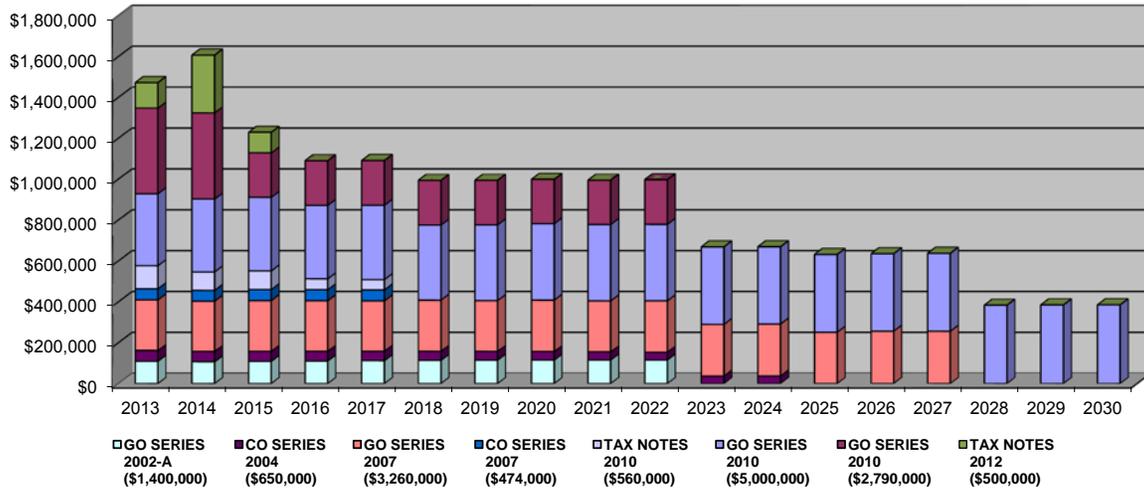
**Debt Payments by Year**



TOWN OF TROPHY CLUB

ANNUAL DEBT SERVICE REQUIREMENTS - BY ISSUE

FISCAL YEAR	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)	TAX NOTES 2012 (\$500,000)	TOWN TOTAL
2013	109,045.00	52,167.57	248,212.50	53,912.00	113,065.50	352,556.26	418,750.00	124,672.19	1,472,381.02
2014	106,245.00	50,578.30	246,062.50	53,064.00	89,908.50	356,431.26	421,650.00	282,776.32	1,606,715.88
2015	108,445.00	48,989.03	248,637.50	53,174.00	91,635.75	359,956.26	217,525.00	100,578.40	1,228,940.94
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
<b>TOTAL</b>	<b>\$ 1,119,585.00</b>	<b>\$ 523,185.08</b>	<b>\$ 3,761,770.00</b>	<b>\$ 266,492.00</b>	<b>\$ 399,542.25</b>	<b>\$ 6,699,493.92</b>	<b>\$ 2,583,600.00</b>	<b>\$ 508,026.91</b>	<b>\$ 15,861,695.16</b>



TOWN OF TROPHY CLUB

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

FISCAL YEAR	PRINCIPAL DUE 09/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2013	70,000.00	19,522.50	19,522.50	109,045.00
2014	70,000.00	18,122.50	18,122.50	106,245.00
2015	75,000.00	16,722.50	16,722.50	108,445.00
2016	80,000.00	15,185.00	15,185.00	110,370.00
2017	85,000.00	13,505.00	13,505.00	112,010.00
2018	90,000.00	11,677.50	11,677.50	113,355.00
2019	95,000.00	9,697.50	9,697.50	114,395.00
2020	100,000.00	7,560.00	7,560.00	115,120.00
2021	105,000.00	5,160.00	5,160.00	115,320.00
2022	110,000.00	2,640.00	2,640.00	115,280.00
<b>\$</b>	<b>880,000.00</b>	<b>\$ 119,792.50</b>	<b>\$ 119,792.50</b>	<b>\$ 1,119,585.00</b>

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

FISCAL YEAR	PRINCIPAL DUE 09/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
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
<b>\$</b>	<b>398,000.00</b>	<b>\$ 62,111.40</b>	<b>\$ 63,073.68</b>	<b>\$ 523,185.08</b>

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

FISCAL YEAR	PRINCIPAL DUE 09/01	INTEREST DUE 03/01	INTEREST DUE 09/01	TOWN TOTAL
2013	130,000.00	59,106.25	59,106.25	248,212.50
2014	135,000.00	55,531.25	55,531.25	246,062.50
2015	145,000.00	51,818.75	51,818.75	248,637.50
2016	150,000.00	48,846.25	48,846.25	247,692.50
2017	155,000.00	45,846.25	45,846.25	246,692.50
2018	165,000.00	42,746.25	42,746.25	250,492.50
2019	170,000.00	39,446.25	39,446.25	248,892.50
2020	180,000.00	36,046.25	36,046.25	252,092.50
2021	185,000.00	32,333.75	32,333.75	249,667.50
2022	195,000.00	28,495.00	28,495.00	251,990.00
2023	205,000.00	24,351.25	24,351.25	253,702.50
2024	215,000.00	19,995.00	19,995.00	254,990.00
2025	220,000.00	15,372.50	15,372.50	250,745.00
2026	235,000.00	10,560.00	10,560.00	256,120.00
2027	245,000.00	5,390.00	5,390.00	255,780.00
<b>\$</b>	<b>2,730,000.00</b>	<b>\$ 515,885.00</b>	<b>\$ 515,885.00</b>	<b>\$ 3,761,770.00</b>

**TOWN OF TROPHY CLUB**

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

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 09/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2013	44,000.00	4,956.00	4,956.00	53,912.00
2014	45,000.00	4,032.00	4,032.00	53,064.00
2015	47,000.00	3,087.00	3,087.00	53,174.00
2016	49,000.00	2,100.00	2,100.00	53,200.00
2017	51,000.00	1,071.00	1,071.00	53,142.00
<b>\$</b>	<b>236,000.00</b>	<b>\$ 15,246.00</b>	<b>\$ 15,246.00</b>	<b>\$ 266,492.00</b>

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

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
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
<b>\$</b>	<b>365,000.00</b>	<b>\$ 20,953.75</b>	<b>\$ 13,588.50</b>	<b>\$ 399,542.25</b>

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

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 09/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
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
<b>\$</b>	<b>4,725,000.00</b>	<b>\$ 987,246.96</b>	<b>\$ 987,246.96</b>	<b>\$ 6,699,493.92</b>

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

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 09/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
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
<b>\$</b>	<b>2,225,000.00</b>	<b>\$ 179,300.00</b>	<b>\$ 179,300.00</b>	<b>\$ 2,583,600.00</b>

**TAX NOTES SERIES 2012  
(\$500,000)**

<b>FISCAL YEAR</b>	<b>PRINCIPAL DUE 03/01</b>	<b>INTEREST DUE 03/01</b>	<b>INTEREST DUE 09/01</b>	<b>TOWN TOTAL</b>
2013	120,000.00	2,474.27	2,197.92	124,672.19
2014	280,000.00	2,197.92	578.40	282,776.32
2015	100,000.00	578.40	-	100,578.40
<b>\$</b>	<b>500,000.00</b>	<b>\$ 5,250.59</b>	<b>\$ 2,776.32</b>	<b>\$ 508,026.91</b>

**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.

**Workload Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Motorized trails maintained (miles)	9	9	9	9
• Non-Motorized trails maintained (miles)	3	4	3	4
• Park attendant monitoring (hours per week)	32	32	32	28

**Productivity Measures**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Special Events at park	8	6	4	7
• Classes offered at park	4	4	3	4

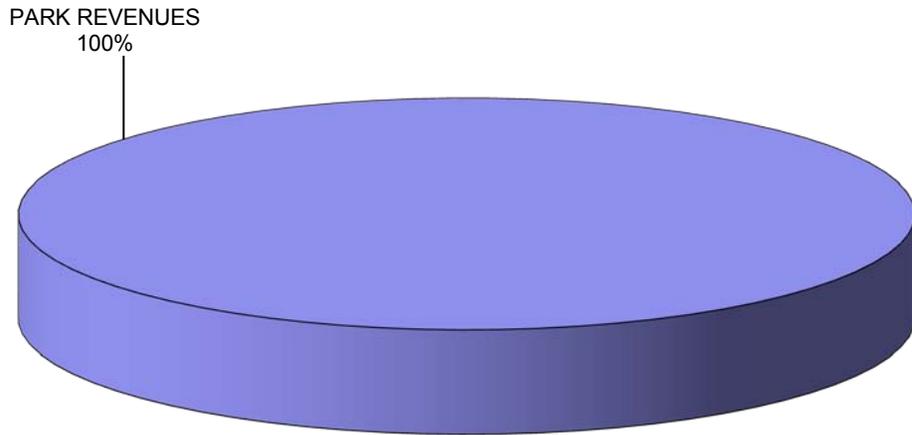
**Staff**

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	1.40	1.40	1.40	2.52

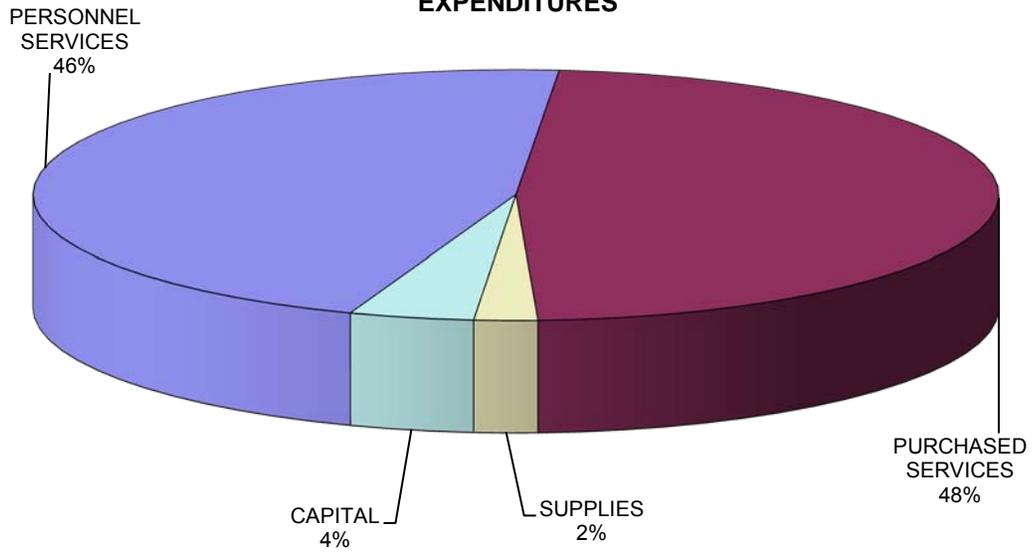
TROPHY CLUB PARK FUND

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED	
<b>REVENUES</b>	\$ 128,517	\$ 77,594	\$ 117,019	\$ 120,000	\$ 125,000	\$ 125,000	\$ 135,000	\$ 135,000	
PERSONNEL SERVICES	43,254	38,252	44,127	54,507	45,052	57,332	58,315	60,531	
PURCHASED SERVICES	57,052	59,423	65,975	45,099	57,569	59,785	62,780	64,235	
SUPPLIES	2,327	2,530	3,833	3,837	3,837	2,650	2,981	3,066	
CAPITAL	-	-	-	13,000	13,000	5,200	-	-	
<b>TOTAL EXPENDITURES</b>	\$ 102,633	\$ 100,205	\$ 113,935	\$ 116,443	\$ 119,458	\$ 124,967	\$ 124,076	\$ 127,832	
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ 25,884	\$ (22,611)	\$ 3,084	\$ 3,557	\$ 5,542	\$ 33	\$ 10,924	\$ 7,168	
<b>REVENUES</b>									
Park Revenues	126,511	76,538	115,658	120,000	125,000	125,000	135,000	135,000	
Loan Proceeds	-	-	-	-	-	-	-	-	
Interest Income	6	3	6	-	-	-	-	-	
Intergov Trans In (EDC/MUD)	-	-	-	-	-	-	-	-	
Miscellaneous Revenue	2,000	-	-	-	-	-	-	-	
Recovery of Prior Year Expense	-	1,054	1,355	-	-	-	-	-	
<b>TOTAL REVENUES</b>	\$ 128,517	\$ 77,594	\$ 117,019	\$ 120,000	\$ 125,000	\$ 125,000	\$ 135,000	\$ 135,000	
<b>PERSONNEL SERVICES</b>									
Salaries & Wages	35,120	29,695	34,624	44,453	36,083	45,199	47,007	48,887	
Overtime	-	-	-	-	-	-	-	-	
Longevity	-	64	-	-	-	64	66	68	
Certification	-	-	-	-	-	-	-	-	
Retirement	2,044	2,372	2,913	2,947	2,941	3,079	3,171	3,267	
Medical Insurance	2,161	1,779	2,425	2,131	1,983	2,021	2,082	2,144	
Dental Insurance	111	103	126	-	137	145	149	154	
Vision Insurance	29	20	25	-	33	32	33	34	
Life Insurance & Other	112	102	82	328	-	463	477	491	
Social Security Taxes	2,058	1,920	2,162	2,624	2,173	2,878	2,964	3,053	
Medicare Taxes	481	449	506	614	508	673	693	714	
Unemployment Taxes	127	435	206	265	248	365	376	387	
Worker's Compensation	844	1,181	1,041	1,075	877	1,123	1,157	1,191	
One-Time Stipend	-	-	-	-	-	1,150	-	-	
Pre-Employment Physicals/Testing	167	131	17	70	70	140	140	140	
<b>TOTAL PERSONNEL SERVICES</b>	\$ 43,254	\$ 38,252	\$ 44,127	\$ 54,507	\$ 45,052	\$ 57,332	\$ 58,315	\$ 60,531	
<b>PURCHASED SERVICES</b>									
Telephone	475	548	681	464	900	912	939	968	
Communications/Pagers/Mobiles	1,747	1,768	1,722	2,578	1,511	4,205	4,289	4,374	
Postage	-	-	38	-	-	169	-	-	
Electricity	1,655	2,738	2,215	3,400	1,981	2,900	2,958	3,017	
Water	1,363	1,347	2,755	3,000	1,400	1,860	1,888	1,916	
Service Charges & Fees	1	1,521	4,391	1,575	3,905	1,654	1,736	1,823	
Park Administration	10,000	10,000	10,000	-	-	12,300	13,500	13,500	
Police and EMS Services	5,000	5,000	5,000	-	-	-	-	-	
Software & Support	-	3,247	1,416	-	197	-	-	-	
Auditing	-	972	-	-	-	1,000	1,000	1,000	
Independent Labor	-	-	-	-	-	8,000	8,000	8,000	
Insurance	5,000	5,000	-	-	-	-	-	-	
Dues & Memberships	-	-	355	340	340	1,400	1,400	1,400	
Schools & Training	1,575	55	-	1,100	1,100	950	1,100	1,100	
Travel & Per Diem	1,417	-	219	840	840	1,077	1,330	1,330	
Advertising	258	-	3,731	2,100	2,100	1,360	1,428	1,499	
Equipment Maintenance	1,028	2,705	730	788	926	2,158	2,266	2,379	
Trash Removal/Recycling	-	-	-	-	-	-	-	-	
Professional Outside Services	-	28	-	525	525	1,000	1,050	1,103	
Collection Fees	-	-	-	1,300	1,300	1,300	1,300	1,300	
Community Events	2,675	3,090	3,628	3,300	4,786	5,750	6,038	6,339	
Property Maintenance	19,080	18,418	24,204	19,200	31,000	7,500	7,875	8,269	
Printing	626	-	-	750	750	500	525	551	
Consultants	-	-	175	-	-	-	-	-	
Prompt Payment Act Interest	-	-	27	-	-	-	-	-	
Portable Toilets	5,152	2,985	4,688	3,840	3,840	3,960	4,158	4,366	
<b>TOTAL PURCHASED SERVICES</b>	\$ 57,052	\$ 59,423	\$ 65,975	\$ 45,099	\$ 57,569	\$ 59,785	\$ 62,780	\$ 64,235	
<b>SUPPLIES</b>									
Fuel	81	225	265	500	500	400	420	441	
Uniforms	10	110	381	815	815	450	464	477	
Small Tools	1,270	-	1,962	1,500	1,500	750	1,000	1,000	
Furniture/Equipment < \$5000	-	303	-	-	-	-	-	-	
Office Supplies	204	1,337	487	247	247	250	258	265	
Maintenance Supplies	78	203	355	425	425	300	315	331	
Miscellaneous Expenses	684	352	383	350	350	500	525	551	
<b>TOTAL SUPPLIES</b>	\$ 2,327	\$ 2,530	\$ 3,833	\$ 3,837	\$ 3,837	\$ 2,650	\$ 2,981	\$ 3,066	
<b>CAPITAL</b>									
Park Improvement	-	-	-	13,000	13,000	5,200	-	-	
Grant Match	-	-	-	-	-	-	-	-	
<b>TOTAL CAPITAL</b>	\$ -	\$ -	\$ -	\$ 13,000	\$ 13,000	\$ 5,200	\$ -	\$ -	
*Regular Full-Time Equivalents	2.52								
* Includes part-time staff.									

**TROPHY CLUB PARK FUND  
FY 2012-13 ADOPTED  
REVENUES**



**TROPHY CLUB PARK FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



**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

**Workload Measures \***

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Street, curb, and gutter sweeping (curb miles)	65	77	84	90
• Concrete placed/poured (cubic yards)	550	550	300	450
• Striping (linear feet)	43,573	32,679	33,735	35,250

**Productivity Measures \***

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• Respond to calls in under 4 business hours	90%	100%	100%	100%
• Ratio of lane miles of street maintained per employee	24.17:1	27.88:1	26.95:1	29.65:1

**Staff**

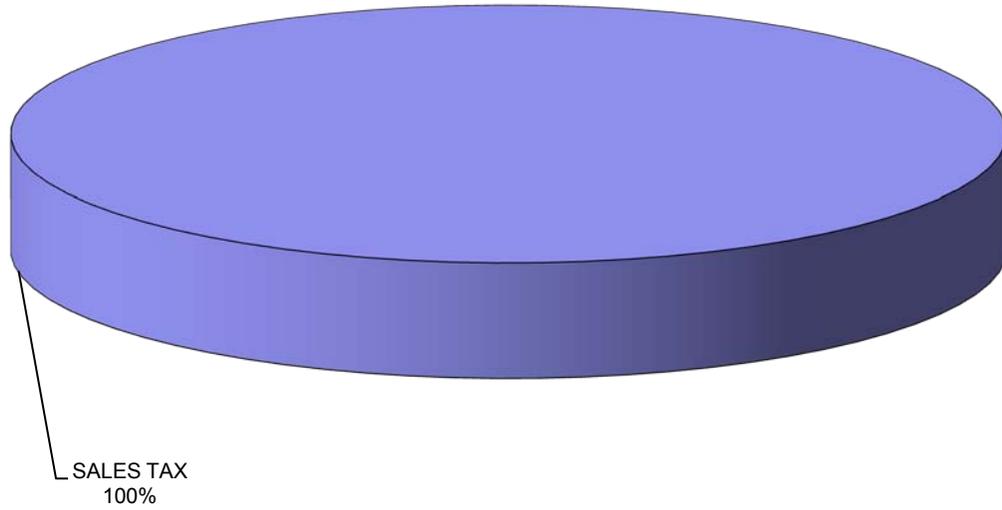
	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	0.63	0.63	0.63	0.72

\* 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.

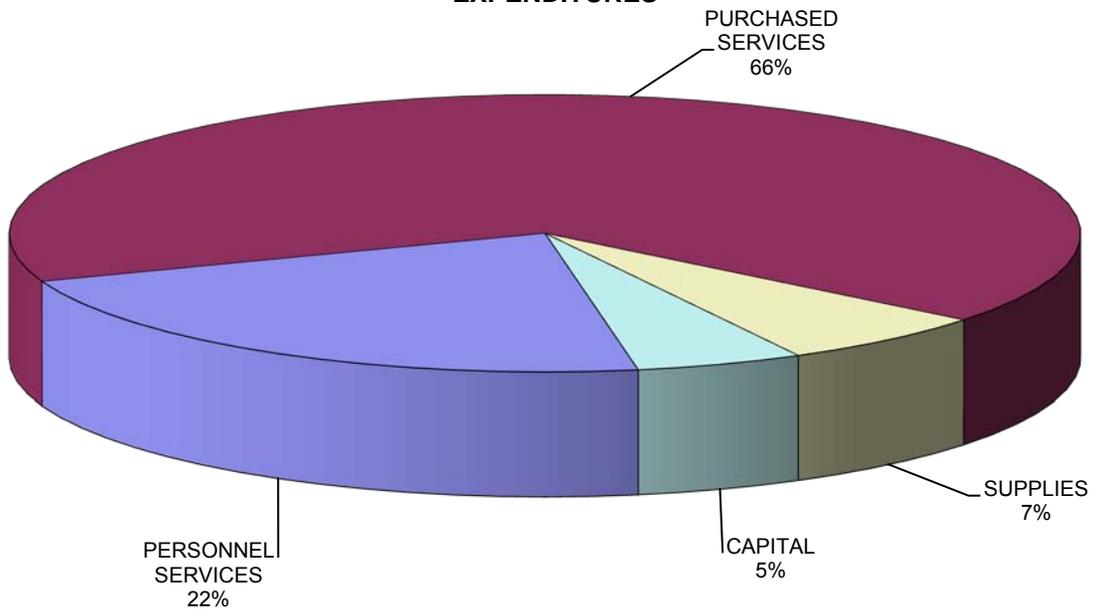
**STREET MAINTENANCE SALES TAX FUND**

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	\$ -	\$ 132,420	\$ 126,273	\$ 140,656	\$ 150,502	\$ 156,523	\$ 161,219	\$ 166,055
<b>PERSONNEL SERVICES</b>	-	29,780	26,976	28,348	25,365	34,577	35,054	36,106
<b>PURCHASED SERVICES</b>	-	64,659	59,043	100,357	75,000	103,815	105,963	108,157
<b>SUPPLIES</b>	-	-	-	-	1,924	10,038	10,339	10,650
<b>CAPITAL</b>	-	-	37,260	11,951	11,951	7,882	8,016	7,723
<b>TOTAL EXPENDITURES</b>	\$ -	\$ 94,439	\$ 123,279	\$ 140,656	\$ 114,240	\$ 156,312	\$ 159,372	\$ 162,636
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ -	\$ 37,981	\$ 2,994	\$ -	\$ 36,262	\$ 211	\$ 1,847	\$ 3,419
<b>REVENUES</b>	-	132,420	126,273	140,656	150,502	156,523	161,219	166,055
Sales Tax	-	132,420	126,273	140,656	150,502	156,523	161,219	166,055
<b>TOTAL REVENUES</b>	\$ -	\$ 132,420	\$ 126,273	\$ 140,656	\$ 150,502	\$ 156,523	\$ 161,219	\$ 166,055
<b>EXPENDITURES</b>	-	29,780	26,976	28,348	25,365	34,577	35,054	36,106
<b>PERSONNEL SERVICES</b>	-	20,014	18,109	19,316	17,187	22,717	23,399	24,100
Salaries & Wages	-	20,014	18,109	19,316	17,187	22,717	23,399	24,100
Overtime	-	-	59	-	256	-	-	-
Longevity	-	-	-	160	160	160	346	356
Retirement	-	2,290	2,536	2,727	2,402	3,330	3,430	3,533
Medical Insurance	-	3,340	3,794	3,470	2,717	3,636	3,745	3,857
Dental Insurance	-	194	198	-	188	260	268	276
Vision Insurance	-	37	38	-	45	58	60	62
Life Insurance & Other	-	126	65	142	-	234	241	248
Social Security Taxes	-	1,092	792	992	1,071	1,475	1,519	1,565
Medicare Taxes	-	255	186	232	251	345	355	366
Unemployment Taxes	-	42	54	118	118	188	194	199
Workman's Compensation	-	2,390	1,145	1,191	972	1,454	1,498	1,543
One-Time Stipend	-	-	-	-	-	720	-	-
<b>TOTAL PERSONNEL SERVICES</b>	\$ -	\$ 29,780	\$ 26,976	\$ 28,348	\$ 25,365	\$ 34,577	\$ 35,054	\$ 36,106
<b>PURCHASED SERVICES</b>	-	-	-	-	-	-	-	-
Property Maintenance	-	-	-	-	-	-	-	-
Vehicle Maintenance	-	-	-	-	-	1,424	1,424	1,424
Equipment Maintenance	-	-	-	-	-	-	-	-
Street Maintenance	-	53,906	48,178	90,357	65,000	92,391	94,239	96,124
Street Sweeping	-	-	-	-	-	-	-	-
Engineering	-	-	-	-	-	-	-	-
Signs and Markings	-	10,753	10,865	10,000	10,000	10,000	10,300	10,609
<b>TOTAL PURCHASED SERVICES</b>	\$ -	\$ 64,659	\$ 59,043	\$ 100,357	\$ 75,000	\$ 103,815	\$ 105,963	\$ 108,157
<b>SUPPLIES</b>	-	-	-	-	1,924	9,405	9,687	9,978
Fuel & Lube	-	-	-	-	1,924	9,405	9,687	9,978
Uniforms	-	-	-	-	-	-	-	-
Small Tools	-	-	-	-	-	633	652	672
Safety Equipment	-	-	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-	-	-
<b>TOTAL SUPPLIES</b>	\$ -	\$ -	\$ -	\$ -	\$ 1,924	\$ 10,038	\$ 10,339	\$ 10,650
<b>CAPITAL</b>	-	-	37,260	11,951	11,951	-	-	-
Capital Replacement	-	-	37,260	11,951	11,951	-	-	-
Lease Payment	-	-	-	-	-	7,882	8,016	7,723
<b>TOTAL CAPITAL</b>	\$ -	\$ -	\$ 37,260	\$ 11,951	\$ 11,951	\$ 7,882	\$ 8,016	\$ 7,723
<b>Regular Full-Time Equivalents</b>		<b>0.72</b>						

**STREET MAINTENANCE SALES TAX FUND  
FY 2012-13 ADOPTED  
REVENUES**



**STREET MAINTENANCE SALES TAX FUND  
FY 2012-13 ADOPTED  
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- Stormwater Master Plan**

- Begin Phase I implementation
- Continue with Phase II development
- Develop HMAP
- Develop TWDB Grant Application

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

- Parks
- Police Department
- MUD

<b>Workload Measures *</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• Storm Drain Structure Inspection & Cleaning	1024	1024	1106	1200
• Storm Drain System Repairs	50	36	73	85
• Street, Curb, and Gutter Sweeping (curb miles)	65	72	84	90

<b>Productivity Measures *</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• Response to calls in under 4 business hours	100%	100%	100%	100%

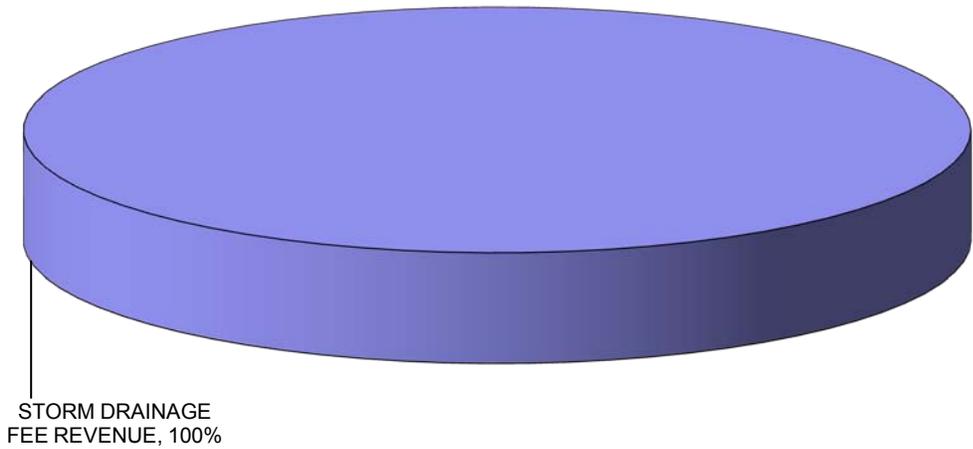
<b>Staff</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• FTE	0.33	0.33	.50	.50

\* 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.

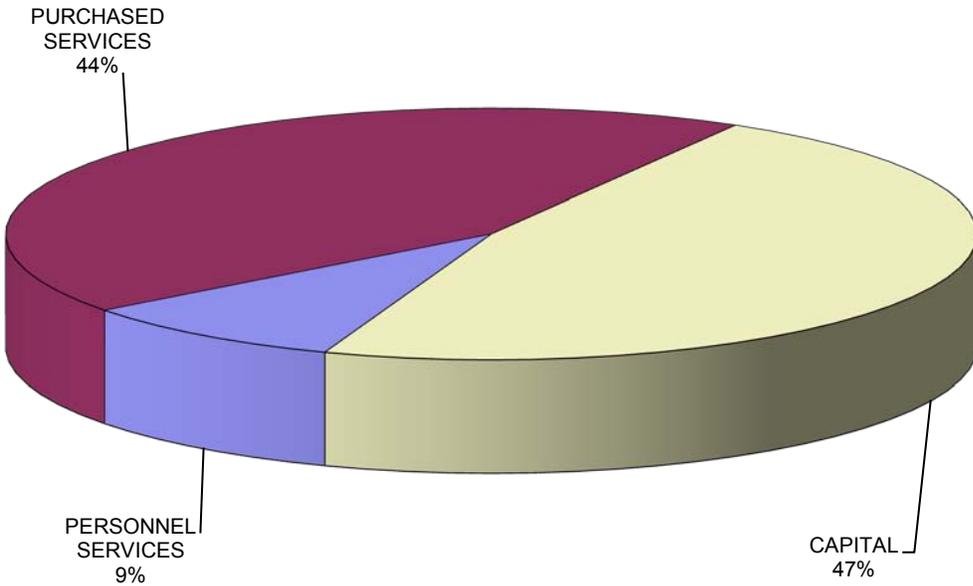
**STORM DRAINAGE UTILITY FUND**

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	\$ -	\$ 128,880	\$ 220,665	\$ 130,000	\$ 130,000	\$ 375,100	\$ 398,000	\$ 398,000
PERSONNEL SERVICES	-	21,327	20,863	21,075	21,070	33,981	34,459	35,437
PURCHASED SERVICES	-	91,470	85,106	65,772	66,357	164,105	151,503	155,524
SUPPLIES	-	4,127	7,164	6,015	2,915	-	-	-
CAPITAL	-	-	107,532	37,138	37,138	176,795	187,700	187,700
<b>TOTAL EXPENDITURES</b>	\$ -	\$ 116,924	\$ 220,665	\$ 130,000	\$ 127,480	\$ 374,881	\$ 373,662	\$ 378,661
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ -	\$ 11,956	\$ -	\$ -	\$ 2,520	\$ 219	\$ 24,338	\$ 19,339
<b>REVENUES</b>								
Storm Drainage Fee Revenue	-	128,880	136,201	130,000	130,000	369,100	398,000	398,000
Prior Year Reserves	-	-	84,464	-	-	-	-	-
Recycling Revenue	-	-	-	-	-	6,000	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ 128,880	\$ 220,665	\$ 130,000	\$ 130,000	\$ 375,100	\$ 398,000	\$ 398,000
<b>EXPENDITURES</b>								
<b>PERSONNEL SERVICES</b>								
Salaries & Wages	-	14,664	14,667	14,919	15,025	23,112	24,036	24,998
Overtime	-	56	304	-	27	-	-	-
Longevity	-	74	94	171	171	304	313	323
Retirement	-	1,987	2,130	2,113	2,111	3,383	3,484	3,589
Medical Insurance	-	1,761	2,001	1,758	1,636	2,526	2,602	2,680
Dental Insurance	-	102	104	-	113	171	176	181
Vision Insurance	-	20	20	-	27	41	42	-
Life Insurance & Other	-	93	60	110	-	238	245	-
Social Security Taxes	-	943	934	827	929	1,498	1,543	1,589
Medicare Taxes	-	221	218	193	217	350	361	371
Unemployment Taxes	-	62	36	62	62	131	135	139
Workman's Compensation	-	1,343	295	922	752	1,477	1,521	1,567
Auto Allowance	-	-	-	-	-	-	-	-
One-Time Stipend	-	-	-	-	-	750	-	-
Pre-Employment Physicals/Testing	-	-	-	-	-	-	-	-
<b>TOTAL PERSONNEL SERVICES</b>	\$ -	\$ 21,327	\$ 20,863	\$ 21,075	\$ 21,070	\$ 33,981	\$ 34,459	\$ 35,437
<b>PURCHASED SERVICES</b>								
Dues & Memberships	-	105	2,444	2,455	2,555	2,555	2,632	2,711
Schools & Training	-	-	-	-	-	-	-	-
Travel & Per Diem	-	-	-	-	-	-	-	-
Advertising	-	-	-	-	-	-	-	-
Printing	-	-	-	240	-	-	-	-
Engineering	-	6,339	3,509	4,000	3,998	104,000	107,120	110,334
Independent Labor	-	695	-	5,000	9,260	9,260	-	-
Property Maintenance	-	329	22	1,000	1,000	-	9,538	9,824
Vehicle Maintenance	-	2,194	1,015	1,030	452	-	-	-
Street Sweeping	-	3,850	3,850	5,250	5,250	5,250	5,408	5,570
Transfer to Debt Service	-	64,836	64,204	27,244	27,244	27,040	26,806	27,086
Equipment Maintenance	-	1,022	3,951	4,000	1,046	-	-	-
Trash Removal/Recycling	-	12,099	6,111	15,553	15,553	16,000	-	-
<b>TOTAL PURCHASED SERVICES</b>	\$ -	\$ 91,470	\$ 85,106	\$ 65,772	\$ 66,357	\$ 164,105	\$ 151,503	\$ 155,524
<b>SUPPLIES</b>								
Miscellaneous Expenses	-	-	-	200	100	-	-	-
Fuel	-	3,561	3,976	5,200	2,200	-	-	-
Small Tools	-	567	3,188	615	615	-	-	-
<b>TOTAL SUPPLIES</b>	\$ -	\$ 4,127	\$ 7,164	\$ 6,015	\$ 2,915	\$ -	\$ -	\$ -
<b>CAPITAL</b>								
Capital Expenses	-	-	107,532	-	-	176,795	187,700	187,700
Capital Replacement	-	-	-	37,138	37,138	-	-	-
<b>TOTAL CAPITAL</b>	\$ -	\$ -	\$ 107,532	\$ 37,138	\$ 37,138	\$ 176,795	\$ 187,700	\$ 187,700
<b>Regular Full-Time Equivalents</b>		<b>0.50</b>						

**STORM DRAINAGE UTILITY FUND  
FY 2012-13 ADOPTED  
REVENUES**



**STORM DRAINAGE UTILITY FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



## 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.

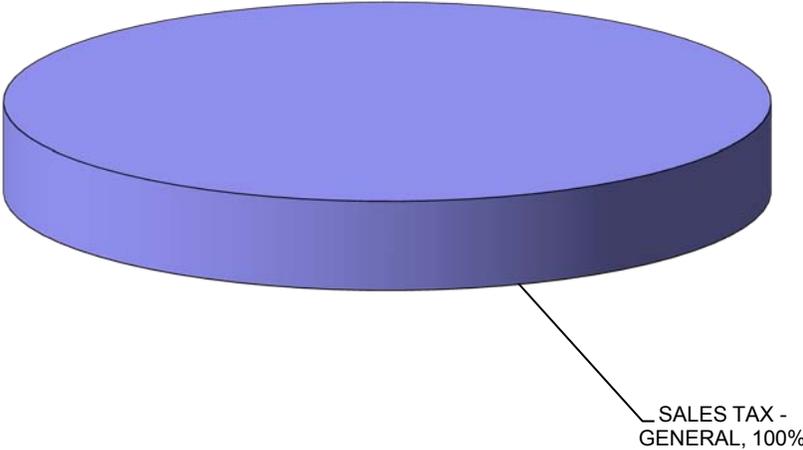
### Departmental Goal

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.

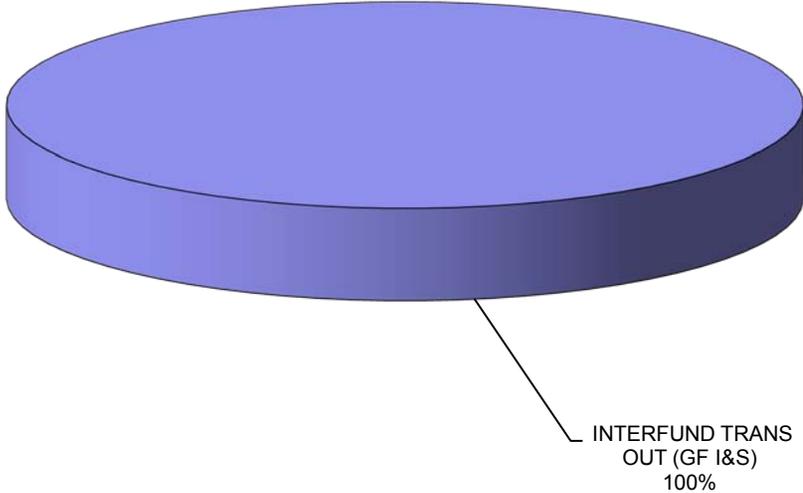
### Staff

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	N/A	N/A	N/A	N/A

**EDC4A FUND  
FY 2012-13 ADOPTED  
REVENUES**



**EDC4A FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



ECONOMIC DEVELOPMENT CORPORATION 4A FUND

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	232,659	265,694	247,269	294,661	301,005	313,245	319,506	325,892
<b>EXPENDITURES</b>	178,020	202,018	250,633	294,661	244,000	313,245	310,094	316,292
<b>TOTAL EXCESS/(DEFICIT)</b>	<b>\$ 54,639</b>	<b>\$ 63,676</b>	<b>\$ (3,364)</b>	<b>\$ -</b>	<b>\$ 57,005</b>	<b>\$ -</b>	<b>\$ 9,412</b>	<b>\$ 9,600</b>
<b>REVENUES</b>								
Sales Tax - General	229,912	264,841	246,749	281,313	301,005	313,045	319,306	325,692
Interest Income	2,747	854	520	1,000	-	200	200	200
Reserves	-	-	-	12,348	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 232,659</b>	<b>\$ 265,694</b>	<b>\$ 247,269</b>	<b>\$ 294,661</b>	<b>\$ 301,005</b>	<b>\$ 313,245</b>	<b>\$ 319,506</b>	<b>\$ 325,892</b>
<b>EXPENDITURES</b>								
Auditing	-	916	1,091	1,000	1,000	1,000	1,000	1,000
Legal	-	-	-	-	-	-	-	-
Dues & Memberships	-	140	-	280	-	-	-	-
Meetings	-	-	-	200	200	-	-	-
Schools & Training	-	1,403	-	1,710	1,710	-	-	-
Travel & Per Diem	-	1,124	2,003	4,032	4,032	-	-	-
Miscellaneous Expenses	-	63	-	100	-	-	-	-
Property Maintenance	-	-	-	-	-	-	-	-
EDC Projects	42,344	-	6,000	70,000	15,000	-	-	-
Interfund Trans Out ( I&S)	130,821	140,308	206,539	196,139	196,139	312,245	309,094	315,292
Large Project Reserves	4,855	-	-	-	-	-	-	-
Intergov Trans Out (GF)	-	-	-	-	-	-	-	-
Furniture/Equipment < \$5,000	-	22,065	-	21,000	25,919	-	-	-
Office Supplies	-	-	-	200	-	-	-	-
Capital Expenses	-	16,000	-	-	-	-	-	-
Transfer-Park Repairs/Replacement Reserve	-	20,000	35,000	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 178,020</b>	<b>\$ 202,018</b>	<b>\$ 250,633</b>	<b>\$ 294,661</b>	<b>\$ 244,000</b>	<b>\$ 313,245</b>	<b>\$ 310,094</b>	<b>\$ 316,292</b>

**ECONOMIC DEVELOPMENT CORPORATION 4B FUND**

**Mission**

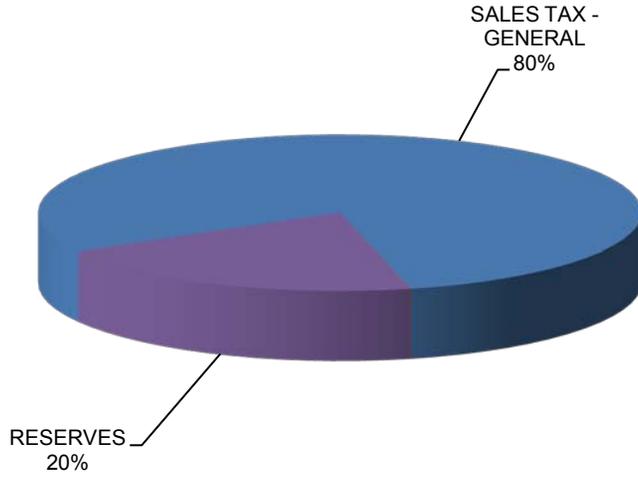
To promote economic development within the Town and the State of Texas in order to eliminate unemployment and under employment, and to promote and encourage employment and the public welfare of, for, and on behalf of the town by undertaking, developing, providing, and financing projects under the Economic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

**Departmental Goal**

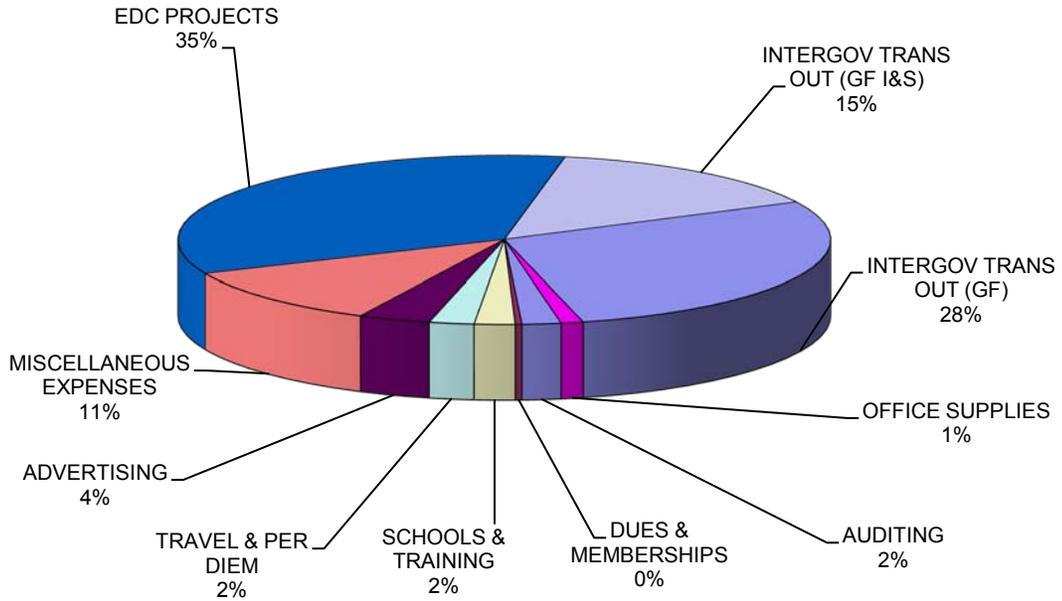
Funded by quarter-cent sales and use tax receipts, the Trophy Club Economic Development Corporation 4B (EDC 4B), aims to: design superior strategies and oversight plans that are geared toward intensifying economic activity and heightening the already superior Trophy Club lifestyle.

<b>Staff</b>	<b>2010-2011 Actual</b>	<b>2011-2012 Budget</b>	<b>2011-2012 Estimate</b>	<b>2012-2013 Adopted</b>
• FTE	N/A	N/A	N/A	N/A

**EDC 4B FUND  
FY 2012-13 ADOPTED  
REVENUES**



**EDC 4B FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



ECONOMIC DEVELOPMENT CORPORATION 4B FUND

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	\$ 116,651	132,917	123,737	161,656	164,356	196,623	159,755	162,951
<b>EXPENDITURES</b>	<b>74,002</b>	91,378	82,317	161,656	149,649	196,623	152,210	155,254
<b>TOTAL EXCESS/(DEFICIT)</b>	<b>\$ 42,649</b>	<b>\$ 41,539</b>	<b>\$ 41,420</b>	<b>\$ -</b>	<b>\$ 14,707</b>	<b>\$ -</b>	<b>\$ 7,545</b>	<b>\$ 7,697</b>
<b>REVENUES</b>								
Sales Tax - General	114,955	\$132,420	\$123,375	140,656	150,506	156,523	159,653	162,847
Interest Income	1,696	497	362	1,000	-	100	102	104
Advertising Income	-	-	-	20,000	13,850	-	-	-
Reserves	-	-	-	-	-	40,000	-	-
<b>TOTAL REVENUES</b>	<b>\$ 116,651</b>	<b>\$132,917</b>	<b>\$ 123,737</b>	<b>\$ 161,656</b>	<b>\$ 164,356</b>	<b>\$ 196,623</b>	<b>\$ 159,755</b>	<b>\$ 162,951</b>
<b>EXPENDITURES</b>								
Auditing	-	916	1,090	1,000	1,000	\$3,500	1,500	1,530
Publications/Books/Subscriptions	-	-	-	-	-	-	-	-
Dues & Memberships	350	200	450	250	250	\$600	612	624
Schools & Training	760	1,020	3,061	2,320	554	\$3,670	3,743	3,818
Travel & Per Diem	2,786	2,225	1,711	6,800	4,404	\$4,040	4,121	4,203
Elections	-	-	-	-	-	\$9,000	-	-
Advertising	7,958	7,672	787	21,500	14,350	\$6,500	6,630	6,763
Miscellaneous Expenses	-	424	2,523	8,600	6,300	\$20,341	15,000	15,300
Community Events	-	1,000	-	-	-	-	-	-
EDC Projects*	18,911	34,724	14,766	63,706	41,277	\$63,193	36,000	36,720
Intergov Trans Out (GF I&S)	26,362	26,362	31,683	26,783	26,783	\$26,783	27,568	28,119
Large Project Reserves	-	-	-	-	-	-	-	-
Intergov Trans Out (GF)	16,861	16,835	26,246	27,697	52,731	\$51,996	53,036	54,097
Office Supplies	14	-	-	3,000	2,000	\$2,000	2,000	2,040
Printing	-	-	-	-	-	\$5,000	2,000	2,040
<b>TOTAL EXPENDITURES</b>	<b>\$ 74,002</b>	<b>\$ 91,378</b>	<b>\$ 82,317</b>	<b>\$ 161,656</b>	<b>\$ 149,649</b>	<b>\$ 196,623</b>	<b>\$ 152,210</b>	<b>\$ 155,254</b>
<b>*EDC Project Breakdown</b>								
Merchandising Plan and Analytics	\$ 8,578							
Planning, Marketing, and Design	\$ 10,000							
ROW Analysis and Incentives	\$ 44,615							
	<u>\$ 63,193</u>							

## HOTEL OCCUPANCY TAX FUND

### Mission

Through the receipt of Hotel Occupancy Tax, the mission of this fund is to promote tourism in Trophy Club by developing strong community partnerships which create a positive regional identity.

### Departmental Goal

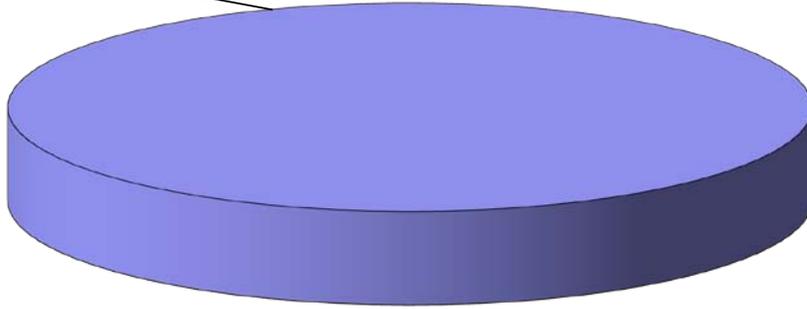
Created for Fiscal Year 2007-08 following the November 20, 2006 Town Council adopted and levied tax for the occupancy of hotel rooms, the Hotel Occupancy Tax Fund's primary function is to account for the receipt and distribution of the Town's Hotel/Motel Occupancy Tax.

### Staff

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	N/A	N/A	N/A	N/A

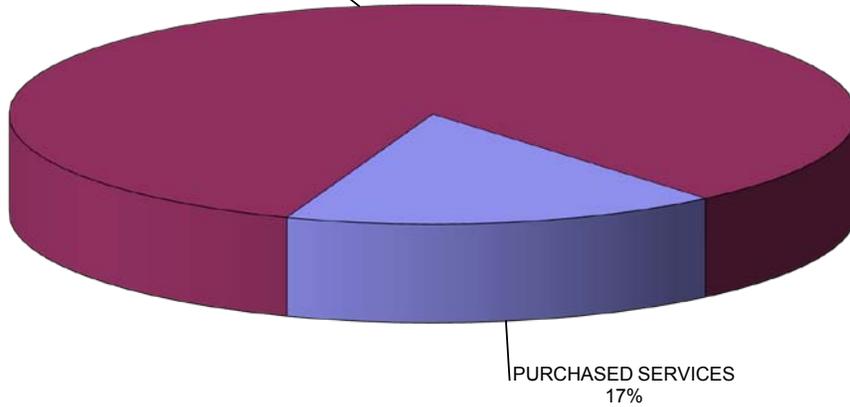
**HOTEL OCCUPANCY TAX FUND  
FY 2012-13 ADOPTED  
REVENUES**

OCCUPANCY TAX  
100%



**HOTEL OCCUPANCY TAX FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**

CAPITAL CONTRIBUTION  
83%



HOTEL OCCUPANCY TAX FUND

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	\$ 17,132	\$ 17,713	\$ 22,644	\$ 21,050	\$ 21,050	\$ 111,050	\$ 116,600	\$ 122,428
<b>PURCHASED SERVICES</b>	41,828	19,000	20,500	18,600	18,600	18,540	19,096	19,670
<b>SUPPLIES</b>	-	-	-	2,375	2,375	-	-	-
<b>CAPITAL</b>	-	-	-	-	-	92,510	97,504	102,758
<b>TOTAL EXPENDITURES</b>	\$ 41,828	\$ 19,000	\$ 20,500	\$ 20,975	\$ 20,975	\$ 111,050	\$ 116,600	\$ 122,428
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ (24,696)	\$ (1,287)	\$ 2,144	\$ 75	\$ 75	\$ -	\$ -	\$ -
<b>REVENUES</b>								
Occupancy Tax	17,069	17,686	22,644	21,000	21,000	111,000	116,550	122,378
Interest Income	63	28	-	50	50	50	50	50
Prior Year Reserves	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	\$ 17,132	\$ 17,713	\$ 22,644	\$ 21,050	\$ 21,050	\$ 111,050	\$ 116,600	\$ 122,428
<b>PURCHASED SERVICES</b>								
Dues & Memberships	2,500	-	-	-	-	-	-	-
Advertising	-	-	-	850	850	876	902	930
Community Events	3,000	-	-	-	-	-	-	-
4th of July Activities	36,328	19,000	20,500	-	-	-	-	-
Printing	\$ -	\$ -	\$ -	\$ 600	\$ 600	\$ -	\$ -	\$ -
Event Rentals	-	-	-	17,150	17,150	17,665	18,194	18,740
<b>TOTAL PURCHASED SERVICES</b>	\$ 41,828	\$ 19,000	\$ 20,500	\$ 18,600	\$ 18,600	\$ 18,540	\$ 19,096	\$ 19,670
<b>SUPPLIES</b>								
Uniforms	\$ -	\$ -	\$ -	\$ 425	\$ 425	\$ -	\$ -	\$ -
Program Supplies	\$ -	\$ -	\$ -	\$ 1,950	\$ 1,950	\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES</b>	\$ -	\$ -	\$ -	\$ 2,375	\$ 2,375	\$ -	\$ -	\$ -
<b>CAPITAL</b>								
Community Center Contribution	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,510	\$ 97,504	\$ 102,758
<b>TOTAL CAPITAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,510	\$ 97,504	\$ 102,758
<b>TOTAL EXPENDITURES</b>	\$ 41,828	\$ 19,000	\$ 20,500	\$ 20,975	\$ 20,975	\$ 111,050	\$ 116,600	\$ 122,428

## COURT TECHNOLOGY FUND

### Mission

The Court technology Fund is used for the sole purpose of financing the purchase of or maintenance of technological enhancements for the Trophy Club Municipal Court and therefore promoting financial and operational stewardship by improving the effectiveness and efficiency of operational processes.

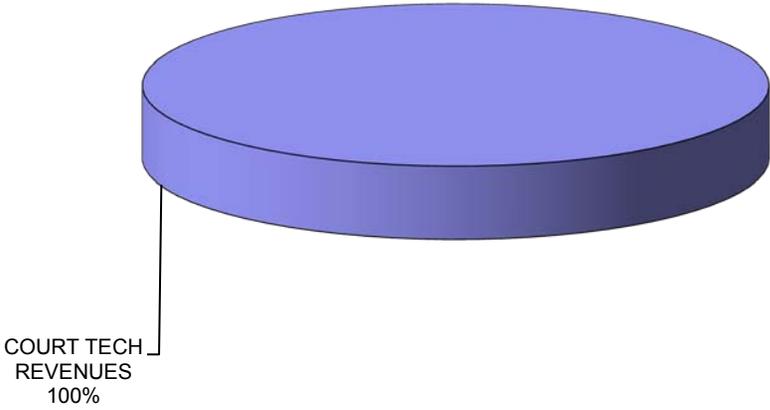
### Departmental Goal

To help offset the costs related to the purchase of the INCODE Court Software system and the support needed to maintain the system.

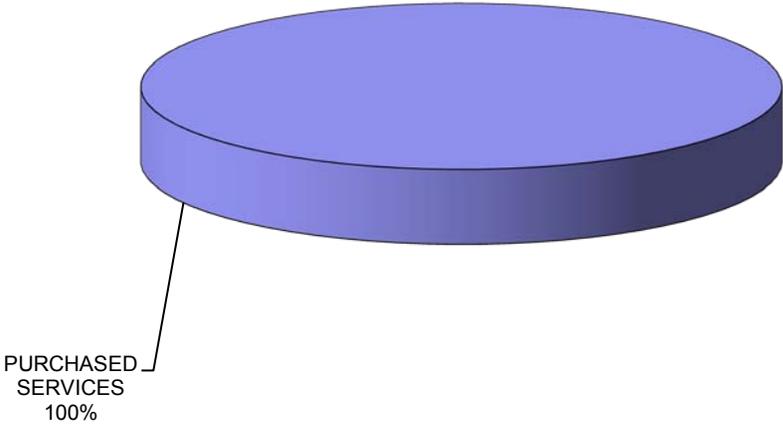
### Staff

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	N/A	N/A	N/A	N/A

**COURT TECHNOLOGY FUND  
FY 2012-13 ADOPTED  
REVENUES**



**COURT TECHNOLOGY FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



COURT TECHNOLOGY FUND

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	\$ -	\$ -	\$ -	\$ 27,350	\$ 25,350	\$ 4,545	\$ 4,636	\$ 4,775
<b>PURCHASED SERVICES</b>	-	-	-	3,700	3,700	3,275	3,275	3,275
<b>CAPITAL</b>	-	-	-	20,850	20,850	-	-	464
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ 24,550	\$ 24,550	\$ 3,275	\$ 3,275	\$ 3,739
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ -	\$ -	\$ -	\$ 2,800	\$ 800	\$ 1,270	\$ 1,361	\$ 1,036
<b>REVENUES</b>								
Court Technology Revenue	-	-	-	6,500	4,500	4,545	4,636	24,310
Prior Year Reserves	-	-	-	20,850	20,850	-	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ 27,350	\$ 25,350	\$ 4,545	\$ 4,636	\$ 24,310
<b>PURCHASED SERVICES</b>								
Software & Support	-	-	-	3,700	3,700	3,275	3,275	3,275
<b>TOTAL PURCHASED SERVICES</b>	\$ -	\$ -	\$ -	\$ 3,700	\$ 3,700	\$ 3,275	\$ 3,275	\$ 3,275
<b>CAPITAL</b>								
Capital Expense	\$ -	\$ -	\$ -	\$ 20,850	\$ 20,850	\$ -	\$ -	\$ 464
<b>TOTAL CAPITAL</b>	\$ -	\$ -	\$ -	\$ 20,850	\$ 20,850	\$ -	\$ -	\$ 464

## COURT SECURITY FUND

### Mission

The Court Security Fund is used for the purposes of providing security personnel, services, and items to the Trophy Club Municipal Court and to promote financial stewardship by delivering responsive customer service.

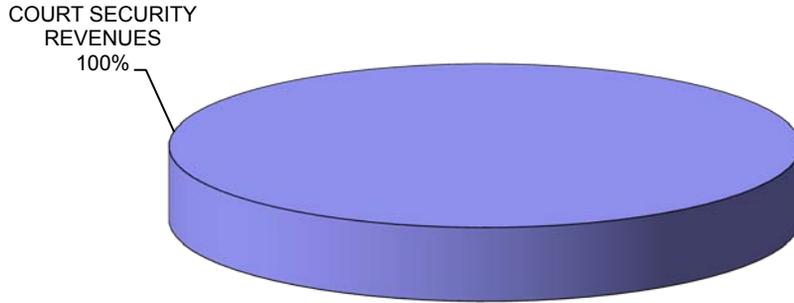
### Departmental Goal

To help offset the expense of providing bailiff services for Trophy Club Municipal Court dockets during Fiscal Year 2011-2012.

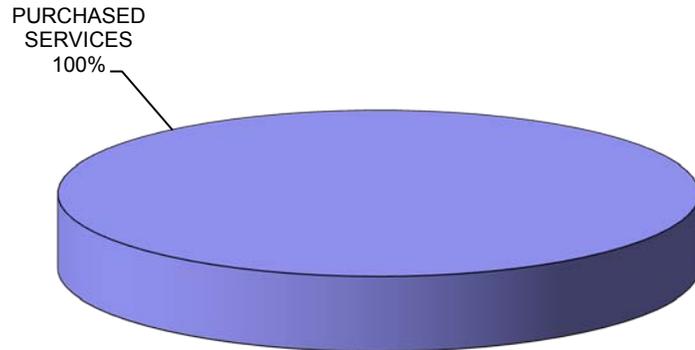
### Staff

	2010-2011 Actual	2011-2012 Budget	2011-2012 Estimate	2012-2013 Adopted
• FTE	N/A	N/A	N/A	N/A

**COURT SECURITY FUND  
FY 2012-13 ADOPTED  
REVENUES**



**COURT SECURITY FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



COURT SECURITY FUND

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,100	\$ 3,030	\$ 3,091	\$ 3,183
<b>PURCHASED SERVICES</b>	-	-	-	3,000	3,000	3,000	3,000	3,000
<b>CAPITAL</b>	-	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ 30	\$ 91	\$ 183
<b>REVENUES</b>								
Court Security Revenue	-	-	-	3,000	3,100	3,030	3,091	3,183
Prior Year Reserves	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,100	\$ 3,030	\$ 3,091	\$ 3,183
<b>PURCHASED SERVICES</b>								
Transfer to General Fund (Bailliff Reimbursement)	-	-	-	3,000	3,000	3,000	3,000	3,000
<b>TOTAL PURCHASED SERVICES</b>	\$ -	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
<b>CAPITAL</b>								
Capital Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

## CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) represents the Town's plan for public purchasing and development projects. The CIP 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; and
7. Operating budgets.

The five year CIP illustrates by fund and function the estimated costs for equipment purchases and/or improvement projects. Over the past few months, the Town has initiated a long term financial plan that will align with Council Strategic Goals, the soon to be completed Vision Trophy Club (20 Year Plan), and year-to-year budgeting. Below is brief breakdown of each CIP area:

### **Capital Replacement – Rolling Stock (Vehicle & Equipment Replacement):**

The Capital Replacement budget is funded by the General Fund, and provides a 5 year replacement schedule for Town equipment and rolling stock. The Town depreciates the item over its expected useful life and places that amount into Capital Replacement each year. The FY13 General Fund budget has fully funded the required vehicle and equipment purchases.

### **Street Improvements:**

Each year, the Streets Department, in conjunction with the Town Engineer, assesses Town infrastructure. They provide the Town Manager and Town Council with a prioritized list based on condition and expected remaining life. Several years ago, the Town Council began putting aside funds to help pay for infrastructure improvements. The Town anticipates utilizing a portion of those funds, in addition to Denton County TRIP08 bond funds, to reconstruct a section of Indian Creek during FY13.

### **Trophy Club Park Fund:**

Trophy Club Park is a separate enterprise fund that operates an 800 acre park along Lake Grapevine leased from the US Army Corps of Engineers. The Town is currently undergoing a Master Plan for the Park. Major capital improvements will only occur once the Park is able to independently support the debt required to make improvements. We anticipate that occurring in 2016-17, at the earliest.

### **Facilities:**

Facilities is a new item listed on the five year CIP schedule. The Town recognizes that there is a need to construct a new Police and Municipal Services facility. Based on the Town's debt schedule and increased tax base growth and values, the Town anticipates being able to borrow approximately \$8 million without raising the tax rate to issue bonds. To begin preparing, the Town Council elected to maintain their I&S rate at \$0.115 by issuing a three year \$500,000 tax note in September 2012. These dollars will be directed towards land and facility planning over the next 2-3 years.

### **Storm Drainage Fund:**

The Town assesses a fee to Trophy Club property owners 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 engaged the services of Freese and Nichols, Inc. (FNI) to conduct a master drainage study in order to better assess current infrastructure and future needs. Phase I of this study has been completed and identified five major areas of concern related to storm drainage. The Town also engaged FNI to complete a financial analysis to correctly identify revenue options, appropriate expenses, and residential/commercial storm drainage fees necessary to accomplish these storm water improvement projects. Based on those recommendations, the fee for residential home owners increased from \$3 to \$6, and commercial entities were increased based on a Equivalent Residential Unit (ERU) system.

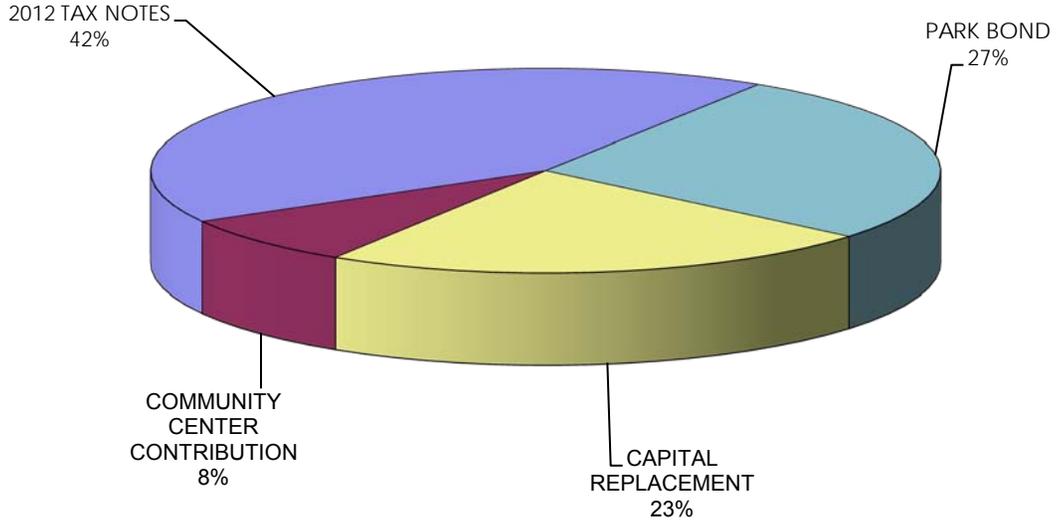
The Town plans to begin Phase I implementation and issue \$1.2 million Certificates of Obligation backed by stormwater fee revenue to address three areas identified by FNI. Additionally, the Town has retained FNI to initiate Phase II which will include a regional analysis on water drainage and the impact on Trophy Club. We are looking to partner with surrounding municipalities, Counties, and a developer as well as seek grant funding.

## **OPERATION AND MAINTANCE COSTS OF CAPITAL IMPROVEMENTS**

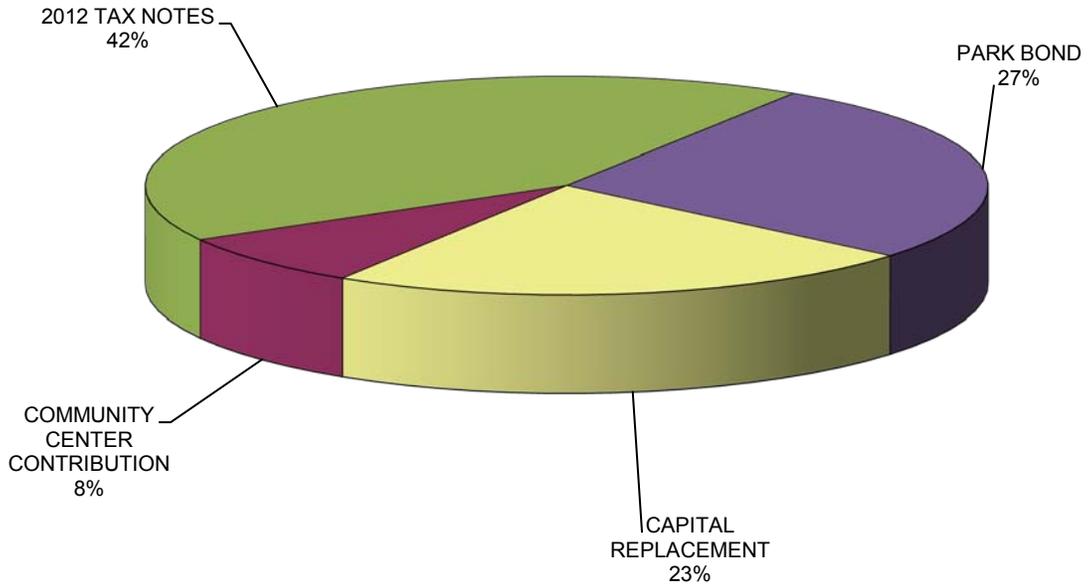
Annually, the projected costs of operations and maintenance associated with capital projects anticipated to be completed and coming on line are estimated and included in the respective departments' operating budget. The Town Council discusses and debates funding options during budget deliberations.

	2012-13	2013-14	2014-15	2015-16	2016-17	TOTAL
<b>GENERAL FUND</b>						
<b>ROLLING STOCK (VEHICLE &amp; EQUIP REPLACEMENT)</b>						
Police	34,006	35,026	36,077	37,159	38,274	180,542
EMS	72,013	74,173	76,399	78,691	81,051	382,327
Streets	22,308	34,006	35,026	36,077	37,159	164,576
Community Development	1,624	4,002	4,122	4,246	4,373	18,367
Parks	61,481	57,690	30,560	31,477	32,421	213,629
IS Annual Replacement	44,707	6,834	6,834	44,707	44,707	147,789
<b>Total Vehicle &amp; Equipment Replacement</b>	<b>\$ 236,139</b>	<b>\$ 211,732</b>	<b>\$ 189,018</b>	<b>\$ 232,356</b>	<b>\$ 237,986</b>	<b>1,107,231</b>
<b>STREET IMPROVEMENTS</b>						
Indian Creek (Creekmere to Skyline; Storm Drain Portion Funded by Drainage Fund)						
Denton County ICA	300,000	-	-	-	-	300,000
Trophy Club	659,903	-	-	-	-	659,903
Phoenix (Pebble Beach to Shields)	-	257,324	-	-	-	257,324
Pin Oak Court	-	228,150	-	-	-	228,150
Pebble Beach (North Side)	-	-	252,473	-	-	252,473
Timberline Court	-	-	47,628	-	-	47,628
Indian Creek (Skyline to Harmony Park)	-	-	-	-	-	-
Skyline to Greenhill	-	-	538,223	-	-	538,223
Greenhill to Harmony Park	-	-	765,092	-	-	765,092
Southbound Trophy Club (Bobcat to Durango)	-	-	-	752,737	-	752,737
Tron Court/ Drive	-	-	-	-	322,321	322,321
Murfield Court	-	-	-	-	136,877	136,877
Woodlands Court	-	-	-	-	91,170	91,170
Portland Drive	-	-	-	-	124,964	124,964
Wilshire Drive	-	-	-	-	79,500	79,500
Lee Court	-	-	-	-	116,698	116,698
Glendale Court	-	-	-	-	76,326	76,326
Ross Court	-	-	-	-	59,223	59,223
Llano Drive	-	-	-	-	216,377	216,377
Municipal Drive	-	30,000	-	-	-	30,000
T.W. King Parking Area/Emergency Exit	-	-	-	-	80,000	80,000
<b>Total Street Improvements</b>	<b>\$ 959,903</b>	<b>\$ 515,474</b>	<b>\$ 1,603,416</b>	<b>\$ 752,737</b>	<b>\$ 1,303,456</b>	<b>\$ 5,134,986</b>
<b>TROPHY CLUB PARK FUND</b>						
Trophy Club Park Improvements	-	-	-	-	1,500,000	1,500,000
<b>Total Parks and Recreation</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,500,000</b>	<b>\$ 1,500,000</b>
<b>FACILITIES</b>						
Land & Facility Planning	477,950	-	-	-	-	477,950
Municipal & Police Services Facility	-	-	8,000,000	-	-	8,000,000
<b>Total Facilities</b>	<b>\$ 477,950</b>	<b>\$ -</b>	<b>\$ 8,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,477,950</b>
<b>TOTAL GENERAL FUND AND TROPHY CLUB PARK</b>	<b>\$ 1,673,992</b>	<b>\$ 727,206</b>	<b>\$ 9,792,434</b>	<b>\$ 985,093</b>		<b>\$ 16,220,167</b>
<b>STORM DRAINAGE FUND</b>						
<b>DRAINAGE SYSTEM IMPROVEMENTS</b>						
Timber Ridge	266,600	-	-	-	-	266,600
Fresh Meadow	575,541	-	-	-	-	575,541
Trophy Club Dr Bridge over Marshall Creek	-	-	-	4,968,000	-	4,968,000
Skyline/Indian Creek (3 Phases)	350,000	-	-	-	6,070,000	6,420,000
Cypress Court	-	-	-	-	1,380,000	1,380,000
Bobcat Blvd. Drainage	-	-	-	-	575,000	575,000
<b>Total Drainage System Improvements</b>	<b>\$ 1,192,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,968,000</b>	<b>\$ 8,025,000</b>	<b>\$ 14,185,141</b>
<b>TOTAL STORM DRAINAGE FUND</b>	<b>\$ 1,192,141</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,968,000</b>	<b>\$ 8,025,000</b>	<b>\$ 14,185,141</b>

**CAPITAL PROJECTS FUND  
FY 2012-13 ADOPTED  
REVENUES**



**CAPITAL PROJECTS FUND  
FY 2012-13 ADOPTED  
EXPENDITURES**



**CAPITAL PROJECTS FUND**

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>								
Capital Replacement	37,200	44,707	44,707	166,000	166,000	269,208	275,745	253,065
\$474 Harmony Park CO Bond	328	-	-	-	-	-	-	-
\$3.26M Street GO Bond	6,790	-	-	-	-	-	-	-
Civic Center Contribution	-	-	-	-	-	92,510	97,504	102,758
2012 Tax Notes	-	-	-	-	-	500,000	-	-
2010 Park Bond	-	5,003,750	4,742,533	1,202,906	712,213	319,424	-	-
<b>TOTAL REVENUES</b>	<b>\$ 44,318</b>	<b>\$ 5,048,457</b>	<b>\$ 4,787,240</b>	<b>\$ 1,368,906</b>	<b>\$ 878,213</b>	<b>\$ 1,181,142</b>	<b>\$ 373,249</b>	<b>\$ 355,823</b>
<b>EXPENDITURES</b>								
Capital Replacement	37,200	19,888	42,777	148,000	148,000	269,208	275,745	252,014
\$474 Harmony Park CO Bond	209,041	-	-	-	-	-	-	-
\$3.26M Street GO Bond	1,282,759	-	-	-	-	-	-	-
Civic Center Contribution	-	-	-	-	-	92,510	97,504	102,758
2012 Tax Notes	-	-	-	-	-	500,000	-	-
2010 Park Bond	-	266,421	4,030,772	1,202,906	392,789	319,424	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,529,000</b>	<b>\$ 286,309</b>	<b>\$ 4,073,549</b>	<b>\$ 1,350,906</b>	<b>\$ 540,789</b>	<b>\$ 1,181,142</b>	<b>\$ 373,249</b>	<b>\$ 354,772</b>
<b>TOTAL REVENUES OVER EXPENDITURES</b>	<b>\$ (1,484,682)</b>	<b>\$ 4,762,148</b>	<b>\$ 713,691</b>	<b>\$ 18,000</b>	<b>\$ 337,424</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,051</b>

**CAPITAL PROJECTS FUND**  
Capital Replacement

DESCRIPTION	2008-10 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	37,200	44,707	44,707	166,000	166,000	269,208	275,745	253,065
<b>EXPENDITURES</b>	37,200	19,888	42,777	148,000	148,000	269,208	275,745	252,014
<b>TOTAL EXCESS/(DEFICIT) \$</b>	<b>-</b>	<b>\$ 24,819</b>	<b>\$ 1,930</b>	<b>\$ 18,000</b>	<b>\$ 18,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,051</b>
<b>REVENUES</b>								
Capital Replacement Contribution - General Fund	37,200	44,707	44,707	166,000	166,000	265,215	275,745	253,065
Use of Reserves	-	-	-	-	-	3,993	-	-
<b>TOTAL REVENUES</b>	<b>\$ 37,200</b>	<b>\$ 44,707</b>	<b>\$ 44,707</b>	<b>\$ 166,000</b>	<b>\$ 166,000</b>	<b>\$ 269,208</b>	<b>\$ 275,745</b>	<b>\$ 253,065</b>
<b>EXPENDITURES</b>								
IT Annual Replacement	37,200	19,888	42,777	-	-	48,700	44,725	47,025
IT Virtual Servers	-	-	-	65,000	65,000	-	-	-
Vehicles	-	-	-	83,000	83,000	81,100	206,020	179,989
Equipment	-	-	-	-	-	91,570	-	-
Outdoor Warning System	-	-	-	-	-	32,838	-	-
Future Reserve for Pool Maintenance	-	-	-	-	-	15,000	25,000	25,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 37,200</b>	<b>\$ 19,888</b>	<b>\$ 42,777</b>	<b>\$ 148,000</b>	<b>\$ 148,000</b>	<b>\$ 269,208</b>	<b>\$ 275,745</b>	<b>\$ 252,014</b>

**CAPITAL PROJECTS FUND**  
Civic Center Contribution

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	-	-	-	-	-	92,510	97,504	102,758
<b>EXPENDITURES</b>	-	-	-	-	-	92,510	97,504	102,758
<b>TOTAL EXCESS/(DEFICIT)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REVENUES</b>								
Transfer-In - Hotel Occupancy	-	-	-	-	-	92,510	97,504	102,758
Prior Year Reserves	-	-	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,510	\$ 97,504	\$ 102,758
<b>EXPENDITURES</b>								
Future Reserve for Community Center	-	-	-	-	-	92,510	97,504	102,758
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,510	\$ 97,504	\$ 102,758

**CAPITAL PROJECTS FUND**  
 2012 Tax Notes

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	-	-	-	-	-	500,000	-	-
<b>EXPENDITURES</b>	-	-	-	-	-	500,000	-	-
<b>TOTAL EXCESS/(DEFICIT) \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>	<b>- \$</b>
<b>REVENUES</b>								
2012 Tax Notes Proceeds	-	-	-	-	-	500,000	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>EXPENDITURES</b>								
Capital Purchases/Bond Projects	-	-	-	-	-	479,550	-	-
Bond/CO Issuance Cost	-	-	-	-	-	20,450	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>

**CAPITAL PROJECTS FUND**  
2010 Park Bond

DESCRIPTION	2008-09 ACTUAL	2009-10 ACTUAL	2010-11 ACTUAL	2011-12 ADOPTED	2011-12 ESTIMATE	2012-13 ADOPTED	2013-14 PROJECTED	2014-15 PROJECTED
<b>REVENUES</b>	-	5,003,750	4,742,533	1,202,906	712,213	319,424	-	-
<b>EXPENDITURES</b>	-	266,421	4,030,772	1,202,906	392,789	319,424	-	-
<b>TOTAL EXCESS/(DEFICIT) \$</b>	-	\$ 4,737,329	\$ 711,761	\$ -	\$ 319,424	\$ -	\$ -	\$ -
<b>REVENUES</b>								
Bond Proceeds	-	5,000,000	-	-	-	-	-	-
Interest Income	-	3,750	5,204	-	451	-	-	-
Use of Reserves	-	-	4,737,329	1,202,906	711,762	319,424	-	-
<b>TOTAL REVENUES</b>	\$ -	\$ 5,003,750	\$ 4,742,533	\$ 1,202,906	\$ 712,213	\$ 319,424	\$ -	\$ -
<b>EXPENDITURES</b>								
Bond Issuance Cost	-	64,970	-	-	-	-	-	-
Freedom Park	-	9,288	590,588	75,937	16,986	-	-	-
Independence Park	-	179,213	3,374,888	638,825	234,539	-	-	-
Harmony Park	-	-	11,997	64,093	130,908	-	-	-
Eastside Trail Head Acquisition	-	-	53,299	9,863	10,356	-	-	-
At Large	-	-	-	414,188	-	319,424	-	-
UV Filter System	-	12,950	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	\$ -	\$ 266,421	\$ 4,030,772	\$ 1,202,906	\$ 392,789	\$ 319,424	\$ -	\$ -



**COMMUNITY**

Residents..... 9,500  
Square Miles..... 4.048  
Number of Households..... 3,500  
Household Size..... 2.8  
Average Value.....\$268,000

**LOCATION**

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

**QUALITY OF LIFE**

Texas' first premiere planned community with a wide range of home prices from the low \$100's to \$1,000,000. Country Club features two, 18-hole golf courses including the only course designed by Ben Hogan. Active lifestyle includes over 1,000 acres of parks, Community Pool/Splash Pad, a nature preserve, disc golf course and Grapevine Lake access.

**TOWN AMENITIES**

[Community Swimming Pool](#) 817-491-0500  
[Harmony Park](#) 682-831-4603  
[Independence Park](#) 682-831-4603  
[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  
[NRH<sub>2</sub>O Water Park](#) 33 minutes  
[Rangers Ballpark in Arlington](#) 30 minutes  
[Six Flags Over Texas](#) 27 minutes  
[Texas Motor Speedway](#) 10 minutes

**TOWN FINANCIAL STATUS**

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.....\$0.27736  
MUD No. 1.....\$0.17500  
Northwest ISD.....\$1.37500  
PID No. 1 (Emergency Services) (Denton County) \$.10925  
Tarrant County.....\$0.26400  
Tarrant County College District.....\$0.14897  
Tarrant County Hospital District.....\$0.227897  
Town.....\$0.53000

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

MUD No. 1 (Tarrant County).....\$2.72087  
MUD No. 1 (Denton County).....\$2.35736  
PID No. 1 (Emergency Services) (Denton County). \$2.29161

**STATE SALES TAX – 8.25%**

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

**PUBLIC IMPROVEMENT DISTRICT (PID) ASSESSMENTS**

For specific PID information, please visit [www.trophyclub.org/pid](http://www.trophyclub.org/pid)

**UTILITIES**

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

**NORTHWEST ISD**

Public Information:..... 817-215-0000 [nisd@nisdtx.org](mailto:nisd@nisdtx.org)  
[Lakeview Elementary](#) 817-215-0750  
[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  
[Steele Accelerated High School](#).....817-698-5800  
2010-2011 Test Scores.....SAT – 1474 ACT – 22.7

**TOWN COUNCIL**

Mayor [Connie White](#)  
Council Members:  
[Glenn Strother](#), Mayor Pro Tem  
[Clint Schroeder](#)  
[Bill Rose](#)  
[Danny Mayer](#)  
[Jeannette Tiffany](#)

**DEPARTMENTS**

Town Manager [Mike Slye](#)  
Assistant Town Manager [Stephen Seidel](#)  
Town Secretary [Shannon DePrater](#)  
MUD District Manager [Jennifer McKnight](#)  
MUD Secretary [Laurie Slaght](#)  
Community Development Director [Carolyn Huggins](#)  
Finance Director [Michael Aguilera](#)  
Fire Chief [Danny Thomas](#)  
Information Systems Director [Mike Pastor](#)  
Parks & Recreation Director [Adam Adams](#)  
PIO/Marketing Manager [April Reiling](#)  
Police Chief [Scott Kniffen](#)  
Streets Director [Ed Helton](#)

# **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

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

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.

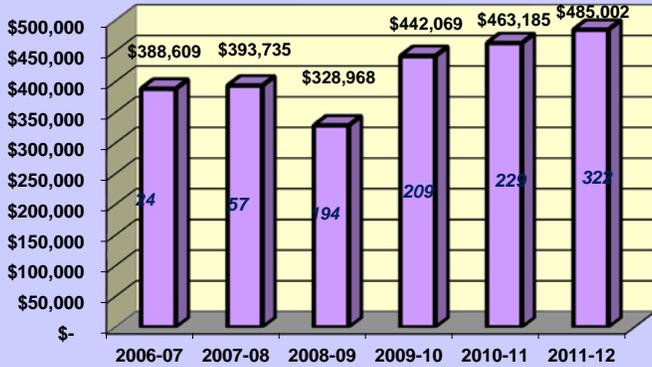
Cash counting and/or deposit preparation must be performed out of public view.

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.

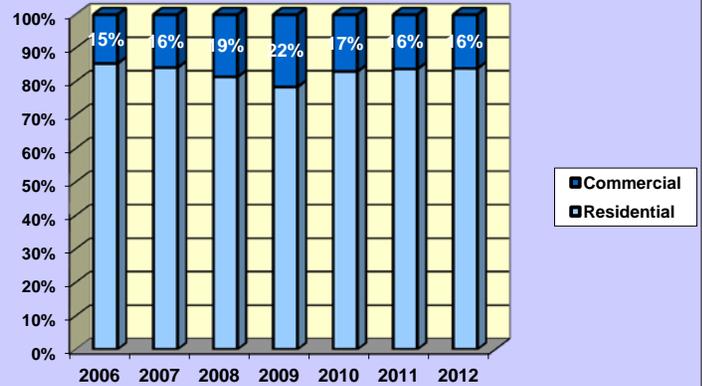
# TOWN OF TROPHY CLUB

## ECONOMIC CLIMATE DASHBOARD

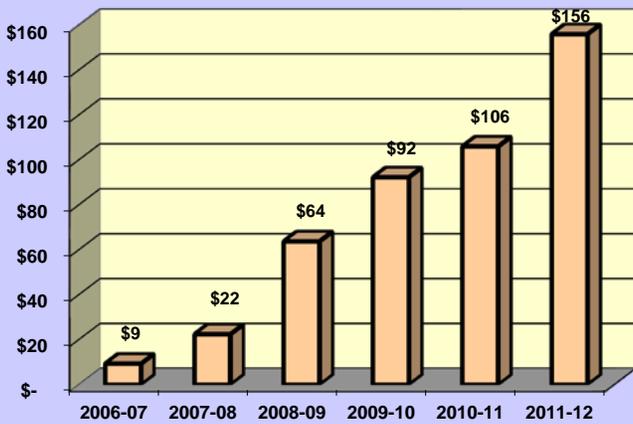
**Average New Home Value**  
*(number of permits/year in italics)*



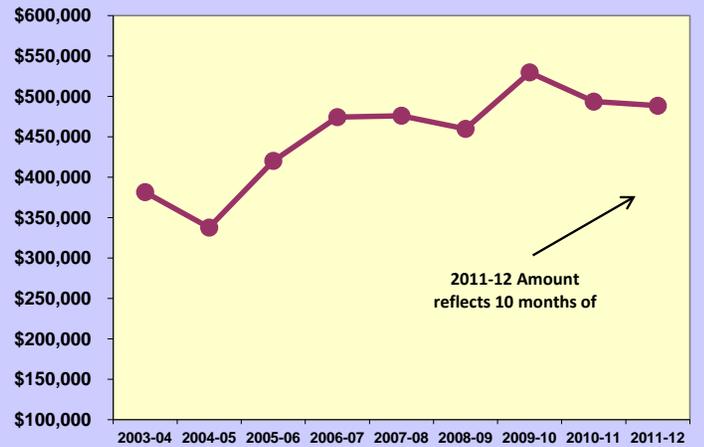
**Commercial Value as % of Total**



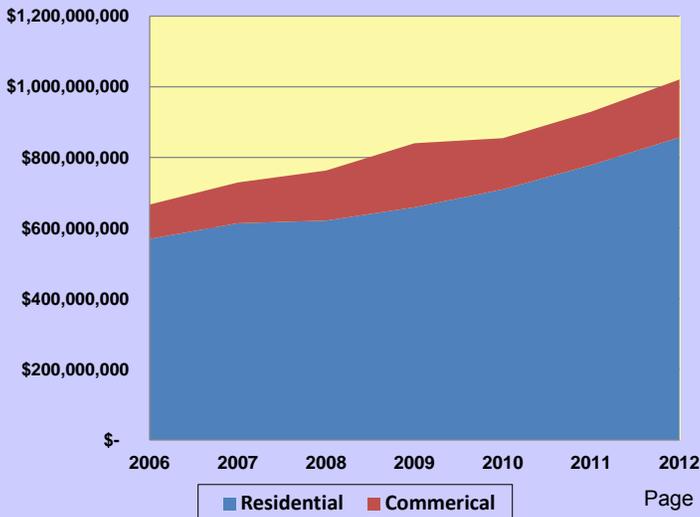
**Total New Home Value Added (in millions)**



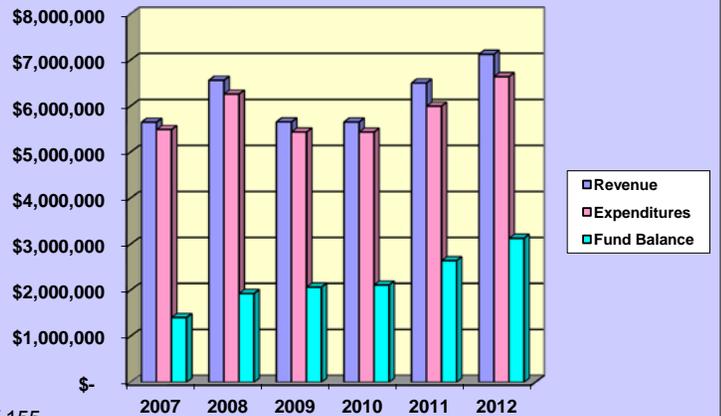
**Sales Tax History (fiscal year)**



**Total Net Taxable Assessed Value**



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



TOWN OF TROPHY CLUB, TEXAS

PRINCIPAL PROPERTY TAX PAYERS  
(Unaudited)

<b>2011</b>		
<b>Taxpayer</b>	<b>Taxable Value</b>	<b>Percent of Total Town Taxable Value</b>
Cn1 Retmt Crsi Trophy CI TX LLP	\$ 17,800,000	1.89%
Regency Centers LP	7,094,526	0.75%
Goodman Family of Builders LP	6,272,995	0.67%
Trophy Club Medical Center LP	6,163,459	0.65%
BDMR Development LLC	6,030,947	0.64%
Standard Pacific of Texas LP	5,987,095	0.63%
High Trophy Development LLC	5,807,077	0.62%
Armore Trophy Club LLC	5,665,875	0.60%
Lennar Homes of Texas Land & Construction LTD	5,184,902	0.55%
4663 Okeechobee Blvd & Palm Beach Holdings	5,000,000	0.53%
<b>Total</b>	<b>\$ 71,006,876</b>	<b>7.53%</b>
 <b>Total Assessed Valuation</b>	 <b>\$ 942,886,612</b>	 <b>100.00%</b>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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