



Annual Budget 2018-2019



Town of Argyle

September,
2018



TOWN OF ARGYLE, TEXAS

ANNUAL BUDGET 2018 – 2019

As Approved by
THE MAYOR AND TOWN COUNCIL
On September 25, 2018

Kristi Gilbert, Town Manager



Town of Argyle, Texas

FY19 Annual Budget

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Town of Argyle, Texas

List of Elected and Appointed Officials

September 30, 2018

Elected Officials

Mayor	Donald Moser
Council Member – Place 1	Alex Vukasin
Council Member – Place 2	Ronald Schmidt
Council Member – Place 3	Jon Donahue
Council Member – Place 4	Todd Mankin
Council Member – Place 5	Marla Hawkesworth

Appointed Officials

Town Manager	Kristi Gilbert
Town Secretary	Kristi Gilbert

Department Directors

Police Chief	Temple Cottle
Director of Finance	Kim Collins
Director of Community Services	David Hawkins
Public Works Director	Troy Norton



September 28, 2018

To the Honorable Mayor Moser and Members of the Town Council

Re: *The Annual Budget for Fiscal Year 2018-2019*

In accordance with the Code of Ordinances of the Town of Argyle, Texas and State Law, the Annual Operating Budget for Fiscal Year 2018-2019 has been prepared by Town Staff and submitted to the Town Council by the Town Manager for approval and adoption by the Town Council on September 25, 2018. This budget message is intended to provide an overview of the adopted FY 2018-2019 Annual Budget, highlighting the Town's current year's objectives, explaining the budget philosophy, format, and process, and providing a summary of the FY 2018-2019 revenues and expenditures, along with highlights, future issues, and concerns.

In essence, the Annual Operating Budget represents the single most crucial management tool of the Governing Body and Town staff. Balancing the budget has been challenged by matching limited resources with departments' increasing needs and expectations of our residents and businesses. This organization has an outstanding group of department heads that constantly look at how they can serve the community in the most efficient manner possible. The Annual Operating Budget reflects the general short-term policies of the Town Council as the elected representatives of the citizens of Argyle and is intended to:

- Serve as an operating plan for the new fiscal year,
- Provide fiscal policy direction to the Town staff,
- Provide a basis of accountability to the taxpayers of the investment of their tax dollars, and
- Serve as a basis for measuring the performance of those individuals charged with the management of the town's operations.

BUDGET PHILOSOPHY

The budget philosophy of the Town depends upon the local needs and concerns of the citizens and businesses with implied direction from the Town Council. Other factors also affect budget philosophy, such as the state of the local economy, the demands for increased levels of services, as well as unfunded mandates and/or requirements of the state and federal regulatory agencies. Even with all these considerations, the budget preparation reflects a conservative approach about estimating both revenues and expenditures. Although historical comparisons and trends are useful, often current year data and benchmarks will take precedence over prior year trends.

When budgeting from a conservative perspective, revenues are often anticipated at, or slightly above prior year levels, unless there are other known factors that may significantly affect expected revenues. By estimating revenues conservatively, decreases in any one revenue source due to fluctuations in the economy and other variations should not adversely affect the Town's adopted budget. Likewise, expenditures are also estimated conservatively, i.e., allowances are made for unanticipated expenditures and personnel services for vacant positions that are funded for the entire year, except where otherwise noted. This method of conservative budgeting may result in increases in the actual fund balance (or reserves) when compared to the original budgeted fund balance since actual revenues should exceed budgeted revenues and/or actual expenditures should be less than budgeted. Adjustments can be made at the end of the fiscal year. For example, the Town may defer the purchase of specific equipment until the end of the fiscal year when actuals are realized.

READING THE FY 2018-2019 DOCUMENT AND BUDGET OBJECTIVES

The FY 2018-2019 budget has been prepared to communicate to the citizens and staff of the Town the overall policies and goals of the Town Council. The budget document includes descriptions of the various activities and programs (departments) of the Town, goals, and objectives for the current and future years, and provides comparable service level indicators for each program or activity, where available. This format is designed to communicate clearly to the public the goals and objectives of the Town Council, thereby enabling the reader to gain more useful information about the Town, without requiring detailed accounting or budgetary knowledge.

For each operational fund, the budget is prepared on a line item basis by individual department and division/activity and is then carefully reviewed by department heads, the Finance Director and the Town Manager. The Town Manager then presents budget programs, goals and objectives to the Town Council. While staff will provide line item and capital outlay detailed budget information upon request, individual line item expenditure justifications are omitted from the budget document to focus more on the programs and objectives of the upcoming fiscal year.

VISION STATEMENT

Much of the latter part of FY 2017-2018 was spent crafting a vision statement to guide the Town of Argyle to serve as a guidepost for future decisions of the Town, as well as a concise statement to the residential and commercial community expressing the desires of the Town. On September 25, 2018, the Vision Statement was adopted by the Town Council.

VISION STATEMENT

The Town of Argyle is committed to preserving our small town character and natural beauty through thoughtful growth, stewardship of resources, and a citizen focused government.

FY 2018-2019 TOWN COUNCIL BUDGET OBJECTIVES

The Town Council and staff have met to review and discuss budget objectives and priorities for the upcoming fiscal year. As a result, the following objectives were established and used by the Town Staff as a basis for preparation of the FY 2018-2019 operating budget:

- Maintains current tax rate of .3975 per \$100 of assessed value
- Maintains minimum 120-day operating (restricted) General Fund reserve/fund balance
- Maintains current level of service across departments
- Capital Purchases
 - New police vehicle
- Funds \$20,000 transfer to Vehicle Replacement Fund
- Funds \$25,000 transfer to Building Maintenance Fund
 - FY 2019 compensation proposal to include continued emphasis on competitively compensating the Town's valuable employees and promoting retention of our workforce through a maximum 3% merit adjustments and the implementation of a lateral transfer program in the Police Department
 - Approximate cost of employee benefits in General Fund:
 - Retirement -\$297,914 (includes WW salaries)
(FY18 Budget – \$265,329)
 - Healthcare Insurance - \$320,500 (includes WW salaries)
(FY18 Budget - \$291,827)
 - Transitions 1.4 Full-Time Equivalents back to Wastewater Fund

The aforementioned objectives have been funded in the FY 2018-2019 Annual Operating Budget, thus reflecting the Town Council's strong commitment to providing the highest level of delivery for public services and quality of life to the citizens and taxpayers of the Town of Argyle along with maintaining infrastructure; expanding and retaining a quality workforce; and maintaining a sound fiscal policy.

PUBLIC WORKS – STREETS

The Public Works Administration Division is responsible for the direction and administration of all facets of street maintenance, including inspection of street and drainage improvements, environmental services, wastewater collection, and capital projects that impact the safety, health, and welfare of the public. Previously, Public Works was also responsible for code enforcement activities. The FY 2017-2018 budget provided for a transfer of the duties and one employee from Public Works to Community Development. A new Public Works Inspector position is provided beginning mid-year to assist with development inspections and provide for adequate succession planning.

The Street Maintenance Division of Public Works is responsible for providing a safe transportation system for motorists and pedestrians in the Town of Argyle not including roads maintained by the Texas Department of Transportation or Denton County. The Department conducts regular street maintenance; pothole patching; curb and gutter maintenance; crack

sealing; drainage ditch cleaning; maintenance of all Town dedicated street easements; mowing and maintenance of rights-of-way; and installation and maintenance of guardrails, barricades and street signs. We continue mowing all public properties owned and/or maintained by the Town of Argyle, including the US 377 corridor within the Town limits.

In May of 2018, the voters approved a sales tax reallocation which provided for an increase of 0.25% of sales tax contributions for street maintenance for a total contribution rate of 0.50% effective October 1, 2019. The reallocation resulted in a decrease of sales tax revenues to the Economic Development Corporation. The additional street maintenance funds will be used to pay a portion of future debt issuance for the 2019 Road Improvement Project with an estimated total cost of approximately \$2.75 Million. Construction plans for the multi-year project will be drafted in the Fall of 2018 with a bid date of early to mid-2019.

The FY 2018-2019 budget also provides funding for the repair of Crawford Road in conjunction with the City of Denton and Denton County once a boundary agreement to determine the ownership of the road has been agreed to by all parties.

PUBLIC WORKS-WASTEWATER

The Wastewater Division of Public Works is responsible for providing a safe collection of wastewater for the Town through preventative maintenance, repair, and regular inspections. The FY 2018-2019 budget offers a transfer of one Equipment Operator position and a portion of the Public Works Director salary to the Wastewater Fund from the General Fund to appropriately reflect the expenditures in the proprietary fund. The division offers preventative maintenance for 31.26 miles of wastewater collection lines and cleaning over 550 manholes as well as maintaining all lift station pumps and valves. The City of Denton contractually provides portions of the wastewater collection system and the treatment of the Town's wastewater generally attributed to northern areas of the Town served by public sewers with a few exceptions. The southern and western portion of the Town will be served through a contract with the Trinity River Authority (TRA).

On June 25, 2008, the municipalities of Argyle, Flower Mound, Corral City, and Northlake, with financial assistance from the private sector, agreed to contract with the TRA to construct and maintain a new wastewater collection system to serve the southern and western portions of the Town of Argyle. The TRA sanitary sewer collection system is complete and is operational. However, the S-1 Segment that is designed to serve the southern part of Argyle has not yet been constructed.

The western line (Segments C and D) were designed to serve Corral City and portions of the Canyon Falls and Harvest developments within the Town's extraterritorial jurisdiction (ETJ). Connections through the Harvest subdivision first came online in February of 2018. Corral City connected in March 2013 and is contributing flow to TRA, but is not yet being metered. With that said, we would propose to purchase a new meter to be installed at the connection point to our system for a more accurate read of flows in the near future. Currently, Corral City is billed based only on water usage. This method is not the most precise way of measuring those flows,

and per the agreement it is acknowledged that a meter should be utilized and repaid by Corral City, amortized through the rates charged by the Town. There are currently no connections for the portion of Canyon Falls within the Town's ETJ.

The approval of the Waterbrook development in 2016 located at the southeast corner of US 377 and FM 407, provided a funding mechanism for easement acquisition and construction of the S-1 Sanitary Sewer Gravity Trunk (TRA Manhole to Frenchtown Road) and S-1 Sanitary Force Main through the creation of The Waterbrook of Argyle Public Improvement District No. 2 and a Tax Increment Reinvestment Zone (TIRZ). The project was estimated to be completed by the end of FY 2018; however, delays in easement acquisition have moved the expected completion date to late 2018 or early 2019.

In August of 2018, the Town took action to increase wastewater rates for the first time since 2009. The increase, effective with October 1, 2018 billing, allowed for the transfer of operational costs and 1.4 FTE's (mentioned earlier) from the General Fund back to the Wastewater Fund to eliminate the General Fund subsidizing the cost of wastewater operations.

PUBLIC WORKS FACILITY

Currently, the Public Works Department leases the facility on Country Club Road from the Argyle Water Supply Corporation (AWSC). While AWSC has had conversations with the Town for several years regarding the need to terminate the lease so they can utilize the facility, the Town received a formal two-year notice to vacate in December 2017. In June of 2018, staff identified a location on Trey Lane, just south of the Town's corporate limits off of Stonecrest Road. The Town platted and purchased Lot 3R-2 of the Argyle Stonecrest Addition which included 1.179 acres of land, a 6,000 square foot metal shell building on a concrete pad with water, electric and septic service to the structure and rights to 0.234 acres of road access easement for \$415,000. The metal building was constructed four months prior by the previous owner with the intention to lease it out as storage or warehouse space. At the time of purchase, two tenants were leasing a total of 40% of the area for storage. The Town will continue to lease the storage spaces until such time as the finish-out of the facility begins. The finish out is expected to be complete in FY 2018-2019 and will be paid for out of the Capital Improvement Fund. The FY18 Re-estimated budget included a transfer to the Capital Improvements Fund in the amount of \$575,000 for the purchase and finish out of the Town's new public works facility. This transfer was possible primarily as a result of revenues exceeding budgeted amounts.

US 377 WIDENING/TRANSPORTATION & THOROUGHFARE PLAN

According to the North Central Texas Council of Government's (NCTCOG) *Mobility Plan 2040*, population growth in the region will increase from an estimated 7.2 million persons to 10.6 million by 2040. This will represent an increase in daily vehicle miles of travel of 206 million in 2017 to 319 million by 2040. As our region adds people daily, this additional population growth puts tremendous pressure on not only our regional transportation network but impacts our roads and streets locally as well.

The Town Council, in November 2013, adopted Resolution No. 2013-41 supporting the proposed alignment of US 377 through the Argyle corridor. Since that time, the Town has been working closely with both the Texas Department of Transportation (TX Dot) and Denton County as plans continue to progress with environmental clearance for the project expected in early FY 2019 within the Argyle corridor. The total cost of this project is currently estimated to be \$106,500,000 with an anticipated start date for construction by 2022. The plan will include improvements at all intersections within Argyle.

In response to communication from residents, the Town Council initiated a feasibility study for a Quiet Zone for the five railroad crossings throughout the Town. The feasibility study is expected to be complete by early 2019. The Town has identified the most feasible option for creating a Quiet Zone will be in conjunction with the US 377 expansion. The FY 2018-2019 budget includes costs associated with the design phase of the Quiet Zone crossing assuming the costs are deemed feasible.

It is anticipated that the Town will attempt to secure Green Ribbon funding as the project moves forward with the intent of tying those funds into funds secured by Keep Argyle Beautiful award of \$110,000 through the 2015 Governor's Community Achievement Award (GCAA) that can be used for landscaping and irrigation as part of the US 377 widening project. It is anticipated that maintenance for any additional landscaping would have to be provided by the Town in a future budget.

Updates to the Town's Transportation and Thoroughfare Plan, funded by the Argyle Economic Development Corporation (EDC), began in earnest in October 2015. The update has been put on hold awaiting the final schematic design for the US 377 through Argyle that ultimately may impact the plan. Once right-of-way acquisition for US 377 begins, staff anticipates bringing this item back to Town Council along with public outreach to solicit input on the project.

HOME RULE CHARTER

At some point in the immediate future, consideration to becoming a Home Rule municipality needs to be given. Home Rule is the privilege of citizens at the grassroots level to manage their affairs with minimal interference from the State. Home Rule assumes that government issues should be solved at the level closest to the people. It has always been a belief that local self-government is the cornerstone of democratic government in our country. The Town of Argyle is currently a General Law City governed by the laws of the State of Texas. Our current population as calculated by the NCTCOG is 4,040. Due to our growth trajectory, it is anticipated that perhaps in the next two to three years the Town's population will reach the 5,000 population threshold set by the Texas Constitution allowing the Town to establish its own rules for municipal government by adopting a home rule charter.

A home rule charter may provide for the following: the establishment of any of the three types of municipal government; the number of members of the governing body; the annexation by the governing body of land adjacent to the corporate limits with or without the approval of the residents to be annexed; the setting of a maximum property tax rate of \$2.50, compared to a

maximum of \$1.50 per \$100 valuation for a general-law city; and authorizing other functions and responsibilities, provided they are not specifically prohibited by the state constitution or laws. To adopt a home rule charter, the municipality must have a population of 5,000 at the time of calling the election to consider whether a commission should be formed to frame a new home rule charter.

Chapter 9 of the Texas Local Government Code provides the procedure for adoption of a Home Rule Charter, which includes: 1) selection of a Charter Commission; 2) the Charter Commission prepares the proposed Home Rule Charter and submits the proposed Charter to the Town Council for review; 3) the Town Council places the Charter on the ballot for the next uniform election date; 4) all registered voters of the Town receive a copy of the approved and proposed Charter by mail thirty days prior to the election; and 5) the citizens vote whether or not to adopt the proposed Charter in the election. Adoption of a Charter is by majority vote.

PUBLIC SAFETY

Public safety is one of the critical components to any community that wishes to offer a safe environment to its residents and businesses. We continue to see numerous changes impacting the Town including but not limited to additional traffic, area-wide development and an increasing population. With minimal staffing level by all accounts, we continue to work cooperatively with surrounding agencies through inter-local agreements. The inter-local agreements with surrounding towns help in priority one situations that require more officers than we have on duty. This low staffing level ultimately places stress on our already limited resources and patrol officers, especially in the area of officer safety. The addition of a budgeted increase in patrol positions will help in improving officer safety and an increased service level. We also undertook some restructuring, adding one Sergeant for increased supervisory presence and two additional patrol officer positions. A transition of some less intensive but criminal investigative bandwidth heavy tasks to the 1.5 FTE civilian positions will free up additional bandwidth for criminal investigations.

The *Argyle Police Department Annual Report* (crime statistics report), which is due out at the end of each calendar year, provides statistics related to our mandatory racial profiling report, use of force analysis, accident and injury analysis and uniform crime report. Due to our *Recognized* designation per specified requirements by the Texas Police Chief's Association Foundation, the Argyle Police Department continues to evaluate, improve and grow as an agency. Our training standards and documentation process are meaningful as we continue to meet the best practices in law enforcement. This designation not only makes us better prepared but, coupled with exacting professional expectations, results in an enhanced quality of service delivered to the citizens and businesses within the Town.

The Crime Control and Prevention District (CCPD) continues to fund innovative programs and technology to assist in all aspects of our performance and service to the citizens and businesses of Argyle. As we look towards the future, we expect to continue to engage our community through Facebook, Twitter and other avenues in this community. CCPD funding and expenditures will continue to support STEP salary expenses and a new police vehicle to keep the

fleet current. We have also instituted the use of CCPD funds to create and execute a community project for each officer in the Police Department.

MUNICIPAL COURT

Staff continues to make improvements to our municipal court operations including the improvement of processes to better utilize staff time. Staff will continue to review current collection techniques and track court performance to identify trends and seek additional efficiencies. Currently, the municipal court is processing an average of 211 citations per month resulting in \$24,121 per month in collections. Senate Bill 1913 and House Bill 351 adopted in the 2017 Legislative Session changed the way municipal courts handle cases of indigency and the process by which arrest warrants are issued, which, in turn, has required a change in the court's processing of warrants. The result is the requirement of additional hearings and longer than average time to pay a citation before it goes into warrant status.

PARKS, TRAILS AND OPEN SPACE

On March 24, 2016, the Town of Argyle was awarded a \$500,000 matching grant from the Texas Parks and Wildlife Department (TPWD) through the Local Parks Non-Urban Outdoor grant program for essential renovations and improvements to the Argyle Community Park located on approximately fifteen (15) acres at the Argyle Intermediate School. Construction began in late FY 2017 utilizing matching grant funds of reserves from the Parkland Dedication Fund and General Fund. Improvements included additional playground/recreation equipment and facilities, walking trails, benches, picnic tables, and pavilion enhancements. Construction of the Argyle Community Park (now renamed Unity Park) was completed with a grand opening event on May 5, 2018.

The land on which the park is located is owned by the Argyle Independent School District (AISD) which required the Town to enter into a long-term 25-year lease with AISD to obtain the TPWD grant. Additionally, the Town entered into a license agreement with the Argyle Youth Sports Association (AYSA) as they had previously been utilizing the park and ball fields for their organization's practices and events. As part of the agreement and in conjunction with the park renovations, AYSA made improvements to the baseball and softball fields and remodeled the concession stand and restroom facilities to bring them into compliance according to ADA standards. The agreement also provides for the AYSA's continued use of the facilities for practices and events with the responsibility of paying related utility costs. Fiscal Year 2019 will be the first full year of the contracted utilities with AYSA.

COMMUNITY DEVELOPMENT

The Community Development Department was awarded the "Planning Excellence" award by the Texas Chapter of the American Planning Association. This is the ninth time in the past 10 years that we have received this recognition. This award recognizes a commitment of prodigious planning practices and standards by appointed officials, elected officials, and staff members.

This continuous recognition by a professional organization is a testament to the high level of service provided by the department.

The Community Development Department continues to see an increased workload in permitting over past years. In FY 2017-2018, over 250 permits were issued. Of those, 49 permits were for new single-family residential and two permits for new commercial construction. The remainder were for miscellaneous permits including accessory structures, pools, utilities, and fences. Between the Town's major subdivisions (The Oaks, 5T Ranch and The Lakes of Argyle), there are approximately 215 vacant lots. Once Waterbrook of Argyle is accepted in FY 2018-2019, there will be an additional 290 vacant lots. In speaking with the development community, there appears to be a strong likelihood that the Town will issue close to 100 single family residential permits this year. However, the budget reflects a conservative estimate of 70 single-family residential permits and zero commercial permits. As a result of the increased permit activity, one new Permit Clerk position is added to this year's budget. Staff review of development applications has remained relatively consistent at 35 development applications for FY 2017-2018 and is not estimated to change substantially in FY 2018-2019.

For a significant portion of FY 2017-2018, Code Enforcement and utility locates were under the umbrella of the Community Development Department. FY 2018-2019 will be the first full fiscal year the responsibilities will be under Community Development. The workload of Code Enforcement with regard to sewer line locates has nearly doubled since the previous years. Overall Code Enforcement activity has remained unchanged over the previous fiscal year.

PUBLIC IMPROVEMENT DISTRICT CREATION

In April 2016, Town Council authorized the creation of the first Public Improvement District (PID) in the Town of Argyle, the Highlands of Argyle PID No.1 (currently, referred as The Lakes of Argyle). In August 2016, Town Council authorized the creation of a second PID in the Town of Argyle, the Waterbrook PID No. 2 which was coupled with a Tax Increment Reinvestment Zone (TIRZ) including participation with Denton County. The Public Improvement District Assessment Act found in Ch. 372 of the Texas Local Government Code allows municipalities to levy and collect special assessments on properties that are within the Town or its extraterritorial jurisdiction to facilitate public infrastructure improvements. The costs of the improvements are born by Public Improvement District bonds which are backed only by assessments on the property and not the taxpayers of the Town of Argyle. The PID bonds have no financial recourse to the Town. Bonds for the Highlands of Argyle PID No. 1 were sold in August 2017 with bonds for the Waterbrook PID No. 2 sold in early 2018.

The Lakes of Argyle development is comprised of 138 single family lots on approximately 111 acres of land located immediately west of US 377 and the Union Pacific Railroad line situated between Old Justin Road and Harpole Road. The development of the Lakes of Argyle project provided a needed new north-south access route to the west of US 377. The developer complied with the Town's request to add this major roadway to the concept plan as well as slip roads to protect the residential properties within the subdivision at a significant development cost. Public Safety, school buses, and general traffic circulation need additional north-south access to relieve

substantial and growing traffic congestion on east-west thoroughfares that cross US 377. In addition, the developer exceeded the Town's open space requirements and added trails and pedestrian amenities to the subdivision to enhance and protect the value of the residential properties within the subdivision and the surrounding area. The Town accepted improvements for the Lakes of Argyle development in July 2018. To date, eight single-family residential permits have been issued within the subdivision.

The Master Development Plan (MDP) for the Waterbrook of Argyle development was approved on April 23, 2016, as a mixed-use development on approximately 105.4 acres, comprised of 287 single family residential lots and 23 acres designated for commercial uses that include retail, restaurant, office, and personal services translating to 191,000 square feet of usable commercial/retail space, with approximately half of that being designated for a grocery store. The MDP also identifies 24.41 acres of open space throughout the development which includes civic spaces, plazas, landscape buffers, and the floodplain/lake areas. In August of 2018, the Waterbrook PID boundaries were amended as the result of the purchase and zoning of approximately five acres on the south front of FM 407, known as the Stafford tract. This action resulted in an updated total of 233,000 square feet of commercial and retail space and 290 residential lots. Waterbrook represents the Town's first Form-Based Code development project.

ECONOMIC DEVELOPMENT

Staff has continued to provide guidance to the development community and worked with the Argyle Economic Development Corporation (EDC) Board to fund beneficial projects for the Town. The EDC continued the funding of staff time to assist with economic development related activity. The EDC approved their 2018 Action Plan on April 12, 2018, which identified top priorities as the development of a robust EDC website, marketing packet, and comprehensive incentives policy. These priorities will be addressed in FY 2018-2019 along with continued education to elected and appointed officials on the utilization of incentives.

TECHNOLOGY AND COMMUNICATIONS

The Town has three physical locations used for conducting business for the Town: Town Hall, the Police Department Building and the Public Works Building, which are interconnected. There are approximately 25 users throughout the Town. This includes 35 workstations/laptops and approximately 10 servers. Each year, the IT budget includes funding to make equipment replacements based on need and age. Connectivity between these locations is provided by the fiber-optic connection. Frontier Community (formerly Verizon) provides the internet connection for the Town and maintains the IT infrastructure. In October 2017, an agreement was executed for third-party IT services for server maintenance. The agreement was expanded in March 2018 to include workstations and help desk support. This was a result of the restructuring of the Police Department as the Police Captain had previously performed the duties of the IT Department in conjunction with his duties as an administrator of the Police Department.

In FY 2019, the Town will continue to focus on communication making sure the information presented is timely, accurate, and of a nature that is valid for those that are following us. We will

continue to stay abreast of changes in electronic communication methods to ensure that we are communicating using avenues common to our stakeholders. While electronic communication is important in this day and age, the Town recognizes that there may still be residents that are interested in receiving information by mail. The Town will continue to mail out postcards on an annual basis encouraging individuals to contact the Town if they prefer the emails to be printed and mailed via the United States Postal Service (USPS). To date, no residents have contacted the Town requesting this service.

PERSONNEL, EMPLOYEE COMPENSATION AND BENEFITS

While our management team's philosophy continues to focus on finding cost-effective ways to fulfill operational objectives, it is inevitable that expenses will continue to rise. Retaining select and qualified staff is one of the more important aspects of running any organization, large or small. In our case, the FY 2018-2019 Budget begins with 26.5 FTE's but provides for expansion throughout the fiscal year as activity increases. The following positions are included in the budget new hires throughout the course of the fiscal year: Permit Clerk, Police Officer, Public Works Inspector, Equipment Operator and a part-time Administrative Assistant for the Police Department.

The Town continues to remain competitive with respect to the insurance benefits provided to staff. Our health insurance options for staff are crafted to meet individual needs of the employees while containing overall costs for the Town.

A competitive pay plan is essential in achieving a viable position in any market. In November 2015, Town Council established a Benefits Committee made up of staff, the Mayor and two Town Council members charged with analyzing the Town's compensation program compared to the market and making recommendations based on identified priorities. As part of their review and survey methodology, the committee reviewed compensation rates from municipalities within the area and analyzed job descriptions and pay scales. The findings and report summary is contained in the *Town of Argyle, 2016 Employee Benefits Committee Report, August 2016*. The Town has reviewed the pay scale adopted for FY 2017-2018 and made a 2.5% adjustment based on market conditions.

The Texas Municipal Retirement System (TMRS) is a conservatively managed pension plan utilized by municipalities in Texas. The Town receives an actuarially determined contribution rate each year from TMRS and has made 100% of contributions as required. The annual contribution rate consists of the Normal Cost contribution rate, which finances the monthly service credits as they accrue, and the Prior Service contribution rate, which amortizes the unfunded (or overfunded) actuarial liability (asset) over the remainder of each plan's amortization period. The current service portion of the rate is actuarially determined so that when a member becomes eligible to retire, there are sufficient funds in the account to match the individual employee's deposits and interest. The prior service portion of the rate amortizes a town's unfunded actuarial accrued liability (UAAL) over a defined period of time. An unfunded actuarial liability is a difference between the benefits promised under the plan and the assets held in the plan. It can occur as a result of several situations. In our case, it is a result of the combined

impact of actual plan experience different than expected, changes in the actuarial funding method in both 2007 and 2013, and changes in actuarial assumptions including a reduction in the assumed rate of return from 7% to 6.75% effective Dec. 31, 2015. Some of these adjustments resulted in unfunded liabilities for towns and cities. Each city stands on its own by having its own actuarial assets, liabilities and funded ratio. Currently, our unfunded liability is amortized over a remainder of 26 years. Cities and towns have the ability to shorten the amortization period by either paying a rate higher than the actual rate and/or paying a lump sum towards the liability. In FY 2015-2016, the Town paid a lump sum of \$100,000 towards the liability utilizing General Fund reserves.

For FY 2019-2020, the Town will continue to reduce the liability through paying a rate of 14.99%, which includes an additional 1.31% over and above our required contribution rate. This practice keeps the retirement expenses level at 15% while continuing to accelerate the paydown of the UAAL, ultimately saving the Town additional funds. Each employee's retirement benefits are based on their account balance at retirement which is funded through the mandatory employee deposits, city matching contributions, and investment income. Our employees contribute 7% of their salary, and the Town matches this amount 2 to 1 at the time of retirement.

As a staff, we remain dedicated to the seven pledges of *The Argyle, Texas Commitment* espoused by the Town which also continues to utilize the evaluation system that measures performance based on these pledges:

- Service – Responding promptly and effectively
- Integrity – Honoring commitments
- Leadership – Taking personal responsibility for your actions
- Teamwork – Showing understanding, mutual respect, and trust
- Communication – Listening with an open mind
- Continuous Improvement – Seeking new opportunities
- Professionalism – Appreciating the town, its history, and its culture

CONCLUSION

The management team contributes a tremendous amount of effort to present a very conservative budget. The Town's department heads and support staff work diligently to provide their input to the Town Council in order that a fiscally-responsible and responsive annual budget can be proposed for review and ultimate adoption by the Town Council. The Town Council takes the responsibility of being good fiscal stewards very seriously. This document represents the concerted efforts of both staff and Council to remain good stewards of the resources of the Town of Argyle and its citizens.

Respectfully submitted,

Kristi Gilbert
Town Manager



PROFILE OF THE TOWN

The Town of Argyle, located in Denton County and founded in 1881, was incorporated in 1963 and is designated as a Type “A” General Law municipality under Texas Local Government Code. The Town occupies approximately 13 square miles and has a current population of 4,040. Bordered on the west by Interstate Highway 35 and having U.S. Highway 377 traversing south to north through the middle of the Town, the Town enjoys an excellent highway corridor plan that will eventually result in extensive mixed-use retail/commercial development along the corridors while allowing the Town’s “signature” rural-agricultural open space to remain.

The Town operates under the Aldermanic form of government whereby the legislative and policy-making authority for the Town rests solely with the elected governing body, which consists of the Mayor and five Aldermen (Town Council Members), serving in positions 1 through 5. The Mayor and Council Members serve two-year staggered terms and are elected on an at-large basis. As part of the governing body’s legislative and policy-making authority, it must adopt an annual operating budget and tax rate, approve Town ordinances and resolutions, appoint various advisory committees, and employ the Municipal Judge, Town Attorney, Town Manager, and Town Secretary.

The Town Manager is responsible for implementing the policies and ordinances enacted by the governing body, managing the day-to-day operations of the Town, and appointing the department directors. The Town Manager, along with the Director of Community Development, also administers the Argyle Economic Development Corporation.

The Town has adopted a Comprehensive Land Use Plan and Zoning Ordinance, and thus appoints a Planning and Zoning Commission that carries out the statutory duties set forth in the Texas Local Government Code. The Town’s Director of Community Development administers the Planning and Zoning Commission and the zoning and subdivision ordinances of the Town.

The Town of Argyle voters have approved three local option sales and use tax proposals; consequently, the Town administers a Type B Economic Development Corporation, a Crime Control and Prevention District, and a Street Maintenance Sales Tax. The local option sales and use tax revenue generated for these purposes are used in accordance with their respective provisions of State Law. By law, the governing body appoints an Economic Development Corporation Board of Directors and a Crime Control and Prevention District Board of Directors for the purpose of administering these programs. The Chief of Police administers the CCPD.

SERVICES PROVIDED

The Town of Argyle provides general administration, police services, municipal court services, development and planning services, street and drainage maintenance, and wastewater collection system maintenance.

CONTRACTED SERVICES

Fire and EMS is provided by the Emergency Services District Number 1 and is funded through a District-wide property tax levy. Solid waste collection and recycling services are contracted through Republic Waste Services. The Argyle Water Supply Corporation provides water distribution and storage throughout the Town, as well as billing and collection of sewer service fees on behalf of the Town's Wastewater Utility. The Town contracts with both the Trinity River Authority and the City of Denton for wastewater treatment and collection services.

DEBT MANAGEMENT

The Town funds its capital program from a combination of current revenues and capital debt. Street improvements are funded by a combination of capital debt and capital improvement fees. Annual debt service requirements for general obligation debt are well below the statutory legal limit of \$1.50 per \$100 assessed property value.

CASH MANAGEMENT

The Town utilizes its investment policy in the management of all cash. The Town's investment policy embraces current state regulations on the investment of public funds and authorizes the Town to invest in fully insured or collateralized certificates of deposit from the depository bank, direct obligations of the United States Government, obligations of an agency of the United States Government and local government investment pools. State law requires public funds deposits be collateralized. Collateral is monitored to ensure that the market value of the pledged securities equals or exceeds 102% of the related deposit or investment balance. All collateral shall be subject to verification by the Finance Director and the Town's independent auditors.

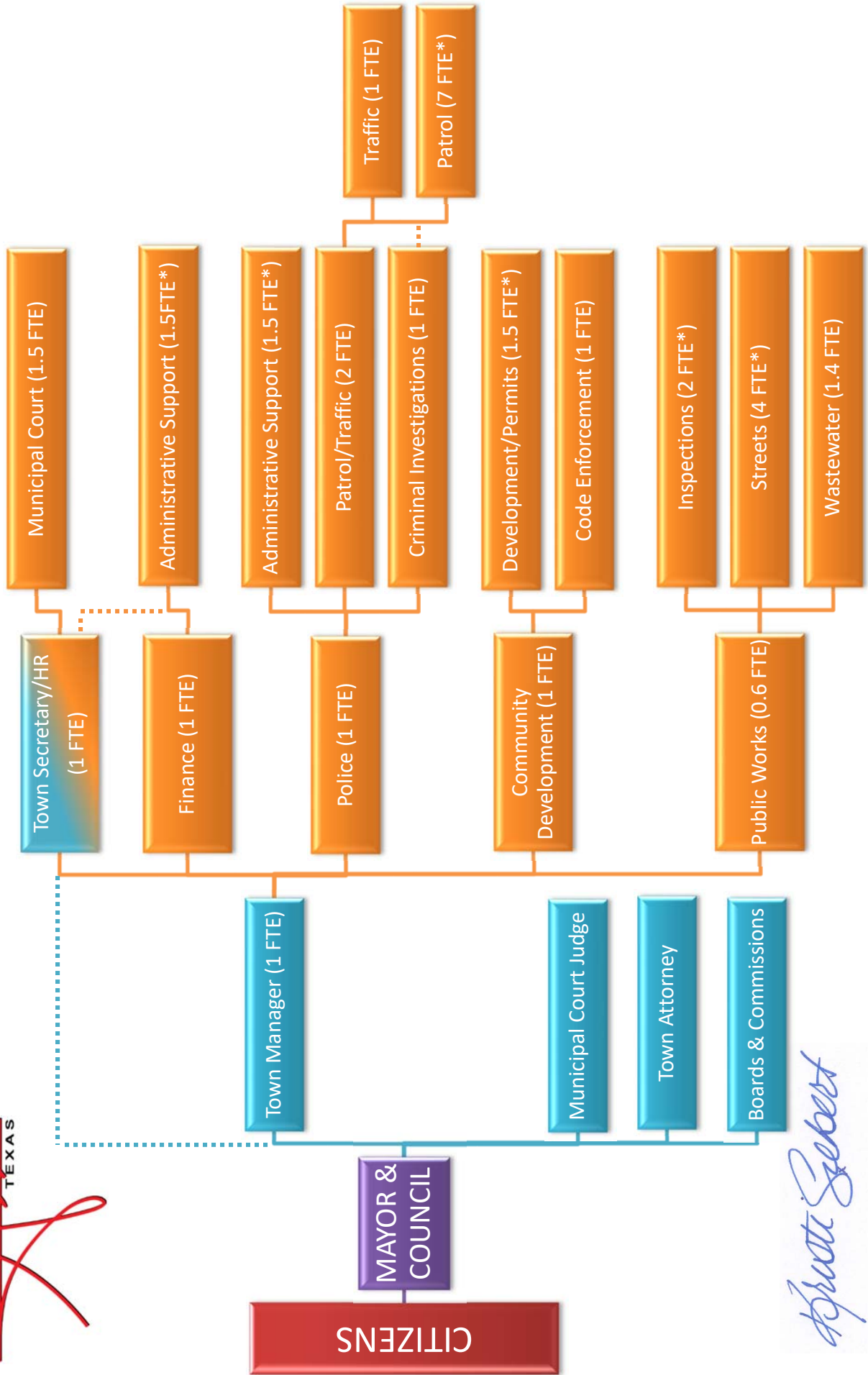
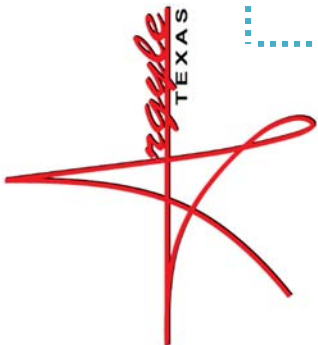
TAX APPRAISAL/COLLECTION RESPONSIBILITIES

Under Texas law enacted in 1979, and subsequent revisions of the State Property Tax Code, the appraised value of taxable property in Argyle is established by the Denton County Appraisal District. The Town of Argyle and other taxing jurisdictions in Denton County provide a pro-rata share of the budgeted expenditures incurred by the Appraisal District, based on individual levy. The Denton County Tax Assessor-Collector provides tax collection services for the Town and other taxing jurisdictions in Denton County.

RISK MANAGEMENT

A town government is constantly exposed to risk of all kinds, including damage to public property and liability resulting from injury to persons and damage to their property. As a means

of providing reasonable protection against these risks, the Town participates in the Texas Municipal League Intergovernmental Risk Pool for its property loss and liability coverage. As a member of the program, the Town is provided the most extensive protection available to Texas cities in the areas of comprehensive general liability, auto liability, losses to municipal building and contents, and for law enforcement and public officials' liability coverage.



Priscilla Seibert

FY 2019 – Effective 10/1/18

* Indicates new position funded in FY 19

MAY – TBD	Council Retreat
TUE, JUN 26	Council meeting - workshop prior to meeting
	NO JULY COUNCIL MEETING
APPROX. JUL 25	Receive certified totals from DCAD
APPROX. JUL 31	Receive effective rate calculations from County Tax Office.
TUE, AUG 14	Special Council meeting to discuss tax rate ; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. The proposal must specify the desired rate. If the proposal passes, the Council must schedule two (2) public hearings on the proposal.
TUE, AUG 28	1st Public Hearing on tax increase ; announce date, time & place of the meeting at which the Council will vote on the tax rate. A quorum of the Town Council must be present. The Council may not adopt the tax rate at this hearing.
TUE, SEP 11	2nd Public Hearing on tax increase ; schedule and announce the date, time and place of the meeting at which the Council will vote on the tax rate 3-14 days from this date. A quorum of the Town Council must be present. The Council may not adopt the tax rate at this hearing. Public Hearing on Proposed Budget. (per 102.0065)
TUE, SEP 25	Meeting to adopt budget, “ratify the tax” increase, and adopt the tax rate. Adoption of a budget that raises more property tax revenue than was generated the previous year requires two votes by the Council: 1) One vote to adopt the budget; and 2) a separate vote to “ratify” the property tax revenue increase reflected in the budget. Adopt the tax rate as a separate agenda item after adopting the budget. A quorum of the Town Council must be present.
SEPTEMBER 30	Tax rate must be adopted BEFORE this date or 60 days after the Town received the appraisal roll, whichever is later.

SUMMARY OF SIGNIFICANT BUDGET POLICIES

The Summary of Significant Budget Policies provides an overview of the Town of Argyle's budget process and budget documents.

I. THE BUDGET PROCESS

There is no other activity in which the Town Staff and Town Council engage that occupies a more important function than the annual budget. The annual budget reflects the general short-term policies of the Town Council as the elected representatives of the citizens of Argyle; serves as an operating plan for the new fiscal year; provides fiscal policy direction to the Town Staff; and provides a basis of accountability to the taxpayers for their investment of tax dollars. It provides a method of communication of the Town Council's goals and objectives relating to the delivery of public services and programs to our citizens for the upcoming fiscal year, while remaining committed to the Town's core values. It also serves as a basis for measuring the performance of those individuals charged with the management of the town's operations. In essence, the Annual Operating Budget represents the single most important management tool of the Town Council and Staff.

In the budget preparation process, each department is to prepare a base (current service continuation) budget, i.e. the **base budget** is generally defined as the level of expenditures that provides the base, or current level of services for the next fiscal year. This process should commence with the re-estimate of the FY 2018 budget appropriations. Re-estimates are to be entered in the "Estimate" column of the Line Item Detail. Once FY 2018 re-estimates are completed, the FY 2019 base budget can be established. The base budget is entered and explanation of line items is required for any item exceeding \$2,500.00.

Departments may request prioritized enhancements or additions to the current level(s) of its departmental services for the next fiscal year. These program enhancements or new funding requests are referred to as **budget enhancements**. A budget enhancement is generally defined as any budgetary item, program or activity involving:

- Enhancements to, or expansions of, an existing program or activity
- Reductions or deletions of existing program/activity, or
- Creation of a new program/activity.

A budget enhancement request typically involves personnel and/or capital outlay costs, and the usual other supporting costs associated with the enhancement (supplies, maintenance, contractual, and other costs). In some instances, a budget enhancement may result in an overall decrease in costs – for example, an enhancement request for the replacement of a piece of equipment that is costing several thousands of dollars per year in repairs and maintenance that may be eliminated as a recurring expenditure if replaced. Budget enhancement requests should normally include one-time AND recurring expenditures – for example, you should include fuel

and insurance for a new vehicle or the employment benefits and/or necessary office furnishings for new personnel. The enhancement is to be submitted on a Budget Enhancement Form.

The Town Manager will make the final decision regarding the inclusion of the budget enhancement requests for the proposed budget; however, the enhancement format enables the Town Manager and the Town Council to delete or add to the proposed budget expenditures/programs in a logical, informed and orderly manner. Funding limitations generally limit the Town's ability to consider anything other than the very essential enhancements. Additionally, the information provided on the enhancement form allows for the consideration of the consequences for funding or not funding the program(s).

The Town Manager's proposed budget to the Town Council will provide information on (1) budget enhancements, (2) funded budget enhancement requests, (3) unfunded budget enhancement requests, and (4) annually recurring costs associated with the budget enhancements, if any. This information is essential to the Town Council's decision-making process during the budget deliberations.

The overall budget process flows in the following sequence:

Departmental Budget Workshop – During budget workshop, the Staff is informed of the budgeting concepts, informed of budget guidelines and educated in budget request forms.

Development of Town Council Goals – The Town Council is requested to provide Staff information regarding priorities and areas which they think need more attention or funding. Council feedback is then later considered during further budget reviews of requests.

Revenue Projections – The Town Manager and Finance Director make revenue projections. Projections are made 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. The budget revenue projections occurs concurrently with departmental budget development and extends until the budget is adopted based upon the receipt of any new information.

Proposed Budget Compilation – once the departmental budget requests are completed and are reviewed by the Town Manager and Finance Director, a preliminary draft of the proposed budget is submitted to the Town Council for review and is referenced during budget workshops. At this time, the funding level is weighted against available resources. A tax rate increase may or may not be recommended depending upon Council's priorities and issues previously expressed in the budget process.

Town Council Budget Workshops – Recommendations concerning the proposed budget are discussed with the Town Council. The proposed budget is not actually submitted until after initial discussions regarding major issues is presented to the Council.

Public Hearing/Budget Adoption – State law sets out the number of public hearings on the tax rate and the budget which are held prior to adoption. Citizens or any other individual may make formal comment either for or against the proposed budget. The public also has the opportunity to attend Town Council budget work sessions. Town Council may take action to modify the proposed budget per its discretion. The Council must adopt a tax rate to support established funding levels by the end of September.

Budget Amendment Process - the Town’s budget is amended as a part of the annual budget process. Along with estimating expenses for the upcoming fiscal year, Department heads are asked to project final expenditures for the current fiscal year. These projections are reviewed by the Town Manager and then are set as the final budget for the current fiscal year. This amended budget is adopted along with the annual operating budget for the upcoming fiscal year. Occasionally, issues occur during the year which will require a budget amendment. These items are discussed among the Town Manger, the department head involved, and the Finance Director. An appropriate funding source is identified and the amendment is taken before the Town Council for consideration.

II. TOWN COUNCIL CORE VALUES – The Town adopted the following core values on February 24, 2009 and titled them “*The Argyle Commitment*” to represent the Town’s commitment to its citizens for the highest possible standard of service.

Service – Responding promptly and effectively

Integrity – Honoring commitments

Leadership – Taking personal responsibility for your actions

Teamwork – Showing understanding, mutual respect and trust

Communication – Listening with an open mind

Continuous Improvement – Seeking new opportunities

Professionalism – Appreciating the town, its history and its culture

III. DEPARTMENT SUMMARIES

Each department is described in narrative prior to the expenditure information in order to give the reader an overview of the services provided by that department. Summaries include the following information:

Department Description – This section provides a description of the major operations and functions of the program/department. It is intended to help the reader understand the service elements included in their particular budget.

Major Department Goals – Goals describe the benefit the department has in providing the community it serves. They are a statement of broad, general direction and set an attainable target of each department’s desired social or organizational outcomes. A “goal” is general and timeless, and may extend beyond one fiscal year.

Major Department Objectives – Objectives are steps in accomplishing stated goals. They are specific, well-defined, measurable achievements that a department seeks to accomplish within a given time frame. If a statement of purpose is a final destination of where an organization wishes to be, objectives are the directions and instructions that they follow to reach that destination. Good objectives are results oriented, specific, state achievements in measurable terms, attainable within a specifically stated time frame, and should be related to the statement of purpose.

Workload Measures – Workload measures should indicate the amount of work that has been done or projected workload levels. They indicate the scope of the program through counts, quantities, etc. These types of measures are the majority of those used by the Town.

Productivity Measures – Refers to the process of seeing best practices and attempting to emulate them. They should measure the results of services provided.

Expenditure Summary – The summary of expenditures show the category of expenses for each department’s programs.

IV. FINANCIAL POLICIES

- Definition of a balanced budget: the annual operating budget submitted to the Town Council will be balanced; expenditures not exceeding current year revenues plus available fund balance, reserves, and transfers.
- Operating budget policies
 - The Town of Argyle budgets resources on a fiscal year, which begins October 1 and ends on the following September 30th.
 - The Town of Argyle operating budget will be developed on an annual basis. Appropriations for each year will be approved annually by the Town Council.
 - The budgetary legal level of control is at the fund level.
 - Definition of fund balance in the governmental funds: difference between assets and liabilities reported in a governmental fund.
 - Working capital definition: difference between current assets and current liabilities in a proprietary fund.
 - The operating budget shall be linked to financial and strategic plans.
 - It is the responsibility of the Town Manager to prepare and present the Town’s annual operating budget to the Town Council for their approval. The Town Council has the final responsibility for adopting the budget and for making the necessary appropriations.

- The annual adopted budget shall be comprehensive in scope and include all annually budgeted operating funds.
- The proposed operating budget shall appropriate sufficient funds for operations to maintain existing quality and scope of Town services.
- The basis of budgeting shall be modified accrual in the governmental funds and modified accrual (working capital) in the proprietary funds.
- An annual budget calendar shall be prepared including statutory public meeting and tax notice requirements.
- Specific Town Council action shall be required to amend the operating budget.
- Where possible, the Town will integrate performance measurement, service level, and productivity indicators in the Town's published budget document.
- Capital budget policies:
 - Definition of a capital project – a capital asset expected to have a useful life greater than ten years and an estimated cost of \$5,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, streets, intersections, or other structures; purchase of land or land rights and major landscaping projects.
 - Projects meeting the above definition will be included in the Capital Improvement Fund budget document.
 - Capital project budgets shall be appropriated on a project by project, multi-year basis (project budget amounts are approved through completion of the project).
 - Town staff shall identify the estimated costs and project schedule for each capital project proposal before it is submitted to the Town Council for approval.
 - The Finance Department shall identify specific available funding sources for each capital project budget proposal before it is submitted to the Town Council for approval.
 - Change orders resulting in a change in the project cost shall require an amendment to the capital budget.
- In accordance with the Public Funds Investment Act, the Town Council shall review and approve the Investment Policy on an annual basis.
- Town departments will regularly review programs and services to adjust service levels and operating costs.
- Insurance costs are reviewed and put out for contract annually at the direction of our insurance consultant.
- Purposes and uses of debt:
 - Bond proceeds should be limited to financing the costs of planning, design, land acquisition, buildings, permanent structures, attached fixtures or equipment, and movable pieces of equipment, such as street machinery, or other costs as permitted by law.
- The Annual Budget submitted to the Town Council shall reflect a minimum unreserved fund balance of 120 days of annual operating expenditures for the General Fund and a

minimum working capital equivalent to 120 days of annual operating expenses for the Water and Sewer Fund.

V. BASIS OF ACCOUNTING

Fund Accounting. The Town utilizes fund accounting procedures to prepare the annual operating budget. By definition, a “fund” is a distinct fiscal entity, accounting for receipts and disbursements that are for specific activities. A fund is a self-balancing set of accounts, where assets equal liabilities plus fund balance.

The Town uses primarily two fund types:

- Governmental funds, and
- Proprietary funds

Governmental Fund Types: Governmental fund types are those funds through which most governmental functions of the Town are financed. The Town uses the following four governmental fund types:

General Fund – the general operating fund is used to account for all revenues and expenditures, except those accounted for in other funds. Typical governmental functions, such as police, street, development services, court services, and administration are funded from the General Fund.

Special Revenue Funds – these funds are used to account for proceeds from specific revenue sources used for specified/designated programs, other than capital projects. The Town budgets the following Special Revenue Funds:

Argyle Economic Development Corporation Special Revenue Fund – established by the voters in the Town of Argyle in 2002 to account for revenues derived from the one half of one percent (0.50%) local option sales and use tax, and subsequently modified by a Sales Tax Reallocation Election in May, 2018 to transfer ¼ cent to Street Maintenance Sales Tax Fund, in accordance with the Development Corporation Act of 1979, Article 5190.6, Section 4B, Texas Revised Civil Statutes, to be used to promote economic development within the Town that results in the creation or retention of primary jobs and/or new or expanded businesses enterprises; provides job training; provides certain public infrastructure; conducts market and other economic development-related studies/reports/data; and provides funding for certain public facilities outlined in the Act. As a result of the election, the Economic Development Fund will receive one quarter of one percent (.25%) effective October 1, 2018. The Board of Directors is responsible for adopting an annual budget prior to the beginning of the fiscal year, subject to approval by the Town Council. The 0.25% sales and use tax will generate approximately \$142,600 annually.

Argyle Crime Control and Prevention District Special Revenue Fund – established by the voters in the Town of Argyle in 2003 to account for revenues derived from a one quarter of one percent (0.25%) local option sales and use tax in accordance with Section 363 of the Texas Local Government Code to be used for the control and prevention of crime through policing and police/public safety-related programs within the Town of Argyle. The Crime Control and Prevention District Board of Directors, by Resolution No. CCPD07-01, placed a proposal to extend the 0.25% local option sales and use tax before the voters of the Town of Argyle in November 2007 for a term of fifteen (15) years additional years. The voters overwhelmingly approved the local option sales tax and term. The 0.25% sales and use tax generates approximately \$140,100 annually in revenue.

Argyle Street Maintenance Sales Tax Special Revenue Fund – established by the voters in the Town of Argyle on September 13, 2003 to account for revenues derived from a one-quarter of one percent (.25%) local option sales and use tax in accordance with Section 327 of the Texas Tax Code, and modified to one half of one percent (.50%) as a result of a successful Sales Tax Reallocation Election in May, 2018 to be used for maintenance and repair of municipal streets within the Town of Argyle. Subsequently and pursuant to the Tax Code, the Town has held the required renewal elections every 4 years – 2007, 2011, and 2015 wherein the voters have consistently approved the street maintenance local sales and use tax for an additional four (4) years, but modified in 2018. The .50% sales and use tax will generate approximately \$280,500 annually in revenue.

Building Maintenance Fund – this fund was established in FY16 for the purpose of funding capital expenditures to the Town’s municipal buildings. Items such as HVAC replacements, plumbing repairs, flooring replacement, and damage to the buildings for reasons not covered by insurance are examples of items that would be paid out of this fund. A transfer from the General Fund will provide the revenues. Miscellaneous repairs are anticipated in FY 2019.

Municipal Court Security Special Revenue Fund – accounts for fees collected, pursuant to State Law, from Municipal Court citations in the amount of \$3.00 per misdemeanor citation that may be used for financing security municipal court personnel or security equipment used exclusively for municipal court operations. (Expenditures from these fees are specifically designated by State Law.)

Municipal Court Technology Fund – accounts for fees collected, pursuant to State Law, from Municipal Court citations in the amount of \$4.00 per misdemeanor offense that may be used for purchasing or maintaining technological enhancements for the municipal court. (Expenditures from these fees are specifically designated by State Law.)

Keep Argyle Beautiful Special Revenue Fund – this fund was transitioned to a 501c(3) in FY16.

Parkland Dedication Fund – accounts for parkland development fees and contributions in lieu of parkland dedication, the annual contractual contribution by the Town’s waste disposal provider, and transfers from the General Fund. The monies will be used to fund future parkland acquisitions or park and open space improvements.

Tree Reforestation Fund – accounts for contributions by development whereby protected trees are intended to be removed as a result of development. Funds can only be used for the purchase, planting and maintaining of replacement trees on public property or for acquiring and preserving wooded property.

Miscellaneous Special Revenue Funds – Other small special revenue funds are included in this section without explanation provided.

Debt Service Fund – is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The Interest and Sinking (I&S) Fund or Debt Service Fund is a separate ad valorem tax levy in the annual budget. This fund does not account for debt obligations backed by revenues of the Town’s wastewater utility activities.

Capital Projects Funds – are used to account for financial resources to be used to acquire or construct major capital assets. Funding sources are typically bond proceeds or certificates of obligation; however, transfers from other funds, user fees, development fees, dedicated sales tax revenue, or short-term debt are other sources of funding used to support capital projects. The following capital projects funds are included in the Town’s budget totals:

Roadway Impact Fees Fund – accounts for roadway impact fees imposed by the Town of Argyle within the corporate limits and established in 1998 pursuant to Chapter 395 of the Texas Local Government Code.

Vehicle and Equipment Replacement Fund – accounts for annual funding of capital equipment replaced with issuance of short-term debt proceeds, lease-purchase agreements or the transfer of revenue from other funds.

Project-based capital projects funds are included in the Town’s audited financial statements, but are not subject to annual appropriations, therefore are excluded from the operating budget totals. For example, the Town’s Roadway and Wastewater Impact Fee Funds are included in this category but are shown in another section of the budget document.

Proprietary Fund Types: Proprietary or enterprise funds are used to account for operations that are financed in a manner similar to private business enterprises such as the following used by the Town:

Wastewater Utility Fund – accounts for revenues and expenses of the Town’s wastewater activities, financed through wastewater user charges and fees as well as transfers from other funds. Because wastewater user charges are based on water use, wastewater user customers are billed by the Argyle Water Supply Corporation who in turn collects the fees and remits them

monthly to the Town for deposit in the Utility Fund. The Town conducted a rate study review this year, and the Council adopted a rate increase effective October 1, 2018. Wastewater salary expenses paid from General Fund for the past two years were transitioned back into this fund, as well as vehicle and associated expenditures. Expenses of the utility fund also include related annual debt service obligations.

AD VALOREM TAX ANALYSIS AND TAX RATE SUMMARY

	FY 2016 - 2017 ADOPTED	FY 2017 - 2018 ADOPTED	FY 2018 - 2019 ADOPTED
Total Assessed Value	\$ 573,451,443	\$ 677,588,581	\$ 736,936,348
Net Taxable Value after Adjustments	\$ 534,475,793	\$ 619,397,789	\$ 674,093,197 *
Total Tax Rate (per \$100 of assessed taxable value)	\$ 0.39750	\$ 0.39750	\$ 0.39750
Total Tax Levy	\$ 2,124,541	\$ 2,462,106	\$ 2,679,520

Tax Rate Distribution

General Fund (M&O)	\$ 0.304449	\$ 0.300113	\$ 0.300113
Debt Service Fund (I&S)	\$ 0.093051	\$ 0.097387	\$ 0.097387
Total	\$ 0.397500	\$ 0.397500	\$ 0.397500

Percentage Distribution

General Fund (M&O)	76.59%	75.50%	75.50%
Debt Service Fund (I&S)	23.41%	24.50%	24.50%
Total	100.0%	100.0%	100.0%

Dollar Distribution

General Fund (M&O)	\$ 1,627,206	\$ 1,858,893	\$ 2,023,041
Debt Service Fund (I&S)	497,335	603,213	656,479
Total	\$ 2,124,541	\$ 2,462,106	\$ 2,679,520

BUDGET COMPARISON

General Fund	Re-Estimate FY 2017 - 2018	Proposed FY 2018 - 2019	Change
Total Revenue	\$ 3,811,806	\$ 3,784,371	-0.72%
Total Expenditures (inc. transfers)	\$ 4,161,924 **	\$ 3,767,146	-9.49%
Ending Fund Balance	\$ 2,071,396	\$ 2,088,621	0.83%
Debt Service Fund			
Total Revenue	\$ 607,413	\$ 773,639	27.37%
Expenditures	\$ 603,967	\$ 772,740	27.94%
Ending Fund Balance	\$ 206,725	\$ 207,624	0.43%

*Net taxable value after adjustments for FY 2018 - 2019 includes \$1,104,810 currently under ARB review.

** Includes capital purchase of Public Works building and finish-out costs for same.

FY 2018 -2019 Budget Summary

The Town of Argyle Town Council adopted a total budget for FY 2018 – 2019 in the amount of \$8,391,317. The adopted budget consists of the General Fund, Special Revenue funds, Capital Improvement funds, Debt Service Fund, and Wastewater Utility funds.

GENERAL FUND

The General Fund is the general operating fund of the Town and is used to account for all transactions and operations of governmental units that are not accounted for in another fund and/or that are financed from taxes or other general revenues. The General Fund, accounting for 44.83% of the total budget, supports the basic services of the Town such as police, street maintenance, community development services, administration, and municipal court.

SPECIAL REVENUE FUNDS

Special Revenue funds are used to account for the proceeds of special revenue sources other than major capital projects, which are used for dedicated purposes. They make up 7.25% of the budget and include such funds as the Economic Development Corporation Fund, Crime Control Prevention District Fund, Street Maintenance Sales Tax Fund, Building Maintenance Fund, Court Technology Fund, Court Security Fund, Parkland Dedication Fund, Tree Reforestation Fund, LEOSE Training Fund, Senior Citizens Organization Fund, and the Police Donations Fund.

CAPITAL IMPROVEMENT FUNDS

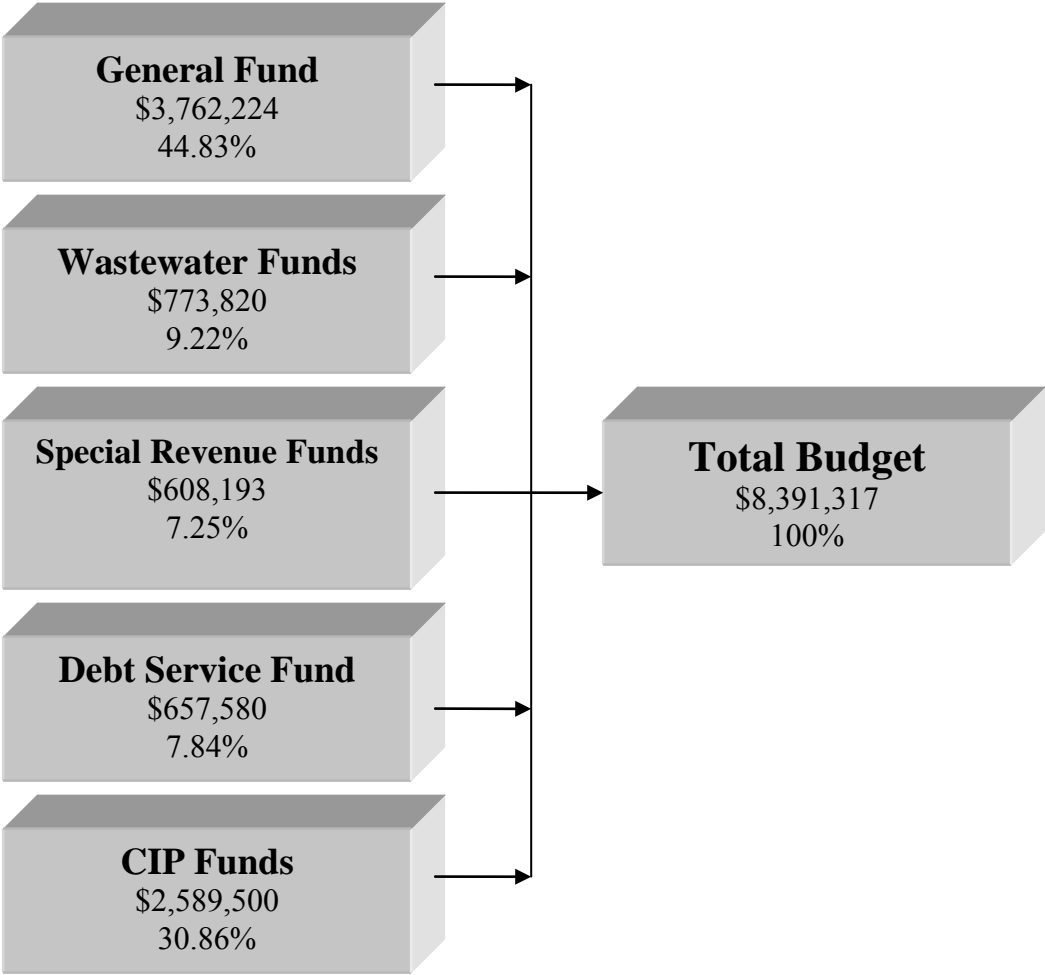
Capital Improvement funds are used to account for resources used to acquire or construct major capital assets. Funding sources include transfers from other funds, bond proceeds or certificates of obligation, user fees, development fees or short-term debt. These funds represent 30.86% of the total budget, and are the result of \$2,500,000 in debt issuance planned by Council for Town wide street improvements.

DEBT SERVICE FUND

The Debt Service Fund accounts for 7.84% of the budget and pays the annual principal and interest costs of general obligation bonds, certificates of obligation and other tax-supported debt issued to finance the tax-based portion of the Capital Improvement Program of the Town. It is funded by ad valorem taxes and transfers from other funds.

WASTEWATER UTILITY FUNDS

The Wastewater Utility funds account for 9.222% of the budget. There are three funds that account separately for (1) the general operation of the wastewater fund, (2) the capital improvements related to wastewater projects, and (3) impact fees collected on impact fee eligible development.



**TOWN OF ARGYLE
FY 2018-2019 ANNUAL BUDGET
FUND STRUCTURE**

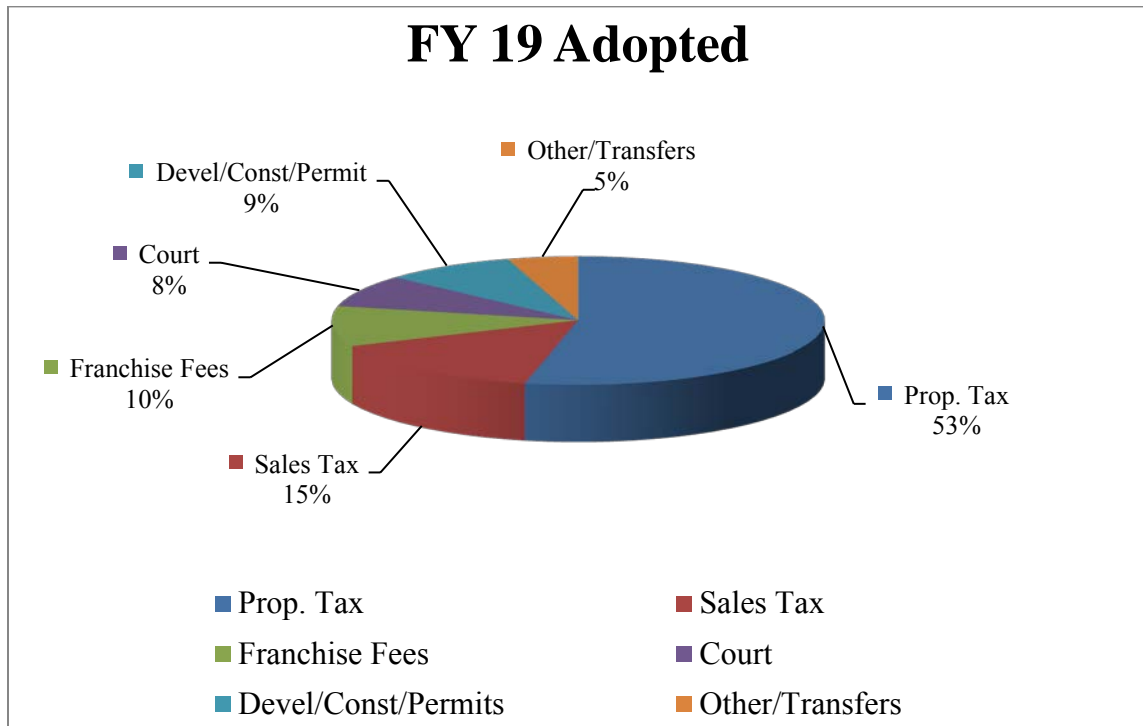
FUND CATEGORY	FUND TYPE	HOW APPROPRIATED	BUDGETARY BASIS	BASIS OF ACCOUNTING
<u>Primary Government</u>				
Governmental Funds				
Major Funds				
General Fund	General	Annual	Modified Accrual	Modified Accrual
General Debt Service Fund	Debt Service	Annual	Modified Accrual	Modified Accrual
General Capital Projects Fund	Capital Project	By Project	Modified Accrual	Modified Accrual
Street Maintenance Sales Tax Fund	Special Revenue	Annual	Modified Accrual	Modified Accrual
Enterprise Funds				
Major Funds				
Wastewater Fund	Proprietary	Annual	Working Capital	Accrual
<u>Component Units</u>				
Economic Development Corp.	Special Revenue	Annual	Modified Accrual	Modified Accrual
Crime Control Prevention District	Special Revenue	Annual	Modified Accrual	Modified Accrual



GENERAL FUND

FY19 ADOPTED BUDGET

General Fund Revenue



The General Fund has a number of revenue sources, the largest of which is the ad valorem tax (property tax) revenue. The Town taxes the value of land, improvements, and certain personal property within our municipal borders. According to the Texas State Comptroller, property tax revenue is the leading source of general fund revenue used by most Texas cities. In 2018, the Town had a total taxable ad valorem value of \$674,093,197. The Town of Argyle currently assesses \$.3975 cents per \$100 of assessed value. Of that amount, \$.300113 will be levied to support the General Fund. This will produce \$2,023,041 in General Fund ad valorem tax revenue, which is 53% of total FY19 revenue.

The next largest sources of revenue for FY19 are sales tax, which totals 15% of revenue and franchise fees, which totals 10% of revenue. The retail sales tax rate for the Town of Argyle is 0.0825: 6.25 percent goes to the state; 1 percent goes into the Town’s General Fund operations; ¼ percent is levied for use by the Argyle Economic Development Corporation, ¼ percent is levied for use by the Argyle Crime Control and Prevention District; and the final ½ percent is collected for the Argyle Street Maintenance Sales Tax Fund. The sales tax levied by the Argyle Economic Development Corporation, the Argyle Crime Control and Prevention District, and the Street Maintenance Sales Tax Fund were all approved by separate vote of the Town’s electorate, and are updated as required. In May, 2018, a successful Sales Tax Reallocation election was conducted, effectively transferring one quarter of one percent (1/4) from Economic Development Fund to the Street Maintenance Sales Tax Fund beginning October 1, 2018. The Town’s 1 cent

of sales tax revenue for FY19 is projected to be \$564,450. Franchise fees are those fees paid by utilities and communications companies that use the Town's rights-of-way or other Town property to deliver their services. Federal and state law provides the authority for municipalities to charge for the use of rights-of-way for the delivery of utility and communication services. Generally, these fees range from 3 – 4% of the gross proceeds for gas, electric, water, cable television, and phone services. The total of all franchise fees across the various utilities for FY19 is projected to be \$385,000.

The municipal court revenue is generated from various traffic enforcement and municipal code enforcement violations. By state mandate, a fixed amount from each citation is remitted to the State. The Town's revenue varies depending on the option the defendant selects: driver's safety class, payment in full, probation, etc. The minimum amount the court will retain is \$10, with the maximum closer to \$200, but this is dependent on the violation. This past fiscal year, approximately 37.5% of court receipts were remitted to the State. The amount retained by the Town goes into General Fund revenue and helps offset the cost of municipal court operations. The total of these fines and fees collected are projected to be \$308,000 and contribute 8% of the total General Fund revenue.

Development fees and construction permit fees are established and collected by the Town to defray the cost of administering the community development department and construction activities. Development fees (zoning and subdivision applications) and subsequent construction permit fees vary from year to year based on the economy and building/development activity. These fees are projected to generate \$328,400 in FY19, which is 9% of total General Fund revenue. With infrastructure completed or close to completion on two new subdivisions, Lakes of Argyle and Waterbrook, the FY19 projected home permits have increased over FY18. However, there are no known commercial permits at this time, and the Town has no other subdivisions in place that generate construction review fees. For these reasons, there is a decrease in this revenue source as compared to FY18.

The smallest source of general fund revenues is 'Other'. Interest income and miscellaneous revenues that do not fit in a larger category reside here. Transfers from other funds are represented in this category as well. This currently represents 5% of the total revenue, or \$175,430.

General Fund Services

Town Council

\$82,899

The Mayor and Town Council serves as the elected governing body of the Town. The Council is comprised of a Mayor and five (5) Town Council members, all elected at-large on a non-partisan basis by the voters of the Town. The Mayor and Council members are elected for two-year terms on a rotating basis, with the Mayor and two Council members elected in odd-numbered years, and the remaining three Council members elected in even-numbered years. The Town Manager, Town Attorney and Municipal Court Judge are appointed by the Town Council.

Administration

\$556,191

The Administration Department is comprised of the Town Manager, Town Secretary and support staff. The department provides support to the Town Council, Planning and Zoning Commission, Board of Zoning Adjustment, Argyle Economic Development Corporation, Keep Argyle Beautiful and the Chamber of Commerce. The Town Manager is responsible for the management of Town operations and serves as the liaison between the policy making and administrative branches of municipal government. The Town Secretary is incorporated into the Administration Department. The Town Secretary conducts general and special elections in compliance with the Texas Election Code, facilitates Town Council meetings and work sessions and provides other Town Council support as needed. The Town Secretary provides human resources management and operational services to include selection and placement, classification, salary and benefit administration, training and development and employee relations assistance for all Town employees.

Finance

\$182,316

The Finance Department is responsible for the management of all financial operations of the Town. Accounting, budget, financial reporting, payroll, accounts receivable, accounts payable, cash and investment management, customer service, and development of policies and procedures related to fiscal operations are the activities under the direction of the Finance Department. The Department is also responsible for the accounting services for the Argyle Economic Development Corporation and Argyle Crime Control and Prevention District Boards of Directors.

Municipal Court

\$112,570

The Municipal Court handles the judicial processing of Class C Misdemeanors that originate from traffic citations, citizen complaints, animal control violations, municipal code violations and misdemeanor arrests. The Court is responsible for maintaining accurate records of all cases, including arrest records, bond records, formal complaints, citation disposals, state reporting, court costs, docket records, trial proceedings, refunds and forfeitures, and issuance of warrants for Failure to Appear and Non-payment of fines. The Court is responsible for staying current with the changes of procedures and court costs that are submitted with each State Legislature revision. Additionally, the Court is responsible for information reporting to the State of Texas, ensuring processing of quarterly payments, monthly reporting to the Office of Court Administration, and convictions and clearances to the Texas Department of Public Safety. The Court was transitioned to a Court of Record in May, 2016.

Information Technology

\$102,183

The Information Technology (IT) Department is responsible for sustaining all technology-based initiatives for the Town's operations. This is accomplished by contracting IT services at this time. Management and maintenance of the Town Website and Electronic Newsletter are handled by Town staff.

Police Administration, Operations &

Animal Control

\$1,446,264

The Police Department is responsible for the general public safety and protection of the citizens of Argyle. Management and supervision of activities of the Police Department are under the direction and leadership of the Chief of Police who is also responsible for the successful attainment of goals and objectives of the Department including, but not limited to, traffic safety and regulation, uniformed patrol, community services and education, crime control, and equipment maintenance. The department underwent restructuring in 2018 in an effort to increase levels of service. As part of a Council initiative to increase police staffing, this budget provides for 12 sworn officers and 1.5 civilian employees. Provides administrative support for the Argyle Crime Control and Prevention District Board of Directors.

Community Development Administration

& Inspections

\$550,298

The Community Development Department is responsible for administering community-wide planning and development activities within the Town and its ETJ ensuring organized growth and development in accordance with the Town's Comprehensive Plan and other development regulations. Review and Inspections associated with new building permits are conducted by a third party vendor, Bureau Veritas, who ensure that new permits meet all Town Codes. Enforcement of all Town Codes relating to signage, property maintenance (weeds, trash, storage, etc.), construction inspection of public infrastructure, and drainage is conducted by the Town's Code Enforcement officer.

Street Maintenance Administration &

Street Maintenance

\$703,502

The Street Maintenance Department is under the direction of the Director of Public Works. The Administration Department is responsible for the direction and administration of all facets of street maintenance, including inspection of street and drainage improvements, environmental services, wastewater collection, and capital projects that affect the safety, health and welfare of the public.

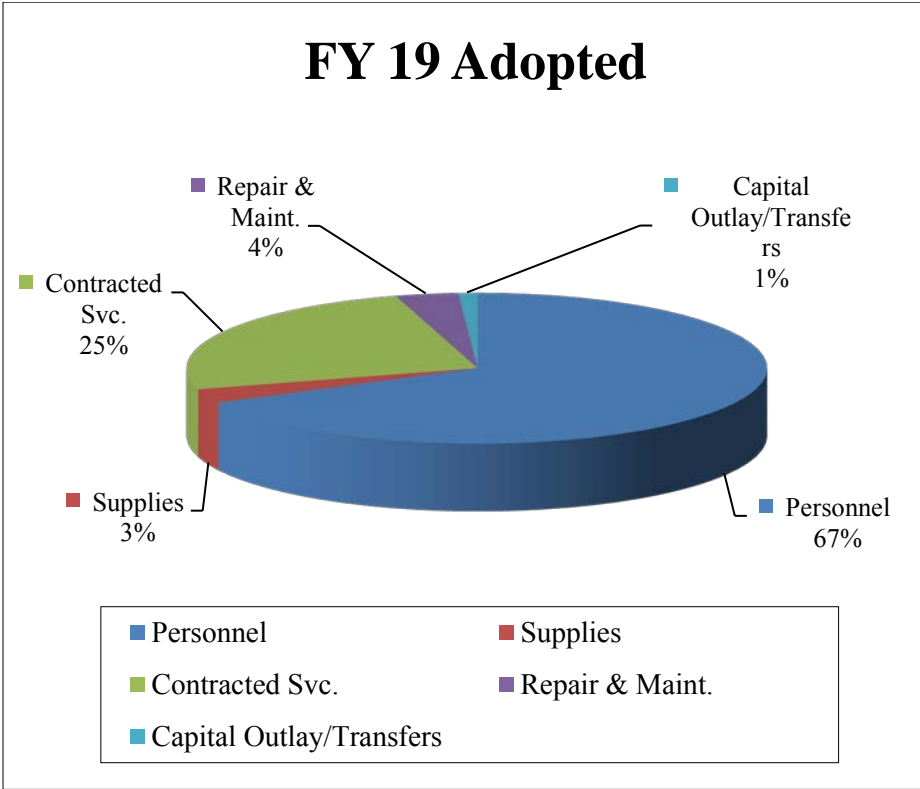
The Street Maintenance Department of Public Works is responsible for providing a safe transportation system for motorists and pedestrians in the Town of Argyle. The Department conducts regular street maintenance; pothole patching; curb and gutter maintenance; crack sealing; drainage ditch cleaning; maintenance of all dedicated street easements; mowing and maintenance of rights-of-way; and installation and maintenance of guardrails, barricades and street signs. The Street Maintenance Department maintains the new Argyle Park facility as well.

Transfers Out

\$26,000

Transfers to other funds occur when the General Fund needs to provide resources for funds that do not have explicit sources of revenue. Currently the Town makes an annual transfer to the Equipment Maintenance Fund and the Building Maintenance Fund for expenditures that correctly fit those expenditure definitions.

FY19 CF OPVED EXPENDITURES BY CATEGORY



TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2018 - 2019

FUNDS	FY 17 ACTUAL	FY 18 BUDGET	FY 18 REEST.	FY 19 BUDGET	Inc/Dec over FY18 Budget
<u>GENERAL FUND</u>					
REVENUES					
Ad valorem tax	1,693,436	1,858,893	1,895,375	2,023,041	
Sales tax	625,749	464,474	513,500	564,450	
Franchise tax	387,457	380,000	380,000	385,000	
Municipal court	293,789	315,000	313,000	308,000	
Permits & registrations	84,484	37,965	39,655	36,200	
Construction permits	183,710	175,200	266,659	277,250	
Development	152,078	196,411	206,142	15,000	
Other revenues	28,089	7,500	62,700	37,750	
Transfers In	82,895	134,775	134,775	137,680	
Other Proceeds	-	-	-	-	
TOTAL REVENUES	3,531,687	3,570,219	3,811,806	3,784,371	6.00%
EXPENDITURES					
<u>Town Council - 110</u>					
Personnel	102	101	97	99	
Supplies & Contracted Services	40,197	43,650	119,020	82,800	
Transfers	-	-	-	-	
Total City Council	40,299	43,751	119,117	82,899	89.48%
<u>Administration - 120</u>					
Personnel	318,457	344,745	387,873	356,458	
Supplies	3,693	5,300	3,800	4,700	
Contracted Services	175,161	182,563	203,949	183,033	
Repair & Maintenance	7,607	7,000	11,000	12,000	
Capital Outlay	-	-	-	-	
Total Administration	504,918	539,608	606,622	556,191	3.07%
<u>Finance - 130</u>					
Personnel	146,809	158,288	158,983	165,616	
Supplies	395	-	-	-	
Contracted Services	11,973	16,200	14,100	16,700	
Total Finance	159,178	174,488	173,083	182,316	4.49%
<u>Municipal Court - 135</u>					
Personnel	51,941	74,969	72,160	80,670	
Supplies	130	900	600	700	
Contracted Services	27,704	37,200	28,700	31,200	
Total Municipal Court	79,775	113,069	101,460	112,570	-0.44%
<u>Information Technology - 140</u>					
Personnel	-	-	-	-	
Supplies	228	550	100	800	
Contracted Services	3,665	23,000	38,500	77,449	
Repair & Maintenance	6,083	12,950	7,800	12,900	
Capital Outlay	14,684	16,000	11,500	11,034	
Total Information Technology	24,659	52,500	57,900	102,183	94.63%
<u>Police Administration - 210</u>					
Personnel	330,010	355,008	349,461	227,634	
Supplies	3,322	5,700	3,000	5,700	
Contracted Services	71,650	104,584	90,854	99,755	
Repair & Maintenance	19,113	7,250	17,750	7,250	
Capital Outlay	-	-	-	-	
Total Public Safety Administration	424,095	472,542	461,065	340,339	-27.98%

FUNDS	FY 17 ACTUAL	FY 18 BUDGET	FY 18 REEST.	FY 19 BUDGET	Inc/Dec over FY18 Budget
<u>Police Operations - 212</u>					
Personnel	562,024	760,414	760,880	1,007,090	
Supplies	22,728	31,000	32,000	46,085	
Contracted Services	11,859	14,632	12,100	14,600	
Repair & Maintenance	13,158	19,300	13,250	20,150	
Capital Outlay	-	1,500	1,500	1,500	
Total Police Operations	609,769	826,846	819,730	1,089,425	31.76%
<u>Animal Control - 220</u>					
Contracted Services	13,110	16,500	16,500	16,500	
Total Animal Control	13,110	16,500	16,500	16,500	0.00%
<u>Community Devel. Administration - 410</u>					
Personnel	166,286	256,596	244,681	277,298	
Supplies	677	1,200	1,200	1,200	
Contracted Services	66,113	78,800	79,300	79,500	
Total Development Administration	233,075	336,596	325,181	357,998	6.36%
<u>Community Devel. Inspections - 412</u>					
Supplies	-	300	300	300	
Contracted Services	106,012	120,880	168,500	192,000	
Repair & Maintenance	-	-	-	-	
Capital Outlay	-	-	-	-	
Total Development Inspections	106,012	121,180	168,800	192,300	58.69%
<u>Street Maint. Administration - 510</u>					
Personnel	188,432	202,490	199,321	207,619	
Supplies	3,443	5,100	5,100	5,100	
Contracted Services	48,731	63,140	63,772	64,820	
Repair & Maintenance	1,133	2,100	2,100	6,550	
Capital Outlay	290	600	600	600	
Total Public Works Administration	242,029	273,430	270,893	284,689	4.12%
<u>Street Maintenance - 520</u>					
Personnel	231,881	240,675	237,723	215,263	
Supplies	34,982	44,150	48,650	47,950	
Contracted Services	47,909	64,500	57,500	82,000	
Repair & Maintenance	35,780	73,500	73,500	72,500	
Debt Service	-	-	-	-	
Capital Outlay	35,471	12,200	12,200	1,100	
Total Street Maintenance	386,024	435,025	429,573	418,813	-3.73%
<u>Transfers to Other Funds - 710</u>					
Transfers out	525,000	45,000	592,000	6,000	
Transfer to Equip. Repl. Fund	20,000	20,000	20,000	20,000	
Total Transfers Out	545,000	65,000	612,000	26,000	
TOTAL EXPENDITURES	3,367,943	3,470,534	4,161,924	3,762,224	8.40%
REVENUES OVER/ (UNDER) EXPENDITURES	163,744	99,685	(350,118)	22,147	
BEGINNING FUND BALANCE	2,257,770	1,918,668	2,421,514	2,071,396	
ENDING FUND BALANCE	2,421,514	2,018,353	2,071,396	2,093,543	



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Mayor & Council

DEPARTMENT DESCRIPTION

The Mayor and Town Council serves as the elected governing body of the Town. The Council is comprised of a Mayor and five (5) Town Council members, all elected at-large on a non-partisan basis by the voters of the Town. The Mayor and Council members are elected for two-year terms on a rotating basis, with the Mayor and two Council members elected in odd-numbered years, and the remaining three Council members elected in even-numbered years. The Town Manager is appointed by the Town Council.

MAJOR DEPARTMENT GOALS

- ❖ Maintain fiscal accountability and responsibility.
- ❖ Ensure future growth is consistent with the Comprehensive Plan and Vision of the community.
- ❖ Encourage business growth and development with the assistance of the Economic Development Corporation and Chamber of Commerce.
- ❖ Increase tax base growth through targeted commercial and retail development.
- ❖ Ensure safe and secure community.

MAJOR DEPARTMENT OBJECTIVES

- ❖ Maintain tax rate.
- ❖ Continue to conduct timely and efficient public meetings.
- ❖ Continue to strengthen communications with staff, boards and commissions, volunteers and citizens.
- ❖ Continue to facilitate positive relations with neighboring communities and other governmental entities.
- ❖ Promote citizen participation and involvement.

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Mayor & Council

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Town Council & Retreat Meetings Attended	16	24	22
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	\$ 102	\$ 97	\$ 99
Supplies	40,197	119,020	82,800
Contractual Services	-	-	-
Transfers	-	-	-
Capital Outlay	-	-	-
Total Expenditures	\$ 40,299	\$ 119,117	\$ 82,899

MAJOR BUDGET CHANGES:

Funding of components of the Quiet Zone Feasibility and Design Services.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Administration

DEPARTMENT DESCRIPTION

The Administration Department is comprised of the Town Manager, Town Secretary and support staff. The department provides support to the Town Council, Planning and Zoning Commission, and the Argyle Economic Development Corporation. The Town Manager is responsible for the management of all Town operations and serves as the liaison between the policy making and administrative branches of the Town's government. The Town Manager is tasked with implementing the policies of the Town Council in an effective and efficient manner. The Town Secretary is incorporated into the Administration Department. The Town Secretary conducts general and special elections in compliance with the Texas Election Code, facilitates Town Council meetings and work sessions and provides other Town Council support as needed. The Town Secretary serves as the records management officer and ensures all requests for information are processed in accordance with the Public Information Act. The Town Secretary provides human resources management and operational services to include selection and placement, classification, salary and benefit administration, training and development and employee relations assistance for all Town employees.

MAJOR DEPARTMENT GOALS

Town Manager:

- ❖ Implement the Town Council's priorities for FY 2018 – 2019.
- ❖ Ensure the delivery of quality services to citizens through effective management and efficient administration in accordance with the Town's Core Values and Vision.
- ❖ Enhance community relations by engaging citizens in Town operations.
- ❖ Provide assistance and information to the Town Council, as well as staff, Committees, Boards and Commissions.
- ❖ Maintain fiscal accountability in all financial transactions, management of treasury operations, including regulatory compliance concerning investment of public funds.
- ❖ Assist the Town Council in establishing a long-range strategic plan for the future development of the community.
- ❖ Provide administrative support and direction to the Argyle Economic Development Corporation.

Town Secretary:

- ❖ Prepare timely posting on complete agenda information and accurate recording of Town Council meetings.
- ❖ Respond to customer requests/inquiries in a timely manner.
- ❖ Record, preserve and maintain custodial authority of the official records and legislative acts of the Town Council.
- ❖ Maintain accurate, easily accessible Town records in compliance with adopted record retention schedules and administrative policies.
- ❖ Conduct general and special elections in compliance with the Texas Election Code.
- ❖ Coordinate communication to stakeholders through print and electronic sources.
- ❖ Provide human resource management services to employees.

MAJOR DEPARTMENT OBJECTIVES

Town Manager:

- ❖ Implement policies established by Town Council within designated timeframe.
- ❖ Engage citizens throughout Town operations.
- ❖ Effectively manages operational department activities.
- ❖ Prepare and present for approval Annual Operating Budget and Capital Improvements Plan.
- ❖ Oversee effective financial and administrative control systems.

Town Secretary:

- ❖ Prepare Town Council agendas and minutes accurately and in a timely manner.
- ❖ Prepare proclamations, ordinances and resolutions as needed.
- ❖ Review and revise Town ordinances as necessary.
- ❖ Conduct general and special Town elections.
- ❖ As Records Management Officer, maintains Town's Records Management Program
- ❖ Provide timely communication to residents regarding current events

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Administration

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Town Manager:			
Council, EDC, P&Z Meetings/Work sessions	28	30	35
Town Manager Staff Meetings	30	38	44
Council/Staff Retreat Coordination	-	1	1
Town Secretary:			
Town Council Meetings/Work Sessions	16	24	22
Minutes Spent Processing Open Records Requests	approx. 1,500	1,500	1,500
Town elections	1	1	1
Ordinances, Resolutions, Contracts	70	64	70
Internal HR Contacts (changes to benefits, new hires, etc)	approx. 200	350	500
Job & Baord Applications/Resumes Processed	approx. 250	225	375
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Town Manager and Town Secretary:			
Percent of Eligible Ordinances Codified	100%	100%	100%
Percent of TC Minutes completed in 14 days	100%	100%	100%
Percent of Open Records Request Not Requiring Attorney Review processed within 5 business days	98%	98%	100%
Percent of Open Records Request Not Requiring Attorney Review processed within 10 business days	100%	100%	100%
Percent of citizen inquires addressed in one business day	90%	90%	95%
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	\$ 318,457	\$ 387,873	\$ 356,458
Supplies	3,693	3,800	4,700
Contractual Services	175,161	203,949	183,033
Maintenance	7,607	11,000	12,000
Capital Outlay	-	-	-
Total Expenditures	\$ 504,918	\$ 606,622	\$ 556,191

MAJOR BUDGET CHANGES:

Addition of a full-time Permit Clerk with shared (50%) administrative responsibilities.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Financial Services

DIVISION: Finance

DEPARTMENT DESCRIPTION

The Finance Department is responsible for the management of all financial operations of the Town. Accounting, budget, financial reporting, payroll, accounts receivable, accounts payable, cash and investment management, customer service, and development of policies and procedures related to fiscal operations are the activities under the direction of the Finance Department. The Department is also responsible for the accounting services for the Argyle Economic Development Corporation and Argyle Crime Control and Prevention District Boards of Directors. Accounting related services for the Town's two special taxing districts began late in 2017, and continued into 2018, and fall under the Finance Department.

MAJOR DEPARTMENT OBJECTIVES

- ❖ Complete audit and corresponding annual financial statements by March 31st of each year.
- ❖ Continue enhancement of Statistical Section of Town's audited financial statements.
- ❖ Respond to external requests for information within time frame requested.
- ❖ Maintain or strengthen the financial status of the Town with outside sources, e.g. rating agencies, investors, and other governmental agencies, by providing accurate and timely financial information.
- ❖ Maintain or improve Town's bond rating.
- ❖ Monitor Town Investment Policy annually for changes or updates.
- ❖ Monitor the Town's bank depository.
- ❖ Monitor Town's public improvement district funds, including processing certificates of payment to trustees, and ensuring that the Town receives reimbursement for all funds expended on the projects.

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Finance

MAJOR DEPARTMENT GOALS
<ul style="list-style-type: none"> ❖ Ensure safety of Town’s assets by developing and/or complying with financial, investment and other related policies and procedures, and proper and timely recording of accounting transactions. ❖ Ensure the Town’s financial accountability and responsible use of resources. ❖ Maintain effective cash and investment management in order to realize a competitive rate of return, while protecting the Town’s safety of principal, in accordance with the Town’s Investment Policy. ❖ Continue to strengthen internal control procedures by maintaining and updating formal financial management policies. ❖ Work with external auditor to produce a reliable and meaningful financial disclosure of the Town so that the highest possible bond rating can be attained. ❖ Ensure adequate control of Town funds through timely reconciliation of bank statements, disbursement control of funds through timely vendor payments, and timely federal and state tax payments.

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Accounts payable checks & EFTs processed	2,256	2,495	2,740
Payroll checks & payroll taxes processed	819	845	876
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Percent of Strategic Plan Objectives Completed	100%	100%	100%
Percent of Mgmt Reports Completed Timely	100%	100%	100%
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	\$ 146,809	\$ 158,983	\$ 165,616
Supplies	395	-	-
Contractual Services	11,973	14,100	16,700
Maintenance			
Total Expenditures	\$ 159,177	\$ 173,083	\$ 182,316

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Municipal Court

DIVISION: Court

DEPARTMENT DESCRIPTION

The Municipal Court handles the judicial processing of Class C Misdemeanors that originate from traffic citations, citizen complaints, animal control violations, municipal code violations and misdemeanor arrests. The Court is responsible for maintaining accurate records of all cases, including arrest records, bond records, formal complaints, citation disposals, state reporting, court costs, docket records, trial proceedings, refunds and forfeitures, and issuance of warrants for Failure to Appear and Non-payment of fines. The Court is responsible for staying current with the changes of procedures and court costs that are submitted with each State Legislature revision. Additionally, the Court is responsible for information reporting to the State of Texas, ensuring processing of quarterly payments, monthly reporting to the Office of Court Administration, and convictions and clearances to the Texas Department of Public Safety.

MAJOR DEPARTMENT GOALS

- ❖ Maintain Court operations in accordance with State laws, Legislative updates and legal procedures.
- ❖ Maintain the warrant collection program and continue to implement tools, ideas, and incentives that increase the collection of outstanding warrants.
- ❖ Provide efficient and courteous service to all that are required to appear before the Court.
- ❖ Schedule quarterly Jury Trial dates.

MAJOR DEPARTMENT OBJECTIVES

- ❖ Continue with required annual education and training for Court personnel, keeping current on Court technology, trends, and Legislative updates through written materials, training, and networking.
- ❖ Research and develop a policy and procedures manual for daily operations.
- ❖ Use mandated forms and ensure all portions of the forms are completed and have appropriate signatures.
- ❖ Provide adequate information online, by mail and in person to the public to educate them about their options in Municipal Court to make an informed decision on how to handle their case.
- ❖ Follow written court procedures and standing orders.
- ❖ Develop court policies and procedures as legislative changes occur or new efficiencies are desired.

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Municipal Court

DIVISION: Court

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Cases Filed	2,536	3,030	3,000
Warrants Issued	326	340	355
Cases Cleared	2,149	2,465	2,475
Warrants Cleared	219	175	195
Outstanding Warrants at fiscal year end	1,339	1,495	1,550
Court Settings	499	900*	1,200
Jury Trials Conducted	3	-	3
Total Cases Pending End of the Year	2,221	2,800	3,000
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
New cases imported, processed and filed within one business day	98%	80%	95%
Mail processed within one business day	95%	85%	95%
Required reports filed with the state by the due date	100%	100%	100%
Juvenile's and select minors set for hearing with summons prepared and mailed within two business days of receipt of case.	90%	88%	95%
New collection cases transmitted to collection company within 30 days of the 61st day.	83%	90%	95%
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	\$ 51,941	\$ 72,160	\$ 80,670
Supplies	130	600	700
Contracted Services	27,704	28,700	31,200
Repair & Maintenance			
Total Expenditures	\$ 79,775	\$ 101,460	\$ 112,570

*Increase due to new legislative requirements to conduct pre-warrant hearings.

MAJOR BUDGET CHANGES:

- None in FY19



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Information Technology

DIVISION: Administration

DEPARTMENT DESCRIPTION

The Information Technology (IT) Department is responsible for, and assists in, planning, implementation and sustaining all technology-based initiatives for the Town's operations. The IT department is also responsible for the voice and data infrastructure used by all department operations for information transfer.

MAJOR DEPARTMENT GOALS

- ❖ Respond to all routine calls for service within 24 hours.
- ❖ Respond to all mission-critical calls for service within 1 hour.
- ❖ Transition to a self-sustaining operation with departmental identity.
- ❖ Successful implementation of customer-driven department initiatives when identified.

MAJOR DEPARTMENT OBJECTIVES

- ❖ On-time and under-budget result of operations.
- ❖ Maintenance support of all departments on a demand driven process responsive to goals.
- ❖ No down time resulting from a lack of planning, response or process.

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Information Technology

DIVISION: Administration

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Total Priority Calls for Service	20	20	20*
Total Normal Calls for Service	90	100	100*
PRODUCTIVITY MEASURES			
Priority Calls for Service @ 100% of Goal	100%	100%	100%
Normal Calls for Service @ 100% of Goal	85%	90%	90%
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Supplies	\$ 228	\$ 100	\$ 800
Contractual Services	3,665	38,500	77,449
Maintenance	6,083	7,800	12,900
Capital Outlay	14,684	11,500	11,034
Total Expenditures	\$ 24,660	\$ 57,900	\$ 102,183

MAJOR BUDGET CHANGES:

- Moved to outside IT Support Company (Agent-IT)
- *Are estimates based on historical needs.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Public Safety

DIVISION: Police

DEPARTMENT DESCRIPTION

The Police Department is responsible for the general public safety and protection of the citizens of Argyle. Management and supervision of activities of the Police Department are under the direction and leadership of the Chief of Police who is also responsible for the successful attainment of goals and objectives of the Department including, but not limited to, traffic safety and regulation, uniformed patrol, community services and education, crime control, and equipment maintenance.
Provides administrative support for the Argyle Crime Control and Prevention District Board of Directors.

MAJOR DEPARTMENT GOALS

- ❖ Provide quality leadership that fosters excellence and continuous improvement designed to retain and reward valued team members in accordance with the Town’s Core Values
- ❖ Continue to meet the service needs of a growing community with value driven, customer-focused style of policing designed to improve the quality of life in Argyle.
- ❖ Continue the process to remain a Texas Police Chief’s Foundation Recognized Police Department
- ❖ Increase officer-training levels through training agreements, internet training, professional conferences, and interaction with surrounding agencies
- ❖ Continue working with the Argyle Crime Control Prevention District to efficiently and effectively manage the local sales and use tax revenue
- ❖ Provide a more visible police presence within neighborhoods and along roadways
- ❖ Provide an effective, efficient and timely response to citizen complaints
- ❖ Foster partnerships with citizens groups to identify and resolve neighborhood concerns and build sustainable relationships. Chat with the Chief/Coffee with a COP/Traffic Minute Clinic/Town Hall Meetings
- ❖ Monitor and participate in the Denton County Shared Governance Program
- ❖ Require each officer to design, develop and implement a Community Service Project – Problem Solving
- ❖ Implement a robust and active recruiting group to better advertise the benefits of working for Argyle PD

MAJOR DEPARTMENT OBJECTIVES

- ❖ Increase community awareness of crime trends and prevention techniques by newsletters, website and community events
- ❖ Increase community awareness of disaster preparedness by newsletters and community events
- ❖ Increase officer awareness of modern policing techniques through additional training
- ❖ Enforcement of hazardous traffic violations
- ❖ Emphasize community-oriented policing by assigning officers to community and neighborhood activities
- ❖ Participate in the governance of the Denton County Shared Governance Program.
- ❖ Manage and monitor the Animal Control Services Agreement
- ❖ Conduct 2 Coffee with a COP meetings
- ❖ Conduct 2 Police Town Hall Meetings
- ❖ Present 2 Chat with the Chief Facebook Live sessions
- ❖ Increase hiring standards to include physical agility components
- ❖ Present 4 Traffic Minute Clinics

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Public Safety

DIVISION: Police

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL*	2018-2019 PROPOSED
Total Part I major crimes reported	40	40	45
Calls for Service	11,500	4564*	5,000
Patrol Miles Driven	95,000	83,486	100,000
Traffic Accidents	96	109	110
Criminal Cases Investigated	175	119	125
Traffic Contacts\resulting in citation	2,300	2,562	3,000
Animal Control Calls	275	155	175
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATED	2018-2019 PROPOSED
Mandatory TCLEOSE training requirements	100%	100%	100%
Percent of responses within 24 hours	100%	100%	100%
Police Response Time (minutes)	9	7:52	<8.00 P1 and P2
Percent of citizen complaints responded to within 24 hours	100%	100%	100%
Percent of animal complaints handled within 24 hrs	100%	100%	100%
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATED	2018-2019 PROPOSED
Police Administration			
Personnel	330,010	349,461	227,634
Supplies	3,322	3,000	5,700
Contracted Services	71,650	90,854	99,755
Repair & Maintenance	19,113	17,750	7,250
Capital Outlay	-	-	-
Total Police Administration	424,095	461,065	340,339
Police Operations			
Personnel	\$ 562,024	\$ 760,880	\$ 1,007,090
Supplies	22,728	32,000	46,085
Contracted Services	11,859	12,100	14,600
Repair & Maintenance	13,158	13,250	20,150
Capital Outlay		1,500	1,500
Total Police Operations	\$ 609,769	\$ 819,730	\$ 1,089,425
Animal Control			
Contracted Services	\$ 13,110	\$ 16,500	\$ 16,500
Total Expenditures	\$ 1,046,974	\$ 1,297,295	\$ 1,446,264

MAJOR BUDGET CHANGES:

Undertook personnel restructuring in FY18, effectively creating 3rd Sergeant position (promoted 2 existing officers) and one new officer position. Creating new officer position in FY19, for total of 12 sworn officers.

* Calendar Year



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Community Development

DIVISION: Administration/Inspections

DEPARTMENT DESCRIPTION

The Community Development Department consists of two divisions – Administration and Inspections.

The Administration Division is responsible for administering community-wide planning and development activities within the Town and its ETJ, ensuring organized growth and development in accordance with the Town’s Comprehensive Plan and other development regulations. They serve as liaison and support to the Town Council, Planning and Zoning Commission and the Economic Development Corporation.

The Inspection Division is responsible for review and enforcement of all Town codes relating to new home construction and remodel, signage, property maintenance (weeds, trash, storage, etc.), health inspection of food establishments, construction inspection of public infrastructure, erosion control, and drainage. This is accomplished through a combination of a third-party contractor for plan review and inspections related primarily to new home construction and commercial developments as well as a Code Enforcement officer tasked with enforcing signage, property maintenance, and compliance of construction standards around Town relating to the infrastructure and drainage. The Inspections Division is also responsible for the enforcement of the Gas Well Ordinance and oversees the third-party inspections of gas well sites within the Town limits. Enforcement of the Town’s health standards is accomplished via the third-party contractor who conducts semi-annual inspections of food establishments, along with follow-up inspections resulting from health-related complaints.

MAJOR DEPARTMENT GOALS

Administration:

- ❖ Provide professional guidance to Town Council, Planning and Zoning Commission (P&Z), and Economic Development Corporation (EDC) in all planning & development-related matters.
- ❖ Respond to all service calls (zoning/development/permitting activity inquiries) in a timely manner.
- ❖ Accept applications for development review and assist applicants through the process.
- ❖ Maintain/update development review case files and maintain a log of all such activity for reference.
- ❖ Provide a thorough staff review of applicant requests and provide timely, accurate and helpful feedback to applicants for all types of applications.
- ❖ Conduct special studies and projects resulting in continual updating of ordinances to keep pace with industry changes and state-mandated requirements.
- ❖ Provide for a professional, efficient and time-sensitive building permit process.
- ❖ Facilitate an effective, yet cooperative, code compliance process.

Inspections:

- ❖ Obtain certifications in adopted technical codes.
- ❖ Continue to provide effective code enforcement and notification of violation to property owners.
- ❖ Provide a safe and clean Town through the enforcement of codes.
- ❖ Monitor third-party consultants to ensure that all reviews and inspections are conducted and completed in accordance with Town development ordinances as well as industry best practices and procedures.
- ❖ Monitor semi-annual inspections by third-party gas well inspector of any operational gas wellheads and padsites to ensure compliance with Gas Well Ordinance requirements.

MAJOR DEPARTMENT OBJECTIVES

Administration:

- ❖ Provide zoning, permit, code compliance and economic development assistance to customers in a timely and professional manner.
- ❖ Update certain ordinances as requested by Town Council and as determined by industry changes and state-mandated requirements.
- ❖ Creation of institutional memory – devise a records management and storage system to allow document control and retrieval of development, permit and code cases; work with IT to move toward a paperless system.
- ❖ Continue the update of Town Development Standards to be consistent with the Comprehensive Plan.
- ❖ Work to create more efficient and effective development review process.
- ❖ Continue to create development and permitting documents to produce a complete development resource guide.

Inspections:

- ❖ Conduct routine Town-wide patrols to locate and identify code violations.
- ❖ Assist Town Engineer on drainage and infrastructure construction and maintenance inspections.
- ❖ Respond to and investigate code complaints or calls for service.
- ❖ Educate property owners on ordinances and common code violations to prevent future violations.
- ❖ Strive for voluntary compliance through education and working with property and business owners.
- ❖ Conduct all dig test requests.
- ❖ Conduct driveway/approach, right-of-way, and drainage/grading permit inspections.

**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Community Development

DIVISION: Administration/Inspections

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 RE-	2018-2019 PROPOSED
Administration:			
Number of Zoning Cases	5	2	3
Number of SUP Applications	6	7	5
Number of Site Plan Applications	7	4	5
Number of Platting Cases (final/preliminary)	17	24	15
ZBA Cases	-	1	1
Permits - Single Family - New	39	53	75
Permits - Single Family - Other *	134	167	140
Permits - Commercial - New	2	3	-
Permits - Commercial - Other **	36	39	-
Inspections:			
Warnings/letters issued for tall grass, etc.	150	83	80
Illegal sign installation notices issued	60	377	350
Number of citations issued	23	25	20
Calls/contacts with citizens	2,000	1,273	1,280
Sewer line locates	1,500	2,960	2,500
Drainage/driveway/R.O.W. permits	120	51	50
Gas Well Inspections	-	5	10
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 RE-	2018-2019 PROPOSED
Administration:			
Number of customer service calls/emails^	10,000	10,000	12,000
Inspections:			
Citations	100%	44%	100%
		Remainder active cases as of 09.13.18	
MEETING SUMMARY	2016-2017 ACTUAL	2017-2018 RE-	2018-2019 PROPOSED
Administration:			
Number of customer service meetings/walk-ins^	208	520	550
Number of Ordinance modifications/updates	12	6	5
Number of Board/Commission meetings***	15	15	20
Number of Council/Board/Commission workshops	8	2	3
* SFR Other - HVAC, Plumbing, Electric, Acces. Bldgs, Remodel, Pool, Solar, Gas, Fence, Irrigation			
** Comm. Other - HVAC, Plumbing, Electric, Remodels, Gas, Irrigation, Cert. of Occupancy			
*** Includes P&Z Commission and Economic Development Corporation (EDC)			
^ Includes Director of Comm. Devel. & Devel. Coordinator; will add Permit Clerk in FY18-19			

MAJOR FUNCTION: Community Development

DIVISION: Administration/Inspections

EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATED	2018-2019 PROPOSED
Administration:			
Personnel	\$ 166,286	\$ 244,681	\$ 277,298
Supplies	677	1,200	1,200
Contracted Services	66,113	79,300	79,500
Total Expenditures	\$ 233,076	\$ 325,181	\$ 357,998
Inspections:			
Personnel (Code Enf. Salary in Administration)	\$ -	\$ -	\$ -
Supplies	-	300	300
Contracted Services (Third Party inspections)	106,012	168,500	192,000
Maintenance	-	-	-
Total Expenditures	\$ 106,012	\$ 168,800	\$ 192,300

MAJOR BUDGET CHANGES:

Addition of full-time Permit Clerk with shared (50%) administrative responsibilities.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Public Works

DIVISION: Administration

DEPARTMENT DESCRIPTION

The Street Maintenance Department is under the direction of the Director of Public Works. The Administration Department is responsible for the direction and administration of all facets of street maintenance, including inspection of street and drainage improvements, environmental services, code enforcement, wastewater collection, and capital projects that affect the safety, health and welfare of the public.

MAJOR DEPARTMENT GOALS

- ❖ Provide technical and investigative assistance to Town Manager's office, citizens, developers, builders, engineers and/or surveyors, and other Town departments within 48 hours of initial request.
- ❖ Review plats, site plans, specific use permits for development, and Town projects for compliance with Town ordinances and accepted engineering standards within 5 working days of receipt.
- ❖ Maintain reliable infrastructure mapping.
- ❖ Educate citizens, builders, developers, and town staff regarding drainage issues and inspection goals.
- ❖ Continue to encourage staff to attend seminars for continuing education on pavement management, inspections, erosion control, wastewater, equipment operation, and safety.
- ❖ Respond to e-mail and citizen request within 24 hours of receipt.

MAJOR DEPARTMENT OBJECTIVES

- ❖ Provide or schedule training for employees.
- ❖ Ensure compliance with Town of Argyle Ordinances.
- ❖ Ensure wastewater collection system is maintained and in good working condition.
- ❖ Inspect and evaluate street conditions on a regular basis.

MAJOR FUNCTION: Public Works

DIVISION: Administration

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Scheduled educational training sessions with staff	6	4	6
Schedule staff to attend outside training sessions	32	37	40
Customer (Citizen) service requests	3,926	4,250	4,500
Review and inspect capital improvement projects	6	6	7
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Paving, Utility, Driveway and Drainage Permits reviewed and inspections conducted	183	192	200
Customer service requests completed	98%	98%	98%
On-Site Sewage Facility permits reviewed	6	15	15
On-Site Sewage Facility Inspections conducted	9	7	15
On-Site Sewage Facility complaints investigated	0	1	1
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	\$ 188,432	\$ 199,321	\$ 207,619
Supplies	3,443	5,100	5,100
Contractual Services	48,731	63,772	64,820
Maintenance	1,133	2,100	6,550
Capital Outlay	290	600	600
Total Expenditures	\$ 242,029	\$ 270,893	\$ 284,689

MAJOR BUDGET CHANGES:

Moved administrative salary expenditures back to Wastewater Fund in FY19.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Streets

DIVISION: Street Maintenance

DEPARTMENT DESCRIPTION

The Street Maintenance Department of Public Works is responsible for providing a safe transportation system for motorists and pedestrians in the Town of Argyle. The Department conducts regular street maintenance; pothole patching; curb and gutter maintenance; crack sealing; drainage ditch cleaning; maintenance of all dedicated street easements; mowing and maintenance of rights-of-way; and installation and maintenance of guardrails, barricades and street signs.

MAJOR DEPARTMENT GOALS

- ❖ Continually review methods and procedures to determine changes that will improve efficiency and reduce operational and maintenance costs throughout the year.
- ❖ Conduct visual asphalt and concrete roadway condition surveys of the town’s roadways for measurable and quantifiable deterioration of pavement.
- ❖ Determine the priority of roadways to be repaired annually using different repair methods or complete reconstruction.
- ❖ Assist public with special projects (festival type activities).
- ❖ Inspect all utility cuts to insure compliance with minimum (Town of Argyle) street standards.
- ❖ Ensure that utility cuts are repaired within 7 working days.
- ❖ Implement Town-wide street sealing program.

MAJOR DEPARTMENT OBJECTIVES

- ❖ Repair potholes within 48 hours of notification.
- ❖ Repair or replace damaged street regulatory signs and street information signs within 48 hours of notification.
- ❖ Reconstruct at least one mile of streets in the Town per year.
- ❖ Cut out and repair major street failures through overlay and reconstruction programs.
- ❖ Crack seal 42,000 linear feet of street.
- ❖ Clean 2,000 linear feet of drainage channels and road ditches annually.

MAJOR FUNCTION: Streets

DIVISION: Street Maintenance

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Number of special events	4	5	5
Miles of paved streets maintained	41	52	59
Lane miles to be maintained	82	104	118
Tons of hot-mix asphalt used for major street repairs	125	346	12,900
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Percent of potholes repaired (48 hours)	98%	98%	98%
Damaged or missing street signs repaired/replaced (48 hours)	99%	99%	99%
Annual right-of-way mowing cycles	8	8	8
Miles of streets crack-sealed	14.7	37.35	18
Square yards of overlay completed	0	10,510	59,660
Linear feet of drainage cleaned	1,657	2,518	4,250
Culverts, curb and gutter maintenance	102	109	150
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	\$ 231,881	\$ 237,723	\$ 215,263
Supplies	34,982	48,650	47,950
Contractual Services	47,909	57,500	82,000
Maintenance	35,780	73,500	72,500
Capital Outlay	35,471	12,200	1,100
Total Street Maintenance Expenditures	\$ 386,023	\$ 429,573	\$ 418,813
Total Street Maintenance Administration (previous pg)	\$ 242,029	\$ 270,893	\$ 284,689
Total Street Maintenance Expenditures	\$ 628,052	\$ 700,466	\$ 703,502

MAJOR BUDGET CHANGES:

Moved salary expenditures back to Wastewater Fund



SPECIAL REVENUE FUNDS

FY19 ADOPTED BUDGET

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2018 - 2019

FUNDS	FY 17 ACTUAL	FY 18 BUDGET	FY 18 REEST.	FY 19 BUDGET	Inc/Dec over FY18 Budget
<u>SPECIAL REVENUE FUNDS</u>					
ECONOMIC DEVELOPMENT FUND - 210					
REVENUES	325,256	232,237	260,800	142,600	-38.60%
EXPENDITURES	107,086	199,850	198,950	199,850	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>218,170</u>	<u>32,387</u>	<u>61,850</u>	<u>(57,250)</u>	
CRIME CONTROL & PREVENTION FUND - 220					
REVENUES	152,370	115,618	136,511	140,100	21.17%
EXPENDITURES	103,906	144,196	144,787	205,455	42.48%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>48,464</u>	<u>(28,578)</u>	<u>(8,276)</u>	<u>(65,355)</u>	
STREET MAINTENANCE SALES TAX FUND - 230					
REVENUES	157,263	115,618	132,100	280,500	142.61%
EXPENDITURES	25,857	245,750	135,135	169,600	-30.99%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>131,407</u>	<u>(130,132)</u>	<u>(3,035)</u>	<u>110,900</u>	
BUILDING MAINTENANCE FUND - 235					
REVENUES	25,304	50	470	25,250	50400.00%
EXPENDITURES	15,132	25,000	15,000	10,000	-60.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>10,172</u>	<u>(24,950)</u>	<u>(14,530)</u>	<u>15,250</u>	
COURT TECHNOLOGY FUND - 240					
REVENUES	9,317	12,040	10,630	12,150	0.91%
EXPENDITURES	9,112	9,200	8,600	9,300	1.09%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>205</u>	<u>2,840</u>	<u>2,030</u>	<u>2,850</u>	
COURT SECURITY FUND - 241					
REVENUES	7,158	9,060	8,190	9,250	2.10%
EXPENDITURES	1,148	21,750	2,037	2,400	-88.97%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>6,010</u>	<u>(12,690)</u>	<u>6,153</u>	<u>6,850</u>	
PARKLAND DEDICATION FUND - 255					
REVENUES	37,913	51,008	48,489	71,230	39.64%
EXPENDITURES	275,000	-	59,500	-	
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(237,087)</u>	<u>51,008</u>	<u>(11,011)</u>	<u>71,230</u>	

FUNDS	FY 17 ACTUAL	FY 18 BUDGET	FY 18 REEST.	FY 19 BUDGET	Inc/Dec over FY18 Budget
TREE REFORESTATION - 256					
REVENUES	443	150	670	425	183.33%
EXPENDITURES	-	5,000	-	-	-100.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>443</u>	<u>(4,850)</u>	<u>670</u>	<u>425</u>	
LEOSE TRAINING FUND - 260					
REVENUES	1,211	1,183	1,237	1,215	2.74%
EXPENDITURES	988	785	988	988	25.86%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>223</u>	<u>398</u>	<u>249</u>	<u>227</u>	
POLICE DONATIONS FUND - 265					
REVENUES	8,654	4,058	4,023	3,720	-8.32%
EXPENDITURES	3,099	7,000	7,000	8,500	21.43%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>5,555</u>	<u>(2,942)</u>	<u>(2,977)</u>	<u>(4,780)</u>	
SENIOR CITIZEN ORGANIZATION - 270					
REVENUES	1,617	1,210	3,289	2,630	117.36%
EXPENDITURES	1,784	1,500	2,100	2,100	40.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(168)</u>	<u>(290)</u>	<u>1,189</u>	<u>530</u>	



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

ECONOMIC DEVELOPMENT CORPORATION

DEPARTMENT DESCRIPTION

MISSION STATEMENT. The mission and role of the Town of Argyle Economic Development Corporation (EDC) is to promote, encourage and develop the creation of jobs and the expansion (and diversification) of the local tax base through projects intended to retain and expand existing business as well as attract new employers while remaining consistent with the Town of Argyle’s rural-suburban character and the Comprehensive Plan.

AUTHORITY. The Argyle Economic Development Corporation was established pursuant to the authority granted by the Development Corporation Act of 1979, following the approval, by the voters of Argyle, of a one half of one percent (0.50%) local option (4B) sales tax on May 4, 2002. A Sales Tax Reallocation election was conducted and resulted in the shift of one quarter of one percent (.25%) from EDC to Street Maintenance Sales Tax Fund effective October 1, 2018. The remaining one quarter of one percent (.25%) local option sales tax will continue to fund EDC initiatives. In accordance with the Act, the EDC Board of Directors is appointed by the Argyle Town Council and serves at the pleasure of the Town Council for the express purpose of administering the economic development sales tax.

ORGANIZATION. The Officers of the Corporation are the President, Vice President, Secretary, and Treasurer. All officers are elected at the Annual Meeting of the Board of Directors and serve a term of one year to the next annual meeting in June or until his or her successor is duly elected.

FY 2018 - 2019 GOALS

1. Continue to utilize the 2018 EDC Action Plan.
2. Increase sales tax revenue to diversify the tax revenue consistent with the Comprehensive Plan.
3. Expand efforts for existing business recognition and retention programs.
4. Capitalize on emerging commercial market opportunities with data and marketing information customized for those uses.
5. Utilize technology to convey EDC message and continue marketing Argyle.
6. Craft custom programs and incentive packages to encourage development consistent with the Comprehensive Plan.

FY 2018 - 2019 OBJECTIVES

1. Continue to evaluate and complete each listed objective throughout the next fiscal year.
2. Attend regional and national commercial retail expos. Proactively seek out owners/developers of desirable commercial developments and promote the Town. i.e. ICSC Texas and Las Vegas; NTCAR Expo; Metroport Chamber luncheons and events
3. Actively engage and recruit desired prospects for recently approved and future commercial developments consistent with the Comprehensive Plan.
4. Continue a “Business Spotlight” program on the website and public forum opportunities.
5. Review and update business retention practices. i.e. site visits; written letters; anniversary announcements
6. On a case by case basis, authorize marketing support studies to attract desirable new businesses as those opportunities present themselves.
7. Utilizing staff to improve Economic Development website with latest date and information and investigate opportunities for Social Media outreach. i.e. Facebook; Twitter; LinkedIn
8. Conduct training seminar on Incentives to identify all options for use of incentives.
9. Evaluate and update Argyle Incentives Policy to enhance economic development.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

ARGYLE CRIME CONTROL AND PREVENTION DISTRICT

DEPARTMENT DESCRIPTION

MISSION STATEMENT. The role and mission of the Argyle Crime Control and Prevention District (CCPD) is to promote and develop crime reduction programs, strategies and equipment that will result in an overall decrease in the fear of crime and increase in quality of life issues in the Town of Argyle.

AUTHORITY. The Argyle Crime Control and Prevention District was established pursuant to the authority granted by Section 363 of the Local Government Code, following the approval, by the voters of Argyle, of a one quarter of one percent (0.25%) local option sales tax on September 13, 2003 and a 15 year continuation election on November 6, 2007. In accordance with the Act, the CCPD Board of Directors is appointed by the Argyle Town Council and serves at the pleasure of the Town Council for the expressed purpose of administering the crime control sales tax. The District boundaries are the entire corporate limits of the Town of Argyle. Funds are restricted as outlined in Section 363, Subchapter D of the Local Government Code.

ORGANIZATION. The Officers of the District are the President and Vice President, elected from the appointed directors. The Board appoints a secretary. All officers are elected at the Annual Meeting of the Board of Directors and serve a term of one year until the next annual meeting or until his or her successor is duly elected.

MAJOR DEPARTMENT GOALS

Promote community projects and/or activities.

Promote information sharing between the police and citizens.

Provide quality equipment/workspace to officers within the District.

BUDGET HIGHLIGHTS:

- \$14,500 in Community Projects
- \$70,000 in new vehicle and equipment purchases
- \$27,000 in public safety equipment purchases



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

STREET MAINTENANCE SALES TAX FUND

DEPARTMENT DESCRIPTION

AUTHORITY. Pursuant to Section 327, Texas Tax Code, the Town of Argyle held an election on September 13, 2003, whereby the voters of Argyle approved a one quarter of one percent (.25 %) local sales and use tax for the purpose of street maintenance and repair of municipal streets within the Town of Argyle. Subsequently and pursuant to the Tax Code, the Town has held the required renewal elections every 4 years – 2007, 2011, and 2015 wherein the voters have consistently approved the street maintenance local sales and use tax for an additional four (4) years. In May, 2018, the Town conducted a successful Sales Tax Reallocation Election wherein a ¼ cent local sales and use tax was transferred from the Economic Development Corp. to the Street Maintenance Sales Tax Fund, allowing a half of a percent (.50%) local sales and use tax to fund street improvements effective October 1, 2018.

PURPOSE. The purpose of the street maintenance sales and use tax is restricted to maintenance, repair and reconstruction of existing municipal streets and roadways within the Town of Argyle.

MAJOR DEPARTMENT GOALS

To implement and use the street maintenance sales and use tax revenue in accordance with the Texas Tax Code.

Maintain a Town-wide program of maintaining, repairing and/or reconstructing existing streets and roadways within the Town by developing a long-range program of evaluating improvement needs and consistently implementing an annual street and roadway improvement program using available local sales and use tax revenues.

Maintain a fund balance equivalent of approximately one-year of estimated local sales and use tax revenue for the purpose of funding unforeseen street repair(s).



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

COURT TECHNOLOGY FUND

DEPARTMENT DESCRIPTION

Pursuant to the Texas Code of Criminal Procedures, Texas municipal courts may impose a fee paid by defendants convicted of misdemeanor offenses in municipal court to fund technology needs of the municipal court. The Town of Argyle Municipal Court imposes the maximum court fee established by the Code of \$4.00 per misdemeanor offense.

Fees may be specifically used for purchasing or maintaining technological enhancements for the municipal court operations, including but not limited to computer systems, computer networks, computer hardware, computer software, imaging systems, electronic kiosks, electronic ticket writers, document management systems, etc.

Fees must be accounted for in a special "Court Technology Fund". The Town Council, through its budget process, is responsible for administering the fund.

MAJOR DEPARTMENT GOALS

To continue to collect the court technology fees and to use the fee revenue in accordance with the Texas Code of Criminal Procedures.

To fund costs of improving technology for Court daily operations and Court night operations.

To fund upgrades and updates to existing computer software, training, and support.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

COURT SECURITY FUND

DEPARTMENT DESCRIPTION

Pursuant to the Texas Code of Criminal Procedures, Texas municipal courts may impose a fee paid by defendants convicted of misdemeanor offenses in municipal court to pay for building (court) security. The Town of Argyle Municipal Court imposes the maximum court fee established by the Code of \$3.00 per misdemeanor offense.

Fees may be specifically used for financing security of personnel of the municipal court or items used for the purpose of providing security for buildings housing a municipal court, including but not limited to the purchase or repair of x-ray machines and conveying systems, handheld metal detectors, identification card systems, signage, bailiffs or contract security personnel, locks, chains, alarms, or similar security devices, bullet-proof glass, continuing education on security issues for court personnel and security personnel, and confiscated weapon inventory and tracking systems.

Fees must be accounted for in a special "court security fund". The Town Council, through its budget process, is responsible for administering the fund.

MAJOR DEPARTMENT GOALS

To continue to collect the building (court) security fees and to use the fee revenue in accordance with the Texas Code of Criminal Procedures, Article 102.017.

To fund the cost of municipal court bailiffs and provide safety and security during municipal court proceedings.

To fund costs related to training court personnel and security personnel on current security issues.

To fund security costs associated with the building which houses the Court normal operations.



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION TRAINING FUND (LEOSE)

DEPARTMENT DESCRIPTION

PURPOSE STATEMENT. This fund is used to account for monies received to provide for the continuing education of persons licensed under Chapter 1701, Occupations Code, or to provide the necessary training, as determined by the agency head, to full-time, fully paid law enforcement support personnel.

AUTHORITY. Texas Occupations Code 1701.157. The Texas Legislature created the Law Enforcement Officer Standards and Education (LEOSE) Fund to defer the cost of the required continuing education of Texas peace officers. The LEOSE fund is funded by existing court costs and the expenditure of the fund is statutorily restricted to the training of peace officers.

MAJOR DEPARTMENT GOALS

Promote continued professional training for law enforcement officers.



**CAPITAL
PROJECTS FUNDS
FY19 ADOPTED BUDGET**

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2018 - 2019

<u>FUNDS</u>	<u>FY 17 ACTUAL</u>	<u>FY 18 BUDGET</u>	<u>FY 18 REEST.</u>	<u>FY 19 BUDGET</u>	<u>Inc/Dec over FY18 Budget</u>
<u>CAPITAL PROJECTS FUNDS</u>					
CAPITAL IMPROVEMENTS FUND - 310					
REVENUES	779,402	50	1,133,425	2,500,100	
EXPENDITURES	222,168	-	1,903,752	2,500,000	
REVENUES OVER/ (UNDER) EXPENDITURES	<u>557,234</u>	<u>50</u>	<u>(770,328)</u>	<u>100</u>	
ROADWAY IMPACT FEES FUND - 320					
REVENUES	180,808	123,502	175,469	195,500	58.30%
EXPENDITURES		-	-	45,000	
REVENUES OVER/ (UNDER) EXPENDITURES	<u>180,808</u>	<u>123,502</u>	<u>175,469</u>	<u>150,500</u>	
EQUIPMENT REPLACEMENT FUND - 330					
REVENUES	39,948	20,430	21,535	20,600	0.83%
EXPENDITURES	-	34,000	-	44,500	30.88%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>39,948</u>	<u>(13,570)</u>	<u>21,535</u>	<u>(23,900)</u>	



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

ROADWAY IMPACT FEE FUND

DEPARTMENT DESCRIPTION

Pursuant to the provisions of Chapter 395 of the Texas Local Government Code, the Town of Argyle imposed roadway impact fees within the corporate limits of the Town in 1998. An impact fee is a charge or assessment imposed by a political subdivision against new development in order to generate revenue for funding or recouping the cost of capital improvements or facility expansions necessitated by and attributable to the new development. The amount of impact fee authorized may not exceed the cost of capital improvements and facility expansions required by new development (as calculated by a professional engineer), minus a credit in an amount equal to either, (1) the new property taxes and utility revenue generated by the development or (2) 50 percent (50%) of total costs of the capital improvements. The Town must determine which of the two credits will be subtracted from the costs when calculating the impact fee.

In order to comply with Chapter 395, the following were the procedural steps that the Town followed prior to imposing roadway impact fees:

- Prepare a Capital Improvement Plan (CIP) using a qualified professional engineer
- Appoint a Capital Improvements Advisory Committee to advise the Town on land use assumptions and review and comment on the CIP
- Prepare land use assumptions, describing the service area(s) and projections of changes in land use over a 10-year period
- Conduct a public hearing to consider the CIP and land use assumptions
- Approve the CIP and land use assumptions
- Conduct a public hearing on proposed impact fees and consider changes
- Update the CIP and land use assumptions every 5 years

Impact fees are generally collected at time of building permit.

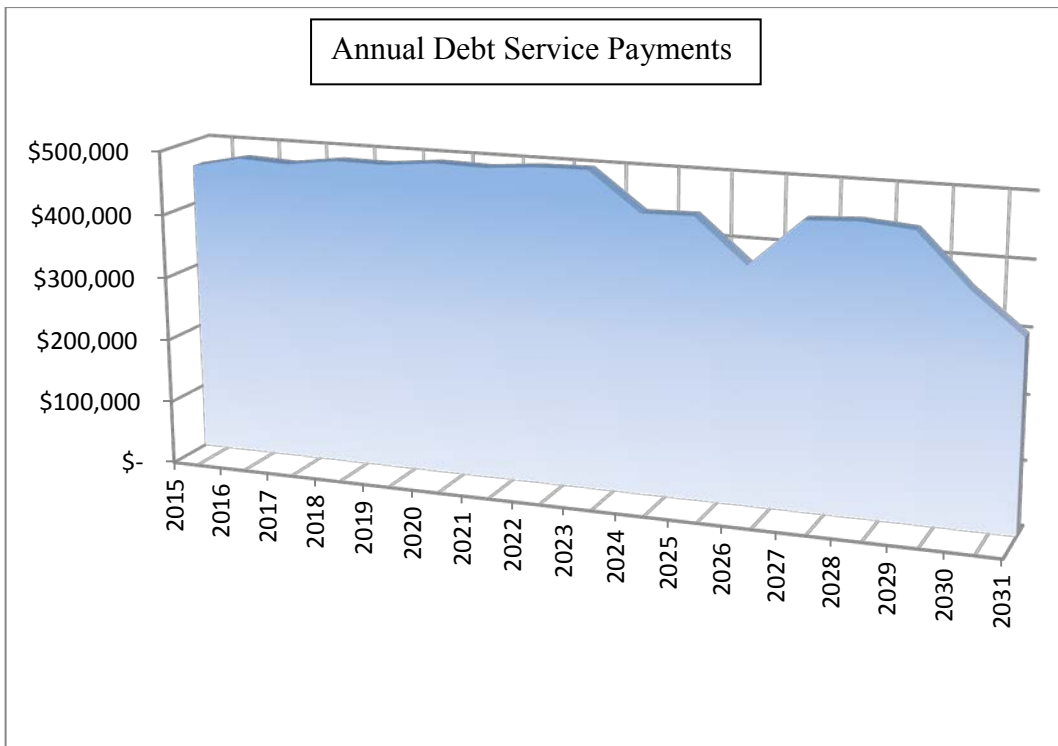
MAJOR DEPARTMENT GOALS

To consider an update of the CIP and land use assumptions and any necessary revisions to current impact fee charges.



DEBT SERVICE FUND

FY19 ADOPTED BUDGET



TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2018 - 2019

<u>FUNDS</u>	<u>FY 17 ACTUAL</u>	<u>FY 18 BUDGET</u>	<u>FY 18 REEST.</u>	<u>FY 19 BUDGET</u>	<u>Inc/Dec over FY18 Budget</u>
<u>DEBT SERVICE FUND - 410</u>					
REVENUES	519,916	604,213	607,413	658,479	8.98%
EXPENDITURES	475,005	604,317	603,967	657,580	8.81%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>44,911</u>	<u>(104)</u>	<u>3,446</u>	<u>899</u>	

OUTSTANDING GOVERNMENT WIDE DEBT ISSUE DETAIL

	<u>FY 17 Actual Prin & Int</u>	<u>FY 18 Budget Prin & Int</u>	<u>FY 18 Re-Est Prin & Int</u>	<u>FY 19 Budget Prin & Int</u>
2008 C.O. Bonds-\$1,010,000 (church purchase)	79,988	199,963	199,963	80,825
2009 C.O. Bonds-\$800,000 (renovation)	61,872	65,254	65,254	63,511
2010 C.O. Bonds-\$3,650,000 (street improvements)	266,013	272,194	272,194	272,588
2014 G.O. Refunding Bonds - 2003 C.O.	63,122	65,937	65,937	63,720
2018 Prepayment of debt	-	-	-	175,837
2018 Issuance - Street Improvements (1st debt pmt in FY20)	-	-	-	N/A
Administrative Fees	750	1,100	750	1,100
	<u>471,745</u>	<u>604,448</u>	<u>604,098</u>	<u>657,581</u>



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

DEBT SERVICE FUND

DEPARTMENT DESCRIPTION

The Debt Service Fund (Interest & Sinking Fund, or I & S) has been established for the purpose of accounting for the Town's general obligation debt. Revenue sources for the fund include a portion of the annual ad valorem tax collections as well as transfers from the Street Maintenance Sales Tax Fund and the CIP Fund. Debt service payments are remitted to the designated paying agent banks as principal and interest requirements come due for each debt issue, typically on February 15 and August 15 of each year.

Limit of property tax rate – under Article 11, Section 4 of the State of Texas Constitution, for General Law cities with a population of less than 5,000, the maximum total tax rate (both the maintenance and operation and interest and sinking portions) is \$1.50 per \$100 of assessed valuation. A portion of the \$1.50 maximum is used for the maintenance and operations portion of the tax levy.

Appropriations for the Debt Service Fund are adopted on an annual basis.

DEBT SERVICE FUND GOALS

- ❖ To make timely payments on the Town's annual debt service obligations as set out in each official statement.
- ❖ To comply with all annual financial posting requirements as set out in the Official Statement of each issue.
- ❖ Monitor and control debt obligations to ensure the Town maintains the highest possible bond rating, thus keeping the Town's strong financial position.

DEBT SERVICE FUND FACTS

- ❖ The Town's total ad valorem rate for the 2018 tax year (FY19 Budget) is \$.39750 per \$100 of valuation as established by the Town Council and certified by the Denton County Appraisal District. Of this total rate, \$.097387, or 24.50% is dedicated to retirement of FY19 debt service obligations.
- ❖ The Town's total 2018 net taxable value of \$674,093,197 will result in \$656,479 in debt service revenue. The Town will use excess ad valorem revenue to pay down principal on general debt service. There are no transfers into Debt Service from other funds in FY19.



PROPRIETARY FUNDS

FY19 ADOPTED BUDGET

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2018 - 2019

<u>FUNDS</u>	<u>FY 17 ACTUAL</u>	<u>FY 18 BUDGET</u>	<u>FY 18 REEST.</u>	<u>FY 19 BUDGET</u>	<u>Inc/Dec over FY18 Budget</u>
UTILITY FUNDS					
WASTEWATER UTILITY OPERATING FUND - 710					
REVENUES					
Sewer System Revenue	406,827	413,304	494,190	647,633	
Sewer System Installation Fees	15,314	18,800	17,600	30,000	
Miscellaneous Income	3,293	1,500	8,100	2,000	
Transfers in WW Development Fund	120,612	119,389	90,567	5,250	
TOTAL REVENUES	<u>546,046</u>	<u>552,994</u>	<u>610,457</u>	<u>684,883</u>	23.85%
EXPENDITURES					
Personnel	N/A	N/A	N/A	110,715	
Supplies	1,145	1,700	1,700	6,300	
Contracted Services	233,327	267,912	255,467	321,834	
Repair & Maintenance	10,505	38,500	38,500	45,000	
Debt Service	59,031	162,696	162,696	159,908	
Capital Outlay	475	67,750	50,250	41,000	
Transfers	-	-	-	-	
Amortized Expenses	79,366	-	-	-	
TOTAL EXPENDITURES	<u>383,849</u>	<u>538,558</u>	<u>508,612</u>	<u>684,757</u>	27.15%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>162,197</u>	<u>14,436</u>	<u>101,845</u>	<u>126</u>	
WASTEWATER CAPITAL PROJECTS FUND - 720					
REVENUES	2,558	500	3,950	500	0.00%
EXPENDITURES	120,612	90,576	90,576	5,250	-94.20%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(118,054)</u>	<u>(90,076)</u>	<u>(86,626)</u>	<u>(4,750)</u>	
WASTEWATER IMPACT FEE FUND - 730					
REVENUES	94,515	132,110	140,169	219,550	66.19%
EXPENDITURES	-	28,813	-	83,813	190.88%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>94,515</u>	<u>103,297</u>	<u>140,169</u>	<u>135,737</u>	

OUTSTANDING WW DEBT DETAIL

	FY 17 Actual Prin & Int	FY 18 Budget Prin & Int	FY 18 Re-Est Prin & Int	FY 19 Budget Prin & Int
Graveyard Branch	57,627	57,627	57,627	57,627
2008 C.O. Bonds-\$565,000 (1st TRA payment)	44,238	43,113	43,113	41,988
2009 C.O. Bonds-\$730,000 (2nd TRA payment)	63,619	61,956	61,956	60,294
	<u>165,483</u>	<u>162,696</u>	<u>162,696</u>	<u>159,908</u>



**TOWN OF ARGYLE
2018-2019 PROGRAM OF SERVICES**

MAJOR FUNCTION: Public Works

DIVISION: Wastewater

DEPARTMENT DESCRIPTION

The Wastewater Department of Public Works is responsible for providing safe collection of wastewater for the citizens of the Town through preventative maintenance, repair and regular inspections. The City of Denton contractually provides certain portions of the wastewater collection system and the treatment of the Town's wastewater generated in the northern areas of the Town served by public sewers. The towns of Argyle, Flower Mound and Northlake, with financial assistance from the private sector, contracted with the Trinity River Authority (TRA) to construct and maintain a new wastewater collection system to serve the southern and western portions of the Town of Argyle. The sanitary sewer collection system is completed and is operational; Corral City (Draper) connected in March, 2013 and is contributing flow to TRA and Harvest Townside has several connections contributing flow. The S-1 line is under construction.

MAJOR DEPARTMENT GOALS

- ❖ Provide continuous sanitary services from customer connection through the collection system, to the Lift Stations and to the connection to wastewater treatment contracted parties.
- ❖ Operate and maintain the collection system and Lift Stations in an efficient manner consistent with regulatory guidelines.
- ❖ Provide public sewer to southern and western areas of the Town via a new Trinity River Authority collection system.

MAJOR DEPARTMENT OBJECTIVES

- ❖ Perform preventative maintenance on sewer mains to include sewer jetting or video inspections of approximately 63,360 linear feet annually.
- ❖ Perform preventative maintenance on sewer manholes to ensure structural integrity of the approx. 550 manholes currently in WW system. Sewer manholes serviced annually varies based on visual inspections and knowledge of overall system by PW staff.
- ❖ Perform preventative maintenance on Lift Stations to ensure proper operation.
- ❖ Complete S-1 sewer line installation by the end of 2018.
- ❖ Obtain easements for S-1 by end of fiscal year.

MAJOR FUNCTION: Public Works

DIVISION: Wastewater

WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Lift Stations visual inspections	1,857	1,874	2,092
Lift Stations pump maintenance	11	12	10
Lift Stations grounds maintenance	7	7	7
Sanitary Sewer line maintenance/cleaning/jetting	9.5 miles	8.12 miles	12 miles
Sanitary Sewer manhole maintenance	289	178	285
Sanitary Sewer Line smoke testing	-	-	20,000 L.F.
PRODUCTIVITY MEASURES	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Percent of maintenance schedules completed	100%	100%	100%
Percent of operations schedules completed	100%	100%	100%
EXPENDITURES SUMMARY	2016-2017 ACTUAL	2017-2018 REESTIMATE	2018-2019 PROPOSED
Personnel	N/A	N/A	\$ 110,715
Supplies	1,145	1,700	6,300
Contractual Services	233,327	255,467	321,834
Maintenance	10,505	38,500	45,000
Debt Service Principal & Interest Expense	59,031	162,696	159,908
Capital Outlay	475	50,250	41,000
Transfers Out Debt Service Fund	-	-	-
Depreciation Expense	79,366	-	-
Total Expenditures	\$ 383,849	\$ 508,612	\$ 684,757

*Represents servicing of sewer lines and major manholes multiple times during the year

MAJOR BUDGET CHANGES:

Conducted rate survey and adopted new Wastewater rates effective October 1, 2018.
 Shifted salary expenditures back into Wastewater Fund from General Fund in FY19.

Town of Argyle
Summary of Full Time Equivalent Positions

	FY2017 ACTUAL	FY2018 BUDGET	FY2018 RE- ESTIMATE	FY2019 ADOPTED
GENERAL FUND				
Administrative Services				
Town Manager	1.00	1.00	1.00	1.00
Town Secretary	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50 ¹	0.50 ¹	0.50 ¹
Part time Admin. Assistant	0.00	0.00	0.00	0.50 ⁴
Financial Services				
Finance Director	1.00	1.00	1.00	1.00
Administrative Assistant	0.50	0.50 ¹	0.50 ¹	0.50 ¹
Municipal Court				
Court Clerk	1.00	1.00	1.00	1.00
Part time Court Clerk	0.00	0.50	0.50	0.50
Information Technology				
IT	0.00	0.00	0.00	0.00
Police Administration				
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	N/A	N/A
Administrative Assistant	1.00	1.00	1.00	1.00
Part time Admin. Assistant	0.00	0.00	0.00	0.50 ³
Police				
Police Sergeant	2.00	2.00	3.00	3.00
Patrol Officer	6.00	6.00 ²	7.00	8.00 ⁴
Community Development				
Director of Community Development	1.00	1.00	1.00	1.00
Development Coordinator	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	1.00 ⁴	1.00	1.00 ⁵
Part time Admin. Assistant	0.00	0.00	0.00	0.50 ⁴
Street Maintenance Administration				
Public Works Director	1.00	1.00	1.00	0.60
Code Enforcement Officer/Construction Inspector	1.00	0.00	0.00	0.00
Construction Inspector	0.00	1.00 ⁴	1.00	1.00 ⁵
Construction Inspector	0.00	0.00	0.00	0.50 ³
Street Maintenance				
Street & Wastewater Crew Lead	1.00	1.00	1.00	1.00
Street & Wastewater Equipment Operator	2.00	2.00	2.00	1.50 ⁴
Street & Wastewater Maintenance Worker	2.00	2.00 ²	2.00	1.00
Total (General Fund)	25.00	26.50	27.50	28.60
WASTEWATER FUND				
Public Works Director	0.00	0.00	0.00	0.40
Street & Wastewater Maintenance Worker	0.00	0.00	0.00	1.00
Total (Wastewater Fund)	0.00	0.00	0.00	1.40
Total All Funds	25.00	26.50	27.50	30.00

1 Administrative Assistant split between Administrative Services & Financial Services

2 Additional Position effective April 1, 2017

3 Additional Position effective January 1, 2019

4 Additional Position effective April 1, 2019

5 Combined function in FY16 & 17; split out in FY18 between Construction Inspection & Code Enforcement