



# Town of Argyle

## Annual Budget 2017-2018



September, 2017



# **TOWN OF ARGYLE, TEXAS**

## **ANNUAL BUDGET 2017 – 2018**

As Approved by  
THE MAYOR AND TOWN COUNCIL  
On September 26, 2017

Matthew Jones, Town Manager



# Town of Argyle, Texas

## FY18 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	Joey Hasty
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	Matthew Jones
Town Secretary	Kristi Gilbert

### Department Directors

Police Chief	William Tackett
Director of Finance	Kim Collins
Director of Community Services	Vacant
Public Works Director	Troy Norton



September 27, 2017

To the Honorable Mayor Moser and Members of the Town Council

Re: *The Annual Budget for Fiscal Year 2017-2018*

In accordance with the Code of Ordinances of the Town of Argyle, Texas and State Law, the Annual Operating Budget for Fiscal Year 2017-2018 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, 2017. This budget message is intended to provide an overview of the adopted FY 2017-2018 Annual Budget, highlighting the Town's current year's objectives, explaining the budget philosophy, format and process, and providing a summary of the FY 2017-2018 revenues and expenditures, along with highlights, future issues and concerns.

In essence, the Annual Operating Budget represents the single most important 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 for those individuals charged with the management of the town's operations.

## **BUDGET PHILOSOPHY**

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 with regard to estimating both revenues and expenditures. Although historical comparisons and trends are very 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 anticipated 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 certain equipment until the end of the fiscal year when actuals are realized.

## **READING THE FY 2017-2018 DOCUMENT AND BUDGET OBJECTIVES**

The FY 2017-2018 budget has been prepared in an effort 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 closely 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 detail budget information upon request, individual line item expenditure justifications are omitted from the budget document in order to focus more on the programs and objectives of the upcoming fiscal year.

## **FY 2017-2018 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 2017-2018 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
  - Replacement of police vehicle
- Funds \$20,000 transfer to Vehicle Replacement Fund



- Forgo transfer to Building Maintenance Fund (not needed at this time) in lieu of \$27,000 Argyle Quiet Zone Feasibility Phase
- FY 2018 compensation proposals:
  - Continue emphasis on competitively compensating the Town’s valuable employees
  - Promotes retention of our workforce
  - Maximum 3% merit adjustments
  - Approximate cost of employee benefits in General Fund:
    - Retirement -\$266,229 (includes WW salaries)  
*(FY17 Budget – \$238,288)*
    - Healthcare Insurance - \$284,309 (includes WW salaries)  
*(FY17 Budget - \$255,397; FY17 Re-estimate \$210,200)*

The aforementioned objectives have been funded in the FY 2017-2018 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 AND WASTEWATER UTILITY**

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 provides for a transfer of the duties and one employee from Public Works to Community Development.

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 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.

The Wastewater division of Public Works is responsible for providing safe collection of wastewater for the Town through preventative maintenance, repair and regular inspections. The division provides preventative maintenance that includes jetting 6.3 miles of wastewater collection lines and cleaning all 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.



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 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 TRA sanitary sewer collection system is complete and is operational.

Corral City connected in March 2013 and is contributing flow to TRA. 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 accurate 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.

With the approval of Waterbrook development located at the southeast corner of US 377 and FM 407, easement acquisition and construction of the S-1 Sanitary Sewer Gravity Trunk (TRA Manhole to Frenchtown Road) and S-1 Sanitary Force Main is expected to be complete by the end of FY 2018.

## **US 377 WIDENING/TRANSPORATION & THOUROUGHFARE 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 as we know, it 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 the near completion of the schematic design and environmental clearance for the widening project for US 377 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 2021. The plan will include improvements at all intersections within Argyle.

No town related expenditures for this project are included in this year's budget, however, it is anticipated that the Town will attempt to secure Green Ribbon funding as the project moves from schematic design to the drafting of construction plans for the project. We have met with representatives with the TX Dot District office in order to coordinate those improvements, tying those 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 the schematic design for US 377 is complete, staff anticipates bringing this item back to Town Council along with public outreach to solicit input on the plan.

## **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 grass roots level to manage their own 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 3,920. Due to our growth trajectory, it is anticipated that perhaps in the next three to four years the Town's population will reach the 5,000 population threshold set by the Texas Constitution which allows the Town to establish its own rules for municipal government by adopting a home rule charter.

A home rule charter may provide for establishment of any of the three types of city government; may specify the number of members of the governing body; may allow annexation by the governing body of land adjacent to the city with or without the approval of the residents to be annexed; may set a maximum property tax rate of \$2.50, compared to a maximum of \$1.50 per \$100 valuation for a general-law city; and may authorize other functions and responsibilities, provided they are not specifically prohibited by the state constitution or laws. In order 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 key 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. Utilizing base numbers provided in an index developed by the City of Plano (Plano Service Index Study), we are understaffed by 2.99 patrol officers based on officer availability to answer calls for service.



Minimum required as shown by the study is 6.99 officers to effectively cover 24/7 a day and provide adequate response to calls according to the index. This low staffing level ultimately places stress on our already limited resources and patrol officers. Currently, we have an authorized strength of nine officers, although four are dedicated to patrol services. The department is comprised of the Chief, a Captain, a CID Sergeant (victim, crime solving focus), a Patrol Sergeant, four patrol officers and one traffic officer. This fiscal year's budget includes the addition of a new police officer position.

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. Staff is nearing completion on a review of all 166 standards as we work towards the *Re-Recognition* this fiscal year. 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. Staff anticipates an overall increase in sales tax that will help fund STEP and a replacement police vehicle this fiscal year.

## **OUTSTANDING LITIGATION**

In November 2015, the Town of Argyle, along with 46 other general-law municipalities across Texas were notified by a group called Texas Voices for Reason and Justice, an advocacy group representing sex offenders in Texas, that if the municipalities did not repeal their respective sex offender residency ordinances by a date certain, that they would be subject to a lawsuit. While some municipalities did repeal their ordinances, many others did not including the Town of Argyle. The Town was served in December 2015 and has expended \$26,624 to date in order to defend against the lawsuit. Funds continue to be budgeted anticipating future legal expenses.

The issue, as it pertains to the Town of Argyle, is Article 8.04 Sex Offender Residency Restrictions, Town of Argyle Code of Ordinances, adopted in June 2006. The ordinance prohibits a sex offender from establishing permanent or temporary residency within 1,000 feet of a premise where children commonly gather as stipulated by the ordinance. The plaintiff relies upon a State of Texas, Attorney General Opinion No. GA-0526 contending that general-law municipalities do not have the same powers as afforded a home-rule municipality to adopt such an ordinance. It is the Towns' belief however, that the Local Government Code does provide general law cities broad health, safety, and police powers, and that attorney general opinions are only advisory. The Texas Municipal League supported legislation clarifying the authority of general law cities to enact sex offender residency restrictions resulting in the passage of House



Bill 1111 during the 85<sup>th</sup> Legislative Session. H.B. 1111 expressly authorizes general law cities to adopt sex offender residency restriction ordinances.

## **MUNICIPAL COURT**

Staff continues to make improvements to our municipal court operations including the completion of an internal audit of warrant files, the introduction of jury trials, and transition to a Court of Record. 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 211 citations per month resulting in \$24,121 per month in collections.

## **PARKS, TRAILS AND OPEN SPACE**

Last year, the Town of Argyle was awarded a \$500,000 matching grant from the Texas Park and Wildlife Department through the Local Parks Non-Urban Outdoor grant program for essential renovations and improvements to the Argyle Community Park to be located at the Argyle Intermediate School on approximately fifteen (15) acres. The grant match would consist of reserves from the Parkland Dedication Funds and General Fund. Improvements include additional playground/recreation equipment and facilities, walking trails, benches, picnic tables and pavilion enhancements. Construction of the Argyle Community Park has commenced with final inspections expected in early 2018.

## **COMMUNITY DEVELOPMENT**

The Community Development Department was awarded the “Planning Excellence” award by the Texas Chapter of the American Planning Association for the 9th year in a row. 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 has processed 211 permits in FY 2016-2017. Of those, 39 permits were for new single family residential, 134 permits were processed for single family other, 36 permits were processed for commercial other, and 2 permits for new commercial construction. Staff has reviewed and processed three (3) preliminary plat applications and fourteen (14) final plat applications. Nine (9) of the final plat applications reviewed have been filed with Denton County. Six (6) Specific Use Permits have been submitted and four (4) have been approved. Seven (7) site plan applications have been reviewed and four (4) have been approved. Four (4) of the five (5) requested zoning changes were approved. Three (3) requests for a Master Development Plan have been reviewed, one was denied, one was withdrawn and one is in the review process. Town Council also approved the annexation (Ord No. 2017-04) of 27.4408 acres of land at the southeast corner of I-35W and FM 407.

In an effort to engage the residents of Argyle, staff has continued the relatively new program called PACE (Program for Argyle Community Engagement). The program provides a platform for developers to request to host Town Hall forums periodically in order to provide an



opportunity for community members to have an informal conversation regarding matters of interest with a particular proposed development. This is a voluntary program and is not a requirement for approval by The Town.

In June 2017, the Town Council approved ordinances both adopting the Official Town Boundary Map and the Official Zoning Map (Ordinances 2017-13 and 2017-14 respectively) in an effort to memorialize changes made since the previously adopted maps in 2010.

## **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 will be 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 in order 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 anticipated to be sold in early 2018.

The Lakes of Argyle development is a 138 single family subdivision 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 provides 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 significant and growing traffic congestion on east-west thoroughfares that cross US 377. In addition, the developer has 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.

Waterbrook is a mixed use development on approximately 105.4 acres. The proposed zoning and Master Development Plan (MDP) includes 287 single family residential lots. There are approximately 23 acres designated for commercial uses that include retail, restaurant, office, and personal services. The MDP shows approximately 191,000 square feet of useable commercial/retail space, with approximately half of that being designated for a grocery store. The MDP also designates 24.41 acres of open space throughout the development which includes civic spaces, plazas, landscape buffers, and the floodplain/lake areas. 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 completed initiatives including a promotional marketing video to that was posted on the website, used at retail and commercial tradeshows and used at the Metroport Chamber of Commerce's Seven Cities in Seven Minutes program. The Branding and Placemaking study, funded by the EDC and adopted by the Town Council in January 2017, is designed to identify a sense of place for the Town that will guide future growth.

In FY 2017-2018, Staff plans to expand efforts for existing business recognition and retention programs through the continued use of the new "Business Spotlight" program. The EDC has a continued goal to support infrastructure development opportunities for sewer extension and roadway improvements as projects emerge that will provide private capital to support public infrastructure expansion. Staff will continue to represent the Town of Argyle/Argyle EDC at various tradeshows throughout the year. These events include the North Texas Commercial Association of Realtors and Real Estate Professionals (NTCAR) Annual Commercial Expo, and the International Council of Shopping Centers (ICSC) Texas Conference and Deal Making. These events provide an opportunity for staff to network and build relationships with development professionals in an effort to attract quality prospects to the Town.

## **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 that 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 fiber-optic connection. Frontier Community (formerly Verizon) provides the internet connection for the Town and maintains the IT infrastructure.

In March 2016, the Town's new website design went live. During FY 2016-2017 there were 52,944 visits to the Town's website with 140,093 page views, of which 113,117 were unique page views. The top page views were the home page followed by employment, maps, agenda center and the Police Department page. Staff has transitioned to utilizing the NotifyMe feature on the website instead of Constant Contact, as well as posting on Facebook and Twitter, as a way to deliver information. As a result of being selective with what we publish, the information posted by the Town is frequently shared allowing us to expand our reach.

In FY 2018, the Town will continue to focus on communication making certain 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).

## **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 to running any organization, large or small. In our case, the FY 2017-2018 Budget comprises 25.5 FTE (Full-time equivalent) positions, representing an increase of .5 FTE's. Municipal Court is projected to add a part-time person to help with an increased case load. Although it is not a change in FTE's, we have created a full-time Code Enforcement officer position and have them reporting to Community Development. The FTE's in Street Maintenance were reduced by one position as Code Enforcement was previously represented in this 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 important 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 to make 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 2016-2017 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 the 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.

The Town made a \$100,000 contribution to the unfunded liability at the end of FY 2016. The benefit of this additional payment is reflected in the pension analysis for the Town as of December, 2016 and results in a reduction of the net pension liability as compared to 12/31/15, which will be documented in the FY 2017 Annual Audit. At the time this additional contribution was contemplated by Council, TMRS calculated that the payment would pay the UAAL off 11 years earlier and save the Town \$513,248. Our current total rate is 14.99%, which includes an additional \$0.80 cents 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.





## 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 3,820. 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.

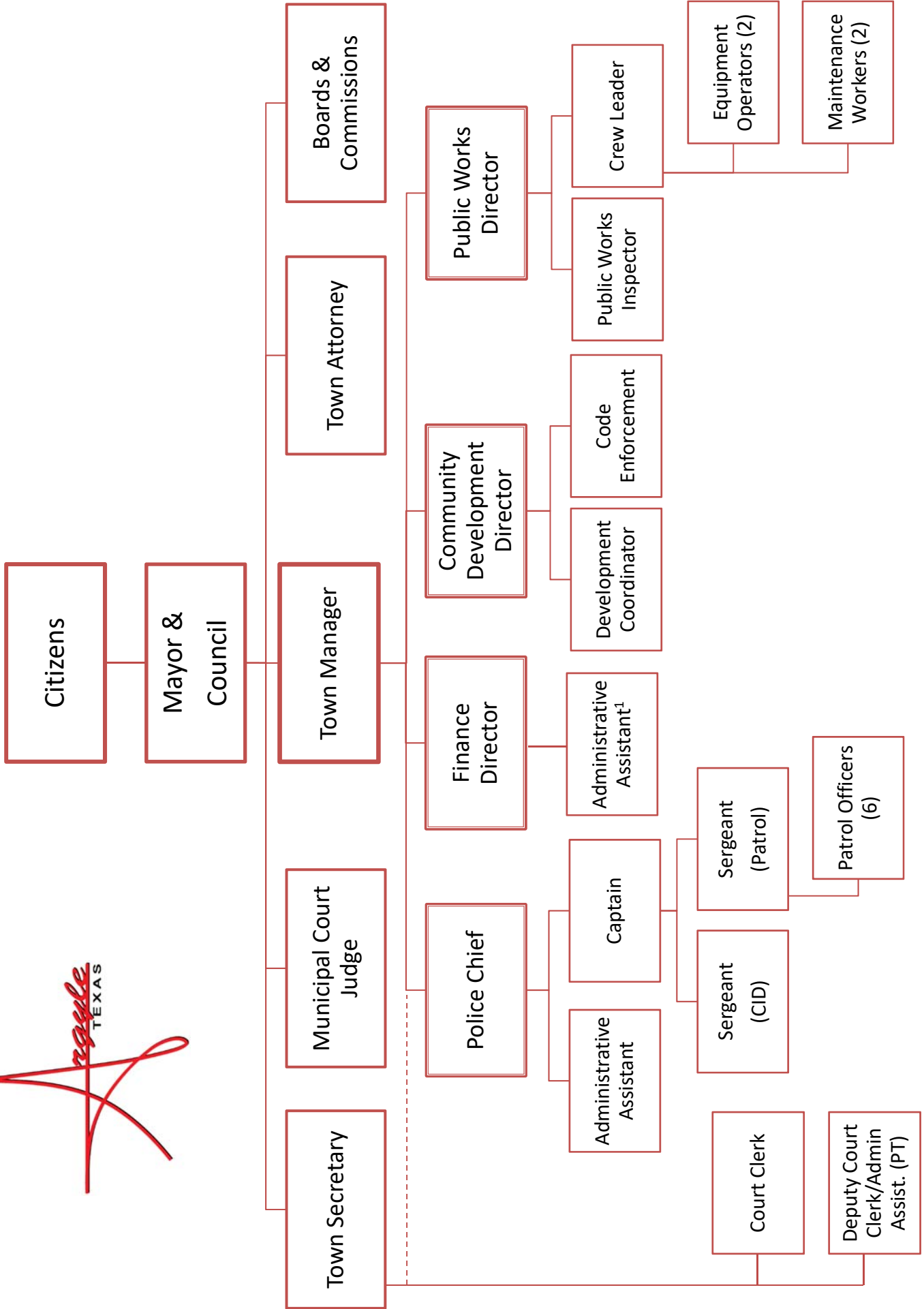
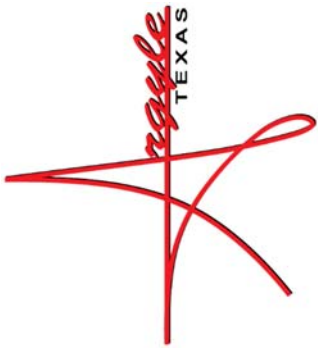
## **TAX APPRAISAL/COLLECTION RESPONSIBILITIES**

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 Joint Self-Insurance Fund 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.



**TOWN OF ARGYLE**  
**2017-2018 BUDGET CALENDAR**  
**(Assumes Above the Effective Rate)**

<b>TUE, JUN 27</b>	<b>Council meeting</b> - workshop prior to meeting
	<b>NO JULY COUNCIL MEETING</b>
<b>APPROX. JUL 24</b>	Receive certified totals from DCAD
<b>APPROX. JUL 31</b>	Receive effective rate calculations from County Tax Office.
<b>TUE, AUG 8</b>	<b>Special Council meeting to discuss tax rate</b> ; 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.
<b>TUE, AUG 22</b>	<b>1<sup>st</sup> Public Hearing on tax increase</b> ; announce date, time & place of the meeting at which the Council will vote on the tax rate. <b>A quorum of the Town Council must be present.</b> The Council may not adopt the tax rate at this hearing.
<b>TUE, SEP 12</b>	<b>2<sup>nd</sup> Public Hearing on tax increase</b> ; 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. <b>A quorum of the Town Council must be present.</b> The Council may not adopt the tax rate at this hearing.  <b>Public Hearing on Proposed Budget.</b> (per 102.0065)
<b>TUE, SEP 26</b>	<b>Meeting to adopt budget, “ratify the tax” increase, and adopt the tax rate.</b>  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. <b>A quorum of the Town Council must be present.</b>
<b>SEPTEMBER 30</b>	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 2017 budget appropriations. Re-estimates are to be entered in the "Estimate" column of the Line Item Detail. Once FY 2017 re-estimates are completed, the FY 2018 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 30<sup>th</sup>.
  - 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 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. 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 0.50% sales and use tax generates approximately \$229,237 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 \$114,618 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 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. The .25% sales and use tax generates approximately \$114,618 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, but no transfer will be made in FY 2018. The fund has sufficient fund balance, and there are no known capital expenditures requiring additional resources.

*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. Expenses of the utility fund also include related annual debt service obligations.

## AD VALOREM TAX ANALYSIS AND TAX RATE SUMMARY

	FY 2015 - 2016 ADOPTED	FY 2016 - 2017 ADOPTED	FY 2017 - 2018 ADOPTED
Total Assessed Value	\$ 535,143,749	\$ 573,451,443	\$ 677,588,581
Net Taxable Value after Adjustments	\$ 507,684,401	\$ 534,475,793	\$ 619,397,789 *
Total Tax Rate (per \$100 of assessed taxable value)	\$ 0.39750	\$ 0.39750	\$ 0.39750
<b>Total Tax Levy</b>	<b>\$ 2,018,045</b>	<b>\$ 2,124,541</b>	<b>\$ 2,462,106</b>

### Tax Rate Distribution

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

### Percentage Distribution

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

### Dollar Distribution

General Fund (M&O)	\$ 1,545,640	\$ 1,627,206	\$ 1,858,893
Debt Service Fund (I&S)	472,405	497,335	603,213
<b>Total</b>	<b>\$ 2,018,045</b>	<b>\$ 2,124,541</b>	<b>\$ 2,462,106</b>

## BUDGET COMPARISON

General Fund	Re-Estimate FY 2016 - 2017	Adopted FY 2017 - 2018	Change
Total Revenue	\$ 3,252,142	\$ 3,570,219	9.78%
Total Expenditures (inc. transfers)	\$ 3,719,524 **	\$ 3,470,534	-6.69%
Ending Fund Balance	\$ 1,790,388	\$ 1,890,073	5.57%
<b>Debt Service Fund</b>			
Total Revenue	\$ 512,490	\$ 604,213	17.90%
Expenditures	\$ 472,094	\$ 604,317	28.01%
Ending Fund Balance	\$ 198,764	\$ 198,660	-0.05%

\*Net taxable value after adjustments for FY 2017 - 2018 includes \$7,702,852 currently under ARB review.

\*\* Includes \$500,000 transfer to Capital Improvements Project as Town match for Texas Parks & Wildlife grant

# **FY 2017 -2018 BUDGET-IN-BRIEF**

## **FY 2017 -2018 Budget Summary**

The Town of Argyle Town Council is considering a total budget for FY 2017 – 2018 in the amount of \$5,392,829. 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 64.35% 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 12.24% 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. There are no budgeted expenditures in the upcoming fiscal year.

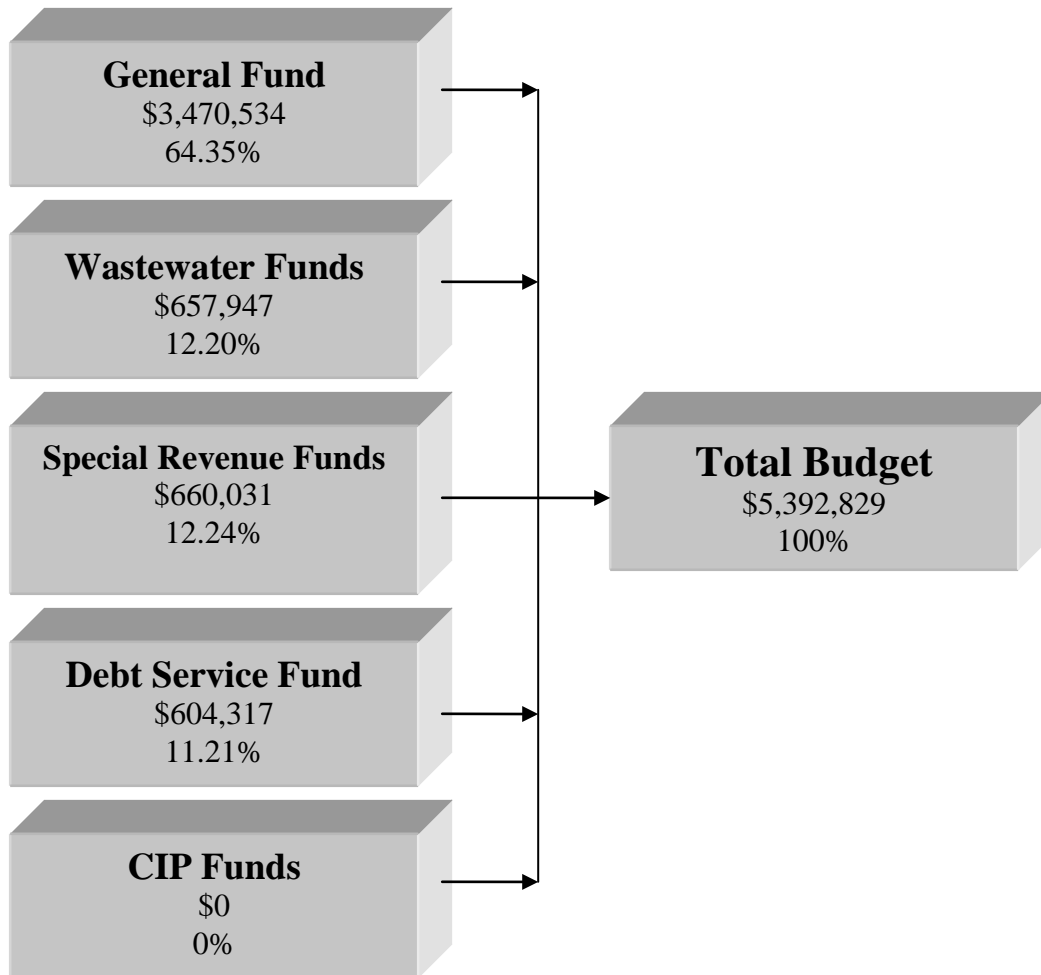
### **DEBT SERVICE FUND**

The Debt Service Fund accounts for 11.21% 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 12.2% 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.

# FY 2017 -2018 BUDGET-IN-BRIEF



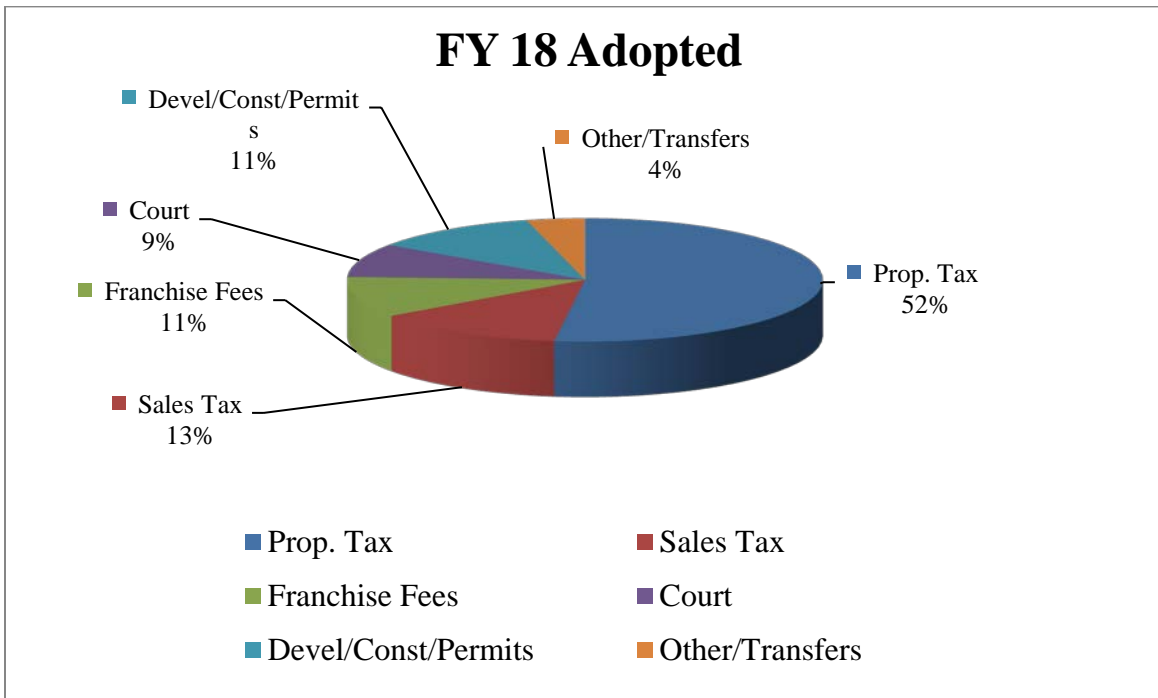
**TOWN OF ARGYLE  
FY 2017-2018 ANNUAL BUDGET  
FUND STRUCTURE**

<b>FUND CATEGORY</b>	<b>FUND TYPE</b>	<b>HOW APPROPRIATED</b>	<b>BUDGETARY BASIS</b>	<b>BASIS OF ACCOUNTING</b>
<b><u>Primary Government</u></b>				
<b>Governmental Funds</b>				
<b>Major Funds</b>				
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
<b>Enterprise Funds</b>				
<b>Major Funds</b>				
Wastewater Fund	Proprietary	Annual	Working Capital	Accrual
<b><u>Component Units</u></b>				
Economic Development Corp.	Special Revenue	Annual	Modified Accrual	Modified Accrual
Crime Control Prevention District	Special Revenue	Annual	Modified Accrual	Modified Accrual



**GENERAL FUND**  
**FY18 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 2017, the Town had a total taxable ad valorem value of \$619,397,789. 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 \$1,858,893 in General Fund ad valorem tax revenue, which is 52% of total FY18 revenue.

The next largest sources of revenue for FY18 are sales tax, which totals 13% of revenue and franchise fees, which totals 11% 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, ½ 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 ¼ 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 for the Street Maintenance Sales Tax Fund were all approved by separate vote of the Town’s electorate. The Town’s 1 cent of sales tax revenue for FY18 is projected to be \$464,474. 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 FY18 is projected to be \$380,000.

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 39.5% of court receipts were remitted to the State. The amount retained by the Town goes into General Fund revenues and helps offset the cost of municipal court operations. The total of these fines and fees collected are projected to be \$315,000 and contribute 9% 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 \$409,577 in FY18, which is 11% of total General Fund revenue.

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 4% of the total revenue, or \$142,275.

# General Fund Services

## Town Council

\$43,751

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

\$539,608

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

\$174,488

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

\$113,069

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

\$52,500

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. Manages and maintains Town Website and Electronic Newsletter.

## Police Administration, Operations &

### Animal Control

\$1,315,888

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.

## Community Development Administration

### & Inspections

\$457,776

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. The Inspection Division is responsible for review and enforcement of all Town Codes relating to signage, property maintenance (weeds, trash, storage, etc.), construction inspection of public infrastructure, and drainage. The code enforcement for the Town falls under the Community Development Administration beginning in FY 2018.

## Street Maintenance Administration &

### Street Maintenance

\$708,455

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.

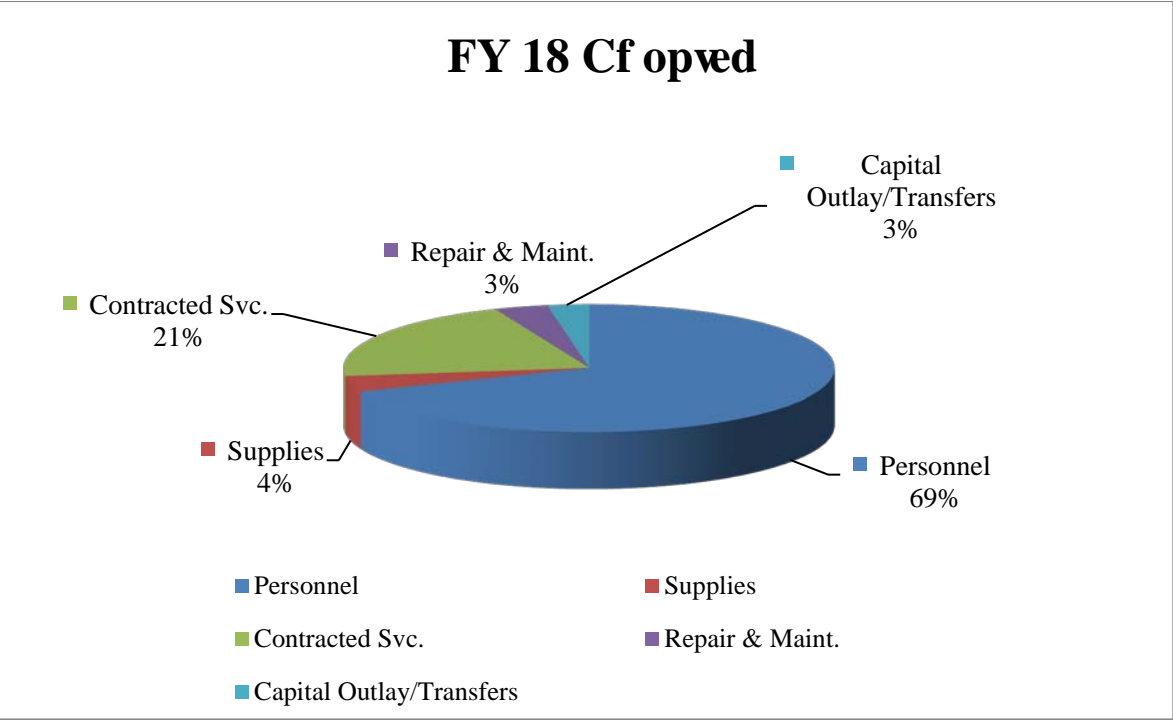
The Street Maintenance Department of Public Works is responsible for providing a safe transportation system for motorists and pedestrians in the Town of Argyle. The Department conducts regular street maintenance; pothole patching; curb and gutter maintenance; crack sealing; drainage ditch cleaning; maintenance of all dedicated street easements; mowing and maintenance of rights-of-way; and installation and maintenance of guardrails, barricades and street signs. In FY18, the Street Maintenance Department will assume care and maintenance for the Town's lift stations as well as the new Argyle Park facility.

## Transfers Out

\$65,000

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. The fund balance in the Building Maintenance Fund is sufficient to cover the FY 2018 expenditures, and the transfer will be suspended for other uses as a result.

# FY18 CF OPVED EXPENDITURES BY CATEGORY



**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2017 - 2018

FUNDS	FY 16 ACTUAL	FY 17 BUDGET	FY 17 REEST.	FY 18 BUDGET	Inc/Dec over FY17 Budget
<b><u>GENERAL FUND</u></b>					
<b>REVENUES</b>					
Ad valorem tax	1,591,838	1,627,206	1,636,589	1,858,893	
Sales tax	497,451	460,224	464,474	464,474	
Franchise tax	375,826	370,000	380,000	380,000	
Municipal court	274,535	255,000	275,000	315,000	
Permits & registrations	49,829	38,950	74,365	37,965	
Construction permits	185,132	194,600	156,414	175,200	
Development	72,872	128,930	123,930	196,411	
Other revenues	42,354	9,000	22,370	7,500	
Transfers In	38,300	119,193	119,000	134,775	
Other Proceeds	10,398	-	-	-	
<b>TOTAL REVENUES</b>	<b>3,138,534</b>	<b>3,203,103</b>	<b>3,252,142</b>	<b>3,570,219</b>	<b>11.46%</b>
<b>EXPENDITURES</b>					
<b><u>Town Council - 110</u></b>					
Personnel	97	93	97	101	
Supplies & Contracted Services	12,919	36,302	30,595	43,650	
Transfers	-	-	-	-	
<b>Total City Council</b>	<b>13,016</b>	<b>36,395</b>	<b>30,692</b>	<b>43,751</b>	<b>20.21%</b>
<b><u>Administration - 120</u></b>					
Personnel	492,251	330,856	314,807	344,745	
Supplies	3,109	5,100	4,900	5,300	
Contracted Services	154,198	165,195	144,362	182,563	
Repair & Maintenance	5,862	8,000	7,000	7,000	
Capital Outlay	-	-	-	-	
<b>Total Administration</b>	<b>655,420</b>	<b>509,151</b>	<b>471,069</b>	<b>539,608</b>	<b>5.98%</b>
<b><u>Finance - 130</u></b>					
Personnel	111,264	150,227	146,987	158,288	
Supplies	-	-	-	-	
Contracted Services	14,720	14,330	13,800	16,200	
<b>Total Finance</b>	<b>125,984</b>	<b>164,557</b>	<b>160,787</b>	<b>174,488</b>	<b>6.03%</b>
<b><u>Municipal Court - 135</u></b>					
Personnel	53,582	55,058	52,113	74,969	
Supplies	1,158	900	900	900	
Contracted Services	26,441	25,300	35,300	37,200	
<b>Total Municipal Court</b>	<b>81,181</b>	<b>81,258</b>	<b>88,313</b>	<b>113,069</b>	<b>39.15%</b>
<b><u>Information Technology - 140</u></b>					
Personnel	-	-	-	-	
Supplies	250	550	550	550	
Contracted Services	5,337	7,000	5,900	23,000	
Repair & Maintenance	6,411	11,900	15,600	12,950	
Capital Outlay	11,479	13,000	10,400	16,000	
<b>Total Information Technology</b>	<b>23,477</b>	<b>32,450</b>	<b>32,450</b>	<b>52,500</b>	<b>61.79%</b>
<b><u>Police Administration - 210</u></b>					
Personnel	299,000	331,672	327,613	355,008	
Supplies	3,973	5,700	5,700	5,700	
Contracted Services	66,195	97,040	87,964	104,584	
Repair & Maintenance	2,919	7,250	7,250	7,250	
Capital Outlay	-	-	-	-	
<b>Total Public Safety Administration</b>	<b>372,087</b>	<b>441,662</b>	<b>428,527</b>	<b>472,542</b>	<b>6.99%</b>

<b>FUNDS</b>	<b>FY 16 ACTUAL</b>	<b>FY 17 BUDGET</b>	<b>FY 17 REEST.</b>	<b>FY 18 BUDGET</b>	<b>Inc/Dec over FY17 Budget</b>
<u>Police Operations - 212</u>					
Personnel	511,763	658,338	583,439	760,414	
Supplies	21,869	31,000	31,000	31,000	
Contracted Services	8,276	13,960	12,132	14,632	
Repair & Maintenance	19,435	19,300	19,300	19,300	
Capital Outlay	-	3,500	-	1,500	
Total Police Operations	561,343	726,098	645,871	826,846	13.88%
<u>Animal Control - 220</u>					
Contracted Services	11,400	13,200	13,200	16,500	
Total Animal Control	11,400	13,200	13,200	16,500	25.00%
<u>Community Devel. Administration - 410</u>					
Personnel	104,530	170,027	169,254	256,596	
Supplies	2,537	1,100	1,000	1,200	
Contracted Services	56,771	81,000	77,800	78,800	
Total Development Administration	163,839	252,127	248,054	336,596	33.50%
<u>Community Devel. Inspections - 412</u>					
Supplies	202	300	200	300	
Contracted Services	114,219	157,000	95,800	120,880	
Repair & Maintenance	-	-	-	-	
Capital Outlay	-	-	-	-	
Total Development Inspections	114,420	157,300	96,000	121,180	-22.96%
<u>Street Maint. Administration - 510</u>					
Personnel	137,326	189,203	187,992	202,490	
Supplies	2,885	5,100	4,800	5,100	
Contracted Services	27,060	29,289	62,585	63,140	
Repair & Maintenance	1,263	2,100	2,100	2,100	
Capital Outlay	-	600	600	600	
Total Public Works Administration	168,534	226,292	258,077	273,430	20.83%
<u>Street Maintenance - 520</u>					
Personnel	150,125	247,635	243,233	240,675	
Supplies	39,152	49,150	48,150	44,150	
Contracted Services	40,723	64,475	64,500	64,500	
Repair & Maintenance	32,908	73,500	73,500	73,500	
Debt Service	76,311	1,100	1,100	12,200	
Capital Outlay	-	-	-	-	
Total Street Maintenance	339,219	435,860	430,483	435,025	-0.19%
<u>Transfers to Other Funds - 710</u>					
Transfers out	150,000	525,000	796,000	45,000	
Transfer to Equip. Repl. Fund	20,000	20,000	20,000	20,000	
Total Transfers Out	170,000	545,000	816,000	65,000	
<b>TOTAL EXPENDITURES</b>	<b>2,799,922</b>	<b>3,621,351</b>	<b>3,719,524</b>	<b>3,470,534</b>	<b>-4.16%</b>
<b>REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>338,612</b>	<b>(418,248)</b>	<b>(467,382)</b>	<b>99,685</b>	
<b>BEGINNING FUND BALANCE</b>	<b>1,919,158</b>	<b>1,919,158</b>	<b>2,257,770</b>	<b>1,790,388</b>	
<b>ENDING FUND BALANCE</b>	<b>2,257,770</b>	<b>1,500,910</b>	<b>1,790,388</b>	<b>1,890,073</b>	



**TOWN OF ARGYLE  
2017-2018 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 Chambers 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  
2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Administrative Services**

**DIVISION: Mayor & Council**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Town Council & Retreat Meetings Attended	13	15	18
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 97	\$ 97	\$ 101
Supplies	12,919	30,595	43,650
Contractual Services	-	-	-
Transfers	-	-	-
Capital Outlay	-	-	-
Total Expenditures	\$ 13,016	\$ 30,692	\$ 43,751

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE  
2017-2018 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, Argyle Economic Development Corporation, and the Chambers of Commerce. 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 2017 – 2018.
- ❖ Ensure the delivery of quality services to citizens through effective management and efficient administration in accordance with the Town's Core Values.
- ❖ 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  
2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Administrative Services**

**DIVISION: Administration**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
<b>Town Manager:</b>			
Town Council meetings/Work sessions	26	22	25
Town Manager Staff Meetings	30	30	40
Council/Staff Retreat Coordination	-	-	1
Citizen calls/Emails/Visits	not tracked	not tracked	3,000
Community meetings attended	not tracked	not tracked	12
<b>Town Secretary:</b>			
Town Council meetings/Work sessions	13	15	18
Minutes Spent Processing Open Records Requests	approx. 5,500	1,500	1,500
Town elections	1	1	1
Ordinances, Resolutions, Contracts	79	80	85
Internal HR Contacts (changes to benefits, new hires, etc)	approx. 300	325	300
Job & Baord Applications/Resumes Processed	approx. 120	300	250
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
<b>Town Manager and Town Secretary:</b>			
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	not tracked	90%	90%
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	95%	95%	95%
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 492,251	\$ 314,807	\$ 344,745
Supplies	3,109	4,900	5,300
Contractual Services	154,198	144,362	182,563
Maintenance	5,862	7,000	7,000
Capital Outlay	-	-	-
<b>Total Expenditures</b>	<b>\$ 655,420</b>	<b>\$ 471,069</b>	<b>\$ 539,608</b>

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE  
2017-2018 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.

**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.

**TOWN OF ARGYLE  
2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Administrative Services**

**DIVISION: Finance**

<b>MAJOR DEPARTMENT GOALS</b>
<ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ Ensure the Town’s financial accountability and responsible use of resources.</li> <li>❖ 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.</li> <li>❖ Continue to strengthen internal control procedures by maintaining and updating formal financial management policies.</li> <li>❖ 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.</li> <li>❖ 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.</li> </ul>

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Accounts payable checks & EFTs processed	2,306	2,210	2,364
Payroll checks & payroll taxes processed	716	733	773
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Percent of Strategic Plan Objectives Completed	90%	100%	100%
Percent of Mgmt Reports Completed Timely	100%	100%	100%
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 111,264	\$ 146,987	\$ 158,288
Supplies	-	-	-
Contractual Services	14,720	13,800	16,200
Maintenance			
Total Expenditures	\$ 125,984	\$ 160,787	\$ 174,488

**MAJOR BUDGET CHANGES:**

In FY17, added 50% of Administrative Assistant salary; balance paid by Administration.



**TOWN OF ARGYLE  
2017 -2018 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  
2017 -2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Municipal Court**

**DIVISION: Court**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Cases Filed	2,523	2,600	3,100
Warrants Issued	205	300	325
Cases Cleared	2,054	2,250	2,600
Warrants Cleared	240	220	250
Outstanding Warrants at fiscal year end	1,339	1,420	1,500
Appeals Processed	46	-	-
Court Settings	499	525	775
Jury Trials Conducted	3	3	4
Total Cases Pending End of the Year	2,221	2,100	2,300
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
New cases imported, processed and filed within one business day	98%	90%	95%
Mail processed within one business day	95%	70%	80%
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%	95%	95%
New collection cases transmitted to collection company within 30 days of the 61st day.	83%	100%	100%
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 53,582	\$ 52,113	\$ 74,969
Supplies	1,158	900	900
Contracted Services	26,441	35,300	25,300
Repair & Maintenance			
Total Expenditures	\$ 81,181	\$ 88,313	\$ 101,169

**MAJOR BUDGET CHANGES:**

- Part-time court clerk in FY18



**TOWN OF ARGYLE  
2017-2018 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  
2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Information Technology**

**DIVISION: Administration**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 PROPOSED</b>
Total Priority Calls for Service	24	20	20
Total Normal Calls for Service	133	90	100
<b>PRODUCTIVITY MEASURES</b>			
Priority Calls for Service @ 100% of Goal	100%	100%	100%
Normal Calls for Service @ 100% of Goal	85%	85%	90%
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Supplies	\$ 250	\$ 550	\$ 550
Contractual Services	5,337	5,900	23,000
Maintenance	6,411	15,600	12,950
Capital Outlay	11,479	10,400	16,000
Total Expenditures	\$ 23,477	\$ 32,450	\$ 52,500

**MAJOR BUDGET CHANGES:**

- Capital replacements based on 5 year end of life – 7 Workstations
- Maintenance service agreement for servers
- EMA on Server hardware on a per year basis



**TOWN OF ARGYLE  
2017-2018 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.
- ❖ Monitor and participate in the Denton County Shared Governance Program.

## 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.

**TOWN OF ARGYLE  
2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Public Safety**

**DIVISION: Police**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL*</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Total Part I major crimes reported	34	40	45
Calls for Service	11,452	11,500	12,000
Patrol Miles Driven	84,261	95,000	100,000
Traffic Accidents	102	96	110
Criminal Cases Investigated	151	175	175
Traffic Contacts\resulting in citation	2,337	2,300	2,400
Animal Control Calls	131	275	275
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL*</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Mandatory TCLEOSE training requirements	100%	100%	100%
Percent of responses within 24 hours	100%	100%	100%
Police Response Time (minutes)	9.11	9	<9.00 P1 and P2
Percent of citizen complaints responded to within 24 hours	100%	100%	100%
Percent of animal complaints handled within 24 hours	100%	100%	100%
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL*</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
<b>Police Administration</b>			
Personnel	299,000	327,613	355,008
Supplies	3,973	5,700	5,700
Contracted Services	66,195	87,964	104,584
Repair & Maintenance	2,919	7,250	7,250
Capital Outlay	-	-	-
Total Police Administration	372,087	428,527	472,542
<b>Police Operations</b>			
Personnel	\$ 511,763	\$ 583,439	\$ 760,414
Supplies	21,869	31,000	31,000
Contracted Services	8,276	12,132	14,632
Repair & Maintenance	19,435	19,300	19,300
Capital Outlay			1,500
Total Police Operations	\$ 561,343	\$ 645,871	\$ 826,846
<b>Animal Control</b>			
Contracted Services	\$ 11,400	\$ 13,200	\$ 16,500
<b>Total Expenditures</b>	<b>\$ 944,830</b>	<b>\$ 1,087,598</b>	<b>\$ 1,315,888</b>

**MAJOR BUDGET CHANGES:**

Added new officer as of April 1, 2017

\* Calendar Year

\*\* Switch over to OSSI Sungard and real time tracking for officer activity/calls/reports



**TOWN OF ARGYLE  
2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Community Development**

**DIVISION: Administration**

**DEPARTMENT DESCRIPTION**

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. The department also administers the building permit and code compliance activities within the Town.

**MAJOR DEPARTMENT GOALS**

- ❖ 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.

**MAJOR DEPARTMENT OBJECTIVES**

- ❖ 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.

**TOWN OF ARGYLE**

**2017-2018 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Community Development**

**DIVISION: Administration**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 PROPOSED</b>
Number of Zoning Cases	8	5	8
Number of SUP Applications	7	6	7
Number of Site Plan Applications	7	7	7
Number of Platting Cases (final/preliminary)	16	17	15
ZBA Cases		-	1
Permits - Single Family - New	43	39	45
Permits - Single Family - Other	154	134	175
Permits - Commercial - New	1	2	1
Permits - Commercial - Other	34	36	45
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 PROPOSED</b>
Number of customer service calls/e-mails	9,600	10,000	10,000
Number of customer service meetings	208	208	200
Number of Ordinance modifications/updates	6	12	6
Number of Board/Commission meetings	27	15	15
Number of Council/Board/Commission workshops	8	8	10
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 ACTUAL</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 104,530	\$ 169,254	\$ 256,596
Supplies	2,537	1,000	1,200
Contractual Services	56,771	77,800	78,800
<b>Total Expenditures</b>	<b>\$ 163,839</b>	<b>\$ 248,054</b>	<b>\$ 336,596</b>

**MAJOR BUDGET CHANGES:**

Fund Code Enforcement Officer Position (transferred from Street Department)



**TOWN OF ARGYLE  
2017-2018 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**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Scheduled educational training sessions with staff	6	10	10
Schedule staff to attend outside training sessions	33	32	30
Customer (Citizen) service requests	3,880	3,900	4,200
Review and inspect capital improvement projects	4	6	7
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Paving, Utility, Driveway and Drainage Permits reviewed and inspections conducted	130	180	200
Customer service requests completed	98%	98%	98%
On-Site Sewage Facility permits reviewed	16	10	13
On-Site Sewage Facility Inspections conducted	13	10	13
On-Site Sewage Facility complaints investigated	0	1	1
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 137,326	\$ 187,992	\$ 202,490
Supplies	2,885	4,800	5,100
Contractual Services	27,060	62,585	63,140
Maintenance	1,263	2,100	2,100
Capital Outlay	-	600	600
Total Expenditures	\$ 168,534	\$ 258,077	\$ 273,430

**MAJOR BUDGET CHANGES:**

Assumed administrative salary expenditures from Wastewater Fund in FY17



**TOWN OF ARGYLE  
2017-2018 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 37,000 linear feet of street.
- ❖ Clean 2,000 linear feet of drainage channels and road ditches annually.

**MAJOR FUNCTION: Streets**

**DIVISION: Street Maintenance**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Number of special events	4	4	4
Miles of paved streets maintained	41	52	56
Lane miles to be maintained	82	104	112
Tons of hot-mix asphalt used for major street repairs	235	110	200
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
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	19.2	13.5	18
Square yards of overlay completed	0	0	750
Linear feet of drainage cleaned	804	1,657	800
Culverts, curb and gutter maintenance	165	102	150
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 150,125	\$ 243,233	\$ 240,675
Supplies	39,152	48,150	44,150
Contractual Services	40,723	64,500	64,500
Maintenance	32,908	73,500	73,500
Capital Outlay	76,311	1,100	12,200
Total Street Maintenance Expenditures	\$ 339,219	\$ 430,483	\$ 435,025
Total Street Maintenance Administration (previous pg)	\$ 168,534	\$ 258,077	\$ 273,430
<b>Total Street Maintenance Expenditures</b>	<b>\$ 507,753</b>	<b>\$ 688,560</b>	<b>\$ 708,455</b>

**MAJOR BUDGET CHANGES:**

Assumed salary expenditures from Wastewater Fund  
 Adding Street Maintenance Worker effective April 1, 2017



**SPECIAL REVENUE  
FUNDS**

**FY18 ADOPTED BUDGET**

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2017 - 2018

<u>FUNDS</u>	<u>FY 16 ACTUAL</u>	<u>FY 17 BUDGET</u>	<u>FY 17 REEST.</u>	<u>FY 18 BUDGET</u>	<u>Inc/Dec over FY17 Budget</u>
<b><u>SPECIAL REVENUE FUNDS</u></b>					
<b>ECONOMIC DEVELOPMENT FUND - 210</b>					
REVENUES	250,535	231,237	243,524	232,237	0.43%
EXPENDITURES	154,343	196,110	99,163	199,850	1.91%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>96,191</u>	<u>35,127</u>	<u>144,361</u>	<u>32,387</u>	
<b>CRIME CONTROL &amp; PREVENTION FUND - 220</b>					
REVENUES	135,853	115,618	115,618	115,618	0.00%
EXPENDITURES	123,923	142,962	125,812	144,196	0.86%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>11,930</u>	<u>(27,344)</u>	<u>(10,194)</u>	<u>(28,578)</u>	
<b>STREET MAINTENANCE SALES TAX FUND - 230</b>					
REVENUES	124,716	115,618	116,618	115,618	0.00%
EXPENDITURES	89,828	145,000	95,750	245,750	69.48%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>34,888</u>	<u>(29,382)</u>	<u>20,868</u>	<u>(130,132)</u>	
<b>BUILDING MAINTENANCE FUND - 235</b>					
REVENUES	25,039	25,000	25,220	50	-99.80%
EXPENDITURES	-	25,000	15,132	25,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>25,039</u>	<u>-</u>	<u>10,088</u>	<u>(24,950)</u>	
<b>COURT TECHNOLOGY FUND - 240</b>					
REVENUES	8,604	8,440	9,986	12,040	42.65%
EXPENDITURES	8,521	7,700	9,300	9,200	19.48%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>83</u>	<u>740</u>	<u>686</u>	<u>2,840</u>	
<b>COURT SECURITY FUND - 241</b>					
REVENUES	6,531	6,360	7,565	9,060	42.45%
EXPENDITURES	1,054	7,500	1,750	21,750	190.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>5,477</u>	<u>(1,140)</u>	<u>5,815</u>	<u>(12,690)</u>	
<b>PARKLAND DEDICATION FUND - 255</b>					
REVENUES	41,047	42,280	29,861	51,008	20.64%
EXPENDITURES	7,500	300,000	275,000	-	-100.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>33,547</u>	<u>(257,720)</u>	<u>(245,139)</u>	<u>51,008</u>	

<b>FUNDS</b>	<b>FY 16 ACTUAL</b>	<b>FY 17 BUDGET</b>	<b>FY 17 REEST.</b>	<b>FY 18 BUDGET</b>	<b>Inc/Dec over FY17 Budget</b>
<b>TREE REFORESTATION - 256</b>					
REVENUES	44,275	5	200	150	2900.00%
EXPENDITURES	-	5,000	-	5,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>44,275</u>	<u>(4,995)</u>	<u>200</u>	<u>(4,850)</u>	
<b>LEOSE TRAINING FUND - 260</b>					
REVENUES	1,194	1,190	1,193	1,183	-0.60%
EXPENDITURES	1,343	785	785	785	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(149)</u>	<u>405</u>	<u>408</u>	<u>398</u>	
<b>POLICE DONATIONS FUND - 265</b>					
REVENUES	4,692	4,660	4,118	4,058	-12.93%
EXPENDITURES	6,745	7,000	7,000	7,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(2,052)</u>	<u>(2,340)</u>	<u>(2,882)</u>	<u>(2,942)</u>	
<b>SENIOR CITIZEN ORGANIZATION - 270</b>					
REVENUES	1,376	1,210	1,421	1,210	0.00%
EXPENDITURES	1,626	1,200	1,400	1,500	25.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(250)</u>	<u>10</u>	<u>21</u>	<u>(290)</u>	



**TOWN OF ARGYLE  
2017-2018 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. 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 2017 - 2018 GOALS

1. Increase sales tax revenue to diversify the tax revenue consistent with the Comprehensive Plan.
2. Expand efforts for existing business recognition and retention programs.
3. Capitalize on emerging commercial market opportunities with data and marketing information customized for those uses.
4. Utilize technology to convey EDC message and continue marketing Argyle.
5. Measure economic development projects on a true cost/benefit basis in order to understand impact on revenues and expenditures, program enhancements, school impact and Town services in a manner reflective of the adopted Comp Plan and Form Based Code.
6. Craft custom programs and incentive packages to encourage development consistent with the Comprehensive Plan and the Form Based Code.
7. Support infrastructure development opportunities for sewer extension and roadway improvements as projects emerge that will provide private capital to support public infrastructure expansion.

## FY 2017 - 2018 OBJECTIVES

1. Attend regional and national commercial retail expos. Proactively seek out owners/developers of desirable commercial developments and promote the Town. Actively engage and recruit desired prospects for recently approved and future commercial developments consistent with the Comprehensive Plan.
2. Continue a “Business Spotlight” program on the website and public forum opportunities. Continue personalized business retention practices, i.e. site visits and written letters.
3. On a case by case basis, authorize marketing support studies to attract desirable new businesses as those opportunities present themselves.
4. Utilizing staff to improve timeliness of EDC website updates and investigate opportunities for Social Media outreach.
5. A. Develop primary database to include known variables including Comp Plan and Form Based Code commercial use allowances, natural impediments to development, ad valorem and sales tax potential and cost of service formulas that will apply to Master Development Plan (“MDP”) review via the Form Based Code.  
B. Analyze and apply development specific data supplied via the MDP and paid for by major developments in order to complete project specific cost benefit analysis for each form based code area submittal and all projects requesting financial support.
6. Utilizing cost benefit data above, craft rational incentive packages with measurable ROI and community benefit.
7. A. Complete ROW and easement acquisition to support 377 sewer extension to support commercial growth on 377.  
B. Complete Crawford Rd. utility and roadway alignment study commensurate with development of I35 and Robson Ranch Rd. property in Argyle.  
C. Continue long term support for 377 widening and I35 improvements.



**TOWN OF ARGYLE  
2017-2018 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.



**TOWN OF ARGYLE  
2017-2018 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.

**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  
2017-2018 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  
2017-2018 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  
2017-2018 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  
FY18 PROPOSED BUDGET**

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2017 - 2018

<u>FUNDS</u>	<u>FY 16 ACTUAL</u>	<u>FY 17 BUDGET</u>	<u>FY 17 REEST.</u>	<u>FY 18 BUDGET</u>	<u>Inc/Dec over FY17 Budget</u>
<b><u>CAPITAL PROJECTS FUNDS</u></b>					
<b>CAPITAL IMPROVEMENTS FUND - 310</b>					
REVENUES	126,173	1,300,100	1,275,967	50	-100.00%
EXPENDITURES	26,319	1,375,000	1,475,000	-	-100.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>99,854</u>	<u>(74,900)</u>	<u>(199,033)</u>	<u>50</u>	
<b>ROADWAY IMPACT FEES FUND - 320</b>					
REVENUES	104,494	119,008	147,758	123,502	3.78%
EXPENDITURES		-	-	-	
REVENUES OVER/ (UNDER) EXPENDITURES	<u>104,494</u>	<u>119,008</u>	<u>147,758</u>	<u>123,502</u>	
<b>EQUIPMENT REPLACEMENT FUND - 330</b>					
REVENUES	21,557	20,100	32,730	20,430	1.64%
EXPENDITURES	-	34,000	-	-	-100.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>21,557</u>	<u>(13,900)</u>	<u>32,730</u>	<u>20,430</u>	



**TOWN OF ARGYLE  
2017-2018 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.

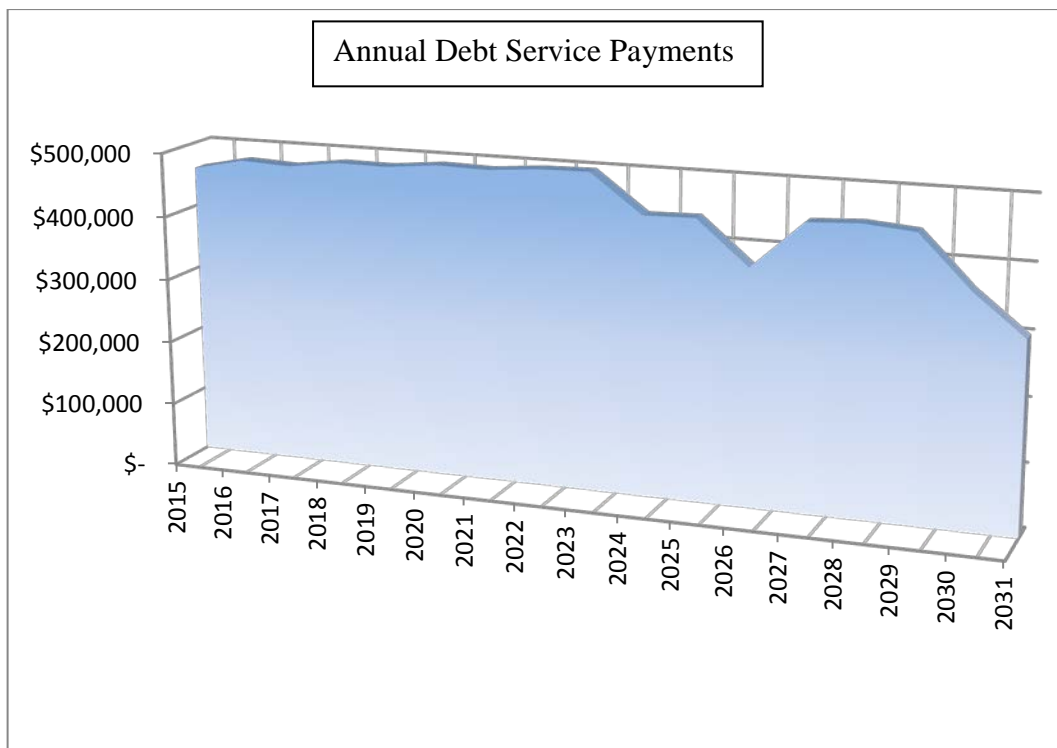
**MAJOR DEPARTMENT GOALS**

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



# DEBT SERVICE FUND

## FY18 PROPOSED BUDGET





**TOWN OF ARGYLE  
2017-2018 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 2017 tax year (FY18 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 FY18 debt service obligations. This rate reflects a .004336 increase from the 2016 tax year.
- ❖ The Town’s total 2017 net taxable value of \$619,397,789 will result in \$603,213 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 FY18.

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2017 - 2018

<u>FUNDS</u>	<u>FY 16 ACTUAL</u>	<u>FY 17 BUDGET</u>	<u>FY 17 REEST.</u>	<u>FY 18 BUDGET</u>	<u>Inc/Dec over FY17 Budget</u>
<b><u>DEBT SERVICE FUND - 410</u></b>					
REVENUES	507,300	498,335	512,490	604,213	21.25%
EXPENDITURES	475,468	472,094	472,094	604,317	28.01%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>31,832</u>	<u>26,241</u>	<u>40,396</u>	<u>(104)</u>	

**OUTSTANDING DEBT ISSUE DETAIL**

	<u>FY 16 Actual Prin &amp; Int</u>	<u>FY 17 Budget Prin &amp; Int</u>	<u>FY 17 Re-Est Prin &amp; Int</u>	<u>FY 18 Budget Prin &amp; Int</u>
2008 C.O. Bonds-\$1,010,000 (church purchase)	82,013	79,988	79,988	77,963
2009 C.O. Bonds-\$800,000 (renovation)	63,366	61,872	61,872	65,254
2010 C.O. Bonds-\$3,650,000 (street improvements)	264,063	266,013	266,013	272,193
2014 G.O. Refunding Bonds - 2003 C.O.	65,277	63,122	63,122	187,807
Administrative Fees	750	1,100	1,100	1,100
	<u>475,469</u>	<u>472,094</u>	<u>472,094</u>	<u>604,317</u>



# **PROPRIETARY FUNDS**

**FY18 ADOPTED BUDGET**

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2017 - 2018

<u>FUNDS</u>	<u>FY 16 ACTUAL</u>	<u>FY 17 BUDGET</u>	<u>FY 17 REEST.</u>	<u>FY 18 BUDGET</u>	<u>Inc/Dec over FY17 Budget</u>
<b><u>UTILITY FUNDS</u></b>					
<b>WASTEWATER UTILITY OPERATING FUND - 710</b>					
<b>REVENUES</b>					
Sewer System Revenue	388,028	388,759	397,081	413,304	
Sewer System Installation Fees	16,000	19,600	9,200	18,800	
Miscellaneous Income	348,544	2,000	2,500	1,500	
Transfers in WW Development Fund	138,905	120,612	120,612	90,576	
<b>TOTAL REVENUES</b>	<u>891,477</u>	<u>530,972</u>	<u>529,393</u>	<u>524,180</u>	-1.28%
<b>EXPENDITURES</b>					
Personnel	86,101	N/A	N/A	N/A	
Supplies	2,270	1,700	1,700	1,700	
Contracted Services	225,333	309,997	244,797	267,912	
Repair & Maintenance	33,875	38,500	38,500	38,500	
Debt Service	64,211	165,483	165,483	162,696	
Capital Outlay	16,263	750	750	67,750	
Transfers	-	-	-	-	
Amortized Expenses	84,380	-	-	-	
<b>TOTAL EXPENDITURES</b>	<u>512,434</u>	<u>516,430</u>	<u>451,230</u>	<u>538,558</u>	4.28%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>379,043</u>	<u>14,542</u>	<u>78,163</u>	<u>(14,377)</u>	
<b>WASTEWATER CAPITAL PROJECTS FUND - 720</b>					
REVENUES	708,945	500	1,941	500	0.00%
EXPENDITURES	110,092	120,612	120,612	90,576	-24.90%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>598,853</u>	<u>(120,112)</u>	<u>(118,671)</u>	<u>(90,076)</u>	
<b>WASTEWATER IMPACT FEE FUND - 730</b>					
REVENUES	106,478	121,794	75,890	140,852	15.65%
EXPENDITURES	28,813	28,813	28,813	28,813	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>77,664</u>	<u>92,981</u>	<u>47,077</u>	<u>112,039</u>	



**TOWN OF ARGYLE  
2017-2018 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 connected on March 2013 and is contributing flow to TRA.

**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 31,680 linear feet annually.
- ❖ Perform preventative maintenance on sewer manholes to ensure structural integrity.
- ❖ Perform preventative maintenance on Lift Stations to ensure proper operation.
- ❖ Complete S-1 sewer line design and engineering by the end of 2017.
- ❖ Obtain easements for S-1 beginning this fiscal year.

**MAJOR FUNCTION: Public Works**

**DIVISION: Wastewater**

<b>WORKLOAD MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Lift Stations visual inspections	945	1,853	2,008
Lift Stations pump maintenance	10	11	10
Lift Stations grounds maintenance	7	7	7
Sanitary Sewer line maintenance/cleaning/jetting	6.5 miles	9.5 miles	6 miles
Sanitary Sewer manhole maintenance	266	284	300
Sanitary Sewer Line smoke testing	-	-	20,000 L.F.
<b>PRODUCTIVITY MEASURES</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Percent of maintenance schedules completed	100%	100%	100%
Percent of operations schedules completed	100%	100%	100%
<b>EXPENDITURES SUMMARY</b>	<b>2015-2016 ACTUAL</b>	<b>2016-2017 REESTIMATE</b>	<b>2017-2018 PROPOSED</b>
Personnel	\$ 86,101	G. Fund	G. Fund
Supplies	2,270	1,700	1,700
Contractual Services	225,333	244,797	267,912
Maintenance	33,875	38,500	38,500
Debt Service Principal & Interest Expense	64,211	165,483	162,696
Capital Outlay	16,263	750	67,750
Transfers Out Debt Service Fund	-	-	-
Depreciation Expense	84,380	-	-
<b>Total Expenditures</b>	<b>\$ 512,434</b>	<b>\$ 451,230</b>	<b>\$ 538,558</b>

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

**MAJOR BUDGET CHANGES:**

Shifted salary expenditures to General Fund beginning in FY17

**Town of Argyle**  
**Summary of Full Time Equivalent Positions**

	FY2016 ACTUAL	FY2017 BUDGET	FY2017 RE- ESTIMATE	FY2018 ADOPTED
<b>GENERAL FUND</b>				
<b>Administrative Services</b>				
Town Manager	1.00	1.00	1.00	1.00
Town Secretary	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	0.50	0.50	0.50 <sup>1</sup>
Permit Clerk	1.00	0.00	0.00	0.00
<b>Financial Services</b>				
Finance Director	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.50	0.50	0.50 <sup>1</sup>
<b>Municipal Court</b>				
Court Clerk	1.00	1.00	1.00	1.00
Part time Court Clerk	0.00	0.00	0.00	0.50
<b>Information Technology</b>				
IT	0.00	0.00	0.00	0.00
<b>Police Administration</b>				
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Administrative Assistant	0.70	1.00 <sup>2</sup>	1.00	1.00 <sup>2</sup>
<b>Police</b>				
Police Sergeant	2.00	2.00	2.00	2.00
Patrol Officer	5.00	6.00 <sup>3</sup>	6.00	6.00 <sup>3</sup>
<b>Community Development</b>				
Director of Community Development	1.00	1.00	1.00	1.00
Development Coordinator	0.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	1.00 <sup>4</sup>
<b>Street Maintenance Administration</b>				
Public Works Director	0.60	1.00	1.00	1.00
Code Enforcement Officer/Construction Inspector	1.00	1.00	1.00	0.00
Construction Inspector	0.00	0.00	0.00	1.00 <sup>4</sup>
<b>Street Maintenance</b>				
Street & Wastewater Crew Lead	1.00	1.00	1.00	1.00
Street & Wastewater Equipment Operator	1.00	2.00	2.00	2.00
Street & Wastewater Maintenance Worker	1.00	2.00 <sup>3</sup>	2.00	1.00 <sup>3</sup>
<b>Total (General Fund)</b>	<b>21.30</b>	<b>25.00</b>	<b>25.00</b>	<b>25.50</b>
<b>WASTEWATER FUND</b>				
Public Works Director	0.40	0.00	0.00	0.00
Street & Wastewater Maintenance Worker	1.00	0.00	0.00	0.00
<b>Total (Wastewater Fund)</b>	<b>1.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total All Funds</b>	<b>22.70</b>	<b>25.00</b>	<b>25.00</b>	<b>25.50</b>

1 Administrative Assistant split between Administrative Services & Financial Services

2 Position becomes full time effective January 1, 2017

3 Additional Position effective April 1, 2017

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