



# Town of Argyle

## Annual Budget 2015-2016



September, 2015



# **TOWN OF ARGYLE, TEXAS**

## **ANNUAL BUDGET 2015 – 2016**

As Approved by  
THE MAYOR AND TOWN COUNCIL  
On September 22, 2015

Paul Frederiksen, Town Manager



# Town of Argyle, Texas

## FY16 Annual Budget

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# **Town of Argyle, Texas**

## List of Elected and Appointed Officials

September 30, 2015

### Elected Officials

Mayor	Peggy Krueger
Council Member – Place 1	Joey Hasty
Council Member – Place 2	Kay Teer
Council Member – Place 3	Eric Lamon
Council Member – Place 4	Jay Haynes
Council Member – Place 5	Marla Hawkesworth

### Appointed Officials

Town Manager	Paul Frederiksen
Town Secretary	Kristi Gilbert

### Department Directors

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



August 5, 2015

To the Honorable Mayor Krueger and Members of the Town Council

Re: *The Annual Budget for Fiscal Year 2015-2016*

In accordance with the Code of Ordinances of the Town of Argyle, Texas and State Law, the Annual Operating Budget for Fiscal Year 2015-2016 has been prepared by Town Staff, submitted to the Town Council by the Town Manager for review and adoption by the Town Council on September 22, 2015. This introduction is intended to provide an overview of the adopted FY 2015-2016 Annual Budget, highlighting the Town's current year's objectives, explaining the budget philosophy, format and process, and providing a summary of the FY 2015-2016 revenues and expenditures, along with highlights, future issues and concerns.

The Annual Operating Budget reflects the general short-term policies of the current 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.

In essence, the Annual Operating Budget represents the single most important management tool of the Governing Body and its staff. Over the last several years, 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.

### **FY 2015-2016 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 2015-2016 operating budget:

- Reflects 11.802% increase in taxable value over FY 2015

- Maintains FY 2015 tax rate of \$0.3975 per \$100 of assessed value
- Shifts 1 ½ cents of tax rate from M&O to I&S
- Continues the over 65 & Disabled tax exemption of \$40,000
- Maintains 120+ days of G. F. Fund Balance (reserve)
- Initiate engineering & design of S-1 Sewer line along with easement acquisition
- Initiate Transportation and Thoroughfare Plan update (funded by EDC)
- Continue updates of Town Development Standards
- Street Maintenance Sales Tax Fund
  - \$100,000 set aside for future street improvements
  - \$25,000 transfer to General Fund for drainage
  - \$20,000 transfer to General Fund for street material cost
- Establish Building Maintenance Fund at \$25,000
- Continue street signage program for branding and improved street name identification at \$10,000
- Initiate Wayfinding and Branding Plan (funded by EDC)
- Initiate Medical Center feasibility program (funded by EDC)

The aforementioned objectives have been funded in the FY 2015-2016 Annual Operating Budget, thus reflecting the Town Council's strong commitment to providing the highest level of delivery of public service 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.

## **READING THE FY 2015-2016 DOCUMENT AND BUDGET OBJECTIVES**

The FY 2016 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. 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. The staff will provide line item and capital outlay detail budget information upon request.

## **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 prepared by the Town was prepared from a conservative perspective 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 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.

#### **ACCOMPLISHMENTS FOR FY 2014-2015**

- Initiated History Room project in cooperation with Denton County
- Completion of Geographical Information Systems (GIS) project
  - Provides updated electronic Town data in a geographical context for citizens and developers
  - Creates a uniform platform for departments to communicate regarding Town data (both internally and externally)
  - Provides an accurate database for all Town Development components (zoning, property owner information, sewer lines, Thoroughfare Plan, etc.)
  - Provides a tool for future planning (land use, capital improvement projects, etc.)
- Improved communication with residents
  - Constant Contact, Social Media and mail-outs
- Hired new Town Engineer
- Adopted updated Fee Schedule
- Development of Design Standards
- Implemented Muni Services sales tax analysis
- Completion of Comprehensive Plan update
- Completion of Form Based Code initiative
- Reorganization of Municipal Court operations
  - Moved function to Town Hall
  - Downgraded Court Administrator to Court Clerk
  - New hire of Municipal Court Judge
  - Performed internal court audit
- Completed Codification of Municipal Codes update
- Renegotiated the Argyle Water Supply Corporation franchise agreement and entered into a Memorandum of Understanding for shared easements

- Voters approved the reauthorization of the Street Maintenance Sales Tax
- Kept Wastewater and Roadway Impact Fees unchanged
- Continue Economic Development initiatives in coordination with Petty & Associates
- Park Initiative
  - Updated Parks and Trails Plan, a Component of the Comprehensive Plan
  - Approved Master Park Plan for Argyle Intermediate School site w/preliminary lease
  - Approved the submittal of an application to the Texas Parks and Wildlife Department, Non-Urban Outdoor Recreation Grant Program
- Implemented Government QA software
  - Building Permits
  - Code Enforcement

## **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, code enforcement, wastewater collection, and capital projects that affect the safety, health and welfare of the public.

We will continue to inspect infrastructure for The Oaks and 5T Ranch subdivisions along with the Country Club Road reconstruction portion within the town limits. Code enforcement issued 61 warning letters, removed 335 illegal signs and has issued two citations. Environmental Services has issued permits for, and inspected, 14 on-site sewage facilities. Contractors have requested 815 wastewater line locates and the annual Household Hazardous Waste event collected 14,902 pounds of waste this year.

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. This year the Town replaced a 1993 Kubota L2650 tractor with Loader and 5' mower deck with a 2016 Kubota L4701HST with Loader and 6' mower deck.

The street department has crack sealed approximately 18 lane miles of street, cleaned 528' of drainage ditches, removed and replaced several areas of failed street surface with 220 tons of hot mix asphalt, and continued mowing maintenance of the Highway 377 corridor and all properties owned or maintained by the Town. We continue to repair or replace damaged street regulatory signs and street information signs within 48 hours of notification. The Town adopted Ordinance 2016-07 amending Article 14, Town Development Standards Section 14.2.90 (D) Design Requirements (15) Traffic-Control and Street Signs providing for Town branded street signs. They will utilize a highway series font with 6-inch, white uppercase/lowercase letters on a 9-inch, black flat blade sign with our Town logo. The second sign is for State roads within the

Town of Argyle limits and will utilize a highway series font with 6-inch, black uppercase/lowercase letters on a 9-inch, white flat blade sign with our Town logo.

The Wastewater division 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 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, Corral City 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 TRA sanitary sewer collection system is complete and is operational; Corral City connected in March 2013 and is contributing flow to TRA.

The Wastewater division provides preventative maintenance that includes jetting 6.5 miles of wastewater collection lines and cleaning all manholes as well as maintaining all Lift Stations pumps and valves. The Town has repaired or raised 16 manholes above grade to prevent inflow or infiltration during heavy rain flooding events. Otherwise the Town has to pay for the treatment costs of those flows. The Town Council has executed an agreement with the Town Engineer with funding provided by the Economic Development Corporation (EDC) to complete engineering, design and surveying services for the S-1 Sanitary Sewer Gravity Trunk (TRA Manhole to Frenchtown Road) and S-1 Sanitary Force Main. It is anticipated that the engineering, design and surveying services will be completed by the first quarter of 2016.

## **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 ever increasing population. We continue to work cooperatively with surrounding agencies through inter-local agreements. We have a minimal staffing level by all accounts. Utilizing the Plano Service Index Study base numbers, we are understaffed by 2.99 patrol officers based on our population. (Minimum required as shown by the study is 6.99 officers to effectively cover 24/7 a day and have adequate response to calls). This low staffing level ultimately places stress on our already limited resources and patrol officers. Even though we have an authorized strength of 9 officers, the department is comprised of the Chief, a Captain, a CID Sergeant (victim, crime solving focus), a Patrol Sergeant, 4 patrol officers and one traffic officer.

Our Recognized status causes us to continually evaluate and improve ourselves and grow as an agency. Our training standards and documentation process, though time consuming, are meaningful as we continue to meet the Best Practices in law enforcement. 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. It is also important to note that the sales tax which supports the CCPD Fund continues to increase, as evidenced by the funding for a replacement police vehicle this year.

## **COMMUNITY AND ECONOMIC DEVELOPMENT**

The Community Development Department was awarded the “Planning Excellence” award by the Texas Chapter of the American Planning Association for the 7th year in a row. This award recognizes a commitment of great planning practices and standards by appointed officials, elected officials, and staff members.

The Community Development Department has coordinated the updates and approval of two major ordinance amendments. The first being an update to the Town’s Comprehensive Plan and Future Land Use Map. These updates included the creation of a new transect, the “T3-A” district which is the transitional zone along the railroad right-of-way. The second ordinance update was the adoption of the Form Based Code (FBC). The FBC identifies four key areas in the Town where commercial development is most likely to occur. The FBC will provide a development tool for both the Town and developers in order to streamline the development process for commercial development within those districts.

This fiscal year, adjustments were considered and approved to increase the amount of several fees associated with planning and development. The adjustments were made to reflect the actual costs to the Town to process these types of requests, therefore shifting the financial onus to the applicant rather than on the general tax payer. These fees are not intended to act as an additional source of revenue; however, increases in development applications may result in higher revenue in development fees.

The Community Development Department has entered into an agreement with Jacob and Martin Engineering to develop and maintain a GIS system for the Town. This software will provide electronic data for zoning, property owner information, sewer line locations, floodplain, etc., which will be able to be updated and maintained as changes occur in the Town. This system will be an excellent tool to assist residents and developers with planning and development related questions moving forward. New building permit and code enforcement software has also been implemented in the department. All building permits and code violations are now created, tracked, and documented on an online database that is easily accessed and updated by staff. This new system has made the building permit and code enforcement process more efficient as information can now be accessed by several staff members at their individual workstations.

The Community Development Department staff has continued to provide guidance to the development community and worked with the Economic Development Board (EDC) to fund beneficial projects for the Town. The EDC continued the funding of staff time as well as an intern (partial funding) to assist full-time staff with economic development related activity. The EDC also funded several new initiatives this fiscal year including the Town joining the Northwest Metroport Chamber of Commerce, funding an update to the Town’s Thoroughfare and Transportation Plan, funding a Form Based Code Economic Development Fiscal Analysis, and funding the design and engineering of the S-1 sanitary sewer line. In FY16 the EDC has approved the funding for an I-35W Medical Center Analysis to study the viability of medical related development along the I-35W corridor and a Branding and Placemaking study to identify a sense of place for the Town that will guide future growth in the Town.

## **TECHNOLOGY AND COMMUNICATIONS**

A key focus in FY 2015 was the creation of additional avenues of communication with residents, property owners, business owners and other interested individuals. Primary communication was through the Town's email notification system, as well as posting on Facebook and Twitter. To introduce the new tools available, staff sent postcard notices to property owners and provided text and email sign up information at area events and Council meetings. In FY 2015, the Town's Facebook following increased by nearly 100% to 1,249 followers and Twitter followers increased by over 450% to 214 followers. As a result of being selective with the information that we post, the information posted by the Town is frequently shared by area news media and the school district allowing us to expand our reach. In FY 2016, 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).

The Town has budgeted funds to overhaul the Town's website to include the following features: a custom layout (not template-based); department-specific pages that can be easily edited by department; an alert center; calendar view of events and meetings; citizen request tracker; social media integration; mobile friendly design; scheduled document posting; RSS feeds to notify interested individuals when pages are updated and additional website statistics. The funding would be split between FY15 and FY16. The annual maintenance fee payment would begin in FY17.

## **MUNICIPAL COURT**

This fiscal year, we made several adjustments to the Municipal Court. First, we moved court offices to Town Hall for improved supervision and enhanced overall employee coverage. Second, we eliminated the Court Administrator position and reclassified it to Court Clerk with relevant municipal court experience. This position reports to the Town Secretary. After an internal audit of court records, several internal policies have been enacted which include a review of fine amounts, the use of key metrics to track court performance, reduction in court days and continual review of court procedures. Changes and/or adjustments will be made as necessary. Goals for the upcoming fiscal year include a complete audit of warrant files, conducting jury trials, determining the feasibility of moving to a Court of Record, transitioning to a paper-lite court, review of current collection techniques and continued tracking of court performance to identify trends and seek additional efficiencies.

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

This year, we were able to update our Trails and Parks Plan, a component of the Town of Argyle's Comprehensive Plan, subsequently submitting it to the Texas Park and Wildlife

Department (TPWD) 60 days before the next call for grants, October 1, 2015 deadline. It is recommended to be updated and submitted to the TPWD every five years in order to receive consideration for any future calls for grant applications. The last revision to the Parks and Trails Plan component was made in 2009.

The Town Council temporarily established a Parks Advisory Committee and tasked them with reviewing the Parks and Trails Plan component along with providing guidance for a conceptual Parks Master Plan for the redevelopment of ballfields and park facilities at the Argyle Intermediate School in cooperation with the Argyle Independent School District. With approval by the Town Council, a grant application will be submitted to the TPWD for consideration. If we are successful in obtaining approval of a matching grant, we have budgeted up to \$114,000 for future design services for those facilities in FY 2016 funded utilizing Parkland Dedication Funds. The grant match (total grant award is \$1,000,000 with 50% match) would consist of reserves from the Parkland Dedication Funds and General Fund.

## **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, this budget establishes 23.5 FTE (Full-time equivalent) positions. This budget also recommends a 3% merit based salary adjustment. That adjustment will be based on the evaluation system established by Petty & Associates. Along with that the Town continues to struggle with staying competitive with our insurance provided to staff. This year the Town was able to re-introduce several health insurance options for staff that were crafted to meet individual needs of the employee while containing overall costs for the Town. As a staff, we remain dedicated to the seven service commitments adopted by the Town;

- **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**

In closing, I first want to thank the management team for their untiring efforts at working on a very conservative budget; it does not go unnoticed or underappreciated. The Town's department heads, support staff and particularly Kim Collins, Director of Finance, have worked diligently to provide their input to the Town Council in order that a fiscally-responsible and responsive annual budget could be proposed for review and ultimate adoption by the Town Council. Finally, to the Town Council, as individuals, you do not take the responsibility of being good fiscal stewards lightly. Your concern for the particulars and constructive guidance help validate this document.

As a collective group, you employ incredible displays of leadership and a true sense of teamwork when navigating through challenging issues. That leadership runs throughout the organization and enables our team to do their jobs in the most effective manner possible. Thank you for setting the example and having confidence in both myself and the management team's ability to do the best for the Town of Argyle and its citizens.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Paul E. Frederiksen', with a long horizontal flourish extending to the right.

Paul E. Frederiksen  
Town Manager



## PROFILE OF THE TOWN

The Town of Argyle, located in Denton County and founded in 1881, was incorporated in 1963 and is designated as a Type “A” General Law municipality under Texas Local Government Code. The Town occupies approximately 13 square miles and has a current population of 3,691. 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.

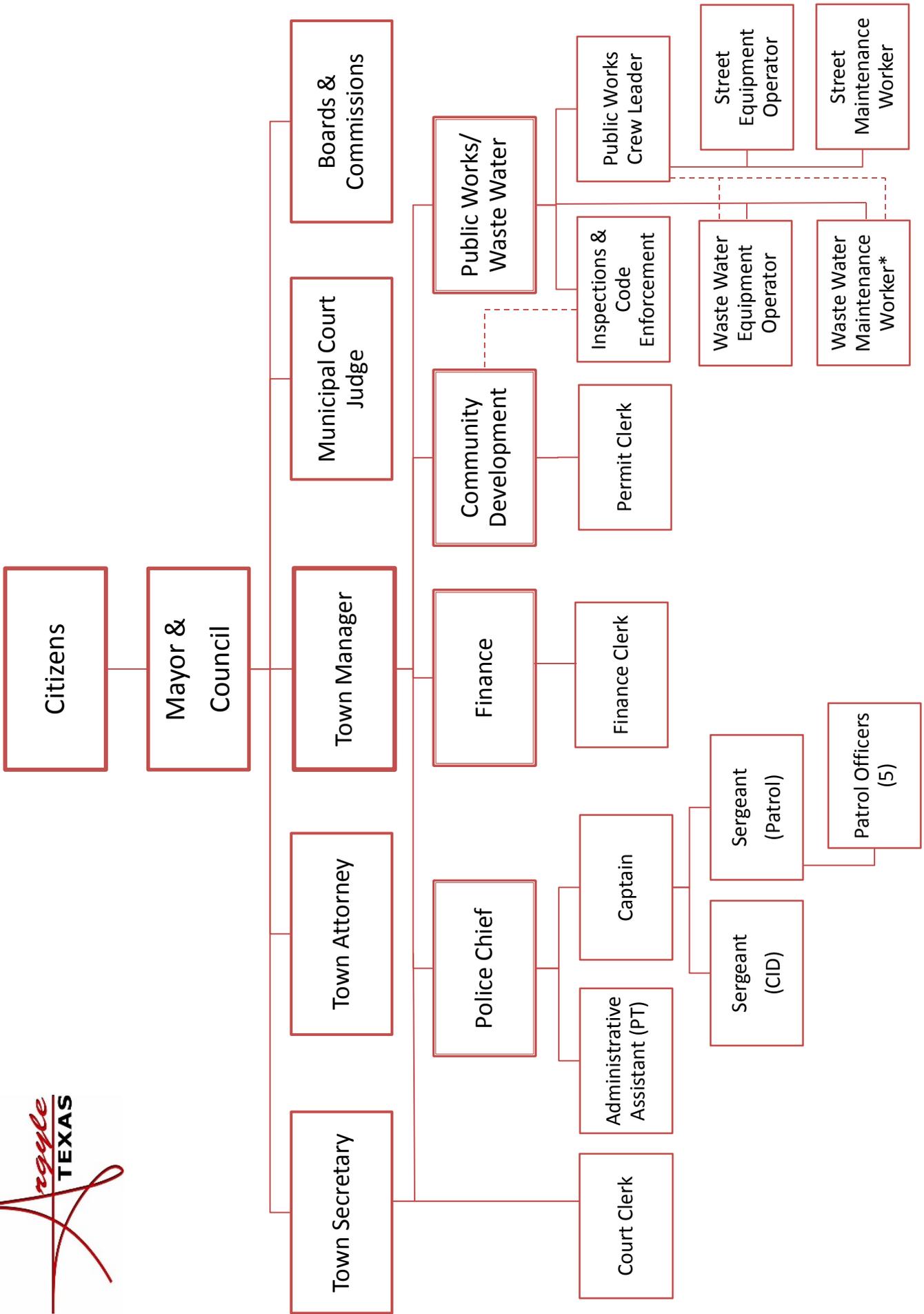
## **TAX APPRAISAL/COLLECTION RESPONSIBILITIES**

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**  
**2015-2016 Budget Calendar**

<b>TUE, JUN 23</b>	<b>Council meeting</b> - workshop prior to meeting
<b>TUE, JUL 28</b>	<b>Council meeting</b> - workshop prior to meeting (as needed)
<b>THR, JUL 24</b>	Receive certified totals from DCAD
<b>WED, JUL 31</b>	Receive effective rate calculations from County Tax Office.
<b>TUE, AUG 11</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 25</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 8</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 22</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 2015 budget appropriations. Re-estimates are to be entered in the "Estimate" column of the Line Item Detail. Once FY 2015 re-estimates are completed, the FY 2016 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 only 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 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 may 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 requires 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 should reflect a minimum unreserved fund balance of 90 days of annual operating expenditures with a preferred balance of 120

days for the General Fund and a minimum working capital equivalent to 90 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 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 \$91,080.00 annually in revenue.

*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 \$182,160.00 annually.

*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 \$91,080 annually in revenue.

*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* – accounts for any transfer of funds or contributions pertaining to the community-wide effort of litter prevention, beautification and minimization of the impact of solid waste in the town. Since its creation, the Board has sponsored and held Argyle Pride Days and Festivals, including a bike rally and acts in a support capacity to the household hazardous waste collection event. The Board is working to obtain recognition as a TREE CITY USA for the Town by expending at least \$2.00 per capita in promoting creation and preservation of green and open space.

*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.

<b>AD VALOREM TAX ANALYSIS AND TAX RATE SUMMARY</b>
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	<b>FY 2013 - 2014 ADOPTED</b>	<b>FY 2014 - 2015 ADOPTED</b>	<b>FY 2015 - 2016 ADOPTED</b>
Total Assessed Value	\$ 445,986,223	\$ 479,661,906	\$ 535,143,749
Net Taxable Value after Adjustments	\$ 421,004,348	\$ 454,091,938	\$ 507,684,401 *
Total Tax Rate (per \$100 of assessed taxable value)	\$ 0.39750	\$ 0.39750	\$ 0.39750
<b>Total Tax Levy</b>	<b>\$ 1,673,492</b>	<b>\$ 1,805,015</b>	<b>\$ 2,018,045</b>

**Tax Rate Distribution**

General Fund (M&O)	\$ 0.319449	\$ 0.319449	\$ 0.304449
Debt Service Fund (I&S)	\$ 0.078050	\$ 0.078050	\$ 0.093051
<b>Total</b>	<b>\$ 0.397499</b>	<b>\$ 0.397499</b>	<b>\$ 0.397500</b>

**Percentage Distribution**

General Fund (M&O)	80.0%	80.0%	76.59%
Debt Service Fund (I&S)	20.0%	20.0%	23.41%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

**Dollar Distribution**

General Fund (M&O)	\$ 1,344,898	\$ 1,450,597	\$ 1,545,640
Debt Service Fund (I&S)	328,594	354,419	472,405
<b>Total</b>	<b>\$ 1,673,492</b>	<b>\$ 1,805,015</b>	<b>\$ 2,018,045</b>

**BUDGET COMPARISON**

<b>General Fund</b>	<b>Re-Estimate FY 2014 - 2015</b>	<b>Projected FY 2015 - 2016</b>	<b>Change</b>
Total Revenue	\$ 2,784,694	\$ 2,852,202	2.42%
Total Expenditures (inc. transfers)	\$ 2,776,009	\$ 2,851,879	2.73%
Ending Fund Balance	222	216	-2.70%

**Debt Service Fund**

Total Revenue	\$ 447,906	\$ 488,406	9.04%
Expenditures	\$ 459,200	\$ 475,818	3.62%
Ending Fund Balance	\$ 111,018	\$ 123,606	11.34%

\*Net taxable value after adjustments for FY 2015 - 2016 includes \$3,932,523 currently under ARB review.

## **FY 2015 -2016 Budget Summary**

The Town of Argyle Town Council is considering a total budget for FY 2015 – 2016 in the amount of \$4,857,799. 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 58.71% of the total budget, supports the basic services of the Town such as police, street maintenance, 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 14.61% of the budget and include such funds as the Economic Development Corporation Fund, Crime Control Prevention District Fund, Street Maintenance Sales Tax Fund, Court Technology Fund, Court Security Fund, Keep Argyle Beautiful Fund, Parkland Dedication Fund, Tree Reforestation Fund, LEOSE Training Fund, Senior Citizens Organization Fund, and the Police Donations Fund.

### **CAPITAL IMPROVEMENT FUNDS**

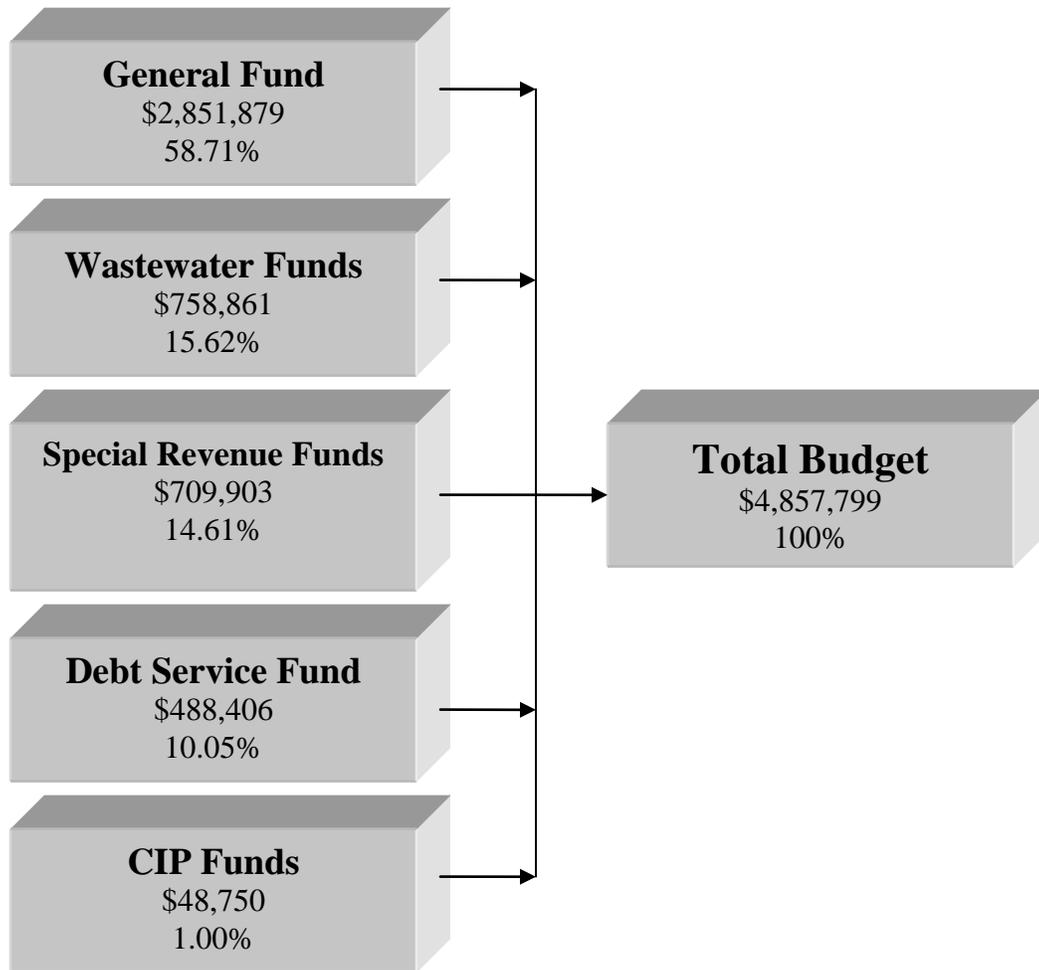
Capital Improvement funds are used to account for resources used to acquire or construct major capital assets. Funding sources include transfers from other funds, bond proceeds or certificates of obligation, user fees, development fees or short-term debt. These funds account for 1.00% of the total budget.

### **DEBT SERVICE FUND**

The Debt Service Fund accounts for 10.05% 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 15.62% of the budget. There are three funds that account separately for (1) the general operation of the wastewater fund, (2) the capital improvements related to wastewater projects, and (3) impact fees collected on impact fee eligible development.



**TOWN OF ARGYLE  
FY 2015-2016 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

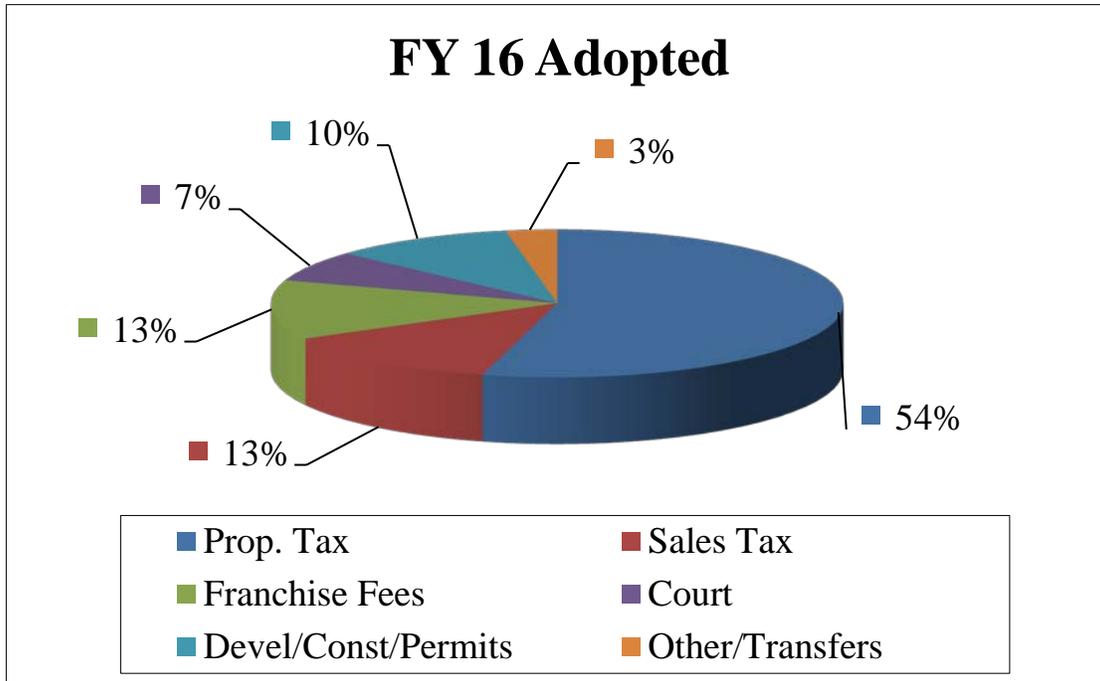


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**GENERAL FUND**  
**FY16 ADOPTED BUDGET**

# General Fund Revenue Sources



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. According to the Texas State Comptroller, property tax revenue is the leading source of general fund revenue used by Texas cities. Property tax revenue represents 54% of FY16 revenue. The Town of Argyle currently assesses a \$.3975 cents per \$100 of assessed value. Of that amount, \$.304449 will be levied to support the General Fund, with the balance in Debt Service.

The next largest sources of revenue for FY16 are franchise fees, which total 13% of revenue, and sales tax which totals 13% of revenue as well. 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 retail sales tax rate for the Town of Argyle is 8.25%: 6.25% goes to the state, 1% goes into the Town’s General Fund operations, ½% is levied for use by the Argyle Economic Development Corporation, ¼% is levied for use by the Argyle Crime Control and Prevention District, and the final ¼% is collected for the Argyle Street Maintenance Sales Tax Fund. The sales tax levied by the Argyle Economic Development Corporation, the Argyle Crime Control

The municipal court revenue is generated from various traffic enforcement and municipal code enforcement violations. By state mandate, nearly 3/4<sup>th</sup> of the revenue collected from traffic enforcement fines and fees are remitted to the state for the state's use, leaving only a small portion to the Town for offsetting the cost of municipal court operations. The total of these fines and fees collected are projected to contribute 7% 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 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. Those fees are anticipated to generate 10% 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 3% of the total revenue.

# General Fund Services

## Town Council

\$34,633

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

\$578,579

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

\$127,528

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

\$86,496

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.

## Information Technology

\$50,100

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

\$1,065,023

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

\$351,133

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.

## Street Maintenance Administration &

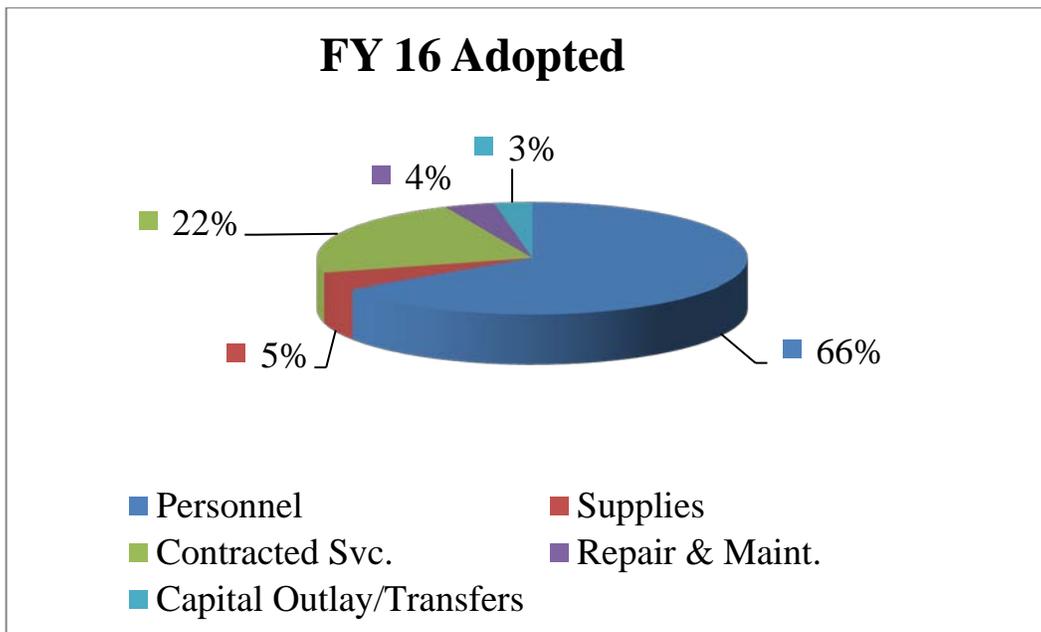
### Street Maintenance

\$513,388

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.

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.

#### FY 16 ADOPTED EXPENDITURES BY CATEGORY



**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2015 - 2016

FUNDS	FY 14 ACTUAL	FY 15 BUDGET	FY 15 REEST.	FY 16 BUDGET	Inc/Dec over FY15 Budget
<b><u>GENERAL FUND</u></b>					
<b>REVENUES</b>					
Ad valorem tax	1,373,732	1,450,597	1,450,597	1,545,640	
Sales tax	369,375	319,300	367,200	367,200	
Franchise tax	368,632	360,000	370,000	370,000	
Municipal court	127,122	125,000	195,000	192,000	
Permits & registrations	47,689	36,650	31,900	36,900	
Construction permits	242,212	196,000	259,057	208,600	
Development	23,250	43,595	38,040	48,762	
Other revenues	26,574	11,300	17,100	9,800	
Transfers In	43,300	38,000	43,300	73,300	
Other Proceeds	-	-	12,500	-	
<b>TOTAL REVENUES</b>	<b>2,621,885</b>	<b>2,580,442</b>	<b>2,784,694</b>	<b>2,852,202</b>	10.53%
<b>EXPENDITURES</b>					
<b><u>Town Council - 110</u></b>					
Personnel	32	32	32	33	
Supplies & Contracted Services	29,943	40,500	43,500	34,600	
Transfers	5,000	5,000	-	-	
<b>Total City Council</b>	<b>34,975</b>	<b>45,532</b>	<b>43,532</b>	<b>34,633</b>	-23.94%
<b><u>Administration - 120</u></b>					
Personnel	249,955	303,413	361,725	403,139	
Supplies	20,400	14,100	13,150	6,400	
Contracted Services	173,747	198,730	170,406	161,040	
Repair & Maintenance	11,947	8,000	8,000	8,000	
Capital Outlay	-	-	-	-	
<b>Total Administration</b>	<b>456,050</b>	<b>524,243</b>	<b>553,282</b>	<b>578,579</b>	10.36%
<b><u>Finance - 130</u></b>					
Personnel	99,293	106,938	108,402	112,028	
Supplies	-	-	-	-	
Contracted Services	9,912	14,300	12,700	15,500	
<b>Total Finance</b>	<b>109,205</b>	<b>121,238</b>	<b>121,102</b>	<b>127,528</b>	5.19%
<b><u>Municipal Court - 135</u></b>					
Personnel	94,161	90,466	68,968	64,596	
Supplies	864	900	900	900	
Contracted Services	23,824	25,600	25,200	21,000	
<b>Total Municipal Court</b>	<b>118,848</b>	<b>116,966</b>	<b>95,068</b>	<b>86,496</b>	-26.05%
<b><u>Information Technology - 140</u></b>					
Personnel	-	-	-	-	
Supplies	286	550	550	550	
Contracted Services	7,011	7,400	16,900	10,500	
Repair & Maintenance	8,574	15,450	12,650	9,250	
Capital Outlay	23,113	48,700	45,900	29,800	
<b>Total Information Technology</b>	<b>38,985</b>	<b>72,100</b>	<b>76,000</b>	<b>50,100</b>	-30.51%
<b><u>Police Administration - 210</u></b>					
Personnel	292,167	317,957	319,741	300,224	
Supplies	7,802	11,240	11,240	5,900	
Contracted Services	80,324	81,239	69,275	94,889	
Repair & Maintenance	4,039	7,250	7,250	7,250	
Capital Outlay	-	-	-	-	
<b>Total Public Safety Administration</b>	<b>384,330</b>	<b>417,686</b>	<b>407,507</b>	<b>408,263</b>	-2.26%

<b>FUNDS</b>	<b>FY 14 ACTUAL</b>	<b>FY 15 BUDGET</b>	<b>FY 15 REEST.</b>	<b>FY 16 BUDGET</b>	<b>Inc/Dec over FY15 Budget</b>
<u>Police Operations - 212</u>					
Personnel	408,459	542,194	534,096	565,750	
Supplies	28,547	41,000	32,000	41,000	
Contracted Services	9,520	13,750	11,250	13,960	
Repair & Maintenance	13,793	15,700	19,300	19,300	
Capital Outlay	-	10,750	23,000	5,250	
<b>Total Police Operations</b>	<b>460,318</b>	<b>623,394</b>	<b>619,646</b>	<b>645,260</b>	<b>3.51%</b>
<u>Animal Control - 220</u>					
Contracted Services	11,200	11,200	11,200	11,500	
<b>Total Animal Control</b>	<b>11,200</b>	<b>11,200</b>	<b>11,200</b>	<b>11,500</b>	<b>2.68%</b>
<u>Community Devel. Administration - 410</u>					
Personnel	97,497	117,917	113,310	120,033	
Supplies	1,284	1,100	800	1,100	
Contracted Services	51,792	71,800	70,400	84,700	
<b>Total Development Administration</b>	<b>150,572</b>	<b>190,817</b>	<b>184,510</b>	<b>205,833</b>	<b>7.87%</b>
<u>Community Devel. Inspections - 412</u>					
Supplies	-	150	276	300	
Contracted Services	139,899	116,100	175,000	145,000	
Repair & Maintenance	-	-	-	-	
Capital Outlay	-	-	-	-	
<b>Total Development Inspections</b>	<b>139,899</b>	<b>116,250</b>	<b>175,276</b>	<b>145,300</b>	<b>24.99%</b>
<u>Street Maint. Administration - 510</u>					
Personnel	119,773	131,987	132,270	138,703	
Supplies	5,358	6,200	6,200	5,800	
Contracted Services	16,982	18,582	18,678	28,008	
Repair & Maintenance	1,387	2,900	2,900	2,100	
Capital Outlay	265	600	600	600	
<b>Total Public Works Administration</b>	<b>143,765</b>	<b>160,269</b>	<b>160,648</b>	<b>175,211</b>	<b>9.32%</b>
<u>Street Maintenance - 520</u>					
Personnel	148,341	154,215	145,738	168,927	
Supplies	29,757	38,200	46,200	48,650	
Contracted Services	36,563	46,725	44,500	58,000	
Repair & Maintenance	23,852	35,500	37,000	61,500	
Debt Service	-	-	-	-	
Capital Outlay	-	4,800	4,800	1,100	
<b>Total Street Maintenance</b>	<b>238,513</b>	<b>279,440</b>	<b>278,238</b>	<b>338,177</b>	<b>21.02%</b>
<u>Transfers to Other Funds - 710</u>					
Transfers out	-	-	-	-	
Transfer to Equip. Repl. Fund	20,000	20,000	50,000	45,000	
<b>Total Transfers Out</b>	<b>20,000</b>	<b>20,000</b>	<b>50,000</b>	<b>45,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>2,306,660</b>	<b>2,699,135</b>	<b>2,776,009</b>	<b>2,851,879</b>	<b>5.66%</b>
<b>REVENUES OVER/ (UNDER) EXPENDITURES</b>	<b>315,225</b>	<b>(118,693)</b>	<b>8,685</b>	<b>323</b>	
<b>BEGINNING FUND BALANCE</b>	<b>1,365,299</b>	<b>1,680,523</b>	<b>1,680,524</b>	<b>1,689,210</b>	
<b>ENDING FUND BALANCE</b>	<b>1,680,524</b>	<b>1,561,830</b>	<b>1,689,210</b>	<b>1,689,533</b>	



**TOWN OF ARGYLE  
2015-2016 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.
- ❖ 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  
2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Administrative Services**

**DIVISION: Mayor & Council**

<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ 32	\$ 32	\$ 33
Supplies	29,943	43,500	34,600
Contractual Services	-	-	-
Transfers	5,000	-	-
Capital Outlay	-	-	-
<b>Total Expenditures</b>	<b>\$ 34,975</b>	<b>\$ 43,532</b>	<b>\$ 34,633</b>

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE  
2015-2016 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, Zoning Board of Adjustment, Argyle Economic Development Corporation, Keep Argyle Beautiful and the Chambers of Commerce. The Administration Department is responsible for communication with stakeholders via print and electronic mail methods, social media and the website. 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 2015 – 2016.
- ❖ 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 responding to citizens' requests or calls for service.
- ❖ 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.

## MAJOR DEPARTMENT OBJECTIVES

### **Town Manager:**

- ❖ Implement policies established by Town Council within designated timeframe.
- ❖ Facilitate a positive customer service attitude 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  
2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Administrative Services**

**DIVISION: Administration**

WORKLOAD MEASURES	2013-2014 ACTUAL	2014-2015 REESTIMATE	2015-2016 PROPOSED
<b>Town Manager:</b>			
Town Council Meetings/Work Sessions	26	22	20
Town Manager Staff Meetings	45	* 30	40
Council/Staff Retreat Coordination	1	1	0
Citizen calls/Emails/Visits	4,700	* not tracked	* resume tracking
Community meetings attended	12	* not tracked	* resume tracking
<b>Town Secretary:</b>			
Town Council Meetings/Work sessions	26	22	20
Minutes Spent Processing Open Records Requests	* approx. 2,000	5,500	1,250
Town Elections	1	1	1
Proclamations, Ordinances, Resolutions, Certificates	59	75	80
Internal HR Contacts (changes to benefits, new hires, etc)	not tracked	330	275
Job & Board Applications/Resumes Processed	* unknown	225	175
Mass Electronic/Print Communication with Stakeholders	not tracked	325	350
PRODUCTIVITY MEASURES	2013-2014 ACTUAL	2014-2015 REESTIMATE	2015-2016 PROPOSED
<b>Town Manager and Town Secretary:</b>			
Percent of Eligible Ordinances Codified	* 0%	100%	100%
Percent of TC Minutes completed in 14 days	90%	100%	100%
Percent of Open Records Request Not Requiring Attorney Review processed within five business days	not tracked	not tracked	100%
Percent of Open Records Requests Requiring Attorney Review processed within 10 business days	100%	100%	100%
Percent of citizen inquires addressed in one business day	*unknown	100%	100%
EXPENDITURES SUMMARY	2013-2014 ACTUAL	2014-2015 REESTIMATE	2015-2016 PROPOSED
Personnel *	\$ 249,955	\$ 361,725	\$ 403,139
Supplies	20,400	13,150	6,400
Contractual Services *	173,747	170,406	161,040
Maintenance	11,947	8,000	8,000
Capital Outlay	-	-	-
Total Expenditures	\$ 456,050	\$ 553,282	\$ 578,579

\*Indicates anomaly due to staffing changes between September 2013 and December 2014.

MAJOR BUDGET CHANGES: Reclassified 1 FTE to Admin from PD; Replaced with PT in PD



**TOWN OF ARGYLE  
2015-2016 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.
- ❖ Continue publishing a Popular Annual Financial Report (PAFR) for quick access by citizens, businesses, and any persons seeking basic financial information about Argyle.

**TOWN OF ARGYLE  
2015-2016 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>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Accounts payable checks & EFTs processed	2,130	2,350	2,364
Payroll checks & payroll taxes processed	684	710	710
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 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>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ 99,293	\$ 108,402	\$ 112,028
Supplies	-	-	-
Contractual Services	9,912	12,700	15,500
Maintenance			
Total Expenditures	\$ 109,205	\$ 121,102	\$ 127,528

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE  
2015 -2016 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  
2015 -2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Municipal Court**

**DIVISION: Court**

<b>WORKLOAD MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Cases Filed	1,316	2,400	2,400
Warrants Issued	385	175	150
Cases Cleared	1,307	1,800	1,900
Warrants Cleared	363	unknown	100
Outstanding Warrants at fiscal year end	1,836	1,768	1,800
Appeals Processed	30	45	45
Court Settings	not tracked	unknown	200
Jury Trials Conducted	-	-	12
Total Cases Pending End of the Year	30,814	3,771	3,800
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
New cases imported, processed and filed within one business day	not tracked	not tracked	98%
Mail processed within one business day	not tracked	not tracked	98%
Appeals to county processed within five business days after receipt of all required documents	not tracked	not tracked	100%
Required reports filed with the state by the due date	not tracked	not tracked	100%
Juvenile's and select minors set for hearing with summons prepared and mailed within two business days of receipt of case.	not tracked	not tracked	100%
New collection cases transmitted to collection company within 30 days of the 61st day.	not tracked	not tracked	100%
Omni cases recalled within 24 hours of payment of fine.	not tracked	not tracked	100%
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ 94,161	\$ 68,968	\$ 64,596
Supplies	864	900	900
Contracted Services	23,824	25,200	21,000
Repair & Maintenance			
Total Expenditures	\$ 118,848	\$ 95,068	\$ 86,496

**NOTE:** Court policies and procedures changed in the Spring of 2015 resulting in the tracking of additional metrics that previously had not been tracked.

**MAJOR BUDGET CHANGES:**



**TOWN OF ARGYLE  
2015-2016 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  
2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Information Technology**

**DIVISION: Administration**

<b>WORKLOAD MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Total Priority Calls for Service	12	24	20
Total Normal Calls for Service	180	175	175
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Priority Calls for Service @ 100% of Goal	100%	100%	100%
Normal Calls for Service @ 100% of Goal	90%	90%	90%
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Supplies	286	550	550
Contractual Services	7,011	16,900	10,500
Maintenance	8,574	12,650	9,250
Capital Outlay	23,114	45,900	29,800
Total Expenditures	\$ 38,986	\$ 76,000	\$ 50,100

**MAJOR BUDGET CHANGES:**

- Provisioned as a maintenance only organization. No expansion or new technology programs.



**TOWN OF ARGYLE  
2015-2016 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  
2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Public Safety**

**DIVISION: Police**

<b>WORKLOAD MEASURES</b>	<b>2013-2014 ACTUAL*</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Total Part I major crimes reported	27	40	45
Calls for Service	9,084	11,500	12,000
Patrol Miles Driven	75,211	100,000	100,000
Traffic Accidents	70	70	70
Criminal Cases Investigated	102	120	130
Traffic Contacts\resulting in citation	1,427	2,000	2,000
Animal Control Calls	201	275	275
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL*</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Mandatory TCLEOSE training requirements	100%	100%	100%
Percent of responses within 24 hours	100%	100%	100%
Police Response Time (minutes)	7.38	7.25	<8.00 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>2013-2014 ACTUAL*</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
<b>Police Administration</b>			
Personnel	292,167	319,741	300,224
Supplies	7,802	11,240	5,900
Contracted Services	80,324	69,275	94,889
Repair & Maintenance	4,039	7,250	7,250
Capital Outlay	-	-	-
Total Police Administration	384,330	407,507	408,263
<b>Police Operations</b>			
Personnel	\$ 408,459	\$ 534,096	\$ 565,750
Supplies	28,547	32,000	41,000
Contracted Services	9,520	11,250	13,960
Repair & Maintenance	13,793	19,300	19,300
Capital Outlay	-	23,000	5,250
Total Police Operations	\$ 460,318	\$ 619,646	\$ 645,260
<b>Animal Control</b>			
Contracted Services	\$ 11,200	\$ 11,200	\$ 11,200
<b>Total Expenditures</b>	<b>\$ 855,848</b>	<b>\$ 1,038,353</b>	<b>\$ 1,064,723</b>

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



**TOWN OF ARGYLE  
2015-2016 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), Zoning Board of Adjustment (ZBA) 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 form-based Comprehensive Plan.
- ❖ Work to create more efficient and effective development review process.
- ❖ Create development and permitting documents to yield complete development resource guide.

**TOWN OF ARGYLE**

**2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Community Development**

**DIVISION: Administration**

<b>WORKLOAD MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 PROPOSED</b>
Number of Zoning Cases	9	7	8
Number of SUP Applications	1	1	2
Number of Site Plan Applications	9	4	5
Number of Platting Cases (final/preliminary)	15	11	12
ZBA Cases	-	1	1
Permits - Single Family - New	53	41	50
Permits - Single Family - Other	226	218	225
Permits - Commercial - New	13	4	5
Permits - Commercial - Other	52	60	70
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 PROPOSED</b>
Number of customer service calls/e-mails	2250	2300	3500
Number of customer service meetings	175	180	180
Number of Ordinance modifications/updates	7	4	6
Number of Board/Commission meetings	29	28	29
Number of Council/Board/Commission workshops	7	8	8
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 ACTUAL</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ 97,497	\$ 113,310	\$ 120,033
Supplies	1,284	800	1,100
Contractual Services	51,792	70,400	84,700
<b>Total Expenditures</b>	<b>\$ 150,572</b>	<b>\$ 184,510</b>	<b>\$ 205,833</b>

**MAJOR BUDGET CHANGES:**

- Fund Zoning Ordinance updates to reflect form-based guidelines
- Fund Planning Intern Position
- Fund GIS Start-up costs



**TOWN OF ARGYLE  
2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION:** Community Development

**DIVISION:** Inspection

**DEPARTMENT DESCRIPTION**

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.

**MAJOR DEPARTMENT GOALS**

- ❖ Obtain certifications in adopted technical codes.
- ❖ Continue to provide effective code enforcement and notification of violation to property owners.
- ❖ Provide a safe and clean Town through the enforcement of codes.

**MAJOR DEPARTMENT OBJECTIVES**

- ❖ Conduct routine Town-wide patrols to locate and identify code violations.
- ❖ Assist Town Engineer on drainage and infrastructure construction and maintenance inspections.
- ❖ Respond to and investigate code complaints or calls for service.
- ❖ Conduct all dig test requests.
- ❖ Conduct driveway/approach, right-of-way, and drainage/grading permit inspections.

**TOWN OF ARGYLE  
2015-2016 PROGRAM OF SERVICES**

**MAJOR FUNCTION: Community Development**

**DIVISION: Inspection**

<b>WORKLOAD MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Warnings/letters issued for tall grass, etc.	48	61	60
Illegal sign installation notices issued	295	335	380
Number of citations issued	2	3	15
Calls/contacts with citizens	1,723	1,856	2,200
Sewer line locates	623	815	875
Drainage/driveway/R.O.W. permits	219	260	375
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Citations resolved	100%	100%	100%
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ -		
Supplies	-	276	300
Contractual Services	139,899	175,000	145,000
Maintenance	-	-	-
<b>Total Expenditures</b>	<b>139,899</b>	<b>175,276</b>	<b>145,300</b>

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE  
2015-2016 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>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Scheduled educational training sessions with staff	5	5	5
Schedule staff to attend outside training sessions	26	30	30
Customer (Citizen) service requests	3,441	3,450	3,500
Review and inspect capital improvement projects	6	4	6
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Paving, Utility, Driveway and Drainage Permits reviewed and inspections conducted	219	260	375
Customer service requests completed	98%	98%	98%
On-Site Sewage Facility permits reviewed	13	15	15
On-Site Sewage Facility Inspections conducted	4	13	15
On-Site Sewage Facility complaints investigated	1	1	1
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ 119,773	\$ 130,292	\$ 6,527
Supplies	5,358	6,200	5,800
Contractual Services	16,982	18,678	28,008
Maintenance	1,387	2,900	2,100
Capital Outlay	265	600	600
<b>Total Expenditures</b>	<b>\$ 143,765</b>	<b>\$ 158,671</b>	<b>\$ 43,035</b>

**MAJOR BUDGET CHANGES:**



**TOWN OF ARGYLE  
2015-2016 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>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Number of special events	3	4	4
Miles of paved streets maintained	40	41	42
Lane miles to be maintained	79	82	84
Tons of hot-mix asphalt used for major street repairs	4,469	220	235
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2015 PROPOSED</b>
Percent of potholes repaired (48 hours)	98%	98%	98%
Damaged or missing street signs repaired/replaced (48 hours)	97%	98%	98%
Annual right-of-way mowing cycles	8	8	8
Miles of streets crack-sealed	22.1	18	7
Square yards of overlay completed	19,862	0	undetermined
Linear feet of drainage cleaned	1,250	2,000	2,000
Culverts, curb and gutter maintenance	156	150	150
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2015 PROPOSED</b>
Personnel	\$ 148,341	\$ 145,738	\$ 168,927
Supplies	29,757	46,200	48,650
Contractual Services	36,563	44,500	58,000
Maintenance	23,852	37,000	61,500
Capital Outlay	-	4,800	1,100
Total Street Maintenance Expenditures	\$ 238,513	\$ 278,238	\$ 338,177
Total Street Maintenance Administration (previous pg)	\$ 143,765	\$ 158,671	\$ 43,035
<b>Total Street Maintenance Expenditures</b>	<b>\$ 382,278</b>	<b>\$ 436,908</b>	<b>\$ 381,212</b>

**MAJOR BUDGET CHANGES:**



# **SPECIAL REVENUE FUNDS**

**FY16 ADOPTED BUDGET**

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2015 - 2016

FUNDS	FY 14 ACTUAL	FY 15 BUDGET	FY 15 REEST.	FY 16 BUDGET	Inc/Dec over FY15 Budget
<b><u>SPECIAL REVENUE FUNDS</u></b>					
<b>ECONOMIC DEVELOPMENT FUND - 210</b>					
REVENUES	188,328	162,900	185,143	184,360	13.17%
EXPENDITURES	124,229	206,340	220,905	260,916	26.45%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>64,099</u>	<u>(43,440)</u>	<u>(20,500)</u>	<u>(76,556)</u>	
<b>CRIME CONTROL &amp; PREVENTION FUND - 220</b>					
REVENUES	97,229	82,200	95,580	95,080	15.67%
EXPENDITURES	31,924	147,562	94,083	139,187	-5.68%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>65,305</u>	<u>(65,362)</u>	<u>1,497</u>	<u>(44,107)</u>	
<b>STREET MAINTENANCE SALES TAX FUND - 230</b>					
REVENUES	94,578	80,200	92,080	92,080	14.81%
EXPENDITURES	138,947	244,950	144,200	145,000	-40.80%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(44,370)</u>	<u>(164,750)</u>	<u>(52,120)</u>	<u>(52,920)</u>	
<b>COURT TECHNOLOGY FUND - 240</b>					
REVENUES	4,721	4,550	6,850	7,730	69.89%
EXPENDITURES	6,305	6,400	6,300	12,600	96.88%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(1,584)</u>	<u>(1,850)</u>	<u>550</u>	<u>(4,870)</u>	
<b>COURT SECURITY FUND - 241</b>					
REVENUES	3,560	3,430	5,150	5,830	69.97%
EXPENDITURES	637	1,000	500	11,500	1050.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>2,922</u>	<u>2,430</u>	<u>4,650</u>	<u>(5,670)</u>	
<b>KEEP ARGYLE BEAUTIFUL FUND - 250</b>					
REVENUES	5,400	5,202	2,968	200	-96.16%
EXPENDITURES	1,898	12,000	12,000	12,500	4.17%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>3,502</u>	<u>(6,798)</u>	<u>(9,032)</u>	<u>(12,300)</u>	
<b>PARKLAND DEDICATION FUND - 255</b>					
REVENUES	26,245	24,647	30,800	45,170	83.27%
EXPENDITURES	-	125,000	19,000	114,000	-8.80%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>26,245</u>	<u>(100,353)</u>	<u>11,800</u>	<u>(68,830)</u>	

<b>FUNDS</b>	<b>FY 14 ACTUAL</b>	<b>FY 15 BUDGET</b>	<b>FY 15 REEST.</b>	<b>FY 16 BUDGET</b>	<b>Inc/Dec over FY15 Budget</b>
<b>TREE REFORESTATION - 256</b>					
REVENUES	56	35	28	20	-42.86%
EXPENDITURES		4,000		4,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>56</u>	<u>(3,965)</u>	<u>28</u>	<u>(3,980)</u>	
<b>LEOSE TRAINING FUND - 260</b>					
REVENUES	1,227	1,225	1,200	1,200	-2.04%
EXPENDITURES	624	2,000	975	2,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>603</u>	<u>(775)</u>	<u>225</u>	<u>(800)</u>	
<b>POLICE DONATIONS FUND - 265</b>					
REVENUES	4,251	4,228	4,250	4,260	0.76%
EXPENDITURES	5,001	6,500	6,500	7,000	7.69%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(749)</u>	<u>(2,272)</u>	<u>(2,250)</u>	<u>(2,740)</u>	
<b>SENIOR CITIZEN ORGANIZATION - 270</b>					
REVENUES	1,484	1,210	1,442	1,442	19.17%
EXPENDITURES	574	1,200	1,000	1,200	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>910</u>	<u>10</u>	<u>442</u>	<u>242</u>	



**TOWN OF ARGYLE  
2015-2016 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 2015 - 2016 GOALS**

1. Continue fund of staff time dedicated to EDC business - \$23,000.
2. Continue 50% funding of part time staff/intern to update and monitor website - \$5,300.
3. Undesignated economic development incentives for eligible projects - \$100,000.
4. Attendance at NTCAR and ICSC conferences in continued marketing effort - \$6,600.
5. Hold New Business Horizons Seminar, \$6,600 total: Ray Perryman speaking fee + travel reimbursement \$5,500; food and drink for event \$500.
6. I-35W Medical Center Analysis \$25,000.
7. Branding and Placemaking \$25,000.
8. Fund prorate share of sales tax analysis report.
9. Anticipate update and reprinting of aerial maps for marketing packets - \$6,000.



**TOWN OF ARGYLE  
2015-2016 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  
2015-2016 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  
2015-2016 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  
2015-2016 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 daily operations and the building which houses where night Court is held.



**TOWN OF ARGYLE  
2015-2016 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.



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**CAPITAL  
PROJECTS FUNDS  
FY16 ADOPTED BUDGET**

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2015 - 2016

<u>FUNDS</u>	<u>FY 14 ACTUAL</u>	<u>FY 15 BUDGET</u>	<u>FY 15 REEST.</u>	<u>FY 16 BUDGET</u>	<u>Inc/Dec over FY15 Budget</u>
<b><u>CAPITAL PROJECTS FUNDS</u></b>					
<b>CAPITAL IMPROVEMENTS FUND - 310</b>					
REVENUES	21,875	2,400	4,307	700	-70.83%
EXPENDITURES	812,642	91,000	23,129	16,000	-82.42%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(790,767)</u>	<u>(88,600)</u>	<u>(18,822)</u>	<u>(15,300)</u>	
<b>ROADWAY IMPACT FEES FUND - 320</b>					
REVENUES	163,003	109,012	105,483	138,510	27.06%
EXPENDITURES		60,000	-	-	-100.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>163,003</u>	<u>49,012</u>	<u>105,483</u>	<u>138,510</u>	
<b>EQUIPMENT REPLACEMENT FUND - 330</b>					
REVENUES	24,564	20,450	50,450	20,200	-1.22%
EXPENDITURES	39,809	33,990	84,490	32,750	-3.65%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(15,245)</u>	<u>(13,540)</u>	<u>(34,040)</u>	<u>(12,550)</u>	



**TOWN OF ARGYLE  
2015-2016 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.

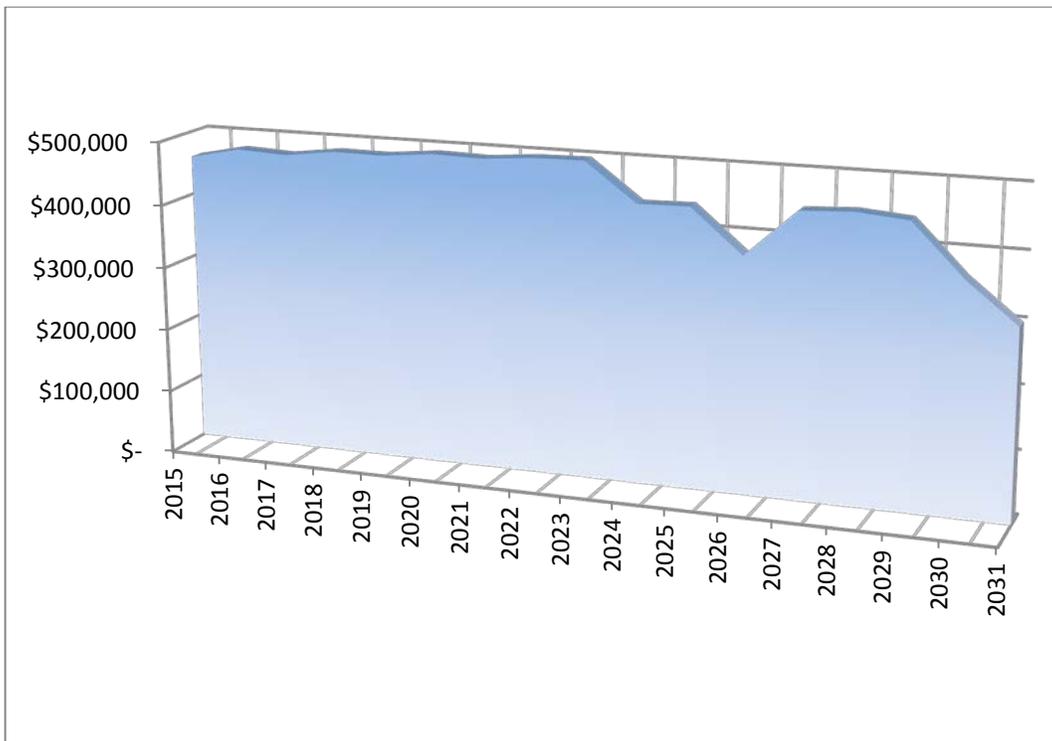


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# DEBT SERVICE FUND

## FY16 ADOPTED BUDGET



**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2015 - 2016

<u>FUNDS</u>	<u>FY 14 ACTUAL</u>	<u>FY 15 BUDGET</u>	<u>FY 15 REEST.</u>	<u>FY 16 BUDGET</u>	<u>Inc/Dec over FY15 Budget</u>
<b><u>DEBT SERVICE FUND - 410</u></b>					
REVENUES	438,502	460,619	447,906	488,406	6.03%
EXPENDITURES	440,296	459,200	459,200	475,818	3.62%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(1,794)</u>	<u>1,419</u>	<u>(11,294)</u>	<u>12,588</u>	

**OUTSTANDING DEBT ISSUE DETAIL**

	<u>FY 14 Actual Prin &amp; Int</u>	<u>FY 15 Budget Prin &amp; Int</u>	<u>FY 15 Re-Est Prin &amp; Int</u>	<u>FY 16 Budget Prin &amp; Int</u>
2003 C.O. Bonds (refunded May, 2014)	68,279	N/A	N/A	N/A
2008 C.O. Bonds-\$1,010,000 (church purchase)	80,725	78,925	78,925	82,013
2009 C.O. Bonds-\$800,000 (renovation)	61,230	64,860	64,860	63,366
2010 C.O. Bonds-\$3,650,000 (street improvements)	229,263	246,863	246,863	264,063
2014 G.O. Refunding Bonds - 2003 C.O.	N/A	67,452	67,452	65,277
Administrative Fees	800	1,100	1,100	1,100
	<u>440,297</u>	<u>459,200</u>	<u>459,200</u>	<u>475,819</u>



# **PROPRIETARY FUNDS**

**FY16 ADOPTED BUDGET**

**TOWN OF ARGYLE**  
 Adopted Annual Program of Services  
 Fiscal Year 2015 - 2016

<u>FUNDS</u>	<u>FY 14 ACTUAL</u>	<u>FY 15 BUDGET</u>	<u>FY 15 REEST.</u>	<u>FY 16 BUDGET</u>	<u>Inc/Dec over FY15 Budget</u>
<b><u>UTILITY FUNDS</u></b>					
<b>WASTEWATER UTILITY OPERATING FUND - 710</b>					
<b>REVENUES</b>					
Sewer System Revenue	330,024	350,000	333,177	328,800	
Sewer System Tap Fees	19,200	15,000	15,300	23,200	
Miscellaneous Income	8,380	13,115	7,637	19,034	
Transfers in WW Development Fund	73,813	123,333	123,333	138,905	
<b>TOTAL REVENUES</b>	<u>431,418</u>	<u>501,448</u>	<u>479,448</u>	<u>509,940</u>	1.69%
<b>EXPENDITURES</b>					
Personnel	88,078	141,163	101,940	147,093	
Supplies	4,117	6,300	4,800	6,300	
Contracted Services	199,333	231,336	241,076	256,161	
Repair & Maintenance	10,992	29,000	24,500	31,500	
Debt Service	73,480	160,589	160,589	163,152	
Capital Outlay	3,702	750	750	750	
Transfers	-	-	-	-	
Amortized Expenses	83,394	-	-	-	
<b>TOTAL EXPENDITURES</b>	<u>463,095</u>	<u>569,139</u>	<u>533,655</u>	<u>604,956</u>	6.29%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(31,677)</u>	<u>(67,691)</u>	<u>(54,208)</u>	<u>(95,017)</u>	
<b>WASTEWATER CAPITAL PROJECTS FUND - 720</b>					
REVENUES	192,384	11,000	1,000	500	-95.45%
EXPENDITURES	45,000	106,045	94,520	110,092	3.82%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>147,384</u>	<u>(95,045)</u>	<u>(93,520)</u>	<u>(109,592)</u>	
<b>WASTEWATER IMPACT FEE FUND - 730</b>					
REVENUES	31,128	91,420	62,590	142,672	56.06%
EXPENDITURES	28,813	38,813	36,313	43,813	12.88%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>2,314</u>	<u>52,607</u>	<u>26,277</u>	<u>98,859</u>	



**TOWN OF ARGYLE  
2015-2016 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 22,440 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 first part of 2016.
- ❖ Obtain easements for S-1 by the end of FY2016.

**MAJOR FUNCTION: Public Works**

**DIVISION: Wastewater**

<b>WORKLOAD MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Lift Stations visual inspections	274	280	280
Lift Stations pump maintenance	6	8	8
Lift Stations grounds maintenance	6	6	6
Sanitary Sewer line maintenance/cleaning/jetting	7.8 miles	6.5 miles	6 miles
Sanitary Sewer manhole maintenance	275	350	240
Sanitary Sewer Line smoke testing	-	-	20,000 L.F.
<b>PRODUCTIVITY MEASURES</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Percent of maintenance schedules completed	100%	100%	100%
Percent of operations schedules completed	100%	100%	100%
<b>EXPENDITURES SUMMARY</b>	<b>2013-2014 ACTUAL</b>	<b>2014-2015 REESTIMATE</b>	<b>2015-2016 PROPOSED</b>
Personnel	\$ 88,078	\$ 101,940	\$ 147,093
Supplies	4,117	4,800	6,300
Contractual Services	199,333	241,076	256,161
Maintenance	10,992	24,500	31,500
Debt Service Principal & Interest Expense	73,480	160,589	163,152
Capital Outlay	3,702	750	750
Transfers Out Debt Service Fund	-	-	-
Depreciation Expense	83,394	-	-
<b>Total Expenditures</b>	<b>\$ 463,095</b>	<b>\$ 533,655</b>	<b>\$ 604,956</b>

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

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

	<b>FY2014 ACTUAL</b>	<b>FY2015 BUDGET</b>	<b>FY2015 RE-ESTIMATE</b>	<b>FY2016 ADOPTED</b>
<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
Finance Clerk	0.00	0.00	0.00	1.00
Permit Clerk	1.00	1.00	1.00	1.00
<b>Financial Services</b>				
Finance Director	1.00	1.00	1.00	1.00
<b>Municipal Court</b>				
Court Clerk	1.00	1.00	1.00	1.00
<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 Secretary I	1.00	1.00	1.00	0.70
<b>Police</b>				
Police Sergeant	2.00	2.00	2.00	2.00
Patrol Officers	5.00	5.00	5.00	5.00
<b>Community Development</b>				
Director of Community Development	1.00	1.00	1.00	1.00
<b>Street Maintenance Administration</b>				
Public Works Director	0.60	0.60	0.60	0.60
Code Enforcement Officer/Construction Inspector	1.00	1.00	1.00	1.00
<b>Street Maintenance</b>				
Street & Wastewater Equipment Operator	1.00	1.00	1.00	1.00
Street & Wastewater Maintenance Worker	1.00	1.00	1.00	1.00
Street & Wastewater Maintenance Worker	1.00	1.00	1.00	1.00
<b>Total (General Fund)</b>	<b>20.60</b>	<b>20.60</b>	<b>20.60</b>	<b>21.30</b>
<b>WASTEWATER FUND</b>				
Public Works Director	0.40	0.40	0.40	0.40
Street & Wastewater Maintenance Worker	1.00	1.00	1.00	1.00
Street & Wastewater Maintenance Worker	0.00	1.00	0.00	1.00
<b>Total (Wastewater Fund)</b>	<b>1.40</b>	<b>2.40</b>	<b>1.40</b>	<b>2.40</b>
<b>Total All Funds</b>	<b>22.00</b>	<b>23.00</b>	<b>22.00</b>	<b>23.70</b>