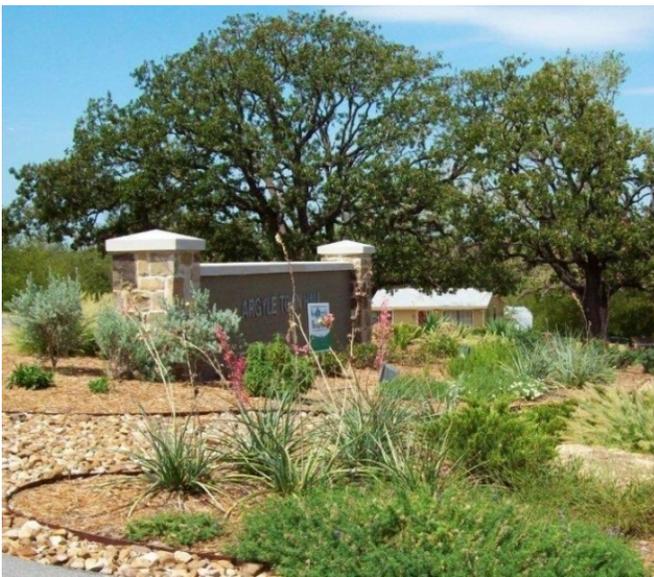




Town of Argyle

Annual Budget 2016-2017



September, 2016



TOWN OF ARGYLE, TEXAS

ANNUAL BUDGET 2016 – 2017

As Approved by
THE MAYOR AND TOWN COUNCIL
On September 27, 2016

Paul Frederiksen, Town Manager



Town of Argyle, Texas

FY17 Annual Budget

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Town of Argyle, Texas

List of Elected and Appointed Officials

September 30, 2016

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



September 12, 2016

To the Honorable Mayor Krueger and Members of the Town Council

Re: *The Annual Budget for Fiscal Year 2016-2017*

In accordance with the Code of Ordinances of the Town of Argyle, Texas and State Law, the Annual Operating Budget for Fiscal Year 2016-2017 has been prepared by Town Staff and submitted to the Town Council by the Town Manager for review and adoption by the Town Council on September 27, 2016. This introduction serves as the budget message that is intended to provide an overview of the adopted FY 2016-2017 Annual Budget, highlighting the Town's current year's objectives, explaining the budget philosophy, format and process, and providing a summary of the FY 2016-2017 revenues and expenditures, along with highlights, future issues and concerns.

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

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

BUDGET PHILOSOPHY

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

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

READING THE FY 2016-2017 DOCUMENT AND BUDGET OBJECTIVES

The FY 2016-2017 budget has been prepared in an effort to communicate to the citizens and staff of the Town the overall policies and goals of the Town Council. The budget document includes descriptions of the various activities and programs (departments) of the Town, goals and objectives for the current and future years, and provides comparable service level indicators for each program or activity, where available. This format is designed to communicate clearly to the public the goals and objectives of the Town Council, thereby enabling the reader to gain more useful information about the Town, without requiring detailed accounting or budgetary knowledge.

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

FY 2016-2017 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 2016-2017 operating budget:

- Reflects 3.97% increase in taxable value over FY 2016
- Maintains tax rate of \$0.3975 per \$100 of assessed value
- Continues the over 65 & Disabled tax exemption of \$40,000
- Maintains 120+ days of G. F. Fund Balance (reserve)
- Completes engineering and design of S-1 Sanitary Sewer line, and will initiate easement acquisition in conjunction with the Waterbrook Development

- Completes the Transportation and Thoroughfare Plan update in conjunction with the US 377 widening project by TX DOT (funded by EDC)
- Continues 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
- Continues Building Maintenance Fund at \$25,000
- Completes the street signage program for branding and improved street name identification with the last phase being the installation of signage on US 377
- Incorporates recommendations from the Compensation Study
- Initiates the Wayfinding and Branding Plan (funded by EDC)

The aforementioned objectives have been funded in the FY 2016-2017 Annual Operating Budget, thus reflecting the Town Council's strong commitment to providing the highest level of delivery for public services and quality of life to the citizens and taxpayers of the Town of Argyle along with maintaining infrastructure; expanding and retaining a quality workforce; and maintaining a sound fiscal policy.

ACCOMPLISHMENTS FOR FY 2015-2016

- Adopted Budgetary and Fiscal Policy Statements
- Dedicated the Yvonne Jenkins Memorial History Room in cooperation with Denton County
- Completed the 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.)
- Continued to improve communication with residents
 - Constant Contact, Social Media and mail-outs
- Development of Design Standards
- Continued to utilize the Muni Services sales tax analysis
- Renegotiated and adopted the Argyle Water Supply Corporation franchise agreement and entered into a Memorandum of Understanding for shared easements
- Continued Economic Development initiatives in coordination with Petty & Associates including the creation of the *Crow's Nest* fiscal evaluation system
- Completed website redesign
- Awarded Non-Urban Park grant from the Texas Parks and Wildlife Department
- Renegotiated and adopted the ATMOS franchise agreement
- Transitioned to Court of Record

- Approved enhanced professional service contracts for Animal Control and Health Inspection program
- Improved and enhanced code compliance efforts
- Continued with vehicle and truck fleet replacement

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 impact the safety, health and welfare of the public.

The Public Works inspections division continues 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 149 warning letters, removed 266 illegal signs and has issued 20 citations. Environmental Services has issued permits for, and inspected, 13 on-site sewage facilities. Contractors have requested 1,462 wastewater line locates and the annual Household Hazardous Waste event collected 11,537 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. The street division has crack sealed approximately 18.4 lane miles of street, cleaned 804 linear feet of drainage ditches, removed and replaced several areas of failed street surface utilizing 64 tons of hot mix asphalt. We continue mowing all public properties owned and/or maintained by the Town of Argyle, including the US 377 corridor within the Town limits. It is also worth mentioning that the Town was successful in receiving a Federal Emergency Management Administration (FEMA) reimbursement of \$10,398 for expenses incurred by the Town due to the May 2015 wash out the material subbase at the bridge of the Graveyard Branch Creek and Old Justin Road.

In April 2015, the Town Council adopted Ordinance 2015-07 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. It calls for the use of 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 calls for the use of a highway series font with 6-inch, black uppercase/lowercase letters on a 9-inch, white flat blade sign, also utilizing our Town logo. The Town has completed the installation of 296 new street signs meeting this adopted standard with the last phase of street identification signage to be installed on the US 377 corridor within Argyle in Fall 2016.

The Wastewater division of Public Works is responsible for providing safe collection of wastewater for the Town through preventative maintenance, repair and regular inspections. The division provides preventative maintenance that includes jetting 6.3 miles of wastewater collection lines and cleaning all manholes as well as maintaining all lift station pumps and valves. The Wastewater division has repaired or raised 17 manholes above grade to prevent inflow and infiltration during heavy rain events, saving the Town from paying for the treatment costs of those flows. The City of Denton contractually provides portions of the wastewater collection system and the treatment of the Town's wastewater generally attributed to northern areas of the Town served by public sewers with a few exceptions.

On June 25, 2008 the municipalities of Argyle, Flower Mound, Corral City and Northlake, with financial assistance from the private sector, agreed to contract with the Trinity River Authority (TRA) to construct and maintain a new wastewater collection system to serve the southern and western portions of the Town of Argyle. The TRA sanitary sewer collection system is complete and is operational.

Corral City connected in March 2013 and is contributing flow to TRA. With that said, we would propose to purchase a new meter to be installed at the connection point to our system for a more accurate read of flows. Currently, Corral City is billed based only on water usage. This method is not the most accurate way of measuring those flows and per the agreement it is acknowledged that a meter should be utilized and repaid by Corral City, amortized through the rates charged by the Town.

The engineering, design and surveying services for the S-1 Sanitary Sewer Gravity Trunk (TRA Manhole to Frenchtown Road) and S-1 Sanitary Force Main is 90% complete. Discussions are ongoing with adjacent property owners with easement acquisition beginning in this fiscal year.

US 377 WIDENING/TRANSPORATION & THOUROUGHFARE PLAN

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

The Town Council in November 2013 adopted Resolution No. 2013-41 supporting the proposed alignment of US 377 through the Argyle corridor. Since that time, the Town has been working closely with both the Texas Department of Transportation (TX Dot) and Denton County as plans continue to progress with the near completion of the schematic design and environmental clearance for the widening project for US 377 within the Argyle corridor. The total cost of this project is currently estimated to be \$106,500,000 with an anticipated start date for construction by 2021. The plan will include improvements at all intersections within Argyle.

No town related expenditures for this project are included in this year's budget, however, it is anticipated that the Town will attempt to secure Green Ribbon funding as the project moves from schematic design to the drafting of construction plans for the project. We have met with representatives with the TX Dot District office in order to coordinate those improvements, tying those into funds secured by Keep Argyle Beautiful award of \$110,000 through the 2015 Governor's Community Achievement Award (GCAA) that can be used for landscaping and irrigation as part of the US 377 widening project. It is anticipated that maintenance for any additional landscaping would have to be provided by the Town in a future budget.

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

HOME RULE CHARTER

At some point in the immediate future, consideration to becoming a Home Rule municipality needs to be considered. Home Rule is the privilege of citizens at the grass roots level to manage their own affairs with minimal interference from the State. Home Rule assumes that government issues should be solved at the level closest to the people. It has always been a belief that local self-government is the cornerstone of democratic government in our country. The Town of Argyle is currently a General Law City governed by the laws of the State of Texas. Our currently population as calculated by the NCTCOG is 3,820. Due to our growth trajectory, it is anticipated that perhaps in the next several years the Town's population will reach the 5,000 population threshold set by the Texas Constitution which allows the Town to establish its own rules for municipal government by adopting a home rule charter.

A home rule charter may provide for establishment of any of the three types of city government; may specify the number of members of the governing body; may allow annexation by the governing body of land adjacent to the city with or without the approval of the residents to be annexed; may set a maximum property tax rate of \$2.50, compared to a maximum of \$1.50 per \$100 valuation for a general-law city; and may authorize other functions and responsibilities, provided they are not specifically prohibited by the state constitution or laws. In order to adopt a home rule charter, the municipality must have a population of 5,000 at the time of calling the election to consider whether a commission should be formed to frame a new home rule charter.

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

PUBLIC SAFETY

Public safety is one of the key components to any community that wishes to offer a safe environment to its residents and businesses. We continue to see numerous changes impacting the Town including but not limited to additional traffic, area-wide development and an increasing population. With minimal staffing level by all accounts, we continue to work cooperatively with surrounding agencies through inter-local agreements. Utilizing base numbers provided in an index developed by the City of Plano (Plano Service Index Study), we are understaffed by 2.99 patrol officers based on officer availability to answer calls for service. Minimum required as shown by the study is 6.99 officers to effectively cover 24/7 a day and provide adequate response to calls according to the index. This low staffing level ultimately places stress on our already limited resources and patrol officers. Currently, we have an authorized strength of 9 officers, although four are dedicated to patrol services. The department is comprised of the Chief, a Captain, a CID Sergeant (victim, crime solving focus), a Patrol Sergeant, 4 patrol officers and one traffic officer. This fiscal year's budget includes the addition of a new police officer position.

The *Argyle Police Department Annual Report* (crime statistics report), which is due out at the end of the each calendar year, provides statics related to our mandatory racial profiling report, use of force analysis, accident and injury analysis and uniform crime report. Due to our *Recognized* designation per specified requirements by the Texas Police Chief's Association Foundation, the Argyle Police Department continues to evaluate, improve and grow as an agency. Our training standards and documentation process are meaningful as we continue to meet the best practices in law enforcement. Staff will undergo a complete review of all 166 standards this fiscal year as we enter our fourth year of *Recognition* and work towards renewal of this valuable designation. This designation not only makes us better prepared, but, coupled with exacting professional expectations, results in an enhanced quality of service delivered to the citizens and businesses within the Town.

The Crime Control and Prevention District (CCPD) continues to fund innovative programs and technology to assist in all aspects of our performance and service to the citizens and businesses of Argyle. As we look towards the future, we expect to continue to engage our community through Facebook, Twitter and other avenues in this community. Staff anticipates an overall increase in sales tax that will help fund STEP and a replacement police vehicle this fiscal year.

OUTSTANDING LITIGATION

In November 2015, the Town of Argyle, along with 46 other general-law municipalities across Texas were notified by a group called Texas Voices for Reason and Justice, an advocacy group representing sex offenders in Texas, that if the municipalities did not repeal their respective sex offender residency ordinances by a date certain, that they would be subject to a lawsuit. While some municipalities did repeal their ordinances, many others did not including the Town of Argyle. The Town was served in December 2015 and has expended \$15,500 to date in order to defend against the lawsuit. Funds continue to be budgeted anticipating future legal expenses.

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

MUNICIPAL COURT

Staff continues to make improvements to our municipal court operations including the completion of an internal audit of warrant files, the introduction of jury trials, and transition to a Court of Record. Staff will continue to review current collection techniques and track court performance to identify trends and seek additional efficiencies. Currently, the municipal court is processing an average 194 citations per month resulting in \$21,329 per month in collections.

PARKS, TRAILS AND OPEN SPACE

This year, the Town of Argyle was awarded a \$500,000 matching grant from the Texas Park and Wildlife Department through the Local Parks Non-Urban Outdoor grant program for essential renovations and improvements to the Argyle Community Park to be located at the Argyle Intermediate School on approximately fifteen (15) acres. The grant match would consist of reserves from the Parkland Dedication Funds and General Fund. Improvements include additional playground/recreation equipment and facilities, walking trails, benches, picnic tables and pavilion enhancements. Design and preparation of construction documents and specifications for the Argyle Community Park has commenced. The services in this phase are divided into three sections: (1) construction documents and specifications; (2) bidding and contract award; and (3) construction administration. It is anticipated that construction of the park will commence in Spring 2017.

COMMUNITY DEVELOPMENT

The Community Development Department was awarded the "Planning Excellence" award by the Texas Chapter of the American Planning Association for the 8th year in a row. This award recognizes a commitment of prodigious planning practices and standards by appointed officials, elected officials, and staff members. This continuous recognition by a professional organization is a testament to the high level of service provided by the department.

The Community Development Department has processed 231 permits in FY 2015-2016. Of those, 42 permits were for new single family residential, 154 permits were processed for single family other, 34 permits were processed for commercial other, and 1 permit was for new

commercial construction. Staff has reviewed and processed six (6) preliminary plat applications and nine (9) final plat applications. Four (4) of the final plat applications reviewed have been filed with Denton County. Seven (7) Specific Use Permits have been submitted and two (2) have been approved. Seven (7) site plan applications have been reviewed and four (4) have been approved. Four (4) of the seven (7) received zoning change requests have been approved, and one (1) request for a Master Development Plan has been reviewed and approved. Town Council also approved the annexation (Ord No. 2015-26) of the remaining portion of Liberty Christian's campus that was not within the town limits. This was a project that has been in the works for a few years following a boundary adjustment agreement with the Town of Bartonville.

In an effort to engage the residents of Argyle, staff has introduced a new program called PACE (Program for Argyle Community Engagement). The program provides a platform for developers to request to host Town Hall forums periodically in order to provide an opportunity for community members to have an informal conversation regarding matters of interest with a particular proposed development. This is a voluntary program and is not a requirement for approval by The Town.

PUBLIC IMPROVEMENT DISTRICT CREATION

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

The Lakes of Argyle development is a 139 single family subdivision on approximately 111 acres of land located immediately west of US 377 and the Union Pacific Railroad line situated between Old Justin Road and Harpole Road. The development of the Lakes of Argyle project provides a needed new north south access route to the west of US 377. The developer complied with the Town's request to add this major roadway to the concept plan as well as slip roads to protect the residential properties within the subdivision at a significant development cost. Public Safety, school buses and general traffic circulation need additional north south access to relieve significant and growing traffic congestion on east west thoroughfares that cross US 377. In addition the developer has exceeded the Town's open space requirements and added trails and pedestrian amenities to the subdivision to enhance and protect the value of the residential properties within the subdivision and the surrounding area.

Waterbrook is a mixed use development on approximately 105.4 acres. The proposed zoning and Master Development Plan (MDP) includes 287 single family residential lots. There are

approximately 23 acres designated for commercial uses that include retail, restaurant, office, and personal services. The MDP shows approximately 191,000 square feet of useable commercial/retail space, with approximately half of that being designated for a grocery store. The MDP also designates 24.41 acres of open space throughout the development which includes civic spaces, plazas, landscape buffers, and the floodplain/lake areas. Waterbrook represents the Town's first Form-Based Code development project.

ECONOMIC DEVELOPMENT

Staff initiated a new logo design for the Argyle EDC. With the approval of the EDC Board of Directors, staff worked with a graphic design artist online (designers competed from all around the world...literally) to create a new logo for the EDC. The logo brings a fresh look to the organization while preserving the signature Argyle "A" and giving a "sense of place" to the logo. The new logo has been very well received and staff looks forward to utilizing the new logo moving forward.

Staff has continued to provide guidance to the development community and worked with the Argyle Economic Development Corporation (EDC) Board to fund beneficial projects for the Town. The EDC continued the funding of staff time to assist with economic development related activity. The EDC also funded several new initiatives this fiscal year, some of which include an update to the Town's Thoroughfare and Transportation Plan and a Branding and Placemaking study to identify a sense of place for the Town that will guide future growth. Staff has been working on these efforts this year and it is anticipated that both projects will be completed in the upcoming fiscal year. Staff has increased business retention efforts in Argyle by mailing handwritten thank you notes to existing businesses within Town. We believe that this allows us to express our appreciation by thanking them for choosing to do business in Argyle, Texas.

The Argyle EDC was awarded an economic development grant by CoServ in the amount of \$10,175. This grant allowed the EDC Board to reallocate funds earmarked for marketing materials to funding a promotional marketing video. The video will be used on the website as well as all retail and commercial tradeshow. The production company used a drone to film HD aerial footage of Argyle which they then compiled into a two (2) minute video displaying all that Argyle has to offer.

The Argyle EDC hosted the New Horizons Business Conference featuring Dr. Ray Perryman, Founder and President of the Perryman Group. Even though attendance was disappointingly low, staff received positive feedback from those who were in attendance. Staff has also continued representing the Town of Argyle/Argyle EDC at various tradeshow throughout the year. These events include the North Texas Commercial Association of Realtors and Real Estate Professionals (NTCAR) Annual Commercial Expo, International Council of Shopping Centers (ICSC) Texas Conference and Deal Making, and new this year the Metroport Chamber of Commerce's Alliance Development Forum (ADF). These events provide an opportunity for staff to network and build relationships with development professionals in an effort to attract quality prospects to the Town.

TECHNOLOGY AND COMMUNICATIONS

The Town has three physical locations used for conducting business for the Town: Town Hall, the Police Department Building and the Public Works Building that are interconnected. There are approximately 25 users throughout the Town. This includes 35 workstations/laptops and approximately 10 servers. Each year, the IT budget includes funding to make equipment replacements based on need and age. Connectivity between these locations is provided by fiber-optic connection. Frontier Community (formerly Verizon) provides the internet connection for the Town and maintains the IT infrastructure.

A goal this year for staff is to be externally assessed with a determination that current technology best practices are being followed. The Town engaged Datamax, a technology consulting firm to provide an external review and technology assessment of our system. Overall, the Town scored higher than any other town evaluated of similar size. The ordinary practices of following industry standard best practices that continue to be proactive instead of reactive were recognized. This resulted in a continued low instance of technology “down time” at the Town. There were several key areas in security of the network and implementation of stronger disaster recovery methodologies suggested that will be investigated and proposed in the upcoming fiscal years.

Since the new website went live in March 2016 it has been well received with over 16,000 unique visits with nearly 45,000 unique page views. The top page views are the home page followed by the employment and agenda center. The new website includes the following features: a custom layout (not template-based); department-specific pages that can be easily edited by each 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 use of additional website statistics. The GIS system (funded last fiscal year) has been fully completed and is now in use by Town staff and has been made public to all residents and the development community on the updated website. Staff can now update current changes in land use/zoning to keep up to date information available to all those who are taking advantage of this online mapping system.

Furthermore, staff continues to utilize Constant Contact as the Town’s email notification system, as well as posting on Facebook and Twitter. In FY 2016, the Town’s Facebook following increased by nearly 25% to 1,575 followers and Twitter followers increased by over 220% to 426 followers. As a result of being selective with the information that we publish, the information posted by the Town is frequently shared 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).

PERSONNEL, EMPLOYEE COMPENSATION AND BENEFITS

While our management team's philosophy continues to focus on finding cost effective ways to fulfill operational objectives, it is inevitable that expenses will continue to rise. Retaining select and qualified staff is one of the more important aspects to running any organization, large or small. In our case, the FY 2016-2017 Budget comprises 25 FTE (Full-time equivalent) positions, representing an increase of 2.5 FTE's. This includes the hiring of an additional police officer, public works laborer and adjusting the administrative assistant in the Police Department from a part-time into a full-time position. This also includes transitioning the permit clerk position to the new development coordinator position with increased responsibilities as we continue to see more activity in the Community Development Department.

The Town continues to remain competitive with respect to our insurance provided to staff. Last 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. The FY 2016-2017 budget includes only an 8% increase over last year for health insurance coverage for Town employees.

A competitive pay plan is important in achieving a viable position in any market. In November 2015, Town Council established a Benefits Committee made up of staff, the Mayor and two Town Council members charged with analyzing the Town's compensation program compared to the market and to make recommendations based on identified priorities. As part of their review and survey methodology, the committee reviewed compensation rates from municipalities within the area and analyzed job descriptions and pay scales. For example, one finding was that the Town of Argyle had the lowest pay for police officers and was below the average minimum in 6 of the 15 positions studied. As it pertains to public safety, the findings in the report recommended an increase of starting pay for police officers, and the initiation and funding of a step plan to both attract and retain officers, funded by the Crime Control and Prevention District budget. The findings and report summary is contained in the *Town of Argyle, 2016 Employee Benefits Committee Report, August 2016*.

The Texas Municipal Retirement System (TMRS) is a very conservatively managed pension plan utilized by municipalities in Texas. The Town receives an actuarially determined contribution rate each year from TMRS, and has made 100% of contributions as required. The annual contribution rate consists of the Normal Cost contribution rate, which finances the monthly service credits as they accrue, and the Prior Service contribution rate, which amortizes the unfunded (or overfunded) actuarial liability (asset) over the remainder of each plan's amortization period. The current service portion of the rate is actuarially determined so that when a member becomes eligible to retire, there are sufficient funds in the account to match the individual employee's deposits and interest. The prior service portion of the rate amortizes a town's unfunded actuarial accrued liability (UAAL) over a defined period of time. An unfunded actuarial liability is the difference between the benefits promised under the plan and the assets held in the plan. It can occur as a result of several situations. In our case, it is a result of the combined impact of actual plan experience different than expected, changes in the actuarial funding method in both 2007 and 2013, and changes in actuarial assumptions including a

reduction in the assumed rate of return from 7% to 6.75% effective Dec. 31, 2015. Some of these adjustments resulted in unfunded liabilities for towns and cities. Each city stands on its own by having its own actuarial assets, liabilities and funded ratio. Currently, our unfunded liability is amortized over a remainder of 26 years. Cities and towns have the ability to shorten the amortization period by either paying a rate higher than the actual rate and/or paying a lump sum towards the liability.

The FY 2015-2016 amended budget included using fund balance to pay a \$100,000 lump sum payment in 2016 plus adding \$0.80 cents represents a \$12,708.70 cost currently reflected in the FY 2016-2017 budget towards prior service contribution rate which pays the UAAL off 11 years earlier and saves the Town \$513,248 towards our Texas Municipal Retirement System (TMRS) account. Our current total rate is 14.99%. The calculated rate for FY17 is 14.20% (Normal Cost 11.28% + Prior Service 2.92%). This approach will effectively keep it at a level 15% of payroll in FY 2016-2017. Each employee's retirement benefits are based on their account balance at retirement which is funded through the mandatory employee deposits, city matching contributions, and investment income. Our employees contribute 7% of their salary and the Town matches this amount 2 to 1 at the time of retirement.

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

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

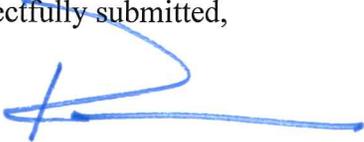
CONCLUSION

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. For instance, our involvement with the Texas Municipal League Region 8 and the Northwest Metroport Chamber of Commerce allows us to interact with our neighboring towns and cities in the region. 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 blue ink, consisting of a stylized 'P' followed by a horizontal line that extends to the right and then loops back under the 'P'.

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 3,820. Bordered on the west by Interstate Highway 35 and having U.S. Highway 377 traversing south to north through the middle of the Town, the Town enjoys an excellent highway corridor plan that will eventually result in extensive mixed-use retail/commercial development along the corridors while allowing the Town’s “signature” rural-agricultural open space to remain.

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

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

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

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

SERVICES PROVIDED

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

CONTRACTED SERVICES

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

DEBT MANAGEMENT

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

CASH MANAGEMENT

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

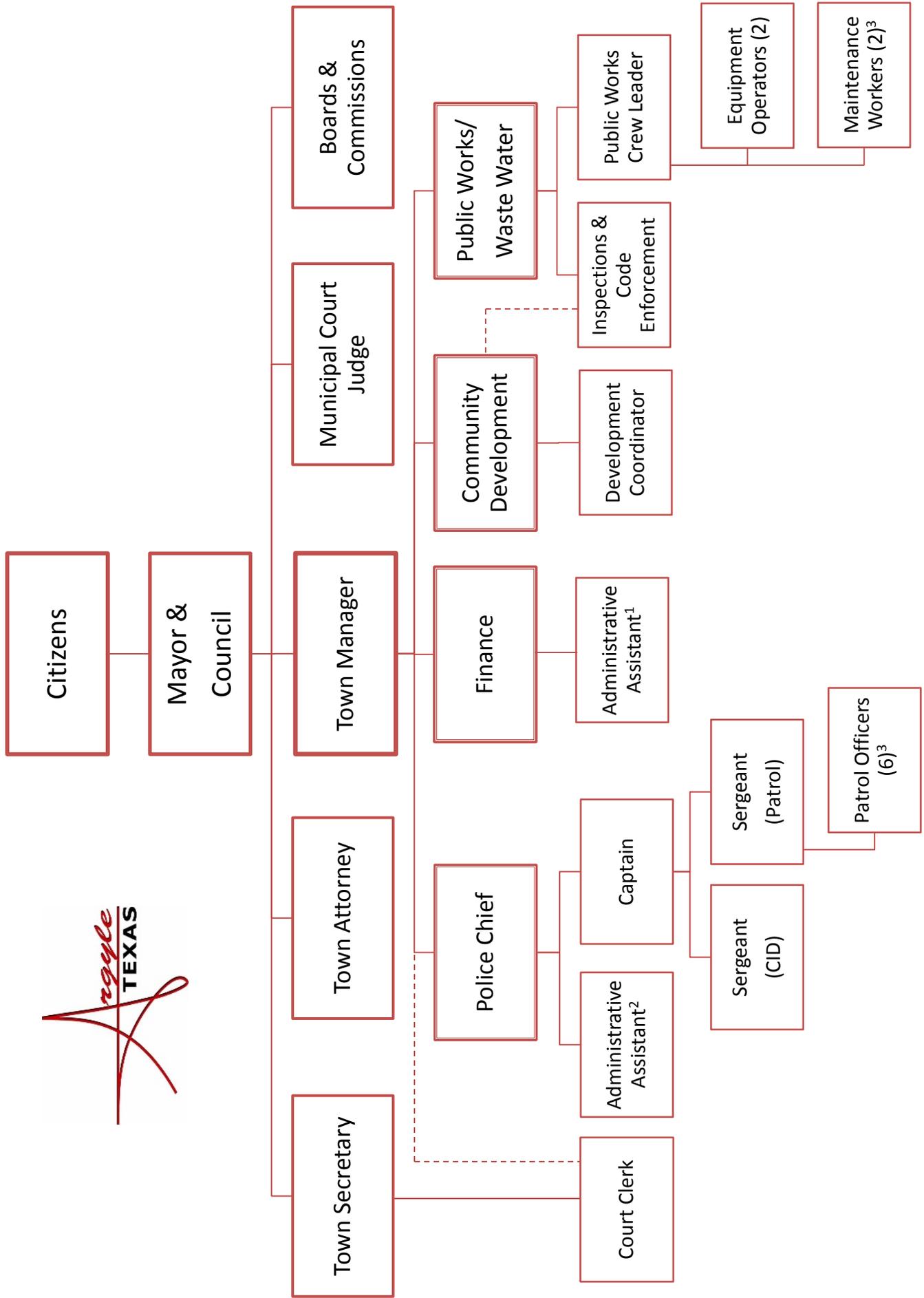
TAX APPRAISAL/COLLECTION RESPONSIBILITIES

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

RISK MANAGEMENT

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

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



TUE, JUN 28	Council meeting - workshop prior to meeting
	NO JULY COUNCIL MEETING
APPROX. JUL 25	Receive certified totals from DCAD
APPROX. JUL 31	Receive effective rate calculations from County Tax Office.
TUE, AUG 9	Special Council meeting to discuss tax rate ; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote to place a proposal to adopt the rate on the agenda of a future meeting as an action item. The proposal must specify the desired rate. If the proposal passes, the Council must schedule two (2) public hearings on the proposal.
TUE, AUG 23	1st Public Hearing on tax increase ; announce date, time & place of the meeting at which the Council will vote on the tax rate. A quorum of the Town Council must be present. The Council may not adopt the tax rate at this hearing.
TUE, SEP 13	2nd Public Hearing on tax increase ; schedule and announce the date, time and place of the meeting at which the Council will vote on the tax rate 3-14 days from this date. A quorum of the Town Council must be present. The Council may not adopt the tax rate at this hearing. Public Hearing on Proposed Budget. (per 102.0065)
TUE, SEP 27	Meeting to adopt budget, “ratify the tax” increase, and adopt the tax rate. Adoption of a budget that raises more property tax revenue than was generated the previous year requires two votes by the Council: 1) One vote to adopt the budget; and 2) a separate vote to “ratify” the property tax revenue increase reflected in the budget. Adopt the tax rate as a separate agenda item after adopting the budget. A quorum of the Town Council must be present.
SEPTEMBER 30	Tax rate must be adopted BEFORE this date or 60 days after the Town received the appraisal roll, whichever is later.

SUMMARY OF SIGNIFICANT BUDGET POLICIES

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

I. THE BUDGET PROCESS

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

In the budget preparation process, each department is to prepare a base (current service continuation) budget, i.e. the **base budget** is generally defined as the level of expenditures that provides the base, or current level of services for the next fiscal year. This process should commence with the re-estimate of the FY 2016 budget appropriations. Re-estimates are to be entered in the "Estimate" column of the Line Item Detail. Once FY 2016 re-estimates are completed, the FY 2017 base budget can be established. The base budget is entered and explanation of line items is required for any item exceeding \$2,500.00.

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

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

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

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

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

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

The overall budget process flows in the following sequence:

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

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

Revenue Projections – The Town Manager and Finance Director make revenue projections. Projections are made based upon consultations with state and local agencies, trend analysis, anticipated changes in the local and regional economy, and discussions with directly associated Staff members. The budget revenue projections occurs concurrently with departmental budget development and extends until the budget is adopted based upon the receipt of any new information.

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

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

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

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

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

Service – Responding promptly and effectively

Integrity – Honoring commitments

Leadership – Taking personal responsibility for your actions

Teamwork – Showing understanding, mutual respect and trust

Communication – Listening with an open mind

Continuous Improvement – Seeking new opportunities

Professionalism – Appreciating the town, its history and its culture

III. DEPARTMENT SUMMARIES

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

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

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

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

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

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

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

IV. FINANCIAL POLICIES

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

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

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

V. BASIS OF ACCOUNTING

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

The Town uses primarily two fund types:

- Governmental funds, and
- Proprietary funds

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

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

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

Argyle Crime Control and Prevention District Special Revenue Fund – established by the voters in the Town of Argyle in 2003 to account for revenues derived from a one quarter of one percent (0.25%) local option sales and use tax in accordance with Section 363 of the Texas Local Government Code to be used for the control and prevention of crime through policing and police/public safety-related programs within the Town of Argyle. The Crime Control and Prevention District Board of Directors, by Resolution No. CCPD07-01, placed a proposal to extend the 0.25% local option sales and use tax before the voters of the Town of Argyle in November 2007 for a term of fifteen (15) years additional years. The voters overwhelmingly approved the local option sales tax and term. The 0.25% sales and use tax generates approximately \$114,618 annually in revenue.

Argyle Economic Development Corporation Special Revenue Fund – established by the voters in the Town of Argyle in 2002 to account for revenues derived from the one half of one percent (0.50%) local option sales and use tax in accordance with the Development Corporation Act of 1979, Article 5190.6, Section 4B, Texas Revised Civil Statutes, to be used to promote economic development within the Town that results in the

creation or retention of primary jobs and/or new or expanded businesses enterprises; provides job training; provides certain public infrastructure; conducts market and other economic development-related studies/reports/data; and provides funding for certain public facilities outlined in the Act. The Board of Directors is responsible for adopting an annual budget prior to the beginning of the fiscal year, subject to approval by the Town Council. The 0.50% sales and use tax generates approximately \$229,237 annually.

Argyle Street Maintenance Sales Tax Special Revenue Fund – established by the voters in the Town of Argyle on September 13, 2003 to account for revenues derived from a one-quarter of one percent (.25%) local option sales and use tax in accordance with Section 327 of the Texas Tax Code to be used for maintenance and repair of municipal streets within the Town of Argyle. Subsequently and pursuant to the Tax Code, the Town has held the required renewal elections every 4 years – 2007, 2011, and 2015 wherein the voters have consistently approved the street maintenance local sales and use tax for an additional four (4) years. The .25% sales and use tax generates approximately \$114,618 annually in revenue.

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

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

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

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

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

Tree Reforestation Fund – accounts for contributions by development whereby protected trees are intended to be removed as a result of development. Funds can only be used for

the purchase, planting and maintaining of replacement trees on public property or for acquiring and preserving wooded property.

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

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

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

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

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

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

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

Wastewater Utility Fund – accounts for revenues and expenses of the Town’s wastewater activities, financed through wastewater user charges and fees as well as transfers from other funds. Because wastewater user charges are based on water use, wastewater user customers are billed by the Argyle Water Supply Corporation who in turn collects the fees and remits them monthly to the Town for deposit in the Utility Fund. Expenses of the utility fund also include related annual debt service obligations.

AD VALOREM TAX ANALYSIS AND TAX RATE SUMMARY

	FY 2014 - 2015 ADOPTED	FY 2015 - 2016 ADOPTED	FY 2016 - 2017 ADOPTED
Total Assessed Value	\$ 479,661,906	\$ 535,143,749	\$ 573,451,443
Net Taxable Value after Adjustments	\$ 454,091,938	\$ 507,684,401	\$ 534,475,793 *
Total Tax Rate (per \$100 of assessed taxable value)	\$ 0.39750	\$ 0.39750	\$ 0.39750
Total Tax Levy	\$ 1,805,015	\$ 2,018,045	\$ 2,124,541

Tax Rate Distribution

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

Percentage Distribution

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

Dollar Distribution

General Fund (M&O)	\$ 1,450,597	\$ 1,545,640	\$ 1,627,206
Debt Service Fund (I&S)	354,419	472,405	497,335
Total	\$ 1,805,015	\$ 2,018,045	\$ 2,124,541

BUDGET COMPARISON

General Fund	Re-Estimate FY 2015 - 2016	Adopted FY 2016 - 2017	Change
Total Revenue	\$ 2,993,380	\$ 3,203,103	7.01%
Total Expenditures (inc. transfers)	\$ 2,993,870	\$ 3,621,351	20.96% **
Ending Fund Balance	1,918,668	1,500,420	-21.80%
Debt Service Fund			
Total Revenue	\$ 489,842	\$ 498,335	1.73%
Expenditures	\$ 475,818	\$ 472,094	-0.78%
Ending Fund Balance	\$ 140,560	\$ 166,801	18.67%

*Net taxable value after adjustments for FY 2016 - 2017 includes \$8,038,995 currently under ARB review.

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

FY 2016 -2017 Budget Summary

The Town of Argyle Town Council is considering a total budget for FY 2016 – 2017 in the amount of \$7,006,460. 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 51.69% of the total budget, supports the basic services of the Town such as police, street maintenance, community development services, administration, and municipal court.

SPECIAL REVENUE FUNDS

Special Revenue funds are used to account for the proceeds of special revenue sources, other than major capital projects, which are used for dedicated purposes. They make up 11.69% of the budget and include such funds as the Economic Development Corporation Fund, Crime Control Prevention District Fund, Street Maintenance Sales Tax Fund, Building Maintenance Fund, Court Technology Fund, Court Security Fund, Parkland Dedication Fund, Tree Reforestation Fund, LEOSE Training Fund, Senior Citizens Organization Fund, and the Police Donations Fund.

CAPITAL IMPROVEMENT FUNDS

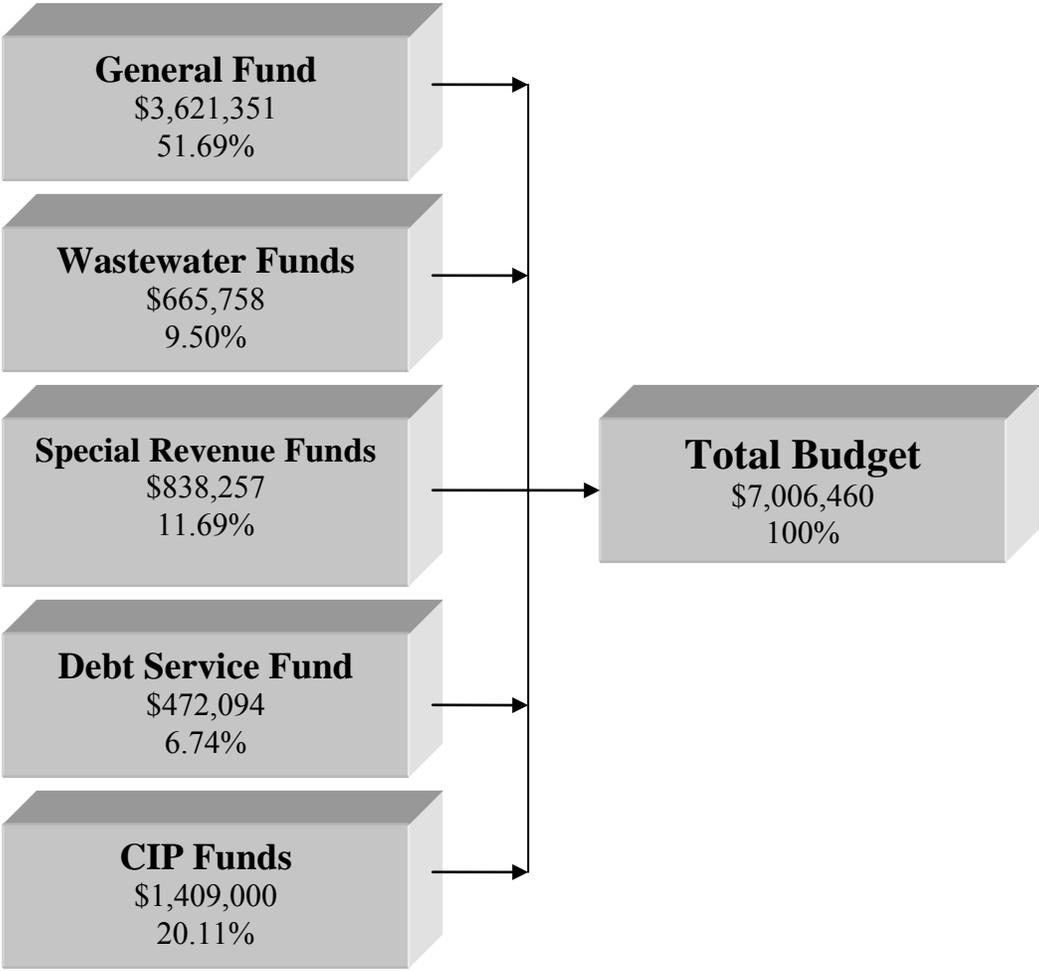
Capital Improvement funds are used to account for resources used to acquire or construct major capital assets. Funding sources include transfers from other funds, bond proceeds or certificates of obligation, user fees, development fees or short-term debt. These funds account for 20.11% of the total budget in the upcoming fiscal year due to the Park project.

DEBT SERVICE FUND

The Debt Service Fund accounts for 6.74% of the budget and pays the annual principal and interest costs of general obligation bonds, certificates of obligation and other tax-supported debt issued to finance the tax-based portion of the Capital Improvement Program of the Town. It is funded by ad valorem taxes and transfers from other funds.

WASTEWATER UTILITY FUNDS

The Wastewater Utility funds account for 9.5% 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 2016-2017 ANNUAL BUDGET
FUND STRUCTURE**

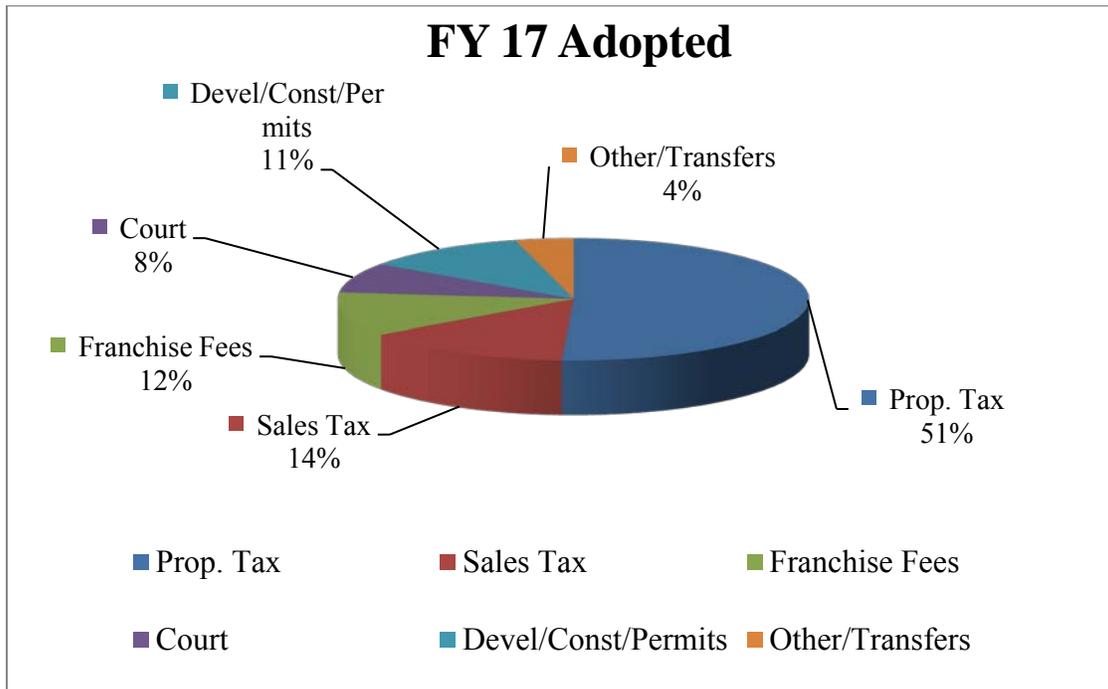
FUND CATEGORY	FUND TYPE	HOW APPROPRIATED	BUDGETARY BASIS	BASIS OF ACCOUNTING
<u>Primary Government</u>				
Governmental Funds				
Major Funds				
General Fund	General	Annual	Modified Accrual	Modified Accrual
General Debt Service Fund	Debt Service	Annual	Modified Accrual	Modified Accrual
General Capital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



GENERAL FUND

FY17 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 51% of FY17 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 FY17 are franchise fees, which total 12% of revenue, and sales tax which totals 14% 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 0.0825: 6.25 percent goes to the state, 1 percent goes into the Town’s General Fund operations, ½ percent is levied for use by the Argyle Economic Development Corporation, ¼ percent is levied for use by the Argyle Crime Control and Prevention District, and the final ¼ percent is collected for the Argyle Street Maintenance Sales Tax Fund. The sales tax levied by the Argyle Economic Development

Corporation, the Argyle Crime Control and Prevention District, and for the Street Maintenance Sales Tax Fund were all approved by separate vote of the Town's electorate.

The municipal court revenue is generated from various traffic enforcement and municipal code enforcement violations. By state mandate, a fixed amount from each citation is remitted to the State. The Town's revenue varies depending on the option the defendant selects: driver's safety class, payment in full, probation, etc. The minimum amount the court will retain is \$10, with the maximum closer to \$200, but this is dependent on the violation. This past fiscal year, approximately 41% of court receipts were remitted to the State. The amount retained by the Town goes into General Fund revenues and helps offset the cost of municipal court operations. The total of these fines and fees collected are projected to contribute 8% of the total General Fund revenue.

Development fees and construction permit fees are established and collected by the Town to defray the cost of administering the development department and construction activities. Development fees (zoning and subdivision applications) and subsequent construction permit fees vary from year to year based on the economy and building/development activity. These fees in FY17 are anticipated to generate 11% of total General Fund revenue.

The smallest source of general fund revenues is 'Other'. Interest income and miscellaneous revenues that do not fit in a larger category reside here. Transfers from other funds are represented in this category as well. This currently represents 4% of the total revenue.

General Fund Services

Town Council

\$36,302

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

\$509,151

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

\$164,557

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

\$81,258

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

Information Technology

\$32,450

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

\$1,180,960

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

\$409,427

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

\$66,215

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.

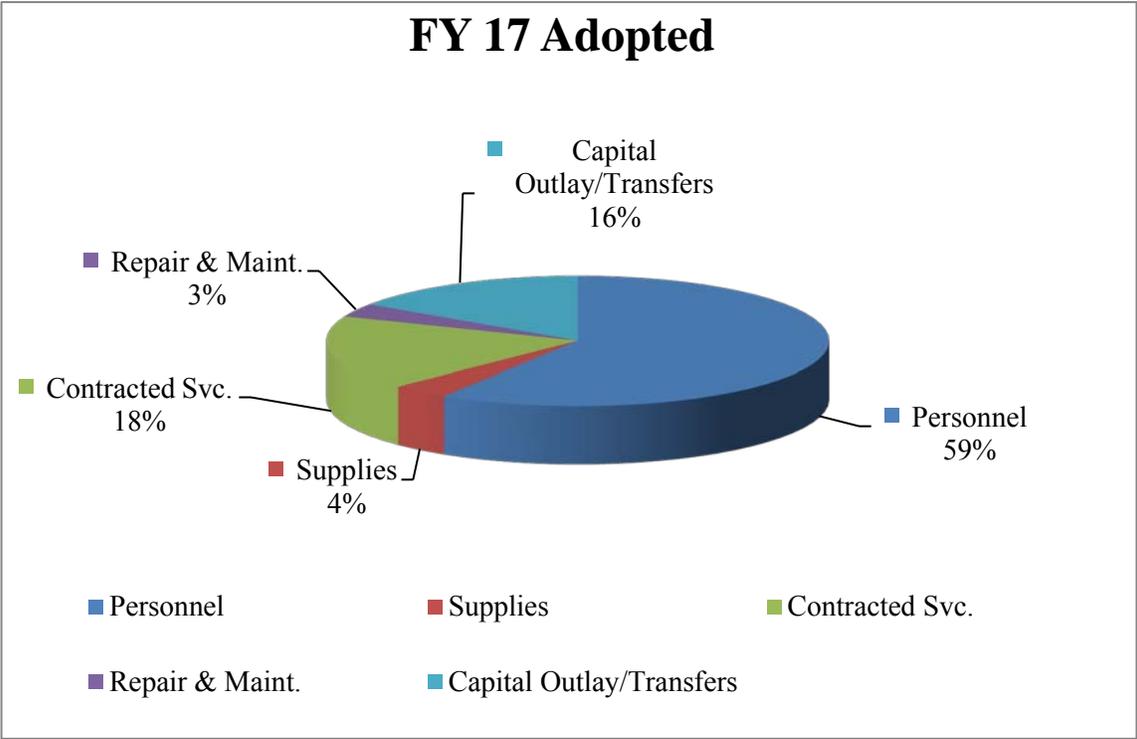
The Street Maintenance Department of Public Works is responsible for providing a safe transportation system for motorists and pedestrians in the Town of Argyle. The Department conducts regular street maintenance; pothole patching; curb and gutter maintenance; crack sealing; drainage ditch cleaning; maintenance of all dedicated street easements; mowing and maintenance of rights-of-way; and installation and maintenance of guardrails, barricades and street signs. In FY17, the Street Maintenance Department will assume care and maintenance for the Town's lift stations as well as the new Argyle Park facility.

Transfers Out

\$545,000

Transfers to other funds occur when the General Fund needs to provide resources for funds that do not have explicit sources of revenue. Currently the Town makes an annual transfer to the Equipment Maintenance Fund and the Building Maintenance Fund for expenditures that correctly fit those expenditure definitions. This fiscal year, the Town is transferring \$500,000 to the Capital Improvements Project (CIP) Fund for the Town's match to the Texas Parks & Wildlife grant received in FY16 in the amount of \$500,000. Additionally, \$300,000 from the Park Dedication Fund will be transferred to the CIP Fund to help offset costs of the project. All costs associated with this project will be tracked in the CIP Fund

FY17 ADOPTED EXPENDITURES BY CATEGORY



TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2016 - 2017

FUNDS	FY 15 ACTUAL	FY 16 BUDGET	FY 16 REEST.	FY 17 BUDGET	Inc/Dec over FY16 Budget
<u>GENERAL FUND</u>					
REVENUES					
Ad valorem tax	1,471,804	1,545,640	1,545,640	1,627,206	
Sales tax	399,332	367,200	460,224	460,224	
Franchise tax	388,363	370,000	378,000	370,000	
Municipal court	226,490	192,000	255,000	255,000	
Permits & registrations	44,737	36,900	33,650	38,950	
Construction permits	282,199	208,600	185,756	194,600	
Development	39,716	48,762	63,762	128,930	
Other revenues	24,354	9,800	12,650	9,000	
Transfers In	43,300	73,300	48,300	119,193	
Other Proceeds	12,500	-	10,398	-	
TOTAL REVENUES	2,932,793	2,852,202	2,993,380	3,203,103	12.30%
EXPENDITURES					
<u>Town Council - 110</u>					
Personnel	92	33	93	93	
Supplies & Contracted Services	27,092	34,600	28,177	36,302	
Transfers	-	-	-	-	
Total City Council	27,184	34,633	28,270	36,395	5.09%
<u>Administration - 120</u>					
Personnel	353,986	403,139	404,619	330,856	
Supplies	11,107	6,400	4,900	5,100	
Contracted Services	183,642	161,040	166,622	165,195	
Repair & Maintenance	8,998	8,000	8,000	8,000	
Capital Outlay	-	-	-	-	
Total Administration	557,733	578,579	584,141	509,151	-12.00%
<u>Finance - 130</u>					
Personnel	106,513	112,028	112,411	150,227	
Supplies	-	-	-	-	
Contracted Services	10,385	15,500	15,500	14,330	
Total Finance	116,898	127,528	127,911	164,557	29.04%
<u>Municipal Court - 135</u>					
Personnel	67,650	64,596	64,971	55,058	
Supplies	841	900	900	900	
Contracted Services	21,041	21,000	20,000	25,300	
Total Municipal Court	89,532	86,496	85,871	81,258	-6.06%
<u>Information Technology - 140</u>					
Personnel	-	-	-	-	
Supplies	335	550	550	550	
Contracted Services	7,303	10,500	5,900	7,000	
Repair & Maintenance	14,836	9,250	7,300	11,900	
Capital Outlay	47,625	29,800	10,400	13,000	
Total Information Technology	70,099	50,100	24,150	32,450	-35.23%
<u>Police Administration - 210</u>					
Personnel	320,676	300,224	306,416	331,672	
Supplies	8,679	5,900	5,700	5,700	
Contracted Services	68,398	94,889	83,390	97,040	
Repair & Maintenance	3,810	7,250	7,250	7,250	
Capital Outlay	-	-	-	-	
Total Public Safety Administration	401,563	408,263	402,756	441,662	8.18%

FUNDS	FY 15 ACTUAL	FY 16 BUDGET	FY 16 REEST.	FY 17 BUDGET	Inc/Dec over FY16 Budget
<u>Police Operations - 212</u>					
Personnel	532,973	565,750	550,384	658,338	
Supplies	27,089	41,000	31,000	31,000	
Contracted Services	9,029	13,960	11,250	13,960	
Repair & Maintenance	19,662	19,300	19,800	19,300	
Capital Outlay	22,833	5,250	-	3,500	
Total Police Operations	611,586	645,260	612,434	726,098	12.53%
<u>Animal Control - 220</u>					
Contracted Services	11,200	11,500	11,500	13,200	
Total Animal Control	11,200	11,500	11,500	13,200	14.78%
<u>Community Devel. Administration - 410</u>					
Personnel	112,847	120,033	120,598	170,027	
Supplies	243	1,100	2,716	1,100	
Contracted Services	61,320	84,700	42,500	81,000	
Total Development Administration	174,410	205,833	165,814	252,127	22.49%
<u>Community Devel. Inspections - 412</u>					
Supplies	193	300	300	300	
Contracted Services	167,277	145,000	126,800	157,000	
Repair & Maintenance	-	-	-	-	
Capital Outlay	-	-	-	-	
Total Development Inspections	167,470	145,300	127,100	157,300	8.26%
<u>Street Maint. Administration - 510</u>					
Personnel	129,409	138,703	138,753	189,203	
Supplies	3,240	5,800	5,100	5,100	
Contracted Services	32,783	28,008	28,010	29,289	
Repair & Maintenance	1,422	2,100	1,850	2,100	
Capital Outlay	-	600	600	600	
Total Public Works Administration	166,854	175,211	174,313	226,292	29.15%
<u>Street Maintenance - 520</u>					
Personnel	142,030	168,927	169,535	247,635	
Supplies	33,336	48,650	41,650	49,150	
Contracted Services	31,931	58,000	51,025	64,475	
Repair & Maintenance	38,413	61,500	31,000	73,500	
Debt Service	-	-	-	-	
Capital Outlay	3,921	1,100	86,400	1,100	
Total Street Maintenance	249,630	338,177	379,610	435,860	28.89%
<u>Transfers to Other Funds - 710</u>					
Transfers out	-	-	225,000	500,000	
Transfer to Equip. Repl. Fund	50,000	45,000	45,000	45,000	
Total Transfers Out	50,000	45,000	270,000	545,000	
TOTAL EXPENDITURES	2,694,158	2,851,879	2,993,870	3,621,351	26.98%
REVENUES OVER/ (UNDER) EXPENDITURES	238,634	323	(490)	(418,248)	
BEGINNING FUND BALANCE	1,680,523	1,919,158	1,919,158	1,918,668	
ENDING FUND BALANCE	1,919,158	1,919,481	1,918,668	1,500,420	



**TOWN OF ARGYLE
2016-2017 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
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Mayor & Council

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Town Council & Retreat Meetings Attended	26	22	20
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ 92	\$ 93	\$ 93
Supplies	27,092	28,177	36,302
Contractual Services	-	-	-
Transfers	-	-	-
Capital Outlay	-	-	-
Total Expenditures	\$ 27,184	\$ 28,270	\$ 36,395

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE
2016-2017 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 2016 – 2017.
- ❖ 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
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Administration

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Town Manager:			
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
Town Secretary:			
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	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Town Manager and Town Secretary:			
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	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel *	\$ 353,986	\$ 404,619	\$ 330,856
Supplies	11,107	4,900	5,100
Contractual Services *	183,642	166,622	165,195
Maintenance	8,998	8,000	8,000
Capital Outlay	-	-	-
Total Expenditures	\$ 557,733	\$ 584,141	\$ 509,151

* Indicates anomaly due to staffing changes between September, 2013 & December, 2014.

MAJOR BUDGET CHANGES:

Reclassified 1 FTE to Community Development & Administrative Assistant split between Finance and Admin.



**TOWN OF ARGYLE
2016-2017 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
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Administrative Services

DIVISION: Finance

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

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Accounts payable checks & EFTs processed	2,447	2,294	2,506
Payroll checks & payroll taxes processed	710	736	762
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Percent of Strategic Plan Objectives Completed	90%	100%	100%
Percent of Mgmt Reports Completed Timely	100%	100%	100%
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ 106,513	\$ 112,411	\$ 150,227
Supplies	-	-	-
Contractual Services	10,385	15,500	14,330
Maintenance			
Total Expenditures	\$ 116,898	\$ 127,911	\$ 164,557

MAJOR BUDGET CHANGES:

Administrative Assistant salary split 50/50 between Administration and Finance



**TOWN OF ARGYLE
2016 -2017 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
2016 -2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Municipal Court

DIVISION: Court

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Cases Filed	2,357	2,450	2,400
Warrants Issued*	1,780	200	200
Cases Cleared	2,620	2,075	2,100
Warrants Cleared*	868	250	225
Outstanding Warrants at fiscal year end	1,336	1,325	1,300
Appeals Processed	41	45	10
Court Settings	443	485	575
Jury Trials Conducted	-	3	8
Total Cases Pending End of the Year	1,675	1,900	2,000
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
New cases imported, processed and filed within one business day	not tracked	100%	100%
Mail processed within one business day	not tracked	100%	100%
Appeals to county processed within five business days after receipt of all required documents	not tracked	85%	95%
Required reports filed with the state by the due date	not tracked	100%	100%
Juvenile's and select minors set for hearing with summons prepared and mailed within two business days of receipt of case.	not tracked	95%	100%
New collection cases transmitted to collection company within 30 days of the 61st day.	not tracked	100%	100%
Omni cases recalled within 24 hours of payment of fine.	not tracked	100%	100%
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ 67,650	\$ 64,971	\$ 55,058
Supplies	841	900	900
Contracted Services	21,041	20,000	25,300
Repair & Maintenance			
Total Expenditures	\$ 89,532	\$ 85,871	\$ 81,258

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

*Court audit completed in April 2015 resulting in clearing and reissuing hundreds of warrants.

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE
2016-2017 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
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Information Technology

DIVISION: Administration

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 PROPOSED
Total Priority Calls for Service	12	24	20
Total Normal Calls for Service	180	133	150
PRODUCTIVITY MEASURES			
Priority Calls for Service @ 100% of Goal	100%	100%	100%
Normal Calls for Service @ 100% of Goal	90%	85%	90%
EXPENDITURES SUMMARY			
Supplies	335	550	550
Contractual Services	7,303	5,900	7,000
Maintenance	14,836	7,300	11,900
Capital Outlay	47,625	10,400	13,000
Total Expenditures	\$ 70,099	\$ 24,150	\$ 32,450

MAJOR BUDGET CHANGES:

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



**TOWN OF ARGYLE
2016-2017 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
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Public Safety

DIVISION: Police

WORKLOAD MEASURES	2014-2015 ACTUAL*	2015-2016 REESTIMATE	2016-2017 PROPOSED
Total Part I major crimes reported	34	40	45
Calls for Service	11,452	11,500	12,000
Patrol Miles Driven	99,408	100,000	100,000
Traffic Accidents	89	90	95
Criminal Cases Investigated	151	175	175
Traffic Contacts\resulting in citation	2,377	2,000	2,200
Animal Control Calls	131	275	275
PRODUCTIVITY MEASURES	2014-2015 ACTUAL*	2015-2016 REESTIMATE	2016-2017 PROPOSED
Mandatory TCLEOSE training requirements	100%	100%	100%
Percent of responses within 24 hours	100%	100%	100%
Police Response Time (minutes)	7.22	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%
EXPENDITURES SUMMARY	2014-2015 ACTUAL*	2015-2016 REESTIMATE	2016-2017 PROPOSED
Police Administration			
Personnel	320,676	306,416	331,672
Supplies	8,679	5,700	5,700
Contracted Services	68,398	83,390	97,040
Repair & Maintenance	3,810	7,250	7,250
Capital Outlay	-	-	-
Total Police Administration	401,563	402,756	441,662
Police Operations			
Personnel	\$ 532,973	\$ 550,384	\$ 658,338
Supplies	27,089	31,000	31,000
Contracted Services	9,029	11,250	13,960
Repair & Maintenance	19,662	19,800	19,300
Capital Outlay	22,833	-	3,500
Total Police Operations	\$ 611,586	\$ 612,434	\$ 726,098
Animal Control			
Contracted Services	\$ 11,200	\$ 11,500	\$ 13,200
Total Expenditures	\$ 1,024,349	\$ 1,026,691	\$ 1,180,960

* Calendar Year

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



**TOWN OF ARGYLE
2016-2017 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

2016-2017 PROGRAM OF SERVICES

MAJOR FUNCTION: Community Development

DIVISION: Administration

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 PROPOSED
Number of Zoning Cases	7	8	8
Number of SUP Applications	1	7	7
Number of Site Plan Applications	4	7	5
Number of Platting Cases (final/preliminary)	11	16	12
ZBA Cases	1	-	1
Permits - Single Family - New	41	43	50
Permits - Single Family - Other	218	154	200
Permits - Commercial - New	4	1	1
Permits - Commercial - Other	60	34	45
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 PROPOSED
Number of customer service calls/e-mails	2300	9600	10,000
Number of customer service meetings	180	208	200
Number of Ordinance modifications/updates	4	6	6
Number of Board/Commission meetings	28	27	29
Number of Council/Board/Commission workshops	8	8	10
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 ACTUAL	2016-2017 PROPOSED
Personnel	\$ 112,847	\$ 120,598	\$ 170,027
Supplies	243	2,716	1,100
Contractual Services	61,320	42,500	81,000
Total Expenditures	\$ 174,410	\$ 165,814	\$ 252,127

MAJOR BUDGET CHANGES:

- Fund Zoning Ordinance updates to reflect form-based guidelines
- Fund Development Coordinator Position



**TOWN OF ARGYLE
2016-2017 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
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Community Development

DIVISION: Inspection

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Warnings/letters issued for tall grass, etc.	61	150	80
Illegal sign installation notices issued	335	60	120
Number of citations issued	3	23	25
Calls/contacts with citizens	1,856	2,000	2,500
Sewer line locates	817	1,500	1,500
Drainage/driveway/R.O.W. permits	260	120	200
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Citations resolved	100%	100%	100%
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ -		
Supplies	193	300	300
Contractual Services	167,277	126,800	157,000
Maintenance	-	-	-
Total Expenditures	167,470	127,100	157,300

MAJOR BUDGET CHANGES:



**TOWN OF ARGYLE
2016-2017 PROGRAM OF SERVICES**

MAJOR FUNCTION: Public Works

DIVISION: Administration

DEPARTMENT DESCRIPTION

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

MAJOR DEPARTMENT GOALS

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

MAJOR DEPARTMENT OBJECTIVES

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

MAJOR FUNCTION: Public Works

DIVISION: Administration

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Scheduled educational training sessions with staff	5	5	5
Schedule staff to attend outside training sessions	29	30	30
Customer (Citizen) service requests	3,473	3,600	3,600
Review and inspect capital improvement projects	4	4	6
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Paving, Utility, Driveway and Drainage Permits reviewed and inspections conducted	260	120	200
Customer service requests completed	98%	98%	98%
On-Site Sewage Facility permits reviewed	15	16	15
On-Site Sewage Facility Inspections conducted	14	14	15
On-Site Sewage Facility complaints investigated	0	1	1
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ 129,409	\$ 138,753	\$ 189,203
Supplies	3,240	5,100	5,100
Contractual Services	32,783	28,010	29,289
Maintenance	1,422	1,850	2,100
Capital Outlay	-	600	600
Total Expenditures	\$ 166,854	\$ 174,313	\$ 226,292

MAJOR BUDGET CHANGES:

Assumed administrative salary expenditures from Wastewater Fund



**TOWN OF ARGYLE
2016-2017 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

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2015 REESTIMATE	2016-2017 PROPOSED
Number of special events	4	4	4
Miles of paved streets maintained	41	41	43
Lane miles to be maintained	82	82	85
Tons of hot-mix asphalt used for major street repairs	220	125	200
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2015 REESTIMATE	2016-2017 PROPOSED
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	18.4	19	18
Square yards of overlay completed	0	0	800
Linear feet of drainage cleaned	528	804	600
Culverts, curb and gutter maintenance	159	165	150
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2015 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ 142,030	\$ 169,535	\$ 247,635
Supplies	33,336	41,650	49,150
Contractual Services	31,931	51,025	64,475
Maintenance	38,413	31,000	73,500
Capital Outlay	3,921	86,400	1,100
Total Street Maintenance Expenditures	\$ 249,630	\$ 379,610	\$ 435,860
Total Street Maintenance Administration (previous pg)	\$ -	\$ -	\$ -
Total Street Maintenance Expenditures	\$ 249,630	\$ 379,610	\$ 435,860

MAJOR BUDGET CHANGES:

Assumed salary expenditures from Wastewater Fund

Adding Street Maintenance Worker effective April 1, 2017



SPECIAL REVENUE FUNDS

FY17 ADOPTED BUDGET

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2016 - 2017

FUNDS	FY 15 ACTUAL	FY 16 BUDGET	FY 16 REEST.	FY 17 BUDGET	Inc/Dec over FY16 Budget
<u>SPECIAL REVENUE FUNDS</u>					
ECONOMIC DEVELOPMENT FUND - 210					
REVENUES	202,088	184,360	241,412	231,237	25.43%
EXPENDITURES	133,673	260,916	298,480	196,110	-24.84%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>68,414</u>	<u>(76,556)</u>	<u>(57,068)</u>	<u>35,127</u>	
CRIME CONTROL & PREVENTION FUND - 220					
REVENUES	103,265	95,080	115,618	115,618	21.60%
EXPENDITURES	108,288	139,187	138,519	142,962	2.71%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(5,023)</u>	<u>(44,107)</u>	<u>(22,901)</u>	<u>(27,344)</u>	
STREET MAINTENANCE SALES TAX FUND - 230					
REVENUES	100,616	92,080	115,718	115,618	25.56%
EXPENDITURES	94,950	145,000	99,048	145,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>5,666</u>	<u>(52,920)</u>	<u>16,670</u>	<u>(29,382)</u>	
BUILDING MAINTENANCE FUND - 235					
REVENUES	-	25,000	25,000	25,000	0.00%
EXPENDITURES	-	25,000	-	25,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>-</u>	<u>-</u>	<u>25,000</u>	<u>-</u>	
COURT TECHNOLOGY FUND - 240					
REVENUES	7,646	7,730	9,060	8,440	9.18%
EXPENDITURES	6,226	12,600	8,800	7,700	-38.89%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>1,419</u>	<u>(4,870)</u>	<u>260</u>	<u>740</u>	
COURT SECURITY FUND - 241					
REVENUES	5,824	5,830	6,840	6,360	9.09%
EXPENDITURES	-	11,500	6,000	7,500	-34.78%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>5,824</u>	<u>(5,670)</u>	<u>840</u>	<u>(1,140)</u>	
KEEP ARGYLE BEAUTIFUL FUND - 250					
REVENUES	-	200	N/A	N/A	
EXPENDITURES	-	12,500	N/A	N/A	
REVENUES OVER/ (UNDER) EXPENDITURES	<u>-</u>	<u>(12,300)</u>			

FUNDS	FY 15 ACTUAL	FY 16 BUDGET	FY 16 REEST.	FY 17 BUDGET	Inc/Dec over FY16 Budget
PARKLAND DEDICATION FUND - 255					
REVENUES	35,279	45,170	33,881	42,280	-6.40%
EXPENDITURES	12,011	114,000	7,500	300,000	163.16%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>23,268</u>	<u>(68,830)</u>	<u>26,381</u>	<u>(257,720)</u>	
TREE REFORESTATION - 256					
REVENUES	29	20	20	5	-75.00%
EXPENDITURES	-	4,000	-	5,000	25.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>29</u>	<u>(3,980)</u>	<u>20</u>	<u>(4,995)</u>	
LEOSE TRAINING FUND - 260					
REVENUES	1,202	1,200	1,190	1,190	-0.85%
EXPENDITURES	961	2,000	382	785	-60.75%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>241</u>	<u>(800)</u>	<u>808</u>	<u>405</u>	
POLICE DONATIONS FUND - 265					
REVENUES	4,244	4,260	4,614	4,660	9.39%
EXPENDITURES	2,977	7,000	4,500	7,000	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>1,268</u>	<u>(2,740)</u>	<u>114</u>	<u>(2,340)</u>	
SENIOR CITIZEN ORGANIZATION - 270					
REVENUES	1,633	1,442	1,322	1,210	-16.09%
EXPENDITURES	924	1,200	1,600	1,200	0.00%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>709</u>	<u>242</u>	<u>(278)</u>	<u>10</u>	



**TOWN OF ARGYLE
2016-2017 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 2016 - 2017 GOALS

1. Increase sales tax revenue to diversity the tax revenue consistent with the Comprehensive Plan.
2. Expand efforts for existing business recognition and retention programs.
3. Capitalize on emerging commercial market opportunities with data and marketing information customized for those uses.
4. Utilize technology to convey EDC message and continue marketing Argyle.
5. Measure economic development projects on a true cost/benefit basis in order to understand impact on revenues and expenditures, program enhancements, school impact and Town services in a manner reflective of the adopted Comp Plan and Form Based Code.
6. Craft custom programs and incentive packages to encourage development consistent with the Comprehensive Plan and the Form Based Code.
7. Support infrastructure development opportunities for sewer extension and roadway improvements as projects emerge that will provide private capital to support public infrastructure expansion.
8. Fund prorata share of sales tax analysis report.
9. Anticipate update and reprinting of aerial maps for marketing packets - \$6,000.

FY 2016 - 2017 OBJECTIVES

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



**TOWN OF ARGYLE
2016-2017 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
2016-2017 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
2016-2017 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
2016-2017 PROGRAM OF SERVICES**

COURT SECURITY FUND

DEPARTMENT DESCRIPTION

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

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

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

MAJOR DEPARTMENT GOALS

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

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

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

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



**TOWN OF ARGYLE
2016-2017 PROGRAM OF SERVICES**

LAW ENFORCEMENT OFFICER STANDARDS AND EDUCATION TRAINING FUND (LEOSE)

DEPARTMENT DESCRIPTION

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

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

MAJOR DEPARTMENT GOALS

Promote continued professional training for law enforcement officers.



**CAPITAL
PROJECTS FUNDS
FY17 ADOPTED BUDGET**

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2016 - 2017

<u>FUNDS</u>	<u>FY 15 ACTUAL</u>	<u>FY 16 BUDGET</u>	<u>FY 16 REEST.</u>	<u>FY 17 BUDGET</u>	<u>Inc/Dec over FY16 Budget</u>
<u>CAPITAL PROJECTS FUNDS</u>					
CAPITAL IMPROVEMENTS FUND - 310					
REVENUES	4,138	700	125,624	1,300,100	185628.57%
EXPENDITURES	23,129	66,001	66,001	1,375,000	1983.32%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(18,991)</u>	<u>(65,301)</u>	<u>59,624</u>	<u>(74,900)</u>	
ROADWAY IMPACT FEES FUND - 320					
REVENUES	100,128	138,510	106,507	119,008	-14.08%
EXPENDITURES		-	-	-	
REVENUES OVER/ (UNDER) EXPENDITURES	<u>100,128</u>	<u>138,510</u>	<u>106,507</u>	<u>119,008</u>	
EQUIPMENT REPLACEMENT FUND - 330					
REVENUES	50,224	20,200	20,200	20,100	-0.50%
EXPENDITURES	75,647	32,750	-	34,000	3.82%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(25,424)</u>	<u>(12,550)</u>	<u>20,200</u>	<u>(13,900)</u>	



**TOWN OF ARGYLE
2016-2017 PROGRAM OF SERVICES**

ROADWAY IMPACT FEE FUND

DEPARTMENT DESCRIPTION

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

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

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

Impact fees are generally collected at time of building permit.

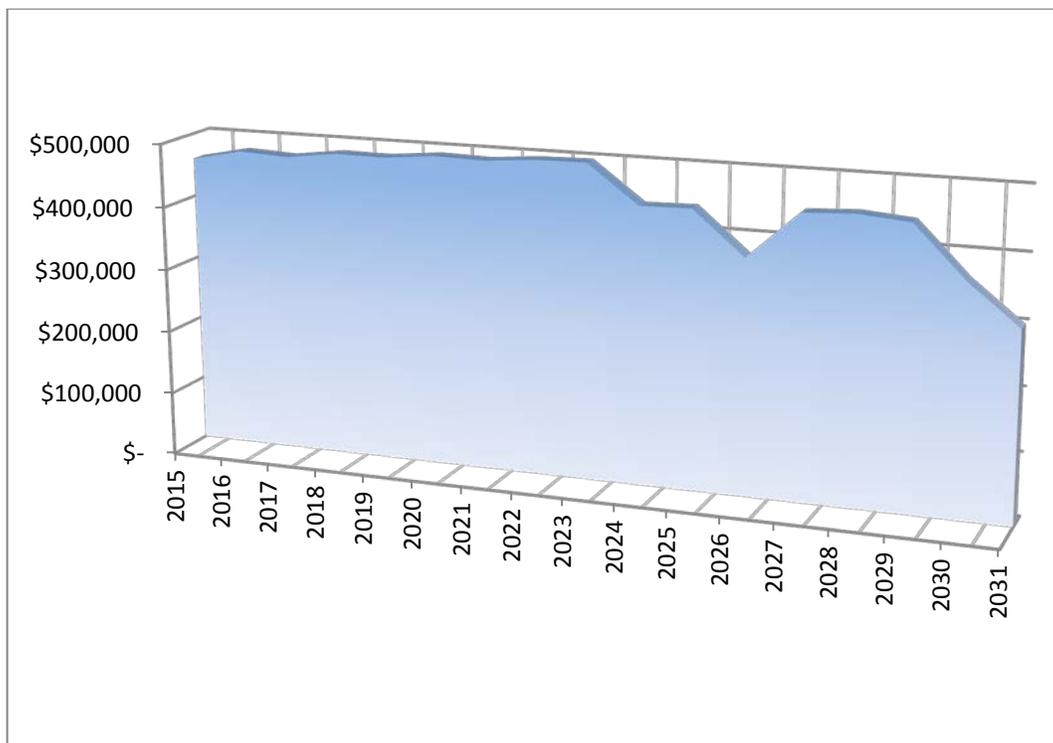
MAJOR DEPARTMENT GOALS

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



DEBT SERVICE FUND

FY17 ADOPTED BUDGET





**TOWN OF ARGYLE
2016-2017 PROGRAM OF SERVICES**

DEBT SERVICE FUND

DEPARTMENT DESCRIPTION

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

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

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

DEBT SERVICE FUND GOALS

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

DEBT SERVICE FUND FACTS

- ❖ The Town's total ad valorem rate for the 2016 tax year (FY17 Budget) is .39750 per \$100 of valuation as established by the Town Council and certified by the Denton County Appraisal District. Of this total rate, \$.093051, or 23.41% is dedicated to retirement of FY17 debt service obligations. This rate is unchanged from the 2015 tax year.
- ❖ The Town's total 2016 net taxable value of \$534,475,793 will result in \$497,335 in debt service revenue. There are no transfers into Debt Service from other funds in FY17.

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2016 - 2017

<u>FUNDS</u>	<u>FY 15 ACTUAL</u>	<u>FY 16 BUDGET</u>	<u>FY 16 REEST.</u>	<u>FY 17 BUDGET</u>	<u>Inc/Dec over FY16 Budget</u>
<u>DEBT SERVICE FUND - 410</u>					
REVENUES	465,111	489,406	489,842	498,335	1.82%
EXPENDITURES	460,887	475,818	475,818	472,094	-0.78%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>4,224</u>	<u>13,588</u>	<u>14,024</u>	<u>26,241</u>	

OUTSTANDING DEBT ISSUE DETAIL

	<u>FY 15 Actual Prin & Int</u>	<u>FY 16 Budget Prin & Int</u>	<u>FY 16 Re-Est Prin & Int</u>	<u>FY 17 Budget Prin & Int</u>
2008 C.O. Bonds-\$1,010,000 (church purchase)	78,925	82,013	82,013	79,988
2009 C.O. Bonds-\$800,000 (renovation)	64,860	63,366	63,366	61,872
2010 C.O. Bonds-\$3,650,000 (street improvements)	246,863	264,063	264,063	266,013
2014 G.O. Refunding Bonds - 2003 C.O.	67,452	65,277	65,277	63,122
Administrative Fees	2,787	1,100	1,100	1,100
	<u>460,887</u>	<u>475,818</u>	<u>475,818</u>	<u>472,094</u>



PROPRIETARY FUNDS

FY17 ADOPTED BUDGET

TOWN OF ARGYLE
 Adopted Annual Program of Services
 Fiscal Year 2016 - 2017

<u>FUNDS</u>	<u>FY 15 ACTUAL</u>	<u>FY 16 BUDGET</u>	<u>FY 16 REEST.</u>	<u>FY 17 BUDGET</u>	<u>Inc/Dec over FY16 Budget</u>
<u>UTILITY FUNDS</u>					
WASTEWATER UTILITY OPERATING FUND - 710					
REVENUES					
Sewer System Revenue	343,133	328,800	365,432	368,400	
Sewer System Installation Fees	13,700	23,200	17,600	19,600	
Miscellaneous Income	8,618	19,034	20,034	22,359	
Transfers in WW Development Fund	123,333	138,905	138,905	120,612	
TOTAL REVENUES	<u>488,784</u>	<u>509,940</u>	<u>541,972</u>	<u>530,971</u>	4.12%
EXPENDITURES					
Personnel	90,852	147,093	89,436	N/A	
Supplies	3,487	6,300	4,000	1,700	
Contracted Services	217,500	256,161	246,305	309,900	
Repair & Maintenance	19,880	31,500	37,500	38,500	
Debt Service	69,024	163,152	163,152	165,483	
Capital Outlay	330	750	750	750	
Transfers	-	-	-	-	
Amortized Expenses	83,394	-	-	-	
TOTAL EXPENDITURES	<u>484,468</u>	<u>604,956</u>	<u>541,143</u>	<u>516,333</u>	-14.65%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>4,317</u>	<u>(95,017)</u>	<u>828</u>	<u>14,638</u>	
WASTEWATER CAPITAL PROJECTS FUND - 720					
REVENUES	16,858	500	500	100	-80.00%
EXPENDITURES	94,520	110,092	110,092	120,612	9.56%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>(77,662)</u>	<u>(109,592)</u>	<u>(109,592)</u>	<u>(120,512)</u>	
WASTEWATER IMPACT FEE FUND - 730					
REVENUES	48,332	142,672	107,182	121,794	-14.63%
EXPENDITURES	28,813	43,813	28,813	28,813	-34.24%
REVENUES OVER/ (UNDER) EXPENDITURES	<u>19,518</u>	<u>98,859</u>	<u>78,369</u>	<u>92,981</u>	



**TOWN OF ARGYLE
2016-2017 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 2017.
- ❖ Obtain easements for S-1 beginning this fiscal year.

MAJOR FUNCTION: Public Works

DIVISION: Wastewater

WORKLOAD MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Lift Stations visual inspections	640	942	1,825
Lift Stations pump maintenance	8	10	10
Lift Stations grounds maintenance	6	6	6
Sanitary Sewer line maintenance/cleaning/jetting	6.5 miles	6.3 miles	6 miles
Sanitary Sewer manhole maintenance	350	266	300
Sanitary Sewer Line smoke testing	-	-	20,000 L.F.
PRODUCTIVITY MEASURES	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Percent of maintenance schedules completed	100%	100%	100%
Percent of operations schedules completed	100%	100%	100%
EXPENDITURES SUMMARY	2014-2015 ACTUAL	2015-2016 REESTIMATE	2016-2017 PROPOSED
Personnel	\$ 90,853	\$ 89,436	G. Fund
Supplies	3,487	4,000	1,700
Contractual Services	217,500	246,305	309,997
Maintenance	19,880	37,500	38,500
Debt Service Principal & Interest Expense	69,024	163,152	165,483
Capital Outlay	330	750	750
Transfers Out Debt Service Fund	-	-	-
Depreciation Expense	83,394	-	-
Total Expenditures	\$ 484,468	\$ 541,143	\$ 516,430

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

MAJOR BUDGET CHANGES:

Shifted salary expenditures to General Fund

Town of Argyle
Summary of Full Time Equivalent Positions

	FY2015 ACTUAL	FY2016 BUDGET	FY2016 RE-ESTIMATE	FY2017 ADOPTED
GENERAL FUND				
Administrative Services				
Town Manager	1.00	1.00	1.00	1.00
Town Secretary	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	1.00	1.00	0.50 ¹
Permit Clerk	1.00	1.00	1.00	0.00
Financial Services				
Finance Director	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.00	0.50 ¹
Municipal Court				
Court Clerk	1.00	1.00	1.00	1.00
Information Technology				
IT	0.00	0.00	0.00	0.00
Police Administration				
Police Chief	1.00	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00	1.00
Administrative Assistant	0.70	0.70	0.70	1.00 ²
Police				
Police Sergeant	2.00	2.00	2.00	2.00
Patrol Officer	5.00	5.00	5.00	6.00 ³
Community Development				
Director of Community Development	1.00	1.00	1.00	1.00
Development Coordinator	0.00	0.00	0.00	1.00
Street Maintenance Administration				
Public Works Director	0.60	0.60	0.60	1.00
Code Enforcement Officer/Construction Inspector	1.00	1.00	1.00	1.00
Street Maintenance				
Street & Wastewater Crew Lead	1.00	1.00	1.00	1.00
Street & Wastewater Equipment Operator	1.00	1.00	1.00	2.00
Street & Wastewater Maintenance Worker	1.00	1.00	1.00	2.00 ³
Total (General Fund)	20.30	21.30	21.30	25.00
WASTEWATER FUND				
Public Works Director	0.40	0.40	0.40	0.00
Street & Wastewater Maintenance Worker	1.00	1.00	1.00	0.00
Street & Wastewater Maintenance Worker	0.00	1.00	1.00	0.00
Total (Wastewater Fund)	1.40	2.40	2.40	0.00
Total All Funds	21.70	23.70	23.70	25.00

1 Administrative Assistant split between Administrative Services & Financial Services

2 Position becomes full time effective January 1, 2017

3 Additional Position effective April 1, 2017