

Mayor and Council,

I am pleased to pass on the following information. All information in Manager's Notes is available to the public and these reports will be archived on the Town website.

Staff Interviews

As mentioned in our retreat, I now have all but three staff members interviewed. I should be able to complete the remaining over the next week, depending on our PD shift schedule.

Retreat Wrap-Up

Thank you for the excellent retreat, Council's dedication is greatly appreciated. Feel free to reach out with follow up thoughts at any time.

Tours

As mentioned, the Mayor and I have a weekly driving tour of the City to see and follow up on topics large and small in our Town. Please let me know if you would like to schedule a tour.

Seniors Event

We had great attendance and an enthusiastic crowd of 28 guests for our monthly bingo lunch. Skylar Smith did a great job preparing for and administering the event! Harrison Wick led the organization of our event this month, that oversight will now transition to Marissa Barrett. Skylar Smith will continue to be heavily involved.

Town Hall Renovations

I met with Matt Holtman regarding our next steps in implementing the Council approved building repairs to Town Hall. Holtman's firm will spec and bid four immediate action contractors: foundation, grading/swale, gutters, irrigation. This will allow immediate progress while the firm completes the bid drawings and options for the remaining renovation steps, all of which are better completed after the foundation repair.

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Hire 17 th Officer	Conditional job offer has been made to an officer with 8+ years’ experience at Nevada Department of Public Safety	Awaiting psychological, medical, and polygraph testing when the candidate can return to complete these tasks. This will bring our agency to fully staffed.
Begin formal field training (FTO) program for Officers Barrett and Smith	Each new officer spends a period of several months riding with and learning from an experienced officer to learn geography, proper call answering protocols, traffic enforcement, and department policy/procedures.	Officers Barrett and Smith have begun the FTO process. Officer Barrett’s FTO process will be abbreviated because he was brought in with 8+ years of prior experience in Keller.
Implement traffic count and enforcement	With the recent promotion of one of our traffic officers to the rank of Corporal, one of his monthly duties is to rotate our traffic measurement devices to different Town roadways to measure the growth in vehicular traffic and identify times when violations are most prevalent	Devices are currently deployed on Crawford Road, Old Justin Road, Hickory Hill Road and C Taylor Road
Complete post-event tasks from Child Safety Fair	The Child Safety Fair was a big success with a larger turnout of vendors and attendees than years past. Several children won raffles for post-event parties/giveaways.	This week we hosted three (3) “Cake with Cops” parties with winners and their friends, providing the kids with cake and a tour of the current police facility. We also shopped with two winners for a new bicycle and helmet.
Update Hiring and Internal Investigations policies	As part of the most recent legislative session, the Texas Commission on Law Enforcement mandated content that must be in every agency’s policies on hiring and investigations	As an accredited agency, Argyle PD policies were already within compliance with the majority of the mandated changes. The few additions that were necessary have been made and pushed out to the department.

Community Development Updates

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Argyle Tree Rebate Program	Providing reimbursements to residents and HOAs for planting landscaping on their property. This is to encourage residents and HOAs to add more tree canopy to the Town. <Argyle Tree Rebate Program Argyle, TX>	We recently issued the final remaining tree rebate checks to residents and HOAs that submitted an application from this past 2024-2025 program year. The program takes place from Oct 1 to March 1 every year. This year we had in total 20 applications from residents and 2 applications from HOAs. The maximum amount a resident can receive is \$500 and HOAs can receive up to \$1000 for planting in their open spaces.
Argyle Arbor Day	Tree giveaway event to residents hosted on the first Saturday of November every year, following Texas Arbor Day which is the first Friday of November every year.	We recently secured our tree order for the event in November. We are preparing to giveaway 200 trees this year. Below are the types of trees ordered: <ol style="list-style-type: none"> 1. Crape Myrtles (3 gallon) - 50 2. Cedar Elm (3 gallon) - 25 3. Burr Oak (3 gallon) - 25 4. Chinkapin Oak (3 gallon) - 25 5. Shumard Oak (3 gallon) - 25 6. Bald Cypress (3 gallon) - 25 7. Texas Redbud (3 gallon) - 25
Heritage Planned Development District	Stakeholder meeting to discuss transportation projects on Robson Ranch Road and I35W	Town staff met with stakeholders from TXDOT, Denton County, City of Denton, Hillwood, and the Heritage District to understand future timelines for transportation improvements in this area, updates included: <ol style="list-style-type: none"> 1. TXDOT’s breakout priority #1 includes the interchanges and frontage roads at FM407, Old Justin Road, Robson Ranch Rd, and FM 2449 in Denton, the ready to let date for this is the end of 2027, with construction to begin in 2028 2. There is no traffic light currently planned at I35W and Robson Ranch Road 3. Traffic Lights along Robson Ranch Rd at Landmark Trail and the future HEB retail area are being designed by Denton County and the City of Denton at the moment. 4. Denton County is paying for the clearance study of this corridor between I35W and Cleveland Gibbs Road
Greenbelt Plan and NCTCOG TSI Program	Received a presentation from representatives of UTRWD and NCTCOG	Staff received a presentation on NCTCOG’s Transportation and Stormwater Infrastructure (TSI) study. The study will identify projects to reduce future flood risk and potential funding sources to implement those projects. The study also will generate maps and models of future flood risk and policy recommendations related to development and floodplain management. The study is expected to conclude in 2026.

Public Works Department Progress

Project Name	Project brief Description	Weekly Update/Status/Next Steps
Investigating Wastewater System	Locating manholes on Old Justin Rd and Kay St verifying flow direction to correct existing map	Will be sending this data to iWorQ (work order system) to have our digital map updated
US Hwy 377 Mowing	Working to improve results.	Determined Denton mows US377 in 24 cycles per year at the City’s cost. Our budget is built to pay for 8 mowings at a cost of \$1,754.84 per cycle. Currently following up with the Denton contractor to determine the potential benefits and costs of a change.
Stonecrest Warranty Repairs	Holding the contractor accountable for required repairs.	They were on site measuring this afternoon and we will meet on Monday to discuss what they have come up with.
Equipment Auction	Identify vehicles/trailers from both PD and PW that meet the qualifications for surplus equipment.	Once approved the auction company will pick up all equipment to include in their next auction, this will be a Council item.
Old Justin Sewer Stop	On Saturday we had a call for a resident that had a sewer back up and the plumber said the issue was on the city side.	After extensive work and direct coordination with the homeowner and private plumber, found the restriction to be on the private side. The resident was pleased with our service and glad we were able to help pinpoint the issue.

Municipal Services Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Fulcrum	All Board and Commission member’s Microsoft 365 Passwords will now expire on a 180 day (6 month) cycle in June and December.	David Rojo and Ryan Young with Fulcrum will be onsite Monday, June 16, 2025 to help reset passwords to trigger the 180 day cycle, and assist with any password reset issues. Staff will assist, and Fulcrum will support by phone, password resets during the next scheduled P&Z and MDD meetings.
Transition of Finance Roles	A variety of transition steps were implemented to provide a smooth handover of responsibilities.	Met with Town Manager and Town Secretary to clarify roles and responsibilities. Finalized work with 3 rd party to get all bank reconciliations completed through May 2025; finalized work with 3 rd party to provide the Annual Audit for Council review June 16. Process for Monthly Reports now handed over to the Town Secretary working directly through our ZacFinance Consultant, with reporting elements and data reviewed by the Town Manager and Town Secretary prior to publication.