Town of Argyle Town Manager's Notes June 20, 2025

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.

Council Wrap-Up

Thank you for a productive meeting. As mentioned by the Mayor, feel free to email requests for future agenda items anytime. It is helpful for coordination if you email those to the Town Secretary and copy me as well.

The Westwood Agreement will proceed as requested and I met later in the week with the Park Board Chairman to begin the arrangements for your Park Committee to be fully involved as the consultant starts their work.

Our partnership with the Argyle Business Association is already ramping up. The Town is allotted special, a scheduled announcement time during their meetings and the Chief provided a report on the success at the Child Safety Fair at both the 8 AM and 10 AM sessions. As many event donors participate at the ABA, this was excellent communication. The Mayor and I attended the 8 AM and were able to talk with many member local businesses as part of their networking times.

Lions Event

We have now coordinated to host the Lions Club on a consistent basis in the Town Hall Community Room. They met for lunch on June 17 and will continue a regular monthly schedule here at Town Hall.

Employee Advisory Committee Formed

As we work through the process of improving in all areas, I have assigned five great employees to the newly created Employee Advisory Committee. Members were selected to serve in this role because of the dedication and positive perspective they bring to the workplace. We have a cross-section of employees with different points of view.

This committee was formed to strengthen communication across departments, foster collaboration, and ensure employee voices are heard when it comes to decisions that affect our day-to-day work and overall employee experience.

Our initial focus will be on reviewing current employee benefits and offering input on areas for improvement. In the future, we'll also look at tasks such as reviewing the Employee Handbook and making recommendations, as well as helping to plan employee engagement and appreciation events.

To get things started, we have two July meetings scheduled. The first will cover Insurance/Benefits 101 to give everyone a solid foundation for the benefit discussions ahead. In the second meeting, they will meet with the Town's benefit broker to review new rate information and plan options for the upcoming year.

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Begin formal field training (FTO) program for Officers Barrett and Smith	New officers undergo a formal training process where they ride with an experienced officer to learn policy and procedure.	Update to last week: Officers Barrett and Smith are currently in week 3 of their FTO process and are progressing well.
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	Updates to last week: The measurement devices are still deployed on Crawford Road, Old Justin Road, and C Taylor Road. Now one of the visible display devices is also on Stonecrest south of 407. During the July CCPD meeting, we will be requesting funding for five (5) additional speed display signs to place on the most heavily traveled roadways in Town.
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.	5th Annual Child Safety Fair Success: 2,000 attendees; 40+ businesses and vendors 200 life jackets, 300+ infant sleep sacks, 50 booster seats and 100 gun cable locks distributed 550 snow cones and 200 ice cream cones given away Raffled three "Cake with Cops" parties and two bicycles Raised $20,502.00, after covering $9K in event expenses, donating $11K+ to Denton County Friends of the Family
Implement Power DMS	To streamline the processes of policy distribution and comprehension, field training, and background investigations, we have begun the process of moving these items to the Power DMS software.	Our policy manual has been uploaded to the software and user accounts have been created to begin the distribution and periodic comprehension testing processes. Meetings are scheduled to bring the background and FTO portions of the project online.

Community Development Updates

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Argyle Landing Lot 92, Proposed Building Distance from Gas Pad	Councilmember Svehla requested more information on the distance of the indoor badminton facility to the gas pad owned by BKV.	Town staff reviewed **Sec. 14.7.29. - General Drilling and Production Standards** of the Town Development standards and there is no minimum distance established for private commercial properties. The minimum distance for residential structures is 300 feet from existing wells. Although not required, the proposed indoor badminton facility is located further than 300 feet from the wells on the gas pad. Town staff emailed BKV to confirm if they have any objections to the proposed building where it is located on Lot 92 and staff received a confirmation they will review and follow up.
Denton County Emergency Services District #1 & #2 (DCESD) Updates	DCESD has been completing annual fire inspections for businesses in Argyle for the first time in an effort to boost compliance	In their board meeting on 6/17, the district approved the use of a 3rd party service called The Brycer Compliance Engine, which many neighboring municipalities use to significantly increase the fire and life safety systems compliance in their communities ("compliance" meaning systems are annually inspected, tagged, and fully operational at all times as required by the Texas Dept. of Insurance and State Fire Marshal). They will be "going live" with the Compliance Engine on **August 1st**. The district hopes to have a 30% increase in code compliance in the first year.
Keep Argyle Beautiful and Denton County Master Gardeners	Exploring grant and beautification opportunities	KAB continues to search for grant opportunities as well as eligible locations for existing funds. Staff also discussed assisting KAB with the Adopt-a-Street program, which may need some Town coordination to thrive. Denton County Master Gardeners is exploring grants for the proposed monarch waystation project in Unity Park. Staff will be assisting by working through the irrigation and location logistics.
Heritage PD District	Meet with stakeholders to discuss drainage and transportation issues	Town staff had a follow up meeting with the developer and engineer for the Heritage PD district to discuss next steps from the stakeholder meeting held on June 11th. A key next step will be an upcoming meeting with TXDOT to review drainage at the IH35W interchange with Robson.
Dark Sky Texas	Argyle application to be recognized as a Dark Sky community	Town staff submitted the application earlier this year to begin the certification process to be a Dark Sky community. This is a multi-year process and includes the Town adopting lighting standards approved by Dark Sky International. Staff is planning to meet with local members of Dark Sky to advance this process.
MDD Economic Incentive grant	Little Joes Farmstead – Office and Ice Cream Kiosk Improvement	Passed final inspection! Once the CO is updated, they are free to open and serve ice cream. The owner submitted receipts for review by staff to confirm the final dollar amount to be reimbursed to him, for an amount not to exceed $100,000. We hope to complete the review early next week.

Municipal Services Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
RFQ – Civil Firm	RFQ 2025-01 for Civil Engineering Firm selection for the Municipal Complex (off FM 407) project.	RFQ 2025-01 was issued April 22 and closed on May 13. Staff evaluated firms and scheduled interviews with the top three firms. Interviews will take place the week of June 23; Staff will bring forward a contract for Council approval following negotiations.
RFQ – Design Firm	RFQ 2025-02 for Master Planning Design Services selection for the Municipal Complex (off FM 407) project.	RFQ 2025-02 was issued April 22 and closed on May 13. Staff evaluated firms and scheduled interviews with the top three firms. Staff interviewed firms on June 18; Staff will bring forward a contract for Council approval following negotiations.

Public Works Department Progress

Project Name	Project brief Description	Weekly Update/Status/Next Steps
Shell Station Sewer Line	Completed a review of the latest plan set for the sewer line installation.	Coordinating with Town Manager to schedule bids and Council review.
Digital Speed Limit Sign Relocation	Assisted PD by Installing a temporary pole south of FM 407 on Stonecrest and relocated one of our digital speed limit signs to this location	This sign will notify drivers of their speed and assist in slowing traffic.
Unity Park - Irrigation Repair	Current system fails to provide proper pressure to the Shed/Mural area.	Installed a new 2" water line to separate the 2 irrigation control locations. This will give proper pressure to both systems and required pressure to the water fountain
TruWeather Antenna	Coordinated with TruWeather for the installation of the new antenna on the light pole at Unity Park.	This antenna will give us free access to weather conditions.
PD Lighting Improvements	Coordinated scheduling 2 electricians to meet with the Police Chief and myself next week to discuss lighting improvements in the Police Station. Multiple fixtures need to be replaced and lighting is not adequate	After choosing a contractor and having improvements made this will promote a better workspace and improve the building value.
377 Mowing	Waiting on quote to have the west side of the TXDOT ROW on 377 mowed in 24 cycles with a zero turn	I spoke with the contractor that mows the Denton TXDOT ROW and he has measured out our area and will have an official quote to the Town shortly.
Deteriorating Manhole	Met with 3 contractors to discuss rehab of deteriorating manhole under Country Club at Harrison	All bids should be in by the end of the week

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