

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.

Annual Audit

The annual audit is now on the website under Financial Transparency. We will be working with Vail and Park to expedite the FY25 Audit process in order to fully comply with the March deadline under Texas State Law.

Communication Opportunities

I continue to value input opportunities. I was able to have a lunch with Councilman Stewart and his wife this week and an excellent preliminary budget meeting with the Mayor. I will be reaching out for similar Council and Board member input opportunities over the summer. The MDD Board will be considering a policy on this topic. Chairman Wylie suggested the idea for weekly staff and Board liaison meetings, which as excellent best practice.

On the staff side, the regular routine is a weekly Department Head meeting for myself, the Town Secretary and the Department Directors. In addition, I have standing weekly meetings with each Department Head and a stand alone weekly call with the Town Attorney. All of that, of course, in addition to the regular course of business communication. My weekly meeting with Public Works Director Bobby Johnston is a driving tour of the Town. Feel free to let me know if there is anything you would like he and I to take a look at.

We are now in the routine of making weekly announcements at the Argyle Business Association. This continues to be an excellent means of communication. I will be presenting to the Point Bank business group early next week as well.

Stonecrest and Frenchtown Repairs

I have been working with Public Works Director Johnston to determine a joint strategy for the Stonecrest concrete warranty repairs and the Frenchtown concrete problem just to the west of Manor Drive. Our best strategy was to accomplish both with a single contractor prior to the start of the school year.

The warranty work on Stonecrest, of course, is at no cost. Stonecrest will be a combination of removing damaged portions and a full panel.

On the Frenchtown portion, we will be replacing full panels for just over 400 feet. Our initial low bid, of 3 received, was from our Stonecrest warranty contractor for roughly \$48,000.

The work is scheduled to start July 7, the Monday after 4th of July. It should be complete by the end of July. We will make traffic control and safety announcements to the public and to Council prior to initiating the work.

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Hire 17 th Officer	Officer Jared Ramm relocating from Nevada	Tentative start date of July 14, 2025. At this point, PD will be fully staffed.
Interview Firms for FM407 Project	With the help of the Ramel Company, three project management and three civil design firms were selected to interview	Chief Jackson, along with Town Manager Sims, Bobby Johnston, and Marissa Barrett conducted interviews with civil design firms on Monday June 23. Results will be reviewed with Council soon.
Repairs to police building	<p>Multiple light fixture ballasts throughout the building are non-functioning and require replacement. Additionally, there are multiple styles of light fixtures within the building.</p> <p>Outside air conditioning unit that supplies air to server room needs replacement. The temperature in this room is above what IT recommends for server health.</p>	Coordinated with Public Works, follow up in the Public Works report below. Also working with Public Works to determine costs and feasibility of installing a back-up generator at the Police Department.
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.	<p>Update: Final meeting to implement Policy and Recall programs completed on June 24.</p> <p>Meetings to kick off Vetted (background investigations) program scheduled for mid-July.</p>
Operation Copsicle	Each year, the department purchases several hundred popsicles and distributes them to kids as officers are conducting their routine patrols	Planning to conduct this during the week of June 30 – July 4

Community Development Updates

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Argyle Nature Trail	Town PSA with Westwood for design services of the ANT	The proposal for design services has been finalized, and a PSA is being drafted. An email was sent to the Parks Committee on 6/26 to schedule a meeting in July. Once I receive a response from a majority of the members, I will let them know the best time available and have it scheduled.
Comprehensive Plan	Meet with the Comp Plan Advisory Committee (CPAC) to discuss updates to the Comp Plan.	An email was sent to the CPAC on 6/26 to schedule a meeting in July. Once I receive a response from a majority of the members, I will let them know the best time available and have it scheduled.
TML Legislative Recap	Receive an update from TML staff on the outcome of the last legislative session.	I will be in Georgetown, TX on June 27 for the legislative recap session from 8-2pm. I will bring back any insights from the presentation and share with Council, Boards and staff as applicable.
Harvest Town Center Commercial Area	This is to provide periodic development updates on the commercial area and prospective users.	Received a call from a representative of Chuy’s Mexican restaurant that they are planning to construct a new location in the commercial area proximate to the Tom Thumb under construction. The lot is still to be determined. They will submit a building permit to Denton County Dev Services.
Metroport Chamber	Ribbon Cuttings	Attended the Ribbon Cutting for the Texas Health Breeze Urgent Care medical office located at 125 FM 407 E on Wed, next to the Organic Bronze Bar. It was well attended.
Document Scanning	Catalog documents in preparation for scanning and shredding	CD staff spent 2 hours on Wednesday in the Parsonage to check historical development documents and determine if they should be scanned or shredded. Results will be sent to the Town Secretary so she can schedule the Document Scanning company to come out and retrieve the documents.
MDD Economic Incentive Grant	Little Joe’s Farmstead MDD grant	Received documentation from the owner required under the Agreement, confirmed eligibility and made payment by EFT on June 27. Also on June 27 a health inspection as successfully conducted. The owner will proceed with ice cream sales on his own schedule. The Town will also be sponsoring a year membership in both the Argyle Business Association and Metroport Chamber as part of our partnership.

Municipal Services Department Updates

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Lions Club Installation Dinner	Tuesday, July 1, 2025 at 6:00 PM in the Community Room at Town Hall.	<p>The Lions Club will be presenting the Town of Argyle with their Lion Heart Award in recognition and appreciation of their partnership with the Town over the last thirteen years.</p> <p>The Lions Club has graciously adjusted their program (below) since the MDD Meeting is also graciously starting their meeting at 6:30 PM that evening.</p>
City of Denton Utility Billing Issue	Billing issue began with Service period 3/31/2025 – 4/30/2025.	This spring Public Works brought forward a topic that there were miscalculations and multiple bills issued by the City of Denton with overlapping service periods through the 5/30/2025 billing cycle for an estimated overcharge to the Town of \$45,592.06. Staff were able to meet with the City of Denton Billing Manager to reconcile the issue and ensure the Town of Argyle was not misbilled.
Marketing & Public Relations RFQ	Seeking a firm to provide comprehensive services that enhance community engagement, reinforce brand identity, and support transparent, effective communication with residents, businesses, and regional partners	<p>RFQ 2025-03 will be advertised in the Denton Record Chronicle the week of June 30th and July 7th and also in the July 5th issue of the Cross Timbers Gazette.</p> <p>Proposals Due: July 16th at 10:00 AM Committee Evaluation/Review: Week of July 21st Firm Interview(s): Week of July 28th Contract Negotiations & Attorney Review: Weeks of August 4th and 11th Town Council Consideration & Award of Contract: Week of August 18th</p>
Human Resources RFQ	Seeking a firm to provide embedded HR services that support a positive, consistent, and legally compliant workplace environment. This engagement will support all HR functions, including recruitment, onboarding, training coordination, performance evaluations, employee relations, benefits administration, policy development, and compliance monitoring.	<p>RFQ 2025-03 will be advertised in the Denton Record Chronicle the week of June 30th and July 7th and also in the July 5th issue of the Cross Timbers Gazette.</p> <p>Proposals Due: July 16th at 10:00 AM Committee Evaluation/Review: Week of July 21st Firm Interview(s): Week of July 28th Contract Negotiations & Attorney Review: Weeks of August 4th and 11th Town Council Consideration & Award of Contract: Week of August 18th</p>

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.	FNI is scheduled to attend the July Council meeting, review the project with Council, and answer any questions. This is in advance of the August Council meeting at which we anticipate bids will be reviewed and Council will have the option to approve a construction contract.
Digital Speed Limit Sign Relocation	Assisted PD by relocating an existing digital speed limit sign from the 400 block of Old Justin Rd to the 200 block of S. Gibbons	This sign will notify drivers of their speed and assist in slowing traffic
Stonecrest Warranty Repairs	Met contractor on site to discuss traffic control as well as specific means of repair.	Project will be coordinated with the Frenchtown repair and is expected to start on July 7 th
PD Lighting Improvements	Met with 3 electricians to receive bids for improving the interior lighting. Multiple fixtures need to be replaced, and lighting is not adequate	Once bids have been received we will discuss next steps. After choosing a contractor and having improvements made this will promote a better workspace and improve the building value.
PD server-room air conditioning (Emergency)	It was discovered that the a/c unit specific to cooling the server room at PD was not operating. After contacting several technicians, the unit was determined to be broken and in need of replacement.	After receiving bids, we were able to select the best value and lowest cost with replacement scheduled for early next week. The temperature in this room is being cooled by other sources in the building at this time

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377 Mowing	Receiving estimated cost from Denton contractor to mow the west side of 377 from city limit to city limit with a zero-turn mower	The quote came in for the west side of 377 at \$1,800 per cycle for 15’ on the west side with a zero-turn. The current contractor utilizes a bat-wing at the same cost to the Town. We will be changing contractors and staff will recommend that the number of annual mow cycles in the FY26 budget be increase from 8 to 24 to provide a better appearance in this zone.
Deteriorating Manhole	Rehab of deteriorating manhole under turn lane of Country Club Rd onto Harrison Ln	We have selected the bid for this project and are waiting to hear back for a start date
Replacing / Upgrading “No Thru Truck” signs in various locations	Replacing signs with the text “NO THRU TRUCKS” to the sign with the image and red restriction symbol	This week signs were replaced on Stonecrest, Chisholm, C. Taylor, and S. Gibbons. We will continue to exchange signs as seen.

