

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.

Budget Summary

Much work this week centered on producing a full budget for Council review in the upcoming Agenda Packet for the August 18 meeting. Here is a summary of what you can expect in the proposed budget:

Conservative Approach

- Tax Rate stable
- Lean operations with revenues transferred to Capital Projects
- Continued set-asides for Town Center/Police Building Improvements
- Commitment to Fund Balance above 7.5 months of operational expenses

Delivering Projects

- Funding for construction of the Argyle Nature Trail
- \$1.5M asphalt street maintenance program and \$250K concrete street spot repair program
- Construction of the Frenchtown Wastewater Project
- Delivery of Council's 3 drainage projects and elimination of the drainage planning project in favor of \$200K in additional drainage improvements
- Continuation of Town Hall remodel/rehabilitation

Preparing Projects

- Pre-construction for the Town Center/Police Building, including PD Master Plan, Town Center Area Plan and full Engineering/Architecture
- Update of Roadway Impact Fees, including Thoroughfare Plan update and IH35W Area Plan
- Coordinating with TXDOT and Denton County on FM407, US377 and IH35W to phase in major improvements

Operations

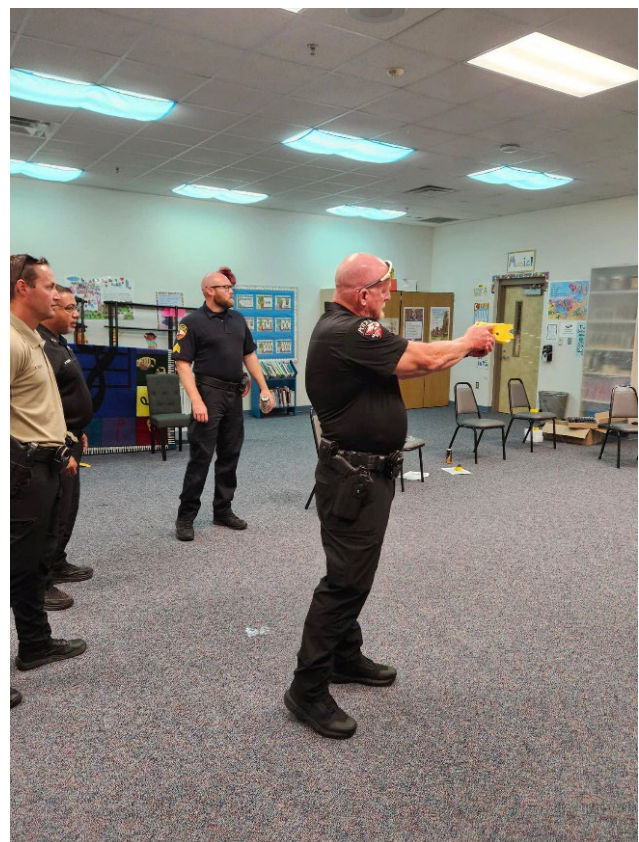
- Eliminated staff positions for MDD Director, Marketing Director, HR Director and Admin Assistant
- Added staff position for an Accountant, allowing phase out of consulting financial services
- Added 3rd party services for HR and Marketing
- Added Internship opportunities
- Provided funding for staff Health Insurance Plan cost increases
- Increased funding for Park maintenance

Public Safety

- Funding for a fully staffed Police Department (17 officers, 2 civilians), no change to current staffing
- Incorporation of CCPD funded equipment, STEP Raises, and Certification Pay
- Creation of a dedicated Town Center/Police Building Fund transferring \$2M in previous set-asides to a new dedicated fund.
- Transferring \$500,000 of new FY26 General Fund Revenue to the Town Center/Police Building Fund
- Adding \$750,000 of proceeds from the Summer 2025 CO's to the Town Center/Police Building Fund

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Permanent Speed Signs	The department requested funding through CCPD and purchased five (5) permanent speed monitoring devices that display motorist speeds	These speed monitoring devices have arrived. The first four will be deployed to the roadways that historical data and officer experience tells us are the most heavily traveled; Crawford Road, Old Justin Road, Hickory Hill Road, and Stonecrest. Several of our temporary speed monitoring devices will be used to measure traffic on other roadways once school is back in session to make a data driven decision on deployment.
Collaboration and Training with Argyle ISD PD	On-going.	This week Sergeant Sauter, who is a certified Taser instructor through Axon, put on a Taser refresher course for the staff at Argyle ISD PD.
Citizens Police Academy Alumni Association	The department has been working for some time with graduates of our Citizens Police Academy to form an independent, citizen-led non-profit.	Members of the newly formed ACPAAA met on 8/7/25 to elect a board and begin planning for upcoming projects.



Community Development Updates



Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Municipal Development District (MDD)	TEX-21 Membership	During their meeting on Tuesday, August 5 th , the MDD took action to not renew their membership with TEX-21 for the upcoming Fiscal Year 2026. The amount of savings for membership dues for TEX-21 is \$2,500.
MDD Applications	Economic Incentive Applications	The MDD has received an economic incentive application for the Marsden Tract off of US Hwy 377, just south of Little Joe’s Farmstead. The application and request will be considered during the next regular MDD meeting on Tuesday, September 2nd.
P&Z Commission	Meeting Updates	<p>During their meeting on Wednesday, August 6th, the P&Z Commission made the following recommendations to Town Council:</p> <ol style="list-style-type: none"> 1. Recommended approval of new canopy sign standards to allow for a primary canopy sign with a max square footage of 65 sq ft and 4 ft in height, and an auxiliary canopy sign with a max of 20 sq ft and 3 ft in height. 2. Recommended denial of the sign variance for two monument signs located at 8131 Gateway Drive, for the Shops of Gateway retail development.
Specific Use Permit	Update	Town Council approved the ordinance amendment allowing an SUP in the SF-1 zoning district, and will consider a new fee amount for this application during the August 18 th meeting.
Argyle Nature Trail	Update	<p>Tree surveyors have completed their tree tagging on the site and we can expect to receive the survey and tree list shortly. Diane Wetherbee of the Park Committee was able to walk the site with the surveyors when they were there and gained valuable insight.</p> <p>Town staff confirmed with Denton County Grants Manager Rina Maloney that construction costs related to the Argyle Nature Trail would be eligible for DCDD4 grant funds. Staff is planning to submit an application to DCDD for consideration during their next meeting on October 6th. There will be an item on the agenda for the Town Council meeting on September 15th requesting approval to apply for the grant.</p>
AISD Middle School	Emergency Access on Postmaster Lane	Town staff met with representatives of AISD and Denton County Emergency Services District #1 (DCESD1) for a kickoff meeting to work through details of constructing the required access gate at Postmaster Lane. The current timeline is to have the gate installed by May 2026 in preparation for the Fall 2026 school year.







Municipal Services Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Monthly Financial Reporting	Preparation of monthly financial report in coordination with third-party accountant	Coordinated with the Town’s third-party accountant to prepare the monthly financial report, ensuring accuracy and alignment with budget-to-actual performance tracking.
FY 25-26 Budget Preparation	Support for Town Manager in development of annual budget	Provided support to the Town Manager in refining and finalizing the FY 25-26 Budget. Focus remains on realistic revenue projections, cost efficiency, and strategic investment in service delivery.
Purchase Order SOP Development	Drafting of internal SOPs and guidance documents for purchase order process	Drafted internal Standard Operating Procedures and “How To” guidance for purchase order creation and management, ensuring compliance with State Law and the Town’s adopted purchasing policy. These documents will provide clarity and consistency for staff ahead of FY 25-26 implementation.
Cross-Training – Courts Administrative Support	Providing cross-training to court staff for administrative support functions	Provided cross-training for court staff on core administrative processes to ensure operational continuity, improve efficiency, and enhance team capacity for covering essential functions.
Golden Agers Bingo – Garden Party	Monthly senior engagement luncheon and bingo event	Hosted the August Golden Agers Bingo 'Garden Party' on Thursday with record-high attendance, just shy of 50 participants. Event provided an excellent opportunity for fellowship and community engagement.



Public Works Department Progress

Project Name	Project brief Description	Weekly Update/Status/Next Steps
Shell Station Sewer Line	To provide adequate sanitary sewer service to the commercial facilities.	We received construction bids during a formal bid opening. As per our discussions at Council, it was estimated at \$544,987 and the apparent low bid was \$337,664.
FM 407 and Myrtle, street sign/ stop sign replacement	Due to a vehicle accident at this intersection, the street sign, pole, and stop sign sustained damage beyond repair and required full replacement.	A new base was set with a decorative pole and stop sign. The street name blades will be ordered and installed as soon as they are received.
	Before	After
		

<p>PD Lighting Improvements</p>	<p>Met with 3 electricians to receive bids for improving the interior lighting. Multiple fixtures need to be replaced, and lighting is not adequate</p>	<p>The light fixtures have all been replaced, resulting in a better work environment. Five styles of light fixtures with an array of light shades and others with malfunctioning ballasts were replaced.</p>
	<p>Example Photo</p>	<p>Example Photo</p>
		
<p>Frenchtown Rd Repair</p>	<p>Severe cracking in the middle of the westbound lane of Frenchtown between Manor Dr and Caublestone Hill Dr is in need of panel replacement.</p>	<p>Road was opened on time, prior to the start of school. Restriping has been scheduled for the coming weeks.</p>
	<p>During</p>	<p>After</p>
		

<p>North Gibbons Rd Tree Removal</p>	<p>Denton County contacted on-call staff at approximately 10:30pm Friday to remove a fallen tree that was blocking the entire roadway.</p>	<p>The tree was cut up and moved to the side of the road. We will work on getting this removed next week.</p>
	<p>After Initial Clearing</p>	<p>After Initial Clearing</p>
		