Town of Argyle Town Manager's Notes September 26, 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.

Shell/Sonic Wastewater Service Construction

We have a September 29th start date for this project. The rear entrance (east side) will be closed during construction periods but the drive thru will remain open. Here are the major points:

Shell/Sonic received permission to pump wastewater into the Town force main to the east of their property, that current service is non-standard and prone to overflows back into the private property side.

The annexation agreement for Shell/Sonic requires the Town to provide an improved wastewater connection, the chosen path is to gravity flow to a Town line along Frenchtown.

The car wash and 2 story building both have nonstandard connections into the Shell/Sonic wastewater line.

The two story building annexed this week and we are working with the owners to determine the underground details necessary for the two story building to connect.

Construction will begin with initial service only for Shell/Sonic and two-story building.

We are hopeful that communication with the car wash owner this coming week will prevent any service interuptions to the car wash.

Police Service to the Residential Zone of Belmont FWSD #2

The Town's contract with Vail and Park to anaylze the fee the Town charges for Police Services in the residential portion of Harvest to the west of Harvest Way calls for a deliverable at the end of October.

Team progress on that project this week indicates that we will have the study available for Council review as part of the October Council packet.

We will include it in the packet and email it separately to the Town Council. Chief is arranging for me to brief the Belmont FWSD #2 after the our October 20 Council meeting.

As a reminder, Belmont #1 is all of the area west of Harvest Way, that separate District contracts with NorthLake for Police Services.

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Sixth Grade Center Traffic	The pickup and drop-off lines for the sixth-grade center have caused significant traffic issues at the intersection of Front Street and Old Justin	Argyle PD officers, along with Argyle ISD PD officers and Sixth grade center staff, implemented a new car line strategy on Monday 9/22. This effectively eliminated the back up on Front Street and opened the roadway for parents who are picking up at the child care business on Front Street.
Criminal Investigations	Update related to the cases worked and filed by our criminal investigations division	This week our criminal investigator filed cases related to credit card abuse and crimes related to victimization of a child. A warrant was issued for a terroristic threat against Town staff made by an individual who was issued a citation; Chief Jackson coordinated with the suspect's employer and an arrest should be made by Argyle PD early next week.
Firearms Training	To keep our officers prepared for any eventuality, Argyle officers are issued and trained on handguns and rifles.	Our firearms instructor put on a pistol red dot course and rifle course for our newest officers. Each new officer was also qualified on each of the weapons they will carry.
Visit from local girl scout	The Department will often receive visits from groups or children hoping to share food or treats with our officers	This week an adorable girl scout by the name of Penelope came by to deliver a large box of girl scout cookies for our staff.

Community Development Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Argyle Nature Trail	Project Update	Town staff is planning to submit a grant application to the Denton County Development District #4 next week. So far Town staff has collected 8 letters of support from nearby businesses.
Planning	FM 407/US 377 Small Area Plan	Town staff and GFF kicked off the small area plan for the FM 407/US 377 corridor on Friday, Sept 19th. Town staff and GFF kicked off the small area plan for the I35W corridor on Friday, September 26th
Transportation	TXDOT Projects	Town staff attended a Green Ribbon project informational session on Wednesday, September 24th to learn about how to apply for funding to install landscaping in TXDOT right-of-way in Argyle.
Development	Heritage Planned Development District	Town staff met with City of Denton, TXDOT, and Heritage Tract representatives to discuss upsizing drainage culverts under Robson Ranch Road next to the I35W frontage. Denton staff have not fully studied this culvert since drainage is flowing north on their property.
Construction	AISD Elementary School off of FM 407	Town staff completed a preconstruction meeting on Thursday, September 25th for the AISD Elementary School site off of FM 407. The elementary school is being constructed next to the middle school and the anticipated timeline for building completion is January 2027. The school won't officially open until Fall 2027.
Construction	Paloma Estates Phase III – Walkthrough	Town staff completed a final walk through on Thursday, September 25th for Paloma Estates off of Sam Davis Road. The Town sent the developer a final punch list and they will work to complete the outstanding items. Once the items are complete, the Town will reinspect and accept Paloma Court as dedicated to the Town.
Argyle Water Supply Corporation (AWSC)	Monthly Meeting Attendance	Town staff attended the AWSC monthly meeting on Thursday, Sept 18th. The developer paid the 2.4 million capital recovery fees for the Furst Ranch development and the water line construction has resumed. AWSC will have their annual workshop event on Thursday, November 20th from 9-12pm, Town leadership is invited to attend.
Denton County Emergency Services District (DCESD #1)	Monthly Meeting Attendance	Town staff attended the DCESD#1 monthly meeting on Thursday, Sept 18th and received the following updates: 1. The traffic signal at Cleveland Gibbs Rd and Robson Ranch Rd is now open. A ribbon cutting ceremony was held by Denton County this week. DCESD#1 is planning their annual stakeholder meeting for October 2025, the date is still being finalized, and they plan to invite member Mayors, Town Managers, and Police/Fire Chiefs.

Municipal Services Updates

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Accounting Manager Onboarding	Handoff of duties to Accounting Manager	Provided onboarding support for the new Accounting Manager to ensure a smooth transition into daily operations and financial processes.
Court Coverage	Continuity of operations during staff absences	Both Municipal Court staff were out sick for multiple days. The Town Secretary and I covered essential court duties, while all staff pitched in to cover phones and additional tasks. A strong group effort ensured uninterrupted service delivery.
Town Hall Mail Service	Coordination to add Town Hall to a regular USPS route	Coordinated with Public Works and USPS to add Town Hall to a regular mail route. A mailbox will be installed by the end of the month, improving efficiency for mail handling.
Purchase Order SOP Development	Internal process design for PO compliance	Worked on internal processes and training materials for implementing the use of Purchase Orders for all purchases above $3,000. This will strengthen compliance with state law and improve tracking of expenditures.
IT Coordination – Fulcrum	Resolution of system access and user support tickets	Coordinated multiple ticket resolutions with Fulcrum, including access updates to support cross-departmental functions, new user setup for the Accounting Manager, and ensuring court staff had access to security cameras.
Accounts Payable	Weekly input and processing of A/P transactions	Completed A/P input and processing for the week, ensuring accuracy and compliance with Town policies and financial controls.
FY 25 Audit Preparation	Audit walk-throughs and deliverables coordination	Met with Auditors on the FY 25 Audit, completed walk-throughs for all financial processes, and established deliverables to be completed prior to preparation of trial balances.
Professional Services & RFQ Preparation	Coordination of contracts and solicitation planning	Prepared and coordinated documents for professional service agreements and upcoming RFQ solicitations. Preparing PSA for Engineering firm for Impact Fee Update, Thoroughfare Plan Update and Traffic Calming Project for Council review
Golden Agers Bingo – October	Monthly senior engagement luncheon and bingo event	Coordinated theme, food, and prize selection for the October Golden Agers Bingo, scheduled for Thursday, October 9, 2025.

Public Works 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.	A pre-construction meeting was held on and the project is scheduled to begin on 9/29/25.
Town Hall Foundation Repair	Completed, moving to follow up steps	The Structural Engineer has inspected the building and approved all adjustments made to the foundation. The center hallway along with the NW corner of the building were raised to the proper elevation while the Council room was also adjusted to match previous work that was done. A leak was detected in the sewer system prior to the foundation repair. A plumber is scheduled to locate the source of the leak and evaluate potential repair options. Exterior drainage work and interior flooring work are being scheduled as well.
Street Sign Replacement	Staff replaced over 25 street signs—such as speed limit, "No Cellular Device," "No Through Trucks," and street name signs—to enhance visibility and ensure clearer communication for drivers.	
Unity Park Underbrush Removal	Removal of underbrush along the creek within the designated area adjacent to the pavilion. Underbrush was cleared from the south end of the creek bank and extended along the north side of Eagle Dr. As part of this work, two dead trees were also removed from the creek near the pavilion.	

Denton Wastewater Metering Station Fence repair	The Fence has been in poor shape for years and was getting hard to operate the gate.	The broken fence posts were replaced and the gate realigned allowing normal operation.
Unity Park Softball Field Lights	I received a call that a few of the softball field lights went out in the middle of a game.	After investigating, it was determined to be a blown breaker. We had a licensed electrician replace the breaker and all lights are now working properly.
Lift Station Maintenance	5T Ranch, lift station repairs: Variable frequency drive (VFD) and pump replacement. The new pump and variable frequency drive (VFD) have been delivered and successfully installed. The lift station has returned to normal operation.	
Rolling Acres Ditch Cleaning	This resident has notified us of the ditch being silted in and his yard not properly draining.	PW staff re-graded the ditch to allow proper flow.
407 US 377 Busted Clean-outs	2 Broken sewer clean-outs were discovered along with 2 additional clean-outs that are set too high.	All 4 clean-outs were cut to the proper elevation and placed in discreate covers.

In addition, staff routine operations include:

- Daily lift station checks and record keeping of flow levels
- Skimming debris from lift stations to reduce pump damage
- Mowing operations for various Town sites including Unity Park
- Empty trash cans and pet waste cans along trail
- Trimming trees that interfere with stop signs
- Street patching potholes as reported
- Minor facility maintenance at all Town facilities
- Replacing aging/faded street signs
- Investigate resident concerns related to various field conditions and provide proper follow up