

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.

Election

As you know we have our flyer in distribution for public information. We will be sending it to all the HOA contacts we have in Town so that they can assist with the public information. In addition, we will have a first day of early voting reminder post and video on social media and a repeat of those messages closer to election day. Early voting is October 20 and election day is November 4.

Police Service to the Residential Zone of Belmont FWSD #2

The Vail and Park to analysis of the Town charges for Police Services in the residential portion of Harvest in Belmont FWSD #2 is now in draft form and will be in the October 20 agenda. We are working to schedule an agenda item on the Belmont FWSD #2 Board meeting on November 12 to discuss the results with their Board. The current Agreement terminates (but has an automatic 3 year extension) on April 30, 2026.

BrandEra Kick off

BrandEra was in town to meet folks, video, photograph and generally get oriented to the Town all day on October 7. Their lead on the project is Beth Owens. She is setting an aggressive schedule for us. For more information on BrandEra, feel free to visit their website: <https://branderamarketing.com/>


Staff Thank You

I want to thank Marissa Barrett, Mary Kay Butler, Kristin Simecek and the many other staff who support the monthly senior program. Hosting is a change up from regular duties and they do a good making the extra effort to support this terrific program.



Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Monthly Activity	As a part of our efforts to communicate with residents what their police department does, we have begun posting monthly “Activity Reviews”	In the month of September, the department responded to multiple citizen requests for additional traffic enforcement on Town roadways. Officers also dealt with several noteworthy criminal offenses while maintaining visibility and presence in each of the Town’s neighborhoods.



ACTIVITY REVIEW

September 2025

Total Calls for Service - 491*

- 13** Welfare Concerns
- 11** Domestic & Disturbances
- 3** Thefts
- 1** Intoxicated Person
- 1** Person w/ a Gun

TRAFFIC DATA:

- Traffic Contacts – 765
- Citations – 429
- Warnings – 316
- Accidents – 31

NOTEABLE ARRESTS:

- Assault Causes Bodily Injury Family Member
- Aggravated Assault Deadly Weapon
- Possession of Controlled Substance
- Possession of Drug Paraphernalia
- Unlawful Restraint
- Warrant Arrest x5

CASES FILED:

- Terroristic Threat
- Credit Card Abuse
- Sexual Abuse of a Child
- Possession of Child Pornography

1,191 Routine Neighborhood Patrols | 142 Vacation Checks/Close Patrols

*Total calls for service do not include traffic stops

Police Department Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Crawford Road School Zone		<p>Chief Jackson met with Argyle ISD PD Chief Davis on 10/10 to observe the traffic flow on Crawford Road at the entrance to the sixth grade center. It was observed the crosswalk is functioning as expected, but some vehicles were seen driving faster than advisable if children were in the crosswalk. A request for additional pedestrian crossing signs is being made to improve the situation while the formal process of examining a school zone takes place.</p>
National Night Out	<p>Each year in October, Texas celebrates National Night Out where citizens are encouraged to come outside to meet with neighbors to meet and discuss ways to keep their community safe</p>	<p>On October 7, Argyle officers attending each of the neighborhood gatherings in our Town and interacted with</p>  <p>residents.</p>
Trip to speak to a local preschool	<p>Officers are often invited to take part in “Community Helpers” days at local schools and preschools.</p>	<p>Officers attended the Bright Beginnings preschool, located inside of First Baptist Church Argyle, to talk to the children</p> 
Driver Exchange Module	<p>Individuals who are involved in a traffic collision are required to exchange information including drivers and insurance information.</p>	<p>Our department has added to our digital citation writers a Driver Exchange Module which will allow us to gather this information for drivers and print out a single sheet that contains all needed information. This will help drivers more quickly contact their insurance providers and work through the process of repairing their vehicles.</p>

Community Development Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
P&Z Commission	Conducted regular business and Town staff gave orientations to two new P&Z members, Jody Johnson and Kenton Miersma. We are happy to have them on the Commission.	The P&Z Commission meeting was held on Wednesday, October 1st and the commission made the following recommendations to Town Council: 1. Recommend approval of a Site Plan application for the Argyle Sports Academy, as presented. 2. Recommend approval of a Preliminary Plat application for the Knights Ridge subdivision, being 25 lots with a minimum of 2.5 acres per lot. 3. Recommend denial of a Site Plan application for the Marsden – Argyle Marketplace project. Town Council will consider these items during their meeting on Monday, October 20th.
TXDOT US HWY 377 Expansion	Advanced Funding Agreement (AFA)	Town staff met with TXDOT on Tuesday, Sept 30th to discuss the draft cost estimate for two median breaks, and landscape/hardscape in the medians along 377. TXDOT staff confirmed the ready-to-let date is the Summer 2026 .
NCTCOG TR and Stormwater	Regional Stakeholder Meeting	Town staff attended the NCTCOG TSI session by the Texas A&M AgriLife extension provided information on bioretention that could be used in our Town standards.
New Businesses	Certificate of Occupancy	Town staff issued a CO for the Quandary Kitchen and Market located at 429 US 377, Argyle, TX 76226 in the former Kimzeys Coffee location. We are excited to see them open!
Argyle Nature Trail	Denton County Development District #4 (DCDD#4) Grant Application	Town staff attended the DCDD#4 meeting on Monday, October 6th to present the grant application requesting \$200K for the Argyle Nature Trail. Unfortunately, the district denied the application and will provide a formal letter later this month with reasons for the denial. This does not limit future applications to the district, and they encouraged staff to reapply in the future once we’ve included what they are looking for. Short conversations after the meeting indicated they would like to see more economic data related to the park, such as potential sales tax figures related to the park as a destination.

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Municipal Development District	Regular meeting	<p>Town staff attended the MDD meeting on Wednesday, October 8th and below are some highlights:</p> <ul style="list-style-type: none"> • MDD approved the agreement draft with Argyle Party and Gift LLC for a grant of up to \$50K for improvements to the building located at 702 US 377, Argyle, TX 76226. Town Council will now consider the agreement on October 20th. • MDD directed Town staff to bring an action item to the next MDD meeting for work/pricing related to a new concept plan for Front Street in Old Town, on the west side of the Union Pacific railroad.
Tree Preservation	Tree Rebate Program	<p>The Tree Rebate Program has begun this month and will continue until March 1, 2026. Details for the program are located on the website here: < https://argyletx.com/388/Argyle-Tree-Rebate-Program></p> <p>We have received 3 applications so far this month from residents. We are encouraging HOAs to participate and appreciate any HOA outreach.</p>
Tree Preservation	Argyle Arbor Day	<p>The Argyle Arbor Day page on the Town website is updated and the event will be Saturday, November 8th at Argyle Town Hall. The tree giveaway link is live for residents to register for a free tree! This year we have 11 varieties of trees to choose from < https://argyletx.wufoo.com/forms/zw77i7708hs3hp/></p>






Harrison Wicks and Marissa Barrett worked together to host the Metroport Leadership Class, thank you to them!








Municipal Services Updates

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Professional Service Agreements – Kimley-Horn	Assistance with PSA documents for Transportation Study and Wastewater Impact Fee projects	Assisted in the preparation and coordination of PSA documents with Kimley-Horn for the Transportation Study and Wastewater Impact Fee projects, ensuring compliance and readiness for execution.
Sales Tax Election Information	Support for public informational materials related to the upcoming election	Assisted with the preparation of informational materials for the upcoming Sales Tax Election to ensure accurate and transparent communication.
Audit Preparation	Support for audit documentation and research	Assisted the Accounting Manager with backup documentation and research for the FY 25 Audit, supporting accuracy and timely completion.
Smartsheet Cross-Training	Training Accounting Manager and Town Treasurer on Smartsheet for process improvement	Provided cross-training on the Smartsheet platform, which supports automation, workflow tracking, and centralized document management. This tool enhances efficiency, visibility, and collaboration across departments.
Accounts Payable	Weekly processing of accounts payable and disbursement verification	Processed weekly A/P, reviewing input and verifying disbursements for accuracy and compliance with Town policies.
Updated SOPs with Fulcrum	Revision of IT and administrative SOPs to reflect current processes	Worked with Fulcrum to update SOPs for software and IT processes, including implementing group policies to improve management of files and access permissions across departments.
Agenda Preparation Process Improvements	Process optimization for Council packet preparation	Collaborated with the Town Secretary to improve processes for gathering data and materials for Council agenda packets. Adjustments ensure staff meet internal deadlines and allow adequate time for review before posting and distribution.
Golden Agers Bingo	Monthly senior engagement luncheon and bingo event	Hosted the October BOO-I-N-G-O luncheon with approximately 30 attendees. The event continues to be a fun and well-received community gathering.
Community Room Projector Repair	Facility maintenance coordination	Collaborated with the Public Works Director to facilitate repair of the overhead projector in the Community Room, restoring full functionality.
IT Equipment Replacement – FY 24-25 Closeout	Final tasks related to hardware replacement program	Completed remaining tasks associated with computer replacements for FY 24-25, ensuring all devices were configured and deployed successfully.

Public Works Progress

Project	Project brief Description	Weekly Update/Status/Next Steps
<p>Town Hall Foundation Repair</p>	<p>Having the foundation investigated to see what needs to be done to ensure the building’s structural integrity.</p> 	<p>The sewer leak that was previously detected was found to be in the men’s hallway restroom coming from the sink drain. The leak was repaired this week.</p> 
<p>Town Hall Mailbox</p>	<p>Installing a mailbox at Town Hall to have direct mail service. Through coordination between Marissa Barrett and the Postmaster, a location was chosen, and approval was given for an onsite mailbox.</p>	<p>PW was able to get this installed immediately thereafter.</p> 
<p>Pavillion Parking Approach Widening</p>	<p>At the request of the Police Chief, the approach to the pavillion parking lot needed to be widened to improve school traffic flow.</p> 	<p>For the temporary widening, Public Works staff removed the concrete and installed compacted road base with hot mix asphalt, expanding the approach by nearly 8 feet. A permanent solution will be completed during a school break to avoid disruption.</p> 
<p>Shell Station Sewer Line</p>	<p>To provide adequate sanitary sewer service to the commercial facilities.</p>	<p>Several conflicts have been identified. The required adjustments to clear existing utilities, along with the necessary modifications to connect to the two-story building, will be presented as Change Order 1 at the Oct. 20th council meeting.</p>

<p>5T “No Parking” Ordinance</p>	<p>Council approved Ordinance 2025-28 at the August council meeting in response to requests from 5T residents to establish a “NO PARKING” zone on the west side of 5T Ranch Road, between Appaloosa Run and Pegasus Ridge</p>	<p>The “No Parking” zone has been established and is clearly marked with a yellow-painted curb bearing “NO PARKING” lettering, along with two posted “NO PARKING” signs.</p> 
<p>Surplus</p>	<p>Sorting and organizing miscellaneous surplus office and police equipment in preparation for auction following Council approval.</p>	<p>Items have been sorted and categorized and will be included on the October Council meeting agenda. This removes items stored in both the parsonage and in the service center.</p>
<p>401 Boonesville Bend</p>	<p>Resident complaint of broken sidewalk causing a trip hazard.</p> 	<p>Public Works staff cleaned the area and patched the sidewalk, effectively eliminating the hazard.</p> 
<p>900 8th Street</p>	<p>Resident complaint of a sewer cleanout sticking up in the sidewalk cause a potential trip hazard.</p> 	<p>Public Works staff removed the lifted concrete, reset the cleanout, and completed re-concreting of the area.</p> 
<p>Standard Operations</p>	<p>Regularly Scheduled Routines</p>	<p>As detailed in previous reports, staff also continues regularly scheduled maintenance routines.</p>