

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.

### **Human Resources Progress with CPSHR**

CPSHR is now under contract. The CPSHR lead for the Argyle is Patricia O'Neal. Pat has wealth of experience with career serving Garland, Prosper, Newport Beach and other local governments. Some highlights thus far include:

1. Coordination meetings/discussions Town Manager, Town Secretary and Municipal Services Director.
2. Meet and greet lunch with Police Department staff.
3. Reviewed current major HR topics such employee medical and disability topics.
4. Attended Employee Advisory Committee meeting.
5. Assembled current policy documents, organizational chart and job descriptions in order to provide reviews and updates as needed.

Our next steps include initiating our salary survey to compare Argyle compensation with surrounding towns and cities, developing consistent annual review forms and advising Council on any necessary updates for compliance with new State/Federal rules and regulations.

### **Thanksgiving**




As Town Manager, I will state a great thanks for our staff who work so hard in the field, at the Service Center, for our Police Department, and here at Town Hall. Thank you staff.

Also, the many hours of volunteer work by Mayor, Council and all our Board and Commission members is a tremendous contribution. Thank you Mayor, Council and Board Members.

I am thankful to here where there is a strong shared vision for the future of the Town of Argyle. Thanks to the citizens and businesses here in Argyle that allow all of us to serve this community.

Most all, as we read in 1<sup>st</sup> Chronicles 16:34, "Give thanks to the Lord, for he is good; his love endures forever."

**Police Department Progress**

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Texas Police Chiefs Association Accreditation Program	Every 4 years our agency undergoes an audit of the 160+ law enforcement “Best Practices” to maintain accredited status	Our Administrative Coordinator Lourdes Diaz continues to create digital files containing «proofs” of each of these best practices. This requires an in-depth review of all policies and gathering policy acknowledgement forms and other compliance documentation.
Award Presentation	UNT College of Health and Public Service Outstanding Alumni Award. 	On 11/12 Chief Jackson was presented with the Outstanding Alumni Award for 2025. Chief Jackson serves as an adjunct professor at UNT and is on the Criminal Justice Department’s Alumni Advisory Committee
Student Police Academy	Students in our UNT class are given the opportunity to learn about and experience the policing profession. 	This week students were put through traffic stop scenarios where they were able to experience what it is like to perform a traffic stop and handle interactions with motorists. 
Departure of Anna Walker	Anna Walker has served as our property and evidence technician for just over a year.	Anna is leaving our agency to perform the same job role at the Little Elm police department.
Agency Assist	Often the proactive work of our officers will assist other police agencies in solving crimes.	Officer Smith made a routine stop of an individual and observed items of concern. Though he did not have enough to detain the individual at this time, the driver was identified and issued several citations. Shortly after we learned of a robbery in Bartonville matching this individual’s description and Officer Smith was able to provide Bartonville PD with the person’s identity. It is possible that another recent robbery in Corinth may be tied to this person.

Power DMS	The Department is in the process of moving our field training documentation and grading to Power DMS, a web based system that will allow us to more efficiently track trainee progress and needs.	Chief Jackson and Sergeant Miller completed the kickoff portion of the project and staff is now moving our documentation over to the system and creating training competencies and rubrics for use with the next trainee we have. This system can also accommodate performance evaluation, and we are researching the viability of utilizing of this purpose as well.
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Example reporting form from Power DMS:

### Daily Observation Report #1

Trainee Sign-Off



Field Training



Test Trainee

Form #: 1  
Location: Not Specified

Phase: Phase 1  
Shift: Not Specified

Form Date: 11/02/2025  
Hours: 12

#### Completed Activities

11/02/2025 📞 Call

Skills  Traffic Stop ;  
Performance Categories Officer Safety: General ;

#### Performance

##### Attitude

Acceptance of Feedback	1	2	3	4	5	6	7
Attitude toward Police Work	1	2	3	4	5	6	7
Integrity/Ethics	1	2	3	4	5	6	7
👤 Leadership	1	2	3	4	5	6	7


##### Appearance

General Appearance	1	2	3	4	5	6	7
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##### RELATIONSHIPS

With Citizens/Community	1	2	3	4	5	6	7
With Other Department Members	1	2	3	4	5	6	7



Community Development Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
AISD 6 <sup>th</sup> Grade Center	School Zone Update	Town staff, including the Police Chief and Pub Works Director, met with FNI on <b>Thursday, November 13<sup>th</sup></b> , to discuss the school zone on Crawford Road. The conversation was productive, and we have a greater understanding of the requirements to create a school zone. The next step will be to draft an Ordinance or Resolution for the creation of a school zone by Town Council.
Code Compliance	Illegal Burn – Prohibited Materials	<p>On <b>Thursday, November 13<sup>th</sup></b>, DCESD#1 reported to Town staff an illegal burn at 893 Harpole Road E. On site, DCESD personnel discovered the burn pile included prohibited materials such as sheetrock, plastics, and tires. The property owner was issued a citation.</p> 
Staffing	Principal Planner	Kelly Carlson has resigned from her position as Principal Planner effective <b>Thursday, November 20<sup>th</sup></b> . We will begin the process of hiring a new planner position in the coming weeks. We wish her the best in future endeavors.
Internship Program	Candidate Review Process	Town staff has offered the internship position to one candidate. They are completing the onboarding process now and we hope to have them start in the next couple of weeks. More information will be provided on their start date soon!
Tribes Church	Site Plan	During their meeting on <b>Monday, November 17<sup>th</sup></b> Town Council approved the site plan for the Tribes Church on FM 407 with 4 variances and 4 conditions. Town staff will ensure compliance with the conditions.
TXDOT Advanced Funding Agreement	US Hwy 377	During their meeting on <b>Monday, November 17<sup>th</sup></b> Town Council agreed to remove the line item on stamped concrete from the TXDOT AFA draft. TXDOT will now update the agreement for approval by Town Council during their December 15 <sup>th</sup> meeting.
Argyle Business Association (ABA)	December 19 <sup>th</sup> Breakfast Event at Town Hall	Town staff met with ABA staff at Argyle Town Hall to plan the upcoming ABA breakfast event on <b>Friday, December 19<sup>th</sup> at 8am</b> . It will be a pot luck event and the expected attendance is 100 persons.
Argyle Marketplace – Marsden Tract	Site Plan Submittal Update	Town staff provided comments back to the applicant on <b>Thursday, November 20<sup>th</sup></b> for the Argyle Marketplace site plan on the Marsden Tract. The applicant will review the comments, and we plan to meet with them the week of 11/24 to discuss the comments in detail.

Municipal Services Updates

Project Name	Project Brief Description	Weekly Update / Status / Next Steps
Veterans Day Event Support	Coordination and operational support for Lions Club Veterans Dinner	Provided logistical and operational support for the November 12 Veterans Dinner, including setup, vendor coordination, media preparation, and event cleanup to ensure a respectful and well-organized program for attendees.
Golden Agers Bingo – November	Monthly senior luncheon and engagement program	Coordinated decorations, supplies, drinks, and facility setup for the November 13 luncheon. Oversaw day-of operations and cleanup to ensure a smooth and enjoyable experience for participants.
Procurement & Financial Support	Purchasing coordination, invoice review, and RFQ preparation	Processed AP invoices, conducted AP cross-training, responded to vendor questions, and prepared purchasing and RFQ documentation to support compliance and timely processing.
Budget & Audit Assistance	Support for FY25-26 budget development and audit documentation	Assisted with budget document preparation, responded to departmental inquiries, and provided supporting documentation for ongoing audit review processes.
Training & Organizational Support	Cross-training and internal process improvement	Engaged in AP cross-training, participated in organizational excellence efforts, and supported workflow discussions to strengthen internal efficiency and service delivery.
Operational Support & Customer Service	Core administrative coordination and frontline assistance across all departments.	Provided consistent customer service support through phones, walk-ins, and inquiries. Managed mail and interdepartmental routing to ensure timely information flow. These routine tasks help stabilize daily operations and ensure other departments can focus on their primary service delivery responsibilities.
Technology & Systems Coordination	Support for device functionality, staff access needs, and IT vendor coordination.	Assisted staff with troubleshooting, coordinated with Fulcrum on access updates, and ensured technology needs were addressed quickly to prevent workflow disruptions. These efforts help maintain daily operational efficiency and reduce downtime across departments.

**Public Works Progress**

<i>Project Name</i>	<i>Project brief Description</i>	<i>Weekly Update/Status/Next Steps</i>
Shell Station Sewer Line	To provide adequate sanitary sewer service to the commercial facilities. 	The second bore was completed, allowing installation of the line across Frenchtown Rd. One manhole was installed, along with an additional 80 feet of pipe.
S. Gibbons at Frenchtown – Street Sign Repair	PD reported a street/stop sign down at S. Gibbons and Frenchtown Rd. Staff replaced the damaged pole and have ordered new street name signs.	
Town Hall – A/C Repair	The A/C unit servicing the lobby, guest restrooms, and kitchen, located in the attic, froze up. As it thawed, water dripped and damaged the ceiling tiles. The cause was determined to be a faulty blower motor.	The blower motor was found to be under warranty, minimizing the cost of the repair. It was ordered and replaced, putting the unit back in service.
Multi-Site Ditch Maintenance Project	Repairs will be made to drainage ditches at three locations where improper flow has been identified.	Town Council approved Resolution 2025-62 awarding HD Cook’s Rock Solid the contract. Contract documents are being processed in preparation for construction.
Unity Park – Water Repair	The water service line supplying Unity Park was found to be leaking directly beneath the first baseline of the softball field, resulting in a large soft and muddy area.	After obtaining quotes from several plumbers, we selected the same company that offered the best price and availability. The water line has since been repaired, and the field has reopened for use.
Town Hall – Gutter Repair	Deteriorated gutters separated from the building were in danger of causing additional damage.	Rotten wood was replaced, and the gutters were realigned and leveled for proper drainage. All gutters and downspouts were cleaned. In addition, Overgrown trees were noted and trimmed as necessary.

**Marketing and Communications**

BrandEra handled multiple on-demand social media posts to support Veterans Day and Arbor Day in addition to scheduled content.

BrandEra filmed video content on location for a future series of social media videos with Mayor Schmidt highlighting the vision for Argyle and getting to know the passion and purpose of Councilmembers Dr. Cynthia Sherman and Casey Stewart.

BrandEra staff went on location to shoot multiple photos at Town Hall, the St. Argyle building, the new tree sculpture at Unity Park and Harpool/east of US377,

BrandEra is still gathering source content for the 12-page Town of Argyle Newsletter.

BrandEra finalized event details for the Christmas Tree Lighting event on December 6. Craft materials and decorations have been gathered for this initiative.

Coordinated with Cross Timbers and Community Impact