

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.

Police Department Building Tours

As we work through the procurement phase for our Design Architect for the new law enforcement center, the Argyle Police Department will be inviting key stakeholders to tour the current building and learn about the department's operations, current space, and facility needs.

Council and various Town Board/Commission members will receive invites. Please let me know if you would like staff to reach out to any other citizens or local businesses.

Fiscal Year 2024 – 2025 Audit Update

As you know, the Town's audit firm, Vail & Park has been working with staff on the FY25 audit. Only a few steps remain:

- Jan 30: The auditors project to complete the draft Annual Comprehensive Financial Report at which time they will send it to staff and our 3rd party financial consultant, for review.
- Feb 4: Due date for comments back to audit team.
- Feb 10: The auditors will have the final report and letters to staff.
- Feb 17: Vail & Park's team leader for the project, Susan LaFollett, will present the audit to Council.

Salary Survey

Department Heads, Town Secretary and I reviewed the CPSHR preliminary results this week. Staff provided feedback and a few adjustments are pending.

Our comparison cities are Denton, Flower Mound, Highland Village, Justin, Keller, Lewisville, Northlake, Roanoke, Trophy Club, and Westlake. Our core comparison group are Northlake, Justin and Roanoke.

We are working on a proposal to Council for our Town salary ranges to be based on the averages from the core group of Northlake, Justin and Roanoke.

We hope to bring this forward for Council consideration soon.

Police Department Progress

The Police Department sponsors its annual Citizens Police Academy each spring and the time is upon us again. Please contact Chief to participate or recommend a person for us to reach out to.

ARGYLE POLICE DEPARTMENT

Citizens Police Academy



GET TO KNOW YOUR POLICE DEPARTMENT

Have you ever wondered what really goes on within a police department? Do you want to learn, firsthand, about what we do and why we do it?

Join the Citizens Police Academy! Participants of the course will take part in simulated police activities and observe demonstrations of Argyle PD operations. Classes begin **TUESDAY, FEBRUARY 24TH** where we will cover topics such as:

- PATROL OPERATIONS
- INVESTIGATIONS
- TRAFFIC LAWS
- MENTAL HEALTH
- RESPONSE TO RESISTANCE AND MORE!



CPA GRADUATES ALSO HAVE THE OPPORTUNITY TO:

- Join the CPA Alumni Association
 - Take part in Citizen Review Boards as part of the police officer hiring process
 - Assist with reality-based trainings
- And More!



This course is open to individuals who live in Argyle and surrounding communities. Classes will run for 10 weeks on Tuesdays from 6pm-9pm.

Email LDiaz@argyletx.com to apply!

Community Development Progress

Project Name	Project Brief Description	Weekly Update/Status/Next Steps
Staffing	Senior Planner Position	After advertising a Principal Planner position and holding interviews, Town and HR staff have decided to create a Senior Planner position that will fit the Community Development Department’s needs. We expect to provide an offer letter to a qualified candidate shortly. The tentative timeline to fill the position is mid-February.
Argyle Marketplace	Construction Plan Review, Building plans submitted	Town staff have completed the 1 st review of the Argyle Marketplace construction plans and sent out the comments for review and resubmittal by the applicant. Three commercial building permit applications have also been submitted for the three shell buildings on the property and are under completeness review before being sent to SAFEbuilt for building plan review.
Heath Tract	Planned Development (PD) Application	Town staff have received a 2 nd submittal of the Heath Tract PD zoning application. We will review the updated drainage study, traffic impact analysis, and zoning documents in preparation for a discussion with the developer on Friday, January 30 th at 3pm.
Shady Oaks Estates (Old Church in Waterbrook Commercial area)	Replat Application	Applicant Ryan Kagay has withdrawn the replat application, in order for him to resubmit at a future date with the land directly south of his property along Village Green Drive, provided he can acquire the property. Town staff let him know that we would be willing to waive the application fee for a new replat submittal.

Public Works Progress

Project Name	Project brief Description	Weekly Update/Status/Next Steps
<p>Shell Station Sewer Line</p>	<p>To provide adequate sanitary sewer service to the commercial facilities. The remaining concrete was poured. Once we receive confirmation from the lab on strength testing, we can open the rear access drive. Stakeholders were kept up to date with the progress.</p>	
<p>Parsonage – Winter weather preparation</p>	<p>Turned off the water to the building and released the pressure from the system.</p>	<p>After the winter storm has passed we will put the water back in service.</p>
<p>Unity Park – Water Supply</p>	<p>Installed additional water service supply to support future needs and facilitate the Easter Event. Also deactivated the system and winterized in preparation of freezing temperatures.</p>	

Human Resources

Department	Number of Full-time Budgeted Positions	Number of Current Vacancies	Hiring Status	Notes
Administration	2	0	Executive Assistant - Start Date 2/9/26	Over hiring as per briefing to Council
Court	2	0		
Town Secretary and Finance	2	0		
Community Development	4	1	Offer made for Senior Planner - 1/23/26	Code Enforcement Position on Leave of Absence; One Part Time Intern Currently on Staff
Public Works	7	2	2 Equipment Operator Vacancies - Working to schedule interviews; 1 Code Enforcement / Construction Inspector (unbudgeted seeking a trainee for continuity) - Working to schedule Interviews	
Police Department Sworn Officers	17	0		
Police Department Civilian Positions	2	1	Reclassified Property/Evidence Tech to Civilian Admin Asst I/II	
Total	36	4		