



TO: Mayor and Members of the Town Council

FROM: Rich Olson, Town Administrator

REF: Town Administrator's Weekly FYI – June 11, 2021

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1. A key member of my management team will be leaving the Town of Argyle. Kelly Edwards, the Assistant Town Secretary, has been appointed as the City Secretary for the City of Sanger, Texas. Kelly has worked for the Town approximately a year. Her primary duties included filling open records requests from our citizens, record management and also doing the minutes of meetings of the Town Council and Municipal Development District. She also is responsible for some of my administrative duties. Kelly's last day with the Town will be June 22, 2021. Kelly was able to touch everyone's life in Argyle without most people knowing it. Town Council, Town Staff and I are very proud with her recent promotion and wish her the best.
2. This week, Town Staff sent out a request for qualifications (RFQ) for general engineering services for the Town. TNP has been the Town's engineer for the last three years and has been responsible for a number of major engineering related projects in Town. TNP is the engineer of record for the Crawford Road Project, the US 377 Sewer Relocation Project, and the 2021 Street Improvement Program. TNP will continue to oversee these projects and general engineering services until a new firm is under contract. The RFQ requires that the engineering firm be licensed in the State of Texas with considerable experience in the areas of municipal consulting including wastewater, drainage, stormwater, roads and transportation, park development and project oversight. In addition, they will be required do as needed services which may be determined by the Town Council or Town Staff. Interested engineering firms must submit their qualifications by July 12, 2021. Staff will be creating a scoring matrix to evaluate the qualifications once received. The Town Council will be asked to interview the top three firms and to make a decision sometime in August.
3. On Wednesday, June 9, 2021, Mayor Bryan Livingston participated in the Metroport Chamber's June Luncheon. The theme of this event was State of the Communities. Mayor Livingston, and the six other Mayors of the Metroport Chamber, presented updates on their communities. Mayor Livingston discussed how the Town will preserve its rural feel, how the Town manages growth,

transparency between Town Hall and citizens, and the creation of the Municipal Development District. Residents can read his presentation and speech on the Town's website:

<https://www.argyletx.com/DocumentCenter/View/1788/Metroport-Chamber-State-of-the-Communities-Address>

4. The Argyle Police Department, in conjunction with Denton County ESD1, will be hosting a Child Safety Fair tomorrow – Saturday, June 12, 2021 from 9 a.m. to 2 p.m. at Liberty Christian School. The event will feature information and giveaways on poison prevention, water safety, gun safety, heat exhaustion (with a hot car demonstration) and fire safety. The event will also feature police and fire personnel and vehicles, a helicopter, a fire department smoke trailer, a vehicle booster seat fitting demonstration (with free booster seats) and will have car seat technicians on hand to do seat checks. Kids will be able to enjoy a bounce house, climbing wall, mechanical bull, and a dunk tank manned by local police chiefs and school staffers. Food and snacks will also be available for purchase.
5. I will be bringing forward to the Town Council a proposal for a facility study. The facility study will look at our existing facilities including the Police Station, Town Hall, Parsonage, and the Public Works facility. The Town Council has been exploring what do we need to do with the old Parsonage next to Town Hall and possible future modifications to Town Hall. The facility study will look at our future needs over the next 20 years. The 20-year window is being utilized since after 20 years the Town will be at build out. The anticipated Town's population at buildout is just under 10,000 people. Looking at the Town's future population will allow us to make a determination on the level of services and facilities needed. Once the future forecast has been determined, we will look at how our existing facilities can be modified to meet those needs.
6. Due to all the rain the Town has recently experienced, we have received numerous drainage and flooding complaints. A number of these complaints are associated with new subdivisions that have been built over the last two to three years. I have requested the Cardinal Strategies review the drainage studies that were submitted when those subdivisions were approved to ensure that the assumptions utilized within the drainage models are correct. In addition, I have requested that they look at the Lakes of Argyle and The Oaks of Argyle subdivisions to ensure that the subdivisions were built pursuant to the drainage plans that were submitted. One of the recurring issues we have is that builders modify the lot drainage which then causes problems downstream affecting the overall subdivision drainage. Cardinal Strategies recently completed the drainage study of the Graham Branch and Staff is extremely pleased with their work

product. The existing contract we have a Cardinal Strategies will be amended to cover the cost of this work.

- On Thursday June 10, 2021, Permit Technician Tiffany Ilten, Development Coordinator Harrison Wicks, Director of Community Development Emilio Sanchez and I met with local representatives of SAFEbuilt, the Town's contractor for building inspection, for our quarterly business meeting. During the meeting, SAFEbuilt provided Town Staff with statistics on building permit activity for the first quarter of 2021 that indicates the completion of 565 residential inspections with a pass rate of 74%, 100 permits issued and 95 plan reviews. On the commercial development side, they have completed 37 inspections with a pass rate of 97% and five permits issued and three plan reviews. With the volume of plan review, permits and construction related inspections, SAFEbuilt was able to evaluate their current fee schedule and have indicated to Staff that they are able to offer a 5% cost reduction of fees for the upcoming contract year. Below is a breakdown of permits issued in the Town of Argyle.

