



TO: Mayor and Members of the Town Council

FROM: Rich Olson, Town Administrator

REF: Town Administrator's Weekly FYI – June 18, 2021

COPY: Email Distribution

1. The Town has received notice from Hillwood Communities that they will be temporarily closing Old Justin Road from Harvest Way east to the bridge over I-35 W from June 28, 2021 until September 7, 2021. Hillwood will be reconstructing and widening Old Justin Road from Harvest Way east for a distance of 1,600 feet. Town staff has requested a modification be done to the traffic control plan by having "road closed ahead" signs placed at C. Taylor Road. Town staff will work with Hillwood in an effort to have this road reopened prior to the start of the school year.
2. The website developer for our Municipal Development District, ED Suite, is finally conducting the much-delayed photoshoot today. Town Communications Coordinator Julia Falcon and Director of Community Development Emilio Sanchez went with the photographer to multiple locations around the Town. This is one of the initial steps for creating the MDD website which was pushed back due to COVID-19 and then pushed back multiple times due to weather.
3. Excellent progress has been made this week on the Crawford Road Project. Jagoe finally had a dry week of weather and they are beginning to get caught up. The base course of asphalt has been laid on the south side of the road (eastbound lanes). A guard rail has been installed on top of the box culvert near Unity Park. The soft spot in the roadway just east of C. Taylor Road has been addressed by placing two layers of geo mat down and separated by two lifts of rock. Jagoe will be working on the four remaining driveways on the south side of the roadway next week. The ditch line on the south side will be fine graded and hydro-mulched next week. Jagoe plans on shifting traffic to the north side of the road (westbound lanes) on June 28, 2021. The existing asphalt on the north side (westbound lane) will be removed and they will start working on the subgrade in the first part of July. The roundabout will have the remaining stamped concrete poured in the first part of next week. General cleanup work will take place in the area west of the roundabout. The final 2-inch lift of asphalt on the entire roadway should occur mid-to late July.
4. Town staff continues to work on the fiscal year 2022 budget. One of the major parts to the budget process is predicting residential growth within the Town. After having discussions with several developers, staff anticipates that 216 single family building permits will be issued. The area where we believe the lion's share of the development to occur will be in the Waterbrook subdivision. In addition, Avalon Phase I and II will be submitting permit applications before the end of this fiscal year and we have been told

they have an aggressive build out schedule. Besides building permit fees, the homebuilder will pay sewer impact fees and roadway impact fees. The impact fees derived from several of the subdivisions will be earmarked for the repayment of oversizing the S-1 and D-1 sewer lines. The Town has agreements in place that require this payment. Town staff should have a working draft of the budget by the end of June and will be working with the Town Council and Financial Oversight Board on the budget document.

5. The Child Safety Fair held on June 12, 2021 was a success. The first annual event entailed giveaways, safety demonstrations, a dunk tank, rock climbing wall, police cars, SWAT vehicles and more. Argyle PD estimated that 500 people attended the event. By the end of the event, all of the gun lock boxes, medicine lock boxes and car booster seats were given away.
6. Town staff is in the process of reviewing the revised US 377 project drawings. TxDOT has modified the intersection of Crawford Road and US 377 to meet the Union Pacific Railroad requirements. The redesign shows a sidewalk being installed on the south side of Crawford Road. The sidewalk will end roughly 300 feet west of the tracks. At this time, the sidewalk would not connect to the sidewalks we have in the area. I have reached out to Denton County to determine if they would support a contract addendum to have the scope of work changed to include a sidewalk to tie into the US 377 improvements. Unfortunately, the Town would need to construct a pedestrian bridge over the drainageway just east of Unity Park. This sidewalk would tie into the trail system the Town has in Unity Park. Part of the Crawford Road project will tie the Unity Park sidewalks into the trail in front of County Lakes. Staff is working on a cost estimate with TNP to determine the overall cost. In addition, the Town has located a pedestrian bridge which we may be able to use to lower the price.
7. On June 17, 2021, Assistant Town Administrator Erika McComis graduated from the Texas Certified Manager Program (CPM). The Texas CPM is offered by Texas State University's William P. Hobby Center for Public Service. The program is a nationally accredited comprehensive statewide management development program specifically for federal, state, and local government managers. It is a comprehensive course of study comprised of over 300 contact hours developed into seven tracks by which public managers can acquire and apply the best practices and theory to their management behaviors and strategies using prescribed sets of professional standards. The curriculum uses theory as the foundation and applies it to practical problems facing the participant, their department, and the citizens. The course curriculum consists of personnel administration, managing quality public services, public communications, public finance and budgeting, improving public sector productivity, public management information systems, and applied research for public managers, which requires the participant to submit a final research paper. Mrs. McComis began the program in January of 2020 and continued through the program during the Coronavirus pandemic, and persevered to achieve her goal of completing all tracks and assignments by May 2021. Mrs. McComis appreciates the support of the council and staff during the certification program and is grateful to continue improving her knowledge in public administration. Mrs. McComis is a rising star in our profession and I would like to thank her for her hard work.