



TO: Mayor and Members of the Town Council

FROM: Rich Olson, Town Administrator

REF: Town Administrator's Weekly FYI – March 26, 2021

COPY: Email Distribution

1. Last week I met with Superintendent Dr. Wright of the AISD school system and her staff to discuss several improvements at Argyle High School. The school district will be constructing a new bus facility on the high school site. The facility will be between 11,000 and 15,000 square feet and the estimated budget for the project is \$4 million. The school district is considering two locations for this facility. Those locations are at either the west side of the stadium where the school district presently parks buses or next to Harpole Road where the high school has some track facilities. I did request that the school district provides the Town a proposed site plan for the bus facility at their preferred location. I also requested that they provide the town an elevation of the building and the type of materials they plan on utilizing for construction. Dr. Wright assured me that the exterior of the building would consist of similar materials the school district has used in the past. The second project we discussed was the school district replacing the existing sign at the intersection of US Hwy. 377 and Eagle Drive. The School district wishes to construct a monument sign which will consist of electronic copy area. During our discussions we were able to determine that the existing sign was within the US 377 right of way. TxDOT will be requiring that the sign be moved as part of the US Hwy. 377 widening project.
2. On Thursday, the Town opened bids on phase one of the US 377 sewer line relocation project. Phase one consists of the abandonment of the lift station Frenchtown Rd and the construction of two-line segments. The US Hwy. 377 sewer line project was broken into two phases when it was determined that several segments of the project could not be constructed until other utilities relocated their lines out of our alignment. The Town received 4 bids. The apparent low bidder was Raytech Services, who bid \$392,992.85. The engineering estimate was \$620,000.00. TNP will review each bid and create a bid tab sheet for the Town in addition, they will check references of the low bidder and provide the Town a written recommendation of award. I will be placing this matter on the Council's April 5th, 2021 Council meeting as an action item. On a related note, the Town has secured the three easements necessary for the project to move forward. The costs were \$46,979.76.

3. On Thursday, the town also opened bids on the remaining 2019 Street Improvements. The three streets included in the bid package were Harpole, South Gibbons and Charyl Lynn. The bid document included the Town's new construction specifications which were recently approved by the Town Council. The Town had 11 bidders take out bid documents however only 8 bids on the project. The apparent low bidder was Raytech Services, who bid \$1,024,010.91. The engineering estimate for these roads was \$1,118,313.50. TNP will review each bidder's bid sheet and create a bid tab sheet for the Town Council. In addition, they will provide the Town with the letter of award once they have had adequate time to check on the qualifications of the low bidder. I will be placed in this item on the April 5th meeting for Town Councils consideration.
4. The Argyle Economic Development Corporation held their final meeting Wednesday night. The Board approved a Resolution which included a dissolution plan and authorized the preparation and execution of all documents to dissolve the corporation. Prior to voting, a great deal of time was spent on how remaining amount of funds in the EDC account would be spent. Once all liabilities of the Corporation have been met, the remaining amount of money would be transferred to the Town of Argyle's general fund. That is a requirement of State Statute. The EDC presently has \$1,752,288.17 in their account. The Board wanted assurances from staff that the remaining funds would be spent towards economic development and they wanted to see the funds be given to the newly created MDD. Staff informed the Board that Council would decide how the funds would be spent and that the Council would follow State Statutes.
5. Julia Falcon, the Town's Communication Coordinator, spent some time over the last few days looking into the Town's website and analyzing analytics including traffic, web search terms, clicks and page views. She will be compiling her research together to create ways we can improve the website to make it more user-friendly and easier to navigate in a redesign. There will be the addition of an FAQ page, social media widgets to increase our new Twitter following, making pages more streamlined and appealing, creating a website for the MDD and making government items like meeting agendas and videos more accessible. People who come to our website searched for family activities and volunteer opportunities so we will try and bring that to the forefront of the website, including expanding on education information. If you have suggestions, please contact her at jfalcon@argyletx.com.
6. On March 30, 2021, I will be holding the assessment center to fill the Community Development Director's position. I will be interviewing three candidates who all have sound credentials. I mentioned in an earlier email to the Town Council that I will be utilizing an assessment center process that will consist of four elements: an interview with Erika McComis and myself, an interview in front of the technical panel, a writing exercise, and a tour of the town. In addition, I will be hosting a meet and greet to allow members of the Town Council, Planning Commission, and developers

to meet with the candidates. I have scheduled this meeting for 5:30 pm on March 30, 2021. In anticipation of having a quorum present, staff will be posting notice of a possible quorum for both the Town Council and Planning & Zoning Commission. Please let me know if you will be able to attend.

7. The Town has received our 4th payment application from Jagoe for the Crawford Road project. The amount included in the payment request is \$221,158.37. After the retainage is subtracted, the net payment will be \$210, 100.44. Based on this payment request, the project is 28.09% complete. This payment request covers the work performed from Feb. 18 through March 19. Due to the efforts of Chief Jackson and his department, we have seen a noticeable decrease in the number of vehicles making an illegal left-hand turn from Old Justin Road and U.S. Hwy. 377. That is not to say that this violation is not occurring, but the frequency has decreased. I would like to thank Chief Jackson for his department's action.
8. Town staff conducted a final inspection of the public improvements Argyle Crossing Phase I and II, namely the sanitary sewer, and have found the construction to be in compliance with the approved plans and specifications. A Letter of Acceptance is planned to be issued next week once the 2-year maintenance bond, record drawings, and tree mitigation inspection is received and completed. The builder, Impression Homes, will submit building permits to the Town for the 69 homes when they are ready to tie into the sewer mains and pay the \$400.00 sewer tap fee.
9. Town staff conducted a final inspection of the public improvements for Heath Tract Sanitary Sewer Improvements and have found the construction to be in compliance with the approved plans and specifications. The 2-year maintenance bond and record drawings have been received. A Letter of Acceptance was sent to the property owner on March 24, 2021. Site clearing and grading has begun for the Well Community Church. Now that the sanitary sewer line has been accepted, building construction will most likely be released in April 2021.