



TO: Mayor and Members of the Town Council

FROM: Rich Olson, Town Administrator

REF: Town Administrator's Weekly FYI – July 16, 2021

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1. Town Staff sent out a request for qualifications (RFQ) for general engineering services the week of June 7, 2021. 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. Any engineering firm interested in submitting a proposal was required to do so by the close of business on July 12, 2021. The Town received proposals from three firms, Neel-Schaffer, Freese and Nichols (FNI) and Colliers Engineering and Design. Two of the firms have previously done work for the Town of Argyle or a principal in the firm had done work. Staff has developed a scoring matrix and will be scoring the three different proposals. This information will be provided to the Town Council. Because this is a very important outside consultant position, the Council may elect to interview one or all of these firms.
2. On July 12, 2021, The Town's Community Development Team received the Town's Month End Report for June 2021 as well as the Second Quarter 2021 Report from SAFEbuilt, the Town's contractor for building inspections. The June Report indicates that SAFEbuilt issued 45 residential permits and completed 45 plan reviews, as well as issued four commercial permits and completed eight commercial plan reviews. A total of 301 residential inspections were completed, with a 71% inspection pass rate, while a total of five commercial inspections were completed with a 100% inspection pass rate for the month. The second quarter of 2021 report indicates the completion of 627 residential inspections with a pass rate of 77%, 111 permits issued and 122 plan reviews completed. On the commercial development side, SAFEbuilt completed 30 inspections with a pass rate of 80%, seven permits issued and 14 plan reviews completed for the second quarter. Staff is happy to have SAFEbuilt as a partner.
3. On July 2, 2021, the Texas Division of Emergency Management (TDEM) sent notice to Texas "non-entitlement units" of local government (which is what the Town of Argyle is) that they will be applying for funding under the American Rescue Plan Coronavirus Local Recovery Fund (CLFRF). TDEM will formally apply to receive the federal funds on August 2, 2021. The Town of Argyle has been encouraged to submit a request on how we would utilize these funds. A review of the guidelines indicate that the Town will be limited on using the funds for sewer improvements. I had mentioned this in my FYI of June 25, 2021 that the amount we were initially told the Town would be eligible for was \$960,000. The just release guidelines indicated the Town will be eligible for \$1,085,550.24. This amount of funding will be sent in two payments, the first being

\$542,775.12 which we will receive shortly once all paperwork is completed and approximately one year later the second amount of \$542,775.12. The Town will be required to have these funds committed prior to December 31, 2024. Town staff will be reviewing our Capital Improvement Program and determining which projects may be eligible for funding, then seek guidance from the Town Council.

4. For several months, the Town has been patiently waiting for our contractor Hawk Precast to complete work on the screening wall at the Waterbrook lift station. The wall has been at 90% complete for the last six months. A problem occurred when they tried to pour one of the support pillars, but were unable to because of the high ground water and soil conditions. The Town had to design a new pillar which would support the wall under these difficult conditions. On Wednesday, July 14, 2021, they began installing the structural rebar and will pour the pillar on Friday, July 16, 2021. Hawk will let the concrete cure over the weekend and install the final two wall slabs on Monday and will demobilize. I would like to thank the neighbors for being very patient in working through our construction challenges.
5. Town staff submitted a working draft of the proposed Fiscal Year 2021-2022 budget to the Financial Oversight Committee for their review on Tuesday, July 13, 2021. The budget is the most important legislative action the Town Council must take every year. The budget objectives, which guided Town staff, was to maintain our current tax rate of .378193 per \$100 of assessed value, maintains a minimum 120-days operating General Fund reserves, maintain current level of service across all departments and to complete a number of capital projects. Staff also included numerous enhancement requests, including adding an additional police officer, reinstatement of the police Captain position, a competitive salary adjustment for police officers, a GIS Needs Assessments and associated upgrades for the Community Development department and a tuition reimbursement program for Town Employees. The total proposed expenditure budget is \$4,771,708.
6. The Municipal Development District held its monthly meeting on Tuesday, July 13, 2021. In this meeting, board members approved its Fiscal Year 2021-2022 budget, which includes the installation of the traffic signal at Gateway and FM 407 and an additional \$100,000 for undesignated capital project participation. The MDD board also reviewed a proposed Incentives Plan, which was created to expand the Town's sales tax base, create new high-paying jobs and promote sustainable economic development through the Town and ETJ. Board members will be making suggested changes and return to me for review.
7. Argyle 407 Partners, LLC has submitted updated plans and elevations for the buildings in the commercial portion of the Waterbrook development on the south side of FM 407. The proposed development calls for office buildings ranging in size from approximately 7,000 to 7,500 square feet adjacent to FM 407. Two of the buildings are proposed to be located off of FM 407 on the southeast portion of the property with parking access provided from Blue Horizon Way to the west and the Argyle Veterinary Hospital to the east. The architectural elevations show a modern look of standing seam metal roofing, wood siding, metal canopies, brick veneer, wall sconces, and stucco. Outdoor seating

areas are proposed with water features to create an aesthetically pleasing environment. These plans will be reviewed during the next Planning & Zoning Commission meeting on Wednesday, August 4, 2021 in Argyle Town Hall.