

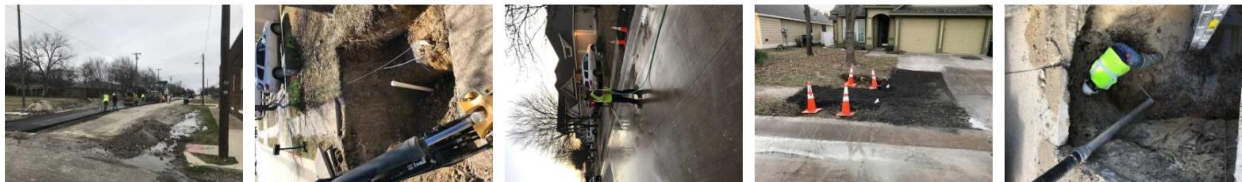


City of Anna, Texas

Weekly Update - January 11, 2019

Respectfully submitted by the City Manager

Jim Proce, ICMA-CM, APWA PWLF, MBA



HEADLINES IN THIS ISSUE INCLUDE:

- Martin Luther King Day the City is closed.
- Sales tax for the month of November was up by 26.59% over FY 2018. YTD sales are up by 19.48% over FY 2018.
- 52 single family permits received so far in Calendar Year 2019
- 168 single family permits received so far in Budget Year.

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UPCOMING DATES AND IMPORTANT INFO

Mon Jan 21

Martin Luther King Day

Tue Jan 22

City Council Meeting
6:30 PM

Mon Jan 28

Parks Advisory Board Meeting
7:00 PM

Mon Feb 4

Planning and Zoning Commission Meeting
7:00 PM



City Manager

- The proposals for a construction manager at risk for the Municipal Complex are being reviewed by the internal committee I have established. Due to the holidays, the remaining proposers were not available until January 8 for the interviews. We are down to 4 finalists. We anticipate making the recommendation to the City Council for the second meeting in January to finalize this selection. Related information to this project will be posted here:
<https://www.annatexas.gov/1103/Bid-Opportunities>
- Having reached the 100-day mark, I have completed reviewing many of the elements of the operations, gotten the strategy planning well under way, reviewed the budget that was built prior to my employment and made multiple observations on staff, community and needs. Now that we are past the holiday season, I will begin to implement several initiatives to meet the needs and goals of this Council as we have discussed. Several initiatives will be phased in due to budgetary constraints but as a part of the planned restructuring we will be able to provide for several improvements and initiatives that include but are not limited to:
 - enhanced economic development initiatives as a Council priority and desire
 - establish the code compliance initiative to be housed in the Police Department
 - hire the as proposed public safety positions effective April 1 to include three police and two fire positions
 - restructure Development Services providing for GIS and Planning needs
 - provide the required support functions for Finance, HR and Police Department.

This is the first phase and all of which can be accomplished within the budget available. I will go over the details with you in early January.

The second phase will include the review and restructuring of contractual agreements and establishment of centralized efforts in this area. This will include multiple operational enhancement, informational reporting structures, and process refinement. I have found several areas that require update and as these are address the specifics will be reported herein.

Finally, we will resume work on the strategic planning in the upcoming months to get the organization focused on Council priorities. I anticipate we can get this scheduled no later than March.

- I have been working with Clark and Dana and the Financial Advisors on the Hurricane Creek deal points; We hope to get this resolved in the coming weeks.

Assistant to the City Manager

Administrative

- Completed Annual Report to the Comptroller for the EDC (report attached)
- Wrote and mailed letters to property owners along the Outer Loop asking for a meeting to discuss future development

Marketing, Promotion & Research

- Uploaded commercial property listings into online database, Zoom Prospector
- Completed January E-newsletter and Special E-newsletter about the US 75 closure

Business Park/Incentives

- Status update with Project Ranch discussion about building materials and restrictions of the PD
- Set up meeting member of Project Holiday
- Meetings/Conference calls
- Weekly meeting with City Manager

Development Services

General

- Received one Bid for Locomotive.

Planning and Zoning Commission

- Next Planning and Zoning Meeting February 4th at 7.

Neighborhood Design Advisory Committee

- Results of Committee to be presented at second council meeting in January.

Green Ribbon Program

- 95% plans done and submitted to State for final review prior to 100% plans.

Permits

- 52 single family permits received so far in Calendar Year 2019
- 168 single family permits received so far in Budget Year.

EDC/CDC

Administrative

- Posted Agendas for ICSC Meeting In Case There Was a Quorum

Incentives

- Updated Project Holiday Economic Impact Analysis

Marketing & Programming

- We have put Zoom Prospector on the City website. This will help us speed-up building out our online commercial real estate database. The “Add Properties” feature will enable commercial brokers and landowners to assist us in adding their properties to the City website. Likewise, we will continue to put properties online, ourselves, weekly. Another goal of ours for Zoom Prospector is to add additional layers to the mapping feature including our zoning, land use, major thoroughfare plan, trail system master plan, municipal facilities, parks and local schools.

Meetings

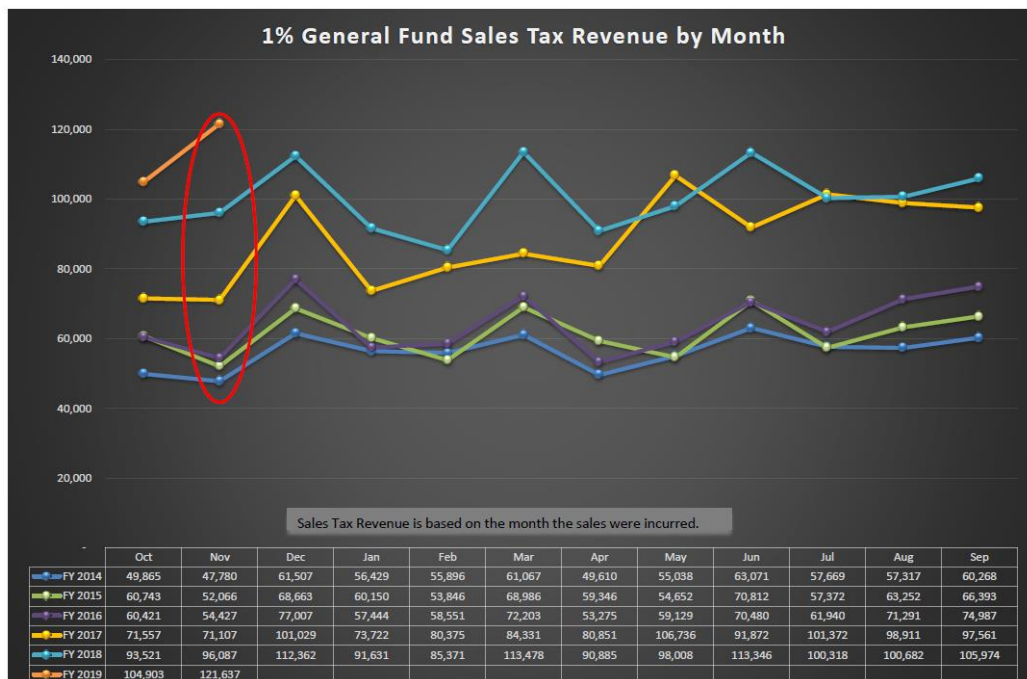
- Attended ICSC Red River with Councilman Lee Miller, CDC & EDC Board Members Bruce Norwood, Stan Carver and Josh Vollmer
- Marketed Anna to Retailers
- Talked with Data & Analytic Companies and Other Professional Service Providers to the Commercial Real Estate Industry for Products that May Help Market Anna to Prospective Businesses
- Attended Educational Sessions

Education

- Completed Online Business Retention & Expansion Class
- Signed Up for Track 7 of Certified Public Manager Program

Finance Department

- Received the January sales tax revenues which are reflective of sales for the month of November. **Sales tax for the month of November was up by 26.59% over FY 2018. YTD sales are up by 19.48% over FY 2018.** See chart below.



- Participated in interviews for the Construction Manager at Risk (CMAR)
- Met with David Overcash (City Attorney) and the Public Works Department to discuss Zayo lawsuit hearing
- Reconciled October and November property taxes
- Completed and prepared the December bank reconciliation
- Completed Utility Billing Accounts Receivable reconciliations
- Reconciled the Civil Plan Review project account
- Reconciled the Municipal Court general ledger accounts versus the Courts software
- Participated in multiple calls in relation to the Villages of Hurricane Creek PID/TIRZ agreements with Hilltop Securities, the City Attorney, bond counsel, underwriters, and City staff in relation to the timeline for the PID

bond issuance for the Villages of Hurricane Creek as well as a weekly call including Centurion (VHC).

- Processed wires, ach files, and the positive pay files for Accounts Payable checks through the bank
- Continued working with the auditors on any questions or information needed to complete the City's audit and continued working on the Comprehensive Financial Annual Report (CAFR)
- Reviewed all invoices for correct account and project coding
- Sent budget reports for revenue and expense to Directors for their review
- Reviewed Statement of Revenue and Expenditures for budget issues
- Completed printing and binding budget books for Council, City Manager, and Finance
- Continued to work with Enterprise Fleet Management on ordering of replacement and new vehicles budgeted in FY 2019
- Processed 168 invoices, 79 checks for a total amount of \$551,858
- The Utility Billing Supervisor, Chris Thatcher, is working with Central Square, formally Apteon, the City's software provider, on an issue related to online payments which customers made on January 3rd not being received to date. This was brought to Utility Billings attention by several customers. Chris is working with the company to obtain a list of all customers this may have impacted. These payments are made via Paypal. The company is working with Paypal to determine the issue. In the event the issue is not resolved by Monday, cut-off day, the department will delay cut-offs until it is determined which customers this impacted.
- Court was held on Tuesday, January 8th.

Fire Department

Incidents:

- Fires: 0
- Rescue & EMS: 13
- Hazardous Condition (No Fire): 0
- Service Calls: 5
- Good Intent Calls: 5
- False Alarms: 1
- Special Incident: 0
- Total: 24

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	8	33.33%
321 - EMS call, excluding vehicle accident with injury	2	8.33%
322 - Motor vehicle accident with injuries	2	8.33%
324 - Motor vehicle accident with no injuries.	1	4.17%
511 - Lock-out	1	4.17%
531 - Smoke or odor removal	1	4.17%
553 - Public service	1	4.17%
554 - Assist invalid	2	8.33%
611 - Dispatched & cancelled en route	3	12.50%
651 - Smoke scare, odor of smoke	1	4.17%
653 - Smoke from barbecue, tar kettle	1	4.17%
700 - False alarm or false call, other	1	4.17%
TOTAL INCIDENTS:	24	100.00%

Mutual Aid:

- Aid Given: 3
- Aid Received: 0
- No. of Overlapping Calls: 4
- Percent of Overlapping Calls: 16.67%
- Dispatch Times:
- Average Response Time: (Dispatch to Arrival): 05:10
- Average Turnout Time: (Dispatch to Enroute): 01:33
- Average Time on Scene: 20:26

Department Activities & General Info:

- In keeping with fire service tradition, a push-in ceremony will be held at the fire station for the fire new engine. This ceremony is scheduled for 1/12/19 beginning at 11 am.
- Brush 2 is currently on loan to the Melissa Fire Department until their department receives a new brush truck or until it is needed by AFD.
- Chief Isom attended the weekly staff meeting and City Council meeting. A presentation was given to the Council regarding the current status of the department, what has been accomplished, and what the future plans are.
- Captains Thomas, Eaton, and Nelson attended the Leadership Development Symposium in Frisco.

- Chief Isom participated in a conference call with Randall Scott Architects that involved PW and Planning. Topics included several design and infrastructure aspects of the new city hall and fire station.
- Multiple plan reviews were completed regarding new construction projects.
- Chief Isom met with a representative of American Medical Response (AMR) ambulance service.
- The UNT intern continues to work on a variety of fire and emergency management assignments.
- A big thank you to our Public Works Department for allowing us to use their message board to help get the word out about our push in ceremony this Saturday!
- Chief Isom participated as a member of the panel interview team for the CMAR.

Upcoming Events

- **Push-In Ceremony for the new fire engine will be held on 1/12/19 beginning at 11 am.** We want to thank the Anna Chamber of Commerce, Walmart, and Brookshire's for assisting our department with food and beverages. This will be a community-wide event!

Human Resources

- Stephanie has returned and will be working on many initiatives over the remainder of the fiscal year. These include but are not limited to:
 - Recruitment of new positions
 - Pay plan recommendations
 - TMRS update
 - Q12 employee survey action plan and progress tracking
 - Quarterly system-wide staff meetings
 - Awards program review
 - HR Policy Review

Parks Department

- Parks Board - Next Parks Board meeting on January 28th at 7. (21st is holiday)
- Parks - Working on Lakeview agreement concerning park development

Police Department PATROL

- This week patrol responded to 197 calls for service, with six of those being from Walmart. They responded to six accidents, one of which was an injury accident. They completed 22 reports, and made seven arrests.
- Patrol was able to apprehend a suspect who broke into a house and assaulted a woman inside who he had a past relationship with. They also assisted Grayson County S.O. by helping serve two felony warrants inside the Anna City Limits. Both subjects were arrested without incident.
- On January 9th, officers engaged in a pursuit with a motorcyclist who failed to yield when being pulled over for speeding on Powell Parkway. Officers pursued the rider into Grayson County and then back into Collin County where the pursuit was terminated by the officer for safety reasons. The motorcyclist has yet to be identified.
- Officer Blair conducted a traffic stop on US 75 and located 4oz of marijuana. The female driver was on her way back to Sherman from Plano where she purchased the drugs. She was charged with a felony.
- The Camden Parc edition experienced at least three attempted break-ins. Residents reported what appeared to be pry marks on the their backdoors. Only one home may have been breached, but nothing was taken and officers were unable to determine if a burglary had occurred. Officers spent a significant number of hours patrolling the neighborhood in unmarked units trying to locate suspects.
<http://www.kten.com/story/39761122/police-concerned-about-anna-break-ins>
- Officer Osborne attended a four-day intermediate crime scene course. This is a state mandated course that will allow her to obtain her intermediate and advanced peace officer certification.
- Officer Thomas attended a 40-hour crisis negotiator certification course. This will give the agency three certified crisis negotiators.

INVESTIGATIONS

- This week CID prepared cases to be filed from the Holiday week. They obtained two felony warrants, one misdemeanor warrant, and one search warrant. CID was called out twice. Once for a home invasion where the suspect kicked in the back door at his ex-girlfriend's house looking for her

but she was not home. He returned a couple hours later, and eventually forced his way into the home a second time and assaulted the victim. Patrol found the suspect in the area, and made an on-view arrest. CID responded and secured a search warrant for the suspect's vehicle, and collected evidence from inside. CID was also called out to assist patrol and Grayson County S.O., who were serving two felony warrants in Anna as previously mentioned.

ADMINISTRATION

- Lt. Copin and Sgt. Butler worked with Diana to complete the removal of previous years case files to the storage facility. Storage racks were assembled to accommodate the archived files. This cleaned up the records section significantly and allows us more room for expansion.
- Lt. Copin and Chief Caponera attended the Collin County Child Advocacy Center's award/appreciation luncheon in Parker. Chief worked attended city council and several other meetings throughout the week, including the interviews for the Construction Manager at Risk.
- Two new policies were issued this week. The new policy manuals were completed by Sgt. Fernandez and will be distributed to all employees within the upcoming week.
- Finally, we worked on compiling statistics for the annual report which should be completed by the first part of March.
- Chief Caponera will be attending chief school in Huntsville, Texas beginning on Sunday January 13th, returning January 18th.

EVENTS

- January 13, 2019 – Sgt. Butler will be conducting active shooter training at First Anna Church (See our FB page for information).

Public Works



Public Works - Administration

- This week I would like to recognize Construction Inspector Trent England. This week I observed him working with the contractor on the Interurban Reconstruction Project. Trent seemed very detailed in his inspection work and spent a good deal of time on the site. Trent has a background in materials testing and has proven to be a good inspector. He is learning at a rapid rate and is a star staff member in my opinion.
- The City team along with our architect conducted interviews with the top four Construction Manager at Risk (CMAR) candidates on Thursday, January 10th. Staff will be finalizing the scoring matrix next week and expects to bring a recommendation to Council at the January 22nd meeting.
- City Hall/Municipal Complex: With asbestos removal complete on the old feed store, the Streets Department has scheduled demolition of the building. In addition to removing the building, the Streets group will also be salvaging a historic safe door from the building. The safe door is ornate and it is my understanding that it may have significant historic value.
- Staff met with Oncor and Randall Scott & Associates (RSA) to discuss options and cost for electric utility relocation on the site. Oncor has a preliminary route design and we now have budget numbers to work from.
- CMAR interviews complete (see above).
- City staff (Joseph Johnson, Maurice Schwanke and Chief Isom) attended a WebEx Meeting with RSA to review and resolve Municipal Complex Site Plan issues.
- A meeting is being scheduled to review the Mechanical, Electrical and Plumbing (MEP), equipment types for Police & Fire, and audio/visual equipment. Information/Technology (IT) needs will also be discussed.
- Staff attended the staff/consultant conference call for the Villages of Hurricane Creek PID/TIRZ.
- Worked on various capital projects.
- The Hackberry Elevated Storage Tank Logo project is expected to begin soon pending weather. The contractor is ready to begin as soon as clear weather is forecasted for several days and temperatures at the appropriate level for painting.
- Staff will be formally asking Council for authorization to bid the Hackberry Elevated Storage Tank Lighting System at the second meeting in January. This will allow time to work through funding options.

- Attended the Collin County Pre-RTC Meeting and provided a summary to Mayor Pike and the City Manager. Mayor Pike attended the Regional Transportation Council (RTC) meeting on Thursday.
- Staff met with the Collin County Area Roundtable group on transportation innovation.
- Reviewed Q12 plan with the City Manager.
- Continued coordination with a development group to find a solution to getting a road built without additional transitions.
- Reviewed an additional draft of an Interlocal Agreement proposed by Collin County for radio equipment on the Hackberry Elevated Storage Tank.
- Worked on Council items.
- Worked through several queries related to future development.

The Development Review Committee (DRC) reviewed the following this week:

- Pecan Grove Phase 4

Staff met with the following development groups:

- None this week.

New submittals are in the queue for:

- Anna Crossing Phase 1C Preliminary Plat

Project Status

- Hackberry Road Reconstruction – Preliminary right-of-way documents are complete. Staff is meeting to review with our engineering consultant on 1/16/19.
- East Fork Regional Sewer Line – Survey work complete for the segment outside Anna Extra-territorial Jurisdiction. Staff is meeting to review with our engineering consultant on 1/16/19.
- Ferguson Parkway – Project goes before STTC in February. Permission to survey letters have been sent out. We are starting to receive signed permission to survey letters.
- Rosamond Parkway - Permission to survey letters have been sent out. We are starting to receive signed permission to survey letters.

- East-West Collector and Water Line – At the 12/11/18 meeting, Council authorized proceeding to bid. Design is being finished up. Meeting with our engineering consultant on 1/16/19 to discuss.
- Fourth & Easton Paving & Drainage Project – The project is nearing completion. A section of Interurban was added to the project.
- Please see the Construction Inspection Report for projects currently under construction.
- Council Agenda – Public Works items:
- Construction Manager at Risk Recommendation (1/22/19 meeting)
- Collin County Interlocal Agreement (1/22/19 meeting)
- Authorization to bid – Hackberry elevated Storage Tank Lighting System (1/22/19 meeting)

Public Works - Field Operations

Training

- Department Weekly Safety Topic: “Eye Protection”

Water Division - Administration

- Enrolled operators and technicians in classes for licensing.
- Ordered new meter for Well 1.
- Begin working on the Water Use Survey for the Texas Water Development Board (TWDB).
- Work through procuring equipment for Supervisory Control and Data Acquisition (SCADA) Upgrade
- Prepared and scheduled electrical training class with North Texas Pump Company.
- Worked with the Greater Texoma Utility Authority (GTUA) on the flow meter at Sherley Pump Station.
- Gathered data and began compiling information for the annual Consumer Confidence Report.
- Worked through programming issues with engineer on Disinfection Upgrades.
- Reviewed comments from other entities regarding the North Texas Municipal Water District’s (NTMWD) proposed Water Conservation Plan.
- Attended the public meeting for the NTMWD proposed WCP.
- Met to review leak repair costs.

- Reviewed Collin-Grayson Municipal Alliance (CGMA) water projection.

Water Division – Field Operations

- Completed line locates.
- Flushed dead end mains.
- Completed service orders, meter rereads, disconnects and reconnects.
- Attended final project walk for the Anna ISD Stadium Project.
- Set new meters.
- 1 service line repair completed on Acklington.
- Worked on Public Works drive and parking area.
- Trained new staff on heavy equipment.
- Checked for leaks.
- Worked on NAP and UCMR sampling.
- Assisted Macaulay Controls with disinfection equipment repair.
- The average water distribution for the week was approximately 1.63 million gallons/day.

Wastewater Division – Administration

- Gathered information and reviewed with Kimley-Horn for the Capacity, Management, Operations and Maintenance (CMOM) Project.
- Completed Purchase Quote Forms for parts and materials.
- Processed invoices.
- Worked with staff on 424 Creekview sewer service repair.
- Met with engineer to review odor elimination (lift station and manhole) solutions.
- Coordinated with field staff on various repairs.

Wastewater Division – Field Operations

- Completed line locates.
- Completed 11 sewer video inspections.
- Repaired 1 sewer back-up.
- Completed lift station checks and performed maintenance.
- Completed checks of all metering stations.
- Jetted and video-inspected 435' of 8" sewer line.
- Video-inspected 10 sewer services in Camden Parc while searching for infiltration.

- Attended safety meeting.
- Repaired sewer service at 424 Creekview.
- Completed weekly samples. All passed.
- The average daily flow at the Wastewater Treatment Plant for this week was 0.504 million gallons/day.

Streets – Administration

- Checked completed field work.
- Obtained quotes for concrete for repairs.
- Helped coordinate backfills.
- Ordered parts and materials.
- Coordinated with Construction Inspection on projects including the Fourth & Easton Project.

Streets – Field Operations

- Repaired street lights.
- Repaired signs and post around town.
- Removed road base along SH 5 and FM 2862 spilled by contractor.
- Repaired potholes around the City including CR 371, CR 376, CR 423, Taylor, CR 368 and Foster Crossing.
- Sawcut sidewalk panels for the Fourth & Easton Project.
- Completed large asphalt repair on CR 368.
- Removed concrete panel at 313 Niagara Falls.
- Removed concrete panel at 302 Niagara Falls.

Public Works - Construction Inspection

Administration

- Held preconstruction meetings for Right-of-Way permits.
- Coordinated the City Hall roof leak repair.
- Assisted with plan review.

Projects

- Anna Crossing Phase 4B – No civil work completed this week.
- Anna Crossing Phase 5 – No civil work completed.
- Anna Daycare – Contractor began storm line installation.

- Anna High School Addition – Contractor completed fire lane paving.
- Anna Hotel – Crews worked on water line installation.
- Anna ISD Stadium and Parking – Final walk completed on 1/7/19. Crews are now working on the punch list items.
- Anna Medical Office Building – No work completed this week.
- Avery Pointe Phase 5 – Utility contractor installed sewer line.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 4 – Grading operations have begun.
- Dr. Jackman Eye Center – No work was completed this week.
- Finley Boulevard – Final Acceptance was issued on 11/13/18. Skorburg is still waiting on street lights for Florence.
- Foster Crossing Water Line – Final walk was held on 10/4/18. Crew has returned to complete final punch list items.
- Fourth & Easton Paving and Drainage – Contractor completed paving this week.
- Natural Springs Park – Final walk completed. Contractors are working to finish the punch-list.
- North Pointe Phase 4 – Final walk completed on 12/4/18. Crews have been working on the punch-list.
- One Anna Two Sanitary Sewer Improvements – The preconstruction meeting was held on 12/10/18. Work has not begun.
- Park Place Phase 1 – Contractor is working on retaining walls and setting meter boxes.
- Pecan Grove Phase 2 – Contractor worked on storm structures. Franchise utilities have been working in the subdivision.
- Pecan Grove Phase 3 - Crews are working on grading.
- Pecan Grove Phase 4 - Crews have been working on grading.
- Public Works Inspections (Residential) – 4 inspections completed this week.
- Sweetwater Crossing Phase 2 – No civil work was completed this week.
- Throckmorton Creek Trunk Sewer – The final walk was held on 7/13/18.
- US 75 Utility Relocations Phase 1 – The final walk was held on 11/27/18. Crews are working on punch-list items.

General Information

- Nothing to report

Special Report Information

US 75 Southbound Closure - Postponed until Saturday

1-10-2019 - Due to anticipated weather tomorrow evening January 11th, the scheduled southbound closure has been postponed until the following day Saturday, January 12th, 2019 from 12:00 pm to January 13th, 2019.

1-7-2019 - TxDOT Road Closure - Total freeway closure of Southbound Main Lanes of US-75 beginning Friday, January 11, 2019 from 9:00 PM until Saturday, January 12th, at 7:00 PM.

Detour Directions:

Friday: All traffic will be required to exit SB US 75 at exit 48 onto SB Frontage Rd and will be allowed to re-enter US-75 at on-ramp south of Melissa Rd.

Situation/Activity

TxDOT's contractor Austin Bridge and Road will be performing a mainline traffic switch on southbound US-75 into new detour alignment and then onto newly constructed roadway.

What can the public do?

Be attentive to signage & slow down through work zone. Local traffic seek alternate route.