



City of Anna, Texas

Weekly Update - January 25, 2019

Respectfully submitted by the City Manager

Jim Proce, ICMA-CM, APWA PWLF, MBA



HEADLINES IN THIS ISSUE INCLUDE:

- Fire Department article in the newspaper!
- The City Manager will be out of the office on January 31 & February 1, but available by cell.
- Parks Board on Monday!
- 62 single family permits received so far in Calendar Year 2019
- 178 single family permits received so far in Budget Year.

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UPCOMING DATES AND IMPORTANT INFO

Mon, Jan 28

Park Advisory Board Meeting

Tue, Jan 29

Notice of Quorum - Meeting with Anna HOA Representatives

Mon, Feb 4

Planning and Zoning Commission Meeting

Thu, Feb 7

Anna Economic Development Corporation Meeting

Thu, Feb 7

Anna Community Development Corporation Meeting

Fri, Feb 8

Coffee with Cops

Thu-Sat, Mar 14-16

Strategic Planning – Possible Quorum

City Hall/Fire Station

City Manager

- The proposals for a construction manager at risk for the Municipal Complex have been reviewed by the internal committee and the team has selected Lee Lewis Construction. Related information to this project will be posted here: <https://www.annatexas.gov/1103/Bid-Opportunities>
- I am working with the Mayor to schedule a State of the City address.
- I have set up the next round of strategic planning for March 14 -16. The agenda will be set in the coming week laying out when Council will be scheduled for finishing this process.
- We continue to work with our Financial Advisors on the Hurricane Creek deal points; this is getting close to resolution.
- I have been working on employee performance appraisals, writing job descriptions and setting expectations with department heads for the Q-12 survey results.
- The Mayor and I met with Centurion to discuss Hurricane Creek Development. The financial team is working on finishing up the arraignments for the project.
- I continue to meet with several development prospects and will update you with details when appropriate for to discuss deal points and legal issues in upcoming executive sessions.

Assistant to the City Manager

Administrative

- Worked with Ashley on completing items on check list related to transition of duties
- Made contact with multiple vendors to update staff contact
- Paid bills related to 709 North Powell Parkway
- Posted Notice of Quorum for HOA meeting
- Completed minutes from the EDC and CDC board meetings from January

Marketing, Promotion & Research

- Completed website, social media, and enews updates related to the US 75 lane closure and water service disruptions

Meetings/Conference calls

- Weekly meeting with City Manager

- Met with new board member, Rocio Gonzalez, to conduct board member orientation

Development Services

Planning and Zoning Commission

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

Green Ribbon Program

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

Preliminary Plats

- Anna Crossing 1C

Site and Landscape Plans

- Texoma FED Site and Landscape Plan

Permits

- 62 single family permits received so far in Calendar Year 2019
- 178 single family permits received so far in Budget Year.

EDC/CDC

Administrative

- Continued working with Jessica Perkins to transfer several of her duties to me in connection with her resignation and departure from the city

Marketing & Programming

- Followed up with a broker wanting to put a project on the Standridge Property and provided him additional information for his marketing packages
- Updated Anna's Community Profile for the Collin County Association of Realtors
- Reviewed Jones Lang Lasalle's updated proposal for Anna Business Park

Incentives

- Researched Incentive Policies of DFW Cities
- Followed up with representatives from Project Holiday and Project Home Run on their projects

Meetings

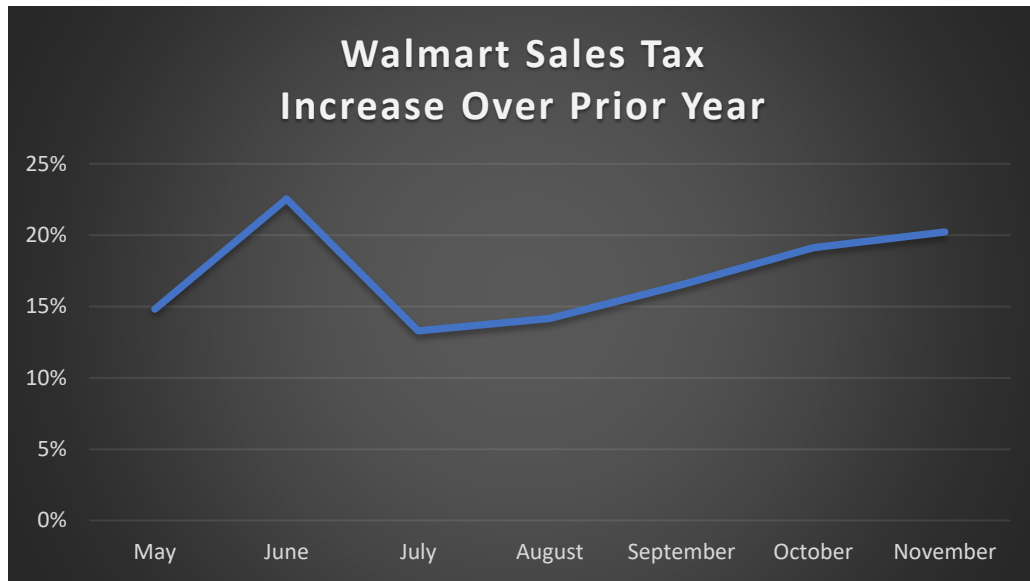
- Met with Anthony Richardson, CDC & EDC Board President to go over upcoming agenda items, CDC & EDC Projects
- Met with Rocio Gonzalez to update her on CDC & EDC activities and projects since she is a new board member
- Participated in a conference call with the city's financial advisors on possible incentives for an entertainment facility
- Next week's meetings include the following:
- Meeting with CBC Creative to discuss updating marketing materials
- Meeting with Neon Cloud Productions to discuss video production
- Meeting with a representative of the Dallas Regional Chamber to discuss advertising opportunities in the following publications: The Dallas Economic Development Guide, the Dallas Region Relocation Guide and the Dallas-Fort Worth Real Estate Guide
- Meeting to discuss the placer.ai platform
- Meeting with representatives from Project Home Run
- Meeting with Jones Lang Lasalle to discuss their proposal for the Business Park

Education

- Set to attend Track 7 of the Certified Public Manager Program in Austin on Friday, February 1st . Since the class is in the afternoon, there is no overnight travel required.

Finance Department

- Continued to analyze and compile a trend analysis of the Walmart sales tax revenues. Walmart sales tax continues to show an increase month to month over the prior year. Over the past seven months, the Walmart sales tax revenue is up 17%. Below is a graphical representation of the increase by month for the month of sales for May through November sales tax revenues.



- The Finance Director assisted the City of Van Alstyne on Friday by participating in the City of Van Alstyne's interviews for their Controller position.
- Processed wires, ach files, and the positive pay files for Accounts Payable checks through the bank
- Completed the Texas Municipal League 2019 Taxation and Debt Survey
- Participated in a conference call with the financial advisors on discussions of potential funding for incentive agreements with the City Manager and Chief Executive Officer for the CDC/EDC
- Assisted the Human Resources Manager with processing of W-2s
- 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)
- 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)
- Reviewed all invoices for correct account and project coding
- Continued to work with Enterprise Fleet Management and the City departments on ordering on vehicles for newly funded positions

- Reviewing and analyzing credit card payment processes and agreements to potentially change to WaterSmart for online payment processing
- Continued working with Central Square on online payment processing issues
- Processed eleven new meter installs for builders

Fire Department

Incidents:

- Fires: 0
- Rescue & EMS: 15
- Hazardous Condition (No Fire): 2
- Service Calls: 4
- Good Intent Calls: 4
- False Alarms: 2
- Special Incident: 0
- Total: 27

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	12	44.44%
320 - Emergency medical service, other	1	3.70%
322 - Motor vehicle accident with injuries	1	3.70%
324 - Motor vehicle accident with no injuries.	1	3.70%
412 - Gas leak (natural gas or LPG)	1	3.70%
444 - Power line down	1	3.70%
550 - Public service assistance, other	1	3.70%
553 - Public service	1	3.70%
554 - Assist invalid	2	7.41%
611 - Dispatched & cancelled en route	3	11.11%
622 - No incident found on arrival at dispatch address	1	3.70%
743 - Smoke detector activation, no fire - unintentional	1	3.70%
745 - Alarm system activation, no fire - unintentional	1	3.70%
TOTAL INCIDENTS:	27	100.00%

Mutual Aid:

- Aid Given: 6
- Aid Received: 0
- No. of Overlapping Calls: 2

- Percent of Overlapping Calls: 7.41%

Dispatch Times:

- Average Response Time: (Dispatch to Arrival): 04:51
- Average Turnout Time: (Dispatch to Enroute): 00:34
- Average Time on Scene: 13:28

Department Activities & General Info:

- 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 the city council meeting.
- All of the new volunteers have completed orientation and have been assigned to a shift.
- Multiple plan reviews were completed regarding new construction projects.
- Chief Isom and members of the command staff participated in a conference call on with AMR regarding “white box” ambulance options and general EMS delivery.
- The UNT intern continues to work on a variety of fire and emergency management assignments.
- Multiple open records requests were processed.
- Chief Isom met with the City Manager, Planning, Public Works, Finance, Isogent, and members of the Randall Scott Architecture team to discuss specific needs and options related to the new city hall and fire station.
- The header for Bay 2 has been raised and a new door installed (see picture). This has provided an additional 2.5 inches of clearance for Engine 1. The new door will be painted to match the existing doors.
- Fire Marshal Dockray and Chief Isom met with the City Manager, Human Resources, and the Police Department to discuss future plans for Code Enforcement.



Upcoming Events

- Chief Isom will be attending the SGR Servant Leadership Conference in Ft. Worth from 1/31/19 to 2/1/19.

Human Resources

- HR is working on many initiatives over the remainder of the fiscal year. These include but are not limited to:
 - Recruitment of new positions
 - Economic development director
 - Assistant to the City Manager
 - Pay plan recommendations
 - Identify comparable cities
 - TMRS update
 - Prior service credit update
 - Q12 employee survey action plan and progress tracking
 - Working with departments to set action plan
 - Quarterly system-wide staff meetings
 - Scheduling for HR and CMO to present to all employees
 - Awards program review
 - Will form internal committee after initial research
 - HR Policy Review
 - Will be a year long project with input from department heads

Parks Department

Parks

- Painting Started on Depot.
- Front Door installed on Depot and Freight door on east side completed.
- Piers for deck starting today or first of next week.
- We received a quote from Oncor to put overhead lines underground in front of Depot. \$46,000 for Oncor portion.

Parks Board

- Next Parks Board meeting on January 28th at 7.

Police Department

PATROL

- This week patrol responded to 236 calls for service which generated 16 new case reports. Walmart accounted for 18 of the calls for service. There were no arrests this week. There were five traffic crashes, none of which resulted in injuries.
- Patrol worked a missing person who was reported to have Autism. The 18-year-old went missing after she left her home following an argument. After about two hours, her parents reported her missing because she had not been heard from. She was wearing only shorts and a tee shirt. We initiated a social media blast and within one hour she was located by a resident who saw the FB post. She was checked out by medical personnel and was transported to a mental health facility for an evaluation. The power of social media is incredible as seen in this instance. In a matter of one hour, there were 983 shares with 56,770 FB accounts reached. There was a total of 19,620 clicks on the post!
- Patrol also worked two stolen vehicle reports. It is unknown if the cases are related, but both vehicles stolen were trucks.
- K9 Ninja and his handler, Officer Goodman will be attending training in Liberty Hill, Texas for the next three weeks. We are excited to have added a dog to our family. After all, every family needs a puppy 🐶.

INVESTIGATIONS

- This week was fairly uneventful in CID. With Monday being a holiday and Tuesday and Thursday being training days, detectives had limited time to file cases. The majority of time was spent preparing cases and handling solicitor permits.
- Detectives were called out once to assist with the missing person and worked to develop leads in the two stolen vehicle cases.

ADMINISTRATION

- Lt. Copin spent time working with Zeurcher on developing different modules for the new RMS system. He also worked with Austin Bridge and Road coordinating the response needed for this weekend's highway closure.
- Chief attended a legislative committee meeting in Austin with about 40 other police chiefs to discuss strategies to combat and/or support bills introduced by the Legislature.

- Chief attended a meeting with the city manager, HR and fire chief to discuss the code enforcement relocation to the PD.
- Chief also completed several policies.

EVENTS

- February 14th – Coffee with Cops will be held on Thursday, February 14th from 5:30pm to 7:30pm and will be held at the Palladium Apartments community center. This is happening in response to several requests for us to hold an event in the evenings. This event was renamed, “Pastries with Police.” Should be a good time!

Public Works

Public Works - Administration

- This week I would like to recognize Streets Division employee Chris Williams. This week, Chris’ supervisor mentioned how impressed he was with Mr. Williams’ dependability and willingness to learn during his first six months with the department. He went on to say that Chris regularly goes above and beyond in his duties, is conscientious, and professional. In addition, Chris has a friendly attitude and is fun to work with. Great job Chris!
- The final scoring matrices for Construction Manager at Risk (CMAR) services were compiled and including in the staff report along with a recommendation to the Council at the January 22nd meeting. Council authorized the City Manager to negotiate the terms of a contract with Lee Lewis Construction.

City Hall/Municipal Complex:

- The Streets group is working to salvage the historic safe door from the Municipal Complex site. Once the door is removed the concrete portion of the safe will be demolished.
- Staff coordinated with Randall Scott Architects (RSA) on franchise utility relocation.
- Staff met RSA and their subconsultants in a 4 hour meeting to review Mechanical, Electrical and Plumbing (MEP) including HVAC, information technology, security preferences, audio-video, franchise utility relocation

and other related topics. A follow-up meeting is being scheduled as there are remaining items to be discussed.

- Staff has requested a draft Additional Services Agreement (ASA) for a potential expansion of the proposed fire station to four full bays to accommodate an in-house ambulance service. The ASA will allow the City to better understand the potential additional cost of design and construction so that the City Manager/City Council will have the information necessary to make a decision.
- RSA is continuing detailed design.
- City Manager will be negotiating the terms of a contract with Lee Lewis Construction for CMAR services.

Worked on various capital projects.

- The contractor for the Hackberry Elevated Storage Tank (EST) Logo Project is ready to begin as soon as clear weather is forecasted for several days and temperatures are at the appropriate level for painting. This time of year, temperatures and humidity can pose a problem for painting as tanks often have condensate due to the difference between the internal temperature of the tank and the outside temperature. In order to get the best end product we need 3 consecutive days of 60 degree or above temperatures with low winds (safety, the logos will be painted in the air). We are coordinating with the contractor to get the project started as soon as possible but we want to make sure we get the best outcome on the project.
- Council authorized the City Manager to solicit competitive sealed proposals for the Hackberry Elevated Storage Tank Lighting System at the January 22nd meeting. The design of the lighting system was previously completed which allows the project, once formally approved by Council, to immediately proceed to bid. The lighting system, once constructed, will utilize ground-pole mounted LED lighting to “up-light” the tank. Only the steel portions of the tank will be lighted and we believe the result will be a classy look. We are very excited about this project as, coupled with the tank logos, it gives us positive exposure on US 75.
- Met with superintendent level staff again this week to review their interactions with their respective staff on the Q12 survey. We are continuing to make good progress in making an already great department even better.

- We are still working with Collin County on the terms of an Interlocal Agreement proposed by Collin County for radio equipment on the Hackberry Elevated Storage Tank.
- Met with a group in the southwest portion of Anna to discuss utility availability and timing.
- A preconstruction meeting was held for West Crossing Phase 9 & 11.
- Worked through several queries related to future development.

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

- No DRC reviews this week.

Staff met with the following development groups:

- A group interested in developing their property in the far southeast section of Anna's Extra-territorial Jurisdiction (ETJ).
- New submittals are in the queue for:

Anna Town Center Phase 2 Lift Station and Force Main Civil Plans

- Walmart Lots 2 & 3 Civil Plans
- Anna Crossing Phase 1C Preliminary Plat
- Texoma FED Site Plan
- Park Place Drainage Study
- Project Status
- Hackberry Road Reconstruction – Final right-of-way documents will be received soon.
- East Fork Regional Sewer Line – Survey work is complete for the segment outside Anna Extra-territorial Jurisdiction. Staff met 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 have received 11 of 17 signed permission to survey letters. Staff is contacting property owners to finalize the remaining 6.
- Rosamond Parkway - We have received most of the signed permission to survey letters. Staff is reaching out to the remaining property owners.
- East-West Collector and Water Line – At the 12/11/18 meeting, Council authorized proceeding to bid. Design is largely complete. We are timing

the project to coincide with other projects being completed by the Standridge Group and the Medical Office Group.

- Fourth & Easton Paving & Drainage Project – The project is nearing completion. Staff is working with the contractor to resolve an issue with ground clearance for low profile vehicles on the Interurban portion of the project.
- Please see the Construction Inspection Report for projects currently under construction.

Council Agenda – Public Works items:

- Construction Manager At Risk Contract (future meeting)
- Collin County Interlocal Agreement (future meeting)

Next Week:

- Complete 4 DRC Reviews
- An introductory meeting is scheduled with the City Manager and Grayson-Collin Communications.
- A meeting is scheduled with representatives of Camden Parc to discuss infrastructure and associated costs.
- Staff meeting(s).
- A final project walk is scheduled for Park Place Phase 1.
- Staff will be attending the Homeowners Association Representative meeting.

Public Works - Field Operations

Training

- Department Weekly Safety Topic: “Heavy Equipment”
- Johnny Stover attended Pump and Motor class.

Water Division - Administration

- Enrolled operators and technicians in classes for licensing.
- Continued work on the Water Use Survey for the Texas Water Development Board (TWDB).
- Met with our contractors/consultants related to the Supervisory Control and Data Acquisition (SCADA) upgrade.

- Worked on updating our sample site plan and adding addresses for additional sample sites.
- Worked with Birkhoff, Hendricks and Carter (BHC) on various items including pump station upgrades, capacity requirements, disinfection system upgrades, sample site mapping, and other items.
- Continued compiling information for the annual Consumer Confidence Report.
- Worked on Water Conservation Plan update. The North Texas Municipal Water District (NTMWD) board has formally approved their plan and Anna's plan will closely mirror theirs.
- Worked on probationary and annual reviews for staff.
- Reviewed applications for the Service Order Technician vacancy and contacted four applicants.
- Worked with a contractor on resolving a motor failure on Well 2.
- Updated job descriptions.

Water Division – Field Operations

- Completed line locates.
- Flushed fire hydrants.
- Completed service orders, meter rereads, disconnects and reconnects.
- Organized parts for the inventory system.
- Set 11 new meters.
- Repaired meters.
- Repaired a leak on CR 368.
- Worked on installing conduit at Sherley Pump Station.
- Trained new staff on heavy equipment.
- Checked for leaks.
- Completed leak backfills.
- Worked on daily and weekly sampling.
- Collected samples. All passed.
- Troubleshoot disinfection system equipment.
- Cleaned vehicles and equipment.
- The average water distribution for the week was approximately 1.60 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.
- Reviewed application and set up interviews for new positions and one vacancy.
- Interviewed a candidate for the Wastewater Crew Leader position and called references.
- Contacted candidates for the vacant Wastewater Technician I position.
- Conducted second interview with a candidate for Wastewater Crew Leader.
- Installation of an actuator valve at the Wastewater Treatment Plant (WWTP) has begun.
- Reviewed the actuator valve installation with a consultant.
- Met with our contractors/consultants related to the Supervisory Control and Data Acquisition (SCADA) upgrade.
- A product demonstration was completed for a combination vac-truck.
- Coordinated with field staff on various repairs.

Wastewater Division – Field Operations

- Completed line locates.
- Completed 17 sewer video inspections.
- Repaired 2 sewer back-ups.
- Completed lift station checks and performed maintenance.
- Completed checks of all metering stations.
- Operated belt press.
- Repaired a leak at the WWTP.
- Installed scraper blades on the Ram press.
- Completed weekly samples. All passed.
- The average daily flow at the Wastewater Treatment Plant for this week was 0.490 million gallons/day.

Streets – Administration

- Checked completed field work.
- Obtained quotes for repair work.
- Helped coordinate backfills.

- Ordered parts and materials.
- Coordinated with Construction Inspection on projects including the Fourth & Easton Project.
- Monitored progress on the CR 419 repair.
- Coordinated with the Police Department related to the planned lane closure on US 75 this weekend.
- Worked on training for equipment certification.

Streets – Field Operations

- Repaired street lights.
- Repaired signs and post around town.
- Worked on demolishing the safe at the feed store building on the new municipal complex site. The safe door will be salvaged.
- Repaired base rock around Public Works building.
- Set forms for sidewalk repairs.
- Coordinated with Grayson-Collin Electric Cooperative (GCEC) on street lights at Creekside near FM 455.
- Sawcut concrete for planned repairs.
- Placed a message board for the Water Division.
- Removed debris from roads.

Public Works - Construction Inspection

Administration

- Worked on Certified Public Manager class.
- Reviewed multiple Right-of-Way permits.
- Led preconstruction meeting for West Crossing Phases 9 & 11.
- Trained inspectors on sewer line testing.
- Reviewed project submittals.
- Assisted with plan review.

Projects

- Anna Crossing Phase 4B – No civil work completed this week.
- Anna Crossing Phase 5 – No civil work completed this week. Developer has moved contractor to a different project.
- Anna Daycare – Contractor is working on installing storm boxes.

- Anna High School Addition – No civil work completed this week.
- Anna Hotel – Crews worked on installation of water main.
- Anna ISD Stadium & Parking – Final project walk completed this week. Crews are working on the punch-list.
- Anna Medical Office Building – No work this week. Work has stopped due to TxDOT’s work on the service road.
- Avery Pointe Phase 5 – Contractor completed installing water line and has begun installing storm pipe.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 4 – Contractor worked on rough grading this week.
- Dr. Jackman Eye Center – No work 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 project walk was completed on 10/4/18. Crews are finishing minor punch-list items.
- Fourth & Easton Paving and Drainage Project – Paving is complete. Contractor is working on installing headwalls and general clean up. We will be adding work to the contract to resolve a ground clearance issue on Interurban.
- North Pointe Phase 4 – Final project walk completed on 12/4/18. Crews are working on the punch-list.
- One Anna Two Sanitary Sewer Improvements (Standridge) – A preconstruction meeting was held on 12/10/18. No work has started due to TXDOT’s work on the service road.
- Park Place Phase 1 – Contractors are working on retaining walls.
- Pecan Grove Phase 2 – Contractor is clearing and grubbing along Foster Crossing.
- Pecan Grove Phase 3 – Crews repaired erosion control devices this week.
- Pecan Grove Phase 4 - Contractor worked on rough grading this week.
- Public Works Inspections (Residential) – 12 inspections completed this week.
- Sweetwater Crossing Phase 2 – No civil work was completed this week.
- Throckmorton Creek Trunk Sewer – The final project walk was held on 7/13/18. No work was completed this week.
- US 75 Utility Relocations Phase 1 – Final walk was completed on 11/27/18. Crews are working on punch-list items.

General Information

- Great article about Fire Department - [Anna Fire Department puts the unity in community](https://www.amtrib.com/news/20190116/anna-fire-department-puts-unity-in-community) - <https://www.amtrib.com/news/20190116/anna-fire-department-puts-unity-in-community>

Special Report Information

- [Water Service Interruption](#) - Attention residents on Wildwood Trail. There will be a water service interruption beginning at around 8am continuing till approximately 1pm on Wednesday, January 30, 2019.
[Read on...](#)
- [Local Elections](#) - A general election will be held May 4, 2019 to fill Places 2, 4 and 6. Candidates are elected to a three-year term of office. Applications for place on the ballot will be accepted beginning on January 16, 2019 and ending on February 15.
[Read on...](#)