



City of Anna, Texas

Weekly Update – February 15, 2019

Respectfully submitted by the City Manager

Jim Proce, ICMA-CM, APWA PWLF, MBA

HEADLINES IN THIS ISSUE INCLUDE:

- TML Legislative Updates: https://www.tml.org/legis_updates
- New hires in Fire Department, Economic Development and the City Manager's Office
- Investigation of the service line warrantee program for possible implementation in Anna
- Impact Fees analysis continues.
- Other notable items are **highlighted**.



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UPCOMING DATES AND IMPORTANT INFO

Mon, Feb 18

Presidents Day – the City is closed

Sat, Feb 24

Chamber of Commerce Banquet

Tue, Feb 26

City Council Meeting

Thu, Mar 7,

Joint Meeting City Council/CDC/EDC (To be confirmed)

Tue, Mar 12

City Council Meeting

Thu - Sat, Mar 14 - 16; 8:30AM

Strategic Planning – City Hall/Fire Station

Tue, Mar 19

City Council Special Meeting – State of the City Address

Tue, Mar 26

City Council Meeting

City Manager

- Hired Joey Grisham for Economic Development Director, Ryan Henderson for Assistant to the City Manager, and Ray Isom for the Fire Chief.
- I met with the Service Line Warrantee Program representatives. This program provides low cost insurance for citizens for services lines, water, sewer and under slab leaks. The program is voluntary for citizens. The program is turn-key and claims are handled by local preapproved contractors with no deductible for any claims. Additionally, it can generate a small rebate to the City as a revenue sharing program. I will bring this before Council for consideration.
- It was determined that the road impact fees approved in June of 2018 (last year) assessed to builders were incorrectly implemented. At this point I have completed the interviews of staff and we are in process or tracking transactions. Once complete, I will present action items to Council.
- I am working with staff and the Mayor to schedule a State of the City address. The date is set for March 19 to be held at the AISD Board Meeting Room.
- The next round of strategic planning for March 14 -16. The Council is set to meet on March 14 at 8:30AM and March 16 at 9AM, these are open meetings. Staff will meet on March 15 at 8:30AM, this meeting is closed to the public.
- I have been working on employee performance appraisals, writing job descriptions and setting expectations with department heads for the Q-12 survey results.
- 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.
- TML Legislative Updates: https://www.tml.org/legis_updates The following is the TML report on SB2 Tax Cap.
 - The Senate revenue cap bill, S.B. 2, is awaiting a Senate vote. The bill caps city property tax revenue at a punitively low 2.5 percent. Every city is now affected by the bill. As it emerged from committee, it is no longer “bracketed” to larger cities. **Even the small cities formerly exempt from the bill must hold an election in May 2020 to**

- see if their citizens want the cap.** (Any doubts on how such elections will turn out, given that cities can't legally make their case to voters?)
- City officials should call their senators now and explain the effects of a 2.5 percent cap. It doesn't matter if your senator might otherwise be comfortable with some modest reduction from eight percent. The 2.5 percent figure is so low that every senator ought to have concerns about how it would affect public safety and infrastructure.
 - Now is also the time to engage representatives in the House. It is possible that the House version of the revenue cap, H.B. 2, could be heard soon in the House Ways and Means Committee. City officials with representatives on that committee should call them right away and urge them to vote no on 2.5 percent.
 - City officials without a representative on that committee should visit with their representative anyway—it's not too soon to discuss the effects of H.B. 2's harmful cap. Both bills contain many beneficial provisions, so the message isn't that the bills shouldn't pass. As one senator recently put it, the problem with both bills is just 2.5 percent.
- <https://communityimpact.com/dallas-fort-worth/city-county/2019/02/09/collin-county-among-few-counties-for-property-tax-reform/> Collin County is supporting the Tax Cap Bills.
 - Collin County is among the few government entities to publicly support a statewide proposal to cap local property tax increases, according to the Texas Association of Counties.

Assistant to the City Manager

- No official report submitted – position is vacant until March 11
- (Repeated item from last week) - I wanted to announce that I have hired a new Assistant to the City Manager, Ryan Henderson. Ryan will attend the Chamber of Commerce event, so you have an opportunity to meet him if you are there. We will also introduce him at a Council Meeting on March 12.

- Ryan Henderson joins the City of Anna team after six years of serving the City of Fort Lauderdale within the City Manager's Office. Ryan joined the City of Fort Lauderdale in 2013 as an International City/County Management Association (ICMA) Fellow before his promotion to Assistant to the City Manager in 2015. Since 2018, he has been the Assistant Neighbor Support Manager, a division of the City Manager's Office. With experience in working hands-on with the community to achieve neighborhood goals, developing and implementing City-wide policy, managing a large real estate brokerage services contract, and working daily with City staff to help complete City Council directives, Ryan comes to the City of Anna with a consensus building mentality and a passion for community outreach. He is a current member with ICMA and the Florida City/County Management Association (FCCMA). From 2016 to 2018, he served as a board member with the International Association for Public Participation (IAP2). Ryan received his undergraduate degree from Virginia Tech and received his master's in public administration (MPA) from the L. Douglas Wilder School of Government and Public Affairs at Virginia Commonwealth University. Ryan will be on board early March. His email address has already been set up and will be fully briefed prior to his arrival. I am very excited about this acquisition as his accomplishments and references are impressive and we are blessed to acquire such a high caliber employee for this role.



Development Services

General

- Met with Anna Area Historical Society Depot Committee.
- Met with Anna Ranch people concerning proceeding with plans for new subdivision east of Harlow Elem.

Planning and Zoning Commission

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

Green Ribbon Program

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

Final Plats

- Camden Parc Final Plat Ph. 4

Development Plats

- Bridges Development Plat (on CR 477 south of F.M. 2862)
- Site and Landscape Plans

Permits

- 96 single family permits received so far in Calendar Year 2019
- 212 single family permits received so far in Budget Year.

SINGLE FAMILY PERMITS YEAR TO YEAR (2018-2019)																	
	YEAR	JAN	Y-Y*	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	CHANGE *	
MELISSA	2014	12		6	9	46	31	31	37	35	10	12	12	5	246	+41%	
	2015	25		6	56	23	25	30	19	62	58	15	18	38	375	+52%	
	2016	12		46	8	20	29	12	11	18	14	21	12	23	226	-40%	
	2017	23		21	19	31	20	71	34	29	16	27	9	37	337	+49%	
	2018	24		24	55	36	40	63	59	43	38	83	29	22	30	522	+55%
	2019	23		23													-4%
ANNA	2014	17		61	42	32	27	24	19	1	26	17	18	5	289	-2%	
	2015	4		15	34	26	22	11	24	25	16	21	14	48	260	-10%	
	2016	3		16	16	23	17	6	23	29	49	8	6	24	220	-15%	
	2017	63		36	59	48	28	19	44	38	67	38	37	24	501	+128%	
	2018	35		35	28	2	36	20	14	20	10	78	29	54	39	365	-27%
	2019	36		36													+3%
VAN ALSTYNE	2014	3		3	1	6	1	1	3	14	4	3	0	0	39	-11%	
	2015	5		12	1	3	1	0	0	27	7	6	22	2	86	+121%	
	2016	2		0	0	0	0	1	1	1	0	6	0	4	15	-83%	
	2017	4		1	1	14	0	54	0	8	3	0	11	15	111	+640%	
	2018	0		0	2	1	7	5	9	5	2	9	7	0	52	-53%	
	2019	10		10													+1000%

EDC/CDC

Administrative

- Finished CDC and EDC agenda, packets and minutes
- Finished Presentation for City Council Meeting
- Posted on Social Media
- Spent Time on Purchase Orders Related to Daily Operations

Marketing & Programming

- Collaborated with ED Director on the Design of New Marketing Materials

Incentives

- Facilitated Incentive Request from Zablink Hospitality

Meetings

- Attended City Council, CDC & EDC Meetings
- Attended Conference Call on PID.TIRZ Agreement for Villages of Hurricane Creek & Sherley Tract
- Spent time with ED Director to Provide Him Information on Projects & Programs
- Visited a Business in Farmersville to Bring to the Downtown Area
- Participated in Meetings Related to Roadway Impact Fee Payments

Education

- Started research related to the paper I am writing for the CPM, Track 7 program

Finance Department

- Finalized the set-up of the budget software to begin the new budget season and open it up for access for department to begin entering their budgets; Began working on estimated projections for current fiscal year for revenues and expenses and compiling a rough draft for the upcoming budget year to give the City a starting point
- Updated and revised collateral reports to accommodate all types of investments and to ensure collateral is sufficient for each investment according the Public Funds Investment Act and the City's Investment Policy
- Worked with TMLIRP to add new vehicles to the City's insurance policy
- Completed employee reviews
- Met with the City Manager and Fire Chief to discuss costs and revenues associated with providing ambulance services
- Worked on reviewing and updating the City's form to track electronic devices such as computer, tablets, laptops, cell phone, scanner, and printers
- Worked with Enterprise Fleet Management to begin reviewing and setting up meeting with departments to discuss the upcoming year's vehicle replacements

- Reconciled balance sheet accounts
- Processed 92 invoices, 80 checks for a total amount of \$1,666,565
- 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)
- 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 upcoming VHC PID bond issuance
- 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 and setting up meetings to discuss the needs for the upcoming budget
- Court was held on February 12th

Fire Department

Incidents:

- Fires: 1
- Rescue & EMS: 33
- Hazardous Condition (No Fire): 0
- Service Calls: 5
- Good Intent Calls: 6
- False Alarms: 3
- Special Incident: 0
- Total: 48

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
130 - Mobile property (vehicle) fire, other	1	2.08%
311 - Medical assist, assist EMS crew	28	58.33%
321 - EMS call, excluding vehicle accident with injury	3	6.25%
322 - Motor vehicle accident with injuries	1	2.08%
324 - Motor vehicle accident with no injuries.	1	2.08%
511 - Lock-out	1	2.08%
531 - Smoke or odor removal	1	2.08%
554 - Assist invalid	3	6.25%
611 - Dispatched & cancelled en route	6	12.50%
735 - Alarm system sounded due to malfunction	1	2.08%
743 - Smoke detector activation, no fire - unintentional	2	4.17%
TOTAL INCIDENTS:	48	100.00%

Mutual Aid:

- Aid Given: 4
- Aid Received: 4
- No. of Overlapping Calls: 14
- Percent of Overlapping Calls: 29.17%

Dispatch Times:

- Average Response Time: (Dispatch to Arrival): 04:37
- Average Turnout Time: (Dispatch to Enroute): 01:02
- Average Time on Scene: 23:23

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.
- Engine 2 is currently in Wilmer undergoing preventative maintenance, pump testing, and general repairs.
- Chief Isom attended the weekly staff meeting, Construction Coordination meeting, and the City Council meeting.
- A Shift Officers meeting was held to establish expectations, goals, and special upcoming projects for the department.
- Chief 1 and Squad 1 vehicles are being prepared for return to Enterprise. The new Chief 1 vehicle has been received and placed into service.
- Multiple plan reviews were completed regarding new construction projects.

- Chief Isom is scheduled to meet with the Director of the MPA Program at UT Dallas to discuss firefighter enrollment at the university. Other participants include Fire Chiefs from the cities of Garland, Frisco, Dallas, and Mesquite.
- The UNT intern continues to work on a variety of fire and emergency management assignments. The fire department is currently preparing to launch an official Facebook page with assistance from the intern.
- Operational firefighter training was held at the Palladium Apartments on 2/9/19. (See photos below)
- Chief Isom and PW Director Joseph Johnson continue to engage with Randall Scott Architects to expand the new fire station bay area in anticipation of future service delivery.
- Multiple open records requests were processed.
- Chief Isom continues to engage with the UT Dallas capstone professor and class to provide needed information for the Needs Assessment report.
- We have received a new rescue cutting tool that will be used for vehicle extrications. Training on this equipment has been scheduled 2/18/19.
- Chief Isom met with the City Manager and Finance Director to discuss fire department operational and personnel needs.

Upcoming Events

- Several members of the department will be attending the TEEX Annual Spring Training School.
- An all-staff meeting will be held at 07:00 on 2/20/19.



Human Resources

- Completed bi-weekly payroll.
- Processed POs for payroll reports
- EDC Director started on Wednesday, Feb. 13th.
- Set up computer and surface tablet for EDC Director.
- Followed up with department heads on obtaining Q12 information. Tabulation of responses from Department Directors started this week.
- Reviewing job description for GIS Manager, Fire Fighter 24-hour Shift, and Assistant Fire Chief.
- Completed State of the City presentation for the HR Department.
- Planning City Luncheon for Friday March 1st.
- Worked with supervisors on Employee Performance Evaluations in CIVICHR.
- Contacted ICMA-RC to assist employees with accounts.
- Assisted CM with various projects.
- Continued research on updating HR Policy.

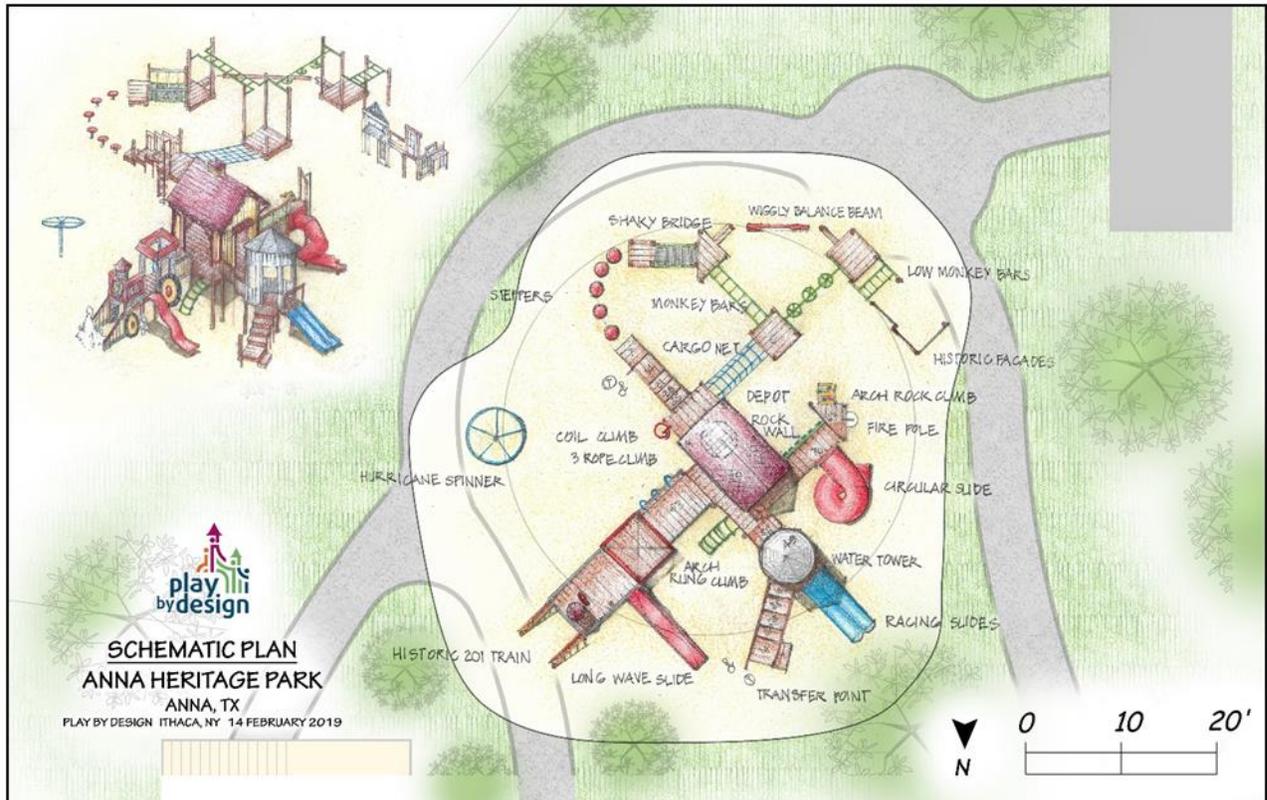
Parks Department

Parks Board

- Next Parks Board meeting on February 25th at 7. (Normal day is Holiday)

Parks

- Piers for deck have started.
- We received a quote from Oncor to put overhead lines underground in front of Depot. \$46,000 for Oncor portion. If we trench and put in conduit it will save \$5,000.
- Receiving Quotes from Suddenlink and SBC on their lines on the poles to be relocated underground.
- Receiving bids to build display track for locomotive.
- A conceptual design that is shown below is being priced. We should have in a couple of weeks.



Police Department PATROL

- This week patrol responded to 196 calls for service which generated 16 new case reports. Officers made five arrests, including one for intoxication assault and one for a felon in possession of body armor. Officers took four accident reports, two resulting in injuries.
- Officers continued proactive patrols within the neighborhoods. As a result, 81 warnings were issued for parking violations.

- Officer Goodman and his K9 partner, “Ninja” have completed training and will return next week. The K9 vehicle is not yet ready for service, but we plan to use Ninja at the school and during some planned community events to introduce him.

INVESTIGATIONS

- Detective Smith presented six cases to the Grand Jury this week. Two of the cases involved Harassment of Public Servant. In one incident, officers received death threats by the suspect, and in the other case, Officer Osborne was spit on.
- Detectives obtained two arrest warrants, one for credit card abuse and the other for forgery.
- Detectives received information that a warrant had been served on a previous felony theft case from Wal-Mart and the suspect was in custody in Collin County. Detective Foster obtained additional information in that case and other cases involving this suspect in other jurisdictions. This is an extensive multi-agency multi-state case where detectives are working diligently to identify other suspects for our case as well as the other agencies.
- Approximately 60 destruct orders were prepared and signed for the property room. The seizure of a Ford Taurus from a case involving the impersonation of a public servant, has been awarded to the City of Anna. The defendant has 30 days to appeal that ruling but as of today no answer has been filed. We anticipate we will take possession of the vehicle by the end of the month.

ADMINISTRATION

- This week we spent time catching up on fleet issues, namely related to technology malfunctions. Lt. Copin worked with our vendors to resolve connectivity issues in one of the vehicles. We had to replace two tablets due to warranty issues. Lt. Copin continued his meetings with potential applicants.
- Chief continued working on the policy manual. We hope to have a good majority of policies issued before April 1st. We also started working on the FY 2020 budget. Chief worked on year-end stats for the annual update and gave the “State of the Department” presentation at the Council meeting.

EVENTS

- Pastries with Police at the Palladium Apartments was held on February 14th. The turnout was not as good as we had hoped. We had approximately 20 citizens participate.

AWARDS/RECOGNITION

- Anna PD was nominated for the “Innovation” award by the Greater Anna Chamber of Commerce. We were the only nomination in this category. We will receive our award at the GACC Award Banquet on February 23rd.

Public Works



Public Works - Administration

- I would like to recognize Water Division employee Austin Burkhart for his work this week. Austin assists in the management of our water production facilities and water quality sampling. This week his supervisor notes that Austin has been very dedicated in his efforts to manage the system and tank levels while two of our wells are being repaired. Austin has monitored the system closely including after normal business hours via remote observation of our supervisory control and data acquisition (SCADA) telemetry and has made adjustments as needed to keep the system running properly. Austin is conscientious and detail-oriented. We are proud to have him as part of the team!
- I would also like to recognize Wastewater Division Superintendent Lane Minchew. Mr. Minchew has taken on a long list of projects including several significant upgrades at the Wastewater Treatment Plant (WWTP). Additionally, Lane has worked on completion of an Inflow and Infiltration (I&I) Study, Capacity Management Operations and Maintenance (CMOM) Plan, as well as upgrades to our SCADA system. Lane is proactive and an asset to the City of Anna.
- Skyler Mitchell has done a great job this week as well. Earlier in the week Skyler worked with the Assistant Director and the Wastewater

Superintendent to video inspect a critical collection line. Skyler's knowledge and ability with the equipment he used was commendable. As a result of the investigation, a large crack in a pipe was located that is contributing significant storm water infiltration to the collection system. Once repaired, this project will save the City money in treatment costs. Great job Skyler!

- I would like to thank Troy Hopkins, Water Superintendent for setting up Part 1 of a two-part series on basic electrical work. The training, which includes safety elements, was requested by staff when we reviewed Q12 survey results with them. The first part of the training was successful and we look forward to the next session!
- We will be extending an offer to a candidate for the Right-of-Way Inspector position today. This position will assist in reviewing right-of-way permits, conducting preconstruction meetings, and, most importantly, inspecting franchise utility installation in our neighborhoods to prevent property damage, infrastructure damage and ensure that the job sites are kept clean.
- The North Texas Municipal Water District issued a press release on January 31, 2019 indicating that they will begin their annual temporary change in water disinfectant from March 4 through April 1, 2019. If citizens have questions regarding the temporary change, they may contact Troy Hopkins, Water Superintendent at (972) 924-4510 or by email at thopkins@annatexas.gov. Staff will provide a briefing to Council on this temporary change at the February 26th meeting.
- A meeting was conducted with stakeholders at the northwest corner of US 75 and FM 455. This meeting is conducted monthly to keep the various stakeholders on schedule and to make sure that the various projects each party is responsible for are coordinated properly.

City Hall/Municipal Complex:

- Randall Scott Architects (RSA) is continuing detailed design.
- A proposed contract was received from Lee Lewis this week. Following review by staff and the City Attorney we plan to bring the contract before Council at the February 26th meeting.
- An additional meeting is being scheduled with RSA, City staff and consultants to continue review of information technology, audio-visual,

security and other mechanical, electrical and plumbing (MEP) preferences for the project.

- A meeting is scheduled for next week with Chief Isom, Jim Proce, Joseph Johnson and RSA to review potential additions to the proposed fire station.
- A proposal for an additional environmental assessment that is needed has been received.

General Projects:

- A meeting is set with a consultant to discuss potential projects for a Safe Routes To School (SRTS) grant application. The program centers around constructing sidewalks and pedestrian trails.
- Called a property owner along the Ferguson Parkway alignment to alert them that survey work was beginning.
- 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.
- Staff is working to solicit competitive sealed proposals for a lighting system at the Hackberry Elevated Storage Tank (EST). The lighting system will utilize ground pole-mounted LED lighting to “up-light” the tank with the steel portion of the tank up-lit.
- Met with superintendent level staff to review our SWOT analysis, Q12 action plan and other related initiatives.
- Met with representatives from the Creekside HOA to work through any remaining items to be addressed near their entry way. The meeting went well.
- Coordinated with Austin Bridge and Road to see if they would be interested in assisting with community projects.
- Coordinated meetings related to the Municipal Complex project.
- Staff met with the Water Superintendent and representatives from Greater Texoma Utility Authority (GTUA) to coordinate on various issues.
- Met with Cobb-Fendley to discuss the Rosamond Extension Project.
- Met with staff to review the upcoming amendments to the City’s Water Conservation Plan.
- Met with staff on various items and projects.

- Attended conference call related to the Villages of Hurricane Creek PID/TIRZ infrastructure.
- Worked through several queries related to future development.
- Met with Pecan Grove Development representatives to discuss various infrastructure related questions.

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

- Camden Parc Phase 3 Civil Plans
- ATC Phase 2 Lift Station and Force Main Upgrade Civil Plans
- Sweetwater Crossing Phase 2 Civil Plan Revisions
- Staff met with the following development groups:
- Pecan Grove Phases 2,3, and 4
- Worked on various capital projects.
- Reviewed and processed pay requests for various projects.

Project Status

- Hackberry Road Reconstruction – Final right-of-way documents are in the process of being completed. We will be scheduling meetings with property owners once we have right-of-way documents to share with them.
- East Fork Regional Sewer Line – Survey work is complete for the segment outside Anna Extra-territorial Jurisdiction.
- Ferguson Parkway – Project goes to the Surface Transportation Technical Committee (STTC) at the North Central Texas Council of Governments (NCTCOG) next Friday. Staff will be attending. Survey work began this week.
- Rosamond Parkway – Survey work began this week. Met with Cobb-Fendley to review the project.
- East-West Collector and Water Line – We are timing the projects to coincide with other projects being completed by the Standridge Group and the Medical Office Group. We are going to bid on the water line project this month.
- Fourth & Easton Paving & Drainage Project – Project is near completion.
- Please see the Construction Inspection Report for projects currently under construction.

Council Agenda – Public Works items:

- Construction Manager At Risk Contract (2/26/19 meeting)
- Collin County Interlocal Agreement (future meeting)
- Briefing on temporary disinfectant change by NTMWD (2/26/19 meeting)
- Grayson-Collin Communications Agreement (future meeting)
- Water Conservation and Demand Management Amendments (future meeting)

Next Week:

- TxDOT Utility Coordination Meetings
- Anna Fire Station Apparatus Bay Addition Meeting with RSA
- SRTS projects meeting
- STTC meeting at NCTCOG
- Review of Lee Lewis' proposed contract for CMAR

Public Works - Field Operations

Training

- Department Weekly Safety Topic: "Carbon Monoxide".
- Basic Electrical Repair and Safety Class

Water Division - Administration

- Continued work on the Water Use Survey. Working with Utility Billing to get distribution numbers.
- Met with GTUA staff to discuss chlorine residuals, Water Conservation Plan, flushing plan for maintenance period and installation of an analyzer at Bloomdale Pump Station.
- Prepared standard operating procedures for operations staff.
- Worked on flushing plan for chlorine maintenance period.
- Contacted meter calibration company to set up 2019 calibrations for well and wastewater meters.
- Coordinated and scheduled electrical training for operations staff.
- Worked on obtain quotes for contract mowing at various sites.
- Reviewed quotes for computers for the SCADA upgrade. Sent quote requests to Historically Underutilized Businesses (HUB's).
- Reviewed water quality with customer on Sycamore.
- Continued work on the 2018 Consumer Confidence Report (CCR).

- Worked with engineer on Powell Pump Station, line capacity and disinfection upgrades.
- Worked with contractor on schedule for Hackberry EST logo painting.
- Worked on 6-month and annual reviews for employees.
- Completed new well meter permit for the North Texas Groundwater Conservation District (NTGCD).
- Worked on Water Conservation Plan update.

Water Division – Field Operations

- Completed line locates.
- Replaced meter on Well 1.
- Replaced motor on Well 5.
- Assisted contractors with well repair/troubleshooting.
- Repaired disinfection system for Sherley Pump Station after Well 5 failure/GTUA start up.
- Completed work orders.
- Meter reads.
- Fire hydrant meter reads.
- Disconnects/reconnects - 60
- Meter re-reads – 1
- Turn off/ turn on – 7
- New meter installations – 5
- Meter register checks - 2
- Leak checks – 5
- Replaced damaged meter registers - 4
- Collect and analyze samples at Bloomdale Pump Station and sample tap for GTUA water line.
- Repaired water line at Taylor/ and Ferguson.
- Repaired water line on Maple.
- Assisted contractor with valve repair at West Crossing Pump Station.
- NAP sampling.
- Flushed various areas in the city.
- Collected coliform samples for Well 2.
- Collected 7 distribution coliform samples (14 of 20 for February).

- Escort contract sampler to collect quarterly samples for TCEQ compliance.
- The average water distribution for the week was approximately 2 million gallons/day.

Wastewater Division – Administration

- Worked on the Capacity, Management, Operations and Maintenance (CMOM) Project.
- Completed Purchase Quote Forms for parts and materials.
- Processed invoices.
- Worked on SOP for process control at the WWTP.
- Worked with repair staff on I&I location and repair.
- Coordinated with field staff on various repairs.

Wastewater Division – Field Operations

- Completed 10 line locates.
- Completed 16 sewer video inspections.
- Completed lift station checks and performed maintenance.
- Completed checks of all metering stations.
- Operated belt press for four days.
- Assisted Water Division with a leak repair.
- Inspected 50 manholes for Inflow and Infiltration (I&I).
- Jetted 100' of main and cleared backup near White and Interurban.
- Jetted 500' of sewer main and video inspected a line on FM 455.
- Installed new sewer tap at 823 Riggins.
- Completed manhole repair demonstration at Powell and Rosamond.
- Excavated and repaired 1 cleanout.
- Sealed and repaired 2 manholes.
- Raised 1 manhole.
- Completed weekly samples. All passed.
- The average daily flow at the Wastewater Treatment Plant for this week was 0.395 million gallons/day.

Streets – Administration

- Checked completed field work.
- Obtained quotes for repair work.

- Helped coordinate backfills.
- Ordered parts and materials.
- Ordered rental equipment.
- Met with Creekside representatives regarding light repairs.
- Planned and set up additional employee training.
- Coordinated with Construction Inspection on projects including the Fourth & Easton Project.
- Coordinated with homeowner on the Fourth and Easton project regarding driveway repairs.

Streets – Field Operations

- Repaired street lights.
- Repaired signs and post around town.
- Organized parts and supplies.
- Removed sidewalk panels at 401 Creekview, 1106 Water Oak, Margaret, and Mills.
- Repaired driveway near Easton and Fourth.
- Repaired flatbed trailer and lights.
- Filled 78 potholes.
- Worked with supplier on a product order.
- Reinstalled light pole behind Walmart.
- Checked street lights in Creekside for proper operation.
- Worked on drainage issue near 2nd and Riggins.

Public Works - Construction Inspection

Administration

- Coordinated office set up at 709 N. Powell Parkway.
- Attended Certified Public Manager class.
- Reviewed and inspected multiple Right-of-Way permits.
- 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 – No civil work completed this week.
- Anna High School Addition – No civil work completed this week.
- Anna Hotel – No civil work completed this week. Contractor began work on the retaining wall.
- Anna ISD Stadium & Parking – Final project walk completed. Crews are working on the punch-list.
- Anna Medical Office Building – No work this week. TxDOT recently approved a permit for temporary access.
- Avery Pointe Phase 5 – Contractor obtained water samples.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 4 – Contractor worked on rough grading this week.
- Dr. Jackman Eye Center – Contractor worked pre-walk punch list items.
- 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.
- Fourth & Easton Paving and Drainage Project – Paving is complete.
- 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 begun. TxDOT recently approved a permit for temporary access.
- Park Place Phase 1 – The final project walk was conducted on 2/4/19. Contractors are working on the punch-list items.
- Pecan Grove Phase 2 – No work completed this week.
- Pecan Grove Phase 3 – Contractor worked on rough grading.
- Pecan Grove Phase 4 - Contractor worked on rough grading.
- Public Works Inspections (Residential) – 30 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

- The Chamber of Commerce Banquet is February 23. City department and staff have been nominated for awards.

Special Report Information

- The TML Legislative update can be viewed/downloaded at this location: <https://www.tml.org/p/LU2019-06.pdf> I will provide updates here if they are posted on TML
- 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 a place on the ballot will be accepted beginning on January 16, 2019 and ending on February 15.
Read on...
- The following are those who acquired application for office.

Deadline to turn in - Feb. 15, 2019. *CS*

Please print your information below. You will receive any updates or changes via email.
Thank you,
Carrie Smith

Name	Email Address	Phone
Bryan Heath	Bryan.F.Heath@gmail.com	214 491 9361
Jeremy Gaston	jrmystn@gmail.com	214-215-8435
Christopher Reeves	cgreeves@prosper-isd.net	(903) 819-2916
LEE MILLER	lee.merida@msn.com	505-301-6898
Josh Vollmer	jr.vollmer23@yahoo.com	317-403-4462
John Houcek	johnhoucek@yahoo.com	214-235-5857
William Morgan	wmorgan@syntar.com	619-254-6203
Alonso Tutson		
Tara Jainagar	tjainagar@gmail.com	214-436-7080

- Candidates are as follows:
 - Place 2
 - Bill Morgan
 - Josh Vollmer
 - Alonzo Tutson
 - Place 4
 - Bryan Heath
 - Chris Reeves
 - Place 6
 - Lee Miller
 - John Houcek
- Candidate Orientation will be held at 3:00 p.m. on Tuesday, February 19, 2019 in the Council Chambers at City Hall, 111 N. Powell Pkwy.
- We will be drawing for place on the ballot at 5:30 p.m. in the same location. These meetings are optional, but we encourage candidate involvement.