

City of Anna

City Manager's Weekly Update

June 10 - 14, 2019

City Manager's Office

Wayfinding Signage

An agreement with National Sign Plazas will be presented to the Council at the June 25 Council Meeting. The agreement will be to keep in place the directional signage for developments while updating the "topper" signage and adding wayfinding panels for municipal buildings.

Library/Community Resource/Learning Center

On April 10, with Councilman Bryan in attendance, the Anna Community Library Committee met to discuss items such as a mission statement for the committee and goals that the committee would like to accomplish prior to presenting before the City Council at a future workshop. The committee discussed name ideas for the library, funding opportunities, and creating a 501(c)(3) called the Friends of the Anna Library. Due to scheduling conflicts, the committee has not met since April but will be looking to continue meetings this summer.

Code Enforcement/Compliance

The City has acquired a vehicle for the Code Compliance Officer. Interviews will occur within the next two weeks to begin the process of filling the position.

Anna ISD: Direction

In June, the Mayor along with the City Manager and Assistant to the City Manager met with the Anna ISD Superintendent to briefly discuss initiatives that both groups could work together on. The respective staffs of both groups will work together on revising dated agreements.

HOA Meetings with City Manager and Mayor

The Mayor and City Manager met with HOA leadership on June 4 to discuss several issues effecting HOAs. Police and Fire were also in attendance and fielded questions regarding code compliance and pool security. Staff will be setting up monthly meetings with the HOA leadership to continue the open-dialogue and community building discussions.

Neighbor Leadership Academy

At the May 28 Council Meeting, the City Manager's Office's budget was presented which included a supplemental request of \$3,500 to fund the Neighbor Leadership Academy. The funding request will pay help pay for the enhancement of the academy.

City Strategic Communications

At the May 28 Council Meeting, the City Manager's Office's budget was presented which included a supplemental request for the position of a Public Information Officer to handle all communications by the City including events such as State of the City and groundbreaking and ribbon-cuttings.

The City received statewide attention this week by opposing HB 2439. Municipal Voice issued a press release that was picked up by NBC Channel 5 as well as the Austin Statesman. Councilman Beazley did an on-camera interview for NBC Channel 5 that aired on Friday, June 14.

Strategic Plan Development and Institutionalization

At the May 28 Council Meeting, the Strategic Plan was approved by the City Council. Staff has been working diligently on all items included in the plan.

City Contracts for Services

The City Manager's Office has gathered all City contracts is currently preparing a database.

Community Services

Development/Building Review

A large part of staff's time has been spent on the development/building evaluation. Staff has held interviews with employees, builders, developers and contractors. A review has been conducted of ordinances, codes and regulations. Within this area, staff has determined that five key areas need to be improved: timeliness, responsiveness, ease of use, communication, and technology. Staff has identified twenty-four action items to make operations better. Of these items, staff is working on seven, presently. Our biggest success, thus far, is the new fee schedule that Council approved this past week on June 11. The new fee schedule eliminates duplicative processes and will enable permits to get out faster. It will, also, provide revenue needed to purchase the requisite software. The new software will automate processes and cut down time to get the permits out even quicker. The goal being to ultimately get to 24-48 hour permitting.

Rental Registration

Staff has evaluated several cities' rental programs and is preparing a new ordinance for City Council consideration. Based on staff's evaluation, many cities run rental registration programs, concurrently, with other neighborhood enhancement programs. When the new Code Enforcement Officer is hired, staff would like to partner with that employee to offer similar programs in Anna.

Comprehensive Plan Development

Staff is in the process of preparing an RFP that will take into consideration the unique aspects of Anna as well as areas the Strategic Plan has identified as important to the future growth of the community. Once funding is secured through the budget process, staff will refine the RFP and send it to firms that can create a community-driven, unique and customized Comprehensive Plan for Anna.

Parks and Trail System Master Plan Development

Staff has put the Parks and Trail System Master Plan on the Parks Board agenda for Monday, June 17, 2019. Staff is in the beginning stages of developing an RFQ and wants to ensure we craft it in a manner that firms respond with the background and experience to deliver work that is in sync with the needs of the community. Therefore, feedback from the Parks Board is very important so the RFQ places emphasis on the highest priority professional services. Topics to be discussed include: Parks Master Planning, Trail System Master Planning, Recreation/Program Planning, Facility Programming, Community Involvement, and Parks Branding. Upon receiving feedback from the Parks Board, staff will finalize the RFQ and send it to firms capable of performing high level work.

Green Ribbon Project

“Pre-Letting” for the Green Ribbon Project occurred June 14, 2019. The “Pre-Letting” period is for three months while contractors are being qualified and bidding on the project. The awarding of the project will then be in August after review of the contracts in Austin by TXDOT. Our project is tied together with two other projects in Prosper on Preston Road and U.S. 380. The tentative schedule for when our project will start is April of 2020. The two other projects are scheduled first, followed by Anna’s project. Once the bids are awarded, our desire is that the project be accelerated with overlaps in the schedule which could speed the process up by as much as six months. We should have the final sealed plans in our possession by next week.

Economic Development

City Economic Development Strategic Plan

We will be discussing the Economic Development Plan with EDC/CDC Board at June Meeting.

Wal-Mart Outparcels Development

Starbucks will be under construction soon; Chick-fil-a is under contract; Salsa Tex Mex will open in 90-120 days; new strip center under construction. Joey Grisham, EDC/CDC Board Members, and Mayor Pike attended ICSC in Las Vegas last month to meet with prospective developers and retailers/restaurants. Staff also had aerial maps and ICSC marketing pieces updated.

Highway 455/U.S. 75 Corner Development

Staff met with Standridge at ICSC to discuss NWC and they are working with a few prospective hotels and other concepts. Still working with Edge Realty/Chief Partners on attracting additional retailers/restaurants/entertainment.

Medical Campus Development

Phase I ASC is under construction. Economic Development met with Dr. Jelsma a few weeks ago and will have updates for Council on June 25th for the Phase II Medical Office Building.

Business Park Development

New marketing brochure has been created and listing broker, Carey Cox, has been selected. Next week we are having a marketing video developed for the Business Park. We are looking at a bus tour and luncheon for tenant rep. brokers over the next few months.

Project Ranch Retail Development

Staff comments on site plan will be sent to developer on Friday, June 14th.

Holiday Inn Express Development

The agreement is complete and hotel is under construction.

Chamber of Commerce Performance Agreement

Staff is discussing at the June 20th CDC/EDC Meeting.

First Business Appreciation Event

Staff is currently looking at ideas. The new Economic Development Manager will be the lead for this event.

Finance Department

Remote Bank Depository: Implementation

Staff has successfully implemented remote deposit capture for utility billing payments. This was completed the week of May 20. The plan was to implement Utility Billing first due to being on-site with the Finance Department in order to work through the set-up and any potential issues prior to rolling out to other departments. Finance staff will set up a time to begin the roll out of the remote deposit scanners the week of June 17 for Planning & Development.

Financial Model/Plan/Forecasts

Finance met with the City Manager, Assistant to the City Manager, and a financial consultant on June 12 to discuss the directions of moving forward with a long-range financial plan.

Fire Department

EMS Services: Direction and Funding

The SAFER Grant was submitted on March 18, 2019. Results pending FEMA notification of award; anticipated timeframe between mid July 2019 and late September 2019.

Fire Staffing: Report, Direction, and Funding

Staffing assessment was completed on May 7, 2019 and a report was presented to Council by UT Dallas on April 23, 2019. The Department is continuing to develop long-term/short-term plan and budget estimates with Finance Department.

Teen Firefighter Summer Camp

Development of the program has begun and involves legal review as well as internal policy and procedure expansion.

Fire SOP Review

Currently reviewing existing internal SOP's. Development is multi-layered to include aspects of ISO and TFCA Best Practices where feasible.

Engine 2 Replacement

Examining options as part of CIP vehicle program. This item affects ISO and TFCA Best Practices.

Emergency Management Protocols/NIMS Protocols

Public notification systems including outdoor warning sirens, lighting detection systems, and other technologies are being reviewed in accordance with protocols. The Fire Department is coordinating with AISD on outdoor warning siren location.

Ladder Truck (Quint) Acquisition

Preliminary timeline and design parameters are being organized for the acquisition of a Quint apparatus. The process will involve approximately 18 months of design and build time. This item affects ISO and TFCA Best Practices.

Human Resources

City Employee Compensation: Market, Analysis, Policy, and Funding

As the City of Anna strives to maintain a high-performing, professional city team, Human Resources has been actively working with the Johanson Group on our City compensation and market analysis. Meetings are on the calendar for June 24 – June 26 with the Johanson Group to meet onsite with department directors to review the current job descriptions as well as initial job rating factors. During the next week, the department directors will be expected to document what respective changes they would recommend to the job descriptions and the job ratings in preparation for their meeting. The comparable cities for the market requests will be to be sent out the first week of July.

Employee Training and Professional Development

Human Resources is currently working to develop a proposed city-wide training program to include, but not limited to, supervisory transition training, sexual harassment training, etc.

Personnel Policies Revision

Human Resources is working on identifying critical sections of the personnel policy that need revision. Human Resources is also working on administrative policies for the department.

Police Department

Police Staffing

The Police Department's primary focus has been attempting to fill the current vacancies. Backgrounds are being completed on four applicants for the police officer openings.

Public Works Department

SH 5 Utility Relocation Project: Planning

Staff met with TxDOT in June to discuss the TxDOT timeline for widening sections (Utility Section A and Utility Section B) on SH 5. TxDOT does not currently have funding for these projects. Staff may be looking at adding Section A to the FY20 budget and Section B to the FY21.

Municipal Complex

Staff met with Randall Scott Architects and Lee Lewis Construction last week to discuss steps in the pre-construction phase of the project. Lee Lewis will begin setting up construction fencing by the end June and a project sign will be installed on-site.

Staff met with Lee Lewis and Birkhoff, Hendricks, & Carter LLC on June 13 to finalize sewer relocation plans for the site. Staff also discussed with Lee Lewis the undergrounding of electrical power poles around the site and they will be working with Oncor on the initiative.

I&I Assessment Report and Direction

The City Manager sent a memo to the City Council on June 11. At the June 11 Council Meeting, Council was briefed on the I&I study and future projects. Staff will continue to identify additional projects and funding sources.

Street Audit and Direction

Our MicroPaver database was lost when the City encountered a ransom wear virus in 2018. The Streets Division has completed a new network level assessment of the downtown area and outlying county roads. We will be entering the data into the software in June and will have a report and presentation ready for a July council meeting.

Capacity Management Operations and Maintenance

Seventy-five percent (75%) of required info has been provided to Kimley-Horn. The next meeting will be held in early July and the project could wrap up well before October.

GIS Mapping: Software Upgrade

Wastewater GIS mapping has been completed by Kimley-Horn, and they will be continuously updating. Public Works has received a proposal to map the water system and will be processing a PO the week of July 17.

2019 TA Set-Aside Sidewalks: Application

Staff met with TxDot at the Dallas location to discuss project and they expressed interest in funding. A total of 60 applications have been submitted in the state.

Bluebeam Digital Plan

Software has been installed on 4 of 5 PC's. Justin Clay has set up and completed training with Birkhoff, Hendricks, Carter, LLC (BHC) and continues to keep the task moving along. Justin should have everything fully implemented by August.

Wastewater Permit Renewal

Permit renewal is not required at this time. We are on a five-year permit cycle and will need to budget for renewal in FY21 budget.

Water Modeling System Upgrade

Birkhoff, Hendricks, Carter (BHC) will continue to update the current model.

Foster Crossing Water Line Projects

The water line is complete and operational. BHC will be closing out the project shortly.

Wastewater Treatment Plant Upgrades

Ultra Violet disinfection system (UV) is 75% complete. The automated actuator valve on the diversion box to NTMWD is installed. Public Works is waiting on last SCADA quote to begin wiring and programming the actuator to work automatically. SCADA upgrade will include wiring of UV panels, blowers, generator and remaining alarms. Additional upgrades have been included in the FY20 supplemental budget.

Rosamond Parkway: ROW Documents

Design is at 30%.

Grayson Pump Station

Design- Task order received June 13 for review.

Hackberry Elevated Storage Tank

Logo painting was completed in early spring. Staff has Received final plans for lighting, and bid advertisement went out June 13 with a bid date of June 27.

Hurricane Creek Regional Sewer

The City is working with Linda Latham regarding easement acquisitions; she will be providing a progress report the week of July 17. She has completed multiple acquisitions and Maurice Schwanke will aid in getting one completed.