

City of Anna

City Manager's Weekly Update

June 17 - June 21, 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 occurred on Friday, June 21, and the City Manager's Office will make an offer within the next week.

Anna ISD: Direction

The Anna ISD has expressed interest in having semi-annual meetings (June and November) with the City Council; respective staffs will begin planning to accommodate the meetings.

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. The City Manager's Office has set July 2 has the next HOA Meeting.

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 was interviewed by KTEN News 10 to discuss the growth of the City and its strategic plan.

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

Staff scheduled a builder's meeting on June 25. The agenda for the meeting consists of the following:

- 1) Information on Council's Strategic Plan as it relates to Building Services
- 2) The list of twenty-four action items staff is moving forward on to increase turnaround time for building permits and responsiveness
- 3) New fee schedule
- 4) Master permitting
- 5) Building process improvements
- 6) Feedback Survey

At the City Council meeting on June 25, Dude Solutions, will be presenting their SmartGov platform, which provides a neighbor portal for submitting applications and permits as well as electronic payments.

Rental Registration

Staff completed a new rental registration ordinance. This proposed ordinance has a new section on property maintenance to support the initiative to maintain neighborhoods. The Council will consider this ordinance for approval at an upcoming City Council meeting.

Comprehensive Plan Development

Staff is in the process of preparing an RFP that will take into consideration the unique aspects of Anna. It will also consider 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 wrote a Request for Qualifications (RFQ) for Parks and Recreation, Open Space and a Trail System Master Plan. The Parks Board reviewed the RFQ at their Parks Board meeting last week and provided very good input. The Parks Board emphasized the importance of community input into the process. They would, also, like to see the parks master planning process contain a measurement component for the impact of various parks projects on the quality of life of Anna neighbors. At this upcoming July 4th event, the Parks Board is going to have a tent to solicit information from neighbors regarding what they would like to see in the community, parks and recreation wise.

Green Ribbon Project

"Pre-Letting" for the Green Ribbon Project is 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

Staff discussed with the CDC/EDC Board on June 20 and informed them that we would be setting up a joint meeting/retreat with City Council in the near future.

Wal-Mart Outparcels Development

Starbucks will be under construction soon; Chick-fil-a submitted their plans this week; Salsa Tex Mex will open in 90-120 days. 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. We are 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, was selected—a marketing video is also being 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

The retailer indicated this week that they are no longer considering Anna. Staff worked diligently on this project.

Holiday Inn Express Development

The agreement is complete and hotel is under construction.

Chamber of Commerce Performance Agreement

Staff is discussing with CDC/EDC Board again in July.

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

Finance staff is scheduled to implement remote deposit capture on Tuesday, June 25, for Development and Public Works. Finance staff will work with both departments to establish procedures to ensure a smooth implementation.

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. A follow up is planned in the upcoming week.

Fire Department

EMS Services: Direction and Funding

Results pending FEMA notification of award; anticipated timeframe is mid July 2019 to late September 2019. Currently communicating with ambulance manufacturers and equipment suppliers.

Fire Staffing: Report, Direction, and Funding

Two firefighter positions were posted internally.

Teen Firefighter Summer Camp

This program has been renamed “*Firefighter Career Camp*” and is slated to begin summer of 2020. Logistical needs, legal review, and department procedures are being reviewed and developed.

Fire SOP Review

Communicated with the State Fire Marshal’s Office PPC (Public Protection Classification) Oversight Division regarding ISO considerations.

Engine 2 Replacement

Met with Siddons-Martin representative to discuss immediate and future options. Also met with City Manager’s Office to discuss long-term CIP vehicle replacement program. This item affects ISO and TFCA Best Practices.

Ladder Truck (Quint) Acquisition

Met with Siddons-Martin representative to discuss preliminary timeline, costs, and design parameters. The process will involve approximately 18 months of design and build time. This item affects ISO and TFCA Best Practices.

Neighbor Fire Academy: Development

Currently developing Phase I of the program which will establish policies and procedures for citizen ride-outs.

Fire Accreditation

Ongoing review of existing internal SOP’s which apply directly to TFCA Best Practices accreditation.

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. Job descriptions and job rating recommendations have been sent to department directors and are currently being reviewed for recommended changes in their departments. Meetings are on the calendar for June 25 – 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. A final determination of the comparable cities has been sent to Johanson and request for market information will 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. The most current policies under review are hiring practices and procedures for the Fire Department and the Police Department. Human Resources is also working on administrative policies for the department.

Police Department

Police Staffing

We met with the City Manager regarding our open positions. A determination was made to defer the CID Sergeant and CID Administrative positions and reviewing those positions as part of the FY 20 budget discussion. The idea behind was to add two additional patrol officers to help bring the staffing levels up in patrol to enhance patrol and crime prevention efforts. With these changes, the department now has four vacancies to fill.

Crime-Free Multi-Family Housing

No work was completed on this task this week, although, we are in search of upcoming training in the area to kick off this project.

Police Chaplain Program

Chief Caponera met with the Anna Pastoral Alliance on Wednesday, June 19, to discuss this program. Meetings previously occurred prior to the chief's departure to the National Academy but were put on hold until his return. There is a strong desire from the pastors to help with the program roll out. Chief Caponera will be meeting next week with Dallas PD Director of Chaplains to enlist his help with the program. We are still on track for a July 2019 implementation.

Police Policy and Procedures Update (Texas Police Chief Association Best Practices Program)

This week several policies were updated. Three are awaiting review by the City Attorney and HR before implementation. Two others were updated to account for the changes in the three relating to our hiring and promotional practices.

As part of the TPCA Best Practices program facility security is a component. The Police Department had all locks on critical areas replaced within the PD. This included the property and evidence room, Lt's office, Chief's office, CID Office, Sergeant's office, and the Quartermaster closet. We now have greater security to those high sensitive areas.

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, and 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. 6-21-19, inspected and prepared confined space entry equipment for manhole repairs.

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

Ninety nine percent (99%) 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 purchase order has been processed. We will be setting up a kick-off meeting shortly. Uploaded eight plan sets to Kimley-Horn.

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 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 LLC 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. Task order and scope updated the week of June 17.

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.