

# City of Anna

## Weekly Update

### June 24 - June 28, 2019

#### **City Manager's Office**

##### ***Wayfinding Signage***

An agreement with National Sign Plazas was approved 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 hired its new Code Compliance Manager. A memo introducing the new community builder will be sent to the City Council this week.

##### ***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***

Staff will be meeting with HOA Leadership on July 2. Meetings will continue to occur monthly meetings with 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 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.

The City Manager attended a TCMA meeting in Ft Worth where the TML attorneys presented a briefing on the most recent Legislative action recent passed. There are multiple changes in the law as well as several unfunded mandates that will require actions on behalf of the City to be in compliance. Once the staff analysis is complete individual items will be presented to the City Council where action is required.

#### ***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. The action plan is the driver for the development of the budget which will be presented later this summer.

#### ***City Contracts for Services***

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

## **Community Services**

#### ***Development/Building Review***

On Tuesday, a builder's meeting was held. Staff went over the new building fees and changes in the building process. Builders were receptive to the new process changes with the flat fee for residential permits.

A presentation was made at the recent City Council meeting by Dude Solutions showcasing their SmartGov platform for Community Development. Their contract is in review but will be placed on the next City Council agenda for consideration.

#### ***Zoning Ordinance/Map***

Staff is updating the current zoning map. Once the latest updates are complete, they will be put on the city website.

The GIS Manager has ordered the GIS software to build the city's base maps, put the land use plan and zoning map in a more interactive, user-friendly format.

#### ***Planned Development Ordinances***

Staff is compiling all the Planned Development Ordinances to put on the city website. We anticipate getting them all online by the end of the summer. Since there are so many Planned Developments, and the ordinances are mixed-in with other ordinances of the city, you may see the ordinances placed online in phases.

#### ***Rental Registration***

The rental registration ordinance is complete. Since a new section has been added on property maintenance, staff is waiting to bring the ordinance to the City Council until the Code Enforcement Officer starts and has a chance to review it.

### ***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***

The RFQ for the Parks and Trail System Master Plan Development is complete. Staff has been compiling a list of firms that might be interested in responding. Staff will be sending out the RFQ at the beginning of July.

At this upcoming July 4<sup>th</sup> event, the Parks Board and staff will be soliciting information from neighbors regarding what amenities they would like to see in the community.

### ***City Parks***

Sherley Heritage Park is coming along nicely. The train depot has been mostly refurbished. Handicap rails will be going on the ramps soon. Staff is finishing up securing the crane contractors to get the train to Anna. As soon as the final contract is signed, the locomotive should arrive in 6 months. The Foundation for the pavilion starts the week of July 8<sup>th</sup>. The playground will be constructed the week of August 19<sup>th</sup>. Staff is getting bids on the restrooms and concrete flatwork.

Natural Springs dog park is moving along. Staff is soliciting bids for the fencing and other elements of the dog park. Construction should begin early September.

### ***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 soon.

## **Economic Development**

### ***City Economic Development Strategic Plan***

Staff discussed with the CDC/EDC Board on June 20<sup>th</sup> and informed them that we would be setting up a joint meeting/retreat with City Council when convenient for the respective members.

### ***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.

### ***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.

### ***Business Park Development***

New marketing brochure has been created and listing broker, Carey Cox, was selected—a marketing video is 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***

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

### ***Holiday Inn Express Development***

The 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.

### ***Downtown***

Staff is currently working with a few prospective businesses looking at the Downtown area.

## **Finance Department**

### ***Remote Bank Depository: Implementation***

Finance staff worked with Development staff to set up the remote deposit capture machine and provided staff training. Additional training is scheduled to occur Wednesday, June July 3<sup>rd</sup>. Finance will continue to work with Development to ensure staff is familiar with the process and no complications occur.

### ***Financial Policies***

Finance has begun working on the Financial Policies; these will be reviewed and adjusted to meet more sound financial practices through the month of July. The draft policies will be presented and reviewed by the City Manager and Assistant to the City Manager in August.

## **Fire Department**

### ***EMS Services: Direction and Funding***

Anticipated timeframe is mid July 2019 to late September 2019 to receive notification.

### ***Fire Staffing: Report, Direction, and Funding***

Two firefighter positions were posted internally. Budget CIP supplemental documents prepared in anticipation for upcoming budget workshop on July 16, 2019.

### ***Fire Code: Modification***

Draft documents are being developed for consideration and legal review.

### ***Fire Accreditation***

Communicating with regional ISO representative regarding pre-survey documents and asset location planning to obtain maximum scoring.

## **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. Department Directors met with the Johanson Group on June 25 & June 26 to review the job rating system for each position in their department and the recommended changes for job descriptions. The Johanson Group will be ready to send request for market information 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***

Chief Caponera met with a retired Richardson police lieutenant who now works as a contractor performing background investigations for area law enforcement agencies. The reason for this meeting was to help streamline the background process, which is typically the most time-consuming piece of the department's hiring process. Currently, the applicant backgrounds are handled by the department's two detectives. By contracting this service, police would be able to process applicants within a week's time rather than waiting two or three weeks for the detectives to complete the process. In addition, it would reduce the number of overtime hours the detectives must spend traveling to other agencies on their off time.

Police are currently working with finance and the City Manager to determine the feasibility of using this outside service for the four vacancies we have. If approved, the department anticipates start dates of the potential hires by mid-August, if not sooner.

### ***Crime-Free Multi-Family Housing***

Research was conducted on this project this week to determine the various elements required to get the program up and running. One of the requirements is that members of the police department become instructors in Crime Prevention Through Environmental Design (CPTED). The 40-hour course is only offered twice during the remainder of the year, both courses are out of state. Options are being considered.

The department plan to provide a briefing on this topic in a July workshop session per the City's Strategic Plan Action Agenda. We will seek council's guidance on how they would like to proceed upon completion of the briefing.

### ***Police Chaplain Program***

Chief Caponera met with Pastor Oza Jones, founder of the Grand Prairie Police and Clergy Coalition. The two discussed Anna's program goals and the department has sought assistance with planning and training of Anna's local pastors. Chief Caponera, along with Grand Prairie Police Chief Steve Dye, the Grand Prairie Police Department's senior Chaplain, and Pastor Jones, have a tentative meeting date scheduled for July 17 with the members of the Anna Pastoral Alliance.

### ***Police Policy and Procedures Update***

Hiring and Selection policy is still under review by the City Attorney. Based on recommendations from HR and department staff, amendments were made to the Appointment and Probation Policy. This policy will be sent to the City Attorney on Friday, June 28.

Other high priority policies were selected and are being reviewed. The department is currently reviewing Domestic Violence and Protective Orders, Employee Grievance Procedures, and Employee Disciplinary Procedures.

## **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 in June to discuss steps in the pre-construction phase of the project.

Staff met with Lee Lewis and Birkhoff, Hendricks, and Carter 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.

The City Manager and Assistant to the City Manager met with the architect to go over project costs in preparation for discussion with the City Council.

### ***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 (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. Staff is reviewing the associated information and responses.

***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.