

City of Anna

City Manager's Weekly Update

July 1 - July 5, 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. The new design will use the current logo and colors and will be in alignment with all other materials

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 later this summer.

Code Enforcement/Compliance

The City has hired its new Code Compliance Manager, Kevin Martin. Kevin comes to the City from the City of Heath and he will begin work on July 15. This is a great acquisition for the City!

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 met with HOA Leadership on July 2 and will meet again on the first Tuesday in August. The meeting in August will be to familiarize the HOA leadership with our new Code Compliance Manager. These meetings have been integral in opening up communication with these neighbors in our community.

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. If funded this request will pay help pay for the enhancement and re-establishment of the academy.

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

A presentation was made at the recent City Council meeting by Dude Solutions showcasing their SmartGov platform for Community Development. Their contract will be placed on the July 9 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.

At the July 4 event, the Parks Board and staff solicited information from neighbors regarding what amenities they would like to see in the community. This information will be compiled and utilized to identify future initiatives in the parks area.

City Parks

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 on July 8. The playground will be constructed the week of August 19. 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. 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. We should have the final sealed plans in our possession soon.

Economic Development

Wal-Mart Outparcels Development

Starbucks will be under construction soon and Chick-fil-a submitted their plans (approval of their plat goes before the City Council on July 9). Salsa Tex Mex will open in 90-120 days.

Chamber of Commerce Performance Agreement

The Chamber of Commerce is giving a presentation at the CDC/EDC Meeting on July 11.

First Business Appreciation Event

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

Downtown

Staff is currently working with a few prospective businesses looking at the Downtown area, and researching potential revitalization grants

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 3rd.

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.

Fire Code: Modification

Draft documents are being developed for consideration and legal review.

Fire Accreditation

Staff is 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 & 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 the City Manager and discussed contracting for police department background investigations. 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. We anticipate having at least two officers start by August 19.

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). Options are being reviewed. Staff will provide a briefing to Council in July to seek input from Council.

Police Chaplain Program

Chief Caponera met with Pastor Oza Jones, founder of the Grand Prairie Police and Clergy Coalition. Anna's program goals were discussed. The department has sought assistance with planning and training of Anna's local pastors. A tentative meeting date is scheduled for July 17 with the members of the Anna Pastoral Alliance.

Police Policy and Procedures Update

Hiring and Selection policy is 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 was 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

Randall Scott Architects are meeting with staff on July 9 to review revised plans. RSA is on track to present the Guaranteed Maximum Price (GMP) to the City Council in September.

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.

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

All required info has been provided to Kimley-Horn. Staff will be meeting July 10 to review documents. The project is still on track to be completed well before October.

GIS Mapping: Software Upgrade

Wastewater GIS mapping has been completed by Kimley-Horn, and they will be continuously updating the maps. Kimley-Horn will complete GIS mapping for the water system. There is a kick-off meeting on July 10. Staff has also met with RoadBotics to discuss GIS mapping the streets system for future consideration of rebuilding the much needed road data.

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. We will be meeting with TxDOT to further refine the application July 9th.

Bluebeam Digital Plan

Software has been installed on 5 of 5 PC's. Staff has set up and completed training with Birkhoff, Hendricks, Carter and continues to make progress, still on track for full implementation 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 continues to update the current model.

Foster Crossing Water Line Projects

The water line is complete and operational. The project will be closed out 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 for the parkway is currently at 30%.

Grayson Pump Station

The pump station is under design.

Hackberry Elevated Storage Tank

Logo painting for the water tower was completed in early spring. Staff has received final plans for lighting and will conduct a bid opening July 11.

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. We are continuing to work with Linda Latham to answer questions for our neighbors.