

City of Anna

City Manager's Weekly Update

July 8 - July 12, 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 City of Anna and Anna ISD will begin to work together to establish a joint meeting date in November.

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 the 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. Staff and Council will further discuss this initiative at the July 25 budget meeting.

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

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 has been poured. 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

City Economic Development Strategic Plan

Staff is reviewing possible dates for joint meeting with CDC/EDC Board and City Council.

Wal-Mart Outparcels Development

The Chick-fil-a rezoning to allow for a canopy over their drive-thru was approved by the City Council at the July 9 City Council Meeting. Chick-fil-a's representative reported that he expects construction to commence later this fall.

Starbucks and adjacent 7,500 square foot retail strip center are under construction. Salsa Tex Mex will open in 90-120 days and the medical facility at the north end of the property is expected to commence construction in the fall.

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. Staff is working with Edge Realty/Chief Partners on attracting additional retailers/restaurants/entertainment.

Medical Campus Development

Phase I ASC is under construction. Staff is in discussions for possible Phase II Medical Office Building.

Business Park Development

A new marketing video is being developed that should be completed within the next 30 days.

Holiday Inn Express Development

The Holiday Inn Express hotel is under construction. Foundation has been poured and staff has reached out to the property representative regarding next steps and how the City can assist.

Chamber of Commerce Performance Agreement

CDC / EDC Board discussed at their July 11 meeting the desire to focus on a contract with the Chamber built around services versus community events. The CDC Board wants to sit down with the Chamber Board to discuss specifics and a new path forward.

First Business Appreciation Event

Staff is developing ideas and target timeframe to host this event.

Downtown

Staff is working with prospective businesses looking at Downtown area as well as preparing a Request for Proposals (RFP) for a downtown plan.

Finance Department

Remote Bank Depository: Implementation

Finance staff provided additional training to Development staff on the remote deposit capture machine on Monday, July 8. The implementation process has now been completed for the Utility Billing and Development Department. The process is running smoothly and efficiently.

Financial Policies

Finance is continuing to work on the Financial policies. The policies are continuing to be reviewed to ensure more sound financial policies and practices are in place. Finance will continue to work on the policies 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

Results are pending FEMA notification of award; anticipated timeframe is mid July 2019 to late September 2019. Preparations for future application and hiring processes are being developed.

Fire Staffing: Report, Direction, and Funding

The hiring process for two firefighter positions has begun. Eleven internal applicants will soon be ranked by the Captains and interviews will be conducted. Budget workshop preparations are also well underway.

Neighbor Fire Academy: Development

The Fire Department is currently developing Phase I of the program which will establish policies and procedures for neighbor ride-outs.

Fire Accreditation

Staff is currently reviewing 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. The Johanson Group has sent request for market wage information to the selected cities. The City should have an update on the request status next week.

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 Resource will be making recommendations on these critical sections to review to the City Manager later this month.

Police Department

Police Staffing

Several applications were reviewed and four were selected for background investigations. The applications and supplemental data were provided to the contract background investigator. The Police Department anticipates that two of the four backgrounds will be completed by Wednesday, July 17.

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

The review of the Hiring and Selection policy was completed by the City Attorney. The City Attorney approved the policy and it is currently under review by Human Resources Manager.

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

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 (RSA) met with staff on July 9 to review revised site plans. City Staff is working closely with Birkhoff, Hendricks, and Carter (BHC) on revised final plat that will go before the Planning and Zoning Board to combine the two City-owned parcels into one parcel for the development of City

Hall, RSA and Lee Lewis Construction (LLC) are continuing to value-engineer the project to determine areas where the budget can be reduced. Simultaneously, RSA is finalizing final architectural and are on track, with LLC, to present the Guaranteed Maximum Price (GMP) to the City Council in September.

Staff has provided the “go-ahead” to RSA and LLC to put up a project sign on location. That should be installed by the end of the month. While final plans are being finalized, staff is working with BHC to finish engineering work on the sewer relocations. Once the final plans are completed, staff will proceed with bidding out the work and commencing on the relocations.

I&I Assessment Report and Direction

A memo from the City Manager’s Office was sent 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

The City’s 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 council meeting in the near future.

Capacity Management Operations and Maintenance

All required info has been provided to Kimley-Horn. Staff met with Kimley-Horn on 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. A kick-off meeting was held 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 BHC 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.

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.