

City of Anna Staff's Weekly Highlights March 23 – March 27

The Mission of the Anna City Government is to provide exceptional city services and facilities in a financially responsible and neighbor-focused way through a high performing, professional city team that provides results in adding value to neighbors' lives

Growing the Anna Economy

- The Economic Development team added a COVID-19 info and resource page to the EDC website <https://opportunityannatx.com/covid-19/>
- Economic Development Staff participated in multiple webinars on how communities and small businesses can deal with COVID-19.
- Chick-fil-a plans to open on April 16, 2020, and Whataburger on April 8, 2020 (drive-thru only).

Sustainable Anna Community Through Planned Managed Growth

- Public Works and Development Services completed final walk of infrastructure for Chick-fil-a. Both departments also completed final walk of infrastructure for Anna Crossing Phase 5.
- The Public Works Department met with TxDOT to discuss a number of pending items:
 - The Public Works Department is working with TxDOT for the US75 utility relocation reimbursement. The department sent all backup information to TxDOT accounting for processing.
 - Public Works coordinated with TxDOT on changing regarding US 75 signage from "Weston Road" to Anna/Fm455. Awaiting TxDOT approval and timeframe for change.
 - Public Works provided TxDOT additional information for LPAFA agreement for Ferguson Parkway. The City expects to have all documents back from TxDOT for Council approval in late April or early May.
- Due to the Coronavirus (COVID-19) outbreak and to help reduce the chance of spreading the virus, the Planning and Zoning Commission and staff have determined it would be in the best interest of the community to **cancel** the April 6, 2020, Planning and Zoning Commission meeting. No public hearings were scheduled for this meeting. In accordance with state law, all plats and site plans will be forwarded to a City Council meeting within thirty days of April 6, 2020. If City Council does not act, each plat and site plan will be automatically approved as required by Chapter 212 of the Texas Local Government Code.
- The Building Department issued 9 new single-family housing permits for the week and conducted a total of 79 inspections from Friday, March 20 - Thursday, March 26.

Anna – A Great Place to Live

- Community Services and Code Compliance worked on moving Clean-Up Day from April to June. The event is moved to a date in the summer in hopes that the community has returned to normal operations and that staff has time to get the proper notifications and forms to TCEQ for approval of the Household Hazardous Waste Collection.
- The Parks Department worked on projects for the Parks Advisory Board and City Council to consider in having staff submit for matching grants from Collin County. Grant submittals are due in July.
- Mowing operations will steadily increase as we enter spring. The Parks Department spent time mowing all city facilities and parks this past week. They sprayed post-emergent in the parks as well.
- The lake at Lakeview Park rose significantly during the rain leaving trash and debris behind. The Parks Department cleaned up all the rubbish left over.
- The Code Compliance Department removed 16 nonpolitical signs from the ROW. The Code Compliance Manager is also in the process of reviewing the improper placement of political signs. Political signs improperly placed in the ROW will be removed.

High Performing, Professional City

- Community Services is working with the Finance Department and other departments that will be utilizing the Dude Solutions, SmartGov software, and Heartland Payment Systems financial connector. Upon completion, the system will work as follows:
 - The portal user will complete an application, the application will generate the proper fees. SmartGov will pass information to Heartland and the portal user will make a payment with Heartland's site. Thus far, sixty-eight (68) fees have been configured and are connected to their applications and permits. Next week, staff will be going back over how the impact fees work so those can be configured as well. Community Services is also working on the Bluebeam connector.
- Finance is continuing to refine the presentations and information for the Strategic Planning workshops. This information will now also address how the current disaster declaration impacts our tax rate for the upcoming fiscal year.
- Finance conducted a conference call with NewGen on the proposed rate models. Due to the recent pandemic, Finance staff will now work with Public Works and the City Manager's Office to determine how this will impact our projects, purchases, and the rate model.
- The Finance Director, Accounting Manager, and Code Enforcement Manager participated in an application debriefing in order to apply for FEMA Funds. The City's account was also set up on the Grants Portal which provided access to start the process for applying for FEMA grant reimbursement. The second step of the process, submitting a Request for Public Assistance, was also completed. The City should receive additional information as to the status of the ability to request reimbursement in the grants portal in the upcoming week.
- The Finance Director and Budget Manager participated in a webinar entitled "*Financial Decision Making Under Uncertainty*" through the Government Finance Officers Association (GFOAT). The webinar provided historical models and strategies to use to assist in projecting the impact that COVID-19 will have on the revenues for the City.

- Finance staff is working on developing a form for related COVID-19 expenditures which can be submitted for reimbursement. This information, such as justifying the purchase/service, how and when the item/service was utilized, where it was utilized, who utilized it, description and cost, will all be needed as part of the City's submittal. This form will then be uploaded into the FEMA grants portal for documentation as each "project" is submitted to FEMA. FEMA will reimburse the City 75% of approved expenditures.
- Finance staff is working on the documentation to submit the Comprehensive Annual Financial Report (CAFR) to GFOA for the Certificate of Achievement for Excellence in Financial Reporting.
- The Director of Human Resources has extended five offer of employment letters to fill vacancies: three Fire Fighter positions, one Police Officer, and one Parks Maintenance employee. All have accepted and will be completing their onboarding for start date of April 6, 2020.
- The Director of Human Resources and the Assistant Public Works Director created temporary City of Anna ID cards for all Public Works employees.
- The Director of Human Resources continues to stay updated with U.S. Department of Labor rulings for Families First Coronavirus Response, Emergency Paid Sick Leave, and Emergency Family and Medical Leave Expansion Act that is to take effect on April 1, 2020, in response to the COVID-19 pandemic. Staff is connected to over 130 HR professionals in the metroplex and is receiving communication daily regarding how other municipalities are handling the COVID-19 pandemic.
- The Director of Human Resources assisted with setting up COVID-19 payroll project tracking in city software.
- The Director of Human Resources has been in contact with TML IRP to ensure there is a process in place regarding COVID-19 workers' compensation claims. This situation continues to be fluid and staff is staying up to date on new information received.
- The Director of Human Resources is currently working on gathering information for an online learning course that complies with Texas House Bill 3834's requirements for educating local government employees and public officials about cyber security. The HR Staff has engaged the IT Manager as well in these efforts to satisfy this H.B. requirement.