



City of Anna, Texas
Weekly Update
October 5, 2018

Respectfully submitted by the City Manager
 Jim Proce, ICMA-CM, APWA PWLF, MBA

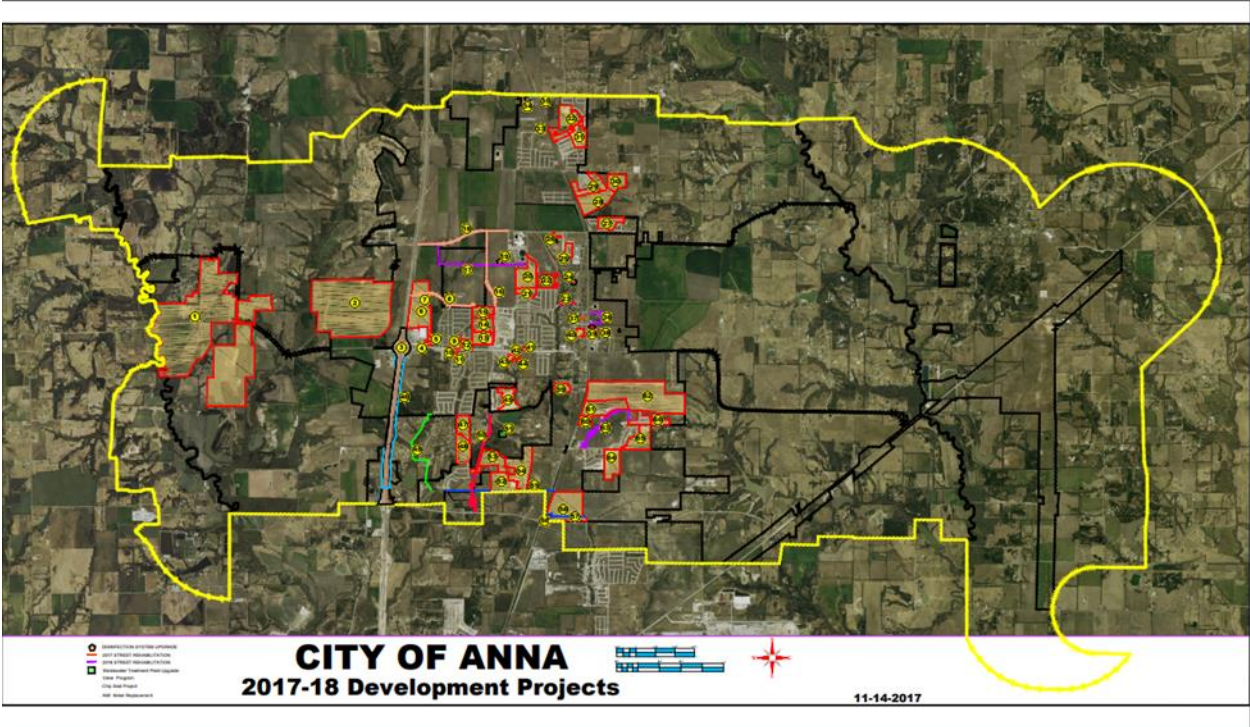


Table of Contents

UPCOMING DATES	3
City Manager	4
Assistant to the City Manager	5
Development Services	6
Parks	7
Finance.....	8
Fire Department.....	9
Police Department	12
Public Works.....	14

UPCOMING DATES

Mon, Oct 8

Neighborhood Design Advisory Committee Meeting

Tue, Oct 9

Municipal Court Docket

Tue, Oct 9

City Council Meeting

Tue, Oct 23

City Council Meeting

Thu, Nov 1

Anna Community Development Corporation Meeting

Tue, Nov 13

City Council Meeting



Harvest Fest

The Anna Harvest Fest is a community event that is complimentary to all guests. Admission to the festival, parking, Kid's Fun Zone, games and trick or treating are all funded with the help of our generous investors. This year's

festival will be held on Saturday, October 27th at Slayter Creek Park in Anna.

The event will also include vendor shopping, a food court, live music, costume contest, a classic car show, a pumpkin carving content, and a family kickball tournament! We are expecting approximately 5,000 people from the community to be in attendance for Harvest Fest 2018!

City Manager

- I am working on a few initiatives that I would like to implement with regard to information sharing, department presentations, and board communications. I will provide detailed information through a separate communication once we are ready to launch but this will include:
 - Departmental updates where department heads will provide a concise state of their department presentation to council and allow for direct question and answers period. We will schedule one department per month beginning in January.
 - Joint meetings with Boards and Commissions. Beginning after the Council retreat. This will enable Council to communicate Council goals for these groups and they can report on their accomplishments in the past year.
 - Establish Council Liaison for each Board and Commission and provide for brief interaction during the appropriate time during Council meetings
- Staff and I met with representative from Atmos. We discussed several current issues and I have provided the presentation materials by separate distribution. Hard copies are available if you would like a paper copy.
- Staff and I have met with our consultant engineers to review the entire CIP. In the near future meeting I would like to have an update provided to Council to keep everyone up to date on the progress of these projects.
- I met with representatives from Centurion about Hurricane Creek projects and future plans for additional projects they would like to pursue.
- I met with Andy M. with regard to a potential dog park and several other concerns and ideas that he will be bringing before the Parks Board.
- I met with representatives from the Sanchez Group who offer various consultant services. They are very interested in pursuing development opportunities in the area and are discussing several opportunities with their clients.
- Staff and I met with representatives from Wells/McCoy with regard to the property acquisition for the municipal complex. Staff will likely be bringing this item to Council for an executive session.
- Fire Chief Gothard remains out for an extended period and Deputy Chief Ray Isom continues to lead the Fire Department in his place.

- The Fire Truck purchase has been decided and Acting Chief Isom will be presenting the staff findings and recommendation at the next Council meeting.
- I attended the EDC and CDC meetings this past week and observed the activities and meeting format.
- The lease for the rental property that was intended for temporary Fire Department use began October 1. In the coming week I am planning on inspecting this facility to determine if we can make some use of it through July of 2020.
- In the upcoming week:
 - Continue my evaluation of the organization; I am considering some shifting of organizational work responsibilities.
 - Continue to attend various advisory boards that come up, so I can meet other folks in the community.
 - Establishing an internal development team to deal with strategies for collaborative internal discussion on development projects and related impacts.
 - Randall Scott has requested to provide an update on the municipal complex to City Council. I am pushing this out until the second meeting. I have acquired the floor plans in a PDF so that I can share them with you. I will transmit these through a separate distribution.

Assistant to the City Manager

Administrative

- Finalized Janitorial Services contract for the city
- Completed agendas, back-up, and minutes for CDC and EDC monthly meeting
- Delivered Workplan Presentation for CDC & EDC Meetings
- Tallied Strategy Results from 2nd Workplan Meeting for EDC and CDC
- Worked on Community & Economic Development Survey for Follow-Up to Workplan Meetings
- Completed employee annual review

Business Park/Incentives

- Followed-up with Project Thirst attempting to set up a tour
- At the request of Project Frost, re-evaluating the incentive proposal

- Received Updated Information on Project Frost from Consultant and Conducted a New Analysis Based on New Data

Meetings

- Met with Wells, McCoy regarding a further relocation
- Conference call with SiteImprove
- Conference call kick-off meeting with ZoomProspector

Special Projects

- Rolled-out water smart customer portal
- Sent special enews
- Promoted Fire Prevention week
- Set up utilities and finalized lease arrangements for 709 North Powell

Marketing/Promo/Research

- Created Business Park/Industrial history list and status report
- Started Inputting Sites into Zoom Prospector

Development Services

General

- The Mayor and Maurice met with Anna ISD concerning cooperative methods to move the District and City forward.
- Joint meeting with City Council and Board of Trustees was scheduled for November 27th. The meeting will be held at the AISD meeting room. A time will be set later.
- The State Comptroller office identified 9 new Sales and Use Tax Permits they have recently received in our jurisdiction recently.
- Staff had conversation concerning Ace Hardware.

Planning and Zoning Commission - Next Planning and Zoning Meeting November 5th at 7.

Parks Board - Next Parks Board meeting on October 22nd at 7.

Neighborhood Design Advisory Committee - Next meeting will be October 8th at 7 pm City Hall.

Green Ribbon Program - Working on contract for landscape services.

Zoning

- Lakeview Estates Phase III zoning
- Daycare zoning south of Rattan.

Platting

- Preliminary Plats - Lakeview Estates Preliminary Plat Phase 3 - 56 lots
- Final Plats - Roper final Plat

Permits

- 357 single family permits received so far in Calendar Year 2018.
- 30 single family permits received so far in Budget Year.

Parks

- Natural Springs Parking Lot needs to be striped to be complete.
- Working on agreement with Bloomfield homes concerning park improvements at Lakeview Park.
- Scalloped fascia trim has been installed on Depot.



Finance

- Contacted JP Morgan Chase to begin the process of getting set up for Smart Data the purchasing card online portal that would allow for the following features:
 - Ability to code expenditures online and enter associated descriptions
 - The ability to print a report for the Directors to sign and review
 - Capability for Accounts Payable to upload the file of expenditures once all invoices are coded into the City's software for payment
 - Ability to upload the payment to be sent by ACH through the City's bank
 - Currently staff is required to create a purchase order for all transactions in Ayst. This will alleviate the need for this process as all coding would be done in the portal and uploaded into Accounts Payable for processing.
 - The Finance Director has been in contact with the Implementation Team and has begun working on user security. We are hopeful this will be rolled out the first of November.
- Finance and UB staff met with Bradshaw & Sons Trash Service to discuss the remaining franchise fees that are due for the fiscal year end September 30, 2018 and to reconcile.
- The Finance Director participated in multiple calls with Hilltop Securities in relation to the time line for the Villages of Hurricane Creek agreement, SAP consultant, and the underwriter for the PID Bonds. In addition, she participated in a conference call with the financial advisors, bond council, City Attorney, City Manager, and Development Director on the time line and process to issue PID Bonds.
- Processed 117 invoices for a total check run amount of \$467,581
- Continued to prepare reconciliations and gather information for the upcoming year-end audit.
- Continued working to prepare for the audit on the School Resource Officer Grant which will be conducted on October 10th-October 11th
- The Finance Director and Accountant II met with the Public Works Director to continue working through projects for year-end preparation and to work toward a more efficient workflow process for projects.

- Municipal Court prepare the Quarterly Court Costs Report and Finance staff reviewed the report for accuracy prior to submitting the report and funds to the state.
- Worked on cleaning up the general ledger chart of accounts and cash receipts codes for FY 2019
- Finance/Budget Analyst continued to prepare for the HR Manager to be out on maternity leave.
- Entered the new FY 2019 budget in Asyst, the City's financial application, and reconciled the budgets with McLain, the City's budgeting software
- Worked with the Assistant Public Works Director to reconcile newly purchased vehicles and equipment which had been added to the City's insurance since the rerate took place
- Emailed all department Directors and Administrative Assistants the FY 2019 detailed line item budget document from McLain
- Collected reads for Cycle 2 billing
- Processed 62 disconnects for non-payment for Cycle 1
- Installed 25 new meters for new home builds
- Continued to assist in the implementation of the WaterSmart customer portal
- Continued to work on updating the UB forms on the City's website to reflect the new fees (rereads of meters and meter accuracy test)
- The Municipal Court Administrator worked on the preparation of the court docket and continued to review and compile the warrant list.

Fire Department

- Ray Isom is the Acting Fire Chief until Chief Gothard returns

Incidents:

- Fires: 0
- Rescue & EMS: 15
- Hazardous Conditions (No Fire): 1
- Service Calls: 5
- Good Intent Calls: 0
- False Alarms: 3
- Severe Weather/Natural Disaster: 0

- Estimate of Losses: \$0
- Total: 24

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	8	33.33%
321 - EMS call, excluding vehicle accident with injury	1	4.17%
322 - Motor vehicle accident with injuries	3	12.50%
324 - Motor vehicle accident with no injuries.	3	12.50%
411 - Gasoline or other flammable liquid spill	1	4.17%
500 - Service Call, other	1	4.17%
511 - Lock-out	1	4.17%
551 - Assist police or other governmental agency	2	8.33%
553 - Public service	1	4.17%
733 - Smoke detector activation due to malfunction	1	4.17%
743 - Smoke detector activation, no fire - unintentional	1	4.17%
745 - Alarm system activation, no fire - unintentional	1	4.17%
TOTAL INCIDENTS:	24	100.00%

Mutual Aid:

- Aid Given: 5
- Aid Received: 2
- No. of Overlapping Calls: 2
- Percent of Overlapping Calls: 8.33%
- Dispatch Times:
- Average Response Time: (Dispatch to Arrival): 09:00
- Average Turnout Time: (Dispatch to En Route): 01:07
- Average Time on Scene: 26:44

Department Activities & General Info:

- Engine 901 is in reserve status due to mechanical concerns; Engine 902 is currently our primary response vehicle.
- Members of the fire engine selection committee visited and inspected the Denton service center operated by Siddons-Martin Emergency Group (Pierce).
- Members of the fire engine selection committee visited and inspected the Haltom City service center operated by Daco Fire Equipment (Rosenbauer).
- Members of the fire engine selection committee traveled to the state of Washington to inspect a Pierce fire engine. Meetings were held with Siddons-Martin.

- The fire engine selection committee unanimously selected a 2017 Pierce Enforcer PUC engine. When approved by Council, this accelerated plan will provide delivery in 4 to 6 weeks from the upcoming Council meeting (10/9/18). This is numerous months earlier than the prior plan provided.
- Met with Finance Director regarding new fire engine purchase options.
- Deputy Chief Isom traveled to Sulphur Springs for 2.5 days for EMS training.
- Fire department members participated in National Night Out.
- Captain Easton and Thomas attended Emergency Reporting software conference for 3 days in Oklahoma City.
- Contacted Skorburg regarding tall grass cutting and scheduled maintenance.
- Code Enforcement Officer received subpoena to testify on 10/8/18 regarding issued citations.

Upcoming Events:

- 10/6/18 – House cleanup at 120 Meadowview with PD
- 10/7/18 thru 10/13/18 – Fire Prevention Week
- 10/27/18 – Anna Chamber of Commerce Harvest Festival

Final Selection: 2017 PIERCE Enforcer PUC Pumper



Police Department

PATROL

- Patrol responded to 263 calls for service, which resulted in 26 reports and 5 arrests. Walmart was responsible for 13 of the calls. The uptick in calls is due to a string of BMV's on 9/29.
- They also responded to 6 accidents, 3 of which were injury accidents. Hwy 75 was the location of 4 of them.
- Those officers that had not been assigned their new firearms attended training on 10/3 and received their new firearms.

CID

- CID was called out 3 times, 2 of them were for death investigations. Detective Smith presented cases to the Grand Jury on 10/2 and 10/4. Detectives are currently working together on numerous BMV's, which resulted in the thefts of 2 firearms, body armor, jewelry, and a computer, among miscellaneous items. Detective Smith spent 10/3 at the gun range training with patrol while Detective Foster attended an Intel meeting at the Grayson County Courthouse on that date.

Administration

- Chief Caponera submitted the programmatic reports for the School Resource Officer and Family Violence grants. The ILA's were reviewed for the CCSO Radio Antenna on the water tower and animal control services. The background investigation for the intern has been completed and she should be starting in the next week or so. Chief Caponera also attended several meetings this week, one in relation to the new building.
- Lt. Copin worked with Isogent on getting the patrol units equipped with Pro-Vision cameras operational, and getting the back office set up for this system. Lt. Copin worked on preparing for National Night Out. Lt. Copin also scheduled interviews and filing with the media class of the Anna High School for a recruiting video. The camera crew was present at National Night Out. Lt. Copin also came in several times over the weekend to keep up to date on the parking lot, which has been completed. A range day was scheduled so the Glock pistols could be issued to officers.

Events

- We had good attendance for National Night Out.



Public Works

Public Works - Administration

- The Water Department responded to a major leak Wednesday evening on FM 455. The leak resulted in residents in the Wildwood area being without service for several hours. The group, with assistance from other departments, made the night-time repair quickly, restored service and spent a good deal of time flushing the system. I am proud of their dedicated efforts.
- An introductory meeting was held with Birkhoff, Hendricks & Carter to introduce the City Manager. We also used the meeting to review current and planned capital projects.
- This week I met with Finance to discuss current capital projects and how to manage communication flow between Public Works and Finance on the projects. Finance has created a form that I think will be very useful moving forward.
- The Development Review Committee (DRC) reviewed the following:
 - Pecan Grove Phase 4
 - Camden Parc Phase 4
 - Avery Pointe Phase 5
 - Standridge Mass Grading
 - West Crossing Phase 9
 - West Crossing Phase 11
 - New plan submittals are in the queue for:
 - Texoma Fed – (A medical facility north of Walmart)
 - Freedom Flex Car Wash
 - Creekside Office Building
- Meetings are scheduled with the following development groups:
 - 111 acre site
 - Standridge Boulevard
 - Camden Parc Phase 4
- Members of the DRC met with the Anna Crossing group to discuss various development related questions.
- Participated in conference call related to the Park Place Flood Study.
- Coordinated with various developers on utility availability and routing.
- A preconstruction meeting was held for the Fourth and Easton Paving & Drainage Project. The project is expected to begin on October 15th.

- A final project walk was conducted for the Foster Crossing Water Line.
- A meeting was held last week with Oncor. At the meeting we discussed the recurring power outages. Oncor provided an update on various projects that are in process to improve reliability. We asked Oncor to provide a written summary. We then provided that information to the community via our website and social media outlets. Below is the information that Oncor provided.
 - Completed:
 - Completed the new Anna Southeast Substation near the Outer Loop and Foster Crossing Road, including a new substation transformer and 2 new circuit breakers.
 - Installed over 100 new power poles. This includes changeouts of many older existing poles along with new pole locations.
 - Ongoing:
 - Install approximately 15,000 ft. of new large wire circuit into Anna.
 - Convert sections along Hwy 5 to a higher distribution voltage to increase capacity.
 - Install, upgrade, and relocate a number of protection and control devices including autotransformers, air break switches, regulators, capacitor banks, reclosers, and fuses. This work is critical to operating the system and allows for much more flexibility if issues do occur.
 - Re-conductor small wire with large wire to increase capacity and reliability.
 - Oncor estimates this work will be completed within the next 90 days.

Council Agenda – Public Works related items:

- Collin County Transportation Bond – Corbett Howard represents the Collin County Executive Bond Committee and will provide a presentation on the proposed bond issue that is on the November ballot.
- Transportation Briefing – Staff will provide a briefing on the status of the following projects: Ferguson Parkway, Hackberry Dr. and Rosamond Parkway.
- Emergency Purchase – Staff will provide a briefing related to an emergency repair at the Wastewater Treatment Plant. The plant uses an

ultraviolet (UV) system for disinfection of the effluent leaving the plant. It is a critical component of the plant because it is the last treatment process before the effluent enters the natural environment. The UV system panels are in poor condition and the manufacturer no longer provides replacement parts for much of the system. The plant operates two UV systems so that there is redundancy, but currently only one system is operable. If the remaining UV panel faults it could result in a noncompliant effluent discharge under our permit. The budget includes funding for the panel replacement and we should proceed with this repair on an emergency basis.

- Kimley-Horn has submitted the final Inflow & Infiltration (I&I) Study including the updated Capital Improvement Plan. The next phase of the project will be the completion of a Capacity, Management, Operation and Maintenance (CMOM) program which we will bring to Council soon. At the same meeting we will review the I&I study recommendations.

Water Division

- Completed line locates.
- Flushed dead end mains.
- Repaired major main break on FM 455.
- Repaired service line leak on Water Oak.
- Repaired chlorine injection line at West Crossing Pump Station.
- Completed 20 new meter sets.
- Completed walkthrough for Foster Crossing Water Line.
- September average water use was 2.2 million gallons per day (MGD)

Wastewater Division

- Completed line locates.
- Completed 6 camera inspections.
- Assisted Water Division with main break.
- Cleared draft tubes at WWTP.
- Completed lift station checks, all running normally.
- Completed checks of all metering stations, all normal.
- Completed weekly samples, 100% pass.
- September average flow at the WWTP was .372 MGD.

Public Works - Streets

- Cut and pulled 8 sidewalk panels and prepped to pour.
- Cleared tree trunk and branches from CR 429.
- Assisted the Water Division with the major main break on FM 455.
- Filled potholes at various locations (78).
- Removed debris on multiple county roads.

Public Works - Construction Inspection

- NEW: Fourth & Easton Paving & Drainage Improvements - The preconstruction meeting was held on 10/3/18.
- Anna Alpha Academy – Crews have started to set up the erosion control.
- Anna Crossing Phase 2 – Paving contractor worked on sidewalks and barrier-free ramps.
- Anna Crossing Phase 5 – Grading contractor is working on the early grading.
- Anna Crossing Phase 7 – Final walk completed. Contractors are working on the punch-list items.
- Anna High School Addition – Utility contractor is having material delivered.
- Anna Hotel – No civil work completed this week.
- Anna ISD Stadium and Parking – Contractor worked on erosion control and irrigation.
- Avery Pointe Phase 5 - Rough grading is complete.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 2 – Contractors have been working on the barrier-free ramps this week. Franchise utilities are also working in the subdivision.
- Dr. Jackman Eye Center – No civil work this week.
- Finley Road – Final walk held on 9/17/18. Crews have been working on punch-list.
- Foster Crossing Water Line – Final walk held 10/4/18.
- Lakeview Estates Phase 2 – Final walk set up for 10/8/18.
- Natural Springs Park Drive – Contractor has finished all the backfill of the street this week.
- North Pointe Phase 3 – Contractor working on activating the median lights.

- North Pointe Phase 4 – Contractor has been cleaning storm pipe this week and getting ready for the video inspection.
- Park Place Phase 1 – Paving contractor limed this week and checked gradations.
- Pecan Grove Phase 2 – Paving contractor has been working on trimming the sub-grade.
- Public Works Inspections (Residential) – 4 inspections completed this week.
- Sanitary Sewer Force Main Improvements – The project has been completed. The contractor is working on the final documents.
- Sweetwater Crossing Phase 2 – No civil work completed this week.
- Throckmorton Creek Trunk Sewer – The final walk was held on 7/13/18. Contractors did not work this week due to rain in the previous week.
- US 75 Utility Relocations Phase 1 – Contractor took water samples on line A and line B. They have also made the wet tap near the Flying J this week.