



City of Anna, Texas

Weekly Update

December 21, 2018

Respectfully submitted by the City Manager

Jim Proce, ICMA-CM, APWA PWLF, MBA

The City of Anna wishes everyone...



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UPCOMING DATES AND IMPORTANT INFO

Mon/Tue Dec 24/25

CITY OFFICE ARE CLOSED FOR THE CHRISTMAS HOLIDAY

Mon, Jan 7

[Planning and Zoning Commission Meeting](#)

Tue, Jan 8

[City Council Meeting](#)

Mon, Jan 21

[Parks Advisory Board Meeting](#)

Tue, Jan 22

[City Council Meeting](#)

Tue, Feb 12

[City Council Meeting](#)

Holiday Trash Schedule -

CHRISTMAS – Trash day falls on Christmas Day this year, therefore, trash collection for Tuesday, December 25th will change to one day later and be collected on Wednesday, December 26th.

[Read on...](#)

Notice of Public Hearing - 2018 Water & Wastewater Impact Fee Report

City Council has set a Public Hearing date of January 8, 2019 at 7:00 PM to receive public comment on the 2018 Water & Wastewater Impact Fee Report [Read on...](#)

Notice of Public Hearing - 2018 Roadway Impact Fee Report

City Council has set a Public Hearing date of January 8, 2019 at 7:00 PM to receive public comment on the 2018 Roadway Impact Fee Report [Read on...](#)

Sign-Up to View Your Water Usage

The City of Anna recently contracted with WaterSmart Software to offer our residents a modern digital portal where you can access detailed information about your household water use. You

can reach the portal on your mobile device or web browser at annatx.watersmart.com. To register for this free service, just enter your billing account number and email address. You can then access all of your water usage data as soon as it becomes available. Each billing period, see how your water use compares to similar sized homes in your neighborhood, and get access to customized recommendations on how you can save water and money.

City Manager

- The proposals for a construction manager at risk for the Municipal Complex are being reviewed by the internal committee I have established. Initially we anticipated trying to get before the City Council for the first meeting in January to finalize this selection, however due to the holidays, getting the interviews scheduled was difficult, so we are bringing this before Council on January 22 with a recommendation. The initial review has yielded four finalists which will be interviewed in early January by the committee. Related information to this project will be posted here: <https://www.annatexas.gov/1103/Bid-Opportunities>
- Considerable time has been spent over the last two weeks navigating the PID/TIRZ for the Hurricane Creek Development with Centurion. This is a complex agreement that has many staff, consultants, and developer resources working on. Once the final service assessment plan for the PID/TIRZ is accepted it, we will present the resulting plan to City Council.
- Having reached the 100 day mark I have completed reviewing many of the element of the operations, gotten the strategy planning well under way, reviewed the budget that was built prior to my employment and made multiple observations on staff, community and needs. After the holiday I will begin to implement several initiatives to meet the needs and goals of this Council as we have discussed. Several initiatives will be phased in due to budgetary constraints but as a part of the restructuring we will be able to provide enhanced economic development initiatives as a Council priority and desire, establish the code compliance initiative housed in the Police Department, hire the as proposed public safety positions effective April 1, restructure development providing for GIS and Planning needs and provide the required support functions for Finance, HR and Police Department. This is the first phase and all of which can be accomplished within the budget available. I will go over the details with you at your earliest opportunity. The second phase will include the review and restructuring of contractual agreements and establishment of centralized efforts in this area.

Assistant to the City Manager

Administrative

- Paid bills
- CDC/EDC agenda preparation for January 3rd meeting
- Redlined current bylaws in preparation for board meeting

Marketing, Promotion & Research

- Website and social media updates
- Uploaded properties and pictures into Zoom Prospector

Business Park/Incentives

- Status update with Project Ranch – land contract negotiations

Meetings/Conference calls

- Staff meeting
- John Kendall of Bohler Engineering Property discussion for future projects
- Meeting with Suresh Shridharani, David Funderburgh, Ashley Stathatos and myself to discuss land along the Outer Loop
- Weekly meeting with City Manager
- Discussed multifamily properties, aerial map, layers for zoom prospector and other business with Maurice and Ashley

Development Services

General

- Met with Riseland Corp. who owns Mantua concerning development and thoroughfare alignments. They had some misconceptions about how we want to proceed. They are back on track hopefully.

Planning and Zoning Commission

- Next Planning and Zoning Meeting January 7th at 7.

Citizens Advisory Committee

- Not Scheduled.

Neighborhood Design Advisory Committee

- Results of Committee to be presented at second council meeting in January.

Green Ribbon Program

- 95% plans done. Should go out to bid in January/February

Preliminary Plats

- Lakeview Estates Preliminary Plat Phase 3 - 56 lots

Final Plats

- Development Plats
 - Calvert Development Plat
 - Durfee Development Plat

Site and Landscape Plans

- Creekside Offices Site and Landscape Plan.
- Freedom Flex Car Wash Site and Landscape Plan

Permits

- 443 single family permits received so far in Calendar Year 2018.
- 116 single family permits received so far in Budget Year.

EDC/CDC

Leads & Incentives

- Conducted Economic Impact Analysis on Project Holiday
- Followed-Up on Fast Food Chicken Restaurant
- Followed-Up Project Jewell, Governor's Office

Marketing & Programming

- Worked on Zoom Prospector, Online Property Database
- Provided Property Information to John Kendall as a Follow-Up to the Meeting Listed Below

Meetings

- Meeting with Jessica Perkins, Maurice Schwanke and John Kendall on Property for Future Residential and Commercial Projects

- Meeting with Suresh Shridharani, David Funderburgh and Jessica Perkins on Land Next to Anna Business Park and Collin County Outer Loop
- Met with CDC/EDC Board President on Upcoming Agenda Items, Current and Future projects as well as Hosting a Future Developer's Roundtable
- Meeting with Jim and Jessica on Economic Development Projects
- Meeting with Maurice Schwanke and Jessica Perkins on Several Items including Map Layers for Zoom Prospector
- ICSC Red River is in Fort Worth at the Beginning of January
- Collin County Days is At the End of March

Education

- Completed Homework for OU-EDI Online Business Retention Class
- Emailed Dr. Balanoff on CPM Track 7 which I Plan to Take in January

Finance Department

- Continued to work with the City Manager on positions for the upcoming year and calculated the cost impact for different scenarios with regard to potential reorganization efforts
- Completed Account reconciliations for October: Bank/Texpool/CDs/Accts Receivable
- Worked with David Overcash (City Attorney) and the Public Works Department to determine City staff costs related to the Zayo lawsuit
- Completed TML revenues and expenditure survey
- Worked with departments to ensure all employees completed the HSA/Flex forms and submitted them to TMLIRP, the City's insurance, for processing
- Continued to review CMAR bids, met with other staff members to discuss preliminary scoring and finalized scoring matrix.
- Worked with employees on vacation hours that needed to be taken prior to the end of the year which were over the allowed limit
- Processed the payroll reports for 941 filing and payment, filed and processed the ICMA file for employee deductions, and the TMRS report for the City's retirement
- Reviewed and processed all personnel action forms for employees

- Processed time sheets and worked with departments on questions/concerns
- Participated in multiple calls in relation to the Villages of Hurricane Creek PID/TIRZ agreements with Hilltop Securities, the City Attorney, bond counsel, underwriters, and City staff in relation to the timeline for the PID bond issuance for the Villages of Hurricane Creek as well as a weekly call including Centurion (VHC).
- Processed wires, ach files, and the positive pay files for Accounts Payable checks through the bank
- Continued working with the auditors on any questions or information needed to complete the City's audit
- Reviewed all invoices for correct account and project coding
- Processed 58 invoices, 52 checks for a total amount of \$708,332.41.
- Worked with WaterSmart staff on getting files updated in their system
- Organized Fixed assets physical files after being pulled for audit

Fire Department

Incidents:

- Fires: 1
- Rescue & EMS: 25
- Hazardous Condition (No Fire): 1
- Service Calls: 5
- Good Intent Calls: 8
- False Alarms: 0
- Special Incident: 0
- Total: 40

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	2.50%
311 - Medical assist, assist EMS crew	16	40.00%
321 - EMS call, excluding vehicle accident with injury	2	5.00%
322 - Motor vehicle accident with injuries	3	7.50%
324 - Motor vehicle accident with no injuries.	4	10.00%
445 - Arcing, shorted electrical equipment	1	2.50%
511 - Lock-out	2	5.00%
553 - Public service	2	5.00%
554 - Assist invalid	1	2.50%
611 - Dispatched & cancelled en route	3	7.50%
622 - No incident found on arrival at dispatch address	1	2.50%
653 - Smoke from barbecue, tar kettle	1	2.50%
671 - HazMat release investigation w/no HazMat	3	7.50%
TOTAL INCIDENTS:	40	100.00%

Mutual Aid:

- Aid Given: 5
- Aid Received: 4
- No. of Overlapping Calls: 12
- Percent of Overlapping Calls: 30.00%

Dispatch Times:

- Average Response Time: (Dispatch to Arrival): 05:40
- Average Turnout Time: (Dispatch to Enroute): 0:53
- Average Time on Scene: 33:36

Department Activities & General Info:

- At 0700 on 12/21/18, Anna Engine 1 (the new Pierce) was placed into full active service. This unit is now responding to calls and serving the community. Engine 2 (902) has been returned to reserve status.
- In keeping with fire service tradition, a washdown and push-in ceremony will be held at the fire station for the fire new engine. This ceremony is scheduled for 1/12/19 beginning at 11 am. (see flyer below)
- Brush 2 is currently on loan to the Melissa Fire Department until their department receives a new brush truck or until it is needed by AFD.
- Several new volunteers have completed the departmental background and drug screening requirements and are being scheduled for orientation and shift assignments.

- Multiple plan reviews were completed regarding new construction projects.
- The UNT intern continues to work on a variety of fire and emergency management assignments.
- Chief Isom attended the weekly staff meeting.
- Chief Isom completed the CMAR score sheet and will be participating in the next phase of the selection process.

Upcoming Events

- Washdown/Push-In Ceremony for the new fire engine will be held on 1/12/19 beginning at 11 am. This will be a community-wide event!

Fire Engine "Push In" Ceremony

A timeless tradition



Station tours

Food

Anna Fire Department

Proudly Welcomes You

Sat, January 12, 2019 at 11:00 a.m.

305 S. Powell Parkway

Photos

Making history

www.annatexas.gov/fire

#AnnaTexasTheNextBigThinginNTX





Parks Department

Parks

- Working on split rail fence at Slayter Creek Park.
- Advertisement for Locomotive will appear in the paper the next two weeks.
- Working on Lakeview agreement concerning park development.

Parks Board

- Next Regular Parks Board meeting on January 21st at 7.

Police Department

- The Police Chief was out for and was not available. This report may be amended at a later date once the Chief returns to full duty.

Public Works

Public Works - Administration

- This week I would like to recognize Assistant Director Steve Smith. As Assistant Director Steven handles special projects as well as the day-to-day administrative duties for the various divisions of Public Works. Steven is great at tackling difficult issues and getting the best outcome for the organization. His efforts help the organization run well and I sincerely appreciate his hard work and dedication.

- Cody Douglas was transferred from the Wastewater Division to the Water Division to fill the new Service Order Technician position.
- Reviewed and scored 6 CMAR proposals.

City Hall/Municipal Complex:

- The asbestos removal contractor is scheduled to remove asbestos on the old feed store on 12/28/18. Staff will be coordinating with them to make sure they have everything they need to complete the job safely. Following the asbestos removal City staff will begin dismantling the building.
- Staff will be meeting with Oncor on January 9th to discuss options and cost for electric utility relocation on the site.
- Committee met to review references provided for the CMAR proposals.
- CMAR proposals have been reviewed and scored by the City team. Interviews have been set with the top four candidates for January 10th. A recommendation to Council will be on the January 22nd agenda.
- Staff attended the staff/consultant conference call for the Villages of Hurricane Creek PID/TIRZ.
- Worked on various capital projects.
- The Hackberry Elevated Storage Tank Logo project is expected to begin the second week of January.
- Staff will be formally asking Council for authorization to bid the Hackberry Elevated Storage Tank Lighting System at the second meeting in January. This will allow time to work through funding options.
- Staff has begun preliminary work towards Public Works accreditation. In the FY 20 budget proposal you will see limited budget requests that will enable us to continue to move the accreditation project forward.
- Attended the Collin County Commissioners Court Meeting. The Court voted on and approved criteria for the portion of the transportation bond allocated to local projects. A positive development is that a City of our size would only have to match 30% with the County at 70%. We intend to submit the Ferguson Parkway project and the Rosamond Parkway project in the 2019 call for projects.
- Met with CMAR committee to review references for CMAR proposals.
- Met with a group to find a solution to getting a road built without additional transitions.

- The City Manager, Police Chief and myself met with Collin County to discuss the proposed Interlocal Agreement for proposed radio equipment on the Hackberry Elevated Storage Tank.
- Completed final CMAR rankings and set up interviews for January 10th.
- Worked on Council items.
- Final Acceptance was issued for Camden Parc Phase 2.
- Worked through several queries related to future development.
- The Development Review Committee (DRC) reviewed the following this week:
 - Freedom Flex Car Wash Site Plan
 - Anna Medical Office Building Civil Plans
 - Camden Parc Phase 3 Civil Plans
 - Camden Parc Phase 4 Civil Plans
 - Anna Crossing Villas Drainage Study
 - Anna Crossing Villas Civil Plans
 - Anna Town Center Phase 2 Infrastructure
 - Lakeview Estates Preliminary Plat
 - Staff met with the following development groups:
 - Ashton Woods – Pecan Gove Phase 4
 - New civil plan submittals are in the queue for:
 - Camden Parc Phase 4
 - Camden Parc Phase 4 Early Grading
 - Council Agenda – Public Works items:
 - Public Hearing for Roadway Impact Fees, Land Use Assumptions, and the Capital Improvement Plan (1/8/19 meeting)
 - Public Hearing for Water & Wastewater Impact Fees, Land Use Assumptions, and the Capital Improvement Plan (1/8/19 meeting)
 - Ordinance amending Roadway Impact Fees, Land Use Assumptions, and the Capital Improvement Plan (1/8/19 meeting)
 - Ordinance amending Water & Wastewater Impact Fees, Land Use Assumptions, and the Capital Improvement Plan (1/8/19 meeting)
 - Authorization to bid – Hackberry elevated Storage Tank Lighting System (1/22/19 meeting)

Public Works - Field Operations

- Training

- Department Weekly Safety Topic: “Complacency/Not My Problem Mentality”
- Water Division - Administration
 - Prepared Purchasing Quote Form for new SCADA upgrades.
 - Worked through staff scheduling for the holidays.
 - Reviewed pump sizing for Powell Pump Station.
 - Conducting training with Cody Douglas, the new Service Order Technician.
 - Submitted paperwork to the TCEQ and finalized.
 - Reviewed and corrected water projection for CGMA.
- Water Division – Field Operations
 - Completed line locates.
 - Flushed dead end mains.
 - Backfilled multiple locations.
 - Fire hydrant meter reads.
 - 8 new meter sets.
 - Completed 15 of 15 monthly water samples. All passed.
 - 1 service line repair completed.
 - The average water distribution for the week was approximately 1.5 million gallons/day.
- Wastewater Division – Administration
 - Gathered information and reviewed with Kimley-Horn for the Capacity, Management, Operations and Maintenance (CMOM) Project.
 - Completed Purchase Quote Forms for parts and materials.
 - Completed employee reviews.
 - Coordinated with field staff on various repairs.
- Wastewater Division – Field Operations
 - Completed line locates.
 - Completed 12 sewer video inspections.
 - Repaired 2 sewer back-ups.
 - Installed lower belt on belt press.
 - Completed lift station checks and performed maintenance.
 - Completed checks of all metering stations.
 - Cleared brush from fences at the WWTP.
 - Completed weekly samples. All passed.

- The average daily flow at the Wastewater Treatment Plant for this week was 0.459 million gallons/day.
- Streets – Administration
 - Checked completed field work.
 - Obtained quotes for concrete for repairs.
 - Finalized and ordered signs for the new traffic signal at the Collin County Outer Loop and SH 5.
 - Helped coordinate backfills.
 - Ordered parts and materials.
 - Coordinated with Construction Inspection on projects including the Fourth & Easton Project.
 - Met with citizens and coordinated repairs for drainage on East Fork.
- Streets – Field Operations
 - Repaired street lights in the Creekside subdivision.
 - Repaired Hackberry Lane.
 - Repaired signs and post around town.
 - Removed debris on CR 368.
 - Repaired over 200 potholes including Taylor, CR 371, CR 373, CR 1106 and CR 425.
 - Sawcut street for water leak repair.
 - Finished forms and setup for concrete repair.
 - Repaired barricades on Throckmorton.
 - Backfilled multiple locations.
 - Poured concrete and made repair in Creekside.
 - Installed shade covers on median lights on CR 1106.
- Public Works - Construction Inspection
 - Administration
 - Held preconstruction meetings for Right-of-Way permits.
 - Acquired quotes for the City Hall roof leak repair.
 - Held a meeting with AT&T regarding repair of damage caused by AT&T's contractor to the drainage channel along CR 419.
 - Conducted Subgrade Preparation training for Field Inspectors.
 - Reviewed bonds for Northpointe Phase 4.
 - Assisted with plan review for multiple sets of plans.
- Projects
 - Anna Crossing Phase 4B – No civil work completed this week.

- Anna Crossing Phase 5 – No civil work completed.
- Anna Daycare – No civil work completed.
- Anna High School Addition – Contractor installed fire lane paving.
- Anna Hotel – Crews worked on private storm sewer installation.
- Anna ISD Stadium and Parking – Final walk scheduled for 1/7/19.
- Anna Medical Office Building – No work completed this week.
- Avery Pointe Phase 5 – Utility contractor installed sewer line.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 2 – Final walk was completed on 11/21/18. Bonds have been accepted. Final acceptance was issued on 12/20/18.
- Dr. Jackman Eye Center – No work was completed this week.
- Finley Boulevard – Final Acceptance was issued on 11/13/18. Skorburg is still waiting on street lights for Florence.
- Foster Crossing Water Line – Final walk was held on 10/4/18.
- Fourth & Easton Paving and Drainage – Contractor installed paving.
- Natural Springs Park – Final walk completed. Contractors are working to finish the punch-list.
- North Pointe Phase 4 – Final walk completed on 12/4/18. Crews have been working on the punch-list.
- One Anna Two Sanitary Sewer Improvements – The preconstruction meeting was held on 12/10/18. Work has not begun.
- Park Place Phase 1 – Contractor poured inlet tops and throats this week. They have also been lowering water services and adjusting cleanout stacks.
- Pecan Grove Phase 2 – Franchise utilities have been working in the subdivision. Contractor have worked on inlet tops.
- Pecan Grove Phase 3 - Crews are working on grading and storm.
- Pecan Grove Phase 4 - Crews have been working on installing erosion control.
- Public Works Inspections (Residential) – 8 inspections completed this week.
- Sweetwater Crossing Phase 2 – No civil work was completed this week.
- Throckmorton Creek Trunk Sewer – The final walk was held on 7/13/18.

- US 75 Utility Relocations Phase 1 – The final walk was held on 11/27/18. Crews are working on punch-list items.



General Information

- The City is closed on Monday, December 24 and Tuesday, December 25 for the Christmas Holiday. Normal business will resume on December 26.

Special Report Information

- Merry Christmas and Happy New Year! Next week due to the holiday and light staffing for vacations we will not produce a detailed update/report. Any information that is required for Council will be distributed as needed. Any questions please contact me.