



City of Anna, Texas
Weekly Update
October 12, 2018

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



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UPCOMING DATES

Mon, Oct 15

[Park Board Agenda](#)

Tue, Oct 23

[City Council Meeting](#)

Thu, Nov 1

[Anna Community Development Corporation Meeting](#)

Tue, Nov 13

[City Council Meeting](#)

Tue, Nov 27

[City Council Meeting](#) (Tentative Joint Meeting with AISD)

Tue, Dec 11

[City Council Meeting](#)

Fri/Sat, TBD

[City Council Meeting](#) (Strategy Planning Time and Location TBD)



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. Through separate communication I will poll City Council members for their preference and provide the resulting information in advance of the discussion at the next Council Meeting.
 - I will provide a detailed update and follow up at the next council meeting on each of these items.
- I have established an internal development review team that will meet weekly to discuss and inform each other of development related initiatives in our community. Representatives on the team include Development Services, Public Works, Fire, Economic Development and the City Manager's Office. Due to the sensitivity of the projects only those projects which we can speak about will be reported on.
- Concerning the acquisitions of the Wells/McCoy property acquisition I will 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 was approved by City Council. Pierce is the manufacturer. The new state of the art truck will be delivered in 4 to 6 weeks. Staff has negotiated favorable financing terms as well, which provide us the opportunity for an early pay-off should we have capacity to do so after the first year.

- The lease for the rental property that was intended for temporary Fire Department use began October 1. I will be exploring a plan to utilize this space and weighing our options.
- 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.
- I have been working on the development and scheduling of a Strategic Planning Retreat for the City Council. Staff is preparing materials for this and once I have secured a location and a facilitator, additional information will be shared with Council and staff. The purpose of this exercise will be to provide orientation materials for all Council members, provide department summaries for Council, review City-wide concerns and challenges, and review, update and confirm the existing strategies and plans.
- Several of us (staff and Council) attended the Texas Municipal League Annual Conference in Ft. Worth. This event was one of the most well attended meetings in TML history. This was a great opportunity to network, gather information, and compare strategies with other cities throughout Texas.
- HR has been working with staff to start the process to develop a general volunteer program. The long-term idea is to provide a process to provide for a practice that will enable departments to solicit for and employ volunteers for activities that will augment existing operations. When successful, the HR process will be rolled out to staff for implementation. This is different than the process for volunteer firefighters.

Assistant to the City Manager

Administrative

- Final review of draft incentive proposal with Chief Partners
- Tallied Strategy Results from 3rd Workplan Meeting (EDC/CDC)

Marketing, Promotion & Research

- Drove the city to see if any properties changed brokers since commercial real estate is not listed in one central directory
- Checked & verified existing property information for listing on Zoom Prospector
- Contacted brokers & developers for updated property flyers for Zoom Prospector
- Researched other city Zoom Prospector sites to determine how we want ours to lay out and what mapping layers to include
- Updated Business Park/Industrial history list and status report
- Posted weekly report to website and social media

Business Park/Incentives

- Status update with Projects KitCat and Jewell
- Responded to Project Frost incentive request & follow-up questions from Burns Development Group
- Ran a 10-Year and 15-Year Property Tax Analysis for Project Frost at the request of Burns Development Group

Meetings/Conference calls

- 2 Conference calls for Project Game
- Conference call with Wein's Group
- Staff meeting
- Development Team meeting
- Eisenberg and Associates meeting

Special Projects

- Status update on Wells, McCoy relocation
- Finalized vendor to repair A/C at city hall
- Locating vendors to repair the roof at city hall

Development Services

General

- Traveled to Forth Worth for TML Conference. Came back with several ideas to implement making our “Great City Better”.
- Shared Development Bullet Points for Oak Ridge Development on Tuesday. They are making several revisions to plan.
- Met with Historical Society concerning next improvements on Depot.

Planning and Zoning Commission

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

Neighborhood Design Advisory Committee

- Next meeting will be November 12th at 7 pm City Hall - Making good progress with Committee.

Green Ribbon Program –

- Working on contract for landscape services.

Zoning

- Zoning at Standridge Blvd. and F.M. 455.

Platting

- Preliminary Plats
- Lakeview Estates Preliminary Plat Phase 3 - 56 lots
- Final Plats
- West Crossing Phase 9 & 11.

Site and Landscape Plans

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

Permits

- 359 single family permits received so far in Calendar Year 2018.
- 32 single family permits received so far in Budget Year.

Parks

Parks

- Working on agreement with Bloomfield homes concerning park improvements at Lakeview Park.
- Working on next phase of Depot (outside skin of building).

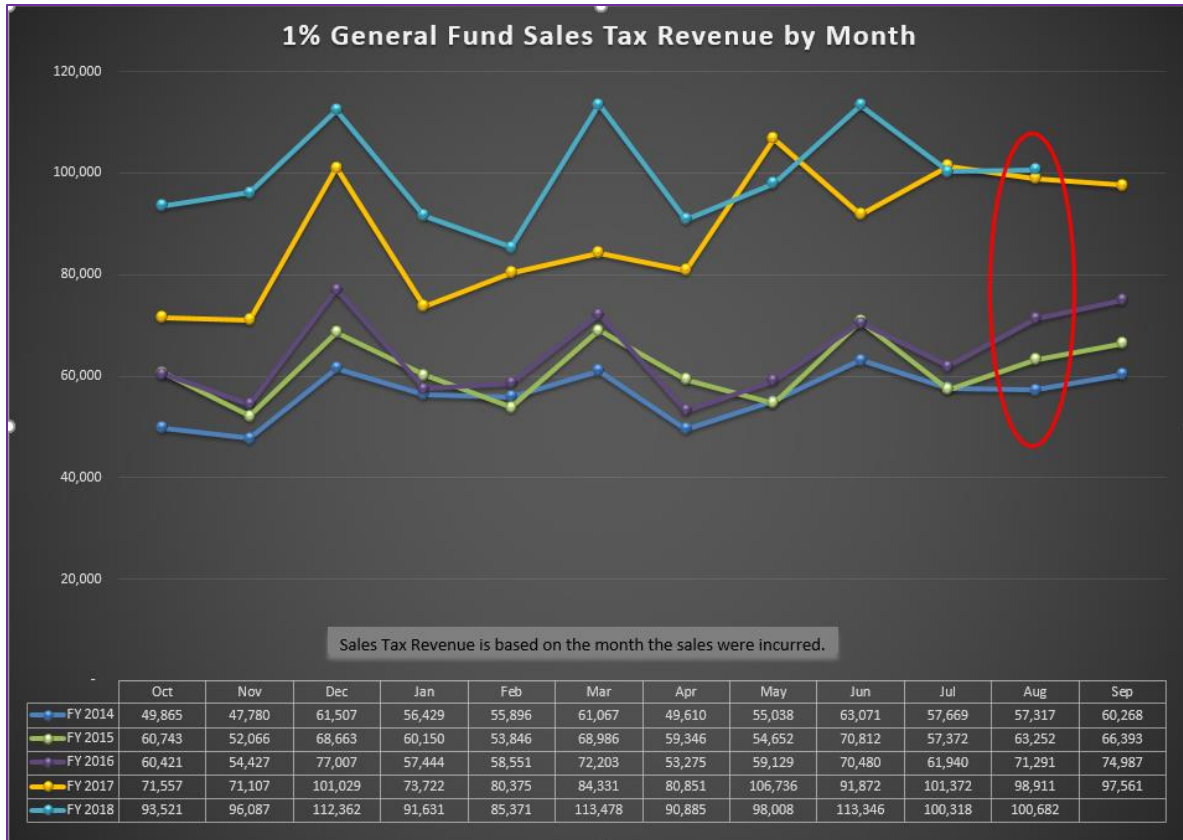
Parks Board

- Next Parks Board meeting on October 22nd at 7

Finance

- The Office of the Governor, Office of Compliance and Monitoring, conducted an onsite financial review of the School Resource Officer Grant. Sheila Alexander, Accountant II, was commended by the Auditor for her thorough spreadsheets and documentation. Staff was able to provide her sufficient documentation for all requested items. Ms. Davis stated the City was the first City this calendar year for her to report no findings or concerns. The audit report will go through a further quality control review in Austin during which time it will be reviewed by a Senior Quality Control Analyst, Peer Review Committee for the Criminal Justice Division, the Manager, Directors, and part of the report will also reach the Governor. We will receive a final report in 2 to 3 months.
- Participated in multiple conference calls to discuss the schedule and process of the upcoming PID Bond issuance for Villages of Hurricane Creek. Meetings will be set up for early next week to conduct an interview with two potential candidates for the SAP consultant. It is anticipated that an additional meeting will be set up for next week for all parties to discuss the timeline. The next conference call will include Centurion, the SAP Consultant, and the Underwriter for the bonds.
- Conducted a call with Robert Rivera with FMS, the requested underwriter by Centurion for the PID Bond issuance, to discuss moving forward with the PID Bond issuance.
- Worked with JP Morgan to obtain an increase on the City's monthly purchasing card credit limit due to the City reaching the credit limit multiple months in a row. This is due to the increased usage of the purchasing card to expedite efficient purchases and an increased number of employees now utilizing the cards.

- Finance/Budget Analyst continued to take the lead on the payroll process to ensure we are sufficiently covered during the HR Manager's absence, which is to begin on Monday.
- Worked with the Human Resources Manager and TMLIRP, the City's property and liability insurance provider to determine the cost to add interns and volunteer coverage for both inside and outside volunteers
- Worked on cleaning up old encumbrances on purchase orders in order to prepare to roll purchase orders to the new fiscal year. In early November, staff will roll old purchases orders still needed to FY 2019, all others will be closed.
- Invoices will continue to come in for expenditures in FY 2018. Departments have been encouraged to work with vendors to obtain any remaining invoices as quickly as possible. Due to invoices still outstanding and revenues the City will continue to receive for the next month for FY 2018, updated financials for the fiscal year ending September 30, 2018 will be sent out to Council in mid-November once expenditures and revenues are more final.
- Continued working on audit items and spreadsheets for the upcoming audit.
- Continued working on the final budget book for FY 2019.
- Worked on unclaimed check list by contacting vendors via phone and email where possible and by letter if not available to assist in clearing old checks which remain outstanding.
- Processed 57 invoices for a total check count of 47 and total amount of \$255,974.35
- Worked with vendor to correct statements where invoices had already been paid.
- Sales tax for the month of sales for August were only up 1.79% over this same time in FY 2017. After further analyzing the Confidential Report provided by the State Comptroller, it was determined that the low increase is not currently due to Walmart sales. Walmart has continued to reflect a significant increase over last year. The sales for Walmart for the months of May through July were up by an average of 19% for Walmart as compared to the prior year. Below is a chart reflecting the history of the General Fund portion of the sales tax.



- Finance/Budget Analyst reviewed purchase order to ensure coding of expenditures was correctly accounted for. Accountant II reviewed all purchase orders related to capital projects to ensure the projects had sufficient budget and were coded to the correct funding source.
- Submitted positive pay file for the current check run. Positive pay provides fraud protection for checks issued. The bank is required to check the file to ensure the check number, vendor name, amount, and date of the check match the positive pay file. Any checks not matching the file are presented back electronically through the bank's website to the City to determine whether the check is to be paid or returned.
- Worked with Government Capital on revising the capital lease purchase agreement for the fire apparatus and was successful at acquiring a revised agreement reflecting the ability to pay off the lease beginning in year 2. Please see revised payment schedule below.

EXHIBIT B

>> SCHEDULE OF PAYMENTS & OPTION TO PURCHASE PRICE <<

TEXAS MUNICIPAL LEASE-PURCHASE AGREEMENT No.8382 (THE "AGREEMENT")
BY AND BETWEEN

Lessor: Government Capital Corporation and **Lessee:** City of Anna
Schedule dated as of October 17, 2018

PMT NO.	PMT DATE MO DAY YR	TOTAL PAYMENT	INTEREST PAID	PRINCIPAL PAID	OPTION TO PURCHASE after pmt on this line
1	11/15/2018	\$57,359.03	\$1,508.29	\$55,850.74	N/A
2	11/15/2019	\$57,359.03	\$16,567.79	\$40,791.24	\$394,283.42
3	11/15/2020	\$57,359.03	\$14,993.24	\$42,365.79	\$350,724.31
4	11/15/2021	\$57,359.03	\$13,357.92	\$44,001.11	\$305,640.63
5	11/15/2022	\$57,359.03	\$11,659.48	\$45,699.55	\$258,979.02
6	11/15/2023	\$57,359.03	\$9,895.48	\$47,463.55	\$210,684.26
7	11/15/2024	\$57,359.03	\$8,063.39	\$49,295.64	\$160,699.18
8	11/15/2025	\$57,359.03	\$6,160.57	\$51,198.46	\$108,964.62
9	11/15/2026	\$57,359.03	\$4,184.31	\$53,174.72	\$55,419.35
10	11/15/2027	\$57,359.03	\$2,131.83	\$55,227.20	\$1.00
Grand Totals		\$573,590.30	\$88,522.30	\$485,068.00	

Interest Rate: 3.86%

- Worked on presentation for Citizens Academy. Finance Director to deliver the presentation for the October 16th meeting.
- Utility Billing disconnects were originally scheduled to take place on Thursday. However, due to staff shortages for vacation and sick time, the cut-offs were postponed until Monday, October 15th.
- Court was held on Tuesday, October 9th.

Fire Department

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

Incidents:

- Fires: 2
- Rescue & EMS: 12
- Service Calls: 5
- Good Intent Calls: 4
- False Alarms: 2
- Total: 25

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
113 - Cooking fire, confined to container	1	4.00%
151 - Outside rubbish, trash or waste fire	1	4.00%
311 - Medical assist, assist EMS crew	5	20.00%
321 - EMS call, excluding vehicle accident with injury	1	4.00%
322 - Motor vehicle accident with injuries	2	8.00%
324 - Motor vehicle accident with no injuries.	4	16.00%
551 - Assist police or other governmental agency	2	8.00%
553 - Public service	3	12.00%
611 - Dispatched & cancelled en route	4	16.00%
733 - Smoke detector activation due to malfunction	1	4.00%
735 - Alarm system sounded due to malfunction	1	4.00%
TOTAL INCIDENTS:	25	100.00%

Mutual Aid:

- Aid Given: 6
- Aid Received: 0
- No. of Overlapping Calls: 2
- Percent of Overlapping Calls: 8.00%
- Dispatch Times:
 - Average Response Time: (Dispatch to Arrival): 05:31
 - Average Turnout Time: (Dispatch to En Route): 00:45
 - Average Time on Scene: 54:35

Department Activities & General Info:

- Engine 901 is in reserve status due to mechanical concerns; Engine 902 is currently our primary response vehicle.
- Purchase of a 2017 Pierce Enforcer PUC fire engine was approved by the City Council. Financing arrangements and documents are being finalized and delivery will be in approximately 4 to 6 weeks.
- We are attempting to have the new fire engine present and on display for the public at the upcoming Harvest Fest. It will not be in active service at that time.
- A wash-down and push-in ceremony is being planned for the new Engine 1. Dates and times TBA.
- Deputy Chief Isom traveled to Sulphur Springs for 1 day for EMS training.
- Fire department members participated in the house cleanup event along with PD at 120 Meadowview.
- We have had a very successful Fire Prevention Week. Educational events were held at multiple AISD schools and included students from grade levels Kindergarten through 5th.

- Deputy Chief Isom attended the monthly meeting of the Collin County Fire Chiefs Association in McKinney.
- Code Enforcement Officer Dockray testified at the Collin County Courthouse on 10/8/18 regarding citations issued.

Upcoming Events

- 10/27/18 – Anna Chamber of Commerce Harvest Festival
- New Fire Engine (Engine 901) anticipated delivery date: 11/16/18 – 11/29/18

Police Department

Patrol

- Officers responded to 269 calls for service, which resulted in 18 new incident reports. Officers made seven arrests. Patrol investigated eight traffic crashes with two reporting non-life-threatening injuries. Walmart accounted for 18 of the 269 calls for service. Patrol officers continue to work with detectives to help identify and capture the individuals responsible for the rash of car/garage burglaries.
- Officers Dotson and Davis attended a two-day patrol rifle school to enhance their tactical skills.

CID

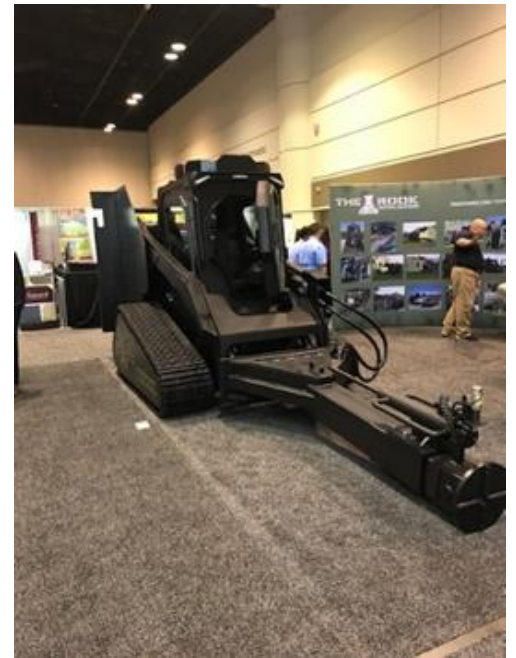
- Detectives continue to follow up on leads on the vehicle burglaries. Detective Smith submitted several prints lifted at the scenes and has submitted them to Collin County to be entered into AFIS. Detective Foster presented seven cases to Grand Jury, all of which were true-billed and he secured two misdemeanor warrants.

Administration

- Chief Caponera attended the 125th Annual International Association of Chiefs of Police conference in Orlando, Florida. The conference provided great networking opportunities with chiefs of police from around the globe. In all, there were over 18,000 chiefs, commanders, and other law enforcement executives in attendance. As part of the conference, the Chief attended several courses of instruction (see below). In addition, President Trump attended and spoke about the challenges facing law

enforcement and his plans to help curtail some of the issues we are experiencing. Chief also put together a small wish list for the upcoming budget (See photos). Chief Caponera was also recommended to sit on the legislative committee for the Texas Police Chiefs Association. Chief Caponera reviewed and provided recommendations for the ILA between Collin County and Anna for the radio equipment installation on the water tower.

- Lt. Copin acted in the Chief's stead while he was out. He did a superior job and should be commended. He continued to work with Pro-Vision, our new in-car video solution, to iron out the bugs and get two of the new patrol units in service. He finally reached a solution and all systems are operational. Lt. Copin worked with finance for the financial review audit for the SRO grant. We are proud to notify you that there were no findings and the auditor advised our record keeping was superior to other agencies. Lt. Copin accepted a \$600.00 donation from Big Brother Pest Control during the City Council meeting. With the start of the new budget year, Lt. Copin began reviewing our current vendor contracts and is preparing to request bids for various items. He worked with the quartermaster to complete the transition from Sig Sauer pistols to Glock. This is now completed, and all Sig Sauer pistols have been sold. The revenue from the sale of these assets will be posted in this FY.



Recognition/Awards

- This week I would like to recognize Officer Kyle Corporon. He received a letter of commendation from a citizen for helping change a tire on US 75 after she had a blowout. Below is the note I received:

“I would like to give a big commendation to officer Kyle. He said we did not need his last name because he was the only Kyle there. On 8/19/18 my girlfriend & I had just set out to travel to Galveston to catch a cruise. I was "just" across the county line Grayson/Collin when I had a "blow out". I was bounced back & forth between Grayson & Collin but in about 20 minutes here comes Kyle to our rescue from Anna. I asked him if he was our angel & sure enough he was. He was extremely nice & of course he changed our tire. Poor thing he was literally dripping perspiration & we tried to give him some money for his great help but he refused. So I decided to go this route with an commendation.”

It is always nice when a citizen from another city praises our officers. I want to commend him for his ethics and courtesy he displayed during this contact. Thanks Kyle!

- I would also like to recognize Sheila Alexander in Finance. Sheila has done a phenomenal job of managing our grants. Her organizational skills and desire to learn every aspect of our grant programs have led to two successful financial reviews. She worked well with Lt. Copin and even helped him understand more about the grant processes. Thank you, Sheila for your patience and commitment, we greatly appreciate all you do!

Public Works

Public Works - Administration

- Attended the Texas Municipal League Annual Conference with senior Public Works staff.
- An introductory meeting was held with the City Manager and all Public Works staff.
- Reviewed plans for the Throckmorton and FM 455 traffic signal and returned comments to TxDOT.
- Met with the developer of Oak Ridge to review our comments to their proposal for the Oak Ridge development.

- Staff is working on updating our right-of-way permit checklists and process.
- Coordinated with TxDOT on utility relocation projects.
- Attended Council meeting and presented the following items:

Project Update

- Ultraviolet system emergency purchase
- Attended the Pre-Regional Transportation Council (RTC) meeting and sent summary to the City Manager and Mayor.
- Attended the Regional Transportation Council livestream and sent summary to the City Manager and Mayor.

The Development Review Committee (DRC) reviewed the following:

- Anna Medical Group Mass Grading
- Creekside Office Building Civil Plans

New plan submittals are in the queue for:

- Texoma Fed – (A medical facility north of Walmart)
- Avery Pointe Phase 5
- Anna Town Center Phase 2
- Freedom Flex Car Wash
- Creekside Office Building

Meetings are scheduled with the following development groups:

- 111 acre site
- Pecan Grove Phase 4
- Standridge Boulevard
- Camden Parc Phase 4
- Members of the DRC met with the Anna Medical group to discuss various development related questions.
- Worked through an easement review with a developer.

Council Agenda – Public Works items:

- Rosamond Parkway Task Order Authorization.
- Resolution supporting the Collin County Transportation Bond.
- Water, Wastewater, and Roadway Impact Fee Reports.

- Staff reviewed a proposal from the Oak Ridge Development.
- Staff began review on an interlocal agreement with Collin County related to radio equipment proposed to be installed on the Hackberry Elevated Storage Tank. This item may be on a future Council Agenda for review/approval.
- The Customer Portal is now active and can be used by our water customers. Our team is working on analytics so that we can track what percentage of water customers are actually using the customer portal.

Public Works - Field Operations (Division Reports)

Public Works - Water Division

- Completed line locates.
- Flushed dead end lines.
- Repaired water service line on Meadow Lark.
- Repaired service line leak on Water Oak.
- Completed final project walk for Lakeview Estates Phase 2.
- Collected water samples for the CR 915 and CR 916 water line connections.
- Three personnel from the Water Division attended the Texas Municipal League Exhibition.
- October average water use to date is 1.9 million gallons per day (MGD)

Public Works - Wastewater Division

- Completed line locates.
- Completed 4 sewer video inspections.
- Unclogged 2 sewer backups.
- Assisted the Water Division with work orders.
- Installed cabinets in the wastewater treatment plant (WWTP) laboratory.
- Installed new water line for the new sink in the WWTP laboratory.
- Completed lift station checks.
- Completed checks of all metering stations.
- Completed weekly samples. All passed.
- Submitted emergency purchase order for Ultraviolet system at the WWTP.

- Two personnel from the Wastewater Division attended the Texas Municipal League Exhibition.
- September average flow at the WWTP was 0.421 million gallons per day (MGD).

Public Works - Streets

- Repaired two street lights.
- Repaired multiple signs around town.
- Cleared multiple culverts of debris in the downtown area.
- Removed tree and debris on CR 828.
- Cleared tree trunk and branches on CR 429.
- Installed identification signs at well sites for the Water Division.
- Began remote programming of the new school zone light hardware.
- Assisted the Water Division with leak backfill.
- Set up message boards for scheduled water service interruptions for the US 75 Utility Relocation Project.
- Met with NexGen Lighting to review a new product that would allow us to remotely control all street lights with a wirelessly controlled LED that can be retrofitted to our current lights. We will be setting up a demonstration for a few key lights.
- Two personnel from the Streets Division attended the Texas Municipal League Exhibition.

Public Works - Construction Inspection

- Anna Crossing Phase 2 – Paving contractor worked on sidewalks and barrier-free ramps. Grading contractor is working on the detention pond concrete flume.
- Anna Crossing Phase 5 – Grading contractor is working on the early grading.
- Anna Crossing Phase 7 – Final project walk completed. Contractors are working on the punch-list items.
- Anna Daycare – Crews have been working on grading.
- Anna High School Addition – Contractors made a wet tap on the existing 12-inch water line and began installing the water lines. No other civil work was completed this week.
- Anna Hotel – No civil work completed this week.

- Anna ISD Stadium and Parking – No civil work was completed this week.
- 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 installing the barrier-free ramps.
- Dr. Jackman Eye Center – No civil work completed this week.
- Finley Road – The final project walk was held on 9/17/18. Crews have been working on completing punch-list.
- Foster Crossing Water Line – The final walk held 10/4/18. Crews have been working on completing the punch-list.
- Fourth & Easton Paving & Drainage – The construction inspector took a pre-construction video of the project. Contractors will be moving in on 10/15/18. We have a draft change order to add additional streets to the project.
- Lakeview Estates Phase 2 – The final project walk was held on 10/8/18. Contractors have been working on completing punch-list items.
- Natural Springs Park Drive – No work completed this week.
- North Pointe Phase 3 – Contractor is working to activate the median lights.
- North Pointe Phase 4 – Contractor has been working on setting up barrier-free ramps this week.
- Park Place Phase 1 – Contractor is working on sub-grade and setting steel for paving.
- Pecan Grove Phase 2 – Contractor is working on the sub-grade.
- Public Works Inspections (Residential) – 6 inspections completed this week.
- Sanitary Sewer Force Main Improvements – The project is complete. The contractor is working on the final documents.
- Sweetwater Crossing Phase 2 – No civil work was completed this week.
- Throckmorton Creek Trunk Sewer – The final walk was held on 7/13/18. Contractors did not work this week due to the previous rain event.
- US 75 Utility Relocations Phase 1 – Contractor passed a hydro-test on Line C (near Flying J). Contractor also completed the new water line connections for CR 915 and CR 916. Additionally, the contractor worked on connecting water meters to the new 12-inch water line.

Special Report Information

- Congrats to Mayor Pike for being selected and recognized for the Top 40 under 40 Award! We are very proud of Mayor Pike for this once in a lifetime recognition!

