



City of Anna, Texas

Weekly Update

November 16, 2018

Respectfully submitted by the City Manager

Jim Proce, ICMA-CM, APWA PWLF, MBA

In this issue...

- Happy Veterans Day, City offices were closed on November 12th.
- The employees had a Thanksgiving Potluck Lunch on November 16th (Unfortunately, the City Manager was unable to attend due to closing on his new home in Anna!).
- Chief Tim Gothard retirement ceremony planned for December 7th!
- City Council plans a joint meeting with the AISD (School Board) on November 27th!

Table of Contents

UPCOMING DATES	3
City Manager.....	4
Assistant to the City Manager.....	4
Development Services	5
EDC/CDC.....	6
Finance Department	7
Fire Department.....	11
Parks Department	13
Police Department	13
Public Works	14
General Information	20
Special Report Information	20

UPCOMING DATES

Tue, Nov 27

[City Council Meeting](#) (Joint Meeting with AISD; 6:30 at the school board)

Mon/Tue/Wed Dec 3-5

[City Council Meeting](#) (Possible Quorum for Strategy Planning Sessions)

Fri, Dec 7

[Retirement Ceremony for Chief Gothard](#)

Sat, Dec 8

[Parade!](#)

Tue, Dec 11

[City Council Meeting](#)

Tue, Dec 11

[Municipal Court](#)

Tue, Jan 8

[City Council Meeting](#)

Tue, Jan 22

[City Council Meeting](#)

Tue, Feb 12



[City Council Meeting](#)

**RETIREMENT
CELEBRATION**

Please join us in honoring

Tim Gothard

on his retirement as Fire Chief of
the City of Anna Fire Department
and 38 years of service



**Friday
December 7, 2018**

Time: 3-5pm
Location: City Hall (111 N. Powell Pkwy.)

City Manager

- I was out of the office 3 days this past week moving to the new house.
- With my continuing effort to review the organizational structure, this past week, I reviewed the operational areas of permitting and the related processes. Upon the conclusion of the Council strategy planning and my evaluation of the operational areas, I will be proposing revisions to several areas to provide a stronger focus on operational efficiencies.
- The Request for Proposals for a construction manager at risk for the Municipal Complex has been posted on the website with an official release/advertising date of November 1. The preproposal meeting was held on November 9 at 2PM at City Hall. There were 11 people representing multiple agencies present. The proposals will be received on November 21, 2018. There has been an increased level of interest and we anticipate favorable bids. Several questions have been received about the project and the answers will be posted on the website at this location for public viewing through the issue of an addendum to be published no later than November 19th:
<https://www.annatexas.gov/1103/Bid-Opportunities>
- We continue the strategic planning efforts. Lyle has completed interviews with the individual Council members to assess and compile the priorities of the Council. He will be working with the City Council and the City senior level staff to review, update, and confirm of the existing strategies and plans, leading to development of a plan for the community. The sessions with staff and Council are planning for December 3rd with staff and December 4th and 5th with City Council and Staff.
- The Q12 employee survey is complete. I have been reviewing the data and will brief the department heads in the coming week. I plan to develop an action plan and monitoring plan to address any identified concerns. I will share this with the staff and City Council once the plans are in place.
- I closed on my new home in Anna and now my commute is about 2 miles!

Assistant to the City Manager

- Administrative
 - Prepared presentations for executive sessions with City Council
 - Finalized incentive agreement with Q Seminole
 - Completed questionnaire for Strategic Planning Session

- Marketing, Promotion & Research
 - Website and social media updates
 - Researched land options for projects above, reached out to land owners to discuss pricing and possibilities
- Business Park/Incentives
 - Status update on Project Game
 - Sent a draft incentive agreement for Project ShermDoc to developer for their review
 - Sent incentive letters for Project Ranch and Project KitCat
- Meetings/Conference calls
 - Staff meeting
 - Conference call related to WEDA
 - Meeting Set Up for Monday with Jones Lang Lasalle to Discuss Anna Business Park
- Special Projects
 - Locating vendors/estimates to repair the roof at city hall
 - Department form for facilitator for Strategic Planning Session
 - Christmas Employee Appreciation Planning
 - Certificates for Citizen's Academy
 - Retirement Celebration for Chief Gothard
 - Replaced the thermostat at 709 North Powell
 - Spoke with Mr. Joiner owner of the Wells McCoy property regarding their future relocation

Development Services

- General
 - Attended North Texas Groundwater Conservation District where we are in the process of adopting rules for groundwater drilling and usage as required under State law.
- Planning and Zoning Commission
 - Next Planning and Zoning Meeting December 3rd at 7.
- Neighborhood Design Advisory Committee
 - Next meeting will be December 10th at 7 pm City Hall. Final decisions concerning Manual will be presented
- Green Ribbon Program
 - 60% plans done and available in Planning Office for review.

- Zoning
 - Zoning at northwest corner of Rosamond and Powell Parkway.
- Platting
 - Preliminary Plats
 - Lakeview Estates Preliminary Plat Phase 3 - 56 lots
 - One Anna Two Preliminary Plat – 3 lots
 - Anna Crossing Villas Preliminary Plat – 129 - 40' lots
 - Development Plats
 - Hopewell Development Plat
- Site and Landscape Plans
 - Creekside Offices Site and Landscape Plan.
 - Freedom Flex Car Wash Site and Landscape Plan
 - Anna Ambulatory Surgery Center
- Permits
 - 406 single family permits received so far in Calendar Year 2018.
 - 79 single family permits received so far in Budget Year.
- Working on next phase of Depot (outside skin of building). Will be done by Windsor Homes. Materials are ordered, and work is scheduled for week after Thanksgiving.
- Fence work is starting at Sherley Heritage Park next week.

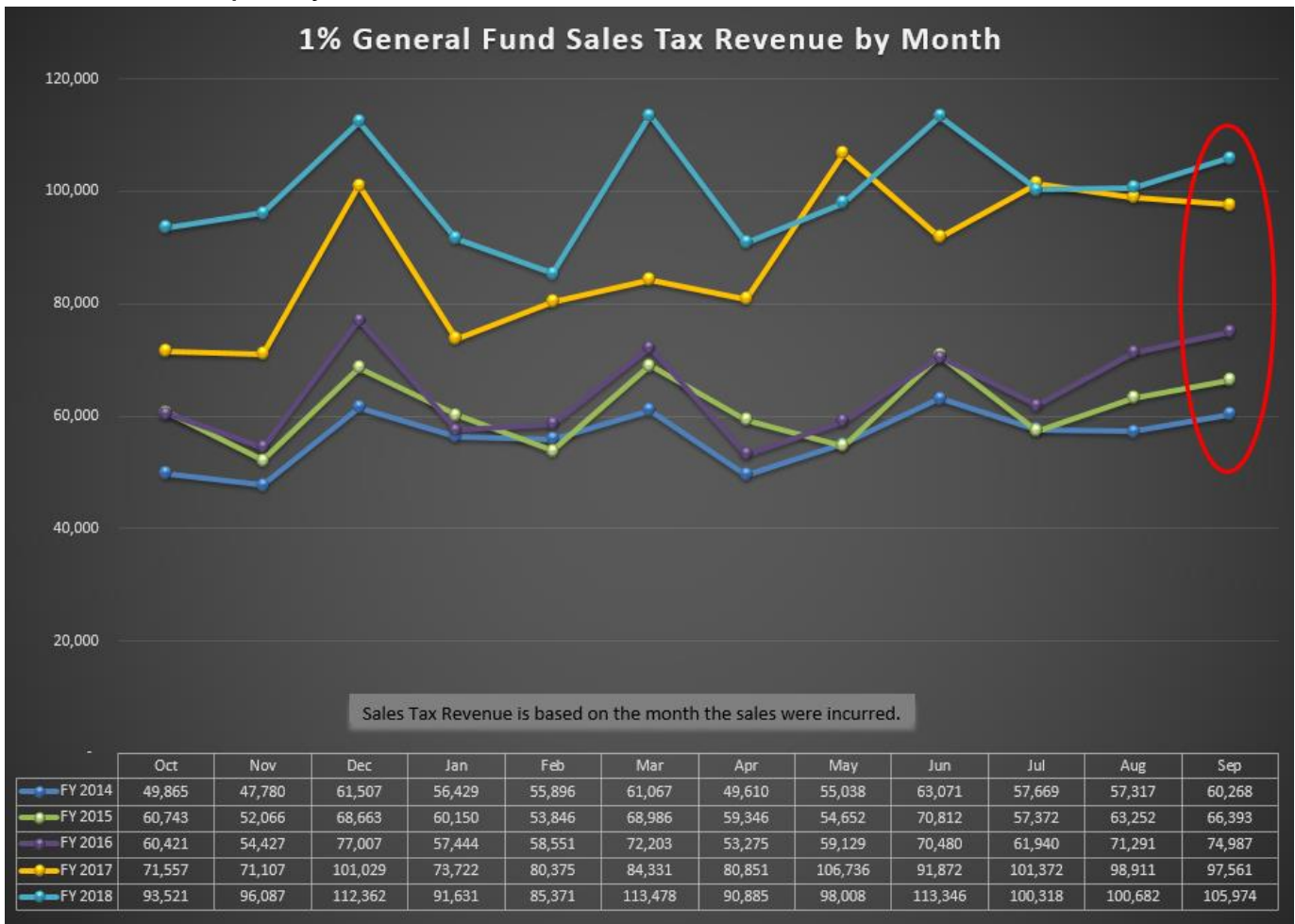
EDC/CDC

- Administrative
 - Completed PowerPoint for Phase II Incentive with Chief Partners, Q Seminole, Anna Town Center
 - Completed PowerPoint for Project Ranch
 - Completed Questions for Strategic Planning Session & Forwarded to Jessica for Review
- Marketing
 - Reached Out to Economic Development Peers for Resources to Develop Leads on Anna Business Park
- Incentives
 - Drafted a Proposal Letter to Project Ranch
 - Drafted a Proposal Letter to Project KitKat
- Meetings

- Meeting Set Up for Monday with Jones Lang Lasalle to Discuss Anna Business Park
- Education
 - Completed Homework for OU-EDI Online Business Retention Class, Completed at home, off the clock

Finance Department

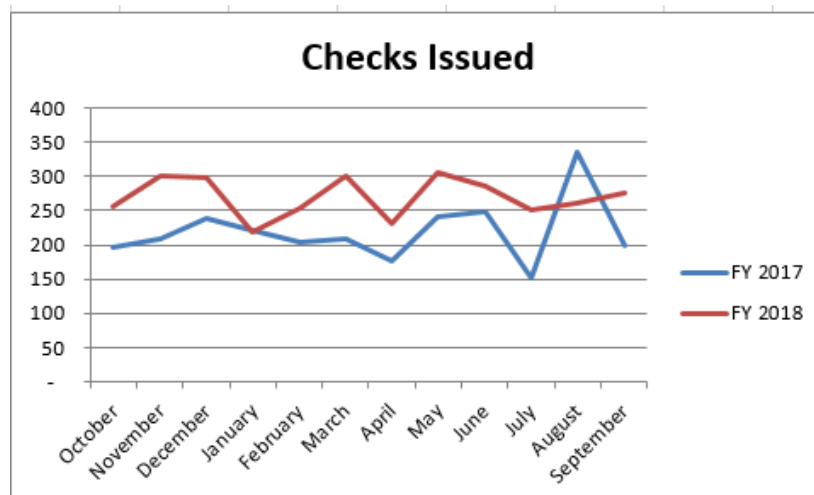
- Sales tax for the month of sales for September 2018 was up by 8.62% and 13.43% for FY 2018. Below is a chart reflecting a comparison of FY 2018 to prior years.

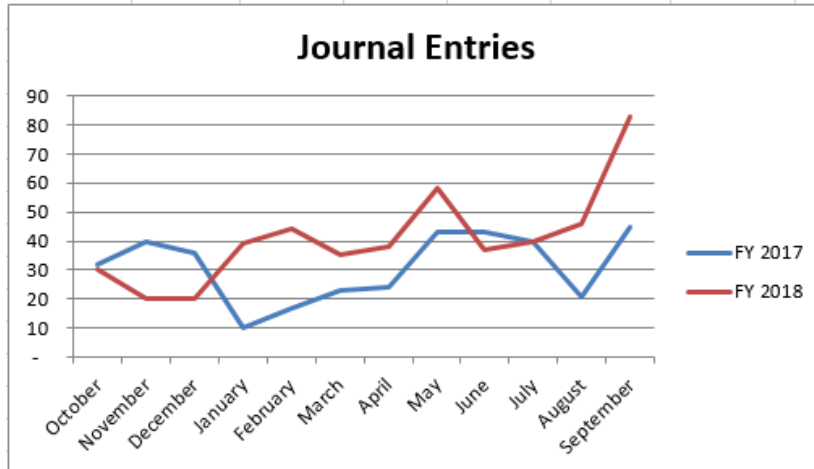


- Participated in multiple calls in relation to the Villages of Hurricane Creek PID/TIRZ agreements with Hilltop Securities, the City Attorney, bond council, underwriters, and City staff in relation to the timeline for the PID

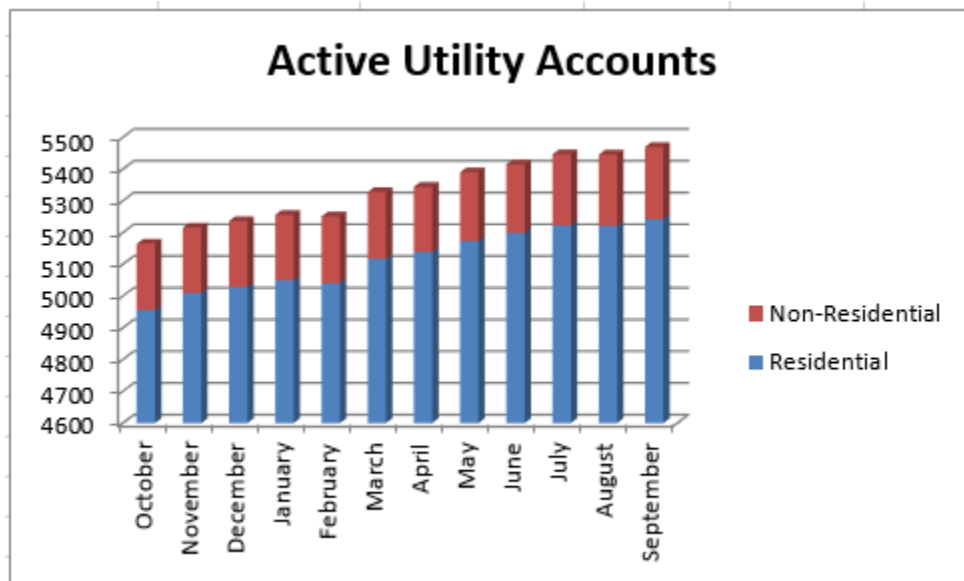
bond issuance for the Villages of Hurricane Creek as well as a weekly call including Centurion (VHC).

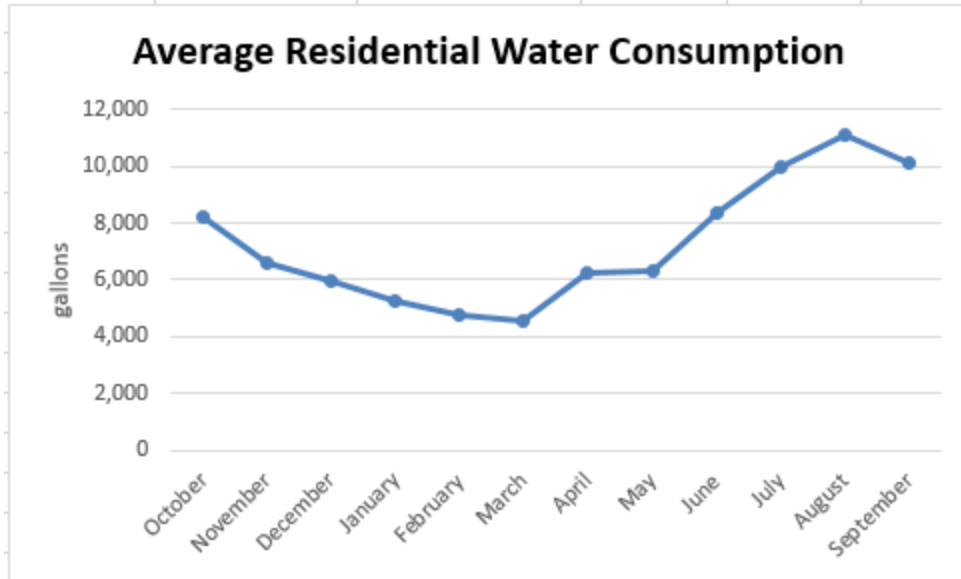
- Calculated and processed payments for longevity pay paid to all employees and incentive pay paid to police officers which is paid one time a year
- Worked with the City staff on worker’s compensation injuries and the process of filing forms with TMLIRP
- Assisted employees with banking changes for payroll and qualifying events to add dependents or their spouse to the City’s insurance
- Reconciled the solid waste franchise fees to ensure all franchise fees have been received for FY 2018
- Continued to work on year-end audit entries and schedules such as the fixed asset schedules, reconciling accounts, and preparing audit workpapers.
- Continued to work on the performance measures for each department for the budget book
- Reviewed all invoices for correct account and project coding
- Gathered and submitted information for an open records requests in relation to the Fire Department’s budget
- Continued to work with Enterprise Fleet Management on ordering of replacement and new vehicles budgeted in FY 2019
- Processed 113 invoices, 80 checks for a total amount of \$397,077.48. Below is a graph reflecting the number of checks and journal entries processed for FY 2018.



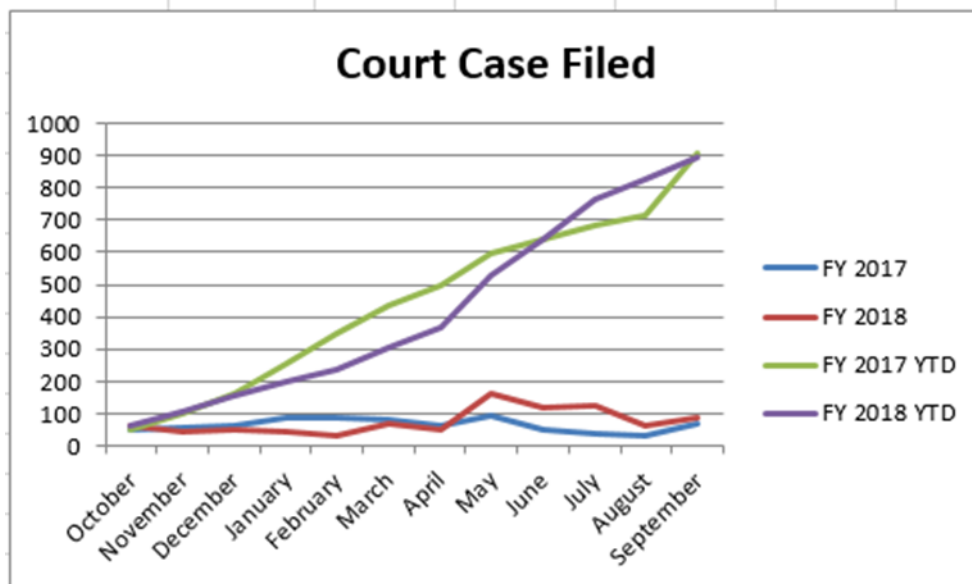


- Processed 60 new builder meters in the month of November to date
- Processed 41 disconnects for non-payment
- Processed billing for Cycle 2. Below is a chart reflecting the growth of active accounts for FY 2018, as well as a chart reflecting the Average Residential Water Consumption for FY 2018.





- Processed late fees for utility bills
- Worked with Bradshaw & Sons to update the schedule for trash service for the holidays. Signs will be placed at the entry ways of subdivisions as well as the information will be posted on the City’s website,
- Municipal Court was held on November 13th. A jury try was scheduled; however, was canceled by request of the defendant’s attorney.
- Below is a chart reflecting the number of cases for FY 2017 and FY 2018. The red and blue lines are comparing the actual cases per month; whereas, the purple and green lines reflect the cumulative totals for the two years.



Fire Department

- Incidents:
 - Fires: 0
 - Rescue & EMS: 17
 - Hazardous Condition (No Fire): 0
 - Service Calls: 3
 - Good Intent Calls: 3
 - False Alarms: 3
 - Total: 26

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
311 - Medical assist, assist EMS crew	12	46.15%
322 - Motor vehicle accident with injuries	4	15.38%
324 - Motor vehicle accident with no injuries.	1	3.85%
522 - Water or steam leak	2	7.69%
531 - Smoke or odor removal	1	3.85%
611 - Dispatched & cancelled en route	2	7.69%
652 - Steam, vapor, fog or dust thought to be smoke	1	3.85%
715 - Local alarm system, malicious false alarm	1	3.85%
733 - Smoke detector activation due to malfunction	1	3.85%
745 - Alarm system activation, no fire - unintentional	1	3.85%
TOTAL INCIDENTS:	26	100.00%

- Mutual Aid:
 - Aid Given: 1
 - Aid Received: 5
 - No. of Overlapping Calls: 4
 - Percent of Overlapping Calls: 15.38%
- Dispatch Times:
 - Average Response Time: (Dispatch to Arrival): 05:29
 - Average Turnout Time: (Dispatch to Enroute): 01:03
 - Average Time on Scene: 20:45
- Department Activities & General Info:
 - Engine 901 is in reserve status due to mechanical concerns; Engine 902 is currently our primary response vehicle.
 - Brush 902 is on loan to the Melissa Fire Department until their department receives a new brush truck.

- Final delivery of the new fire engine (Anna Engine-1) is anticipated between 11/21/18 and 11/26/18. It is currently at the Siddons-Martin facility in Denton, Texas for installation of equipment and decals. Upon delivery, fire personnel will complete additional installation of specialized equipment and begin new apparatus training. This process is anticipated to take approximately one week at which time it will be placed into active service.
- In keeping with fire service tradition, we will be having a washdown and push-in ceremony at the fire station for the fire new engine. Date and time TBA.
- “Fellowship with Anna Firefighters” was held at the fire station on 11/10/18. The event was supported by the Anna Chamber of Commerce and sponsored by Texas Embroidery Ranch. Thank you to everyone who attended and please stay tuned for further events to be announced.
- In recognition of Chief Gothard’s service to the community and his 38 years in the fire service, a retirement ceremony will be held for him on 12/7/18 from 3 to 5 pm at city hall.
- The new Anna Engine-1 will lead the upcoming Anna Christmas Parade on Saturday, 12/8/18.
- The fire department has accepted a grant from the Texas Forestry Service which allows a 90% fund match up to a maximum amount of \$45,000. These funds will be used towards a small chassis for a Brush Truck. This funding is for a chassis only. Vendors have been contacted regarding pricing on a Ford F-450 4x4 chassis and for the remounting of a brush truck bed. We are still waiting for further information.
- FF/Paramedic Konosky, FF/Paramedic Watson, FF/Paramedic Meyer, FF/EMT Lunsford, and FF/EMT Romero participated on the department’s Volunteer Interview Panel. Applicant interviews were conducted and the panel’s recommendations will be forwarded up the chain of command for continuation in the process.
- Chief Isom continues to work on the strategic planning questionnaire with assistance from Chief Gothard.
- Chief Gothard and Chief Isom attended a meeting with Mr. Proce (CM) regarding transition of the department. Chief Gothard

- prepared a list of items and information to assist with transitioning the department.
- The chief fire officers attended the weekly staff meeting and the city council meeting.
 - Upcoming Events
 - New Fire Engine (Anna Engine-1) anticipated delivery date: 11/21/18 – 11/26/18
 - 12/8/18 – The fire department will participate in the annual Anna Christmas Parade.

Parks Department

- Parks Board
 - Next Regular Parks Board meeting on December 17th at 7.
- Working on next phase of Depot (outside skin of building). Will be done by Windsor Homes. Materials are ordered, and work is scheduled for week after Thanksgiving.
- Fence work is starting at Sherley Heritage Park next week.

Police Department

- PATROL
 - Officers responded to 238 calls for service, which resulted in 23 new incident reports. Officers made eight arrests and one emergency detention. Patrol investigated two traffic crashes, neither involving injuries. Walmart accounted for 23 of the 238 calls for service.
 - Officer Davis attended a mandated course and the required Standardized Field Sobriety Testing two-year refresher, this course was also attended by Officer Goodman.
 - Officers worked on completing some on-line training in Police One.
 - This week was a little slower as far as calls for service however the number of incident reports and arrests remained consistent.
- INVESTIGATIONS
 - Detectives presented one Felony Assault case to the Grand Jury, which was passed due to an uncooperative victim. If the victim remains uncooperative, the District Attorney stated they will still move forward with charges but would like to speak with the victim first.

- There is a group of subjects who are continually stealing large televisions from Walmart, these individuals are responsible for at least 3 of the new theft cases. Detectives have one subject positively identified and are working on identifying the second subject. The Detectives met with Walmart and got them to secure the televisions with cable to prevent the thefts.
- Detectives also received a call from another state reference a possible sexual assault of a child case that is believed to have occurred here in Anna.
- Detectives completed approximately 50 destruct orders for property/ evidence.
- **ADMINISTRATION**
 - Chief Caponera has been out this week attending Chief school in Huntsville, Texas.
 - Lt. Copin has worked with Zuercher and Isogent on the New reporting system. The servers have been received and installed.
 - Lt. Copin worked on the performance measures and goals for the Annual Report.
 - Lt. Copin has continued to work on employee evaluations and began updating some policies.
 - Lt. Copin has also issued Purchase Orders and getting the proper documentation to Finance.
- **EVENTS**
 - On Friday, Coffee with Cops was held at the Anna Chamber of Commerce which had been hosted by Advantage Storage.
- **AWARDS/RECOGNITION**
 - This week I would like to recognize Sgt. Chad Butler for volunteering to meet with First Baptist Anna about safety and security. Sgt. Butler has also scheduled future meetings with the church and Wee school. Sgt. Butler has been dedicating a lot of time to the fleet working with Pro-Vision and Coptrax to resolve issues with the camera systems.

Public Works

- **Public Works - Administration**
 - This week I would like to recognize Jorge Gonzalez. Jorge is the Crew Leader for our Streets Division and has been in charge of the

group this week while the Street Superintendent is on vacation. Jorge has kept the group busy with repairs this week and I appreciate his leadership.

- Staff is working on updating our right-of-way permit checklists and process.
- An additional review was completed for the Collin County Interlocal Agreement relating to proposed radio equipment on the Hackberry Elevated Storage Tank.
- Alliance Geotechnical began testing on the Municipal Complex site this week. The geotechnical report will provide data needed for pavement and foundation design.
- Staff followed up with Oncor on the Municipal Complex electric line rerouting. They are getting closer to design completion. We have asked Oncor to provide cost estimates for undergrounding the lines around the site.
- Staff attended an online meeting related to site utilities for the Municipal Complex.
- Attended the pre-submittal meeting for the Construction Manager At Risk (CMAR) Request For Proposals.
- Attended Council Meeting and presented items related to the Roadway, Water & Wastewater Impact Fee Update.
- Final acceptance was issued for the Anna Crossing Phase 7 and Finley Boulevard projects.
- Attended two conference calls on the Villages of Hurricane Creek TIRZ/PID.
- Met with the internal development team.
- Worked on Strategic Plan worksheet.
- Coordinated with DART in regard to a proposed development adjacent to the DART rail.
- Worked through several queries related to future development.
- The Development Review Committee (DRC) reviewed the following:
 - Park Place Phase 2 Drainage Study
 - Creekside Office Building Drainage Study
 - Anna Medical Office Building Civil Plans
 - New civil plan submittals are in the queue for:
 - Walmart Lots 2 & 3 Civil Plans
 - Anna Town Center Phase 2 Infrastructure

- Anna Town Center Lift Station and Force Main
- Villages of Hurricane Creek
- Staff met with the following Development Groups:
 - Anna Crossing
 - Creekside Office Building
 - Camden Parc Phase 4
 - Staff facilitated a meeting between a developer group and representatives of The Falls Homeowners Association to mitigate potential construction issues.
- Future Council Agenda – Public Works items:
 - Conduct a public hearing for the Water & Wastewater Impact Fee Report.
 - Conduct a public hearing for the Roadway Impact Fee Report.
 - Ordinance approving the Water & Wastewater Impact Fee Report and setting an impact fee.
 - Ordinance approving the Roadway Impact Fee Report and setting an impact fee.
- Public Works - Field Operations
- Training
 - Department Weekly Safety Topic: Working in Cold Weather
 - Curtis George and Johnny Stover completed Water Distribution Course.
 - Troy Hopkins, Quincey Skinner, Travis Strang and Michael Biscarro completed WaterSmart training.
- Water Division – Administration
 - Completed Purchasing Quote Forms for repairs, UCMR4 sampling, meters and meter adapters.
 - Completed WaterSmart training.
 - Prepared new disinfection system for testing and start up.
 - Began review of draft revisions to the North Texas Groundwater Conservation District (NTGCD) rules.
 - Continued review of water conservation plan.
 - Attend preconstruction meetings for 4 right-of-way permits.
 - Attended North Texas Municipal Water District (NTMWD) partnering meeting in Wylie.
- Water Division – Field Operations
 - Completed line locates.

- Flushed dead end mains.
- Backfilled at multiple locations.
- Completed fire hydrant meter reads.
- Completed 42 service disconnects/reconnects.
- Set 20 new meters.
- Installed signal adapters on well meters.
- Assisted RLC (SCADA contractor) with programming for the new disinfection system.
- Completed 10 of 15 monthly water samples. All passed.
- The average water distribution for the week was approximately 1.6 million gallons/day.
- Wastewater Division – Administration
 - Worked with Teledyne to locate new modem for Throckmorton Flow Meter.
 - Attended North Texas Municipal Water District (NTMWD) partnering meeting in Wylie.
 - Attend preconstruction meetings for 4 right-of-way permits.
 - Gathered information for the Capacity, Management, Operations and Maintenance (CMOM) program.
 - Reviewed civil plans for a lift station and force main upgrade.
 - Continued on-the-job training for new hire.
- Wastewater Division – Field Operations
 - Completed line locates.
 - Completed 5 camera inspections.
 - Repaired 1 sewer back-up.
 - Completed lift station checks.
 - Completed checks of all metering stations.
 - Cleaned grease and debris from Sweetwater Lift Station.
 - Replaced Sensaphone at the Sweetwater Lift Station.
 - Removed pump for repairs at the Slayter Creek Lift Station.
 - Removed pump for repairs at the Camden Parc Lift Station.
 - Completed weekly samples. All passed.
 - Ran dewatering sludge press at the wastewater treatment plant for 2 days.
 - The average daily flow at the Wastewater Treatment Plant for this week was 0.420 million gallons/day.
- Streets – Administration

- Checked completed field work.
- Completed Purchasing Quote Forms.
- Ensured correct programming and operation of remote school zone light controls.
- Helped coordinate backfills for Water Division.
- Ordered materials.
- Streets – Field Operations
 - Repaired one street light.
 - Replaced battery in a school zone light.
 - Repaired multiple signs around town.
 - Removed debris on E. Foster Crossing.
 - Repaired 22 potholes.
 - Saw-cut street for a water leak repair.
 - Cut and removed sidewalk panels for replacement.
 - Removed tree on County Road 376.
 - Backfilled multiple locations.
- Public Works - Construction Inspection
 - Administration
 - Attended meeting for Anna Crossing 7 & Finley Boulevard final acceptance.
 - Worked on review of final documents for Anna Crossing Phase 2.
 - A preconstruction meeting was held for an AT&T right-of-way permit for Anna Crossing Phase 7.
 - A preconstruction meeting was held for a Suddenlink right-of-way permit for Northpointe Crossing Phase 4.
 - A preconstruction meeting was held for a right-of-way permit in West Crossing.
 - A preconstruction meeting was held for a right-of-way permit for Lakeview Estates.
 - Reviewed and approved submittals for the Anna Hotel project.
 - Reviewed Anna Medical Office Building Civil Plans.
 - Attended meeting with the developer and engineer for Camden Parc Phase 4.
 - Projects

- Anna Crossing Phase 2 – The final project walk was held on 10/22/18. Crews have been working on punch-list items this week.
- Anna Crossing Phase 4B – No civil work was completed this week.
- Anna Crossing Phase 5 – Utility contractor has been working on sanitary sewer installation.
- Anna Crossing Phase 7 – Final acceptance was issued on 11/13/18.
- Anna Daycare – Contractor is working on non-civil items.
- Anna High School Addition – Utility contractor finished all water line installation this week. They also completed the hydro-testing.
- Anna Hotel – Contractor worked on grading and fill.
- Anna ISD Stadium and Parking – No civil work was completed this week.
- Anna Medical Office Building – Crews have started clearing for erosion control this week.
- Avery Pointe Phase 5 - Early grading is complete. Civil plans are approved.
- Avery Pointe Phase 6 - Early grading is complete.
- Camden Parc Phase 2 – Utility contractor is working on cleanup items for utilities.
- Dr. Jackman Eye Center – No work completed this week.
- Finley Boulevard – Final Acceptance was issued on 1/13/18.
- Foster Crossing Water Line – Final walk held 10/4/18. No work completed this week.
- Fourth & Easton Paving and Drainage – Contractor is working on grading and storm pipe installation.
- Lakeview Estates Phase 2 – Final walk held 10/8/18. Contractors are working on the punch-list.
- Natural Springs Park – No work completed this week.
- North Pointe Phase 4 – A project pre-walk was completed this week. Barrier-free ramps were finished this week.
- Park Place Phase 1 – Utility contractor worked on setting and pouring inlet tops.

- Pecan Grove Phase 2 – Contractor is working on backfill and cleanup.
- Public Works Inspections (Residential) – 1 inspection completed this week.
- Sweetwater Crossing Phase 2 – No civil work was done this week.
- Throckmorton Creek Trunk Sewer – The final walk was held on 7/13/18. No civil work was completed this week. Superintendent is working to close out the project.
- US 75 Utility Relocations Phase 1 – The line installation is complete. Contractor is working on installing fire hydrants and valve pads.

General Information

- The annual employee appreciation event will be held on November 30. Invitations were sent out to all invitees.

Special Report Information

- The Fire Chief, Tim Gothard has announced his retirement effective December 7th. We wish him well in the next chapter of his life and we will honor his public service at a ceremony on December 7th at the Fire station. Details of the event will be published soon.
- The City of Anna Mayor and City Council is planning to have a joint meeting with the Anna Independent School District (AISD) on November 27, 6:30PM. The joint agenda on this meeting will be posted no later than November 23. The meeting will be held at the School Board facility. The City Council and staff of the City are desirous to establish a string relationship with the AISD and this will be a positive step in this effort.

