



CITY OF ANNA AGENDA NOTICE – CITY COUNCIL WORKSHOP

March 11, 2014

6:30 p.m. – Anna City Hall Administration Building

The City Council of the City of Anna will meet in Workshop Session at 6:30 p.m., March 11, 2014, at the Anna City Hall Administration Building, located at 111 N. Powell Parkway (Hwy 5), regarding the following items:

1. Call to Order.
2. Roll Call and Establishment of Quorum.
3. Briefing/Discussion regarding space needs assessment for City facilities. (Clayton Fulton)
4. **CLOSED SESSION (EXCEPTIONS):** Under Tex. Gov't Code Chapter 551, the City Council may enter into closed session to discuss any items listed or referenced on this agenda under the following exceptions:
 - a. consult with legal counsel regarding pending or contemplated litigation and/or on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code (**Tex. Gov't Code §551.071**);
 - b. discuss or deliberate the purchase, exchange, lease, or value of real property (**Tex. Gov't Code §551.072**);
 - c. discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City of Anna and with which the City is conducting economic development negotiations; or (2) To deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1). (**Tex.**

1. The Council may vote and/or act upon each of the items listed in this agenda.

2. The Council reserves the right to retire into executive session concerning any of the items listed on this agenda, whenever it is considered necessary and legally justified under the Open Meeting Act.

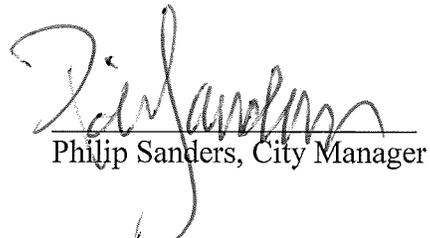
3. Persons with a disability who want to attend this meeting who may need assistance should contact the City Secretary at 972 924-3325 two working days prior to the meeting so that appropriate arrangements can be made.

Gov't Code §551.087); proposed retail development, Villages of Hurricane Creek.

The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

5. Consider/Discuss/Action on any items listed on posted agenda for March 11, 2014 City of Anna City Council Regular Meeting or any Closed Session occurring during this Workshop, as necessary.
6. Adjourn.

This is to certify that I, Philip Sanders, City Manager, posted this agenda at a place readily accessible to the public at the Anna City Hall and on the City Hall bulletin board at or before 5:00 p.m., March 7, 2014.



Philip Sanders, City Manager

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City of Anna City Council Agenda Staff Report

Council Meeting: March 11, 2014

Staff Contact: Clayton Fulton

Account Code #: N/A

Date Prepared: 3/06/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Briefing/Discussion regarding space needs assessment for City facilities

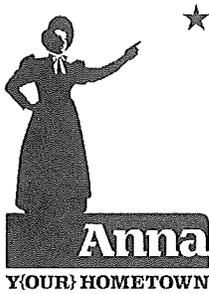
SUMMARY: During the FY 14 budget preparations, staff discussed the need for a consultant to review our current needs for space determine what you future space and facility needs will be at certain population points.

Melissa Vokey from BV Architects will present the results of her study during the workshop session. Ms. Vokey will illustrate the potential size and costs of city facilities to meet the needs for each department based upon staffing levels at 15,000, 25,000 and 50,000 in population.

To complete the study, Ms. Vokey researched cities with comparable population, staffing levels, and growth patterns. Using those cities as a benchmark, Ms. Vokey developed preliminary concepts we can to begin planning for the needed facilities. Preliminary planning budgets and land space needs have also been established.

The attached power point presentation will be reviewed during the workshop.

RECOMMENDATION: None



CITY OF ANNA AGENDA NOTICE – CITY COUNCIL REGULAR MEETING

March 11, 2014

7:30 p.m. – Anna City Hall Administration Building

The City Council of the City of Anna will meet in Regular Session at 7:30 p.m., March 11, 2014, at the Anna City Hall Administration Building, located at 111 North Powell Parkway (Hwy 5), to consider the following items.

Welcome to the City Council Meeting. Please sign the Sign-In-Sheet as a record of attendance. If you wish to speak on an open-session agenda item please fill out the Opinion/Speaker Registration Form and turn it in to the City Secretary before the meeting starts.

1. Call to Order.
2. Invocation and Pledge of Allegiance.
3. Citizen comments. *Citizens are allowed 3 minutes to speak. The Council is unable to respond to or discuss any issues that are brought up during this section that are not on the agenda, other than to make statements of specific factual information in response to a citizen's inquiry or to recite existing policy in response to the inquiry.*
4. Receive reports from Staff or the City Council about items of community interest. *Items of community interest include: expressions of thanks, congratulations, or condolence; information regarding holiday schedules; an honorary or salutary recognition of a public official, public employee, or other citizen (but not including a change in status of a person's public office or public employment); a reminder about an upcoming event organized or sponsored by the governing body; information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality; and announcements involving an imminent threat to the public health and safety of people in the municipality that has arisen after the posting of the agenda.*

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5. Consent Items. *These items consist of non-controversial or "housekeeping" items required by law. Items may be considered individually by any Council member making such request prior to a motion and vote on the Consent Items.*
 - a. Approve City Council Minutes for February 25, 2014 Regular Meeting
 - b. Approve a Resolution approving the final plat of the Oak Hollow Phase 6A Addition. (Maurice Schwanke)
 - c. Approve a Resolution approving the preliminary plat of the Camden Parc Addition. (Maurice Schwanke)
 - d. Approve a Resolution approving the Constiens development plat. (Maurice Schwanke)
 - e. Approve a Resolution approving the Adams development plat. (Maurice Schwanke)
 - f. Approve a Resolution repealing Resolution No. 2014-02-05 regarding a public hearing on roadway impact fees. (Maurice Schwanke)
 - g. Approve a Resolution approving the 2014 Facilities Use Agreement with AYSA. (City Manager)
 - h. Receive presentation of the Quarterly Investment Report. (Clayton Fulton)
 - i. Approve a Resolution reviewing the City's Investment Policy. (Clayton Fulton)

6. Consider/Discuss/Action regarding an Ordinance repealing all other previous ordinances and/or resolutions that adopted or approved a personnel policy manual and/or personnel regulations. (City Manager)

7. Consider/Discuss/Action regarding a Resolution approving the City of Anna Personnel Policy Manual. (City Manager)

8. Consider/Discuss/Action regarding a Resolution approving an engineering services contract for the Hackberry Elevated Storage and Water Main Project. (Rob Woods)

9. Approve a Resolution making an appointment to the TAPS Public Transit Technical Advisory Committee. (City Manager)

10. CLOSED SESSION (EXCEPTIONS): Under Tex. Gov't Code Chapter 551, the City Council may enter into closed session to discuss any items listed or referenced on this agenda under the following exceptions:
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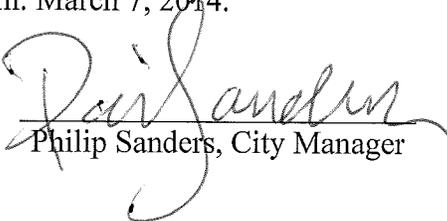
Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code (**Tex. Gov't Code §551.071**);

- b. discuss or deliberate the purchase, exchange, lease, or value of real property (Tex. Gov't Code §551.072);
- c. discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the City has received from a business prospect that the City seeks to have locate, stay, or expand in or near the territory of the City of Anna and with which the City is conducting economic development negotiations; or (2) To deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1). (**Tex. Gov't Code §551.087**); proposed retail development; Villages of Hurricane Creek.

The council further reserves the right to enter into executive session at any time throughout any duly noticed meeting under any applicable exception to the Open Meetings Act.

- 11. Consider/Discuss/Action on any items listed on posted agenda for March 11, 2014 Workshop Session or any closed session occurring during this Regular Meeting, as necessary.
- 12. Adjourn.

This is to certify that I, Philip Sanders, City Manager, posted this agenda at a place readily accessible to the public at the Anna City Hall and on the City Hall bulletin board at or before 5:00 p.m. March 7, 2014.


Philip Sanders, City Manager

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City of Anna City Council Agenda Staff Report

Council Meeting: March 11, 2014

Staff Contact: Maurice Schwanke

Account Code #: N/A

Date Prepared: 03/11/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Approve a Resolution approving the final plat of the Oak Hollow PH 6A.

SUMMARY: A final plat has been received on approximately 34.41 acres of land that is located east of Throckmorton Creek and north of Taylor Blvd. A preliminary plat was approved for this property by the City Council April of 2013. The owner/developer is proposing 112 residential lots and one open space tract. The open space tract will be dedicated to the City as park land. The comment that the City Development Review Committee have been satisfied.

PLANNING AND ZONING ACTION: The Planning and Zoning Commission recommended approval of the Oak Hollow PH 6A final plat subject to the staff and engineers comments at their March 3rd, 2014 meeting.

RECOMMENDED ACTION: Since the Developer has complied with all comments the staff is recommending approval of the Resolution approving the Final Plat of the Oak Hollow PH 6A.



City of Anna City Council Agenda Staff Report

Council Meeting: March 11, 2014

Staff Contact: Maurice Schwanke

Account Code #: N/A

Date Prepared: 03/05/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Approve a Resolution approving the preliminary plat of the Camden Parc.

SUMMARY: A preliminary plat has been submitted for "Camden Parc" on approximately 57.48 acres of land that is located east of the Dart Rail Line and south of Lindsey Lane (Cr. 376). The owner/developer is proposing 183 residential lots and one commercial lot. A previous preliminary plat for this property was approved by Council August of 2006 and has expired.

The preliminary plat has been reviewed by staff and City's engineers. Numerous comments are on the preliminary plat. Most of the items will be addressed on the final plat and construction plans.

The comments have been addressed and a letter submitting addressing such.

PLANNING AND ZONING ACTION: The Planning and Zoning Commission recommended approval of the Camden Parc preliminary plat at their March 3rd, 2014 meeting subject to the staff and engineers comments.

RECOMMENDED ACTION: Approval of the Resolution approving the Preliminary Plat of the Camden Parc.



City of Anna City Council Agenda Staff Report

Council Meeting: March 11., 2014

Staff Contact: Maurice Schwanke

Account Code #: N/A

Date Prepared: 03/5/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Approve a Resolution regarding "Constiens" "development plat.

SUMMARY:

The development plat submitted for your review is located within the extraterritorial jurisdiction of the City. The tract is in the Henry Smith Survey, Abstract No. A8023 and contains 5.4120 acres of land. The property is located at 1812 S Ferguson Parkway. The owner(s) is proposing to build a new home on the tract which will also require a Collin County approved septic system. The development plat meets the City of Anna development plat requirements.

PLANNING AND ZONING ACTION: The Planning and Zoning Commission recommended approval of the development unanimously at their meeting March 3, 2014.

RECOMMENDED ACTION: Approval of the development plat.



City of Anna City Council Agenda Staff Report

Council Meeting: March 11, 2014

Staff Contact: Maurice Schwanke

Account Code #: N/A

Date Prepared: 03/5/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Approve a Resolution regarding "Adams" "development plat.

SUMMARY: The development plat submitted for your review is located within the extraterritorial jurisdiction of the City. The tract is located in the Henry Smith Survey, Abstract No. A0823 and contains 5.339 acres of land. The property is located at 1622 Taylor Blvd. The proposed improvement is to build a new house on the tract which will also require a Collin County approved septic system. The development plat meets the City of Anna development plat requirements.

PLANNING AND ZONING ACTION: The Planning and Zoning Commission recommended approval of the development plat unanimously at their meeting March 3, 2014.

RECOMMENDED ACTION: Approval of Development Plat.



**City of Anna
City Council Agenda
Staff Report**

Council Meeting: March 11, 2014
Account Code # _____
Amount: _____

Staff Contact: Maurice Schwanke

Exhibits: X Yes No

AGENDA SUBJECT: Approve a Resolution repealing Resolution No. 2014-02-05 regarding a public hearing on roadway impact fees

SUMMARY: On February 25, the City Council approved Resolution No. 2014-02-05 that set the date and time of a public hearing on roadway impact fees. Since then, the proposed service areas for the roadway impact fee program are being revised and will need to be presented again to the Impact Fee Advisory Committee and the City Council before the official public hearing is held. The attached Resolution repeals the Council's prior action regarding setting the date for a public hearing. When the revised service area map has been approved, the Council will be asked to set a new date for a public hearing.

RECOMMENDATION: Staff recommends approval of the attached Resolution.



**City of Anna
City Council Agenda
Staff Report**

Council Meeting: March 11, 2014
Account Code # _____
Amount: _____

Staff Contact: City Manager

Exhibits: X Yes No

AGENDA SUBJECT: Approve a Resolution regarding the 2014 Facilities Use Agreement with AYSA.

SUMMARY: Attached is a Resolution authorizing the renewal of the Facilities Use Agreement with the Anna Youth Sports Association for 2014. The 2014 Agreement is nearly identical to the 2013 Agreement.

RECOMMENDATION: Staff recommends approval of the attached Resolution and Agreement.



City of Anna City Council Agenda Staff Report

Council Meeting: March 11, 2014

Staff Contact: Clayton Fulton

Account Code #: N/A

Date Prepared: 3/6/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Presentation of the Quarterly Investment report

SUMMARY: In accordance with the Public Funds Investment Act, the City is required to submit a quarterly report on the investment of all Public Funds held by the City.

The attached report has been developed by our investment advisors, Valley View Consulting, LLC. The report will review the following:

- Review of economic conditions
- Review of the City's holdings
- Comparison of book vs. market value
- Allocation information
- Other information related to the PFIA

RECOMMENDATION: None, no action is required.



City of Anna City Council Agenda Staff Report

Council Meeting: March 11, 2014

Staff Contact: Clayton Fulton

Account Code #: N/A

Date Prepared: 3/06/14

Budgeted Amount: N/A

Exhibits: Yes No

AGENDA SUBJECT: Approve a Resolution reviewing the City's Investment Policy

SUMMARY: The Public Funds Investment Act (PFIA) states that "the governing body of an investing entity shall review its investment policy and investment strategies not less than annually". To maintain compliance with the PFIA the Council must pass an ordinance or resolution stating they have reviewed the investment policy for the City of Anna.

Staff reviewed our investment policy along with Valley View Consultants, our investment advisors. No substantive changes have been made. Only a few minor text edits have been made; otherwise this version of the policy has no changes from the version reviewed last year.

RECOMMENDATION: Staff recommends that the Council approves the resolution reviewing the investment policy.



**City of Anna
City Council Agenda
Staff Report**

Council Meeting: March 11, 2014
Account Code # _____
Amount: _____

Staff Contact: City Manager

Exhibits: X Yes No

AGENDA SUBJECT: Approve an Ordinance repealing all other previous ordinances and/or resolutions adopting a personnel policy manual and/or personnel regulations.

SUMMARY: For the past year, Staff has been working on a draft of an updated personnel policy manual which outlines the guidelines and policies for the City's employees and personnel. Prior to adopting the new personnel policy manual, the Council will need to repeal all other previous ordinances and/or resolutions adopting a personnel policy manual and/or personnel regulations.

RECOMMENDATION: Staff recommends approval of the attached Ordinance which repeals all other previous ordinances and/or resolutions adopting a personnel policy manual and/or personnel regulations.



**City of Anna
City Council Agenda
Staff Report**

Council Meeting: March 11, 2014
Account Code # _____
Amount: _____

Staff Contact: City Manager

Exhibits: X Yes No

AGENDA SUBJECT: Approve a Resolution approving the City of Anna Personnel Policy Manual.

SUMMARY: For the past year, Staff has been working on a draft of an updated personnel policy manual which outlines the guidelines and policies for the City's employees and personnel. The proposed updated personnel policies have been reviewed extensively by the City's management team and the City Attorney.

RECOMMENDATION: Staff recommends approval of the attached Resolution which adopts a new City of Anna Personnel Policy Manual.



**City of Anna
City Council Agenda
Staff Report**

Council Meeting: March 11, 2014

Staff Contact: Robert Woods

Account Code #: 2014 Certificates of Obligation

Budgeted Amount: \$4,180,000

Exhibits: X Yes No

AGENDA SUBJECT: Consider/Discuss/Action regarding a Resolution approving the engineering services design agreement for the design of Hackberry Elevated Storage Tank and associated water mains to Birkhoff, Hendricks and Carter, LLP.

SUMMARY: The Hackberry Elevated Storage Tank & Water Distribution System Improvements engineering services proposal is to cover the preparation of specifications, bidding documents and contract administration for:

- A. Hackberry 0.75 Million Gallon (MG) Elevated Storage Tank (EST) (with Additive Alternate for 1.0 MG EST)
- B. Water Distribution System Improvements to Support the Hackberry EST.

The scope of work will cover the design of a 0.75 MG with an alternative for 1.0 MG EST. The associated water mains will be 16-inch and 12-inch in size with a total length of 10,500 LF. These water mains will be necessary to support the operation of the EST and the City's water distribution system. Exhibit A shows an overview of the EST and associated water mains.

The consulting fee covering Basics Services (Parts I-III) for sections A and B is for the lump sum amount of \$221,360.00. The additional services section (Part IV) is for the amount of \$85,700.00. For a total not to exceed amount of \$307,060.00.

RECOMMENDATION: Staff recommends approval of the accompanying resolution.



**City of Anna
City Council Agenda
Staff Report**

Council Meeting: March 11, 2014
Account Code # _____
Amount: _____

Staff Contact: City Manager

Exhibits: X Yes No

AGENDA SUBJECT: Approve a Resolution making an appointment to the TAPS Public Transit Technical Advisory Committee.

SUMMARY: On July 1, 2013 TAPS Public Transit was given responsibility for public transit operations in Collin County. As part of the original agreement with Collin County, TAPS will hold quarterly Technical Advisory Committee Meetings. Each City in Collin County can assign one representative to attend. The first meeting will be held on March 26, 2014, at 10 am at McKinney Performing Arts Center located at 111 North Tennessee Street in McKinney (see attached invitation).

RECOMMENDATION: Staff recommends approval of the attached Resolution making an appointment to the TAPS Public Transit Technical Advisory Committee. A motion to adopt the Resolution will need to include the name or position of a Council member or Staff member to represent the City on the Technical Advisory Committee.