



City of Anna, Texas
Weekly Update
October 19, 2018

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



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UPCOMING DATES

Mon, Oct 22

November 6, 2018 Early Voting Begins

Tue, Oct 23

City Council Meeting

Thu, Nov 1

Anna Community Development Corporation Meeting

Fri, Nov 2

November 6, 2018 Early Voting - LAST DAY

Tue, Nov 6

November 6, 2018 Election Day

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 contest, 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

- Fire Chief Gothard remains out for an extended period and Deputy Chief Ray Isom continues to lead the Fire Department in his place.
- 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.
- Staff and I met with Randall Scott to review the current status of the plans for the Municipal Complex. Randall Scott is scheduled to discuss the Municipal Complex with the City Council. This will occur in executive session as the discussion related to those items which involve procurement strategies, security, financing, and property acquisition strategies.
- Our financial advisors (Hilltop), staff, and I interviewed Service Assessment Plan (SAP) consultants. SAP consultants service the PIDs over the life cycle of the PID. It is imperative to the successful management of PIDs that the SAP consultant carries out the processes as an agent of the City protecting the financial interest of City and its constituents.
- Staff and I met with our IT service provider to review strategies, challenges and concerns. We will bring those items that require large purchases or policy direction before Council as needed. Some key operational concerns will be review of the inventory, replacement plan, and long-term software needs for an ERP system. An ERP is enterprise resource planning which is an integrated management of core business processes, often in “real-time” and mediated by software and technology, usually referred to as a category of business-management software, typically a suite of integrated applications that an organization can use to collect, store, manage, and interpret data from these many business activities.
- I have completed the review of the Utility budgets (administration, water, sewer related business units) and have approved the procurement of three (3) requested (and previously approved in the budget) positions which are funded by the enterprise fund. Over the next few weeks we would expect to procure these new employees in the Public Works

Department. I continue to work through the elements of the general fund budget and will provide for proposed changes once the financial analysis is completed.

- I continue to work on the development and scheduling of a Strategic Planning Retreat with the City Council. Staff continues to prepare materials for this session. I am in the process of securing the facilitator and getting proposed dates for this. Once I have those dates we can secure the location. Additional information will be shared with Council and staff as we get things confirmed. The purpose of this exercise will be to provide orientation materials for all Council members, provide departmental summaries for Council, review City-wide concerns and challenges, and review, update and confirm the existing strategies and plans, and provide direction on matters of policy.

Assistant to the City Manager

Administrative

- Compiled a list of contact information for local presidents of HOA's
- Hosted Citizen's Academy
- October minutes for CDC/EDC meeting next week

Marketing, Promotion & Research

- Add properties to Zoom Prospector our online commercial inventory list
- Contacted brokers & developers for updated property flyers for Zoom Prospector
- Posted weekly report to website and social media
- Researched Trade Show Booth Options

Business Park/Incentives

- Status update with Project Game
- Responded to Project Victoria
- Created 3 Incentive Scenarios for Project Urgency to Determine Best reimbursement option
- Incentive options for Project ShermDoc for future phases
- Researched options for up-front funds for Project Flix

Meetings/Conference calls

- Meet with a representative from Project Game
- Conference call with Anna 455 Commercial (developer)
- IT team meeting
- Staff meeting
- Meet with the Chamber to review possible video project

Special Projects

- Finalized vendor to repair A/C at city hall
- Locating vendors to repair the roof at city hall

Development Services

General

- Owners of property at the northwest corner of West White Street and U.S. 75 have submitted a revised preliminary plat and a site/landscape plans for the Anna Ambulatory Surgical Center.

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

Green Ribbon Program –

- Working on contract for landscape services.
- Contract for landscape services approved.

Zoning

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

Platting

- Preliminary Plats
 - Lakeview Estates Preliminary Plat Phase 3 - 56 lots
 - One Anna Two Preliminary Plat – 3 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
- Anna Ambulatory Surgery Center

Permits

- 361 single family permits received in Calendar Year 2018.
- 34 single family permits received in FY18/19 Budget Year.

Parks

Parks

- Removing backstop at Sherley Heritage Park
- Working on next phase of Depot (outside skin of building)

Parks Board

- Meeting was held 10/15
- Next Parks Board meeting on November 19th at 7

Finance

- Participated with the City Manager in two interviews for the PID Administrator for the Hurricane Creek PID/TIRZ, as well as participated in conferences calls related to the documentation and schedule for the process as we move forward.
- Set up and participated in an IT meeting with the City Manager, Department Directors, and Isogent to discuss the IT replacement plan, IT concerns, software, and tracking of IT related equipment. Departments will be evaluating the current IT list to ensure all IT related equipment including laptops are listed on the IT replacement plan to more efficiently manage IT costs.
- Attended a meeting at Randal Scott's office to review the final floor plan of each departmental area
- Set up electronic payments for the Municipal Court Quarterly Report filed with the State through the TexNet payment system and submitted the 3rd quarterly report
- Completed online filing of sales tax and payment through the TexNet State website

- Worked with TMLIRP on insurance coverage for inside and outside volunteers
- Worked on updating the information for wages for workers compensation for FY 2019 for TMLIRP
- Completed quarterly reimbursement reports for the School Resource Officer and Child Abuse Investigator Grants
- Accrued and calculated payroll wages for the October 5th payroll for days worked in September and posted them back to FY 2018
- Calculated and accrued investment earnings for CD's which were earned as of September 30th
- Prepared the Quarterly Investment Report
- Prepared balance sheet account reconciliations for year-end
- Participated in a budget meeting to walk through the Utility Fund budget with the City Manager and Public Works Director
- Reviewed all invoices to ensure expenditures were coded to the correct budgeted accounts and projects were coded
- Worked on updating the annual debt schedule as of September 30, 2018 for the City's website which is required to be done no later than 180 days after the fiscal year end according to House Bill 1378
- Processed 78 checks/163 invoices for a total payment amount of \$575,000.62
- Worked with citizens on questions related to their usage in WaterSmart
- Utility Billing Supervisor, Chris Thatcher, worked with WaterSmart to resolve issues with the customer portal. Staff discovered the usage customers were seeing on portal was inaccurate. The usage was posting as a 5-hour delay between actual and what was displayed in the portal. Chris was able to resolve the issues and the portal is now working correctly.
- Worked with AdComp in relation to the kiosk not working properly. All issues were resolved for the kiosk as it relates to customer usage. Staff is still working with AdComp on reporting issues.
- Utility Billing processed 32 disconnects for non-payment
- Processed meter reads on Cycle 1 bills
- Municipal Court Administrator, Norfe Garcia, compiled a list of potential jurors for upcoming court dates and mailed out notices for juror summons

- Continued assisting defendants with their ticket and the court processes in person and by phone

Fire Department

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

Incidents

- Fires: 1
- Rescue & EMS: 24
- Service Calls: 4
- Good Intent Calls: 10
- False Alarms: 2
- Severe Weather: 3
- Total: 44

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	1	2.27%
311 - Medical assist, assist EMS crew	13	29.55%
321 - EMS call, excluding vehicle accident with injury	1	2.27%
322 - Motor vehicle accident with injuries	3	6.82%
324 - Motor vehicle accident with no injuries.	7	15.91%
553 - Public service	3	6.82%
554 - Assist invalid	1	2.27%
611 - Dispatched & cancelled en route	5	11.36%
622 - No incident found on arrival at dispatch address	2	4.55%
632 - Prescribed fire	1	2.27%
651 - Smoke scare, odor of smoke	2	4.55%
733 - Smoke detector activation due to malfunction	2	4.55%
812 - Flood assessment	2	4.55%
814 - Lightning strike (no fire)	1	2.27%
TOTAL INCIDENTS:	44	100.00%

Mutual Aid

- Aid Given: 9
- Aid Received: 3
- No. of Overlapping Calls: 17
- Percent of Overlapping Calls: 38.64%

Dispatch Times

- Average Response Time: (Dispatch to Arrival): 05:41
- Average Turnout Time: (Dispatch to En-route): 00:57

- Average Time on Scene: 50:17

Department Activities & General Info

- Engine 901 is in reserve status due to mechanical concerns; Engine 902 is currently our primary response vehicle.
- Chief Gothard is on extended medical leave. Deputy Chief Ray Isom is Acting Fire Chief.
- Financing arrangements and related documents regarding the new fire engine are being finalized. It is currently in Denton, Texas at the Siddons-Martin facility being prepared for active service. Delivery is anticipated between November 16th and 30th.
- 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.
- The new fire engine will be present and on display for the public at the upcoming Harvest Fest. It will not be in active service at that time. Please come by and celebrate the city's newest fire apparatus.
- Fire Prevention Week was hugely successful. Educational events were held at multiple AISD schools and included students from grade levels Kindergarten through 5th. The fire department wishes to extend its most sincere gratitude to the Anna Independent School District for their cooperation and support of these ongoing community programs.
- Deputy Chief Isom attended a senior staff meeting with Randall Scott Architects regarding the design of the new fire station and city hall.
- Deputy Chief Isom attended a public safety meeting regarding the Collin County Radio Tower ILA.
- Deputy Chief Isom attended a staff meeting regarding the city's IT capabilities.
- We are continuing to refine and streamline our fire permitting process since the October 1st rollout. Feedback from customers has been positive.
- Three of our volunteer firefighters have accepted regional job offers and will be leaving shortly. We are sad to lose them, however, the fire departments in McKinney, Frisco, and Aubrey will benefit greatly from each individual.

Upcoming Events

- 10/27/18 – Anna Chamber of Commerce Harvest Festival
- New Fire Engine (Anna Engine 1) anticipated delivery date: 11/16/18 – 11/30/18
- Washdown and Push-In Ceremony for the new fire engine TBA.

Police Department

Patrol

- Officers responded to 173 calls for service, which resulted in 12 new incident reports.
- Officers made six arrests.
- Patrol investigated 14 traffic crashes with five reporting non-life-threatening injuries. Patrol assisted Collin County and DPS with a fatality accident that occurred on SH 121 at the intersection of FM 2862, just outside our city limits.
- Officers observed a suspicious vehicle in Slayter Creek Park. Upon further investigation, the occupants had stolen the vehicle in Van Alstyne. The vehicle was returned to the owner, who declined to prosecute.
- Officers worked a death investigation on a 38-year-old male in the 800 block of Westgate. Preliminary investigation shows no signs of foul play.
- Walmart accounted for 10 of the 173 calls for service.

Three Year Accident Comparison

Month	2016	2017	% Change	2018	% Change
January	13	16	23.08%	18	12.50%
February	19	16	-15.8%	25	56.3%
March	16	20	25.0%	35	75.0%
April	29	24	-17.2%	28	16.7%
May	16	24	50.0%	30	25.0%
June	16	23	43.8%	37	60.9%
July	21	16	-23.8%	34	112.5%
August	12	23	91.7%	34	47.8%
September	38	21	-44.7%	32	52.4%
October	20	17	-15.0%	19	11.8%
November	29	19	-34.5%	0	-100.0%
December	33	27	-18.2%	0	-100.0%
Total	262	246	-6.11%	292	18.70%

CID

- Detectives were called out for the aforementioned death investigation.
- Detectives continue to follow up on leads on the vehicle burglaries, we now have one suspect positively identified and have two additional persons of interest identified.
- Detective Smith presented one case to the Grand Jury, which was true-billed.
- Detective Smith attended a three-day family violence symposium hosted by the Junior League of Collin County.

Administration

- Chief Caponera attended a Legislative Committee meeting in Austin on Wednesday, he also attended Rotary on Thursday.
- On Thursday evening, Chief Caponera accepted an award at the Anna ISD Board meeting on behalf of the police department for our commitment to the school through our SRO program.
- This week we had a kick off meeting for the new records management system. The time from start to go-live is about one year. Several team members have been assigned to the project to ensure it is completed on time and within budget.
- Our false alarm management program went live this week. Residents can now register and pay for alarm fees online. The platform also offers training to residents and business owners to better manage their alarm systems to prevent false alarms. To access the system, follow this link <https://www.cityalarmpermit.us/Pages/Home.html>.
- Our NEW intern, Jocelyn Cupido began work on Monday. She will be here three days each week through December, or until she satisfies her required course hours. She will be helping the police and fire departments review and update the emergency management plan as well as providing direction and recommendations for the Emergency Operations Center that will be included in the new fire station.
- Lt. Copin oversaw the installation of the new records storage system. The new system consists of three rolling filing cabinets that can hold up to 1,500 files each. This addition cleaned up the records section by removing several existing free-standing file cabinets and brings us one step closer to best practices requirements for records storage.
- Lt. Copin attended an IT meeting to determine what technology should be added to the replacement program and has started verifying assets to ensure they are on the list. He also attended the kick off meeting for the RMS system.



Events

- Friday was the monthly Coffee with Cops. This week it was held at Wal-Mart. The turnout was lower than in weeks past, but the weather was less than cooperative. Nonetheless, the event still drew over a dozen residents.



Recognition/Awards

- This week I would like to recognize Officer Seth McDaniel. Officer McDaniel was nominated by the Anna High School principal to receive the ISD's monthly Coyote Salute award for his commitment, compassion

and dedication to the students and staff at Anna HS. His drive to ensure Anna's children have a safe learning environment is what makes him stand out. He is a role model to our children and carries out the Department's Mission and Core Values with every contact. Thank you, Seth, for your commitment to our community!



Public Works

- This week I would like to recognize both the Streets Group and the Wastewater Group. Both groups were affected by the rain events and worked long hours to ensure that their respective systems and infrastructure operated properly before, during and after the event. Hunter Parker leads the Streets Division and the Wastewater Division is led by Lane Minchew.



- Attended a meeting with Randall Scott and Associates to review the design for the new City Hall.

- Attended a meeting to review an Interlocal Agreement with Collin County that related to radio infrastructure that is proposed to be added to the Hackberry Elevated Storage Tank.
- Staff is working on updating our right-of-way permit checklists and process.
- At the City Manager's request attended a meeting to learn about the differences between Construction Manager as Agent (CMA) and Construction Manager at Risk (CMAR).
- Staff completed a review of 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.
- Reviewed a water and sewer easement.
- Worked on Council items.
- Attended the Information Technology (IT) Committee meeting.
- Met with the City Manager and Finance to discuss the Utility Fund (Administration, Water, and Wastewater) budgets.
- Attended conference call to discuss a proposed task order from Kimley-Horn for the Capacity, Management, Operation and maintenance program that will be kicking off this fiscal year.
- Worked through several queries related to future development.
- Reviewed project sites in the field with the Construction Superintendent in order to mitigate an issue.
- Reviewed Ordinance and an agreement with staff related to proper fire hydrant use by contractors.
- An early grading permit was approved for the Anna Medical Office Building.

The Development Review Committee (DRC) reviewed the following:

- Anna Medical Office Building Early Grading
- Creekside Office Building Site Plan
- Texoma FED Civil Plans
- Avery Pointe phase 5 Civil Plans

New plan submittals are in the queue for:

- Camden Parc Phase 4

- Standridge Boulevard
- Anna Town Center Phase 2
- Meetings were held with development groups for the following projects:
- Pecan Grove Phase 4
- Standridge Boulevard
- Camden Parc Phase 4
- 111 Acre Tract

Meetings are scheduled with the following development groups:

- Texoma FED
- Potential development near CR 423

Council Agenda – Public Works items:

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

Public Works - Field Operations

- Training
 - Department Weekly Safety Topic - Easy Way Versus the Right Way.
 - Cody Douglas attended a three-day wastewater treatment course.
 - Quincy Skinner completed his NIMS 100 and 700 courses.
- Water Division
 - Completed line locates.
 - Flushed dead end lines.
 - Completed meter rereads and hydrant meter reads.
 - Prepared 35 meter box lids for antenna installation.
 - Completed 32 service disconnects/reconnects.
 - Completed an inventory of repair parts.
 - Repaired hoses on Vac-Trailer.
 - Repaired ammonia analyzers.
 - Collected 5 monthly water samples (10 of 15 for the month) All passed.
 - October average water use to date is 1.7 million gallons per day (MGD)

- Wastewater Division
 - Completed line locates.
 - The Wastewater Division ran 24-hour operations at the Wastewater Treatment Plant (WWTP) during the rain event.
 - Completed 15 sewer video inspections.
 - Completed lift station checks.
 - Completed checks of all metering stations.
 - Completed weekly samples. All passed.
 - Cody Douglas attended a wastewater treatment course.
 - Installed cabinets in the wastewater treatment plant (WWTP) laboratory.
 - October average flow at the WWTP to date is 0.548 million gallons per day (MGD).
- Streets
 - Repaired two street lights.
 - Cleared multiple culverts of debris in the downtown area.
 - Checked county roads for flooding during rain event.
 - Removed debris along CR 368 and CR 268.
 - Cleared culvert on CR 425.
 - Cleared debris from street in West Crossing.
 - Cleared fallen trees on CR 937.
 - Repaired driveway at West Crossing Pump Station.
 - 4 personnel worked after hours during the rain event.
 - Repaired multiple signs around town.
- Public Works - Construction Inspection
 - Training
 - Inspectors were trained on concrete best practices during cold weather.
 - Safety training was conducted for proper personal protective equipment.
- Public Works - Projects
 - Anna Crossing Phase 2 – Contractor worked on setting up erosion control.
 - Anna Crossing Phase 5 – No civil work completed this week.
 - Anna Crossing Phase 7 – No civil completed this week.
 - Anna Daycare – Contractor worked on erosion control.
 - Anna High School Addition – No civil work completed this week.

- Anna Hotel – No civil work completed this week.
- Anna ISD Stadium and Parking – No civil work completed this week.
- Avery Pointe Phase 5 - Rough grading is complete.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 2 – Contractor repaired erosion control issues.
- Dr. Jackman Eye Center – Met with general contractor to address private drainage issues on the job-site.
- Finley Road – Final walk held on 9/17/18. Crews have been working to complete the punch-list.
- Foster Crossing Water Line – Final walk held on 10/4/18. Contractor is working to complete the punch-list.
- Fourth Street & Easton Paving and Drainage Project – No work completed this week.
- Lakeview Estates Phase 2 – Final walk held on 10/8/18. Contractors have been working on completing the punch-list.
- Natural Springs Park – No work completed this week.
- North Pointe Phase 4 – Contractor is setting sewer vents for the off-site manholes.
- Park Place Phase 1 – Contractors worked on the sub-grade.
- Pecan Grove Phase 2 – No civil work completed this week.
- Public Works Inspections (Residential) – 9 inspections completed this week.
- Sanitary Sewer Force Main Improvements - Job 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 amount of rain we had.
- US 75 Utility Relocations Phase 1 – Contractor made tie-ins on two 8 -inch water main on the southbound service road.

Special Report Information

- This week I received an inquiry about the procurement and delivery method for the Municipal Complex. Having built several facilities throughout my past experience I have been exposed and have executed several types of delivery systems. When looking at the proposed process

we are planning to execute, I wanted to share some of the components of this process as well as the components of the recently suggested process as a comparison. This topic may be discussed at the upcoming meeting, so I wanted to provide some background for the potential discussion.

- CMAR – Construction Manager at Risk (this is what we have planned to execute) is a typical method for this type of project as a project delivery system. The Construction Manager at Risk (CMAR) is a delivery method which entails a commitment by the construction manager to deliver the project within a Guaranteed Maximum Price (GMP) which is based on the construction documents and specifications (at the time of the GMP) plus any reasonably inferred items or tasks. It is important to identify the details of the GMP to avoid potential changes, which can result in cost escalation if not actively managed. CMAR is a widely used construction project delivery system in which the owner (the City) enters into a **single agreement** with a construction manager to act in an advisory capacity during the planning and design phase (pre-construction); as the contractor or constructor to perform the actual construction. The construction manager (CMAR) receives a fixed fee for services provided during pre-construction. After completion of the design development phase, the owner and construction manager agree on a price for the construction that usually is based on clearly stated assumptions about the project, to include a fixed amount or a cost of the work plus a fee, with a not-to-exceed number or guaranteed maximum price (GMP). Typically, there is a contingency fund to cover clearly defined costs, including those associated with the completed design. It is important to have the work of the CMAR closely monitored to ensure the best result will occur. The CMAR is “at risk” to the owner for the project schedule and cost and also “at risk” to the subcontractors for timely payments down the chain. By the nature of this agreement this relationship can be somewhat adversarial, which requires active management on the part of the owner (the City).
- CMA – Construction Manager as Agent helps the owner manage/make critical decisions about a project but does not actually commit to delivering the project on-time or on-budget and does not enter into subcontracts with trade contractors. The required contracts are handled by the owner, through numerous closed bid process for all trades, contractors and subcontractors. Contracts are between the owner (the City) and the trade contractors, not the CMA. The CMA acts as an “advisor” to the owner as

it relates to the Owner's management of those contracts. Because the owner holds each of the Trade Contractors' contracts, it is imperative that the owner has the administrative capacity to process each contract, any changes that could occur during the course of the project, as well as the project close-out process. The CMA is on the side of the owner in all transactions and advises on most decisions. CMA is a method for managing a construction project, while CMAR is a project delivery system. Benefits of using this method is that the CMA is paid a flat fee regardless of costs and does not benefit from change orders, should they occur. The CMA is an advocate for the owner, pushing to avoid change orders and keeping costs controls as a priority. The concerns are that the owner (the City) would need to manage individual contracts (possibly dozens) and currently we do not have the staffing capacity to do this. Closed bids may or may not yield the best pricing (in this market) since the work may not get any economies of scale received from multiple project agreements that CMAR may possess. (However, this is undetermined.) The Construction Manager becomes involved early in the project's design process to consult on constructability and to perform budgeting and scheduling services. The CMA is responsible for monitoring the budget / schedule / project cost. The CMA does not guarantee the cost. The CMA fees are typically less than those in a CMAR agreement.

- Optimally, the best approach would be where CMAR is utilized providing the project delivery system and the City employs an individual construction manager to oversee the CMAR. This would provide elements of both approaches and ensure the best project delivery system and active management of the construction and of the CMAR. My concern about using a CMA at this stage is that if we wanted to do this it should have been done earlier in the process to assist with the design and property acquisition processes, which to date, while well underway today are not complete. My recommendation is to proceed with a CMAR and hire a manager to oversee capital projects inclusive of this project. While there is a direct cost impact, it would be significantly less than using CMAR/CMA simultaneously.
- I have provided a good reference that further details some of the nuances of these processes, there are many available references available:
<https://www.lexology.com/library/detail.aspx?g=56d64b49-629f-4bb6-a5cd-9596ce15f580>