



## *City of Anna, Texas*

### *Weekly Update*

*November 9, 2018*

Respectfully submitted by the City Manager

Jim Proce, ICMA-CM, APWA PWLF, MBA

In this issue...

- Chief Tim Gothard announces his retirement!
- Anna PD & FD escort the AISD Marching Band home from the San Antonio trip!
- City Council plans a joint meeting with the AISD (School Board)!
- Pre-proposal meeting for the Municipal Complex yields a great turnout!
- City Manager buys a house in Anna!

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## UPCOMING DATES

**Tue, Nov 13**

**[City Council Meeting](#)**

**Tue, Nov 13**

**[Municipal Court](#)**

**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](#)**

**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](#)**

## City Manager

- Fire Chief Gothard will return to duty on November 8<sup>th</sup>. Deputy Chief Ray Isom continues to lead the Fire Department until his return. Chief Gothard announced his intent to retire effective December 7<sup>th</sup>.
- With my continuing effort to review the organizational structure, this past week, I reviewed the operational areas of Code Enforcement and CDC/EDC. I have established an internal review committee to look at the code processes with the target of reviewing the code for updates and establishing a proactive, community-minded code compliance section. Upon the conclusion of the Council strategy planning and my evaluation of the operational areas, I will be proposing revisions to both areas to provide a stronger focus on both areas as a priority for the City.
- I have assigned Joseph Johnson, Public Works Director, to act as the internal project manager for the municipal complex project. Joseph is an accomplished project manager and I will rely on his expertise to manage the project from the City perspective, representing our interest throughout the project. I am confident that his skills will be an advantage for our organization throughout what will be one of the biggest projects this City has ever executed.
- 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. All questions about the project are to be directed to the City Secretary's office in writing. No verbal responses are being provided, nor are they valid. All responses will be in writing and shared with all proposers and 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 have begun the strategic planning efforts. The facilitator is Dr. Lyle Sumek, who is a world class facilitator, that has worked with cities all over the country and throughout Texas. He has previously worked cities in Texas that include McKinney, Coppell, Saginaw, Sugarland, and

Roundrock. 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.

- I have directed staff to start looking at the website. This is often a place where citizens will go looking for information, so it is an important component of the website. Incremental improvements will continue as we go through this review. If you see any broken links, outdated info, or have suggestions please do not hesitate to contact me.
- The Q12 employee survey is almost complete. I expect to get data upon the conclusion of the survey. Once we have the data, 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.
- Our Public Safety team escorted the Anna High School Marching Band back into town as they returned from the State Marching competition. This is a great accomplishment for the students and we were glad to have participated in a small way to show how proud we are of their great accomplishment!
- On a more personal note, I have sold my house and purchased a new home here in Anna within the city limits, so on November 16, I will officially be a resident of Anna Texas. I am busy packing!

#### Assistant to the City Manager

- Administrative
  - Completed a list of contact information for local presidents of HOA's
  - Agenda items for the City Council meeting
  - FY Budget meeting
- Marketing, Promotion & Research
  - Website, Facebook, twitter, and e-news analytic research for performance measures for the budget
- Business Park/Incentives
  - Status update with Project Ranch and Project KitCat
  - Discussed incentive options for Project ShermDoc for future phases
- Meetings/Conference calls
  - Staff meeting
  - Conference call with Cameronland Group

- Conference call with WEDA
- Webinar with Municode for website ADA compliance
- 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

## Development Services

- General
  - Still receiving a lot of calls concerning Powell Parkway TXDOT row offer letters.
- 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 Standridge Blvd. and F.M. 455.
- 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
  - Final Plats
    - West Crossing Phase 9 & 11.
    - Avery Point Phase 5
  - Development Plats
    - Chandler 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

- 402 single family permits received so far in Calendar Year 2018.
- 75 single family permits received so far in Budget Year.

## EDC/CDC

- Administrative
  - Started on questions for Strategic Planning Session
  - Worked on back-up information for one item on the City Council regular agenda and one item for executive session
- Marketing
  - Solicited marketing materials from brokers and property owners for real estate listings on Zoom Prospector
  - Reached out to a grocer for the west side of US 75
  - Conducted outreach with an industrial broker on Anna Business Park
- Incentives
  - Reached out to several property owners regarding possible locations and land prices for a project being considered
  - Researched incentives given by other cities for a project being considered
  - Researched company information necessary to run Economic Impact Analysis Scenarios for a project being considered
  - Ran Four (4) Economic Impact Analysis Scenarios for a project being considered
- Meetings
  - Conference call with Cameron Land Inc.
  - Budget Meeting with City Manager, Assistant to the City Manager and Finance Director
- Education
  - Started online class through the University of Oklahoma, Economic Development Institute. I am taking Business Retention and Expansion. I have completed six courses towards the CEcD certification. This is the last course I must complete prior to receiving approval to take the CEcD exam.



## Finance Department

- This report was previously posted but I wanted to make it easy to find by reposting. Below is the Financial Report for the fiscal year ending September 30, 2018 as of October 31, 2018.

September FY 2018 as of 10/31/08 Operating Financial Report							
Revenue/Expenditure	Description	FY17 Budget	FY17 YTD	FY16 %	FY18 Budget	FY18 YTD	FY18 %
<b>General Fund Revenue</b>							
	Admin Revenue GF	55,300	77,325	139.83%	384,800	477,417	124.13%
	Court Fines	100,000	73,918	73.92%	89,000	77,552	87.14%
	Development Permits and Fees	881,800	1,172,040	133.03%	821,500	870,235	105.93%
	Fire **	196,906	165,358	83.98%	74,106	68,522	92.47%
	Franchise Tax	450,000	501,948	111.54%	460,000	568,111	123.50%
	Intergovernmental Revenue	195,870	185,392	94.75%	90,800	96,800	106.61%
	Parks Revenue	2,450	8,284	338.12%	2,860	7,578	264.95%
	Property Tax	3,681,042	3,731,880	101.38%	4,269,004	4,400,596	103.08%
	Sales Tax	1,295,111	1,203,749	92.95%	1,724,854	1,369,611	79.40%
	Mixed Beverage Tax	900	1,242	137.96%	1,200	1,502	125.15%
	Police Revenue	264,497	219,968	83.16%	15,947	19,125	119.93%
	Streets Revenue	-	7,753	0.00%	-	3,274	0.00%
<b>General Fund Revenue Total</b>		<b>7,103,476</b>	<b>7,348,857</b>	<b>103.45%</b>	<b>7,933,871</b>	<b>7,960,323</b>	<b>100.33%</b>
<b>General Fund Expenditures</b>							
	Admin GF	314,347	305,040	97.04%	1,221,358	1,286,687	105.35%
	Ambulance	143,173	143,173	100.00%	142,270	142,269	100.00%
	Animal Control	58,799	50,773	89.39%	58,799	57,513	101.28%
	City Council	30,025	27,656	92.11%	36,625	31,274	85.39%
	City Manager	325,660	312,544	95.97%	420,538	448,908	106.75%
	City Secretary	136,845	134,330	98.16%	143,839	134,470	93.49%
	Development	684,732	847,249	123.73%	783,567	752,168	95.99%
	Finance	441,813	410,642	92.94%	429,540	402,638	93.74%
	Fire	1,112,827	990,806	89.04%	1,269,487	1,265,619	99.70%
	Municipal Court	122,226	114,610	93.77%	133,572	133,951	100.28%
	Parks	423,441	371,551	87.75%	540,951	530,145	98.00%
	Police	1,989,471	1,829,283	91.95%	2,043,628	1,913,027	93.61%
	Streets	989,118	518,876	52.46%	1,257,405	788,300	62.69%
<b>General Fund Expenditures Total</b>		<b>6,770,477</b>	<b>6,056,533</b>	<b>89.46%</b>	<b>8,479,579</b>	<b>7,886,968</b>	<b>93.01%</b>
<b>Utility Fund Revenue</b>							
	Admin Revenue UF	-	13,434	0.00%	-	55,476	0.00%
	Inspection Fee Revenue	766,000	690,730	89.82%	322,187	431,832	134.03%
	Sewer Fees	2,274,144	2,279,753	100.25%	2,653,438	2,607,833	98.28%
	Solid Waste Revenue	846,000	876,440	103.83%	930,013	971,291	104.44%
	Water Fees	3,661,800	4,162,298	113.67%	4,685,700	4,746,925	101.31%
	Water Revenue	487,424	-	0.00%	674,435	445,435	66.05%
	Other Sources	-	-	0.00%	-	-	0.00%
<b>Utility Fund Revenue Total</b>		<b>8,018,368</b>	<b>8,024,625</b>	<b>100.08%</b>	<b>9,265,773</b>	<b>9,258,792</b>	<b>99.92%</b>
<b>Utility Fund Expenditures</b>							
	Admin UF	616,225	526,527	85.44%	770,665	651,023	84.48%
	Sewer	2,669,165	1,883,439	70.56%	2,805,387	2,608,050	92.97%
	Solid Waste	731,000	741,474	101.43%	785,319	814,081	103.66%
	Utility Billing	308,972	316,403	102.41%	381,495	419,538	109.97%
	Water	3,221,430	2,600,823	80.74%	4,884,107	4,984,040	102.05%
	Water Fees-Transfer	-	-	0.00%	-	-	0.00%
	Other Capital Expenditures	171,000	-	0.00%	171,000	16,073	9.40%
<b>Utility Fund Expenditures Total</b>		<b>7,717,792</b>	<b>6,068,666</b>	<b>78.63%</b>	<b>9,797,973</b>	<b>9,492,804</b>	<b>96.89%</b>

- Continued to refine the contract with P3Works on the professional services agreement for the Service and Assessment Plan Administrator for the Villages of Hurricane Creek PID/TIRZ and all future agreements
- Continued to leverage and ladder City funds to more efficiently optimize interest earnings. A CD was purchased from Landmark Bank for 6 months at a rate of 2.51%. In addition, a money market account was opened with Landmark Bank at a current rate of 2.53% which is well above the Texpool Investment Pool rate of 2.19%. This allows the City to receive a higher interest rate, while keeping the funds liquid.



- Due to the HR Manager being out on FMLA, the Finance/Budget Analyst continued to process payroll, complete all related reports, and filing requirements. In addition, she assisted with other human resource duties such as posting new positions, completing paperwork for new hires, assisting with employee evaluations, addressed issues related to online submittal of applications, met with employees on changing exemptions, worked with departments on time sheet issues/changes, worked on codes for longevity pay out, etc.
- Worked on budget related calculations for starting positions at different times during the year in order to assist the City Manager in evaluating options to add additional staff that is needed.
- Worked on compiling and completing the annual reports for the federal and state seizure reports for the Police Department.
- Finance staff attended a meeting with the City Manager, Assistant to the City Manager, and EDC Officer to review the EDC/CDC Budget
- Participated in a weekly call 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.
- Worked with the Bond Council for the Underwriters of the VHC PID Bonds to provide them with the needed agreement and information in order to begin drafting the preliminary official statement for the bond issuance.
- Calculated and electronically filed the monthly Sales Tax Report with the State Comptroller
- Continued to work on year-end audit entries and schedules such as the fixed asset schedules, compensated absences, transfers in/out, court reconciliations, Utility Billing allowance for doubtful accounts, etc.
- Worked with the Fire Chief to compile and file the SAFER grant quarterly report.
- Continued to work on the performance measures for each department for the budget book
- Updated the City's Transparency Page to include the Quarterly Investment Reports for FY 2017 and FY 2018
- Continued to work with Enterprise Fleet Management on ordering of replacement and new vehicles budgeted in FY 2019

- Worked with TMLIRP and Government Capital in preparation of adding the new Fire Engine to the City's insurance policy
- Processed 67 invoices, 52 checks for a total amount of \$452,321.86
- Processed Cycle 2 reads which will be billed in the upcoming week
- Utility Billing worked on cleaning up old deposit which were transferred to new accounts; however, also remained on the old account. This is a manual process to remove the deposits from the old account. This clean-up is needed in order to reconcile the deposit register with the general ledger balance.
- Worked with WaterSmart to correct the online portal. The portal now reflects the correct timing on the consumption.
- The Municipal Court Administrator prepared for Court for next week.

### Fire Department

- Deputy Chief Ray Isom was the Acting Fire Chief until Chief Gothard returned on November 8. Deputy Chief Isom has done a great job, has implemented several initiatives, has participated actively as a top contributor to this team, and he should be commended for his effort during this time. Thank you, Chief Isom, great job! (Jim Proce)
- Incidents:
  - Fires: 1
  - Rescue & EMS: 21
  - Hazardous Condition (No Fire): 1
  - Service Calls: 5
  - Good Intent Calls: 2
  - False Alarms: 4
  - Total: 34

Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
118 - Trash or rubbish fire, contained	1	2.94%
311 - Medical assist, assist EMS crew	18	52.94%
321 - EMS call, excluding vehicle accident with injury	1	2.94%
322 - Motor vehicle accident with injuries	1	2.94%
324 - Motor vehicle accident with no injuries.	1	2.94%
441 - Heat from short circuit (wiring), defective/worn	1	2.94%
531 - Smoke or odor removal	1	2.94%
551 - Assist police or other governmental agency	1	2.94%
553 - Public service	1	2.94%
554 - Assist invalid	2	5.88%
611 - Dispatched & cancelled en route	1	2.94%
653 - Smoke from barbecue, tar kettle	1	2.94%
715 - Local alarm system, malicious false alarm	1	2.94%
733 - Smoke detector activation due to malfunction	2	5.88%
735 - Alarm system sounded due to malfunction	1	2.94%
<b>TOTAL INCIDENTS:</b>	<b>34</b>	<b>100.00%</b>

- Mutual Aid:
  - Aid Given: 2
  - Aid Received: 0
  - No. of Overlapping Calls: 6
  - Percent of Overlapping Calls: 17.65%
- Dispatch Times:
  - Average Response Time: (Dispatch to Arrival): 05:02
  - Average Turnout Time: (Dispatch to En Route): 01:15
  - Average Time on Scene: 31:03
- Department Activities & General Info:
  - Engine 901 is in reserve status due to mechanical concerns; Engine 902 is currently our primary response vehicle.
  - Chief Gothard has returned to active duty.
  - Final delivery of the new fire engine (Anna Engine-1) has been accelerated and will now occur between 11/16 and 11/21. 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 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.

- In recognition of Chief Gothard's service to the community and 38 years in the fire service, a retirement ceremony will be held for him in December 7th.
- The new Anna Engine-1 will lead the upcoming Anna Christmas Parade on Saturday, December 8<sup>th</sup>.
- 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. Funding is for the 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.
- Deputy Chief Isom attended a meeting regarding code enforcement activities and the future direction of these efforts.
- Deputy Chief Isom attended a meeting regarding construction of the EOC within the new fire station and proposal of a storm-safety area within the new city hall.
- Deputy Chief Isom met with potential retail developers regarding new construction and fire code requirements.
- Worked with Finance to complete final payment request on the SAFER Grant for two Firefighter positions.
- Contacted the Texas Forest Service and submitted a revision form naming Deputy Chief Isom as the point of contact on the TFS Grants.
- Chief Gothard began employee appraisals on two firefighters.
- The fire department assisted in the Anna ISD Band escort.
- Members of the fire department attended the recent Coffee for Cops.
- Chief Gothard attended the Collin County Fire Chief's Association meeting.
- Upcoming Events
  - New Fire Engine (Anna Engine-1) anticipated delivery date: 11/16/18 – 11/21/18
  - "Fellowship with Anna Firefighters" event will be held at the fire station on 11/10/18 from 3-5pm. This event is supported by the Anna Chamber of Commerce and being sponsored by Texas Embroidery Ranch.

- Washdown/Push-In Ceremony for the new fire engine time TBA.
- 12/8/18 – The fire department will participate in the annual Anna Christmas Parade.

### Parks Department

- Next Regular Parks Board meeting on November 19th at 7.
- Backstop at Sherley Heritage Park and concession stand removed
- Working on next phase of Depot (outside skin of building). Will be done by Windsor Homes.
- Working on RFP for Locomotive acquisition.

### Police Department

- PATROL
  - Officers responded to 323 calls for service, which resulted in 17 new incident reports. Officers made nine arrests. Patrol investigated two traffic crashes, neither involving injuries. Walmart accounted for 17 of the 323 calls for service.
  - Patrol officers Goodman and Dotson were involved in a situation where they had to use force to subdue a combative subject. After the individual was taken into custody, he made several threats and spit on the officers, which landed him additional charges. The officers were not injured, but did receive treatment for exposure to OC.
  - Officers responded to a report of a possible body located in the creek bed west of the Oak Hollow subdivision and North of Taylor Blvd. The body was confirmed to be that of a missing person from Collin County. Currently, we do not suspect foul play and are ruling it an accident. We will know more once we receive the medical examiner's report.
- INVESTIGATIONS
  - Detectives investigated a theft at Wal-Mart where a 65" television was stolen. Upon reviewing video, it was determined the suspect was arrested last year for stealing a television. A warrant was issued for his arrest.
  - Detective Foster presented three cases at Grand Jury Tuesday, all received a True Bill. One case involved, Bryan Pittman, the suspect who we believed vandalized the Anna Water Treatment Plant and

theft of wire from that facility. One juvenile case was filed after male suspect arrested for theft at Wal-Mart.

- Detectives located and interviewed suspects in two different hit and run accidents. Both suspects confessed. Detectives went to Dallas and continued to follow up on the BMV leads.
- Detectives also responded to the found body on Taylor Blvd. They, along with Collin County Sheriff's Office, worked the scene in a collaborative effort. This scene afforded us the opportunity to use our new FARO 3D mapping system for the crime scene.
- **ADMINISTRATION**
  - This week we continued to work on the Zuercher transition. We were informed on our weekly project update that the new servers have been programmed and were shipped. We should receive those next week and Isogent will begin the installation.
  - Lt. Copin worked on officer evaluations and assisted Chief Caponera complete the strategic plan review questionnaire.
  - Chief continued to work with our intern. This week several FEMA courses were completed. Jocelyn worked with NOAA to determine the criteria and put together a checklist of items we need for the new city hall/fire department to be "storm ready."
  - Chief also worked with Diana to develop the department's new letterhead and design for business cards. These changes will give new life to our identity.
  - Chief worked with vendors to develop new badges for the officers. The new badges will give a fresh look to the PD and will be more in line with our Mission. The badges were ordered and should be in by January. We are looking forward to this new look.



- **EVENTS**
  - On Thursday, we coordinated efforts with the AFD and AISD PD to escort the ISD marching band students to the high school as they returned from San Antonio. This was the first time in school history they made State. It was an honor for us to participate.
- **AWARDS/RECOGNITION**
  - This week I would like to recognize Lt. Copin, Officer Kyle Corporon, Officer Wesley Davis, and our intern, Jocelyn Cupido. These four individuals served in our U.S. Military and continue to serve our community unselfishly. Thank you for your service to our country!
  - Lt. Copin – USMC
  - Officer Wesley Davis – USMC
  - Officer Kyle Corporon – U.S. Navy
  - Jocelyn Cupido – U.S. Army

### Public Works

- **Public Works - Administration**
  - This week I would like to recognize Streets employee Manuel Encizo. Manuel works on our street signs, street lights, and various other things. This morning I had the chance to stop and watch him and his crew work on a street light. It was cold and the wind was blowing, but Manuel was in the bucket working hard to repair the light along with help from employee Brian Ortega. I am proud of this crew and the hard work they do in all kinds of weather to keep our infrastructure operating properly.
  - Staff is working on updating our right-of-way permit checklists and process.
  - Staff was in communication with Collin County related to radio equipment proposed to be installed on the Hackberry Elevated Storage Tank. Collin County staff now has additional comments on the draft Interlocal Agreement. This will affect when the item goes before the Commissioners Court and City Council.
  - A geotechnical proposal has been executed with Alliance Geotechnical Group for evaluating the soil conditions under the future Municipal Complex paving and building foundations. We expect the group to begin work within a few days.



- Worked on Council items. The next agenda includes Resolutions setting public hearings for the purposes of updating impact fees for Water, Wastewater, and Roadway.
- A preconstruction meeting was held with West Crossing Phases 9 & 11 for early grading.
- Reviewed punch list status for the Anna Crossing Phase 7 and Finley Boulevard projects.
- Reviewed a second submittal of the TxDOT Signal plans for the proposed Throckmorton and FM 455 traffic signal.
- Attended the Collin-Grayson Municipal Alliance Board Meeting on Tuesday.
- Reviewed potential savings in the Streets budget with the Assistant Director and the Streets Superintendent.
- The final water line connections were made for the US 75 Utility Relocation Project. The final major connections were made overnight on 11/6/18.
- Attended the Collin County Pre-RTC meeting and provided a summary to the City Manager.
- Attended the Collin County Future Transportation Group meeting.
- Watched the livestream of the Regional Transportation Council Meeting.
- Attended a conference call on the Villages of Hurricane Creek TIRZ/PID.
- Worked with the Construction Superintendent on a draft job description for the new Right-of-Way Inspector position.
- Attended the Coffee with Cops event.
- Attended kick-off meeting for the Rosamond Parkway Project.
- Worked through several queries related to future development.
- The Development Review Committee (DRC) reviewed the following:
  - Anna Crossing Villas Civil Plans
  - Anna Crossing Villas Preliminary Plat
  - Anna Crossing Villas Drainage Study
  - One Anna Two Preliminary Plat
  - Anna Medical Office Building Site Plan
- New civil plan submittals are in the queue for:
  - Park Place Drainage Study
  - Anna Town Center Lift Station and Force Main

- Villages of Hurricane Creek
- Council Agenda – Public Works items:
  - Resolution setting a public hearing for the Water & Wastewater Impact Fee Report.
  - Resolution setting a public hearing for the Roadway Impact Fee Report.
- Public Works - Field Operations
  - Training
    - Department Weekly Safety Topic: Cold Weather
    - Implemented an updated form for weekly vehicle inspections.
    - WaterSmart training.
    - Neptune Reporting Feature training scheduled for 12/11/18.
- Water Division – Administration
  - Completed Purchasing Quote Forms for repairs, UCMR4 sampling, meters, and meter adapters.
  - Sent monthly report to the Groundwater Conservation District.
  - Coordinated repairs for the new disinfection system with contractor.
  - Reviewed SCADA system vendors and integrators. SCADA is an acronym for Supervisory Control and Data Acquisition. It is essentially telemetry and control for infrastructure.
  - Attended water symposium in Arlington.
  - Reviewed City water restriction ordinances.
  - Began review of Water Conservation Plan. The plan will need to be updated next year.
  - Reviewed repairs made by field crews.
- Water Division – Field Operations
  - Completed line locates.
  - Flushed dead end mains.
  - Repaired water main break on Maple Street.
  - Assisted with US 75 water line connections.
  - Installed new water sampling station at the Fire Department.
  - Repaired water main near 331 Hurricane Creek.
  - Completed meter reads and re-reads.
  - Performed preventive maintenance on pump station pumps and motors.
  - Replaced security lights at pump stations.

- Performed preventive maintenance on the water analyzer at Hackberry Elevated Storage Tank.
- Completed 5 of 15 monthly water samples. All passed.
- The average water distribution for the week was approximately 1.6 million gallons/day.
- Wastewater Division – Administration
  - Completed employee reviews.
  - Completed Purchasing Quote Forms for various items.
  - Reviewed SCADA system vendors and integrators. SCADA is an acronym for Supervisory Control and Data Acquisition. It is essentially telemetry and control for infrastructure.
  - Continued on-the-job training for new hire.
  - Started repair part inventory.
  - Met with contractors to coordinate Ultra-violet system install.
- Wastewater Division – Field Operations
  - Completed line locates.
  - Completed 5 camera inspections.
  - Repaired 1 sewer back-up.
  - Pumped septic tank at PW building.
  - Performed preventive maintenance on skid steer.
  - Had generators inspected for maintenance quotes.
  - Completed lift station checks.
  - Completed checks of all metering stations.
  - Completed weekly samples. All passed.
  - Ran dewatering sludge press at the wastewater treatment plant for 2 days.
  - Cleaned equipment.
  - The average daily flow at the Wastewater Treatment Plant for this week was 0.454 million gallons/day.
- Streets – Administration
  - Checked completed field work.
  - Completed PQF's.
  - Ensured correct programming and operation of remote school zone light controls.
  - Helped coordinate backfills for Water Division.
  - Inspected storm sewer tie in and sidewalk repair on FM 455.
- Streets – Field Operations

- Repaired 2 street lights.
- Repaired one school zone light.
- Repaired multiple signs around town.
- Retrieved message boards.
- Removed fallen tree on County Road 368.
- Poured concrete driveway apron on Fern Street for water repair.
- Poured 3 sidewalk panels.
- Installed new speed limit signs in Anna Town Square/Anna Crossing.
- Public Works - Construction Inspection
  - Administration
    - Held a preconstruction meeting for early grading for West Crossing Phases 9 & 11.
    - Worked on final documents for Camden Parc Phase 2.
    - Conducted training with staff on proper sewer main testing.
    - Reviewed the civil plans for Villas at Anna Town Square.
    - Worked on a draft job description for the Right-of-Way Inspector.
    - Conducted training with staff on Trench Safety.
    - Reviewed project submittals for West Crossing Phase 9.
    - Reviewed project submittals for Anna Hotel.
    - Reviewed concrete mix design for sidewalks for North Pointe Phase 4.
    - Reviewed four right-of-way permit applications and scheduled preconstruction meetings for 3 of them.
    - Reviewed the preliminary plat for One Anna Two.
- Projects
  - Anna Crossing Phase 2 – A final project walk was held on 10/22/18. Crews have been working on punch-list items.
  - Anna Crossing Phase 4B – A preconstruction meeting was held on 10/31/18.
  - Anna Crossing Phase 5 – Utility contractor is working on sanitary sewer installation.
  - Anna Crossing Phase 7 – Crews are working on punch-list items.
  - Anna Daycare – The contractor is working on the detention pond.
  - Anna High School Addition – The utility contractor completed the sewer connection this week..

- Anna Hotel – Contractor is working on grading and fill.
- Anna ISD Stadium and Parking – No civil work completed this week.
- Anna Medical Office Building – No work completed this week.
- Avery Pointe Phase 5 - Rough grading is complete.
- Avery Pointe Phase 6 - Rough grading is complete.
- Camden Parc Phase 2 – Paving contractor finished all hand paving. A project pre-walk was held with D.R. Horton. Utility contractor is working on cleaning storm pipe.
- Dr. Jackman Eye Center – No work completed this week.
- Finley Boulevard – A final project walk was held on 9/17/18. Contractors are working on the punch-list items.
- Foster Crossing Water Line – A final project walk was held on 10/4/18. No work completed this week.
- Fourth & Easton Paving and Drainage – Crews are working on grading and drainage.
- Lakeview Estates Phase 2 – A final project walk was held on 10/8/18. Contractors have been working on punch-list items.
- Natural Springs Park – No work completed this week.
- North Pointe Phase 4 – Paving contractor worked on sidewalk and barrier-free ramps.
- Park Place Phase 1 – The utility contractor worked on setting up inlet tops.
- Pecan Grove Phase 2 – All hand paving was finished this week.
- Public Works Inspections (Residential) – 5 inspections completed.
- Sweetwater Crossing Phase 2 – No civil work was completed this week.
- Throckmorton Creek Trunk Sewer – The final project walk was held on 7/13/18. No work was completed this week.
- US 75 Utility Relocations Phase 1 – All water lines are now installed and active. Contractor is now working on fire hydrant pads and valve pads.

### General Information

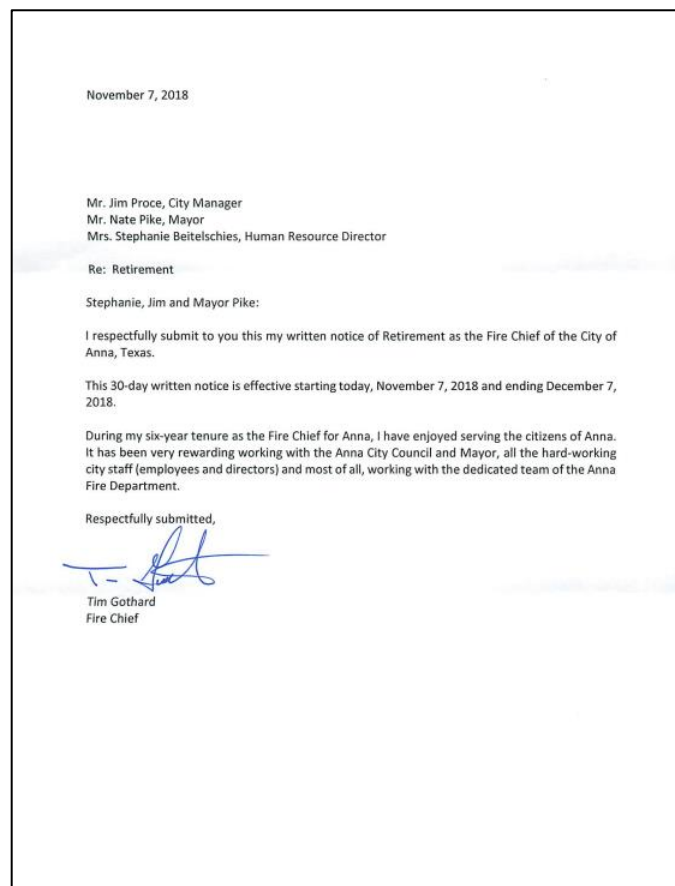
- The Collin County propositions passed. These are articles of interest regarding these propositions:

- <https://communityimpact.com/dallas-fort-worth/mckinney/city-county/2018/10/30/why-do-bond-propositions-mention-the-levy-of-a-tax/>
- <https://communityimpact.com/dallas-fort-worth/mckinney/top-stories/2018/10/03/city-county-officials-750-million-collin-county-bond-propositions-needed-to-combat-future-road-congestion/>
- <https://communityimpact.com/dallas-fort-worth/plano/city-county/2018/09/17/collin-county-commissioners-approve-fy-2018-19-property-tax-rate-1-15-cents-lower-than-previous-year/>

The City is postured to chase some of the funding sources for projects in Anna.

### Special Report Information

- The Fire Chief, Tim Gothard has announced his retirement effective December 7<sup>th</sup>. We wish him well in the next chapter of his life and we will honor his public service at a ceremony on December 7<sup>th</sup> at the Fire station. Details of the event will be published soon.



- The annual employee appreciation event will be held on November 30. Invitations were sent out to all invitees.
- 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 strong relationship with the AISD and this will be a positive step in this effort.