



City of McKinney Manager's Notes

December 2, 2022

Administration-

- Chief Joe Ellenburg will be sworn-in as the new Police Chief for the City of McKinney at the upcoming City Council meeting on December 6 at 6:00 p.m. Presiding Municipal Court Judge Clair Petty will do the swearing-in. We will have cake in the foyer around 5:30pm, preceding the swearing in.
- Santa's Helpers
 - WFAA Channel 8 Santa's Helpers returns to downtown McKinney on Thursday, Dec. 8 from 5 – 8 p.m. Last year, the McKinney drive-thru collected a record-setting 3,800+ items for Collin County children.
 - This marks the 8th year McKinney has served as a drop-off location.
- Salvation Army bellringing: Just a reminder that the mayors' challenge for bellringing is Friday, Dec. 9th, at Market Street. Please note that this is separate and in addition to our standard bellringing at Sam's Club.
- Rotary Parade: Just a reminder that the annual Rotary holiday parade is Saturday, Dec. 10th. Please mark your calendars if you plan to participate. Blanca Garcia is handling arrangements for council members.

Airport-

- McKinney National Airport will close its runway December 10th and 11th to facilitate the first phase of the runway extension project, which is an expansion of 500' to the south. The runway threshold will be relocated, and the runway lighting and markings will be modified to reflect the relocated threshold. All airport tenants and regular transient users have been notified through multiple channels including direct communications, emails, notices posted on the airport website, in the terminal building, on access gates and around the airport. The FAA's notification system will also be used to reflect the closure. The airport will still be attended during normal business hours and will be open to rotor-wing aircraft.
- The FBO terminal project has remobilized and construction to complete the facilities is underway. Staff is holding recurring meetings with the contractor and a schedule for completion is pending. Commercial power to the facility will be established the week of December 4. The contractor reports that about 80% of the original sub-contractors are returning to the project.



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City Secretary-

- **CAMPAIGN FINANCE REPORTING (CFR)**

Semi-Annual reports for City Council Members and election candidates are due to the City Secretary by Tuesday, **January 17, 2023** at 5:00 p.m. (for the Reporting Period *July 1, 2022 to December 31, 2022*)

- **Attachment:** [2023 Uniform Filing Schedule](#)
- **Link – CFR Fillable Form**
https://www.ethics.state.tx.us/data/forms/coh/e_coh.pdf
- **Link – CFR Instruction Guide**
https://www.ethics.state.tx.us/data/forms/coh/COH_ins22.pdf

- **UPCOMING ELECTION: Saturday, May 6, 2023**

- **Important Dates**
 - Wed Jan 18 to Fri Feb 17 **Candidate Application Filing Period**
 - Fri Feb 17 **Deadline for City Council to Order an Election**
 - Thu Apr 06 **Voter Registration Deadline**
 - Mon Apr 24 to Tue May 02 **Early Voting Period**
- **Link – General Election Posting Requirements**
https://mckinneytexas.org/DocumentCenter/View/30702/Internet-Posting-Requirements_2022-08-18?bidId=

- **BOARDS & COMMISSIONS**

- **2022-23 Board Officers**

Board	2022 Election Date	Chair	Vice Chair	Secretary	Treasurer
Arts	Oct 4	Michael McEntire	Kimberlie Page	None	None
HPAB	Oct 6	Betty Petkovsek	Tim McWilliams	None	None
Bldg & Std	Oct 10	Warren Hilla	Russ Coburn	None	None

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P&Z	Oct 11	Bill Cox	Brian Mantzey	None	None
Armed Svcs	Oct 12	RD Foster	Colin Kimball	Gary Townsend	Guy Green
Parks & Rec	Oct 13	LuAnne Malnory	Boyd Pelley	None	None
MHFC	Oct 14	Osiola Henderson	Tom Gibson	Cristel Todd	Julius Mwangi
MEDC	Oct 18	Brian Loughmiller	Kurt Kuehn	Thad Helsley	Thad Helsley
Library	Oct 20	Lauren Smith-Carter	Kevin Magavern	None	None
Visit McK	Oct 25	Connie Gibson	Katie Scott	Whitney Nash	Whitney Nash
Housing Authority	Oct 25				
MCDC	Oct 27	Angela Richardson-Woods	David Kelly	Deborah Bradford	Kathryn McGill
CGAC	Nov 10	Jennifer Mott	Lent Keeler	None	None
Animal Service	Pending				
BOA	Pending				
Main Street	Pending				

- o Boards & Commissions information is online at <https://www.mckinneytexas.org/136/Boards-Commissions>

Attachment #1: TEC Filing Schedule

Communications & Marketing-

Social Media Yearly Highlights:

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Goals & Results for 2022 - Highlights

1. Grow audience across all platforms (specifically LinkedIn)
 1. Total *net* audience growth (11/23/21-11/23/22): +7,960
 1. Facebook: +2,750
 1. Current audience: 43,338
 2. Twitter: +800
 1. Current audience: 18,921
 3. Instagram: +2,471
 1. Current audience: 16,113
 4. LinkedIn: +1,939 (+50% change from the previous year)
 1. Current audience: 9,501
 2. Increase engagement across all platforms
 1. 12,756,282 impressions (73.3% growth from 2021)
 2. 507,441 engagements (80% growth from 2021)
 3. 82,203 post clicks (76% growth from 2021)

Engineering-

The most recent Engineering CIP Report is **attached**.

- **101 Chestnut St ROW Abandonment (22-0002RW)**
 - This item will have a public hearing and be considered at the December 6th City Council Meeting. The property owner of 101-111 S Chestnut Street has petitioned the City to abandon the alley located behind their property, located between them and Dempsey's Place. The owner of Dempsey's Place signed the petition supporting the abandonment. There is currently pavement in this alley, but it is not used for vehicular access to either of the adjoining properties and the pavement does not connect to Louisiana Street so does not provide for through access. However, pedestrian access to a parking lot is provided via this alley, although other pedestrian access is available vis SH 5 and Chestnut Street. There are underground utilities (sewer and gas) within the alley for which a utility easement will be retained and which would prohibit construction of any structures, but the property owners could use the area for private outdoor space such as patios.
 - Mr. Richard Sutton owns property across the street at 305 E Louisiana Street. He has spoken to staff members Jennifer Jackson (Engineering) and Paula Nasta (Planning) about a concept to utilize this space as a small linear park or pocket park. Ostensibly, Mr. Sutton believes that the land should remain under public ownership, if possible, and the park should be constructed by the City. The McKinney Town Center (MTC) zoning district contains a regulating plan that specifically identifies the alleys in this block for

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abandonment. Based on this information, staff feels comfortable recommending this alley for abandonment. Based on Mr. Sutton's inquiry, we've also followed up with the Parks Department and confirmed that this is not a location they are looking to add parks or open spaces and, even if retained by the City, would be very low on the list of priorities for improvement.

- Mr. Sutton has also stated that he believes the City should sell this property to the neighboring owners. For platted rights-of-way such as this one, which dates back to the "Original Donation" plats of the City of McKinney, it is typical for the City to give the alley to the neighboring owners at no cost. This consideration is given in exchange for the reduced maintenance cost and for returning the property to the tax rolls, as well as for the cost of a survey that the neighboring property owner has already performed. Collin CAD 2022 land values for the two neighboring tracts are approximately \$20 per square foot; however, the existing underground utilities and retained easements are likely to reduce the fair market value of the alley as they render the space unbuildable for anything other than outdoor space. An appraisal would have to be performed to determine the fair market value.
- Mr. Sutton has indicated that he is likely to speak to council members about this and to speak at the public hearing on December 6th. **A copy of his email to the council is attached.**
- Matt Richardson, Development Engineering Manager, will be presenting this item on Tuesday night and is happy to answer any questions in advance of the meeting.

Attachment #2 Email from Mr. Sutton

Attachment #3: CIP Report

Finance-

Attachment #4: Finance Report

Housing & Community Development-

Transit Services Division:

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- Collin County Transit (CCT) completed 990 boardings in the week of November 14, 2022 – November 20, 2022. CCT was not in operation on Thanksgiving Day or the Day after Thanksgiving. CCT completed 551 boardings in the week of November 21 – November 27, 2022.
- Collin County Transit's GoPass App will be available to residents starting 11/30/2022. Residents will be able to book trips up to one hour in advance with the GoPass app as well as purchase tickets through the app. The call center will still be available for CCT riders to book trips at 469-771-0667.

Library-

- All McKinney Public Library account holders now have access to over 18,000 online courses through LinkedIn Learning. LinkedIn Learning has thousands of courses and hundreds of curated learning paths. Users can search for courses by topic, field, course length, skills or software. Many courses also offer continuing education units or credits, so certifications can be kept up-to-date conveniently. It can be used to advance careers, start businesses, earn certifications, or just for fun. These courses are accessed by visiting <https://www.linkedin.com/learning-login/go/mckinneypublic> and signing in with your library account information.
- On Saturday, December 3rd, Roy and Helen Hall Library will host "Deck the Hall" starting at 11am. All ages are welcome to come and make the decorations to be displayed around Hall for the holidays. They also may take their creations home if they choose. We will have the following crafts that can be hung on library Christmas Trees throughout the holiday season:
 - Cupcake liner tree ornaments
 - Snowman ornaments
 - Flattened cupcake liner ornaments
 - Giant ornaments
 - Giant Christmas lights
 - Gingerbread house building activity
 - Homemade_Garland
 - Paper snowflakes
 - Snowman wreath
 - Wooden ornaments
- On Friday, December 9th, both library locations will be closed to the public for our annual Staff Development Day. This year will focus on team skills and strategic planning. We will reopen for regular hours of operation on Saturday, December 10th.



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- On Saturday, December 10th, Roy and Helen Hall Library will host Caroling on the Square. Meet us at the Hall Library for peppermint sticks and hot chocolate before walking down to the Square to sing carols. We'll have the songbooks ready, and holiday attire is encouraged. We'll finish in time so you can enjoy the McKinney Rotary Christmas Parade of Lights, which begins at 6:30 pm!

Parks-

- Forthcoming Department Closures
 - The Parks & Recreation Department will be closed on January 4th and January 5th for facility maintenance and staff development. The closures will impact all recreation facilities, divisions, and administration.
- Mowing Schedule
 - Beginning December 1st, mowing operations will be reduced to once a month, or as needed, for the winter. Our contractors will continue trash collection on medians and at city buildings.
- McKinney Soccer Complex at Craig Ranch
 - We notified the public that facility renovations will commence this year and consequently the complex will be shut down until further notice.
 - All games and tournaments have been relocated to other parks.
 - Practice space will be limited to neighborhood parks in order to preserve the grass at our sports complexes for organized activities authorized by our Department and sports associations.
- Tree Planting Volunteer Event at Gray Branch Park
 - When: Saturday, December 3rd
 - Time: 8am-11am
 - This event is a collaboration between our Department, the McKinney Parks Foundation, the Texas Tree Foundation, our local Eagle Scouts, and Roger and Elizabeth Smidt (who are Friends of the Crape Myrtle World Collection Park.)
 - We will plant 44 trees and 64 crape myrtles – all of which were donated to the city.
 - These trees will be placed along the new 3+ miles of natural trails installed by volunteers over the past year.

Planning-

- **Craig Ranch Self Storage**
Case Number: ZONE2022-0118 / SUP2022-0018)

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Location: 7150 Craig Ranch Parkway (northeast of Moviehouse Eatery)

- Staff wanted to advise Council of a proposed rezoning request and associated specific use permit (SUP) to allow for a self-storage facility at 7150 Craig Ranch Parkway. The request is scheduled for Council consideration at the December 6 Council Meeting.
- The rezoning and SUP were considered by the Planning and Zoning Commission at the November 8. The Commission has recommended approval of both items. The rezoning request received a unanimous recommendation, and the SUP request was a 6-1 vote (Lebo opposed). Staff is also recommending approval.
- More information about this request, including the staff report and PZ Commission video, can be found online at:
[CITY OF MCKINNEY, TEXAS - Planning & Zoning Commission \(legistar.com\)](#)
- Although the rezoning request has not received much attention from nearby residents, the associated SUP to allow for self-storage has. The most notable concerns are related to crime/safety, rodents, traffic, lighting, and property values.
- As of November 29, Staff has received a written protest from nearby residents for both the rezoning request and the SUP. The written protest includes validated signatures from property owner's representing 7.9% of the area within 200' of the subject property. As such, it does not meet the threshold to require a super majority vote by Council for approval.
- Given the continued interest from nearby residents, we wanted to advise the Council in advance of the December 6 meeting, as there may be a larger-than-normal citizen turnout.
- **Winsome Living Age-Restricted Residential Rezone (previously known as Mariposa)**
Case Number: ZONE2022-0112
Location: 5780 Virginia Parkway (north of Genesis Church)
This request was tabled at the November 15 City Council Meeting so the applicant could continue working with nearby residents. Since the November 15 tabling, the applicant has added a provision to restrict building heights along the north, east, and west property lines to a single story. The applicant has also provided an updated informational-only concept plan for the property.



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As a reminder, a written protest was received on October 21 and includes validated signatures from property owner's representing 49.9% of the area within 200' of the subject property. As such, a supermajority vote (6 of 7) will be required for approval of the request.

- Staff wanted to advise Council that a proposed rezoning request for the 13.2 acre parcel of land north of Genesis Church will be coming forward soon. The property is currently owned by Genesis Church and is zoned "AG" – Agricultural District. The existing "AG" zoning limits the uses and development to primarily agricultural uses.
- As you may recall, a previous rezoning request (case 22-0003Z) for age-restricted 4-story multi-family was proposed on this site earlier this year. The request for age-restricted multi-family received tremendous public interest and opposition. In fact, an official written protest included validated signatures from eligible property owners representing 60.94% of the total area within 200' of the subject property. This would have required a supermajority vote of the Council (6 of 7) for approval of the multi-family request.
- The request was ultimately withdrawn, and the applicant has since continued to pursue the site for an age-restricted residential development as part of a new rezoning request (22-0112Z).
- Although the new rezoning request originally sought land use entitlements for age-restricted residential uses in a "cottage" or "villa" style layout; the applicant has since modified the request and now seeks to develop a traditional, 2-story age-restricted product.
- Per the Letter of Intent and proposed development regulations, the applicant has identified their proposed use as "Independent Living" with an age-restriction of 55 and older. The McKinney Zoning Ordinance defines an "Independent Living Facility" as a *"private age-restricted facility that provides its residents community dining with on-site meal preparation and service and transportation services, and may also include light housekeeping and/or recreational/enrichment/socialization activities. These facilities do not provide any on-site health supervision or related care for its residents."*
- Although the applicant refers to the proposed use as "independent living," they also propose to remove the transportation and dining amenities that are otherwise required for independent living facilities in McKinney. This effectively makes the



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proposed use a “senior multi-family” development as opposed to an “independent living facility” per the McKinney Zoning Ordinance.

- **Tree Reforestation Fund Update**

Per Article 2, Section 206.4.d of the Unified Development Code (UDC), the Director of Planning shall provide periodic updates of activity within the City’s Reforestation Fund.

Since 2008, the City of McKinney has maintained a Reforestation Fund that is used for reforestation activities such as the purchase, planting, growing and/or irrigation of trees in the City of McKinney. Funding for these activities comes from mitigation fees paid for by development applicants who are not able to meet the tree replacement requirements of Article 2, Section 206.4.d of the UDC. Instead, these applicants can pay into the Reforestation Fund and the monies collected are then used by the city to carry out reforestation activities.

Per the requirements of Article 2, Section 206.4.d of the (UDC), reforestation funds collected shall be expended within 3 years of receiving payment and the City’s landscape administrator shall submit periodic reports to the City Council of the fund’s activities.

Staff has established a schedule of presenting the Reforestation Fund Activity Summary on an annual basis each fiscal year (the fiscal year being October to September). As such, the information below is a summary of the activity within the Reforestation Fund for Fiscal Year 2022.

FY2022 Reforestation Fund Activity:

Beginning FY2022 Balance	Fees Collected FY2022	Transfers out to Projects	Available Funds FY2023
\$233,800.46	\$358,800.00	\$69,215.00	\$213,800.46

FY2022 Reforestation Fund Expenditures:

Project	Description	Amount
Share the Shade Event (October 2021)	99 Trees to give away to McKinney residents	\$2,330.00
Public Safety Building Planting Project	12 Crepe Myrtles were planted by the Boy Scouts in the front entry to the building service project	\$2,460.00

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Development Services Tree Planting	2 Chinese Pistache trees were in front of the Development Services building to replace two Bradford Pears that had to be removed as a result of storm damage	\$1,730.00
Tom Allen Jr. Park	Two Live Oak trees were planted to replace trees that had to be removed as a result of the 2021 winter storm damage	\$990.00
Mouzon Park	13 Crepe Myrtles were planted around the ballfield and parking area for trees that have died	\$5,005.00
Fire Station #5	40 Eagleston Hollies were planted to replace dead and dying screening trees around the fire station	\$16,700.00
Greens of McKinney Park	A partnership between the McKinney Parks Foundation, Texas Tree Foundation, Texas A&M Forestry Service, and City of McKinney organized the donation of 1600 trees to be planted through various areas in the park. The Tree Reforestation Fund paid installation of the irrigation to help with establishment of the trees.	\$40,000.00

Total Expenditures \$69,215.00

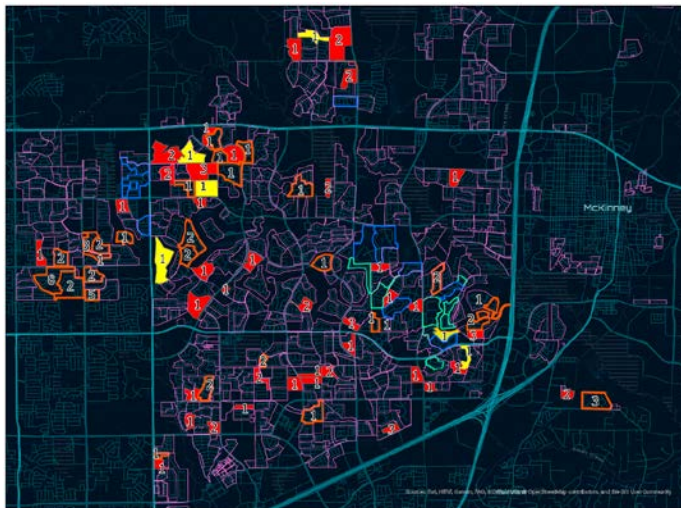
Public Works

- Water Division
 - A strategic goal of the Public Works Department is to lower non-revenue water to improve water system operations and reduce costs for residents. In broad terms, non-revenue water is the difference between the volume of water the City purchases less the amount of water the City sells, taking into account water that is not billed for hydrant flushing, water main breaks and other activities. Initiatives such as the water service replacement program have resulted in a significant reduction of non-revenue for the City. In 2015, the City's non-revenue water was approximately 24%. In 2021, that percentage has been reduced to 13%.

In addition to the water service line replacement program, water division staff are dedicated each day to locating and fixing water leaks in the distribution system. Traditionally this process has involved using listening devices and

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electronic monitoring systems to identify undiscovered, underground water leaks in the system. This process has worked well, however using GIS and other data analytics, staff recently developed a predictive algorithm to identify the most likely locations for water leaks in system. Staff collected and used data such as frequency of past leaks, age, material type, soil conditions and other parameters to calculate the probability of water leaks in a particular area. The following map shows where water leaks have been identified using the results from the analysis developed by the team.



Crews are then dispatched to look for leaks in areas where the algorithm predicts the highest probability of water leaks. Over the course of six months using this new methodology, staff identified 111 leaking service lines, 18 hydrants leaks and 3 main breaks. This puts the department on pace to find over 200 service line leaks. These initiatives continue to reduce non-revenue water and represents a significant cost savings to the residents. Conservatively we estimate that repairing these leaks saves millions of gallons of water. **This success was possible due to the ingenuity and collaboration of seasoned field staff with our technology focused staff members.**

- Streets & Drainage Division
 - Despite the cold weather, Public Works was well represented at that Tag-A-Truck community event on Nov 19. The Streets Division won the event with the Motor Grader taking in 130 tags and the Drainage Division came in 2nd place with 125 tags.



- **Environmental Services Division**

Prior Events:

November 15 – Green Webinar – Residents learned the benefits of drip irrigation and how to install their own system from Daniel Cunningham of the Rooted In team.

November 17 – Water Trivia – Environmental Educators from McKinney, Frisco and North Texas Municipal Water District partnered to host Water Trivia at Guitars and Growlers. Trivia questions focused on conservation, reuse, and wastewater as well as water-centric movies and geography.

November 19 – Tag-a-Truck – Environmental Outreach and Engagement Coordinator partnered with Water Distribution to educate residents on proper disposal of oil and grease at the Tag-a-Truck event. Environmental Services Maintenance Technicians provided a bucket truck and answered resident questions.

Upcoming Events:

Event	Date	Time	Location
Home for the Holidays	November 25-27, 2022	10:30 a.m.	Downtown McKinney

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Teams participating in water trivia night using Ahaslides



Outreach Coordinators hosting water trivia night
[Helen Dulac (NTMWD), Ted Pick (Frisco), Annie Mattia]

- Facilities Maintenance
 - The new sewer camera has arrived, and we anticipate reducing costs each year by internally conducting sewer line inspections on all City owned facilities.
- Facilities Construction
 - Airport Executive Terminal: The surety has executed a contract with Nicholson Professional Consulting who will be managing the construction required to complete the project; clean-up activities have begun.



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- Municipal Complex (City Hall): The guaranteed maximum price amendment for Pogue Construction was approved, the CMAR has mobilized, and site work has begun on the main site with a development permit in hand; the building permit plans set is in final reviews.
- East Louisiana Parking Lot: Construction work nears completion with utility and electrical activities still in process; clean-up and removal of Tupps equipment is ongoing.
- Gabe Nesbitt Indoor Tennis Facility: Construction work continues in all parts of the new facility; delays from the elevator manufacturer are driving final completion to after the first of the year.
- Tupps Brewery Project: Construction activities continue primarily on the brewery building with other buildings work now in process; project completion is currently scheduled to be complete in June 2023 because of delays from the elevator manufacturer.

Procurement Services-

- Congratulations to Rosanne Lemus, Contract Administrator! After 5 great years with Procurement Services, Rosanne has accepted the position of Purchasing Manager with the City of Allen. Rosanne's last day with the city will be November 25th. Rosanne has played a vital role in our department's successes, including talented makeup artist for our award-winning Halloween costumes. We will certainly miss Rosanne here at McKinney, but we wish her all the best on her new journey in Allen!

Visit McKinney-

- **Meeting and Event Services Manager**
 - Visit McKinney is excited to announce the addition of tourism professional Alisha Holmberg to the city's destination marketing team in a newly-created position – Meeting & Event Services Manager. Holmberg comes to Visit McKinney from the Town of Addison, where she served as the Tourism Manager for nearly 10 years. While in Addison, Holmberg worked closely with the hotels, venues, attractions, and restaurants to educate herself on each of these business partners' operations. Prior to her work in municipal tourism and economic development, Holmberg held a different type of hospitality role – as a flight attendant with United Airlines - for six years. We are thrilled to welcome her to our team, where our goal is to provide exceptional customer service to all guests to come to our community.
- **Election of Officers – FY 23**
 - Connie Gibson, Chair

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- Katie Scott, Vice Chair
- Whitney Nash, Secretary/Treasurer
- **Visit McKinney Promotional Grants Round 1:**
 - Visit McKinney offers grants to assist in funding initiatives, activities, or events that promote the City of McKinney as a tourism destination and bring new tourism dollars into the city's economy. Visit McKinney is funded by hotel taxes collected by the City of McKinney so activities/events that promote overnight stays here will receive priority consideration.

Entity	Amount Requested	Amount Approved
The Girl Cave	\$6,000 - \$7,500	\$0
McKinney Philharmonic Orchestra and the Greater North Texas Youth Orchestra	\$1,500	\$750
MillHouse Foundation	\$13,649	\$5,000