



ADMINISTRATION

SANGER  
★ TEXAS

## City Manager's Summary – August 2017

This is the first month for us to publish our new monthly report. Following is a synopsis by department of their activities and accomplishments for the month. This report replaces our monthly performance measures. While conveying some of the same information, it is intended to be more informative to the reader. We hope that this paints a clearer picture of what is happening in the city.

We continue to see steady growth in residential development. With the opening of phase four in Sanger Circle we expect residential development to increase even more in September. We are working with several developers on new subdivisions as well. We are proud to announce one new business coming to town. It is Escape Donuts and Coffee and will be located in a new building at 901 N. 6<sup>th</sup> St.

Recently Detective Jonathan Perkins was promoted to Lieutenant. Anthony Dodson has been promoted to Detective. Congratulations to them both on their promotions.

Capital Projects continue to move forward. Construction at the wastewater treatment plant is going well. McReynolds Road is also progressing well. The contractor is working to complete the section between Jones and Lakeridge as quickly as possible to alleviate traffic congestion.

We also continue to update our ordinances with the goal of updating all ordinances that need it by the end of the year.

While this report may seem rather lengthy, it is a reflection of what is happening throughout city government. We are busy on all fronts. I believe that the fact that we keep up and still are able to implement innovative new programs is a reflection of our professional and hardworking staff. We will continue to refine the monthly reports moving forward so that our citizens are better informed of our activities.

Mike Brice, City Manager



## AUGUST 2017 – ADMINISTRATION

### CITY COUNCIL AGENDA SUMMARY

The following items were approved by the Mayor and City Council in August 2017.

#### PROCLAMATIONS AND RESOLUTIONS:

- Resolution #08-06-17 – Establishing Date, Time and Place for Public Hearings on Budget and Tax Rate.
- Proclamation #08-01-17 - In support of the Leukemia and Lymphoma Society Proclaiming the Month of September as Blood Cancer Awareness Month.

#### ORDINANCES PASSED:

- Ordinance #08-23-17 – Specific Use Permit (SUP) for a Kennel Facility at 304 Acker.
- Ordinance #08-24-17 – Amending the Comprehensive Land Use Plan and Future Land Use Map to Change an Approximately 17.89 Acre Site located between FM 455 and, McReynolds Road to the West of Sable Creek Phases I and II from Heavy Industrial District (I-2) and Single-Family Residential District 7 (SF-7) to Planned Development Single Family Residential District.
- Ordinance #08-26-17 – Amending the Zoning Ordinance to Modify the Lot Area Regulations for Residential Zoning Districts R-1, R-2, R-3 and R-4.
- Ordinance #08-27-17 – Amending Chapter 3 of the Code of Ordinances Article 3.2100 “Exterior Construction of Residential Dwellings”.

#### CONTRACTS/OTHER ITEMS:

- Approved Contract Engaging Brooks Watson and Company for Audit Services.
- Approved Award of Bid to Fryer Construction for the Cowling Road Nitrification Improvements.
- Approved Amended Agreement with All American Dogs, d/b/a/ All American Animal Control (AAAC).
- Approved a new Official Logo for the City of Sanger.
- Approved a Replat of the Regal Meadows Addition, 7.88 Acres located on the East Side of Marion Road Approximately 400 Feet South of Lois Road.
- Approved a Final Plat of the Sanger Estates being 49.51 Acres of land in the Reuben Beebe Survey, Abstract No. 29, located on the east side of Marion Road Approximately 2,500 Feet North of FM 455.
- Approved Final Plat of the Selak Addition, One Lot being 2.0 Acres in the W. Mason Survey A-801, located north of Belz Road and East of Metz Road.
- Conducted First Public Hearing for Proposed Budget and Tax Rate (\$0.6791 per \$100).



## CITY SECRETARY

### AGENDA ITEMS:

- City Council Meeting Agenda Summary Items were, where required; prepared, certified, published and processed. Meeting Minutes prepared, approved and filed by the City Secretary.

### OPEN RECORDS:

- Processed eleven (11) Open Records Requests and completed them all in ten days or less.

### SUMMARY OF MISCELLANEOUS ITEMS:

- Reviewing Insurance Coverages for 2017-18 Fiscal Year with Texas Municipal League Risk Management Group (Buildings, Workers Compensation, and Vehicles).
- Processed various Insurance related claims.
- Processed 1295 forms - Texas Ethics Commission.
- Three Mowing Liens were filed in August. Two Liens calculated for pending payment.
- Researched Annexations for Development Services.
- Issued Solicitor Permits.
- Renewed one Alcohol Beer and Wine Permit.
- Attended Texas Municipal Clerks Association Lone Star Chapter Meeting.

## Human Resources

### Employees.

- Sat in on several interviews for the open internal position for Detective.
- Completed one exit interview. The employee accepted a job offer closer to home.
- Worked with Well Spring and held several meetings for the insurance committee to discuss the city's options for the new enrollment year.
- Held Open Enrollment on August 16<sup>th</sup> along with an Employee Health Fair at the Presbyterian Church.
- I attended the Library's employee development day, and shared the new performance review, customer service expectations and our mission as a city. Also held a short session to hear some possible ideas the employee had to share, on ways to help improve communication within the city.
- We currently have the following positions open for employment.
- Part Time Firefighter
- Full Time Police Officer I



### **Training:**

- I attended an afternoon with North Texas SHRM on Social Media safety for local government. I also attended an all-day class with TML on Human Resource updates for Texas, as well as a deeper understanding for Risk Pool and ways to help keep the work place safe.
- I will be attending another training in person in September, Legal updates on employment law as well as it will cover possible up coming changes.

### **Summary of Miscellaneous Items:**

- One orientation was held this month for a new employee.
- On August 14<sup>th</sup> Mr. Berman covered the new Performance Review as well as the revised hiring procedures, this was covered in the staff meeting.
- Continuing to reviewing the Employee Handbook, for possible future revisions.
- Reviewing our Printing contract with Ricoh currently, and preparing for the upcoming end on contact.
- Completed the TMRS report.
- Completed the Workers Comp Tax report.
- Helped with several misc. tasks.



ECONOMIC DEVELOPMENT

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## Monthly Report – August 2017

### 4A Sanger Texas Industrial Corporation

On August 1, 2017, the 4A Sanger Texas Industrial Development Corporation met and approved the FY 2017-2018 budget. The Board also approved \$500,000 for the financing of water and wastewater improvements to an industrial site located along the east side of I-35.

### Staff Updates

On August 23, 2017, Alina Ciocan, the Director of Economic and Community Development gave a presentation at the Chamber of Commerce Leads Luncheon. The focus was on economic development and growth trends in Sanger.

Staff is working on several economic development projects (commercial and industrial) that are in different stages of planning. More information about these projects will be released at the appropriate time.

Staff also met with a local developer interested in building medium-sized warehouse facilities that will be available for lease. Currently, the developer has submitted preliminary civil plans. No building plans have been submitted at the time of this report.

The Director also met with two separate prospects interested in the warehouse building located at 103 Bolivar. Mrs. Ciocan toured the facility with the prospects and advised that the building will be listed for sale in the upcoming months.



### New Business

**Escape Donuts &  
Coffee (coming soon)**

901 N 6<sup>th</sup> St



940.458.9096 | 201 Bolivar | PO Box 1729 | Sanger, TX 76266 | [www.sangertxedc.org](http://www.sangertxedc.org)

 [facebook.com/SangerTXEDC](https://facebook.com/SangerTXEDC)  [@SangerEDC](https://twitter.com/SangerEDC)



POLICE & ANIMAL CONTROL

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## August 2017 Monthly Report

During the month of August 2017 Officers of the Sanger Police Department responded to a total of 649 calls for service having an average response time of 6 minutes per call. The department issued a total of 59 citations and 40 warnings.

The Texas Department of Public Safety Uniform Crime Reporting tracks seven classifications of offenses. You will find below a list of those classifications as well as any of those classifications the Department responded to:

- Criminal Homicide
- Forcible Rape
- Robbery
- Assault -3
- Burglary-2
- Larceny/Theft-4
- Motor Vehicle Theft-1

The Sanger Police Department has recently promoted Officer Anthony Dodson to Detective. Detective Dodson will assist Lieutenant Jonathan Perkins with our growing case load.

As I have stated before, the City of Sanger has numerous road construction projects in progress. Please be patient to avoid any road rage incidents. Traffic is always heavy during school drop off and pickup times. Child safety should be your priority.

Chief Curtis Amyx



FIRE DEPARTMENT

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## Emergency Responses for August 2017

The Sanger Fire Department responded to 119 emergency incident during the month of September. The busiest incident type was Emergency Medical Incident totaling 86 calls for the month. The Sanger Fire Department transport 56 patients to area hospitals. We had 57 emergency medical incidents in the city limits, 29 emergency medical incidents in the unincorporated area, and 0 in our mutual aid area. The average response time in the city limit was 7 minutes and 29 seconds. The average response time for medical calls in the unincorporated area of our response district was 11 minutes and 36 seconds. Thursday and Saturday were the busiest day of the month totaling 16 calls. Out of the 86 medical emergencies most occurred between 16:00 through 16:59 making it the busiest time of the day.

The Sanger Fire Department responded to 33 fire related incident in the month of September. 21 incident in the city limits and 12 incidents in the unincorporated area surrounding Sanger.



Monthly Report – August 2017

BUILDING PERMITS – August 2017

Residential	New	Alteration	Total
# Permits	12	2	14
# Inspections	93	5	98
Valuation	\$3,213,521	\$25,208	\$3,238,729
Fees	\$102,315	\$175	\$102,490

Commercial	New	Alteration	Total
# Permits	2	1	3
# Inspections	5	2	7
Valuation	\$389,982	N/A	\$389,982
Fees	\$3,900	\$375	\$4,275

Miscellaneous /One Stop	
# Permits	29
# Inspections	58
Valuation	\$34,028
Fees	\$2,350

NEWS

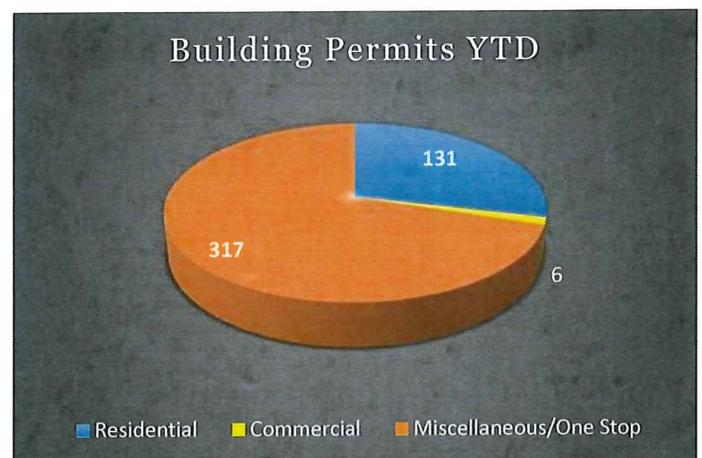
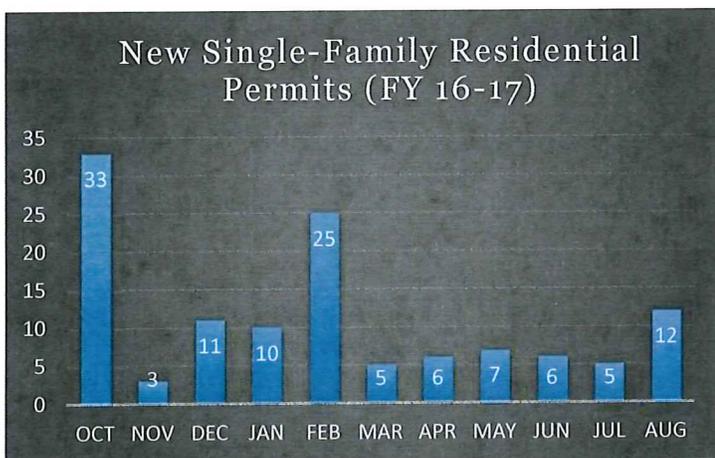
The International Code Council (ICC) has released the Building Valuation Data Table for August 2017. As of September, the residential building permit fees will be calculated based on the new valuation table.

DID YOU KNOW...

Builders and contractors can now submit permits, schedule inspections and make payments online? Check out the City's new permitting software.



<https://mypermits.meritagesystems.>





DEVELOPMENT SERVICES

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**PLANNING & ZONING**

**Case # 17SANZON-0008**

Request for a Specific Use Permit (SUP) for a boarding facility at 304 Acker Street.

Applicant: Shellie Wallace DVM, MS

Planning & Zoning Commission  
APPROVED  
  
City Council  
APPROVED

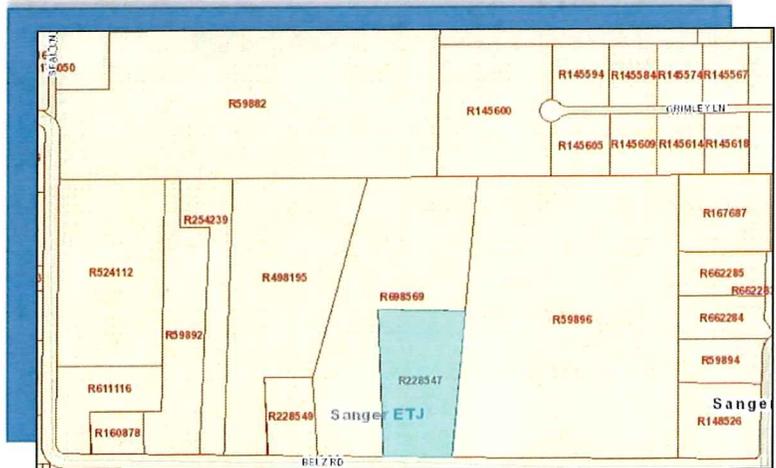


**Case # 17SANZON-0012**

Request to approve the final plat of the Selak Addition (ETJ).

Applicant: Anne Selak

Planning & Zoning Commission  
APPROVED  
  
City Council  
APPROVED





**Case # 17SANZON-0014**

**Case # 17 SANZON-0015**

**Case # 17SANZON-0016**

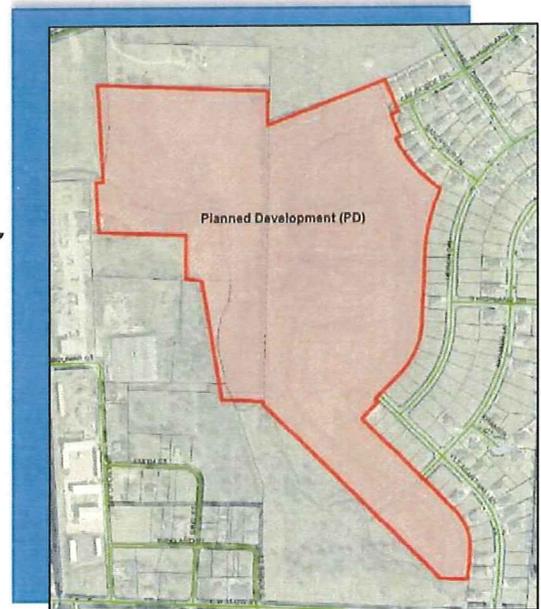
Applicant: Allison Engineering

Request to rezone approximately 48.44 acres from Heavy Industrial District (I-2) and Single-Family Residential District 7 to Planned Development (PD) – Sable Creek Subdivision.

Request to approve preliminary plat and final plat of the Sable Creek Addition (Phase 3).

Planning & Zoning Commission  
APPROVED with stipulations

City Council  
WITHDRAWN by applicant



**Case # 17SANZON-0018**

Applicant: City staff initiated

Amend the Zoning Ordinance to eliminate the maximum lot area requirements for residential zoning districts R-1, R-2, R-3 and R-4.

Planning & Zoning Commission  
APPROVED

City Council  
APPROVED



PARKS AND RECREATION

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## Parks and Recreation Department Monthly Review – August 2017

Director of Parks and Recreation - Jim Berman



### OPERATIONS

#### Mowing Maintenance

- 405 acres mowed

The crew has continued the pesticide, fertilization, aerification, and Irrigation schedule for the season  
Trimmed trees @ Police Station and Library

#### Facilities Maintenance

- Janitorial Maintenance contract was awarded to Vanguard Cleaning Systems to begin September 1

#### Brush Pick Up

- 61 total brush orders
- 100% order completed within 10 days (average 3.3 days)
- Estimated 42 labor hours.

#### Citizen Surveys

- Average Score 4
- Porter Park looks so nice

### RECREATION AND EVENTS

#### *We are Sanger Health Fair*

- August 4, 2017
- Health Fair hosted by the Sanger Education Foundation where the Parks and Recreation and Fire Departments had a booth and shared events and healthy information.

#### *Parks & Recreation Facebook Page*

- 912 "Likes" to date and 925 "Follows"



PARKS AND RECREATION

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*Upcoming Events*

*September 9, 2017 – Sellabration*

*September 2017 – Kickball*

*October 28, 2017 – Trick or Trot Fun Run & Possible Surprise Event*

*October 31, 2017 – SafeSpook*

**DEPARTMENT STAFF**

Director – Jim Berman

Recreation/Event Coordinator – Jennifer Shumate

Crew Leader – James Hunter

Maintenance Worker II – Dean Mason

Maintenance Worker II – Brandon Metcaf



LIBRARY

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## Monthly Report for August 2017

Reading logs for our Summer Reading program were accepted through the first week in August. After the last-hour rush, the final numbers for the reading logs were 369 logs and 129 participants. Last year's totals were 171 logs and 98 readers. As mentioned in last month's report, we increased the number of logs that could be turned in this year, from two to four per person.

Drawings were held for the nine Prize Packs on August 11<sup>th</sup>. The winners were notified shortly after, and the majority of the prizes were enthusiastically claimed the same day. Winners were also announced on the library's Facebook page.

The results of the library's community survey, which continued through August 11<sup>th</sup>, were compiled and analyzed. While some of the 25 questions related to present use of the library and its resources, others addressed the projected needs and preferences for the future, as well as a number of demographic questions. Results included:

- 60% of the 120 respondents were in favor of a new library, 18% were "not sure but open to the idea," and 21.5% answered that they "do not support" it.
- The 50-59 age group was the most opposed by far, with 70% of those who are City of Sanger residents against compared to only 40% of Rural Sanger residents not in favor of a new library.
- While the results show a strong preference for a downtown location, the high percentage was skewed by those who only checked this option instead of ranking them as the question asked. Many are likely from respondents not in favor of a new library. East, near the high school and West, near Chisolm Trail, were in a virtual tie.

The complete results and analysis of the survey will be made available to the City Council when the official Needs Assessment study is presented by Komatsu Architecture in October.

On August 28<sup>th</sup> the library closed for staff development and planning. We visited the Flower Mound library in the morning, receiving a tour of the building by the director, Sue Ridnour, with input from Karl Komatsu and Amy Sibley. Komatsu designed the library and will be doing their expansion, which will increase the size from 24,000 to 40,000 square feet. This in-depth tour helped generate ideas for a future library. We were able to meet with Mr. Komatsu and Ms. Sibley afterward to go over details for the Needs Assessment. Back at our library later that afternoon, Jeriana Staton spoke to us about the new evaluation form and other topics such as responding to patrons' questions and concerns about other city services. We also worked on planning fall programs.



LIBRARY

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As in previous years, a break was taken from most children's programming in August. The main event was on August 21<sup>st</sup>, with 137 people attending the Solar Eclipse program. In addition to providing eclipse glasses, there were several activities for children, and refreshments for all.

On August 22<sup>nd</sup>, Ashly Torian gave an informative talk on health and weight loss, and gave away free copies of her book, *Join Me in the E.N.D. Zone*, and samples of a coffee alternative drink.



## FINANCE DEPARTMENT PERFORMANCE MEASURES FOR AUGUST 2017

The Finance Department is responsible for all financial, accounting and utility billing operations of the City. During the month of August 2017, the Department:

- Hired and trained a new employee for the open Accounting Technician I position
- Continued work on 2017-2018 preliminary budget
- Finalized information for NewGen Strategies & Solutions for the utility rate study
- Performed normal Accounts Payable, Purchase Order, Payroll, Reporting and Utility Customer Service functions for the City

### Accounts Payable Function

The purpose of the Accounts Payable function is to provide payment processing services for City departments in order to ensure timely vendor payments for goods and services.

Invoices Processed	August	YTD 2016-17	YTD 2015-16
Number	520	5,443	4,945
Amount	\$ 1,405,694	\$ 17,028,733	\$ 15,418,728

### Purchase Order Function

The purpose of the Purchase Order function is to provide purchasing management and support to departments and suppliers so that the City has the resources available to accomplish its mission in a timely and efficient manner.

Purchase Orders Processed	August	YTD 2016-17	YTD 2015-16
Number	37	345	313
Amount	\$ 319,930	\$ 29,653,595	\$ 4,246,252

### Payroll Function

The purpose of the Payroll function is to provide timely payroll services for City departments to ensure that employees are paid timely and accurately.

Payments to Employees	August	YTD 2016-17	YTD 2015-16
Number	176	2,053	2,063
Amount	\$ 211,506	\$ 2,414,726	\$ 2,420,567



**Financial Reporting Function**

The purpose of the Financial Reporting function is to provide internal controls and financial information to City Council and City departments so that they may manage operations and meet financial reporting needs.

Financial Reports	August	YTD 2016-17	YTD 2015-16
City Council Financial Reports	1	11	11
Departmental Budget Reports	2	23	23

**Utility Customer Service Function**

The purpose of the Utility Customer Service function is to provide billing and revenue collection services for all City of Sanger utilities and to provide excellent customer service and information to all City of Sanger utility customers.

Utility Bills Generated	August	YTD 2016-17	YTD 2015-16
Number	3,381	36,690	35,493
Amount	\$ 1,275,230	\$ 11,128,449	\$ 10,488,224

Utility Payments Processed	Current Month	YTD 2016-17	YTD 2015-16
<b>City Hall &amp; Mail Payments</b>			
Number	2,446	26,748	26,883
Amount	\$ 896,022	\$ 8,555,093	\$ 8,405,382
<b>Bank Draft Payments</b>			
Number	286	2,904	2,700
Amount	\$ 100,902	\$ 945,750	\$ 959,473
<b>Online Payments</b>			
Number	595	6,166	5,082
Amount	\$ 174,341	\$ 1,574,494	\$ 1,174,502



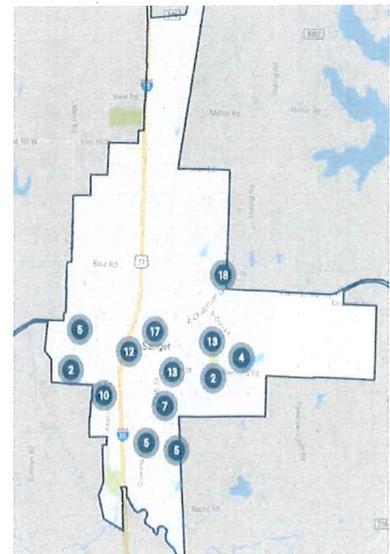
WATER

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The Wastewater Department continues to monitor the solids levels in Plants #2 and #3 very closely. We are experiencing some odor problems on an intermittent basis that are related to pH levels. We did not haul any solids to the landfill this month but we expect to begin hauling this again this week. The #1 pump at South Bottom Lift Station was pulled and sent to Pierce Pump to be disassembled and determine what is wrong with it. The pump motor comes on and spins but the pump impeller doesn't rotate. I fear that when they get it apart they will find the pump shaft is broke. It was also determined that the pump rail system and base elbow have deteriorated to such an extent that they will need to be replaced before we reinstall this pump. Felix Construction continues to make progress with the plant rehabilitation project. They primarily worked on the raw wastewater pump station and the peak flow storage basin in August, though they have also worked on the sludge de-watering building and the old Plant #1 transformation. They are expected to pour concrete for the interior walls of the raw wastewater pump station this week. Dickerson Construction reached a stopping point at Lois Rd. and they have been inactive on the 21" sewer line project the last 7 – 10 days. The next major portion of the job is to bore under Lois Rd. to the north in preparation to extend the line north towards View Rd.

The Water Department was able to complete 113 service orders in August. We installed 6 new water meters and changed out 5 meters. There was a total of 643 meter re-reads (this can be attributed to a rain the day before we read) and 28 disconnects on cut-off day. We were able to complete the first round of 40 lead and copper samples in August and will collect an additional 40 after the first of the year. We repaired 2 minor water leaks in August.

Request Type	# Request	% Completed
Connect Water	33	100%
Disconnect Water	28	100%
Occupant Change Water	25	100%
Requested Re-Read Water	13	100%
Reinstate Water	10	100%
Water meters and Meter Boxes	13	100%
Water Meters and Meter Boxes	Quantity	% of Meters/Boxes
Meter Swap	4	29%
Missing/New Lid	3	21%
Meter Raise	1	7%
New Meter	6	43%
Miscellaneous	Quantity	% of Miscellaneous
Water Violation/Waste	2	40%
Sanitary Sewer Blockage/Repairs	2	40%
Low Water Pressure	1	20%





**STREETS**

**SANGER**  
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Monthly Report – August 2017

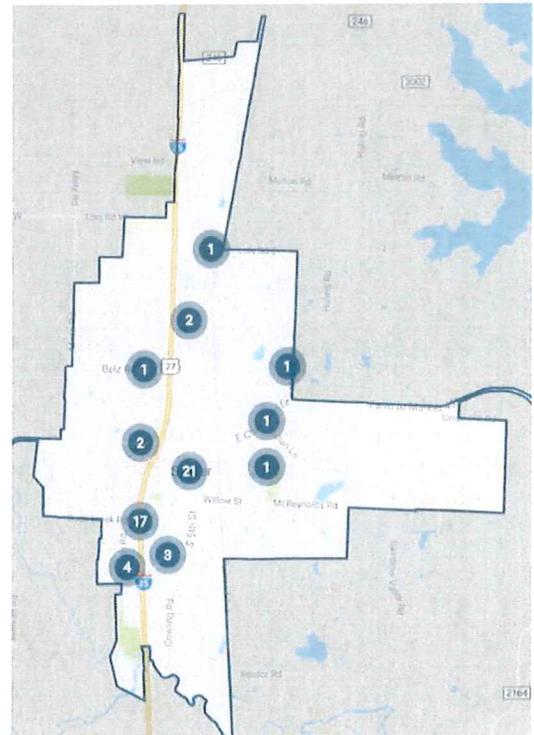
Request Type	# Request	% Completed
Road Hazards	23	100%
Miscellaneous	5	100%
Road Sign Down, Missing, or Broken	16	100%
Low Branches in the Roadway	4	100%
Sidewalk Safety	4	100%
Asphalt	3	100%

Road Hazards	Quantity	% of Road Hazard
Pot Holes	113	91%
Seal Coat	9	7%
Water Leak Patching	1	1%
Intersection Repair	1	1%

Miscellaneous	Quantity	% of Miscellaneous
Cleaning/Repairs	2	40%
Mowing ROW	2	40%
Inventory	1	20%

Road Signs	Quantity	% of Road Signs
Traffic	13	81%
Street	1	6%
Other	2	13%

Street Work Orders – August 2017



YTD Road Signs

