

SANGER

★ TEXAS

MONTHLY REPORT

AUGUST 2018





CITY COUNCIL

Agenda Summary

The following items were approved by the Mayor and City Council in July 2018.

Proclamations and Resolutions:

- Resolution #08-11-18 Establishing Date, Time and Place for Public Hearing on Budget and Tax Rate.

Ordinances Passed

- Ordinance #08-23-18 – To continue in Effect Chapter 8, “Offenses and Nuisances” Article 8.600 Sections 8.601 through 8.605, the Juvenile Curfew Ordinance of the City of Sanger.

Plats Approved:

- Replat of Part of Lot 1, Block A, of O’Dell Addition, and being 9.23 Acres in the C. Manchaca Survey, Abstract No. 790, and being in the extraterritorial jurisdiction (ETJ) of the City of Sanger, generally located south of the intersection of FM 455 and McReynolds Road.
- Replat of Lot 1, Block A of SBRC Addition, being A Replat of Part of Lot 1, Block A, of O’Dell Addition, and adding part of 22.35 acres of tract, being 2.00 acres of tract, being 2.00 acres in the C. Manchaca Survey, Abstract No. 790; and, being in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, generally located North of FM 455 and approximately 1190 feet east of the intersection of FM 455 and McReynolds Road.
- Final Plat of Lots 1-16, Block A of Arrowhead Estates Addition, being 3.504 acres situated in the H. Tierwester Survey, Abstract No. 1241, and generally located east of Railroad Avenue and approximately 215 feet south of the intersection of Railroad Avenue and Willow Street.

Other Items:

- Conducted public hearing for the Proposed Budget for the City of Sanger for Fiscal Year 2018-19.
- Conducted the first public hearing on a proposal to increase total tax revenues from properties on the Tax Roll in the Preceding Year y 12.70% with the proposed tax rate of \$0.6791 per \$100 of assessed valuation (Tax Rate is proposed to remain the same as the preceding year’s tax rate of \$0.6791 per \$100 of assessed valuation).
- Approved Interlocal Cooperation Agreement for tax collection between Denton County and the City of Sanger.



CITY SECRETARY

Agenda

- City Council Meeting Agenda Summary Items were, where required; prepared, certified, published and processed. Meeting Minutes prepared, approved and filed by the City Secretary. Prepared Ordinances for Council Meeting Agendas. Plats, Various Board Agendas signed and Ordinances and Contracts attested.

Open Records

- Processed twenty-six (26) Open Record Requests and completed them in ten days or less.

Solicitor Permits

- No Itinerant Merchant or Solicitor Permits issued in August.

Summary of Miscellaneous Items:

- Seventeen (17) Properties Mowed, Liens Pending for June - Pending Lien payoff payments for release of liens total \$3,888.93.
- Renewal of two (2) Alcohol Permits in process.
- Received Quarterly Hotel Motel Taxes.
- Ordinances codified into Code of Ordinances and up to date online.
- Updated Website, posted agendas, minutes; and, ordinances to the website.
- Pulling titles, updating insurance information as a result of upcoming auction.

DID YOU KNOW...

The estimated population of Sanger according to North Texas Council of Government's Annual Estimate is 8,400 Residents. Every 10 years a United States Census is taken. The last official Census was done in 2010 by the US Census Bureau and the population of Sanger was 6,916 Residents. The next official Census will be done in 2020.



HUMAN RESOURCES

Employees:

- Completed Texas municipal retirement system monthly report.
- Hosted our 2nd annual Employee Health Fair on August 15th.
- Hosted open enrollment with Wellspring for all eligible employees.
- Sat on the committee for the Solid Waste RFP.
- Sat in on interview for Library Assistant, and Utility Worker for Streets positions.
- Held three employee orientations.

Training:

- Human Resources attended Fred Pryor training online.
- Attended NTSHRM monthly lunch and learn.
- Attended the University of North Texas Human Resources Learning session.
- Human Resources will be setting for the SHRM certification test in the winter of 2018.
- Attended the HR Southwest volunteer training session.

Summary of Miscellaneous Items:

- Ordered new Employee Labor Law posters for all departments.
- Assisted with several open records request.
- Helped with several miscellaneous tasks.

DID YOU KNOW...

Are you looking for a new job? check out The City of Sanger's employment opportunity page for exciting new opportunities.

www.sangertexas.org





POLICE & ANIMAL CONTROL

SANGER
TEXAS

Monthly Report – August 2018

During the month of August 2018 Officers of the Sanger Police Department responded to a total of 550 calls for service having an average response time of 2 minutes per call. The department issued a total of 70 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 -1
Burglary-2
Larceny/Theft-6
Motor Vehicle Theft-1

The Sanger Police Department answers numerous police related calls throughout a 24-hour period. Among these calls we also receive a number of non-police related calls that frequently cause delays when there is a real emergency. The most frequent non-police related call is the request for phone numbers to numerous businesses within the city. Examples include the phone number to the post office, city hall, street department and numbers to specific citizens within the city. We always assist any way we legally can, but those requests are becoming more frequent and causing a delay for real police matters. The City of Sanger website has all important numbers posted. For business related phone numbers the Chamber of Commerce may be able to assist.

Chief Curtis Amyx

Did You Know...

Passing a school bus while emergency lights activated fine is \$500 plus a \$66 court cost.

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MUNICIPAL COURT

SANGER
TEXAS

Monthly Report – August 2018

- For the month of August, 2018, the Municipal Court filed 69 citations.
- There were 10 requests for deferred disposition and 4 requests for driver safety course.
- There were 7 cases successfully closed by deferred disposition and 1 case successfully closed by driver safety course.
- The court closed 29 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$12,642.40 with \$3,407.74 of that being remitted to the State.

Christy Dyer, CMCC
Court Administrator

DID YOU KNOW...

The complaint is a sworn allegation charging an accused with the commission of an offense. Art. 45.018, C.C.P. The complaint must show that the accused committed an offense against the laws of this state and must assert that the affiant has good reason to believe and does believe that the accused committed an offense against the law of this state. Art. 45.019(a)(4), C.C.P. The complaint will allege an offense, the elements of that offense which the state must prove, and a culpable mental state, if any. The affiant does not have to have personal knowledge of the facts. Article 45.019 of the Code of Criminal Procedure lists the requirements, or requisites, to which a complaint must “substantially conform.” This means that the complaint must meet the requirements, but does not generally have to match the language of the code verbatim.

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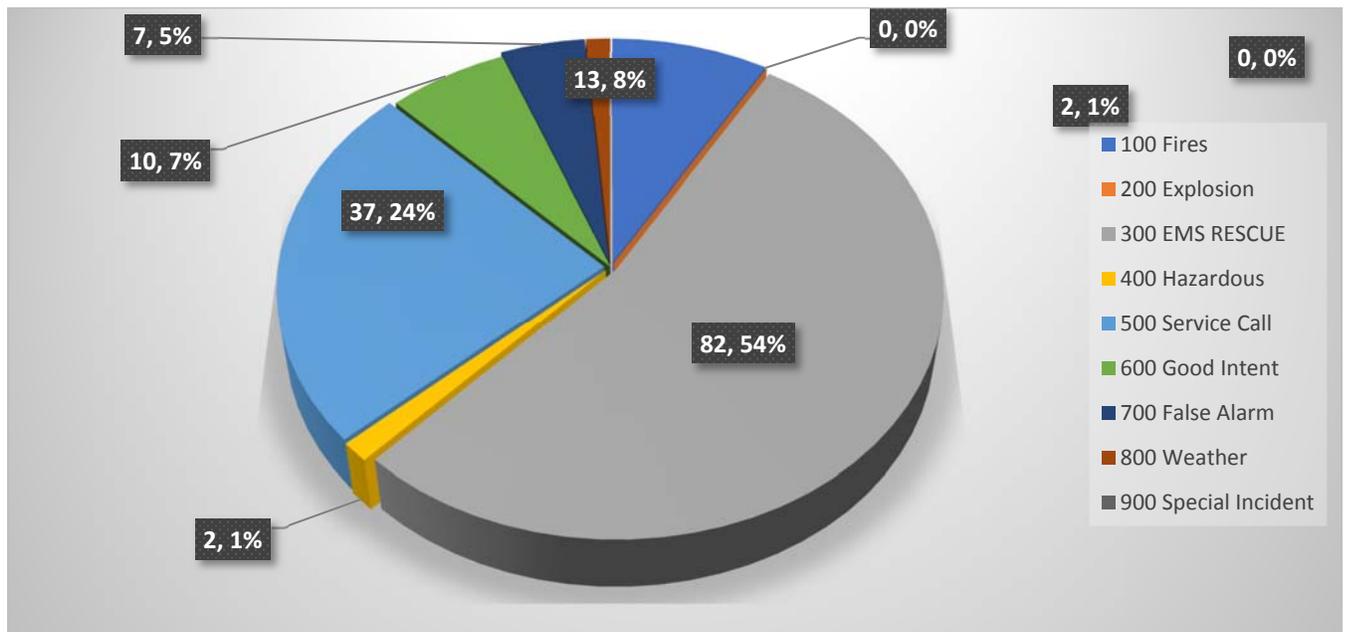
Monthly Report – August 2018

Emergency Responses for August 2018

The Sanger Fire Department responded to 153 emergency incidents during the month of August. The top four busiest incident types:

- 82 Emergency Medical Incident
- 37 Service calls
- 13 Fire related incidents
- 10 Good Intent related incidents

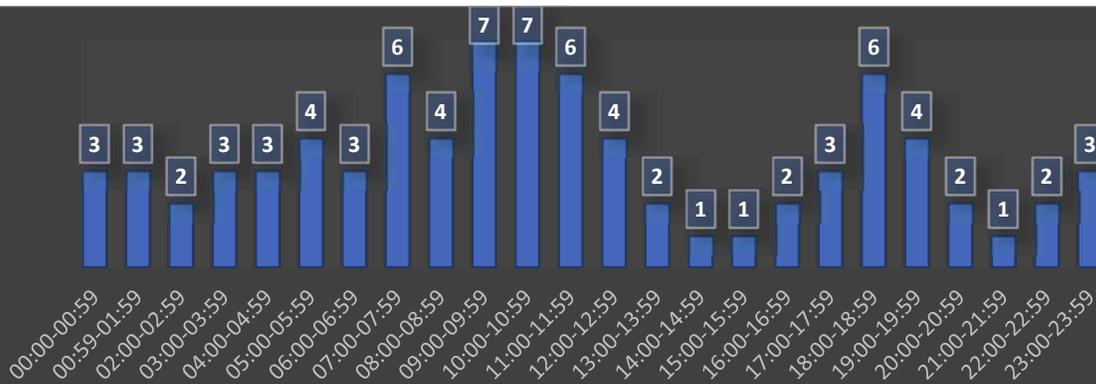
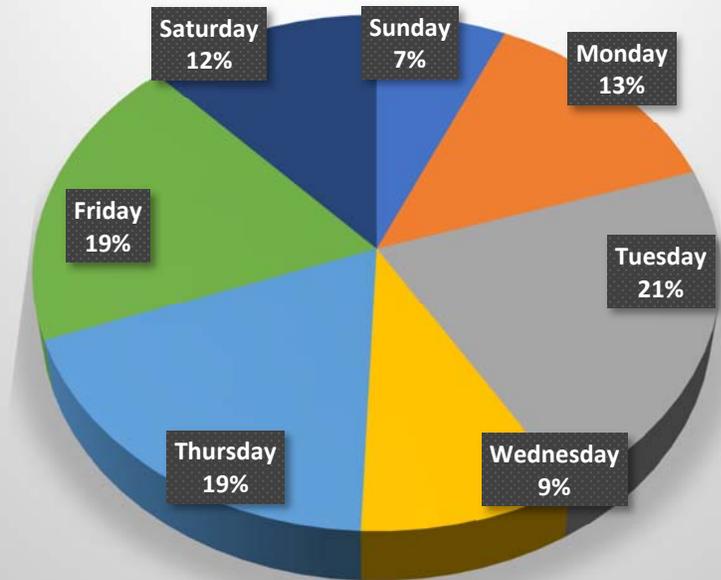
- The average response time for emergency related incidents was 8 minutes and 22 second for the entire 130 square mile district.
- The average time spent on a medical transport from initial alarm until units are back in service was 1 hour 5 minutes.
- The busiest day, for all medical related events, during the month August was Tuesday with 21% of the call volume.
- Emergency Medical call accounted for 53.39% of the total call volume.
- Out of the 82 medical emergencies most occurred between the hours of 19:00 until 19:59.





Monthly Report – August 2018

Busiest Day of the Week



CALL VOLUME BY HOURS OF THE DAY



GENERAL SUMMARY

The Finance Department is responsible for all financial, accounting and utility billing operations of the City. The department is charged with managing the City's resources through budgeting, purchasing, and reporting. Operations of the department include billing and collecting for all utilities, handling all accounts receivable and payable, preparing payroll for all City employees, paying all City obligations, and preparing the annual budget document.

During the month of August 2018, Department staff:

- Accepted Proposals for solid waste and recycling services for the City for the period from 2019 through 2023
- Continued work on the 2018-2019 Annual Budget
- Performed all of the following normal departmental functions for the City:
 - Accounts Payable
 - Financial Reporting
 - Payroll
 - Purchase Orders
 - Utility Customer Service

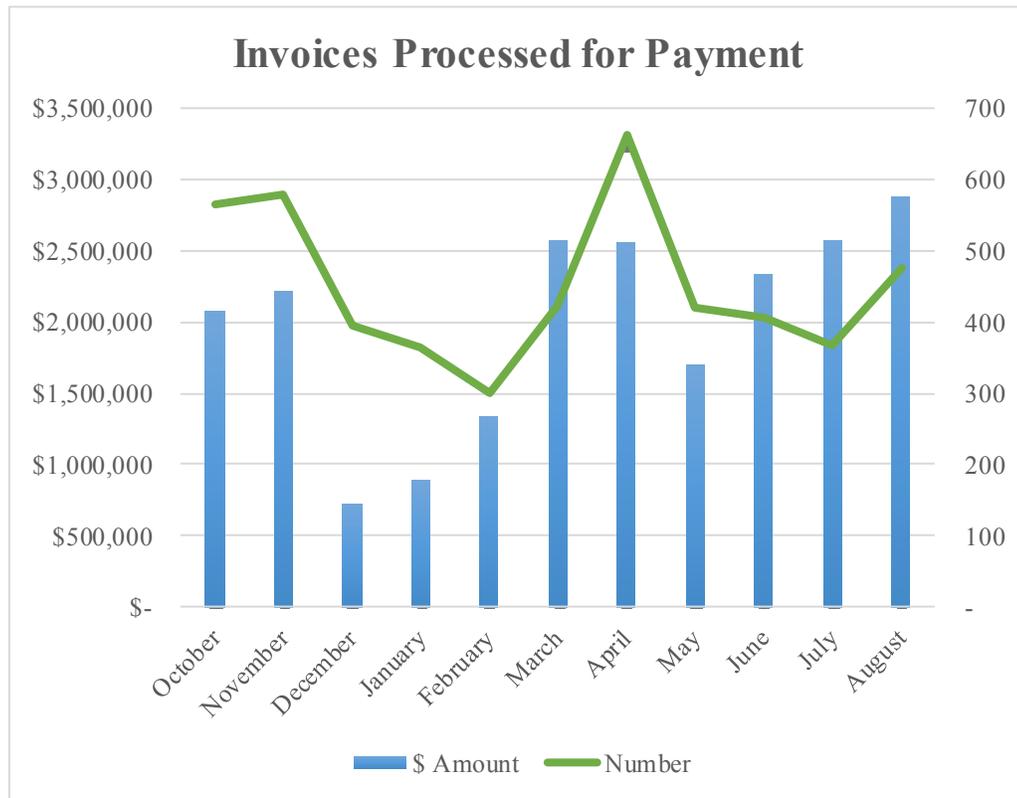
DID YOU KNOW...

The easiest way for citizens to pay their City utility bill is by AUTOMATED BANK DRAFT. Citizens can get started here: <https://bit.ly/2oV76cd>



Accounts Payable Function

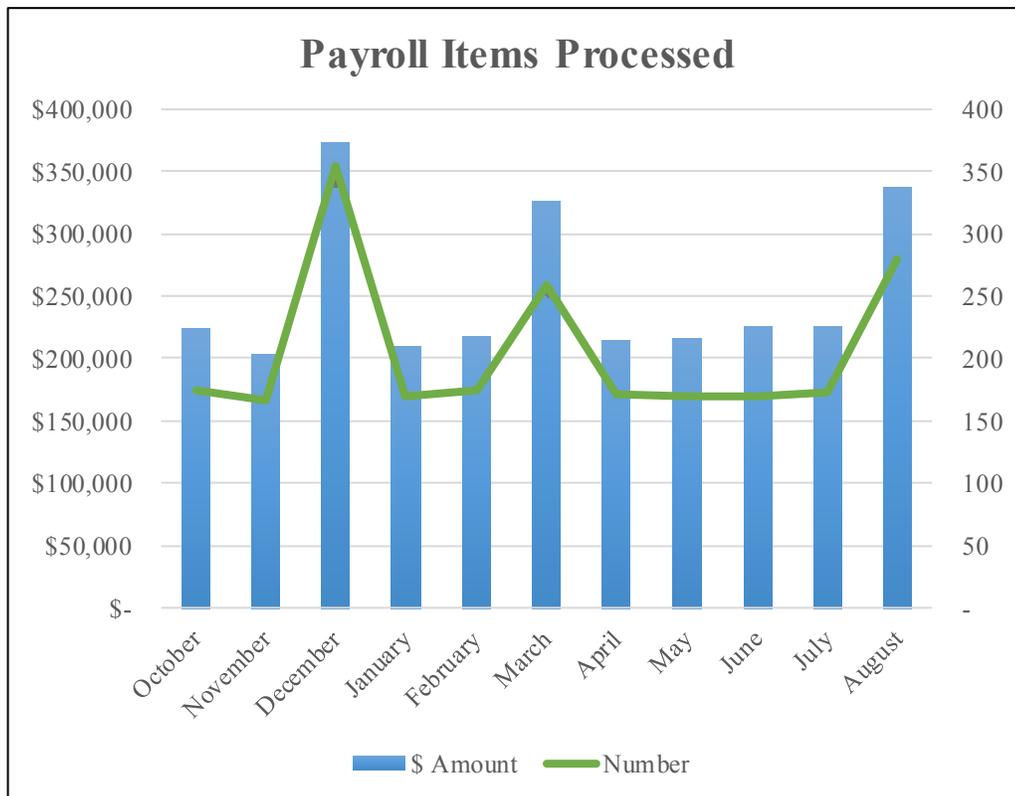
The purpose of the Accounts Payable function is to provide payment processing services for City departments to ensure timely vendor payments for goods and services.





Payroll Function

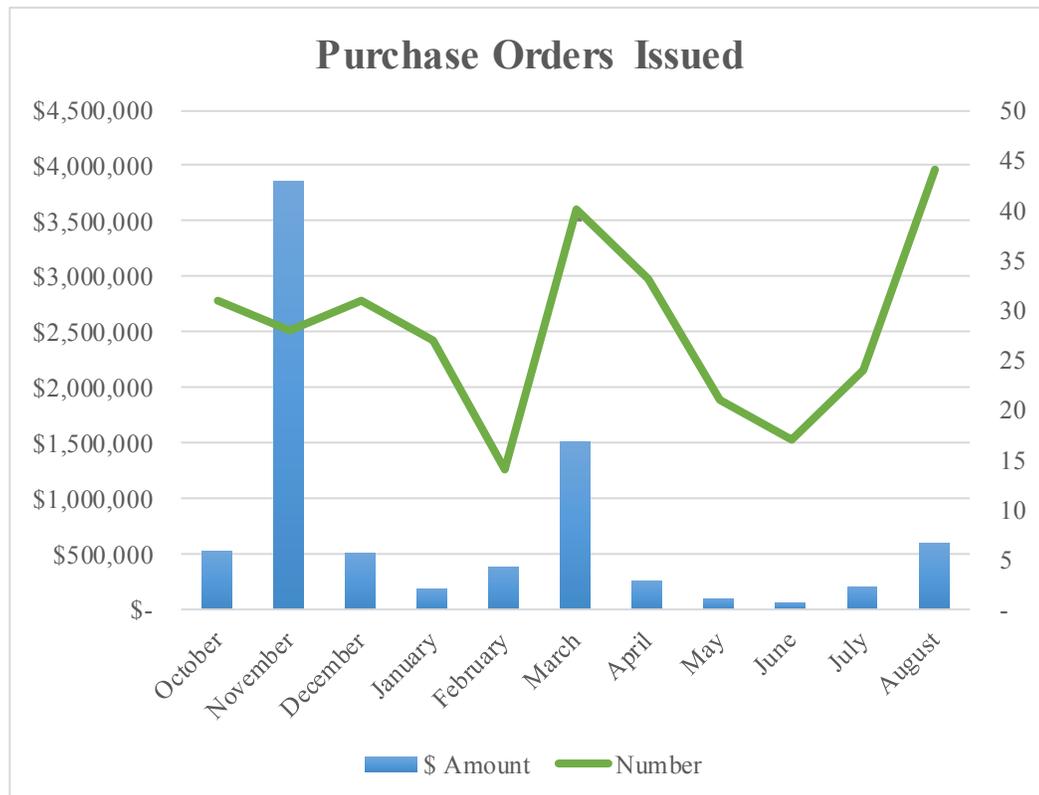
The purpose of the Payroll function is to provide timely payroll services for City departments to ensure that employees are paid timely and accurately.





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.

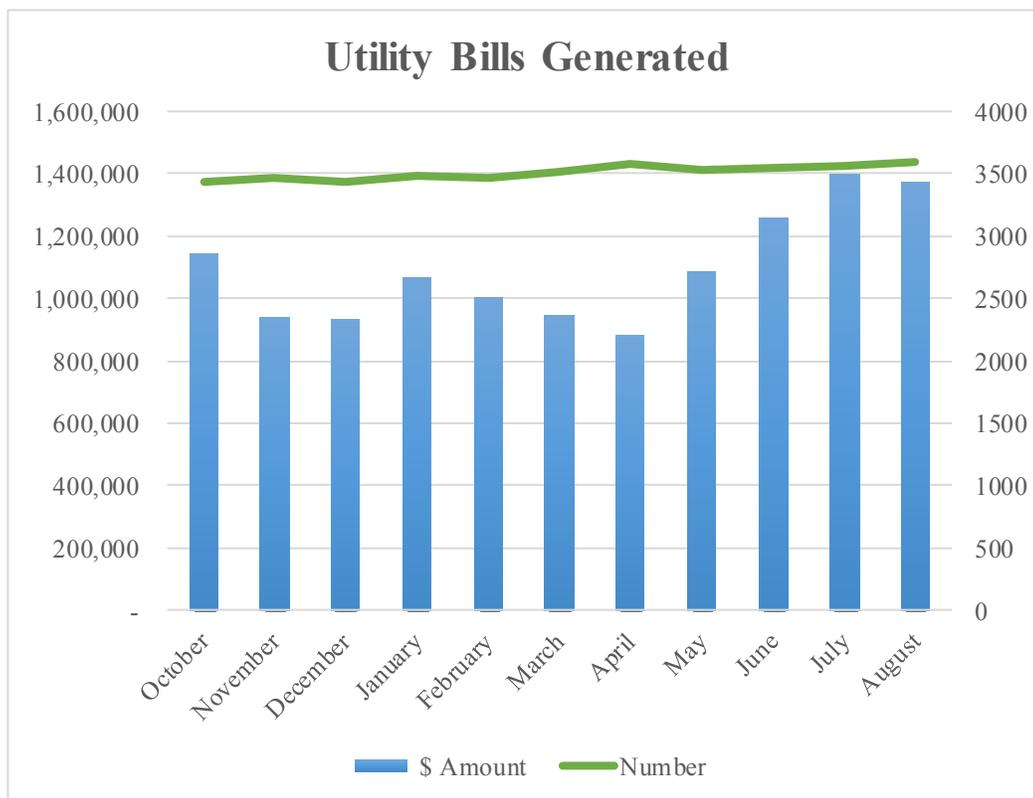




Utility Customer Service Function

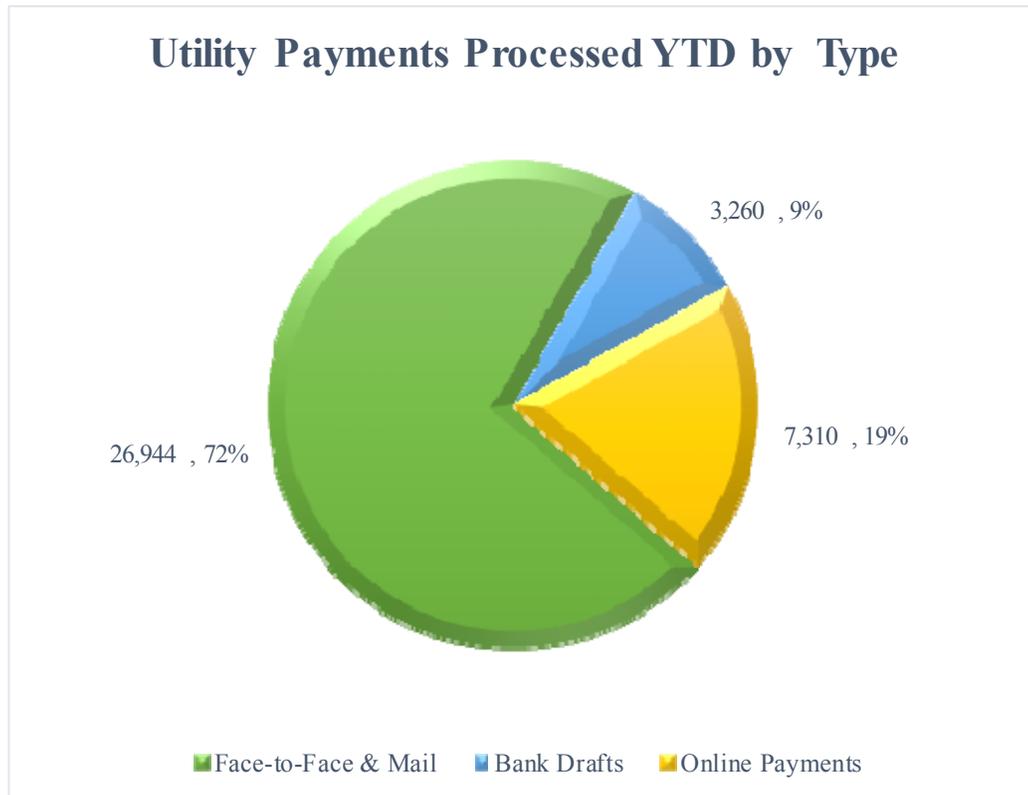
The purpose of the Utility Customer Service function is to provide billing and revenue collection services for all City of Sanger utilities and to provide excellent customer service and information to all City of Sanger utility customers.

Billing Activity





Payment Processing Activity





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 Prepared		
Type	City Council Reports	Departmental Budget Reports
17-18 YTD	11	24
16-17 YTD	11	24
15-16 YTD	11	24



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BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	7	9	16
# Inspections	170	13	183
Valuation	\$1,858,570.00	\$218,562.00	\$2,077,132.00
Fees	\$40,725.00	\$1,186.00	\$41,911.00

Commercial	New	Alteration	Total
# Permits	0	2	5
# Inspections	10	8	18
Valuation	\$0	\$13,000.00	\$13,000.00
Fees	\$75.00	\$1,333.60	\$1,408.60

Miscellaneous /One Stop	
# Permits	42
# Inspections	70
Valuation	\$206,217.00
Fees	\$2,225.00

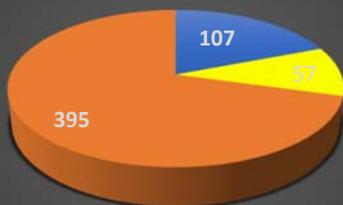
DID YOU KNOW...

If you live in the city limits of Sanger and would like to be more involved in the community we have opportunities available on or Planning and Zoning Board plus our Board of Adjustment Board.

If you are interested, please go to City Hall and submit an application.

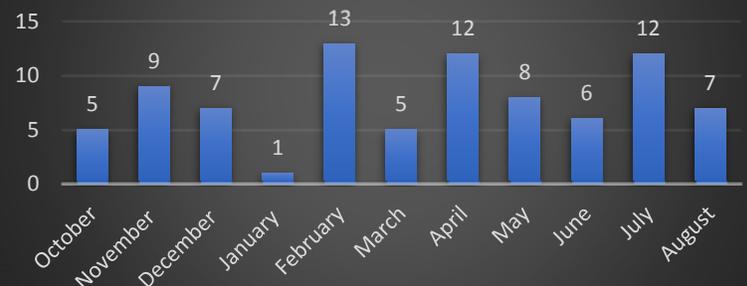
For further questions please contact our department at 940-458-2059.

Building Permits YTD



■ Residential ■ Commercial ■ Miscellaneous/One Stop

New Single-Family Residential Permits FY 17 - 18



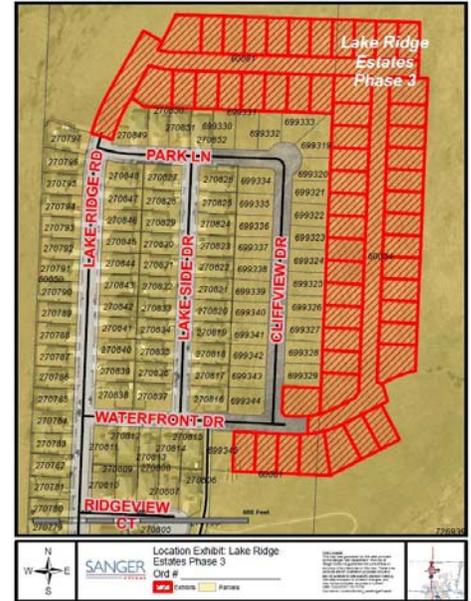


Monthly Report – August 2018

PLANNING & ZONING

Case # 18SANZON-0036

Consider, Discuss and Act on the Final Plat of Lake Ridge Estates, Phase 3, Being 11.15 Acres of Land Situated in the Reuben Bebee Survey Abstract No 29, and Addition to the City of Sanger, Generally Located North of the Intersection of McReynolds Road and Lake Ridge Drive, and North and East of the Lake Ridge Phase 1.



Planning & Zoning Commission APPROVED with Conditions
City Council APPROVED with Conditions

Case # 18-SANZON-0037

Consider, Discuss and Act on the Final Plat of Estates at Windsong Hill Addition, Being 66.181 Acres in the J.P.B. January Survey, Abstract No. 658, and Being in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, Generally Located North of Kildee Trail and East of Bob White Way.



Planning & Zoning Commission APPROVED with Conditions
City Council APPROVED with Conditions



Monthly Report – August 2018

Case # 18-SANZON-0038

Consider, Discuss and Act on the Final Plat of Lots 1 and 2, Block A, of Red Willow Addition, Being 9.118 Acres in the R. Bebee Survey A-29, and Being in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, Generally Located South of Lake Ray Roberts Drive and Approximately 375 Feet East of the Intersection of Lake Ray Roberts Drive and Union Hill Road.



Planning & Zoning Commission APPROVED
City Council APPROVED

Case # 18-SANZON-0039

Consider, Discuss and Act on the Amended Plat of Lots 1-A and 2-A, Block A of Kirkland Street Addition, Being an Amendment of Lots 1-3, Block A of Kirkland Street Addition, Being 0.473 Acres in the R. Bebee Surey A-29, an Addition to the City of Sanger, Generally Located South and West of the Intersection of Kirkland Street and Sims Street.



Planning & Zoning Commission APPROVED
City Council APPROVED



Monthly Report – August 2018

Case # 18-SANZON-0040

Conduct a Public Hearing and Consider, Discuss and Act on the Requested Variance to Allow Open Channel for Storm Water Runoff Which can be Contained Within two (2)60” Pipes; and to Delay the Development of a Detention Facility to Return Downstream Discharge to Pre-Development Conditions, for Proposed Final Plat of Lots 1 & 2, Block A, Lois Business Park Addition, Being 4.29 Acres and Generally Located South of Lois Road East and Approximately 1000 Feet East of the Intersection of Lois Road East and I-35 Northbound Service Road.

Planning & Zoning Commission APPROVED with Conditions
City Council APPROVED with Conditions





Monthly Report – August 2018

Sanger Circle Phase 6: No activities on Phase 6 this month.

Sable Creek: The utilities are almost complete and concrete paving repairs are underway.

Lake Ridge Phase II: Final documents being submitted, Letter of Acceptance planned for next week.

Lake Ridge Phase III: Erosion controls in place, Pre-Construction Meeting in early September.

McReynolds: The permanent fence is being installed, Change Order #2 and 3 have been approved so the storm water structure, guardrail and driveways should be completed by the end of October.

Willowood: The water mains are 98% complete, the sewer lines are completed and the storm water structures are 75% complete. Concrete paving should start this month.

Coker's Funeral Home: Construction on the additional structure has not started yet.

Sanger Circle Estates: Three houses have been started.

Parkbrook: A new Preliminary Plat has been submitted.

R & L Carriers: The concrete paving is almost complete, the iron work for the main building has been started.

Lois Road Warehouse: Utility installation on the site should start sometime in September.

Holiday Inn: Plan review continues, engineer is preparing documents for the water line.

The **Fleet Department** continues to repair and maintain our vehicles and equipment with 4 scheduled routine maintenance order repairs completed for the month and getting an average of 1 done a day. This month there was 1 emergency repair orders. The fleet department sublet 0 repairs costing \$0 total. There were 58 repair orders completed with 3 repair orders completed per day average. The total cost of these repairs came to \$2286.27.

DID YOU KNOW...

The McReynolds Road Project is now 95% completed?



STREETS

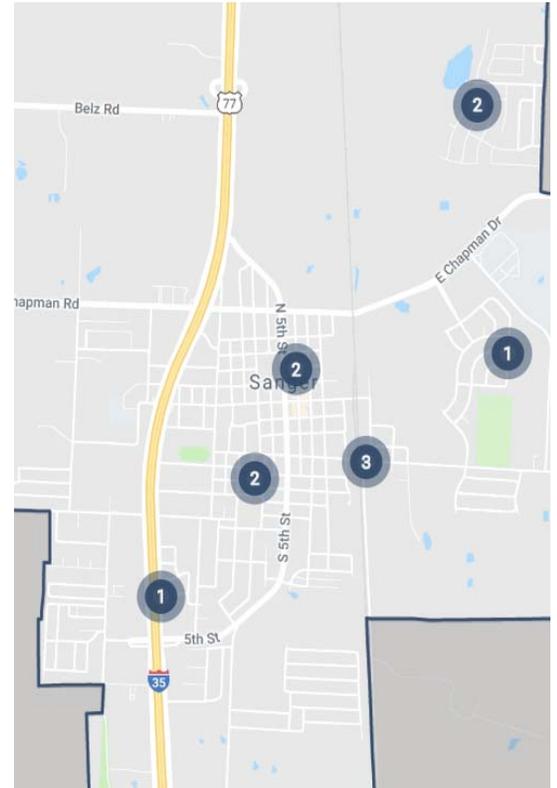
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Monthly Report – August 2018

Request Type	# Request	% Completed
Miscellaneous	4	100%
Road Hazards	2	100%
Road Signs	2	100%
Blocked View at Intersection	2	100%
Asphalt	1	100%

Miscellaneous	Quantity	% of Road Hazards
Weedeat/Mow around City Building	4	100%

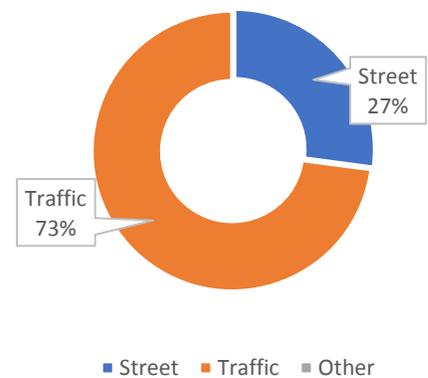
Road Hazards	Quantity	% of Miscellaneous
Trash Truck Rut	1	50%
Weedeat at Guardrails	1	50%



DID YOU KNOW...

The Street Department restriped the crosswalks and parking spots in the downtown area.

YTD Street Signs





WATER

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Monthly Report – August 2018

Felix Construction continues to make progress on the improvements to the **Wastewater Treatment Plant**. During August they were able to:

- Place the new Raw Wastewater Pumping Station into service on August 2nd.
- Start up the new Sludge De-watering equipment on August 6th.
- Install the new blower airline header piping.
- Fill the old sewer line from the West in with grout and demo the existing manholes.
- Install the airline support brackets in Plant #1 and begin installing drop line pipes and air diffusers.
- Begin installing the piping from the new primary clarifiers to the UV chamber.

Bob Moore Construction has completed the installation the domestic fire and potable water lines at the R & L Carriers location.

The Water Department was able to:

- Make repairs to 6 water service lines and 1 water main.
- Install 6 new water meters and changed out 8 water meters.
- Visually read 624 water meters that were not read by the mobile collector.
- Complete 122 water and sewer service orders.
- Perform 38 meter disconnects for billing.

DID YOU KNOW...

In 1974, Congress passed the Safe Drinking Water Act to ensure that drinking water is safe for human consumption. The Act requires public water systems to monitor and treat drinking water for safety.



ELECTRIC

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Monthly Report – August 2018

General Summary

Daily Operations

The Electric Department is preparing for R&L Carriers, Wildwood Subdivision, and Chennault's Project.

Construction

- Retrieved Vac Machine from Vermeer
- Assist electricians at Linda Tutt School
- Relevel transformer at First United Methodist Church
- Set Transformer at Railroad Ballpark
- Hang transformer at 5th & Locust
- Reworked primary and transformer bank at Lone Oak Café (complete rebuild)
- Push new service on La Paloma
- Hung Sellabration banners
- Change out bad transformer on Lois Rd West
- Returned Vac Machine for repair to Vermeer
- Clean and stock trucks on Fridays

Service Truck/After Hours combined

- Connects - 20
- Disconnects- 23
- Occupant change - 37
- Cutoffs - 23
- Reinstates - 20
- Service changes - 6 (meter changes)
- Rechecks - 18
- Reread -2

DID YOU KNOW...

During Sanger Electric's past monthly billing cycle a new all-time peak electricity usage record was set at 16 megawatts. The previous high was set during the winter months and was 14 megawatts.



Parks and Recreation Department

Operations:

The Parks crew has continued the pesticide, fertilization, aerification, and irrigation schedule for the season. 305 acres were mowed in the month of August. The Parks Department completed 74 brush orders with 68% of the orders being completed within 10 days on avg. 9.5 days and used an estimated 45 labor hours.

Facilities:

Our facilities continue to be in regular use with 16 rentals for the month of August. Ball Fields and Pavilion Rentals had 26 different reservations this month. This number did decline due to the fact that the Softball and Baseball Associations went back under contract for the fields on August 15, 2018. Facilities include our Community Center and Historic Presbyterian Church as well as park pavilions and ball fields.

Projects:

Porter Park pavilion is coming along nicely with an anticipated ribbon cutting in late October.



Recreation:

On the Recreation side, August was a quiet month. August (and September) is a month for pre-planning for the upcoming year as kids are returning to school and fall youth sports start back up and let's not forget the heat! Look for more exciting news as fall rolls around.



Monthly Report – August 2018

Jennifer Shumate, Recreation & Events Coordinator attended a Region Four meeting for the Texas Amateur Athletic Federation as the City of Sanger is hoping to become more involved going forward in this organization.

Our Facebook page is still experiencing a steady growth up to 2,166 likes at the end of August which is an increase of 15 from the previous month. If you have not, please go and like our page at Sanger, TX Parks, and Recreation to follow all of the fun events coming up.

Department Staff

Director – Jim Berman

Recreation & Event Coordinator – Jennifer Shumate

Crew Leader – James Hunter

Maintenance Worker II – Dean Mason

Maintenance Worker II – Brandon Metcalf

DID YOU KNOW...

The Parks and Recreation Department has two facilities available for rent. The Community Center and Historic Presbyterian Church. You can also rent out pavilions at all of our park facilities for only \$25.00 for four hours!



LIBRARY

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Monthly Report for August 2018

The Summer Reading Program officially concluded on August 11th, with the deadline to turn in reading logs extended a week to give those who may have experienced difficulties with the new Beanstack reading app extra time to submit their reading. While totals for the reading portion of the program were not as high as the previous year, there was an improved level of retention: Nearly 60% of those who earned the first prize went on to earn all four reading log prizes.

- 239 individuals signed up for summer reading
- 146 logged reading
- 110 completed at least one log and earned a prize

Seven grand prize packs were awarded on August 13th. They included several gift certificates donated by area businesses such as Babe's Chicken, Domino's Pizza, Natural Grocers, Recycled Books, Altitude Trampoline Park, the Frank Buck Zoo in Gainesville, as well as other special themed prizes. Some of the winners are pictured below.



Overall, Summer Reading continued to experience solid growth in 2018, continuing the trend of the past 3 years. We held 32 special summer programs and 28 regular programs. The final summer program attendance total was 1,014, which was 15% higher than last year.

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LIBRARY

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- New monthly calendars of events were developed. The September calendar was finalized, including a 9/5 launch date for the 1,000 Books Before Kindergarten reading program.
- Library staff participated in two Sanger ISD events as part of our partnership with the schools. The library was represented at Meet the Tribe on August 12th with a table displaying sports books and giving away bookmarks and temporary tattoos. On August 27th, a staff member attended the Community Pre-K Kick-Off for the district's Community Partnerships grant.



- A grant application was submitted to the Hancher Foundation for two Early Literacy computers and an AfterSchool Edge tablet from AWE Learning.
- The new book club for 6th graders continued, meeting on August 28th to discuss the *Fourteenth Goldfish* by Jennifer Holm.

DID YOU KNOW...

The library offers resources for test preparation, including Launchpad tablets for ACT and SAT prep, and the Learning Express online service through the Texshare databases.

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