

APRIL 2018





CITY COUNCIL

Agenda Summary

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

Proclamations and Resolutions:

- Resolution No. 04-01-18 Designating May 19, 2018 as the day of the 2018 Sanger Citywide Garage Sale.
- Proclamation No. 04-010-18 Proclaiming the Month of May as Motorcycle Safety and Awareness month in the City of Sanger.

Ordinances Passed

- No Ordinances approved in April.

Plats Approved:

- Replat of the Willowood Addition – 30.59 Acres generally located east of 5th Street and North of Quail Run Phase III.
- Minor Plat of the Galilee Church Addition – 3.096 Acres generally located at the southwest corner of Willow Street and Jones Street.
- Final Plat of the Sendero Addition – 94.632 Acres generally located at the southwest corner of Metz Road and Lois Road.
- Minor Plat of the Jones Addition – 4.16 Acres in the Phiney S Black Survey – Generally located south of FM 455 and west of Creekview Road.

Other Items:

- Pursuing SAFER Grant for Fire Department to provide up to four full time Firefighter positions.
- Tour of the Wastewater Treatment Plant and Related Construction Improvements.



City Council toured the Wastewater Treatment Plant and Related Improvements at the April 16, 2018 City Council Work Session.



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. Various Board Agendas signed and Ordinances and Contracts attested.

Open Records

- Processed thirteen (13) Open Record Requests and completed them in ten days or less.

Summary of Miscellaneous Items:

- No Mowing Liens Filed.in April - Pending Lien payoff payments for release of liens total \$3,888.93.
- Renewal of two Alcohol Permits in process.
- Received all quarterly payments for quarterly Hotel Motel Taxes.
- Insurance – No Pending Insurance Claims.
- Updating Website, Posted Agendas and Minutes and Ordinances to the website.
- Attended North Texas Municipal Clerks Association (NTMCA) Professional Seminar Avoiding Legal Pitfalls.

DID YOU KNOW...

If you want to get more involved in our community, the City of Sanger is looking for interested citizens to fill vacant Board and Commission seats. The form to apply for a position on a Board or Commission is located on the City's website at www.sangertexas.org under Government – Boards and Commissions.

If you have any questions or would like the form e-mailed to you can call Cheryl Price in the City Secretary's office at 940-458-7930 or e-mail cprice@sangertexas.org.



HUMAN RESOURCES

Employees:

- Completed the renewal of the Ricoh contract.
- Meet with Austin Lane along with Interim City Manager and Finance Director to cover the upcoming budget years goals for the city.
- Completed Texas municipal retirement system monthly report.
- Human Resources sat in on interviews for the Planner position along with Economic Development.
- Human Resources sat in during the testing for the Fire Lieutenant positions.
- We held an orientation class for two new employees, Police Officer I and Planner.
- We currently have the following positions open for employment.
 - Part Time Firefighter.
 - Full Time WWTP Operator
 - Full Time Water Maintenance

Training:

- Human Resources is attending a class each week in pursuit of a higher certification from SHRM.
- Human Resources attended a lunch and learn with North Texas SHRM on the topic of EEOC.
- Human Resources attended the TMHRA conference in San Antonio and was recognized and awarded the Rising Star award from TMHRA.

Summary of Miscellaneous Items:

- One employee orientation class was held for two employees.
- Assisted with open records request.
- Assisted with interviews for Planner.
- Helped with several miscellaneous tasks.

DID YOU KNOW...

The City of Sanger Parks Department can help you with a venue for your next event. We have several Parks as well as indoor venues that can be rented. For more information please contact the Parks Department at 940-458-2059 or visit our website at www.sangertexas.org





Monthly Report – April 2018

During the month of April 2018, officers of the Sanger Police Department responded to a total of 545 calls for service having an average response time of 4 minutes per call. The department issued a total of 40 citations and 25 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 - 6
- Burglary - 2
- Larceny/Theft
- Motor Vehicle Theft

The Sanger Police Department would like to welcome a new employee, Officer Ian Conepcion, to Department.

Chief Curtis Amyx

Did You Know...

PC 38.04 Evading arrest or detention using a vehicle is a Felony Offense.



MUNICIPAL COURT

SANGER
★ TEXAS

Monthly Report – April 2018

- For the month of April, 2018, the Municipal Court filed 45 citations.
- There were 2 requests for deferred disposition, 8 deferral compliance dismissals and 2 requests for driver safety course.
- There were 2 cases successfully closed by driver safety course.
- The court closed 31 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$6,404.20 with \$1,917.21 of that being remitted to the State.

Christy Dyer, CMCC
Court Administrator

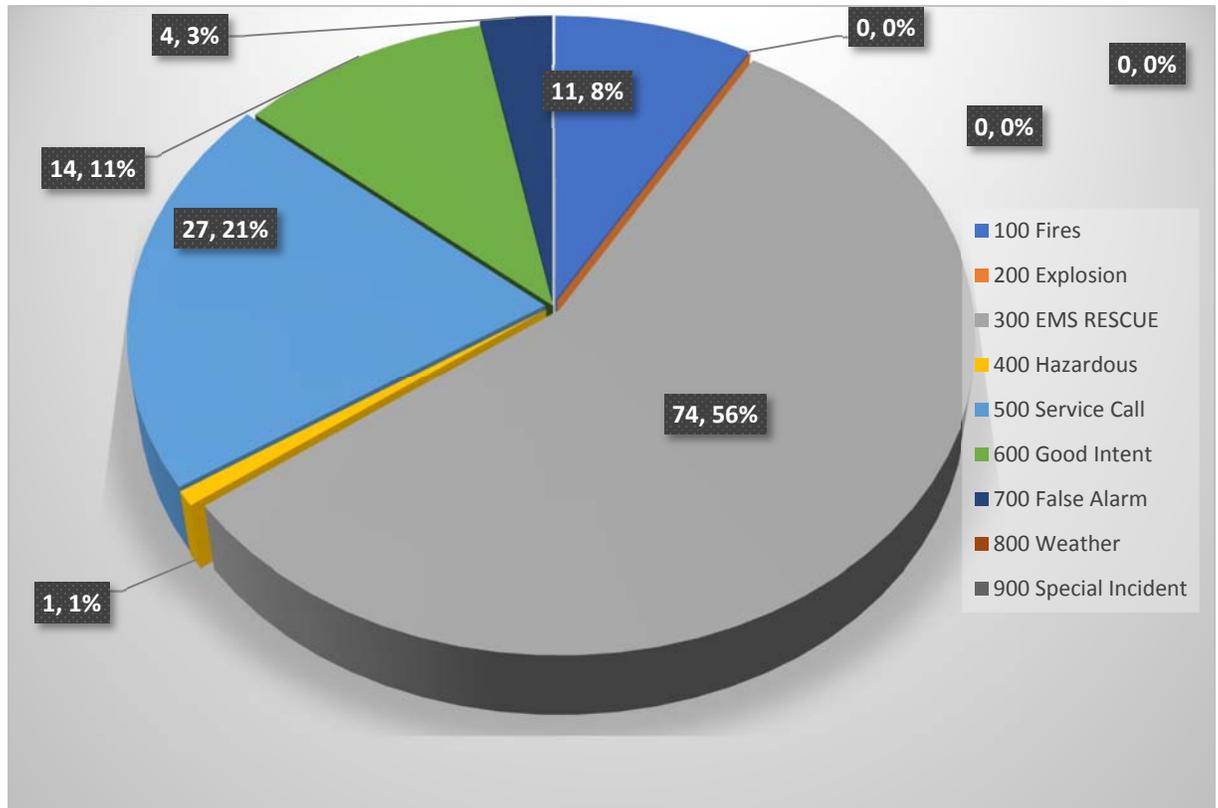
DID YOU KNOW...

There are 933 municipal courts in Texas. There are 1,278 municipal court judges and more than 3,015 court administrators, coordinators, clerks, juvenile case managers and teen court specialists.



Emergency Responses

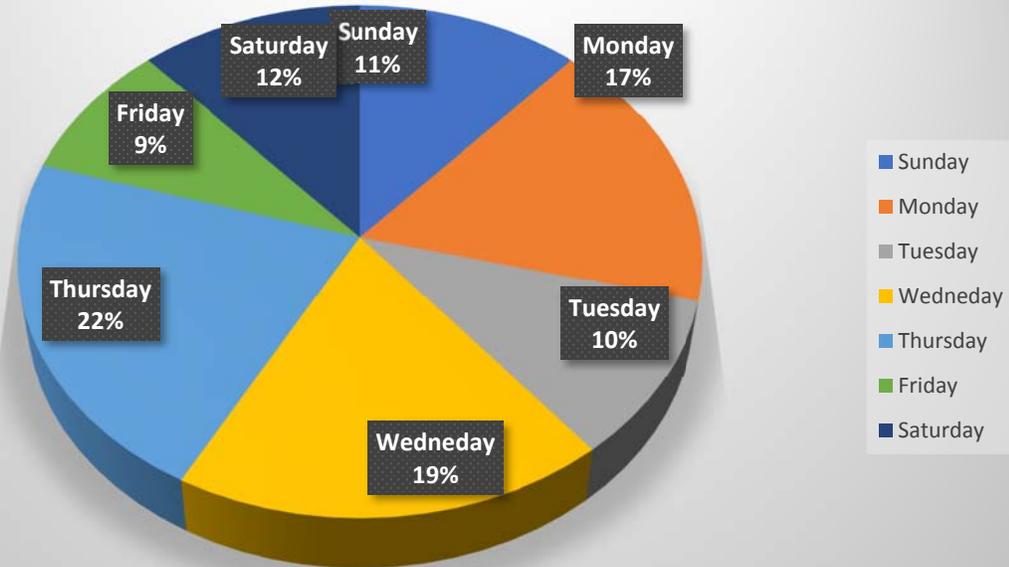
- The Sanger Fire Department responded to 131 emergency incidents during the month of December.
- The busiest incident type was Emergency Medical Incident at 74, followed by 27 Service calls, 14 Good Intent emergency, and 11 fire related incidents.
- The average response time for emergency related incidents both in the city limits and the unincorporated area, around the city limit, we serve was 7 minutes and 7 seconds.
- The average time spent on a medical transport from initial alarm until units are back in service is 58 minutes and 33 seconds.
- The ambulance transports most of our patients to Denton area hospitals. The busiest day of the month, for Medical response in April 2018, happens to be on Thursday 21% of the call volume. Most emergencies occurred between the hours of 19:00 through 19:59.



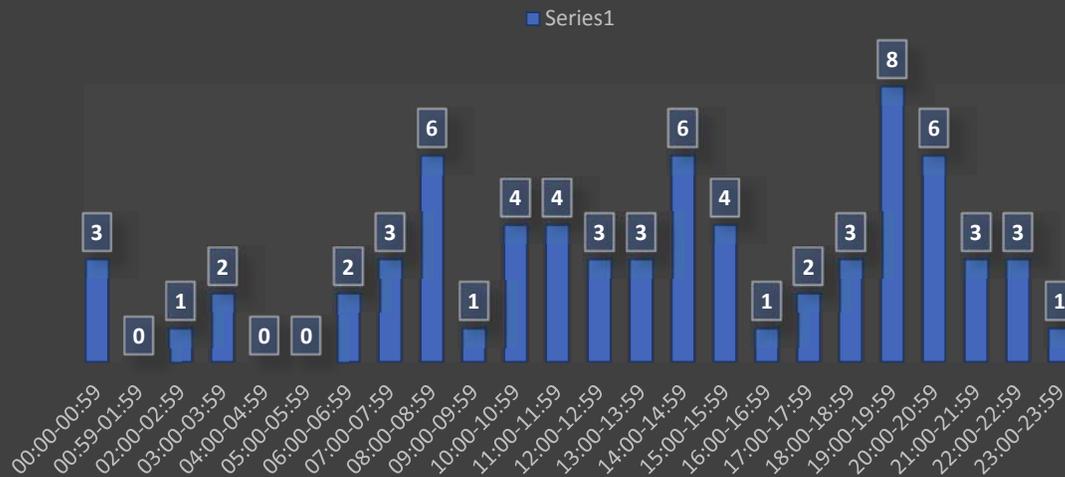


Monthly Report – April 2018

Busiest Day of the Week



BUSIEST HOURS OF DAY FOR APRIL





FINANCE

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Monthly Report – April 2018

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 April 2018, the Department:

- Scheduled and facilitated the first Director-level budget meeting of the year, kicking off the 2018-19 budget preparation
- Began preliminary work on the 2018-2019 Annual Budget
- Performed normal Accounts Payable, Financial Reporting, Payroll, Purchase Order, and Utility Customer Service functions for the City

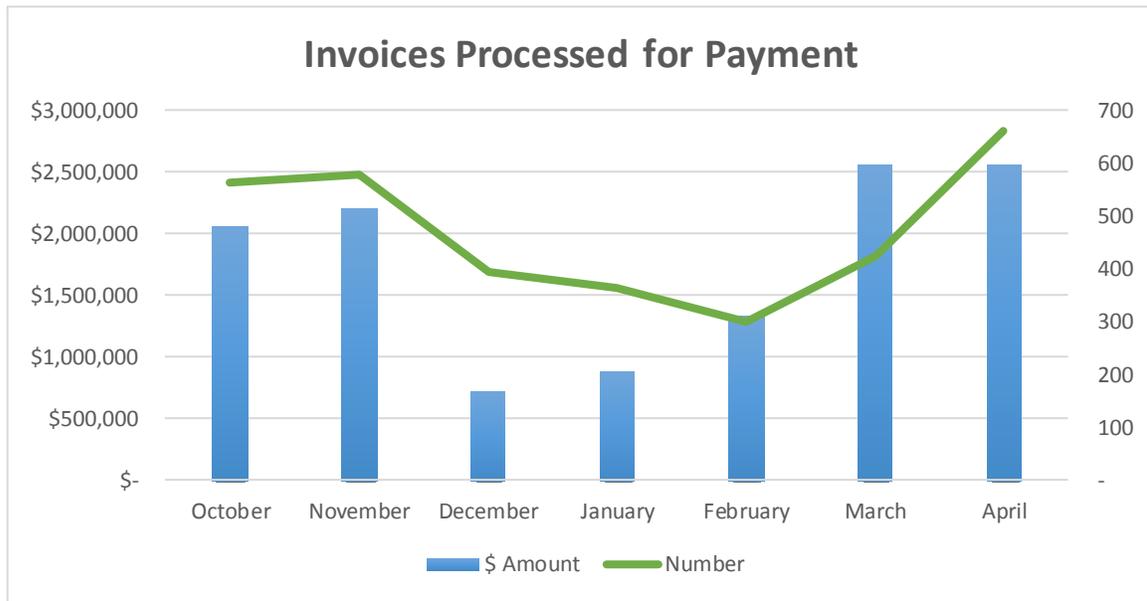
DID YOU KNOW...

Sanger is located in Denton County, which has more working horse ranches than any other single county in the United States.



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.



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.

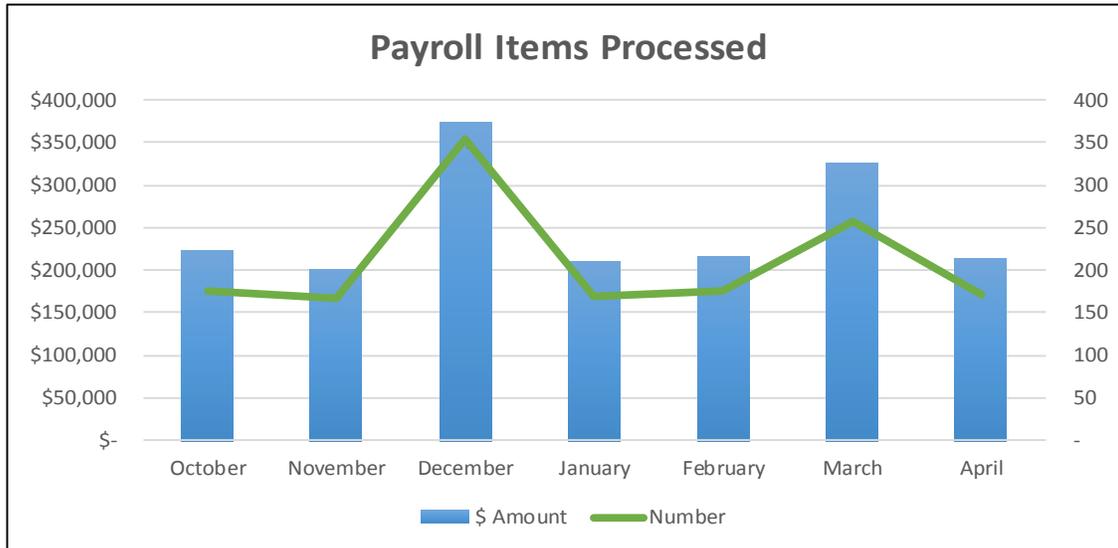
Financial Reports Prepared		
Type	City Council Reports	Departmental Budget Reports
17-18 YTD	7	14
16-17 YTD	7	14
15-16 YTD	7	14



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		
Year	Number	Amount
17-18 YTD	1,469	\$ 1,766,190
16-17 YTD	1,182	\$ 1,366,783
15-16 YTD	1,145	\$ 1,325,837





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 Issued		
Year	Number	Amount
17-18 YTD	204	\$ 7,232,149
16-17 YTD	167	\$ 9,564,459
15-16 YTD	144	\$ 2,392,744



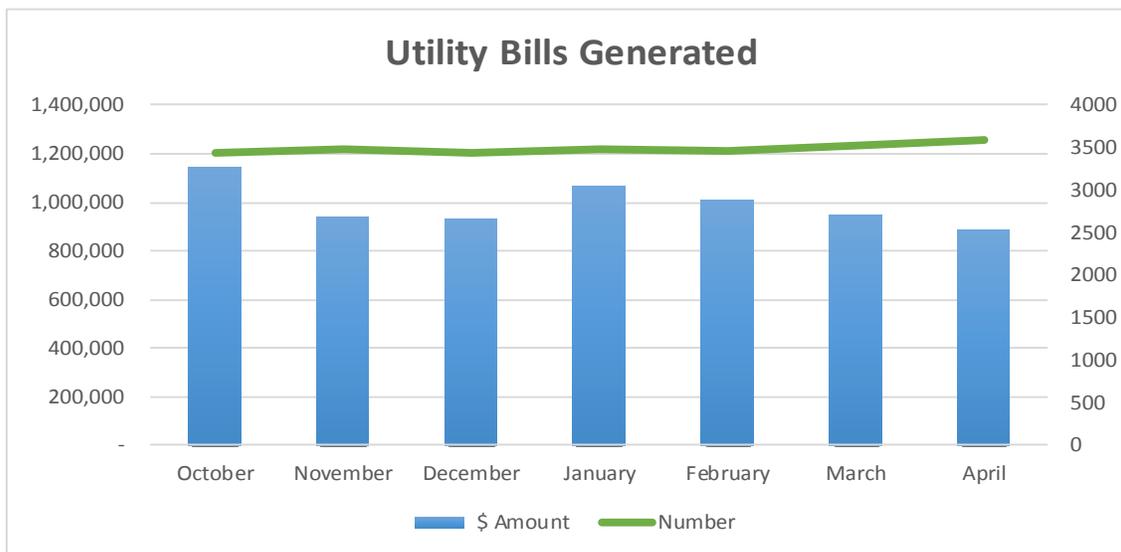


Utility Customer Service Function

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

Utility Bills Generated		
Year	Number	Amount
17-18 YTD	24,383	\$ 6,929,407
16-17 YTD	19,859	\$ 5,586,015
15-16 YTD	19,321	\$ 5,348,576

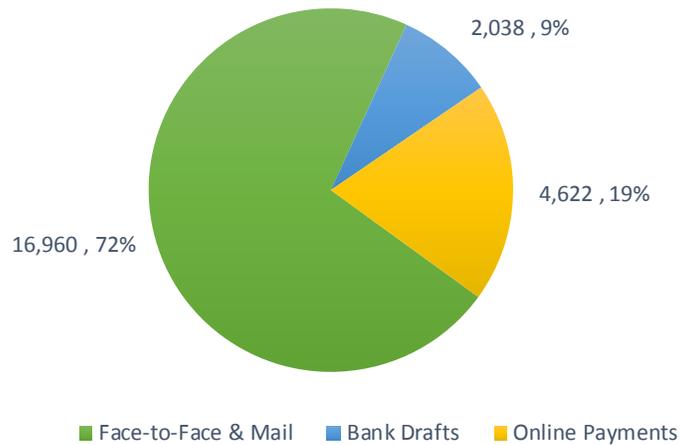




Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
17-18 YTD	23,620	\$ 7,188,349
16-17 YTD	19,444	\$ 5,931,696
15-16 YTD	18,822	\$ 5,774,387

Utility Payments Processed YTD by Type





Monthly Report – April 2018

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	12	7	19
# Inspections	162	18	180
Valuation	\$3,163,939.00	\$15,400.00	\$1,353,370.00
Fees	\$103,570.00	\$526.80	\$43,502.80

Commercial	New	Alteration	Total
# Permits	1	1	7
# Inspections	9	6	15
Valuation	\$5,000.00	\$145,000.00	\$150,000.00
Fees	\$876.00	\$1,204.80	\$2,080.80

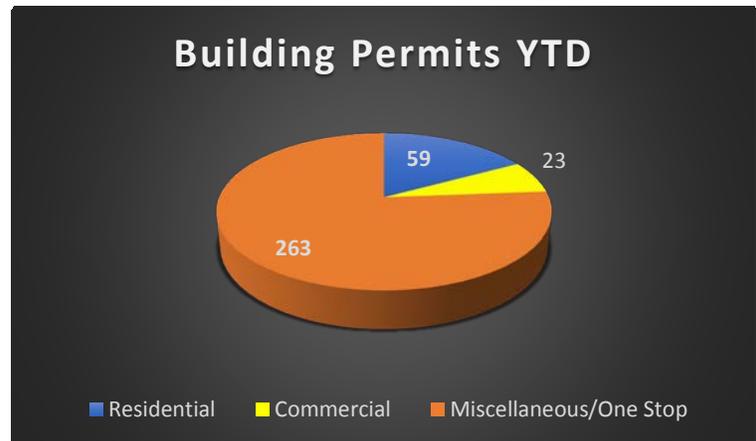
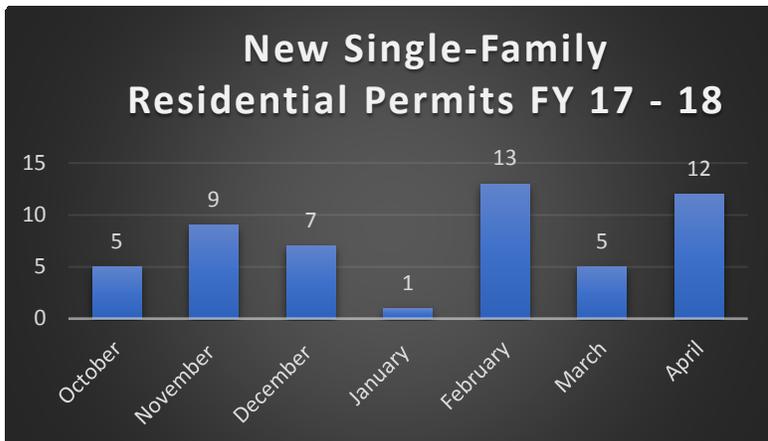
Miscellaneous /One Stop	
# Permits	55
# Inspections	68
Valuation	\$131,386.00
Fees	\$3,651.00

DID YOU KNOW...

A permit is required when you replace your heating or air conditioning system.

Be sure to check with your contractor to make sure they have obtained the proper permit and inspections. This will ensure that your system is installed to code.

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





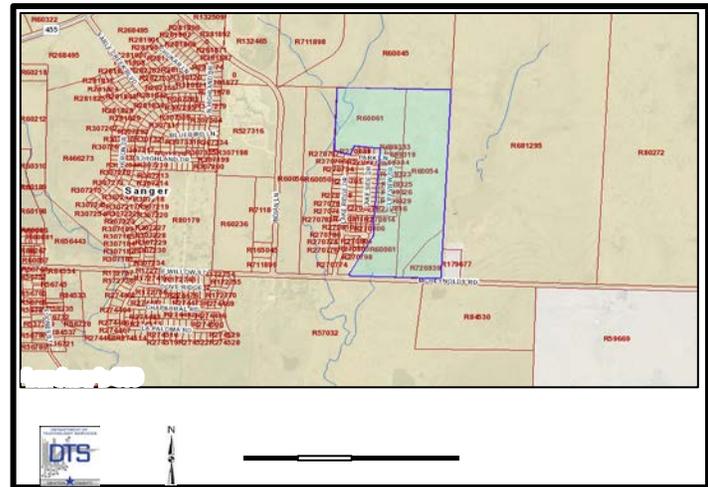
DEVELOPMENT SERVICES

SANGER TEXAS

PLANNING & ZONING

Case # 18-SANZON-004

Consider, Discuss and Act on Request to Amend Planned Development Ordinance #09-29-03 to Extend Boundaries From Lake Ridge Phase I to Include An Approximate Additional 59 Acres and Rezone Said Acreage From A Agricultural to Planned Development. The Property is Generally Located North and East of Lake Ridge Phase I.



Planning & Zoning Commission APPROVED
City Council APPROVED

Case # 18-SANZON-005

Consider, Discuss and Act on a Request for a Specific Use Permit (SUP) for a Studio Use on Property Zoned I-1 Industrial District 1 Located at 806 A&B, 804 A&B, and 802 Utility Road and Known as Utility Park Blk. 1 Lot 2.



Planning & Zoning Commission APPROVED
City Council APPROVED

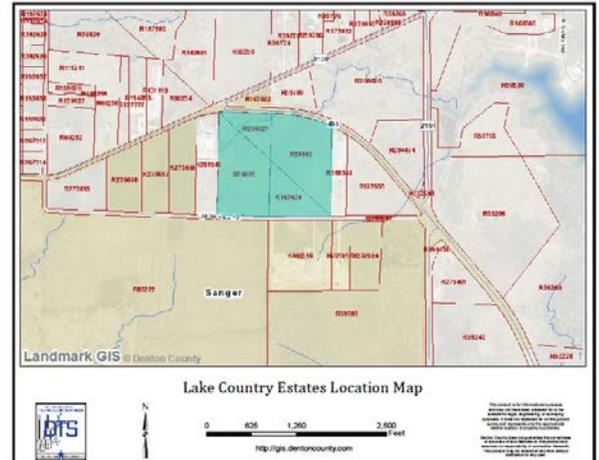


DEVELOPMENT SERVICES

SANGER
TEXAS

Case # 18-SANZON-006

Consider, Discuss and Act on a Request to Rezone Approximately 50.894 Acres From A Agricultural to Single Family Residential District 3, Generally Located South of FM 455 and North of Union Hill Road.

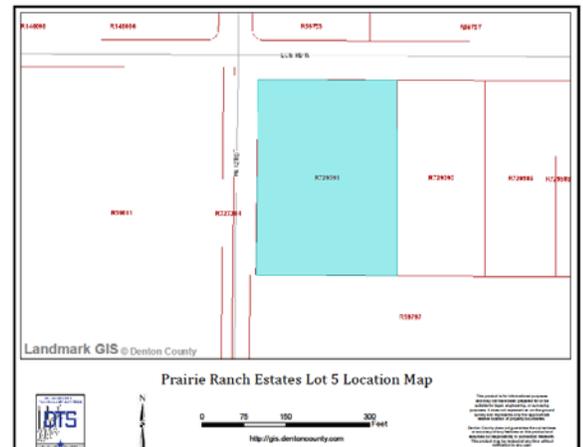


Planning & Zoning Commission
APPROVED

City Council
APPROVED

Case # 18-SANZON-009

Consider, Discuss and Act on the Final Replat of the Prairie Ranch Estates Addition Phase 1, Lots 5A & 5B, Block A Being 2.02 Acres in the William Mason Survey Abstract Number 801. Located South of Lois Road and East of Metz Road.



Planning & Zoning Commission
APPROVED

City Council
APPROVED

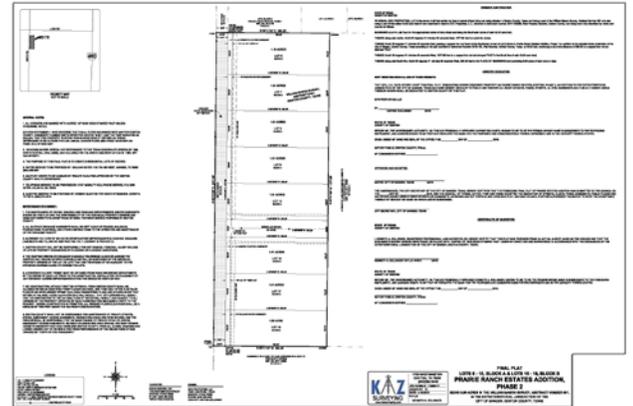


DEVELOPMENT SERVICES

SANGER
TEXAS

Case # 18-SANZON-010

Consider, Discuss and Act on the Final Plat of the Prairie Ranch Estates Addition Phase 2 Being 9.66 Acres in the William Mason Survey Abstract Number 801. Generally located South of Lois Road and East of Metz Road.

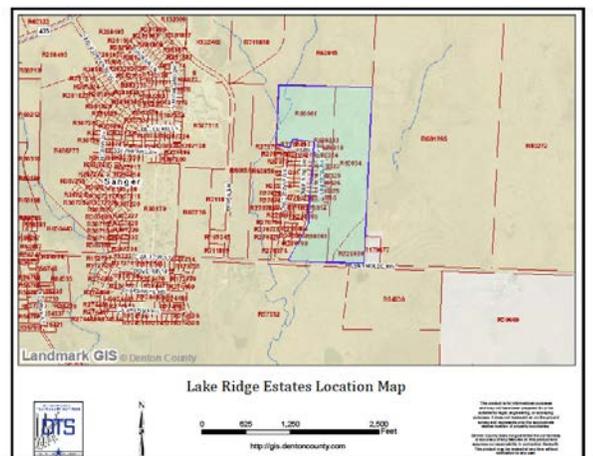


Planning & Zoning Commission
APPROVED

City Council
APPROVED

Case # 18-SANZON-011

Consider, Discuss and Act on the Preliminary Plat of Lake Ridge Estates Phase 3, Approximately 11.15 Acres of Land Situated in the Reuben Bebee Survey, Abstract No. 29, Generally Located North and East of Lake Ridge Phase I.



Planning & Zoning Commission
APPROVED

City Council
APPROVED



DEVELOPMENT SERVICES

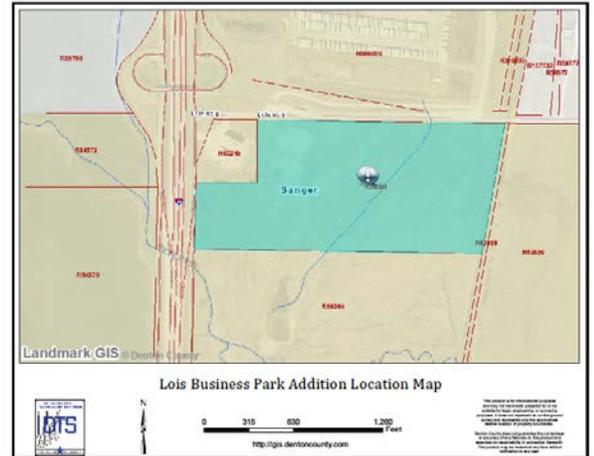
SANGER
TEXAS

Case # 18-SANZON-012

Consider, Discuss and Act on the Preliminary Plat of the Lois Business Park Addition, Being 39.84 Acres in the R. Bebee Survey, Abst. No 29, Generally Located East of IH-35 and South of Lois Road.

Planning & Zoning Commission
APPROVED

City Council
APPROVED



Case # 18-SANZON-013

Consider, Discuss and Act on the Final Plat of the Jones Addition Being 17.43 Acres in the Phiney S. Black Survey Abstract Number 103. Generally Located South of FM 455 and West of Creekview Rd.

Planning & Zoning Commission
APPROVED

City Council
APPROVED





DEVELOPMENT SERVICES

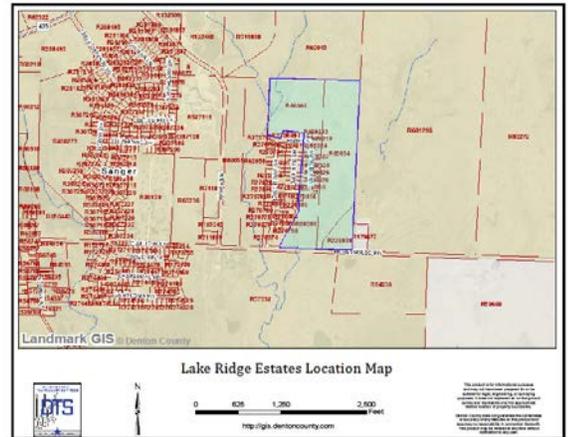
SANGER
★ TEXAS

Case # 18-SANZON-014

Consider, Discuss and Act on the Final Plat of Lake Ridge Estates Phase 3, Approximately 11.15 Acres of Land Situated in the Reuben Bebee Survey, Abstract No. 29, Generally Located North and East of Lake Ridge Phase I.

Planning & Zoning Commission
APPROVED

City Council
DENIED





PUBLIC WORKS

SANGER
★ TEXAS

Monthly Report – April 2018

The **Waste Water Treatment Plant** project update was included in the Water Department Performance Measures.

Pavecon Public Works laid the base course of asphalt paving between Mabak's headquarters and Mr. Rasco's property on the **McReynolds Project** this month. They will be milling the asphalt paving between Rasco's property and FM 2164 as the weather allows. As soon as the asphalt is milled and removed, the roadway will be cement stabilized. The overall plan is to have all of the asphalt pavement completed by the end of May, if the weather cooperates. The final storm water structures, ditch grading, fencing, driveways, cleanup, etc. is scheduled to be completed before August 1st.

The **Phase III Water and Sewer Line** construction project on the east side of IH-35 is 90% completed: The water and sewer lines have been installed all the way to the north side of View Road. The contractor, Dickerson Construction, will immediately start backfilling manholes, cleaning up and seeding.

The **Cowling Road Lift Station** project is included in the Water Dept. Performance Measures Report.

The **Cowling Road Pump Station Improvements (Nitrification Plan)** is 95% complete. The contractor installed the chlorine mechanism for the "breakpoint" and anticipates completing the project in May. TCEQ responded to the engineering request for approval and are waiting for test results before approving the project.

Sanger Circle, Phase Six: Grading continued this month and it is anticipated that the grading will be completed by the end of May, weather permitting.

Sanger Estates has been completed. The street lights have been installed and the electrical system energized.

Willowood Addition: The contractor, RPM, has started grading the property.

Sable Creek: The contractor, RKM, has started compacting the subgrade for the concrete paving. Water, sewer, storm water, gas sleeves and electrical sleeves have been installed.

R & L Carriers has started grading the property north of View Road.



PUBLIC WORKS

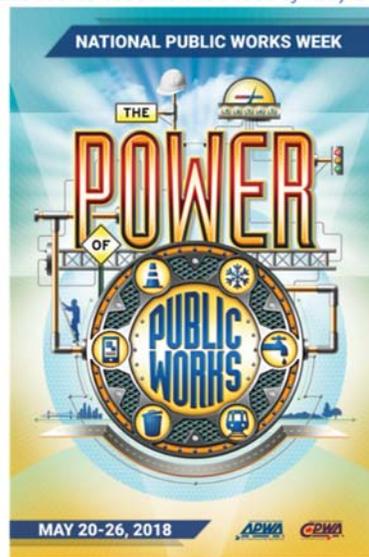
SANGER
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Monthly Report – April 2018

The Fleet Department continues to repair and maintain our vehicles and equipment with 16 scheduled routine maintenance order repairs completed for the month and getting an average of 1 done a day. This month there was 0 emergency repair orders. The fleet department sublet 1 repairs costing \$80.00 total. There were 62 repair orders completed with 4 repair orders completed per day average. The total cost of these repairs came to \$5593.90.

DID YOU KNOW...

National Public Works Week is the Week of May 20th – 26, 2018.





STREETS

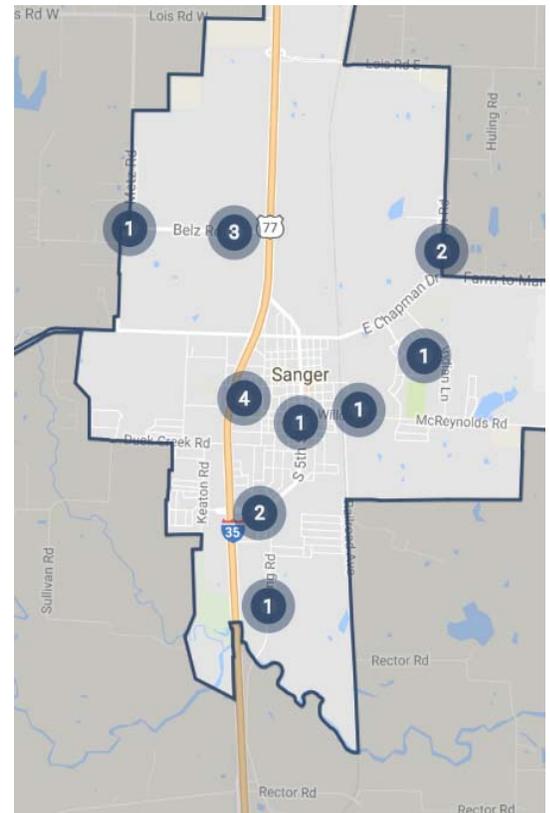
SANGER
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Monthly Report – April 2018

Request Type	# Request	% Completed
Road Hazards	3	100%
Miscellaneous	4	100%
Low Branches in the Roadway	4	100%
Potholes	4	100%
Sidewalk Safety	1	100%

Road Hazards	Quantity	% of Road Hazards
Drainage	1	8%
Base Failures	2	69%

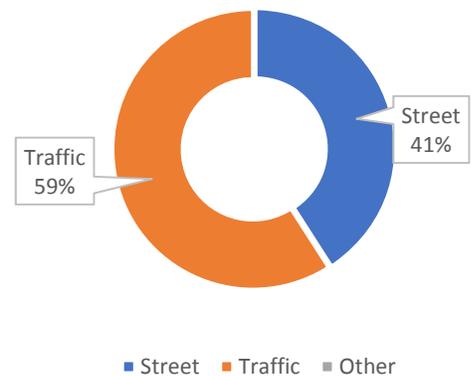
Miscellaneous	Quantity	% of Miscellaneous
Helping other Departments	1	25%
Clean up yard	3	75%



DID YOU KNOW...

It is a violation to disobey the instructions, signals, warnings, or markings of a warning sign, or to drive around a barricade. The offense is a Class B misdemeanor punishable by a fine of up to \$2,000 and/or up to 180 days in jail when a warning sign or barricade has been placed at a location where water is over any portion of a road, street, or highway.

YTD Street Signs





WATER

SANGER
★ TEXAS

Monthly Report – April 2018

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

- Nearly complete the installation of weir and baffle plates on both new clarifiers.
- Removed the wood from the expansion joints in the Peak Flow Storage Basin and sealed the joints.
- Installed and set the centrifugal pumps in the raw Wastewater Pumping Station.
- Install the three new blowers in place that will supply air to the individual plants.
- Completed 95% of the repairs to the welded seams on the original Plant #1 metal tank where the joints had delaminated.
- Completed all concrete pours for the UV structure and began construction on the citrus bath dip-tank structure that will be used for cleaning the UV light banks.
- Complete the installation of all the equipment in the sludge de-watering building. Piping still needs to be installed between the various pieces of equipment.
- Walker Electrical has begun pulling wire in the various electrical duct banks.

Alan Plummer Associates continues to work on the **Cowling Road Lift Station Improvement** project. We held a 30% review of the plans in April and are tentatively set to have a 60% review in June.

The Water Department was able to:

- Make repairs to two water service lines.
- Have a 12" valve installed at the Cowling Road Pumping Station.
- Install 5 new water meters and change out 10 meters.
- Visually read 545 water meters that were not read by the mobile collector.
- Complete 89 water and sewer service orders.

DID YOU KNOW...

All utility meters shall at all times be reasonably accessible to employees of the City of Sanger whose duty it is to read such meters. Should a utility meter be deemed inaccessible by the meter-reader by reason of locked gate(s), dangerous dog(s) etc., the city shall require the customer to obtain remote readers and shall charge the customer a reasonable fee for the installation and maintenance thereof.



ELECTRIC

SANGER
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Monthly Report – April 2018

Daily Operations

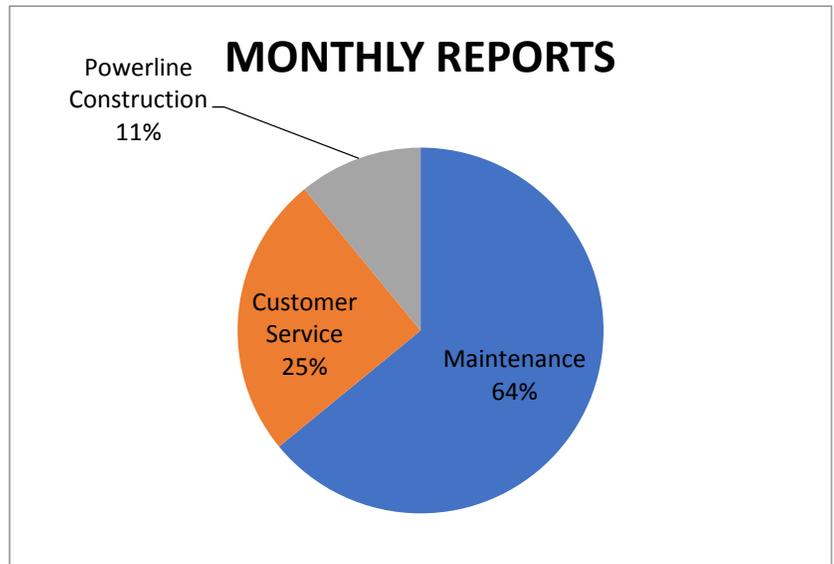
The Electric department worked primarily on-line maintenance during the month of April.

Construction

- Rework service at 4777 455 West.
- Assist service truck with outages.
- 800 N.3rd Street Primary conductor and equipment installation.
- Set meter and energize Hardin Sawmill.
- Locate Willowood primary for developer.
- Repair excavator fuel shut off.
- Trim trees out of lines.
- Pushed wire at Ranger Creek.
- Begin gathering map data at Southwest Estates.
- Stock/Clean trucks and equipment on Fridays.

Service Truck/After Hours combined

- Connects - 16
- Disconnects - 22
- Occupant change - 23
- Cutoffs - 15
- Reinstates - 15
- Service changes - 5 (meter changes)
- Customer side issues - 9 (rechecks)
- Reprogrammed meters - 0
- Upgraded security lights - 10





PARKS AND RECREATION

SANGER
TEXAS

Monthly Report – April 2018

Parks and Recreation Department

Operations:

The parks crew has continued the pesticide, fertilization, aerification, and irrigation schedule for the season. Top dressed the three softball fields at Porter Park. Re-Striped the parking lot at Porter Park and changed out the color beds at the historic Church. The Downtown Park flower beds received a much-needed update thanks to an Eagle Scout project done by Austin Meeker. The crew planted 4 Oklahoma redbud trees to celebrate Arbor Day 2018.



260 acres were mowed in the month of March.

940.458.2059 | 201 Bolivar | PO Box 1729 | Sanger, TX 76266 | www.sangertexas.org

[facebook.com/SangerTexas](https://www.facebook.com/SangerTexas) [@CityofSanger](https://twitter.com/CityofSanger)



Monthly Report – April 2018

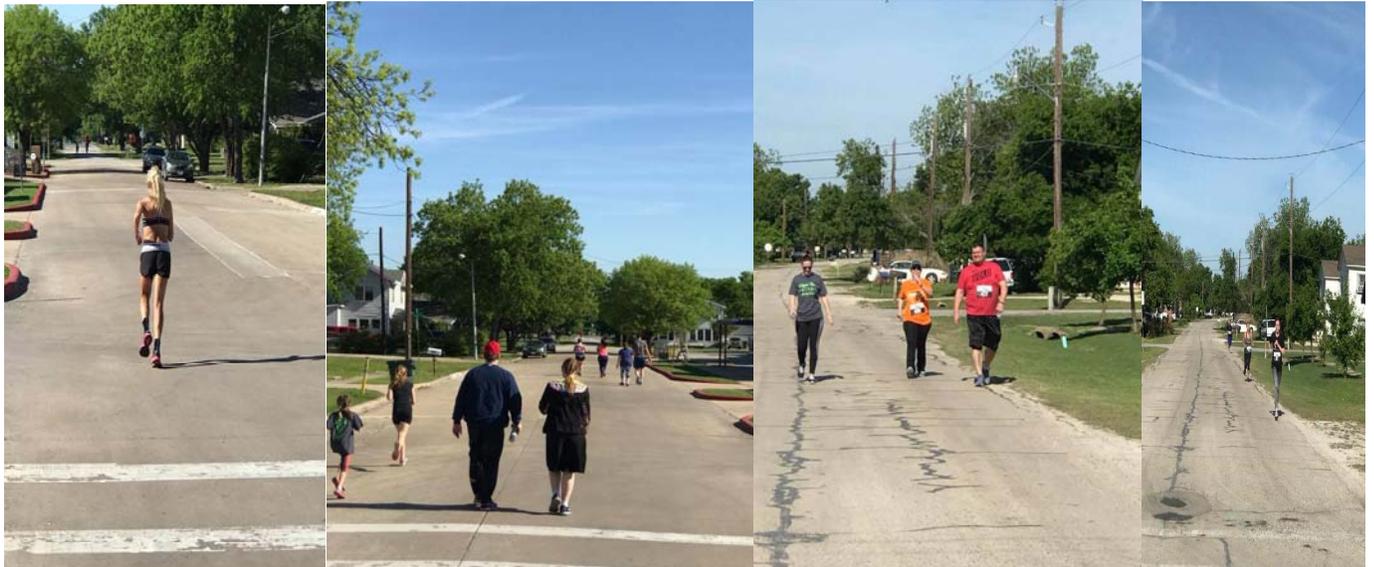
The Parks Department completed 130 brush orders with 52% of the orders being completed within 10 days and used an estimated 75 labor hours.

Facilities:

Our facilities continue to be in regular use with 14 rentals for the month of April. And while we are not currently renting out Porter Park or Railroad our Switzer Park infield was reserved 24 times. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

Recreation:

On the **Recreation** side April was a fun month as we held our second annual Coffee Run. This run was moved from Porter Park to our Downtown Park and the reception to this change was wonderful! We had 59 runners and they came from not only Sanger but three other states, Denton, Frisco, and other towns in the metroplex!



There are some exciting things coming up for summer on the Recreation side that you will have to stay tuned for but to give you a little insight...it includes a summer movie tour series in **June** with **FOUR** movies!



PARKS AND RECREATION

SANGER
★ TEXAS

Monthly Report – April 2018

Both a Parks and Recreation Board Meeting and a 4B meeting were held with lots of information covered. As a reminder all board meetings are open to the public.

Our Facebook page is still experiencing a steady growth up to 1,525 likes at the end of April which is an increase of 201 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.

Jennifer Shumate earned her Certified Professional Sports Manager certification during the month of April as well.

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 Switzer Park Splashpad will open officially on Memorial Day Weekend! So, reserve your pavilion today for only \$25.00 for four hours and get out and have some splashy good fun!



Monthly Report for April 2018

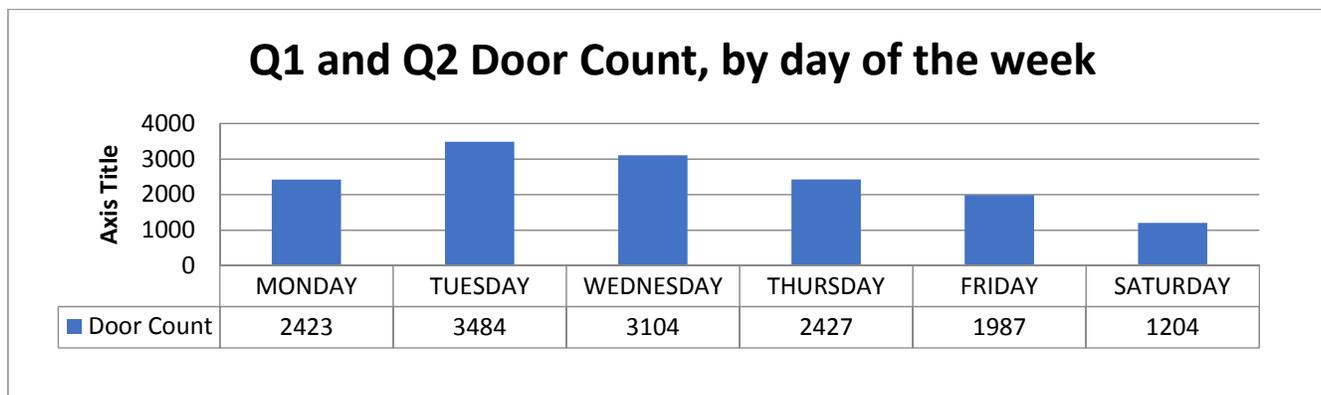
Total Patron Visits (according to gate counter): **2,317**

Circulation of Local Materials (Items checked out, not including those borrowed by other libraries): **1,833**

Total number of Library Cardholders: **5,231**

Total programs/events: **17**

As part of the library’s quarterly report submitted to the City Council, an analysis of the busiest days of the week for the fiscal year-to-date was provided, based on number of visits (see graph below)



Other Activities:

The Friends of the Library’s Annual Potluck Meeting was held on April 17th. Officers were elected, and its contribution toward the library’s Summer Reading program was discussed and decided.

Planning for our Summer Reading program continued, with activities almost every day in June and July. Details for the kickoff event on Saturday, June 2nd were fine-tuned, including a “Touch a Truck” event.

The library’s book club met on the evening of April 24. MaDonna Wade led the discussion of the novel, *A Gentleman in Moscow*.



LIBRARY

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More time was invested in the library staff's professional development in April, including attendance at the annual Texas Library Association Conference in Dallas. Contacts with vendors and publishers were made, and advance reading copies of forthcoming books were acquired at the conference, many of which will be used in middle-grade reading programs. The director also volunteered in the author events area.



DID YOU KNOW...

The library will be offering several classes, including two on smartphones, as part of Summer Reading program! Be sure to check out our calendar of events on our website at www.sangerlibrary.org.