

SANGER

★ TEXAS

MONTHLY REPORT

APRIL 2019





CITY COUNCIL

Agenda Summary

The following items were approved by the Mayor and City Council in April 2019.

Proclamations and Resolutions:

- Resolution #04-03-19 – Authorizing an Interlocal Agreement between Region 8 Education Service Center and the City of Sanger; and, authorize the City Manager to sign agreement.
- Resolution #4-4-19 - Designating May 18, 2019 as the day of the 2019 Sanger Citywide Garage Sale.
- Resolution #04-05-19 - Authorizing the City Manager to Execute a Contract for the Removal of Liquid Sludge from the Wastewater Treatment Plant, Making Findings Exempting Such Contract From the Requirements of Competitive Bidding and Providing an Effective Date.
- Resolution No. 04-06-19 Appointing Tracy A. LaPiene, as the City of Sanger representative to the Upper Trinity Regional Water District Board of Directors for a four (4) year term.

Ordinances Passed:

- Ordinance No. 04-07-19 Amending Sanger’s Drought Contingency and Water Conservation Plans.
- Council Member, Place 1, Council Member, Place 3 and Council Member, Place 5; and approve a joint election agreement and contract with Denton County Election Services.
- Ordinance #04-09-19 Approving Amendment to Chapter 10 Subdivision Regulations Exhibit A Subdivision Ordinance Section 6.02b Pavement Thickness Requirements; Providing for a Severability Clause, Penalty of Fine, and an Effective Date.
- Ordinance #04-10-19 Amending Chapter 3 of the Code of Ordinances, Article 3.100 “Building Inspection Department Established”, Article 3.200 “Building Code”, Article 3.300 “Plumbing Code”, Article 3.400 “Mechanical Code”, Article 3.500 “Electrical Code, Article 3.600 “International Residential Code” Article 3.2500 “Energy Conservation Code”, Article 3.2600 “Fuel Gas Code”, Article 3.2700 “International Existing Building Code”, and, adopting Article 32900 “Swimming Pool Spa Code”, Article 3.3000 “Model Home Guidelines”.
- Ordinance #04-11-19 – Amending Chapter 5 of the Code of Ordinances, Article 5.200 “International Fire Code”.
- Ordinance #04-12-19 – Appendix A “Fee Schedule” of the Code of Ordinances, Article 2.000 “Building and Construction Fees”.

Plats Approved:

- Final Plat of Lots 1-9, Block A, Phase 1; Lots 10-14, Block A, Phase 2, and Lots 1-2, Block B, Phase 2 of CR 200 Estates Addition, Being 21.36 Acres in the ED Bradley Survey, Abstract Number 34 and in the Edward Survey, Abstract Number 1705, in the Extraterritorial Jurisdiction of the City of Sanger, Denton County and Cook County, Texas, Generally Located South of County Road 200 and Approximately 4950 Feet West of I-35.



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Other Items:

- Approved the 2019-2020 Interlocal Cooperation Agreement for Shared Governance Communications and Dispatch Services System Between Denton County and the City of Sanger's Police and Fire Departments and authorized the Mayor, Police Chief and Fire Chief to execute agreement.
- Approved the agreement for Banking Services with First United Bank, and the Form of Custodial and Safekeeping Agreement set forth in the proposal, and authorized the City Manager to sign both, and any other administrative documents necessary to give full effect to the selection of the bank as the City's depository bank.
- Authorized the City Manager to execute a Supplement to Engagement Letter with Lloyd Gosselink Rochelle & Townsend P.C. to provide additional assistance with respect to wastewater treatment plant matters (discharge permitting/regulatory compliance).

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 documents attested. Working on agenda software to begin streamline of the meeting agenda format.

Open Records

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

Solicitor Permits

- No Itinerant Merchant or Solicitor Permits issued in December.

Summary of Miscellaneous Items:

- No payment for liens received in April.
- One pending Alcohol Permit Renewal in process.
- Preparing Ordinances for codification into the Code of Ordinances.

DID YOU KNOW...

YOU can help make a difference in your community! We are still looking for qualified board and commission members. All board or commission members are residents of the City of Sanger who, after filling out an application form are reviewed and appointed by the City Council when a vacancy occurs. Make application for a Board or Commission today and help shape our community. Contact the City Secretary and request an application at cprice@sangertexas.org or obtain an application on the City's website at www.sangertexas.org under Government – Boards & Commissions.



HUMAN RESOURCES

Employees:

- Completed Texas Municipal Retirement System monthly report.
- Human Resources held two employee orientations during the month of April.
- Completed the TWC quarterly report.

Training:

- Human Resources attended Fred Pryor training online.
- Human Resources attended NTSHRM monthly lunch and learn.
- Human Resources volunteered for the NTSHRM Board.
- Human Resources was asked to join the TMHRA Board.

Summary of Miscellaneous Items:

- Assisted with several open records requests.
- Assisted with several alcohol permits.
- Helped with several miscellaneous tasks for Administration.

DID YOU KNOW?

The City of Sanger has opening for Part-time Fire Fighter. You can find the application online at www.sangertexas.org. if you have questions please contact Human Resources at (940) 458-7930.





Monthly Report - April 2019

Monthly Report

During the month of April 2019 Officers of the Sanger Police Department responded to a total of 541 calls for service having an average response time of 2 minutes per call. The department issued a total of 50 citations and 20 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-1
Larceny/Theft-18
Motor Vehicle Theft- 1
Officer Assaulted

Places parking is prohibited: On a roadway side of a vehicle stopped or parked on the edge of curb or curb side of a street, on a sidewalk, in an intersection, on a crosswalk, where an official sign prohibits stopping, and 15 feet from a fire hydrant. Other areas are included but these are the most common areas questioned. It is not illegal to park on a public street in front of a private residence.

Chief Curtis Amyx





MUNICIPAL COURT

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Monthly Report - April 2019

Case Activity:

- For the month of April, 2019, the Municipal Court filed 63 citations.
- There were 56 requests for deferred disposition.
- There were 6 requests for driver safety course
- There were 13 cases successfully closed by deferred disposition and 0 cases successfully closed by driver safety course.
- The court closed 26 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$7,030.60 with \$2,622.70 of that being remitted to the State.

DID YOU KNOW...

Texas Municipal Court Clerk Certification

The Municipal Court Clerk Certification Program was established to encourage professional development and educational growth. It is sponsored by the Texas Court Clerks Association ([TCCA](#)) in cooperation with the Texas Municipal Courts Association ([TMCA](#)), the Texas Municipal Courts Education Center (TMCEC), and Texas State University in San Marcos. Program participants achieve certification upon successful completion of each of the three levels: Level I, Level II, and Certified Municipal Court Clerk (CMCC). At each level, a test is administered to gauge the skill-level and aptitude of the professional seeking certification. TMCEC has developed study materials to prepare participants and other court support personnel to better understand the law, procedure, and responsibilities of the municipal court clerk.

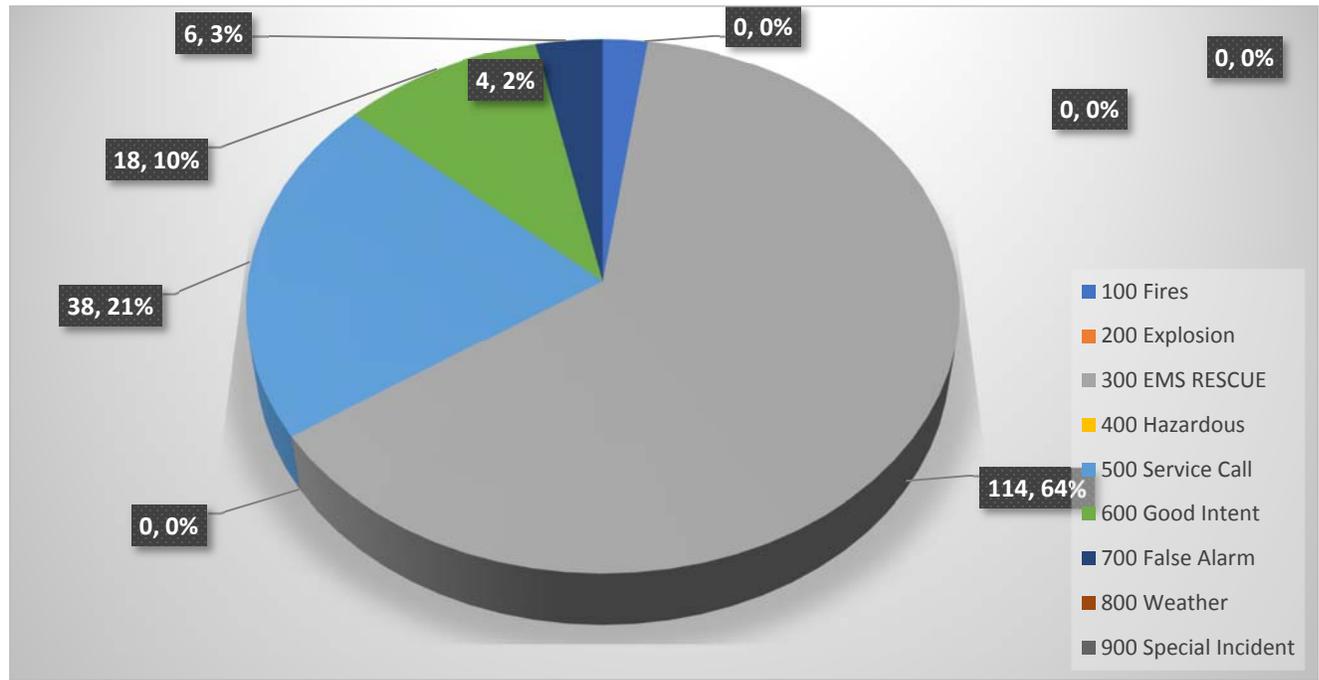


Emergency Responses for April

The Sanger Fire Department responded to 180 emergency incidents during the month of April. The top four busiest incident types:

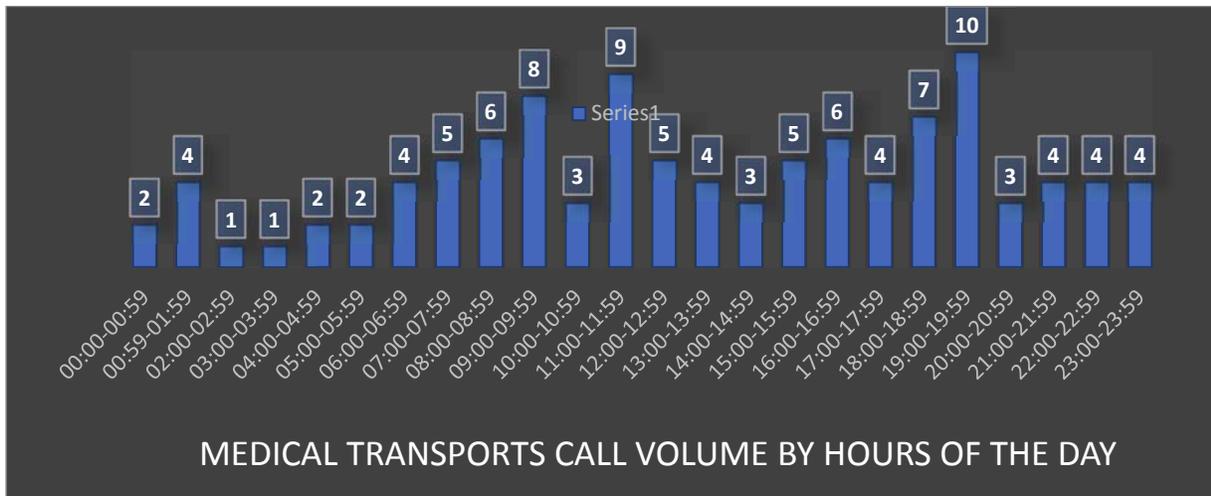
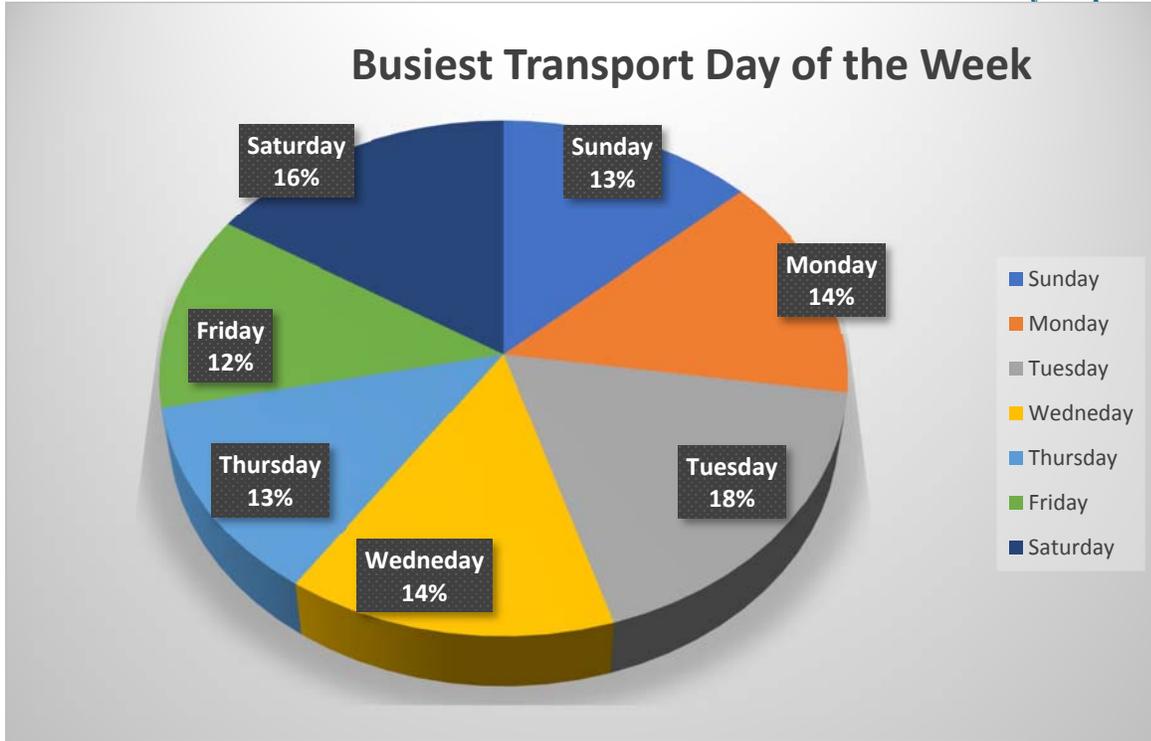
- 114 Emergency Medical Incident
- 38 Service calls
- 18 Good Intent incidents
- 6 False Alarms

- The busiest time of the day was 19:00-19:59 for the month of April. Average response times was 7 minute and 12 seconds.
- The average time spent on a medical transport from initial alarm until units are back in service was 51 minutes 21 seconds.
- The busiest day of the week for EMS transports during the month April was Tuesday with 18% of the transport call volume.
- Emergency Medical calls accounted for 63.33% of the total call volume.





Busiest Transport Day of the Week





FINANCE

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Overview

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 2019, Finance Department staff:

- Worked on the 2019-2020 Budget
- Held preliminary budget meeting for City Manager and all Department Heads
- Performed all of the following normal departmental functions for the City:
 - Accounts Payable
 - Financial Reporting
 - Payroll
 - Purchase Orders
 - Utility Customer Service

DID YOU KNOW...

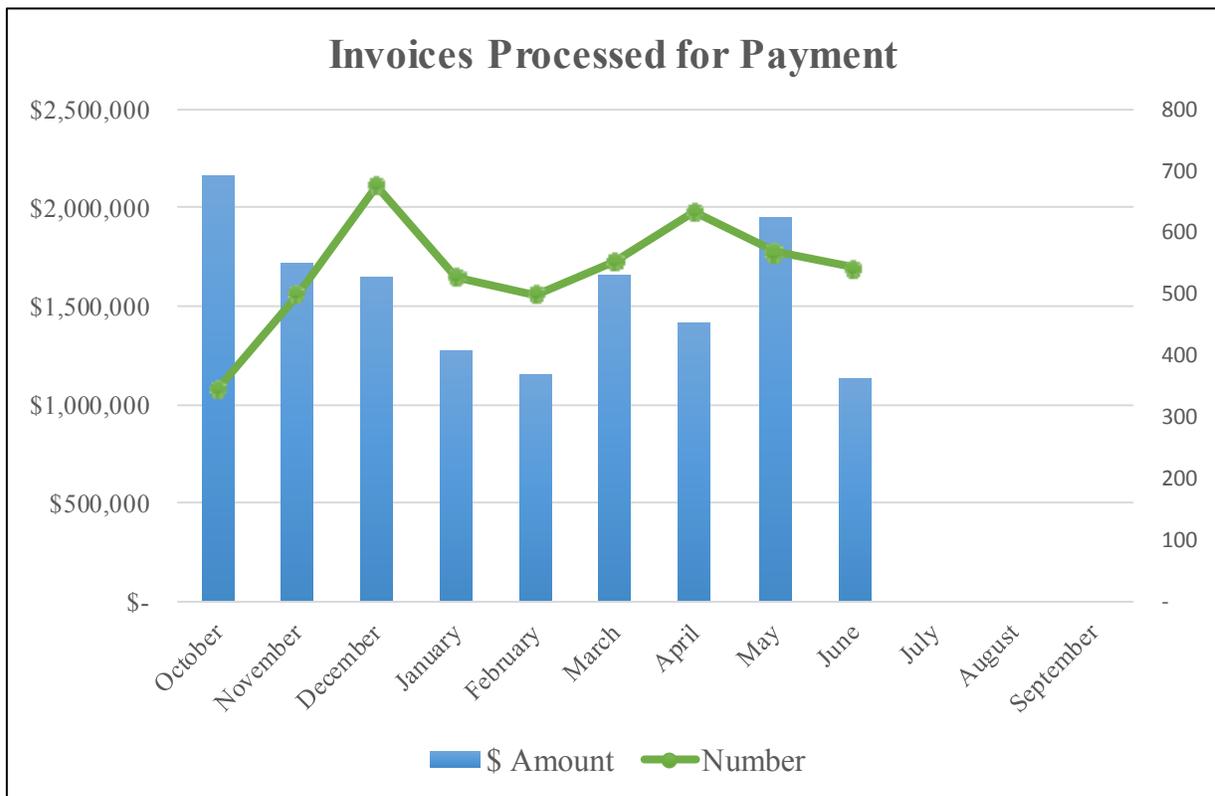
The EASIEST way for citizens to pay their utility account is through our automatic bill payment program. With this program, customer payments are drafted from their bank account on the due date each month, ensuring your bill is ALWAYS paid on time! Call our Customer Service office at 940-458-7930 for more information.



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.

Invoices Processed		
Year	Number	Amount
18-19 YTD	4,845	\$ 14,096,011
17-18 TYD	4,113	\$ 16,364,846
16-17 TYD	4,506	\$ 12,592,748

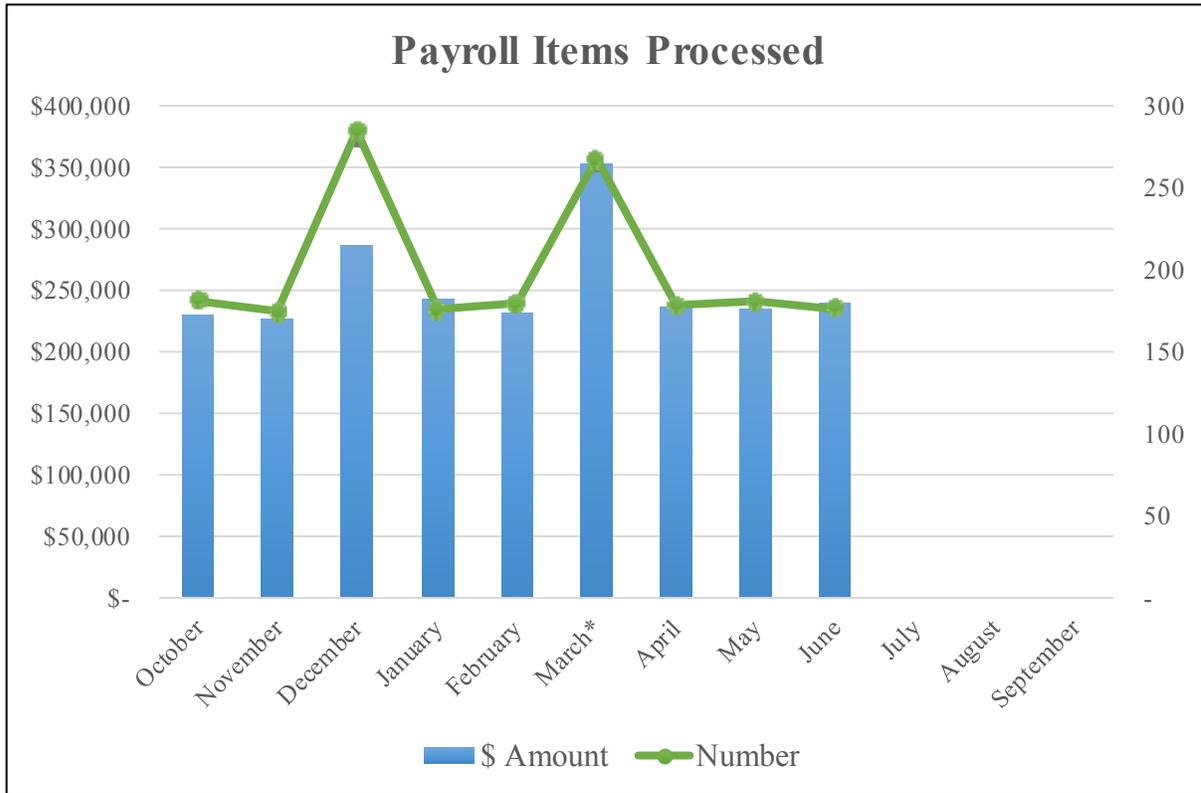




Payroll Function

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
18-19-YTD	1,795	\$ 2,274,978
17-18 YTD	1,808	\$ 2,208,557
16-17 TYD	1,696	\$ 1,989,375



*The month of March, 2019 is one of two months during the year with three biweekly payrolls instead of two.



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
18-19 YTD	195	\$ 2,540,508
17-18 YTD	242	\$ 7,390,639
16-17 YTD	281	\$ 29,243,038



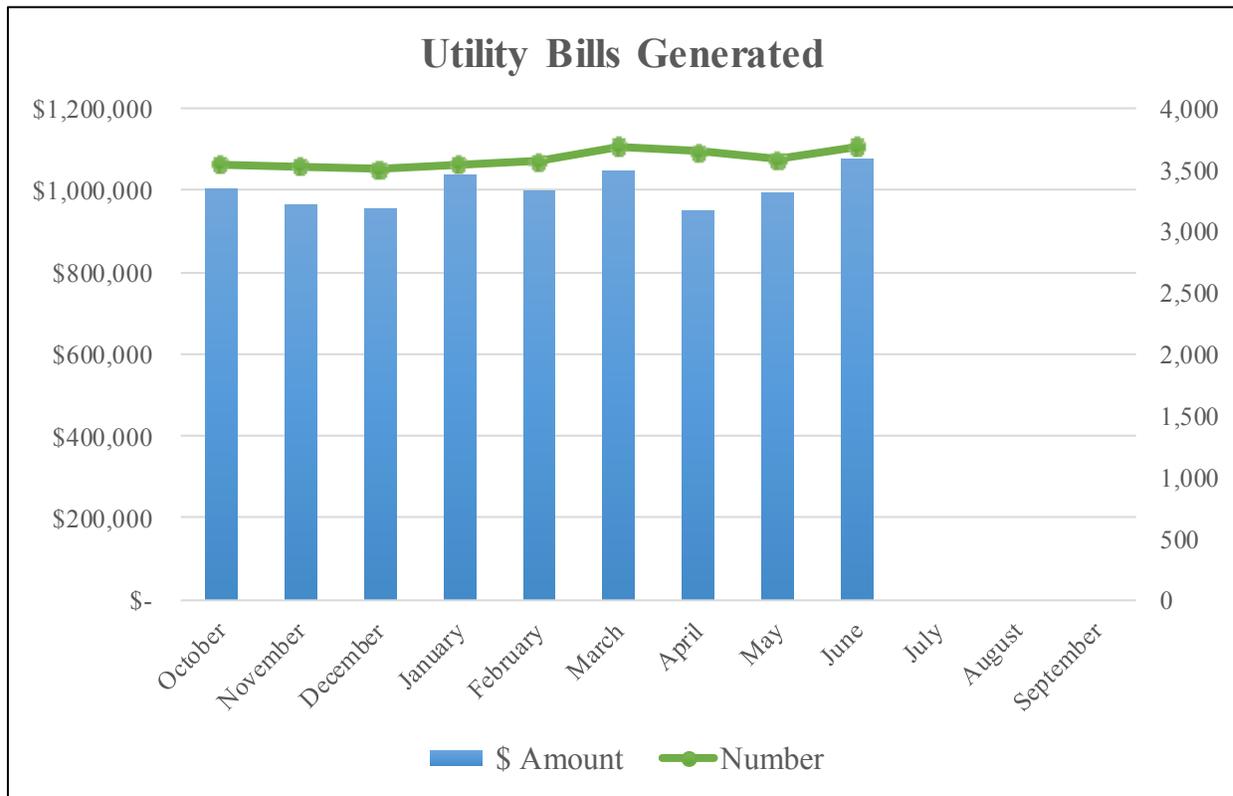


Utility Customer Service Function

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
18-19 YTD	32,272	\$ 9,030,306
17-18 YTD	31,460	\$ 9,275,514
16-17 YTD	29,961	\$ 8,671,559



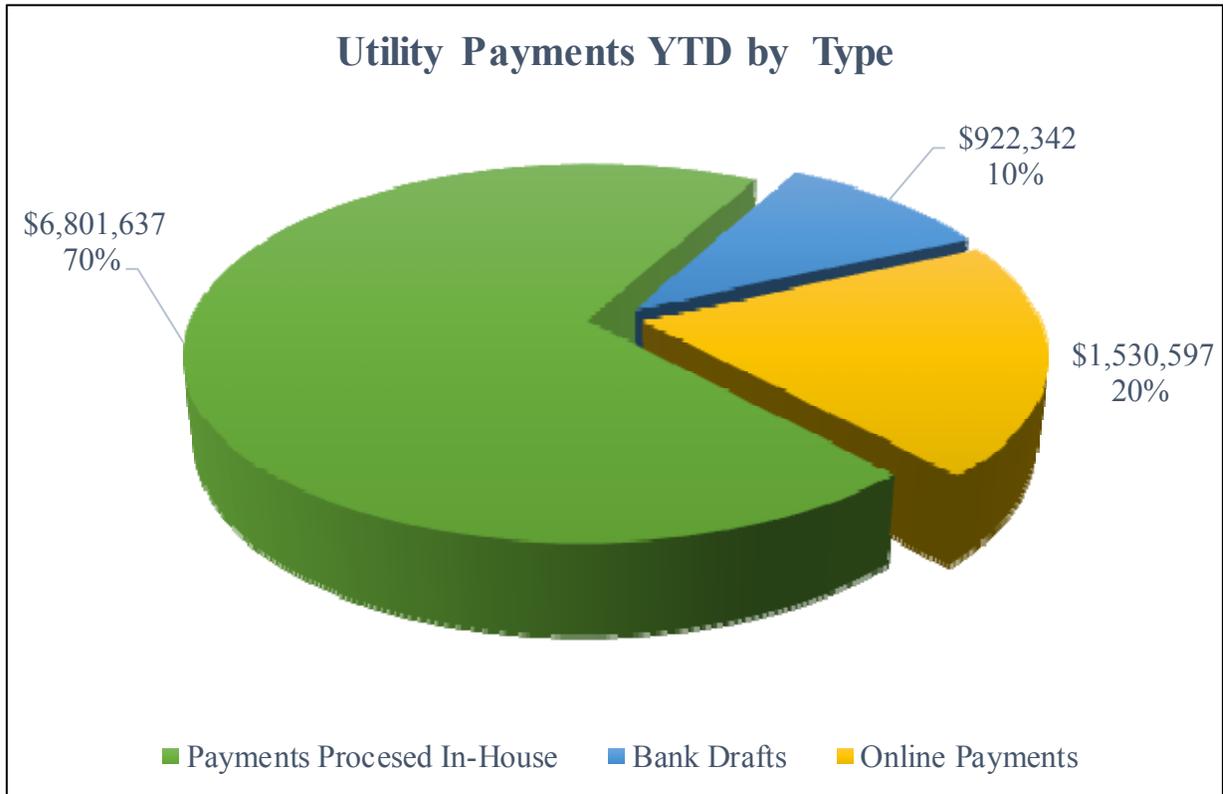


Utility Customer Service Function

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.

Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
18-19 YTD	31,518	\$ 9,254,576
17-18 YTD	30,426	\$ 9,139,517
16-17 YTD	29,206	\$ 8,857,857





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
18-19 YTD	9	18
17-18 YTD	9	18
16-17 YTD	9	18



ECONOMIC DEVELOPMENT

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Monthly Report – April 2019

About your Sanger EDC

The purpose of the Sanger Economic Development Corporation, alongside the City of Sanger, is to strengthen the local economy by reinvesting local sales tax dollars back into our community. The Type A Economic Development Board is made up of five area residents appointed by the City Council. The A board is empowered to expend funds for expanding existing businesses or attracting new businesses that will create primary jobs within the community. Type A funds come from a ½ cent sales tax and can only be used for specific economic development activities. The Type B Economic Development Board is made up of seven area residents appointed by the City Council. The B board is empowered to expend funds not only for economic development projects but also on specific projects that improve the quality of life. This includes sports and park improvements and expansions. Type B funds come from a ½ cent sales tax.

Staff Updates

Staff attended the Texas Women's Economic Development Conference, which is designed for professional women involved in the field of economic development. The conference is designed to enhance the professional development and personal network for women in economic development.

Staff is creating a Sites & Buildings Summary that will highlight all available land sites and / or buildings on an aerial map and provide appropriate contact representing the site and their contact information, and brief facts for each property such as zoning, land use plan designation and acreage.

Sales taxes for the month of March were \$32,428.
Sales tax totals for FY 18-19 are \$211,496 as compared to \$223,679 for the same period last FY.



DID YOU KNOW...

When you invest money in your local economy you're not just helping local business owners – you're helping yourself. You're making your town a better place to live in, with a rich character, a thriving economy, and a tight knit community. The more local businesses prosper, the more new ones will open – making it easier to continue shopping locally in the future. Shop local and support our local businesses in SANGER!



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BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	6	5	11
# Inspections	155	21	176
Valuation	\$1,880,290.00	\$128,436.00	\$2,008,726.00
Fees	\$53,925.00	\$986.90	\$54,911.90

Commercial	New	Alteration	Total
# Permits	0	1	1
# Inspections	48	3	51
Valuation	\$0	\$0	\$0
Fees	\$0	\$75.00	\$75.00

Miscellaneous /One Stop	
# Permits	29
# Inspections	37
Valuation	\$57,961.00
Fees	\$2,125.00

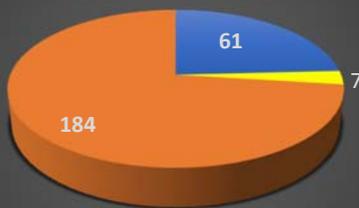
DID YOU KNOW...

Starting May 1st, 2019 The City of Sanger adopted all ICC 2015 Building Codes and 2014 NEC Codes.

Also, May is Building Safety Month. All communities need building codes to protect their citizens from everyday disasters. Building Safety Month is an international celebration of all aspects of building safety that helps communities.

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 18 - 19





Monthly Report – April 2019

PLANNING & ZONING

Case # 19SANZON-0004

Conduct a Public Hearing and Consider, Discuss, and Act on the Replat of Lots 1R, and Lot 2R, Block A, L.L.&T. Addition, Being a Replat of Lot 1, Block 1, L.L.&T. Addition, Being 7.026 Acres in the Reuben Bebee Survey A-29, and Being in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, Generally Located North of FM 455 and Approximately 1300 Feet East of the Intersection of Union Hill Road and FM 455.

Planning and Zoning Commission APPROVED
City Council APPROVED



Case # 19SANZON-0006

Conduct a Public Hearing and Consider, Discuss and Act on the Requested Variance From Minimum Side Yard Adjacent to a Street Setback Requirement of Twenty (20') Feet; and to Allow a Side Yard Adjacent to a Street Setback of Fifteen (15') Feet, for the Property 4904-4906 Villas Drive, Sanger, Texas; Generally Located at the North-East of the Intersection of Ashton Drive and Villas Drive.

Zoning Board of Adjustments APPROVED





DEVELOPMENT SERVICES

SANGER
TEXAS

Monthly Report – April 2019

Case # 19SANZON-0007

Conduct a Public Hearing and Consider, Discuss and Act on the Requested Variance From Minimum Side Yard Adjacent to a Street Setback Requirement of Twenty (20') Feet; and to Allow a Side Yard Adjacent to a Street Setback of Fifteen (15') Feet, for the Property 4905-4907 Sanger Circle Drive, Sanger, Texas; Generally Located South-East of the Intersection of Ashton Drive and Sanger Circle Drive.

Zoning Board of Adjustments
APPROVED



DID YOU KNOW...

If you live in the city limits of Sanger and want to be more involved, we have Commissioner Positions open on our Planning and Zoning (P&Z) Commission plus Zoning Board of Adjustment (BOA).

Check out the Development Services GIS Interactive Map for Zoning Information at: <https://sangertexas.maps.arcgis.com/home/index.html>.

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



STREETS

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Monthly Report – April 2019

Road Hazards:

- Pothole repair – Bucklew Street
- Curb repair – Stratford Place Drive
- Demo new pothole repair material – Marshall Street
- Partial street repair – Bolivar Street
- Street shoulder repair – South 5th Street
- Pothole repair – West Willow Street
- Concrete path work – Santa Fe Trail

Road Signs Down, Missing or Broke:

- Install “No Parking” signs – Lois Road East
- Street sign pole repair – Chisam Road
- Replace street sign pole – Wood Street
- Install “Railroad Crossing” sign – Chisam Road
- Replace “Stop” sign – Duck Creek Road

Miscellaneous:

- Remove playground equipment from park – Smith Street
- Drainage clean out – North 6th Street
- Ditch clean out – Bolivar Street
- Drainage clean out – Southside Drive

DID YOU KNOW...

Stops signs used to be yellow? Up until 1954, stop signs used to be yellow with black letters, but since yellow was used for warning signs, stop signs needed something that meant more than just a simple warning. It was decided that they should be red, just like the stoplights, because red meant stop.



WATER

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Monthly Report – April 2019

The improvements to the Wastewater Plant continue, during April contractors were able to:

- Continue the installation of air piping as part of the Plant #4 renovations.
- Continue the installation of pipe in the flow-split area.
- Begin the draining process of Plant #3.

THI Well Drillers were able to pull and replace the pump motor for Well #8.

Mabak Directional Drilling was able to:

- Make water repairs beneath a concrete storm water inlet on Quail Crossing.
- Repair a sewer service line beneath a stone retaining wall approximately 10 feet deep.
- Install a new sewer service line across Chapman Drive at 10th Street.

C & G Electric was able to install a new electrical solenoid for Well #8 chlorine feed.

The Water Department was able to:

- Make a new water tap at 384 Railroad Street.
- Make repairs to 6 water service lines.
- Install 2 new water meters and changed out 4 water meters.

Visually read 907 water meters that were not read by the mobile collector.

Completed 120 water and sewer service orders.

There were 3,076 active water connections and 2,886 active sewer connections for April.

DID YOU KNOW...

Bottled water and tap water are regulated by two completely different organizations. Tap water is regulated by the EPA under the Safe Drinking Water Act. This act requires the EPA to stringently test public water supplies on a regular basis and ensure that they don't exceed maximum levels for a variety of different contaminants. In addition, the EPA requires that each city supplies its residents with a Consumer Confidence Report once per year that provides details of the test results of that city's water supplies for the past year.



ELECTRIC

SANGER
★ TEXAS

Monthly Report - April 2019

General Summary

The Electric Department worked both on maintenance and construction during the month of April. Focusing heavily on the installation of the primary underground to power Holiday Inn Express and the new feeder tie between feeders 1205 & 1206 which will provide an alternate feed to Quail Run and Willowood subdivision.

Daily Operations

- **Replace transformer and repair jumper at Harden Sawmill**
- **Installed secondary blocks in transformer Lakeridge Estates.**
- **Stub out transformer Wagon Masters**
- **Load wire in prep for A&W Productions**
- **Replaced batteries on storm warning sirens**
- **Stock and clean yard**
- **Replaced broken secondary pedestal at 203 3rd St.**
- **Pulled pole on 5th St.**
- **Pulled pole behind Chevrolet Dealership.**
- **Safety meeting**
- **Compact and shape dirt work at Holiday Inn Express.**
- **Clean and paint reclaimed transformers from Lake Ridge.**
- **Disconnects**

Construction

- **Dig in and install service at 718 Chaparral**
- **Install primary cabinet at Holiday Inn Express**
- **Dig in service at 309 Oak St.**
- **Install new primary pole on Cowling Rd.**
- **Stand Riser and terminate primary conductor on Cowling Rd.**
- **Install secondary wire to wedding venue on Creekview.**
- **Replace bad pole at 216 South 6th Street.**
- **Pulled primary wire at A&W Productions.**
- **Pulled secondary wire at Wagon Master.**



ELECTRIC

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Monthly Report - April 2019

Service Truck/After Hours combined

- Connects – 25
- Disconnects -20
- Occupant change – 34
- Cutoff – 32
- Reinstates – 18
- Billing rechecks – 9
- Changed out meters – 3

DID YOU KNOW...

There are 72 municipally owned electric utilities that provide power to 4.1 million Texans.



PARKS AND RECREATION

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Monthly Report – April 2019

Parks and Recreation

Operations:

The parks crew has continued with our annual winter clean up programs within the parks system. 200 acres were mowed in the month of April. The Parks Department completed 126 brush orders with 88% of the orders being completed within ten days on avg. 3.5 days and used an estimated 48 labor hours.

Several additional jobs were completed in April along with the day to day operations. Just a few of those items were replacing all the flags throughout the city, new paper free hand dryers at Railroad Baseball Park, four trees planted, and attic stairs were added at our Community Center.

Facilities:

Our facilities continue to be in regular use with 33 rentals for the month of April. Facilities include our Community Center and Historical Presbyterian Church as well as park pavilions and ball fields.

Recreation:

April was a BUSY month for the Recreation Department.

We started off our April events with our Teen Easter Egg Hunt. This event is hugely popular every year with approximately 100 teens in attendance. We have a DJ playing dance music, prizes, and the best part which is of course the glowing eggs. This year 3,000 eggs were hidden.





PARKS AND RECREATION

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Monthly Report – April 2019



And then of course we had our annual Easter Egg Hunt for the younger kids of Sanger complete with a visit from the Easter Bunny himself! This was our biggest turnout to date with hundreds of people flooding into Porter Park where 12,000 eggs were hidden.



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PARKS AND RECREATION

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Monthly Report – April 2019

Next up was our annual Arbor Day celebration. The City of Sanger is a proud member of Tree City USA so we look forward to planting a tree every year on Arbor Day and this year we were honored to partner with the Sanger Lions Club. Thank you again to the Lions Club for your tree donation as well as being a part of the day!



Our last event for the month was our first annual Dog Fun Run! A TON of fun was had by both humans and the dogs in attendance!



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PARKS AND RECREATION

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Our Facebook page is still experiencing a steady growth up to 2,402 likes at the end of April which is an increase of 36 from the previous month with 2,456 followers. 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.

Lastly, even with the regular parks duties, facility maintenance, and events held in March time was still made for education. Brandon Metcalf and Jennifer Shumate attended SMS University (Sports Management School) focusing on the maintenance track. Jennifer Shumate obtained the CEU's needed for both her CPSM and CPRP certifications and Brandon Metcalf received his first year certificate.



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...

Bermuda Grass is the most common turf grass you will find in growing in North Texas? Most importantly did you know that Bermuda Grass only requires ONE INCH of water a week to retain its color during our hot summer months?

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LIBRARY

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LIBRARY

Program Highlights:

- A total of 21 library-sponsored programs were held, and the library supported 4 additional programs given by other organizations.
- In honor of Earth Day, two craft programs were taught utilizing recycled materials. The first program was on upcycling damaged and discarded books to make earrings and decorative broaches. The second program was for tweens and teens, focusing on using old t-shirts to make bags, bracelets, and other items. 15 people attended the t-shirt program.



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LIBRARY

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- The VITA tax assistance program held its final Saturday program of the year at the library on April 13th. They completed 84 returns this tax season, a substantial increase over previous years.
- Staff member MaDonna Wade participated in a Pre-K Parent Night at Butterfield Elementary School on April 16th and shared information on the library's Summer Reading program.
- Audrey Tolle and Laura Klenke attended the annual Texas Library Association Conference April 15-18th in Austin, bringing back valuable information on best practices, new products and services, and numerous advance reading copies of soon-to-be-released books. Many of them were shared with the library's Middle Shelf Book Club at their April meeting. The director, Audrey Tolle, also attended the State Library's Open House that was held during the conference.



Advance reading copies from library conference



Open House at the Texas State Library & Archives Commission



LIBRARY

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Statistics at a Glance:

- 2,300 items were checked out, including 300 items borrowed from other libraries.
- 36 new cardholders and a total of 4,253.
- 2,745 visits to the library.
- 101 reference questions answered.
- 94 computer-related questions answered.



April is National Poetry Month! The library celebrated in several ways, including the creation of a Poet-Tree, with each leaf featuring a poem contributed by patrons (pictured).