

# SANGER

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★ TEXAS

## MONTHLY REPORT

FEBRUARY 2018





## CITY COUNCIL

### Agenda Summary

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

#### Proclamations and Resolutions:

- None

#### Ordinances Passed

- Ordinance #02-02-18 – Ordering and Providing Notice of a General Election for the purpose of Electing a Mayor and two (2) Council Members (Place 2 and Place 4); and, approve and authorize the Mayor's signature on a Joint Election Agreement and Contract with Denton County for election services.
- Ordinance #02-03-18 – Granting a Specific Use Permit for Recreational Vehicle Sales on property located at 201 N. Stemmons Street.
- Ordinance #02-04-18 – Granting a Specific Use Permit for a Quick Service Food and Beverage Shop on property located at 203 East Chapman Drive.

#### Plats Approved:

- Final Plat of the Sanger Lodging Addition, being 2.637 Acres in the Henry Tierwester Survey, Abstract No. 1241, generally located east of IH 35 and south of Maple Street.
- Preliminary and Final Plat of the Indian Creek Addition being 35.726 Acres in the Henry Tierwester Survey, Abstract No. 1241, Generally located east of IH 35 and south of Maple Street.
- Approved an Alternative Exterior Building Material and/or Design for a proposed Barndominium located at 10922 Metz Road.

#### Contracts/Other Items:

- Approved the Audit for Fiscal Year End 2016-17 by BrooksWatson & Co.
- Approved Interlocal Cooperation Agreement with Denton County for Fire Protection Services.
- Approved Interlocal Cooperation Agreement with Denton County for Ambulance Services.
- Approved an Alternative Exterior Building Material and/or Design for a proposed Barndominium located at 10922 Metz Road.
- Authorized Acting City Manager to Execute an Engagement Letter with Lloyd Gosselink Rochelle and Townsend, P.C. to Provide Assistance with Respect to Utility Matters.
- Authorized Acting City Manager to Execute an Engagement Letter with Lloyd Gosselink Rochelle and Townsend, P.C. to provide assistance with respect to Wastewater Treatment Plant matters.
- Approved appointment of David Cale Trail to an open Park Board position as Alternate.



## 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 seven (7) Open Record Requests and completed them in ten days or less.

### Summary of Miscellaneous Items:

- Processed 1295 forms - Texas Ethics Commission.
- No Mowing Liens Filed.in February - Pending Lien payoff payments for release of liens total \$3,888.93.
- Renewal of two Alcohol Permits in process.
- Sending out quarterly notices for Hotel Motel Taxes.
- Insurance – Received Insurance check for \$4544.78 Pole damage on Chapman. Working on reimbursement from insurance from accident for damaged Stop Sign, Mower Damage from Rats, and Roof Damage at Railroad Concession Stand.
- Revising Forms with updated information.
- Updating Website, Posted Agendas and Minutes and Ordinances to the website.
- Attended Texas Municipal Clerks Association (TMCA) Monthly Lone Star Chapter Meeting.

## ***DID YOU KNOW...***

*The Annual 2016-2017 Financial Audit by BrooksWatson and Co. has been completed and was approved by City Council at the February 20, 2018 City Council Meeting. The four possible outcomes of an Independent Auditor's Report are: Unmodified, Modified, Disclaimed and Adverse. The City of Sanger received an Unmodified opinion which is the highest level of assurance that can be received.*



## HUMAN RESOURCES

### Employees:

- Working with all departments on the city-wide printer contract.
- Completed Texas municipal retirement system monthly report.
- Completed Strategic Government Resources employee training reports.
- Working on updates for the employee handbook that will go before the council in the future.
- We currently have the following positions open for employment.
  - Part Time Firefighter.
  - Full Time Police Officer I
  - Full Time Planner

### Training:

- Completed city wide annual employee training.
- Human Resources will be attending classes again starting next month.
- Human Resources has been invited to be an advocate for North Texas Society for Human Resources Management.
- Human Resources has also been invited to attend and volunteer for Human Resources Southwest Conference in October at Fort Worth for the nationwide conference. This comes after being invited in 2017 on a scholarship to attend the conference.

### Summary of Miscellaneous Items:

- No employee orientation was held this month.
- Assisted with preserving maps for the city.
- Assisted with lien reports for multiple request.
- Assisted with city-wide shredding event.
- Assisted with new record retention guidelines.
- Helped with several miscellaneous tasks.

### ***DID YOU KNOW...***

*The Santa Fe train named Sanger was in honor of one of its customers, the Sanger family, who owned stores in Waco and Dallas. The F.M. Ready family was the first to settle in Sanger in October 1887.*





## Monthly Report – February 2018

### General Summary

- During the month of February 2018 Officers of the Sanger Police Department responded to a total of 471 calls for service having an average response time of 10 minutes per call.
- The department issued a total of 57 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- 1
- Robbery
- Assault -3
- Burglary-1
- Larceny/Theft-4
- Motor Vehicle Theft

On 2-21-18 the Sanger Laundry was burglarized. Suspect was later caught for the same offense in Pilot Point Texas. Suspect is in custody in the Denton County Jail for four offenses related to these incidents.

Chief Curtis Amyx

### *Did You Know...*

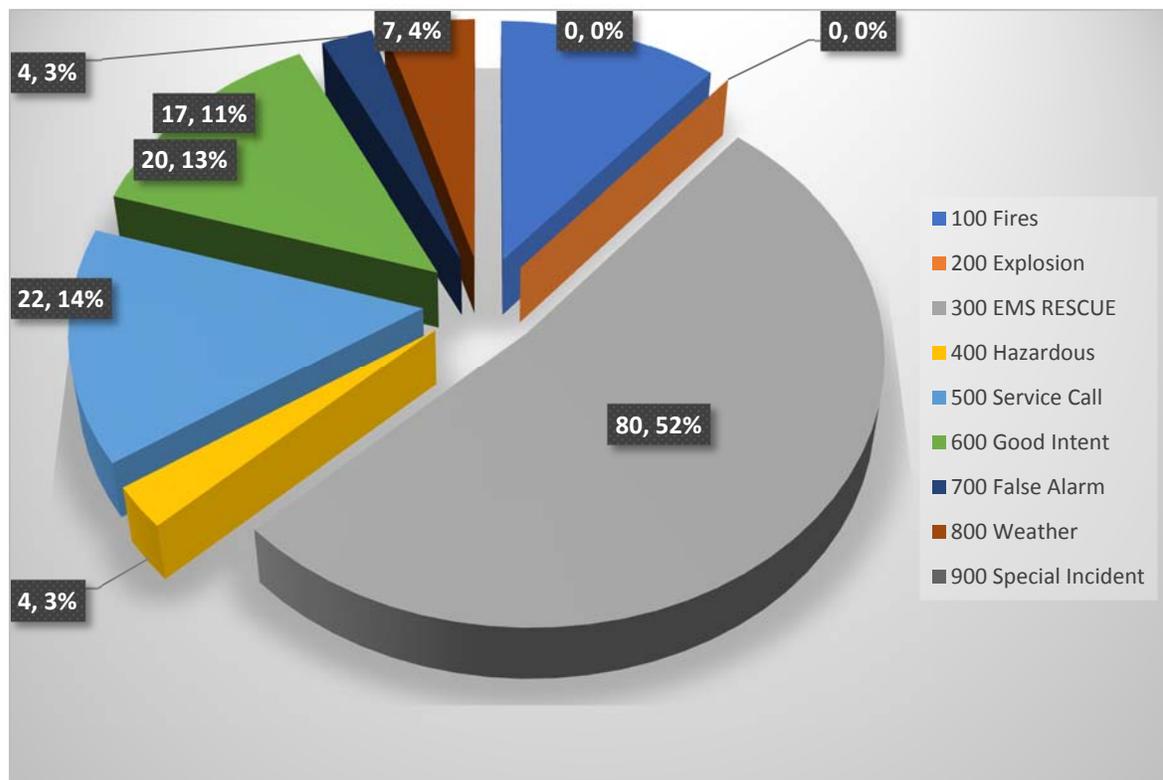
**Mowing season is about to start. Remember it is a city ordinance violation to allow you grass to be over 12 inches tall.**



## Monthly Report – February 2018

### Emergency Responses for February 2018

- The Sanger Fire Department responded to 154 emergency incidents during the month of December.
- The busiest incident type was Emergency Medical Incident at 80, followed by 22 Service calls, 17 fires and then 20 Good Intent 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 8 minutes and 50 seconds.
- The average time spent on a medical transport from initial alarm until units are back in service is 1 hour 12 minutes. The ambulance units transport most of our patients to Denton area hospitals.
- The busiest day of the month, for Medical response in February 2018, happens to be on Thursday 21% of the call volume. Out of the 80 medical emergencies most occurred between the hours of 21:00 through 21:59.



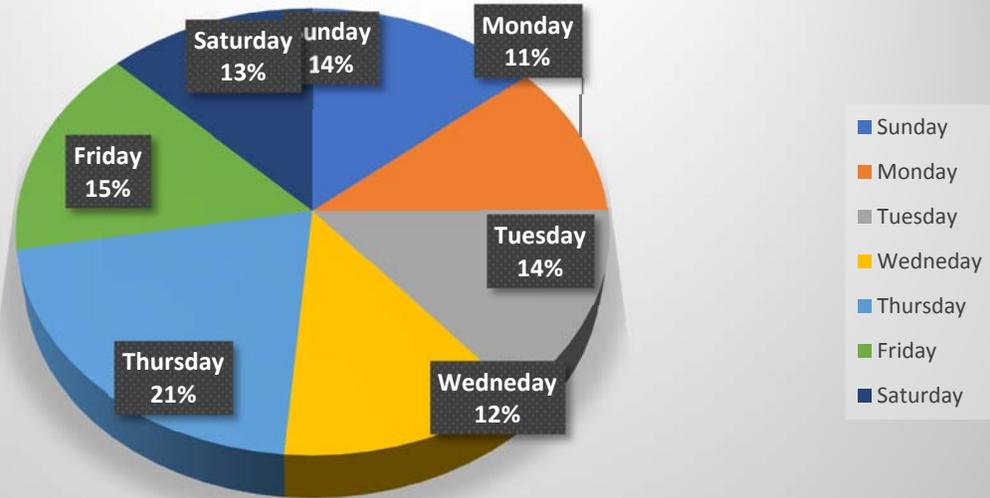


FIRE DEPARTMENT

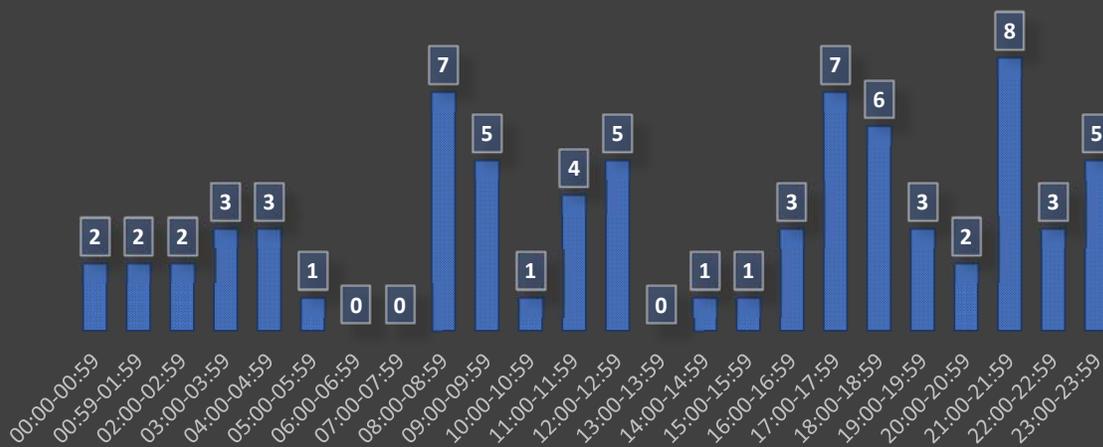
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### Monthly Report – February 2018

### Busiest Day of the Week



### BUSIEST HOURS OF DAY FOR FEBRUARY





FINANCE

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## Monthly Report – February 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 February 2018, the Department:

- Inventoried Finance historical records and determined items beyond the City's retention schedule to be destroyed
- Completed all items for 2016-2017 annual financial audit
- Presented Jon Watson from Brooks Watson & Company at Council Meeting to present the audited financial report for the year ended September 30, 2017
- Performed normal Accounts Payable, Financial Reporting, Payroll, Purchase Order, and Utility Customer Service functions for the City

### ***DID YOU KNOW...***

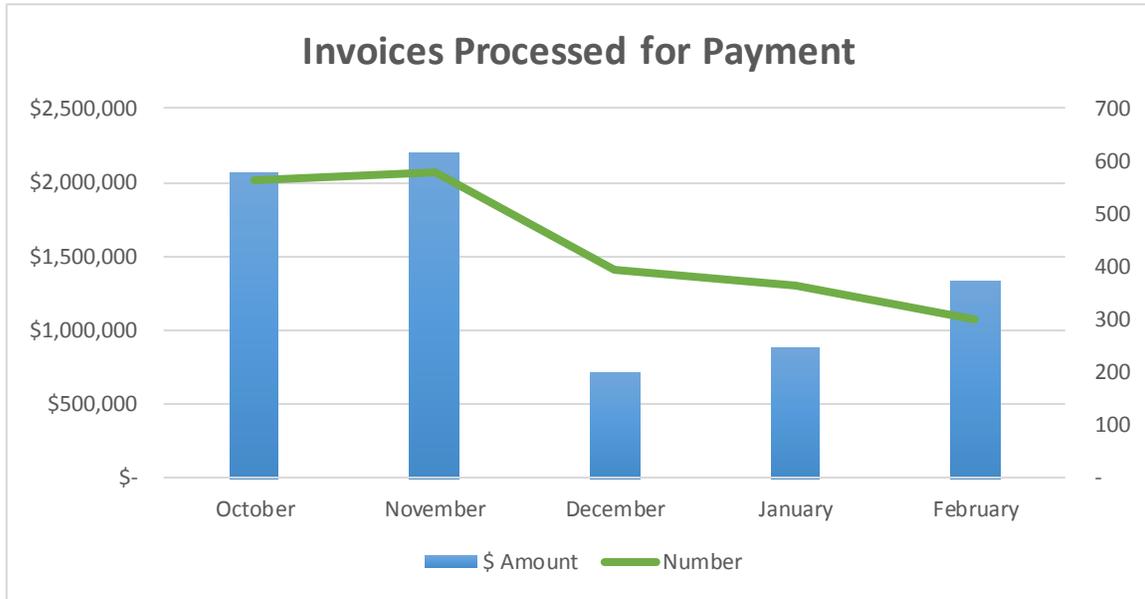
*The City of Sanger was incorporated in 1892 and William E. Partlow was elected the first Mayor of Sanger.*



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
17-18 YTD	2,201	\$ 7,205,507
16-17 YTD	2,377	\$ 6,898,246
15-16 YTD	2,276	\$ 6,800,661



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.



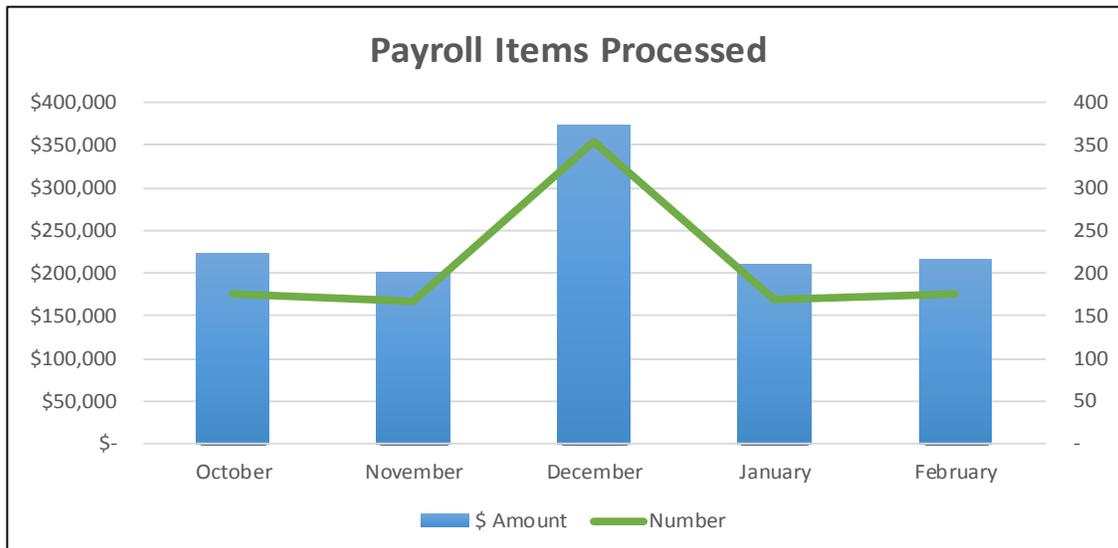
Monthly Report – February 2018

Financial Reports Prepared		
Type	City Council Reports	Departmental Budget Reports
17-18 YTD	5	10
16-17 YTD	5	10
15-16 YTD	5	10

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	1,040	\$ 1,226,408
16-17 YTD	926	\$ 1,053,638
15-16 YTD	981	\$ 1,128,792





Monthly Report – February 2018

**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	131	\$ 5,456,866
16-17 YTD	138	\$ 9,313,783
15-16 YTD	105	\$ 1,894,579



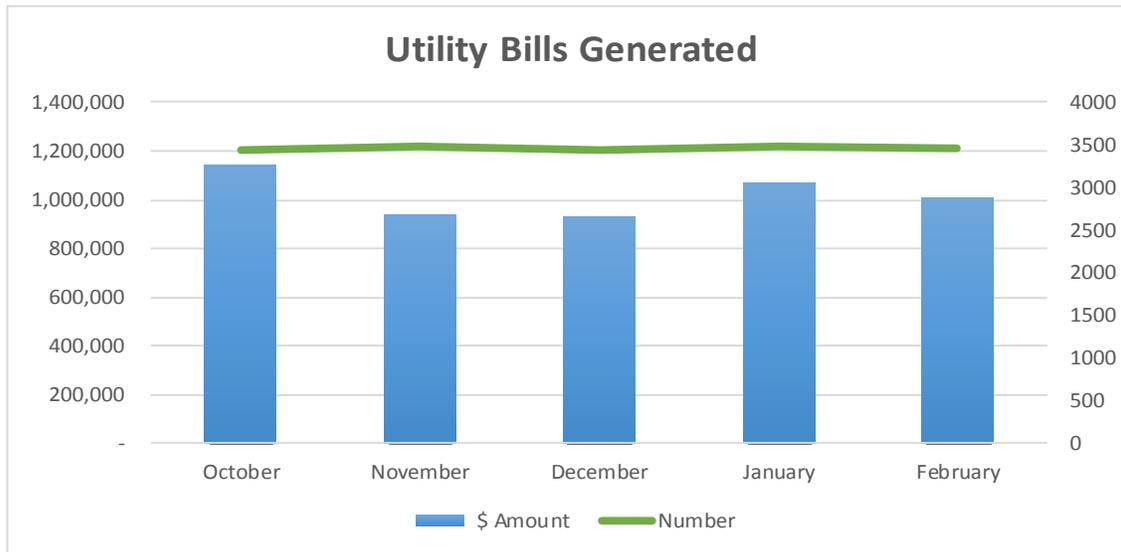


### Utility Customer Service Function

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	17,287	\$ 5,098,721
16-17 YTD	16,526	\$ 4,695,287
15-16 YTD	16,078	\$ 4,512,303

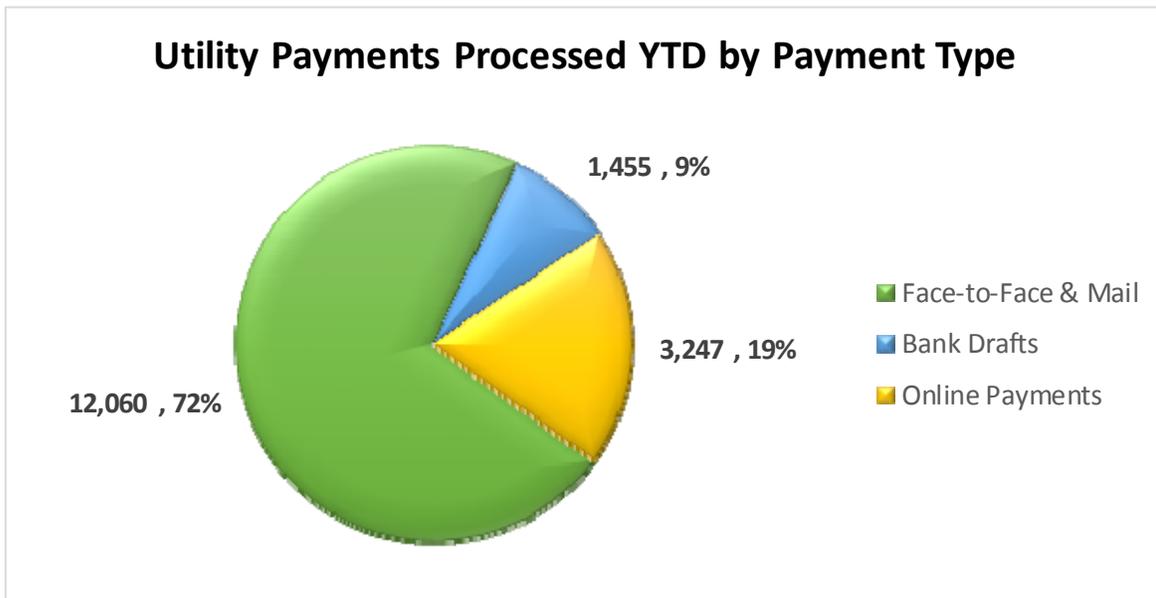




Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
17-18 YTD	16,762	\$ 5,212,283
16-17 YTD	16,161	\$ 5,037,000
15-16 YTD	15,693	\$ 4,897,233

Utility Payments Processed YTD by Payment Type





Monthly Report – February 2018

**BUILDING PERMITS**

Residential	New	Alteration	Total
# Permits	13	3	<b>16</b>
# Inspections	188	10	<b>198</b>
Valuation	\$3,334,436.00	\$39,100.00	<b>\$3,373,536.00</b>
Fees	\$111,475.00	\$583.00	<b>\$112,058.00</b>

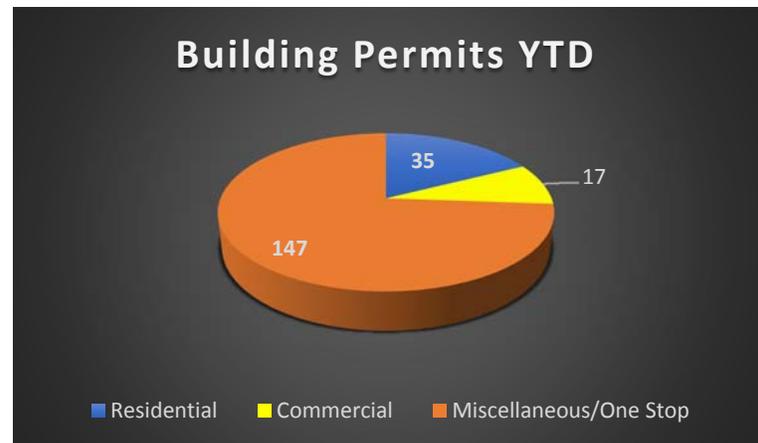
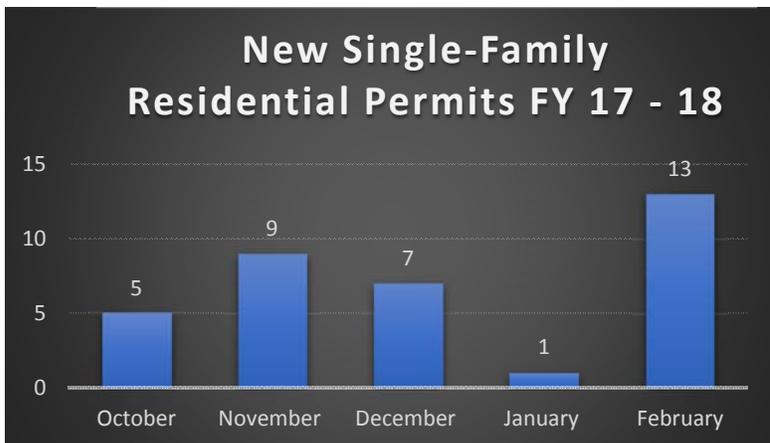
Commercial	New	Alteration	Total
# Permits	0	1	<b>1</b>
# Inspections	16	0	<b>0</b>
Valuation	\$0	\$185,000.00	<b>\$185,000.00</b>
Fees	\$0	\$0	<b>\$0</b>

Miscellaneous /One Stop	
# Permits	48
# Inspections	60
Valuation	\$133,018.00
Fees	\$3,175.00

***DID YOU KNOW...***

The time springs forward on March 11, 2018. This is a good time to change the batteries in your smoke detectors.

**Smoke detectors** should be located inside each sleeping area and in the immediate vicinity outside each sleeping area.





PLANNING & ZONING

Case # 18-SANZON-001

Conduct a Public Hearing Regarding a Request to Rezone Approximately 17.89 Acres From Heavy Industrial District (I-2) to Single Family Residential District (SF-7), Generally Located South of AM 455, North of McReynolds Road and West of Sable Creek Phases I and II.



Planning & Zoning Commission APPROVED  
City Council APPROVED

Case # 18-SANZON-002

Consider, Discuss and Act on the Final Plat of the Metz Estates Addition, Being 17.43 Acres in the B.B.B. and C.R.R. Company Survey, Abstract Number 199, Generally Located North of Hoehn Road and West of Metz Rd.

Planning & Zoning Commission APPROVED  
City Council APPROVED



PUBLIC WORKS

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## Monthly Report – February 2018

### General Summary

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

There have been no paving activities on the McReynolds Project this month. The concrete structures are 98% complete. The road construction crew moved back onto the jobsite on March 6, 2018 to continue the dirt work, backfilling structures and clean storm water ditches.

Phase III Water and Sewer Line construction project: The water line has been installed and is currently being filled with water for bacterial and pressure testing. The installation of the sewer line will begin by March 12.

The Cowling Road Lift Station project design is continuing.

The Cowling Road Pump Station Improvements (Nitrification Plan) is 50% complete.

Work continues on the electrical service installation in Lake Ridge, Phase II.

Electrical service installation is continuing at Sanger Circle Estates, rip rap installation is almost complete, the curb reflectors have been installed and the storm water ditches are being cleaned out.

The Fleet Department continues to repair and maintain our vehicles and equipment with 14 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 order. There were no sublet repair orders. There were 59 repair orders completed with a 3 repair orders completed per day average. The total cost of these repairs came to \$3,212.69.

### ***DID YOU KNOW...***

*The public works director shall have the right to prune or remove a tree or shrub that obstructs the view of any traffic sign, street light, or security light, when it is determined that the tree or shrub in its existing condition creates a safety hazard for those that may use the city's streets or rights-of-way.*



STREETS

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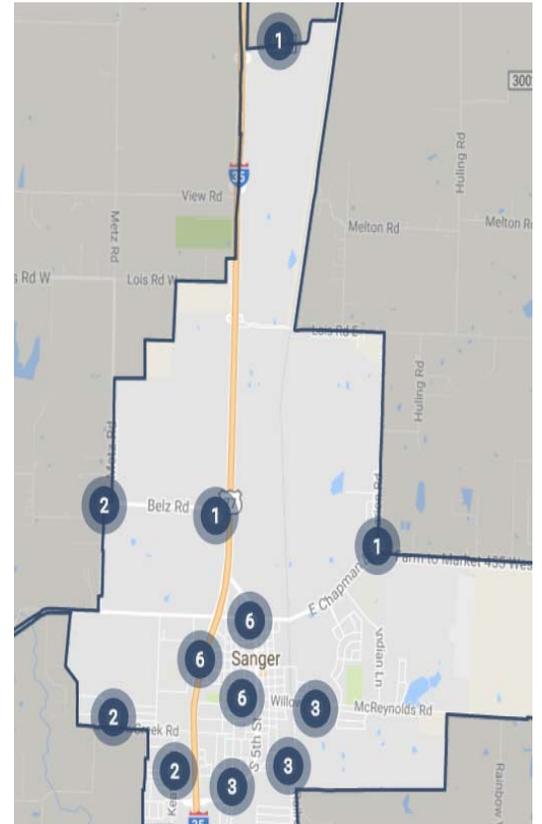
Monthly Report – February 2018

Request Type	# Request	% Completed
Road Hazards	7	100%
Miscellaneous	2	100%
Road Sign Down, Missing, or Broken	5	100%
Low Branches in the Roadway	13	100%
Potholes	7	100%
Street Repair for Water Leak	2	100%

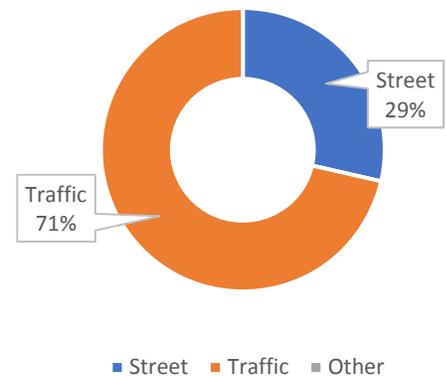
Road Hazards	Quantity	% of Road Hazards
Drainage	7	100%

Miscellaneous	Quantity	% of Miscellaneous
Trash Pick Up	1	100%
Training	1	100%

Road Signs	Quantity	% of Road Signs
Traffic	3	100%
Street	2	100%



YTD Street Signs



**DID YOU KNOW...**

*It shall be unlawful for any person to construct, reconstruct or repair any driveway, curb, gutter, or drainage facility in the streets and alleys of the city without first obtaining a permit. To obtain a permit, please visit our website or our Public Works Department.*



WATER

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## Monthly Report – February 2018

### General Summary

Felix Construction continues to make progress on the improvements at the **Wastewater Treatment Plant**. During February they were able to install the discharge header piping to the raw water pumping station, pour the concrete troughs on new clarifier #1, complete the demolition of the original sludge drying bed #1 and begin working on the slab for the ultraviolet disinfection structure. They were also able to make modifications to the existing yard piping, make welding repairs to the original plant #1, install the MCC gears in the new electrical building and make various tie-ins to the new electrical duct banks. The new sludge dewatering equipment has arrived and will be installed in the near future. During the week of February 18-24, they were only able to work on the 19<sup>th</sup> because of all the rain.

Dickerson Construction was able to complete the installation of the 12” water line from Lois Rd. North to View Rd. during February. They still have to disinfect the line and perform bacteriological testing before we can put the line in service. They are scheduled to begin installing the 12” sewer line that runs parallel to the water line this week.

Don Fryer Construction continues to work on **Cowling Road Pump Station** improvements that will allow us to breakpoint chlorinate the water we purchase from UTRWD.

The Water Department was able to repair 2 water mains, 3 water service lines and 2 sewer service lines. We visually read 568 water meters that were not brought in by the mobile collector, installed 4 new water meters and replaced 2 water meters. We completed 74 service orders and there was a total of 37 service disconnects performed. We also contracted with Honey Bee Services and had them vacuum bees out of 2 different water valve stacks.

***DID YOU KNOW...***  
*Sanger has over 300 miles of water lines...and growing.*

Request Type	# Request	% Completed
Billing Rereads	568	100%
Service Orders	74	100%
New Meters	4	100%
Cutoffs	37	100%
Reinstates	28	100%



MUNICIPAL COURT

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## Monthly Report – February 2018

- For the month of February, 2018, the Municipal Court filed 61 citations.
- There was one request for deferred disposition.
- There were 5 cases successfully closed by driver safety course and 7 by deferred disposition.
- The court closed 28 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$6,469.60 with \$2,052.62 of that being remitted to the State.

Christy Punches, CMCC  
Court Administrator

### ***DID YOU KNOW...***

*Courts are required by state law to collect court costs and fees for the State of Texas. If you go to trial, you may have to also pay the cost of overtime paid to a peace officer spent testifying in the trial. If you request a jury trial, a \$3 jury fee is assessed. If you do not pay the whole fine and costs within 30 days of the court's judgment you must pay a \$25-time payment fee.*



ELECTRIC

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## Monthly Report – February 2018

### General Summary

### Daily Operations

The Electric department worked primarily on line the construction during the month of February

### Construction

- Moved Primary underground located on Chisum Rd. to new location. This change will allow services to be ran to future storage buildings proposed by the owner.
- Pushed wire at Ranger creek.
- Begin the rebuilding and extension of three phase power to service 480v power at Hardin Sawmill on 455W.
- (Rain days/ice storm) replaced shop lights and clean and stock trucks.
- Removal of spoils and return property to original grade at Chisum Rd Storage.
- Reset utility poles on McCreynolds Rd to match new grade.
- Fabricate and set light and plug for new City Hall sign.
- Mutual aid to Whitesboro Electric during ice storm.
- Replace down guy anchors on I35 Frontage Rd. (damage from ice storm)

### Service Truck/After Hours combined

- Connects -21
- Disconnects - 20
- Occupant change -24
- Cutoffs -17
- Reinstates -11
- Service changes -2 (meter changes)
- Customer side issues – 8
- Reprogrammed meters -2
- Upgraded security lights 10

### ***DID YOU KNOW...***

*During peak times on game days, AT&T stadium uses 10.5 megawatts of energy.*

*The City of Sanger uses 11 megawatts during peak times in the summer.*



## Monthly Report – February 2018

**Operations:** The Parks Department completed 48 brush orders with 98% of the orders being completed within 10 days and the average brush order being 3.2 days.

Our facilities continue to be in regular use with 13 rentals for the month of February. There was no field reservation for the month of February, however, the contracts were completed for the local associations to assume responsibility of the fields. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

On the **Recreation** side February was an exciting month as we held our first annual Mother Son Valentines Dance on February 17, 2018 at the Historic Presbyterian Church. We had approximately 80 or more mothers and son in attendance and a great time was had by all! To list just a few of the comments provided on the survey: “The decorations were so cute! The photo set up was great!”; Best part “moms and sons dancing!”; and “I liked the DJ. There was a good assortment of music. Great time with my son. THANK YOU!”  
This is an event we will continue going forward.





PARKS AND RECREATION

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## Monthly Report – February 2018



A Parks and Recreation Board Meeting was held and a new board member welcomed. There was also a 4B Development Board meeting in the month of February where an excited presentation was given by one of Sanger High School's Senior Class.

Our Facebook page is still experiencing a steady growth up to 1,330 likes at the end of February which is an increase of 15 from the previous month. For the month of February, we had a reach on Facebook of over 19,561 so our information is getting out there! 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.

### ***DID YOU KNOW...***

*That Sanger is Mobile? You can download our app, **SANGER SOLUTIONS**, for free at the iTunes or Google Play store. On the app you can report issues around town, see our event calendar, and pay your utility bill!*

#### **Department Staff**

Director – Jim Berman  
Recreation & Event Coordinator – Jennifer Shumate  
Crew Leader – James Hunter  
Maintenance Worker II – Dean Mason  
Maintenance Worker II – Brandon Metcalf



LIBRARY

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## Monthly Report – February 2018

The library offered several special classes in February, including:

- Intermediate Excel class on Saturday, 2/3, taught by Ed Sanders, with 6 attending.
- A series of nutrition programs, “A Fresh Start to a Healthier You,” taught by Catherine Tyron from the Texas A&M Agrilife Extension Service. It met on the first three Tuesday evenings at 6:30 p.m., and attendance ranged from 12 to 8 people. Participants learned the My Plate guidelines and had the opportunity to help prepare healthy dishes. The second nutrition class featured the “Cowboy Salad” pictured.
- A Video Game program was held for tweens and teens on Saturday, February 10<sup>th</sup> from 1:00-3:30 p.m. Teens have also been doing weekly volunteer work at the library.
- With Valentine’s Day on a Wednesday this year, 13 children attending Storytime on the 14<sup>th</sup> received a healthy treat, mandarin oranges tagged with “You’re a Cutie!” Valentine’s messages. They also made their own Valentine hearts during the craft time.



The love of books was celebrated throughout February with the library’s “Blind Date with a Book” checkout program. Staff members selected books to go on the dates and dressed them in brown paper, with clues to help match them with compatible readers!

Patrons who checked them out were asked to “rate your date” by filling out a review slip. One match was *love-at-first-read*. She wrote, “Loved it, I want to read more by her now! Had me laughing...wonderful...”

The Sanger library was the site of the February 15<sup>th</sup> meeting of the Denton County Library Advisory Board, composed of directors and appointed representatives from libraries in the county. Continental breakfast was provided, and those attending were able to see the latest changes in our library.

### **Did You Know...**

*The library now has Blu-ray DVDs available for check-out! In addition to movies, we also have educational DVDs on subjects ranging from public speaking to killer whales. 264 of our DVDs checked out in February, not including those we borrowed from other libraries.*