

SANGER

★ TEXAS

MONTHLY REPORT

FEBRUARY 2019





Monthly Report – February 2019

CITY COUNCIL

Agenda Summary

The following items were approved by the Mayor and City Council in February 2019. The City Council had a Strategic Planning Session on February 22, 2019 to Discuss issues related to public policy, City services and operations, development and infrastructure needs including capital projects, revitalization of downtown Sanger and economic development.

Proclamations and Resolutions:

- None.

Ordinances Passed:

- Ordinance #02-02-19 - a Specific Use Permit (SUP) for a smelter, refinery or chemical plant use on the property zoned I-2 (Heavy Industrial District) generally located south east of the intersection of East Bolivar Street and North 1st Street.
- Ordinance #02-01-19 ordering and providing notice of general election for the purpose of Electing three (3) Council Members; 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.

Plats Approved:

- A replat of Lot 1R and Lot 2R, being a replat of Lot 1, Block A of Ashley Waters Addition and adding Tract 5A and Tract 6 in McKinney & Williams Survey Abstract No. 940 and Tract 4A of M.R. Burleson Survey Abstract No. 71, being approximately 18.44 acres generally located approximately 450 feet south of the intersection of Cowling Road and south of 5th Street, east of Cowling Road.
- Preliminary plat of Lots 1-9 Block A, Phase 1; Lots 10-14, Block A, Phase 2; Lots 1-2, Block B, Phase 2; and Lot 1-33, Block C, Phase 3 of CR 200 Estates Addition, being 14.77 acres in the ED Bradley Survey, Abstract No. 34, and 47.98 Acres in the B.B.B. and C.C.R. Company Survey Abstract Number 199, in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger generally located southwest of the intersection of County Road 200 and Metz Road.

Other Items:

- Acknowledged and accepted the Annual Financial Report and related audit by Brooks Watson & Company for the Fiscal Year ending September 30, 2018.

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.



ADMINISTRATION

SANGER
★ TEXAS

Monthly Report – February 2019

Open Records

- Processed four (4) 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:

- Received payment for release of liens totaling \$295.00.
- Received seven (7) Solicitor Permits.
- One pending Alcohol Permit Renewal in process.
- Updating website, posted agendas, etc. Working on agenda software to begin streamline of the meeting agenda format.

DID YOU KNOW...

Looking to make a difference? Become involved as a member of a board or commission. Boards and commissions are important in that they enable citizens to participate in the City of Sanger's government processes and help shape and influence public policy. 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 your 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.
- Completed SGR Employee Training.
- Human Resources held one employee orientations during the month of February.

Training:

- Annual SGR training was sent out for all active employees to complete.
- 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 will have an Internship program in Development Services over the summer. If you know of a college student that may have an interest please have them contact Human Resources at (940) 458-7930.





POLICE & ANIMAL CONTROL

SANGER
TEXAS

Monthly Report- February 2019

February 2019 Monthly Report

During the month of February 2019 Officers of the Sanger Police Department responded to a total of 486 calls for service having an average response time of 6 minutes per call. The department issued a total of 64 citations and 37 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- 1
- Officer Assaulted

Accident report request procedure: Allow at least 10 business days before you make request. Request may be made at the Sanger Police Department or on line through DPS at <https://cris.dot.state.tx.us/public/Purchase/>.

Chief Curtis Amyx

DID YOU KNOW...

It is illegal to drive on the improved shoulder to the right of the main traveled portion of a roadway. This includes the area on I35 access road at FM455. The improved shoulder is not a turning lane.



ADMINISTRATION

SANGER
★ TEXAS

Monthly Report – February 2019

MUNICIPAL COURT

Case Activity:

- The Municipal Court filed 68 citations.
- There were 9 requests for deferred disposition.
- There was 1 request for driver safety course
- There were 8 cases successfully closed by deferred disposition and 2 cases successfully closed by driver safety course.
- The court closed 38 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$9,070.50 with \$2,914.16 of that being remitted to the State.

DID YOU KNOW...

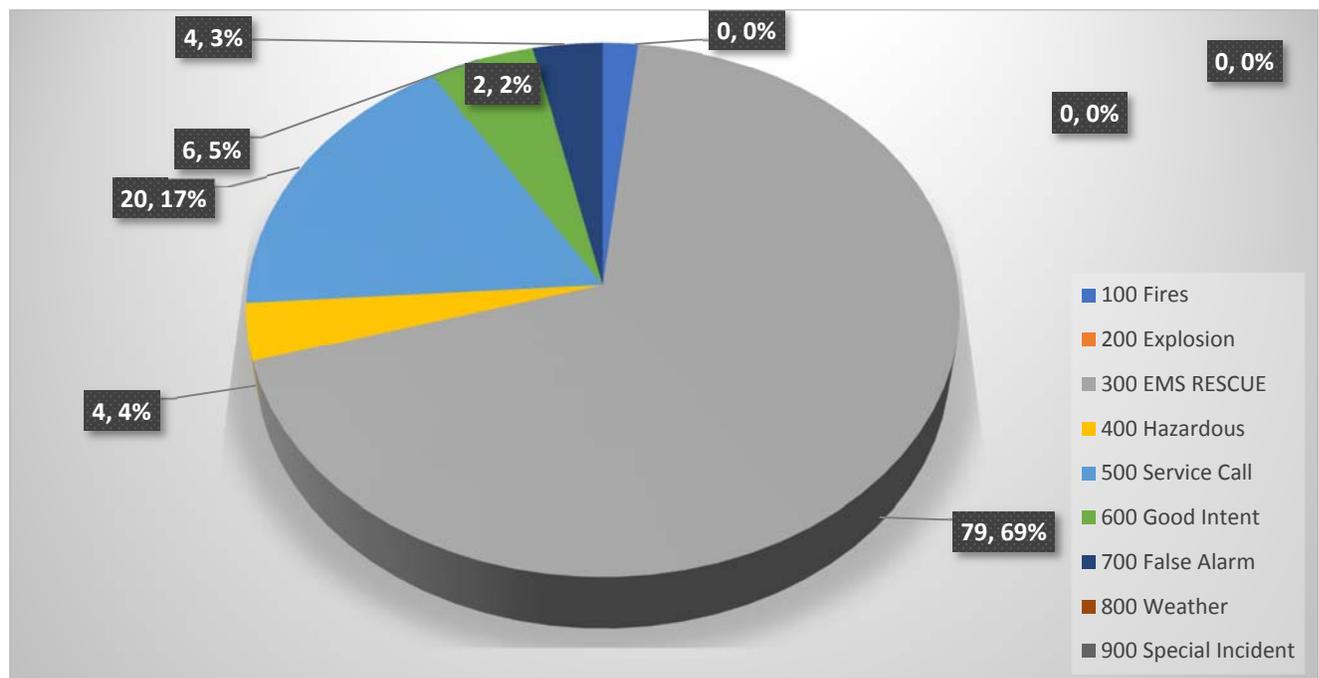
The single most important source of municipal court authority and jurisdiction is the Texas Constitution, which gives the Legislature the power to establish courts and set their jurisdiction where it sees fit. The Legislature exercised this power and created municipal courts in the Corporation Court Law of 1899, which has since been codified in the Government Code. The authority and jurisdiction of municipal courts can be found in various statutes and codes. In some instances, duties are prescribed by state law; in others, by city charter or city ordinance.



Emergency Responses for February 2019

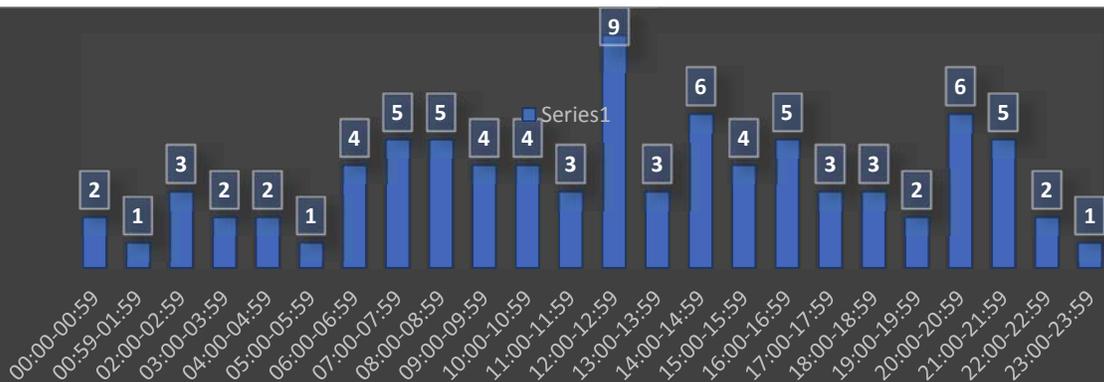
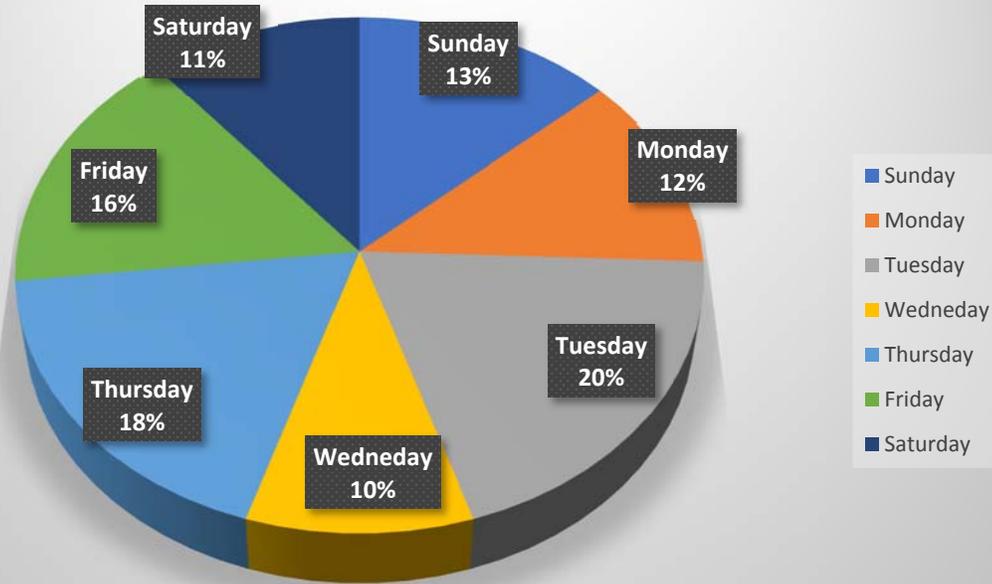
The Sanger Fire Department responded to 115 emergency incidents during the month of February. The top four busiest incident types:

- 79 Emergency Medical Incident
 - 20 Service calls
 - 6 Good Intent incidents
 - 4 Hazardous Condition/ 4 False Alarms
-
- The busiest time of the day was 12:00-12:59 for the month of February. Average response times was 6 minute and 54 seconds.
 - The average time spent on a medical transport from initial alarm until units are back in service was 49 minutes 47 seconds.
 - The busiest day of the week for EMS transports during the month February, was Tuesday with 20% of the transport call volume.
 - Emergency Medical calls accounted for 69% of the total call volume.





Busiest Transport Day of the Week



MEDICAL TRANSPORTS CALL VOLUME BY HOURS OF THE DAY



FINANCE

SANGER
★ TEXAS

Monthly Report – February 2019

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 February 2019, Finance Department staff:

- Received and reviewed Request for Proposals for bank depository services for the City
- Worked on the City's annual continuing disclosure information
- The Finance Director attended the annual Government Treasurers of Texas meeting
- Performed all of the following normal departmental functions for the City:
 - Accounts Payable
 - Financial Reporting
 - Payroll
 - Purchase Orders
 - Utility Customer Service

DID YOU KNOW...

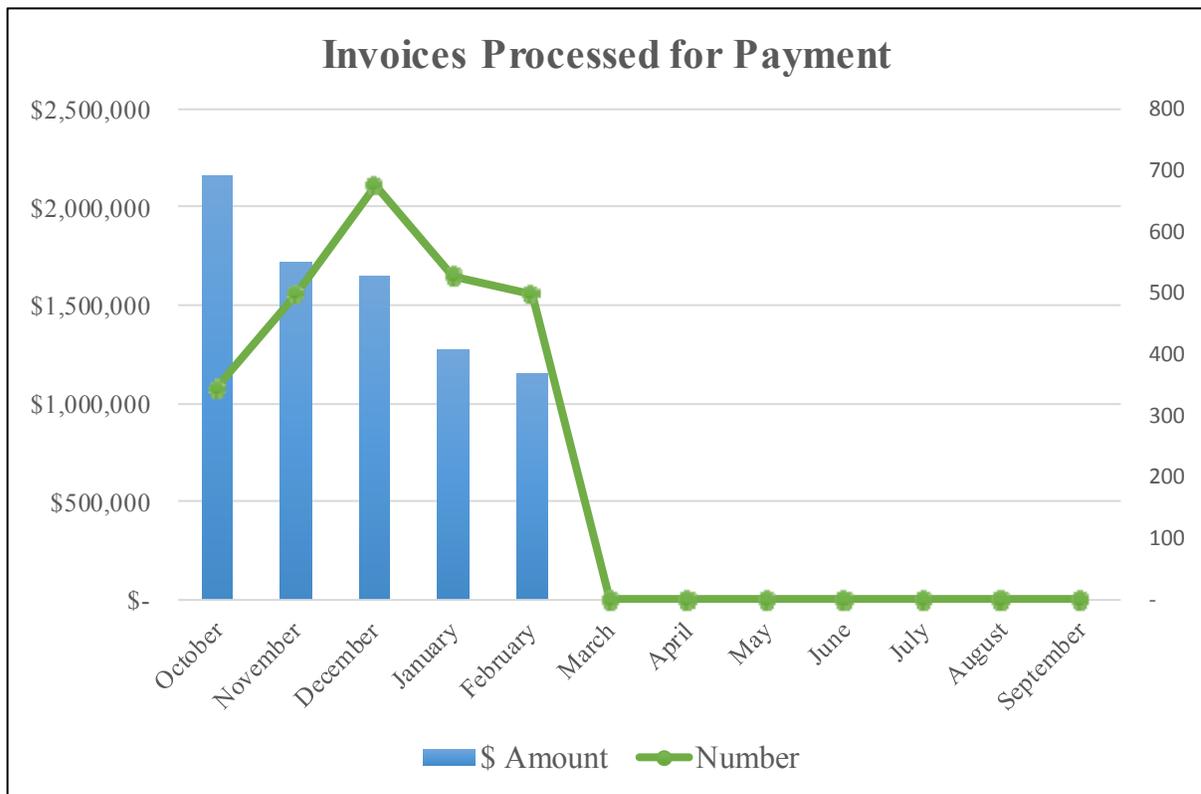
The City of Sanger has had 3 different names. The city was originally named "Huling" in honor of Mrs. Ellizabeth Huling, who owned the land which would become Sanger. Shortly after, the name was changed to "New Bolivar" for a brief period of time. The Gulf, Colorado & Santa Fe Railroad officially named the city "Sanger" after railroad customers the Sanger Brothers (owners of the Sanger Brothers Department Stores) in 1887.



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	2,547	\$ 7,951,246
17-18 TYD	2,201	\$ 7,205,507
16-17 TYD	2,377	\$ 6,898,246

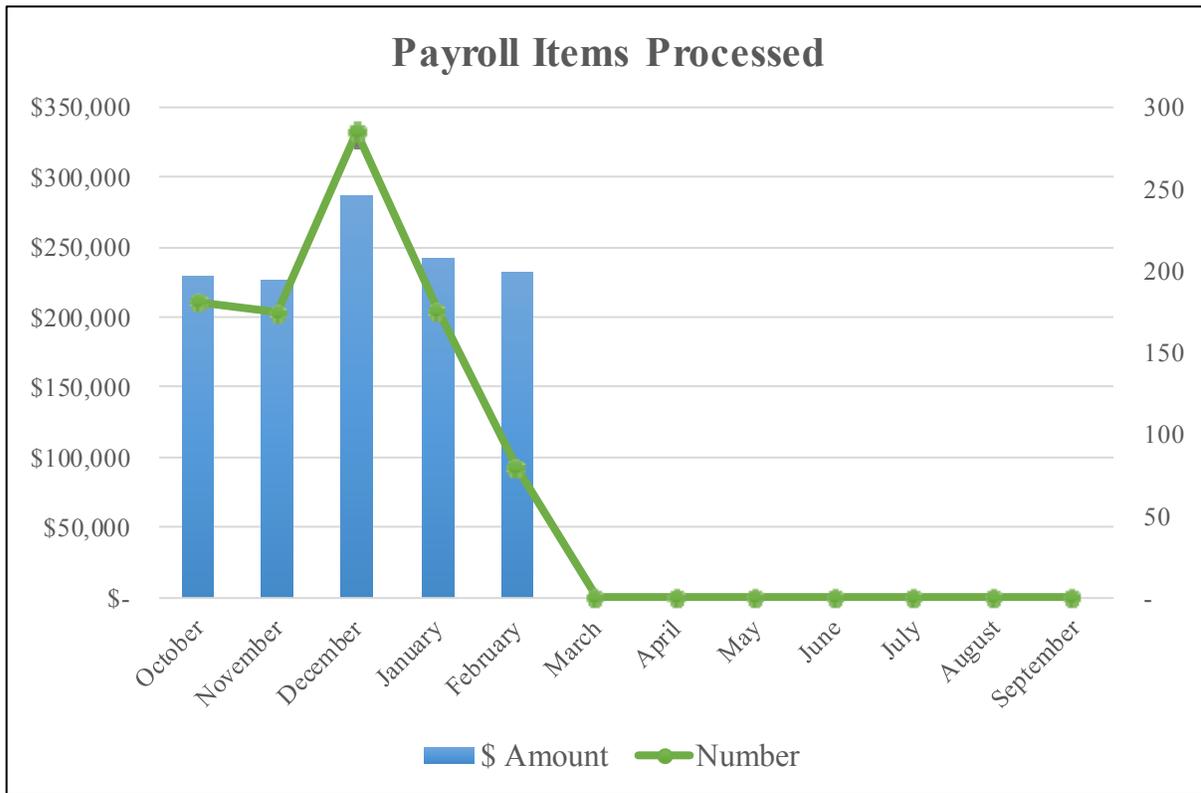




Payroll Function

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	894	\$ 1,214,133
17-18 YTD	1,040	\$ 1,226,408
16-17 TYD	926	\$ 1,053,638





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	123	\$ 1,268,329
17-18 YTD	131	\$ 5,456,866
16-17 YTD	138	\$ 9,313,783



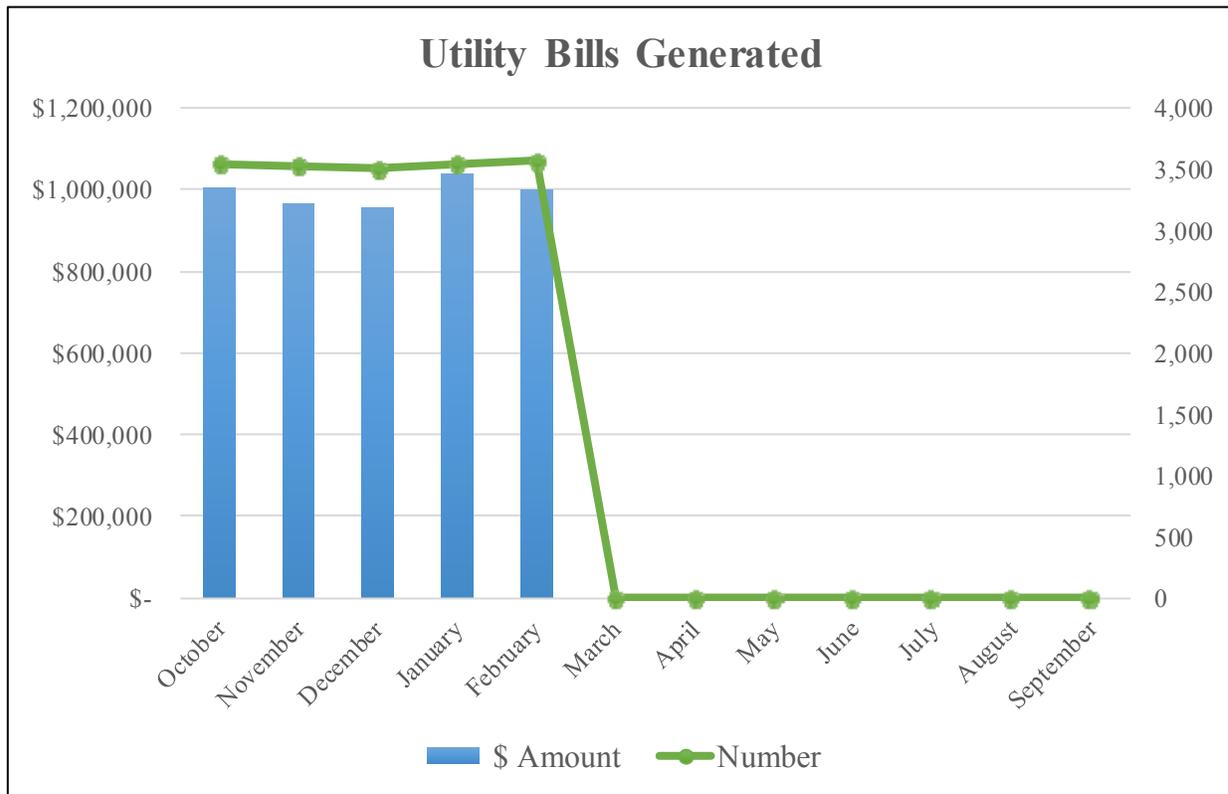


Utility Customer Service Function

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	17,678	\$ 4,959,565
17-18 YTD	17,287	\$ 5,098,721
16-17 YTD	16,526	\$ 4,695,287



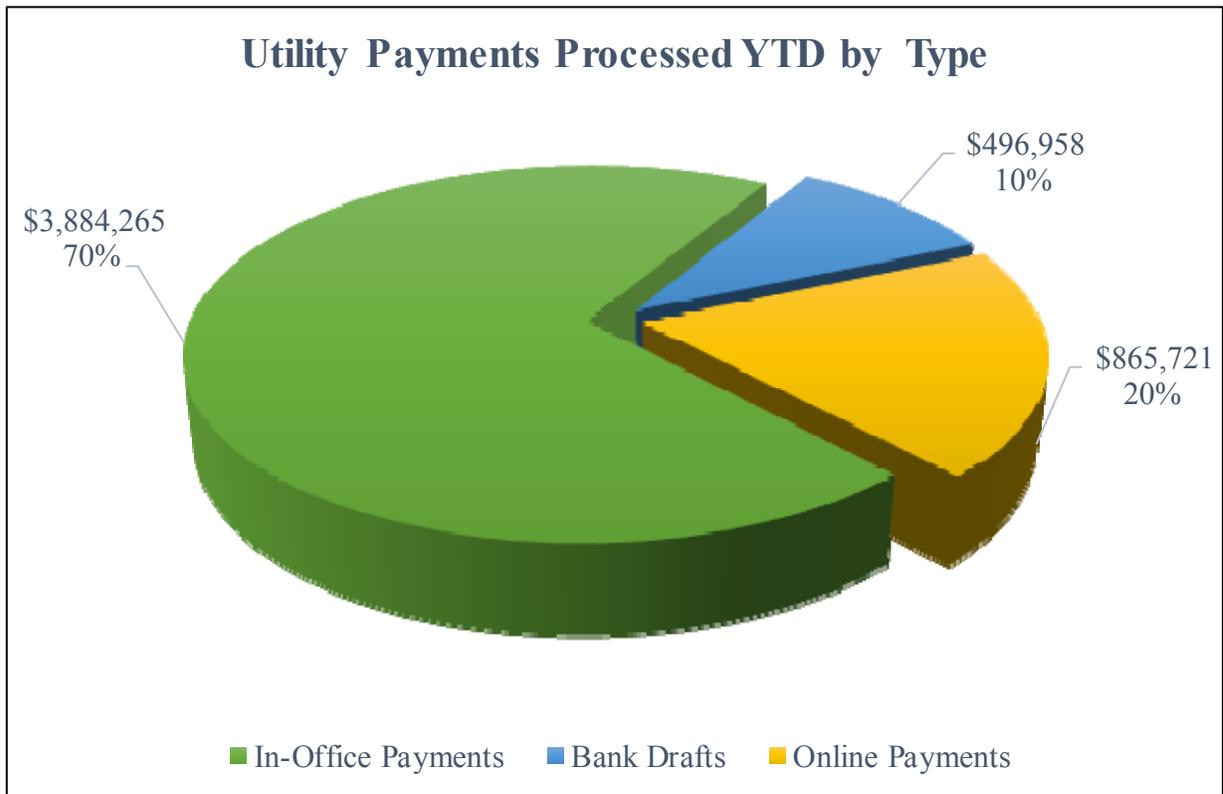


Utility Customer Service Function

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	17,446	\$ 5,246,944
17-18 YTD	16,762	\$ 5,212,283
16-17 YTD	16,161	\$ 5,037,000





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	5	10
17-18 YTD	5	10
16-17 YTD	5	10



ECONOMIC DEVELOPMENT

SANGER
★ TEXAS

Monthly Report – February 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 has met with three separate prospects interested in the warehouse building located at 103 Bolivar. Also, several prospects have shown interest in property along I-35 near the Walmart Distribution Center.

As part of the City's economic development efforts to attract businesses to the City, staff recently hired The Retail Coach, a national retail analytics and locational firm, to conduct a deep analysis of the City's demographics in order to target specific businesses. Extensive demographic information available to brokers and retailers will provide a service otherwise not readily accessible. The 2019 Reports are now available on the Sanger Economic Development website.

Sales taxes for the month of January were \$33,403. Sales tax totals for FY 18-19 are \$142,102 as compared to \$142,001 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!



Monthly Report – FEBRUARY 2019

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	4	1	5
# Inspections	131	12	143
Valuation	\$1,354,240.00	\$30,000.00	\$1,384,240.00
Fees	\$85,710.00	\$7,350.00	\$93,060.00

Commercial	New	Alteration	Total
# Permits	0	1	1
# Inspections	27	2	67
Valuation	\$0	\$82,500.00	\$82,500.00
Fees	\$0	\$659.00	\$659.00

Miscellaneous /One Stop	
# Permits	34
# Inspections	42
Valuation	\$405,082.00
Fees	\$2,325.00

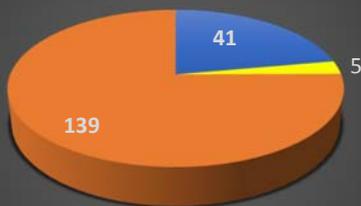
DID YOU KNOW...

If you live in the city limits of Sanger and want to be more involved, we have spots available on our Planning and Zoning Board plus our Board of Adjustment Board.

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

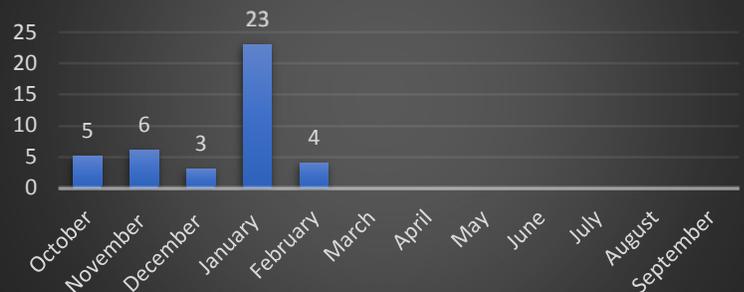
For further questions please contact our department at 940-458-2059.

Building Permits YTD



■ Residential ■ Commercial ■ Miscellaneous/One Stop

New Single-Family Residential Permits FY 18 - 19





DEVELOPMENT SERVICES

SANGER
★ TEXAS

Monthly Report – February 2019

PLANNING & ZONING

Case # 19SANZON-0001

Consider, Discuss, and Act on the Minor Plat of Lot 1, Lot 2 and Lot 3, Block B, of Kirkland Street Addition Phase 2, Being 0.786 Acres, and Generally Located North-East of the Intersection of Railroad Avenue and Kirkland Street.

Planning and Zoning Commission
APPROVED

City Council
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).

Development Services Department has an intern position open. Applications are being accepted until March 31st, 2019

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



Road Hazards:

- Fill potholes – 6th Street and FM 455
- Patch work repairs at culvert – Peach Street
- Prep work for patching – Southside Drive
- Hot mix repair – Southside Drive
- Fill pothole – South 7th Street
- Repair concrete patch – Waterfront Drive
- Backfill and level road – West Willow
- Stabilize and compact rut from trash truck – North 7th Street
- Stabilize and compact rut from trash truck – South 7th Street
- Concrete pothole – West Willow
- Stabilize and compact rut from trash truck – Southmanor Court
- Repair street after water leak – Marshall St
- Concrete pothole – Lake Ridge Drive and Waterfront Drive
- Clear drainage – Pecan Street and 7th Street
- Fill pothole – South 1st Street
- Inspect damaged culvert – Cherry Street
- Clear drainage – Metz Road
- Clear drainage – North 5th Street

DID YOU KNOW...

Hot Mix Asphalt (HMA) is a combination of approximately 95% stone, sand, or gravel bound together by asphalt cement, a product of crude oil. Asphalt cement is heated aggregate, combined, and mixed with the aggregate at an HMA facility. The resulting Hot Mix Asphalt is loaded into trucks for transport to the paving site. The asphalt is placed, and then compacted using a heavy roller, which is driven over the asphalt. Traffic is generally permitted on the pavement as soon as the pavement has cooled.

Road Signs Down, Missing or Broke:

- Replace broken stop sign – Willow Street and 3rd Street
- Replace broken stop sign – FM 455 and 5th Street
- Repair street sign pole – Keaton Road South

Miscellaneous:

- Saw cut old driveway out – Church Street
- Tree removed from drainage – Utility Road



WATER

SANGER
★ TEXAS

Monthly Report – February 2019

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

- Begin the installation of air piping as part of the **Plant #4** renovations.
- Form up and pour the concrete slab for the new **flow-split area**.
- Pour three new blower pads and set positive displacement blowers for **Plants #2, #3 and #4**.
- Begin digging up the existing **Plant #3** valve area in preparation for installing a valve vault.
- Treatment plant personnel continue the draining process of **Plant #3** in preparation for scheduled improvements.

THI Well Drillers pulled and replaced the pump and motor at Well #8.

The Water Department was able to:

- Make repairs to 4 water service lines.
- Relocate one sewer service line.
- Install a new submersible pump at Quail Run Lift Station.
- Install 2 new water meters and changed out 5 water meters.
- Visually read 717 water meters that were not read by the mobile collector.
- Completed 70 water and sewer service orders.

There were 3,027 active water connections and 2,845 active sewer connections for December.

DID YOU KNOW...

Once the temperature starts dropping outside, you should take measures inside to keep your pipes warm and water running. Some of the steps experts recommend may go against your better instincts of conserving water and heat, but the extra expense is nothing compared with a hefty repair bill.

Here's some example of what to do:

- **Let the cold water drip** from a faucet served by exposed pipes. Running water through the pipe—even at a trickle—helps prevent pipes from freezing.
- **Open kitchen and bathroom cabinet** doors to allow warmer air to circulate around the plumbing, especially if your sinks are on an exterior wall. (If you have small children, be sure to remove any harmful cleaners and household chemicals.)
- **If you plan to be away** during cold weather, leave the heat on in your home, set to a temperature no lower than 55° F.
- **Keep garage doors closed**, especially if there are water supply lines in the garage.



ELECTRIC

SANGER
★ TEXAS

Monthly Report-February 2019

General Summary

The Electric department is constructing three phase underground at Quail Run and at Holiday Inn Express.

Daily Operations

- Clean/stock trucks
- Disconnects / reconnects
- Safety meeting

Construction

- Dig bore pits on Cowling Rd
- Dig bore pits at Holiday Inn Express
- Install conduit and cabinets at A&W Productions
- Install Transformer at McClains RV
- Install secondary at 803 N. 3rd Street
- CoServ changeover in Lake Ridge
- Expose and connect conduit at Taco Bell
- Clean and restock transformers from Lake Ridge
- Outage on Feeder #1205
- Set up for secondary at 803 N 3rd
- Dig bore pits on Cowling Rd for new feed to Quail Run Subdivision
- Dig bore pits for Holiday Inn Express

DID YOU KNOW...

Rooftop solar panels actually work better on cold sunny days.



Service Truck/After Hours combined

- Connects – 12
- Disconnects -15
- Occupant change – 27
- Cutoff – information unavailable due to weather delay
- Reinstates – done late due to extreme cold weather
- Billing rechecks – 9
- Changed out meters – 2
- Re-read - 2



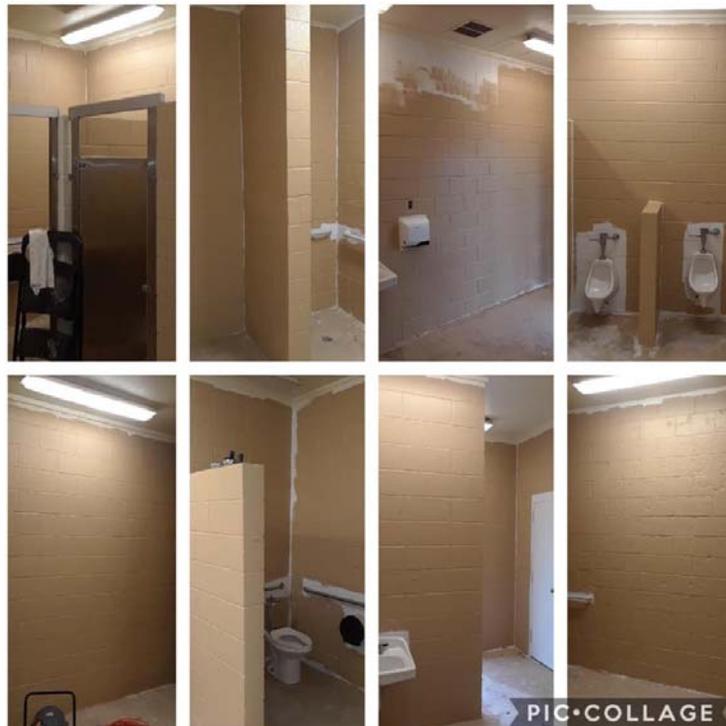
Monthly Report – February 2019

Parks and Recreation

Operations:

The parks crew has continued with our annual winter clean up programs within the parks system. 10 acres were mowed in the month of February. The Parks Department completed 15 brush orders with 100% of the orders being completed within ten days on avg. 5.2 days and used an estimated 8 labor hours.

The bathrooms were painted at Switzer Park to give them a new and clean look ahead of the summer events to be held at that location.



Facilities:

Our facilities continue to be in regular use with 13 rentals for the month of January. Facilities include our Community Center and Historical Presbyterian Church as well as park pavilions and ball fields.

Porter Park was host to an annual 5K Run sponsored by the Sanger ISD as a fund raiser for the intermediate school.



PARKS AND RECREATION

SANGER
TEXAS

Monthly Report – February 2019

Recreation:

February saw our annual Mother & Son Valentines Dance on February 16, 2019. This event was once again an amazing success with over 100 in attendance and a ton of fun had by all (including the volunteers!).



February also got both associations under contract for the Spring Season. And with Spring season approaching quite a bit of work is being done at our ball fields. Work has included laying down field conditioner which assists in drying out the fields faster during rainy seasons as well as cutting out sod that has grown into the infields during this last rainy season.



940.458.7930 | 502 Elm Street | PO Box 1729 | Sanger, TX 76266 | www.sangertexas.org

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



PARKS AND RECREATION

SANGER
★ TEXAS

Monthly Report – February 2019

Our Facebook page is still experiencing a steady growth up to 2,346 likes at the end of January which is an increase of 37 from the previous month with 2,394 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.

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 City Wide Annual Trash Off is held on the second Saturday in March every year. This is a great opportunity to get rid of old items at home!



LIBRARY

SANGER
★ TEXAS

Monthly Report – February 2019

LIBRARY

Program Highlights:

- A total of 16 programs were held, not including the VITA Tax Assistance program that is held at the library on Saturday mornings.
- The highlight of January programming was the performance of storyteller Oba William King's "The ABC's of Black History." 14 people attended the event, which included stories, singing and drumming. Those who attended also had the opportunity to learn and practice basic drumming techniques.





LIBRARY

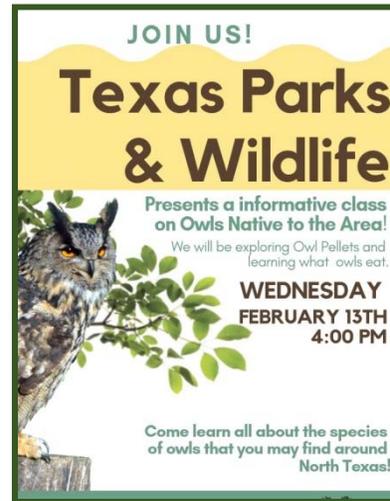
SANGER
★ TEXAS

Monthly Report – February 2019

- A representative from Texas Parks and Wildlife and Sanger library patron, Kathy Milliger, gave an informative talk about owls on February 13th. She also brought a sampling of



owl pellets for participants to dissect, to determine what they had eaten.



The **Homesteading** program for February covered tips for growing seeds indoors, including sources to buy seeds, lights, trays, and why lights are important. They also reviewed the planting schedule, an inexpensive site to purchase them from that also will give you the estimated grow season and harvest season for that particular crop.

Statistics at a Glance:

- 1,946 items were checked out (not including materials borrowed from other libraries).
- 15 new cardholders and a total of 4,181.
- 2,662 visits to the library.
- 22,937 items in the collection.

DID YOU KNOW...

*Libraries are considered the "Third Place" for many people. A simple definition of the third place is "neutral surroundings separate from home and work/school." Ray Oldenburg coined the phrase in his 1990 book, *The Great Good Place*. Third places foster community building.*