

# SANGER

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★ TEXAS

## MONTHLY REPORT

JANUARY 2018





## CITY COUNCIL

### Agenda Summary

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

#### Proclamations and Resolutions:

- **Resolution #12-27-17** - Approving a Hotel Occupancy Tax Grant and Economic Development Incentive Agreement.

#### Ordinances Passed:

- **Ordinance #01-01-18** – Amending Chapter 9 of the Code of Ordinances, Article 9.400, Section 9.401, “Creation and Appointment of Board”, Section 9.403, “Selection of Officers”, Section 9.404, “Powers and Duties of Library Board”, Section 9.405, “Library Rules and Regulations”, Section 9.407, “Return of Borrowed Materials; Fine”, and Section 9.408, “De-facing of Library Materials; Fine”. Providing for Repeal of All Ordinances in Conflict, Penalty, Severability Clause and an Effective Date.

#### Plats Approved:

- Approved the Preliminary Plat of the Prairie Ranch Estates Addition Being 42.52 Acres in the William Mason Survey, Abstract Number 801, Generally Located South of Lois Road and East of Metz Road.
- Approved the Final Plat of the Prairie Ranch Estates Addition Phase 1, Being 7.38 Acres Generally Located South of Lois Road and East of Metz Road.

#### Contracts/Other Items:

- Approved a 2018 Rate Adjustment for Waste Connections of 4.2% Allowed by Contract for Residential and Commercial Customers Effective February 1, 2018.
- Approved and Authorized Mayor to Execute Hotel Occupancy Tax Grant and Economic Development Incentive Agreement with Sanger Lodging, LLC.



## Monthly Report – January 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. Various Board Agendas signed and attested.

#### Open Records

- Processed nine (9) Open Record Requests and completed them in ten days or less.

#### Summary of Miscellaneous Items:

- Processed 1295 forms - Texas Ethics Commission.
- Four Mowing Liens Filed. - Received payoff payments for release of liens totaling \$681.65.
- Renewal of one Alcohol Permit and one in process.
- Received 4<sup>th</sup> Quarter Hotel and Motel Taxes.
- Insurance – working on reimbursement from insurance from accident for damaged power pole.
- Revising forms with updated information.
- Posted Agendas and Minutes and Ordinances to the website.

#### Training:

- Attended Texas Municipal Clerks Association (TMCA) Election Law Seminar.
- Attended TMCA Lone Star Chapter Meeting.

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

*City Ordinances are located on the City of Sanger's Website at [www.sangertexas.org](http://www.sangertexas.org). Go to the front page of the Website and click on Code of Ordinances. The direct link is: <http://z2codes.franklinlegal.net/franklin/Z2Browser2.html?showset=sangerset>. Search within the code using the search box at the top of the page. The code is updated annually. New ordinances are included on the site. Always check with staff for any updates to ordinances.*



## HUMAN RESOURCES

### Employees:

- Assisted Courts in conducting interviews to fill the opening in the Courts Department.
- Worked on annual Texas Work Force Audit report.
- Assigned City wide annual training.
- Completed City wide employee update paperwork.
- Met with NCTC and Texas Workforce to learn about the internship to work program offered.
- We currently have the following positions open for employment.
  - Part Time Firefighter.
  - Full Time Police Officer I

### Training:

- Attended the first of the year gathering for NTSHRM in Denton.
- Attended training for NTSHRM Brand Ambassador for Denton.

### Summary of Miscellaneous Items:

- One Employee orientation was held this month for our newest Courts position.
- Working on drafting proposed changes for the Employee Handbook.
- Completed the Texas Municipal Retirement System (TMRS) report.
- Quarterly Workers Compensation Report.
- Helped with several miscellaneous tasks.

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

*During the last utility billing cycle there were 27 days that the low was under 32 degrees and 7 days where the high was under 32 degrees.*





## Monthly Report – January 2018

During the month of January 2018, officers of the Sanger Police Department responded to a total of 515 calls for service having an average response time of 5 minutes per call. The department issued a total of 63 citations and 41 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 -5
- Burglary-1
- Larceny/Theft-3
- Motor Vehicle Theft-2

The Sanger Police Department handled 515 calls for service this month. Numerous calls were regarding civil matters that cannot be handled by a Police Officer. Civil matters include a disagreement or dispute between two or more individuals or organizations. Civil suits usually involve disagreements about money or property, and no criminal violations are involved. In a civil case, a jury or Judge must answer questions of disputed facts based on testimony and evidence admitted. All civil matters must be filed with the County Justice of the Peace office.

Chief Curtis Amyx

### Did You Know...

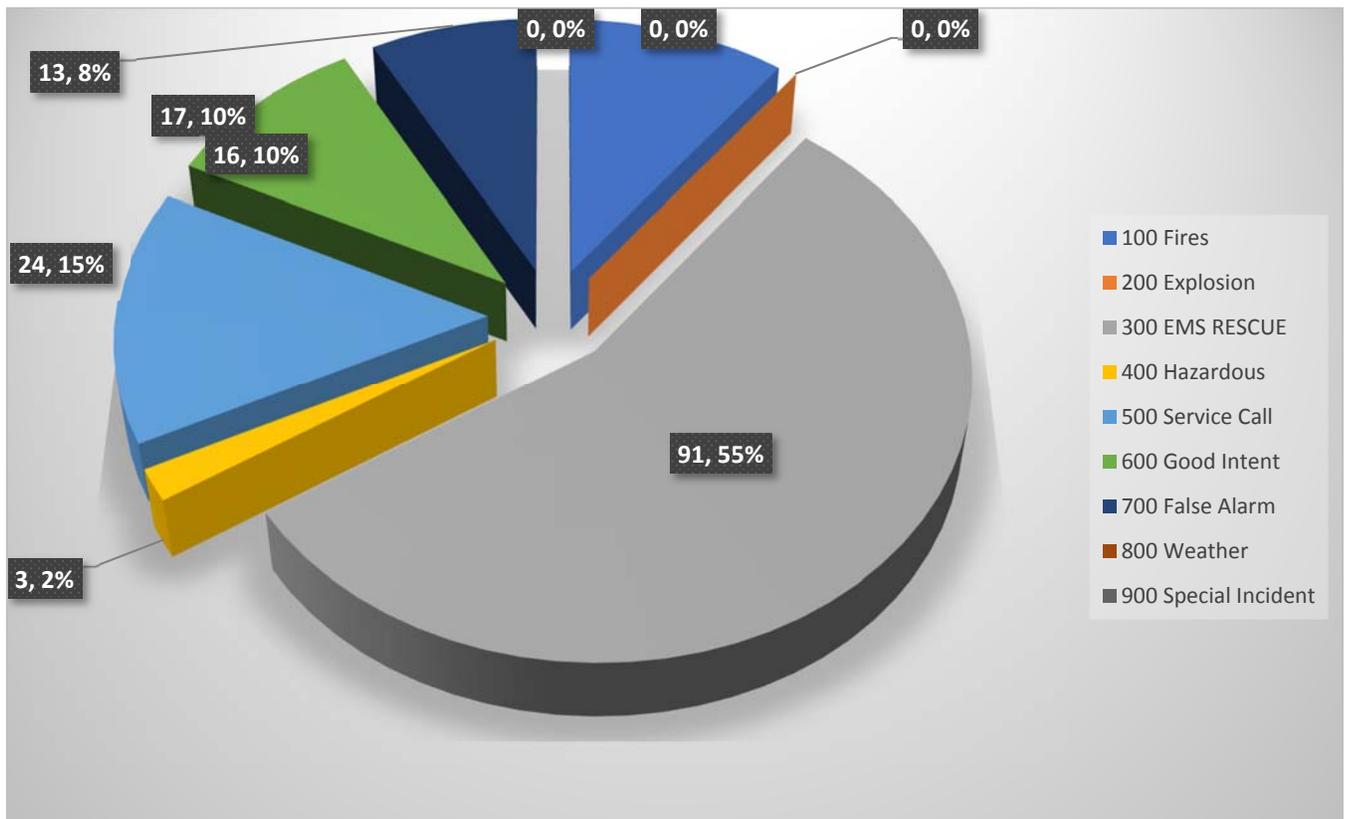
*Emergency call number is 911. For all other non-emergency calls dial 940-458-7444. Use these numbers for police related matters. Please do not contact an officer at his residence or call his personal phone number for emergency assistance.*



## Monthly Report - January 2018

### Emergency Responses

- The Sanger Fire Department responded to 174 emergency incidents during the month of January.
- The busiest incident type was Emergency Medical Incident at 91, followed by 24 Service calls, 17 fires and then 16 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 6 minutes and 52 seconds.
- The average time spent on a medical transport from initial alarm until units are back in service is 1 hour 20 minutes. The ambulance units transport most of our patients to Denton area hospitals.
- The busiest day of the month, for Medical response in January 2018, happens to be on Tuesday 22% of the call volume. Out of the 91 medical emergencies most occurred between the hours of 16:00 through 16:59.

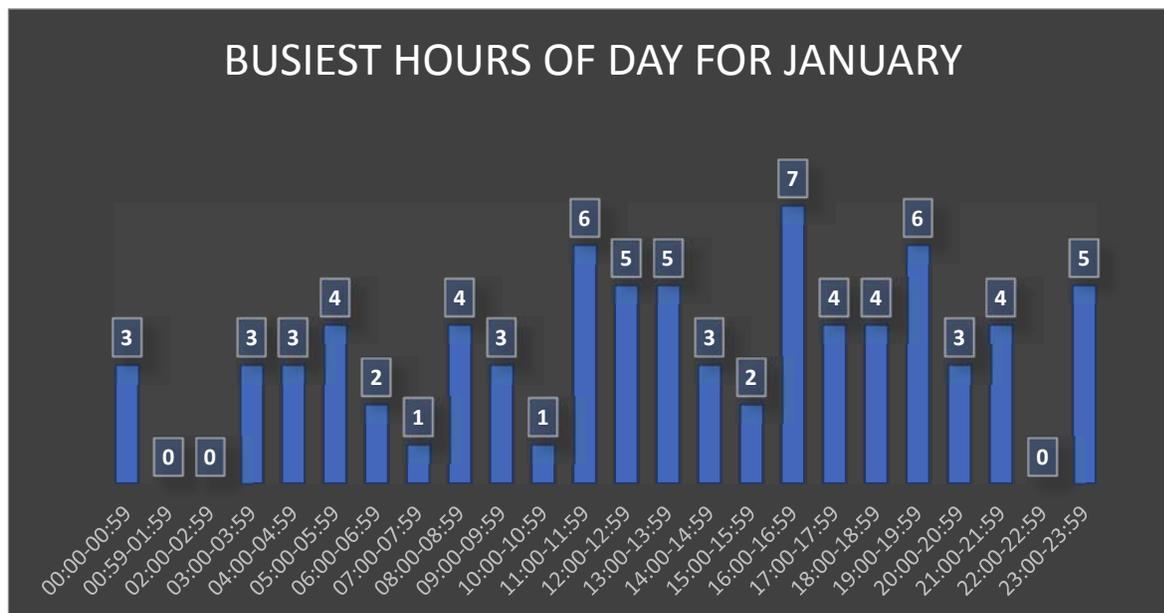
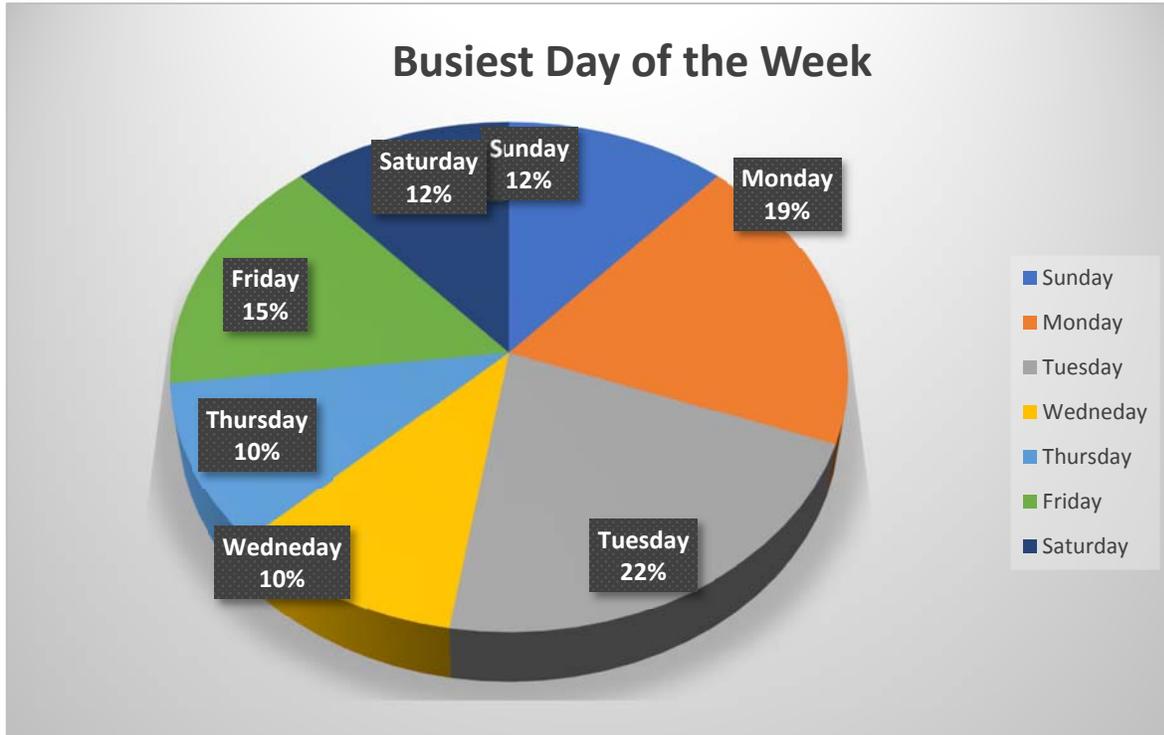




FIRE DEPARTMENT

SANGER  
★ TEXAS

### Monthly Report - January 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 January 2018, the Department:

- Prepared W-2 Forms and distributed them to employees with the first payroll of the year
- Prepared 1099 Forms and mailed them to recipients
- Renewed the City's SAM (System for Award Management) accounts with the federal government
- Performed normal Accounts Payable, Financial Reporting, Payroll, Purchase Order, and Utility Customer Service functions for the City

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

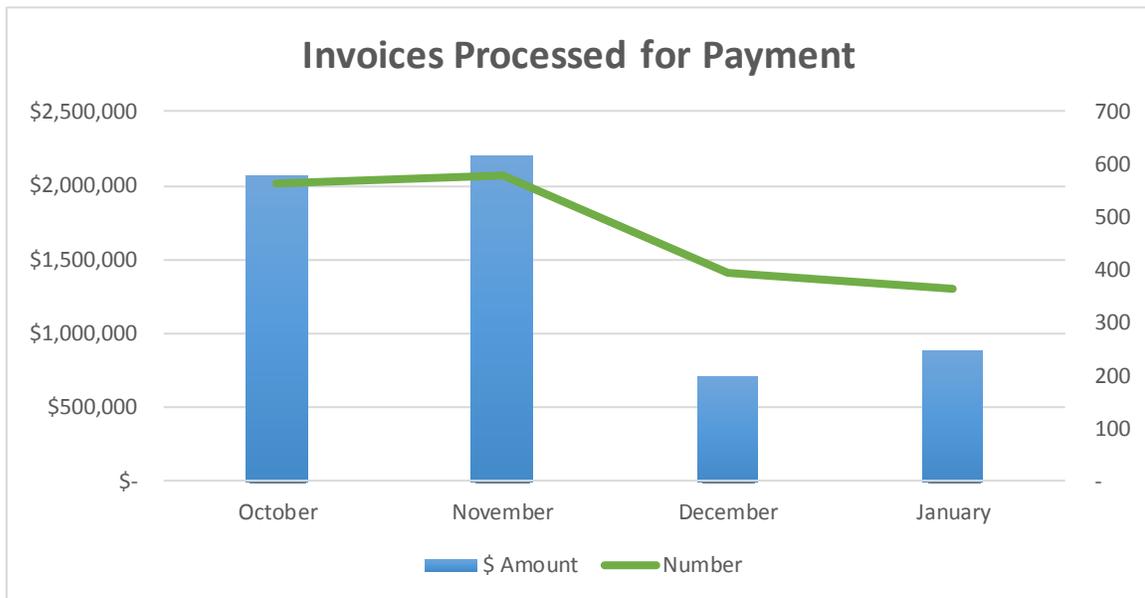
*The City of Sanger accepts cash, checks and credit cards for utility payments...however, the EASIEST way for citizens to pay their utility account is through our automatic bill payment program. With this program, customer payments are drafted from their bank account on the due date each month, eliminating the need to remember to submit a payment!*



### 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	1,902	\$ 5,871,633
16-17 YTD	1,916	\$ 5,569,403
15-16 YTD	1,902	\$ 5,761,160



### 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.



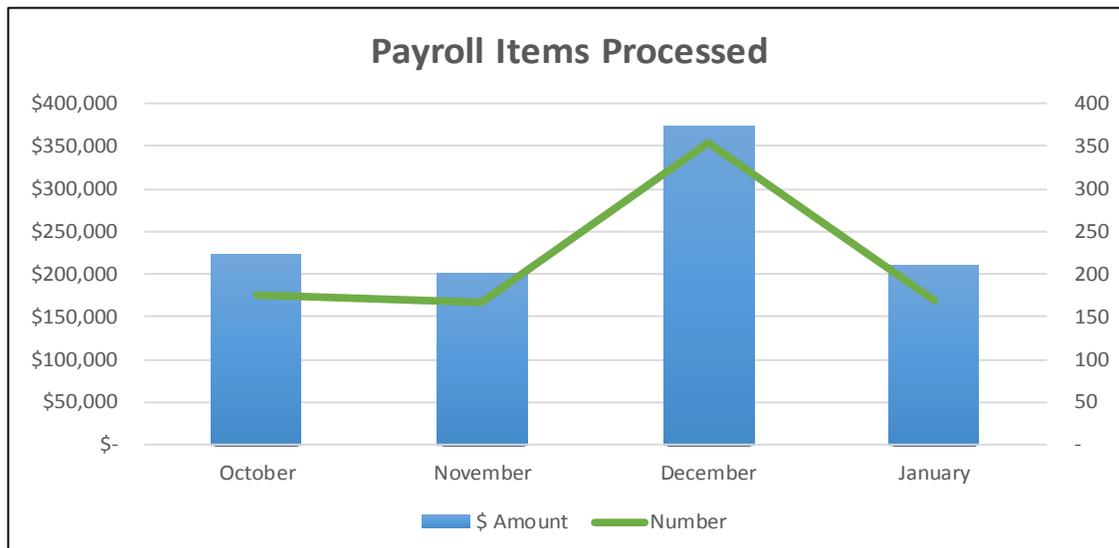
Monthly Report – January 2018

Financial Reports Prepared		
Type	City Council Reports	Departmental Budget Reports
17-18 YTD	4	8
16-17 YTD	4	8
15-16 YTD	4	8

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	865	\$ 1,009,359
16-17 YTD	751	\$ 843,395
15-16 YTD	810	\$ 928,688

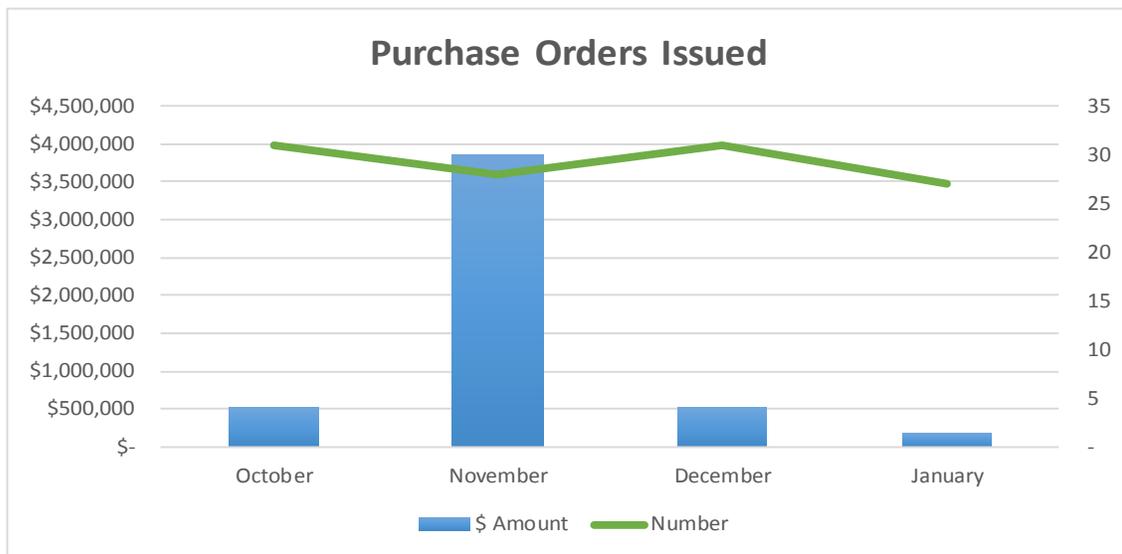




**Purchase Order Function**

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	117	\$ 5,069,598
16-17 YTD	106	\$ 7,381,819
15-16 YTD	79	\$ 1,604,222



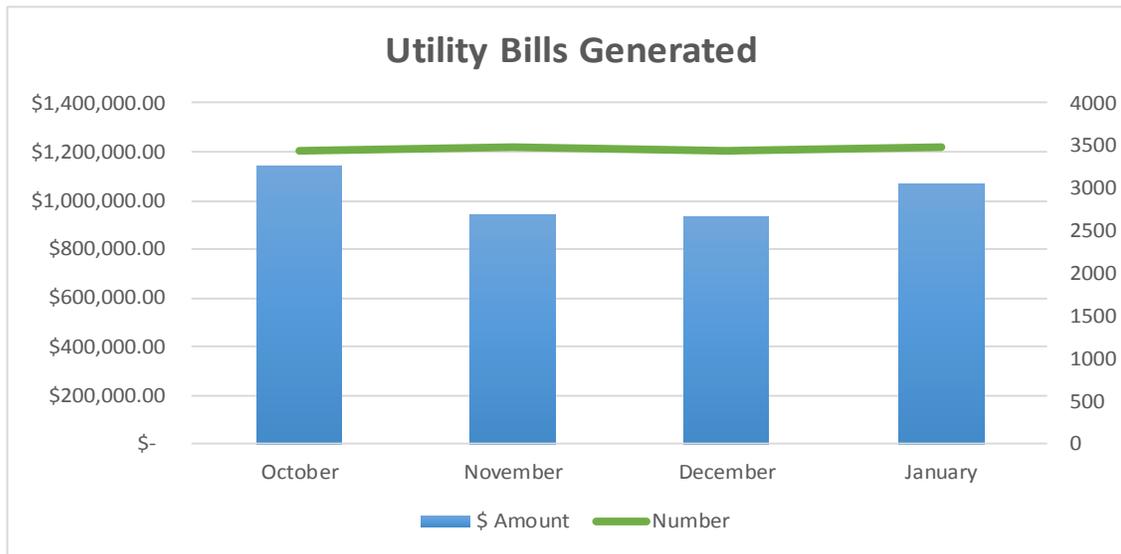


### Utility Customer Service Function

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	13,820	\$ 4,092,353
16-17 YTD	13,204	\$ 3,817,307
15-16 YTD	12,897	\$ 3,635,010

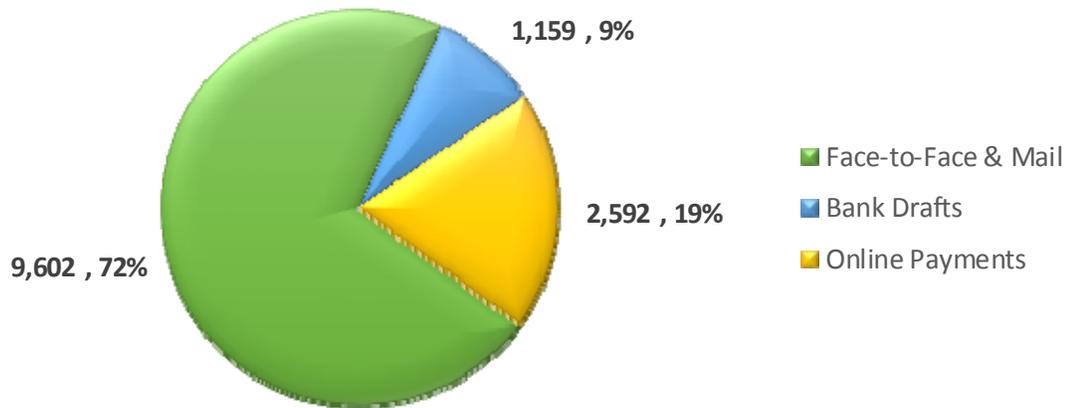




Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
17-18 YTD	13,353	\$ 4,145,225
16-17 YTD	12,909	\$ 4,055,856
15-16 YTD	12,569	\$ 3,983,985

Utility Payments Processed YTD by Payment Type





Monthly Report – January 2018

**BUILDING PERMITS**

Residential	New	Alteration	Total
# Permits	1	3	<b>4</b>
# Inspections	222	19	<b>241</b>
Valuation	\$219,391	\$183,251	<b>\$402,642</b>
Fees	\$8,410	\$922	<b>\$9,332</b>

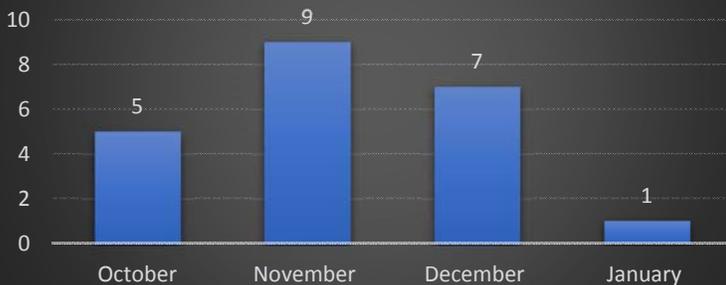
Commercial	New	Alteration	Total
# Permits	0	0	<b>0</b>
# Inspections	12	0	<b>12</b>
Valuation	\$0	\$0	<b>\$0</b>
Fees	\$0	\$0	<b>\$0</b>

Miscellaneous /One Stop	
# Permits	13
# Inspections	38
Valuation	\$31,301
Fees	\$925

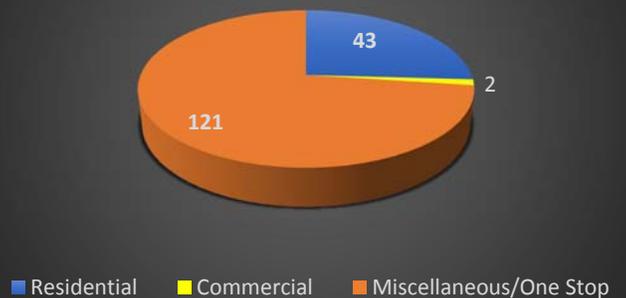
***DID YOU KNOW...***

Water heaters are one of the most dangerous appliances in your home if not installed correctly? They are responsible for numerous deaths, fires, and explosions each year. Only a **licensed plumber** with the appropriate **permit** should install a water heater. After installation a City inspector should inspect the work to assure the installation is correct.

**New Single-Family Residential Permits FY 17 - 18**



**Building Permits YTD**







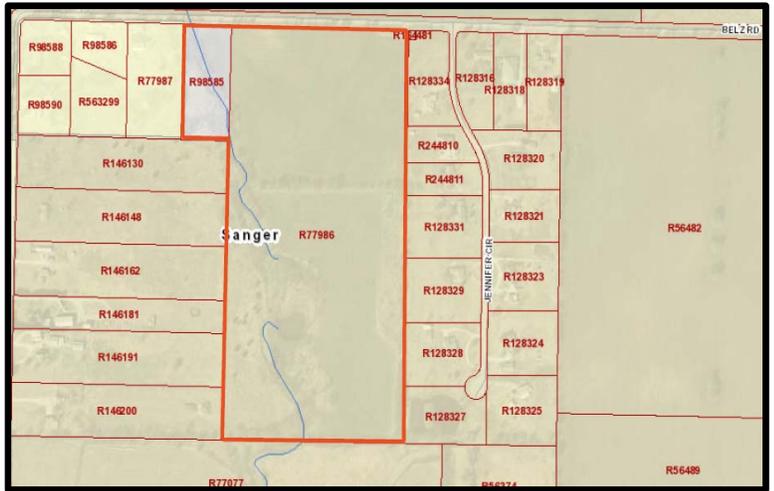
DEVELOPMENT SERVICES

SANGER  
TEXAS

**Case # 17SANZON-0034**  
**Case # 17SANZON-0035**

Request to approve the preliminary plat and final plat of the Indian Creek Addition (5 lots) located south of Belz Road and East of Metz Road.

Applicant: 9706, LLC



Planning & Zoning Commission  
APPROVED

City Council  
APPROVED

**Case # 17SANZON-0036**

Request to approve the final plat of the Sanger Lodging Addition located west of IH-35 and south of Maple Street.



Planning & Zoning Commission  
APPROVED

City Council  
APPROVED



ECONOMIC DEVELOPMENT

SANGER  
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## Monthly Report – January 2018

### New Business

On January 2, 2018, the City Council approved an economic development agreement with Sanger Lodging, LLC for a 77-room Holiday Inn Express hotel to be located at IH-35 and Maple Street. The approximate cost of this development is \$8,000,000. Construction is anticipated to start Spring/Summer 2018.



940.458.9096 | 201 Bolivar | PO Box 1729 | Sanger, TX 76266 | [www.sangertxedc.org](http://www.sangertxedc.org)

 [facebook.com/SangerTXEDC](https://facebook.com/SangerTXEDC)  [@SangerEDC](https://twitter.com/SangerEDC)



PUBLIC WORKS

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## Monthly Report – January 2018

The asphalt base on the **McReynolds Project** between station 37 and 42 has been completed. The dirt and asphalt crews have moved to another jobsite until the weather improves. The concrete crew is working on the drainage structures.

The **Phase III Water and Sewer Line** construction has started. The water line is 90% complete from Lois Road to View Road. The Dickerson Construction crew is boring under Lois Road to install the water line under the roadway,

The **Cowling Road Lift Station** project design is 30% complete. The pipeline location has not been finalized.

The **Cowling Road Pump Station Improvements** (Nitrification Plan) is 42% complete.

Work continues on the electrical service installation in Lake Ridge, Phase II. Cleanup and electrical service installation is continuing at Sanger Circle Estates.

The **Fleet Department** continues to repair and maintain our vehicles and equipment with 6 scheduled routine maintenance order repairs completed for the month and getting an average of 1 done a day.

This month there was 1 emergency repair orders. The fleet department sublet 0 repairs costing \$0.00 total. There were 53 repair orders completed with a 3 repair orders completed per day average. The total cost of these repairs came to \$2,084.67.

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

*McReynolds Road will temporarily open in both directions for thru traffic.*



STREETS

SANGER  
TEXAS

Monthly Report – January 2018

Request Type	# Request	% Completed
Road Hazards	16	100%
Miscellaneous	2	100%
Road Sign Down, Missing, or Broken	2	100%
Low Branches in the Roadway	8	100%

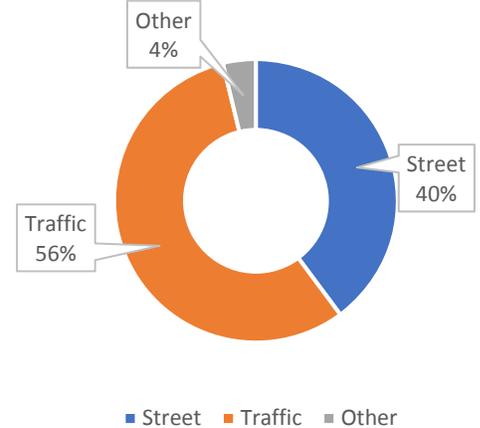
Road Hazards	Quantity	% of Road Hazard
Pot Hole Repair	11	69%
Base Failures	4	25%
Crack Sealing	1	6%

Miscellaneous	Quantity	% of Miscellaneous
Haul off debris	2	100%

Road Signs	Quantity	% of Road Signs
Traffic	2	100%



YTD Street Signs



**DID YOU KNOW...**

Potholes are created when the top layer of pavement and the material beneath—called the base or sub-base—cannot support the weight of the traffic. Two factors are always present in such a failure: **TRAFFIC** and **WATER**.



WATER

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## Monthly Report – January 2018

Felix Construction continues to make progress on the upgrade at the **Wastewater Treatment Plant**. During January they were able to set the pre-fabricated electrical building on the slab that was previously poured, install the clarifier drive assemblies for both of the newly constructed clarifiers, pour a new concrete splitter box between the new clarifiers #1 and #2, pour a new slab for the sludge roll off dumpster and pour two new manholes on the 24" sewer line entering the plant from the west. They were also able to install the 4" water line around the new equalization basin that will be used for cleaning the structure, finished installing the pop-up drains in the bottom of the equalization basin and completed the final grade sloping around the basin. The excavation for the UV disinfection chamber was also completed in preparation for setting concrete forms to pour that structure.

On January 2<sup>nd</sup> we had a final walkthrough on **Phase 2 of the North I-35 Water and Sewer project** that was installed by Dickerson Construction. Dickerson Construction is currently working on Phase 3 of this project which involves extending 12" water and sewer lines from Lois Road North to View Road along the East side of Interstate 35.

Don Fryer Construction began the construction project at the **Cowling Road Pump Station** on January 15<sup>th</sup>. This project involves adding equipment to allow us to breakpoint chlorinate the water we purchase from UTRWD.

The Water Department was able to purchase a new line locating wand and sonde that will be utilized in locating buried water and sewer lines that are in unknown locations such as customer service lines. This device is expected to be very beneficial in the reduction of time spent searching for lines using other methods. We made repairs to 5 water service lines, completed 55 service orders, installed 3 new water meters and changed out 9 water meters. 589 meters were read manually and we performed 31 disconnects of meters.

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

*99.9% of wastewater is water. Only 0.1% is solids.*

Request Type	# Request	% Completed
Billing Rereads	589	100%
Service Orders	55	100%
New Meters	3	100%
Swapped Meters	9	100%
Cutoffs	31	100%
Reinstates	22	100%



MUNICIPAL COURT

SANGER  
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## Monthly Report – January 2018

### SANGER MUNICIPAL COURT

- For the month of January, 2018, the Municipal Court filed 68 citations.
- There was one (1) request for deferred disposition. There were 2 cases successfully closed by driver safety course and 7 by deferred disposition.
- The court closed 68 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$7,839.01 with \$2,609.36 of that being remitted to the State.

Christy Punches, CMCC  
Court Administrator

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

*Juveniles 16 years of age and younger has an obligation to continue to appear in court with a parent or legal guardian even after you reach the age of 17. If the defendant fails to appear before reaching age 17, they can be taken into custody and brought before the court. If they fail to appear in court after their 17<sup>th</sup> birthday and after notification by the court, you can be charged with the offense of "violation of obligation to appear and taken into custody."*



ELECTRIC

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## Monthly Report – January 2018

### GENERAL SUMMARY

#### Daily Operations

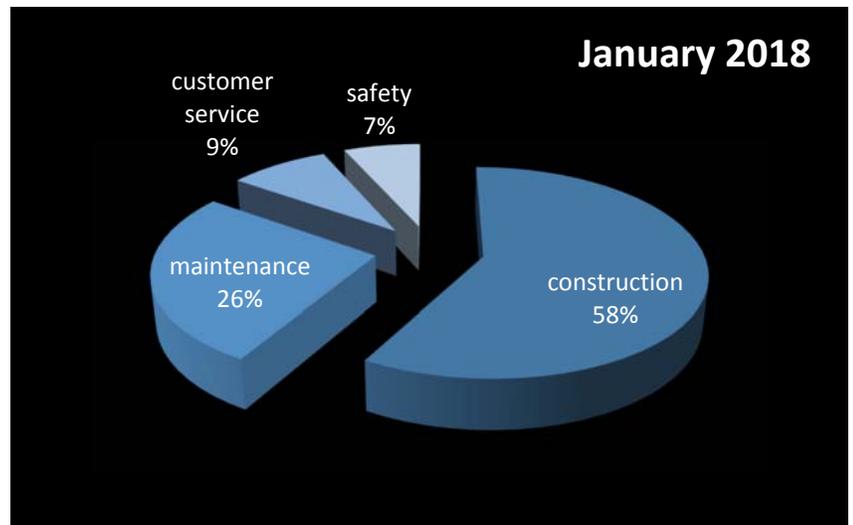
Upon returning from the holidays the electric department performed routine maintenance including the take down and storing of Christmas signs and decorations, tree trimming, and transformer replacement. After acquiring easements, Chisum Rd Storage required the excavation and placement of new underground primary to serve the existing facilities. All after hour employee response times were made within the required time allowed.

#### Construction

- Pull and replace bad section of Primary conductor between transformers and change position of phase feeding Ranger Creek
- Change out bad transformer in Ranger creek
- Begin changing shop and warehouse lights to LED
- Remove and reinstall primary into newly acquired easement at Chisum Rd Storage

#### Service Truck/After Hours combined

- Connects -17
- Disconnects - 11
- Occupant change -17
- Cutoffs -11
- Reinstates -10
- Service changes -45 (meter changes)
- Customer side issues – 3
- Reprogrammed meters -5
- Upgraded security lights 10



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

*Typical Lightning bolt packs 100 million volts, travels at around 130,000 miles per hour and reaches nearly 54,000 degrees F in temperature.*



## Monthly Report – January 2018

**Operations:** The Parks Department completed 44 brush orders with 90.7% of the orders being completed within 10 days and the average brush order being 2.3 days. The Parks Department also installed a new monument sign at City Hall.

Our facilities continue to be in regular use with 14 rentals for the month of January. We also had eight field reservations this month. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

On the **Recreation** side January was a big preparations month. Preparations for the Mother and Son Valentines Dance were completed as well as beginning the process for Spring Kickball. A Parks and Recreation Board Meeting was held where the 2018 calendar was discussed and approved. There was also a 4B Development Board meeting in the month of January.

On January 9, 2018, Jennifer Shumate passed her Certified Parks and Recreation Professional Test through the National Recreation and Parks Association.

Our Facebook page is still experiencing a steady growth up to 1,315 likes at the end of January which is an increase of 57 from the previous month. For the month of December, we had a reach on Facebook of over 20,000 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.



### Department Staff

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

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

*The Parks and Recreation Department does weekly chipping of limbs and branches? And it is at no cost to you? Simply download our App: Sanger Solutions to put your name on our tree limb list OR call 940-458-2059.*



LIBRARY

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## Monthly Report for January 2018

With the new year, a few big changes came to the library. The first is a six month trial of eliminating late fines except for electronic devices such as Launchpad tablets. Items overdue for an extended period of time will still prevent a cardholder from checking out additional material or using the public computers, and cardholders will remain responsible for damaged or lost items. While the change does not automatically clear old fines, the staff will work with those who have outstanding fines to help reduce them. A Food for Fines program is planned for the next three months.

The library's software system, Evergreen, was upgraded to a web-based interface on January 31<sup>st</sup>. There are significant differences in its design, along with bugs to be worked out. Staff began familiarizing themselves with the new version and will continue to do so over the coming months. Better reporting functions and greater accessibility are two anticipated improvements.

Sanger Public Library is a site for the United Way's free VITA tax preparation program again this year. The first session was on January 27<sup>th</sup> from 9:00-11:30 a.m., and it will continue every Saturday morning through April 14<sup>th</sup>. To qualify for free tax preparation by VITA's IRS certified tax preparers, income may not be more than \$58,000. New for 2018: All tax preparations will be done on a first come, first serve basis instead of by appointment.

Regular programs continued in February, including:

- Storytime on Wednesday mornings at 10:15
- Yoga classes on Monday and Thursday evenings
- Knitting & Crochet on the first and third Saturdays



**Create It Club program**  
on 1/30 made catapults!



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

*The library offers computer use, color and black & white printing, scanning, and faxing. Computer use and scanning are free, and there is a per page charge for printing and faxing. Library staff can help you with these services and more!*