

SANGER

★ TEXAS

MONTHLY REPORT

JANUARY 2019





CITY COUNCIL

Agenda Summary

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

Proclamations and Resolutions:

- Consider, Discuss and Possibly Act on Resolution No. R-01-01-19 – Master Interlocal Cooperative Purchasing Agreement with the City of Grand Prairie, Texas; And, Authorize the City Manager to Execute Said Agreement.

Ordinances Passed:

- No Ordinances passed.

Plats Approved:

- A replat of Lot 19R, Block A, of Sanger Estates, being a replat of Lot 19, Block A of Sanger Estates, being 0.76 Acres, and generally located South of Adtel Lane and approximately 900 feet east of the intersection of Marion Road and Adtel Lane.
- A replat of Lot 1R1 and Lot 2R, Block A of O'Dell Addition, being a replat of part of Lot 1, Block A of O'Dell Addition, in the extraterritorial jurisdiction (ETJ) of the City of Sanger, being 9.23 Acres, and generally located east of the intersection of McReynolds Road and FM 455.
- A final plat of Lots 1-39, Block A, and Lots 1-39, Block B of Lake Country Estates Addition, being 50.337 acres of land, and generally located south of FM 455, north of Union Hill Road, and approximately 2500 feet east of the intersection of FM 455 and Union Hill Road.
- A minor plat of Lots 1 through 3, Block A of Lakeway Crossing in the extraterritorial jurisdiction (ETJ) of the City of Sanger, being 9.397 Acres, and generally located south of the Intersection of FM 455 and FM 2164.

Other Items:

- Approved and authorized the City Manager to execute Change Order 5R inclusive of Change Orders 5,6,7 and 8 with Pavecon Public Works, LP regarding the McReynolds Road reconstruction period for a total reduction in project cost of \$147,485.04.
- Approve issuing a Request for Proposal (RFP) on Bank Depository Services.
- Discussion on potential street reconstruction projects for FY 2019.

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.



Monthly Report – January 2019

Open Records

- Processed sixteen (16) 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 \$906.20.
- One pending Alcohol Permit Renewal in process.
- Updating website, posted agendas, etc. Contracted with Granicus to begin streamline of the meeting agenda format.
- Prepared February 4 2019 Agenda and Ordinance to Call and Order the May 4, 2019 General Election for Council Member Places 1, 3 and 5.

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.
- Human Resources held one employee orientations during the month of January.

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.

Summary of Miscellaneous Items:

- Assisted with several open records requests.
- Helped with several miscellaneous tasks.

DID YOU KNOW?

The City of Sanger will have a Internship program in Development Services over the summer. If you know of a college student that may have a interest please have them contact Human Resources at (940) 458-7930.





POLICE & ANIMAL CONTROL

SANGER
TEXAS

Monthly Report - January 2019

Overview

During the month of January 2019 Officers of the Sanger Police Department responded to a total of 474 calls for service having an average response time of 6 minutes per call. The department issued a total of 32 citations and 43 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 Rap
Robbery
Assault -5
Burglary-1
Larceny/Theft-3
Motor Vehicle Theft- 1
Officer Assaulted

A common violation that is often overlooked by a driver license holder is failing to change your address when you move to another city or location. Texas law requires "Notice of change of address or name". A person subject to this change shall notify the Texas Department of Public Safety no later than the 30th day after the date on which the change takes effect.

Chief Curtis Amyx

DID YOU KNOW...

Transportation Code 545.253 requires all Buses to stop at all railroad grade crossings.



ADMINISTRATION

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Monthly Report – January 2019

MUNICIPAL COURT

Case Activity:

- For the month of January, 2019, the Municipal Court filed 34 citations.
- There were 9 requests for deferred disposition.
- There were 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 24 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$6,467.20 with \$2,186.95 of that being remitted to the State.

DID YOU KNOW...

Texas Legislature

The Texas legislature is composed of a 31 Senate member and 150 House of Representative members. The Texas legislature holds its session on odd-numbered years for 140 calendar days.

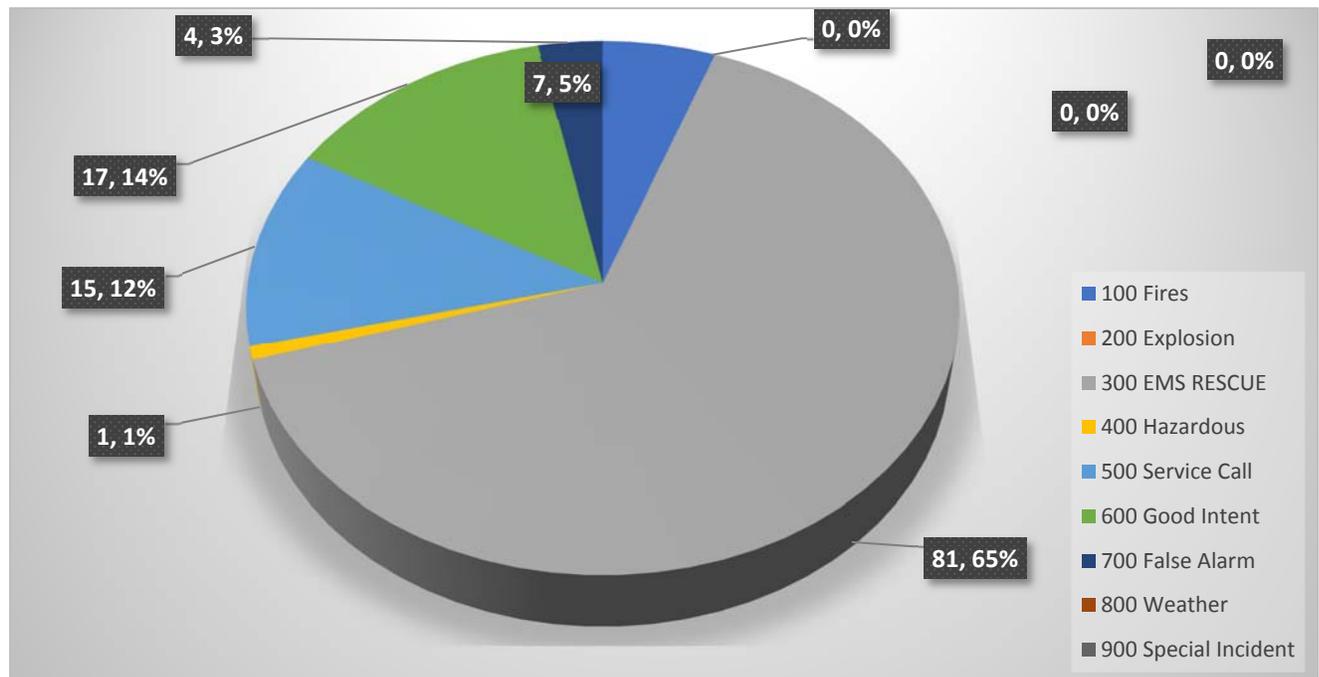


Emergency Responses

The Sanger Fire Department responded to 117 emergency incidents during the month of January. The top four busiest incident types:

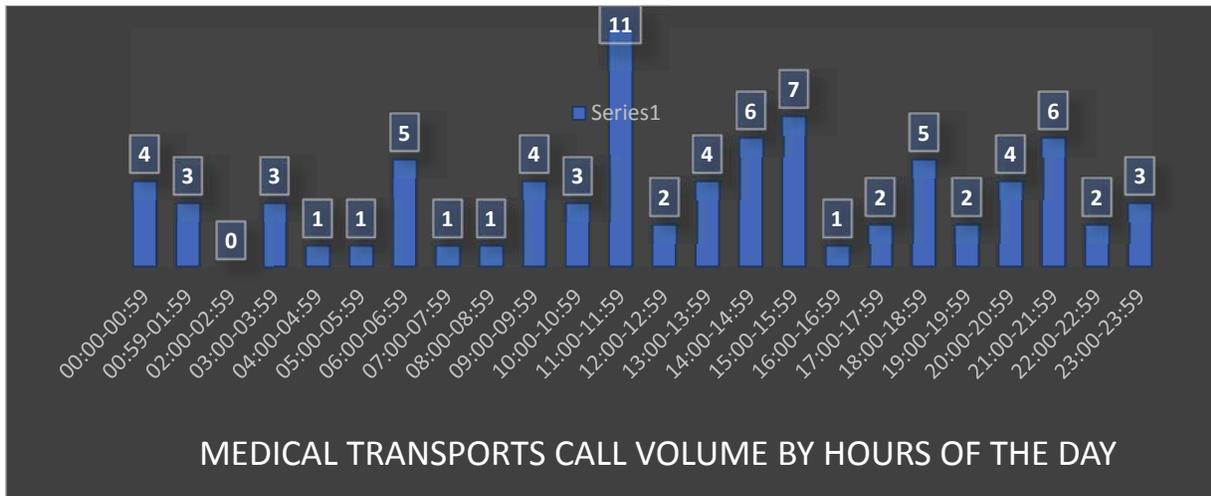
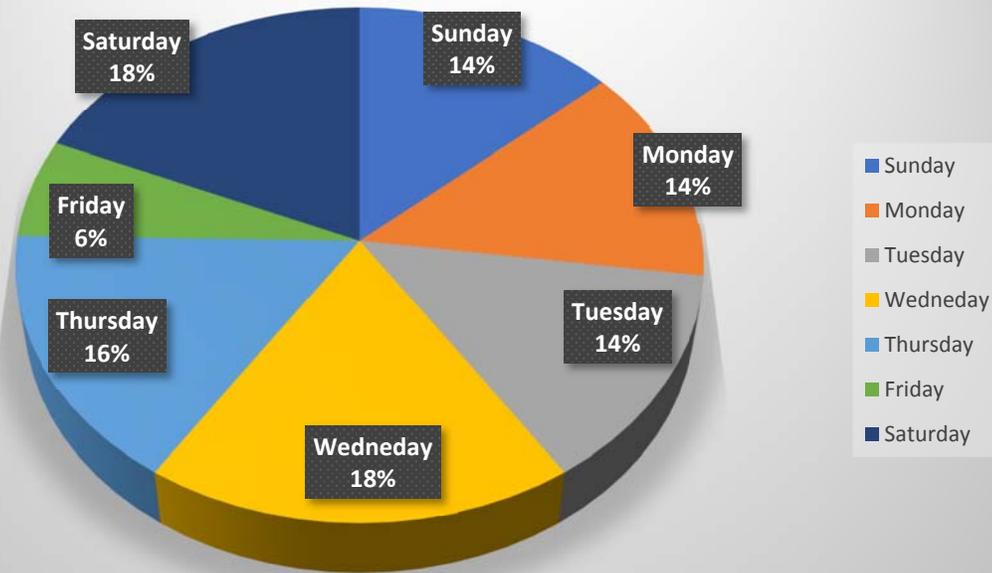
- 81 Emergency Medical Incident
- 15 Service calls
- 17 Good Intent incidents
- 7 related Fire incidents

- The average response time for emergency related incidents was 7 minutes and 3 second for the entire 130 square mile district.
- The average time spent on a medical transport from initial alarm until units are back in service was 55 minutes 40 seconds.
- The busiest day of the week for EMS transports, during the month January, was a tie between Wednesday and Saturday with 18% of the transport call volume.
- Emergency Medical calls accounted for 65.28% of the total call volume.





Busiest Transport Day of the Week



MEDICAL TRANSPORTS CALL VOLUME BY HOURS OF THE DAY



Monthly Report – January 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 January 2019, Finance Department staff:

- Prepared and issued a Request for Proposals for bank depository services for the City
- Worked with the City's outside auditors on their audit of the 2017-2018 year
- 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 has an app that will allow you to make and track requests, pay your utility bill, check out events and much more from your device. Just search for "Sanger Solutions" in the app store for your device.

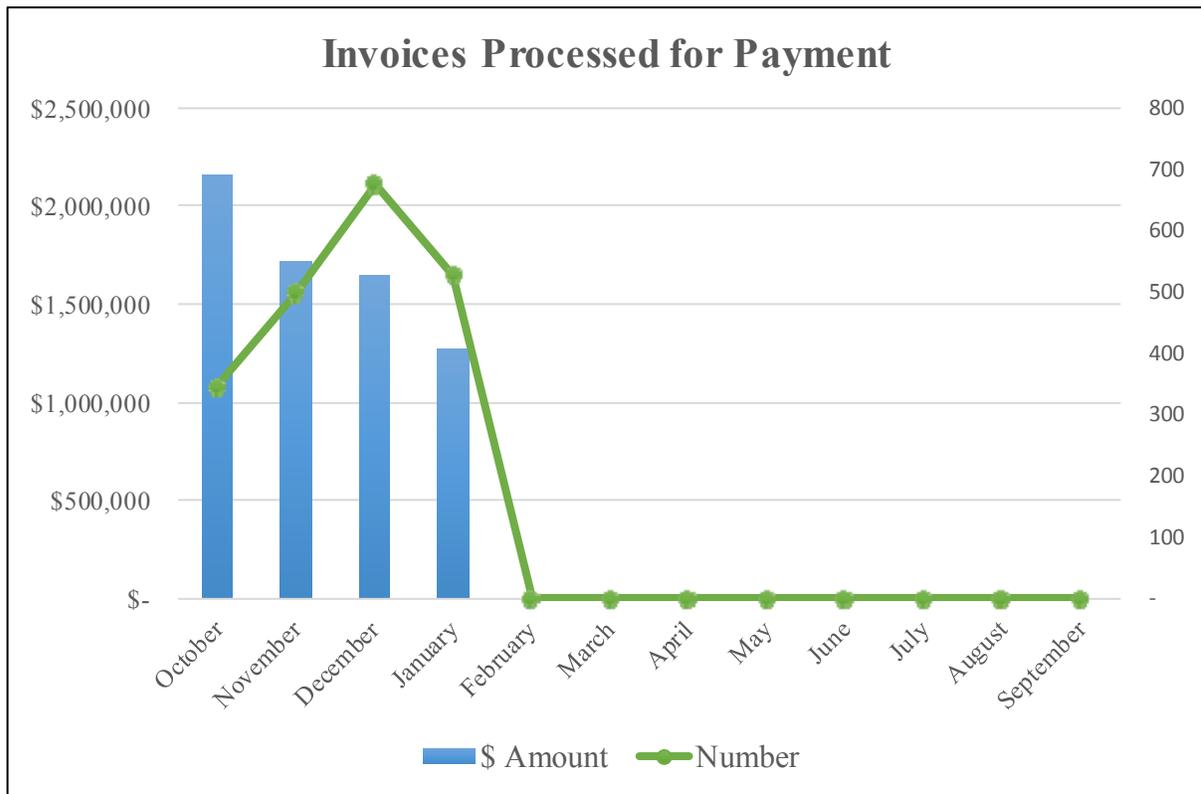


Monthly Report – January 2019

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	2,048	\$ 6,802,463
17-18 TYD	1,902	\$ 5,871,633
16-17 TYD	1,916	\$ 5,569,403



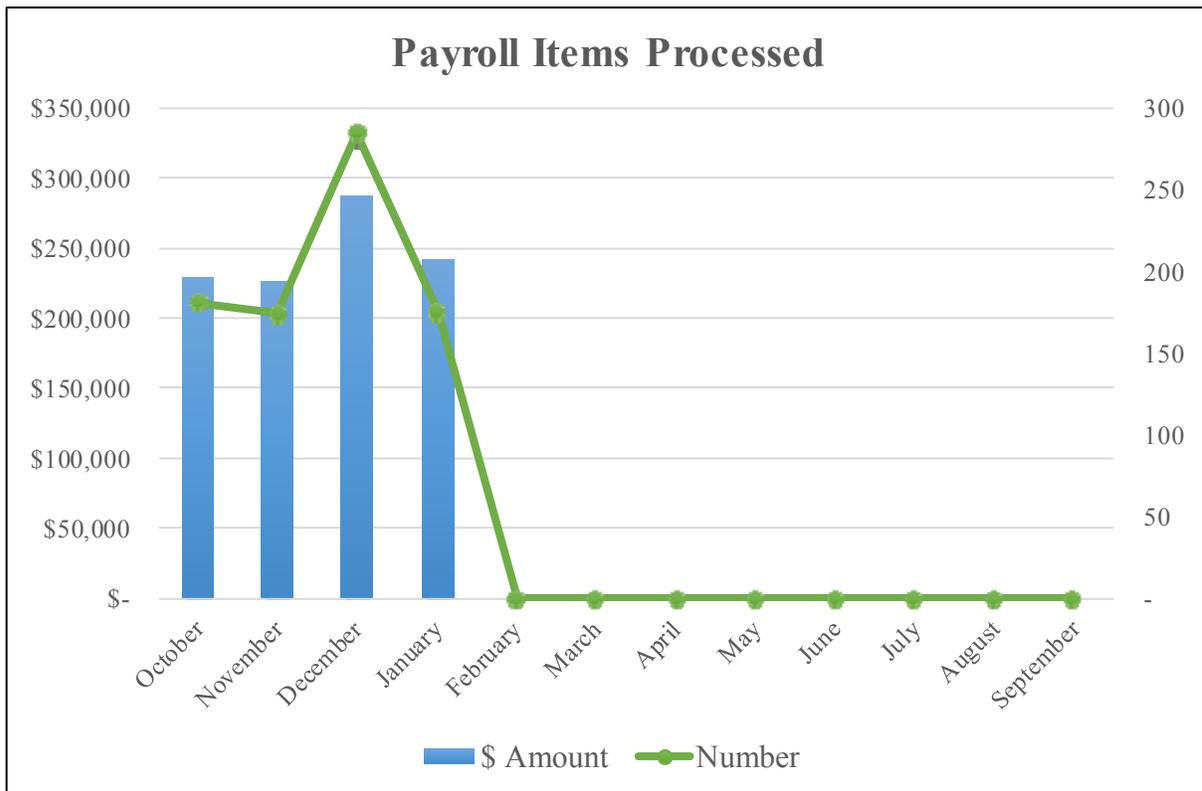


Monthly Report – January 2019

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	815	\$ 982,864
17-18 YTD	865	\$ 1,009,359
16-17 TYD	751	\$ 843,395



Purchase Order Function



Monthly Report – January 2019

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	109	\$ 1,109,869
17-18 YTD	90	\$ 4,884,089
16-17 YTD	79	\$ 7,063,347



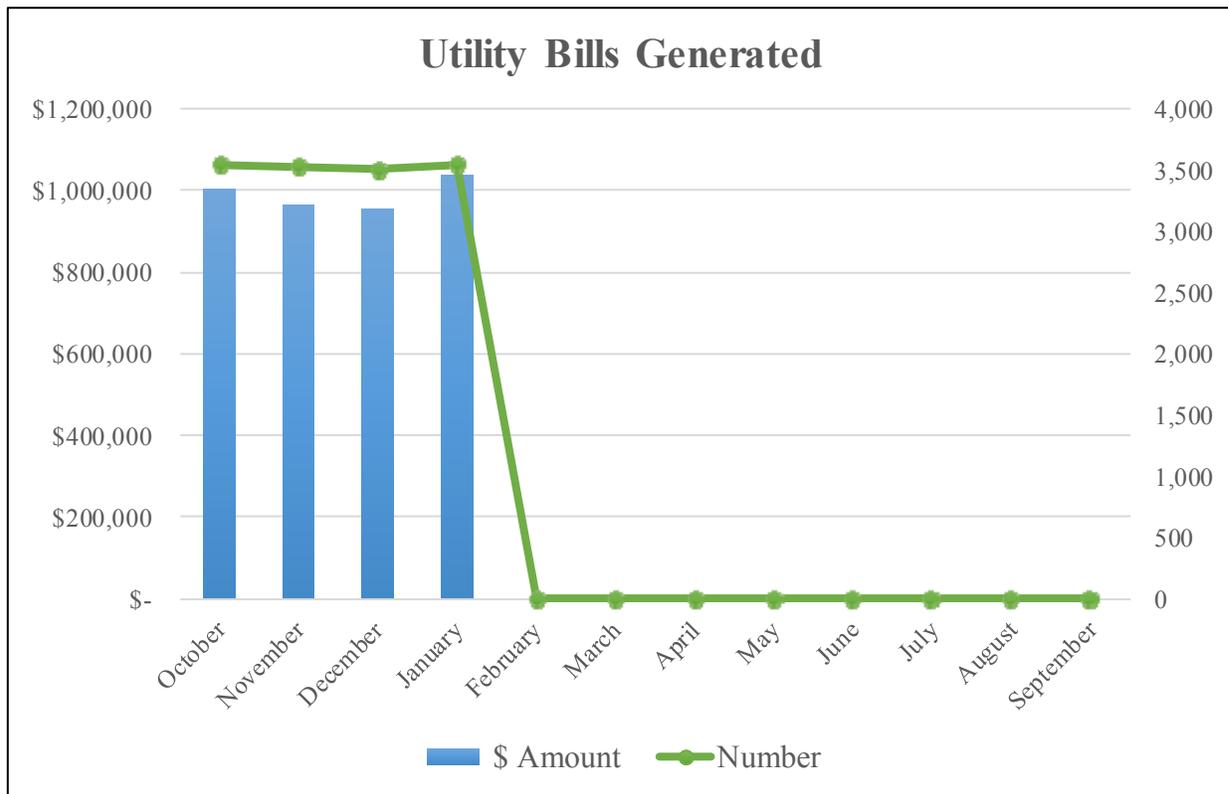


Utility Customer Service Function

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	14,114	\$ 3,959,938
17-18 YTD	13,820	\$ 4,092,353
16-17 YTD	13,204	\$ 3,817,307



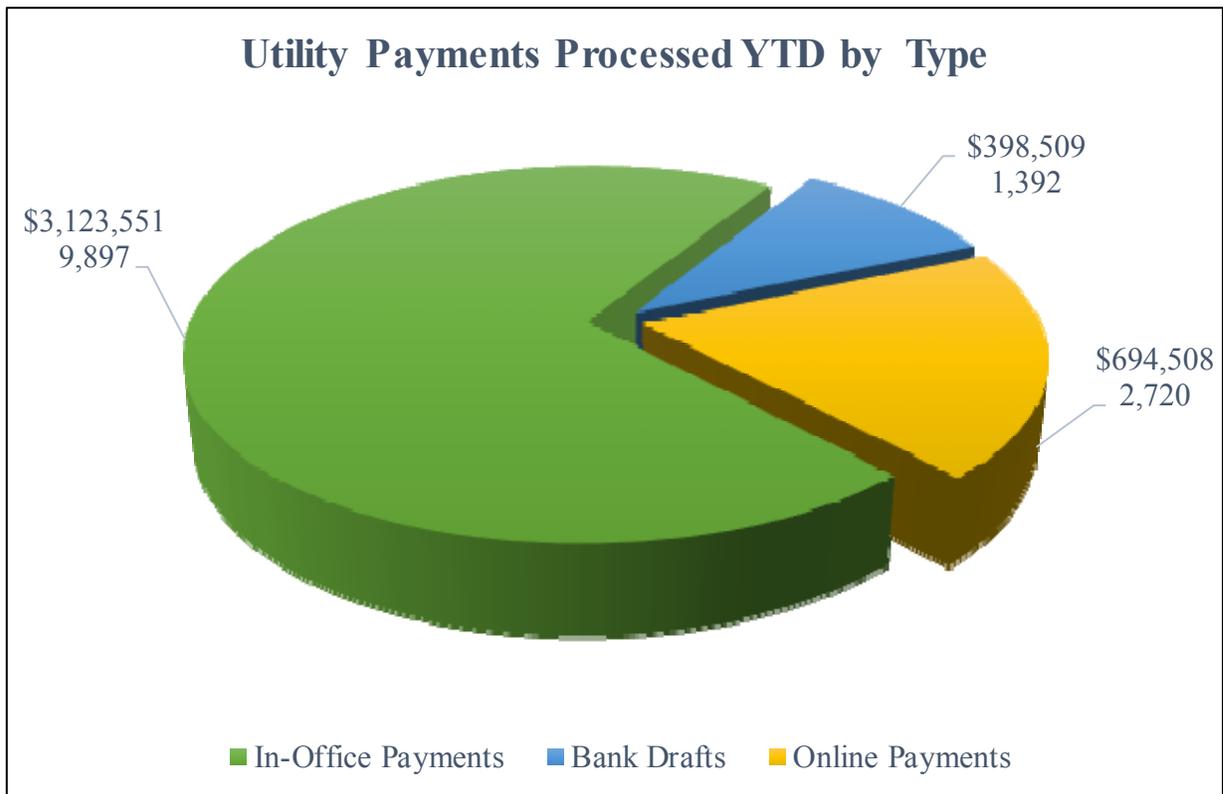


Utility Customer Service Function

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	14,009	\$ 4,216,568
17-18 YTD	13,353	\$ 4,145,225
16-17 YTD	12,909	\$ 4,055,856





Monthly Report – January 2019

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	4	8
17-18 YTD	4	8
16-17 YTD	4	8



ECONOMIC DEVELOPMENT

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Monthly Report – January 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 recently attended the International Council of Shopping Center (ICSC) Red River States Conference & Deal Making in Fort Worth. ICSC is the global trade association of the retail real estate and shopping center industry. Members of ICSC include shopping center owners, real estate developers, retailers, franchise owners, brokers, municipalities, chambers of commerce and economic development organizations. Conferences are ideal for networking, business intelligence and deal making in the retail estate sector. ICSC gives us the opportunity to provide awareness and information regarding our city to the masses of retail and the development community. Specific goals in mind when attending this conference: seek out and meet with potential companies, market Sanger to developers and the retail community, and educate them of our city's history, economy, demographics, affordability and available workforce.



Red River States Conference & Deal Making-2019

DID YOU KNOW...

Sanger has a Chamber of Commerce! The Sanger Area Chamber of Commerce is your connection to our business community. They are here to support our local businesses and offer many opportunities to promote businesses through networking events planned throughout the year. To learn more about the Sanger Area Chamber of Commerce, visit their website at www.sangertexas.com.



Monthly Report – JANUARY 2019

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	23	4	17
# Inspections	164	11	175
Valuation	\$5,957,033.00	\$66,774.00	\$6,023,807.00
Fees	\$139,745.00	\$360.00	\$140,105.00

Commercial	New	Alteration	Total
# Permits	0	0	0
# Inspections	63	4	67
Valuation	\$0	\$0	\$0
Fees	\$0	\$0	\$0

Miscellaneous /One Stop	
# Permits	23
# Inspections	41
Valuation	\$207,632.00
Fees	\$19,700.00

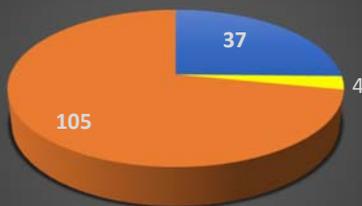
DID YOU KNOW...

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 put in 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





Monthly Report – January 2019

PLANNING & ZONING

Case # 18SANZON-0073

Conduct a Public Hearing and Consider, Discuss and Act on the Requested Variance to Allow 30 Feet of Right-of-Way (ROW) Dedication Instead of 60 Feet of ROW Dedication Required as Public Access to proposed lot 1R from FM 455, for a proposed Replat of Lot 1R & Lot 2R, Block 1, of LL&T Addition; Being a Replat of Lot 1, Block 1, LL&T Addition; Being 7.026 Acres and Generally Located North of FM 455 and Approximately 1200 Feet South-West of the Intersection of FM 1190 and FM 455.

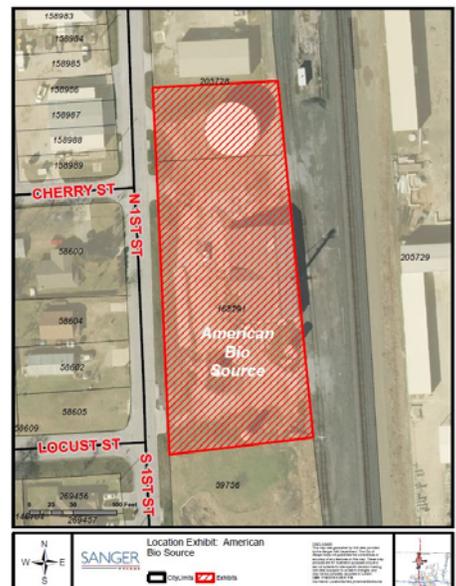
City Council APPROVED



Case # 18SANZON-0074

Conduct a Public Hearing and Consider, Discuss and Act on Ordinance #02-02-19 Regarding a Specific Use Permit (SUP) for a Smelter, Refinery or Chemical Plant use on the Property Zoned as I-2 (Heavy Industrial District), and Generally Located South-East of the Intersection of East Bolivar Street and North 1st Street.

Planning and Zoning Commission APPROVED WITH CONDITIONS
City Council APPROVED WITH CONDITIONS



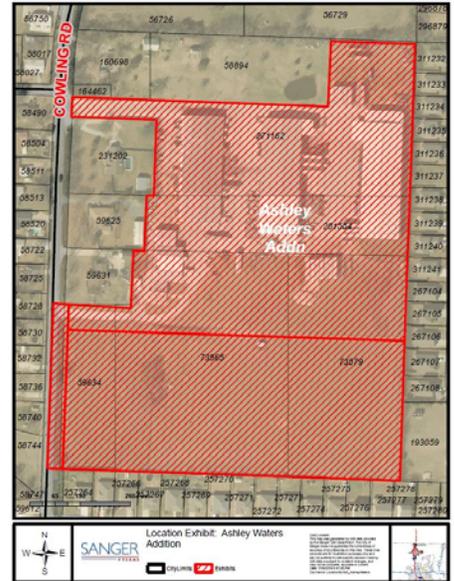


Monthly Report – January 2019

Case # 18-SANZON-0075

Conduct a Public Hearing and Consider, Discuss and Act on 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, and Generally Located Approximately 450 Feet South of the Intersection of Cowling Road and South 5th Street East of Cowling Road.

Planning and Zoning Commission APPROVED
City Council APPROVED



Case # 18-SANZON-0076

Consider, Discuss, and Act on the 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.R.R. Company Survey Abstract Number 199, in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, and Generally Located South-West of the Intersection of County Road 200 and Metz Road.

Planning and Zoning Commission APPROVED
City Council APPROVED





DEVELOPMENT SERVICES

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Monthly Report – January 2019

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 (P&Z) Commission plus Zoning Board of Adjustment (BOA).

If you are interested to run for the P&Z Commissioner and BOA Board member positions, please go to the City Hall and submit your application.

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



Road Hazards:

- Concrete work – Acker Street
- Pot hole repair – South 7th Street
- Pot hole repair – Belz Road
- Pot hole repair – Pecan Street
- Pot hole repair – 4th Street from Elm Street to FM 455
- Pot hole repair – Elm Street
- Pot hole repair – Bolivar Street
- Restriping – Lois Road
- Clean dead end for drainage - 1st Street and Wayne Drive
- Remove dirt from drainage – Peach Street
- Pot hole repair – North 4th Street
- Pot hole repair – North 8th Street
- Place gravel on street – 12th Street from Elm Street to Bolivar Street
- Pot hole repair – South 6th Street
- Pot hole repair – Frontage Road
- Pot hole repair – Stephen Drive
- Pot hole repair – Carolyn Drive
- Level pot holes near Sonic Drive-In

DID YOU KNOW...

Road Signs Down, Missing or Broke:

- Replace No Parking Sign – Berry Street
- Pick up safety signs – Acker Street
- Replace street sign pole – Duck Creek Road
- Replace No Dumping sign pole – Sanger Middle School
- Replace pole that was hit by truck – 10th Street
- Replace street sign and pole – Plum Street
- New stop sign at Wayne Drive and Aster Drive intersection
- Straighten street sign pole – South 3rd Street
- Handicap parking spot repainted – Bolivar Street
- Remove sign anchor – Plum Street

How pot holes are created?

- Cracks appear on the road due to the expansion and contraction of the pavement surface.
- When it rains, water penetrates the surface and weakens the ground underneath.
- Vehicles drive over these spots and their weight eventually causes the surface to break and a pothole is formed.

Miscellaneous:

- Smooth out area at the end of La Paloma Road
- Put topsoil near end of road where ruts were made by a tractor



WATER

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Monthly Report – January 2019

The contractor work schedule has increased significantly from last month. During January contractors were able to:

- Felix Construction has begun the removal of air piping and partition walls in Plant #4 as part of the scheduled improvements at the **Wastewater Treatment plant**.
- Walker Electric completed the installation of electrical duct banks beneath where the new flow-split slab will be poured at the **Wastewater Treatment Plant**.
- THI Well Drilling is scheduled to pull **Well #8** the week of Feb.4th-8th to determine the source of electrical issues were experiencing with the well pump.
- Mabak Directional Drilling installed a new residential water service line underneath **Keaton Road**.
- C & G Electric installed a new clarifier drive motor on **plant #2**.
- **Treatment plant** personnel completed the draining of Plant #4 and have begun draining Plant #3 in preparation for needed improvements.

The **Water Department** was able to:

- Make repairs to 5 water service lines.
- Make repairs to one sewer service line.
- Install 23 new water meters and change out 1 water meters.
- Visually read 682 water meters that were not read by the mobile collector.
- Completed 88 water and sewer service orders.

There were 3,000 active water connections and 2,835 active sewer connections for December.

DID YOU KNOW...

*A small drip from a faucet can waste as much as
34 gallons or 128 liters of water a day.*



ELECTRIC

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Monthly Report-January 2019

General Summary

The Electric department installed and energized several new large Transformers during January. Prep work for A&W productions and Holiday Inn Express is in process.

Daily Operations

- Remove Christmas decorative lighting
- Build conduit rack for trailer
- Inspect and make repairs to capacitor banks
- Meet with Rep. concerning capacitor banks
- Clean/stock trucks
- Change out batteries on backhoe
- Install tag identification emblems in Lake Ridge Estates
- Disconnects / reconnect

Construction

- Set up temp pole 311 Oak St.
- New service installation 909 Austin St.
- Energize new service at RL Carriers
- Install secondary service at 713 Chaparral St.
- Energize new service at 5820 FM 455w
- Install primary conductor and transformer for Porter Park Pavilion
- Set new transformer, pulled primary, and stood riser for Cottage Estates
- 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

Service Truck/After Hours combined

- Connects – 24
- Disconnects -21
- Occupant change – 18
- Cutoff – 32
- Reinstates – 26
- Billing rechecks – 15
- Changed out meters – 14
- Re-read - 2

DID YOU KNOW...

The street lighting transition from HPS to LED is now 20% complete which reduces the cost of operations by 70% per unit replaced.



PARKS AND RECREATION

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Monthly Report – January 2019

Parks and Recreation

Operations:

The parks crew has continued with our annual winter clean up programs within the parks system. 5 acres were mowed in the month of January. The Parks Department completed 12 brush orders with 100% of the orders being completed within ten days on avg. 6.2 days and used an estimated 6 labor hours.

Facilities:

Our facilities continue to be in regular use with 18 rentals for the month of January. Facilities include our Community Center and Historical Presbyterian Church as well as park pavilions and ball fields.

Recreation:

January is a month of planning due to school starting back and weather worries. January planning including the Mother & Son Dance, Trash Off, Softball and Baseball Contracts, beginning work on our annual bike rides that are held at our parks, a few 5K's, and Easter. There is a lot coming up for 2019!

Our Facebook page is still experiencing a steady growth up to 2,309 likes at the end of December which is an increase of 5 from the previous month with 2,358 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

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Monthly Report – January 2019

LIBRARY

Program Highlights:

- A total of 20 programs were held, including recurring weekly and monthly programs.
- The highlight of January programming was the Stuffed Animal Sleepover on January 31st. A total of 18 people brought their stuffed animals to leave in the library overnight. Before parting with them, they all listened to stories and did a craft together. When they picked up their stuffed animals afterward, each child was able to take home 1-2 photos of them having fun after the library closed.
- We did a Friday afternoon movie on January 25th and kept the title a secret. Attendees were delighted to see Rio, a recent popular animated film. We had 14 students in attendance that came to the library after school. Based on the response we plan to do more Friday afternoon movies in the future.



- Goodwill Industries offered an “Expand Your Skills” overview of their job training and employment placement services on January 24th. Although turnout was low, we hope to have more targeted programs with them in the future.



LIBRARY

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Monthly Report – January 2019

- On the heels of recent rearrangements and updates to Children's and Junior sections, we began a long planned refresh of our Young Adult Fiction section. As part of the project we've labeled all YA books by genre and we're reevaluating the collection with an eye towards diversifying our selections and increasing visibility of both classic YA and new popular titles.
- Preparations were made for this year's VITA free tax assistance program. Richard Muir, the Sanger coordinator, provided additional information sheets and increased its promotion with signs, including a curbside banner. Certified tax preparers are available at the library on Saturdays from 9:00-11:30 to help lower income tax payers file their returns beginning February 2nd through April 13th.

DID YOU KNOW...

Last year, United Way of Denton County VITA volunteers helped prepare over 1,500 returns, providing participants about \$2.1 million in tax refunds while saving them an estimated \$423,000 in unnecessary filing fees.



- The library's software system, Evergreen, was updated on January 30th. Several of the issues with the update last January were fixed, and the library staff is making adjustments as needed.

Statistics at a Glance:

- 2,064 items were checked out (not including materials borrowed from other libraries).
- 30 new cardholders and a total of 4,161.
- 2,536 visits to the library.
- 23,109 items in the collection

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

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