

SANGER

★ TEXAS

MONTHLY REPORT

MARCH 2018





CITY COUNCIL

Agenda Summary

The following items were approved by the Mayor and City Council in March 2018.

Proclamations and Resolutions:

- Resolution No. 03-01-18 Approving of a change in Atomos Energy Corporation, Mid-Tex Division's ("Atmos") Rates and consenting to a reduction in Atmos Pipeline Texas ("APT") rates as a result of the reduction in the Federal Income Tax Rate from 35% to 21%.

Ordinances Passed

- Ordinance #03-05-18 – Amending the Comprehensive Zoning Ordinance and the Official Zoning Map to Rezone Approximately 17.89 Acres of Land from I-2 Heavy Industrial District to SF-7 Single Family Residential District-7 Generally located south of FM 455, north of McReynolds Road and West of Sable Creek Phases I and II.

Plats Approved:

- Final Plat of the Metz Estates Addition being 17.43 acres in the BBB and CRR company survey Abstract Number 199, general located north of Hoehn Road and West of Metz Road.

Contracts/Other Items:

- Rejected Bid and Approval to re-solicit the bid for annual concrete labor and material contract and asphalt paving material contract.
- Approved the forth amendment to option to lease and Water Tower Lease Agreement between the City of Sanger and New Cingular Wireless PCS, LLC and authorized mayor to execute the agreement.

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 eleven (11) 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 March - Pending Lien payoff payments for release of liens total \$3,888.93.
- Renewal of two Alcohol Permits in process.
- Sent out quarterly notices for Hotel Motel Taxes.
- Insurance – Received Insurance check from TML for \$3,789.79 for damage to Parks Mower from rats chewing wires. Pending roof damage at Railroad Concession Stand.
- 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...

If you own and occupy a home in Sanger you can claim a Homeowner's Exemption through Denton Central Appraisal District and save some money on your taxes. You need to file the completed application with all required documentation beginning January 1 and no later than April 30 of the year for which you are requesting an exemption. The tax year is the year that you owned and occupied the property as of January 1. For more information and the form, go to <https://www.dentoncad.com/exemptions>.



HUMAN RESOURCES

Employees:

- Working with the Interim City Manager and City Secretary on the city printer contract.
- Completed Texas municipal retirement system monthly report.
- Human Resources attended a safety meeting put on by the Street's department.
- We currently have the following positions open for employment.
 - Part Time Firefighter.
 - Full Time WWTP Operator
 - Full Time Water Maintenance
 - Full Time Planner

Training:

- Human Resources is attending a class each week in pursuit of a higher certification.
- Human Resources attended a lunch and learn with North Texas SHRM on the topic of ADA.
- Human Resources will be attending TMHRA's annual training event in May.

Summary of Miscellaneous Items:

- No employee orientation was held this month.
- Assisted with open records request.
- Assisted with interviews for Police Officer I.
- Helped with several miscellaneous tasks.

DID YOU KNOW...

The Sanger Library offers a large variety of programs monthly for all ages. Be sure to check out their webpage or Facebook page for details and times.





Monthly Report – March 2018

General Summary

- During the month of March 2018 Officers of the Sanger Police Department responded to a total of 518 calls for service having an average response time of 3 minutes per call.
- The department issued a total of 54 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 Rape-
- Robbery
- Assault -6
- Burglary-3
- Larceny/Theft-6
- Motor Vehicle Theft

Chief Curtis Amyx

Did You Know...

Door to door solicitors are required to have a city permit. Contact the Sanger Police Department if you have an unregistered solicitor at your residence.



MUNICIPAL COURT

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Monthly Report – March 2018

- For the month of March, 2018, the Municipal Court filed 53 citations.
- There were 2 requests for deferred disposition.
- There was 1 case successfully closed by deferred disposition.
- The court had 2 requests for driver safety course and 3 cases successfully dismissed by driver safety course.
- The court closed 36 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$8,487.50 with \$2,603.87 of that being remitted to the State.

Christy Dyer, CMCC
Court Administrator

DID YOU KNOW...

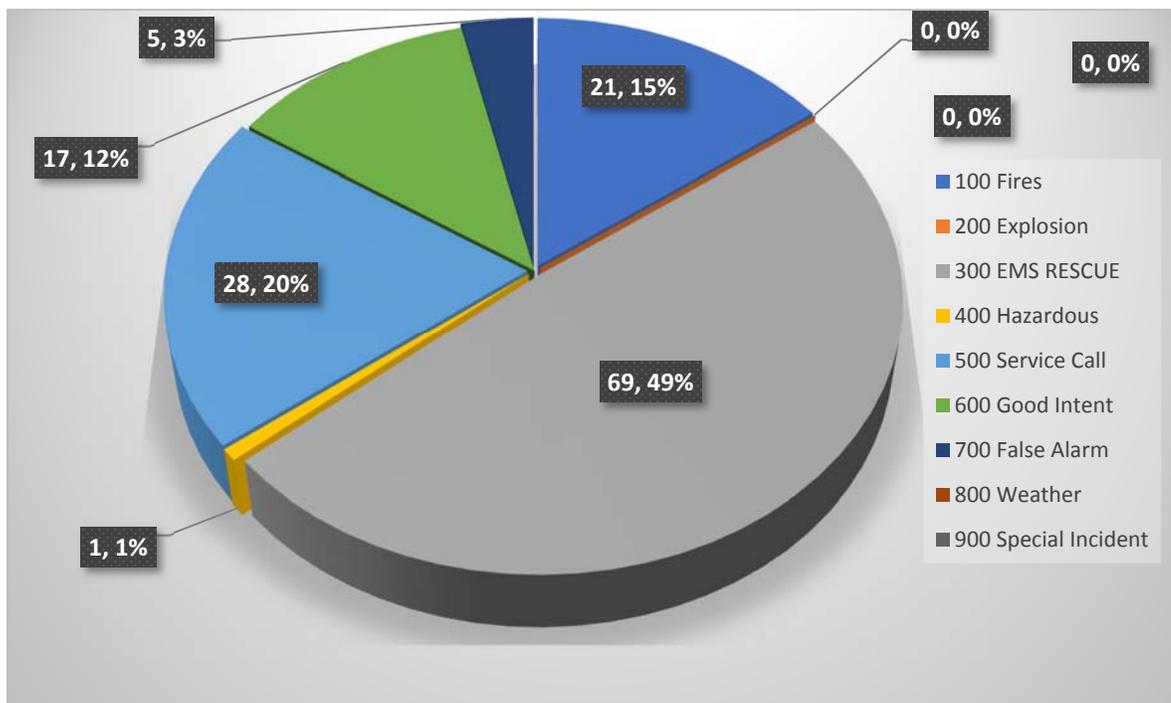
*Even when you turn 17, you are still obligated to discharge your responsibility to the court by paying your fine. If you do not, at age 17, the court may issue a *capias pro fine* warrant for your arrest.*



Monthly Report – March 2018

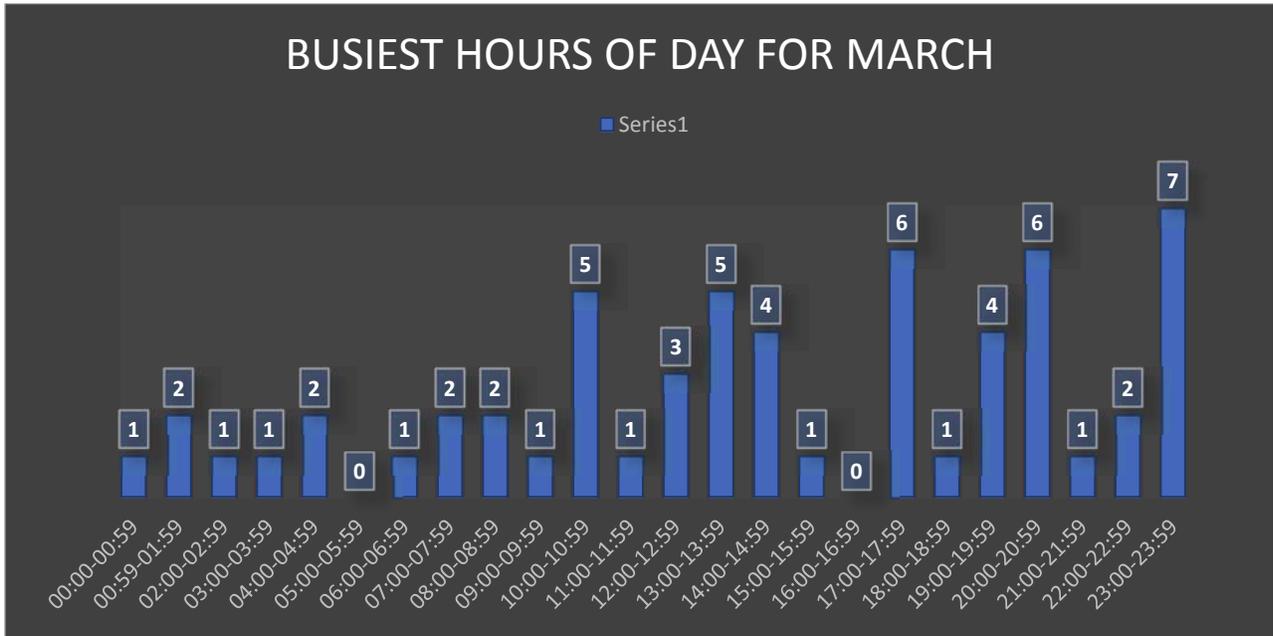
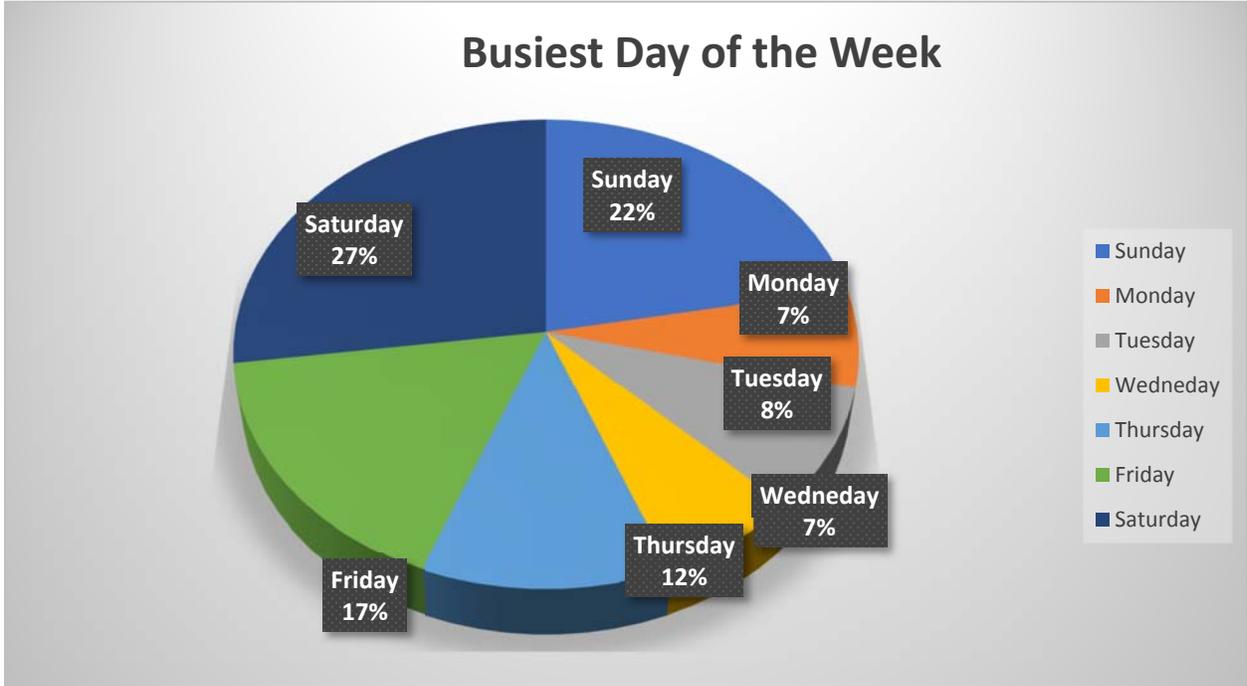
Emergency Responses

- The Sanger Fire Department responded to 141 emergency incidents during the month of December.
- The busiest incident type was Emergency Medical Incident at 69, followed by 28 Service calls, 21 fires and then 17 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 17 seconds.
- The average time spent on a medical transport from initial alarm until units are back in service is 51 minutes.
- The ambulance transports most of our patients to Denton area hospitals.
- The busiest day of the month, for Medical response in March 2018, happens to be on Saturday 27% of the call volume. Out of the 69 medical emergencies most occurred between the hours of 23:00 through 23:59.





Monthly Report – March 2018





FINANCE

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Monthly Report – March 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:

- Scheduled and facilitated individual mid-year financial review meetings with the Acting City Manager and department directors
- Began preliminary work on the 2018-2019 Annual Budget
- Introduced new budget preparation forms to departments
- Performed normal Accounts Payable, Financial Reporting, Payroll, Purchase Order, and Utility Customer Service functions for the City

DID YOU KNOW...

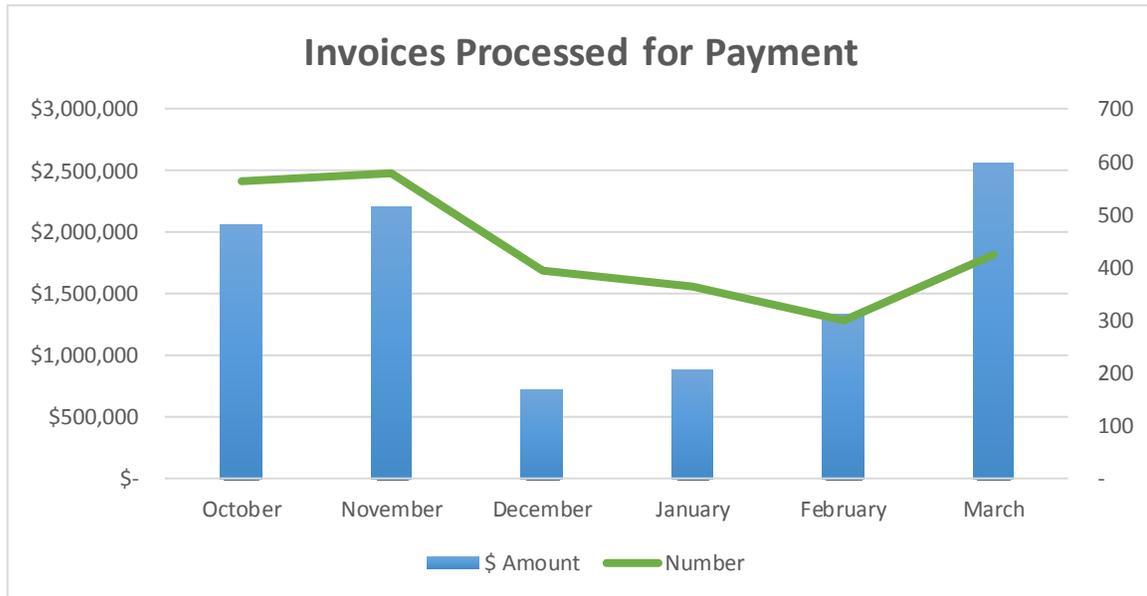
The City's utility customer can easily pay their utility bills online? Just visit SangerTexas.org and click on "Online Payments"



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	2,624	\$ 9,771,514
16-17 YTD	2,997	\$ 8,208,673
15-16 YTD	2,714	\$ 7,831,226



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.



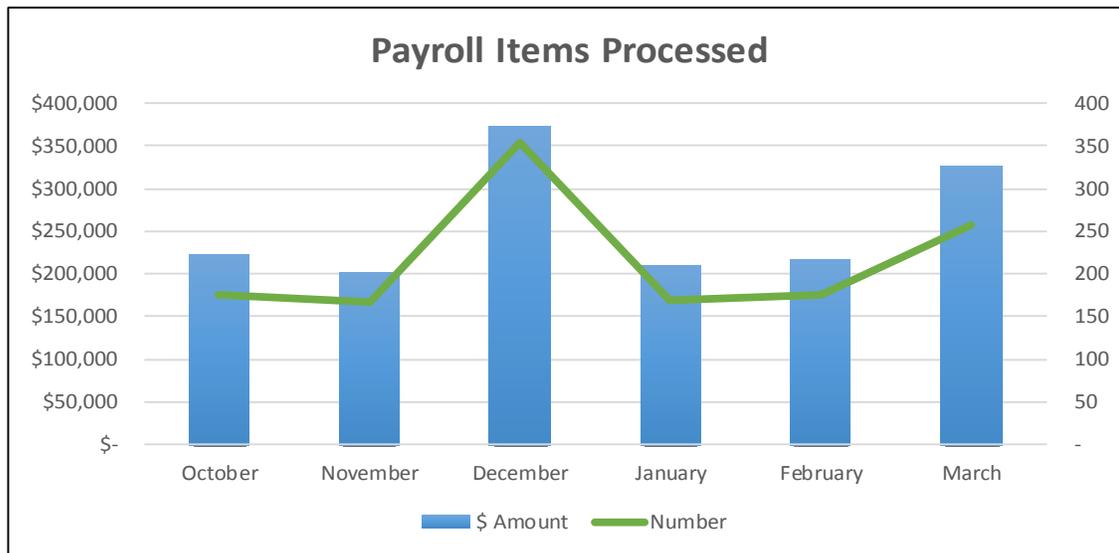
Monthly Report – March 2018

Financial Reports Prepared		
Type	City Council Reports	Departmental Budget Reports
17-18 YTD	6	12
16-17 YTD	6	12
15-16 YTD	6	12

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	1,298	\$ 1,552,080
16-17 YTD	1,182	\$ 1,366,783
15-16 YTD	1,145	\$ 1,325,837





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	171	\$ 6,972,455
16-17 YTD	167	\$ 9,564,459
15-16 YTD	144	\$ 2,392,744



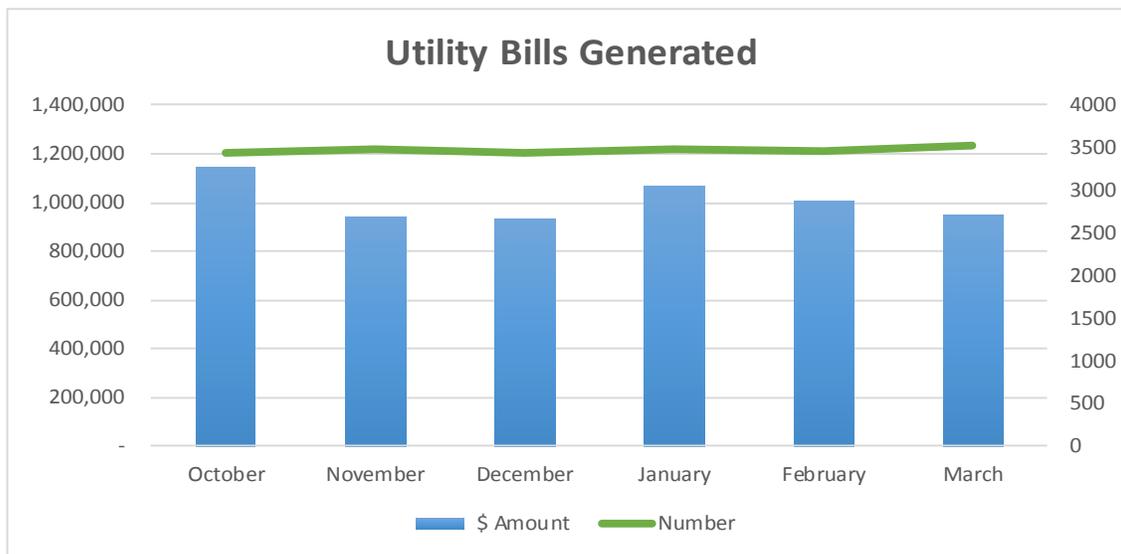


Utility Customer Service Function

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	20,803	\$6,043,140
16-17 YTD	19,859	\$ 5,586,015
15-16 YTD	19,321	\$ 5,348,576

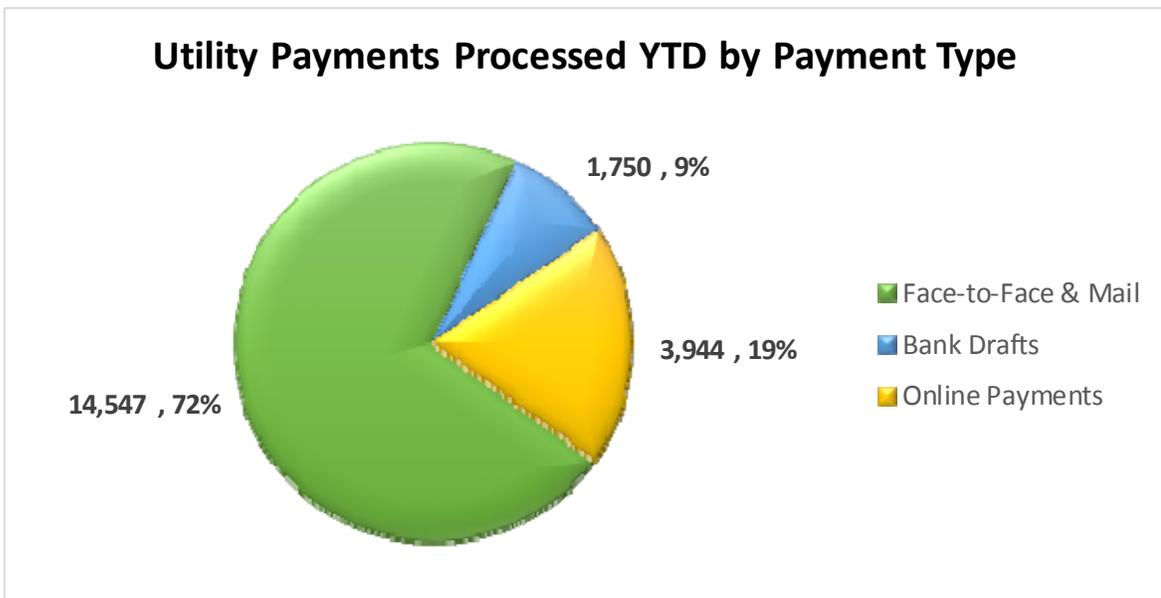




Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
17-18 YTD	20,241	\$ 6,237,146
16-17 YTD	19,444	\$ 5,931,696
15-16 YTD	18,822	\$ 5,774,387

Utility Payments Processed YTD by Payment Type





BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	5	8	13
# Inspections	253	12	265
Valuation	\$1,203,740.00	\$149,630.00	\$1,353,370.00
Fees	\$42,580.00	\$922.80	\$43,502.80

Commercial	New	Alteration	Total
# Permits	1	4	5
# Inspections	13	0	13
Valuation	\$871,071.00	\$49,000.00	\$920,071.00
Fees	\$51,695.20	\$1,074.40	\$52,769.60

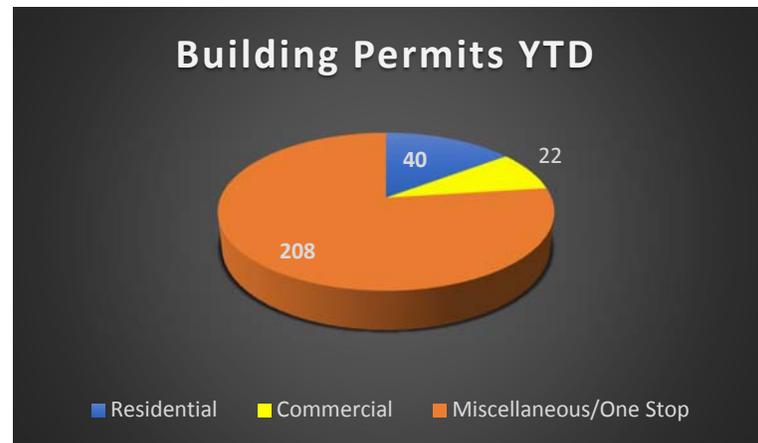
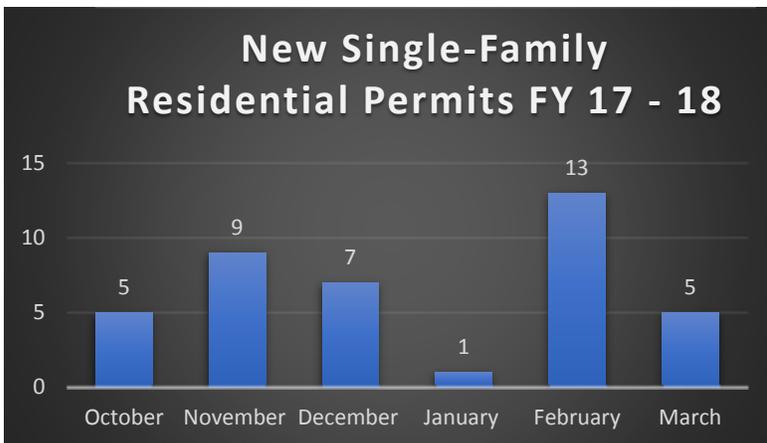
Miscellaneous /One Stop	
# Permits	61
# Inspections	48
Valuation	\$924,983.00
Fees	\$3,925.00

DID YOU KNOW...

Any swimming pool or spa will require a permit. (This includes above ground or in ground.)

All pools and spas will require a fence enclosure and you will need an alarm on any door that exits into the pool or spa area.

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





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

The contractor milled the asphalt paving between Mabak's headquarters and Mr. Rasco's property on the McReynolds Project this month. They are grading the roadway to the correct elevation and cleaning storm water ditches. Lime stabilization should begin in a few days, depending on the weather.

The Phase III Water and Sewer Line construction project: The water line has been tested for pressure, bacteria and flow rate. The sewer line has been installed from Lois Road to north of the Walmart driveway.

The Cowling Road Lift Station project is included in the Water Dept. Performance Measures Report.

The Cowling Road Pump Station Improvements (Nitrification Plan) is approximately 50% complete. The contractor finally received the parts he needed to proceed with the project. TCEQ has not responded to the engineering request for approval. TCEQ has had the request for over a month.

Sanger Circle, Phase Six: Grading started this week. The grading was postponed due to the heavy rains we received last month.

Sable Creek water and sewer lines have been pressure tested and the water lines being tested for bacteria.

The Fleet Department continues to repair and maintain our vehicles and equipment with 13 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 1 repairs costing \$80.00 total. There were 62 repair orders completed with a 3 repair orders completed per day average. The total cost of these repairs came to \$2114.95.

DID YOU KNOW...

Due to cold weather the asphalt for the McReynolds Road project was put on hold. Monday, 3/19/18, construction started back up. Portions of the road will be closed to thru traffic. Some traffic may have to take FM 2164 to get to their destination.



STREETS

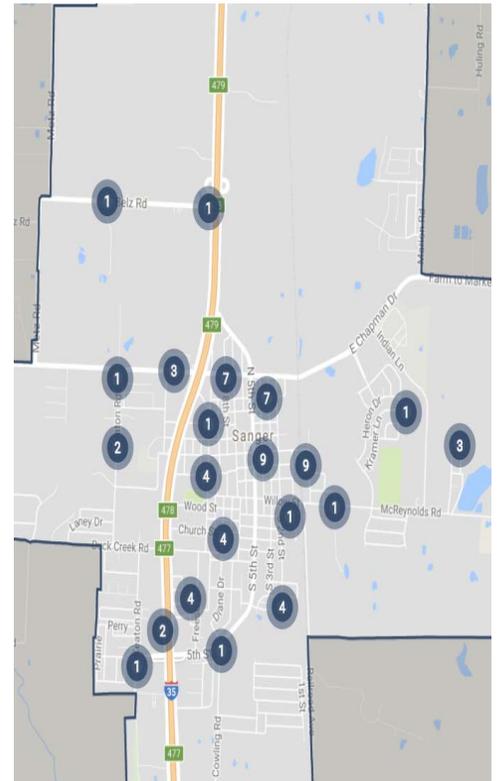
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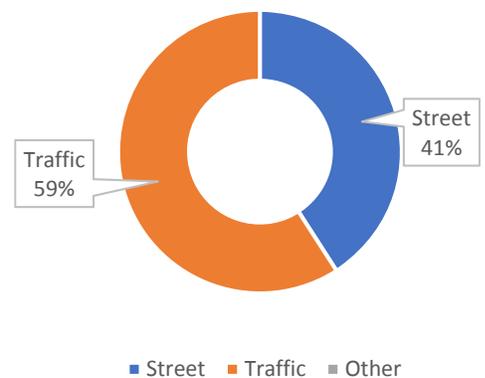
Request Type	# Request	% Completed
Road Hazards	13	100%
Miscellaneous	8	100%
Road Sign Down, Missing, or Broken	15	100%
Potholes	32	100%

Road Hazards	Quantity	% of Road Hazards
Drainage	1	8%
Crack Sealing	9	69%
Base Failures	3	23%

Road Signs	Quantity	% of Road Signs
Traffic	8	53%
Street	7	47%



YTD Street Signs



DID YOU KNOW...

It is a violation to disobey the instructions, signals, warnings, or markings of a warning sign, or to drive around a barricade. The offense is a misdemeanor punishable by a fine of \$1 to \$200. Fines double in a construction or maintenance work zone when workers are present.



WATER

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Monthly Report – March 2018

Felix Construction continues to make progress on the improvements to the Wastewater Treatment Plant. During March they were able to complete all the repairs to the original Plant #1 with the exception of the lamination repairs to the seams and the exterior grouting around the base of the tank. They were able to pour the concrete clarifier troughs, the housekeeping slabs in the dewatering building, splitter box slab and some additional exterior walls of the UV disinfection structure. Work continues to be performed on the electrical duct banks by Walker Electrical. It was recommended that the auxiliary generator being refurbished by Holt Caterpillar receive a new starter and alternator.

Dickerson Construction continues to install the 12" sewer line in between Lois Rd and View Rd. They were able to complete the bore under the Walmart service road entrance this week. Currently they have installed pipe and poured new manholes to just North of Walmart's driveway.

Don Fryer Construction has been at a standstill for most of the month on the Cowling Road Pump Station improvements because they have been waiting on a pipe spool to be manufactured as the next step of the project. The tank mixing unit is on site and it is anticipated that it will be installed later this month. Staff has contracted with Mabak Directional Drilling to install a 12" valve on the water line that runs in between the pump station yard and Cowling Rd. This valve installation will allow us to isolate the pump station so that the spool can be replaced without turning off the water to the entire Quail Crossing neighborhood.

The Water Department was able to repair 1 water main, 3 water service lines and 2 sewer service lines. We installed a new 8" water valve in the field West of Luttrell McNatt Chevrolet and replaced a 2" water valve on Southside Dr. We completed 107 service orders and performed 41 service disconnects. The third in a series of four entry point water samples were collected on March 22nd at all water well locations.

Request Type	# Request	% Completed
Billing Rereads	564	100%
Service Orders	107	100%
New Meters	14	100%
Cutoffs	41	100%
Reinstates	39	100%

DID YOU KNOW...

Once in a while, you get a glass of water and it looks cloudy. The cloudiness might be caused by the water in the pipes being under a bit more pressure than the water in the glass, but is more likely due to tiny air bubbles in the water. Cloudy water, also known as white water, is caused by air bubbles in the water. It is completely harmless.



ELECTRIC

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TEXAS

Monthly Report – March 2018

General Summary

Daily Operations

The Electric department worked primarily on-line maintenance during the month of March.

Construction

- Pushed wire at Ranger Creek
- Straightening pole at 6th grade school campus (problem found)
- Took outage at 6th grade campus. Replaced pole and reworked transformer and conductors.
- Set pole at Elm and 7th.
- Trench and installed primary and secondary to 800 N. 3rd
- Straighten poles on Aster and reworked underground at 3rd / Aster St.
- Trenched in Underground on 3rd.
- Placed concrete transformer pad for sewer plant expansion.

Service Truck/After Hours combined

- Connects -21
- Disconnects - 16
- Occupant change -25
- Cutoffs -27
- Reinstates -25
- Service changes 11 (meter changes)
- Customer side issues – 8
- Reprogrammed meters -2
- Upgraded security lights 10



ELECTRIC

SANGER
TEXAS

Monthly Report – March 2018

Did You Know...

The lifetime expectancy of LED lighting can reach more than 25,000 hours of use. Compare that to the average of only 8,000 hours from CFL bulbs, or the meager 1,200 hours of incandescent bulbs.

Therefore, you will, in average, need to replace the incandescent bulb 20 times before the LED bulb broke off. The cost of the LED bulb, however, is only 6 to 8 times that of the incandescent bulb and will be even less expensive with the each passing year.

Let us do a simple calculation of your long-term investment using an LED bulb compared with the incandescent bulb.

	LED	Incandescent
Cost of Bulb (Estimate)	\$7	\$1
Average Lifespan	25,000 hrs	1,200 hrs
Wattage	10W	60W
Total Purchase Price of Bulbs for 25,000 hrs Usage	\$7	\$20.83
Total Electricity Cost (\$0.15/kWh) for 25,000 hrs	\$37.50	\$225
Grand Total	\$44.50	\$245.83



Parks and Recreation Department

Operations:

March is the start of Sanger's regular mowing season. Over the past three years the city has utilized contract mowing for park acreage (approximately 65% March through October), which has reduced four part-time labor FTEs and two full-time FTEs. We have also taken on the responsibility of mowing maintenance along city right-of-way's, and a select amount of TX Dot rights-of-way within the city limits.

The park's maintenance crew will continue to mow 24 acres (approximately 35% March through October and 100% November through February). Utilizing this maintenance strategy allows for a decrease in wear and tear on equipment, lower fuel cost and increased attention to athletic field maintenance, irrigation system maintenance, facility maintenance and brush pickup. We will continue to find ways to improve the beautification and quality of life for the City of Sanger. 196 acres were mowed in the month of March.

The Parks Department completed 159 brush orders with 65% of the orders being completed within 10 days and used an estimated 90 labor hours.

Facilities:

Our facilities continue to be in regular use with 15 rentals for the month of March. And while we are not currently renting out Porter Park or Railroad our Switzer Park infield was reserved 11 times. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

The **facility maintenance** department was quite busy as well replacing lights at both our City Hall building as well as the Library. The goal was also accomplished of updating all the fire extinguishers in our City Facilities.

Recreation:

On the **Recreation** side March was a busy month as we held our annual City-Wide Cleanup at Railroad Park. During the clean up over 390 cubic yards of trash was collected and 60 yards of recyclables. We also had 65 volunteers come out and clean up city streets.



PARKS AND RECREATION

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Monthly Report – March 2018





PARKS AND RECREATION

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Monthly Report – March 2018

The Parks and Recreation Department also held **TWO** Easter Egg Hunts. One was on Friday, March 30 and was for ages 12 to 18. This was our 2nd annual Glow-In-The-Dark Easter Egg Hunt and Dance. We had over 200 teens attend and fun was had by ALL!



The 2nd Hunt was our annual Easter Egg hunt and there is no way to guess how many were in attendance but it was a packed house as usual!



Over 12,000 eggs were distributed over the two days!



PARKS AND RECREATION

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Monthly Report – March 2018

A Parks and Recreation Board Meeting was held and a 4B Development Corporation meeting was prepared for but canceled due to lack of quorum.

Our Facebook page is still experiencing a steady growth up to 1,384 likes at the end of March which is an increase of 54 from the previous month. For the month of March, we had a reach on Facebook of over 32,014 (up 12,453 from February!) 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...

That the Sanger Parks and Recreation have a Volunteer in Parks or VIP Program? It allows you to be a part of our exciting Parks & Recreation events without the commitment of being on the board! Contact the Parks & Recreation department to get your application today!





LIBRARY

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Monthly Report – March 2018

The annual Dr. Seuss party at the library had the highest attendance yet, with **45 children** and 25 adults attending! Although his birthday was a few days before, the celebration was held on March 6th as our monthly “Create It” program, which occurs on the first Tuesday of the month. Elementary age children enjoyed the fantastic variety of activities listed with the photos of the event below.

- Magnetic Fishing
- Photo Booth
- Who am I?
- Cat in the Hat Scavenger Hunt
- Dr. Seuss Bookmarks
- Ice Cube Painting
- Paper Bag Puppets



- As the weather began warming up, activity in the library increased; attendance at our weekly Storytime rose from lows mostly in the single digits in February to a high of 21 children on March 28th.
- The number of books, DVDs and other materials that were checked out in March was also higher: A total of 1,728 of our items were checked out compared to 1,497 in February, which represents a 15.4% increase. The circulation of children’s and juvenile materials increased 18.8% over February.
- The Director, Audrey Tolle, and Summer Reading & Teen Coordinator, Colton Lytle, attended the March 22nd meeting of SISD principals and superintendent, presenting information on the library’s services and discussing ways in which we can better collaborate. The High School Librarian/SISD District Librarian, Shawna Wilson Jensen, visited the library on March 29th and met with the staff to further discuss ideas for partnering.

DID YOU KNOW...

Sanger Public Library has both a Facebook and an Instagram page. We added our Instagram account last year in an effort to reach a larger audience, and to put the creativity of our staff to good use!

940.458.3257 | 501 Bolivar | PO Box 1729 | Sanger, TX 76266 | www.sangertexas.org

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