

SANGER

★ TEXAS

MONTHLY REPORT

MARCH 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:

- Resolution #03-02-19 Appointing William “Bill” Boutwell as the City of Sanger, Texas Representative to the Lake Ray Roberts Planning and Zoning Commission for fill a term ending on February 1, 2021.

Ordinances Passed:

- Ordinance #03-06-19 Canceling the May 4, 2019 City of Sanger General Election and declaring each unopposed candidate (Council Member Place 1 Marissa Barrett; City Council Member Place 3 – Dennis Dillon; City Council Member, Place 5 David Clark) elected to office with a called vote by the City Council.
- Ordinance No. 03-05-19 – Amending Appendix A “Fee Schedule” of the Code of Ordinances, Article 4.000, “Utility Related Fees”, Division 4.200, “Solid Waste”, Section 4.202, Collection Fees”.
- Ordinance #02-03-19 Granting to Atmos Energy Corporation, A Texas and Virginia Corporation, it successors and assigns, a franchise to construct, maintain, and operate pipelines and equipment in the City of Sanger, Denton County, Texas for transportation, delivery, sale and distribution of gas in, out of, and through said City for all purposes, providing for the payment of a fee or charge for the use of the public rights-of-ways; and providing that such fee shall be in lieu of other fees and charges, excepting Ad Valorem Taxes; and repealing all previous gas franchise ordinances.

Plats Approved:

- 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.
- A replat of Lot 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. Burlson

Other Items:

- Certification of Unopposed Candidates (Council Member Place 1 Marissa Barrett; City Council Member Place 3 – Dennis Dillon; City Council Member, Place 5 David Clark) for the May 4, 2019 City of Sanger General Election.
- Proposal for Bank Depository Services.
- Approved acceptance of the McReynolds Road Reconstruction Project as complete, and approve final payment to Pavecon Public Works, LP.
- Authorize staff to pursue a SAFER Grant for the Fire Department to provide up to three (3) full-time firefighter positions.



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.

Open Records

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

Solicitor Permits

- No Itinerant Merchant or Solicitor Permits issued in March.

Summary of Miscellaneous Items:

- Received payment for release of liens totaling \$208.07.
- 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...

When are you required to file Hotel Occupancy Tax? A “Hotel” is defined as any building or buildings in which the public may obtain sleeping accommodations for a cost of two dollars (\$2.00) or more each day for a consecutive duration of 30 days or less. This includes, without limitation, hotels, motels, tourist homes, vacation rentals by owner, houses, courts, lodging houses, inns, hostels, rooming house, bed and breakfasts, short-term vacation rentals or other buildings where rooms are furnished for consideration. Every person owning, operating, managing, or controlling any “Hotel” (as defined above) shall collect Hotel Occupancy Tax at a rate of 7% from their guests and remit to the City of Sanger quarterly. Hotel Occupancy Taxes are used for Economic Development and a portion also goes to the City of Sanger Chamber of Commerce. For more information on the State Hotel Occupancy Tax, visit the State Comptroller’s website at <https://Comptroller.texas.gov/taxes/hotel>. If you have any questions regarding the City of Sanger’s Hotel Occupancy Tax contact the City Secretary at 940-458-7930.



HUMAN RESOURCES

Employees:

- Completed Texas Municipal Retirement System monthly report.
- Human Resources held one employee orientations during the month of March.

Training:

- 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 - March 2019

Overview

During the month of March 2019 Officers of the Sanger Police Department responded to a total of 544 calls for service having an average response time of 4 minutes per call. The department issued a total of 52 citations and 27 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 -8
- Burglary-1
- Larceny/Theft-1
- Motor Vehicle Theft- 2
- 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...

A person commits an offense if the person disposes waste at a place not approved for solid waste. (This includes the roadside on HWY 77 at the Clear Creek Bridge).



MUNICIPAL COURT

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Monthly Report - March 2019

Case Activity:

- For the month of March, 2019, the Municipal Court filed 57 citations.
- There were 9 requests for deferred disposition.
- There were 2 requests for driver safety course
- There were 11 cases successfully closed by deferred disposition and 0 cases successfully closed by driver safety course.
- The court closed 19 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$6,122.10 with \$2,119.43 of that being remitted to the State.

DID YOU KNOW...

How long does a municipal judge serve?

Municipalities establish local appointment procedures. At a properly noticed and convened meeting, council must vote on the judge's appointment. The appointment motion should specify the term of the appointment (from two to four years) and set the compensation for the position.

Each municipal judge serves for a term set by the council and until his successor is appointed and qualified. Once appointed and during the term of office specified by council, a municipal judge may only be suspended or removed from office by order of the state Supreme Court according to its rules for incapacity, misconduct or neglect of duty. City council cannot suspend or remove a municipal judge during his appointed term.

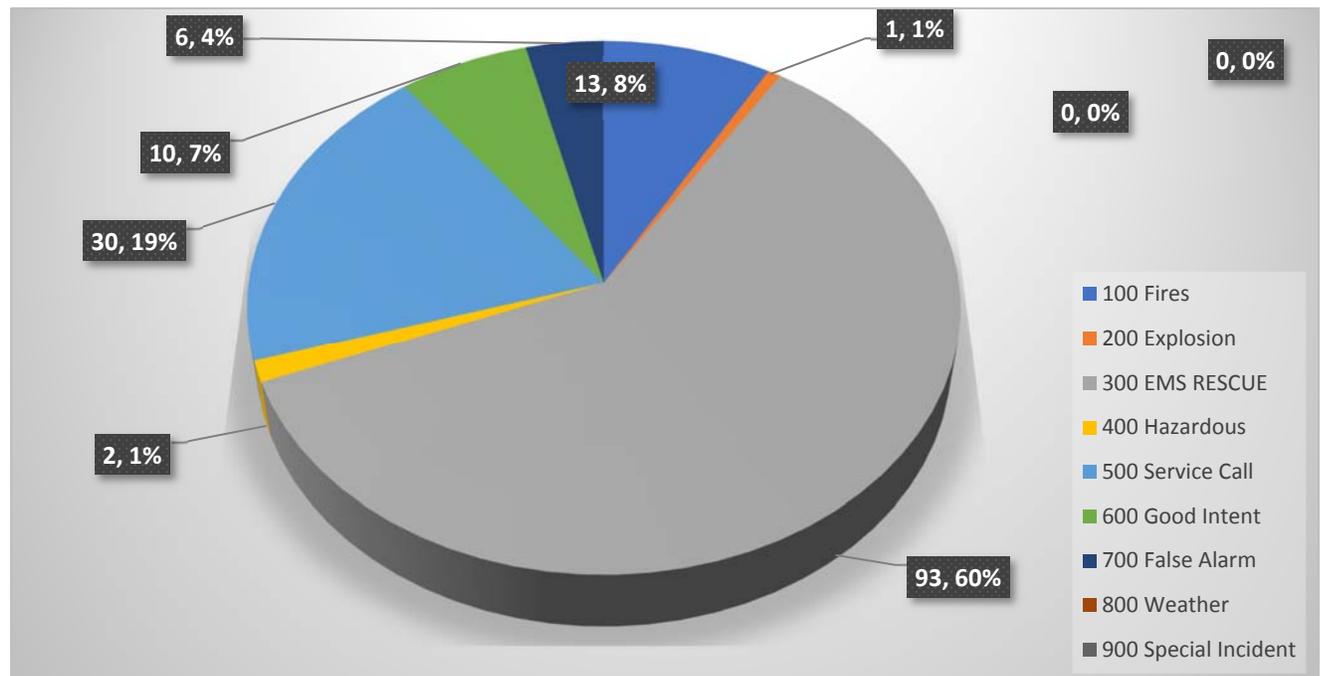


Emergency Responses for March

The Sanger Fire Department responded to 155 emergency incidents during the month of March. The top four busiest incident types:

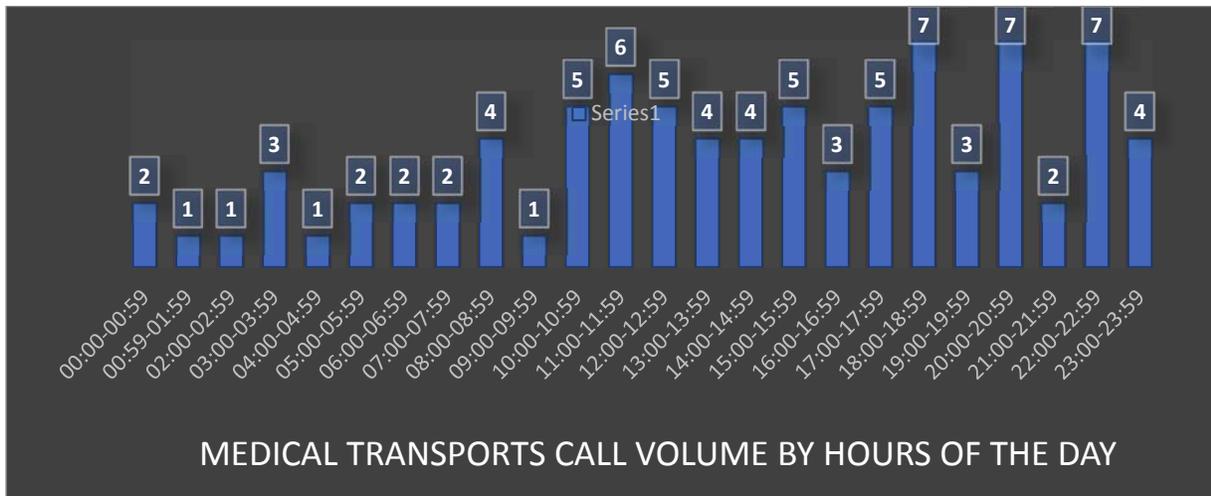
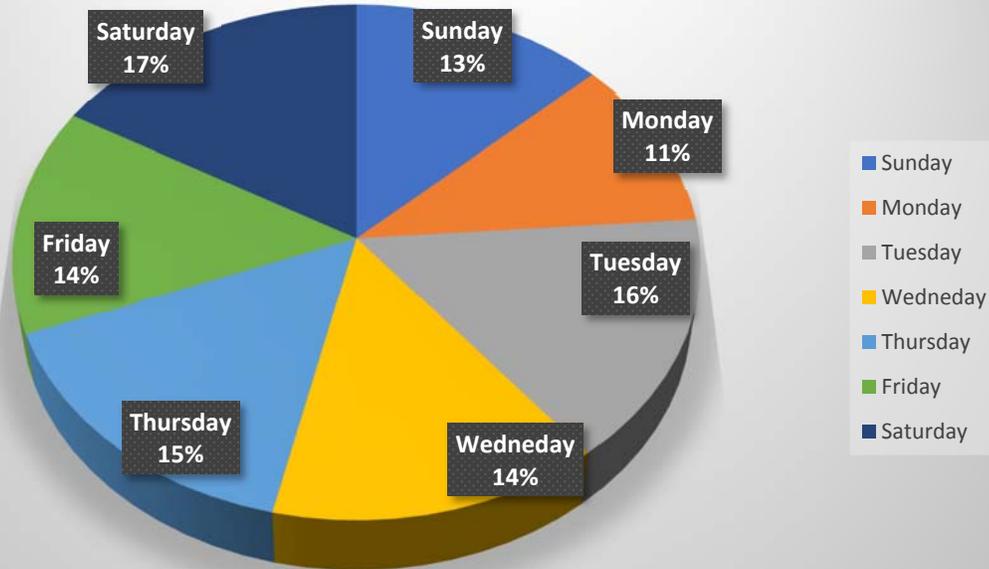
- 84 Emergency Medical Incident
- 30 Service calls
- 13 Fire Related incidents
- 10 Good Intent incidents

- The busiest times of the day was 18:00-18:59, 20:00-20:59, and 22:00-22:59 for the month of March. Average response times was 6 minute and 52 seconds.
- The average time spent on a medical transport from initial alarm until units are back in service was 50 minutes 58 seconds.
- The busiest day of the week for EMS transports during the month March, was Saturday with 17% of the transport call volume.
- Emergency Medical calls accounted for 60% of the total call volume.





Busiest Transport Day of the Week



MEDICAL TRANSPORTS CALL VOLUME BY HOURS OF THE DAY



FINANCE

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Monthly Report – March 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 March 2019, Finance Department staff:

- Began work on the 2019-2020 Budget
- Organized and held mid-year budget review meetings between City Manager, Finance Director and all Department Heads
- Performed all of the following normal departmental functions for the City:
 - Accounts Payable
 - Financial Reporting
 - Payroll
 - Purchase Orders
 - Utility Customer Service

DID YOU KNOW...

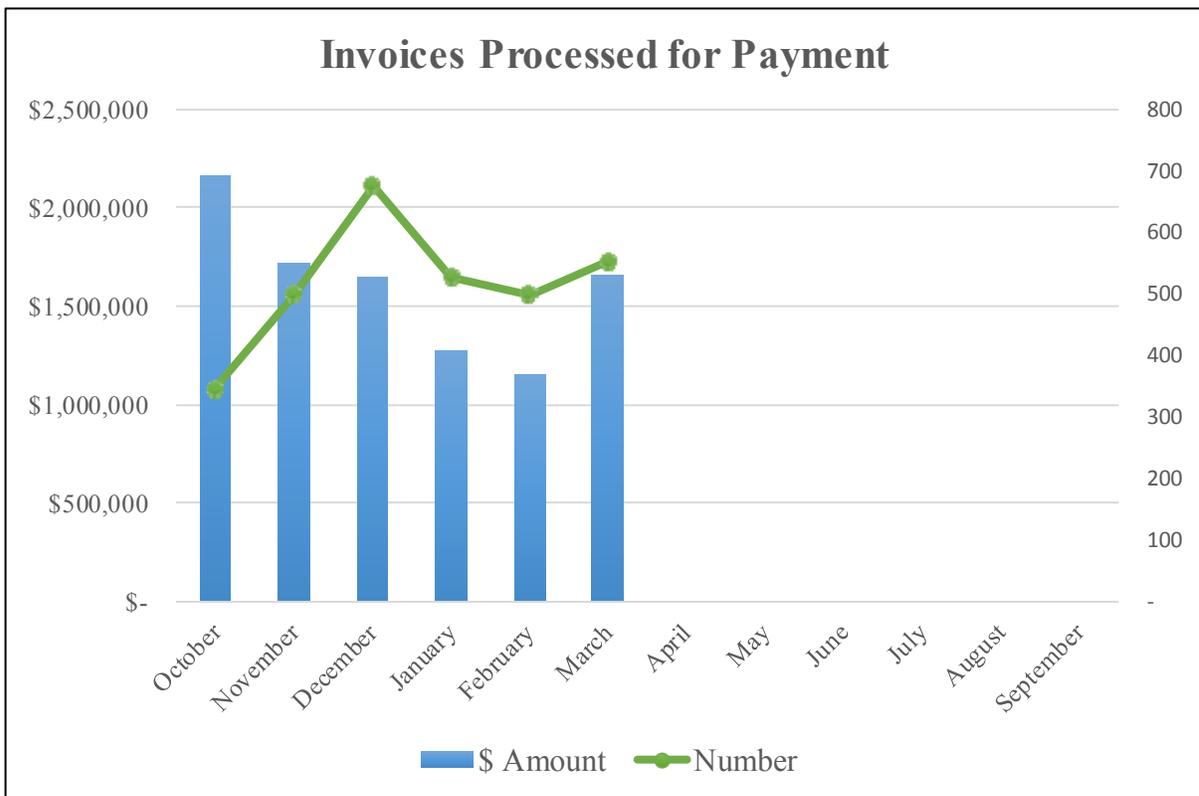
The City of Sanger provides water service to over 3,000 accounts and electric service to approximately 2,600 accounts in the Sanger area?



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	3,100	\$ 9,610,239
17-18 TYD	2,624	\$ 9,771,514
16-17 TYD	2,997	\$ 8,208,673

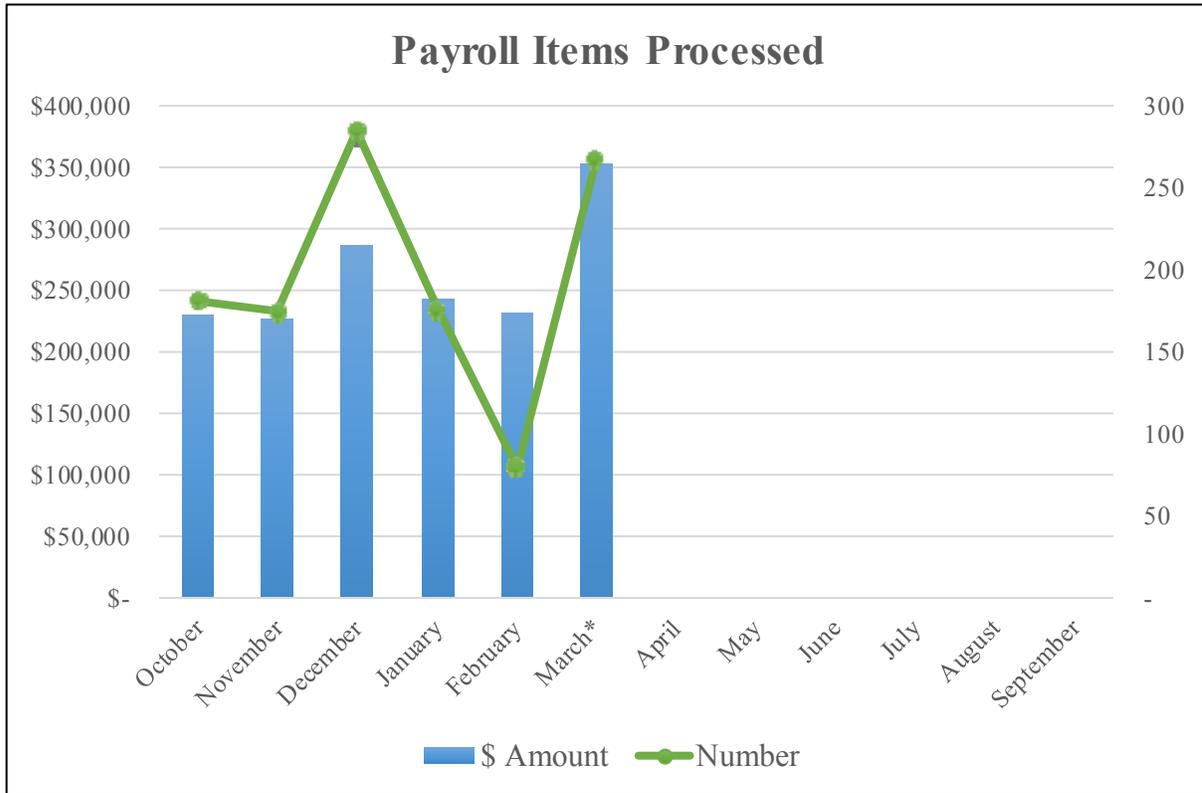




Payroll Function

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	1,161	\$ 1,566,263
17-18 YTD	1,298	\$ 1,552,080
16-17 TYD	1,182	\$ 1,366,783



**The month of March, 2019 is one of two months during the year with three biweekly payrolls instead of two.*



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	138	\$ 1,421,020
17-18 YTD	171	\$ 6,972,455
16-17 YTD	167	\$ 9,564,459



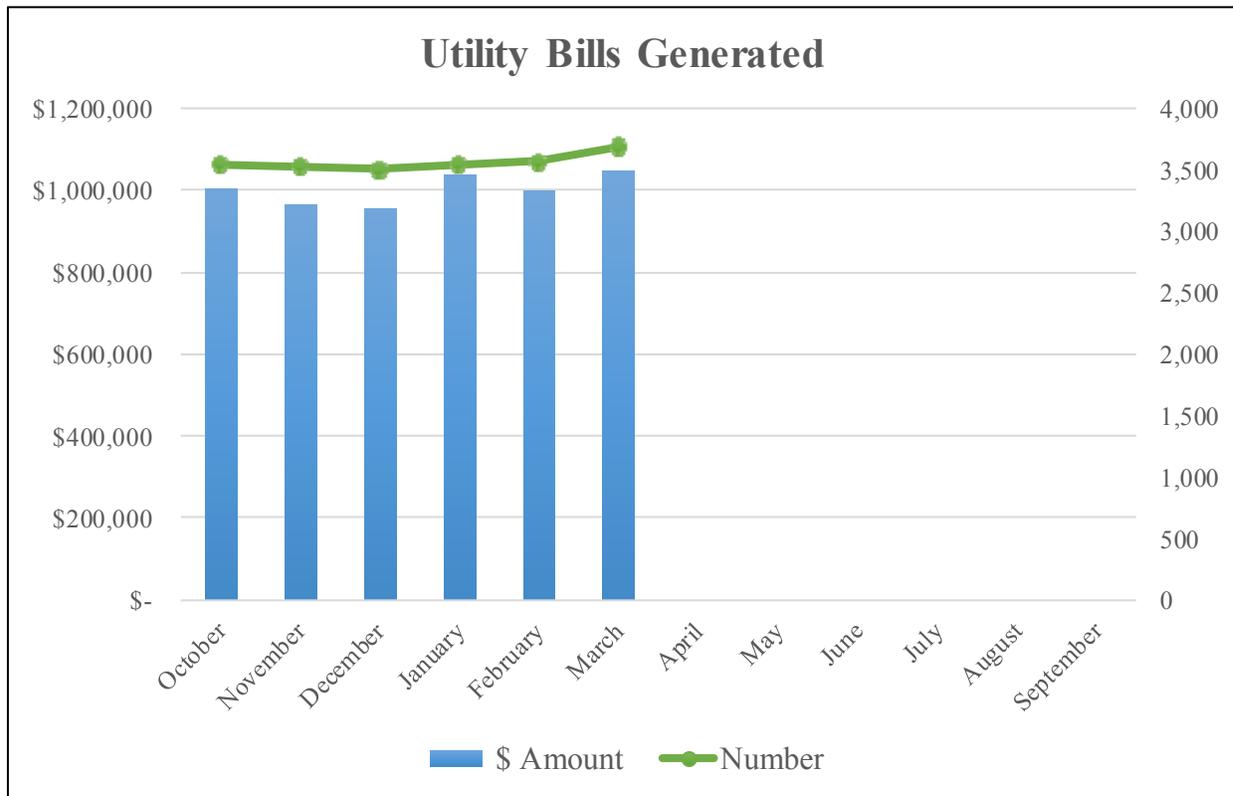


Utility Customer Service Function

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	21,362	\$ 6,008,087
17-18 YTD	20,803	\$ 6,043,140
16-17 YTD	19,859	\$ 5,586,015



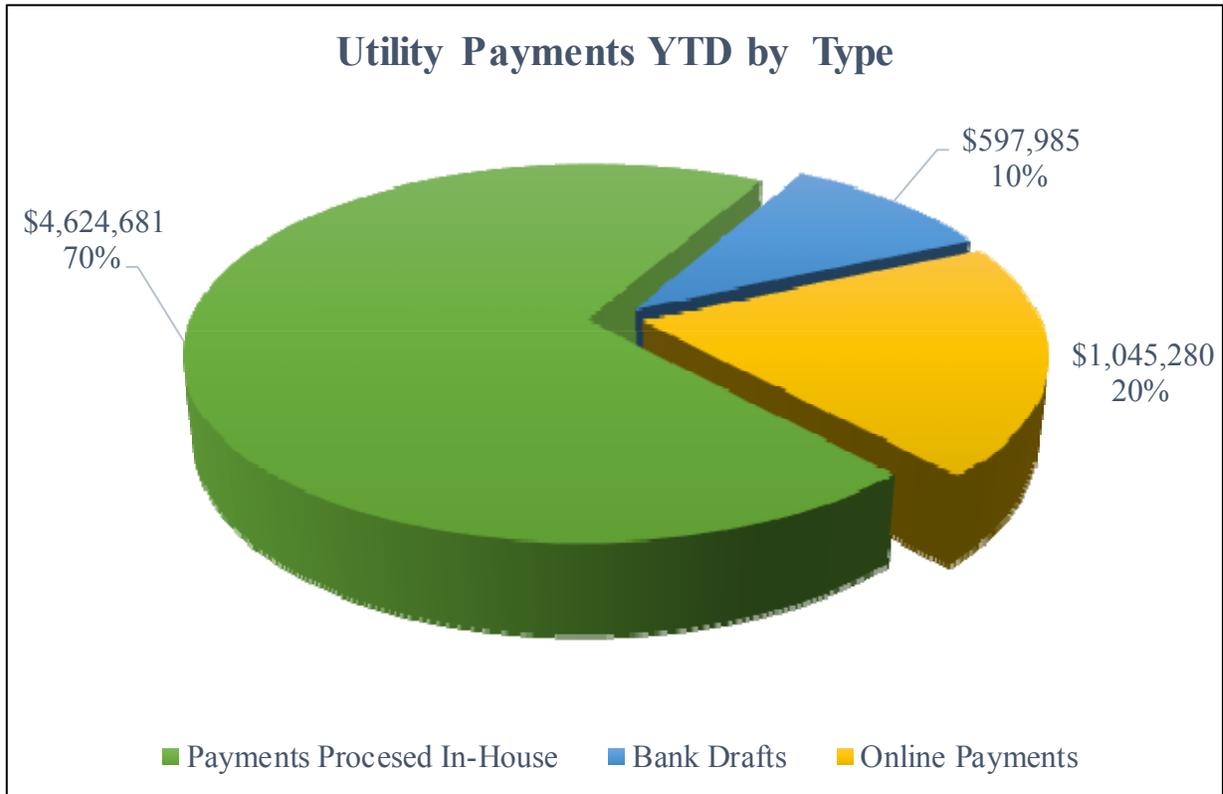


Utility Customer Service Function

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Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
18-19 YTD	20,978	\$ 6,267,946
17-18 YTD	20,241	\$ 6,237,146
16-17 YTD	19,444	\$ 5,931,696





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	6	12	
17-18 YTD	6	12	
16-17 YTD	6	12	



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.

Sanger City Limits

10.9 Miles

Population

9,300

Daytime Population

6,772

Avg. Household Size

2.87

Median Age

35.1

Median Household Income

\$72,849

High School Graduate or Higher

68%

Bachelor’s Degree or Higher

30%

Sales taxes for the month of February were \$36,966. Sales tax totals for FY 18-19 are \$179,068 as compared to \$190,967 for the same period last FY

(Sources: Sanger Economic Development Corporation U.S. Census Bureau 2013-2017 American Community Survey, The Retail Coach, Texas Workforce Solutions, NCTCOG)

Labor Market

Denton County Workforce: **468,634**

Dallas-Fort Worth-Arlington MSA: **3.6 million**

Major Employers

Wal-Mart Distribution Center

Sam’s Distribution Center

Sales Tax

City of Sanger – 1%

State of Texas – 6.25%

4A - .50%

4B - .50%

DID YOU KNOW...

APPLICATIONS ARE NOW BEING ACCEPTED TO SERVE ON THE 4A BOARD. The 4A corporation board is governed by a five (5) member board. A director is not required to be a city resident or a property owner. The directors are appointed to a term not to exceed six years. If you are interested in becoming part of the 4A board, you can download an application at http://sangertexas.org/page/govt_boards or contact the City Secretary for more information.



Monthly Report - March 2019

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	9	0	9
# Inspections	137	7	144
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	1	0	1
# Inspections	42	0	42
Valuation	\$1,140,000.00	\$0	\$1,140,000.00
Fees	\$9,744.71	\$0	\$9,744.71

Miscellaneous /One Stop	
# Permits	16
# Inspections	37
Valuation	\$64,502.00
Fees	\$3,750.00

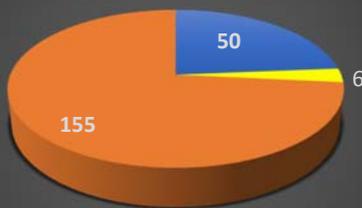
DID YOU KNOW...

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.

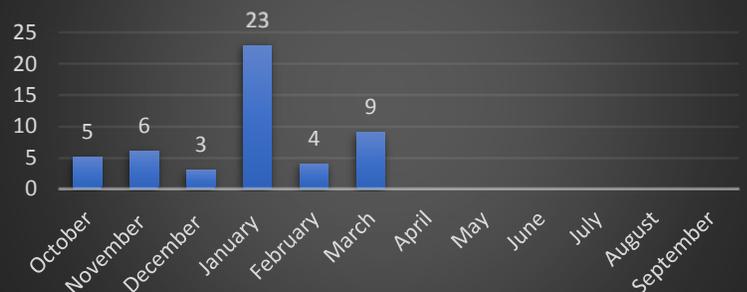
For further questions please contact our department at 940-458-2059.

Building Permits YTD



■ Residential ■ Commercial ■ Miscellaneous/One Stop

New Single-Family Residential Permits FY 18 - 19





DEVELOPMENT SERVICES

SANGER
TEXAS

Monthly Report – March 2019

PLANNING & ZONING

Case # 19SANZON-0003

Consider, Discuss, and Act on the Final Plat of Lots 1-9, Block A, Phase 1; Lots 10-14, Block A, Phase 2; and Lots 1-2, Block B, Phase 2 of CR 200 Estates Addition, Being 21.36 Acres in the ED Bradely Survey, Abstract Number 34 and in the Edward Survey, Abstract Numbers 1705, in the Extraterritorial Jurisdiction of the City of Sanger, Denton County, Texas, and Cooke County Texas, Generally Located South of County Road 200 and Approximately 4950 Feet West of I-35.

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 April 30th, 2019

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



STREETS

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Monthly Report – February 2019

Road Hazards:

- Spread Gravel for Potholes – North 9th Street
- Spread Gravel for Potholes – North 6th Street
- Pothole Repairs – North 9th Street
- Pothole Repairs – North 7th Street
- Pothole Repairs – Southland Drive
- Prepare for Patchwork – Southland Drive
- Cold Mix Repair – South Meadow Drive
- Cold Mix Repair – North 7th Street
- Spread Gravel for Potholes – North 9th Street

Road Signs Down, Missing or Broke:

- Replace Railroad Caution Sign – Lois Road East
- Replace Stop Sign – Heron Drive
- Replace Stop Sign – West Chapman Drive

Miscellaneous:

- Temporary Fix before Driveway – Southmanor Court
- Drainage Ditch Cleanout – Southside Drive

DID YOU KNOW...

Cold patch, also known as cold mix or cold asphalt, was first recognized as a way to make road repairs quickly because it can be applied right from the container without heating. Cold asphalt also doesn't require any special heavy rolling machines or special applicators as it can be shoveled or poured into a pothole or utility cut and tamped down with a hand tool.



WATER

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Monthly Report – March 2019

The improvements to the Wastewater Plant continue; during March contractors were able to:

- Continue the installation of air piping as part of the Plant #4 renovations.
- Begin assembling pipe in the flow-split area.
- Install floor grating in the dewatering building.
- Install the 6” and 8” sludge wasting lines between Plant #4 and the rotary press building.
- Install the electrical duct bank for Plant #4.
- Pour flowable fill in the old concrete effluent box to convert the box for reuse water purposes.

The Water Department was able to:

- Install a new fire hydrant and 6” valve at 1605 Fairfield.
- Make repairs to 2 water service lines.
- Make repairs to 1 water main.
- Relocate one water meter box.
- Install 12 new water meters and changed out 1 water meters.
- Visually read 592 water meters that were not read by the mobile collector.
- Completed 114 water and sewer service orders.

There were 3,047 active water connections and 2,860 active sewer connections for December.

DID YOU KNOW...

Common types of leaks found in the home include worn toilet flappers, dripping faucets, and other leaking valves. All are easily correctable. Fixing easily corrected household water leaks can save homeowners about 10% on their water bills.



ELECTRIC

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Monthly Report-March 2019

General Summary

The Electric department trenched and installed conduit for A&W Productions and Holiday Inn Express in March.

Daily Operations

- Dug in several electrical services in Lake Ridge Estates
- Clean/stock trucks
- Disconnects / reconnects
- Accela work-orders
- Line locates for construction around town

Construction

- Set cabinets at Holiday Inn Express.
- Set cabinets at Cowling Road.
- Ran temporary service at McClains RV.
- Installed conduit at Holiday Inn Express
- Installed conduit at A&W Productions

Service Truck/After Hours combined

- Connects – 14
- Disconnects – 16
- Occupant change – 29
- Cutoff – 40
- Reinstates – 31
- Billing rechecks – 0
- Changed out meters – 15
- Pulled Meters – 0

DID YOU KNOW...

That having your heating and cooling systems checked annually by a professional helps keep your systems working efficiently and safely.



Monthly Report – March 2019

Parks and Recreation

Operations:

The parks crew has continued with our annual winter clean up programs within the parks system. 25 acres were mowed in the month of March. The Parks Department completed 35 brush orders with 100% of the orders being completed within ten days on avg. 5 days and used an estimated 18 labor hours.

There are a lot of projects underway as we head into Spring. Some of the projects completed during the month of March:

- Switzer Restroom painting was completed and restrooms were opened for the season
- The ceiling at the Railroad Baseball Park Concession Stand was repaired
- Bases and anchors at both softball and baseball were either repaired or replaced
- The field cut project was completed and cleaned
- Restroom facilities at Railroad were repaired including two toilets not working as well as a sink (from the winterizing/dewinterizing)

On March 25, 2019 both associations began play with opening day hosting over 1,000 people between the two fields.



The Downtown Park was used on March 25, 2019 for a large Career and College Fair hosted by Sanger ISD.



PARKS AND RECREATION

SANGER
TEXAS

Monthly Report – March 2019

Facilities:

Our facilities continue to be in regular use with 31 rentals for the month of March. Facilities include our Community Center and Historical Presbyterian Church as well as park pavilions and ball fields.

Recreation:

Our annual Trash Off was held on Saturday, March 9, 2019. It was one of our most successful yet! 71 total volunteers picked up 47 bags of trash and 10+ roll offs were filled and 2 metal roll offs!

We have some exciting news about our annual trash off - it is becoming BI-ANNUAL! The next Trash Off will be held on October 12, 2019!



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

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



PARKS AND RECREATION

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Monthly Report – March 2019

Our Facebook page is still experiencing a steady growth up to 2,366 likes at the end of January which is an increase of 20 from the previous month with 2,417 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...

Arbor Day is on April 26, 2019. On January 4, 1872, Morton first proposed a tree planting holiday to be called "Arbor Day" at a meeting fo the State Board of Agruculture. The date was set for April 10, 1872. Prizes were offered to counties and individuals for planting properly the largest number of trees on that day. One million trees were planted on this day.



LIBRARY

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Monthly Report – March 2019

LIBRARY

Program Highlights:

- A total of 20 library-sponsored programs were held, and the library supported 7 additional programs given by other organizations.
- The highlight of January programming was the annual Dr. Seuss Birthday Party. 31 people attended the event, which included a number of activities for children, from a fishing game to the Cat in the Hat Cup Stacking contest.



For Spring Break this year, the library offered several activities for children. The most popular by far was Slime-making: 22 people participated in this craft. In addition to being fun to play with, the final product has practical applications such as cleaning!



LIBRARY

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Monthly Report – March 2019

- The library also assisted other organizations, including Denton County Public Health, the United Way's VITA tax assistance, and Sanger's Wednesday Study Club, in promoting their events held at the library in March.
- The library's annual report was submitted to the Texas State Library and Archives Commission. The annual county questionnaire and other required documents for the next fiscal year's Interlocal Agreement were also completed and submitted.

Statistics at a Glance:

- 2,101 items were checked out, not including materials borrowed from other libraries.
- 25 new cardholders and a total of 4,213.
- 2,815 visits to the library.
- 23,110 items in the collection.



The Library participates in the Texshare Database program, offered by the Texas State Library & Archives Commission. It is a collection of 68 e-resources, including the full-text of thousands of magazines, journals and other reference materials on virtually any and every subject. Funded largely by state appropriations and a federal grant, the library paid only \$192 this year for what would cost \$109,734 if purchased separately without the Texshare discount. Ask the library how to gain access today!