





CITY COUNCIL

Agenda Summary

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

Proclamations and Resolutions:

- No City Proclamations or Resolutions



Blake Pyron received a gavel from Governor Gregg Abbott presented by State Representative Pat Fallon at the Council Work Session on November 6th.

Ordinances Passed

- Ordinance #11-37-17 – Amending Chapter 13, Utilities of the Code of Ordinances, Article 13.300 Tampering with Utility Service Equipment, Article 13.1300 Installation of Underground Electrical Service; Article 13.1400 Installation of Street Lights; Article 13.1600 Utility Billing Procedures; Article 13.1700 Average Monthly Payment Plan.

- Ordinance #11-38-17 – Amending the Comprehensive Plan and Future Land Use Map to Change Two Tracts of Land Being Approximately 0.329 Acres and 1.240 Acres from Commercial Use to Industrial Use. The subject Properties are generally south of FM 455 and East of Acker Street.

- Ordinance #10-39-17 – Amending the Comprehensive Zoning Ordinance and the Official Zoning Map to rezone two tracts of land being approximately 0.329 Acres and 1.240 Acres from B-2 Business District to I-1 Industrial District. The subject properties are generally located south of FM 455 and East of Acker Street.



Paula Brice received a flag flown at the State Capitol from the House of Representatives which was presented by State Representative Fallon to honor the life of Mike Brice at the Council Work Session November 6th.

Plats Approved:

- Preliminary Plat - Sable Creek Addition, Phase III, being 17.865 Acres in the R. Bebee Survey, Abstract No. 29, generally located south of FM 455, north of McReynolds Road and west of Sable Creek Phases I and II.

DID YOU KNOW...

Every door to door salesperson (Solicitor) is required to have a badge issued by the city. Business may only be conducted between the hours of 8:00 a.m. and 8:00 p.m. To report any concerns regarding a salesperson, call the police department at 940-458-7444 or 911 after hours.



Monthly Report – November 2017

- Final Plat - Sable Creek Addition, Phase III, being 17.865 Acres in the R. Bebee Survey, Abstract No. 29, generally located south of FM 455, north of McReynolds Road and west of Sable Creek Phases I and II.

Contracts/Other Items:

- Appointed Matt Fuller to Open Board Position, Place 5 on the Planning and Zoning Commission
- Approved an Interlocal Agreement with Denton County for Library Services.
- Approved Contracts with USA SHADE and Fabric Structures for the Fabrication and Installation of Shade Structures at John Porter Sports Complex and Railroad Park not to exceed \$242,248.44.

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 eight (9) Open Record Requests and completed them in ten days or less.

Summary of Miscellaneous Items:

- Processed various Insurance related claims and added or deleted equipment from contract.
- .
- Processed 1295 forms - Texas Ethics Commission.
- Working up updating Ordinances for Code of Ordinance Updates - Public Works, Finance, Electric.
- Two Mowing Liens Filed. Received two payoff payments for release of liens totaling \$4350.72.
- Issued One Solicitor Permit.
- Renewal of three Alcohol Permit in process.
- Sent out 4th Quarter Hotel and Motel Tax Notices to all entities.
- Revising Forms with new Logos and updated information.



Monthly Report – November 2017

- Updating Website, Posted Agendas and Minutes to the website.
- Preparing for May 5, 2018 Election,

Training:

- Attended Texas Municipal Clerks Association (TMCA) Monthly Lone Star Chapter Meeting.

HUMAN RESOURCES

Employees:

- Assisted Alina Ciocan and Ramie Hammonds in conducting interviews to fill the opening for Permit Technician.
- Assisted Christy Panches in conducting interviews for the opening in Courts for Deputy Court Clerk.
- Worked with Finance to get the vacation buy back forms ready and out to all staff.
- Meet with the employee committee to finalize plans for the employee holiday event.
- We currently have the following positions open for employment.
 - Full Time Deputy Court Clerk.
 - Part Time Firefighter.

Training:

- Attended two online webinars on I-9 updates.
- Attended a webinar covering the possible changes to ACA HealthCare Reform.

DID YOU KNOW...

The City of Sanger is on multiple Social Media outlets such as, Instagram, Facebook, Twitter, and our own Website.

Summary of Miscellaneous Items:

- Two Employee orientations were held this month for our newest Firefighters.
- Working on possible changes for the Employee Handbook.
- Reviewing our current Printing contract with Ricoh and preparing for the upcoming end on contact.
- Worked with Strategic Government Resources on cleaning up the employee portal training system.
- Completed the Texas Municipal Retirement System (TMRS) report.
- Completed the Strategic Government Resources (SGR) report.



November 2017 Monthly Report

During the month of November 2017 Officers of the Sanger Police Department responded to a total of 473 calls for service having an average response time of 8 minutes per call. The department issued a total of 63 citations and 57 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 -4
- Burglary-1
- Larceny/Theft-5
- Motor Vehicle Theft

As we approach the final days of 2017, we request that everyone be safe during this Holiday Season. Always park in well lighted spaces and be sure to lock your car, close the windows, and hide your shopping bags and gifts in the trunk. Avoid carrying large quantities of cash, pay with check or credit card whenever possible. If you are going to be gone, have a neighbor watch your home. Be extra cautious about locking doors and windows when you leave, even if it's just for a few minutes. Most of all stay alert and be aware of what's going on around you.

Chief Curtis Amyx

DID YOU KNOW...

All dogs and cats have to be registered with the Sanger Police Department. A \$5.00 registration fee is required per animal. No more than three animals per household.



GENERAL SUMMARY

The Finance Department is responsible for all financial, accounting and utility billing operations of the City. During the month of November 2017, the Department:

- Spent significant time preparing for the audit for the year ended September 30, 2017, including gathering information, coordinating with the auditors, preparing audit schedules and reconciliation statements.
- Performed normal Accounts Payable, Purchase Order, Payroll, Reporting and Utility Customer Service functions for the City.

Accounts Payable Function

The purpose of the Accounts Payable function is to provide payment processing services for City departments in order to ensure timely vendor payments for goods and services.

Invoices Processed	November	YTD 2017-18	YTD 2016-17
Number	578	1,143	1,021
Amount	2,205,348	\$ 4,272,314	3,154,484

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 Processed	November	YTD 2017-18	YTD 2016-17
Number	28	59	66
Amount	3,850,120	\$ 4,373,610	6,693,870

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	November	YTD 2017-18	YTD 2016-17
Number	166	341	326
Amount	202,388	\$ 426,353	395,595



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	November	YTD 2017-18	YTD 2016-17
City Council Financial Reports	1	2	2
Departmental Budget Reports	2	4	4

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.

Utility Bills Generated	November	YTD 2017-18	YTD 2016-17
Number	3,473	6,912	6,593
Amount	941,945	\$ 2,086,251	1,944,419

Utility Payments Processed	November	YTD 2017-18	YTD 2016-17
City Hall & Mail Payments			
Number	2,431	4,719	4,880
Amount	866,311	\$ 1,692,918	1,752,460
Bank Draft Payments			
Number	292	582	520
Amount	100,198	\$ 198,053	191,473
Online Payments			
Number	630	1,239	1,045
Amount	167,797	\$ 337,224	293,178

DID YOU KNOW?

The City of Sanger provides water service to approximately 2,900 accounts and electric service to approximately 2,600 accounts?



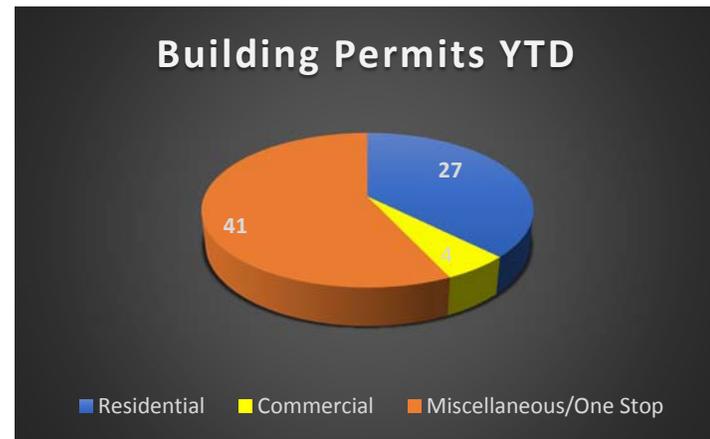
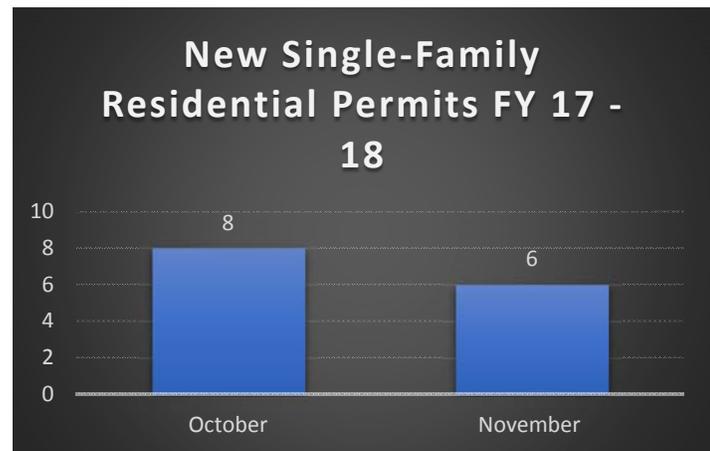
Monthly Report – November 2017

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	6	6	12
# Inspections	226	13	239
Valuation	\$1,486,113	\$539,979	\$2,026,092
Fees	\$51,305	\$2,431	\$53,736

Commercial	New	Alteration	Total
# Permits	1	2	3
# Inspections	5	5	10
Valuation	\$454,719	\$55,588	\$70,000
Fees	\$12,529	\$521	\$13,050

Miscellaneous /One Stop	
# Permits	32
# Inspections	33
Fees	\$2,450



DID YOU KNOW...

A permit is required when you replace your heating or air conditioning system? Be sure to check with your contractor to make sure they have obtained the proper permit and inspections. This will ensure that your system is installed to code.



PUBLIC WORKS

SANGER
★ TEXAS

Monthly Report – November 2017

Public Works Capital Projects include the following:

Wastewater Treatment Plant reconstruction continues to change the overall site. The outer walls for the new additional Clarifier Number One are complete, and the outer wall for Clarifier Number Two are under construction. Work continues on the Peal Flow Storage Basin and the Raw Waste Water Pump Station.

The **McReynolds** project is moving forward at a fast pace. The concrete paving has been completed and work has started on reducing the height of the hills and filling in the valleys for improving the sight distance for motorists. The concrete crew is planning to return to the jobsite this week to refocus on the storm water structures and the sidewalk between Pleasant Valley and Sims Street.

Phase II Water and Sewer Line construction from north of Hwy 455 to Lois Road is 98% complete. Cleanup, seeding and the construction of one manhole and a lateral line are all that is left to complete the project.

Phase III Water and Sewer Line construction from Lois Road to View Road is planned to begin construction on January 8, 2018.

The **Cowling Road Lift Station** design continues to move forward. The engineering office is working on finalizing the route for the gravity discharge pipeline.

The **Nitrification Plan** for the separation of the chlorinated water and the water treated with chloramines is moving forward. The contract for the project has been let and the contractor has ordered material to begin the project, slated to begin in early 2018.

Lake Ridge Phase II: The wet utilities have been completed and the concrete paving is scheduled to start the week of December 4th, 2017. Installation of the electrical services has been contracted and should start anytime.

The Fleet Department continues to repair and maintain our vehicles and equipment with 9 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 order. There were 52 repair orders completed with a 1.5 repair orders completed per day average.

DID YOU KNOW...

The concrete portion of McReynolds Road has been completed. The contractors, Pavecon Public Works, is now working on the dirt work for the asphalt portion of McReynolds Road.



STREETS

SANGER
★ TEXAS

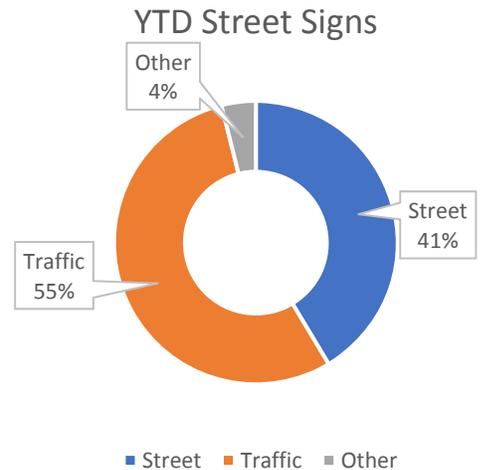
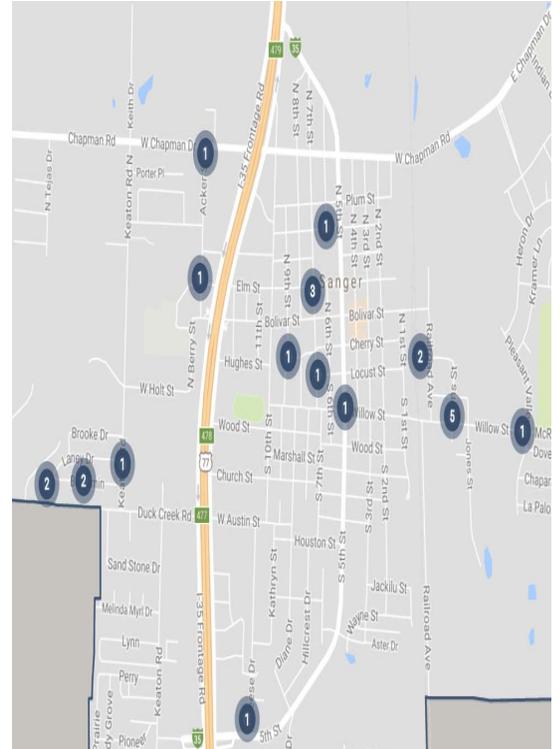
Monthly Report – November 2017

Request Type	# Request	% Completed
Road Hazards	7	100%
Miscellaneous	3	100%
Road Sign Down, Missing, or Broken	12	100%
Sidewalk Safety	1	100%

Road Hazards	Quantity	% of Road Hazard
Pot Holes	1	14%
Guard Rail Repair	1	14%
Crack Seal	4	58%
Miscellaneous	1	14%

Miscellaneous	Quantity	% of Miscellaneous
Trash Haul	2	67%
Install Wheel Stops	1	33%

Road Signs	Quantity	% of Road Signs
Traffic	11	92%
Street	1	8%



DID YOU KNOW...

Whether a disaster is natural or manmade, public works is the first out there assessing and reporting the damage. Public works crews and contractors clean up the mess and repair assets – stop signs, traffic signals – that maintain order.



WATER

SANGER
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Monthly Report – November 2017

Progress continues to be made on the **Wastewater Treatment Plant** project. During November Felix Construction was able to pour the concrete fillets between the future pump locations and also poured the discharge piping pad at the Raw Wastewater Pumping Station. The pour for the concrete walls for Clarifier #1 were completed in November and the first half of the wall for Clarifier #2 was also poured. The installation of baffle and weir walls was started in the original Plant #1. All dewatering building drain lines were installed as was the future effluent headwall and piping. The rock under layer and fabric was installed beneath the new Peak Flow Storage Basin and electrical duct banks and conduit continues to be installed in various locations.

The Water Utilities Department made repairs to 2 water mains and 3 service lines in November. A bore was performed and casing was installed under Lake Ridge so that two new water service lines could be installed to replace service lines that were leaking. The leak on the 6" steel water main at 5th and Wood St. was caused by the crack in the pipe extending beyond the repair clamp previously installed at that location. This line is very old and has degraded over the years. Ideally this line should be moved out from beneath 5th St. to prevent disruptions to traffic when repairs have to be performed. During November 589 water meters were read manually and 89 service orders were completed. We installed 6 new water meters and changed out 2 meters that had quit working. Vulnerable piping and valves were insulated in preparation for cold weather.



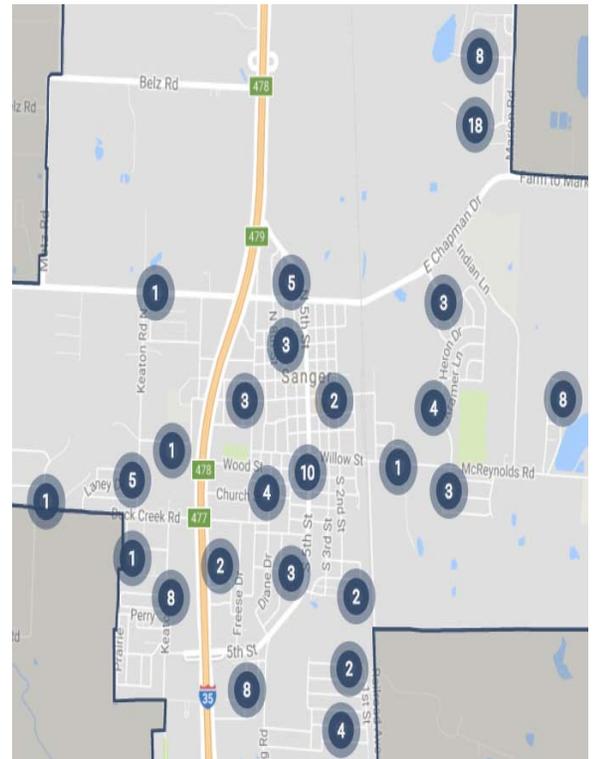
WATER

SANGER
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Monthly Report – November 2017

Request Type	# Request	% Completed
Connect Water	15	100%
Disconnect Water	12	100%
Occupant Change Water	34	100%
Requested Re-Read Water	16	100%
Water meters and Meter Boxes	8	100%

Water Meters and Meter Boxes	Quantity	% of Meters/Boxes
New Meter	8	100%



DID YOU KNOW...

White particles in your water? Calcium carbonate scale may be coming from your water heater. The scaling may be worsened because the water heater thermostat is too high. Most manufacturers recommend setting it at about 120°F. If the particles are calcium carbonate, you probably need to flush your water heater. Most manufacturers recommend that you do this twice per year.



MUNICIPAL COURT

SANGER
★ TEXAS

Monthly Report – November 2017

SANGER MUNICIPAL COURT

- For the month of November, 2017, the Municipal Court filed 67 citations.
- There were 2 requests for deferred disposition and 4 requests for driver safety course.
- There were 2 cases successfully closed by driver safety course and 4 by deferred disposition.
- The court did close 21 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$5,733.30 with \$2,071.93 of that being remitted to the State.

Christy PUNCHES, CMCC
Court Administrator

DID YOU KNOW...

The municipal judge is responsible for conducting a fair trial, impartial and public trial. The case against you is brought by the State of Texas not the court. Therefore, the judge may not dismiss a case without the prosecutor having the right to try the case.



GENERAL SUMMARY

Daily Operations

The Electric Department focused on maintenance of the utility system during November, changing and straightening poles in several locations within the system. Christmas decorations were placed at poles along both Fifth street and Chapman Drive.

Construction

- Straightened poles in alley between Katheryn and Freeze, Cherry and First & five poles at the Belz Road overpass.
- Set new pole at Plum & Third (2 Days)
- Set primary riser at Fish n Ski
- Replaced bulbs in all downtown decorative lights
- Replaced faulty disconnect at Victory Baptist Church and reworked pole top
- Installed LED fixtures for downtown park flags

Service Truck/After Hours Combined

- Power outage at A&W Productions totaling five hours to restore power. (loss of power caused by varmint)
- Disconnects and Reconnects
- Outage at Willow and Second Street caused by varmint making contact on air switch.
- Marked poles on McReynolds Rd for surveyor to give electric department future elevations. Some poles will be lowered 6' deeper than current location.

DID YOU KNOW...

Did you know? The Electric Department is supported by a dedicated team of 7 employees with a combined 115 years of service with the City of Sanger.

Education/ Training

- Safety meeting
- Gather, reprint, upgrade, and disburse all existing electrical subdivision drawings.

Weekly duties

- Check fluids, (grease if necessary) all department vehicles. Start and run for 15/30 minutes all combustion engine equipment / tools
- Clean and restock all utility vehicles used during the week.



Monthly Report – November 2017

Operations in Parks Department continued with 50 acres mowed for the month of November along with their usual maintenance of parks, city buildings, and sports fields. We saw 58 brush orders for an estimated 29 labor hours this month with 98% of the orders being completed within 10 days and the average brush order being 3 days.

Our facilities continue to be in regular use with 19 rentals for the month of November. We also had several field reservations this month now that the associations are complete for the season. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

Work never slows for an ever growing and evolving Parks and Recreation Department. The month of November brought us a park full of Christmas decorations (as well as decorations as many city facilities) and a major field renovation at Rail Road Park. November is the favorite month of many because of the brightly lit decorations that make their yearly appearance!





PARKS AND RECREATION

SANGER
TEXAS

Monthly Report – November 2017



DID YOU KNOW...

The Parks and Recreation Department has two facilities available for rent. The Community Center and Historic Presbyterian Church. You can also rent out pavilions at all of our park facilities for only \$25.00 for four hours!

940.458.2059 | 201 Bolivar | PO Box 1729 | Sanger, TX 76266 | www.sangertexas.org

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



Monthly Report – November 2017

On the **Recreation** side November brought on the Championship Game for our Kickball league! Trophies were awarded to the top 4 teams and a FUN time was had by all. Everyone is excited for the Spring League to kick off. The Recreation Department also began preparations for our annual Christmas Parade that happens in the month of December as well as planning for the 2018 Recreation Calendar. 2018 is shaping up to be our best year yet!



Our Facebook page is still experiencing a steady growth up to 1,228 likes at the end of November which is an increase of 37 from the previous month. For the month of November, we had a reach on Facebook of almost 9,000 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



LIBRARY

SANGER
★ TEXAS

Monthly Report – November 2017

- Several large orders for books were placed for children through adults. One area of focus was Junior Biographies, intended to replace some of the older books that were withdrawn from this section because of poor condition, outdated information and/or lack of circulation. Many were received near the end of the month and the cataloging and processing began shortly after.



Orders from Amazon, Baker & Taylor, and Reading Warehouse in the library's circulation work room. A total of **122 books** were ordered in November! It will take the library staff quite a while to catalog and process all of these materials.

- An introductory Microsoft Excel class was given on Saturday, November 11th, taught by Ed Sanders. Six people attended, and we received positive feedback. There is interest in an intermediate class, which we plan to offer early next year.
- A Retro Gaming program was held on Saturday, November 4th, with half a dozen teens participating. Super Nintendo, SNES, N64, and PS1 were some of the featured games. Christopher Wade coordinated the event.



Tetris was played, using the meeting room's overhead projector.

DID YOU KNOW...

The library offers two eBook services and a downloadable music service, all of which are free for our cardholders! Freeding, has over 100,000 titles available. Our Overdrive service has a smaller collection of curated titles, which include more current, popular fiction and downloadable audiobooks. Freegal Music lets