

MAY 2018





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.



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 and 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

SANGER
★ TEXAS

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.

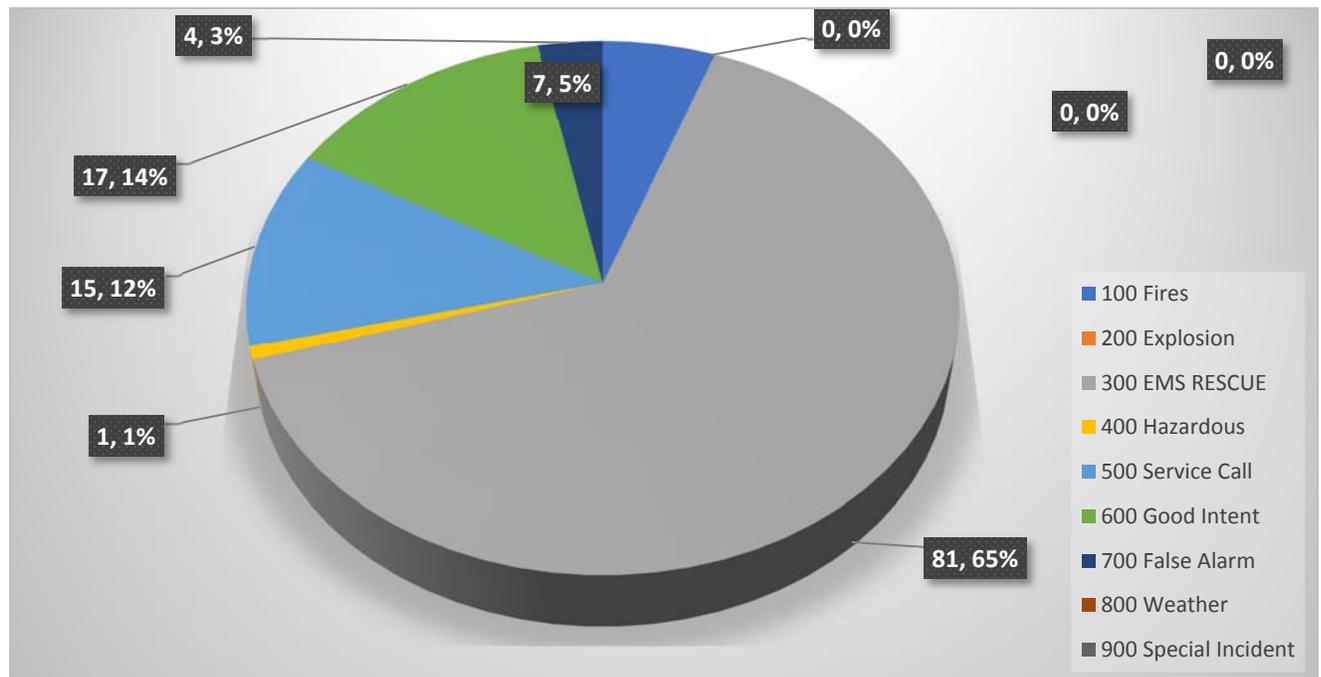


Emergency Responses

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.



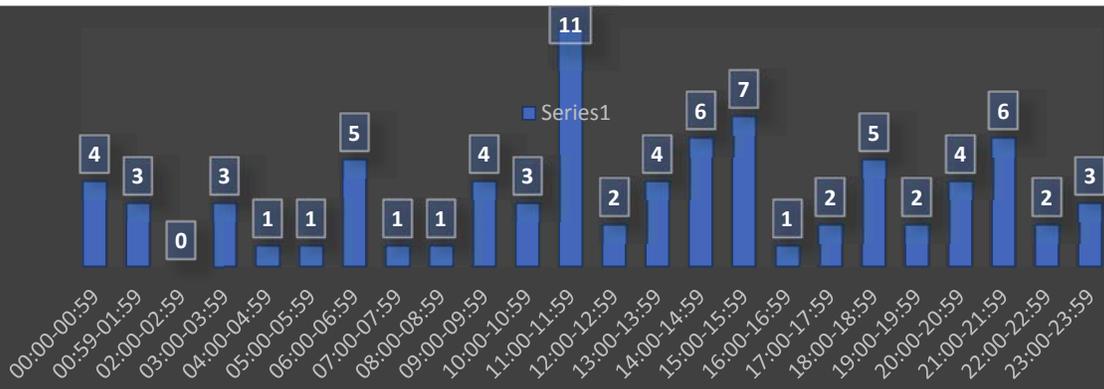
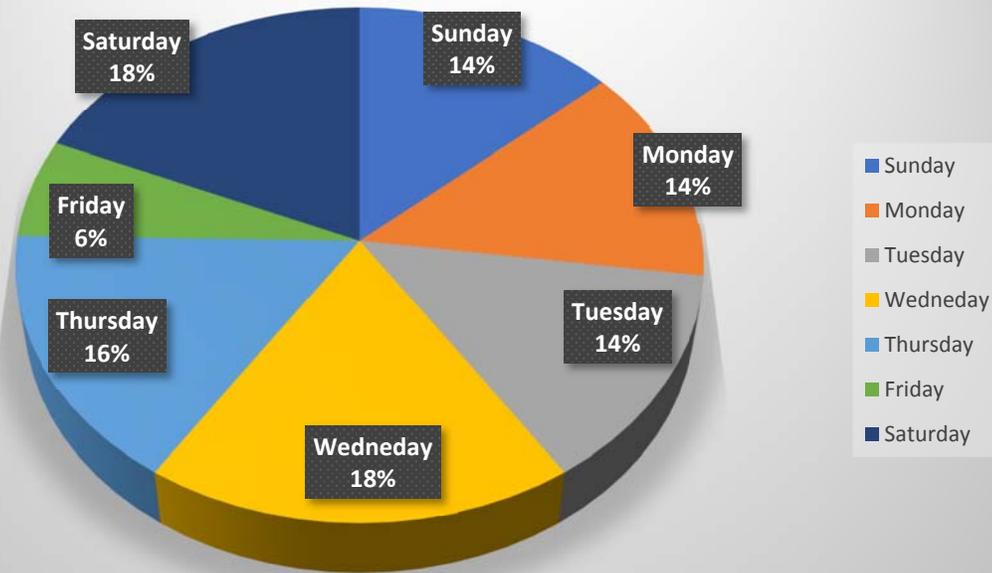


FIRE DEPARTMENT

SANGER
TEXAS

Monthly Report January 2019

Busiest Transport Day of the Week



MEDICAL TRANSPORTS CALL VOLUME BY HOURS OF THE DAY

940.458.7595 | 502 Elm Street | PO Box 1729 | Sanger, TX 76266 | www.sangertexas.org

facebook.com/SangerTexas @CityofSanger



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.

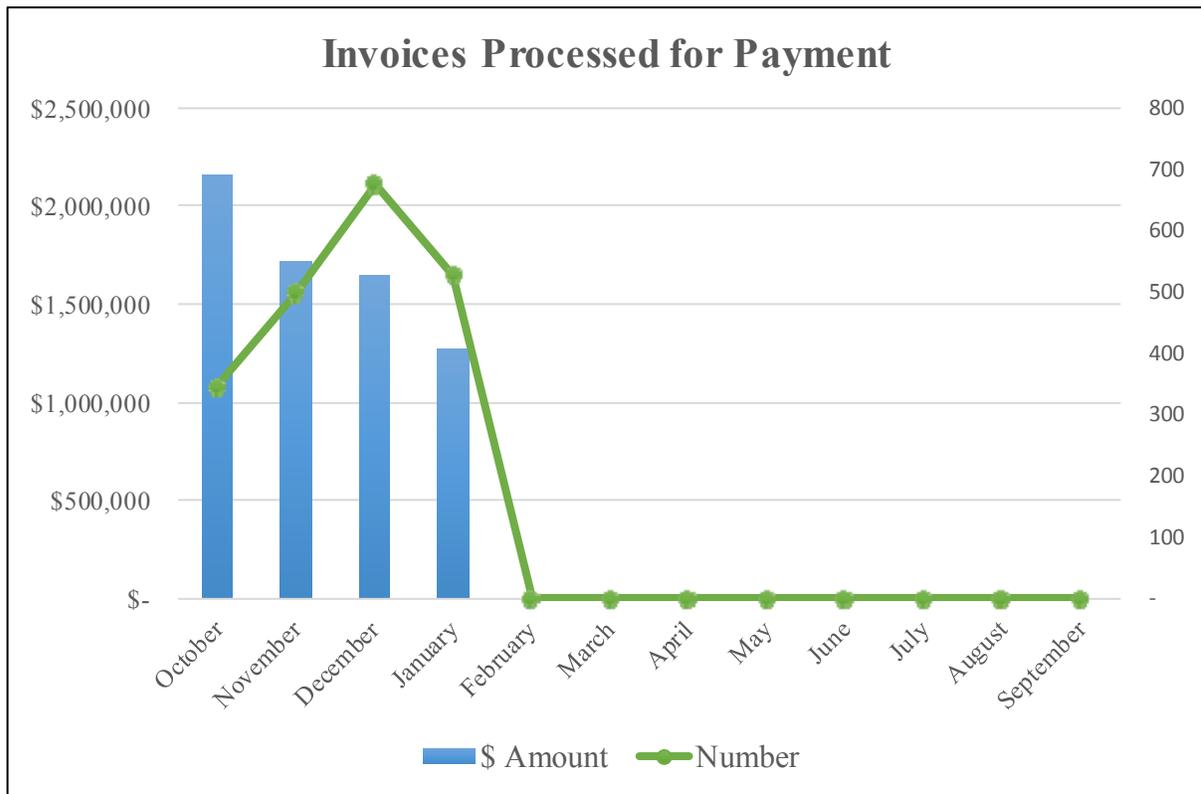


Monthly Report – January 2019

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



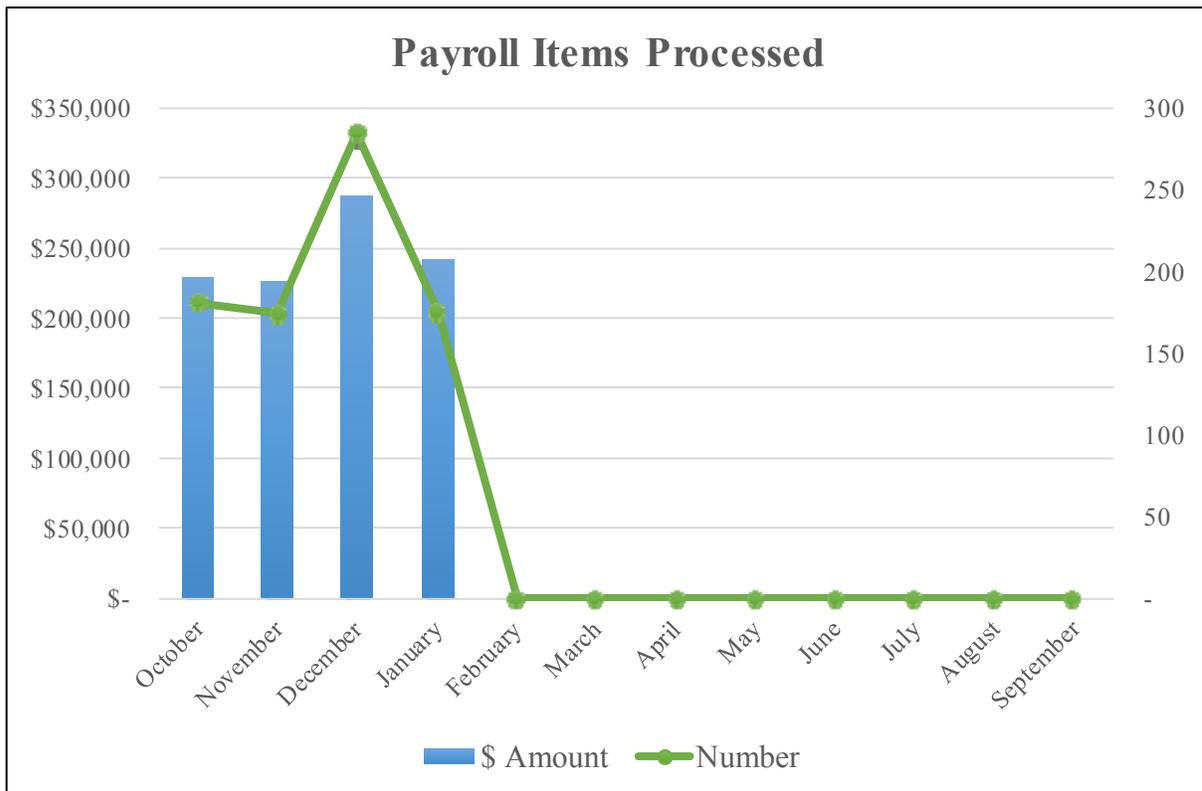


Monthly Report – January 2019

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



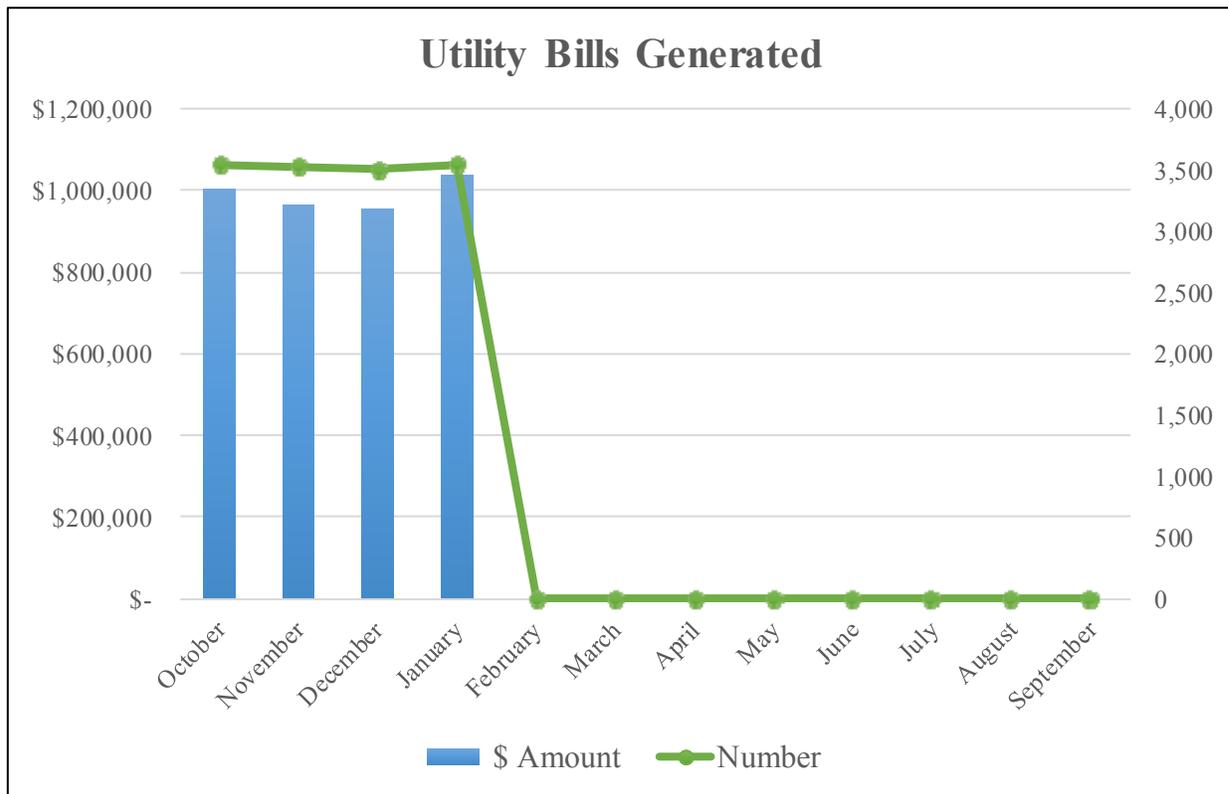


Utility Customer Service Function

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



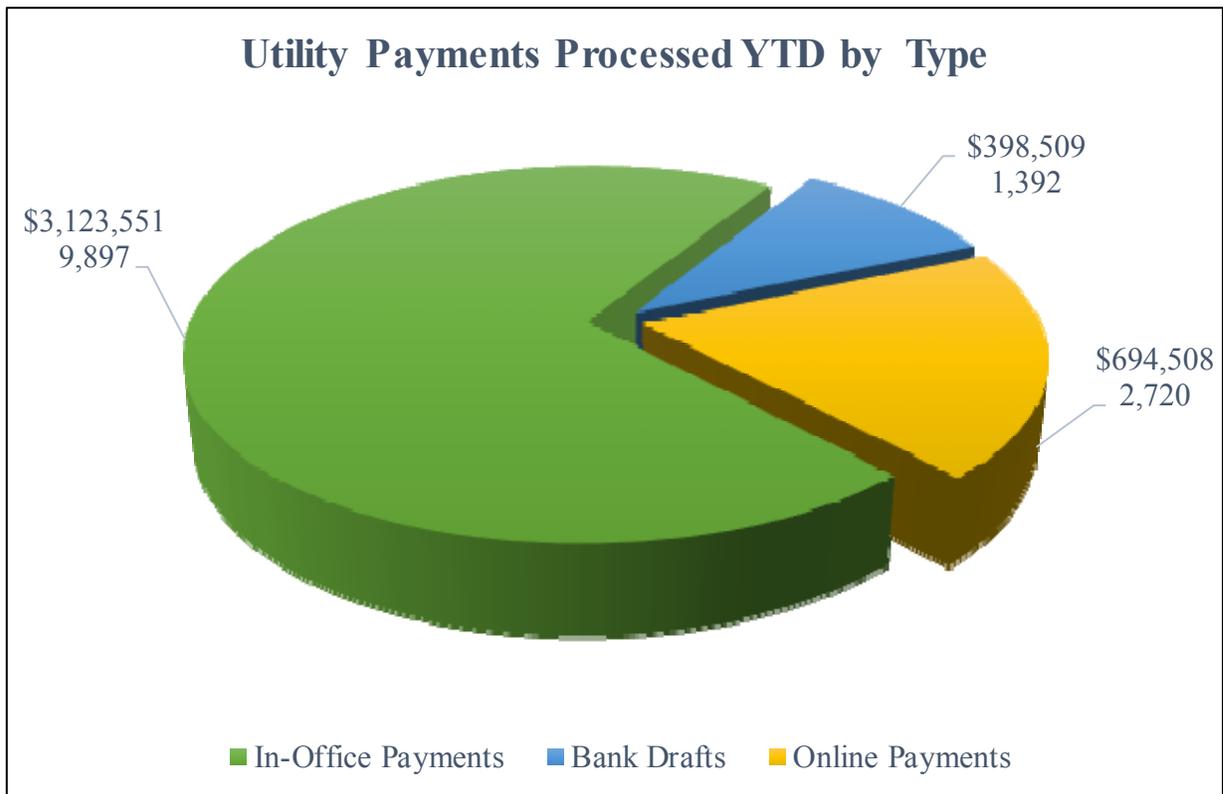


Utility Customer Service Function

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



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

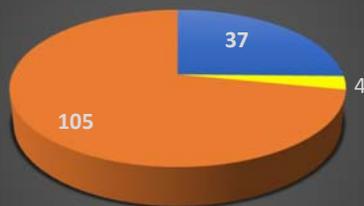
DID YOU KNOW...

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.

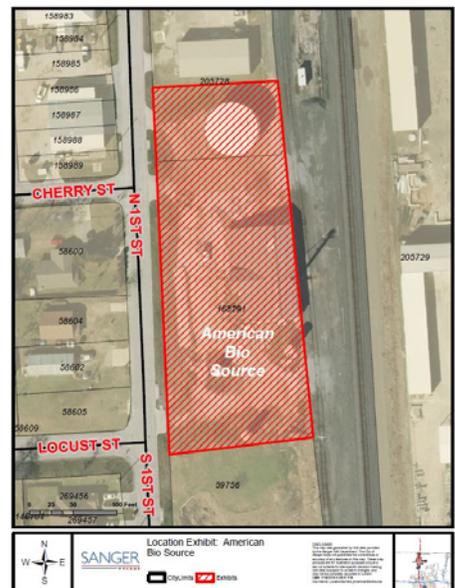
City Council APPROVED



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



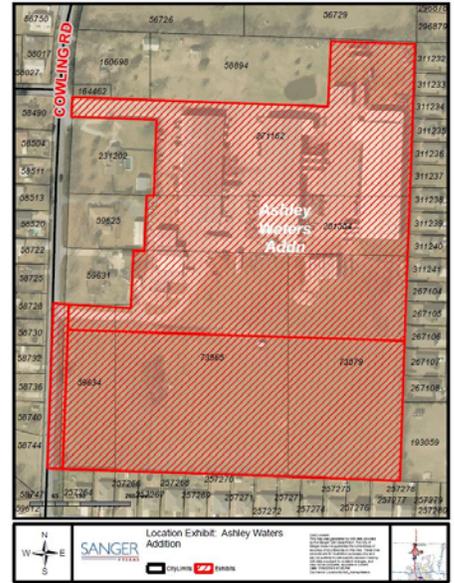


Monthly Report – January 2019

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

SANGER
★ TEXAS

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.



Monthly Report – May 2018

The asphalt paving has been completed on the **McReynolds Project**, subject to passing all of the required testing. The final storm water ditch grading is underway, hydro-mulching has started, and the fencing will begin as soon as possible. One additional driveway and two drop-inlet storm water boxes will be constructed as time allows. One storm water structure has not been completed. Discussions are underway on alternative solutions concerning the headwall. Cleanup, etc. is scheduled to be completed before August 1st.

The **Phase III Water and Sewer Line construction project** is completed. The contractor, Dickerson Construction, is working on cleaning up, seeding and repairing fences.

The **Nitrification Project** has been completed and chlorine adjustments are being made at the Cowling Road Pump Station to alleviate the chloramines in the Upper Trinity water.

The electrical conduit and the concrete street light bases are being installed in **Lake Ridge, Phase II**. The contractor hopes to have the electrical services and street lights installed and completed in June. **Lake Ridge Phase III** Plan Review is complete. The developer is waiting on FEMA to approve the LOMR that was submitted for the entire development before moving forward with the project.

Sanger Circle, Phase VI: Grading continued this month and it is anticipated that the grading will be completed by the end of June, weather permitting.

Willowood Addition: The contractor, RPM, is continuing grading the property.

Sable Creek: The contractor, RKM, has completed most of the concrete paving. Concrete pours will continue through June.

R & L Carriers has completed most of the grading and has started lime stabilization of the facility. The storm drain, grinder pump and force-main are being installed.

The **Fleet Department** continues to repair and maintain our vehicles and equipment with 12 scheduled preventative maintenance order repairs completed for the month and getting an average of 3 done a day. This month there was 0 emergency repair orders. The fleet department sublet 0 repairs costing \$0 total. There were 57 total work orders completed with 3 repair orders completed per day average. The total cost of these repairs came to \$2,978.17

DID YOU KNOW...

The Fleet Department maintains over 93 pieces of Equipment? Performing preventative maintenance reduces cost as well as prolonging equipment operation long term.



STREETS

SANGER
★ TEXAS

Monthly Report – May 2018

Monthly Report – May 2018

Request Type	# Request	% Completed
Road Hazards	4	100%
Miscellaneous	2	100%
Low Branches in the Roadway	8	100%
Potholes	8	100%
Road Signs	5	100%

Road Hazards	Quantity	% of Road Hazards
Leveling/Smoothing Streets	4	100%

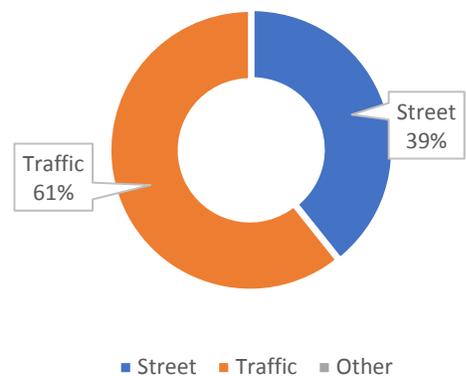
Miscellaneous	Quantity	% of Miscellaneous
Helping other Departments	1	50%
Mow/Weedat	1	50%



DID YOU KNOW...

Landscaping debris in roadways is eventually washed in to storm water collections systems when it rains. This debris can be a safety hazard to motorists, can clog the storm water system, increase the presence of standing water, and lead to flooding. This organic material also contributes to nutrient loading and oxygen deprivation in receiving streams, lakes, and storm water basins, while creating conditions conducive to bacteria growth. Ideally, grass clippings should be left on lawns to provide organic fertilizer or composted on site.

YTD Street Signs





WATER

SANGER
★ TEXAS

Monthly Report – May 2018

Felix Construction continues to make progress on the improvements to the Wastewater Treatment Plant. During May they were able to:

- Finish up the piping and electrical on the new Raw Wastewater Pump Station.
- Remove the step screen assembly in preparation for making modifications to the concrete structure.
- Sandblasted and primed the original Plant #1 structure.
- New Final Clarifiers #1 and #2 troughs and floors were grouted and baffles have been installed.
- Complete the demolition of Sludge Drying Bed #1.
- The new UV Disinfection Facility passed the water test and can now be backfilled around.
- Finishing up on the Waste Activated Sludge (WAS) piping and electrical in the new Dewatering Facility that was formerly the Animal Control location.
- New Outfall Pipeline and Structure has been completed.

Dickerson Construction completed the laying of water and sewer lines from Lois Rd. North to View Rd. in May. They still have to complete the final grading as well as a few small items before the project is complete.

Don Fryer Construction was able to complete the modifications to the Cowling Road water location.

Mabak Directional Drilling was contracted to make emergency sewer line repairs at 6th/F.M. 455.

Alan Plummer Associates continues to work on the Cowling Road Lift Station Improvement project. We held a 30% review of the plans in April and are tentatively set to have a 60% review in June.

The Water Department was able to:

- Make repairs to two water service lines and one sewer service line.
- Install 16 new water meters and change out 6 water meters.
- Visually read 615 water meters that were not read by the mobile collector.
- Complete 108 water and sewer service orders.

DID YOU KNOW...

City of Sanger's Water Quality Report will be mailed out later this month. The report will also be in Denton Record Chronicle on Sunday, June 10th and on our website.

Questions about the report? Feel free to call our Public Works office at 940-458-2571 or email publicworks@sangertexas.org



Parks and Recreation Department

Operations:

The parks crew has continued the pesticide, fertilization, aerification, and irrigation schedule for the season. 275 acres were mowed in the month of May. The Parks Department completed 117 brush orders with 85% of the orders being completed within 10 days on avg. 6.9 days and used an estimated 59 labor hours. We have New Shade structures at Porter Park.





Monthly Report – May 2018

Facilities:

Our facilities continue to be in regular use with 13 rentals for the month of May. And while we are not currently renting out Porter Park or Railroad our Switzer Park infield was reserved 19 times. Lastly, as it heats up our pavilion rentals are heating up with eight rentals over the month of May. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

Recreation:

On the **Recreation** side May was a quiet month as we prepare for our very busy summer months. May brought on preparing for our Softball and Kickball leagues, our summer movie series, preparing for our mini triathlon, and our big event Freedom Fest.

It should be mentioned, however, that while May was quiet on the Recreation side our Parks were quite the opposite. Along with everyday use our Parks hosted a tournament at both of our ballparks, a Spring Fling hosted by the Chamber of Commerce, and the third annual Pedal for PTSD Bike Ride in which we are a partner. So even quiet months are actually quite busy!



A Parks Board meeting was held on May 15, 2018 where all the summer events were discussed and volunteers were obtained. As a reminder all board meetings are open to the public.



PARKS AND RECREATION

SANGER
★ TEXAS

Monthly Report – May 2018

Our Facebook page is still experiencing a steady growth up to 1,691 likes at the end of May which is an increase of 166 from the previous month. 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 all park pavilions are available to rent for only \$25.00 for FOUR HOURS? The pavilions are great for birthday parties, family reunions, or just for a family night out! Call 940-458-2059 to ask about reserving!



LIBRARY

SANGER
★ TEXAS

Monthly Report – May 2018

- The library staff spent many hours preparing for the Summer Reading program, including developing the new online registration and tracking system, Beanstack.



Beanstack

Participants will be encouraged not only to register through Beanstack, but also to log their reading either on the website or the downloadable app available for both Android and iPhones. After the contract was signed and basic training received, Summer Reading coordinator, Colton Lytle, set up the pages using templates provided. It was submitted to the company for their quality assurance review on May 22nd. To see the finished product, go to: <https://sangerlibrary.beanstack.com>

- Laura Klenke has been working closely with Ricoh and Ecoprint to identify and deploy an easier solution for patron printing. The upgrade will include a new copier, coin-op and print management software. The patron and staff machines will also be upgraded to Windows 10. We hope for the completion of this project in mid-June upon the delivery of additional hardware from the vendors involved. Overall it will help facilitate an easier printing process for library patrons.
- Attendance at weekly story time increased after school ended, with a high of 43 (30 children and 13 adults) on May 30th.
- Two special adult programs rounded out the month:

An author talk and book signing with Marc Leibman was held on Tuesday, May 29th. He has written a series of military fiction books, including three related to the Vietnam War, and he gave a very informative talk about his experiences flying combat search and rescue missions in Vietnam.

A presentation on Sensory Modulation was given on May 31st by Pediatrics Plus, a specialized pediatric healthcare provider in Frisco, TX. They provided guidance to help parents and childcare providers with calming, organizing and alerting activities.



LIBRARY

SANGER
★ TEXAS

Monthly Report – May 2018



DID YOU KNOW...

*The library belongs to a courier system, Trans-Amigos Express, allowing materials from other libraries in and around Texas to easily be sent to and shipped from our library. Items are put in courier bags pictured to the left, and their addresses are 4 digit codes assigned to the libraries. In May, the total number of bags we received was exactly the same as the number we shipped: **116!** Most of these materials were “transits” to and from the other libraries in our consortium, the North Texas Library Consortium (NTLC), a group of 14 libraries in Denton, Tarrant and Wise Counties that share resources free of charge to their patrons. We also provide interlibrary loan with libraries outside of our consortium for a minimal charge, equal to the cost of the return postage for the item/s or a flat \$1.00 fee if the loaning library participates in the courier service.*

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