



ADMINISTRATION

SANGER
★ TEXAS

City Manager's Summary – September 2017

Jeriana Staton was selected to receive a scholarship to the HR Southwest conference in Fort Worth. She has been working very hard at revamping our Human Resource processes and is very active with several different Human Resource groups in the area. Congratulations to Meghann Piercy for completing her Bachelor's Degree in September. Congratulations to Anthony Dodson for being promoted to Detective. I also want to welcome Josh Boydston to the city of Sanger as our newest Police Officer.

Building permits to a huge jump in September and they do not appear to be slowing for the rest of the year. Inspections have also spiked with a record of 227 in September. Development Services was able to handle all of the inspections in-house.

You will be seeing some new decorations in the downtown square both for Halloween and for Christmas. We are also over-seeding with rye so the park will be green all winter long. Kickball is the new sport in town with over sixty people signed up for the inaugural Fall season.

The FY 2018 Budget was approved in September and goes into effect October first. The new budget adds a new position each in Fire, Police, Streets and Wastewater. It also budgets more money for street maintenance as we continue to make streets a priority.

Phase two of the North I35 sewer and water line extensions is wrapping up. Phase three should begin construction in the next sixty days. Phase three will replace a six-inch water line with a twelve-inch water line from the Service Road to the railroad tracks along Lois Road. It will also extend a twelve-inch water and sewer line from Lois Road to View Road along the Northbound Service Road.

Mike Brice, City Manager



CITY COUNCIL

Agenda Summary

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

Proclamations and Resolutions:

- Proclamation for United Way of Denton County declaring September 2017 Live United Month.

Ordinances Passed

- Ordinance #09-28-17 – Levying a Tax Rate for the General Government for Fiscal Year 2017-18 at a Rate of \$0.6791 per \$100 Assessed Valuation.
- Ordinance #09-29-17 – Adopted the 2017-18 Budget, providing for the Appropriation of Funds for Operating and Capital Expenditures by Fund for the Fiscal Year Beginning October 1, 2017 and Ending September 30, 2018 and Providing for the Intra and Inter Department Fund Transfers.,
- Ordinance #08-30-17 Approving the 2017 Tax Roll.

Contracts/Other Items:

- Authorized Solicitation Bids for Construction of Water and Sewer Lines Along 1-35 From Lois Road to View Road.
- Approved Contract Amendment #1 with Perkins Engineering Consultants, Inc. to Provide Professional Services to Update the Water and Wastewater System Capital Improvement Plan.

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 eleven (11) Open Records Requests and completed them in ten days or less.



Monthly Report – September 2017

Summary of Miscellaneous Items:

- Revised Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Insurance Coverage changes.
- Processed various Insurance related claims.
- Processed 1295 forms - Texas Ethics Commission.
- Seven Mowing Liens filed. Processed payment for two Liens and calculated three for pending payment.
- Issued Solicitor Permits.
- Renewal of one Alcohol Permit in process.
- Mailed 3rd Quarter Hotel and Motel Tax Notices.
- Revising all Forms with new Logos
- Updating Website with new forms.
- Posted Agendas and Minutes to the website.

Training:

- Attended Texas Municipal Clerks Association (TMCA) Monthly Lone Star Chapter Meeting.
- Attended Texas Municipal Clerk Association (TMCA) Records Management One Day Seminar – Covered Records Inventory, Emergency Management Record Recovery, Police Records, Public Information costs.

HUMAN RESOURCES

Employees:

- Assisted Chief Amyx in conducting interviews to fill the opening in the Police Department.
- Worked with Well Spring on last minute updates for the city's new healthcare coverage.
- Worked with our Social Media Manager to on board Archive Social to help support all our social media archiving.
- Meet with the city admins to talk about possible new avenues for the city's social media outlets.
- Meet with the employee committee to talk about planning an employee holiday event.
- Meet with our IT company to cover future IT needs for the city, now and going forward.
- We currently have the following positions open for employment.
- Part Time Firefighter.





Monthly Report – September 2017

Training:

- I attended a Legal update on employment law and changes to come presented by North Texas Society for Human Resources Management (NTXSHRM) out of Denton.
- I attended a seminar on United Healthcare prescription coverage and upcoming changes to our plan.
- I was selected by HR Dallas to receive a scholarship to attend the HR Southwest convention in Ft Worth, October 2nd thru 4th. At this event, I will have the opportunity to attend classes to help further build my knowledge of HR topics and issues. I will also have the opportunity to meet fellow HR Professionals in not only the local government setting but private sector as well.

Summary of Miscellaneous Items:

- One Employee orientation was held this month for our newest Police Officer.
- Working on material for Department Supervisor Training to be held in November.
- Begun drafting proposed changes for the Employee Handbook.
- Reviewing our current Printing contract with Ricoh and preparing for the upcoming end on contact.
- Assisted the City of Justin with general staff salary request.
- Completed the Texas Municipal Retirement System (TMRS) report.
- Quarterly Workers Compensation Report
- Helped with several misc. tasks.



POLICE & ANIMAL CONTROL

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Monthly Report – September 2017

GENERAL SUMMARY

During the month of September 2017 Officers of the Sanger Police Department responded to a total of 676 calls for service having an average response time of 3 minutes per call. The department issued a total of 43 citations and 44 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 -3
- Burglary-1
- Larceny/Theft-1
- Motor Vehicle Theft

The Sanger Police Department would like to introduce new employee, Officer Josh Boydston, to the department.

Chief Curtis Amyx



FIRE DEPARTMENT

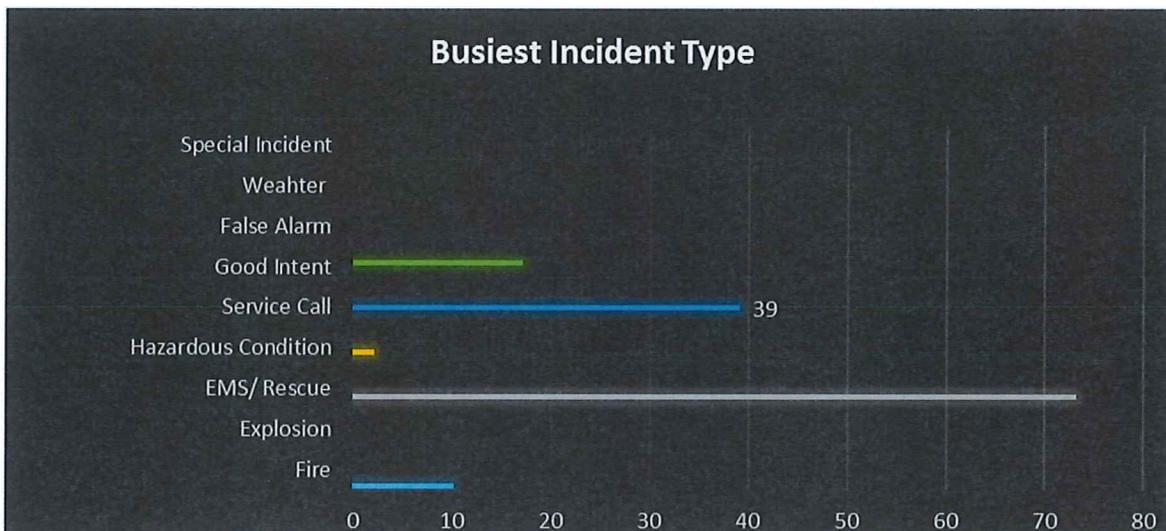
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Monthly Report – September 2017

EMERGENCY RESPONSES

The Sanger Fire Department responded to 141 emergency incidents during the month of September. The busiest incident type was Emergency Medical Incident at 72, followed by 39 Service calls, 17 Good intent, and then 10 Fire related calls.

The average response time in the city limit was 7 minutes and 28 seconds. The average response time for medical calls in the unincorporated area of our response district was 11 minutes and 36 seconds. Our average time spent on a medical transport from initial alarm until units are back in service is 1 hour 27 minutes. Our medical units transport most of our patients to Denton hospitals. The busiest day of the month for September happens to be Fridays, which totaled 19 calls. Out of the 72 medical emergencies most occurred between the hours of 03:00 PM until 03:59 PM and equally 5:00 PM until 5:59 PM.

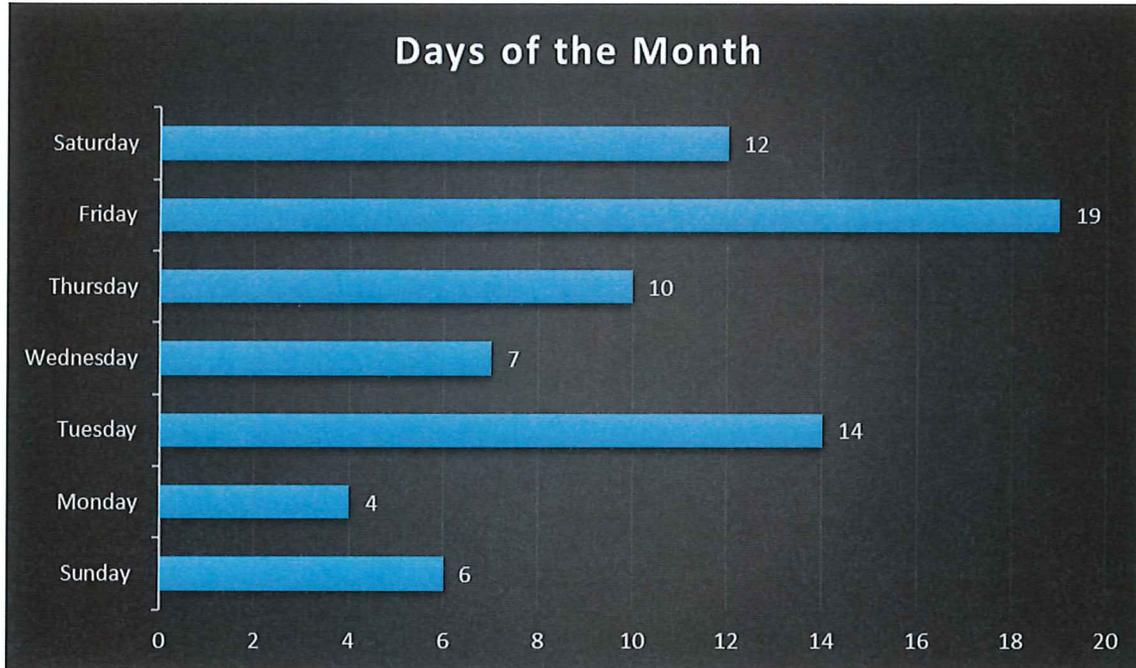




FIRE DEPARTMENT

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Monthly Report – September 2017

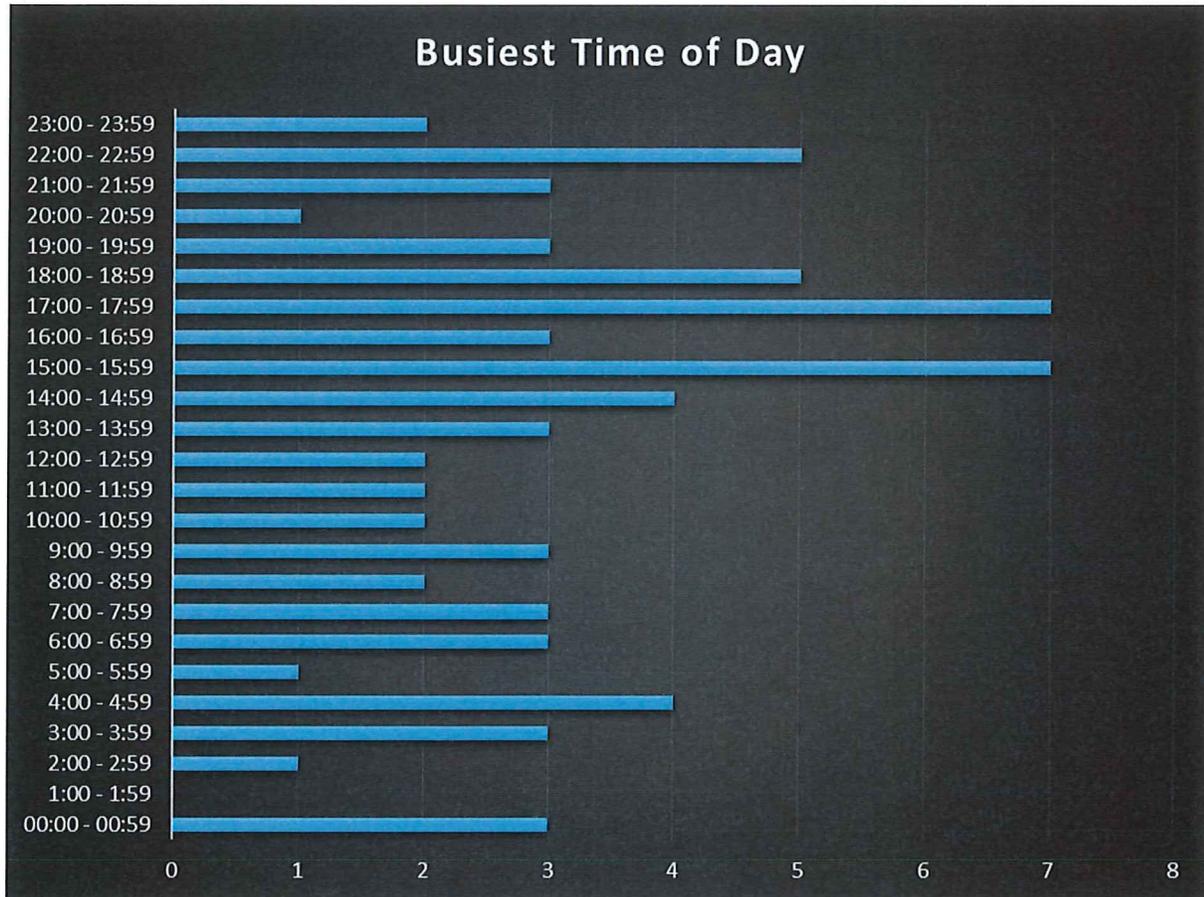




FIRE DEPARTMENT

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Monthly Report – September 2017





Monthly Report – September 2017

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	46	4	50
# Inspections	159	24	183
Valuation	\$12,496,940	\$110,272	\$12,607,212
Fees	\$390,835	\$1,191	\$392,026

Commercial	New	Alteration	Total
# Permits	0	1	1
# Inspections	6	0	6
Valuation	\$0	\$70,000	\$70,000
Fees	\$0	\$740	\$740

Miscellaneous /One Stop	
# Permits	15
# Inspections	38
Valuation	\$19,409
Fees	\$850

NEWS

Roadway Impact Fees will go into effect on **October 1, 2017**. For more information, visit the City's website: www.sangertexas.org

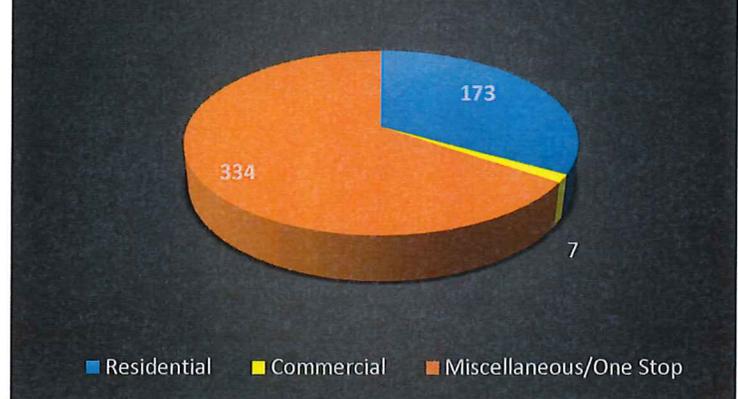
DID YOU KNOW...

- ❖ The City's residential permit activity has increased by **68%** during FY 2016-17 compared to the previous fiscal year? The overall permit activity has increased by **25%**.
- ❖ The month of September 2017 set a record for number of inspections performed by the Building Inspections staff? **227 inspections**

New Single-Family Residential Permits (FY 16-17)



Building Permits YTD





Monthly Report – September 2017

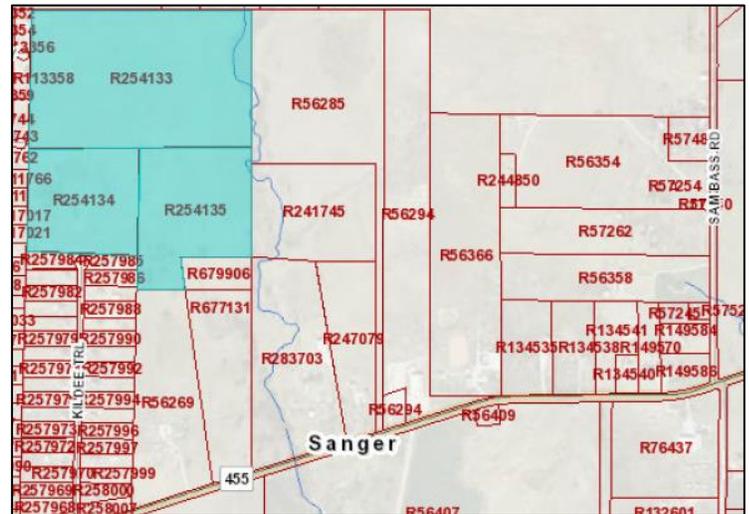
PLANNING & ZONING

Case # 17SANZON-0019

Request to approve the preliminary plat of the McKenzie Addition (ETJ)

Applicant: Nathan Olson, OES, Inc.

Planning & Zoning Commission APPROVED
City Council Action will be taken on October 10, 2017

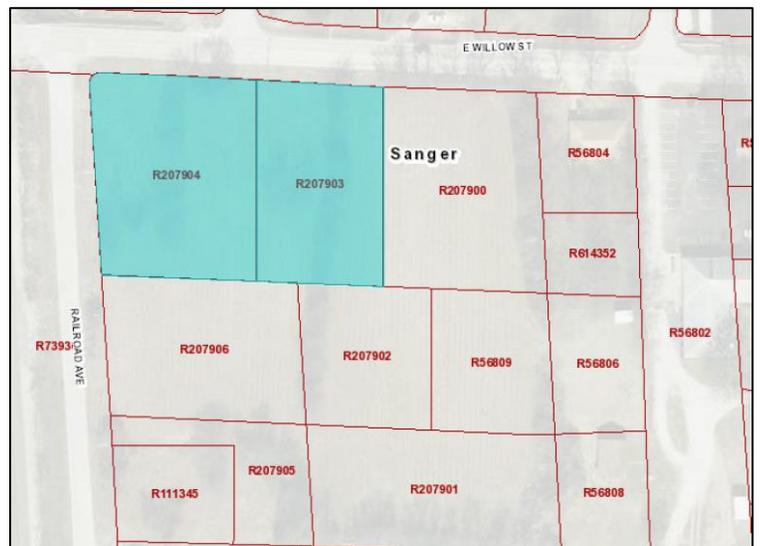


Case # 17SANZON-0020

Request to approve the final plat of the Cottage Estates.

Applicant: Brandon Miller / Eagle Surveying

Planning & Zoning Commission APPROVED
City Council Action will be taken on October 10, 2017





Monthly Report – September 2017

GENERAL SUMMARY

Operations

The Parks Department maintained their busy schedule with 355 acres mowed, along with their usual maintenance of parks, city buildings, and sports fields. We saw 85 brush orders for an estimated 75 labor hours this month with 100% of the orders being completed within 10 days and the average brush order being 1.7 days.

Our facilities were rented 10 times in the month of September but are on track to more than double that number for October. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions. The addition of the Facility Use Calendar on our website has made determining availability for reservations easier for everyone involved and we hope to continue to streamline our reservation process in the future.

As we enter into the fall season, we have many things on tap including replanting the planters with winter hardy plants, decorating the downtown park for fall and Halloween, and some major work on our sports fields. As you can see the Parks Department is always in full swing.

Recreation

On the Recreation side, September brought along the exciting addition of Kickball to our calendar. Registration started in early September, and the first game was held on September 27, 2017. We have four teams registered with approximately 15 people per team, so this brings an additional 60 people out to enjoy our parks weekly.



Our Facebook page is still experiencing a steady growth up to 954 likes at the end of September which is an increase of 42 for the 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.



PARKS AND RECREATION

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Monthly Report – September 2017

The Recreation Department also rolled out our Volunteers in Parks or VIP program and had two VIP's to date. We have had very serious inquiries regarding this exclusive program and hope to have several more volunteers by the end of the year.

Lastly, the month of September brought on the 39th annual Sanger Sellabration, and while this is not a City event, it is important to note because of the location. The Downtown Park is used as the venue, and the park has never looked better for the more than 2,500 in attendance.

October brings on planning for our 2nd Annual Halloween Trick or Trot 5K and Monster Fun Run which is held at Porter Park. Registration for this event has already started, and we are expecting an even larger turnout for the 2017 run. We have also begun preparations for our annual Christmas Parade which will also serve as a thank you to all the volunteers who have served with us for the year.

Department Staff

Director of Parks and Recreation – Jim Berman
Recreation & Event Coordinator – Jennifer Shumate
Crew Leader – James Hunter
Maintenance Worker II – Dean Mason
Maintenance Worker II – Brandon Metcalf



MUNICIPAL COURT

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Monthly Report – September 2017

GENERAL SUMMARY

For the month of September, 2017, the Municipal Court filed 95 citations. We had 2 requests for deferred disposition. There were 2 cases successfully closed by driver safety course and 5 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 \$6,539.30 with \$2,269.84 of that being remitted to the State.

Christy PUNCHES, CMCC
Court Administrator



LIBRARY

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Monthly Report – September 2017

GENERAL SUMMARY

The library resumed its regular monthly programs for children after the August break, including:

- Weekly Story Time for preschoolers on Wednesday mornings at 10:15 a.m.
- Create It Club, a STEAM program for K-5th grades the first Tuesday of the month at 4:15 pm
- Legos @ the Library for kindergarten and up on the third Tuesday of the month at 4:15 pm

Attendance at Story Time in September increased 10% over the same period last year, with an average of 20 children each week. More new families have been attending, learning about the program largely through word-of-mouth.

The Friends of the Library Annual Book Sale during Sanger Sellabration on September 9th brought approximately four times the usual number of people into the library compared to a typical Saturday, not including those who only went into the program room for the sale and did not go beyond the foyer. In addition to helping the Friends with various organizational details, library staff put together a “Treasure Chest” sale table inside the library featuring more collectible items. The price for hardcover books was increased from \$1.00 to \$2.00 this year to be more in-line with book sales at other libraries. The total in sales this year was \$1,123, which is higher than the previous two years.

While we had some success with participation in the Teen Advisory Board this summer, schedules during the school year have made it virtually impossible to have regular meetings. It was decided that a more effective approach would be to move towards a volunteer-based engagement system for middle and high school students. We presently have a half dozen teens who are on our volunteer roster, several of whom have performed a number of tasks for the library; 20% of volunteer and community service hours in September were from teen volunteers.

After finally establishing communications with Sanger ISD’s administration near the end of the last school year, we’re planning more ways to connect with the new superintendent, Dr. McCoy-Jackson, and the new high school librarian to better reach Sanger students. In early September, high school art teacher Roxanne Musick set up a display of her students’ artwork here, and the superintendent visited the library to see it.

We hosted a Magic the Gathering program for teens with a new volunteer coordinator on September 16th. If he is able to continue offering this program in future months, we will increase its promotion.

Work continued with Komatsu Architecture on the development of the Feasibility Study/Needs Assessment for a future library (a bond is planned for 2021). The library director reviewed draft documents and worked with the firm on revisions. A concept layout, site plan and elevation were also created by Komatsu architects.



GENERAL SUMMARY

The Finance Department is responsible for all financial, accounting and utility billing operations of the City.

During the month of September 2017, the Department:

- Completed the 2017-18 budget document
- Prepared updates to Utility ordinances
- Established meter reading calendar for 2017-18 fiscal year
- 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	September	YTD 2016-17	YTD 2015-16
Number	318	5,761	5,357
Amount	\$ 1,643,890	\$ 18,672,623	\$ 17,178,123

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	September	YTD 2016-17	YTD 2015-16
Number	35	380	353
Amount	\$ 172,217	\$ 29,825,812	\$ 4,421,224

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	September	YTD 2016-17	YTD 2015-16
Number	281	2,334	2,308
Amount	\$ 316,165	\$ 2,730,891	\$ 2,725,057



Monthly Report – September 2017

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	September	YTD 2016-17	YTD 2015-16
City Council Financial Reports	1	12	12
Departmental Budget Reports	3	26	26

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	September	YTD 2016-17	YTD 2015-16
Number	3,411	40,101	38,752
Amount	\$ 1,150,438	\$ 12,278,887	\$ 11,674,553

Utility Payments Processed	Current Month	YTD 2016-17	YTD 2015-16
City Hall & Mail Payments			
Number	2,405	29,153	29,360
Amount	\$ 957,754	\$ 9,512,847	\$ 9,388,925
Bank Draft Payments			
Number	288	3,192	2,962
Amount	\$ 107,503	\$ 1,053,253	\$ 1,065,422
Online Payments			
Number	642	6,808	5,576
Amount	\$ 200,669	\$ 1,775,163	\$ 1,314,473



Monthly Report – September 2017

GENERAL SUMMARY

Lake Ridge Phase II: The water and sewer lines have been installed, the dirt work had been completed, and we anticipate the street paving to begin this month. A Letter of Map Revision (L.O.M.R.) will be requested for Phase III and Phase IV.

The storm water structures have been completed at Sanger Estates and the street construction should be completed this month, barring any inclement weather.

The concrete paving on the McReynolds Project is 75% complete. Pavecon - Public Works is working on the last large concrete section of paving between East Ridge and Jones Street. Head walls, wing walls and rip rap continue to be constructed on the drainage structures. The temporary traffic signals have been placed at East Ridge, Dove Ridge and Jones Street. We have opened two-way traffic between Indian Lane and Lake Ridge. There will be road closures between Lake Ridge and FM 2164 during construction of the asphalt section. The driveway culvert locations are approved and should be completed this month.

Bids have been opened for Phase III water and sewer line construction between Lois Road and View Road. At this time the bids are being reviewed for awarding a bid acceptance to one of the numerous bidders.

The Texas Department of Transportation (TXDoT) storm water structure under Fifth Street south of Turtle Creek has been completed and Fifth Street has been re-opened to two-way traffic.

The sidewalk construction on Fifth Street between The Old West Café facility and Elm Street has been completed. Additional sidewalk will be constructed on Willow Street between Third and the railroad.

Phase II of the water and sewer line construction between west of Sanger Circle and north of Highway 455 to Lois Road is 99% complete, with clean up and manhole construction in the final stages of the project.

The Fleet Department continues to repair and maintain our vehicles and equipment with 8 scheduled routine maintenance order repairs completed for the month and getting an average of 3 done a day. This month there were 2 emergency repair orders and 0 sublet repairs. There were 64 repair orders completed with a 4 repair order completed per day average. The total cost of repairs came to \$5,384.49. The car wash operation has been modified to offer 24/7 operations for employees that do not work the 7:30 to 5:50 shifts.



WATER

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Monthly Report – September 2017

GENERAL SUMMARY

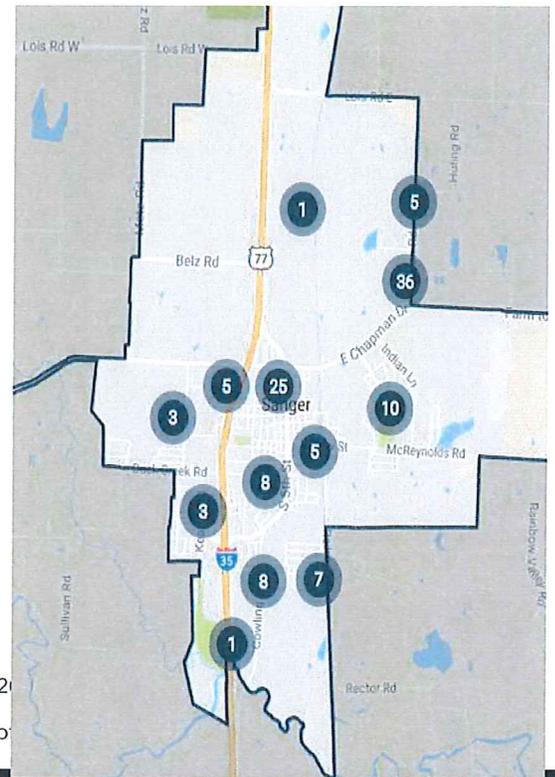
Felix Construction Company continues to work on the Wastewater Treatment Plant expansion project. They were able to finish pouring concrete for the interior walls and roof section of the new Raw Wastewater Pumping Station. New underground electrical duct banks have been installed in several locations throughout the plant and drain pipes have been installed beneath the new primary clarifiers. Abrasive grit blasting continues on the old Plant #1 unit in preparation for recoating the structure. Plant #3 was taken off-line on the 26th of September and Plant #4 was brought on-line, we are hoping this helps with some of the odor issues we have been experiencing. During the September monthly progress meeting it was decided that we will hold an additional meeting each month to be able to resolve any issues that come up in a timely manner. The annual SSO progress report was submitted to the Texas Commission on Environmental Quality on September 28th.

The Water Department replaced two damaged fire hydrants in September and made repairs to 2 water mains and 6 water service lines. 559 water meters were manually read during September and 84 service orders were completed during the month. We installed 32 new water meters and changed out 2 meters that had quit working. We had an electrical problem caused by a loose wire inside the MCC panel at Well #8 that damaged the fuse block at this location. The well is currently off until replacement parts arrive and can be installed. We are experiencing air in the lines in some areas on the west side of Interstate 35. We are isolating the different wells trying to determine where the air is originating from so that we can fix the issue.

Request Type	# Request	% Completed
Connect Water	22	100%
Disconnect Water	13	100%
Occupant Change Water	27	100%
Requested Re-Read Water	9	100%
Water meters and Meter Boxes	34	100%

Water Meters and Meter Boxes	Quantity	% of Meters/Boxes
Meter Swap	2	6%
Missing/New Lid	0	0%
Meter Raise	0	0%
New Meter	30	94%

Miscellaneous	Quantity	% of Miscellaneous
Water Violation/Waste	11	61%
Sanitary Sewer Blockage/Repairs	7	39%
Low Water Pressure	0	0%





STREETS

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Monthly Report – September 2017

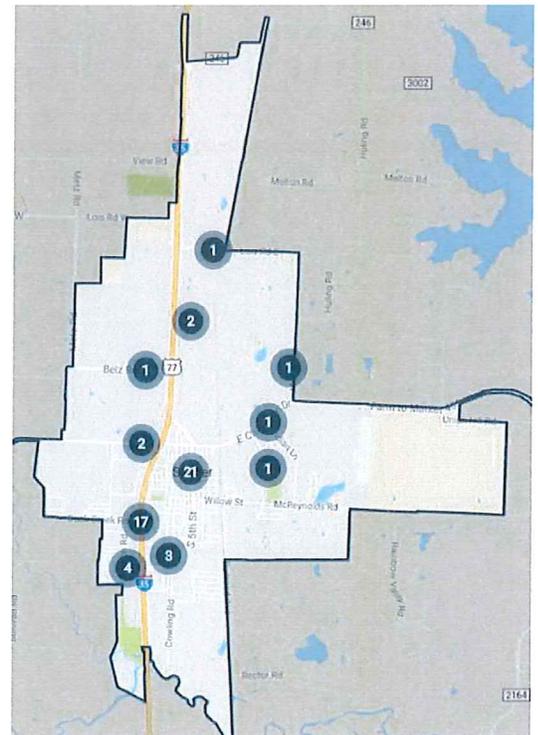
Request Type	# Request	% Completed
Road Hazards	3	100%
Miscellaneous	4	75%
Road Sign Down, Missing, or Broken	10	100%
Low Branches in the Roadway	4	100%
Sidewalk Safety	0	100%
	2	100%

Road Hazards	Quantity	% of Road Hazard
Pot Holes	52	98%
Hot Mix Prep	1	2%

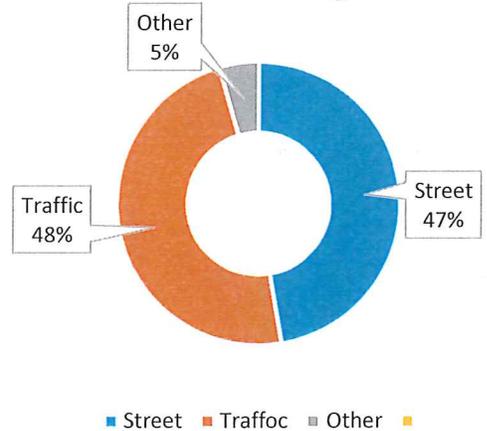
Miscellaneous	Quantity	% of Miscellaneous
Equipment Maintenance	2	50%
Street Closures for Events	2	50%

Road Signs	Quantity	% of Road Signs
Traffic	13	81%
Street	3	6%

Street Work Orders – September 2017



YTD Street Signs





Monthly Report – September 2017

GENERAL SUMMARY

After Hours Summary

For the month of September, the calls included three equipment failures and three non-equipment issues

Daily Summary

- The service truck has been temporarily taken out of commission for engine repairs until further notice.
- The electric dept. is replacing the locks on the entry doors at the break room and offices.
- New service is being built on Chapman Rd for the powder coating facility.(will be approximately a 6 week project)
- New service is being run to the towing service located on I35.
- Sellabration and Homecoming banners being placed and removed on Chapman and Fifth Street.
- Complete rebuild of electrical boxes used for the Sellabration has been completed. Boxes and stage set up and removed the following Monday.
- Underground services being installed at several locations including Serendipity and Ranger Creek.
- Repair line hit by contractor on McReynolds Rd.
- Construction meeting for Lake Ridge new phases.
- Building a graveled area on Utility Rd for power poles that have been pulled.
- Construction meeting at Fish n Ski with Parker electric.
- Doing Inspections and registrations on 3 trucks and 7 trailers for the electric Dept.
- Attended MESE conference in Boerne TX.
- Boring crew is re-pulling conduit on Colonial Heights for repairs from TXDOT contractor hitting electrical lines.
- Boring crew pulling in three phase conduit on Acker St. for future growth.
- Warehouse material audit completed for 2016/17.
- CPR training completed.

