



## CITY COUNCIL

### Agenda Summary

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

#### Proclamations and Resolutions:

- None

#### Ordinances Passed

- **Ordinance #10-31-17** - Amending Chapter 6, Health and Sanitation of the Code of Ordinances; Article 6.100 Weeds, Grass, Rubbish, Brush and Other Objectionable Matter, Sec. 6101 Tall Weeds Grasses or Plants Unlawful.
- **Ordinance #10-32-17** – Amending Chapter 12, Traffic and Vehicles of the Code of Ordinances, Article 12.900 Truck Parking Regulations, Sec. 12.902 Hours.
- **Ordinance #10-33-17** – Amending Chapter 8 Offenses and Nuisances of the Code of Ordinances, Article 8.100 Junked Vehicles, Sec. 8101 Definitions.
- **Ordinance #10-34-17** – Amending Chapter 2, Animal Control of the Code of Ordinances, Article 2.100 Definitions “At Large”.
- **Ordinance #10-35-17** – Amending Chapter 13, Utilities of the Code of Ordinances; Article 13.2100 Industrial Waste Regulations; Sec. 13.2104 Hazardous Metals and Toxic Materials, Revise with Existing Authority, “(b)”; Sec. 13.2113 Requirements for Traps, “(b)”; Sec. 13.2114 Requirements for building sewers; Sec. 13.2302 Responsibility “(b)”; Sec. 13.2305, Customer Service Inspections; Sec. 13.2306 Procedures for Backflow Prevention “(k)-1 and 2”, “(o)”, “(u)”, “(v)”, “(z)-(1-4)”; Sec. 13.2308 Assembly Testing and Testers, “(d)”; Article 13.2400 Wastewater Regulations; Sec. 13.2401 Collection of; Article 13.2500 Alternative Water and Sewer Facilities, (1) Water Wells (Individual and Irrigation), (2) Septic Tanks, (4) Private CO-OP Systems Revised (E).
- **Ordinance #10-36-17** – Amending Chapter 8 of the Code of Ordinances, Article 8.500 “Noise Nuisances” “b” Adding “(10)” Related to Construction Activities



### Contracts/Other Items:

- Approved Recommendation from Pacheco Koch to Award the North Interstate 35 Outfall Sewer Phase II Project Contract to the Low Bidder, Dickerson Construction Company, Inc in the Amount of \$974,490.50.
- Appointed Alina Ciocan as Acting City Manager.

### 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 (8) Open Records Requests and completed them in ten days or less.

#### Summary of Miscellaneous Items:

- Revised Texas Municipal League Intergovernmental Risk Pool (TMLIRP) Insurance Coverage changes and Workers Comp Numbers.
- 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.
- Five Mowing Liens filed. Calculated one payoff.
- Issued One Solicitor Permit.
- Renewal of one Alcohol Permit in process.
- Received 3<sup>rd</sup> Quarter Hotel and Motel Taxes from all entities.
- Revising Forms with new Logos and updated information.
- Updating Website.
- Posted Agendas and Minutes to the website.
- Beginning to prepare information for May 2018 Elections.

#### Training:

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



## HUMAN RESOURCES

### Employees:

- Worked with Well Spring on updates to the city's new healthcare coverage.
- Worked with our Social Media Manager and City Manager to create a social media policy.
- Meet with the employee committee to talk about planning an employee holiday event.
- The City currently has the following positions open for employment:
  - Part Time Firefighter.
  - Full Time Court Clerk
  - Full Time Streets Maintenance.

### Summary of Miscellaneous Items:

- No employee orientations this month.
- Working on material for Department Supervisor Training to be held at a later date.
- Begun drafting proposed changes for the Employee Handbook.
- Reviewing our current Printing contract with Ricoh and preparing for the upcoming end on contact.
- Completed the Texas Municipal Retirement System (TMRS) report.
- Completed the Strategic Government Resources (SGR) report.
- Assisted in processing two open record request.
- Helped with several misc. tasks.

### Training:

- Staff attended The HR Southwest conference in Ft Worth October 2<sup>nd</sup> – 4<sup>th</sup>. At this conference Jeriana Staton, the City's Human Resources Coordinator, had the opportunity to sit in on several classes to learn about current as well as possible upcoming HR topics. While at the conference she was invited to apply as a volunteer by the conference director for next year's conference to assist in the student services division.



POLICE & ANIMAL CONTROL

SANGER  
TEXAS

## Monthly Report – October 2017

During the month of October, officers of the Sanger Police Department responded to a total of 574 calls for service having an average response time of 7 minutes per call. The department issued a total of 57 citations and 43 warnings.

The Texas Department of Public Safety Uniform Crime Reporting tracks seven classifications of offenses. You will find below a list of those classifications as well as any of those classifications the Department responded to:

- Criminal Homicide
- Forcible Rape-1
- Robbery
- Assault -10
- Burglary-1
- Larceny/Theft-5
- Motor Vehicle Theft

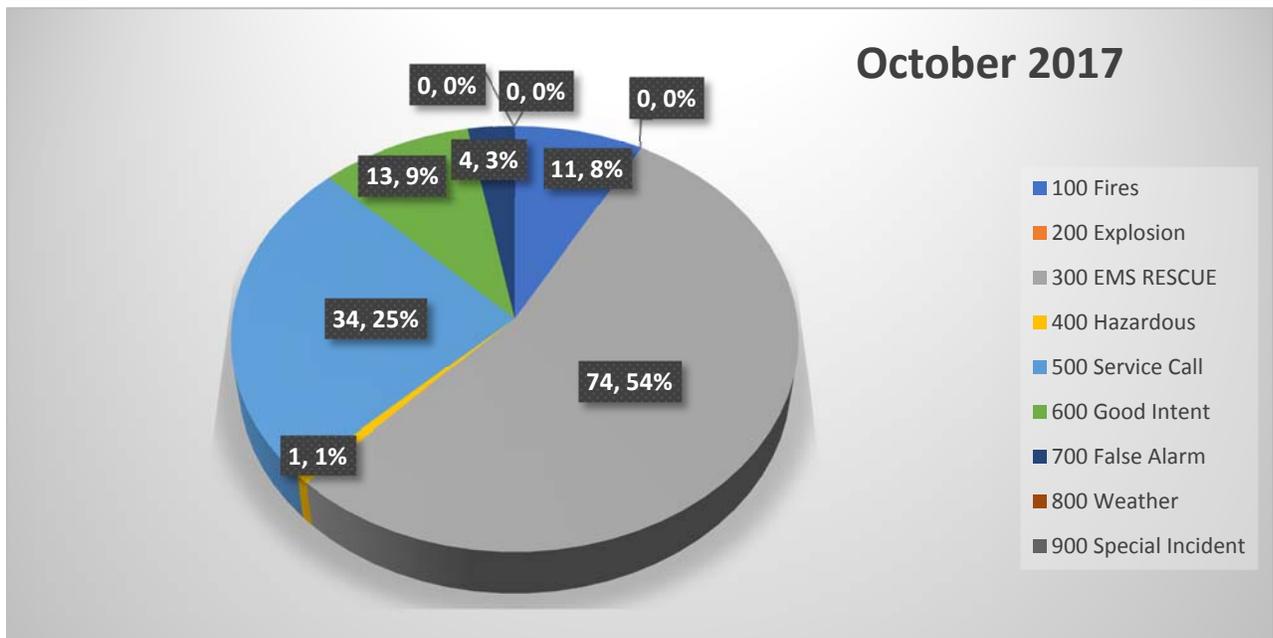
The Sanger Police Department recovered approximately \$ 3000 in stolen property from a residence in Gainesville, Texas. Property was stolen from a storage unit within the city. We are sad to report three fatality related accidents for the month of October.

Chief Curtis Amyx



### Emergency Responses for October 2017

- The Sanger Fire Department responded to 137 emergency incidents during the month of October.
- The busiest incident type was Emergency Medical Incident at 74, followed by 34 Service calls, 13 Good intent, and then 11 Fire related calls.
- The average response time to emergency related events both in the city limit and unincorporated area we serve was 6 minutes and 55 seconds.
- Our average time spent on a medical transport from initial alarm until units are back in service is 1 hour 16 minutes. Our medical units transport most of our patients to Denton hospitals.
- The busiest day of the month for Medical response for October happens to be Saturday, which totaled 11 calls. Out of the 74 medical emergencies most occurred between the hours of 03:00 PM until 03:59 PM and equally 8:00 PM until 8:59 PM.



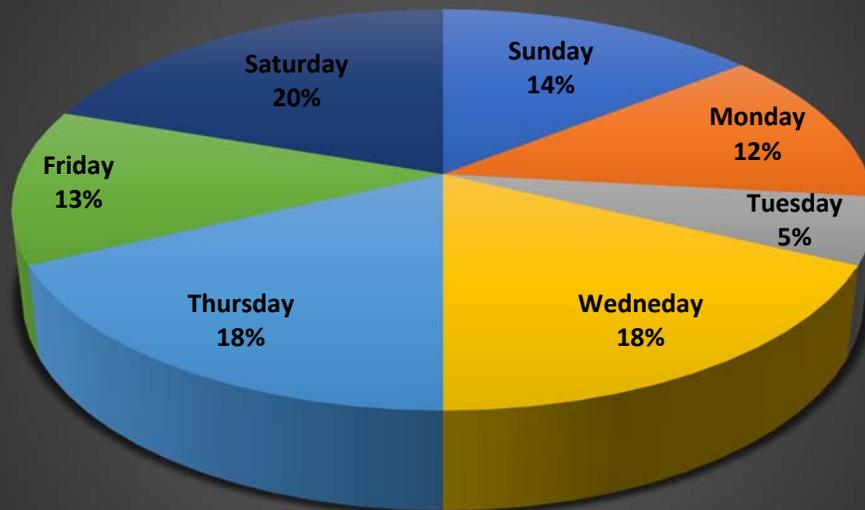


FIRE DEPARTMENT

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Monthly Report – October 2017

### Busiest Day of the Week



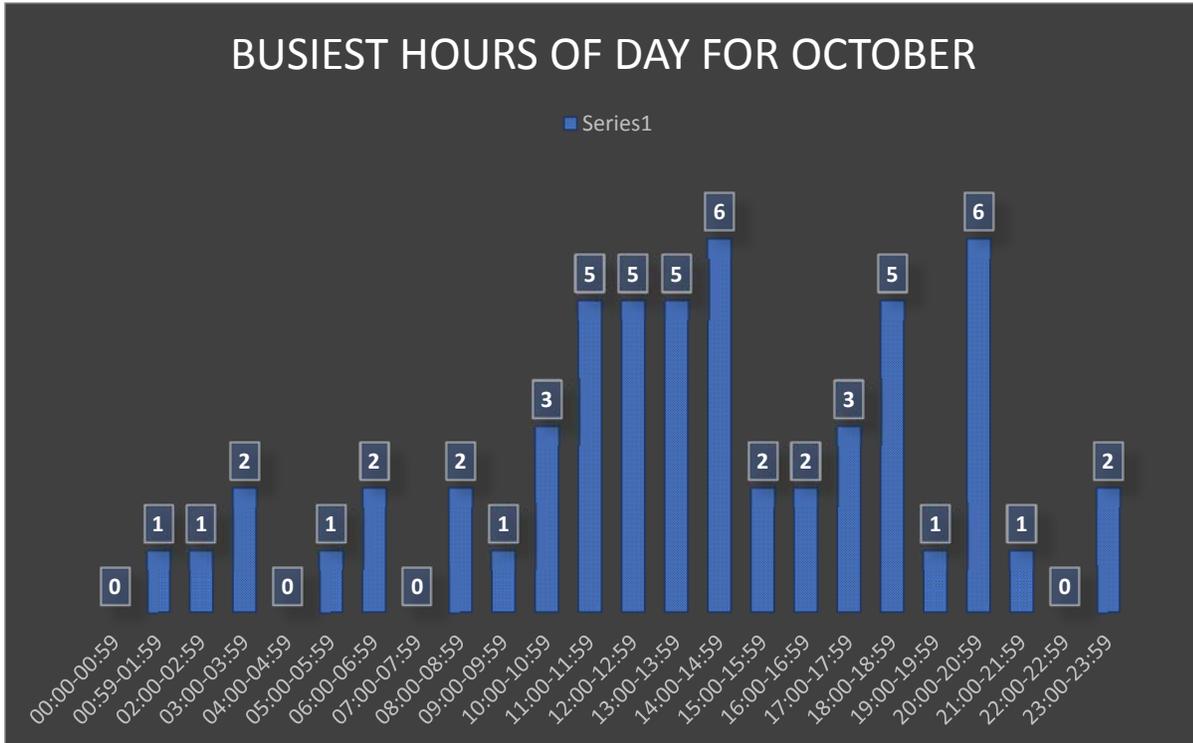
■ Sunday ■ Monday ■ Tuesday ■ Wednesday ■ Thursday ■ Friday ■ Saturday



FIRE DEPARTMENT

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Monthly Report – October 2017





**GENERAL SUMMARY**

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

- Installed new fiscal year budget in the City’s accounting system.
- Scheduled cash handling training sponsored by Government Treasurers’ Organization of Texas for personnel in Finance, Municipal Court, Library and Police Department. Participated in training on October 18, 2017.
- Prepared for the audit for the year ended September 30, 2017, including scheduling audit with auditors, closing out the year and preparing audit confirmation letters, 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	October	YTD 2017-18	YTD 2016-17
Number	565	565	455
Amount	\$ 2,066,966	\$ 2,066,966	\$ 1,536,551

**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	October	YTD 2017-18	YTD 2016-17
Number	31	31	35
Amount	\$ 523,490	\$ 523,490	\$ 168,752



Monthly Report – October 2017

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	October	YTD 2017-18	YTD 2016-17
Number	175	175	164
Amount	\$ 223,965	\$ 223,965	\$ 197,511

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

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	October	YTD 2017-18	YTD 2016-17
Number	3,439	3,439	3,301
Amount	\$ 1,144,306	\$ 1,144,306	\$ 1,042,430

Utility Payments Processed	October	YTD 2017-18	YTD 2016-17
<b>City Hall &amp; Mail Payments</b>			
Number	2,288	2,288	2,458
Amount	\$ 826,607	\$ 826,607	\$ 931,089
<b>Bank Draft Payments</b>			
Number	290	290	261
Amount	\$ 97,855	\$ 97,855	\$ 101,926
<b>Online Payments</b>			
Number	609	609	501
Amount	\$ 169,427	\$ 169,427	\$ 149,780



Monthly Report – October 2017

**BUILDING PERMITS**

Residential	New	Alteration	Total
# Permits	8	5	<b>13</b>
# Inspections	294	14	<b>308</b>
Valuation	\$1,935,109	\$12,000	<b>\$1,947,109</b>
Fees	\$68,170	\$900	<b>\$69,070</b>

Commercial	New	Alteration	Total
# Permits	0	1	<b>1</b>
# Inspections	9	14	<b>25</b>
Valuation	\$0	\$70,000	<b>\$70,000</b>
Fees	\$0	\$740	<b>\$740</b>

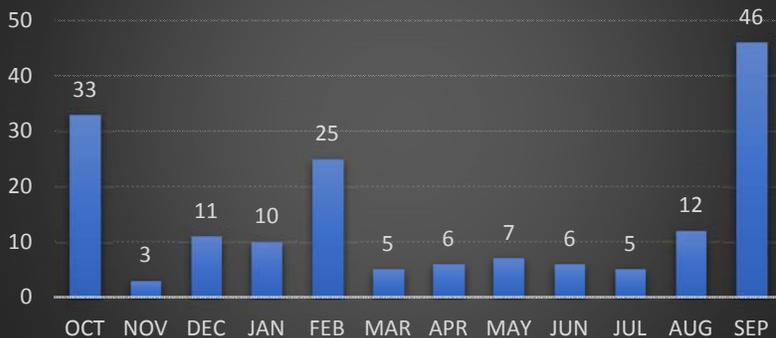
Miscellaneous /One Stop	
# Permits	41
# Inspections	47
Valuation	\$17,872
Fees	\$3,025

**NEWS**

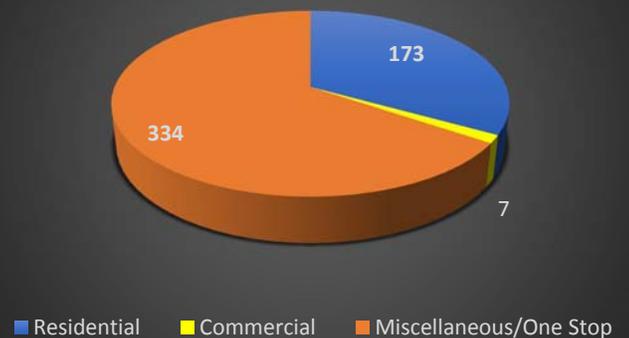
Stefani Dodson joined the Economic & Community Development team in the role of **Permit Technician**. Stefani started her career with the City of Sanger in 2010 working in the Municipal Court.



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



Building Permits FY 16-17

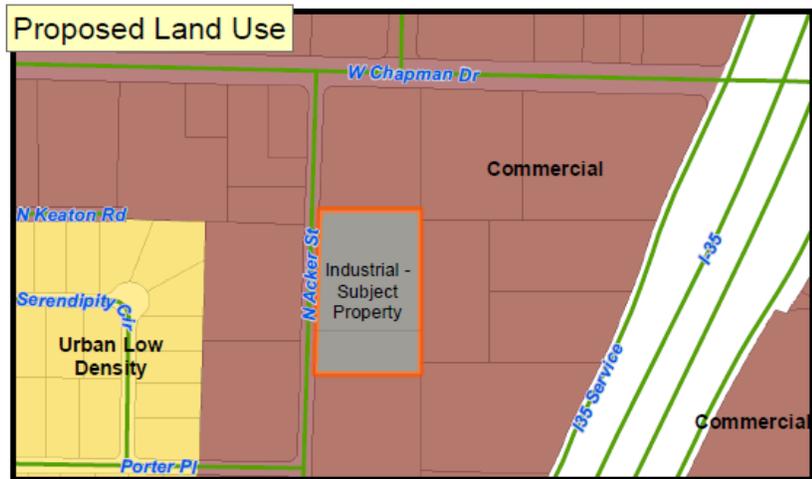




PLANNING & ZONING

Case # 17SANZON-0023

Request to amend the Comprehensive Plan and Future Land Use Map to change two tracts of land from Commercial Use to Industrial Use.

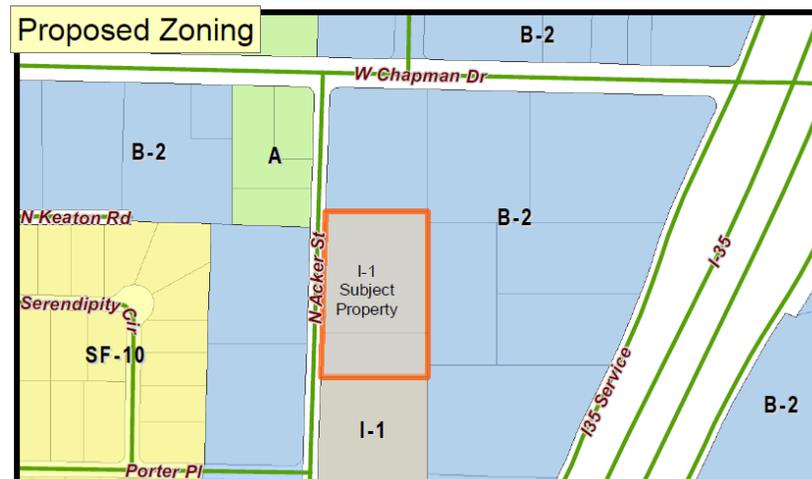


Planning & Zoning Commission APPROVED  
City Council APPROVED

Case # 17SANZON-0022

Request to rezone two tracts of land from B-2 Business District to I-1 Industrial District.

Applicant: Louis Chenault / Withsun Properties



Planning & Zoning Commission APPROVED  
City Council APPROVED



DEVELOPMENT SERVICES

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Monthly Report – October 2017

## PLANNING & ZONING

Case # 17SANZON-0024

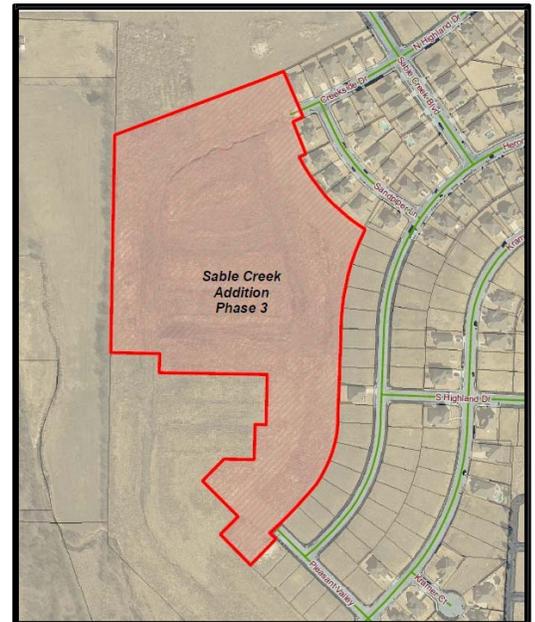
Case # 17SANZON-0025

Request to approve the preliminary plat and final plat of the Sable Creek Addition Phase 3 (69 lots).

Applicant: Sable Creek Partners, Ltd.

Planning & Zoning Commission  
APPROVED

City Council  
APPROVED





## GENERAL SUMMARY

The sidewalk construction on Willow Street between Fifth Street and the railroad has been completed. The sidewalk construction on Fifth Street between the Old West Café building and Elm Street has been completed. The contractor constructed several storm water structures under the sidewalk to allow the storm water access to the drainage ditches on Fifth Street.

**Lake Ridge Phase II:** The concrete street paving has not started, but the paving contractor plans to complete the street paving in November, weather permitting. The Letter of Map Revision (LOMR) for Phase III and IV has been completed and submitted for review. We anticipate reviewing the LOMR as soon as we receive it, and plan to complete a review within a two-week time frame to submit updates and requirements to the engineering firm so they can submit the LOMR to FEMA for their approval.

**Phase II** water and sewer line construction is 99% complete, with clean up and manhole construction still to be completed. **Phase III** water and sewer line construction, between Lois Road and View Road, is moving forward. The bid has been awarded to Dickerson Construction, and they are in the process of completing the final paper work so they can begin construction.

The **McReynolds Paving Project** has progressed quite a bit this month. The concrete paving is 98% complete, and the drainage structure crew has completed the drainage structures between Jones Street and MABAK Construction headquarters. The contractor will be ready to start the grade adjustments between Lake Ridge and FM 2164 in November. There will be road closures between Lake Ridge and FM 2164 during the construction of the asphalt section. Two-way traffic will be open this week between Lake Ridge and Ranger Creek, with some shoulder work and half of the intersection at Jones Street and Willow Street the final piece of concrete paving to be completed.

The street light installation will continue in the **Sanger Circle** subdivision.

The concrete street paving in **Sanger Estates** has been completed. The installation of underground electrical service is planned to begin in November.

The Fleet Department completed a major engine repair on one of the Electric Department service trucks, and is in the process of installing a new motor in one of the Street Department pickups. The cam shaft bearings disintegrated, causing a lot of damage to the engine. Maintenance and repairs continue on our other vehicles and equipment.



**STREETS**

**SANGER**  
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**Monthly Report – October 2017**

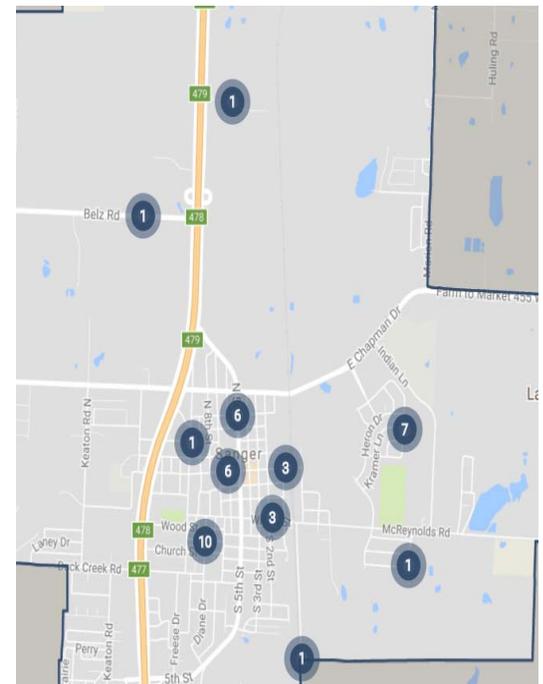
Request Type	# Request	% Completed
Road Hazards	15	100%
Miscellaneous	6	100%
Road Sign Down, Missing, or Broken	6	100%
Low Branches in the Roadway	4	100%
Sidewalk Safety	9	100%

Road Hazards	Quantity	% of Road Hazard
Pot Holes	12	48%
Lime Stabilization	8	32%
Core Samples	5	20%

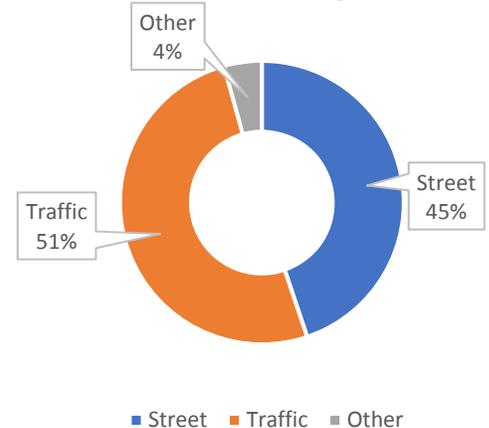
Miscellaneous	Quantity	% of Miscellaneous
Building Maintenance	3	50%
Material Hauling	1	17%
Ditch Maintenance	2	33%

Road Signs	Quantity	% of Road Signs
Traffic	6	100%

Street Work Orders – October 2017



YTD Street Signs





WATER

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## Monthly Report – October 2017

Felix Construction Company continues to work on the **Wastewater Treatment Plant** expansion project. They were able to finish all major concrete pours for the Raw Wastewater Pumping Station. They were able to pour the floors for both clarifiers this month and have begun setting forms to pour the walls for Clarifier #1. The 10” and 14” SRS lines were installed between the Raw Wastewater Pumping Station and the step screen. The 24” effluent line was installed between the UV chamber and the plant outfall. The interior dirt work was completed on the Equalization Basin in preparation for installing the liner. Sandblasting was completed in the #1 Plant this month and baffle walls will be installed before the structure is recoated. Holes were sawed through the floor of the Dewatering building so that floor drains can be installed.

Walker Engineering was able to install conduit in 5 electrical duct banks and install 2 electrical junction manholes this month.

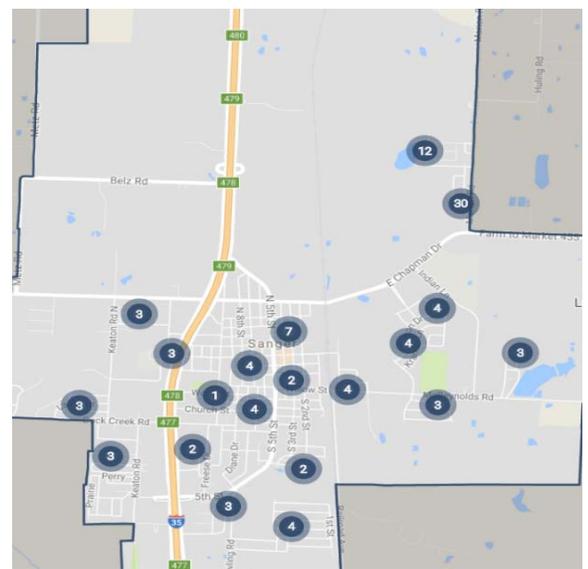
Dickerson Construction has called in locates between Lois and View Roads in advance of beginning work in that location. They are going to install 12” water and sewer lines from Lois Road north to View Road to support future growth along the I-35 corridor.

The Water Utilities Department repaired 3 sewer lines, 6 water service lines and 3 water mains in October. 620 water meters were read manually and 99 service orders were completed during the month. We installed 36 new water meters and replaced 5 meters that had quit working. A new fuse block was installed at Well #8 and the well is operating once again. A new 60 horsepower submersible pump and a 4” check valve were installed at South Bottom Lift Station this month. There was a total of 23 cutoffs on disconnect day this month.

Request Type	# Request	% Completed
Connect Water	10	100%
Disconnect Water	14	100%
Occupant Change Water	30	100%
Requested Re-Read Water	4	100%
Water meters and Meter Boxes	37	100%

Water Meters and Meter Boxes	Quantity	% of Meters/Boxes
Meter Leak	1	3%
Angle Stop Repair	1	3%
New Meter	35	94%





MUNICIPAL COURT

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Monthly Report – October 2017

## SANGER MUNICIPAL COURT

- For the month of October, 2017, the Municipal Court filed 52 citations.
- There were 7 requests for deferred disposition.
- There were 5 cases successfully closed by driver safety course and 20 by deferred disposition.
- The court did close 25 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$7,515.20 with \$2,340.70 of that being remitted to the State.

Christy Punches, CMCC  
Court Administrator



ELECTRIC

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## Monthly Report – October 2017

### GENERAL SUMMARY

#### Daily Operations

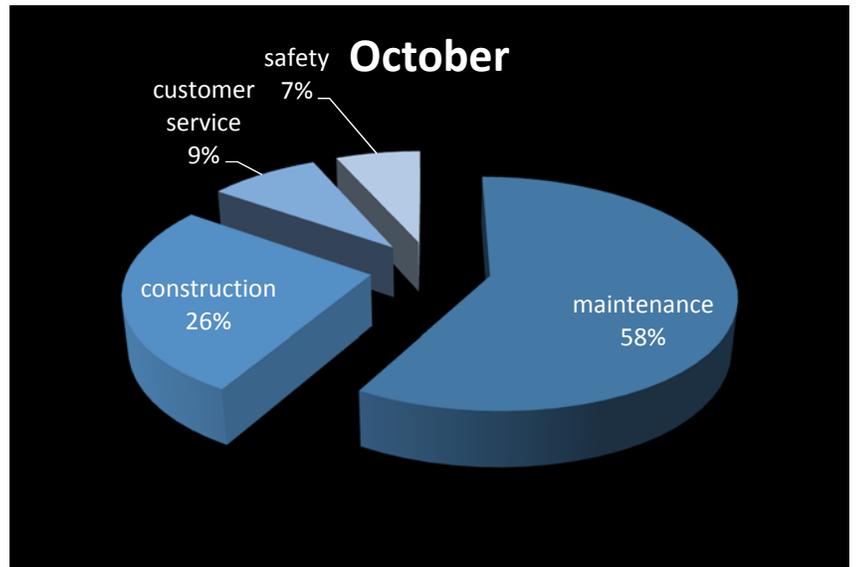
The Electric Department has concentrated primarily on maintenance during the month of October. Tree trimming of secondary services has been at the top of the list with pad mount transformer leveling and insect baiting at a close second. All after hour employee response times were made within the required time allowed.

#### Construction

- Service to the powder coating facility has been completed and is ready to be energized.
- Fish n Ski primary conduit bore has been installed and should be ready for primary and transformer to be placed.
- Lake Ridge development.
- Road crossings are scheduled to be installed by WillBros.

#### Service Truck/After Hours combined

- Connects -17
- Disconnects - 21
- Occupant change -34
- Cutoffs -32
- Reinstates -23
- Service changes -10 (meter changes)
- Customer side issues – 3





## Monthly Report – October 2017

**Operations** in Parks Department continued with 260 acres mowed for the month of October along with their usual maintenance of parks, city buildings, and sports fields. We saw 41 brush orders for an estimated 28 labor hours this month with 100% of the orders being completed within 10 days and the average brush order being 3 days.

Our facilities were rented 22 times in the month of October and more than doubled facility rentals for September. We are on track for yet another busy facility rental month for November. Our facilities include our Community Center and Historic Presbyterian Church as well as park pavilions.

We are officially into the fall season and that has brought new fall color and plants to our planters at both the Historic Presbyterian Church as well as the Downtown Park. We have tree work to complete at Porter Park and we are decorating for the Christmas season. November is always a very busy month!



On the **Recreation** side October hosted our second annual Trick or Trot 5K and Monster Fun Run! We had over 80 registered participants and even more came out to join in on the fun! The Monster Fun Run is a lap around Porter Park and includes trick-or-treat stations along the way. The 5K is a very competitive race and proved very interesting with the runners running in



## Monthly Report – October 2017

costume. A costume contest is also held with trophies being awarded for 1<sup>st</sup>-6<sup>th</sup> place as well as a Grand Prize and a family costume winner!



The month of October also brings the Safe Spook event that is hosted by the Sanger Area Chamber of Commerce. The Parks and Recreation Department participated and the Downtown Park hosted the event. There were approximately 1,200 kids seen out on Halloween!



Our Facebook page is still experiencing a steady growth up to 1,191 likes at the end of October which is an increase of 237 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.

Kickball is still going strong and fun was had by all teams in the month of October. It is a close race between all four teams that seem to be very evenly matched. Playoffs are set for the month of November!



PARKS AND RECREATION

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★ TEXAS

## Monthly Report – October 2017



### 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 – October 2017

- A rearrangement of several sections was completed by staff and teen volunteers during the library's closure on Saturday, October 14<sup>th</sup>. Some shelving was disassembled and relocated to better accommodate the new arrangement, which included moving junior fiction to an area adjacent to the children's section and adult paperback fiction near the rest of the adult fiction collection. DVDs and audiobooks were also moved to allow for growth, and an inventory of these sections was performed.



- Results of the Community Survey and the professional Needs Assessment, Site Evaluation and Basic Conceptual Design were presented by Audrey Tolle, Library Director and Karl Komatsu of Komatsu Architecture at the City Council's Work Session on October 16<sup>th</sup>.

Both the survey and needs assessment documents are available on the library's website at [www.sangerlibrary.org/page/library\\_future](http://www.sangerlibrary.org/page/library_future).

- Programs included:
  - Create It Club on 10/3
  - Legos @ the Library on 10/17
  - One-on-One Tech Time on 10/21
  - Pumpkin Decorating on 10/24
  - Book Club on 10/24
  - Knitting & Crochet on 10/7 and 10/21
  - Safe Spook & Pumpkin Contest Voting on 10/31
  - Yoga Class on Monday and Thursday evenings

