





CITY COUNCIL

Agenda Summary

The following items were approved by the Mayor and City Council in October 2018.

Plats Approved:

- Approved a Replat of Lots 1R, 2R, & 3R, Block 1, L.L.& T. Addition being a replat of Lot 1, Block 1 L.L.& T. Addition, being 7.026 Acres in the Reuben Bebee Survey 1-29, and being in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, generally located north of FM 455 and approximately 1300 feet east of the intersection of Union Hill Road and FM 455.
- Approved a Final Plat of Lot 1, Block A, DeJernett Addition, being 3.986 acres in the R. Bebee Survey A-29 and in the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, generally located east of Union Hill Road and approximately 335 feet north of the intersection of Union Hill Road and Muir Road.
- Approved a Minor Plat of Lot 1, Block A, Gerritzen Addition, being 6.08 acres in the B.F. Lynch Survey, Abstract Number 725 and being in the Extraterritorial Jurisdiction (ETJ) located west of Melton Road and approximately 1660 feet north of the intersection of Melton Road and Lois Road East.
- Approved Preliminary Plat of Lots 1-14, Block A, Lakeside Addition, being 62.91 acres in the Carmel Manchaca Survey, Abstract Number 790, within the Extraterritorial Jurisdiction (ETJ) of the City of Sanger, generally located between FM 2164 on the west and FM 455 on the east and approximately 1200 feet south of the intersection of FM 2164 and FM 455.
- Approved Preliminary Plat of Lots 1-20, Block A, Lots 1-6, Block B and Lots 1-24X, Block C, Parkbrook at Sanger Circle, being a replat of part of Lots 1A-4A, and all of Lots 5A-8A, Block A of Marion Point Acres and being 19.51 acres in the Reuben Bebee Survey, Abstract No. 29 within the City of Sanger, generally located east of Marion Road and approximately 1200 feet north of the intersection of Marion Road and FM 455.
- Approved the Minor Plat of Lot 1, Sanger Circle Amenity Center, being 1.30 acres in the Reuben Bebee Survey, Abstract NBO. 29 within the City of Sanger and generally located south of Avion Drive and approximately 290 feet west of the intersection of Avion Drive and Bridle Path.

Other Items:

- Approved and authorized City Manager to execute Amendment #2 with Perkins Engineering Consultants, Inc. in the amount of \$10,000.00 for additional engineering services related to the Cowling Road Pump Station Improvements (Nitrification Project).
- Approved and authorized the City Manager to execute Amendment #6 with Alan Plummer Associates, Inc. in an amount not to exceed \$55,400.00 to provide for assistance in the startup operation of Plant 1 and additional services in relation to the Sanger Wastewater Treatment Plant Improvement Project.
- Resolution #10-1-18 – Acknowledging the transfer of electric service from the City of Sanger to CoServ for certain homes within the Quail Run, Lakeridge, Southwest and Bourland subdivisions.
- Approved and Authorized the City Manager to execute Change Order #4 for the McReynolds Project with Pavecon Public Works, LP in the Amount of \$108,267.11



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 Ordinances and Contracts attested.

Open Records

- Processed twenty-eight (28) Open Record Requests and completed them in ten days or less.

Solicitor Permits

- No Itinerant Merchant or Solicitor Permits issued in September.

Summary of Miscellaneous Items:

- Seventeen (5) Properties Mowed, Liens Pending for June – Three pending lien payoff payments for release of liens totaling \$7,593.35 and \$6,219.40 and \$3,393.00. for a total of \$17,205.75
- One pending Alcohol Permit Renewals in process.
- Received Quarterly Hotel Motel Taxes. For a Total of \$6,123.10
- Updating TML Insurance records to include new additions, deletions for audit.
- Updating website, posted agendas; updating minutes and ordinances on the website.
- Working with vendor Granicus to streamline meeting agenda format.
- Preparing calendars and packets for May 2019 Elections.

DID YOU KNOW...

Residents of the City of Sanger have access to SPAN Denton County Transit for transportation services. For additional information on services and fares, go to <http://span-transit.org/how-to-use-2/> or call (940) 382-2224.



HUMAN RESOURCES

Employees:

- Completed Texas municipal retirement system monthly report.
- Completed Texas Workforce Commission.
- Human Resources held zero employee orientations during the month of October.

Training:

- Human Resources attended Fred Pryor training online.
- Human Resources attended NTSHRM monthly lunch and learn.
- Human Resources volunteered for the HR Southwest Conference in Fort Worth.
- Human Resources was named for the position of VP of Membership for NTSHRM in Denton.
- Human Resources Coordinator will be setting for the SHRM certification test in the winter of 2018.

Summary of Miscellaneous Items:

- Assisted with several open records requests.
- Helped with several miscellaneous tasks.

DID YOU KNOW?





Monthly Report October 2018

During the month of October 2018 Officers of the Sanger Police Department responded to a total of 609 calls for service having an average response time of 6 minutes per call. The department issued a total of 63 citations and 30 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 -6
Burglary-4
Larceny/Theft-3
Motor Vehicle Theft- 2
Officer Assaulted

Top 10 most commonly broke driving laws in Texas.

- 1) Ran red light
- 2) Use of phone
- 3) Not wearing seat belt
- 4) Driving under influence
- 5) Driving without a license
- 6) Driving without insurance
- 7) Speeding
- 8) Parking violations
- 9) Driving without headlights
- 10) Improper u turn

DID YOU KNOW...

Parking on the wrong side of the roadway is against the law and can be a hazard.

Chief Curtis Amyx



MUNICIPAL COURT

Case Activity:

- For the month of October, 2018, the Municipal Court filed 66 citations.
- There were 5 requests for deferred disposition.
- There were 4 requests for driver safety course
- There were 7 cases successfully closed by deferred disposition and 9 cases successfully closed by driver safety course.
- The court closed 17 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$4,791.55 with \$1,926.83 of that being remitted to the State.

DID YOU KNOW...

45.201(d), C.C.P. Municipal Prosecutions

It is the primary duty of a municipal prosecutor not to convict, but to see that justice is done.

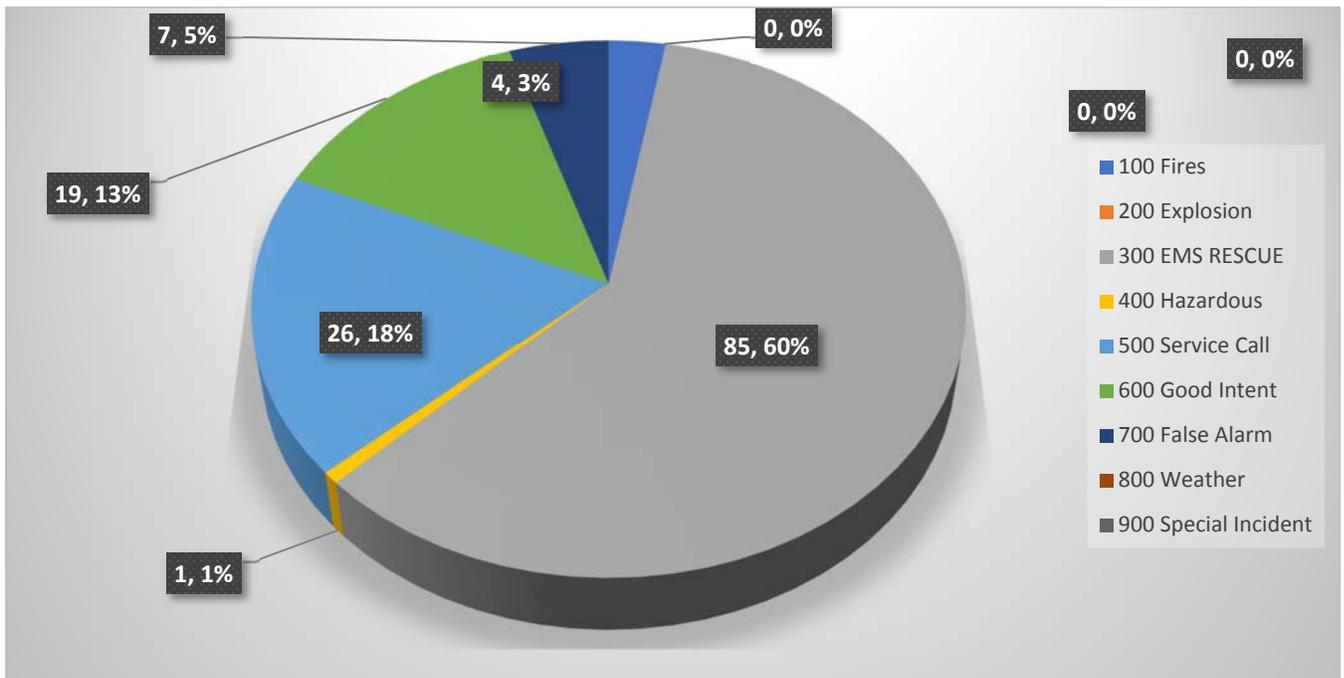


Emergency Responses

The Sanger Fire Department responded to 142 emergency incidents during the month of October. The top four busiest incident types:

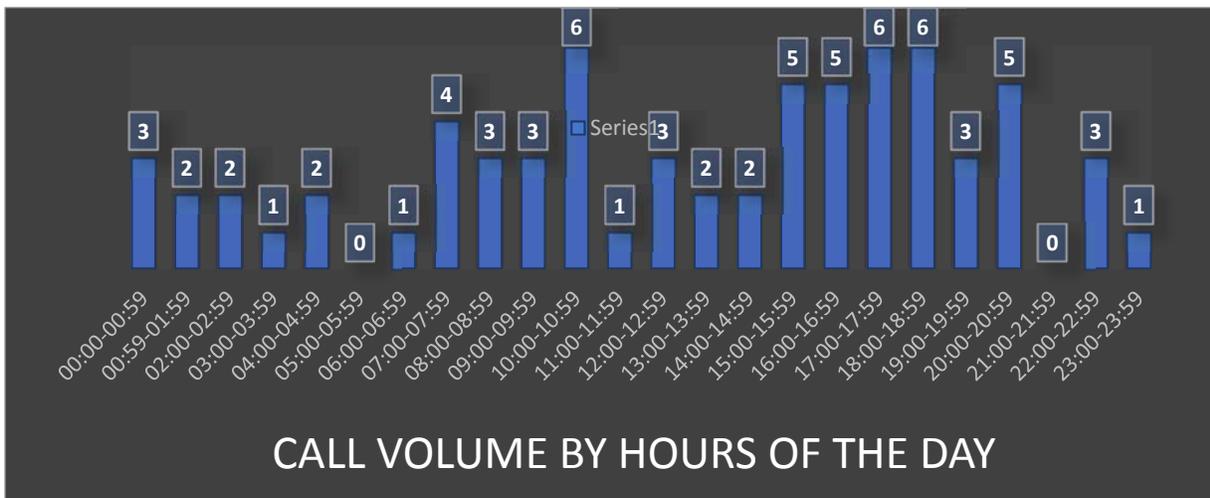
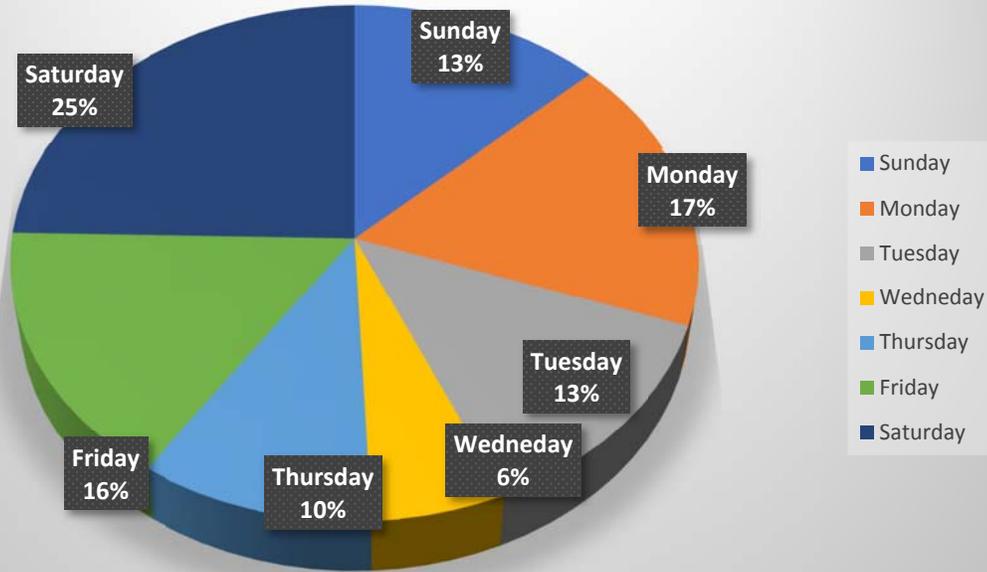
- 92 Emergency Medical Incident
- 24 Service calls
- 12 Good Intent incidents
- 3 related incidents

- The average response time for emergency related incidents was 7 minutes and 06 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 1 hour 32 minutes.
- The busiest day of the week for EMS transports during the month October was Saturday with 25% of the transport call volume.
- Emergency Medical call accounted for 60.67% of the total call volume.





Busiest Transport Day of the Week



CALL VOLUME BY HOURS OF THE DAY



Monthly Report – October 2018

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 October 2018, Finance Department staff:

- Processed all activities in order to close the 2017-2018 fiscal year
- Prepared for the annual financial audit
- Continued work on the 2018-2019 Annual Budget
- 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 Utility Customer Service Office is open early each weekday so customers can handle business before 8:00 am. Office hours are as follows:

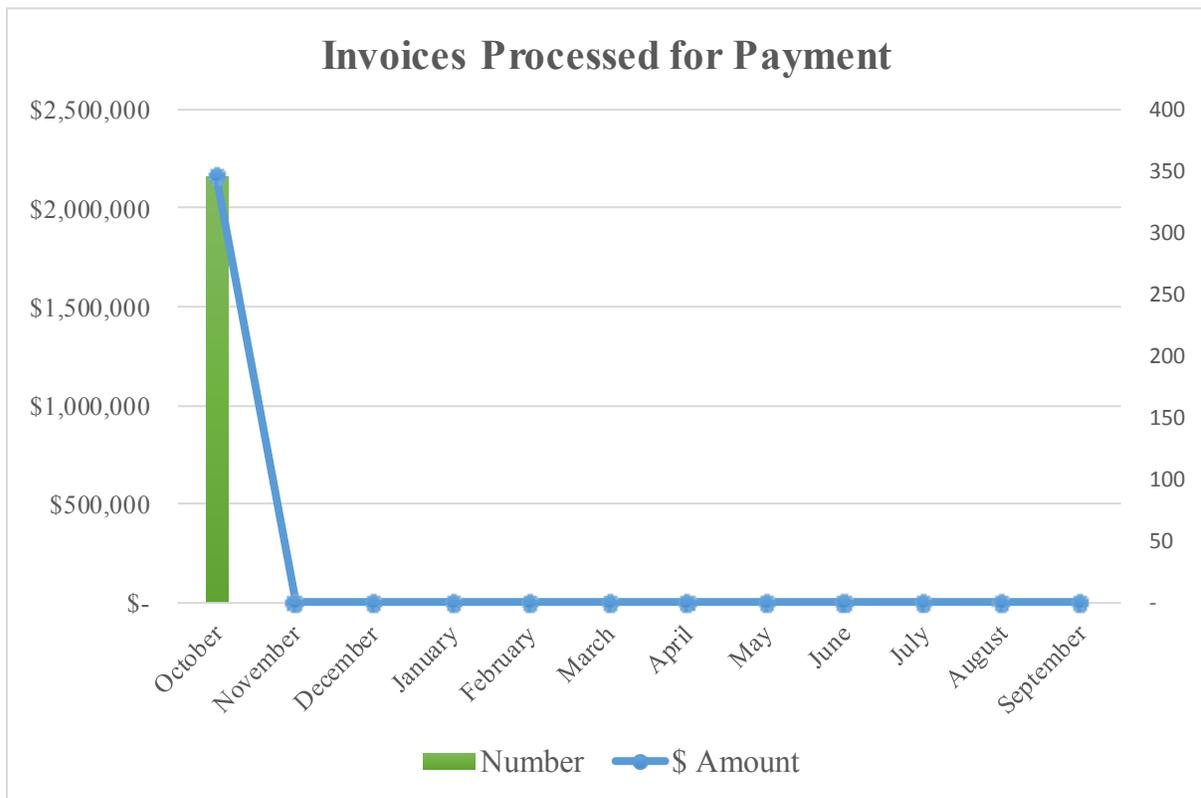
- *Monday-Friday from 7:30 am to 5:00 pm*
- *Friday from 7:30 am – 11:00 am.*



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	345	\$ 2,164,758
17-18 TYD	565	\$ 2,066,966
16-17 TYD	455	\$ 1,536,551

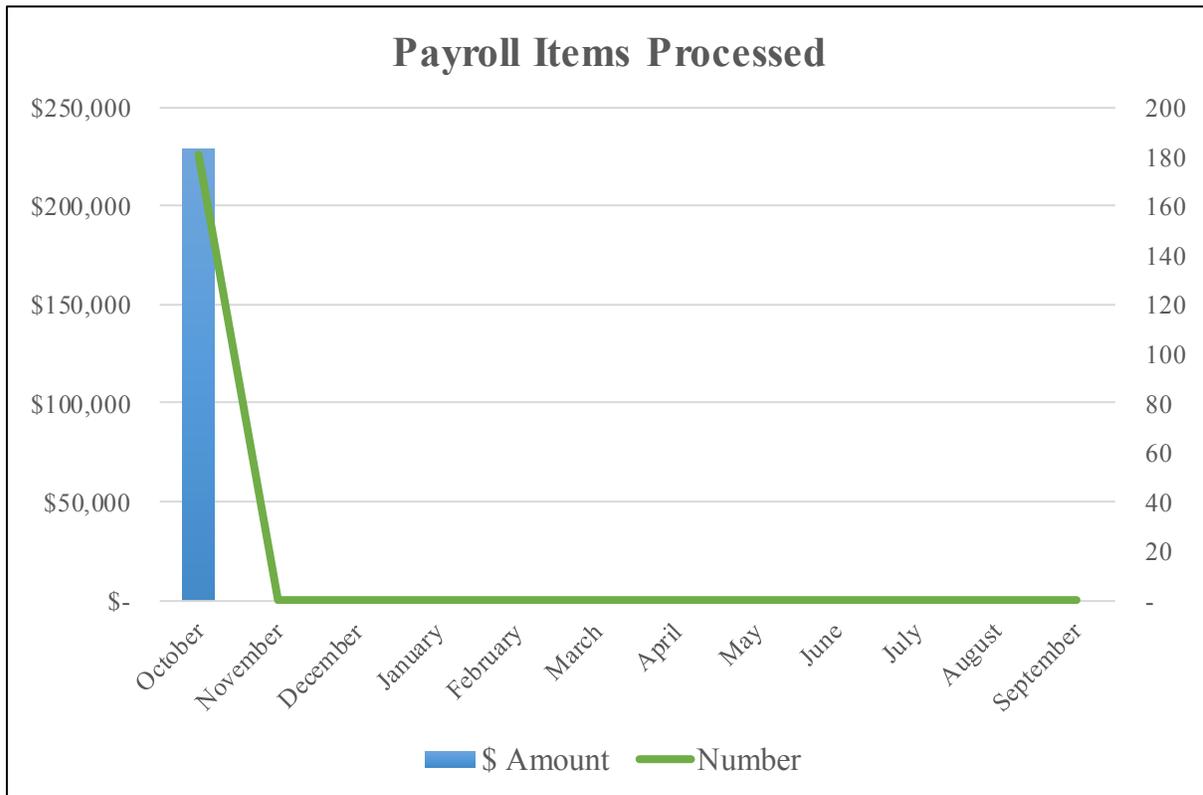




Payroll Function

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	181	\$ 228,714
17-18 YTD	175	\$ 223,965
16-17 TYD	164	\$ 197,511





Purchase Order Function

The purpose of the Purchase Order function is to provide purchasing management and support to departments and suppliers so that the City has the resources available to accomplish its mission in a timely and efficient manner.

Purchase Orders Issued		
Year	Number	Amount
18-19 YTD	31	\$ 523,490
17-18 YTD	31	\$ 523,490
16-17 YTD	35	\$ 168,752



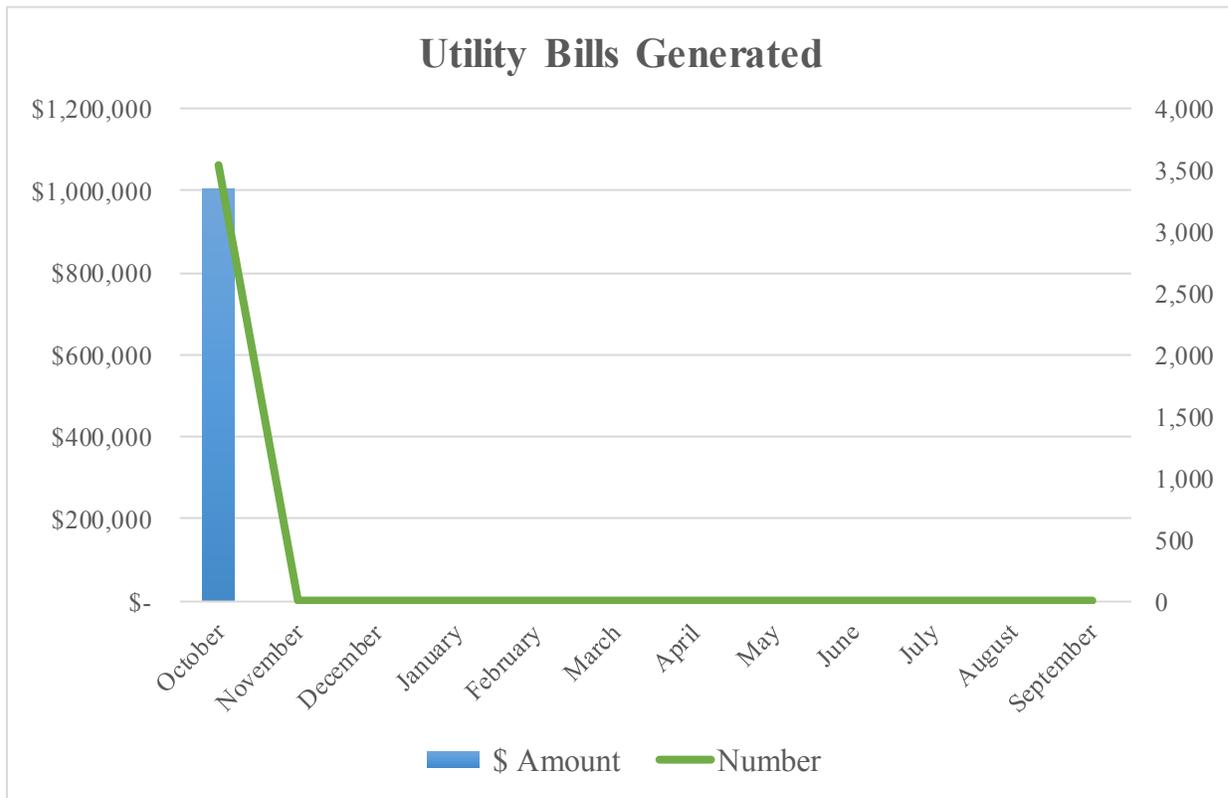


Utility Customer Service Function

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	3,545	\$ 1,001,389
17-18 YTD	3,439	\$ 1,144,306
16-17 YTD	3,301	\$1,042,430





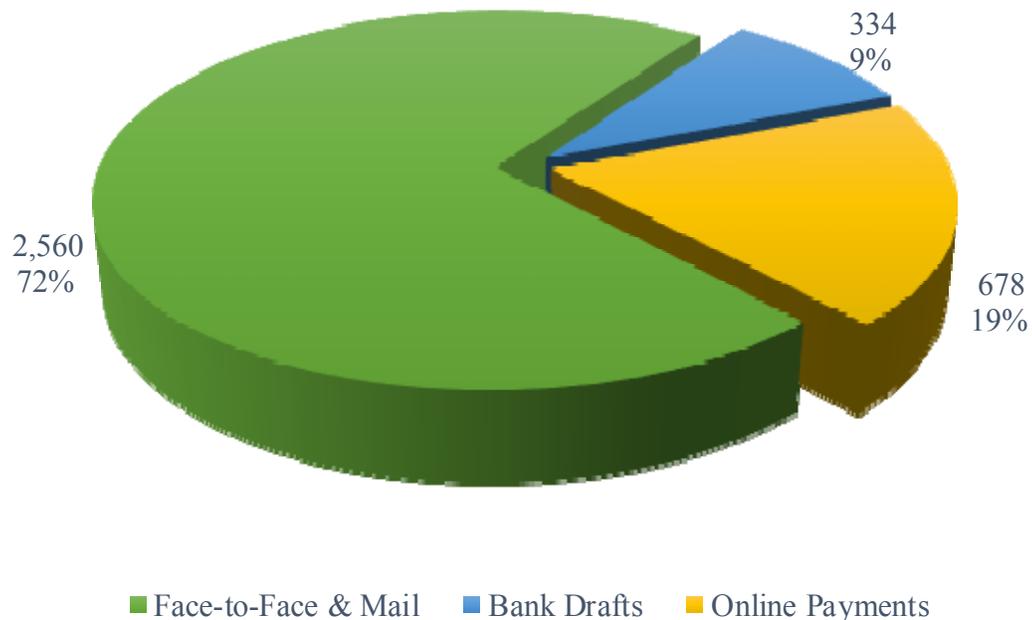
Utility Customer Service Function

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Payment Processing Activity

Utility Payments Processed		
Year	Number	Amount
18-19 YTD	3,572	\$ 1,249,187
17-18 YTD	3,187	\$ 1,093,889
16-17 YTD	3,220	\$ 1,182,795

Utility Payments Processed YTD by Type





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	1	2
17-18 YTD	1	2
16-17 YTD	1	2



Monthly Report – October 2018

BUILDING PERMITS

Residential	New	Alteration	Total
# Permits	2	3	5
# Inspections	113	7	120
Valuation	\$507,599.00	\$60,000.00	\$567,599.00
Fees	\$11,915.00	\$487.90	\$12,402.90

Commercial	New	Alteration	Total
# Permits	1	0	1
# Inspections	18	16	34
Valuation	\$6,754,041.00	\$0	\$6,754,041.00
Fees	\$116,023.60	\$0	\$116,023.60

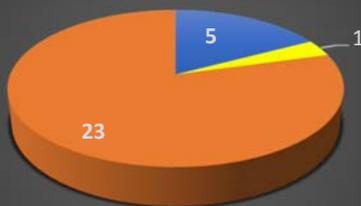
DID YOU KNOW...

That starting in 2019 The City of Sanger will be updating to the 2015 ICC building codes.

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

Miscellaneous /One Stop	
# Permits	23
# Inspections	33
Valuation	\$141,478.30
Fees	\$1,750.00

Building Permits YTD



■ Residential ■ Commercial ■ Miscellaneous/One Stop

New Single-Family Residential Permits FY 18 - 19





ECONOMIC DEVELOPMENT

SANGER
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Monthly Report – October 2018

About your Sanger EDC

The purpose of the Sanger Economic Development Corporation, alongside the City of Sanger, is to strengthen the local economy by reinvesting local sales tax dollars back into our community. The Type A Economic Development Board is made up of five area residents appointed by the City Council. The A board is empowered to expend funds for expanding existing businesses or attracting new businesses that will create primary jobs within the community. Type A funds come from a ½ cent sales tax and can only be used for specific economic development activities.

Staff Updates

The North Central Texas College's Adult and Continuing Education, in collaboration with the Sanger Economic Development Corporation, offered small business owners free training on resources available to them during a come-and-go-event on Thursday, October 25th, at the Sanger Public Library. The event included information on how to take advantage of taxpayer-funded programs meant to help small businesses. Resources offered included guidance on business plans, cash flow, loans, tax reductions and more.

Staff attended the annual Texas Economic Development Council (TEDC) that took place October 17-19, in Fort Worth. Featured topics covered at the 2018 annual conference included Texas Comptroller's Role in Economic Development and Economic Forecasting, Ethics and Economic Development, Sell Your Project With the Facts: Presenting Economic Development Impacts to Gain Buy-In, New Data Sources and How They Are Changing Business Attraction and Retention, Clicks vs. Bricks: What's a Winning Retail Strategy and so much more. In addition to the Annual Conference, the TEDC hosts several conferences throughout the year including a Mid-Year Conference in June and a Winter Conference in February. The TEDC Conferences are a great resource for learning from economic development experts on issues and trends, as well as from fellow peers through group roundtables and other networking sessions.

Support your hometown! SHOP LOCAL



DID YOU KNOW...

When you invest money in your local economy you're not just helping local business owners – you're helping yourself. You're making your town a better place to live in, with a rich character, a thriving economy, and a tight knit community. The more local businesses prosper, the more new ones will open – making it easier to continue shopping locally in the future. Shop local and support our local businesses in SANGER!

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PUBLIC WORKS

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Monthly Report – October 2018

Sanger Circle Phase 6: Civil plans are being reviewed by the review engineer.

Sable Creek: Street lights are operational, installing handicap ramps.

McReynolds: The permanent fence is being installed, all of the storm water structures are complete, guardrail, driveways and permanent signs and mowing should be completed by the end of November.

Willowood: The water mains complete and being disinfected; the sewer lines and storm water structures are complete; franchise utilities and the concrete paving should start this month.

Parkbrook: The Preliminary Plat has been approved.
No activity to date

R & L Carriers: The concrete paving is complete; the iron work for the main building continues.

Arrowhead Estates: Storm sewer construction began, utility installation will start as soon as the weather allows.

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 0 emergency repair orders. The fleet department sublet 0 repairs costing \$0 total. There were 51 repair orders completed with 3 repair orders completed per day average. The total cost of these repairs came to \$2138.00.

DID YOU KNOW...

Requests for temporary street closings must be made at least thirty (30) days prior to the event. Chapman Road aka FM 455 and Business I-35 aka 5th Street are State Highways and cannot be closed for Special Events. Requests may or may not be approved for various reasons. A denied request may be appealed to the City Council if time permits. For that reason you are encouraged to apply as far in advance as possible. Police officers will not be provided at the blocked intersections.



STREETS

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Monthly Report – October 2018

Road Hazards:

- Asphalt overlay between Keaton Road and the Keaton Road Bridge
- Fill 12 potholes on Bolivar Street
- Sample new pothole mix – 9th Street
- Potholes – 10th Street
- Potholes that were called in – David Drive
- Potholes – Chisam Road
- Potholes – Lois Road East
- Potholes – Duck Creek Road
- Potholes – Southside Drive
- Potholes – Marion Road
- Potholes – Southland Drive
- Potholes – Southmanor Court
- Potholes – N 7th Street
- Potholes – Cherry Street
- Potholes – Belz Road
- Potholes – Jennifer Circle
- Potholes – Peach Street
- Potholes – 6th Street

Miscellaneous:

- Repair ruts in resident's drive that was made during road repair
- Help Fleet Department with shop's interior repairs
- Weed eat grass in drainage area – N Highland Drive
- Back fill drainage boxes – Bolivar Street
- Lime over culverts and gravel because of Holiday Inn's water runoff and weather – Peach Street and 9th Street

Sidewalk Safety:

- Trim back limbs hanging over sidewalk – Sand Stone Drive



STREETS

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Monthly Report – October 2018

Road Signs Down, Missing or Broke:

- Reattach East Ridge and La Paloma Road signs
- Put out barricades for Homecoming Parade route
- Pick up barricades from Homecoming Parade
- Replace La Paloma Street sign
- Close intersection of Peach Street and 9th Street for culvert repair
- Place barricades out for Safe Spook

DID YOU KNOW...

With a street closure permit you are responsible for setting up the barricades at the designated time of closing and taking them down at the designated time of reopening. Barricades must be arranged as shown on the attached drawing. If you fail to take down the barricades you will be charged a minimum \$100 charge for take down of the barricades by City employees. You are responsible for removal of any and all trash generated by the event. You must provide homeowners in the closed area access to their driveways and houses during the closure, and provide emergency vehicles access during the closure. Closed streets must be immediately reopened upon demand from an authorized City employee.



WATER

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Monthly Report – October 2018

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

- Complete the painting of Plant #1 tank structure and airlines.
- Perform final inspections on the air diffusers and air piping for Plant #1.
- Install the stand-by electrical generator and began making electrical tie-ins.
- Start using the new UV equipment for disinfection purposes.
- Bring Plant#1 aeration basin and the two new primary clarifiers on-line.

The water and sewer line installations for the **Willowood Addition** have been completed. Once final water samples are completed, the lines will be put in service to link in the Quail Run Addition to areas to the North.

C. Miller Drilling is scheduled to be back this week to pull **Well #8** and inspect for a cracked joint of 6” well casing pipe.

The Water Department was able to:

- Make repairs to 4 water service lines and 1 water main.
- Install 1 new water meters and changed out 3 water meters.
- Visually read 545 water meters that were not read by the mobile collector.
- Complete 114 water and sewer service orders.

DID YOU KNOW...

68.7% of the fresh water on Earth is trapped in glaciers.



ELECTRIC

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The Electric department performed mostly preventive maintenance during October. Due to weather conditions construction was slowed until drier conditions resume.

Daily Operations

- Porter Park Primary for pavilion
- Repair ruts in yard 1003 Church
- Repair transformer at Electric Yard
- Clean Electric facility yard
- Clean Utility Rd yard
- Temporary service installed at 600 Houston. (service burnt)
- Worked storm outages
- Change out pole 807 Mesa
- Clean and stock trucks
- Disconnects/Reconnects
- Replace secondary service
- Maintenance on wire trailer

DID YOU KNOW...

As an example of how much more Efficient modern appliances are, a fridge from the mid-80s, 30 years ago, used four times as much electricity as a modern one (about 1400kwh a year compared to 350kwh)

www.sangertexas.org

Construction

- Locate bad primary in Lake Ridge Estates
- Removed damaged Primary in Lake Ridge Estates
- Install new transformer at Willow and Railroad

Service Truck/After Hours combined

- Connects – 31
- Disconnects -44
- Occupant change – 21
- Cutoff – 46
- Reinstates – 28
- Billing rechecks – 24
- Changed out meters – 11
- Re-read – 0
- Pulled meters – 4
- New meters - 1



PARKS AND RECREATION

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Monthly Report – October 2018

Parks and Recreation

Operations:

The parks crew has continued with our pre-emergent and winterization program for the season. 250 acres were mowed in the month of October. The Parks Department completed 47 brush orders with 97.9% of the orders being completed within ten days on avg. 6.9 days and used an estimated 50 labor hours.

Facilities:

Our facilities continue to be in regular use with 19 rentals for the month of October. Facilities include our Community Center and Historical Presbyterian Church as well as park pavilions and ball fields. Our ball fields are currently under contract with the associations and being used on a very regular basis.

Projects:

Porter Park pavilion is coming along nicely with an anticipated ribbon cutting in late November. Gutters are currently being put on the building to help with weather. There have been delays with the pavilion opening due to the record-breaking rainfall in October.





PARKS AND RECREATION

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Monthly Report – October 2018

Our Downtown Park was also decorated for fall with both haybales and pumpkins as well as several lit decorations. The Community really enjoys the fall decorations for pictures and fun in the park.



Lastly, Parks and Recreation participated in Safe Spook again for 2018. Even though the weather was not cooperating with cold and rain there were lines of kids in and around our Downtown Park!

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PARKS AND RECREATION

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Monthly Report – October 2018

Recreation:

October brought on our annual Halloween Trick or Trot 5K and Monster Fun Run which also included a movie this year. We had 50 registered participants participate with many more showing up the day of to either run or bundle up and enjoy the movie *Hotel Transylvania 3* that was shown at dark. This event continues to grow and exceed our “fun” expectations. Below are a few pictures of our costume winners!



Our Facebook page is still experiencing a steady growth up to 2,254 likes at the end of October which is an increase of 88 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...

It's that time again, time to put out that pre-emergent before the winter weeds take over your yard. Also be sure to winterize those irrigation systems.

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LIBRARY

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Monthly Report – October 2018

LIBRARY

Program Highlights:

- A total of 21 programs were held, including weekly preschool story time and biweekly yoga classes.
- Most recurring programs had higher-than-average attendance: Legos brought in a total of 16; 9 6th graders and middle school students attended the “Middle Shelf” book club, and 8 participated in the book club for adults.
- Special programs for the month included:
 - Pumpkin Decorating on 10/22, using pumpkins donated by the Team Family Farms in Aubrey.
 - North Central Texas College’s ACE TRAIN (Training & Resources Advancing Industry Needs) in support of small businesses, on 10/25.
 - Safe Spook and our Pumpkin Contest had the highest attendance of any event again this year, with over 350 people visiting the library for Halloween treats and the chance to vote on the best-decorated pumpkin (portraying book characters of course!).



Pete the Cat (the large blue pumpkin) won the contest!



LIBRARY

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★ TEXAS

Monthly Report – October 2018

Statistics at a Glance:

- 2,175 items were checked out.
- 37 new cardholders and a total of 4,862.
- 3,448 visits to the library.
- 24,075 total items in the collection.

One of the AWE Early Literacy Stations to be installed in the children's area.



Summary of Miscellaneous Items:

- The library received a grant from the Hancher Foundation in the amount of \$9,375 for the purchase of two AWE Early Literacy computer stations designed for children ages 2-8, and an AfterSchool Edge tablet for ages 6-12. They are each pre-loaded with many age-appropriate educational apps.
- 40 new chairs were ordered and received for the library's program room, replacing the well-worn old chairs with a more contemporary, easy-to-clean alternative.
- Library staff attended several off-site training programs, including the Public Library Administrators of North Texas conference in Pottsboro on October 5-6th, the District 7 Fall Meeting in Lewisville, and a Library Support Staff workshop in Lewisville on 10/12.



The Denton County Commissioners Court, where cooperative funding decisions are made.

DID YOU KNOW...

We have an Interlocal Cooperation Agreement For Library Services with Denton County, which provides limited funding with the stipulations that the library provide services to all county residents free of charge and have technology protection measures (i.e., filters) installed on computers used by the public.

In order to receive the county's matching funds, the city must provide copies of the library's budget and other documentation to the county.

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