

# SANGER

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★ TEXAS

## MONTHLY REPORT

JANUARY 2021





ECONOMIC DEVELOPMENT

SANGER  
★ TEXAS

Monthly Report – January 2021

## Economic Development

### About your Sanger EDC

The City of Sanger has established both a Type A and Type B economic development board to stimulate economic growth. These boards utilize sales tax revenues to stimulate the creation of new primary jobs in the community and to address quality of life issues. Sanger is pro-business and aggressively seeks new and expanded businesses that offer quality jobs for the community.

### Staff Updates

A Property Enhancement Incentive Grant Program is now available for businesses located in downtown Sanger. This program is a revitalization effort designed to enhance the unique identity of Sanger through historic preservation and community involvement, improve the visual and historic appearance of downtown Sanger buildings, encourage increased investment and promote additional commercial activity downtown, in order to rekindle interest in the Sanger Downtown Business District. This program is for all business and property owners located within the Downtown District that are looking to enhance their existing site visually, or in ways that increase the viability of the property for business use. This is a 50/50 matching fund grant of up to \$5,000. Eligible projects include, but are not limited to, the following: façade renovation, awning installation, exterior painting, outdoor lighting, landscaping, parking lot improvements and signage.

**Keep it Local!**  
**Play. Shop. Dine.**  
**#sangerstrong**

### ***DID YOU KNOW...***

The easiest way to intrigue your customer base is by giving them a reason to come in! Here are a few simple things to help boost traffic in your business:

- Offer % off of purchases for being tagged in a photo of your product
- Have a contest via social media
- Offer \$5 off every 5<sup>th</sup> purchase a customer makes
- Give away special promo code to guests who come into the business on typical slow days



Monthly Report – January 2021

Building Permits

Residential	New	Alteration	Total
# Permits	12	3	15
# Inspections	240	1	240
Fees	\$115,998.30	\$709.00	\$116,707.30

Commercial	New	Alteration	Total
# Permits	0	1	1
# Inspections	8	18	26
Fees	\$0	\$547.93	\$547.93

Miscellaneous /One Stop	
# Permits	44
# Inspections	65
Fees	\$2,550.00

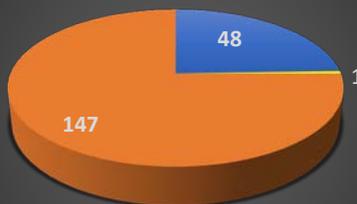
**DID YOU KNOW...**

The City of Sanger requires all contractors to register every January 1<sup>st</sup>. For registration we require a contractor to fill out the application, show proof of license, and proof of insurance.

There is a registration fee of \$75.00 for Mechanical and Irrigation contractors.

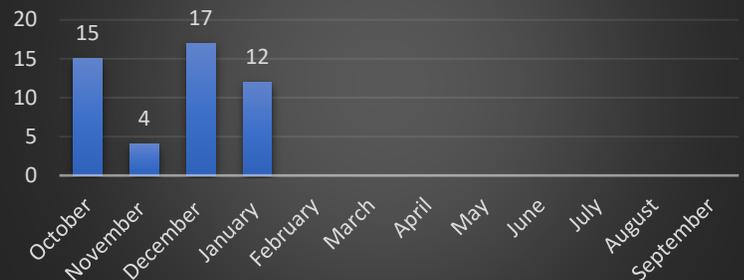
For further questions please contact our department at 940-458-2059.

Building Permits YTD



■ Residential ■ Commercial ■ Miscellaneous/One Stop

New Single-Family Residential Permits FY 20-21





DEVELOPMENT SERVICES

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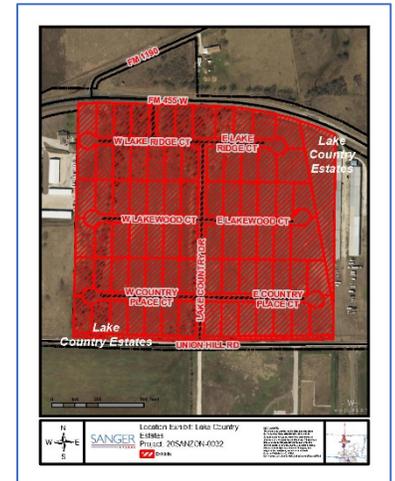
## Monthly Report – January 2021

### Planning & Zoning

#### Case # SANZON-0039

Consider, Discuss, and Act on 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.

Planning and Zoning Commission  
APPROVED W/CONDITIONS



#### Case # SANZON-0040

Conduct a Public Hearing and Consider, Discuss and Act on the Replat of Lot 1 of the Bolivar Heights Addition, within the City of Sanger’s Extraterritorial Jurisdiction, Being 5.718 Acres, and Generally Located on the North Side of FM 455 and Approximately 1200 West of the Intersection of FM 455 and Sam Bass Rd.

Planning and Zoning Commission  
APPROVED W/CONDITIONS





DEVELOPMENT SERVICES

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Monthly Report – January 2021

## ***DID YOU KNOW...***

The City of Sanger is seeking your input.

The City of Sanger will hold a public meeting on February 25, 2021 from 6:00-8:00pm at the Sanger High School Cafeteria. This is your chance to help plan the future of our amazing city. Come out and share your thoughts.



Monthly Report – January 2021

Police & Animal Control

January 2021 Monthly Report

During the month of January 2021, Officers of the Sanger Police Department responded to a total of 774 calls for service having an average response time of nine minutes per call. The department issued a total of 44 citations and 78 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 0
- Forcible Rape 1
- Robbery 0
- Assault 5
- Burglary 1
- Larceny/Theft 9
- Motor Vehicle Theft 2
- Officer Assault 0



ARTICLE 2.500 DOG AND CAT REGISTRATION REQUIREMENTS

(a)The owner of dogs and cats over the age of four (4) months are hereby required to make application to the animal control officer of the city for a registration permit. Such applications are to contain information of the animal's description, date of immunization, and name, address and telephone number of owner. Upon completion of the application, proof of vaccination and payment of the annual permit fee as established by the city council, a metal tag will be issued to the owner to be attached to the collar around the neck and body of the dog or cat. (b)Lost or stolen registration tags may be replaced by payment of a fee as established by the city council and presentation of the registration application. If a tag and registration application are both lost or stolen, a new license must be purchased at the regular fees. (c)It shall be unlawful for any person to own, possess, keep or harbor a dog or cat without a current registration issued by the city for said animal. (1992 Code of Ordinances, Chapter 2, Article 2.400)





FIRE DEPARTMENT

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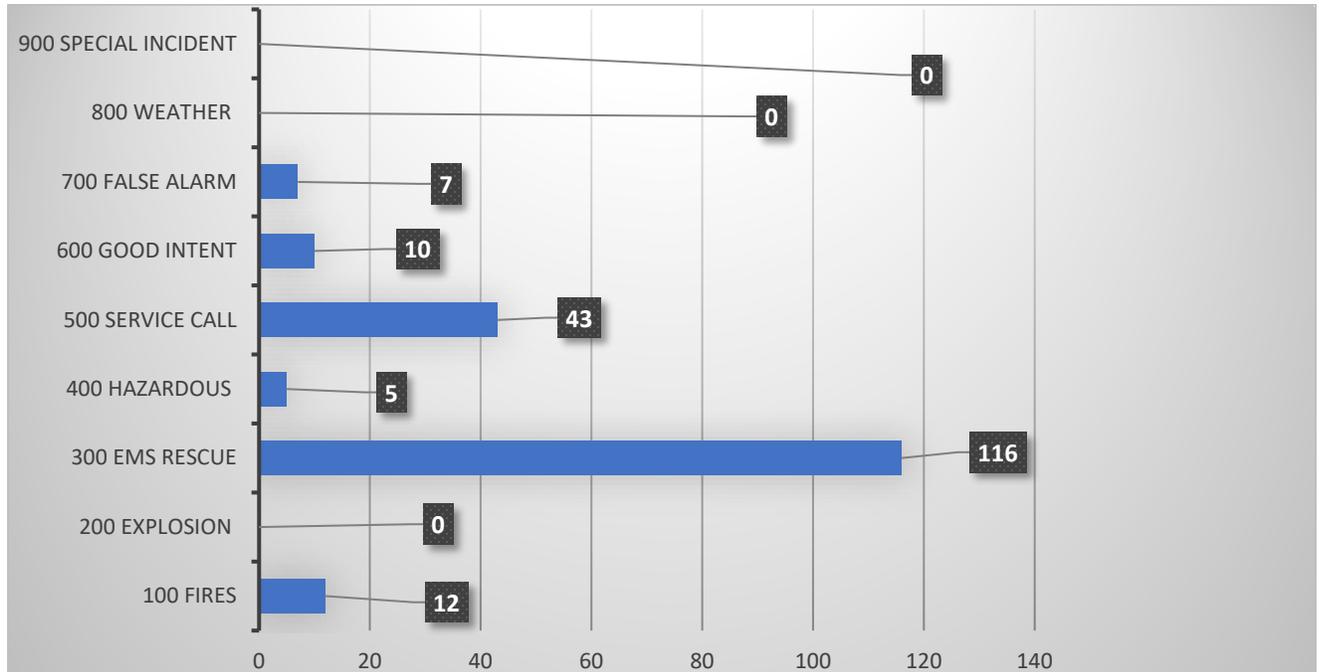
## Monthly Report – January 2021

### Fire Department

#### Emergency Responses for January 2021:

The Sanger Fire Department responded to 193 emergency incidents during the month of January. The top four busiest incident types:

- 116 Emergency Medical Incident
  - 43 Service Calls
  - 12 Fires
  - 10 False Alarm
- 
- The busiest time of the day was at 17:00 – 17:59 for the month of January
  - The busiest days of the week for EMS transports was Sunday-Tuesday with 18 transports during the month.
  - Emergency Medical calls accounted for 60.10 % of the total call volume.

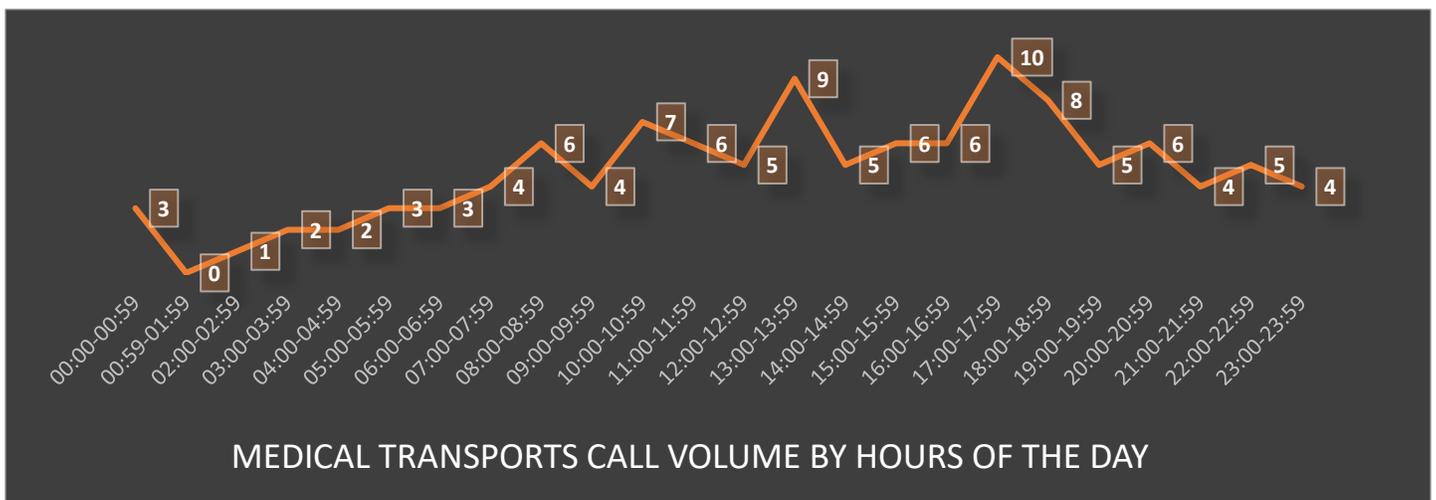
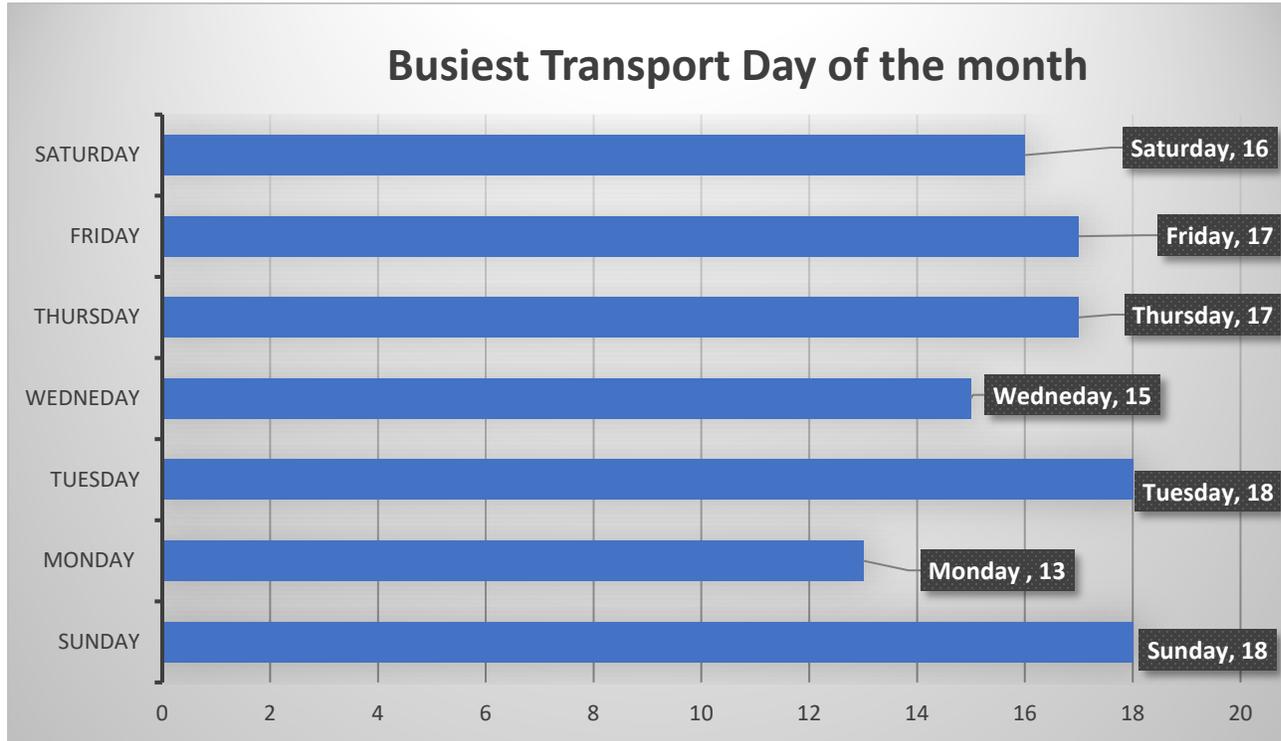




FIRE DEPARTMENT

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Monthly Report – January 2021





FIRE DEPARTMENT

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TEXAS

## Monthly Report – January 2021

### MOBILE APPS WITH LOCAL ALERT FUNCTIONS

**FEMA APP:** Stay updated with severe weather alerts from the National Weather Service for up to five locations across the U.S.; learn how to stay safe before, during, and after over 20 types of hazards; save a custom list of the items in your family’s emergency kit; and locate and receive driving directions to open shelters and disaster recovery centers. You can also submit disaster-related photos to a public map using the Disaster Reporter feature. The FEMA App is also available in Spanish. Download the app to your mobile device or smartphone free on iTunes or Google Play. Learn more at [www.fema.gov/mobile-app](http://www.fema.gov/mobile-app).

**AMERICAN RED CROSS APP:** The Red Cross Emergency app combines more than 35 different types of severe weather and emergency alerts. You can choose the alerts that are important to your location or the location of loved ones. The “Family Safe” feature allows you to notify loved ones that an alert has been issued in their area and check to see if they are safe. The app also offers information on what to do before, during, and after severe weather hits and how to find open Red Cross Shelters. All content is also available in Spanish. You can download the app to your mobile device or smartphone free on iTunes (Apple-iOS 6.0 or later) and Google Play (Android). Learn more at [www.redcross.org/prepare/mobile-apps](http://www.redcross.org/prepare/mobile-apps).

**THE WEATHER CHANNEL APP:** Tracks weather and provides local forecasts and push alerts of severe weather to your mobile device. Download the app to your mobile device or smartphone free on iTunes (Apple-iOS 6.0 or later), Google Play (Android), App World (BlackBerry), and Windows Phone at [www.weather.com/apps](http://www.weather.com/apps).



MUNICIPAL COURT

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## Monthly Report – January 2021

### Municipal Court

#### Case Activity:

For the month of January, 2021, the Municipal Court filed 65 citations.

- There were six requests for deferred disposition.
- There was one request for a driver safety course.
- There were 23 cases successfully closed by deferred disposition and 13 cases successfully closed by a driver safety course.
- The court closed 22 cases by payment in full or time served.
- The total fines, court costs and other fees collected were \$7,329.50 with \$2,793.30 of that being remitted to the state.

## *DID YOU KNOW...*

Does your vehicle registration expire this month?

The temporary waiver of certain vehicle title and registration requirements, announced by Governor Greg Abbott on March 16, 2020, due to the COVID-19 pandemic, remains in effect as of February 1, 2021 and will end on April 14, 2021.

Texans have until April 14, 2021 to complete their transactions.

**If your vehicle registration sticker is expired or expires this month and you have not renewed, you should make plans to renew on or before April 14, 2021.**

If your vehicle registration is expired, please see [https://www.txdmv.gov/sites/default/files/body-files/Renewal\\_Deadlines\\_Chart.pdf](https://www.txdmv.gov/sites/default/files/body-files/Renewal_Deadlines_Chart.pdf) for information by month, including deadlines for online renewal and when to obtain a passing vehicle inspection.



FINANCE

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## Monthly Report – January 2021

### Finance

#### 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 2021, Finance Department staff:

- Presented Ordinance 12-28-20, amending the annual budget, to City Council on January 4<sup>th</sup>
- Worked with the City's auditors presenting the Annual Financial Report for the Fiscal Year Ending September 30, 2020 before City Council on January 19<sup>th</sup>
- Performed all of the following normal departmental functions for the City:
  - Accounts Payable
  - Financial Reporting
  - Payroll
  - Purchase Orders
  - Utility Customer Service

### *DID YOU KNOW...*

According to the Texas Department of Transportation, more than 50,000 vehicles drive through Sanger on Interstate 35 every day.

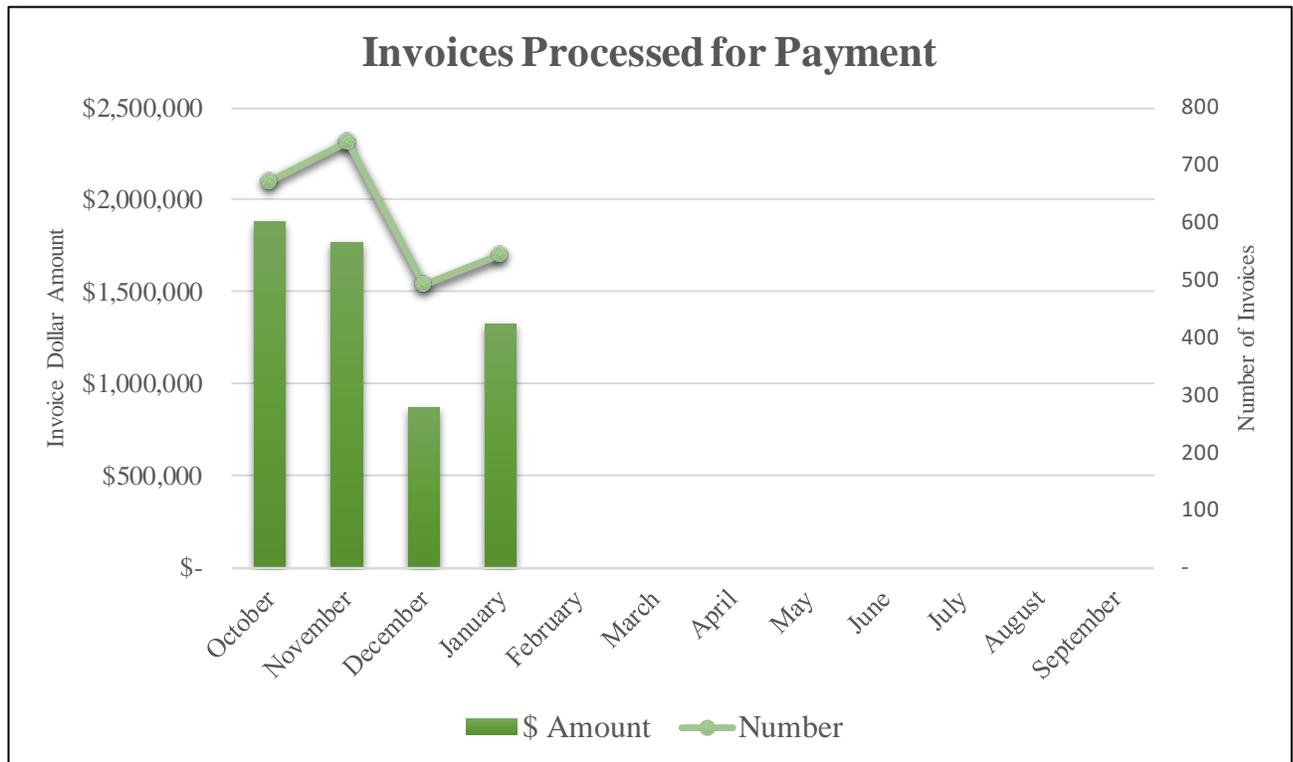


Monthly Report – January 2021

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
2020-2021 YTD	2,452	\$ 5,843,812
2019-2020 YTD	2,266	6,253,282
2018-2019 YTD	2,048	6,802,463

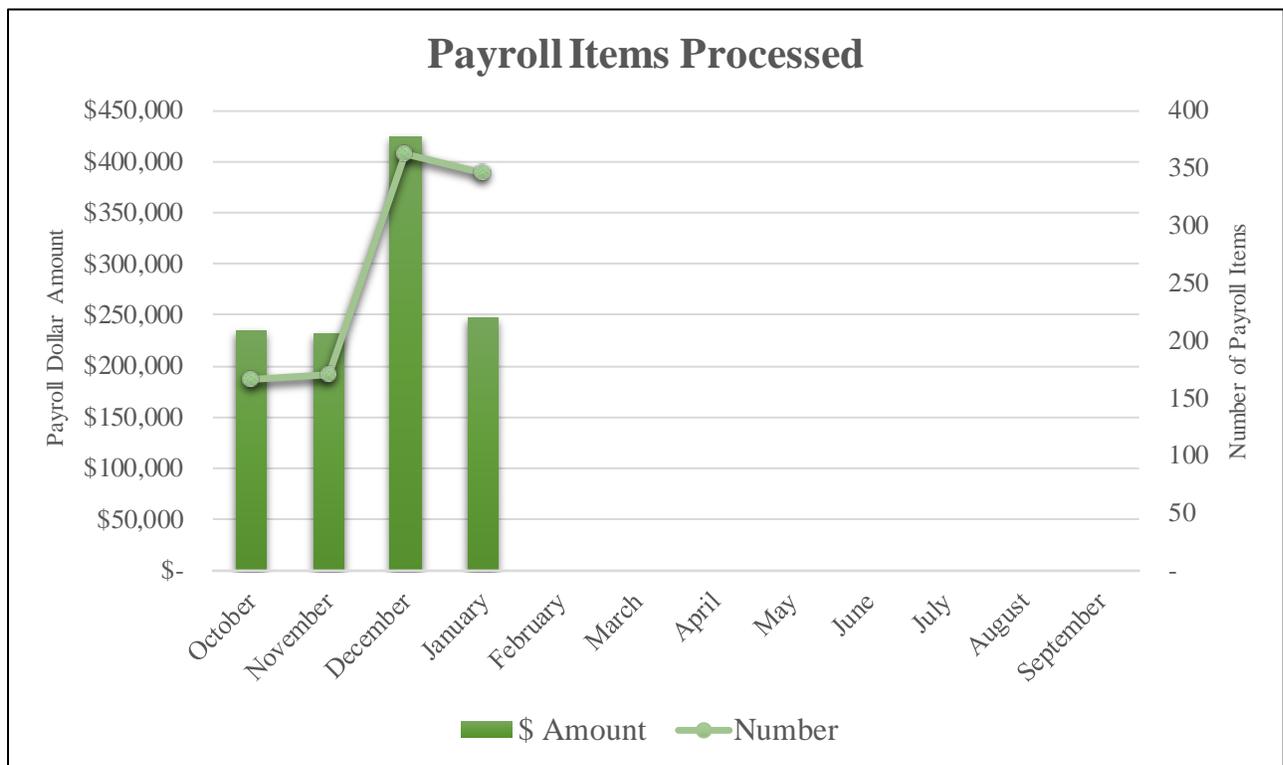




Payroll Function

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
2020-2021 YTD	1,043	\$ 1,137,318
2019-2020 YTD	878	1,104,946
2018-2019 YTD	815	982,864



**NOTE:** The month of December 2020 had three biweekly payrolls, longevity and leave buy-back check runs.



Monthly Report – January 2021

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
2020-2021 YTD	60	\$ 1,113,901
2019-2020 YTD	73	3,357,835
2018-2019 YTD	109	1,109,869



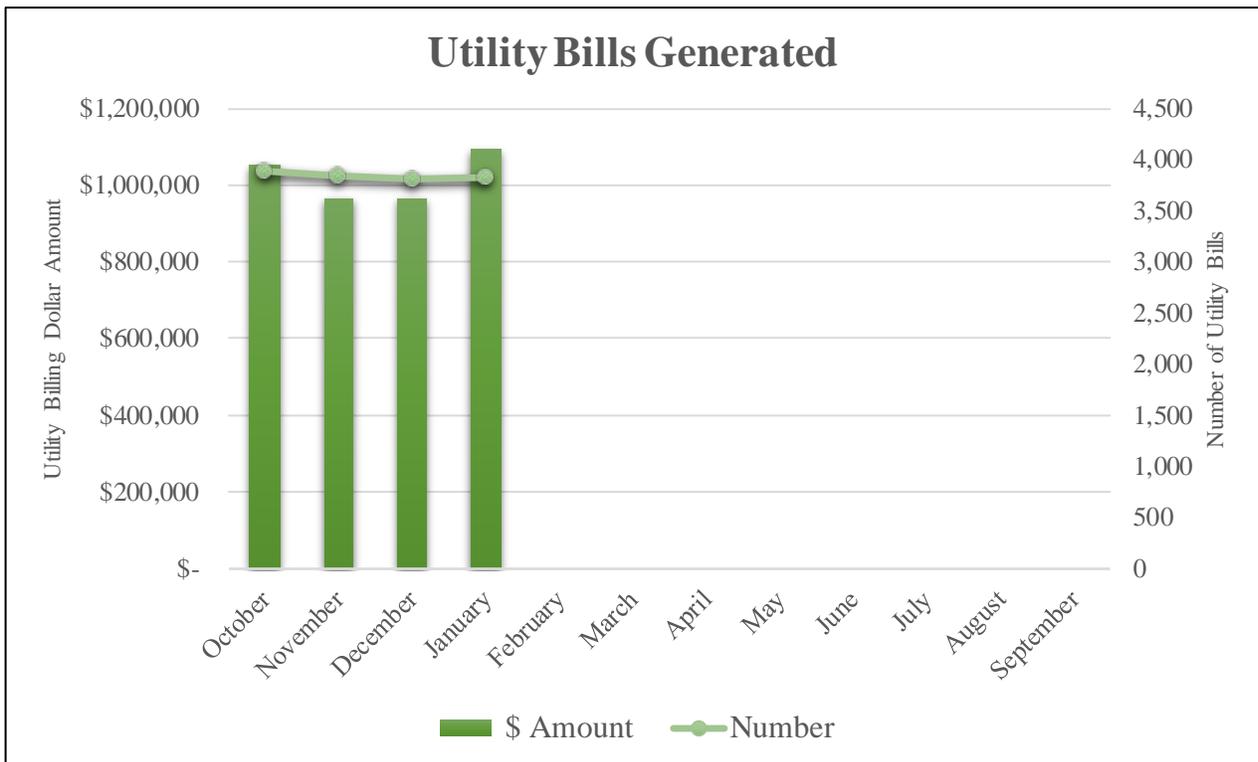


**Utility Service Function**

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
2020-2021 YTD	15,345	\$ 4,072,319
2019-2020 YTD	14,919	\$ 4,006,513
2018-2019 YTD	14,114	\$ 3,959,938



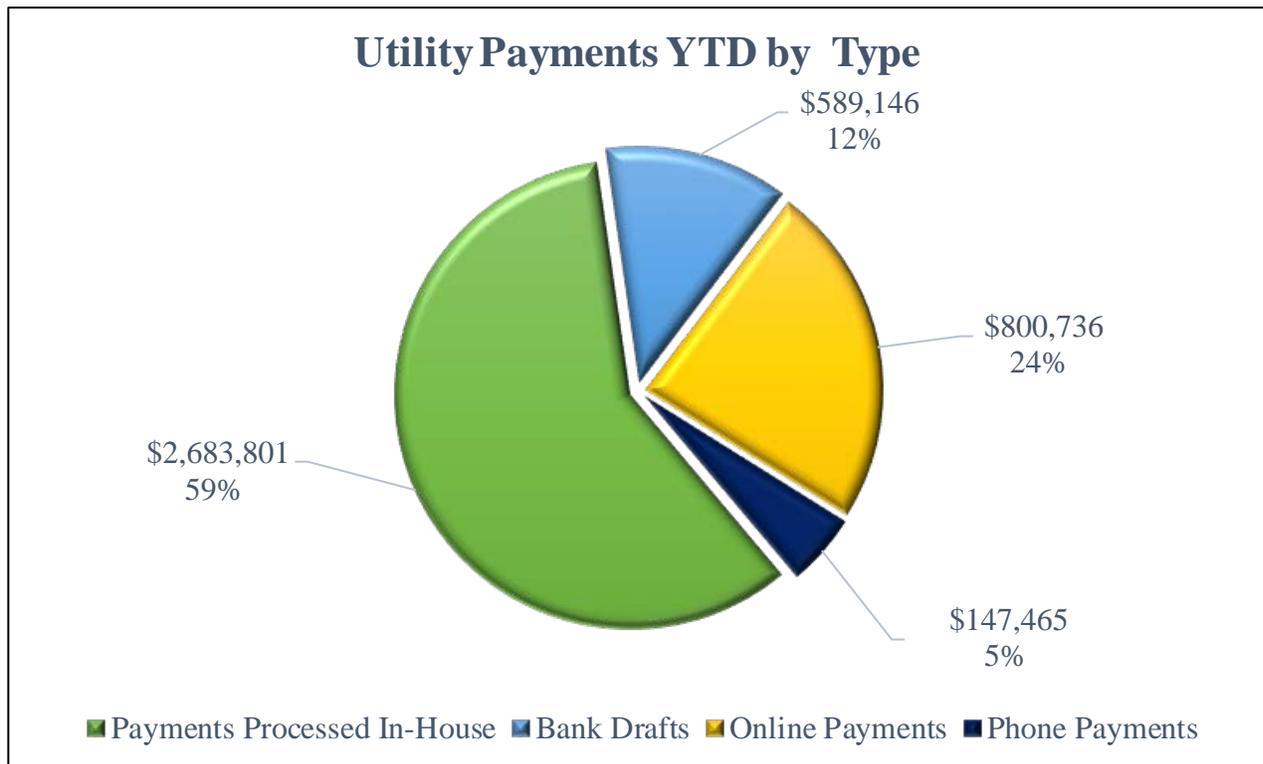


**Utility Customer Service Function**

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**Payment Processing Activity**

Utility Payments Processed		
Year	Number	Amount
2020-2021 YTD	14,913	\$ 4,221,148
2019-2020 YTD	14,247	\$ 4,229,529
2018-2019 YTD	14,009	\$ 4,216,568





FINANCE

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## Monthly Report – January 2021

### 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
2020-2021 YTD	4	8
2019-2020 YTD	4	8
2018-2019 YTD	4	8



ELECTRIC

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## Monthly Report – January 2021

### Electric

#### Daily operations:

- Rechecks
- Temp to perms
- Service fleet equipment
- Disconnects
- Inspect, register, and tag Electric Department fleet

#### Construction:

- Installed secondary services at Willowood
- Installed secondary services at Lake Ridge
- Installed secondary services at Arrowhead
- Install new secondary for Riding for the Brand Church
- Spliced broken neutral at Waggonmaster RV Park
- Helped service truck with outages.

#### Service Truck:

- Reinstates – 45
- Cutoffs – 1
- Connects – 12
- Disconnects – 50
- Occupant Changes – 31
- Meter Change Outs – 8
- Temp Power – 11
- Rereads – 5
- Miscellaneous
  - Security Light – 1
  - Final Reading – 1

### ***DID YOU KNOW...***

Benjamin Franklin carried out extensive electricity research during the 18<sup>th</sup> century, inventing the lightning rod amongst his many discoveries. In the event of a lightning strike, the lightning rod conducts the strike through a grounded wire, protecting the building.



## Engineering

### Engineering Department Responsibilities

- Engineering Administration
- Engineering review and coordination of Residential, Commercial & Capital Improvement Construction Projects from design through the construction completion: Plat review, Construction Plan review, Building permit reviews, Construction Management Coordination, Inspections
- Management of Water, Wastewater, Drainage & Paving Capital Improvement Projects
- Stormwater Pollution Prevention Management & Inspection
- Coordinate utility relocation, easement and ROW acquisitions
- Floodplain Management
- Coordination of TXDOT Projects
- Traffic/Transportation Engineering
- Identify infrastructure improvements necessary to accommodate projected growth and development.
- Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution.
- Street Cut/Bore (Right-of-way), TXDOT & Environmental Permitting
- Review and update as needed the Subdivision Ordinance and other related standards.

### Capital Improvement Projects

- Water & Wastewater Master Plan – consultant awaiting info from staff to begin
- Railroad Avenue Lift Station and Wastewater Pipeline Improvements – Partial easement acquisition in discussions
  - Outfall Pipeline – 8500+/- linear foot wastewater treatment plant outfall pipe project design completed; on hold, evaluating stream restoration option
  - Stream Restoration
- Plummer preparing estimate for project and preparing scope of work needed.
- Wastewater Treatment Plant: Contractor addressing punch-list items & software programming. Original contract items anticipate completion end February. Walkway completion spring 2021.
- WWTP Intake Screen Replacement – preparing bid documents and design

### Development

#### Construction

- Sanger Circle Phase 6: 250 Lot Single Family & Townhome Residential Development  
Paving stopped. Developer changing contractors.
- Sanger Meadow Addn. Phase 3: ETJ 119 Single Family Residential Lot development  
Site grading underway
- Sportsman 2 – Fuel Station: Awaiting developer financing & preparation of Traffic Impact Analysis for TXDOT variance request and permit resubmittal.



## Monthly Report – January 2021

- Sable Creek Phase 4: 50 Lot Single Family Residential lot development – Ready to start construction. Developer awaiting financing.
- Sable Creek Phase 5: 26 Lot Single Family Residential lot development – Ready to start construction. Developer awaiting financing.
- Ranger Branch Channel Improvements – Ready to start construction. Developer awaiting financing.

### Review

- Lake County Estates: 78 Single Family Residential Lot Development – resubmittal under review.
- Country Rd Estates – 56 Residential and 1 Commercial Lot Development – Engineer addressing comments.
- Building Permits – Engineering Review

### Flood Study Review

- Wright Industrial Park – Review background and developer Public Information Requests  
Regulatory action anticipated.

### TXDOT

#### TXDOT I-35 Project

- Design underway by Stantec – 30% plans received 10/28/2020. To be reviewed
- Utility Coordination with TXDOT under review

#### FM 455 Highway Project

- Project let date 01/2022
- Utility Clear Date 11/2021
- TXDOT ~ 95% Check Set received for review

#### FM 455 Utility Relocation Project

- Utility relocation plans under design –finalizing design. Specifications and contract documents to be prepared.
- Geotechnical testing firm, Inspection firm and Construction Admin firms to be selected and contract documents prepared.
- Bond Package remains to be prepared
- Spring 2021 award anticipated & 12-15-month relocation

#### IH 35 Project

- Staff determining utility relocations needed.
- Firms to be selected and contracts prepared for utility relocations.



All 50 states and the District of Columbia require licensure for engineers who offer their services directly to the public.



STREETS

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## Monthly Report – January 2021

### Streets

#### Road Hazards:

- Prepped for potential bad weather around town
- Clear drainages
- Street repair from water leak – Marshall Street
- Concrete repair - Willow Street
- Pothole repair – Chisam Rd

#### Street Signs:

- Install handicap signs – 5<sup>th</sup> Street

#### Department Staff:

Street Superintendent – John Henderson  
Felipe Ibarra – Utility II  
Adrian Tostado – Utility I

## ***DID YOU KNOW...***

Don't risk harming yourself, your family or your neighbors. When planning an excavation project, simply dial 811 at least 48 hours (two working days) before you plan to start your work. The call is simple, free and it's the law!



WATER

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## Monthly Report – January 2021

### Water

#### During January the Water Department completed:

- Have Maguire Iron remove the old roof off of the Cowling ground storage tank and install the newly constructed roof. They also began sandblasting and repainting the tank and made repairs to the mechanical water level indicator.
- Install a new chlorine booster pump at the Acker Street well site.
- Assist Curro Environmental with the collection of quarterly water sampling.
- Began completing the annual Water Use Survey from the Texas Water Development Board for 2020.
- Make repairs to three water service lines.
- Make repairs to one sewer service line.
- Install seven new water meters.
- Change out five water meters.
- Visually read 1,244 water meters that were not read by the mobile collector.
- Completed 231 water and sewer service orders.
- There were 3,085 active water connections and 3,065 active sewer connections during the month of January.

### ***DID YOU KNOW...***

Turning off the water while brushing your teeth saves up to 2.5 gallons of water per minute.



## Monthly Report – January 2021

### Parks and Recreation

#### Operations:

The parks crew has continued with our annual winter clean up programs within the parks system. 5 acres were mowed in the month of December. We continue to have our brush list picked up at 100% with all orders picked up within 7 days. In January we had 18 brush orders called in and all complete within the month and several others piles were completed that were not called in. The Parks Department also held an old Christmas Tree drive with old trees left at Porter Park for chipping.

Some other projects completed by the Parks and Recreation Department Crew include:

- Disinfecting all city buildings and facilities every Friday.
- Several building repairs including obtaining quotes to make necessary repairs to both our Sullivan Center and Community Center, and another city owned building on 5<sup>th</sup> Street.
- Ball Field work was in full force in January to prepare for the 2021 Spring Season.
- Switzer Park renovations have begun with ordering of new spring toys and basketball goals.

#### Facilities:

Our facilities were closed due to COVID-19 restrictions for the month of December. Facilities include our Community Center and Historical Presbyterian Church as well as park pavilions. Our ball fields are open for teams to practice and we had reservations for the month.

Even though the Community Center is closed for reservations it was used for the month to hold the elections.

#### Recreation:

All programming was canceled for the month of December, however, a lot of research was done on what other cities and towns are doing for reopening and when. Spring contracts for both softball and baseball were completed and signed.

Our Facebook page is still experiencing a steady growth up to 3,126 likes at the end of December with 3,257 followers. 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:

Public Works Director – Jim Bolz  
Recreation & Event Coordinator – Jennifer Shumate  
Crew Leader – James Hunter  
Maintenance Worker II – Dean Mason  
Maintenance Worker II – Brandon Metcalf

### ***DID YOU KNOW...***

The City Wide Annual Trash Off is held on the second Saturday in March every year. This is a great opportunity to get rid of old items at home!



LIBRARY

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## Monthly Report – January 2021

### Library

#### Highlights:

- The library kicked off the New Year with a “Read More in 2021!” campaign, including a new Facebook banner, updated curbside sign, and several related social media posts.



- Using the new scheduling software for social media that includes suggestions for posts, the library observed National Dress Up Your Pet Day.

The featured pet was an African Tortoise belonging to a staff member’s sister, who had made a Halloween costume for her! Patrons were also encouraged to post photos of their pets.



- The Book Club met on Zoom on January 5<sup>th</sup> to discuss *News of the World* by Paulette Jiles, which has been made into a movie just released and starring Tom Hanks.
- The library was asked to participate in a grant proposal for a Psychiatric Mental Health Nurse Practitioner program at TWU, which would include providing telehealth services at two rural libraries. An initial letter of support was submitted on January 19<sup>th</sup>.
- The library director spoke at the local Lion’s Club meeting at the Community Center on January 20th. Audrey Tolle talked about the agility of libraries in the past and present, giving examples of how they have been able to pivot with their communities’ changing needs.
- Preparations began for updating the Long Range Plan, including determining the best way to collaborate remotely with the library board on a draft document and finding out what the community would like to see offered.



LIBRARY

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## Monthly Report – January 2021

### Statistics at a Glance:

- 1,026 items checked out, including 175 digital items
- 20 new cardholders and a total of 3,697
- 268 visits to the library
- 61 reference questions answered
- 43 computer-related questions answered

### ***DID YOU KNOW...***

The library offers access to research databases, online test preparation, job and career resources, and more through the State Library's Texshare program. There is a link to the Texshare Databases on Electronic Resources page of the library's website.

For more information, call the library at 940-458-3257.