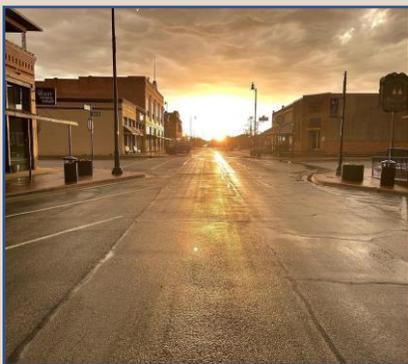
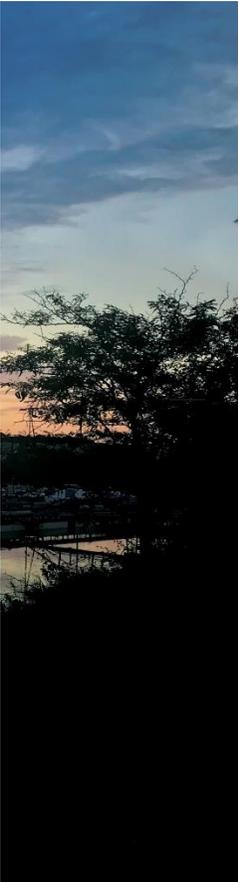
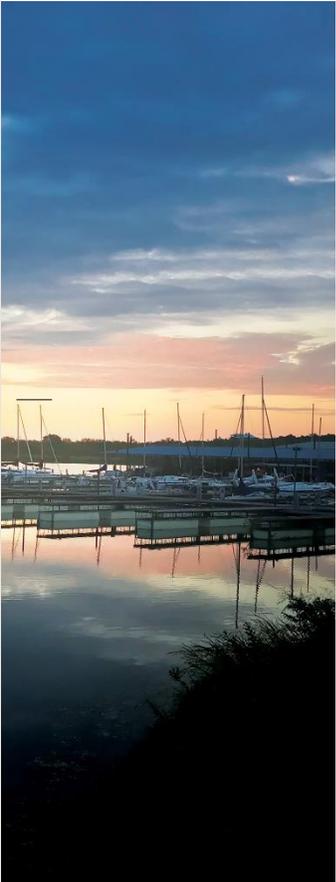




November 2023

# Monthly Report



# Court

- For the month of November 2023, the Municipal Court filed 80 citations and 85 violations.
- There were 6 requests for deferred disposition.
- 2 requests for a driver safety course
- There were 4 cases successfully closed by deferred disposition and no cases successfully closed by driver safety course.
- The court closed 84 cases by payment in full or time served.
- 19 warrants issued for the month.
- 27 outstanding warrants transferred to collection agency.
- The total fines, court costs, and other fees collected were \$7,675.00 with \$2,708.00 of that being remitted to the State.

# Development Service

During the month of November 2023 Development Services had the following permits:

New Residential – 8  
Residential Remodel – 3  
New Commercial - 3  
Commercial Alterations – 1  
Miscellaneous- 20  
Certificate of Occupancy – 3

## Inspections:

New Residential – 102  
Residential Remodel – 7  
New Commercial - 24  
Commercial Alterations – 34  
Miscellaneous- 26  
Certificate of Occupancy – 4

## Code Enforcement:

Cases open	55
Complaint received	5
Cases closed	65
Average # of days to close case	8
Citations issued	6
Worker orders issued	4
Liens filed	0
Signs pulled	34

## Case violation types

High grass & weeds	44
Trash & debris	9
Parked on an unimproved surface	1
Blocking sidewalk	0
Junked Vehicle	0
Referred to another department	0
Work without a permit	0
Zoning violation	1
Placement of Trash Containers	0
Accessory Building Regulations	0
Dangerous Building	0
Signage maintenance	0

## Brush pile pickup program

78 addresses on the pickup list	(156 inspections)
37 piles greater than 4 cu. Yds.	47%
72 piles removed by Republic	
5 piles missed by Republic	
1 pile blocked	
16 generated by citizens	20%
7 on line	43%
9 calling in	56%
62 generated by Code Enforcement	79%

14 Code Enforcement hours on this program

# Economic Development

During the month of November 2023, the Economic Development Department performed the following:

## Administrative Meetings:

- City Council Workshop and Regular Meeting held on 11/6/2023
- 4A & 4B Joint Board Meeting held on 11/28/2023

## Chamber Events Participation:

- Business Over Breakfast
- Chamber Board Meeting
- Ambassador Meeting

## Other Event Participation:

- Lunch with SIDS Superintendent

## Business Retention Site Visits:

- Cotes
- A&E Pet Haven
- Marshall Precision Machine
- Sanger Inn

## Leads Received (State, Dallas Chamber, Fort Worth):

- 5 Leads

## Projects:

- Miracle Field League (4B Project)
- Downtown Park (4B Project)

# November Electric Department

During the month of November 2023, the Electric Department performed the following:

- Straighten pole at chicken express
- Change digging teeth on the digger derrick
- Pull pole and relocate @220 Jones St
- Sort Scrap metal from 455 Project
- Repair underground primary that was hit by Webber
- Disconnects
- Hang Christmas Lights
- Set electric boxes for downtown Christmas tree lighting
- Relocate underground primary and vault at Kwik Kar and Horizon

# Finance

The Finance Department is responsible for all the City's financial, accounting, payroll, and utility billing operations. The department manages the City's resources through budgeting, purchasing, and reporting. Functions 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 November 2023, the Finance Department staff performed the following departmental functions for the city:

- Accounts Payable - Processed 339 Accounts Payable invoices totaling \$539,749
- Purchase Orders - Issued 19 Purchase Orders totaling \$210,314
- Payroll - Issued 180 payments to employees totaling \$352,148
- Utility Customer Service - Prepared 4,148 Utility bills and Collected 4,027 payments on Utility accounts.
- Financial Reporting – prepared monthly financial statements for City Council and biweekly internal budget reports for City staff.

# Emergency Responses

The Sanger Fire Department responded to 152 emergency incidents during the month of November the top four busiest incident types:

- 102 Emergency Medical Incident
- 25 Service calls
- 16 Good intent
- 6 False Alarms

## EMS Incidents

- The busiest time of the day was 12:00-12:59. We had 8 calls for service within a one hour's period
- The busiest day of the week for patient transports was on Thursday, with 17 transports during the month. We transported 88% of our patient contacts.
- Average total call time for ambulance to receive emergency call, respond to the scene, process patient's needs, transport patient, deliver patient to the receiving facility, then be back in service was 46 minutes and 34 seconds
- Average transport time, from the incident scene to receiving facility was 17 minutes and 21 seconds.
- Average response time, from time of alarm until arriving on scene, for the entire district (city and county) was 5 minutes and 11 seconds for the month of November.
- Emergency Medical calls accounted for 65.40 % of the total call volume.
- 100% success rate for intubations for November
- 63 patients received IV treatment during transport with 67% of patients IV successful on first attempt.
- 74 patients encounter with an average on scene time before transport was 11 minutes and 14 seconds

# Library

- November was a month of sharing and celebration. The library had various opportunities to share with others in the community.
- We welcomed two new staff members in November. Theresa Hammond and Sarah Phelps are our newest Library Assistants. They are very excited to be a part of our team.
- Did you know we have a stuffie of the month? Every month we have a special stuffed animal who hides in the library! Come find our special friend and enter our drawing for a chance to take your new friend home.
- November kicked off our Recipe Swap for the holiday season. Patrons had an opportunity to swap recipes with one another through our holiday display. We will be continuing the swap through the end of December.
- Our adult book club's September selection was *Finlay Donovan is Killing It*. The book tells the story of Finlay Donovan, a single-mom of two and a struggling novelist. When she is overheard discussing the plot of her new suspense novel with her agent over lunch, she is mistaken for a contract killer, and inadvertently accepts an offer to dispose of a problem husband to make ends meet. Hilarity ensues depicting the frustrations and triumphs of motherhood. We welcome new book club members and book club typically meets on the 3<sup>rd</sup> Tuesday of the month at 6:30 PM.
- We had a Thanksgiving themed craft for November. Children personalized and created festive table decorations and placemats for their Thanksgiving guests.
- Due to popular demand, we had another craft supply swap to help crafters get ready for the holidays. We thought it would be a wonderful opportunity for crafters to exchange supplies to create handmade one of kind gifts!

- Teens and tweens made stylish and unique chain mail keychains and bracelets with a variety of colored metal jump rings. We hope to offer a similar program for adults in the coming months.

Monthly Statistics:

- 1,861 physical items were checked out.
- 558 digital items were checked out.
- 86 new cardholders, for a total of 3,831.
- 1,690 visits to the library.
- 65 reference questions answered.
- 70 computer-related questions answered.

# Parks, Recreation & Facility Maintenance

## **Parks:**

The Parks and Recreation Staff are getting all parks ready for this cold winter in the coming months. Christmas is right around the corner, along with the Christmas on the Square on December 2<sup>nd</sup>. The City is excited for everyone to come and enjoy the lights at the Downtown Park. The Porter Park Pond is still under further maintenance. We thank everyone for their patience.

## **Facilities:**

Winter is finally here. We should see an increase in rentals with the change in weather getting cooler in the coming months. You can find our facility rental calendars as well as the reservation forms for the Community Center, Church, and all pavilions on our website [www.sangertexas.org](http://www.sangertexas.org), under the Parks and Recreation tab. In November, we had 26 Community Center rentals, 1 Pavilion rentals, and 7 Church rentals.

## **Department Staff:**

Parks & Recreation Director – Ryan Nolting  
Recreation Coordinator – Blake Junker  
Maintenance Worker II – Dean Mason  
Maintenance Worker I – Levi McManus  
Maintenance Worker I – Asa Campbell

# Planning & Zoning

During the month of November 2023, Development Services worked with several project that are in process. They also held multiple meetings with potential developers and existing developers.

The Planning and Zoning Board was presented the following cases:

- Meeting Cancelled.

The Zoning Board of Adjustment was presented the following cases:

- Meeting Cancelled

The City Council was presented the following cases:

- Lotus Addition – Minor Plat - Approved
- Powell Addition – Approved

Staff conducted the following meetings relating to development (this does not include walk-in or front counter meetings with applicants/citizens or phone calls)

- Pre- Application/Construction - 4
- Meetings with Developers/Landowners - 3
- Meetings with Builders/Building Owners - 1
- Organization Meetings (NTCOG, ICC, etc.) - 2
- Internal Meetings – 4
- Training – 7

# Police

During the month of November 2023, Officers of the Sanger Police Department responded to a total of 1228 calls for service having an average response time of 3 minutes per call. The department issued a total of 82 traffic violations and 113 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 11  
Burglary 2  
Larceny/Theft 4  
Motor Vehicle Theft 1  
Officer Assault 0

## Streets

During the month of November 2023, the Street's Department filled and repaired numerous potholes to improve road conditions. These streets include Katheryn, Duck Creek, Belz, Indian, Utility, and Quail Run. Also, in the month of November, the Streets Department replaced old and faded stop signs, street signs, and traffic signs at the following intersections: 1<sup>st</sup> and Ringneck. This effort is part of our ongoing commitment to enhance traffic safety and ensure clear and visible road signage. This month the Street Department also improved the area around wells sites by repairing concrete and clearing trees. The Streets Department also set up barricades in preparation for the City's Christmas Festival.

# Water

During the month of November 2023, Sanger Water Department cleared 7 sewer lateral lines, installed 21 new water meters, 250 water and sewer service orders. Visually, they read 802 water meters that were not read by the mobile collector. For the month of November, there were 3,377 active water connections and 3,355 active sewer connections. There were also 3 water mains repaired and 4 water service line repairs.

TCEQ did our 3-year inspections

Hosted a class with TCEQ on Break-point Chlorination

C&G Electric replaced all the lighting at Utility Road well site

THI replaced the well pump at Utility Road