



City of New Fairview
Operational Update
Week of March 9, 2020

Operations – This has been a full week. I contacted the citizen who spoke at the Council meeting Monday night and gathered additional information regarding her complaints. I contacted Frontier Waste Solutions and spoke with Monica Norman. I explained the issue we were having regarding the two trucks each week. She informed me she would investigate and get back to me. Her supervisor, Scott Hunter, DFW District Manager, called me and we met Wednesday afternoon. We discussed the situation and he informed me they were no longer using the vehicle that both had a lift for the dumpsters and a lift for the rolloff carts. There were safety issues with that type of vehicle.

We discussed some options such as getting rid of the dumpsters in that area and substituting additional rolloff carts. He said that he would investigate the area and get back to me with options. This may take another week. I have contacted the citizen and explained the situation to her.

I spoke with Lt. Lanier regarding the loose dog and he advised that citizens should take a photo of the animal in their garbage, submit it to the City and the City will forward it to his office. With the photo in hand his officers will write a citation to the animal owner. He also advised that he would send an officer to give the owner a warning. He stated that he must have a complaintant to write a ticket, so people will not be able to remain anonymous. I explained this to the citizen as well.

Regarding her code violation, I met with Don Strange Thursday. He will start to include a photo of the violation so it won't be so vague. He is also going to visit with the citizen.

Administration – I have contacted a number of software vendors this week. We are looking at various applications including electronic codification of our ordinances, financial software, agenda software and a new website company. As I receive proposals, staff will evaluate and conduct demonstrations on-line to determine the software systems that best meet our needs and will assist us in automating our processes and record keeping to enhance accuracy, efficiency and transparency. Before any are purchased we will bring to Council for approval.

I have been developing a new employee handbook and a purchasing policy. Before implementing either I will bring each to the Council for extensive discussions and final approval.

Building Maintenance

I have contacted a plumber to address several plumbing issues around the building. This includes the stoppage in the kitchen sink and the two bathrooms. I also have a cleaning service coming Monday to perform a one-time deep clean of the building. Staff will continue to perform the regular cleaning but I observed that a deep clean of the building is needed at this time.

I have contacted a lock company to provide quotes on a keypad entry system for the three doors leading into the offices.

It is important that employees have a clean, safe environment to work in.

Staff

I met individually with Brooke and Monica. We discussed how things were going, job duties and training needs. We will be updating job descriptions and designing a pay plan to be used for budgeting purposes. Brooke has signed up for Court Clerk school and will be working toward her Level I certification. Monica will be signing up for City Secretary school which is provided by the University of North Texas.

I met with Jim Estep, who came in to review 12 building permits dropped off by Falcon Ridge. I also met with Don Strange. We toured Falcon Ridge and Fairview Meadows. I also met Omar Otero who set up my computer and email.

As you see in this report my goals are to modernize the organization, develop professional, capable staff and build community. I look forward to your support.

Statistics

Building Permits – Includes Remodels and Manufactured Homes

| <u>Month</u> | <u># of Residential</u> | <u>Valuation</u> | <u>Fees Paid</u> |
|------------------|-------------------------|--------------------|------------------|
| October | 3 | \$ 407,510 | \$ 4,958 |
| November | 3 | \$ 605,000 | \$ 6,710 |
| December | 5 | \$1,347,000 | \$15,020 |
| January | 4 | \$1,052,773 | \$11,382 |
| February | 4 | \$ 906,720 | \$10,399 |
| Total YTD | 19 | \$4,319,003 | \$48,469 |

Sales Tax

Sales tax receipts for March totaled \$10,972. That is \$1,653 less than the same month last year. Overall, sales tax is up \$7,152, or 9.8%, over the first six months of the last fiscal year. For the year the City has collected almost 62% of budgeted sales tax (\$130,000).

