

Memo

To: Mayor, Council
From: Steve Pyles
cc:
Date: 2/14/23
Re: Administrator's Report

Personnel and Staffing

- Alex Nelisse-Blankenship continued his training. Since our last meeting, we have completed signs and the process for public hearings.
- Record, box and plan sorting continues. We also visited the Lion's building and sorted, discovered the records that have been moved there.
- I've been filling in for the Streets Superintendent, meeting with staff in the morning start up from 6:45 – 7:15.. Daryl and I also met with them to discuss projects and get a list for them to start working on. More information in the Streets section which follows.

Planning and Zoning

- Two fence permits, two occupancy permits, six new build zoning certificates and a commercial alteration zoning certificate have been issued. Four sign permits were also processed and will be issued next week. There are two pending occupancy requests received this morning that I will process in Alex's absence.
- Met with the Montrose Group today. They provide consultation related to development and other community building functions.
- Continued work on resident complaints regarding a business violating the zoning code.
- Alex and I met with Vic to talk through options related to Fun in the Jungle in terms of a conditional use instead of a full rezoning.
- CT held a mini workshop on the Ravines at Meadow Ridge Development as they work through the preliminary plat application.

Odds and Ends

- I was a panelist on the Delaware Chamber of Commerce Leadership Academy local government presentation along with county and Delaware City representatives. The panel approach is for the class to take the survey and compare our answers to those of the class.
- Open bids for the demolition grant, bids were well below estimate. There is a memo in the one drive regarding recommendations on the bids. I also emailed the Land Bank as I anticipate we may have some grant funds not programmed to see what options we may have in doing more site preparation and beautification.
- Asbestos abatement for the demolition homes is happening today and tomorrow.
- Equipment Purchase Orders for vac truck and crack seal trailer have been issued. Vac truck is undergoing preventative maintenance and inspection and should be delivered first half of February.
- Space planning meetings continue, we will be meeting with the service staff on 2/21 to focus on that new building.
- Staff met with CT regarding the GIS project.
- PD and administrative staff are meeting later today to discuss bringing the Personnel Board of Appeals to operational status.

Adding the following two departments to my report to provide further information.

Streets

- Weekend trash services of public containers at town square, Freedom, and GRE parks.
- Street light maintenance, we are also working through issues with the pedestrian crossing at Fallen Heroes.
- MP Dory was in and replaced a pedestrian bollard (touch pad) that was damaged in an auto accident. We were able to have it replaced and operational the day following the evening crash.
- Aaron Noblit worked with the department instructing on street tree trimming techniques. He volunteered his time; we removed the debris, and we were able to get another street (Heartland Ct.) trimmed.
- The staff has been working on identifying missing street signs and those that have reduced reflectivity. I provided a form, Alex provided a mapping system to organize the work and the street staff has been doing the census of the signs.
- Jacob Stockmaster has completed his 30 hours of seat time driving a CDL level truck and has been getting instruction on the pre-trip part of the test. We hope to arrange his test within the next few weeks.

Wastewater

- New employee is getting trained.
- Meeting with CT every two weeks on Friday has resumed to discuss plant upgrades and for them to see how the plant is currently operating. This is being done to refine plans.
- Daily operations of the plant, which includes sampling, adjusting processes based upon results, pressing sludge, sewer inspections of new taps.
- Periodic maintenance including lubrication, cleaning clarifiers, and maintaining equipment.
- Pipe Hunter machine has received a preventative maintenance/inspection of chassis (engine and frame) and is undergoing vendor inspection/preventative maintenance of installed equipment, anticipated delivery is by late February.