

The City of Lewes



City Manager's Report August 2017

Renovations to the Margaret H. Rollins Community Center

With renovations complete to the meeting room at the Margaret H. Rollins Center, staff focused on getting tables and chairs and setting up the procedures for use of the room. Mayor and Council approved the meeting room policy at their August meeting, and staff developed a meeting room request form. Mayor and City Council held the first meeting in the room on August 31, 2017, and other meetings and events are scheduled for the fall. Staff will continue to coordinate with the Lewes Historical Society to fine tune the procedures as the room is used. Staff also has worked with Delmarva VoIP on addressing the needs for a PA system for the room. We are currently awaiting a proposal.

Savannah Road TAP Project

Staff, along with Councilpersons Beaufait and Reardon, continued to work with DelDOT on moving the TAP concept endorsed by Mayor and City Council forward. On August 7, 2017, we met with DelDOT staff in the Dover office, and there have been several subsequent telephone calls. We are currently awaiting additional feedback from DelDOT.

Transportation Improvement District

On August 14, 2017, Mayor Becker, Tom West and I met with Sarah Coakley from DelDOT to discuss the changes DelDOT has made to the proposed Lewes and Henlopen Transportation Improvement Districts. Sarah shared the map of the proposed districts, and there has been subsequent follow-up by e-mail. The current proposal addresses the City's concerns about a Lewes TID not including lands outside of Lewes between the City and Route 1. Under the current proposal, the Lewes TID would encompass the entirety of the area between Lewes and Route 1. The proposed Henlopen TID would include lands west of Route 1 between Route 9 and Route 24.

Annexation Discussions

The Annexation Regulation Ad Hoc Committee met on August 15, 2017, continuing to review possible zoning districts to be assigned to lands proposed for annexation. On August 21, 2017, Deputy Mayor Beaufait and I met with Superintendent Fulton and others from the Cape Henlopen School District administration to discuss possible annexation of the Cape Henlopen High School. Staff will be following up with answers to some questions that the District had at the meeting. Deputy Mayor Beaufait and I also met with Element Design staff, who will evaluate the draft zoning districts being considered to apply to annexed areas and will report back to the Committee. The Committee believes that having a land planner provide feedback on how the

proposed zones would be applied in practice would be beneficial to the consideration of these zones.

Fireworks

The group of organizations working to evaluate the feasibility of a July 4th fireworks show for Lewes met on August 17, 2017. The group includes the Cape May Lewes Ferry, Cape Henlopen State Parks, the Children's Beach House, the Lewes Yacht Club, and the Lewes Historical Society. Discussion included possible vendors, fundraising, and preparation for the public workshop on August 31, 2017. Mayor and City Council held a public workshop on August 31, 2017, where a number of members of the public spoke about a potential fireworks event.

Beach 1 Restroom Upgrades

The contract was signed with EDiS for the Beach 1 Restroom renovations. A pre-construction meeting will be scheduled for late September.

FEMA Community Assistance Visit

The Building Department staff participated in a conference call with FEMA on August 22, 2017. Several properties about which FEMA had questions were resolved, and staff has sent letters to the remaining properties. Building Department staff will have a follow-up conference call with FEMA in late September.

Trash and Recycling

Recycling service in the City has been problematic through the summer months. There has been discussion with Republic, the City's contractor, to improve the service delivery. As the contract expires on March 31, 2018, staff has been reviewing the costs and benefits of bringing the recycling service in-house, rather than soliciting bids for a new contract when the current contract expires. This has also caused staff to evaluate if there is a more efficient and cost-effective way to address the second weekly pick-up provided in the months of July and August. These issues will continue to be evaluated in the coming months with recommendations forthcoming following this review.

Highland Acres Assessment

Following the Tax Appeal Hearing on August 3, 2017, and in accordance with the direction of Mayor and City Council, staff sent letters to property owners within Highland Acres informing them of the reassessment of the community. These letters were sent on August 11, 2017, and three property owners have called with questions about the reassessment. All seemed satisfied with the explanation provided.

Canalfront Park Marina Dredging

The specifications and bid information for the dredging of the Canalfront Park Marina was publicized, with a pre-bid meeting on August 28, 2017. Only one contractor attended the pre-bid meeting. Evelyn Maumeyer submitted the required permit paperwork to DNREC to allow the dredging. There was also outreach to other marina and slip owners who may be interested in participating. Two marinas and two slip owners will participate in the dredging, which reduces the amount that the City will need to pay for the mobilization and demobilization.

Other Meetings and Activities

On August 1, 2017, Councilman Reardon and I met with WRDE, the local NBC affiliate. They requested the meeting because they have interest in installing a camera on the water tower. We referred them to Darrin Gordon, as the tower is owned by the Board of Public Works.

On August 1, 2017, the Lewes Police Department held the annual Night Out at George H. P. Smith Park. The evening was well attended, and the officers of the Lewes Police Department grilled burgers, hot dogs, and brats for the community. The evening included a canine demonstration. The Lewes Bicycle and Pedestrian Advisory Committee held a bicycle rodeo and provided free helmets to promote bicycle safety.

On August 10, 2017, Mayor Becker, Ellen Lorraine McCabe and I met with the auditors to review the annual audit. The audit will be presented at the September 11, 2017 Mayor and City Council meeting.

On August 17, 2017, Lewes hosted a meeting of the Association of Coastal Towns. Tony Pratt and Shawn Garvin attended the meeting. The primary topic of discussion was the need for dredging.

On August 18, 2017, I met briefly with Stan Mills and Jennifer Luoma about the State's Coastal Clean-Up, scheduled for Saturday, September 16, 2017. Volunteers for the Lewes Beach Clean-Up will park in the Beach 1 Parking Lot free of charge. Stan Melvin, a City of Rehoboth Beach Commissioner, is the captain for the Lewes Beach area of the Clean-Up.

On August 22, 2017, Senator Carper hosted a meeting in Bethany Beach for elected officials and managers of Sussex County's coastal towns. I attended the meeting with Mayor Becker, Councilperson Osler, and Councilperson Morgan. The topics of discussion were the proposed seismic blasting off the coast of Delaware associated with oil exploration and proposals for off-shore wind off the coast of Delaware. Lewes, as well as other municipalities, has approved a resolution opposing seismic blasting off the Delaware coast.

I have been working with staff and have also met with Chuck Burton, to discuss renovations to City Hall that would provide office space for the building officials (including the approved part time clerical staff), as well as more private office space for Alice Erickson to allow her better concentration when working on minutes.

On August 28, 2017, Mayor Becker and I attended a meeting with DNREC staff about their plans to dredge the area of the Overfalls so that the ship can be moved to be taken to New Jersey for repairs. Dredging will begin in September or October and will go through December.

On August 30, 2017, I met with Bill Pfaff, Sussex County's Economic Development Director, to discuss how he can be of assistance to the City of Lewes. I shared with him the City's interest in supporting business growth east of the Lewes and Rehoboth Canal and efforts related to the ERM study. Bill is new in his position and has been meeting with town managers throughout Sussex County.

On August 31, 2017, Tom West and I viewed a webinar about sign regulations following a landmark case at the U.S. Supreme Court that significantly changes the way municipalities can

regulate signs. The City's sign regulations need to be updated, so the webinar helped to provide some background as we prepare to move forward with this update.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ann Marie Townshend". The ink is black and the signature is fluid and connected.

Ann Marie Townshend, AICP
City Manager