

# The City of Lewes



## City Manager's Report

January 2019

### Construction Progress

There are a number of significant construction projects underway in Lewes. City staff have participated in progress meetings on these projects.

- Mariners Retreat/Highland Acres Tax Ditch Improvements – Progress meetings were held on both the tax ditch and Mariners Retreat project. The installation of the pipe for the tax ditch project should take place in the near future. Construction on the infrastructure for Mariners Retreat has continued.
- Savannah Place Sanitary Sewer Extension – This is a Lewes Board of Public Works project to extend sanitary sewer to Savannah Place. Construction began on the project during January.
- Streets Department Break Room – Progress has continued, and the break room should be complete by late February.
- Beach 2 Restroom – Construction has continued on renovation to the Beach 2 Restroom, with completion expected in late March.
- Front Street Sewer/Savannah Road Water Main Project –Teal Construction has continued to make progress on the sewer work on Front Street and the water main replacement on Savannah Road. Meetings with the merchants are being held on a regular basis to ensure coordination.
- Phase 23 Streets/Beach 1 Parking Lot – The City opened bids for the rehabilitation of Beebe Avenue, Dewey Avenue, and Beach 1 Parking Lot. The bid award recommendation will be presented to Mayor and City Council on February 11, 2019.

### Land Development/Annexation Activities

Staff continued to work on reviewing development projects and comprehensive plan implementation during January.

- Staff has worked, along with BPW and GMB engineering staff, on review of the Fishers Cove subdivision application in anticipation of presentation to the Planning Commission on February 7, 2019.
- Staff has worked, along with BPW and GMB engineering staff, on review of the Lewes Waterfront Preserve plan in anticipation of the Planning Commission review of the application on February 20, 2019.
- The Planning Commission held a public hearing for the subdivision at the corner of

Anglers Road and East Market Street on February 7, 2019.

- The Planning Commission reviewed the Site Development Plan application for Assisted Living Facility Lewes Medical Development, located on the parcel of the Beebe property that fronts Kings Highway. The record was left open for, and the Planning Commission will continue its review at a future meeting.
- The Planning Office received notification from DEMA that the grant application recently submitted will be forwarded to FEMA for approval. The proposed grant would allow the City and BPW to conduct a flood risk-reduction study related to recurring tidal flooding at the west end of Cedar Avenue area from Indiana Avenue to Missouri Avenue. Solutions will be explored and used to obtain support for identified mitigation improvements.
- Savannah Edwards attended a meeting with DelDOT and the Showfield Lewes applicants regarding the DelDOT requirements related to the Showfield Lewes development application.
- The Planning Office and Lewes Planning Commission have continued work on comprehensive plan implementation. The Planning Commission forwarded several recommendations to the Mayor and City Council.
- Tom West and I attended the PLUS meeting on the development plans for the Mitchell Farm located at the corner of Gills Neck Road and Kings Highway. The City submitted written comments to the Office of State Planning Coordination.

### **Departmental Operations**

- *Use of Margaret H. Rollins Community Center Meeting Room* – Three (3) organizations held a total of seven (7) meetings and events in the City's meeting room during the month of January.
- *Use of Net House* – Five (5) organizations held a total of ten (10) meetings and events in the Net House during the month of January.
- *Refuse Collection Totals for October*
  - Recycling – 35.98 tons
  - Regular Trash – 84.89 tons
  - Yard Waste – 15.11 tons
- *New Business Licenses Issued* – 20
- *Building Permits Issued*
  - Residential Renovation – 38
  - Institutional Renovation – 1
  - New Home - 2
  - Dumpster – 1

### **Other Meetings and Activities**

The City's management team has begun negotiations with the Teamsters regarding the collective bargaining agreement for the Police Department. The current contract expires on March 31, 2019.

Ellen Lorraine McCabe and I worked with department managers to develop a draft budget for FY 2020. Mayor and City Council will begin budget meetings on February 12, 2019 to complete the budget for the fiscal year beginning April 1, 2019.

GMB Engineering began work to design a concrete pad in the area adjacent to the Streets Department Garage to use for storage of mulch and debris prior to moving these items to the transfer station.

Staff worked with Century Engineering and DNREC on the preparation for construction of the

trail connection between the former rail line and American Legion Road.

Mayor Becker and I have continued to meet with Chesapeake Utilities to plan for expanded natural gas service.

Mayor Becker, Councilperson Morgan, and I met with the SPCA regarding revisions to the City's feral cat ordinance. A revision to the ordinance will be forthcoming to Mayor and City Council in the near future.

Mayor Becker and I continued participation in the BPW Strategic Planning process.

On January 15, 2019, the City, Sussex County, and DEMA led an emergency preparedness tabletop exercise.

On January 16, 2019, Mayor and City Council held a retreat to set priorities for the coming fiscal year.

Ellen Lorraine McCabe, Mayor Becker, and I attended the DFIT meeting on January 17<sup>th</sup>. DFIT is the insurance trust made up of municipalities throughout Delaware. At this meeting, Kenny Morris was recognized for his performance in the Snow Plow Rodeo, a competitive exercise to focus on safety in plowing operations.

On January 14<sup>th</sup>, Chris Czepiel started as an MPA Fellow with the City, assisting with several management projects, including the updating of the City's personnel policies and procedures.

City staff participated in a "website reveal" which began the process review the redesign of the City's website. The new website is expected to go live in late April.

City staff held a kick-off meeting with iCompass to begin development of the City's new meeting management site. The new site will manage meeting agendas and materials and provide improved public access to materials. The new system will begin to roll out this spring.

*Training:*

- Ellen Lorraine McCabe and I participated in an Implicit Bias webinar offered by Engaging Local Government leaders.
- On January 11<sup>th</sup>, Ellen Lorraine McCabe and I participated in a meeting with the University of Delaware's ICMA student chapter. At the meeting, city managers gave presentations about various topics in municipal management. The meeting also included a tour of Rehoboth Beach City Hall and a networking lunch.
- I attended the annual meeting of the American Planning Association.

Respectfully Submitted,



Ann Marie Townshend, AICP  
City Manager