

The City of Lewes



City Manager's Report January 2018

Annexation Discussions

The Annexation Committee for Donovan Smith Mobile Home Park met in early January and presented its report to City Council at the January 8, 2018 meeting of Mayor and Council.

Construction Progress

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

- Mariners Retreat/Highland Acres Tax Ditch Improvements – Site preparation has begun, and during January the City, BPW and GMB staff continued to work with the developer to get the paperwork, escrow, and bonds in place to allow construction to begin.
- Beach 1 Restroom Renovations – The renovations to Beach 1 Restroom are progressing according to schedule, with completion scheduled for early March.
- Gills Neck Road/Front Street/Savannah Road Infrastructure & BPW/Sussex Flow Diversion Projects – These two projects are progressing. Crews worked through the snow while the intersection was closed to keep the reopening on schedule.
- Beach 2 Parking Lot – GMB Engineering put the rehabilitation of the parking lot for Beach 2 out for bid. A pre-bid meeting was held on January 23, 2018. Bids are due on February 7, 2018 and will be presented to City Council on February 12, 2018.

Budget Preparation

Throughout January, staff worked on budget preparation. The draft budget was completed and distributed to City Council on February 1, 2018.

Implementation of Property Review Recommendations

During the month of January, implementation of the recommendations regarding City-owned lands continued. Staff worked with the City Solicitor to get the street abandonment recorded. The Planning Commission will consider the rezoning of the abandoned streets and City-owned parcels on Smyrna Avenue at their February meeting. GMB worked on specifications for the extension of Tennessee Avenue and associated utilities so that the City can market the parcels on Tennessee Avenue for sale. The Planning Commission reviewed the consolidation of the two city-owned lots on Texas Avenue in December and January. Their recommendation to deny the parcel consolidation has been forwarded to Mayor and City Council for their meeting on February 12, 2018.

Highland Acres Re-Assessment

Staff sent letters with statements attached to all property owners within Highland Acres, informing them of their revised assessed values, property taxes owed, property taxes received, and amount due/refund owed. The letters were mailed on January 31, 2018, and staff is working to issue checks to those property owners who are due a refund.

Five Points Working Group

The Five Points Working Group held its second meeting on January 22, 2018 at the Virden Center. The meeting focused primarily on sharing background with the Working Group.

Other Meetings and Activities

Staff met with Pat Luce of Waste Industries regarding extension of the yard waste contract, which will expire on March 31, 2018.

I met with Matheu Carter of the University of Delaware's T² Center to discuss pavement preservation methods and the services offered by the Center.

Staff had a teleconference with Scott Wilcox and his associate from Whiteford, Taylor & Preston LLP regarding updates to the City Personnel Policy.

Darrin Gordon and I had a demonstration with Onsolve regarding the Code Red notification system. Following the demonstration, we agreed that the City and BPW would share a subscription to the service to be able to notify citizens of important information. We expect to set up the system in February.

BPW staff and I attended a water contamination tabletop exercise hosted by Sussex County Emergency Preparedness.

Staff met with the City Solicitor regarding proposed changes to the noise ordinance. These proposed changes are being drafted and will be presented this spring.

Staff met with GMB staff to review options for space planning in City Hall and upgrades to the Beach 2 Restroom.

On January 22, 2018, the committee that is reviewing the consolidation of CARC and HPC met for the first time. A second meeting is scheduled for February 6, 2018.

Staff met via teleconference with staff from the Delaware Government Information Center (GIC) to discuss the possibility of having the GIC develop a new website for the City. Staff will continue to evaluate the benefits of this over the coming months.

Betsy Reamer, Mayor Becker and I attended the Sussex County Profile lunch on January 30, 2018.

Respectfully Submitted,



Ann Marie Townshend, AICP
City Manager