

The City of Lewes



City Manager's Report

March 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 projects. The installation of the pipe for the tax ditch project has been delayed due to the saturated conditions. Construction on the infrastructure for Mariners Retreat has continued.
- Savannah Place Sanitary Sewer Extension – Teal Construction has continued to work on the sewer installation for Savannah Place.
- Beach 2 Restroom – City Staff and GMB completed a walk-through of the Beach 2 restroom in late March. The work is largely complete, and the restrooms should be open to the public by May 1.
- 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. Front Street opened to traffic on Friday, April 5th.
- Phase 23 Streets/Beach 1 Parking Lot – Jerry's paving began work in preparation of street paving and paving of Beach 1 parking lot. Work on this should be complete in April.
- City Hall Renovations – EDiS began the renovations in City Hall in late March, starting with the floor repair in Council Chambers. We are currently awaiting carpet, and following carpet installation, Council Chambers will be available for meetings.

Parking Meter Replacement

City staff worked on preparing for the parking meter replacement. Installation of the new meters will take place in April. Staff worked on developing a brochure that will be distributed beginning in April. Mayor and City Council approved an ordinance at their March meeting to increase fines, and staff worked on drafting an ordinance to expand meter hours and expand metered parking to Kings Highway in front of Zwaanendael Park. This ordinance is on the April 8th Mayor and City Council agenda for consideration.

New Website and Meeting Management Platforms

The City has engaged Civic Plus as our new web provider. In March, staff worked with Civic Plus to plan for staff training for early April. The City hopes to activate the new website later this spring.

The City has also been working with iCompass to prepare our new meeting management system. Later this spring, we will begin utilizing iCompass to publish agendas and make meeting materials readily available to the public. Staff has participated in weekly coaching sessions to prepare for the utilization of this new system. We plan to start with the Mayor and City Council meetings and then add other committees. This platform should also be active later this spring.

New Road Master Plan

A public meeting was held on March 27th to provide more involvement in developing recommendations for the New Road Master Plan. With this feedback, a draft will be released and the plan will be finalized in late spring.

Land Development/Annexation Activities

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

- The Annexation Regulation Ad-Hoc Committee has continued to meet weekly to review potential changes to the Annexation zones.
- Mayor and City Council set a public hearing for April 22nd regarding the site development plan for Assisted Living Facility Lewes Medical Development, located on the parcel of the Beebe property that fronts Kings Highway.
- At their March meeting, Mayor and City Council upheld the Planning Commission's recommendation to deny several waiver requests associated with the subdivision application at the corner of Anglers Road and East Market Street.
- At their meeting on March 20th, the Planning Commission received an update from Betsy Hicks of AECOM regarding the hydrology study being completed to look at how developments in the Canary Creek basin could affect regional and localized flooding.
- At their meeting on March 20th, the Planning Commission initiated their review of the Showfield City major subdivision application.
- Applicants for the Fishers Cove subdivision application made changes to their application submission. First, they filed a minor subdivision application to move the property line between the larger development area and the parcel fronting Pilottown Road. Second, they filed a revised major subdivision plan that removes the parcel that fronts Pilottown Road.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Four (4) organizations held a total of fourteen (14) meetings and events in the City's meeting room during the month of March.
- *Use of Net House* – Four (4) organizations held a total of four (4) meetings and events in the Net House during the month of March.
- *Refuse Collection Totals for March*
 - Recycling – 31.21 tons

- Regular Trash – 104.70 tons
- Yard Waste – 19.65 tons
- *New Business Licenses Issued – 22*
- *Building Permits Issued*
 - Residential Renovation – 33
 - Commercial Renovation – 1
 - New Home – 1
 - Institutional - 2
 - Demolition - 2

Other Meetings and Activities

Staff worked with Mayor and City Council throughout March to develop the FY2020 budget, which was adopted on March 18th.

The City's management team continued to work with the Teamsters to negotiate a collective bargaining agreement for the police. The current contract expired on March 31, 2019.

The trail between American Legion Road and the former rail line is substantially complete. It should open to the public this spring.

On March 12th, the City and DelDOT held a public workshop on the planned bicycle improvements to East Savannah Road, between the bridge and American Legion Road. Construction is expected to take place in fall 2019 to add a bike lane to the westbound side of East Savannah Road.

Mayor Becker and I have continued to meet with Chesapeake Utilities to plan for expanded natural gas service. We now have monthly conference calls scheduled with Chesapeake and BPW to keep expansion moving forward.

Ellen Lorraine McCabe and I have been working with the City of Milford to select a Local Government Management Fellow through a nationally-competitive program of the International City/County Management Association (ICMA). The fellow will be shared between the municipalities and will work on a variety of projects primarily related to human resource practices and budgeting.

On March 27th, the City and the Board of Adjustment legal counsel participated in oral arguments before the Delaware Supreme Court regarding the Nepa case.

Staff and Mayor Becker met with Terry DeSanto of DFIT to review our property and casualty insurance coverage as part of our insurance renewal process.

City management has engaged the services of the University of Delaware's Institute for Public Administration to assist with team building for City staff. The objective is to provide improved service to our customers by improving cohesiveness among city staff.

In preparation for the upcoming beach season, I have worked with our lifeguard captain and other volunteers to review the City's beach rules and signage. An ordinance has been drafted (on April 8th agenda) to update beach rules, and we will be improving beach signage to be more visitor friendly.

I attended a meeting of the Delaware Transit Corporation's Resort Advisory Committee to prepare for the upcoming beach season.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ann Marie Townshend".

Ann Marie Townshend,
AICP City Manager