

# The City of Lewes



## City Manager's Report

September 2018

### 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. Funding is in place for the completion of the tax ditch project. The pipe is being ordered, and the project should be complete this fall. Site contractors have been working on installing the sanitary sewer in Mariners Retreat.
- Fourth Street Crack Sealing and Patching/Tennessee Avenue – Work is complete on Tennessee Avenue, and the crack sealing and patching of Fourth Street is scheduled to begin in early October.

### Parking Activities

The parking committees for the beach and downtown areas. Staff have continued to gather and review information for replacement of the city's parking meters. We have met with vendors and are analyzing cost information, with the intention of presenting recommendations to City Council in October. The meter replacement is planned to be completed prior to May 1, 2019.

### Land Development/Annexation Activities

Staff continued to have discussions with developers about prospective projects during September.

- The Annexation Committee reviewing annexation proposals for the Newsham property on Savannah Road and the Brittingham property on New Road met on September 11, 2018, and developed its report on the pending annexations. Public hearings were scheduled for October 9<sup>th</sup> for the Newsham property and October 30<sup>th</sup> for the Brittingham property.
- The Planning Office received a major subdivision application for a development called Fishers Cove, off Pilottown Road. The plan has been shared with the city engineer and the Board of Public Works for review. The Planning Commission will discuss the plan at its meeting on October 17<sup>th</sup>.
- Preston Schell has submitted a minor subdivision application to combine the Newsham property with the portion of the Beebe property fronting on Savannah Road. The Planning Commission will consider the application at its meeting on October 17<sup>th</sup>.
- The Planning Office and Lewes Planning Commission have been diligently working to review the city's zoning ordinance and develop recommended amendments. This effort is part of the comprehensive plan implementation.
- A committee formed by Mayor and City Council to work on consolidating the Commercial Architectural Review Commission and the Historic Preservation Commission has continued to work on an ordinance to consolidate the two commissions. They expect to complete their work in mid-October and present a draft ordinance to City Council.

### Five Points Working Group

The Five Points Working Group did not meet during September, but they met on October 8<sup>th</sup> to prioritize recommendations being submitted to DelDOT. The final meeting of the working group is scheduled for October 29<sup>th</sup>.

### Emergency Preparedness Workshop

The City partnered with the University of Delaware Sea Grant Program, University of Delaware Institute for Public Administration, Board of Public Works, and the Greater Lewes Community Village to hold a workshop on September 21<sup>st</sup> to help people to prepare for weather emergencies. The workshop targeted older adults and people with disabilities. It included presentations to provide information to help people prepare for disasters. Volunteers also helped participants register for the City's Code Red system and Sussex County's Smart 911 system.

### New Road Master Plan

Jim Klein, Delaware Greenways, and DelDOT staff worked on some road design concepts to share with the stakeholders at the October stakeholder meeting, which is scheduled for October 24<sup>th</sup> at 6:30 p.m. A public workshop is also planned for November 27<sup>th</sup> from 4:00 p.m. – 7:00 p.m. A location has not yet been determined.

### Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Eight (8) organizations held a total of ten (10) meetings and events in the City's meeting room during the month of September.
- *Refuse Collection Totals for September*
  - Recycling – 35.62
  - Beach Cleaning/Street Cleaning – 17.61 tons
  - Regular Trash -116.68 tons
  - Yard Waste – 31.9 tons
- *New Business Licenses Issued* – 10
- *Building Permits Issued*
  - New Home - 1
  - Residential Renovation – 39
  - Commercial Renovation – 1
  - Dumpster Placement – 4
  - Dog Park - 2

### Other Meetings and Activities

On September 5, 2018, I had a conference call with the consultant who is working with the Board of Public Works to develop a strategic plan.

On September 7, 2018, Pres Lee, Mayor Becker, Darrin Gordon and I met with Senator Carper and members of his staff to talk about the instance of lead in Lewes water samples and how the federal government can help to address municipal water quality issues.

Staff from the Finance Department and Building Department have continued to work to address delinquent business licenses.

Mayor Becker, Pres Lee, Darrin Gordon and I met with staff from Chesapeake Utilities to discuss expansion of natural gas service in Lewes.

Senator Lopex, Keri Rapa (legislative aide), DNREC staff and I met on the Junction and Breakwater Trail in the vicinity of Bay Breeze to discuss maintenance of the trail right-of-way. This meeting was

following a number of complaints that Senator Lopez had received regarding the condition of areas along the trail. Senator Lopez followed up with Lingo Asset Management, and it appears there is a resolution on how the area will be maintained in the future.

Ellen Lorraine McCabe and I have been working to update the city's personnel manual.

*Training:*

- Ellen Lorraine McCabe and I attended the International City/County Management Association conference in Baltimore.
- Ellen Lorraine McCabe and I attended labor relations training provided by the Delaware Public Employment Labor Relations Association.
- Henry Baynum, Robin Davis and I attended training on the National Flood Insurance Program.

Respectfully Submitted,

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

Ann Marie Townshend, AICP  
City Manager