

The City of Lewes



City Manager's Report

April 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 – An on-site meeting was held on Monday, April 2nd regarding the tax ditch project and changes to the plans made due to field conditions. These changes were also discussed at the progress meeting on April 18th. Since this time, the tax ditch progress is nearly complete. Progress should begin shortly on the subdivision.
- Beach 1 Restroom Renovations – The Beach 1 restrooms were open to the public on weekends during April, and a ribbon cutting took place on April 30th. There are several punch list items remaining, along with some changes based on operational issues. The newly renovated restrooms have been well received by visitors to the beach.
- Gills Neck Road/Front Street/Savannah Road Infrastructure & BPW/Sussex Flow Diversion Projects – The Sussex County Flow Diversion project is complete except for a few punch list items. A walk through was held with George and Lynch on April 23rd. The work on Front Street has also been progressing but was not complete by April 30th as initially projected. Work should continue until May 11th and then cease until after the summer season. The date for resuming the work is under discussion with DelDOT.
- Beach 2 Parking Lot – Work on the Beach 2 parking lot moved slowly in April, with the water main installation as the main progress during the month. The paving should happen in mid-May with the striping completed prior to Memorial Day.
- Fourth Street Crack Sealing and Patching/Tennessee Avenue - A pre-bid meeting was held for this project on April 24th.

Land Development/Annexation Activities

Tom West and I met with Preston Schell to discuss his ideas for zoning and development of the Savannah Road side of the Beebe Property.

I worked with Councilperson Reardon and Deputy Mayor Beaufait to develop a proposed ordinance that would assist in the annexation of the Donovan Smith Mobile Home Park. We have continued to meet with property owners regarding the benefits of annexation. On April 26th Deputy Mayor Beaufait and I spoke to the Cape Henlopen Board of Education about potential annexation of the Cape Henlopen High School. Councilpersons Reardon and Morgan were also in attendance.

The Commercial Architectural Review Commission approved the application and the Building Department issued the renovation permit for the conversion of the old DaVinci Pizza to a new steak house.

City Website

Ellen Lorraine McCabe, Alice Erickson and I have met with web development companies who specialize in municipal websites to obtain proposals for a redevelopment of the City's website. We hope to initiate work on this project in the next two months and have a new website up late in 2018.

Capital Projects

Ellen Lorraine McCabe and I met with Charlie O'Donnell to review capital projects underway and scheduled for the fiscal year. We also met with Morgan Helfrich, an architect with GMB, to review layouts for City Hall renovations, Streets Department break room construction, and renovations to Beach 2 restroom.

Five Points Working Group

The Five Points Working Group met on April 30th. The primary activity of this meetings forwarding group members to put forth ideas based on the needs previously put forward. These ideas will be vetted and prioritized in future working group meetings.

Parking/Use of Right-of-Way on Lewes Beach

Following City Council's approval of a policy regarding parking and use of City right-of-way on Lewes Beach, staff began to work on a strategy to fairly and consistently enforce the policy. Letters will be sent to property owners in May, and staff is working on data collection to aid in enforcement.

Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – A total of seven (7) organizations held thirteen (13) meetings and events in the City's meeting room during the month of April.
- *Refuse Collection Totals for April*
 - Recycling – 44.88 tons
 - Beach Clean Up – 64.65 tons
 - Regular Trash -107.30 tons
 - Yard Waste – 35.63 tons
- *Business Licenses Issued* – 40
- *Building Permits Issued*
 - Residential Renovation – 55
 - Sign – 1
 - Commercial Renovation – 5
 - Other - 1

Other Meetings and Activities

Sixteen new trees were planted at the Trailhead as part of a grant from the Delaware Urban and Community Forestry Grant. Some disease was spotted on a few of the new trees and replacements have been ordered. Alison Kirk is watering trees as in-kind match for grant.

Arbor Day celebration April 28th. Bartlett Tree Experts gave talk on proper tree planting and care. Planted a new flowering dogwood tree in Stango Park for Arbor Day celebration.

Delaware Forestry gave City a Swamp White Oak for Arbor Day. Mardi Thompson & Alison Kirk planted it in George HP Smith Park by bocce courts and replaced dedication plaque for Stephanie Tsantes in front of tree. Alison is watering tree with PRC water truck.

The Finance Department prepared and mailed tax bills to property owners. An updated "Important Information" brochure and trash schedule were mailed with the tax bills. Tax bills are due on June 30th.

Rick Melendez and I met with Janice Erich, HOA president for Cape Shores, do discuss logistics of trash collection in Cape Shores.

On April 6th I attended the Association of Coastal Towns meeting. Senator Carper attended the meeting.

On April 6th I met with Glenn Mandalas, Bonnie Osler, and Rob Morgan about proposed changes to the City's noise ordinance.

The City's Mitigation Team met on April 10th. The primary discussion topic was preparing for the annual Mitigation Workshop, which will be held this summer.

On April 11th, Rick Melendez, Mayor Becker and I attended the quarterly DFIT stewardship meeting. The meeting included training about the opioid epidemic.

On April 11th, I participated on a panel sponsored by the Sussex County League of Women Voters about master planning and transportation improvement districts in Delaware. David Edgell, of the Office of State Planning Coordination, and Rob Pierce, of the City of Milford, also participated on the panel.

On April 12th, Kay Carnahan, Dennis Reardon and met to discuss ideas to improve Beach 1 and 2.

Mayor Becker and I met with Charlie O'Donnell to discuss the feasibility of constructing a multi-use path on Gills Neck Road to connect Savannah Road with the trails. We followed up with an informal meeting with some property owners to get some feedback.

The Go Fourth Committee met on April 17th to discuss the preparations for the July 4th fireworks. There is a lot of enthusiasm in the community for the event.

On April 19th Councilperson Morgan and I attended Local Government Day in Legislative Hall. The event was organized by the Delaware League of Local Governments and Lt. Governor Bethany Hall Long's office.

The Finance Committee met on April 23rd.

On April 24th, Tom West, Mayor Becker and I attended a workshop held by the Center for the Inland Bays regarding the update to their Comprehensive Conservation and Management Plan.

On April 25th, Tom West and I attended a PLUS meeting about the development of Showfield Lewes.

On April 30th, Mayor Becker, Alison Kirk and I met with Libby Owen and Mike DiPaolo of LHS to discuss potential changes to the policy for usage of the City's meeting room in the Margaret H. Rollins Community Center. I also met with Mid South Audio to discuss the PA system for the meeting room.

Respectfully Submitted,



Ann Marie Townshend, AICP
City Manager