

# The City of Lewes



## City Manager's Report

May 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 is completed and a walk-through is scheduled for early June. Construction on infrastructure on the Seagull Drive side of Mariners Retreat has continued, and the first home in the subdivision is under construction.
- Savannah Place Sanitary Sewer Extension – Teal Construction has continued to work on the sewer installation for Savannah Place.
- Beach 2 Restroom – Work on Beach 2 Restrooms is complete, with the exception of some punch list items, and the restrooms are open to the public.
- Phase 23 Streets/Beach 1 Parking Lot – Bebee Avenue and Dewey Avenue were paved in mid-May. A final walk through will be scheduled in June. A few punch list items remain for Beach 1 parking lot remain.
- City Hall Renovations – City Hall renovations continued through May. Council Chambers was available for meetings in May, but several offices were still under construction. Major renovations were completed by the end of the month, with a number of finish items expected for June.

### Parking Activity

Parking meters became active on May 1<sup>st</sup>, and overall things have gone well with the transition.

The Downtown Parking Committee has continued to meet. Mayor Becker, Councilperson Osler, Charlie O'Donnell, and I have had several conference calls with M&T Bank regarding reconfiguration of the M&T Bank lot and use of the lot for metered parking.

### New Website and Meeting Management Platforms

Staff have continued to train on the new website and meeting management platform. All of the information has been added to the website. We are awaiting some of the technical details before we can officially launch the new sites. We are still hopeful that the new website and meeting management platform will be publicly available by mid- or late June.

## **New Road Master Plan**

A draft plan was released in late April, and held a meeting with stakeholders on May 7<sup>th</sup>. Comments were due by May 14<sup>th</sup>, and a public meeting is scheduled for June 20<sup>th</sup> for the updated draft. After this meeting, we will see endorsement from the City of Lewes, Sussex County, and DeIDOT.

## **Five Points Working Group – Phase Two**

The second phase of the Five Points Working Group met on April 29<sup>th</sup>. At the meeting, the project team provided an overview of the implementation plan developed based on the recommendations made during the first phase of the Working Group. They provided an update of recommendations that had been implemented or were underway. Secretary Jennifer Cohan announced at the meeting that DeIDOT has a contract to purchase the Best property. The Five Points Working Group is expected to meet two or three times per year. Some members of the public requested that it meet more regularly. DeIDOT has scheduled working group meetings for July 29<sup>th</sup> and October 28<sup>th</sup> at 6:00 p.m.

## **Land Development/Annexation Activities**

Staff continued to work on reviewing development projects and supporting other planning priorities during May.

- The Annexation Regulation Ad-Hoc Committee provided its report to Mayor and City Council in May, and a public hearing is scheduled on the ordinance revisions for June 18<sup>th</sup>.
- Mayor and City Council approved with conditions the site development plan for the Assisted Living Facility Lewes Medical Development, located on the parcel of the Beebe property that fronts Kings Highway.
- On May 15<sup>th</sup>, the Planning Commission met. At this meeting Tom West gave a presentation about the subdivision review process so that Commissioners, applicants, and the public all have a clear understanding of the process. The Planning Commission set public hearings for Lewes Waterfront Preserve on May 29<sup>th</sup> and Fishers Cove on June 13<sup>th</sup>. Planning Commission reviewed and recommended approval of the Anglers/Market Street subdivision request. They also reviewed a minor subdivision application for Fishers Cove and deferred action until after the Fishers Cove public hearing.
- Planning Commission held a public hearing on Lewes Waterfront Preserve on Wednesday, May 29<sup>th</sup>. They left the record open and will continue deliberation on the application in the coming months.
- Tom West and I conducted interviews for the entry-level planner position. Following two rounds of interviews, we selected Phillip Moore for the position. Phillip will begin work on June 10<sup>th</sup>.

## **Changes to Trash Schedule**

Beginning June 3<sup>rd</sup>, there will be changes to the City's trash and recycling schedule. The trash schedule for May 1, 2019 through April 30, 2020 was mailed to property owners with the trash bill. The major change is that beginning June 3<sup>rd</sup>, the City will offer weekly recycling year-round. This results in a change in the days of service for trash and recycling service. Residents who have trash pick-up on Mondays will have recycling pick-up on Tuesdays. Residents who have recycling pick-up on Mondays will have trash pick-up on Tuesday. The City held a "Trash Talk: Garbage Rules" workshop on May 23<sup>rd</sup>. Unfortunately, the weather did not cooperate and turn-out was low. We will continue to get information out about the changes to trash service and recycling.

## **Community Transportation Funds (CTF)**

Staff has been working with Senator Lopez's office on several requests for CTF Funds.

- On May 1<sup>st</sup>, Mayor Becker and I met with the Senator's staff and the Lewes Little League regarding their request for CTF funding for new field lighting. We are awaiting details so that the project can go out for bid. Funds will be provided from the State's FY20 budget.
- I have worked with Senator Lopez's office, Lewes Community Gardeners, and DelDOT regarding the Lewes Community Gardeners' request for CTF funds. After several discussions and clarifications, DelDOT has made the determination that the project is ineligible for funding.
- I have worked with Senator Lopez's office and the Lewes Fire Department (LFD) on a funding request for a new UTV with accessories to allow the LFD access to the Georgetown to Lewes Trail northwest of Savannah Road. This will be funded from the State's FY20 budget.
- Senator Lopez and Representative Smyk have agreed to fund the wayfinding signage plan for Lewes with funds from the State's FY20 budget.

### **Departmental Operations**

- *Use of Margaret H. Rollins Community Center Meeting Room* – Two (2) organizations held a total of eight (8) meetings and events in the City's meeting room during the month of May.
- *Use of Net House* – Four (4) organizations held a total of four (4) meetings and events in the Net House during the month of May.
- *Refuse Collection Totals for May*
  - Recycling – 42.81 tons
  - Regular Trash – 123.09 tons
  - Yard Waste – 55.03 tons
  - Beach Rake/Street Sweeping – 29.07 tons
  - Vegetation Cleared by City – 3.85 tons
- *New Business Licenses Issued* – 22
- *Building Permits Issued*
  - Residential Renovation – 43
  - Accessory Structure – 2
  - Solar Panels – 1
  - Commercial Renovation – 1
  - Demolition – 1

### **Other Meetings and Activities**

On My 3<sup>rd</sup>, we completed a one-year warranty review of Beach 1 restroom renovations.

On May 14<sup>th</sup>, Mayor Becker, Ellen Lorraine McCabe, and I participated in Local Government Day at Legislative Hall.

On May 14<sup>th</sup>, I attended the season kick-off meeting hosted by the Sussex County Association of Realtors.

Following Mayor and City Council's approval of code amendments to the beach rules, we redesigned the beach rules signs to be friendlier and provide better information. These signs have been placed at beach access points.

On May 15<sup>th</sup>, City staff participated in a team-building session to create better cohesion among staff so that we can provide improved service to our customers. This session was the start of a

series of activities to bring staff together across departments.

On May 23<sup>rd</sup>, the City held an orientation for seasonal employees. This is the first of what will be an annual practice.

On May 30<sup>th</sup>, the City provided FOIA and Ethics training for elected and appointed officials.

On May 31<sup>st</sup>, I participated in training on the Manual of Uniform Traffic Control Devices.

Respectfully Submitted,

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

Ann Marie Townshend, AICP  
City Manager