



## City Manager's Report

September 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 – Infrastructure construction is nearly complete. The City continues to receive new home construction permits.
- Savannah Road Bridge – DelDOT has begun a major maintenance project on the Savannah Road Bridge that will extend through the spring. Pedestrian bridge access is limited to one side of the bridge, which will continue throughout the project.
- E. Market Street/Anglers Road Subdivision – We held a pre-construction meeting on the subdivision at the corner of E. Market Street and Anglers Road. The infrastructure work related to the subdivision is relatively minor and should cause little disruption.

### Land Development/Annexation Activities

Staff, along with the Planning Commission, continued to work on reviewing development projects and supporting other planning priorities during September.

- On September 18, the Planning Commission reviewed and recommended approval on a minor subdivision to move a lot line between Lewes Presbyterian Church and an adjacent property on Franklin Avenue.
- On September 18, the Planning Commission considered a waiver request from a property owner at 203 E. Savannah Road to consider their subdivision application a minor subdivision rather than a major subdivision. The Planning Commission tabled action on the request.
- Tom West's last day as City staff was September 27. He will continue to work with the City in a consulting capacity.

### Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Nine (9) organizations held a total of seventeen (17) meetings and events in the City's meeting room during the month of September.
- *Use of Net House* – Five (5) organizations held a total of five (5) meetings and events in the Net House during the month of September.
- *Refuse Collection Totals for September*
  - Recycling – 45.34 tons
  - Regular Trash – 117.25 tons
  - Yard Waste – 31.48 tons
  - Beach Rake/Street Sweeping – 10.53 tons
- *New Business Licenses Issued* – 13
- *Building Permits Issued*

- Residential Renovation – 37
- New Home – 2
- Demolition - 1
- Commercial Renovation – 3

### **Other Meetings and Activities**

- Staff have continued to work on updating the City's personnel manual. We hope to have this complete by the end of 2019.
- Mayor Becker and I met with DNREC 's Shoreline and Waterway Management staff to discuss installation of dune fencing on Lewes Beach. No items will be removed from the beach by DNREC staff during installation of the fencing; however, items may be moved out of the dunes to other areas of the beach.
- Ellen Lorraine McCabe attended a meeting hosted by the City of Milford to discuss creation of a supervisory training academy for municipal staff.
- Mayor Becker and I attended a meeting of the Association of Coastal Towns to discuss priorities over the next year.
- Mayor Becker and staff met with representatives from the City's insurer to discuss development of safety policies and the start-up of a safety committee for the City.
- Ellen Lorraine McCabe, Phil Moore, Charlie O'Donnell, and I met with Matt Carter from the University of Delaware's T<sup>2</sup> Center to discuss updating the City's streets inventory, including an assessment of the conditions of each street and integration with the City's GIS.
- Ellen Lorraine McCabe, Darrin Gordon, and I met with GMB staff to discuss upgrades to lighting for Beach 1 and Beach 2 parking lots.
- At the staff level, we have continued to work on team building and organizational culture improvement, including a meeting of the Employee Engagement Committee and meetings involving all staff.

### ***Training and Professional Development***

- Christine Hoh, Ellen Lorraine McCabe and I attended meetings of Women Leading Government and the City Management Association of Delaware.
- I participated in a International City/County Management Association (ICMA) Student Chapter meeting for the University of Delaware. I serve as the professional mentor for the Student Chapter.
- Matt Carter from the University of Delaware T<sup>2</sup> Center provided training for the Street Management Department on the Manual of Uniform Traffic Control Devices as it relates to safe practices while working along roadways.
- Ellen Lorraine McCabe and I attended a seminar on Human Resource Law.

Respectfully Submitted,



Ann Marie Townshend, AICP  
City Manager