



## **City Manager's Report December 2019**

### **Construction Progress**

There are a number of significant construction projects underway in Lewes. City staff have participated in progress meetings on these projects.

- Savannah Road Bridge – DelDOT's project to rehabilitate the Savannah Road bridge has continued and is expected to go through mid-2020.
- The Lewes Board of Public Works completed the repair of the outfall from the wastewater treatment plant.
- The Lewes Board of Public Works began installation of crosswalks at the intersection of Gills Neck Road, Savannah Road, and Front Street on January 8, 2020. On December 12, the Board held a meeting with the downtown merchants to discuss the closure of the intersection and the Savannah Road Bridge for the 2-3-week period while the crosswalks are being installed.
- The Lewes Board of Public Works will begin work on the installation of new water services, new water main, and lining of the sewer line on Pilottown Road in late January or early February.

### **Land Development/Annexation Activities**

The Planning Commission met on December 18. At this meeting they discussed their by-laws, and ordinance updates regarding floodplains and buffers. They also received training provided by Melanie Moser regarding how to read a plan. The Commission will continue to work on ordinance development in 2020.

### **Personnel Changes**

During December, staff held interviews to fill the Municipal Planning and Development Officer position vacated by Tom West. After interviewing a number of candidates, the City hired Janelle Cornwell for the position. Janelle currently serves as the Planning and Zoning Director for Sussex County. She will begin her employment with the City of Lewes on February 3.

In late December, PFC Anthony Valenti submitted his resignation from the Lewes Police Department effective January 5. Anthony began employment with the Town of Dagsboro on January 6.

### **Departmental Operations**

- *Use of Margaret H. Rollins Community Center Meeting Room* – Three (3) organizations held a total of nine (9) meetings and events in the City's meeting room during the month of

December.

- *Use of Net House* – Three (3) organizations held a total of six (6) meetings and events in the Net House during the month of December.
- *Refuse Collection Totals for December*
  - Recycling – 35.86 tons
  - Regular Trash – 92.39 tons
  - Yard Waste – 14.11 tons
  - Beach Rake/Street Sweeping – 20.31 tons
- *New Business Licenses Issued* – 3
- *Building Permits Issued*
  - Residential Renovation – 19
  - New Home – 4
  - Demolition – 1
  - Commercial Renovation – 2
  - Dumpster – 1
  - Sign – 2
  - Street Break – 1
  - Cellular – 1
  - Other – 1

### **Other Meetings and Activities**

- The City solicited bids for the field lighting for the Lewes Little League Park. A pre-bid meeting was held and bids were opened. Musco Lighting is the apparent low bidder. The City has signed a Community Transportation Fund agreement with DelDOT, and once the documentation is in place, the lights will be ordered.
- On December 2, Mayor and City Council held a special meeting to accept comments regarding the proposal for renaming of West Fourth Street in honor of Dr. Martin Luther King, Jr.
- On December 10, Mayor and City Council held a meeting to discuss potential changes to the charters of the City of Lewes and the Lewes Board of Public Works. On December 11, the Lewes Board of Public Works held a meeting to discuss their perspective on these proposed changes.
- On December 10, Mayor and City Council held a capital projects meeting.
- On December 11, the City hosted a series of stakeholder meetings with MERJ regarding the development of a wayfinding signage plan.
- On December 16, the Resilient Community Partnership met in Rehoboth to review the final report completed by KCI Technologies. The products from this project will soon be made available through the City's website and will be part of the resiliency planning efforts in the coming year.
- The Police Department Review Ad-Hoc Committee continued to meet in December and will conclude its work in January or February with a report to City Council.

### **Training and Professional Development**

- On December 5, several staff members attended the annual Institute for Local

Government Leaders that is hosted by the Delaware League of Local Governments and the University of Delaware Institute for Public Administration. Ann Marie Townshend moderated and Christine Hoh served on a panel to discuss young professionals in the workplace.

- Ellen Lorraine McCabe completed the International City/County Management Association's Mid-Career Management Institute.

Respectfully Submitted,

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

Ann Marie Townshend,  
AICP City Manager