



## City Manager's Report February 2020

### 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 project to replace water services and main and line the sewer main on Pilottown Road is delayed due to issues obtaining the DelDOT permit for the project.
- Chesapeake Utilities has been working on installation of gas main in the Reserve at Pilottown.

### Land Development/Annexation Activities

On February 3, 2020, Janelle Cornwell started as the City's municipal planning and development officer. During the month of February, the Planning Commission's wetland buffer subcommittee met to work on the buffer ordinance. At its meeting on February 19, the Planning Commission considered the Fishers Cove minor subdivision application and made a recommendation to Mayor and City Council to approve the subdivision. They also reviewed a working draft of the ordinance to address cellular technology and the bylaws. They made a recommendation to Mayor and City Council regarding the bylaws.

During February, staff met separately with the project engineer from Davis, Bowen and Friedel and the Diamond State Community Land Trust to discuss plans for Dutchman's Harvest.

### Departmental Operations

- *Use of Margaret H. Rollins Community Center Meeting Room* – Four (4) organizations held a total of nine (9) meetings and events in the City's meeting room during the month of February.
- *Use of Net House* – Four (4) organizations held a total of eleven (11) meetings and events in the Net House during the month of February.
- *Refuse Collection Totals for February*
  - Recycling – 25.01 tons
  - Regular Trash – 75.14 tons
  - Yard Waste – 8.47 tons
  - Street Sweeping – 12.60 tons

- *New Business Licenses Issued* – 13
- *Building Permits Issued*
  - Residential Renovation – 42
  - New Home – 5
  - Demolition – 1
  - Commercial Renovation – 1
  - Dumpster – 1
  - Accessory Structure – 1

### **Other Meetings and Activities**

- Throughout the month of February, staff worked with Mayor and Council on the fiscal year 2021 budget.
- On February 4, staff met with Shore Scan about their document imaging and filing system. The expense to begin this system is included in the fiscal year 2021 budget.
- On February 6, I attended a meeting with the town managers of the ACT communities. The mayors and managers of the ACT communities met on February 19.
- On February 7, I had a conference call with MERJE regarding the wayfinding plan. The next step is to schedule a meeting for the Downtown Parking Committee and other stakeholders to review the concepts.
- Mayor Becker, Charlie O'Donnell, Glenn Mandalas, and I worked together and with M&T Bank regarding a lease and parking lot design for the M&T Bank parking lot.
- Staff worked on completing and rolling out a new performance evaluation system. We met with department managers and the Employee Engagement Committee to review and finalize the new system.
- On February 18, we held a pre-bid meeting for the yard waste bids.
- On February 19, Mayor Becker and I met with Shante Hastings, the Chief Engineer at DelDOT to discuss the City's request to remove the ballast in the railroad right-of-way. The cost of the removal is prohibitively high.
- On February 25, Mayor Becker and I, along with other mayors and managers of ACT communities and Delaware Sea Grant, met with the Pew Charitable Trust regarding their interest in expanding their work into Delaware.
- On February 29, the City participated in the WBOC job fair to recruit to fill vacancies and seasonal positions in multiple departments.

### **Training and Professional Development**

- City supervisory staff participated in the final two sessions of ICMA's Effective Supervisory Practices webinar series.
- I participated in a webinar about strategic planning.
- Christine Hoh and I attended the City Management Association of Delaware meeting.
- Several staff attended the Women Leading Government dinner meeting.
- On February 28, I participated as an instructor for the Institute for Public Administration's Land Use Administration class for local government officials.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Ann Marie Townshend". The signature is written in black ink and is positioned above the printed name.

Ann Marie Townshend, AICP  
City Manager