

TO: Mayor Craig and Town Council
FROM: James Morani, Town Manager
DATE: December 6, 2019
RE: Town Manager Report for December 6, 2019

- **The Meadows** – Great Clips has been issued a temporary certificate of occupancy. ECU and Holiday Inn Express are working on interior improvements. Jersey Mike's is also continuing interior construction. Pal's is working on exterior walls.
- **Sports Complex** – CHA continues to work on stormwater and utility design based on the most recent survey information.
- **Sports Complex Playground** – The ad hoc committee is identifying other community partners to assist. A survey is being developed to send to Special Needs School Teachers and organizations to get their input on what they would like to see at the site as well as what amenities they are missing at other facilities that would make for a better user experience.
- **Park Street Improvements** – The final ROW plans are still under review by VDOT.
- **Fields-Penn House** – The tie-rod washer system is nearing completion. The micro-piles will commence early 2020.
- **Retirement** – The submittal for exterior renovations has been approved by DHR. This work includes roof replacement, window repair, and painting on the rear addition as well as tuckpointing on the entire structure. This work should start sometime in January.
- **Sanitary Sewer System Inflow and Infiltration Study** – CHA presented a summary of their final report to the Infrastructure Committee. Mayor Craig and staff have held subsequent meetings to discuss implementation. I expect this will be on the December and/or January work session agenda.
- **East Main Street Sidewalk Connection (Hutton)** – Survey work for this property is being scheduled. A title search was performed to identify any existing easements for a pending sanitary sewer project.
- **Russell Road Pedestrian Enhancements** – Staff has submitted review comments to The Lane Group to be incorporated into the plans that will be submitted to VDOT.
- **Tennis Courts / Pickleball Courts** – Staff is working with the contractor on scheduling CRC courts for early next year. Town staff has some work to complete before the project can start. A draft of the pickleball court lease for the Community Center has been sent to them for review.
- **Virginia Creeper Trail Head Parking Lot** – Public Works staff met with consulting engineers to define scope of work for parking lot improvements. Plans will include a railroad pedestrian crossing.
- **Virginia Creeper Trail Safety Shelters** – This is still a work in progress. Staff will present additional ideas to the Recreation Advisory Committee on December 10.
- **Virginia Creeper Trail Informational and Safety Signs** – The designs are being finalized to present to the Recreation Advisory Committee on December 10.
- **Watauga Project** – The Town is awaiting delivery of the new signage. Landscaping and fence work remain.

- **Trestle Study** – The consulting engineer has completed the inspections and preparing cost estimates. Their primary findings did not show any major issues.
- **Veterans Park Restroom** – Nothing new to report. Work continues on handicap ramp. The contractor is installing the fixtures and amenities.
- **VHCC Athletic Fields** – The Town is waiting for a response from VHCC, pending a review from the Office of the Attorney General.
- **Washington County Courthouse** – County representatives solicited feedback on three proposals at the December 4th HPRB meeting. This dialogue was helpful for the decision-making process of the Courthouse Committee, which is expected to convene early next year.
- **Barter Theatre Event** – The Mayor and I attended the “Barter Bash” event on November 16. It was well attended, with many guests traveling several hours.
- **Department of Public Works** – John Dew started November 18. His onboarding has been a smooth process due to his familiarity with the current staff and projects. This week, I informed staff that I directed Mr. Dew to take the lead on a consolidation effort of the various public services divisions into the single Department of Public Works to enhance efficiencies, productivity, and communication. This transition will take place over the coming weeks and will be finalized after the New Year.
- **Time Management System** – The Town has implemented a new cloud-based software system for time management. The new platform is comparable in cost to the previous program but the benefits are greater since it fully integrates with Edmunds, which results in improved efficiencies for supervisors and the payroll process. Stacey Reichler took the lead on implementation, which involved training supervisors and coordinating with the Finance Department. The transition to the new system was successful.
- **Police Academy Graduation** – Last week, Officers Derek Hay and Charles Huddleston graduated from the Basic Law Enforcement Academy at the Southwest Regional Criminal Justice Training Academy in Bristol. Officer Huddleston was elected class president and addressed the class at commencement. Both are currently undergoing field training.
- **New Police Officer** – The Police Department hired Elijah (Peyton) Owens to fill a vacancy. Officer Owens will start the police academy in January.
- **Capital Improvement Plan** – The project list has been revised based on comments from the November 7th meeting and further discussions with staff. Some of these projects will be discussed at the December 10th Recreation Advisory Committee and all will be reviewed at the December 19th Finance Committee.
- **Comprehensive Plan** – The Town’s consultant, EPR, will submit the land use and transportation narrative in early 2020. Staff will present to steering committee and Planning Commission for review and comment.
- **Zoning Ordinance** – The Town has engaged the Berkley Group to perform technical services related to the zoning and subdivision codes. Staff will be working with the consultant to perform the zoning analysis and sign code update.
- **Historic District** – Staff is reviewing the RFPs for the Historic District resurvey, which consists of identifying contributing structures and evaluating the Arts Depot area.
- **January Jams** – Tickets are currently on sale.
- **Abingdon Sessions** – The concert lineup will be announced next week.