

TO: Mayor Craig and Town Council
FROM: James Morani, Town Manager
DATE: January 6, 2020
RE: Town Manager Report for January 6, 2020

- **The Meadows** – A building permit has been issued for Barberitos. ECU is nearing completion. Holiday Inn Express continues to work on interior improvements. Jersey Mike's is nearing completion. Interior work Pal's in underway.
- **Sports Complex** – CHA continues to work on stormwater and utility design based on the most recent survey information. Deadlines have been established for this work. The final grading and utility plans will be provided by February 11. Final design plans (bid-ready documents) for the sports complex by March 18.
- **Park Street Improvements** – The final ROW plans are still under review by VDOT.
- **Fields-Penn House** – The tie-rod washer system is complete. The micro-piles are scheduled to start this month.
- **Retirement** – The Town is reviewing the contract for the roofing work. A contractor has been selected to perform the window repair and painting on the rear addition. All of this work has been approved by DHR.
- **Sanitary Sewer System Inflow and Infiltration Study** – Director of Public Works John Dew provided a brief summary at the December 19th. At the January 22nd work session, Mr. Dew will provide more detailed information about the study and planned activities by town staff.
- **East Main Street Sidewalk Connection (Hutton)** – Survey work for this property is pending.
- **Russell Road Pedestrian Enhancements** – The Lane Group has submitted revised plans to VDOT for review. The Town has submitted the ROW certification stating that no ROW acquisition is required.
- **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. The Community Center has reviewed the proposed lease and has no suggested revisions to the terms. The next step will be to conduct a public hearing prior to council action.
- **Virginia Creeper Trail Head Parking Lot** – A task order has been executed for this project. Design work is underway.
- **Virginia Creeper Trail Safety Shelters** – This is still a work in progress. Nothing new to report.
- **Virginia Creeper Trail Informational and Safety Signs** – The final design concept was submitted to the Creeper Trail Advisory Board and will still need approval from the U.S. Forest Service. Funds for this project are coming from donations.
- **Watauga Project** – The Parking lot signs and private driveway signs are complete and require installation. Landscaping and fence work remain.
- **Trestle Study** – The Town has a draft copy of the final report and it under review by staff.
- **Veterans Park Restroom** – Nothing new to report.
- **VHCC Athletic Fields** – Nothing new to report. The Town is waiting for a response from VHCC, pending a review from the Office of the Attorney General.

- **Abingdon Main Street** – Tonya Triplett and I met with Nicole Childress, who is serving as executive director during the transition period. Ms. Childress informed us a new board will be established and the group intends to seek re-accreditation. In the coming weeks, she plans to distribute a survey to merchants and citizens to gather feedback about the future of the organization and downtown Abingdon.
- **Washington County Courthouse** – Staff has been in discussions with county representatives about the use of the building at 165 East Valley Street, which the county has under contract for purchase. County Administrator Jason Berry has informed me they will likely hold a Courthouse Committee meeting in February to discuss.
- **Barter Crosswalk** – I have participated in several meetings with staff and Barter Theatre regarding the crosswalk. A few modifications to the area have been completed, which are painting a white stripe on either side of the crosswalk and the removal of vegetation. I will discuss the other work planned at the January 6 council meeting. Additionally, Public Works staff has met with a consulting engineer to discuss performing a traffic circulation study for Main, Valley, College, Church, and Pecan.
- **Project Management** – I have started using a web-based platform to help manage town projects. As I continue to build projects through data entry, I will include employees who are managing the projects as users.
- **PD Training** – Officer Chris Barker completed 40 hours of training at the Division of Forensic Science Laboratory in Richmond to become a certified breath alcohol examiner. Sgt. Eric Lucy completed 40 hours of training at the Central Shenandoah Criminal Justice Academy in Weyers Cave, Virginia, to become a certified firearms instructor.
- **Facilities Manager** – Several candidates will be interviewed this week.
- **Puerto Nueva (Formerly Harbor House)** – A building permit has been issued for interior work for the Mexican restaurant.
- **Domino's Pizza** – The pizza chain has been issued a building permit for renovations at the former's Wendy's building.
- **Capital Improvement Plan** – The CIP was discussed at the December 10th Recreation Advisory Committee and December 19th Finance Committee. The project list is near completion. I will be meeting with Stephanie Davis next week to make final revisions prior to the January 22nd Finance Committee meeting.
- **Comprehensive Plan** – Staff is in the process of reviewing transportation projects to submit to EPR. Once this is complete, the land use and transportation narrative will be presented to the steering committee and Planning Commission for review and comment.
- **Zoning Ordinance** – Staff participated in a conference call with The Berkley Group to discuss challenges with the existing code as well as key observations and recommendations.
- **Historic District** – Staff has completed its review of the RFPs for the Historic District survey, which consists of identifying contributing structures. Staff has recommended Dovetail Cultural Resource out of Fredericksburg perform the work.
- **January Jams and Abingdon Sessions** – Tickets are currently on sale.