

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

- **The Meadows** – ECU is nearing completion. Holiday Inn Express and Pal's continue to work on interior improvements. Jersey Mike's opened on January 29.
- **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. Town staff is working with design engineers, Thompson & Litton, to identify ROW needs and procure services for a VDOT-approved real estate appraiser.
- **Fields-Penn House** – The micropiles work is scheduled to start mid-February. Leading up to this, the depth to the top of the footing along the eastern wall will require a deep excavation to enable installation of the micropile brackets. The existing footing size will also require a concrete cutting crew to remove a bulk section of the footing to allow proper installation of the brackets. Recently, town staff started performing grounds work and exterior maintenance on the house.
- **Retirement** – Window repairs are scheduled to begin the first week of February. Work on the roof replacement of the rear addition is scheduled to start later in February.
- **Sanitary Sewer System Inflow and Infiltration Study** – Director of Public Works John Dew updated the Town Council at the January 22th work session on the projects identified in the I & I report completed by CHA. Two projects that have been prioritized are the sewer line replacement on East Valley Street / Walden Road and force main replacement on East Main Street at Exit 19.
- **East Main Street Sidewalk Connection** – Survey work for this property is pending. A certified letter has been sent to the property owner explaining the Town's intention to survey the property. Survey work will commence once the 15-day notice expires in mid-February or when the property owner authorizes the Town to enter the property (whichever occurs first).
- **Russell Road Pedestrian Enhancements** – The Lane Group submitted final revised plans to VDOT along with revised project and bid documents. The Town is awaiting VDOT authorization to bid.
- **Main Street / Pecan Street Intersection Improvements** – Town staff met with representatives of the Sinking Spring Presbyterian Church to discuss plans for the upcoming improvements at the intersection, which include the installation of left turns lanes
- **Barter Theatre Crosswalk** – Work continues on this project. Pedestrian warning signs have been replaced and a reflective strip has been installed on these sign posts. The foundation has been poured to relocate the existing streetlight at the eastbound approach to the crosswalk to improve illumination of pedestrians. Town staff is working with Barter Theatre administration on additional lighting to better illuminate pedestrians for westbound traffic.
- **Virginia Creeper Trail Head Parking Lot** – Design engineers, Thompson & Litton, has completed their survey of the trailhead area. Staff will meet with the engineers to define circulation and parking configuration options for signage. Survey information has been obtained for application to Norfolk Southern for defined pedestrian rail crossings at Pecan Street and Fuller Street.
- **Tennis Courts / Pickleball Courts** – Public Works will, with favorable weather, install net and fence posts and marking court lines for the pickleball court configuration at CRC by the end of

February. The contractor will schedule overlay when the weather reaches a consistent 70-degree level. A public hearing for the lease with the Community Center is scheduled for the February 19th work session.

- **Virginia Creeper Trail Safety Shelters** – Proposed shelters along the trail are still a work in progress. Town staff has scheduled a public meeting for the Glenrochie restroom / storm shelter project on February 5.
- **Virginia Creeper Trail Informational and Safety Signs** – Nothing new to report. 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** – Landscaping and fence work remain. Town staff is working with Addison Surveyors for the proposed property sale around the cabin.
- **Trestle Study** – The Town has received the final report and is reviewing the repair and maintenance needs identified in the study to develop a prioritized work list.
- **Veterans Park Restroom** – Nothing new to report. All fixtures have been delivered to the site, waiting to be installed by the board's contractor.
- **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.
- **Women's Self Defense Class** – Starting in February, the police department will offer a Rape Aggression Defense (R.A.D.) class at the Coomes Recreation Center. The class, which is free to the public, will be taught by Officer Kayla Richardson, who is a certified basic physical defense instructor. The class was recently featured on WJHL News.
- **PD Employee of the Year** – Sgt. Blake Eades was selected as the department's Employee of the Year by his peers. He was recognized at a department function on January 11.
- **School Resource Officer** – Officer Crystal Dea began her assignment as School Resource Officer at E.B. Stanley Middle School on January 15.
- **2020 Census** – Town staff attended a regional meeting held by the U.S. Census Bureau to educate local governments on establishing a Complete Count Committee. Co-chairs Kim Kingsley and Tonya Triplett have started outreach to recruit volunteers for the committee.
- **Facilities Maintenance Manager** – Matt Henderson was hired for this position and started mid-January. Town staff is working collaboratively to gradually transfer maintenance responsibilities and associated budget items are being moved to Public Works Facilities Maintenance.
- **Capital Improvement Plan** – On January 22, Stephanie Davis presented an update on the CIP to the Finance Committee. Since then, Chuck Banner, John Dew, and I have completed a final draft of the project list as well as incorporated more detailed information on revenue sources. This draft has been sent to David Rose of Davenport & Company of Davenport & Company who will be working with staff on a funding plan. A draft of the CIP will be presented to the Planning Commission on February 24.
- **Comprehensive Plan** – Staff has submitted future transportation plans and various pedestrian projects to EPR and conducted a follow-up teleconference with EPR and VDOT for collaboration purposes. EPR should send a draft transportation and land use plan for review by mid-February.
- **Zoning Ordinance** – Nothing new to report. The Berkeley Group continues their work on the project.
- **Historic District Survey** – Dovetail is scheduled to perform the reconnaissance-level survey in early February. A notice was mailed to all Historic District
- **Charter Amendment** – SB 1084 (Pillion) passed the Senate unanimously and has been sent to the House for consideration.

- **Recycling** – Staff plans to attend a regional meeting with key stakeholders in late February.
- **Abingdon Music Experience** – January Jams reached 78% of attendance goal and 70% of revenue goal. Tickets for Abingdon Sessions, which starts February 14, are currently on sale.