

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

- **FY 2020-2021 Budget** – Director of Finance Chuck Banner and I have met with each to department to review their budget requests. A preliminary draft of the budget will be presented to the Finance Committee on March 18.
- **VML Legislative Day** – Vice-Mayor Patterson, Councilmember Webb, and I traveled to Richmond for VML’s annual legislative event on February 6. We learned about pending legislation affecting municipalities and discussed some of these issues with area legislators. Senator Pillion, Delegate O’Quinn, and Delegate made time out of their busy schedules to meet with us.
- **The Meadows** – ECU has been issued a certificate of occupancy. Holiday Inn Express and Pal’s continue to work on interior improvements. Barberito’s continues interior work.
- **Sports Complex** – CHA has completed 90% of stormwater and utility design and is working with the contractor on scope of work and construction schedule. Final design plans (bid-ready documents) for the sports complex are still expected to be ready by March 18.
- **Park Street Improvements** – The project scope was modified to eliminate the need for appraisals for right-of-way acquisition. Authorization to acquire right-of-way has not yet been given by VDOT.
- **Fields-Penn House** – The micropiles work is scheduled to start March 9, weather-dependent. 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. Town staff has prepared the site for the foundation work
- **Retirement** – Due to weather delays, window and siding repairs are now scheduled to begin March 9. With a contract in hand, David Brothers is expected to begin work on the roof replacement of the rear addition mid-March.
- **Sanitary Sewer System Inflow and Infiltration Study** – 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. Sewage flow monitors have been installed on the lines East Valley and Walden Rd area lines that we intend to replace. Staff is working with the consultant, Mattern & Craig, on the project development and scope. Recently, the I & I Committee met with Town Attorney Cam Bell to discuss draft regulations addressing I & I in the sewer system. These will be presented at a future council work session.
- **East Main Street Sidewalk Connection** – Survey work and property deed research for this property is ongoing to establish property corners.
- **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.
- **Barter Theatre Crosswalk** – Pedestrian warning signs have been replaced and a reflective strip has been installed on these sign posts. The existing streetlight at the eastbound approach to the crosswalk was relocated to improve illumination of pedestrians. A new streetlight was added to better illuminate pedestrians for westbound traffic.
- **Virginia Creeper Trail Head Parking Lot** – Design consultant, Thompson & Litton, has completed their survey of the trailhead area. Staff is reviewing circulation and parking configuration and options for signage. The consulting engineers are putting together application packages to Norfolk Southern for defined pedestrian rail crossings at Pecan Street and Fuller Street.

- **Tennis Courts / Pickleball Courts** – Public Works staff is in the process of moving basketball goals and installing net and fence posts for the pickleball court configuration at CRC, and should finish this week. The contractor will schedule overlay when the weather reaches a consistent 70-degree level. A public hearing for the lease with the Community Center was held at the February 19 work session.
- **Virginia Creeper Trail Safety Shelters** – Proposed shelters along the trail are still a work in progress. Upon recommendation from staff after the public input meeting, Town Council has authorized staff to terminate the Glenrochie restroom / storm shelter project. Public Works Director John Dew sent a letter to VDOT notifying them of project termination.
- **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 reviewing initial plat by Addison Surveyors for the proposed property sale around the cabin. Town staff is working with VDOT staff to define maintenance and safety responsibilities for the new access road and Watauga Road trail crossing.
- **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.
- **2020 Census** – Complete Count Committee Co-chairs Kim Kingsley and Tonya Triplett continue outreach efforts for the upcoming Census. Communications have been sent through social media. IT staff is working with the Census Bureau to install a kiosk in the second floor lobby at Town Hall for citizens to complete the survey electronically.
- **New Police Officer** – We welcomed Officer Matthew Fields to the Abingdon Police Department. Matt comes to us from the Washington County Sheriff's Office, where he served as the school resource officer at Meadowview Elementary. Matt is already certified as a law enforcement officer in Virginia, so he will not need to attend the police academy. However, he will participate in a brief period of field training.
- **Women's Self Defense Class** – Officer Kayla Richardson held the first Rape Aggression Defense (R.A.D.) class at CRC. The class are being kept small on purpose, resulting in a waiting list of over 60 names. Two other staff members are scheduled to attend R.A.D. training in March so more classes can be offered.
- **Patrol Vehicles** – Abingdon PD patrol vehicles are being featured at www.scpolicecruisers.com due to our unique marking scheme. The photographer worked with Officer Richardson and Lt. Holbrook for the photo shoot.
- **Abingdon High School Career Fair** – Abingdon PD and Fire Department participated in the career fair at Abingdon High School. This is a great way to get to know the students and future applicants.
- **Fire Department Training** – Chief McCormick participated in the Virginia Fire and Rescue Training held February 20-22 in Virginia Beach. Abingdon Fire Department is hosting a Virginia Department of Fire Programs Firefighter I Certification Course every weekend from January 4 through May 2. Four AFD probationary firefighters are participating in this mandatory certification course.
- **Capital Improvement Plan** – The draft CIP was presented to the Planning Commission on February 24. After the conclusion of budget meeting with department heads, a few revisions were made to the CIP. A revised draft will be presented to the council at the March 18 work session.
- **Comprehensive Plan** – EPR has sent a draft transportation and land use plan, which will be reviewed by the Comprehensive Plan Steering Committee on March 4.

- **Zoning Ordinance** – The Berkeley Group submitted a draft sign ordinance to staff. A teleconference between staff and the consultants will take place on March 4 to discuss proposed revisions.
- **Historic District Survey** – Dovetail has completed the reconnaissance-level survey and to date has sent the Town information on 96 properties on Valley Street.
- **Charter Amendment** – SB 1084 (Pillion) and HB 1720 (Wampler) have passed their respected chambers unanimously.
- **Recycling** – Vice-Mayor Patterson and I attended a regional meeting of stakeholders to discuss plans to bring recycling back to Southwest Virginia. Afterwards, Vice-Mayor Patterson and staff met with industry representatives to help gather information for the Town’s continuing efforts.
- **Abingdon Sessions** – As of late February, this event had met budget projections. Director of Tourism Jayne Duehring will provide an update at the March 2 council meeting.