

TO: Mayor Webb and Town Council
FROM: James Morani, Town Manager
RE: Town Manager Report for July 2020

- **FY 2020-2021 Budget** – The new budget year was effective July 1. Due to cash flow concerns due to a decline in General Fund revenues, I have directed staff to postpone large non-essential purchases until real estate tax receipts in November. While the General Fund balance is healthy, the goal is to avoid transferring funds being held in investment accounts to the operating account.
- **FY 2019-2020 Audit** – Preliminary work has started on the FY 2019-2020 audit. Brown & Edwards will be on site in late August.
- **CARES Act** – Tonya Triplett continues to work with the CARES Act Task Force by attending weekly meeting at the Washington County Government Center. An update of reimbursable expenses was provided at the July 16 Finance Committee meeting.
- **The Meadows Commercial Development** – Barberitos opened in early July. Century 21 has started construction on their build-out at the retail shops. Holiday Inn Express construction is in its final stages.
- **Credit Rating** – Town staff and Davenport & Company participated in teleconferences with Moody's and Standard and Poor's on July 15 in preparation of the Town's upcoming bond issue for the Sports Complex and 911 equipment. Moody's has announced the Town has maintained its solid credit rating of Aa3. Standard and Poor's is expected to issue its credit rating in the coming weeks.
- **Sports Complex** – The Town's contractor, Baker's Construction, is installing storm drain and utilities as well as completing remaining grading work ahead of the Sports Complex contractor (to be determined) arriving this fall. Sports complex bid opening is scheduled for August 19.
- **Park Street Improvements** – Design consultant Thompson & Litton (T-L) has made revisions requested by both VDOT District and Central offices. Currently, T-L is working with AEP to get final utility relocation layout to incorporate in right-of-way plans. Authorization to acquire right-of-way has not yet been given by VDOT.
- **Fields-Penn House** – All foundation repair work has been completed. Materials are being purchased for the Town's Street Department to install the site storm drainage to further protect the foundation and surrounding soils. This work should be completed by the end of September. Architectural consultant The Lane Group is expected to have a schematic design of interior renovation by mid-August.
- **Retirement** – Window and siding repairs were completed in May. Facilities Maintenance Manager is acquiring quotes for gutter work.
- **Facilities Improvements** – Storm damage repair work has been completed at the Hassinger House. Roof repair work has been completed at the Police Department building.
- **Sanitary Sewer System Inflow and Infiltration Study** – Design consultant Mattern & Craig continues work on the design for both the East Valley Street / Walden Road replacement and the East Main Street and Exit 19 force main replacement projects. A portion of the force main replacement will be constructed by the VDOT Exit 19 Interchange project contractor, which is scheduled to bid this fall.
- **Sanitary Sewer Grant** – The Town applied for and has been given preliminary approval for a \$100,000 grant from DEQ's Virginia Clean Water Financing and Assistance Program, Southwest Virginia Pilot Program. The funds will be used to further study and assess the Town's sanitary sewer collection system to identify and prioritize improvement needs and satisfy DEQ requirements for future project funding grants. The funds are expected to be available after September 24.
- **East Main Street Sidewalk Connection** – Survey work and property deed research has been completed. The current plan is to include this sidewalk construction in the annual curb, gutter, and sidewalk repair contract, which is expected to bid in late September 2020.

- **Russell Road Pedestrian Enhancements** – Successful low bidder for this project is Ken Construction of Lebanon. A Notice to Proceed was issued for August 3. The contract allows 120 calendar days for completion.
- **Virginia Creeper Trail Head Parking Lot** – This project is on hold due to COVID-19 impacts on the Town's budget. Design Engineer T-L previously submitted application packages to Norfolk Southern for defined pedestrian rail crossings at Pecan Street and Fuller Street. Town staff informed Norfolk Southern that the project is on hold, and we will notify them when we can move forward.
- **Tennis Courts / Pickleball Courts** – The court surface contractor has completed crack sealing and is expected to complete full surface overlay by mid-August.
- **Watauga** – Public Works staff met with VDOT to define maintenance and safety responsibilities for the new access road and Watauga Road trail crossing, as well as future requirements for requested subdivision connection by adjacent property owner.
- **VHCC Athletic Fields** – A public hearing for the proposed lease agreement is scheduled for the August 3 council meeting.
- **Police Academy Graduation** – Officer Peyton Owens has graduated from the police academy and is currently in field training.
- **Police Department Training** – Fifteen (15) officers participated in Use of Force / Firearms training. Nineteen (19) officers completed a four-hour legal update training.
- **CITAC** – This program is up and running smoothly. Abingdon PD has assisted 19 customers to date.
- **Comprehensive Plan** – The Planning Commission has reviewed the final draft of the Comprehensive Plan. VDOT has reviewed, per statute, and provided feedback. The Town's consultant, EPR, is working to incorporate comments from VDOT. A public hearing will be held at the August 24 Planning Commission at which time it should be formally recommended for adoption by the Town Council.
- **Zoning Ordinance** – The proposed Sign Code has been recommended by the Planning Commission and forwarded to Town Council for consideration.
- **Historic District Survey** – Dovetail has completed the reconnaissance-level survey and it is under review by DHR.
- **Depot Square Historic District Survey** – This survey is complete and DHR has scheduled the nomination for presentation to their boards on September 17. A public hearing is scheduled for August 11.
- **Recycling** – Currently efforts to restore recycling at Town level are on hold until revenues are restored and a viable recycling option is made available by the industry.