

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

- **FY 2020-2021 Budget** – Through the first two months of the fiscal year, meals tax revenues are down only 10% from the previous year while lodging taxes are down 50%. Since meals taxes are five times the amount of lodging taxes, the aggregate total of these two revenue sources are above projections.
- **Credit Rating** – Standard and Poor’s announced the Town has maintained its solid credit of AA in advance of the 2020 General Obligation Bonds. Combined with Moody’s assigned credit rating of Aa3, the Town’s financial position remains strong.
- **The Meadows / Exit 17 Commercial Development** – Century 21 (The Meadows) is working toward a mid-September completion date. Holiday Inn Express (The Meadows) construction is in its final stages but no expected completion date has been established. Hampton Inn (Washington Crossings) continues in-framing stages with addition of third floor.
- **Sports Complex** – The Town’s contractor, Baker’s Construction, continues storm drain, utility, and grading work at the Sports Complex site. With favorable weather, work should be completed by end of October, ahead of mobilization of the Sports Complex contractor. The Sports Complex bid opening was August 26. Staff and the Town’s consulting engineers, CHA, are reviewing the bid documents and preparing for a contract award to be considered at the October 5 council meeting.
- **Park Street Improvements** – No significant change in project status. 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. Town staff and T-L reviewed stakes in field to make adjustments to minimize easement and right-of-way requirements and sidewalk obstructions.
- **Fields-Penn House** – Storm drain materials have been delivered and installation is still expected to be completed by end of September. The Lane Group has acknowledged missing previous deadlines and will complete the drawings and cost estimate by mid-September.
- **Retirement** – No further update. Due to the Town’s budget situation, additional work is being deferred until the end of the year.
- **Sanitary Sewer System Inflow and Infiltration** – Design consultant Mattern & Craig continues work on the design for the East Valley Street / Walden Road replacement. Exit 19 VDOT project was bid. Low bidder is Boring Contractors of Abingdon. Work on the East Main Street sewer main replacement will likely start mid to late October.
- **Sanitary Sewer Evaluation Study** – Town staff is preparing a task order for CHA to complete the additional Sanitary Sewer Evaluation Study (SSES) work with the \$100,000 grant funding.
- **Sanitary Sewer System Improvements** – Public Works is working on a sewer main replacement along Rugby Terrace at East Main Street. The line was in poor condition and the replacement is being done ahead of sidewalk installation in the vicinity.
- **East Main Street Sidewalk Connection** – No additional update.
- **Russell Road Pedestrian Enhancements** – This project is approximately 80% complete. Town staff is considering adding asphalt paving at ballfield entrances to better connect the new sidewalk and improve drainage.
- **Multi-Use Courts** – This project, which resulted in the addition of three pickleball courts, is complete.
- **Police Department Training** – Seven officers completed 8 hours of training in mental health first aid. Two officers completed 16 hours of training in courtroom testimony for narcotic cases. Officers also completed training in VCIN, legal updates, and current drug trends. A supervisor completed training for officer survival and liability management, sexual harassment, and officer-involved shootings.

- **Speed Patrol** – Abingdon PD has increased speed patrol on Valley Street.
- **Comprehensive Plan** – The Comprehensive Plan was approved unanimously by the Planning Commission at a public hearing on August 24. The Plan will be presented for discussion at the September 24 work session prior to formal adoption by the Town Council.
- **Sign Code** – The proposed Sign Code will be considered for final adoption at the September 8 council meeting.
- **Zoning Text Amendments** – The Planning Commission has recommended two text amendments, which will be presented for discussion at the September 24 work session.
- **Historic District Survey** – The Historic District Survey of the original Historic District performed by Dovetail is complete and still being reviewed 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.
- **Coomes Recreation Center** – Staff is preparing for the facility reopening on October 7. The office manager position has been hired and will start in mid-September. All other positions required for the reopening will be hired by late September.
- **Visitors Center** – Due to the eventual sale of the Hassinger House, management is preparing to staff the Findlay House with two part-time employees from mid-September until November 22. This decision was made based on increased use of the Creeper Trail in late summer/early fall.
- **COVID-19 Workplace Safety Regulations** – In July, the Department of Labor and Industry implemented workplace regulations on employers due to COVID-19. Jennifer Johnson was selected to lead this project and work with all departments to assess workplace hazards. She also prepared and distributed training materials for staff. With the assistance of the Town Attorney, the Town Manager finalized a preliminary draft of the Infectious Disease Preparedness and Response Plan (IDPRP). Once the workplace hazard assessments are incorporated into the IDPRP, the document will be finalized and distributed to all employees.
- **Organizational Restructuring** – The Planning and Building Inspections departments have been consolidated into the Community Development Department. Jason Boswell, previously Director Planning, has been named Director of Community Department and will serve as the Department Head.