

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

- **FY 2020-2021 Budget** – Through the first quarter of the fiscal year, meals tax revenues are down 11.5% from the previous year while lodging taxes are down 52.4%. For FY 2020-2021, the total decrease in meals, lodging, and local sales and use taxes is 19.9%. Fiscal year projections for these combined revenues is a decrease of 32.2%.
- **The Meadows / Exit 17 Commercial Development** – 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.
- **Main Street Business Activity** – The Girl and The Raven café and coffee shop at 380 East Main Street (former location of Zazzy's) is approaching completion. Westfall Orthodontics renovations underway at 414 East Main Street. Dr. Leticia Peltzer's ENT office renovations underway at 418 East Main Street.
- **Sports Complex** – The Town's contractor, Baker's Construction, continues storm drain, utility, and grading work at the Sports Complex site. Recent wet weather has slowed progress, but staff anticipates they will complete their work by the end of October. At the October 5 meeting, Town Council will consider received bids and possibly award the contract for the Sports Complex project to low and responsive bidder Quesenberry's Construction of Big Stone Gap, Virginia, in the amount of \$7,659,000 for the base bid.
- **Park Street Improvements** – The Town's design consultant, Thompson & Litton, continues to work with AEP for final pole relocations to determine right-of-way needs. Until the final right-of-way is determined, VDOT will not allow the Town to begin to acquire property for the project
- **Fields-Penn House** – The Street Department has begun installing storm drain pipe throughout the Fields-Penn property. This work is part of the overall effort to protect the house foundation by capturing roof drain and yard stormwater and conveying it off of the property to the storm drain system along Cummings Street. The Town's architectural consultant, The Lane Group, has submitted their renovation schematic and cost estimate to staff for review.
- **Sanitary Sewer System Inflow and Infiltration** – Town Engineering and Sewer Collections staff held a conference call with design consultant Mattern & Craig to discuss the 30% design plans submitted for both the East Valley/Walden Road I & I Sewer Replacement Project and the Exit 19 Area Force Main Replacement project. Town staff made comments to allow the designer to proceed with plan set development. A portion of the Exit 19 Force Main will be replaced with the VDOT Exit 19 interchange project. That project is expected to start in a few weeks.
- **Sanitary Sewer Evaluation Study** – The Town has received a letter from DEQ confirming award of a \$75,000 grant for additional work on the Sanitary Sewer Evaluation Study. The Town is obligated to spend \$25,000 for the study as its match for the grant. Town staff is working with the engineering consulting firm CHA to complete an appropriate task order to define contribution and responsibilities by both the Town and CHA to complete the SSES by May 2021. Completing this additional SSES work will qualify the Town for funding for additional work to address and reduce I & I in the Town's sanitary sewer system.
- **Sanitary Sewer System Improvements** – Public Works has completed 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** – Town staff is working on design plans to install new sidewalk on the north side of Main Street between Hutton Street and Rugby Terrace, as schedule allows.

- **Russell Road Pedestrian Enhancements** – The Russell Road Flashing Beacon Crosswalk Project was completed in mid-September.
- **Police Department Training** – One officer completed a Vehicle Contraband class. Three officers instructed during firearms training at the academy. Two officers instructed crowd control techniques at the academy. One officer instructed defensive tactics at the academy.
- **Speed Patrol** – For the month of September, officers concentrated on strict speeding enforcement on both East and West Valley Street. Notification was sent via social media. The combination of public announcement and police visibility led to significant positive feedback. The next area police will focus on is Wyndale Road.
- **CITAC** – There were 26 utilizations in September, representing an increase of over 60% from the previous month.
- **Public Safety Radios** – Proposals were solicited from three vendors, with Harris as the lowest bidder. These new devices will provide expansion capabilities, for the foreseeable future, for portables and vehicle-mounted mobiles. Configurations are being finalized with an expected final order date of October 12.
- **Telecommunications Tower** – The IT Department is working on the installation of a new 60-foot tower to be located at Latture Field. This will allow the removal of the infrastructure from the roof of the Police Department.
- **Comprehensive Plan** – The Comprehensive Plan will be considered for adoption at the October 5 Town Council meeting.
- **Historic District Survey** – The Historic District Survey of the original Historic District performed by Dovetail is complete and is currently being reviewed by DHR. The Town has received the last reimbursement from DHR for a total of \$13,000.
- **Coomes Recreation Center** – The facility will reopen on October 7. All positions required for the reopening have been filled.
- **Creeper Trail Visitors Center (Findlay House)** – Starting mid-September, this has been staffed five days a week.
- **CDBG Urgent Need Grant** – Staff worked with Town Attorney Cam Bell to finalize required paperwork for grant acceptance. These will be considered by Town Council at the October 5 meeting. Director of Economic Development / Assistant Town Manager Tonya Triplett will administer the grant and work with Faith in Action and local restaurants to implement the program.