

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

- **FY 2020-2021 Budget** – Through the first five months of the fiscal year, overall expenditures (Non-CARES Act) are within budget. The Town Council will consider an amended budget by March 2021, which will include new revenues and expenditures, mostly reflecting CARES Act activities. As of November 30, meals tax revenues are down only 9.9% from the previous year while lodging taxes are down 43.8%. For FY 2020-2021, the total decrease in meals, lodging, and local sales and use taxes is 16.8%. 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. Work continues on the Waffle House with a majority of rough-in inspections completed. Hampton Inn (Washington Crossings) has completed structural framing and work continues on interior plumbing, HVAC, and electrical rough-in.
- **Sports Complex** – The Town’s contractor, BCS, is completing their work on site mass grading, storm drain and utilities. Town staff, CHA, and Inspection staff conducted a project review on-site with BCS and developed a punch list of remaining items and repair/remediation work needed to complete their contract. Town staff and CHA have had discussions with Sports Complex project contractor Quesenberry’s to determine the Notice to Proceed date for that contract. Town staff met with Virginia Creeper Trail Conservancy Executive Director Lisa Quigley to discuss concerns about visibility of Sports Complex and The Meadows retail development from the VCT. There was also discussion about possibly adding a mountain bike pump track at the southeast corner of the Sports Complex.
- **Bond Issue (Sports Complex and Public Safety Radios)** – The Town closed on the bond sale on November 12. We have already initiated the purchase of the radios and they should be operational in early 2021.
- **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. Town staff has also worked with the property owner on the west end of the project to maintain two-way traffic while still constructing new sidewalk. When the final alignment is determined and AEP pole relocations are set, application will be made to VDOT to begin to acquire property for the project.
- **Fields-Penn House** – The Street Department completed installing storm drain pipe throughout the Fields-Penn property and seeded and mulched the disturbed areas. Town staff has identified work within the renovation schematic that architectural consultant, The Lane Group, developed that can be done by Town crews to reduce costs. A Request for Quotation is being developed for both the electrical and HVAC work. Other work including outside renovations will be done as staff availability allows.
- **Sanitary Sewer System Inflow and Infiltration** – Town design consultant Mattern & Craig continues to develop final plans and bid documents for both the East Valley/Walden Road I & I Sewer Replacement Project and the Exit 19 Area Force Main Replacement project. Town staff received word that a \$50,000 grant from Mount Rogers Planning District Commission has been awarded for the Exit 19 Force Main Relocation project.
- **Sanitary Sewer Evaluation Study** – Town Sewer Collections staff continues work with consultant CHA on data collection for the Sanitary Sewer Evaluation Study (SSES). The Town previously was awarded a \$75,000 grant for additional work on the SSES, with a \$25,000 local match. The study must be completed 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** – Sewer Collections staff continues replacements of system lines in poor condition, and is also preparing for a line relocation at Court Street and Sweet Street due to frequent line blockages.
- **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.
- **VDOT Exit 17 and Exit 19 Interchange Projects** – Exit 19 project is underway. VDOT Exit 17 project bids were received and is reviewing the bids and expects to decide soon whether to award the project.
- **VDOT Smart Scale Projects Progress** – Town staff continues to work closely with VDOT design staff on four Smart Scale intersection improvement projects currently under design: West Main Street and Jonesboro Road (Rt. 11 and Rt. 140), West Main Street and Porterfield Highway (Rt. 11 and Rt. 19), Hillman Highway and Old Eleven Drive, and Russell Road and Poplar Street. West Main Street and Porterfield Highway (Rt. 11 and Rt. 19) is scheduled to be advertised for bid in May 2021.
- **Traffic Study** – The Town’s consultant, RK&K, has resumed work collecting data on Main Street and Valley Street from College to Pecan. They will analyze the collected data and report on (1) traffic circulation and effectiveness of the one-way road pairing and (2) Main/Pecan intersection.
- **Police Department Training** – Two officers completed defense courses.
- **Police Mutual Aid** – Two Abingdon police officers participated with the Washington County Sheriff’s Office and numerous other agencies in apprehending 43 individuals in Operation Wishbone.
- **Police Department Building Renovations** – All carpeting was removed and replaced with commercial vinyl flooring. This will enhance our ability to sanitize the facility, as the carpet was 18 years old and heavily soiled in high-traffic areas. CARES Act funds were used to complete this project.
- **Zoning and Subdivision Code Update** – An RFP for the Zoning and Subdivision Code Update was published with a closing date of December 2.
- **Coomes Recreation Center** – CRC management is preparing for the phase 2 opening, which will include opening of the indoor pool. New door controls were installed by the IT Department for employee after-hour access.
- **GIS Projects** – Extensive work was performed on the new Sinking Springs Cemetery map for both Town and public use. Aerial images of the Sports Complex have been updated.
- **Telecommunications Towers** – The IT Department is overseeing the project to disassemble the 120-foot tower at VHCC. This pole was replaced with a monopole at another location on VHCC grounds. Construction has commenced on the pad for the new 60-foot tower at Latture Field Annex. Public safety telecommunications equipment, currently on the Police Department building roof, will be relocated to this new pole.
- **Outdoor Patio Heaters** – Using CARES Act funds, the Town purchased over three dozen outdoor patio heaters for local restaurants so they can be used for outdoor dining. We expect to receive these in December.
- **CARES Act** – The Town has allocated all of these funds. Tonya Triplett is collecting all remaining invoices and working with Washington County finance staff on the final disbursements.
- **CDBG Urgent Need Grant** – The Town is awaiting the signed agreement from DHCD. We expect to implement the program by early January.
- **Recycling Event** – Sustain Abingdon held their annual “America Recycles Day” event on November 14. The event was well-attended and everyone wore masks and social distanced. The e-waste and document shredding trucks were filled by the end of the day. They also donated food to Feeding SWVA, shoes to Keep Southwest Virginia Beautiful to distribute, and pet supplies to the Washington County Animal Shelter.