

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

- **FY 2020-2021 Budget** – As of December 31, meals tax revenues are down 10.6% from the previous year while lodging taxes are down 44.1%. December saw decreases of 14.2% and 46.2%, respectively. For FY 2020-2021, the total decrease in meals, lodging, and local sales and use taxes is 16.9%. Fiscal year projections for these combined revenue streams is a decrease of 32.2% so the Town is well above its total projected revenues.
- **The Meadows / Exit 17 Commercial Development** – Holiday Inn Express (The Meadows) has been issued a temporary Certificate of Occupancy. Work continues on the Waffle House with a majority of rough-in inspections complete. Hampton Inn (Washington Crossings) has completed structural framing and phased rough-in inspections.
- **Sports Complex** – The Town’s contractor, BCS, has completed their work on site mass grading, storm drain, and utilities. Town staff and CHA have had discussions with Sports Complex project contractor Quesenberry’s to determine the Notice to Proceed date for that contract. There was also discussion about possibly adding a mountain bike pump track at the southeast corner of the Sports Complex. Town staff, CHA, and Quesenberry’s continue to work through Value Engineering options to reduce project costs where possible.
- **Hassinger House** – Town staff has reviewed the plat prepared by Thompson + Litton and has developed a proposed boundary line adjustment for Town Council to review at the January 19 work session. The adjustment is intended to be recorded before sale of the property to retain access and use to the Veterans Park restroom facility and Cummings Street banner pole.
- **Fields-Penn House** – In a recent assessment of the building, Facilities Maintenance staff is exploring the possibility of performing HVAC and electrical work in-house.
- **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. Bid documents will be finalized and the project is expected to be bid by the end of January.
- **VDOT Exit 17 and Exit 19 Interchange Projects** – Exit 19 project is underway. VDOT Exit 17 project has a pre-construction conference on January 6, and work is expected to start soon after.
- **Remsburg Drive Pedestrian Bridge** – Design work will soon begin to replace the steps to the pedestrian bridge that were damaged beyond repair from an errant vehicle accident last year. Town staff is working with Thompson + Litton on design.
- **East Main Street Town Creek Crossing** – Town staff is working with consultant AMT to develop a strategy moving forward for stream analysis, channel and Main Street crossing improvements, and funding access to minimize impact of Town Creek flooding across Main Street.
- **New Officer Hired** – Britt Denton was hired as a new police officer. He is a native of Washington County and has been employed at a local business for the past six years. Officer Denton starts the Police Academy on January 11.
- **Police Department Training** – Two officers completed a re-certification course for General Instructors at the Police Academy.
- **Police Mutual Aid** – A large multi-agency manhunt occurred on December 6. Town Council was briefed on this incident at the December 7 meeting.

- **CITAC** – Highlands Community Services has agreed to reimburse the Town up to \$21,500 for personnel expenses associated with one of the CITAC officers attending the Police Academy. The funds will be used for staffing CITAC for this duration. An amendment to the existing MOU was executed.
- **Zoning and Subdivision Code Update** – The RFP for the Zoning and Subdivision Code Update closed on December 2. Staff scored the proposals and made a recommendation to the Town Manager, who authorized competitive negotiation with the selected firm. A proposed contract will be presented at the January 19 work session.
- **Coomes Recreation Center** – Indoor Pool opened on December 4.