

TO: Mayor Webb and Town Council  
FROM: James Morani, Town Manager  
RE: Town Manager Report for February 2021

- **Economically Sensitive Revenues** – As of February 28, meals tax revenues are down 10% from the previous fiscal year while lodging taxes are down 44.1%. February saw decreases of 8.4% and 22.9%, respectively, from the same month in the previous year. For FY 2020-2021, the total decrease in meals, lodging, and local sales and use taxes is 15.8%. Fiscal year projections for these combined revenue streams is a decrease of 32.2% so the Town is well above its total projected revenues.
- **FY 2021-2022 Budget** – All preliminary department budgets have been completed in preparation of Finance Committee meetings in early March. A budget update will be provided at the March 16 work session.
- **Sports Complex** – Notice to Proceed was issued for February 22. By contract, the final completion date is December 19, 2021, but weather allowance will likely extend that date.
- **Park Street Improvements** – The Town's design consultant, Thompson & Litton, has submitted right-of-way plans with final pole relocations to VDOT for review and approval.
- **Hassinger House** – Town staff directed consultant T-L on plat to be presented at March 1 Council meeting depicting boundary adjustment on the south line of the house parcel. An additional plat was produced for the Town to accept the 25-foot right-of-way on the northern side of the parcel as Town right-of-way, incorporated with Grove Terrace, by Council resolution.
- **Fields-Penn House** – Facilities Maintenance staff continues work on electrical upgrade, including additional floor receptacles, and 84 light fixtures. Staff advisory group met to discuss plans for back porch renovation. Staff will present exterior repairs and additions at the March 3 HPRB meeting.
- **Sanitary Sewer System Inflow and Infiltration** – Town design consultant Mattern & Craig provided final plans and bid documents for Town staff review for both the East Valley/Walden Road I & I Sewer Replacement Project and the Exit 19 Area Force Main Replacement project.
- **VDOT Smart Scale Projects** – Town staff attended multiple virtual meetings, and communicated with VDOT design and construction staff on the five Abingdon Smart Scale projects in their respective stages of development and construction. Notably, Exit 17 project has started. The intersection project at West Main Street and Route 19 (Porterfield Hwy) is expected to advertise in May 2021.
- **Remsburg Drive Pedestrian Bridge** – Town consultant Thompson & Litton has performed necessary survey work and continues design work.
- **East Main Street Town Creek Crossing** – The Town and consultant AMT submitted a grant application for \$50,000 to study the Town Creek watershed and stream capacity.
- **Traffic Study** – Field data collection has been completed by consultant RK&K for the study of Main Street traffic circulation from Cummings Street to Pecan Street and lead to a design for changes at the Main/Pecan intersection. The consultant has started analyzing data.
- **Annual Asphalt Resurfacing Work** –Town Council awarded this contract to W-L at the February 1 meeting to award the contract to W-L. Work is anticipated to start mid-April and be completed by mid-June.
- **Virginia Creeper Trail (VCT)** – Town staff continues working with VCT Conservancy and VDOT to improve trail safety and better define parking at Alvarado Station.
- **Tree Removal** – Quotes were received to remove three sycamore trees on Court Street between Main Street and Plumb Alley, a sycamore tree in the S-curve between East Valley Street and Walden Road, and a hemlock tree on the west side of the Fields-Penn House.

- **White Avenue ROW Vacation** – At the February 1 meeting, Town Council approved a right-of-way vacation of a portion of the remaining White Avenue at Barter Drive. Town Council also accepted the remaining White Avenue right-of-way and incorporated it into existing adjacent Barter Drive right-of-way.
- **Police Officer Applications** – The Town has received 22 applications for the most recent police officer job opening. Of those applicants, four had certifications. The testing date has been scheduled in March.
- **Police Department Community Engagement** – Chief Holbrook and Officer Wilmoth participated in a panel discussion with Emory & Henry College. The topic was “Justice, Peace, and Police Brutality: The Truth about Good Policing.”
- **Police Department Training** – Law Enforcement training opportunities have increased with the decline in COVID-19 cases. Eight officers completed training courses during the month.
- **Radio Project** – The telecommunications tower at Latture Field has been installed and equipped. The IT Department continues installation work. Through February, 18 of the 25 Police Department vehicles and 11 of 12 Fire Department have been outfitted with mobile units.
- **Zoning and Subdivision Ordinance Update** – Community Development Department staff held a kick off meeting with The Berkley Group and subsequently submitted questions to the consultant concerning feedback received at said meeting. The Berkley Group will make a formal presentation at the March 1 council meeting.
- **Economic Development/Tourism Activities**
  - Continued collaborative work with VTC, Barter Theatre, William King Museum, and Crooked Road on promotional video that will be shared with motor coach companies to encourage group visits.
  - Staff met with Abingdon Main Street leadership to discuss future plans.
  - Washington County Business Challenge
  - Every Tuesday Small Business Spotlight
  - Distributed brochures to hotels, restaurants, and other local businesses
  - Continued development of new marketing brochures
  - Prepared meals grant administration
  - Hassinger House cleaning out and preparation for sale
- **Coomes Recreation Center HVAC** – Trane HVAC upgrade is complete. Staff has been trained on the new system.
- **Employee Service Awards** – Service awards were presented to employees with 5, 10, 15, 20, and 30 years of service: Melaina Blenden, (5) Jason Boswell (5), Jason Garland (5), Jennifer McCoy (5), Irma Price (5), Lloyd Thomas (5), James Clark (10), Dennis Collins (15), Jason Dunn (15), Reba Profitt (15), Scott Thompson (15), Melisha Wynne (15), David Gobble (20), and Michael Roark (30).
- **Washington County Courthouse** – Concept drawings for the new courthouse were presented at the February 24 Courthouse Committee meeting, in preparation of the County’s presentation at the March 3 HPRB meeting. The County is seeking approval for demolition of the Elliot building.