

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

- **Economically Sensitive Revenues** – Meals and Lodging tax revenues continue to perform strongly. For the month of August, Meals tax revenues were up over \$60,000 from the same month in 2020 (pre-pandemic).
- **American Rescue Plan Act (ARPA)** – Staff is working on projects prioritized by Town Council. Director of Finance Steve Trotman continues to monitor updates from the Department of the Treasury.
- **FY 2021-2022 Audit** – Finance staff performed prep work for the FY 2021-2022 pre-audit which will commence on September 8.
- **Sports Complex**
 - Construction of the concession stand (trusses and roofing has begun) and maintenance building continues
 - Concrete curb and gutter installation continues for parking lots
 - Finish grade work continues in areas of the project
 - Inspection by CHA of the sod placed on the baseball fields (#3, #4, #6 and #7) has been completed; some repairs are needed prior to acceptance by the town
 - Fields (#2 and #5) are nearing completion of base and root zones and sod installation is in progress
 - Fencing work continues throughout the site
 - Demolition of the addition to The Meadows house is complete; S&ME will file the report in our annual report due in November
 - Staff is working to develop a plan for sponsorships for the Sports Complex. Available advertising will include areas such as the press box, outfield fences, and scoreboards.
 - A Head Groundskeeper has been hired and will start on September 7.
- **Bike Pump Track at The Meadows** – The Town has started preliminary design work for this project and applied for an \$110,000 grant through the Virginia Outdoors Foundation.
- **Park Street Improvements** – Thompson & Litton has been issued a task order for additional time and work based on resubmittal requirements by the VDOT Central Office. The task order added two weeks to address comments and prepare plans and right-of-way plats to be resubmitted.
- **Hassinger House** – The Town has contracted with Counts Auction Group for the sale of the Hassinger House. The auction is scheduled for Friday, September 17.
- **Veterans Memorial Park Restrooms** – The guard and hand rail is finished on the ADA Ramp. Quotes are being submitted this week for the bathroom stalls. Based on the quotes, it will be determined if the Town will hire a contractor or perform the work in-house.
- **Fields-Penn House** – Public Works installed two concrete pads for the exterior HVAC. Preparation work is being performed for the installation of the ADA compliant sidewalk.
- **East Main Street Town Creek Crossing** – The Town was given notice the \$50,000 grant has been awarded for the study of Town Creek. An agreement for grant funding through DEQ is forthcoming. Town Council has allocated ARPA funds for this project.
- **Flood Mitigation Study** – AMT has been issued a task order to proceed with the study. Data collection and surveying are targeted for completion by October 1.
- **Green Spring Road Culvert/Realignment** – Data from AMT's study will be used for the design of this project.

- **East Main Street Sidewalk Connection (Hutton Street)** – Staff met with the Town’s consulting engineer, The Lane Group, to discuss plans to move the project to bid and construction. The Interim Director of Public Works will manage the project.
- **Remsburg Drive Pedestrian Bridge** – Plans have been completed and are ready for bid. Staff is compiling construction bid documents and preparing to meet with our on-call professional services (Thompson & Litton) about moving this project to bid and construction. The Interim Director of Public Works is becoming familiar with the scope of work and will manage the project.
- **VDOT Smart Scale Projects**
 - Exit 17: Work continues on Gravel Lake Road, Country Club Drive, and Cummings Street areas. Final completion is expected in fall 2022.
 - Exit 19: Construction continues to progress to the expected final completion in summer 2022.
 - US-19/West Main Street Intersection Improvements: VDOT issued a Notice to Proceed to the contractor on August 30. Construction activity will begin with the installation of construction traffic signage for the detour operations. As permitted by Town Code, the Town Manager issued a waiver to the noise regulations for night operation to Ramirez Construction.
 - US-11/Main Street and SR 140/Jonesboro Road: This project is in VDOT’s Six-Year Plan.
- **Boone Street Sidewalk Improvements** – The Town has submitted a pre-application for pedestrian improvements on Boone Street from Main Street to Walden Road through VDOT’s Transportation Alternatives Program (TAP). The proposed project includes the addition of sidewalk and stormwater structures. A resolution in support of the project will be considered by Town Council at the September 7 meeting. A public hearing is scheduled for September 23, at 6:00 p.m., to solicit public comment. Full application for the project is due October 1.
- **Annual Asphalt Resurfacing** – Staff is currently evaluating pavement conditions for the spring 2022 asphalt resurfacing. A drive-through inspection of town streets was recently conducted with VDOT.
- **Street Maintenance** – The Street Department has been working on asphalt patching after sanitary sewer line installations completed by the Sewer Department. Additionally, street crews have been cutting dead Ash trees on town property and right-of-way along with trimming for vehicle clearance and visibility.
- **Tree/Arborist Work** – The Town Arborist continues to work with local businesses and residents on tree issues within the town. Initial planning for the 2022 Tree-Give-away program is underway.
- **Virginia Creeper Trail**
 - The Meade Crossing is still functioning well. The Street Department is working on the swing arm gates.
 - At the September 7 council meeting, a public hearing will be held for boundary line adjustments and right-of-way dedication at the Watauga Trail Head. Town Council will consider approval of the plats after the public hearings.
 - Town staff participated in three meetings with the Virginia Creeper Trail Conservancy regarding the organization’s Master Plan. An initial draft has been completed and feedback was provided by stakeholders.
 - Town staff met with The Lane Group to discuss a proposal to perform existing condition evaluation, conceptual methods for repair, and construction cost estimating. The Town has provided the comprehensive study completed by Mattern & Craig as a basis for the scope of work.
- **Sanitary Sewer System Inflow and Infiltration** – Application for construction to repair and replace sanitary sewer facilities identified in the SSES performed last year was submitted to DEQ on July 29. Matching funds of up to 50% (potentially more but not yet known) were requested in the amount of \$3,336,800. The timeline outlined in the application runs from June, 2021, through November 30, 2022, for completion. A second phase has been applied for and approved to study the remaining drainage basins identified in the system-wide I&I study done by CHA. Application was submitted on July 1 for a 75/25 match of \$100,000.

- **Wastewater Contract Operations** – Woodward and Curran met with wastewater employees recently and to have a dialogue and answer questions. Woodward and Curran is currently in the process of becoming more familiar with operations and collecting data for contract negotiations. The Area Manager, Dave Dedian, has toured the treatment plant and conducted site visits throughout the collection system. The Area Manager also met with several of outside departments (Engineering, IT, Finance, and Public Works) to gain knowledge of the existing operational relationship and future expectations. They will be continuing visits in the next couple of months during this process.
- **Police Officer Recruitment** – APD has initiated the process to fill vacancies in the patrol division. The IT Department assisted in the development of the first online application process for a police officer. The Town also streamlined the process for certified applicants.
- **Temporary Detention Orders** – During August, APD experienced significant issues with delayed admission Temporary Detention Orders (TDO) due to the state mental health hospitals being closed and not having beds available. This issue is causing operational challenges for the department.
- **Outdoor Refreshment Area** – The required “Safety Plan” was drafted and sent to the Town Attorney for review. This will be presented to Town Council at the September 23 work session.
- **Zoning and Subdivision Ordinance Update** – The Berkley Group submitted revisions to the Use Matrix and Definitions, Zoning District Standards, and Special and Overlay Districts based on discussions from the June 28 Planning Commission meeting. Because there were no applications for the Planning Commission to consider, the August meeting was canceled, which means the Zoning and Subdivision Ordinance will be discussed at the next regularly scheduled meeting on September 27.
- **Director of Community Development** – This position has been filled. The individual will be relocating from another state and start the first week of October. A formal announcement will be made at that time.
- **Director of Public Works** – Deck Shaver, Interim Director of Public Works, started August 16. The job posting for the permanent position is targeted for mid-September.
- **CRC Outdoor Pool** – The outdoor pool closed on August 8 for the season.
- **CRC Indoor Pool** – Due to staff shortages, effective August 9 the hours for the indoor pool have been reduced. The lifeguard certification class in late August brought seven potential candidates. A current department employee completed the course in order to assist with staffing as needed.
- **CRC Renovations** – During shut down week from September 1 through September 8, lights fixtures in the gym, lobby, pool, and pool locker rooms are scheduled to be replaced by Facilities Maintenance staff.
- **Town-Wide Yard Sale** – This event was a great success. There were over 100 yard sales, which saw visitors from Tennessee, Kentucky, and North Carolina.
- **Economic Development/Tourism Activities**
 - Bus tour from Richmond
 - Meeting with DHCD about grant opportunities
 - Hosted travel writers from Atlanta who visited several local businesses
 - Placed Virginia Travel Guide full-page ad. The partnering with 15 local businesses allowed the Town to increase the ad from a half page to a full page.
 - Partnership with Damascus on Blue Ridge Outdoor give-away that includes four nights and five days in Abingdon and Damascus
 - Received \$10,000 from Virginia Tourism Corporation Marketing Leverage Grant
 - VCT Trail Head Visitors Center had 314 visitors and 100 e-mails/phone calls