

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

- **Economically Sensitive Revenues** – Meals and Lodging tax revenues continue to perform strongly. Through the first quarter of the fiscal year, Meals tax revenues were up over 18% from the same period 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. The deadline for submission of the first report was extended from October 31, 2021, to April 30, 2022.
- **FY 2021-2022 Audit** – The Finance Department is performing work associated with the pre-audit. The fiscal year-end closeout work will be completed in early October.
- **Sports Complex**
 - Construction of the concession stand and maintenance building continues
 - Concrete curb and gutter installation continues for the south parking lot
 - Finish grade work continues in areas of the project
 - Town staff (including newly-hired groundskeeper) and CHA inspected the sod placed on the baseball fields; some repairs are needed prior to acceptance by the Town.
 - Base and root zones and sod installation were completed for Fields #2 and #5.
 - Fencing work continues throughout the site
 - The Town has started to receive delivery of equipment for field lighting
 - Contractor is working to achieve substantial vegetation on lawn areas
- **Bike Pump Track at The Meadows** – Currently in conceptual design phase.
- **Park Street Improvements** – Final response to comments were submitted to VDOT Central Office on September 14. Utility relocation has been coordinated with AEP. The Town is awaiting for a proposal from a consultant for ROW acquisition.
- **Hassinger House** – The Town accepted the highest bid at the auction, in the amount of \$500,000. The successful bidder was K.C. St. Louis, owner of Abingdon Olive Oil Company. Town staff is currently working with the buyer on the access/easements and the Town Attorney is preparing closing documents.
- **Veterans Memorial Park Restrooms** – This project is nearing completion. The bathroom stalls have been ordered and are expected to arrive in mid-October. The goal is to have the facility opened by November.
- **Fields-Penn House** – J. Ross, one of the Town's contractors, has completed sanding and staining the floors and will start on final trim work and painting. In October, Cornett Roofing will start installation of the new standing seam metal roof. Work on the shutters are almost complete and will be hung by Facilities Maintenance staff along with the gutter guards (once roof is complete). Only one bid was received for the brick and mortar sidewalk; staff is discussing possible cost savings with the bidder.
- **Facilities Maintenance** – Staff is currently working on Town Hall curb appeal and preventative maintenance on other facilities.
- **Flood Mitigation Study** – Data collection and surveying are underway. Property owner notices are being prepared as well as public information materials.
- **East Main Street Town Creek Crossing** – The Flood Mitigation Study being completed will be used to identify existing conditions and aid in the preliminary engineering process. Town Council has prioritized this project for funding through ARPA Funds.

- **Green Spring Road Culvert/Realignment** – AMT submitted a proposal for design services. Staff has reviewed and submitted comments back to the engineer. The Flood Mitigation Study is critical to performing adequate sizing calculations for the culvert replacement, so these two projects will work sequentially.
- **East Main Street Sidewalk Connection (Hutton Street)** – The Lane Group issued preliminary plans on September 8 for the Town to review. Staff met with The Lane Group on September 29 to discuss review comments and next steps to complete final plans.
- **Remsburg Drive Pedestrian Bridge** – Invitation to Bid was published on September 19. An on-site meeting with the Town’s consulting engineers, Thompson & Litton, was held on September 30. The bid opening is scheduled for October 21.
- **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: Construction activity has begun with the installation of construction detour signage. The Town issued a waiver of the noise ordinance to the contractor for night operations. Staff coordinated with APD for nighttime detour operations.
 - US-11/Main Street and SR 140/Jonesboro Road: This project is in VDOT’s Six-Year Plan.
 - East Main Street Sidewalk Improvements: Preliminary engineering has been authorized.
- **Boone Street Sidewalk Improvements** – VDOT Transportation Alternatives Program (TAP) full application will be submitted on October 1. Resolution of Support request from Town Council and the Bristol Metropolitan Planning Organization (MPO) has been completed for inclusion with the application. A public hearing was conducted on September 23.
- **Virginia Creeper Trail Trestle Repairs** – An engineering task order proposal to perform existing condition evaluation, conceptual methods for repair, and construction cost estimating for Trestle No. 4 was executed by the Town Manager and delivered to The Lane Group on September 10. The estimated time frame to complete this engineering evaluation and report is 90 days.
- **Sanitary Sewer System Inflow and Infiltration** – The Town has received tentative approval of financial assistance for the proposed sewer system improvements. The Town has applied for a grant to Mount Rogers Planning District Commission for its \$25,000 share for the second phase of the system-wide I&I study, which will include the remaining drainage basins identified in the original study performed by CHA.
- **Wastewater Contract Operations** – Town Council authorized the Town Manager to complete the execution of the agreement with Woodward & Curran for contract operations. Woodward & Curran is currently in the early stages of transition. They will be continuing visits in the next couple of months during this process.
- **Police Officer Recruitment** – The Town received 38 applications for the most recent police officer job posting. Two applicants were certified and moved immediately to the interview process. Twenty-four candidates will be testing in early October.
- **Temporary Detention Orders** – During September, APD was involved in three delayed admission TDOs. The longest of the three lasted 48 hours. Chief Holbrook attended a meeting with numerous mental health stakeholders and learned the Department of Behavioral Health is reliant on law enforcement to be the “safety net” until they can open admissions of state facilities.
- **Designated Outdoor Refreshment Area** – Town Council discussed this issue at the September 23 work session. Materials are being prepared for a public information meeting to be held on October 21.

- **Zoning and Subdivision Ordinance Update** – The Berkley Group held a work session with the Planning Commission at their September 27 meeting. Discussion items included schedule and progress to date, Use Performance Standards, Community Design Standards, Flood Hazard Overlay, and Old and Historic Sub District Consolidation. A special work session will be scheduled between Thanksgiving and Christmas to engage in more in-depth discussions on several components of the Zoning Code.
- **Director of Community Development** – The Town’s new Director of Community Development, Mayana Rice, will start on October 6.
- **Director of Public Works** – The job posting for this position was posted September 20. The Town has received applications from several qualified applicants. The deadline for applications is October 20.
- **CRC Shut Down Week** – The annual shut down (September 6-12) was successful in completing tasks that were unable to be completed during hours of operations.
 - New windows were installed by Highlands Glass in the two front rooms, eliminating the fogged/dirty appearance.
 - Facilities Maintenance staff completed lighting upgrades along with other electrical and wiring repairs. Additionally, they were able to resolve some plumbing, HVAC, and exhaust issues. Doing this work in-house was a cost-savings for the Town.
 - The gym floor was refinished and looks brand new with the lighting upgrade.
 - The pool deck and entrance received a fresh coat of paint with a new color scheme as well as new lights that highlight the work that was completed.
 - Other areas of the facility were painted, pressure washed, and deep-cleaned.
 - The Public Works Department removed large broken items at the facility (e.g. lounge chairs, tables).
- **CRC Indoor Pool** – Throughout the month of September, the Town continued to offer reduced pool hours due to a shortage of lifeguard staff. Recently, four new lifeguards were added to the schedule, which will allow the Town provide additional swim opportunities beginning October 5.
- **Economic Development/Tourism Highlights**
 - Hosted travel journalist Bill Clevlen (Bill On The Road)
 - Special event coordination and planning with local businesses and organizations
 - Continued development of marketing for print and digital outlets
 - Developed social media marketing content for general tourism purposes and local events
 - Virginia Travel Guide ad cooperative (15 community partners)
 - Virginia Creeper Trail Welcome Center: 515 visitors / 90 mail outs / 60 phone calls