

TO: Mayor Webb and Town Council
FROM: James Morani, Town Manager
RE: Town Manager Report for October 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 continues working with the pre-auditors or auditors in preparation of FY 2020-2021 financial statements. The auditors are prepared to make a presentation to Town Council at the December 6 meeting.
- **Sports Complex**
 - Project is 70% complete.
 - Construction of the concession stand and maintenance building continues
 - Building C block and door frames installed.
 - Concrete curb and gutter installation completed.
 - Finish grade work continues in areas of the project
 - Walk-through inspection with CHA of the sod placed on the athletic fields revealed maintenance and repair work still needed for sodded areas.
 - Contractor is currently moving to install base mix asphalt on the south parking lot and playground parking lot.
 - Installation of the sports lighting footers is completed; MUSCO lights and poles expected delivery is early November.
 - Fencing work continues throughout the site
 - Contractor is working to achieve substantial vegetation on lawn areas
- **Bike Pump Track at The Meadows** – Currently conducting a public online survey which is to be complete by November 9.
- **Park Street Improvements** – VDOT Central Office made additional comments on the ROW plans on October 6 and the District Office offered additional location and design comments on October 21. Thompson & Litton is currently working on responses to both sets of comments and will resubmit as soon as practicable. The Town received a proposal from 3B Consulting Services to perform negotiation and acquisition of ROW.
- **Hassinger House** – Town staff is currently working with the buyer on the access/easements and the Town Attorney is preparing closing documents.
- **Veterans Memorial Park Restrooms** – Construction of additional parking spaces near the facility is in progress.
- **Fields-Penn House** – Cornett's Roofing has installed all the plywood and ice and water shield as well as started installation of the standing seam on the front of the building. J. Ross Interior Renovation is completing painting work. Belfor Exterior Renovation is near completion of their work. Energy Savers is scheduled to perform the foam installation for the roof deck and flooring. Facilities Maintenance staff has started hanging shutters. Staff will be installing all light fixtures through the building during the month of November.

- **Flood Mitigation Study** – Public Notice and Right-of-Entry requests were mailed on October 22. A 30-day public comment period will run from October 27 through November 28. Preliminary findings recommendations will be presented to Town staff in December.
- **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** – Staff is in discussions with AMT to provide a task order to develop a rehabilitation plan for the existing culvert in-place and task order to provide preliminary engineering to realign Green Spring Road and replace the culvert. Both items are expected to be under contract by the end of November.
- **East Main Street / Pecan Street Intersection Improvements** – Staff is working with RK&K to develop a task order for the project.
- **East Main Street Sidewalk Connection (Hutton Street)** – Final design plans were completed by The Lane Group. Staff held final plan review meeting with the consulting engineers.
- **Remsburg Drive Pedestrian Bridge** – The project received one bidder, Inland Construction, in the amount of \$108,500. The bid will be presented at the November 1 Town Council meeting.
- **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 (Washington County): 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.
 - Staff met with VDOT in reference to the Smart Scale Round 5 kickoff for the upcoming application process and project evaluation.
- **Boone Street Sidewalk Improvements** – VDOT Transportation Alternatives Program (TAP) full application was submitted on October 1. The project is currently in the scoring phase.
- **VDOT Parallel Route Signal Improvements** – Staff provided comments to VDOT for the signal improvement plans along the US-11/Main Street corridor, Jonesboro Road, and Cummings Street. Staff participated in a video conference with VDOT regarding the project. The next update from VDOT will be provided in 60-90 days.
- **Virginia Creeper Trail Trestle Repairs** –The Lane Group, working with sub-consultant Prosim Engineering, are working to perform existing condition evaluation, conceptual methods for repair, and construction cost estimating for Trestle #4.
- **Sanitary Sewer System Inflow and Infiltration** – The Town has received tentative approval of financial assistance for the proposed sewer system improvements (final approval expected December 14, 2021). The Town has received a grant from 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. The original study has been provided to Woodard & Curran for their review.
- **Wastewater Contract Operations** – The Town's contract operator, Woodard & Curran, has increased their presence on-site and conducted transition interviews with Town employees. Employment offers will be extended in mid-November. The transition date is set for January 1, 2022.

- **Police Officer Recruitment** – Fifteen applicants tested on October 6 and 8. The top eight applicants moved on to panel interviews on October 28.
- **Temporary Detention Orders** – During October, APD experienced five TDOs and transported one to Newport News. Of these two were delayed admissions.
- **Barter Theatre Crosswalk** – APD and Public Works worked with Barter Theatre to continue improvements at the crosswalk on Main Street. Public Works installed green crosswalk signs at the Barter Theatre crosswalk and the one in front of The Martha. Vegetation was also cleared from the area.
- **Valley Street Speeding** – The traffic counter was deployed for a week on East Valley Street.
- **RAD Class** – A Rape Aggression Defense Class (RAD) was held at the Coomes Center. Officer Kayla Richardson instructed the class for employees of Abuse Alternatives. There are upcoming classes in November and December.
- **Designated Outdoor Refreshment Area** – A public information meeting to be held on October 21. Staff is reviewing the information gathered and will schedule a discussion with Town Council at an upcoming work session.
- **Director of Public Works** – The deadline for applications was October 20; the Town received applications from several qualified applicants. The Town will identify finalists on November 15 and schedule interviews for after Thanksgiving.
- **Director of Community Development** – The Town's new Director of Community Development, Mayana Rice, started on October 6. Ms. Rice is having discussions with staff on their roles and identifying areas for process improvement. One of her main focuses is the revision of the Zoning and Subdivision Code.
- **Zoning and Subdivision Ordinance Update** – Staff met with and submitted to The Berkley Group a set of comments and edits to the existing drafted sections of the Zoning and Subdivision Ordinance rewrite.
- **Old and Historic District** – HPRB held a special meeting on October 20 to discuss the current OH District and DHR District. The goal at this time is to determine if there is support for matching the two districts.
- **CRC Indoor Pool** – Additional lifeguard staff has allowed extended coverage for the pool which will provide opportunities for afternoon swim beginning November 1. CRC staff has also made arrangements with Abingdon High School to provide practice for the swim team for the upcoming season.