

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

- **Economically Sensitive Revenues** – Meals and Lodging tax revenues continue to perform strongly. Through the first half of the fiscal year, Meals and Lodging tax revenues are up 18% and 8% over pre-pandemic levels.
- **FY 2021-2022 Audit** – Brown & Edwards will make the annual audit presentation at the January 3 council meeting.
- **Capital Improvement Plan** – Director of Finance Steve Trotman is working with Stephanie Davis (Virginia Tech) and Town staff to collect and organize data for the Capital Improvement Plan. A staff workshop will be held on February 13.
- **Sports Complex**
 - Project is over 90% complete.
 - Construction of the main concession stand and maintenance building nearing completion.
 - Building C (concessions/restroom facility near multi-purpose fields) is 70% complete.
 - Sports lighting is 98% complete.
 - Contractor working to achieve substantial vegetation on lawn areas.
 - Electric service is installed throughout the site. Parking lot lights are now active.
 - Splash Pad contract has been approved and preliminary work has started.
- **Bike Pump Track at The Meadows** – Public survey for the proposed project was completed. Conceptual design and cost estimate has been finalized. The project is moving into 3D renderings.
- **Park Street Improvements** – VDOT Central Office has tentatively approved the Town for ROW acquisition. Once final documentation is submitted by the Town, a Notice to Proceed will follow. The Town will engage 3B Consulting Services to perform ROW negotiation with property owners. A public information meeting is scheduled for January 6, 2022, from 5:00-7:00 p.m. at the Fire Department.
- **Hassinger House** – The Town closed on the Hassinger House property on November 30.
- **Veterans Memorial Park Restrooms** – Construction of additional parking spaces near the facility is complete.
- **Fields-Penn House** – ADA compliant walkway is under construction. J. Ross Painting and Drywall has complete interior work. Cornett Roofing has completed to roof work. Public Works staff completed some interior (electrical, cabinets, etc.). Staff has started to move in and is preparing for opening the house to the public in March.
- **Town Shop Renovation** – Public Works staff is nearing completion of interior renovations at the Town Shop, which involves the addition of two additional offices. The purpose of these renovations is for the relocation of Public Works administration to the facility.
- **Flood Mitigation Study** – Preliminary findings by the Town's consultant, AMT, were discussed with staff. A final report will be issued at the end of January.
- **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 has been authorized to provide preliminary engineering services to realign Green Spring Road and replace the culvert. A task order is being prepared to develop a rehabilitation plan for the existing culvert in-place. The Town has budgeted Urban Maintenance funds for the culvert rehabilitation work.

- **East Main Street / Pecan Street Intersection Improvements** – The Town’s engineering consultant, RK&K, submitted intersection design alternatives. Staff discussed the initial recommendations with the consultant and requested data from the original traffic study for The Meadows be incorporated into the final report.
- **East Main Street Sidewalk Connection (Hutton Street)** – Final design plans have been completed. In January, staff will have discussions with the Town’s consulting engineers to prepare the project for bid.
- **Remsburg Drive Pedestrian Bridge** – Pre-construction meeting was held. Shop drawings were submitted and sent back to the contractor, Inland Construction. The contractor has verified the elevations and is making a minor adjustment to the bottom of the steps. Material production will begin once the shop drawing is revised and approved. Production will be 8-12 weeks from approval. Installation is expected by April.
- **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 been completed. Town staff had discussions with VDOT regarding the visibility of the new traffic signals for the two right turn lanes at the southbound approach. VDOT has informed the Town that the signal head will be adjusted by the contractor.
 - East Main Street Sidewalk Improvements: Preliminary engineering is tentatively planned for spring. Construction is anticipated for summer/fall.
 - US-11/Main Street and SR 140/Jonesboro Road: This project is in VDOT’s Six-Year Plan.
- **Virginia Creeper Trail Trestle Repairs** – Staff is working with the Town Attorney to finalize an RFP for professional services for work associated with the trestle repairs. The goal is to select a single firm to perform engineering services for all trestle repairs undertaken by the Town. The RFP will be issued in January.
- **Sanitary Sewer System Inflow and Infiltration** – The Town has received approval for \$3.36 million in financial assistance through the Virginia Clean Water Revolving Loan Fund for proposed sewer system improvements. The loan terms will include 50% principal forgiveness and 0% interest on the remaining loan amount. In January, staff will be meeting with Woodard & Curran (wastewater contractor operator) and CHA (consulting engineers) to discuss the scope of work.
- **Wastewater Contract Operations** – The Town’s contract operator, Woodard & Curran, worked diligently to ensure a smooth transition on January 1. Special recognition goes to Scott Thompson, the Town’s lead plant operator, who worked around the clock in late December (including holidays) in preparation of the transition. The Town Manager, Director of Finance, and Public Works Administration had several meetings with W&C related to billing, facilities, equipment, and vehicles. Future coordination meetings will be scheduled in January.
- **Department of Public Works** – The Facilities Maintenance division and Parks and Grounds division of the Public Works Department have been consolidated. The Public Works Department will now have three divisions: (1) Streets and Solid Waste, (2) Facilities, Parks, and Grounds, and (3) Wastewater. Matt Henderson will lead the division of Facilities, Parks, and Grounds. Kevin Worley has transitioned into a project manager position in Public Works Administration. He will be responsible for managing projects and contract administration. In January, Public Works Administration will be relocated from Town Hall to the Town Shop. The Town Engineer and the Engineering Technician/Inspector will become the new Engineering Department and remain at Town Hall. Administrative staff on the first floor will support the Community Development and Engineering Department.

- **Director of Public Works** – After initial interviews were conducted, the Town Manager’s selection committee determined it was best to repost the job announcement to attract more candidates.
- **Academy Graduation** – Officer John Carter and Officer Justin Nichols both completed the Basic Law Enforcement School at the Academy in November. Officer Carter was the class president and received awards for top academics and marksmanship. Both are currently in field training.
- **New Police Officer** – Officer Joshua Barlow was hired in December. Officer Barlow comes from a family of law enforcement including his father and brother, who are currently officers in Bristol. He will begin the Basic Law Enforcement School at the Academy in January.
- **RAD Class** – Another Rape Aggression Defense Class (RAD) was held at the Coomes Center. Officer Kayla Richardson instructed the class for the general public.
- **Zoning and Subdivision Ordinance Update** – Staff conducted a review with The Berkley Group a set of comments and edits to the existing drafted sections of the Zoning and Subdivision Ordinance rewrite.
- **Historic Preservation** – HPRB held a special meeting on November 17 to discuss the Preservation Plan and the proposed expansion of the Old and Historic. The decision was made to target a spring kickoff of the public participation process.
- **CRC Indoor Pool** – Additional lifeguard staff has allowed extended indoor pool hours for the public. Abingdon High School continues to use the facility for practices with two swim meets scheduled in January.
- **District Three** – In late December, the local office for District Three was relocated from the Latture Field Annex to the Virginia Highlands Small Business Incubator. The Town Manager coordinated with VHSBI to facilitate the transition. District Three Executive Director Rhiannon Powers expressed appreciation for the Town’s past and current support of the organization.
- **Small Purchase Procedures** – The Town Manager implemented revised procedures for small purchases in accordance with Town Code and the Virginia Public Procurement Act.
- **Arthur Campbell Room** – Public Works staff has started renovations to the Arthur Campbell Room. The dais and platform will be removed in order to open up the room to allow more space for meetings and to accommodate the public, particularly during Town Council work sessions.
- **Town Hall Office Relocations** – In addition to the above-mentioned Public Works office relocations, several offices within Town Hall were relocated to other floors. Treasurer Tammy Baldwin was moved from the third floor to the second floor, putting her closer to the cashier’s office. The Finance Department (Director of Finance, Accounting Clerk, Accounts Payable Clerk, and Payroll Clerk) was moved from the second floor to the third floor in order to have all department employees in the same wing on the same level and to increase collaboration with the Town Manager.
- **COVID-19** – Director of Recreation/Health Officer Jennifer Johnson and I are working with Town Attorney Cam Bell on revisions to the Infectious Disease Preparedness and Response Plan. The Town will take into consideration new CDC guidelines as well as recommendations from local health officials. The new plan will be implemented in early January.
- **Economic Development/Tourism Highlights**
 - Shopping Guide update
 - Holiday Lights Driving Tour event coordination / map
 - Best Small Town Food Scene (third consecutive year)
 - Top Adventure Town Winner (Small Town category) from Blue Ridge Outdoors
 - Farmers Market MOU for inside market at the Train Depot (November-March)
 - Bus groups from Mississippi and South Carolina
 - Hosted travel writer Sara Wade
 - Washington County Business Challenge
 - Continued development of marketing for print and digital outlets
 - Developed social media marketing content for general tourism purposes and local events