

To: Mayor Pillion & members of Town Council
From: Mike Cochran, Town Manager
Subject: Town Manager's Monthly Report - June 2023

AA
0710 2023

Finance & Treasury -

- Finished budgeting process for FY 2023-2024
- Uploaded new budget and began close out process for last the last FY.
- Met with pre-audit team.

Public Works -

• **Street Department/Solid Waste/Central Garage-**

1. Signalization upgrades in preparation of annual paving operations.
2. The sweeper truck arrived back at the town shop and was put back into service on the Town streets.
3. Solid Waste and Brush continues.
4. Planned for and held the 4th of July Fireworks, and Virginia Highlands Festival road closures. Flags have been installed along Cummings St., Main St., Remsburg Dr., and Depot Sq.

• **Facilities Maintenance/Parks & Grounds-**

1. Landon Boyd Park installation of new repurposed equipment and construction of a gravel parking lot is completed.
2. Moving forward on Train Depot and the Train Engine repairs/painting (In progress). Belfor onsite and making repairs / painting.



3. Shelters, Pedestrian Bridges, and Benches in progress for re-staining throughout town.

4. Fencing removal on Academy Drive near William King Art Museum.

• **Project Management-**

1. East Main Street Flood Mitigation- **Priority Project-**
 - **ARPA - TOA - Funded Project - \$3,899,640.00 (Funded from TOA Allocation)**
 - a. May 2023 - AMT has finalized 30% Plans with hydraulics and hydrology calculations.
 - b. May 2023 - Finalizing Title Searches for Right of Way.
 - c. June - October 2023 - Right of Acquisition
 - d. July - October 2023 - 60% finalized with right-of-way
2. Creeper Trail Trestle Repairs - **Priority Project-** Kevin Worley
 - **ARPA - TOA - Funded Project - \$1,250,000.00 (Funded from TOA Allocation)**
 - a. May 17, 2023 - Scope and Fee Revision Meeting.
 - b. May 25, 2023 - Final opinion letter from PROSIM to address work based on \$1.15 million.
 - c. June 22, 2023 - Notice of Award by Town Council for **\$1,103.308.00.**
 - d. Contract and Notice to Proceed will be finalized following Council Award.
3. Sanitary Sewer ES Update-
 - **DEQ - VRA Loan - TOA - Project - \$3,336,800.00 (Funded-TOA Underwrote and Reimbursed)**
 - a. VRA Loan with 75% loan forgiveness meaning the TOA will repay \$834,200.00.
 - b. May 2023 - Project continues to design and bid document development.
 - c. June 2023 - Town Creek Project Added to Project Scope
 - d. July - August 2023 - Public Advertisement for Construction
4. Sanitary Sewer Phase 2 Construction - Michael Surrentt
 - **DEQ - VRA Loan - TOA - Project - \$9,000,000.00 (Secured-TOA Underwrote and Reimbursed)**
 - a. Project funds secured through DEQ for Phase 2 Construction
 - b. The Lane Group finalizing designs for project work.
 - c. June 23, 2023 - Loan Forgiveness Letter from DEQ received for 40%. TOA will repay \$5,701,200.00.
5. Exit 19 Force Main Project -
 - a. Project is at 100% Plans, seeking funding.
6. Town Creek Sewer Project -
 - **DEQ - VRA Loan - TOA - Project - \$1,849,625.00 (Funded-TOA Underwrote and Reimbursed)**
 - a. Mattern & Craig developed plans. The Lane Group will be working with M&C for construction.
 - b. Project is at 100% Plans and awaiting dates to advertise.

- c. June 2023 - Notification from DEQ that additional funds will be available for this project. The Lane Group will be working with Mattern & Craig to develop this phase of the project.
7. I/I Program Update-
- **DEQ - VRA Loan (Not Funded at this point but will be TOA Underwrote and Reimbursed)**
 - a. The Lane Group currently working on SSES work for the Town.
8. East Main Street Sidewalk, Smart Scale -
- **VDOT - Smart Scale HSIP Project - \$241,928.00 (Funded- TOA Underwrote and Reimbursed)**
 - a. June 21, 2023 - Bids opened.
 - b. June 26, 2023 - VDOT filed Bid Tabulation with Central Office to Award Contract to Taff & Frye for **\$154,393.75**. Notice of Award filed with VDOT. Contract Agreement will follow once approved by VDOT Central Office.
 - c. Notice to Proceed will be finalized following VDOT Approval to Award.
9. VDOT Asphalt Resurfacing- Michael Surrett
- **VDOT - State of Good Repair Program Award - \$1,112,000.00 (VDOT Funded)**
 - a. East Main Street Completed.
 - b. West Main Street Completed
10. Park Street Right Way Acquisition- Kevin Worley
- **VDOT Urban Project Funds - \$1,707,285.00 (Funded- TOA Underwrote and Reimbursed)**
 - 3B Consulting EJCDC Contract. Professional Services: \$101,200.00.
 - a. June 2023 - Right of Way acquisition completed and payments for easements being processed. Working with Penn Stuart to finalize closings on parcels.
 - b. July 2023 - VDOT Review.
 - c. August 2023 - Projected bid release.
11. VDOT Systemic Safety Initiatives - Highway Safety Improvement Program (HSIP) Funding
- **VDOT - Smart Scale HSIP Project - \$517,000.00 (Funded- TOA Underwrote and Reimbursed)**
 - a. 3 potential projects for the Town of Abingdon.
 - i High Visibility Signal Backplates
 - ii Curve Delineation
 - iii Flashing Yellow Arrow
 - b. February 17, 2023 - Notification Email from VDOT that our Smart Portal Application has been selected for funding and will be sent to the Commonwealth Transportation Board for approval at the February meeting. Project scored a 78/100.
 - c. Project funds will be made available in FY 2024.
12. Cook Street Extension -

- **VDOT - Smart Scale Project - \$27 million (VDOT Funded) (Special) (Secured)**
 - a. May 23, 2023 - Notification email from that this project will be recommended for funding in this next cycle of project.
13. VDOT Pipeline Project Study -
- VDOT - Project Study - \$100,000.00 (VDOT Funded)
 - Comprehensive study of the Main Street Corridor to diagnose issues with transportation needs, identify congestion problems and make suggestions for improvements, safety needs, bike and ped transit needs, systemic risk factors to make potential safety action plans.
 - a. May 18, 2023 - Abingdon Town Council agreed to support the project study.
14. Sidewalk Projects- Public Works -
- **Urban Maintenance - TOA - \$637,190.00 (Funded from TOA VDOT Allocation)**
 - a. May 2, 2023 - Notice of Award and Contract issued to Jones Road and Bridge.
 - b. Project will run over two budget cycles using the Urban Maintenance Funds with the first phase work completed and billed by June 23, 2023. Phase 2 will overlap and be finalized by October 31, 2023, unless lead time for brick exceeds the estimated delivery date.
 - c. June 20, 2023 - Released Jones Road and Bridge to order bricks for the project.
 - d. July - October 2023 - Construction Phase.
15. Annual Street Paving -
- a. June 23, 2023 - Completed.
16. Annual Pavement Marking -
- a. June 23, 2023 - Completed.
17. Bridge and Culvert Repairs-
- **Urban Maintenance - TOA - \$813,381.95 estimated (Funded from TOA VDOT Allocation)**
 - Project moved to Fall 2023 due to timeline and bidding requirements. Funding will come from Annual Urban Maintenance Funds.
 - Securing engineering services from on-call firm, The Lane Group, to assist with developing plans and bid documents based on Annual Bridge Inspection Reports.
 - a. Bridge Repairs for FY24 on Rte 75 Bridge over NS Railway on East Main Street.
 - b. Bridge at Village Blvd will be invoiced separated and paid for by VACORP Insurance.
 - c. May 2023 - Contacted VDOT to see if Bridges on Rte. 75 and Rte. 11 could go into the VDOT State of Good Repair for funding. Estimated for repairs for these two bridges \$1.6 million.

- d. NOTE - If funded through State of Good Repair we will develop a separate bridge repair project to include Village Blvd. and other Bridge Culvert Repairs based on Inspection Report.

18. Urban Maintenance Inventory

- **Urban Maintenance - TOA**

- a. Staff have prepared an updated list of streets for VDOT to review to be incorporated into the Urban Maintenance Inventory. Once streets are incorporated into the VDOT system the Town will receive additional Urban Maintenance funds for maintaining these streets and right of way.
- b. April 2023 - Notification of acceptance should be released by VDOT.

19. VDOT Urban Maintenance Funding Increase

- a. March 22, 2023 - Due to recent budget bill update and VDOT's release of fuel reserves, all cities and certain towns in the urban system will receive an increase in their maintenance payments for FY 2023 to be distributed equally in Quarters 3 and 4.
- b. Additional Funds Allocated to Urban Maintenance Budget - **\$313,437.00**

• **Contract Document Admin-**

1. Woodard & Curran- Wastewater Operations WCWRF- Meeting weekly with WCWRF staff to coordinate plans, needs, and operations for the plant and collection system.
2. The Lane Group- Sanitary Sewer Evaluation Study (SSES) - An amendment to the original task order was approved for adding the evaluation of six sewer pump stations within the system for \$35,000. PER final report expected by June. (Ongoing)
3. Thompson & Litton- Park Street Project- Awaiting Right of Way acquisition completed and sent to VDOT.
4. The VA Creeper Trail Trestle 4 - See Attachment A, Item 2

• **Wastewater Contract Operations**

1. Woodward and Curran is currently in operation at the treatment plant. Plant manager, Chris Pritt, is onsite and meets with town staff regularly.
2. Lane Group provided 80 trouble spots for Inflow & Infiltration reduction for the collections department to repair. (Ongoing)
3. Sewer collections working on emergency repairs to the Southview Pump Station with TMB for repairs to the pump station.

VDOT Projects

1. **VDOT Project-** Work at Exit 17 continues on Gravel Lake Road, Country Club Drive, and Cummings Street areas. Expected final completion in late summer 2023. Town has been coordinating with VDOT for the 72-hour closure in July 2023.

2. **Smart Scale**-Hillman Highway/Old Eleven Drive Rte. 609. Project is scheduled to advertise in the summer of 2023. (Nothing new to report)
3. **Smart Scale**-US-11/Main St and SR 140/Jonesboro Rd-Project is scheduled to advertise in the fall of 2023. (Nothing new to report)
4. **Smart Scale**-Russell Road Alt. 58/Poplar Project is scheduled to advertise in early 2024. (Nothing new to report)
5. **State of Good Repair (VDOT)** - \$1,112,000.00. Project to be administered by VDOT. East Main St. to be paved in spring/summer 2023 (COMPLETED)
6. **HSIP**- See Attachment A for update.
7. **VDOT Parallel Route Signal Improvements**- VDOT notified us that they expect signal improvement plans along US-11/ Main Street corridor, Jonesboro Road, and Cummings Street to be re-bid in the late summer of 2023. (Delayed)

- **Annual Asphalt Resurfacing**

1. W-L Construction to begin paving operations June 5. Main St. milling and paving will be night operations to prevent traffic issues in the downtown area. New paving planned to be completed by June 2023. (COMPLETED).

Other Items

- o Pothole repairs continues throughout town.
- o Right of Way mowing and maintenance continues.
- o Junk day was completed in June, the next junk day will be July 5, 2023

Fire Department:

- The Town of Abingdon Fire Department responded to 66 incidents in the month of June.
- Responses occurring inside the Town of Abingdon Corporation Limits totaled 33 (50%) with 33 (50%) occurring outside the corporation limits.
- For responses inside the Town limits, 230.5 (38.8%) personnel hours were utilized. For the month of June, a total of 363.5 (61.2%) personnel hours were expended for responses outside the corporate limits.
- Good Intent calls (dispatched and canceled) were responsible for 32% of the calls responded to in June.
- The Department also responded to nine fires during the month.
- The **Average Response Time** for calls in Town was 7.05 minutes while the average response time for calls outside the corporate limits was 11.03 minutes.

Police Department:

May Statistics

Incident Reports: 286

Group A Offenses: 29

Group B Offenses: 258

Crash Reports: 14

Arrests: 23

Traffic Stops: 85

Traffic Citations Issued: 62

Notable Activities:

- Blood Drive:
 - 220 Donors.
 - 36 Full Time Employees, 10 Part Time
- Car Show:
 - Bike Patrol utilized during this event. No issues.
- Special Olympics Torch Run
- Training
 - Inv. Wilmoth completed the Fire Investigations Course.
 - Officer Huddleston completed ALERRT, Medical Train the Trainer.
- Policies Issued: new policies were issued this month.

Valley Street

- Traffic Stops: 7
- Summons: 3
 - Speeding: 1
 - Inspection: 1
 - Traffic Light: 1

Parks & Recreation -

Coomes Center

- Summer Camp for youth continues & we have 25 attendees, 11 of those being community members. We have had several more calls about the coming months and are hoping to average 30 kids for the rest of the summer.
- Staff is receiving phone calls about the after-school program. We will get our plan together and send out the information to the community in July.
- Through the month of June, we had a total of 9,889 admittances to the Coomes Center.

- During the month of June, the Coomes generated \$63,356.56 in revenue.

The Meadows

- The inclusive playground is being installed. There were some surface issues with excessive rock that had to be fixed before the installation of the rubberized surface can proceed. This is in process.



- The Batting cage construction has started.

- Plans are being made to start the prep work for the pump track.

- We are ready for the Little League state tournament, we have prepped the fields and built the mounds, and met with Little League to

discuss their needs.

- During the month we have had several tournaments and practices. We have also hosted Rush soccer camp and several summer camps at the splash pad.
- The Meadows hosted 60 events in total and had a total of 22.1K visitors on-site during the month of June.

Community Development -

- Code Compliance did an amazing job getting a long-term compliance case on Valley Street started. In addition, we opened 15 code cases for June. Removed approximately 25-30 signs from right of ways. Visited 22 businesses to remind them to renew business licenses.
- Department is fully staffed with developmental plans for staff ongoing.
- Gabe and Nick attend CZO training in Charlottesville, VA on 6/21 and 6/22. They will be taking their technical and

legal exams in December to be Certified Zoning Officials.

- Heagon Gill passed the ICC Residential Building Inspector (B1) Exam and submitted for his Virginia Residential Building Inspector Certificate.
- Isaiah Thomas has started DEQ training for Erosion Sediment Control Inspector & Storm Water Management Inspector, this will allow us to continue to do most of our stormwater permitting through the authority of the Town rather than sending it to DEQ for review.
- Community Development was approved for two grants (\$30,000 total) through DHR's CLG Grant Program. The two projects awarded grant money are another Historic Preservation Day and a Preservation Plan for Sinking Spring Cemetery.
- Building Department conducted 111 site visits. They collected \$6,220 in fees.