



**Town of Gordonsville, Virginia
Agenda Item Summary
April 2020**

<p><u>AGENDA ITEM 12</u> Town Manager’s Report</p> <p><u>AGENDA TITLE:</u> Town Manager’s Report</p> <p><u>PRESENTER:</u> Town Manager</p>	<p><u>DISPOSITION:</u> <input type="checkbox"/> Action Required <input type="checkbox"/> For Discussion <input type="checkbox"/> Consent Agenda <input type="checkbox"/> Closed Session <input checked="" type="checkbox"/> Informational</p> <p><u>ATTACHMENTS:</u> <input type="checkbox"/> yes <input checked="" type="checkbox"/> no</p>
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COVID-19 Pandemic

Town staff continue to follow CDC guidelines and directives for social distancing in response to the COVID-19 pandemic. Town offices were closed to the public beginning on March 23, 2020; however, staff are available during regular business hours to ensure continued service to the community. Personal protective equipment (PPE) has been purchased by the Police Department and the Public Works Department to help protect staff in the event they must interact with the public. Additionally, staff continue to monitor briefings and information provided by the White House, the Governor of Virginia, the Virginia Department of Health, and the Virginia Municipal League in order to adequately advise Council, staff and the community of any matters that need attention.

Town Council Emergency Meeting: Town Council held an emergency meeting on March 30, 2020 and adopted two ordinances. One directs continuity of operations and provisions for electronic meetings; the other suspends penalties and interest on meals tax, cigarette tax, and water payments for the next 60 days, or until the state of emergency has been lifted—whichever comes first. Everyone must still pay their bills, but if they are having difficulty making payments because of impacts from COVID-19, their penalties and interest will be waived if they set up a payment plan with the town. This information has been made known to our businesses and water customers.

Town Council Regular April Meeting Cancelled: At a special called meeting held electronically by Town Council on Thursday, April 9th, Council cancelled their regular April meeting, with the understanding that an emergency meeting of Council may be called as needed to address matters requiring their attention before the May regular meeting.

Throughout the balance of this report, the impact of COVID-19 on various projects is noted.

Projects

On-going – short term

Budget Development: The draft FY2021 budget has been updated to reflect changes made during Council's budget work sessions held in March. In the wake of the economic downturn caused by COVID-19, staff is reviewing FY20 year-end revenues and expenditures, as well as FY21 anticipated revenue shortfalls and will apprise Council in the next several weeks of any recommended budget adjustments. Toward this end, staff has sent out a short survey to town businesses to get a sense of the pandemic's impact on their operations. Survey responses are due May 1st and will be compiled by staff. Anticipating a revenue shortfall in response to COVID-19, staff was directed in late March to only pursue essential expenditures; staff is developing spending guidelines for the balance of the fiscal year to help in this regard. The public hearing on the draft budget will be held later this spring.

Floodplain Management Ordinance: Because of recent turnover in the DCR Floodplain Management office, progress on this project has stalled. Staff is following up with DCR to determine what is needed to complete the process of getting the Town accepted into the National Flood Insurance Program.

Freight Depot Phase III: Project bids were due February 26th. Three bids were received. The low bidder, unfortunately, was ultimately found by VDOT to be non-responsive due to a technicality with bid information provided. The Town will have to re-advertise the project as the bid of the second-lowest bidder exceeds the Town's budget for the project. Staff will be requesting authorization from VDOT to re-advertise the project in mid-April. Bids will then be due in late May, with construction then slated to begin in late June.

Gordonsville Business Center: A lease was signed for Office Space #2 in late February. The current tenant of Warehouse #3 has indicated they will not renew their one-year lease at the end of May and has already vacated the property. Warehouse #1 and Office Space #1 are available for lease.

Park Planning Project: The purchase of Verling Park was closed on January 30th. Survey work to consolidate the three park properties into one tract has been completed.

Police Department Radio Replacement: New radios needed for the Town's police department as part of the County's emergency communications system upgrade have been purchased and delivered to the Town. Grant funding in the amount of \$20,600 (the maximum based on the Town's median household income) has been awarded to the Town by the USDA – Rural Development office in Culpeper to help off-set the expense.

Recycling Center: The fence at the Town's pipe lot has been re-configured in preparation of a site for recycling bins. Drainage improvements need to be made at the curb before the site is completed. Due to the impacts of COVID-19 and the shortage of staff in the Public Works Department, this project may be delayed into the summer.

Runway Repair: The Town is slated to submit its runway construction project to the Department of Aviation in June (for consideration by the Virginia Aviation Board in August). However, the economic

impact of the COVID-19 pandemic may reduce both local and state funding available for the project such that it may not be pursued until FY2022.

Sesquicentennial Event Planning: Council held a work session on March 12th to discuss and finalize the program for the event; however, given the anticipated impact of the COVID-19 pandemic on events planned for the spring and summer months, this event has been postponed to Saturday, September 19th.

Town Hall Parking Lot Renovation: Staff has contacted the Virginia Department of General Services to get more information about the selection of a consulting firm already procured through the Commonwealth's processes in order to find a firm that can assist the Town with developing a plan for renovation of the parking lot around the building, which will require some civil engineering to adequately address drainage issues.

Wayfinding signage project: Work on a solicitation for bids for the selection of a contractor for sign construction and installation has been delayed as staff has diverted attention to preparing for and monitoring the impacts of the COVID-19 pandemic.

Website: The "Featured Business" component on the home page of the website has been replaced by information regarding the status of businesses and restaurants in the community in response to the COVID-19 pandemic. Additionally, a page with information regarding COVID-19 has been added to the Town's website.

Not started – long term

Airport Fuel Tank Replacement: This project will not be pursued until runway improvements have been completed and the Airport Layout Plan has been revised.

Langley Hangar Repair: Work on this repair will be undertaken by staff as scheduling permits.

Safe Routes to School Grant Application: The Transportation Alternatives Program Safe Routes to School grant application for six sidewalk and crosswalk projects on or in proximity to the Gordon Barbour Elementary School campus was submitted to VDOT on September 30, 2019. Grant awards will be made by the Commonwealth Transportation Board in June 2020. Whether this project will be impacted by the COVID-19 pandemic is not known at this time.

Committees

Airport Advisory Committee: The Airport Advisory Committee did not meet in March.

Planning Commission: The Planning Commission did not meet in April.

Board of Architectural Review: The BAR did not meet in April.

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in March. The Town continues to seek applications to fill the seat vacated by BZA member Jeff Davis. By statute, BZA members remain on the board until they are replaced.

Permit Activity

Zoning Permits Issued: 0

Certificates of Appropriateness Issued: 0

Subdivision Plats Reviewed/Approved: 0

Training

The Town Manager, the Town Clerk, and the Town Treasurer have all viewed various webinars provided by the International City/County Managers Association (ICMA) and the Virginia Risk Sharing Association (VRSA) pertaining to the COVID-19 pandemic.

VDOT

The following are updates on several issues/projects VDOT is working on for the Town as discussed with the Louisa VDOT Resident Engineer, Assistant Resident Engineer and Operations Engineer on December 3, 2019:

- **Traffic circle crosswalk concepts:** Recent VDOT observations of traffic and pedestrian movement in and around the traffic circle reveal numerous safety concerns as pertains to adding crosswalks in that area. Because of the location of drainage infrastructure in proximity to where ADA compliant sidewalk ramps would need to be located for new crosswalks, and because of concern for the safety of pedestrians if the crosswalks are too close to the circle or are placed farther out from the circle in areas where traffic typically speeds up as they leave the circle, other possible concepts for putting crosswalks at the circle will be revisited by the VDOT Traffic Engineering staff in the next several weeks. At this time, it is not certain whether there is a safe, viable solution for adding crosswalks near the circle.
- **Taylor Avenue speed reduction:** In response to a Green Applications concern about the safety of employees who walk to work along Taylor Avenue, staff has asked VDOT to consider traffic calming measures, like rumble strips or a speed hump at strategic locations on the street. Since staff's meeting with VDOT, Green Applications has indicated they wish to pay for a speed hump on Taylor Avenue to help slow motorists. VDOT will post speed limit signs along the street (there currently are none), which will help with speed enforcement. Staff is also working with Dominion Energy regarding the placement of street lights along Taylor Avenue to help improve pedestrian visibility in this area.
- **"No Parking" signage on East Baker Street:** Parking along both sides of East Baker Street is a problem during ball season. Staff has reviewed the presence of "no parking" signage along East Baker Street in the vicinity of the ball field and the fire station, and has asked VDOT to ensure

there is enough signage along this area of the street. Staff has also discussed this matter with the little league president, and will work with the little league to ensure everyone participating knows parking along E. Baker is not permitted.

- **Lane improvements at North High Street and West Gordon Avenue:** VDOT is recommending to Orange County that lane improvements at N. High Street and W. Gordon Avenue be a project that is pursued in Round 4 of Smart Scale funding. VDOT will contact the Town for a resolution of support in the spring/summer of 2020 if the County submits this as a project for consideration. Staff has contacted the County Administrator to advise him of the improved safety and efficiency at this location should intersection improvements be pursued.
- **Drainage:** Regarding the development of a comprehensive approach for improving drainage town-wide, VDOT provided an updated inventory of drainage issues to be addressed in the Town in mid-March. Review of the list of improvements to be pursued is a task that will be undertaken as time permits this coming summer and fall.