



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

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| <p><b><u>AGENDA ITEM 12</u></b><br/> Town Manager’s Report</p> <p><b><u>AGENDA TITLE:</u></b><br/> Town Manager’s Report</p> <p><b><u>PRESENTER:</u></b><br/> Town Manager</p> | <p><b><u>DISPOSITION:</u></b><br/> <input type="checkbox"/> Action Required    <input type="checkbox"/> For Discussion<br/> <input type="checkbox"/> Consent Agenda    <input type="checkbox"/> Closed Session<br/> <input checked="" type="checkbox"/> Informational</p> <p><b><u>ATTACHMENTS:</u></b><br/> <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 physical distancing, wearing of masks and sanitizing of surfaces in response to the COVID-19 pandemic. Town offices re-opened to the public on June 22, 2020. Additionally, staff continue to monitor briefings and information provided by federal, state and local officials in order to adequately advise Council, staff and the community of any matters that need attention.

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

**Projects**

*On-going – short term*

**Floodplain Management Ordinance:** Staff has contacted the Virginia Department of Conservation and Recreation to determine what is needed to complete the process of getting the Town accepted into the National Flood Insurance Program and is awaiting a response.

**Freight Depot Phase III:** VDOT has authorized contract award. Following Town Council action on July 20, 2020, the contract was reviewed and then signed by the Town and the contractor, Paisley Kerr LLC, on August 3<sup>rd</sup>. A pre-construction meeting was held on Tuesday, August 4<sup>th</sup>. The contractor will begin to mobilize equipment and materials to the site in mid-August; construction will be started by late August.

**Gordonsville Business Center:** The new tenant of Office Space #2 took occupancy in late April. Warehouses #1 and #3, as well as Office Space #1, are available for lease.

**Langley Hangar Repair:** Staff is soliciting estimates for the restoration and painting of the hangar roof as it has several leaks.

**Park Planning Project:** At their June meeting, Council adopted a resolution of support for Piedmont Environmental Council's purchase of property on Market Street, across from Verling Park, that will allow for creating a trail and other amenities that links the park and the fireman's fairgrounds. The Virginia Outdoors Foundation has approved \$100,000 in funding requested for the public access easement on the Market Street property and on the property owned by PEC at the corner of Allen and E. King Streets.

**Recycling Center:** The Public Works department is currently working to correct a drainage issue along the service drive where patrons will access the new recycling center once it is complete. The Public Works Director expects this project to be finalized by early fall.

**Runway 5-23 Rehabilitation Project:** The Town submitted its runway construction project to the Department of Aviation in June (for consideration by the Virginia Aviation Board in September). A pre-bid meeting for the project was held at the airport on July 28, 2020. More than 20 people attended the meeting; more than 25 have obtained plan copies for possible bid submission. Bids for the project are due at 11 a.m. on August 13, 2020. Project costs are due in to the Department of Aviation by August 18, 2020. 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. Staff has discussed with its airport consultant and DOAV staff the possibility of pursuing a phased approach for project implementation, with project construction delayed until spring 2021 if funding is not available to immediately pursue all phases of the project.

**Safe Routes to School Grant Application:** The Transportation Alternatives Program (TAP) 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. VDOT has informed the Town that the grant application is slated for funding by the Commonwealth Transportation Board in the fall of 2020. Anticipating there may be local funding constraints due to COVID-19, VDOT has asked the Town whether it will desire to move forward with the project if grant funding is awarded. Council discussed the project at their July 20<sup>th</sup> and July 27<sup>th</sup> meetings and ultimately decided to pursue the project if funding is awarded. Staff notified VDOT of the Town's determination on July 28, 2020.

**Sesquicentennial Event Planning:** This event has been postponed to 2021 due to COVID-19 concerns.

**Town Hall Parking Lot Renovation:** Eleven firms submitted proposals for this project. Staff and Council short-listed six firms that were interviewed on August 3<sup>rd</sup> and August 6<sup>th</sup>. Staff will request authorization to negotiate a contract with the top firm at Council's August 17<sup>th</sup> meeting.

**Wayfinding signage project:** Staff has revisited the project with VDOT; they are red-lining the signage plans with their comments so that final plans are ready when the Town proceeds with hiring a contractor to implement the 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 monitoring the impacts of the COVID-19 pandemic.

**Website:** Staff continues to monitor the website and make modifications to correct or add information as needed.

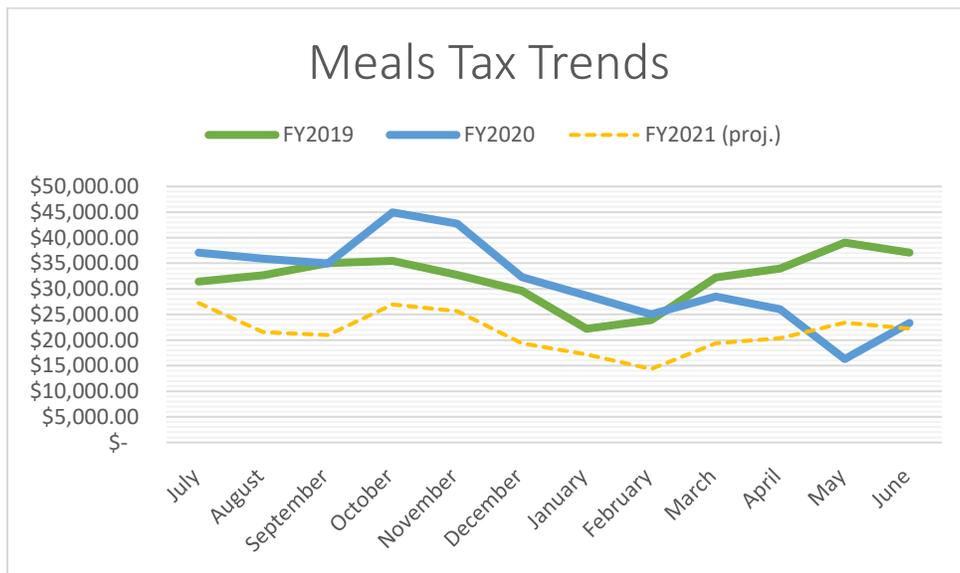
*Not started – long term*

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

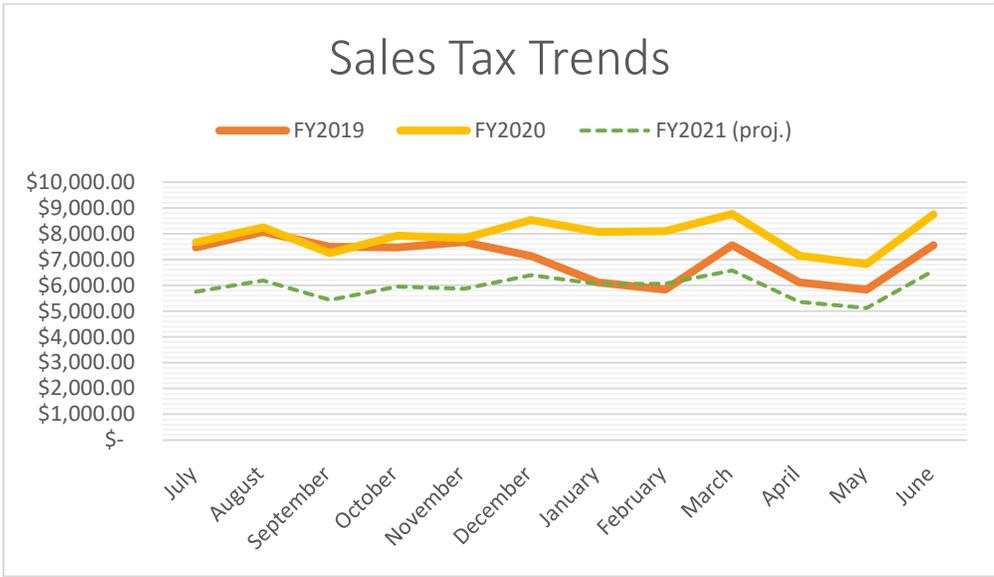
## **Budget**

The impacts of COVID-19 on the Town’s fiscal status is being realized as revenues are somewhat reduced over budgeted amounts. The following provides a brief analysis of various revenue streams thus far.

**Meals Tax:** According to preliminary figures, meals tax revenue for the Town for FY20 is 6.1% less than what was budgeted—a shortfall of approximately \$24,221. While some of this decline is due to the overall reduction in restaurant patronage during COVID-19, the closure of two of the Town’s larger meals tax generators—Rochambeau and Tastee Freez—is also to blame. Year-over-year, meals tax payments were down 2.5% from FY19 to FY20. It is expected that the opening of Champion Ice House brewpub in the fall will help to reverse this trend for FY21. The graph below illustrates these trends:



**Sales Tax:** Preliminary sales tax numbers provide a more positive outlook on revenue for FY20. At year’s end, sales tax figures were up 5.1%, or \$4,608 above what was budgeted for FY20. Year-over-year, sales tax revenue was up 12.8% from FY19 to FY20. It is expected these trends will remain positive for FY21 as businesses continue to expand their hours to “normal” levels and patrons become more comfortable with shopping in the wake of COVID-19. The graph below illustrates these trends:



**Utility payments:** As reported by the Treasurer in her monthly report for July, utility payments are down in the wake of COVID-19. Thirty-five water customers were on the cut-off list for July, and over \$14,000 in utility payments is owed to the Town. Staff has sent letters to all delinquent customers alerting them to their respective account balances and the opportunity to set up a payment plan with the Town to make their accounts current. The moratorium on utility cut-offs as directed by the State Corporation Commission is expected to end on August 31<sup>st</sup>. Unless this moratorium is extended, it is anticipated that more of the Town’s utility customers will begin bringing their accounts current in order to avoid interruption of service in September.

**Committees**

**Airport Advisory Committee:** The Airport Advisory Committee did not meet in July.

**Planning Commission:** The Planning Commission did not meet in August.

**Board of Architectural Review:** The BAR met via Zoom on August 5<sup>th</sup> to review an application for a Certificate of Appropriateness from Colonial Florist for the location of a storage shed at the shop. Action on the application was tabled pending additional information from the applicant.

**Board of Zoning Appeals:** The Board of Zoning Appeals did not meet in July. 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 continued to view 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 related 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, there are no viable solutions for safely adding crosswalks in proximity to the circle at this time.
- **Taylor Avenue speed reduction:** In response to a Green Applications concern about the safety of employees who walk to work along Taylor Avenue, VDOT is working to locate a speed hump at a location on the street that will help to slow traffic. VDOT will also post speed limit signs along the street (there currently are none), which will help with speed enforcement. Staff worked with Dominion Energy to get a street light added along Taylor Avenue in proximity to the Martinsville Avenue/Taylor Avenue intersection to help improve pedestrian visibility in this area.
- **Intersection improvements at North High Street and West Gordon Avenue:** An application for this project has been submitted to VDOT for consideration.
- **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.