



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

<p><u>AGENDA ITEM 13</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 physical distancing, wearing of masks and sanitizing of surfaces in response to the COVID-19 pandemic. 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 been in touch with the Virginia Department of Conservation and Recreation and has confirmed what is needed to complete the process of the Town’s acceptance into the National Flood Insurance Program. Staff has followed up with DCR to clarify items needing correction and is awaiting a response from their staff.

Freight Depot Phase III: Construction began on September 21st.

Gordonsville Business Center: Warehouses #1 and #3, as well as Office Space #1, are available for lease.

Langley Hangar Repair: Staff has selected Karlin’s Construction from Amherst, VA, to restore and paint the hangar roof and is working with the contractor to get the repair scheduled for the fall.

Park Planning Project: 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 new recycling center will be complete by mid-October. Town Council will consider a memorandum of understanding with Orange County for the provision of recycling bins, collection of recyclables and site maintenance at their October meeting. Once ordered by the vendor, there is a six-week lead time to obtain the dumpsters.

Runway 5-23 Rehabilitation Project: Due to a shortage in funds available, the Town's runway rehabilitation project was not selected for funding by the Virginia Aviation Board in September. The project will be resubmitted for consideration in the winter.

Safe Routes to School Grant Application: In July, VDOT informed the Town that its Safe Routes to School grant application is slated for funding by the Commonwealth Transportation Board (CTB) in the fall of 2020. Preliminary indications are that the CTB acted in September to award funding for the Town's project; however, no formal notification has been provided to the Town in this regard.

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

Town Hall Parking Lot Renovation: Staff has executed a contract with The Thrasher Group for the Town Hall parking lot redevelopment project. The property was surveyed on October 1, 2020, and Town Council held a work session with The Thrasher Group on Monday, October 5, 2020 to discuss their desired features for the project. An analysis of the pavement around Town Hall will be conducted on October 15th.

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 due to COVID-19 response and other projects that have taken priority.

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

Not started – long term

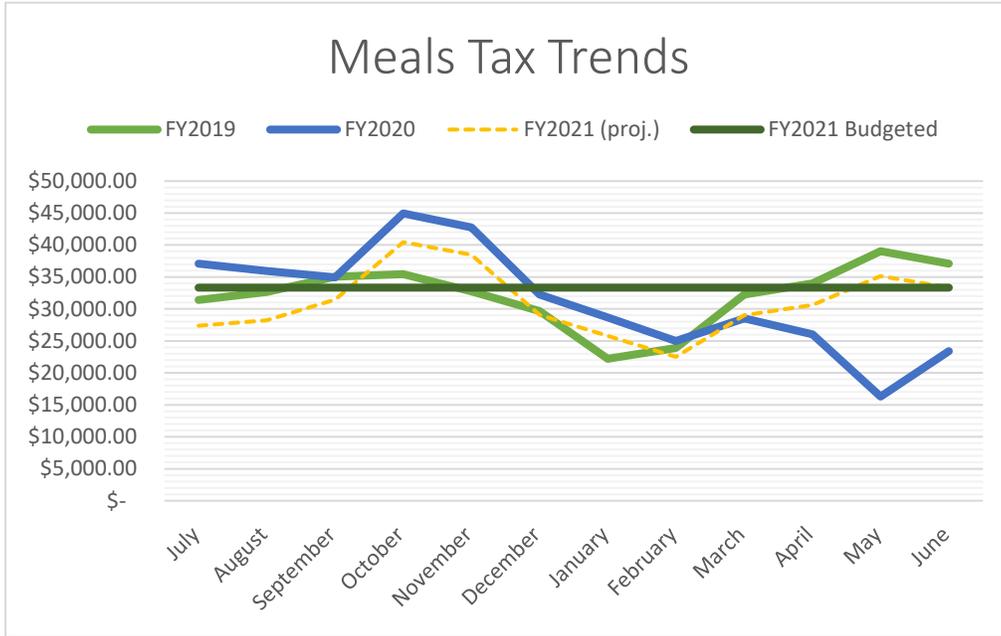
Airport Fuel Tank Replacement: This project will not be pursued until runway improvements have been completed and the Airport Layout Plan has been revised.

Budget

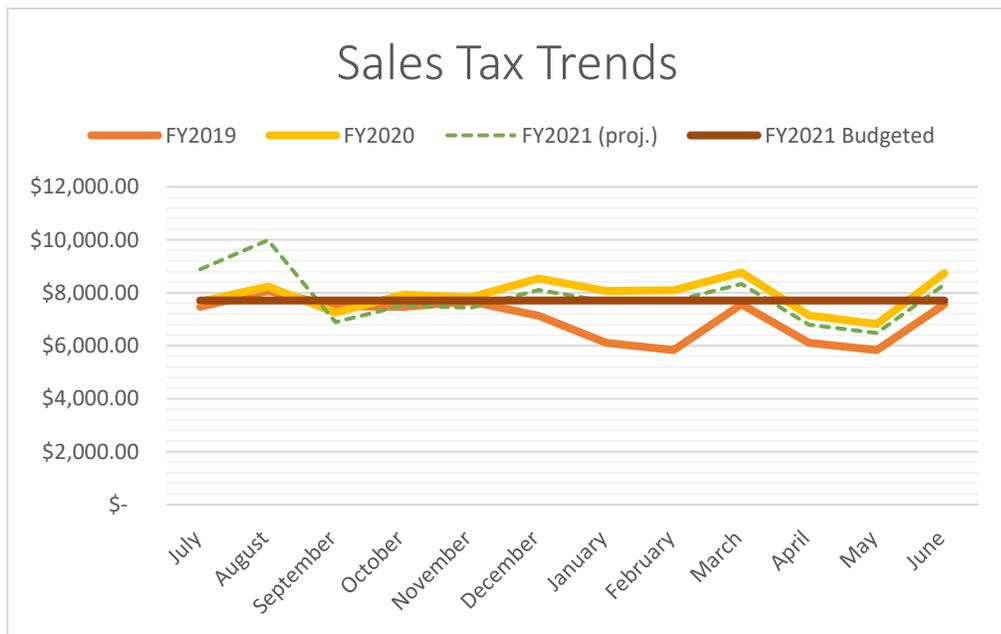
The impacts of COVID-19 on the Town's fiscal status is being realized as revenues are somewhat reduced over budgeted amounts. The following provides a brief analysis of various revenue streams thus far.

Meals Tax: 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. However, it is expected that the opening of Champion Ice House brewpub, as well as two other possible food establishments, will help to reverse this trend for FY21. The graph below illustrates these trends as compared to the FY2021 budgeted amount shown on an average monthly basis:



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 \$4,596 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. In fact, sales tax received in July and August of 2020 were 16% and 21.2% above what was received in July and August of 2019. The graph below illustrates these trends as compared to the FY2021 budgeted amount shown on an average monthly basis:



Utility payments: As reported by the Treasurer in her monthly report for September, utility payments are down in the wake of COVID-19. Fifty-seven water customers were on the cut-off list for September, and over \$24,000 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 ended on October 5, 2020. 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 October and November.

Committees

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

Planning Commission: The Planning Commission will meet on Wednesday, October 21, 2020 at 5:30 p.m. to review a site plan for the new apartment building to be constructed at East Gate Village.

Board of Architectural Review: The BAR met via Zoom on October 7, 2020 to consider a request of a Certificate of Appropriateness for various window, door and siding renovations to the house and shed located at 202 Weaver Street.

Board of Zoning Appeals: The Board of Zoning Appeals did not meet in September. 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: 2

305 S. High Street: garage replacement

100 N. Main Street: storage shed

Certificates of Appropriateness Issued: 1

202 Weaver Street: various window, door and siding improvements to the house and shed.

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.

The Town Manager and several members of Town Council attended the first-ever virtual VML conference held on October 7th and 8th.

VDOT

The following are updates on several issues/projects VDOT is working on for the Town:

- **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 in the 2020 Smart Scale process.
- **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.