



**Town of Gordonsville, Virginia**  
**Agenda Item Summary**  
**December 2016**

<p><b><u>AGENDA ITEM 13</u></b> Town Manager's Report</p> <p><b><u>AGENDA TITLE:</u></b> Town Manager's Report</p> <p><b><u>PRESENTER:</u></b> Town Manager</p>	<p><b><u>DISPOSITION:</u></b> [ ] Action Required [ ] For Discussion [ ] Consent Agenda [ ] Closed Session [X] Informational</p> <p><b><u>ATTACHMENTS:</u></b> [X] yes [ ] no</p>
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**Airport:** Town Council authorized the Town Manager to sign an agreement with Bartlett Tree Service for the removal of obstructions at the airport at their November meeting. Obstruction removal will occur at GVE on Tuesday, December 20, 2016.

The Airport Advisory Committee met on Saturday, November 19<sup>th</sup> and discussed various maintenance items needing attention at the airport. Staff has been researching a supplier for glass panes to replace broken panes in the Langley Hangar. A courtesy car for use at the airport has been donated by Edgecomb Motors in Charlottesville.

**Building Maintenance**

**Town Hall:** Staff has quotes for foundation repair from RamJack and Stable Foundations and intends to obtain a third quote from Reynolds Contracting before pursuing the work.

**Visitor Center:** Drainage improvements at the back of the building have been pushed back until after tree-lighting and Martinsville water line improvements have been completed.

**Comprehensive Plan Update:** A complete copy of the draft [comprehensive plan](#) is available on the town's website. The plan has been presented to Town Council for their consideration. Staff is requesting that Council set a date for a work session to review the plan at their December meeting.

**High Street Project:** This project has been put on hold until funding is again available in 2018 through VDOT's Smart Scale program (formerly HB2).

**Personnel:** Dawn M. Rigsby, Senior Deputy Treasurer, was promoted to Town Treasurer/Finance Officer on November 23, 2016. Linda Chambers, Deputy Treasurer, was promoted to Senior Deputy Treasurer as well. The Treasurer's office will be seeking applications for the Deputy Treasurer position in December/January.

## **Planning and Zoning:**

Zoning Permits Issued: 3

Coniston Manor – three new dwelling units on Cumbria Street

Certificates of Appropriateness Issued: 2

Raindrops in Virginia – sign and front gate at 206 N. Main Street

Subdivision Plats Reviewed/Approved: 0

### *Planning Commission:*

The Planning Commission met on December 12, 2016 and considered a request for a Conditional Use Permit for locating an apartment above retail space to be located at 206 N. Main Street, which is zoned General Business B-1.

### *Board of Architectural Review:*

The BAR met on December 7, 2016 and considered requests for a Certificate of Appropriateness (COA) for a sign and a fence/gate to be located at 206 N. Main Street as part of Raindrops in Virginia, a new retail establishment proposed to locate in that space. The COA for the sign was approved by the BAR, as was the COA for the gate, pending BAR review of a more detailed rendering of the gate as proposed (the applicants decided to use a vegetative planting as a hedge-row in lieu of a fence along the front of the property).

### *Board of Zoning Appeals:*

The Board of Zoning Appeals did not meet in November. The Town continues to seek applications to fill the seats being vacated by BZA members Jeff Davis and Christopher Stephens. By statute, BZA members remain on the board until they are replaced.

**Public Works Facility project:** Staff is reviewing a proposed floor plan for the new Public Works facility as drafted by Wendel and proposes to provide this to Council for their review in January. Staff is also working to prepare a request for proposals for the repair of the roof and expects to provide this to Council for their review in January. Public Works Department staff met with a prospective renter for 18009 James Madison Highway on December 5<sup>th</sup>.

**Radio System Needs Assessment (Orange County):** Orange County is conducting a radio system needs assessment to determine weaknesses in emergency and law enforcement communications throughout the county. A side benefit of the assessment will be determining needs for broadband communications for economic development and providing wireless internet to all county residents. The Town Manager, Police Sergeant, and Town Superintendent met with the County's 911 Director and a representative from the project consultant on October 19<sup>th</sup> to discuss the project and user needs. The needs assessment will be completed by the County in December.

### **TEA-21 projects:**

■ **Depot Phase III:** Project construction is ongoing. Grouting cells in existing foundation walls at the hold-downs has been completed, and the reconstruction of eaves, the installation of sheathing and the construction of deck piers continues. Two change orders have been submitted for additional work needed to repair previously unforeseen structural water damage. Next steps in the project include

continued construction of the exterior deck, continued reconstruction of the eaves, installation of the roof assembly, reinforcement of trusses, and burying of electrical service. The contractor has indicated approximately one additional month of time will be needed to complete the project; this request is currently under review by the Construction Administrator and staff. A Compliance Assessment Program (CAP) review was conducted on the project by the Federal Highway Administration on Friday, November 18<sup>th</sup>. Information regarding the Buy America requirements, subcontractor documentation and project scheduling is being gathered by the contractor for submittal to FHWA in response. The total funding allocated to this project is \$227,500. The 80% Federal match is \$182,000. The 20% local match is \$45,500.

- Downtown Streetscape Project:** Streetscape project construction is generally complete; all minor tasks needed to finish the project have been completed by the contractor. Several change order requests are being reviewed and processed, and staff continues to work with the contractor to finalize the street sign order and the insurance claims for replacement of the light pole and fixtures damaged during vehicle accidents this past summer. Council has indicated that the January-February time frame will be best for a ribbon cutting to celebrate completion of the project.

The total funding allocated to this project is \$2,938,346, which will fund all three phases of the project. The 80% Federal match is \$2,350,381. The 20% local match is \$587,965. Below is a breakdown of the funding allocations:

	<b>TEA-21 Funds</b>	<b>Local Funds</b>	<b>Total Funding</b>
Round one funding	\$ 313,000	\$ 78,250	\$ 391,250
Round two funding	\$ 457,000	\$ 114,250	\$ 571,250
Baker Street Transfer	\$ 91,381	\$ 22,846	\$ 114,227
Round three funding	\$ 896,000	\$ 224,000	\$ 1,120,000
Round four funding	\$ 593,000	\$ 148,619	\$ 741,619
	<b>\$ 2,350,381</b>	<b>\$ 587,965</b>	<b>\$ 2,938,346</b>

### **Training:**

No staff training took place in November. Anticipated training for December will include airport safety training for PD and PW staff, as well as assessment of leadership team communication styles at the monthly department head meeting scheduled for December 20<sup>th</sup>.

### **TOOT:**

- Ridership:** The November 2016 TOOT ridership numbers are attached to the end of this report.

**University of Virginia School of Architecture Gordonsville Project:** The Mayor, several members of Council, the Town Manager, members of the Board of Architectural Review and Planning Commission, and town citizens and business owners attended the final presentation of the student community design projects on Tuesday, December 6<sup>th</sup> at Christ Episcopal Church. The presentation boards showcasing the students' work are available for public review in Town Hall; information for the project will be viewable from the Town's website once that link has been provided to the Town.

**Wayfinding signage project:** Project implementation will resume upon completion of other pressing projects currently being undertaken by the town.

**Website Activity:** Staff continues to monitor the Town's website and make updates to information as needed.

## NOVEMBER 2016 TOOT Report

BUS # 301	ORANGE-GVILLE		GVILLE-ORANGE		ORANGE		GORDONSVILLE		TOTAL
	WORK	OTHER	WORK	OTHER	WORK	OTHER	OTHER		
WEEK 1	10	36	20	34	4	0	22		126
WEEK 2	16	28	38	24	3	2	15		126
WEEK 3	22	33	23	41	5	1	23		148
WEEK 4	19	11	25	8	1	4	23		91
WEEK 5	11	16	12	14	2	6	20		81
<b>TOTALS</b>	<b>78</b>	<b>124</b>	<b>118</b>	<b>121</b>	<b>15</b>	<b>13</b>	<b>103</b>		<b>572</b>
1-Nov	3	4	5	7	1	0	3		23
2-Nov	2	7	7	7	1	0	3		27
3-Nov	3	8	4	10	1	0	12		38
4-Nov	2	17	4	10	1	0	4		38
<b>TOTALS</b>	<b>10</b>	<b>36</b>	<b>20</b>	<b>34</b>	<b>4</b>	<b>0</b>	<b>22</b>		<b>126</b>
7-Nov	1	7	4	11	1	0	2		26
8-Nov	4	7	11	0	1	0	4		27
9-Nov	3	5	7	6	0	2	0		23
10-Nov	5	6	12	2	1	0	1		27
11-Nov	3	3	4	5	0	0	8		23
<b>TOTALS</b>	<b>16</b>	<b>28</b>	<b>38</b>	<b>24</b>	<b>3</b>	<b>2</b>	<b>15</b>		<b>126</b>
14-Nov	5	5	8	5	1	0	8		32
15-Nov	6	5	5	10	2	0	0		28
16-Nov	5	6	5	8	0	1	3		28
17-Nov	1	6	2	6	1	0	6		22
18-Nov	5	11	3	12	1	0	6		38
<b>TOTALS</b>	<b>22</b>	<b>33</b>	<b>23</b>	<b>41</b>	<b>5</b>	<b>1</b>	<b>23</b>		<b>148</b>
21-Nov	5	6	12	3	0	3	1		30
22-Nov	3	1	3	1	0	1	7		16
23-Nov	6	3	7	4	1	0	13		34
24-Nov	0	0	0	0	0	0	0		0
25-Nov	5	1	3	0	0	0	2		11
<b>TOTALS</b>	<b>19</b>	<b>11</b>	<b>25</b>	<b>8</b>	<b>1</b>	<b>4</b>	<b>23</b>		<b>91</b>
28-Nov	4	6	2	11	1	0	1		25
29-Nov	5	6	7	2	1	0	8		29
30-Nov	2	4	3	1	0	6	11		27
<b>TOTALS</b>	<b>11</b>	<b>16</b>	<b>12</b>	<b>14</b>	<b>2</b>	<b>6</b>	<b>20</b>		<b>81</b>
									<b>572</b>

# NOVEMBER 2016 TOOT Report

November-16	Seniors	General	Handicap	Total	WEEKLY TOTAL
1-Nov	23	20	2	45	
2-Nov	19	19	3	41	
3-Nov	34	29	3	66	
4-Nov	44	34	4	72	
5-Nov	8	25	1	34	
<b>TOTALS</b>	<b>128</b>	<b>127</b>	<b>13</b>	<b>258</b>	<b>258</b>
7-Nov	39	29	3	71	
8-Nov	16	16	0	32	
9-Nov	29	21	2	52	
10-Nov	30	21	5	56	
11-Nov	29	25	4	58	
12-Nov	15	14	0	29	
<b>TOTALS</b>	<b>158</b>	<b>126</b>	<b>14</b>	<b>298</b>	<b>298</b>
14-Nov	29	19	2	50	
15-Nov	18	11	1	30	
16-Nov	15	12	0	27	
17-Nov	16	12	4	32	
18-Nov	33	24	2	59	
19-Nov	8	20	2	30	
<b>TOTALS</b>	<b>119</b>	<b>98</b>	<b>11</b>	<b>228</b>	<b>228</b>
21-Nov	19	12	1	32	
22-Nov	12	12	1	25	
23-Nov	41	33	3	77	
24-Nov	0	0	0	0	
25-Nov	21	18	0	39	
26-Nov	2	8	0	12	
<b>TOTALS</b>	<b>95</b>	<b>83</b>	<b>5</b>	<b>185</b>	<b>185</b>
28-Nov	31	23	2	56	
29-Nov	27	20	1	48	
30-Nov	23	15	3	41	
<b>TOTALS</b>	<b>81</b>	<b>58</b>	<b>6</b>	<b>145</b>	<b>145</b>
<b>MONTHLY TOTALS</b>	<b>581</b>	<b>492</b>	<b>49</b>	<b>1114</b>	<b>1114</b>

		<u>RIDERS</u>
<u>WORK</u>	GORDONSVILLE TO ORANGE	118
	ORANGE TO GORDONSVILLE	78
	ORANGE TO ORANGE	15
<u>SHOPPING/OTHER</u>	GORDONSVILLE TO GORDONSVILLE	103
	GORDONSVILLE TO ORANGE	121
	ORANGE TO GORDONSVILLE	124
	ORANGE TO ORANGE	13
	<b>TOTAL</b>	<b>572</b>