



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, November 26, 2019
5:00 p.m. – Council’s Chambers

J.R. “Rudy” Burgess Town Hall
510 7th Street
Altavista, VA 24517

1. Call to Order

2. Agenda Adoption

3. Recognitions and Presentations

a. Hazard Mitigation Plan – Central Virginia Planning District Commission

4. Public Comment (Agenda Items Only)

Citizen’s wishing to address Council should provide their name and residential address. Citizen’s comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen’s Time is NOT a question-and- answer session between the public and the Council.)

5. Public Input Session – FY2021 Budget/FY2021-2025 Capital Improvement Program

6. Items for Discussion

a. “Innovative Center and Co-worker Space” proposal

b. Altavista Community Transit items

i. FY2021 Budget/CIP Request

ii. Consideration of bus shelter location

c. FY2021 Budget Preliminary Discussion

d. Booker Building Use Feasibility Study follow up

e. CCTV Sewer Camera Head Replacement Request

f. Inter-local Governmental Coordination

g. Police Department “Shop with a Cop” update

7. Public Comment (Non Agenda Items)

Citizen’s wishing to address Council should provide their name and residential address. Citizen’s comments are limited to three (3) minutes with a total of fifteen (15) minutes allotted for this purpose. (Please note that the Citizen’s Time is NOT a question-and- answer session between the public and the Council.)

8. Matters from Council

9. Closed Session (if needed)

10. Adjournment

THE TOWN OF ALTAVISTA IS COMMITTED TO FULL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT STANDARDS. TRANSLATION SERVICES, ASSISTANCE OR ACCOMODATION REQUESTS FROM PERSONS WITH DISABILITIES ARE TO BE REQUESTED NOT LESS THAN THREE (3) WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 3269-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

November 26, 2019

ITEM #: 3**ITEM TITLE:**

Hazard Mitigation Plan – *Kelly Hitchcock, Central Virginia Planning District Commission*

DESCRIPTION:

Kelly Hitchcock, CVPDC, will be present to update Council on the Hazard Mitigation Plan being developed by the Central Virginia Planning District Commission on behalf of communities in our region. This pre-disaster plan establishes strategies ahead of natural disasters to lessen the overall impact and vulnerability to individuals, families, businesses and property.

Town staff has been involved in this planning process due to the importance of mitigating known hazards in our community and having such a plan provides you an opportunity to seek federal grants to assist Altavista and with FEMA reimbursement funding during natural or man-made disasters.

The following items are attached:

- *HMP Community Survey Press Release*
- *HMP Website posting info*

828 Main Street
12th Floor
Lynchburg, VA 24504



Office: 434.845.3491
Fax: 434.845.3493
www.region2000.org

PRESS RELEASE - FOR IMMEDIATE RELEASE

November 18, 2019

Contacts

Kelly Hitchcock, Planning & Development
Central Virginia Planning District Commission (CVPDC)
khitchcock@region2000.org
434-845-3493

Chris Bruce, All Hazards Planner – Region 3
Virginia Department Emergency Management (VDEM)
chris.bruce@vdem.virginia.gov
804-516-5796

Central Virginia Planning District Commission (CVPDC) Hazard Mitigation Plan 2020 Update Public Outreach - Community Meeting and Survey

The Central Virginia Planning District Commission (CVPDC), through grant funding provided by the Virginia Department of Emergency Management (VDEM), and in partnership with area localities and communities stakeholders is developing a pre-disaster plan or Hazard Mitigation Plan. A Hazard Mitigation Plan is developed for an area to assess natural hazards vulnerability and establish strategies to lessen the overall impact and vulnerability to individuals, families, businesses, and property within our region to natural disasters.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act requires local governments, as a condition of Federal Emergency Management Agency (FEMA) mitigation grant program eligibility, to develop and maintain a plan every five years that examines natural disaster risk and impacts and establishes strategies to mitigate, or lessen, human and property impacts. The CVPDC Hazard Mitigation Plan 2020 Update is the pre-disaster mitigation plan and planning process to serve this purpose for our region, which includes Amherst, Appomattox, Bedford and Campbell counties, the City of Lynchburg, and the Towns of Altavista, Amherst, Appomattox, Bedford and Brookneal.

The CVPDC has contracted with the Virginia Tech Center for Geospatial Information and Technology (CGIT) to guide and develop the pre-disaster planning effort. A CVPDC Hazard Mitigation Plan Technical Advisory Committee, comprised of local, state and regional facility and resource management professionals, VDEM staff, and CGIT, have guided the plan development. The final Draft CVPDC Hazard Mitigation Plan – 2020 Update will be complete in February 2020.

Public Participation Opportunities

Area residents, stakeholders and the business community have the opportunity and are encouraged to participate and provide input in the development of the region's pre-disaster or Hazard Mitigation Plan (HMP). How to Participate:

1. **Take a Survey!** Please, take six (6) minutes to provide your input on impact, concerns of natural disasters in your community. The Pre-Disaster Survey, will be open between 11/20 – 12/13. Access to the electronic survey is available at www.cvpdc.org or directly at [CVPDC Pre-Disaster Survey](#)
2. **Attend a Public Meeting.** At least two public meetings will be held during the plan development. Details on future public meetings will be available on the CVPDC website.

What: CVPDC Hazard Mitigation Plan – 1st Public Meeting
When: Wednesday, December 4, 2019; 5:30 pm – 7:00 pm
Where: The Miller Center; 301 Grove Street, Lynchburg

Learn More

Go to <https://www.cvpdc.org/regional-initiatives/hazard-mitigation.html> or contact Kelly Hitchcock to learn more about the regional pre-hazard mitigation and community resiliency plan.

Serving Amherst, Appomattox, Bedford and Campbell Counties;
the Towns of Altavista, Amherst, Appomattox, Bedford and Brookneal; and the City of Lynchburg.

Hazard Mitigation Plan Community Survey & Public Meeting Info to post on local website.

REGIONAL PRE-DISASTER MITIGATION PLAN – COMMUNITY INPUT NEEDED

Has your home, business, or community been impacted or damaged by a natural hazard?

The Central Virginia Planning District Commission (CVPDC) is working with area communities to develop a pre-disaster plan, or Hazard Mitigation Plan, to establish strategies ahead of natural disasters to lessen the overall impact and vulnerability to individuals, families, businesses and property in our region.

Community Input Needed

Area residents, stakeholders, and business community are asked to provide feedback on your concerns and how you and your community prepare to be more resilient from natural disaster impacts.

How to Participate

1. Take a Survey. Please take six (6) minutes to provide your feedback on natural disasters in your community. Go to [CVPDC Pre-Disaster Public Survey](#) to participate.
2. Attend a Public Meeting. There will be at least two project public meetings.
What: CVPDC Hazard Mitigation Plan Public Meeting #1
When: Wednesday, December 4, 2019; 5:30 pm – 7:00 pm
Where: The Miller Center, 301 Grove Street, Lynchburg
3. Stay Informed.
Go to <https://www.cvpdc.org/regional-initiatives/hazard-mitigation.html> to learn more about the regional pre-disaster plan, Hazard Mitigation planning, VDEM and FEMA.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Public Input

MEETING DATE:

November 26, 2019

ITEM #: 5**ITEM TITLE:**

Public Input – FY2021 Budget and FY2021-2025 Capital Improvement Program (Pre-Development)

DESCRIPTION:

Town Council is providing an opportunity to citizens to provide input/suggestions in regard to the development of the FY2021 Budget and the FY2021-2025 Capital Improvement Program (CIP). Later in the meeting, Town Council will be communicating their goals & objectives; as well as priorities, that may influence the development of the budget and/or CIP.

CALL FOR PUBLIC INPUT

Council will have an opportunity later in the meeting to provide staff with direction in regard to budget development as it relates to revenue, expenditures, services and capital projects

Following tonight's meeting, staff will be working on development of the departmental operating budgets as well as the capital needs. A draft budget will be delivered to Town Council on February 17, 2020 and the first Council Budget Work Session will be on Tuesday, February 25th; with an additional Budget Work Session scheduled for March 24th. Additional work sessions will be scheduled, if needed. Town Council will conduct a public hearing on the proposed budget on Tuesday, May 12, 2020 with adoption of the budget set for the Council's Regular Meeting on Tuesday, June 9th.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 26, 2019

ITEM #: 6a**ITEM TITLE:**

“Innovative Center and Co-worker Space” proposal

DESCRIPTION:

THIS ITEM WAS REMOVED FROM the November 12th Regular Meeting due to a scheduling conflict of the presenter.

Previously, Councilman Mitchell forwarded a “white paper” to each member of Council in regard to a potential project for consideration in the FY2021 Capital Improvement Program (CIP). The “white paper” is attached and Dr. Scott Lowman will provide a brief introduction in regard to this potential project.

BUDGET/FUNDING:

Unknown, at this time.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Place this item on a future Town Council meeting agenda for additional review/discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *“White Paper 10/24/16” Project Title: An Innovation Center and Co-worker Space in Downtown Altavista*

White Paper 10/24/16

Project Title: An Innovation Center and Co-worker Space in Downtown Altavista

Overview

Kate Behncken, of Microsoft Philanthropies, recently stated “As digital technology transforms the economy, people at all stages in their careers will need to acquire new skills, transform their businesses and launch new enterprises”. This proposed project seeks to capitalize on this opportunity by providing a space to foster an ecosystem of innovation and skill development. The two part initiative includes; 1) a coworker space to encourage work from home employees, entrepreneurs, and larger businesses with temporary needs a high quality workspace and meeting rooms and: 2) an innovation center that provides citizens of all ages opportunities to learn new digital skills including robotics, coding, and computer vision that will provided the foundation for future enterprises. This two part initiative is synergistic, and will provide a unique prospect for a small town with outstanding infrastructure, quality of life recreational opportunities, and a mindset from town leaders to take on non-traditional economic development initiatives.

Background

Historically, the town of Altavista was a hub of economic activity in Campbell County, with a vibrant industrial base and a close nit sense of community. Business and town leaders worked for decades to create a place to live and work with unmatched services and parks. More recently, town leadership has made two unique projects a reality. Construction of the large splash park is underway, and the upstream canoe launch is in its final stages of planning and approval from state agencies. These two investments are indicative of leadership’s forward thinking direction of making Altavista a destination place to live, work and play.

The new economy is presenting solid opportunities for small towns to enhance their appeal to both existing and prospective businesses and citizens alike. As modern businesses of all sizes are embracing new models of work including telecommuting and work from home, digital technology is transforming everyday life. Together, this proposed project seeks to create a facility that can be leveraged to help attract new business and residents, expand existing businesses, and establish Altavista as an innovative place to call home.

After surveying potential space, the old fire station (Figure 1) presented itself as an ideal facility due to its size, proximity to downtown, town ownership, and is need of attention regardless of what its final use may be. The fire station revival could be divided into four distinct components of benefit to the town. The co-worker space and the innovation center are the primary two uses of the space, and other uses such as additional offices for staff and multiuse space would be additional benefits to the town and its citizens. The two primary uses are highlighted below.

1) Co-Worker Space

While exploring various initiatives, the Town Economic Development Authority (EDA) and the Town of Altavista commissioned two studies. The first focused on broadband access and the second was a strategic plan focused on what Altavista could look like in the future, and what it would take to get there. In the second study, the concept of a coworker space was introduced to leadership. This proposed coworker concept seeks to create a space in the center of town and to leverage the new digital economy to drive a different kind of economic development. Beneficiaries of such a space include;

- Space for large regional businesses to house temporary workers and contractors,
- Work from home and telecommuters
- Individual business owners who want to make the next step with expansion
- Entrepreneurs of all types who need a high quality space to bring their ideas to fruition

How and where people learn and work are changing dramatically, and thought processes of localities should lead, not follow this trend. Shannon Blevins, at UVA-Wise's Office of Economic Development, recently stated that lots of people who want to stay in rural Virginia are about to get that chance. "So when you kind of think about rural regions being wired and the whole world of having access to the internet and broadband it opens up plenty of opportunities that just didn't exist even 10 years ago," she says. Lots of young people will still head to urban areas she says. But those people who want to stay Southside and in the Southwest will be able to thanks to the expansion of telework and broadband. That means the talent pipeline in Virginia will likely look different 10 years from now.

2) Innovation / Maker Space

A separate but shared innovation space will also be developed to provide resources for the co-worker tenants, along with a flex space used to teach beginner/ children introductory and advanced classes in areas such as robotics, coding, and web design. Curricula for these activities will be adapted from demonstrated successful activities developed at the Institute for Advanced Learning and Research in Danville Va. The space would also be available for group activities with the YMCA, school groups, home schooled students, robotics teams, and many more.



Figure 1. Front view of the old fire station located next to town hall

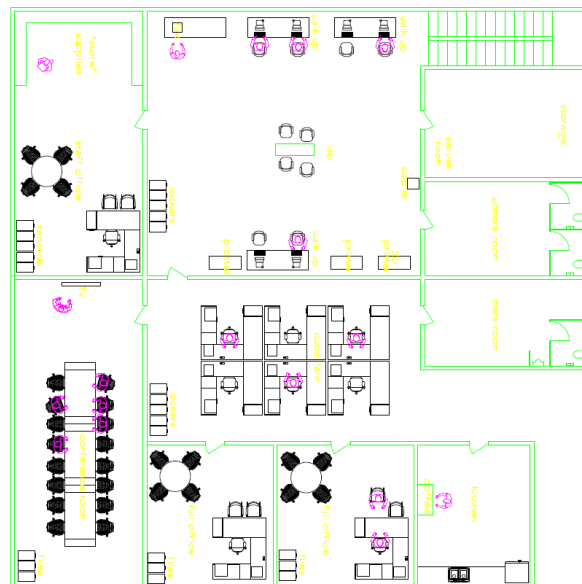


Figure 2. Illustration of an upstairs co-worker space layout



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 26, 2019

ITEM #: 6b**ITEM TITLE:**

Altavista Community Transit System (ACTS) items

DESCRIPTION:

There are two items related to the Altavista Community Transit System (ACTS) for Councils consideration.

ITEM #1 FY2021 Budget/CIP Request: Per the attached memo from Tobie Shelton, Finance Director, staff is providing the proposed budget and CIP for the transit system. This item is provided at this time, due to the grant application deadline of the Virginia Department of Public Rail and Transportation (DRPT). The transit system's operations are typically funded with 50% Federal funds, 15% State funds and 35% local (town) funds. The CIP funding is budgeted as 80% Federal/State and 20% local funds. The attached memo details the operations cost; as well as the CIP costs.

No action is required this evening. Staff is requesting this item be placed on the Consent Agenda or Regular Agenda of the December Regular Town Council meeting for approval and authorization to apply for the grant funds.

BUDGET/FUNDING:

Budget requests are outlined in the memo.

POTENTIAL ACTION:

- Council may decide to do the following:
 - Place the ACTS FY2021 Budget/CIP request on the Consent or Regular Agenda of the December 10, 2019 Regular Council Meeting for approval and authorization to apply for the DRPT grant.

ATTACHMENTS:

- *Transit Budget Memo from Finance Director*
- *Transit Draft Budget*
- *FY2021 CIP Item Sheets*
- *FY2021-2025 CIP Items list*

ITEM #2 Location of bus shelter: Staff seeks Town Council's input as to the placement of a new bus shelter, which is a CIP item in the FY2020 Budget. The shelter has been ordered. Currently there are shelters located at Town Hall, Lola Extension and Altavista Commons Shopping Center (in front of Wal-Mart).

BUDGET/FUNDING:

This item is included in the FY2020 Transit budget.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Provide staff with a preferred location of the bus shelter; or defer action and place on the December Regular Meeting for additional discussion.

ATTACHMENTS:

- *Staff memo regarding staff location*
- *Potential shelter locations (A,B,&C)*
- *Transit Route map*



MEMORANDUM

To: Waverly Coggsdale, Town Manager

From: Tobie Shelton, Finance Director

Date: November 22, 2019

Re: ACTS Budget Request

Annually Staff applies for a grant through the Department of Rail and Public Transportation (DRPT), for funding of the Altavista Community Transit System (ACTS). Combined, the Federal and State grant funds pay for 65% of the operations budget in addition to paying for over 80% of CIP items. The next grant application is due on February 3, 2020. Town Council has been 'tentatively' approving this budget in December along with giving staff the authority to apply for the grant funding. Staff is requesting authority again this year to complete the DRPT grant application.

FY 2019 Summary

As of the end of December 2019, ACTS will have been in operation 9 full calendar years and 8 full fiscal years. This past fiscal year, ACTS ridership reached almost 18,000, averaging 60 riders per day, a slight decrease from FY2018. In previous years, ACTS partnered with Altavista Combined School, in a joint effort to educate the special needs students about access to community resources and how to access public transportation. While this was a successful endeavor, this did not continue into FY2019, which resulted in the decrease in daily ridership. ACTS logged a total of 48,936 miles during FY2019, a slight increase from FY2018, primarily due to the longer route to the Hurt Medical Center as a result of the US 29 Business bridge replacement project.

ACTS continued to operate Monday through Friday from 8:00 a.m. until 6:00 p.m. and Saturday from 9:00 a.m. until 2:00 p.m. with summer hours extended until 8:00 p.m. and 4:00 p.m. respectively. Summer hours ran June through September and for the 8th consecutive year, free fares for these same months were available to riders, as a result of an anonymous donation.

Staff continued implementation of the Transportation Development Plan (TDP) approved and adopted by Town Council in 2013 that led to extended summer hours and route deviation which continue to add convenience for the citizens. Both extended summer hours and route deviation will continue.

Budget Request

The FY2021 Proposed Transit Budget is based on the replacement of a body on chassis (BOC) style bus with a trolley. The change in bus style has an impact to both the operations side of the budget as well as the capital improvements side of the budget.

Staff requests permission to apply for grant funding in the amount of \$117,580 for ACTS' FY2021 operations budget. This is an increase of 11.3% over last year's request. This is primarily due to the redistribution of a few salaries to Transit's budget. They are as follows: a 5% distribution of the Fleet Maintenance Worker's salary and an adjustment from 40% of the Finance Director's salary to 25% of each of the Finance Director's and the Community Development Director's salary. The redistribution better reflects the time allocated to transportation duties and responsibilities. Other items that impact the operations side of the budget are costs associated with a trolley such as automobile insurance and CDL certification for drivers. Automobile insurance is estimated at \$588 for the trolley versus \$405 for BOC. Although the CDL cost, \$64 per license, has a small monetary impact on the budget, there will be a big training hurdle to overcome, as only one current driver of the four (4) ACTS' employees is qualified to operate a trolley. The estimated town match for operations will be \$39,403, an increase of \$161 with the trolley.

Staff is also requesting permission to apply for grant funding in the amount of \$143,500 for ACTS FY2021 Capital Improvements, which includes the purchase of a trolley as well as installation of a mobile radio system for both the new vehicle as well as the existing BOC. The estimated cost of the trolley is \$140,000. DRPT will replace 80% up to the cost of a BOC, which is \$62,080. The remaining balance would come from local funds. The estimated town match for the proposed capital items totals \$78,620, which includes additional local funds of \$62,400 for the trolley. If the town opted to purchase another 15-passenger BOC, the estimated town match will total \$16,220.

Staff is requesting this item be placed on the consent agenda or regular agenda of the December Regular Town Council meeting for approval and authorization to apply for grant funding.

The DRPT Grant Application is due February 3, 2020.

TOWN OF ALTAVISTA
TRANSIT SYSTEM (ACTS)
FY2021 PROPOSED BUDGET

<u>TRANSIT SYSTEM - FUND 10</u>	<u>FY2018 ACTUAL</u>	<u>FY2019 ACTUAL</u>	<u>FY 2020 ADOPTED</u>	<u>FY2020 PROJECTED</u>	<u>FY2021 PROPOSED</u>
Wages & Benefits	74,986	78,465	79,750	79,380	91,920
Services	1,277	250	2,050	2,050	2,050
Other Charges	3,005	8,474	3,650	3,550	4,010
Materials & Supplies	19,427	18,519	19,600	19,600	19,600
Capital Outlay	66,798	2,473	7,000	7,000	143,500
Total Expenditures	165,493	108,182	112,050	111,580	261,080
TRANSIT SYSTEM - FUND 10 PERSONNEL-WAGES & BENEFITS					
Salaries & Wages Regular	64,319	65,795	65,000	65,000	74,750
Salaries & Wages - Overtime	0	4	0	0	0
Benefits - FICA	4,981	4,848	5,000	5,000	5,720
Benefits - VRS	3,307	2,702	3,050	3,000	4,220
Benefits - Group Med. Ins.	500	3,163	4,600	4,280	4,900
Benefits - Group Life Ins.	379	353	400	400	530
Worker's Compensation	1,500	1,600	1,700	1,700	1,800
WAGE & BENEFITS - TOTAL	74,986	78,465	79,750	79,380	91,920
SERVICES-PURCHASED,SHARED,INTERNAL					
Advertising	572	0	1,000	1,000	1,000
Maintenance Service Contracts	395	0	500	500	500
Misc. Professional Services	0	0	300	300	300
Physicals	310	250	250	250	250
SERVICES - TOTAL	1,277	250	2,050	2,050	2,050
OTHER CHARGES					
Telecommunications	545	622	1,000	1,000	1,000
Motor Vehicle Insurance	1,300	1,400	1,500	1,400	1,600
Subsistence & Lodging	643	27	500	500	500
Conventions & Education	392	6,300	500	500	760
Dues & Association Memberships	125	125	150	150	150
OTHER CHARGES - TOTAL	3,005	8,474	3,650	3,550	4,010
MATERIALS & SUPPLIES					
Office Supplies	157	108	300	300	300
Fuel	14,805	14,597	15,000	15,000	15,000
Vehicle & Equip. Repairs/Maint.	4,121	3,311	3,500	3,500	3,500
Other Operating Supplies	49	343	500	500	500
Supplies	294	160	300	300	300
MATERIALS & SUPPLIES - TOTAL	19,427	18,519	19,600	19,600	19,600
TRANSIT TOTAL - OPERATIONS	98,695	105,709	105,050	104,580	117,580
	<u>FY2018 ACTUAL</u>	<u>FY2019 ACTUAL</u>	<u>FY 2020 ADOPTED</u>	<u>FY2020 PROJECTED</u>	<u>FY2021 PROPOSED</u>
TRANSIT SYSTEM - FUND 10 CAPITAL OUTLAY					
EDP Equipment - Replacement	0	2,473	0	0	3,500
Motor Vehicles - Replacement	66,798	0	0	0	0
Motor Vehicles - New	0	0	0	0	140,000
Machinery & Equipment - New	0	0	0	0	0
Improvements Other Than Bldg	0	0	7,000	7,000	0
TRANSIT TOTAL - CAPITAL OUTLAY	66,798	2,473	7,000	7,000	143,500

TOWN OF ALTAVISTA
FY2021 PROPOSED BUDGET
EXPLANATION OF OPERATING EXPENSES

PERSONNEL-WAGES & BENEFITS	
Salaries & Wages Regular	Includes 25% of Finance Director's salary, 25% of Community Development Director's salary, 5% of Fleet Maintenance Supervisor's salary, and 5% of Fleet Maintenance Worker's salary as well as 5 PT drivers' salary. Includes \$2,350 to be used to fund performance evaluations.
Benefits - FICA	Social Security and Medicare
Benefits - VRS	At this time, FY2021 and FY2022 retirement rates for localities, have not been released. We should know these at the end of November. The proposed Transit budget is based on the 7% change in rates for State agencies' and Teachers' retirement. Retirement is based on 10.72% compared to 10.02% for FYs 19 and 20.
Benefits - Group Med. Ins.	At this time, premiums for medical insurance are unknown. We will not know these until mid February 2020. The budget is based on a 7% increase. Premiums did not increase for FY2020.
Benefits - Group Life Ins.	At this time, FY2021 and FY2022 Group Life Insur. rates for localities, have not been released. We should know these at the end of November. The proposed Transit budget is based on the 2% change in rates for State agencies' and Teachers' retirement. Group Life Insur. is based on 1.34% compared to 1.31% for FYs 19 and 20.
Worker's Compensation	Worker's Comp Insurance is based on the current premium (\$1,700)
SERVICES-PURCHASED,SHARED,INTERNAL	
Advertising	Brochures, banners, newspapers, radio ads, as well as advertising products
Maintenance Service Contracts	Computer program used by PW to run diagnostics on all vehicles and large equipment. Cost is \$1,200 per year with \$350 charged to Transit. \$150.00 allocated for costs associated with Transit laptop used in office.
Misc. Professional Services	Professional services. Misc. to be used, if needed for printing of passes and schedules.
Physicals	Required drug testing and physicals for new hires as well as quarterly drig screening for drivers.
OTHER CHARGES	
Telecommunications	Cell phone for administrator. Annual data plan for mobile radio
Motor Vehicle Insurance	Insurance for trolley, one BOC (15 passenger) and Support vehicle
Subsistance & Lodging	Travel for conferences, board meetings, training, required DRPT meetings. Most of this is reimbursed 100% through Rural Transit Assistance Program (RTAP) grant funding.

TOWN OF ALTAVISTA
FY2021 PROPOSED BUDGET
EXPLANATION OF OPERATING EXPENSES

Conventions & Education	DRPT required training
Dues & Association Memberships	Community Transportation Associaton of Virginia (CTAV) membership
MATERIALS & SUPPLIES	
Office Supplies	Office supplies such as paper, pens, notepads
Fuel	Motor fuels for transit vehicles
Vehicle & Equip. Repairs/Maint.	One set of tires per bus. All parts for the buses hit this line item.
Other Operating Supplies	Used for first aid supplies, gloves, disinfectants
Supplies	Cleaning and deoderizing supplies for inside and outside vehicles.

FY2021-2025 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Transportation

DIVISION:

ACTS

PROJECT NAME:

Mobile Radio System

LOCATION:

New Vehicle and Existing Vehicle

YEAR:

FY 2021

ACCT#:

010-6101-403.82-04

Type of Project:

☒ New ☐ Expansion ☐ Replacement ☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						Future Budget Years
			Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024		
	\$ 3,500	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
Planning, Surveying, Design, Engineering:						
Land/ROW/Acquisition:						
In House Services (In-Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:	\$ 3,500					
Other						

Total Capital Cost Estimate:	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other						

TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
General Fund		\$ 700					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)		\$ 2,800					
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 3,500

Project Description:

Installation of mobile radios in the new vehicle (trolley or BOC) as well as the existing BOC to provide a way of communicating with office staff as well as to improve security. A data plan will be established per radio and base station at a recurring cost of \$,100 annually. This cost is included in the CIP cost for FY2021.

Justification/Linkage:

Mobile radios improve bus security through GPS tracking as well as provide direct communication with public safety personnel if needed. They also provide direct contact between office staff and the drivers.



FY2021-2025 CAPITAL IMPROVEMENT PROJECT FORM

DEPARTMENT:

Transportation

DIVISION:

ACTS

PROJECT NAME:

Replacement of BOC with Trolley

LOCATION:

Town Hall

YEAR:

FY 2021

ACCT#:

010-6101-403.81-02

Type of Project:

☐ New

☐ Expansion

☒ Replacement

☐ Renovation

Current/ Previous Expenditures	TOTAL PROJECT COST (Capital Only)	Total Appropriations to Date	Unappropriated Subsequent Years						Future Budget Years
			Budget Year 1 FY2020	Budget Year 2 FY2021	Budget Year 3 FY2022	Budget Year 4 FY2023	Budget Year 5 FY2024		
	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT COSTS

ACTIVITY	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
Planning, Surveying, Design, Engineering						
Land/ROW/Acquisition:						
In House Services (In Kind)						
Site Preparation & Improvements						
Permits/Inspections/Misc.						
Building/Utility Construction:						
Legal/Misc.						
Heavy Equip./Apparatus:						
Light Equip/Furniture:						
Other:	\$ 140,000					

Total Capital Cost Estimate:	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Impact Estimate:	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditure Estimate.	\$ 140,440	\$ -	\$ -	\$ -	\$ -	\$ -

NEW OR ADDITIONAL IMPACT on OPERATING BUDGET

Type of Expenditure	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
Salaries/Benefits						
Professional & Consulting Services:						
Materials & Supplies						
Maintenance/Fuel						
Other	\$ 440					

TOTAL	\$ 440	\$ -	\$ -	\$ -	\$ -	\$ -
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METHODS OF FINANCING

Funding Sources	Previous Allocation (Earmarked)	FY2021	FY2022	FY2023	FY2024	FY2025	FUTURE
General Fund		\$ 77,920					
Highway Fund							
Enterprise Fund (W)							
Enterprise Fund (WW)							
Grants (List)		\$ 62,080					
Bonds (List)							
Reserve (List)							
Other (List)							

TOTAL	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL:							\$ 140,000

Project Description:

Replacement of 15-passenger body on chassis (BOC) bus with similar vehicle.

Justification/Linkage:

DRPT recommends replacement of public transportation vehicles every four years or 100,000 miles. Based on current use, one of the vehicles currently used will need replacing every two years. The Town's policy is to replace vehicles & equipment with high mileage/hours or ones that are costing a significant amunt due to maintenance.



ACTS (Transit) CIP BY YEAR									
				<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
ACTS	Radios			\$ 3,500					
ACTS	Bus Replacement (Trolley)			\$140,000	\$143,500				\$154,263
ACTS	Bus Shelter (1)				\$ 9,000				
ACTS	Support Vehicle Replacement					\$32,500			
ACTS	Computer Replacement						\$ 4,000		
				\$143,500	\$152,500	\$32,500	\$ 4,000		\$154,263
						FY2021-2025 CIP TOTAL:			\$486,763
	<i>Non Bus Replacement Match</i>			\$ 700	\$ 1,800				
	<i>Trolley Match</i>			\$ 77,920	\$ 79,868				\$ 85,858
	<i>Town portion 20% of total:</i>			\$ 78,620	\$ 81,668	\$ 6,500	\$ 800		\$ 85,858
<i>Body On Chassis Option</i>									
ACTS	Bus Replacement (BOC)			\$ 77,600	\$ 79,540				\$ 85,506
	<i>Town portion 20% of total:</i>			\$ 15,520	\$ 15,908				\$ 17,101
<i>BOC vs. Trolley Match Difference:</i>				\$ 62,400	\$ 63,960				\$ 68,757
<i>NOTE: DRPT only allows for the cost of a BOC, Town has to cover the difference for a Trolley.</i>									



DATE: November 12, 2019

MEMO TO: Waverly Coggsdale

FROM: Tobie Shelton

RE: Placement of Bus Shelter

Included in the FY2020 Capital Improvements Plan is to add another bus shelter along ACTS' fixed route. The shelter will be the same style as the three (3) others throughout town. These shelters are located at Town Hall, the intersection of Lola Ave & Avondale Dr, and the Walmart Shopping Center on Dearing Ford Road.

Below are three (3) possible locations for the new shelter:

- Corner of School Street and 15th Street at Leonard Coleman Park
- Corner of 5th Street and Nelson Avenue, behind Wells Fargo
- Corner of Franklin Avenue and 10th Street

Attached please find a map for each location with a red star marking a potential placement for a shelter.

Staff is seeking direction from Council on the placement of the shelter.

Campbell County, VA

Legend

- County Boundary
- E9-1-1 Addresses
- Street Names
- Lot Numbers
- Parcels
- HiddenRoadCenterline



Title:

Date: 10/15/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Feet



Campbell County, VA

Legend

- County Boundary
- E9-1-1 Addresses
- Street Names
- Lot Numbers
- Parcels
- HiddenRoadCenterline









Title:

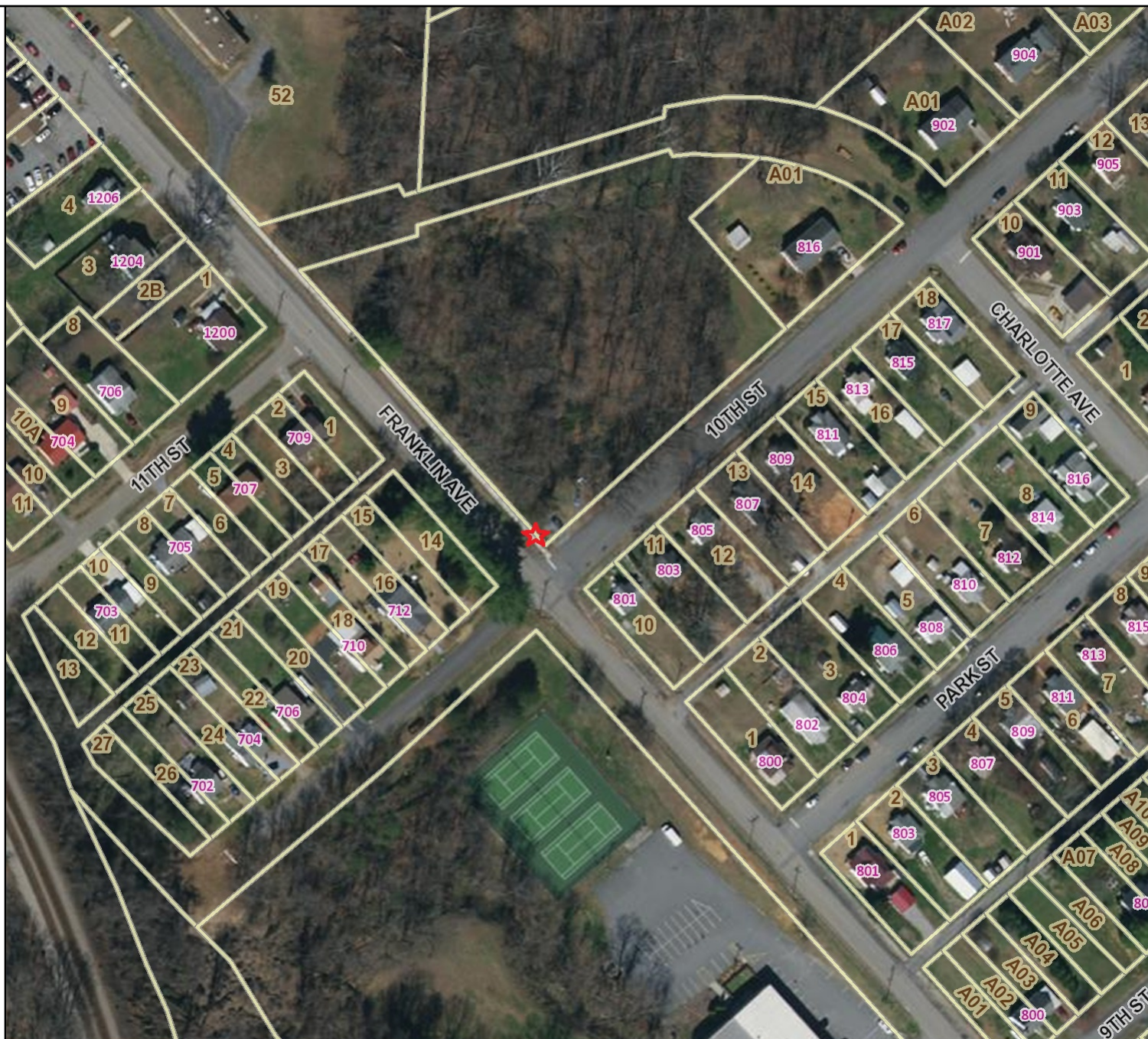
Date: 10/15/2019

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Campbell County, VA

Legend

-  County Boundary
-  E9-1-1 Addresses
-  Street Names
-  Lot Numbers
-  Parcels
-  HiddenRoadCenterline



Title:

Date: 11/13/2019

DISCLAIMER: This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records, information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

Feet





Bus Stop Locations



Scheduled stops and times are shown in the timetable and on the map by numbered circles [1]. The bus will also stop at locations denoted on the map by a smaller diamond [♦].

The dashed line [.....] represents a section of the route that is served by request.

Hourly Timepoints

Stop No.	Stop Name	Minutes Past the Hour
1	Downtown/Town Hall	:00
2	Bedford & 11th	:01
3	Bedford & West	:04
4	9th & Commonwealth	:08
5	7th & Franklin	:10
6	Franklin & 11th	:11
7	14th & School	:12
8	Amherst & 11th	:15
9	Amherst & 7th	:16
10	Main St. Middle	:18
11	Main Street DG	:20
12	7th & Lola	:21
13	Lola Ave. Ext.	:22
14	Frazier /Lynch Mill	:25
15	Altavista Commons	:29
16	Main Street North	:34
17	English MHP	:36
18	Town & Country Ext	:39
19	Hughes and 5th	:41
20	UVA Dialysis	:44
21	Main & Campbell	:47
1	Return to Town Hall	:49

Route Deviation Service

Individuals may request the bus to deviate off its route to make pick-ups or drop offs. This service requires a 24-hour advanced notice and can be scheduled by calling 434-369-5001. This distance of deviation may not exceed 3/4 of a mile off the route and must be within the Town limits with the exception of the Hurt Medical Center. Return fare is \$1.

Days and Hours of Operation

When ACTS operates	Oct. 1 -May 31	June 1—Sep. 30
Monday - Friday	8:00 am - 6:00 pm (last bus departs Town Hall at 5:00 pm)	8:00 am - 8:00 pm (last bus departs Town Hall at 7:00 pm)
Saturday	9:00 am - 2:00 pm (last bus departs Town Hall at 1:00 pm)	9:00 am - 4:00 pm (last bus departs Town Hall at 3:00 pm)

ACTS does not operate on the following holidays: New Year's Day, Memorial Day, July 4, Labor Day, Thanksgiving, Christmas Day.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 26, 2019

ITEM #: 6c**ITEM TITLE:**

FY2021 Budget and CIP Preliminary Discussion

DESCRIPTION:

Earlier in the meeting there was an opportunity for citizen's input in regard to preparation of the FY2021 Budget and FY2021-2025 Capital Improvement Program (CIP). At this time, Council may want to provide their thoughts to staff as to issues/concerns/objectives that they would like to see addressed in preparation of the budget/CIP.

Council may wish to see different revenue scenarios or propose different or new services or projects. This initial discussion will give Council an opportunity to see if there is a consensus of items of interest. As mentioned earlier, the draft Proposed FY2021 Budget and CIP will be delivered to Town Council on Monday, February 17, 2020. Council will discuss the CIP and utility rates at their Tuesday, January 28, 2020 Work Session; as well as any other budget concerns. Staff will begin providing revenue projections for FY2021 in the coming weeks.

BUDGET/FUNDING:

Any information provided by Council may impact the formulation of the FY2021 Budget/CIP.

POTENTIAL ACTION:

- Council may decide to provide feedback to staff in regard to budget/CIP preparation.

ATTACHMENTS:

- None, at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 26, 2019

ITEM #: 6d**ITEM TITLE:**

Booker Building Use Feasibility Study follow up

DESCRIPTION:

Last month, Town Council held a Public Input Session in regard to potential uses and improvements to the Booker Building. Previously, Town Council contracted Land Planning and Design Associates (LPDA) to conduct an analysis of potential uses, this document has been previously shared with Council and can be viewed on the town's website (www.altavistava.gov). Attached you will find the comments made at the October Work Session; as well as other comments received via email. The study presented the top five uses for the Booker Building identified by the stakeholders, they are:

- **Event center/rental**
- **Brewery/tasting room**
- **Restaurant**
- **Parks/Recreation programming**
- **Farmers Market**

At this time, Town Council may discuss the potential uses and improvements and begin to provide staff direction on this item. Below are excerpts from the LPDA Use Feasibility Study email in regard to findings and potential next steps, staff has highlighted the suggested process components:

"Our findings during this process is that there was overwhelming support from the stakeholders for the Booker Building to be improved as an event space. We see that there are opportunities for enhancements to the building and facility to accommodate other uses so that use of the building is maximized and diversified. The next steps in the development of the Booker Building are:

- *Delivery of report to Town Council by Town official. Council agrees on types of improvements to the Booker Building.*
- *Town engages a structural engineer to review the building including HVAC possibilities.*
- *Commission a concept plan for an events-based redevelopment of the building, which would incorporate the findings from this report and connect with the Town's park master plan study. This concept would also include a cost estimate for the Town's planning purposes. As part of the concept, there would be a market analysis and business plan, to help the Town determine appropriate business strategy and successful financial management of the project.*

We would be happy to assist the Town with any of the next steps of the Booker Building's development. We have worked with excellent market analysis and architectural firms for similar projects, and would be able to connect the Town with a complete team."

Staff has enclosed several excerpts from the study, they include: Recommendations (page 7 of study); Conclusion (page 8 of the study); Appendix A: Booker Building Conditions Assessment (Appendix pages 2-9). The full report will be available at the meeting and is also available on the Town's website at www.altavistava.gov.

Once Council provides direction on the next step, staff will proceed along the chosen path; which may include the "project development" phase.

BUDGET/FUNDING:

It will be necessary to develop costs, based on Council's direction, to include in the FY2021 Budget/CIP or future years of the CIP.

POTENTIAL ACTION:

- Council may decide to provide feedback to staff in regard to the process for implementation of the Use Feasibility Study. This may be based on the LPDA findings and potential next steps, mentioned earlier.

ATTACHMENTS:

- *LPDA excerpts*
 - *Recommendations (page 7 of study)*
 - *Conclusion (page 8 of study)*
 - *Appendix A: Booker Building Conditions Assessment (Appendix pages 2-9)*
- *Public Input Notes*

RECOMMENDATIONS

This report identifies the five most feasible uses for the Booker Building. The highest priority use as identified by the stakeholders is an event and rental center. This is what the facility is currently used for and there is an opportunity to expand the building's capacity and frequency of use through renovation, marketing, and partnerships. An event center is compatible with several other uses, both concurrently and on separate schedules. For example, the facility could be host gatherings and concerts during the warm months and host a sheltered farmer/vendor market in the cold months. The next step is to determine which use or uses the Booker Building will contain, the precise form that use will take, then how to make that a reality.

NEXT STEPS:

Immediate Action (all uses)

- Town Council to review report and determine desired goals and uses of the Booker Building
- Engage a professional building inspector to inspect the Booker Building to evaluate structural stability, code compliance, and safety improvements
- Consider engaging stakeholders on visions and preferences through community meetings, surveys, and media coverage

Event and Festivals Next Steps*

- Determine types of events/festivals
- Identify consumers/partners
- Determine the needs for the facility/space/infrastructure
- Create an improvements plan for the building and property
- Create an operations schedule
 - Consider overlapping uses
 - Maximize schedule weekly and annually
- Market the venue (bands, event organizers, wedding catalogues)
- Consider hiring an events manager

**Note: may be in partnership or Town-led*

Development – In Partnership

- Publish a Request for Information (RFI) seeking an applicant to develop and manage the Booker Building. The RFI defines the Town's goals and stipulations, and the applicant will conduct market analysis, develop a business plan, and oversee operations

-or-

Development – Town Led

- Conduct a market analysis to determine the viability of the use(s), as needed for commercial uses
- Investigate potential partnerships and private vendors to provide services in the Building, as needed by the stated use
- Develop a business plan and determine staffing, funding and revenue strategies, operation and management responsibilities
- Determine project costs and investigate funding sources including CIP, grants, and public-private partnerships

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



CONCLUSION

The Booker Building is one of Altavista's key assets, adjacent to both downtown and English Park and providing one of the largest rentable facilities in town. Currently, the Booker Building is underutilized and requires upgrades. A revitalized Booker Building can serve as a destination point and a defining feature of English Park and the Town. The building has a high potential for multiple and overlapping uses, and the Town has the opportunity to direct what those uses will be. This report examines the top five most feasible uses: event center and rental, brewery or tasting room, restaurant, parks and recreation programming, and farmer's market, and provides the Town with next steps to transform the Booker Building into an iconic and vibrant public amenity.



BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Building Interior Conditions Inventory:

Lights:

- 6 wall-mounted utility lights, one is non-functioning.

Condition: Type of light provided is not compatible with requirements of interior events.

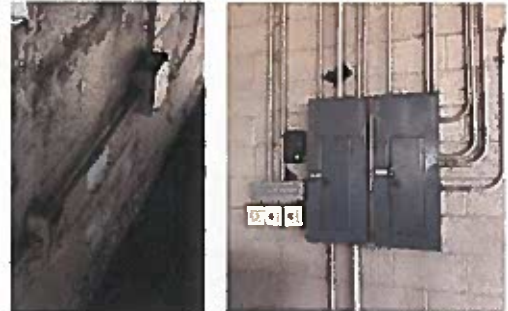
Recommendation: Replace lights with interior grade lights for extended use of

Electric:

- Outlets every 6', as allowed by doors
- Breaker box, capacity unconfirmed
- Electric mounted in conduit to block masonry walls

Condition: Current amps are apparently serving the needs of the user's, include band equipment connections.

Recommendation: Confirm that current electric capacity is sufficient for any planned renovations.



Electric: Existing outlets, conduits and breaker boxes

Ceiling:

- Exposed wooden trusses
- Uninsulated ceiling
- 16' from bottom of truss to peak of roof
- 16'-3" from base of truss to floor
- 7 total trusses at 11'-4" on center.

Condition: No apparent leaks and roof appears to be in good condition.

Recommendation: Structural assessment of trusses and roof with necessary repairs. Insulate the roof.



Ceiling: Exposed wooden trusses should be structurally assessed for condition.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Heating

- 4 units in corners of room
- Wall mounted units in bathroom

Condition: Use of the facility is not possible during colder months due to cold temperatures inside the building, limiting the rental capacity of the building.

Recommendation: Install an HVAC system and properly insulate the building.



Heating: Corner mounted heating unit

Cooling

- 6 ceiling fans
- Passive venting in attic by opening rolling doors and window panels

Condition: Use of the facility not possible during much of the summer months due to oppressive heat.

Recommendation: Install an HVAC system and properly insulate the building.



Cooling: Ceiling fans and rolling doors are used for summer cooling

Floor

- Open floor plan, 96'-6" x 48'-9"

Condition: Floor is the original concrete slab and is pitted and cracked, with an uneven pour around the outer edge. There are no floor drains.

Recommendation: Resurface, evaluate drainage and requirements for a floor drain.



Floor: Aging condition of existing concrete slab

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Walls

- Painted concrete block, some of the block is decorative
- Appear to be structurally sound
- Walls are dirty and the paint is in poor conditions
- Walls are uninsulated

Condition: Walls are dirty and the paint is in poor condition.

Recommendation: Insulated and repaint or resurface.



Walls: Concrete block walls are uninsulated and paint is beginning to age and crack. Decorative block wall is an interesting existing design feature.

Doors

- Three (3) Double doors, zero height entry, none are automatic
- Front two (2) doors are ADA accessible with concrete walk
- Side door has a concrete step and faces the presumed parking area
- Front and back doors have emergency exit signs
- Back door is utility door to stage
- Plywood sliding barn door provides access to the back of the outdoor stage. The door is warped and in poor condition. The gap beneath door is not sealed and the door is secured with only a padlock.

Condition: Most doors are in good condition, though the architectural style is inconsistent. The sliding barn door access to the stage is in poor condition and is a security risk.

Recommendation: Replace sliding door to stage with a more secure and attractive design. Consider adding automatic openers to the rolling overhead doors.



Doors: ADA accessible double doors provide front building access; side door with concrete step is non-ADA accessible; padlocked sliding door in poor condition.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Amenities

- Plywood stage with outdoor fabric: 1' high x 24'-2" wide x 12'-2" deep
- Additional electric outlets at stage
- No storage areas for tables, chairs or trash cans
- A small storage area for cleaning supplies adjacent to the bathrooms
- No kitchen or cold storage

Condition: Amenities are serviceable, but not of consistent quality. The lack of storage area and kitchen facilities restricts the use of the space.

Recommendations: Construct a formal stage structure. Add a storage area for tables and chairs. Locate the trash and recycle containers in an unobtrusive location or construct a screen to shield them from view. Consider adding a caterer's or full kitchen to expand the usability of the space.



Amenities: Existing plywood stage could be rebuilt to accommodate larger, more formal events.

Restrooms

- The restrooms are contained in an addition adjacent to the main building.
- The addition contains separate men's and women's restrooms and a cleaning equipment storage area. A roll-up door provides exterior access.
- Dimensions:
 - Addition (interior total): 22'-8" x 23'
 - Hallway: 4'5" wide
 - Restrooms: 18' deep, 9'-10" wide
 - Drop ceiling at 8'-8" high
 - Roll-up door: 8' wide
- Women's Restroom
 - 3 stalls + 1 ADA (4 Total)
 - 2 hand dryers
 - Sink, not ADA accessible
 - Trash can is not ADA accessible
 - Stalls are undersized
 - No mirror
- Men's
 - 2 urinals
 - 1 stall + 1 ADA (2 Total)
 - Sink, not ADA accessible
 - No mirror

Condition: Restrooms are unattractive, elements are undersized and inconsistent, and the design does not meet ADA accessibility standards.

Recommendations: Remodel the restrooms to bring them up to code and a positive feature of the space.



Restrooms: Existing facilities are non-code and non-ADA compliant; facility elements are old, unattractive and inconsistent.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Outdoor Performance Stage

- The rear loading dock of the building has been converted into a covered stage that is used for festivals, concerts, and events. The stage faces English Park and there is a large grass area in front of the stage for spectators.
- The stage's concrete surface has been resurfaced, the surface is stained and cracked
- There are outlets on back building wall and base of stage
- Shingled roof with gutters and downspout. Roof shows signs of water damage adjacent to the building's wall. There is inadequate drainage at the downspout outlet and stormwater puddles.
- Limited light - one flood light in corner
- Wooden support posts are sheathed in metal, except for the one that touches the ground, which could lead to decay of that support post.
- Stage access: one unattached modular step set on one side

Condition: The stage's construction and arrangement is serviceable, but there are several safety and design omissions that limit the full use of the stage. There is inadequate lighting for night performances, access to stage is limited and unsafe, and the building's walls are damaged in areas where tension wire was installed.

Recommendations:

- *Resurface concrete stage surface.*
- *Add permanent and/or connection points for night time stage lighting.*
- *Confirm that electrical service meets the needs of musicians and other performers and expand service if restricted.*
- *Construct French drains or install piping to direct the downspout flow away from the structure.*
- *Determine the location and cause of water leak into ceiling of stage and repair.*
- *Construct a permanent and secure access route to the stage. Consider constructing a ramp for ADA access.*
- *Replace post in direct ground contact with a concrete footer and an offset Simpson Strong-tie post base, or similar.*
- *Repair damage to masonry concrete block walls and properly install tension wires for banner display.*
- *Install a permanent stage sign.*



Outdoor Performance Stage: Covered concrete stage for outdoor concerts requires some additional design, repairs and maintenance.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Building Exterior Conditions Inventory:

Roof: Metal

Condition: no gutters or snow/ice guards; flashing is warping.

Recommendation: Install snow/ice guards above doorways, repair flashing and roofing where required.



Roof: Metal roof needs some repairs and additional flashing

Lighting:

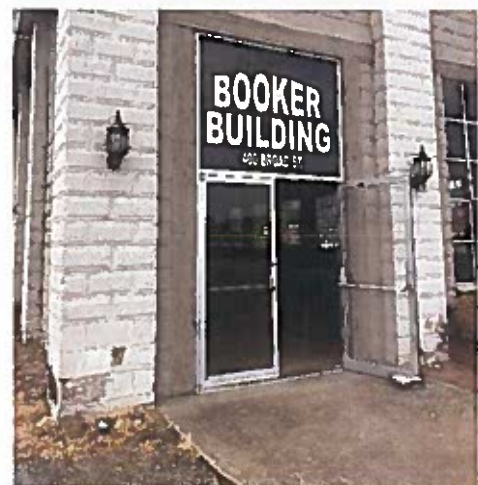
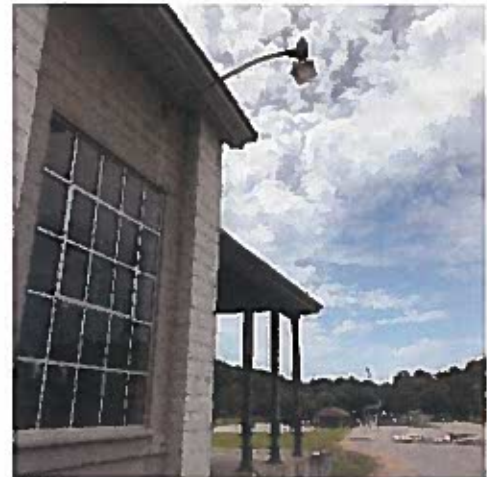
- Lantern-style lights flank the doors
- One flood light on rear corner of building near the stage. Light is non-functioning.
- No flood or area lighting for space around the building, including parking.

Condition: The lantern style lights flanking the doorways do not match the architectural character of the building and do not provide enough illumination for outdoor events or to safely illuminate the parking area.

Recommendation:

- *Conduct a photometric evaluation of the site, locating lights to provide sufficient illumination at doorways and parking lots.*
- *The style of the new light lights should match the building.*
- *Consider adding string or patio lights to the area outside of the roll-up doors to expand its available use into the evening.*

Recommendations: Remodel the restrooms to bring them up to code and a positive feature of the space.



Lighting: Inadequate flood lighting on rear corner of building and at stage for night-time performance use; lantern-style lighting flanks the front doorways.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Walls: Painted concrete block.

Condition: The paint is in poor condition and there is some damage to exterior walls.

Recommendation: Repair walls where they are damaged, and clean and repaint.

Walkway:

- Concrete sidewalk to the two front doors.
- Decorative donor brick plaza

Condition: The concrete sidewalk is cracked in places, and both the donor bricks and concrete are dirty.

Recommendation:

- Powerwash the bricks and sidewalk
- Reset bricks as needed.
- Replace cracked concrete sidewalk panels

Landscaping:

- Raised planter with boxwoods at the front of the building.

Condition: Very limited landscaping around the building. Some of the boxwood shrubs in the planter are dead.

Recommendations:

- Replace dead boxwoods in planter
- Consider developing and implementing a landscaping plan for the facility.



Walls: Painted concrete block walls need repairs and painting in some locations.



Walkway: Decorative donor brick plaza needs cleaning and maintenance.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Gravel Yard Surrounding Building:

- The areas to the north, east (front), and south of the Booker Building are open undefined gravel areas. Currently, the space is used for parking and event support.
- The gravel area on the south side is enclosed by the Booker Building on 2 sides and is accessed by the three roll-up doors to the main building space. There is no defined entrance to the gravel area from the road. The open area is currently unprogrammed but has the potential to be a courtyard extension of the interior space and/or a defined parking area.
- No defined ADA parking spaces

Condition: Space around building is not well defined, including parking areas, and building does not have separation from the road.

Recommendations:

- *Create distinct, defined vehicular entrance points from the road to the facility. This will aid in visitor wayfinding and provide a buffer to the facility.*
- *Define the parking areas with signage and striping. Install ADA parking spaces.*
- *Develop a courtyard on the south side of the building to expand the functional use of the building.*



Gravel Yard: undefined gravel areas surrounding the building could be redesigned for formal use.

BOOKER BUILDING USE INPUT

Booker Building would make a great brewery. It's big enough for all the equipment needed and a taproom and restaurant. Plus it would be a great place to finish up a day of paddling and fishing on the Staunton. Could call it Cedar Chest Brewing Company in honor of the Lane Company.

The Boosters were approached about the idea of moving the Trade Lot to the Booker Building in the fall of 2018. This would benefit us due to having an indoor and outdoor venue to keep this Altavista tradition alive. Many markets like the Trade Lot have indoor and outdoor options and it assists them in being viable year around. The lot is a major source of funding for the ACS Band Program and obviously we have a vested interest in this. The Booker Building does need a kitchen and concessions window for us to utilize it. Upgraded heating and an air system would also be a plus in the hot summer months.

Other upgrades and usage the building needs is a better floor and overall renovated appearance. All of this would make it a more attractive option for dances and receptions, including the high school proms. It would be nice for the school to hold the prom in town vs Lynchburg.

Comments from the October Work Session – Input Session

Public Input – Booker Building “Use Feasibility” Report

Mrs. Kathy Davis, 1206 Avondale Drive, addressed Council with her suggestions. She stated she felt the bathrooms needed to be upgraded. She also felt the facility was in need of a small kitchen area and improvements to the (inside) stage.

Mrs. Davis informed Council that she had to rent a different facility because the Booker Building did not offer AC. She suggested adding “central air” to the facility, for when it was used in the summer months.

Mrs. Davis stated the Booker Building was an underutilized facility in the Town of Altavista, but with just a few “upgrades”, the building would be more useful to the community, therefore, more profitable for the town.

Mr. Bill Gillespie, 155 Quail Ridge Drive, addressed Council regarding the Booker Building Use Feasibility Study.

Mr. Gillespie stated, as Chairman of the Altavista Economic Development Authority (AEDA), the AEDA would like to see the Booker Building upgraded, so that Altavista could utilize the facility more often as an economic resource.

Mr. Gillespie stated the facility would be much more profitable to the town if improvements and upgrades were implemented, and he commended the Town Council for starting the process to do so.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

New Business

MEETING DATE:

November 26, 2019

ITEM #: 6e**ITEM TITLE:**

CCTV Sewer Camera Head Replacement

DESCRIPTION:

The Town Utility Department utilizes a Subsite CCTV Camera in order to inspect the sewer lines throughout the Town's sewer collection system. During the first week of November, while doing some video work, the camera failed. Staff sent the camera head back to have the unit repaired. After the manufacturer investigated repairing the unit it was found to be unrepairable.

The unit is a sole source item that fits on an existing mechanical tractor. The municipal price is \$15,965.00 + freight.

BUDGET/FUNDING:

Unbudgeted item, request using CIP line 050-5110-702.81-06 which came in under budget for AC units in the personnel building at the WWTP.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Approval of the purchase with placement on the December Regular Meeting Consent Agenda.
 - Defer action and place on the Council regular meeting Agenda for additional discussion/review.

ATTACHMENTS:

- None, at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 26, 2019

ITEM #: 6f**ITEM TITLE:**

Inter-local Government Coordination

DESCRIPTION:

Over the past few months, the Town has received requests from another local government in regard to potential provision of services. Staff has reviewed the request and is compiling information in the form of a proposal. In addition, there are times that the potential for “shared services” with other local governments may arise.

Staff feels it may be advantageous to create a “working group” between the governments to talk about items of mutual interest. Currently, the Mayor and Manager meet with the Town’s representative on the Campbell County Board of Supervisors and the County Administrator on a periodic basis to discuss mutual items of interest. Council may want to discuss a similar arrangement with the Town of Hurt.

The governments could possibly move towards Inter-local Government Agreements to formalize the provision of services that provide mutual advantage. Some advantages would be: Stimulate innovation in the local communities; Improve governmental decision-making, Increase levels or quality of service, and/or Improve working relationships with other local governments.

As mentioned previously, staff is working on two proposals requested by the Town of Hurt that deal with possible Solid Waste Collection and Supplemental Law Enforcement Patrol activities.

BUDGET/FUNDING:

Unknown at this time.

POTENTIAL ACTION:

- Council may decide to provide feedback to staff in regard to this item.

ATTACHMENTS:

- None, at this time.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

November 26, 2019

ITEM #: 6g**ITEM TITLE:**

Police Department "Shop With A Cop" update

DESCRIPTION:

Chief Merricks has asked for time on tonight's agenda to provide an update on this annual program that provides Christmas gifts to children in the community. Last year approximately 40 kids were identified for participation.

BUDGET/FUNDING:

Funds are raised via fundraisers and donations.

POTENTIAL ACTION:

- None (Informational Only)

ATTACHMENTS:

- None