



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, February 25, 2020
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

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. Items Referred from Previous Meetings

a. Booker Building follow up

i. Consideration of proposals for improvement quotes

ii. Consideration of shade structure options

6. New Items for Discussion/Unfinished Items

a. FY2021 Budget and Capital Improvement Plan (FY2021-2025)

b. Citizen request to use Town property/Encroachment

c. Altavista Community Transit System (ACTS) – Title VI Plan

**d. Consideration of establishing an Electric Vehicle Charging Station
Downtown**

7. Informational Items

a. Semi-Annual Water Plant Inspection (VDH)

8. 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.)

9. Matters from Council

10. Closed Session (if needed)

11. 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:

Items Referred from Previous Meetings

MEETING DATE:

February 25, 2020

ITEM #: 5a**ITEM TITLE:**

Booker Building Follow Up

DESCRIPTION:

THIS ITEM WAS REFERRED FROM the January 14, 2020 Regular Meeting.

Staff has sought proposals from the Town's "on-call" engineering firms based on Council's desire to develop budget/cost estimates for the improvements/items identified in Appendix A of the LPDA "Booker Building Use Feasibility Study". Two proposals were received and are attached for your review.

However, it appears that the proposals address items that are outside of what we seek services for; especially schematic design/layout of the proposed uses; as Council has not decided on the use of the building at this item. The Request for Proposals (RFP) for "Adaptive Reuse/Rehabilitation of the Booker Building" has been advertised and proposals are due by May 15, 2020 (90 day period). Staff would seek the authority to "negotiate" with the selected firm in regard to refining the services requested by Council.

In addition, staff has been working on obtaining potential shade structure layouts for the rear of the Booker Building (off the stage/lawn area). Information relative to this item is attached.

RECOMMENDATION:

Staff requests that Council authorize staff to negotiate with the selected engineering firm in regard to the services required.

BUDGET/FUNDING:

Dependent upon discussions.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Direct staff on the proposals for pricing of the items in Appendix "A".
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Engineering Firm Proposals (Peed & Bortz (Virginia A&E) and Hurt & Proffitt)*
- *"Booker Building Use Feasibility Study with "Appendix A"*
- *Booker Building Map – Shade Structure area*
- *Shade Structure proposals*
- *Shade Structure photos (examples)*



VIA
PEED + BORTZ

February 14, 2020

Mr. Scott Bortz, P.E.
Peed & Bortz, LLC
20 Midway Plaza Drive Suite 100
Christiansburg, VA 24073

RE: Town of Altavista Booker Building Concept Development
VAE Project No. 20020

Dear Mr. Bortz:

Virginia A&E, PLLC (VAE) is pleased to provide our proposal to Peed & Bortz for the requested services outlined below.

OVERALL PROJECT DESCRIPTION

The Town of Altavista is evaluating potential upgrades to the Booker Building located at English Park. The Booker Building Use Feasibility Study was completed in September 2019 identifying potential space usages and general recommendations for improvement. The Town desires to refine the recommendations in order to develop a budget for the improvements.

Peed & Bortz provides on-call engineering services to the Town and has requested assistance from Virginia A&E for refinement of the architectural, structural, mechanical, and electrical improvements to the building. Peed & Bortz will address site related improvements as well as landscaping.

Desired improvements are outlined in Appendix A of the Booker Building Use Feasibility Study. The base design approach intends to modernize the building to a usable structure to include the following:

1. **Parking/Grounds:** Parking layout and walkways for better site usage and ADA accessible route into building including minor replacement of landscaping.
2. **Structural Evaluation:** Evaluate the roof, walls, and existing stages to verify they are structurally sound as-is.
3. **Doors:** Replace existing sliding door to stage and other doors for improved aesthetics and thermal characteristics.
4. **HVAC:** Provide heating and cooling system for general purpose use.
5. **Restrooms:** Comply with ADA requirements to the extent structurally feasible and generally upgrade and/or replace fixtures as needed to modernize the restrooms. No additional toilets, urinals, or sinks unless there is adequate area and plumbing within the existing restroom.
6. **Roof:** Improve thermal characteristics while maintaining the exposed structure of the building including flashing improvements and installation of snow/ice guards.
7. **Floor:** Resurface only with the potential for one or two floor drains if floor slab cuts are deemed appropriate.

February 14, 2020

Mr. Scott Bortz, Peed & Bortz, LLC

Proposal For: Town of Altavista Booker Building Concept Development

VAE Project No. 20020

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8. Electric: Upgrade electric to meet current code for a public space excluding improvement for sound stage or catering type facility.
9. Lighting: Replacement and/or upgrade interior and exterior light fixtures for compliance and modernization.

Potential enhancements to the base scope under consideration include creating an event-type venue, interior and exterior stages, kitchen and storage, and expansion of the restrooms are included as additional services in the scope of services.

Evaluation of hazardous materials will be performed by others. Virginia A&E will provide the scope of services outlined below.

VAE SERVICES – PART A (SCHEMATIC DESIGN - BASE SCOPE)

1. Review Owner supplied information for the building in advance of a kickoff meeting.
2. Attend a project kickoff meeting with the Town of Altavista to tour the facility and refine the goals and objectives of the building improvements outlined in the Building Use Feasibility Study including discussion of space usage and material systems.
3. Perform a limited visual inspection of various components by architectural and/or engineering staff to assess the condition of existing building systems.
4. Prepare a schematic design submission including:
 - a. A conceptual floor plan of the building demonstrating desired space layout and programming.
 - b. A conceptual site plan will be developed by Peed & Bortz depicting the layout of proposal construction in relation to existing construction, including extension of existing utilities.
 - c. Code analysis to determine building classification, use group, egress, life safety, structural, electrical, and mechanical requirements in accordance with the 2015 Virginia Uniform Statewide Building Code and associated codes of reference.
 - d. Prepare a narrative outlining the improvements including program needs, materials of construction, and budgetary construction cost.
5. Attend a review meeting with the Town of Altavista and P&B to refine the schematic design parameters.
6. Issue a final report.

Our lump sum fee for this effort, including expenses, is \$12,040.

VAE SERVICES – PART B (SCHEMATIC DESIGN – EVENT-TYPE VENUE)

1. Identify event venue options working with Town staff at the kickoff meeting and enhance base scope improvements to incorporate an event venue.

Our lump sum fee for this effort, including expenses, is \$1,975.

VAE SERVICES – PART C (SCHEMATIC DESIGN – INTERIOR AND EXTERIOR STAGES)

1. Identify general size of both stages working with Town staff at the kickoff meeting and enhance base scope improvements to include both an interior and exterior stage.

Our lump sum fee for this effort, including expenses, is \$1,110.

February 14, 2020

Mr. Scott Bortz, Peed & Bortz, LLC

Proposal For: Town of Altavista Booker Building Concept Development

VAE Project No. 20020

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VAE SERVICES – PART D (SCHEMATIC DESIGN – KITCHEN AND STORAGE)

1. Identify general size of a catering type kitchen and associates storage/trash service space working with Town staff at the kickoff meeting and enhance base scope improvements to incorporate a kitchen and associated storage.

Our lump sum fee for this effort, including expenses, is \$1,755.

VAE SERVICES – PART E (SCHEMATIC DESIGN – RESTROOM EXPANSION)

1. Improve and/or expand restrooms to meet code required or owner's desired fixture count, whichever is greater for the increased occupant load of the improved space (base scope or others uses associated with Parts B, C, and D above as incorporated into the scope of services).

Our lump sum fee for this effort, including expenses, is \$1,975.

Please note additional services beyond those noted above may be performed on a Time and Material basis in accordance with the enclosed Virginia A&E Rate Schedule.

Thank you for allowing Virginia A&E the opportunity to assist the Town of Altavista on this project. Please contact Bill Allen at (434) 316-6001 if you have any questions concerning this proposal.

Sincerely,



Josh Knight, PE
Structural Engineer



Bill Allen, PE
Partner

Attachments: Virginia A&E Rate Schedule



1115 Vista Park Drive
Forest, Virginia 24551
Phone: (434) 316-6001
Fax: (434) 316-6002

PROJECT Altavista Booker Building Concept Development

SUBJECT Fee Proposal

CLIENT Town of Altavista

DATE 2/14/2020

PROJ NO 20020

BY WLA

CHECKED BY JSK/SFB

PART A (SCHEMATIC DESIGN - BASE SCOPE)

LABOR COSTS	PM	SP	AP	SD	AD	CL	
Kick Off Meeting	5	5		5			
Field Investigation		12	12				
Plan		6		12			
Code Review		4					
Narrative		6				2	
OPCC		2	3	3			
Structural		10					
Mechanical		6	4				
Plumbing		4	4				
Electrical		4	4				
Review Meeting	4	4					
Labor Hour Total	9	63	27	20	0	2	
Rate	\$ 125.00	\$ 110.00	\$ 85.00	\$ 75.00	\$ 75.00	\$ 50.00	
TOTAL LABOR COSTS	\$ 1,125	\$ 6,930	\$ 2,295	1500	\$ -	\$ 100	\$11,950.00
DIRECT COSTS				Cost	Markup		
Postage/Courier/Copying				\$ 3	10%	\$ 3	
Travel (3 trips @ 50 miles)				\$ 86	0%	\$ 86	
TOTAL DIRECT COSTS							\$ 89.55
TOTAL PART A							\$ 12,040

PART B (SCHEMATIC DESIGN - EVENT-TYPE VENUE)

LABOR COSTS	PM	SP	AP	SD	AD	CL	
Plan		4		6			
Code Review		2					
Narrative	1	2		2			
OPCC		2		2			
Labor Hour Total	1	10	0	10	0	0	
Rate	\$ 125.00	\$ 110.00	\$ 85.00	\$ 75.00	\$ 75.00	\$ 50.00	
TOTAL LABOR COSTS	\$ 125	\$ 1,100	\$ -	750	\$ -	\$ -	\$ 1,975.00
DIRECT COSTS				Cost	Markup		
Postage/Courier/Copying				\$ -	10%	\$ -	
Travel (0 trips @ 50 miles)				\$ -	0%	\$ -	
TOTAL DIRECT COSTS							\$ -
TOTAL PART B							\$ 1,975

PART C (SCHEMATIC DESIGN - INTERIOR AND EXTERIOR STAGES)

LABOR COSTS	PM	SP	AP	SD	AD	CL	
Plan		2		4			
Code Review		1					
Narrative		2					
OPCC		1		2			
Labor Hour Total	0	6	0	6	0	0	
Rate	\$ 125.00	\$ 110.00	\$ 85.00	\$ 75.00	\$ 75.00	\$ 50.00	
TOTAL LABOR COSTS	\$ -	\$ 660	\$ -	450	\$ -	\$ -	\$ 1,110.00
DIRECT COSTS				Cost	Markup		
Postage/Courier/Copying				\$ -	10%	\$ -	
Travel (0 trips @ 50 miles)				\$ -	0%	\$ -	
TOTAL DIRECT COSTS							\$ -
TOTAL PART C							\$ 1,110



1115 Vista Park Drive
Forest, Virginia 24551
Phone: (434) 318-8001
Fax: (434) 318-6002

PROJECT Altavista Booker Building Concept Development
SUBJECT Fee Proposal
CLIENT Town of Altavista
DATE 2/14/2020 BY WLA
PROJ NO 20020 CHECKED BY JSK/SFB

PART D (SCHEMATIC DESIGN - KITCHEN AND STORAGE)

LABOR COSTS	PM	SP	AP	SD	AD	CL	
Plan		4		6			
Code Review		1					
Narrative	1	2		2			
OPCC		1		2			
Labor Hour Total	1	8	0	10	0	0	
Rate	\$ 125.00	\$ 110.00	\$ 85.00	\$ 75.00	\$ 75.00	\$ 50.00	
TOTAL LABOR COSTS	\$ 125	\$ 880	\$ -	750	\$ -	\$ -	\$ 1,755.00
DIRECT COSTS				Cost	Markup		
Postage/Courier/Copying				\$ -	10%	\$ -	
Travel (0 trips @ 50 miles)				\$ -	0%	\$ -	
TOTAL DIRECT COSTS							\$ -
TOTAL PART D							\$ 1,755

PART E (SCHEMATIC DESIGN - RESTROOM EXPANSION)

LABOR COSTS	PM	SP	AP	SD	AD	CL	
Plan		4		6			
Code Review		2					
Narrative	1	2		2			
OPCC		2		2			
Labor Hour Total	1	10	0	10	0	0	
Rate	\$ 125.00	\$ 110.00	\$ 85.00	\$ 75.00	\$ 75.00	\$ 50.00	
TOTAL LABOR COSTS	\$ 125	\$ 1,100	\$ -	750	\$ -	\$ -	\$ 1,975.00
DIRECT COSTS				Cost	Markup		
Postage/Courier/Copying				\$ -	10%	\$ -	
Travel (0 trips @ 50 miles)				\$ -	0%	\$ -	
TOTAL DIRECT COSTS							\$ -
TOTAL PART E							\$ 1,975

GRAND TOTAL

\$ 18,855

David Garrett

From: Bif Johnson <bjohnson@handp.com>
Sent: Friday, February 21, 2020 7:15 AM
To: David Garrett
Subject: FW: Booker Building, Altavista

David,

See the proposal below for the Booker Building preliminary work that you requested. I have some added fees in there for me to be involved in meetings and the minor civil work for around the building. The fee shown in the table below is total for Architectural Partners, Master Engineers, and H&P.

Let me know if you have any questions.

Bif Johnson
CEO/President

HURT & PROFFITT

CIVIL ENGINEERING & SURVEYING SINCE 1973

2524 Langhorne Road, Lynchburg, VA 24501
Phone: 434-847-7796 x663 - Fax: 434-847-0047
Email: bjohnson@handp.com - Web: www.handp.com

From: Emmett Lifsey [mailto:emmett@ArchitecturalPartners.com]
Sent: Thursday, February 20, 2020 3:33 PM
To: Bif Johnson <bjohnson@handp.com>
Cc: Gary Harvey <Gary@ArchitecturalPartners.com>
Subject: Booker Building, Altavista

Bif:

Please find following our proposal for the Booker Building Evaluation in Altavista.

\$ 3,950	Carry out field investigation efforts to document the existing building. Using this data we will create CAD files of the as-built conditions.
\$ 5,950	Evaluate the building in terms of structural conditions and mechanical /electrical/plumbing systems, utilizing Master Engineering as our consultant for these efforts.
\$ 7,950	Prepare preliminary schematic plans for the town-selected preferred building use. We will have an initial kick-off meeting with the town to discuss the program and intended use(s) for the building. Based on this input, AP will prepare draft plans for the facility and subsequently meet with the town to review these and make revisions per those discussions. We will then prepare the final preliminary schematic plan and elevations for the facility. These deliverables will be as 24"x35" sheets with a written report. We will meet with the town to deliver and discuss these final documents.
\$ 18,850	Total Preliminary Schematics

For an additional fee we can prepare presentation renderings for display as board-mounted prints or can move further with a computer animated "walk-thru" of the facility if they need public engagement images, and can present the renderings (along with the above preliminary schematics report) to town council or a public meeting. We can price this effort as a specific scope is defined.

Please call Gary or me with any questions, Bif, or if further is needed. We are both in the office this afternoon.

Emmett

EMMETT LIFSEY senior architect

434-846-8456

10 9th Street, Lynchburg, Virginia 24504
www.architecturalpartners.com



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BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia

September 2019

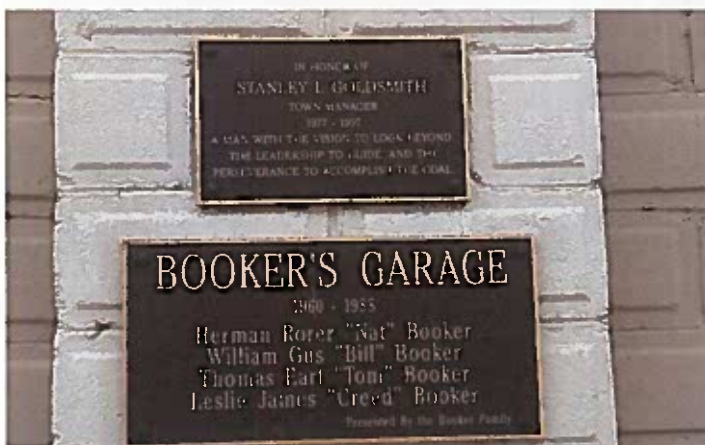
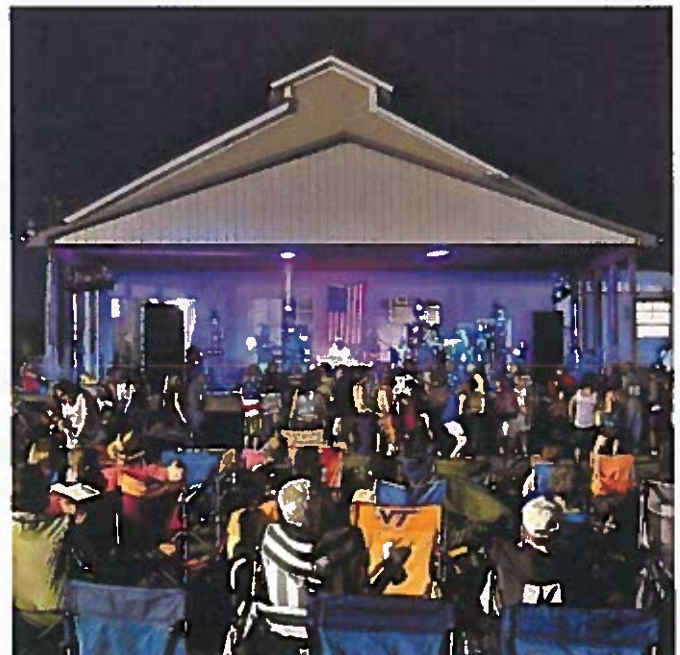


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BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



INTRODUCTION

The Booker Building is a rentable events space owned and managed by the Town of Altavista. The building is located within English Park and is connected to the downtown via a pedestrian bridge. Built in 1908, the 4,900 sf building operated as Booker's Garage until the Town purchased the facility in 1994. The Town made several upgrades, including transforming the loading dock into a covered stage, and now operates the facility as an event rental space.

The facility is underutilized, so the Town commissioned this feasibility study to determine the most suitable uses for the Booker Building and identify the next steps for the Town to take. As part of the study, the building's conditions were evaluated, a focus group of stakeholders were interviewed to determine goals for the site, and precedent projects were identified. The report evaluates the five priority uses, as identified by the stakeholders, based on Town objectives, site/building compatibility, and benchmark examples. The report concludes with an implementation plan, describing further action the Town can take in the Booker Building's revitalization. The Town's next steps would be to identify the future use of the Booker Building and to move forward with a business plan, partnerships, and fundraising.

BOOKER BUILDING POTENTIAL USE EVALUATION

The top five uses for the Booker Building identified by the stakeholders were event center and rental, brewery/tasting room, restaurant, parks and recreation programming, and a farmers market. These possible uses were evaluated for the compatibility with the Town's objectives, the capacity of the building and site to accommodate the use, and the existence of precedent examples as a benchmark. The use feasibility evaluation chart to the right summarizes the findings. Many precedent examples are of sites that include multiple uses of the facility, either at the same time or cycling between. The compatibility chart to the right shows the possibilities of multiple functions within the Booker Building. The feasibility of each of the five potential uses is explored in more detail.

USE FEASIBILITY EVALUATION

	Event Center and Rental	Brewery/Tasting Room	Restaurant	Parks & Rec Programming	Farmer's Market
Objectives					
Events	✓	✓		✓	✓
Complement Park Activities	✓			✓	✓
Destination Point		✓	✓		✓
Support Park Programs	✓			✓	✓
Visual Arts Support	✓	✓		✓	✓
Revenue Generation	✓	✓	✓	✓	✓
Site/Building Capacity					
Incompatible					
Moderate Renovation	✓			✓	✓
Extensive Renovation		✓	✓		
Market Benchmarks					
Feasible Example	✓	✓	✓	✓	✓

USE COMPATABILITY

	Event Center and Rental	Brewery/Tasting Room	Restaurant	Parks & Rec Programming	Farmer's Market
Event Center and Rental		✓	✓	✓	✓
Brewery	✓		✓	✓	
Restaurant		✓		✓	
Parks and Rec Programming	✓	✓			✓
Farmer's Market	✓			✓	

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



EVENT CENTER AND RENTAL

Objectives:

Developing the Booker Building as an event center and rental space is compatible with all of the objectives identified by stakeholders, except as a destination point. As an event center, the Booker Building would remain empty between events, and so would not be a consistent destination point. The use as an “event center” is compatible with several other evaluated uses that do qualify as destination points, like a farmer’s market and a brewery, so the Town might consider combining an events center with one or more additional uses.

Site/Building Compatibility:

Moderate renovations would be required to develop the Booker Building as an event and rental space, including new floor surfacing, door and window replacement, new interior lighting, remodeling the bathrooms, creating permanent storage space, and installing a caterer’s kitchen. Additional possible renovations would be to climate control the interior, install a full kitchen, and to improve the exterior facilities, including improvements to the stage at the back of the building, developing an outdoor courtyard, and formalizing parking. The level and type of facility renovation depends on the type of events to be hosted in the space.

Benchmarks:

There are many precedents that might be used as examples when developing the Booker Building as an event and rental facility. Some examples of a repurposed building are: Flat Iron Crossroads in Gloucester, Virginia; the Pepsi Building in Danville, Virginia; Second Stage in Amherst, Virginia; the Glass House in Lynchburg, Virginia. Other precedents are benchmarks for business models, including the Harvester Performing Arts Center in Rocky Mount Virginia and the Bedford Public Library in Virginia. The Carrington Pavilion in Danville, Virginia is an example of an outdoor stage pavilion.



The Glass House in Lynchburg, VA is an events venue in a restored building adjacent to Riverview Park

BREWERY/TASTING ROOM

Objectives:

Converting the Booker Building into a privately run brewery or tasting room is compatible with many of the objectives identified by the stakeholders, including events, a destination point, visual arts support, and revenue generation. The Booker Building as a brewery would not complement park activities or support park programs, two of the Town’s objectives. A brewery is compatible with

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



several other uses, including events and park and recreation programming. By establishing a public-private partnership with the brewery, the Town could continue to use the building for events, rentals, and to support parks and recreation programming, without much direct oversight of the space. Care would have to be taken in the crafting of the lease agreement and the design of the brewery space to support a multi-functional space. A brewery would be a permanent destination point and would extend downtown amenities across the railway bridge from downtown. The Town might be limited to the type of programming it could host in a brewery facility and by insurance requirements.

Site/Building Compatibility:

Extensive renovation would be required to convert the Booker Building into a brewery or tasting room, including extensive development of the interior space, remodeling the bathrooms, and climate control for the interior space. If the site became a brewery, floor space would need to be dedicated for the equipment, limiting space for customers and events. Improvement to the exterior building space could provide outdoor seating and a food truck courtyard.



Benchmarks:

Similar facilities that might be used as examples when developing the Booker Building as brewery or tasting room are the Harvester in Rocky Mount, Virginia and Beale's in Bedford County, Virginia.

The Harvester in Rocky Mount Virginia is a performing arts center with a concession area with an ABC license. For a period of time, the Harvester also hosted food trucks to serve patrons.

RESTAURANT

Objectives:

As a restaurant, the Booker Building would meet the fewest stakeholder-identified objectives. A restaurant would be a consistent destination point and would generate revenue, but would not accomplish the other objectives of event support or rental, complementing park activities, supporting park and recreation programs, or visual arts support. The function of a restaurant has limited co-functioning compatibility, for example a concert on the stage may disrupt diners, as would using the space for staging during park events. The Town would engage a vendor to manage the daily function and management of the restaurant, but a public-private partnership would have to be carefully drafted to detail costs, fees, and use of the space.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Site/Building Compatibility:

Developing the Booker Building into a restaurant would require extensive renovations. The interior of the building would need to be brought to restaurant code including interior renovations and climate-control, lighting redesign, furnishings, constructing a full kitchen and storage area, and remodeling the bathrooms. The building can support these improvements, and partnership with a vendor or private business could reduce or eliminate any startup costs from the Town.

Benchmarks:

Similar facilities that might be used as a benchmark when developing the Booker Building as a restaurant are Beale's in Bedford County Virginia, which is a brewery and BBQ restaurant located in a remodeled woolen mill, and the Depot Grill in Lynchburg, which is a remodeled train station.



Beale's is a brewery and BBQ restaurant located in a refurbished woolen mill in Bedford County Virginia.

PARKS AND RECREATION PROGRAMMING

Objectives:

Using the Booker Building to support Parks and Recreation programs meets many of the objectives identified by the stakeholder group, including events, complementing park activities, supporting park programs, revenue generation, and support of the visual arts. Using the building for parks and recreation programming does not meet the objectives of a destination point. There are several uses that are compatible with parks and recreation programming, some of which meet the objectives that P&R programming space does not. It would be feasible to develop the Booker Building as a multi-functional space, with parks and recreation programming getting combined with event center and rental, a brewery, and/or a farmer's market. Current levels of parks and recreation programming would leave the Booker Building empty for extensive periods, so to maximize the use of the building, it is recommended that Park & Rec programming be combined with one or more other uses. The Town could partner with a vendor, like a climbing gym or a fitness studio, to provide additional recreational programming in the space. The Town must coordinate any recreation development with the YMCA to ensure that the use will complement and not compete with the YMCA's programming.



The Pepsi Building in Danville, VA is an open flexible space that is used for events and parks and rec programming

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



Site/Building Compatibility:

Renovations to convert the Booker Building to a Parks & Rec programming space would be moderate to extensive, depending on the planned programming of the space. All programming would include improvements to resurface the floor, a new lighting system, storage areas, and remodel the bathrooms. The building's high ceilings permit elevated recreation programming like rock climbing wall and aerial acrobatics, and the open floor plan allows for large space programming, like dance, martial arts, gymnastics, group fitness classes, and fitness weights and machines. The type of programs, users, space requirements, and season of use will inform the type and extent of renovations to the building.

Benchmarks:

Similar facilities that might be used as examples when developing the Booker Building as a Parks & Rec programming space are the Lapham Community Center in New Canaan, Connecticut and the Pepsi Building in Danville, Virginia.

FARMER'S MARKET

Objectives:

Developing the Booker Building into a space for a farmer's market and other small vendor events meets all of the objectives identified by stakeholders: events, complementing park activities, creating a destination point, supporting park programs, support of the visual arts, and revenue generation. Altavista's current farmer's market and vendor market area is the Trade Lot located in the parking lot of the War Memorial Park and YMCA. Relocating to the Booker Building would extend the season of market events and provide shelter from weather conditions. The space could host pop-up markets like craft events or farmer's markets, or could be configured into a permanent market space with stalls selling crafts, food, art, or produce. A farmer's market is compatible with parks and recreation programming and an event and event rental space, so the Town could develop the Booker Building with a farmer's market as one of several uses. Developing the building with permanent vending stalls would limit the multi-functional use of the space.

Site/Building Compatibility:

The Booker Building requires moderate renovations to be converted to a farmer's market space. The bathrooms would need to be renovated, and the external parking configured for additional vending space. If this was to be converted into a permanent year-round facility, there would be more extensive renovations to construction permanent booths, kitchen facilities, and to weatherize the space.



The Charleston City Market is a popular year-round farmer and vendor market space in a historic structure

Benchmarks:

Similar facilities that might be used as examples when developing the Booker Building as a farmers market and vending space are: the Charleston City Market in Charleston, SC and Second Stage in Amherst, Virginia.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



BOOKER BUILDING BUSINESS MODELS

The Booker Building can be managed as a private business, as a public-private partnership, or as a publicly run facility. The options are compatible with different uses of the building, and entail a different set of responsibilities and processes for the Town.

BUSINESS MODEL COMPATABILITY

		Event Center and Rental	Brewery/Tasting Room	Restaurant	Parks & Rec Programming	Farmer's Market
Private		✓	✓	✓	✓	✓
Public-Private Partnership		✓	✓	✓	✓	✓
Public		✓			✓	✓

PRIVATE:

Engaging a private vendor to operate a business in the Booker Building is the most hands-off for the Town, both in obligation and opportunities. The Town can lease the building as-is, or remodel the space and then rent it. The Town can seek a vendor to fulfill a certain use (i.e., brewery, restaurant, fitness center) or can rent the space to whatever business would like to operate there. The Town would receive payments from the lease and/or a percentage of the private organization's gross sales. The Town has some flexibility in the lease to make provisions for the type of business and operation. All possible uses for the building could be developing privately, though some types of uses may be easier to attract vendors for.

PUBLIC-PRIVATE:

A public-private partnership between Altavista and a private vendor would give the Town a high level of control in input into the operation of the facility, while allowing a private business to operate some aspects. This partnership is particularly well suited to the integration of a restaurant or brewery in the space. Other possible partnerships would be for a fitness/activity center, a permanent market space, or a privately run event and concert venue. Having a private organization cover the cost of equipment, intensive renovation, and operation can be a way for the Town to support a specialty service for the community at a low cost to taxpayers. The Town can customize the lease to identify special provisions for rent, profit sharing, maintenance, and use during Town festivals or events. Sharing the space with a private business will mean that the Town will need to compromise on some uses. For example, if the Booker Building became a restaurant, it could not be a staging area for festivals. The Town will need to develop its own business plan for the building and evaluate the business plan of the private vendor.

PUBLIC:

Town management of the Booker Building will give the Town the greatest control over the use and operation of the facility. Direct operation also means that the Town will bear the greatest expense and risks. Commercial operations like a restaurant or brewery will not be possible, but all other uses are. The Town will need to fund all improvements and operation of the building, and will need to develop a business model for the facility, including revenue streams.

BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia



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.



APPENDIX A: BOOKER BUILDING CONDITIONS ASSESSMENT

SUMMARY

The building is an open-floor plan concrete block building with a vaulted wooden truss ceiling. There is a covered stage facing English Park at the back of the facility, and an addition with restroom facilities attached to the main bay. The building seems structurally sound but will require a professional building inspection.

There are several key elements that will need improvement for all future uses of the building, including remodeling the bathrooms, building dedicated storage space, improving interior lighting, resurfacing the damaged original concrete slab floor, resurfacing or cleaning the exposed block walls, and replacing damaged or poorly functioning features. Additional renovations that would improve the space are climate control, installation of a full or caterer's kitchen, improvements to the stage, and expansion of the courtyard as a designed space. The extent of further renovations will depend on the desired use.

The building is well suited to repurposing and has the flexibility to fit many potential uses. The open floor plan with clear spans; the high ceiling, 16'-6" to the exposed roof trusses and another 16' to the roof peak; and abundant natural light from the large windows and rolling bay doors are all advantageous features of the building that could be highlighted by future renovations.

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.

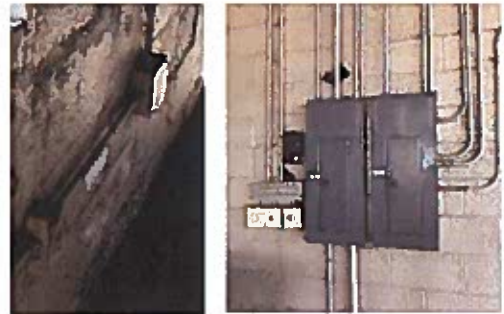
Recommendation: Replace lights with interior grade lights for extended use of

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.



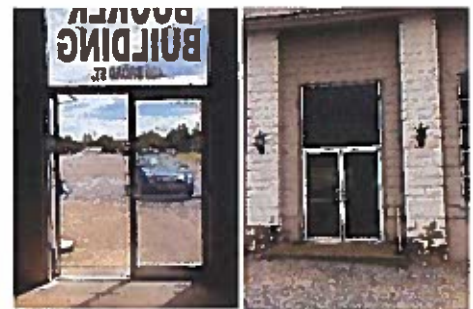
Walls: Concrete block walls are uninsulated and paint is beginning to age and crack. Decorative block wall is an interesting existing design feature.

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:

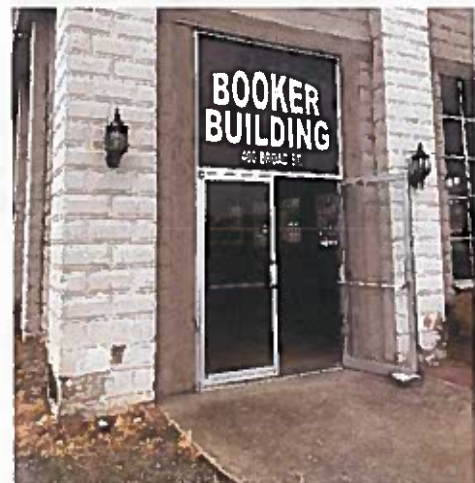
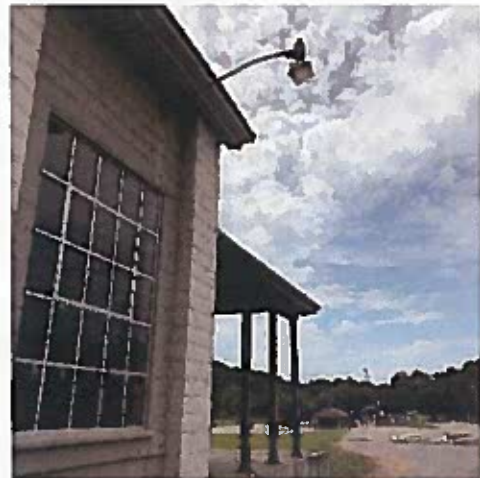
- Lantern-style lights flank the doors
- One flood light on rear corner of building near the stage. Light is non-functioning.
- No flood or area lighting for space around the building, including parking.

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:

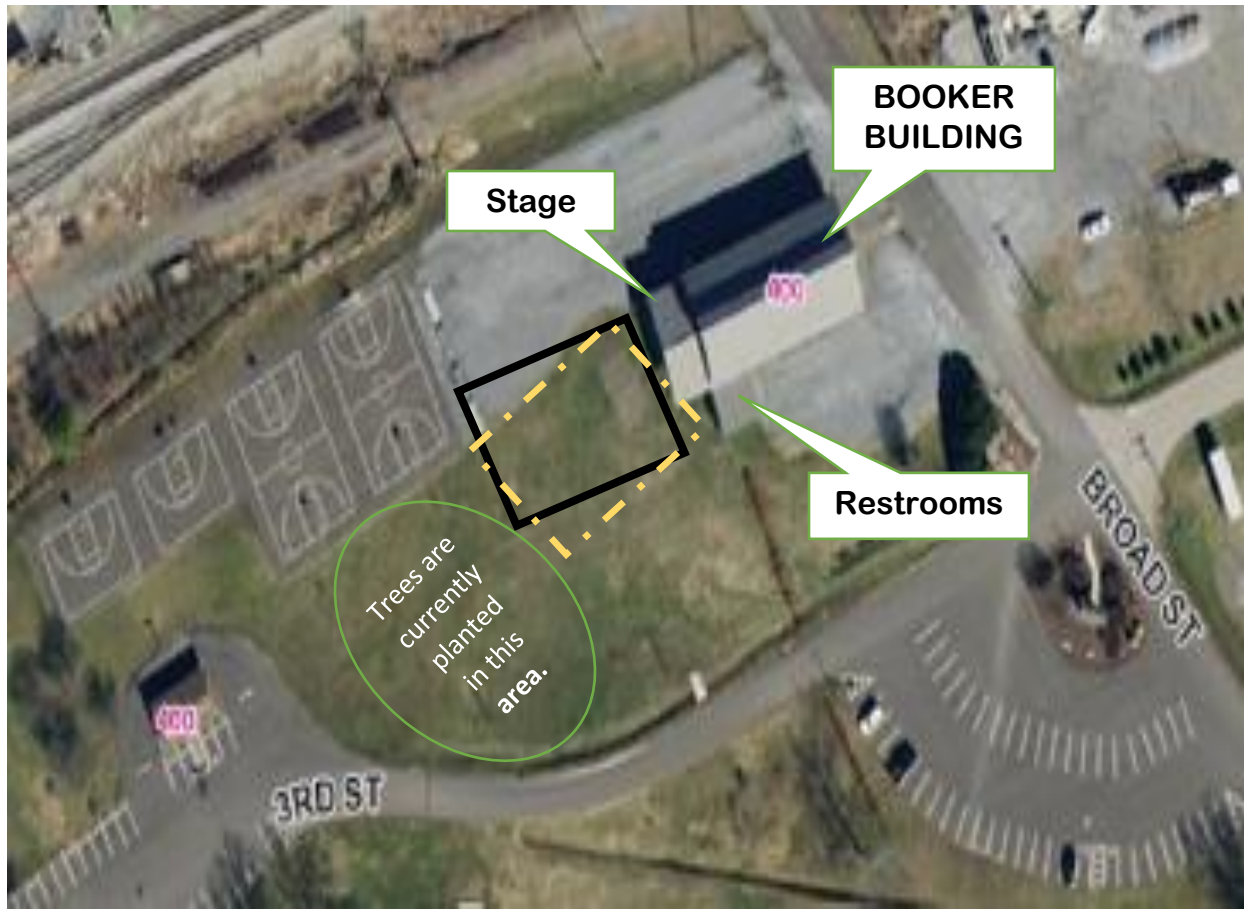
- *Create distinct, defined vehicular entrance points from the road to the facility. This will aid in visitor wayfinding and provide a buffer to the facility.*
- *Define the parking areas with signage and striping. Install ADA parking spaces.*
- *Develop a courtyard on the south side of the building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



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

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Booker Building (Rear Stage Area) Shade Structure



Area considered for Shade Structures:

Approximately 120 feet from stage to basketball courts

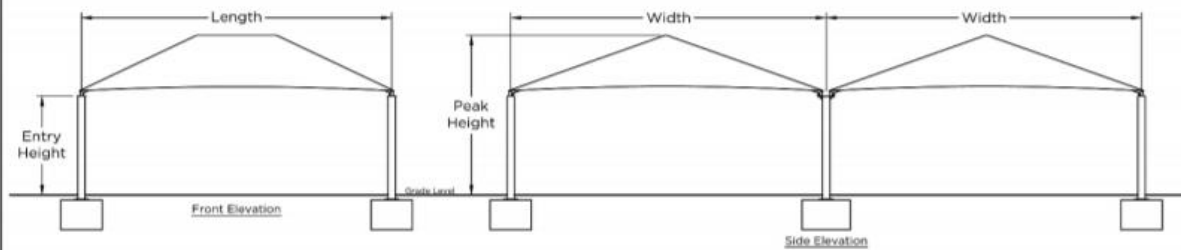
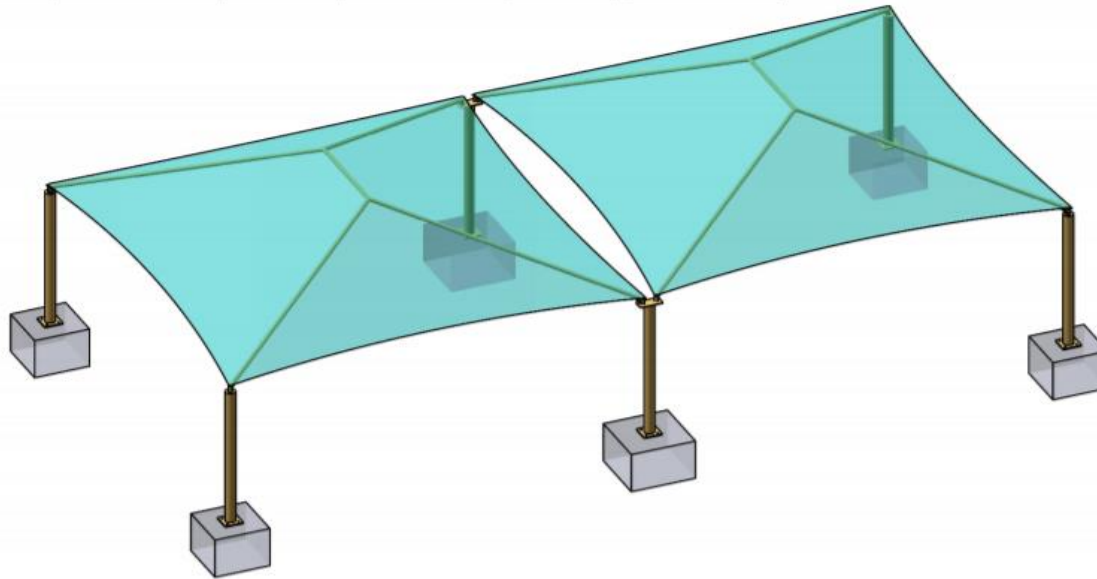
Approximately 55 feet from basketball courts to edge of restrooms (addition off side of Booker Building)

Black rectangle shows is the stage is squared up and there area directly in front of the stage.

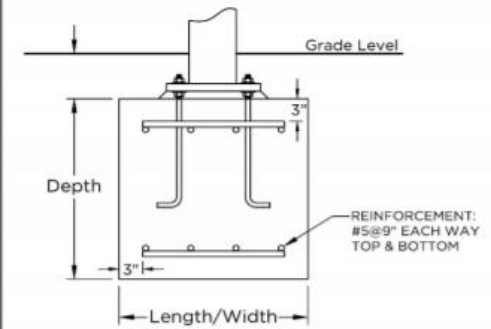
Yellow dashed rectangle shows the area in front of the stage if you utilize the existing angle of the stage.

2-Dome Hip Shade

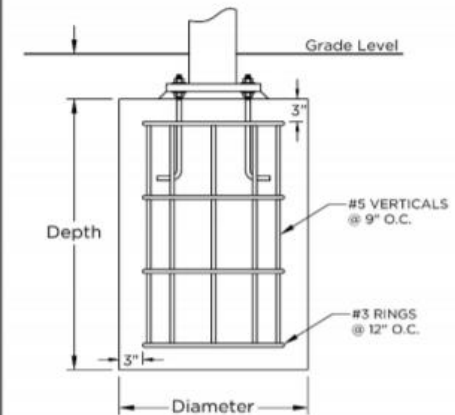
Length	60	Width	60	Entry Height	12
Peak Height	23.11	Elbow	Standard	Column Mount	Base Plate
Column Size	1414.375	Rafter Size	6010.25	Ridge Size	6010.25
Column Length	12.5	Rafter Length	39.1105842	Ridge Length	15



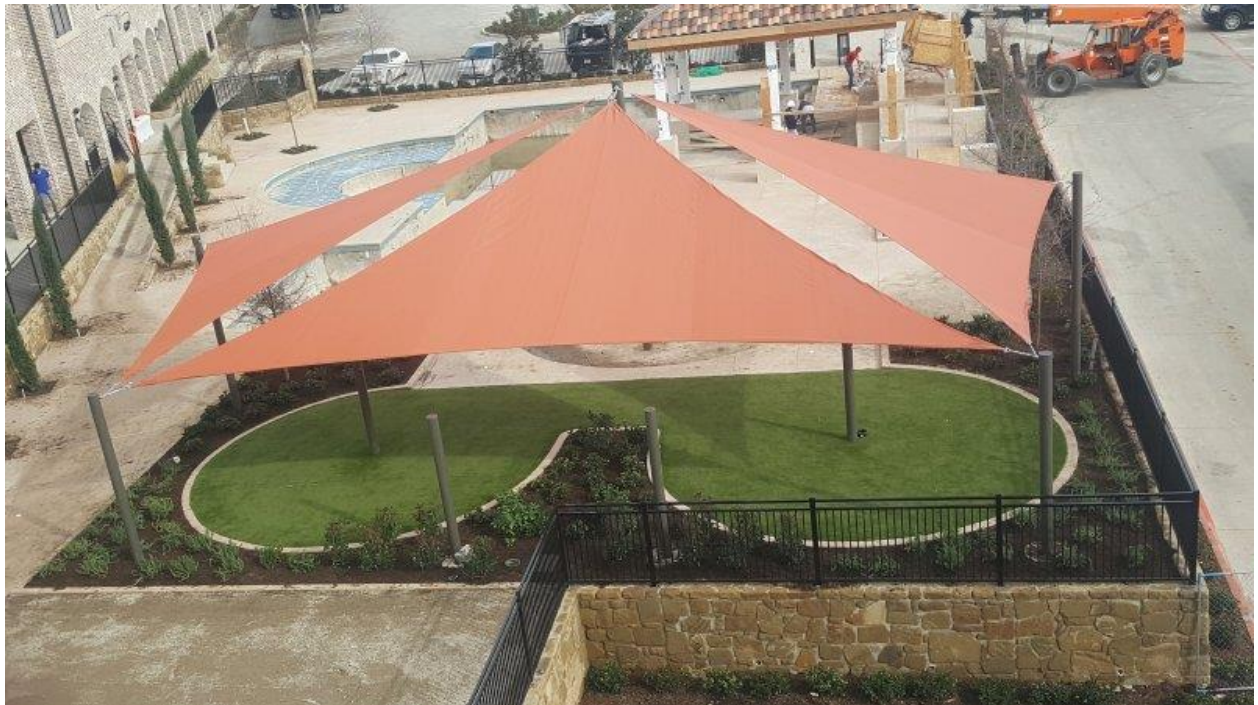
Square Footing		
Column	Length & Width	Depth
Single Cap	8.29	3
Double Cap	9.46	3



Auger Footing		
Diameter	Single Cap Depth	Double Cap Depth
1'-6"		
2'-0"		
2'-6"		
3'-0"		



Two side by side would cover a 60' by 120' area.













TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

February 25, 2020

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

FY2021 Budget and Capital Improvement Plan (FY2021-2025)

DESCRIPTION:

The Draft FY2021 Budget was delivered to Town Council last week. The February 25th Work Session will be Council's initial opportunity to review the budget as a group. Staff will make a presentation in regard to the budget and entertain questions and seek direction from Town Council.

The Budget Calendar is below:

- March 24th @ 5:00 p.m. Town Council Work Session
- April 14th @ 7:00 p.m. First Reading of the Budget/Designation of Public Hearing (May 12th)
- April 22nd First Advertisement of Public Hearing in paper
- April 29th Second Advertisement of Public Hearing in paper
- May 12th @ 7:00 p.m. Public Hearing on the FY2021 Budget/CIP (FY2021-2025)

Council may decide to schedule additional times, as the day after the February and March Work Sessions is included in the Budget Calendar if Council wishes to continue discussion.

BUDGET/FUNDING:

Per discussion.

POTENTIAL ACTION:

- Council may do one of the following:
 - Provide input to staff in regard to modifications to the draft Budget/CIP.
 - Continue discussion of the budget to a designated time (possibly Wednesday, February 26th @ 5:00 p.m.)
 - Continue discussion at the March 24th Work Session.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Draft FY2021 Budget and FY2021-2025 Capital Improvement Plan (previously delivered)*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

February 25, 2020

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

Consideration of Citizen's Request to Use Town Property

DESCRIPTION:

The Town has received a request from a citizen in regard to utilizing Town right-of-way for erection of a privacy fence. This request on 10th Street is next door to the same type of request that was approved for the property next door in November 2012.

Ms. Sharon Williams, AICP, Community Development Director will present this item.

RECOMMENDATION:

Staff recommends that Town Council approve the request, as this is a paper alley that is not used. There are no records of any complaints about the fence since it was erected. The Public Works Department (DPW) has stated there is no future use proposed for the alley and have no objections to a fence being installed.

Staff is of the opinion that the most appropriate way to handle these types of request in the future would be through a petition to close the paper street/alley, if the Town has no foreseeable use of the property.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Reach consensus on Approval of the Request and place final Approval on the March 10, 2020 Regular Meeting (Consent Agenda); which would include execution of a Permission Use Agreement.
 - Place this item on a future meeting agenda for additional discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Staff Report*
- *Request of Citizen (email)*
- *Maps*
- *Pictures*
- *Permissive Use Agreement format*
- *Excerpt of November 2012 TC Meeting regarding Use of Right of Way/Permissive Use Agreement*

**Town Council Staff Report
Encroachment Request – 328 10th St
February 25, 2020 Work Session**

Request:

The applicant proposes to use a portion of a paper street adjacent to 328 10th Street to erect a fence.

Summary:

At its November 13, 2012 Regular Meeting, Town Council approved a request for Jeff Janiak at 326 10th Street, to construct a privacy fence on the right of way that existed next to his property. There was a chain link fence that encroached on a town paper street. The paper street was unused and led to a deep ravine. Mr. Janiak's request was to remove the chain link fence and replace it with a privacy fence.

The Town entered into an agreement with Mr. Janiak granting permission for the fence to be erected in the Town right-of-way, as long as the paper street was unneeded for public use. The agreement also stated that the Town was not liable for injury or damage for the structure on the Town property.

The Town has received a request from the adjacent property owner, Michelle Ellett at 328 10th Street, to construct a privacy fence from her property, which would attach to the privacy fence that was erected by Mr. Janiak at the front and rear of her property.

There are two (2) easements in the right-of-way (power and utility). The fence(s) may need to be removed if work even needs to occur in the easement.

Staff Recommendation:

Staff recommends that Town Council approve the request, as this is a paper street that is not used. There are no records of any complaints about the fence since it was erected. The Public Works has stated there is not future use proposed for the street and have no objection to a fence being installed.

Staff is of the opinion that the most appropriate way to handle these types of request in the future would be through a petition to close the paper street/alley, if the Town has no foreseeable use of the property.

From: [Sharon Denise Williams](#)
To: [Waverly Coggsdale III](#)
Subject: FW: 328 10th St fence request
Date: Friday, February 21, 2020 3:10:34 PM

From: michelle ellett <mellet34@yahoo.com>
Sent: Wednesday, February 12, 2020 8:11 AM
To: Sharon Denise Williams <sdwilliams@altavistava.gov>
Subject: 328 10th St fence request

Ms. Williams

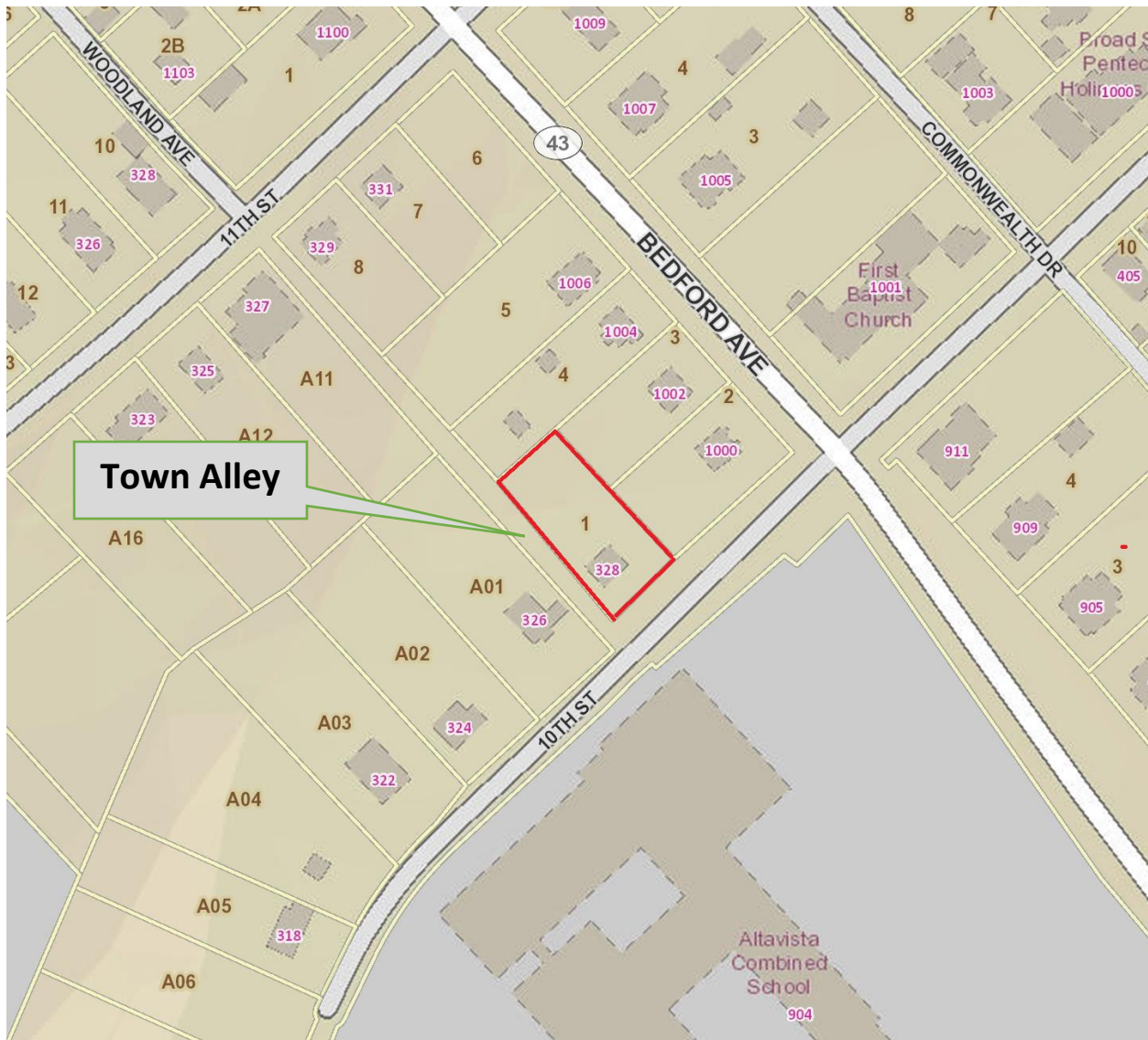
I would like to request installing a fence that would attach to the neighbors that would cross the alley that was drawn up in 1957 but had never been used for said purpose.

Thank you for your time in this matter.

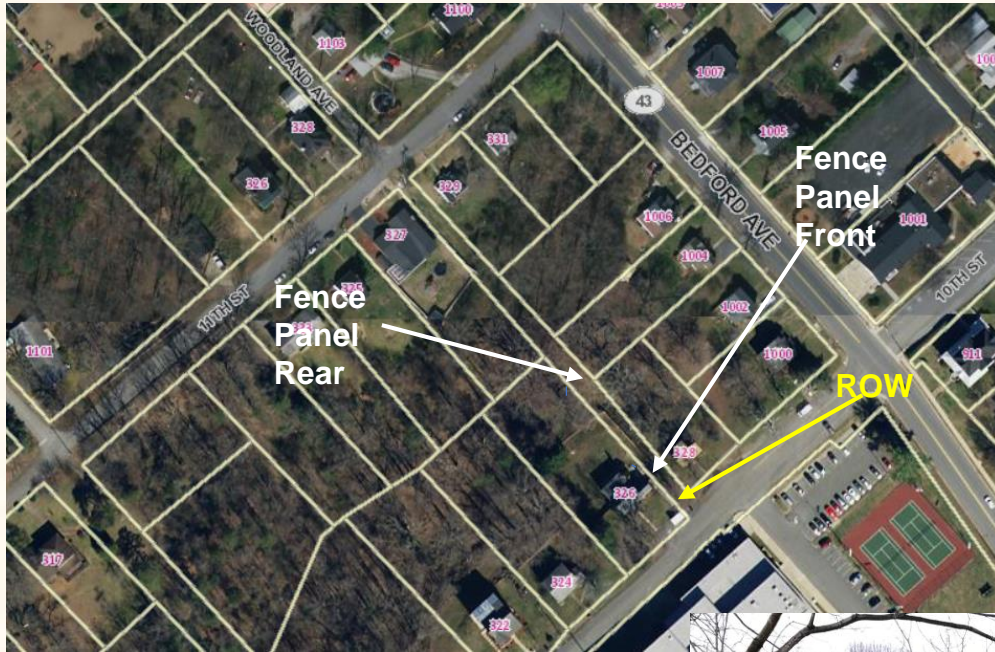
Michelle Ellett
328 10th Street

[Sent from Yahoo Mail on Android](#)

Consideration of Request to Use Town Property – 328 10th Street (Use of alley to install a fence)



328 10th Street – Request to install fence in right-of-way



THIS PERMISSIVE USE AGREEMENT, made and entered into this _____ day of (Month/Year) by and between **THE TOWN OF ALTAVISTA**, a Virginia municipal corporation, hereinafter "Town" and (Citizen), hereinafter (Citizen).

WHEREAS, (Citizen) has requested that he/she be permitted to use a portion of the alley adjacent to the property occupied by (Citizen) at (Physical Address) and to erect a privacy fence thereon; and

WHEREAS, Town is willing to permit said use on the conditions set forth herein.

W I T N E S S E T H :

In consideration hereof, Town does hereby agree to allow (Citizen) to use a portion of the alley adjacent to (Citizen's) property being ten feet in width as shown on the attached Exhibit A the boundaries of said area of use being highlighted on the said Exhibit A.

Town and (Citizen) agree that (Citizen) may erect a fence of his/her choosing not to exceed 6' in height which fence may, in (Citizen) discretion, be placed anywhere within the area of use. (Citizen's) sole use of the said property shall be as an extension of the lawn on his adjacent property and no permanent structures shall be permitted thereon.

(Citizen) understands and agrees that the alley in question is the Town's property and that the use of such property as provided herein may continue only so long as Town deems said property to be unneeded for public use.

Accordingly, it is agreed that Town may terminate said use at any time for any reason upon 30 days written notice to (Citizen) and upon said notice (Citizen) shall vacate the property and remove any fencing which he has erected. Should (Citizen) elect to terminate

his use of the property he shall notify the Town in writing of the date of his cessation of use and vacate the same including removal of the fencing.

As consideration for the permissive use of said property, (Citizen) agrees to keep the property mowed and in a neat and safe condition.

As consideration for the permissive use of said property, (Citizen) hereby agrees that the Town shall not be liable for any injury or damage of any kind or nature suffered by (Citizen) or any of his/her family members, invitees or others while on the said property and (Citizen) hereby indemnifies and holds Town harmless from any loss, damage or expense of every kind that Town may incur as a result of injuries or damage to (Citizen), his/her family members, invitees or others. (Citizen) further agrees to maintain public liability insurance on the said property as part of his adjacent property.

WITNESS the following signatures and seals:

THE TOWN OF ALTAVISTA, VIRGINIA

By _____ (SEAL)
Michael E. Mattox, Mayor

ATTEST:

Clerk

Citizen (SEAL)

Excerpts from the Town Council Meeting Minutes of November 13, 2012

a. Citizen Request/Construct Fence on Town Property

Mr. Witt advised of a request from Mr. Jeff Janiak, 326 10th Street, to construct a privacy fence on the right of way that exists next to his property. There is a chain link fence that encroaches on a town alley; this alley goes to nowhere with a deep ravine. Mr. Janiak's request is to remove the chain link fence and replace with a privacy fence.

Mayor Burgess felt the town should keep the right of way but allow Mr. Janiak permission to use it.

Mr. Witt noted there are two easements on this property, the power line and the sewer line. He suggested the fence not go beyond the 10 foot line.

Mr. Janiak addressed Council stating the reason he is requesting the variance is he is doing the work himself and is planning to use the holes from the existing fence.

A motion was made by Mayor Burgess, seconded by Mrs. Dalton, to grant Mr. Janiak, 326 10th, permission to construct a privacy fence on the right of way that exists next to his property.

Mr. Eller clarified this would be a permissive use agreement between the town and Mr. Janiak that if the alley were opened, the fence would have to be removed.

Motion carried:

VOTE:

Mr. Rudy Burgess	Yes
Mr. Ronald Coleman	Yes
Mrs. Beverley Dalton	Yes
Mr. Charles Edwards	Yes
Mr. Bill Ferguson	Yes
Mr. Jay Higginbotham	Yes
Mr. Mike Mattox	Abstained



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

February 25, 2020

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

Consideration of Altavista Community Transit System (ACTS) Title VI Plan adoption

DESCRIPTION:

Pursuant to the memorandum of Tobie Shelton, Finance Director, staff is seeking Council's consideration of the Altavista Community Transit Systems (ACTS) Title VI Plan Update. As noted, this is a Department of Rail and Public Transportation (DRPT) requirement every three years for compliance with the Federal Transit Authority's (FTA) guidelines. The only changes are administrative in nature.

Staff is requesting Town Council to approve the updates to the ACTS Title VI Plan, as presented, and authorize the Mayor to sign the document. This item can be placed on the March 10, 2020 Town Council Regular Meeting Consent Agenda for final approval.

BUDGET/FUNDING:

Unknown, at this time.

POTENTIAL ACTION:

- Council may do one of the following:
 - Request staff to place this item on the March 10, 2000 Regular Meeting Consent Agenda for approval.
 - Request staff to place the item on the March 10, 2020 Regular Meeting Agenda for additional discussion.
 - Provide input to staff in regard to direction on this item.
 - Provide alternative direction to staff, based on discussion.

ATTACHMENTS:

- *Staff memorandum*
- *Amended ACTS Title VI Plan*



To: Waverly Coggsdale, Town Manager

From: Tobie Shelton

Date: February 21, 2020

Re: ACTS Title VI Program

Every 3 years the Department of Rail and Public Transportation (DRPT) requires an update of the Title VI document to bring it in compliance with the Federal Transit Authority's (FTA) guidelines.

The only change made to the attached document, is replacing Mr. Dan Witt as the Title VI Manager with Mrs. Tobie Shelton.

DRPT requires adoption of this document by the elected body in the form of a resolution containing the following language:

The Altavista Town Council hereby acknowledges the receipt of the *ACTS* Title VI Implementation Plan 2020-2023. Council has reviewed and approves the Plan. Council is committed to ensuring that no person is excluded from participation in, or denied the benefits of *ACTS's* transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.

Mayor, Town of Altavista

DATE

Town of Altavista, Altavista Community Transit System

Title VI Plan and Procedures
Title VI of the Civil Rights Act of 1964

Altavista Community Transit System (ACTS)



Adopted date

[Month] __, 2018

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- A Title VI Notice to the Public; List of Locations
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- D Summary of Outreach Efforts
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Transit Providers that operate 50 or more fixed route vehicles in peak service and are located in an Urbanized Area (UZA) of 200,000 or more people must submit:

- ☐ Demographic and service profile maps and charts
- ☐ Demographic ridership and travel patterns, collected by surveys
- ☐ A description of the public engagement process for setting the “major service change policy,” disparate impact policy, and disproportionate burden policy
- ☐ Results of service and/or fare equity analyses conducted since the last Title VI Program submission, including evidence that the board or other governing entity or official(s) approved the results of the analysis

I. INTRODUCTION

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of Federal-aid recipients, sub-recipients, and contractors whether those programs and activities are federally funded or not.

Recently, the Federal Transit Administration (FTA) has placed renewed emphasis on Title VI issues, including providing meaningful access to persons with Limited English Proficiency.

Recipients of public transportation funding from FTA and the Virginia Department of Rail and Public Transportation (DRPT) are required to develop policies, programs, and practices that ensure that federal and state transit dollars are used in a manner that is nondiscriminatory as required under Title VI.

This document details how ACTS incorporates nondiscrimination policies and practices in providing services to the public. ACTS's Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically (at least every three years) to incorporate changes and additional responsibilities that arise.

II. OVERVIEW OF SERVICES

The Altavista Community Transit System has operated a fixed deviated route bus system within the limits of the Town of Altavista since January 2011. The 16 mile route is completed hourly and has the ability to service any citizen by regular route or deviation, living within the Town limits. While riders totaled 10,919 in calendar year 2011, the total grew by 2014 to 23,511 and the trend for 2015 continues to show an increase in ridership. In the summer of 2014, based on the Transportation Development Plan, summer hours were implemented which increase service 12 hours per week. Bus shelters are in the 2015 CIP to provide customers a place to wait for the bus that is out of the weather.

ACTS is staffed by the Title VI Manager, 5- part time bus drivers and a mechanic, who also services all the equipment and vehicles for the Town. ACTS mission is to provide reliable and courteous service to all of its customers. Currently those customers are citizens of the Town of Altavista and ACTS is fulfilling its mission.

III. POLICY STATEMENT AND AUTHORITIES

Title VI Policy Statement

ACTS is committed to ensuring that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (PL 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, whether those programs and activities are federally funded or not.

The ACTS Title VI Manager is responsible for initiating and monitoring Title VI activities, preparing required reports, and other responsibilities as required by Title 23 Code of Federal Regulations (CFR) Part 200, and Title 49 CFR Part 21.

Signature of Authorizing Official

Date

Authorities

Title VI of the 1964 Civil Rights Act provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (refer to 49 CFR Part 21). The Civil Rights Restoration Act of 1987 broadened the scope of Title VI coverage by expanding the definition of the terms “programs or activities” to include all programs or activities of Federal Aid recipients, sub recipients, and contractors, whether such programs and activities are federally assisted or not.

Additional authorities and citations include: Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d); Federal Transit Laws, as amended (49 U.S.C. Chapter 53 et seq.); Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601, et seq.); Department of Justice regulation, 28 CFR part 42, Subpart F, “Coordination of Enforcement of Nondiscrimination in Federally-Assisted Programs” (December 1, 1976, unless otherwise noted); U.S. DOT regulation, 49 CFR part 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964” (June 18, 1970, unless otherwise noted); Joint FTA/Federal Highway Administration (FHWA) regulation, 23 CFR part 771, “Environmental Impact and Related Procedures” (August 28, 1987); Joint FTA/FHWA regulation, 23 CFR part 450 and 49 CFR part 613, “Planning Assistance and Standards,” (October 28, 1993, unless otherwise noted); U.S. DOT Order 5610.2, “U.S. DOT Order on Environmental Justice to Address Environmental Justice in Minority Populations and Low-Income Populations,” (April 15, 1997); U.S. DOT Policy Guidance Concerning Recipients’ Responsibilities to Limited English Proficient Persons, (December 14, 2005), and Section 12 of FTA’s Master Agreement, FTA MA 13 (October 1, 2006).

IV. NONDISCRIMINATION ASSURANCES TO DRPT

In accordance with 49 CFR Section 21.7(a), every application for financial assistance from the Federal Transit Administration (FTA) must be accompanied by an assurance that the applicant will carry out the program in compliance with DOT's Title VI regulations. This requirement is fulfilled when the Virginia Department of Rail and Public Transportation (DRPT) submits its annual certifications and assurances to FTA. DRPT shall collect Title VI assurances from sub-recipients prior to passing through FTA funds.

As part of the Certifications and Assurances submitted to DRPT with the Annual Grant Application and all Federal Transit Administration grants submitted to the DRPT, **ACTS** submits a Nondiscrimination Assurance which addresses compliance with Title VI as well as nondiscrimination in hiring (EEO) and contracting (DBE), and nondiscrimination on the basis of disability (ADA).

In signing and submitting this assurance, **ACTS** confirms to DRPT the agency's commitment to nondiscrimination and compliance with federal and state requirements.

V. PLAN APPROVAL DOCUMENT

I hereby acknowledge the receipt of the ACTS Title VI Implementation Plan. I have reviewed and approve the Plan. I am committed to ensuring that no person is excluded from participation in, or denied the benefits of *ACTS*'s transportation services on the basis of race, color, or national origin, as protected by Title VI according to Federal Transit Administration (FTA) Circular 4702.1B Title VI requirements and guidelines for FTA sub-recipients.

Mayor, Town of Altavista

DATE

Town of Altavista, Altavista Community Transit System

NOTE: **Provide here a copy of meeting minutes, resolution, or other appropriate documentation showing that the board of directors or appropriate governing entity of official(s) responsible for policy decisions has reviewed and approved the Title VI Program.**

VI. ORGANIZATION AND TITLE VI PROGRAM RESPONSIBILITIES

The *ACTS's Title VI Manager* is responsible for ensuring implementation of the agency's Title VI program. Title VI program elements are interrelated and responsibilities may overlap. In the absence of the primary Title VI Manager, the Town Manager becomes the responsible person. The specific areas of responsibility have been delineated below for purposes of clarity.

Overall Organization for Title VI

The Title VI Manager and staff are responsible for coordinating the overall administration of the Title VI program, plan, and assurances, including complaint handling, data collection and reporting, annual review and updates, and internal education.

Detailed Responsibilities of the Title VI Manager

The Title VI Manager is charged with the responsibility for implementing, monitoring, and ensuring compliance with Title VI regulations. Title VI responsibilities are as follows:

1. Process the disposition of Title VI complaints received.
2. Collect statistical data (race, color or national origin) of participants in and beneficiaries of agency programs, (e.g., affected citizens, and impacted communities).
3. Conduct annual Title VI reviews of agency to determine the effectiveness of program activities at all levels.
4. Conduct Title VI reviews of construction contractors, consultant contractors, suppliers, and other recipients of federal-aid fund contracts administered through the agency.
5. Conduct training programs on Title VI and other related statutes for agency employees.
6. Prepare a yearly report of Title VI accomplishments and goals, as required.
7. Develop Title VI information for dissemination to the general public and, where appropriate, in languages other than English.
8. Identify and eliminate discrimination.
9. Establish procedures for promptly resolving deficiency status and writing the remedial action necessary, all within a period not to exceed 90 days.

General Title VI responsibilities of the agency

The Title VI Manager is responsible for substantiating that these elements of the plan are appropriately implemented and maintained, and for coordinating with those responsible for public outreach and involvement and service planning and delivery.

1. Data collection

To ensure that Title VI reporting requirements are met, *ACTS* will maintain:

- A database or log of Title VI complaints received. The investigation of and response to each complaint is tracked within the database or log.
- A log of the public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

2. Annual Report and Updates

As a sub-recipient of FTA funds, *ACTS* is required to submit a Quarterly Report Form to DRPT that documents any Title VI complaints received during the preceding quarter and for each year. *ACTS* will also maintain and provide to DRPT on an annual basis, the log of public outreach and involvement activities undertaken to ensure that minority and low-income people had a meaningful access to these activities.

Further, we will submit to DRPT updates to any of the following items since the previous submission, or a statement to the effect that these items have not been changed since the previous submission, indicating date:

- A copy of any compliance review report for reviews conducted in the last three years, along with the purpose or reason for the review, the name of the organization that performed the review, a summary of findings and recommendations, and a report on the status or disposition of the findings and recommendations
- Limited English Proficiency (LEP) plan
- procedures for tracking and investigating Title VI complaints
- A list of Title VI investigations, complaints or lawsuits filed with the agency since the last submission
- A copy of the agency notice to the public that it complies with Title VI and instructions on how to file a discrimination complaint

3. Annual review of Title VI program

Each year, in preparing for the Annual Report and Updates, the Title VI Manager will review the agency's Title VI program to assure implementation of the Title VI plan. In addition, they will review agency operational guidelines and publications, including those for contractors, to verify that Title VI language and provisions are incorporated, as appropriate.

4. Dissemination of information related to the Title VI program

Information on our Title VI program will be disseminated to agency employees, contractors, and beneficiaries, as well as to the public, as described in the “public outreach and involvement” section of this document, and in other languages when needed according to the LEP plan as well as federal and State laws/regulations.

5. Resolution of complaints

Any individual may exercise his or her right to file a complaint if that person believes that he, she or any other program beneficiaries have been subjected to unequal treatment or discrimination in the receipt of benefits/services or prohibited by non-discrimination requirements. *ACTS* will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency’s Title VI Complaint Procedures. All Title VI complaints and their resolution will be logged as described under Section 1. Data collection and reported annually (in addition to immediately) to DRPT.

6. Written policies and procedures

Our Title VI policies and procedures are documented in this plan and its appendices and attachments. This plan will be updated periodically to incorporate changes and additional responsibilities that arise. During the course of the Annual Title VI Program Review (item 3 above), the Title VI Manager will determine whether or not an update is needed.

7. Internal education

Our employees will receive training on Title VI policies and procedures upon hiring and upon promotion. This training will include requirements of Title VI, our obligations under Title VI (LEP requirements included), and required data that must be gathered and maintained. In addition, training will be provided when any Title VI-related policies or procedures change (agency-wide training), or when appropriate in resolving a complaint.

Title VI training is the responsibility of *Title VI Manager*

8. Title VI clauses in contracts

In all federal procurements requiring a written contract or Purchase Order (PO), *ACTS*’s contract/PO will include appropriate non-discrimination clauses. The Title VI Manager is responsible for procurement contracts and PO’s to ensure appropriate non-discrimination clauses are included.

VII. PROCEDURES FOR NOTIFYING THE PUBLIC OF TITLE VI RIGHTS AND HOW TO FILE A COMPLAINT

Requirement to Provide a Title VI Public Notice

Title 49 CFR Section 21.9(d) requires recipients to provide information to the public regarding the recipient's obligations under DOT's Title VI regulations and apprise members of the public of the protections against discrimination afforded to them by Title VI. At a minimum, ACTS shall disseminate this information to the public by posting a Title VI notice on the agency's website and in public areas of the agency's office(s), including the reception desk, meeting rooms, in federally-funded vehicles, etc.

Locations: Title VI Displayed

- In each of the buses
- In the lobby of Town Hall
- On the Town's Web Site: www.altavistava.gov
- ACTS Flyer

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by **ACTS** or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name	Tobie Shelton
Title	Finance Director
Agency Name	Town of Altavista
Address	510 7th Street
City, State Zip code	Altavista, VA 24517
Telephone Number	434-369-5001
Email address	tcshelton@altavistava.gov

Title VI Complaint Procedures

Requirement to Develop Title VI Complaint Procedures and Complaint Form.

In order to comply with the reporting requirements established in 49 CFR Section 21.9(b), all recipients shall develop procedures for investigating and tracking Title VI complaints filed against them and make their procedures for filing a complaint available to members of the public. Recipients must also develop a Title VI complaint form. The form and procedure for filing a complaint shall be available on the recipient's website and at their facilities.

Sample of Narrative

Any individual may exercise his or her right to file a complaint with **ACTS** if that person believes that he or she has been subjected to unequal treatment or discrimination in the receipt of benefits or services. We will report the complaint to DRPT within three business days (per DRPT requirements), and make a concerted effort to resolve complaints locally, using the agency's Nondiscrimination Complaint Procedures. All Title VI complaints and their resolution will be logged and reported annually (in addition to immediately) to DRPT.

A person may also file a complaint directly with the Federal Transit Administration, Office of Civil Rights, Attention: Title VI Program Coordinator, East Building, 5th floor – TCR, 1200 New Jersey Avenue SE, Washington, DC 20590.

ACTS includes the following language on all printed information materials, on the agency's website, in press releases, in public notices, in published documents, and on posters on the interior of each vehicle operated in passenger service:

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color or national origin, as protected by Title VI in the Federal Transit Administration (FTA) Circular 4702.1B. For additional information on ACTS's nondiscrimination policies and procedures, or to file a complaint, please visit the website at www.altavistava.gov or contact Title VI Manager, 510 7th Street, Altavista, VA 24517 or call at 434-369-5001.

Instructions for filing Title VI complaints are posted on the agency's website and in posters on the interior of each vehicle operated in passenger service and agency's facilities, and are also included within **ACTS's** brochure.

If yes, check all that apply:	
<input type="checkbox"/> Federal Agency: _____	
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____
Please provide information about a contact person at the agency/court where the complaint was filed.	
Name: _____	
Title: _____	
Agency: _____	
Address: _____	
Telephone: _____	
Section VI	
Name of agency complaint is against: _____	
Contact person: _____	
Title: _____	
Telephone number: _____	

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature _____		Date _____	
agency?			
Section V			
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?			
<input type="checkbox"/> Yes		<input type="checkbox"/> No	

Procedures for Handling and Reporting Investigations/Complaints and Lawsuits

Should any Title VI investigations be initiated by FTA or DRPT, or any Title VI lawsuits are filed against **ACTS** the agency will follow these procedures:

Procedures

1. Any individual, group of individuals, or entity that believes they have been subjected to discrimination on the basis of race, color, or national origin may file a written complaint with the Title VI Manager. The complaint is to be filed in the following manner:
 - a. A formal complaint must be filed within 180 calendar days of the alleged occurrence.
 - b. The complaint shall be in writing and signed by the complainant(s).
 - c. The complaint should include:
 - the complainant's name, address, and contact information
 - (i.e., telephone number, email address, etc.)
 - the date(s) of the alleged act of discrimination (if multiple days, include the date when the complainant(s) became aware of the alleged discrimination and the date on which the alleged discrimination was discontinued or the latest instance).
 - a description of the alleged act of discrimination
 - the location(s) of the alleged act of discrimination (include vehicle number if appropriate)
 - an explanation of why the complainant believes the act to have been discriminatory on the basis of race, color, and national origin
 - if known, the names and/or job titles of those individuals perceived as parties in the incident
 - contact information for any witnesses
 - indication of any related complaint activity (i.e., was the complaint also submitted to DRPT or FTA?)
 - d. The complaint shall be submitted to the **ACTS** Title VI Manager at 510 7th Street, Altavista, VA 24517 or townhall@altavistava.gov
 - e. Complaints received by any other employee of **ACTS** will be immediately forwarded to the Title VI Manager.
 - f. In the case where a complainant is unable or incapable of providing a written statement, a verbal complaint of discrimination may be made to the Title VI Manager. Under these circumstances, the complainant will be interviewed, and the Title VI Manager will assist the complainant in converting the verbal allegations to writing.
2. Upon receipt of the complaint, the Title VI Manager will immediately:
 - a. notify DRPT (no later than 3 business days from receipt)
 - b. notify the **Town Manager and Town Council**
 - c. ensure that the complaint is entered in the complaint database
3. Within 3 business days of receipt of the complaint, the Title VI Manager will contact the complainant by telephone to set up an interview.
4. The complainant will be informed that they have a right to have a witness or representative present during the interview and can submit any documentation he/she perceives as relevant to proving his/her complaint.

5. If DRPT has assigned staff to assist with the investigation, the Title VI Manager will offer an opportunity to participate in the interview.
6. The alleged discriminatory service or program official will be given the opportunity to respond to all aspects of the complainant's allegations.
7. The Title VI Manager will determine, based on relevancy or duplication of evidence, which witnesses will be contacted and questioned.
8. The investigation may also include:
 - a. investigating contractor operating records, policies or procedures
 - b. reviewing routes, schedules, and fare policies
 - c. reviewing operating policies and procedures
 - d. reviewing scheduling and dispatch records
 - e. observing behavior of the individual whose actions were cited in the complaint
9. All steps taken and findings in the investigation will be documented in writing and included in the complaint file.
10. The Title VI Manager will contact the complainant at the conclusion of the investigation, but prior to writing the final report, and give the complainant an opportunity to give a rebuttal statement at the end of the investigation process.
11. At the conclusion of the investigation and **within 60 days** of the interview with the complainant, the Title VI Manager will prepare a report that includes a narrative description of the incident, identification of persons interviewed, findings, and recommendations for disposition. This report will be provided to the Town Council, DRPT, and, if appropriate, **ACTS's** legal counsel.
12. The Title VI Manager will send a letter to the complainant notifying them of the outcome of the investigation. If the complaint was substantiated, the letter will indicate the course of action that will be followed to correct the situation. If the complaint is determined to be unfounded, the letter will explain the reasoning, and refer the complainant to DRPT in the event the complainant wishes to appeal the determination. This letter will be copied to DRPT.
13. A complaint may be dismissed for the following reasons:
 - a. The complainant requests the withdrawal of the complaint.
 - b. An interview cannot be scheduled with the complainant after reasonable attempts.
 - c. The complainant fails to respond to repeated requests for additional information needed to process the complaint.
14. DRPT will serve as the appealing forum to a complainant that is not satisfied with the outcome of an investigation conducted by **ACTS**. DRPT will analyze the facts of the case and will issue its conclusion to the appellant according to their procedures.

Transportation-Related Title VI Investigations, Complaints, and Lawsuits

Background

All recipients shall prepare and maintain a list of any of the following that allege discrimination on the basis of race, color, or national origin:

- Active investigations conducted by FTA and entities other than FTA;

- Lawsuits; and
- Complaints naming the recipient.

This list shall include the date that the transportation-related Title VI investigation, lawsuit, or complaint was filed; a summary of the allegation(s); the status of the investigation, lawsuit, or complaint; and actions taken by the recipient in response, or final findings related to the investigation, lawsuit, or complaint. This list shall be included in the Title VI Program submitted to DRPT every three years and information shall be provided to DRPT quarterly and annually.

SAMPLE List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

Public Outreach and Involvement

PUBLIC PARTICIPATION PLAN

Introduction

The Public Participation Plan (PPP) is a guide for ongoing public participation endeavors. Its purpose is to ensure that **ACTS** utilizes effective means of providing information and receiving public input on transportation decisions from low income, minority and limited English proficient (LEP) populations, as required by Title VI of the Civil Rights Act of 1964 and its implementing regulations.

Under federal regulations, transit operators must take reasonable steps to ensure that Limited English Proficient (LEP) persons have meaningful access to their programs and activities. This means that public participation opportunities, normally provided in English, should be accessible to persons who have a limited ability to speak, read, write, or understand English.

In addition to language access measures, other major components of the PPP include: public participation design factors; a range of public participation methods to provide information, to invite participation and/or to seek input; examples to demonstrate how population-appropriate outreach methods can be and were identified and utilized; and performance measures and objectives to ensure accountability and a means for improving over time.

ACTS established a public participation plan or process that will determine how, when, and how often specific public participation activities should take place, and which specific measures are most appropriate.

ACTS will make these determinations based on a demographic analysis of the population(s) affected, the type of plan, program, and/or service under consideration, and the resources available. Efforts to involve minority and LEP populations in public participation activities may include both comprehensive measures, such as placing public notices at all transit stations, stops, and vehicles, as well as targeted measures to address linguistic, institutional, cultural, economic, historical, or other barriers that may prevent minority and LEP persons from effectively participating in our decision-making process.

ACTS Public Participation Plan may include

- a. Determining and identifying what meetings and program activities lend themselves to client public participation.**
- b. Scheduling meetings at times and locations that are convenient and accessible for minority and LEP communities.**

- c. Employing different meeting sizes and formats.**
- d. Coordinating with community and faith-based organizations, educational institutions, and other organizations to implement public engagement strategies that reach out specifically to members of affected minority and/or LEP communities.**
- e. Considering radio, television, or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations could also include audio programming available on podcasts.**
- f. Providing opportunities for public participation through means other than written communication, such as personal interviews or use of audio or video recording devices to capture oral comments.**
- g. Developing as part of a marketing plan methods to reach minority and/or LEP populations**

VIII. LANGUAGE ASSISTANCE PLAN FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Introduction and Legal Basis

LEP is a term that defines any individual not proficient in the use of the English language. The establishment and operation of an LEP program meets objectives set forth in Title VI of the Civil Rights Act and Executive Order 13116, Improving Access to Services for Persons with Limited English Proficiency (LEP). This Executive Order requires federal agencies receiving financial assistance to address the needs of non-English speaking persons. The Executive Order also establishes compliance standards to ensure that the programs and activities that are provided by a transportation provider in English are accessible to LEP communities. This includes providing meaningful access to individuals who are limited in their use of English. The following LEP language implementation plan, developed by *ACTS* is based on FTA guidelines.

As required *ACTS* developed a written LEP Plan (below). Using American Community Survey (ACS) Census data, *ACTS* has evaluated data to determine the extent of need for translation services of its vital documents and materials.

LEP persons can be a significant market for public transit, and reaching out to these individuals can help increase their utilization of transit. Therefore, it also makes good business sense to translate vital information into languages that the larger LEP populations in the community can understand.

Assessment of Needs and Resources

The need and resources for LEP language assistance were determined through a four-factor analysis as recommended by FTA guidance.

Factor 1: Assessment of the Number and Proportion of LEP Persons Likely to be Served or Encountered in the Eligible Service Population

The agency has reviewed census data on the number of individuals in its service area that have limited English Proficiency, as well as the languages they speak.

U.S. Census Data – American Community Survey (2011-2015)

Data from the U.S. Census Bureau's American Community Survey (ACS) were obtained through www.census.gov by Town of Altavista's service area within the Altavista, Campbell County, and the Town of Hurt. The agency's service area includes a total of 407 (0.76%) persons with Limited English Proficiency (those persons who indicated that they spoke English "less than very well" in the 2011-2015 ACS Census).

Information from the 2011-2015 ACS also provides more detail on the specific languages that are spoken by those who report that they speak English less than very well. Languages spoken at home by those with LEP are presented below. These data indicate the extent to which translations into other language are needed to meet the needs of LEP persons. Table 1-1 includes data from Campbell County and the Town of Hurt, while Table 1-2 only shows LEP data for the Town of Altavista.

Table 1-1: LEP by Language Spoken at Home in Entire Service Area

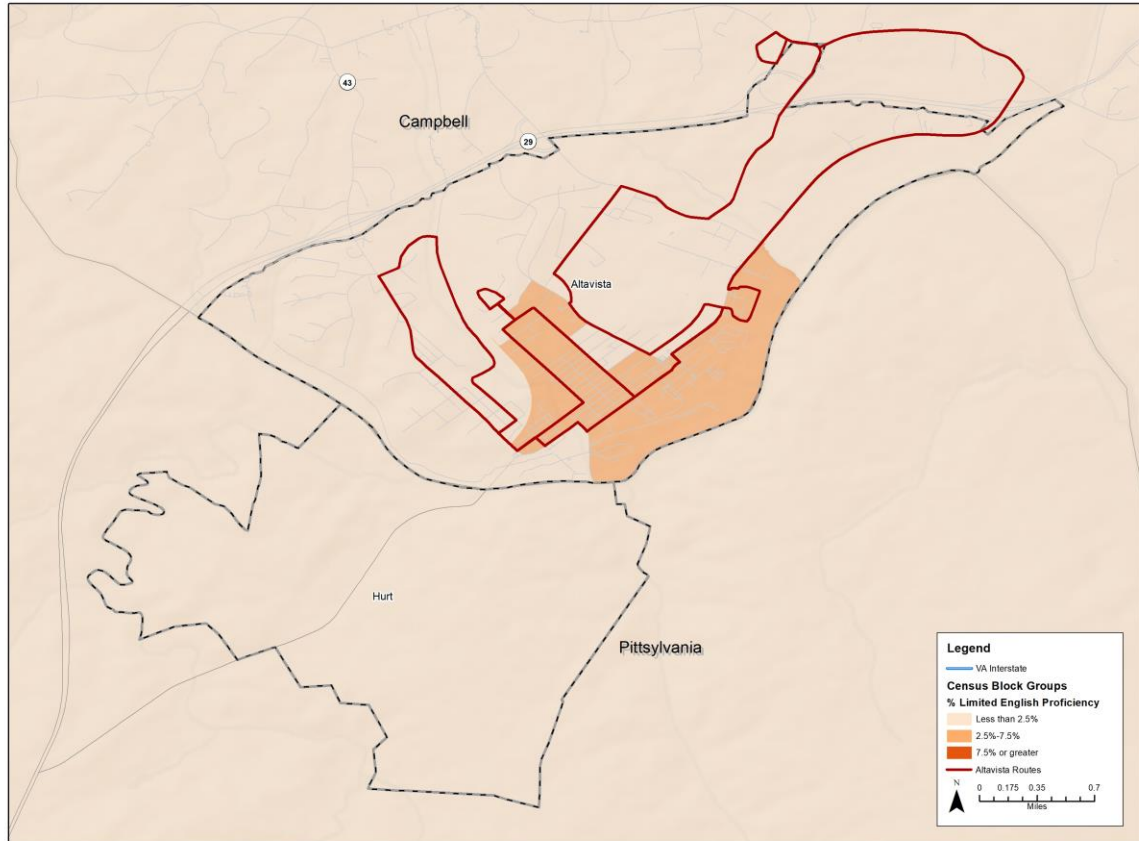
Town of Altavista Service Area			
Language	Number of LEP Population	Percent of Service Area Population Speaking Language	Percent of LEP Population Speaking Language
Spanish or Spanish Creole	129	4 %	3.85%
Chinese	0	0%	0%
Korean	0	0%	0%
African languages	0	0%	0%
French	0	0%	0%
Other Asian languages	0	0%	0%
Tagalog	0	0%	0%
German	0	0%	0%
Hungarian	0	0%	0%
Other Indic languages	0	0%	0%
Japanese	0	0%	0%
Total LEP Population	129	4.0%	
Total Service Area Population	3244		

Table 1-2: LEP by Language Spoken at Home in Altavista

Town of Altavista			
Language	Number of LEP Population	Percent of Town Population Speaking Language	Percent of LEP Population Speaking Language
Spanish or Spanish Creole	129	4%	86.2%
African languages	0	0%	0%
German	0	0%	0%
Total LEP Population	129	4%	
Total Town Population	3,244		

Spanish or Spanish Creole (129) is the most widely spoken language among LEP individuals in the Service Area. There are a relatively low number of LEP persons in the Service Area; no language group surpasses the Safe Harbor Provision. Figure 1 shows the percentage of LEP individuals in each Census Block Group.

Figure 1 - % LEP by Census Block Group



Factor 2: Assessment of Frequency with Which LEP Individuals Come Into Contact with the Transit Services or System

ACTS reviewed the relevant benefits, services, and information provided by the agency and determined the extent to which LEP persons have come into contact with these functions through one of more of the following channels:

- Contact with transit vehicle operators; **None**
- Contact with transit station managers; **None**
- Calls to ACTS's customer service telephone line; **None**
- Visits to the agency's headquarters; **None**
- Access to the agency's website;

- Attendance at community meetings or public hearings hosted by ACTS;
- Contact with the agency's ADA complementary paratransit system (including applying for eligibility, making reservations, and communicating with drivers).

There was no contact with LEP individuals by our vehicle operators, the Town's customer service telephone line or in person at Town Hall. While there is a population of Spanish speaking persons living within the ACTS service area, these persons can adequately communicate in English to persons contacted who are associated with the ACTS bus service.

We will continue to identify emerging populations as updated Census and American Community Survey data become available for our service area. In addition, when LEP persons contact our agency, we attempt to identify their language and keep records on contacts to accurately assess the frequency of contact. To assist in language identification, we use a language identification flashcard based on that which was developed by the U.S. Census. (<http://www.lep.gov/ISpeakCards2004.pdf>)]

Factor 3: Assessment of the Nature and Importance of the Transit Services to the LEP Population

ACTS provides the following programs, activities and services:

ACTS currently provides service to **all** citizens within our service area.

ACTS has no past experience serving and communicating with LEP persons.

The following are the most critical services provided by ACTS for all customers, including LEP persons.

- Safety and security awareness instructions
- Public transit services

Factor 4: Assessment of the Resources Available to the Agency and Costs

Costs

The following language assistance measures currently being provided by ACTS: **None**

We anticipate that these activities and costs will increase as follows. **N/A**

Based on the analysis of demographic data and contact with community organizations and LEP persons, ACTS has determined that the following additional services are ideally needed to provide meaningful access:

Resources

The available budget that could currently be devoted to additional language assistance expenses is **\$0**. *This amount is likely to change only if there is a significant increase in the LEP population or the need arises over time.*

ACTS will not request the additional grant funding for language assistance and at this time additional language assistance services are not required or needed.

Feasible and Appropriate Language Assistance Measures

Based on the available resources, the following language assistance measures are feasible and appropriate for our agency at this time:

- None at this time

LEP Implementation Plan

Through the four-factor analysis, ACTS has determined that no language assistance services are required, needed or feasible at this time.

Staff Access to Language Assistance Services

Agency staff has not encountered LEP persons since ACTS began, therefore staff access to language assistance services is not needed at this time.

Responding to LEP Callers

No LEP persons have contacted staff via phone calls since the inception of ACTS.

Responding to Written Communications from LEP Persons

No LEP persons have contacted staff via written communications since the inception of ACTS.

Responding to LEP Individuals in Person

No LEP persons have contacted staff at the administrative office for any inquiries related to ACTS since the inception of ACTS.

Staff Training

Until such need arises, ACTS staff will not receive training as language assistance services have been determined to not be necessary or feasible at this time. The need for such training and referral resources will be reviewed annually.

If required or deemed necessary, all new hires would receive training on assisting LEP persons as part of their sensitivity and customer service training. This includes:

- A summary of the transit agency's responsibilities under the DOT LEP Guidance;
- A summary of the agency's language assistance plan;
- A summary of the number and proportion of LEP persons in the agency's service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the agency's cultural sensitivity policies and practices.

Also, all staff who routinely come into contact with customers, as well as their supervisors and all management staff, receive annual refresher training on policies and procedures related to assisting LEP persons.

Providing Notice to LEP Persons

If LEP persons are identified, they would be notified of the availability of language assistance through the following approaches: *[List items such as:*

- *Through signs posted on our vehicles and in our customer service and administrative offices.*

LEP persons will also be included in all community outreach efforts related to service and fare changes.

Monitoring/updating the plan

This plan will be updated on a periodic basis (at least every three years), based on feedback, updated demographic data, and resource availability.

As part of ongoing outreach to community organizations, ACTS will solicit feedback on the effectiveness of language assistance provided any unmet needs are identified. In addition, we will conduct periodic reviews to determine if language assistance is needed and determine changes to LEP needs.

In preparing the triennial update of this plan, *ACTS* will conduct an internal assessment using the Language Assistance Monitoring Checklist provided in the FTA's "Implementing the Department of Transportation's Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons: A Handbook for Public Transportation Providers." Based on the feedback received from community members and agency employees, *ACTS* will make incremental changes to the type of written and oral language assistance provided as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and new LEP groups emerge, **ACTS** will strive to address the needs for additional language assistance.

REQUIREMENTS OF TRANSIT PROVIDERS

Requirements and Guidelines for Fixed Route Transit Providers

The requirements apply to all providers of fixed route public transportation (also referred to as transit providers) that receive Federal financial assistance, inclusive of States, local and regional entities, and public and private entities.

Transit providers that are sub-recipients will submit the information to their primary recipient (the entity from whom they directly receive transit funds) every three years on a schedule determined by the primary recipient. The requirements are scaled based on the size of the fixed route transit provider.

REQUIRED: Service Standards and Policies

- **Service Standards**
 - Vehicle load, Vehicle headway, On-time performance, Service availability
- **Service Policies**
 - Transit amenities, Vehicle assignment

ACTS is required to plan and deliver transportation services in an equitable manner. This means the distribution of service levels and quality is to be equitable between minority and low income populations and the overall population. ACTS has reviewed its services and policies to ensure that those services and benefits are provided in an equitable manner to all persons.

Service Standards

The agency has set standards and policies that address how services are distributed across the transit system service area to ensure that the distribution affords users equitable access to these services. As shown in the following maps, the agency's routes provide either direct service or deviated route service to all citizens within the service area.

The following system-wide service standards are used to guard against service design or operations decisions from having disparate impacts.

All of **ACTS's** services meet the agency's established standards; thus it is judged that services are provided equitably to all persons in the service area, regardless of race, color or national origin.

- **Vehicle load** -Vehicle load is expressed as the ratio of passengers to the total number of seats on a vehicle at its maximum load point. The standard for maximum vehicle load is 15 all of ACTS's services meet this standard

- **Vehicle headway** -Vehicle headway is the amount of time between two vehicles traveling in the same direction on a given route. A shorter headway corresponds to more frequent service. The standard for vehicle headways is an hourly route and all of ACTS services meet this standards
- **On-time performance** -On-time performance is a measure of runs completed as scheduled. This criterion first must define what is considered to be “on time.” The standard for on-time performance is within 15 minutes after the scheduled time, all of ACTS services meet this standards
- **Service availability** - Service availability is a general measure of the distribution of routes within a transit provider’s service area or the span of service. The standard for service availability is deviation for any citizen in town, all of ACTS’s services meet this standard.



Service and Operating Policies

The ACTS's service and operating policies also ensure that operational practices do not result in discrimination on the basis of race, color, or national origin.

- **Distribution and Siting of Transit Amenities** -Transit amenities refer to items of comfort, convenience, and safety that are available to the general riding public. ACTS has a policy to ensure the equitable distribution of transit amenities across the system. This policy applies to seating (i.e., benches, seats), bus shelters and canopies, (c) provision of information, Intelligent Transportation Systems (ITS), waste receptacles (including trash and recycling). Passenger amenities are sited based on availability of space for amenities, safety of the passengers, number of passengers utilizing ACTS services at a given stop, and requests from passengers.
- **Vehicle assignment** - Vehicle assignment refers to the process by which transit vehicles are placed into service and on routes throughout the system. ACTS assigns vehicles with the goal of providing equitable benefits to minority and low income populations. Vehicles are assigned with regard to service type (fixed-route, demand-response, or a hybrid type) and ridership demand patterns (routes with greater numbers of passengers need vehicles with larger capacities). For each type of assignment, newer vehicles are rotated to ensure that no single route or service always has the same vehicle. The Title VI Manager reviews vehicle assignments on a monthly basis to ensure that vehicles are indeed being rotated and that no single route or service always has the old or new vehicles.

ACTS has one vehicle that routinely runs the fixed deviated route and one backup vehicle that is rotated into service every 3,000 miles.

Monitoring Title VI Complaints

As part of the complaint handling procedure, the Title VI Manager investigates possible inequities in service delivery for the route(s) or service(s) about which the complaint was filed. Depending on the nature of the complaint, the review examines span of service (days and hours), frequency, routing directness, interconnectivity with other routes and/or fare policy. If inequities are discovered during this review, options for reducing the disparity are explored, and service or fare changes are planned if needed.

In addition to the investigation following an individual complaint, the Title VI Manager periodically reviews all complaints received to determine if there may be a pattern. At a minimum, this review is conducted as part of preparing the Annual Report and Update for submission to DRPT.

Fare and Service Changes

ACTS follows its adopted written policy for the public comment process for major service reductions and fare increases, neither of which is anticipated to occur. With each proposed service or fare change, ACTS considers the relative impacts on, and benefits to, minority and low income populations, including LEP populations. Note that ACTS fares have remained the same since January 2011. All planning efforts for changes to existing services or fares, as well as new services, have a goal of providing equitable service.

APPENDIX: A



Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

ACTS is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transportation services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1B. If you feel you are being denied participation in or being denied benefits of the transit services provided by **ACTS**, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, our contact information is:

Name: Tobie Shelton

Title: Finance Director

Agency Name: Altavista Community Transit System

Address: 510 7th Street

Altavista VA, 24517

Telephone Number: 434-369-5001

Email address: tcshelton@altavistava.gov

APPENDIX: B

Title VI Complaint Form

Town of Altavista

Altavista Community Transit System

Section I:				
Name:				
Address:				
Telephone (Home):			Telephone (Work):	
Electronic Mail Address:				
Accessible Format Requirements?	Large Print		Audio Tape	
	TDD		Other	
Section II:				
Are you filing this complaint on your own behalf?			Yes*	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are complaining:				
Please explain why you have filed for a third party: _____				
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.			Yes	No
Section III:				
I believe the discrimination I experienced was based on (check all that apply):				
<input type="checkbox"/> Race <input type="checkbox"/> Color <input type="checkbox"/> National Origin				
Date of Alleged Discrimination (Month, Day, Year): _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed a Title VI complaint with this agency?	Yes	No
Section V		
Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, check all that apply:		
<input type="checkbox"/> Federal Agency: _____		
<input type="checkbox"/> Federal Court _____	<input type="checkbox"/> State Agency _____	
<input type="checkbox"/> State Court _____	<input type="checkbox"/> Local Agency _____	
Please provide information about a contact person at the agency/court where the complaint was filed.		
Name:		
Title:		
Agency:		
Address:		
Telephone:		
Section VI		
Name of agency complaint is against:		
Contact person:		
Title:		
Telephone number:		

You may attach any written materials or other information that you think is relevant to your complaint.

Signature and date required below

Signature

Date

Please submit this form in person at the address below, or mail this form to:

Altavista Town Hall
Att. Tobie Shelton
510 7th Street
Altavista, VA 24517

APPENDIX: C

ACTS LOG

List of Investigations, Lawsuits and Complaints

	Date (Month, Day, Year)	Summary (include basis of complaint: race, color or national origin)	Status	Action(s) taken
Investigations				
1.				
Lawsuits				
1.				
Complaints				
1.				

List of Investigations, Lawsuits and Complaints

APPENDIX: D

LANGUAGE ASSISTANCE MONITORING CHECKLIST

Periodic monitoring of language assistance measures that have been implemented can help an agency determine if assistance is being provided competently and effectively. Agencies can use the following checklist to monitor their services. Actual monitoring should be tailored to what services the agency has implemented. Depending on the language assistance provided, the following questions could be answered by periodic monitoring:

Stations

- ___ Are translated instructions on how to make fare payments available?
- ___ Are translated schedules, route maps, or information on how to use the system available?
- ___ Has the information been placed in a visible location?
- ___ How many units of the material have been distributed?
- ___ If such information is available, are station managers aware that they have this information?
- ___ Are announcements audible?
- ___ Are any announcements, such as security awareness announcements, made in languages other than English?
- ___ Does the station display information or instructions using pictographs?
- ___ Can a person who speaks limited English or another language receive assistance from a station manager when asking for directions? How is this assistance provided?

Vehicles

- ___ Are translated instructions on how to make fare payments available?
- ___ Are translated schedules, route maps, or information on how to use the system available?
- ___ Has the information been placed in a visible location?
- ___ How many units of the material have been distributed?
- ___ If such information is available, are vehicle operators aware that they have this information?
- ___ Are announcements audible?

___Are any announcements, such as security awareness announcements, made in languages other than English?

___Can a person who speaks limited English or another language receive assistance from a bus operator when asking about the destination of the vehicle? How is this assistance provided?

Customer Service

___Is the customer service telephone line equipped to handle callers speaking languages other than English?

___Can customer service representatives describe to a caller what language assistance the agency provides and how to obtain translated information or oral interpretation?

___Can a person speaking limited English or a language other than English request information from a customer service representative?

Community Outreach

___Are translators present at community meetings?

___Are translated versions of any written materials that are handed out at a meeting provided?

___Can members of the public provide oral as well as written comments?

Press/Public Relations

___Are meeting notices, press releases, and public service announcements translated into languages other than English?

___Does the agency website have a link to translated information on its home page?

Based on the feedback received from community members and agency employees, *ACTS* will attempt to make available written and/or oral language assistance as well as to their staff training and community outreach programs. The cost of proposed changes and the available resources will affect the enhancements that can be made, and therefore *ACTS* will attempt to identify the most cost-effective approaches.

As the community grows and LEP groups emerge, *ACTS* will strive to address the needs for language assistance.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

February 25, 2020

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

Consideration of location of an Electric Vehicle Charging Station in the downtown area.

DESCRIPTION:

Mayor Mattox requested that this item be placed on the February Work Session for initial discussion.

BUDGET/FUNDING:

Unknown, at this time.

POTENTIAL ACTION:

- Council may do one of the following:
 - Provide input to staff in regard to direction on this item.
 - Continue discussion at the March 24th Work Session.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *None*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Informational Items

MEETING DATE:

February 25, 2020

ITEM #: 7a**ITEM TITLE:**

Semi-Annual Water Plant Inspection (VDH)

DESCRIPTION:

Attached please find correspondence from the Virginia Department of Health Office of Drinking Water in regard to their semi-annual inspection of the Town's Water Treatment Plant. The full report is available at Town Hall. I would like to express my appreciation to all of the Water Treatment Plant employees for their hard work and dedication in providing this very important service to our citizens. Mr. Tom Fore, Director of Public Utilities, will be available to field any questions.

RECOMMENDATION:

None, this item is Informational Only.

BUDGET/FUNDING:

N/A

POTENTIAL ACTION:

- None, this item is Informational Only.

ATTACHMENTS:

- *VDH Cover letter – Semi-Annual Inspection Report*



COMMONWEALTH of VIRGINIA

DEPARTMENT OF HEALTH

OFFICE OF DRINKING WATER

Danville Field Office

M. Norman Oliver, MD, MA
State Health Commissioner

211 Nor Dan Drive, Suite 1040
Danville, VA 24540
Phone: 434-836-8416
Fax: 434-836-8424

January 28, 2020

Subject: Campbell County
Town of Altavista
PWSID No. 5031050

J. Waverly Coggsdale, III, Town Manager
Town of Altavista
P. O. Box 420
Altavista, Virginia 24517

Dear Mr. Coggsdale:

The report for the inspection of the Town of Altavista Water Treatment Plant on December 10 - 11, 2019 is enclosed.

The water treatment plant was found to be in good condition and operating as designed. The operating staff was very knowledgeable and conscientious. The plant was producing good quality water.

Please review Part I – System Background & Findings Section of the report which summarizes key issues.

If you have any questions or comments concerning this inspection report, please contact me.

Sincerely,

Bernard C. Proctor, P.E.
District Engineer

BCP:edt
Enclosure

cc: Bryan Mawyer, Operator
e/c: VDH-ODW-Central
VDH-Dental Health