



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session
Tuesday, January 28, 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**
 - a. AVOCA Annual Report**
 - b. "Visitor's Center" proposal – Staunton River Memorial Library**
 - c. FY2021 Budget - Outside Agency/Non-Profits 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. Staunton River Garden Club – Decoration Funding Request**
- b. Booker Building Use/Improvements**

6. New Items for Discussion

- a. VRA – VRWLF Update – WWTP Electrical Improvements Project**
- b. Spring 2020 Street Paving List**
- c. Splash Pad Operations Review**
- d. Hurt Solid Waste Proposal**
- e. Policy on "Late Arriving/Matters from Council" agenda items**
- f. FY2021 Budget and FY2021-2025 Capital Improvement Plan**

7. Public Comment (Non Agenda Items)

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

8. Matters from Council

9. Closed Session (if needed)

10. Adjournment

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Recognitions and Presentations

MEETING DATE:

January 28, 2020

ITEM #: 4

ITEM TITLE:

- a. **AVOCA Annual Report:** Mike Hudson, Avoca Executive Director, will be present to deliver the museum's Annual Report. Council may accept the report, if so inclined.
- b. **"Visitor's Center" proposal (Staunton River Memorial Library):** Ms. Jordan Welborn, Campbell County Public Library System Director, will be present to discuss her efforts to establish a "certified" Visitor's Center in the library. Information relative to this presentation is attached. ([Link](#))
- c. **FY2021 Budget – Outside Agency/Non-Profit Presentations:** Agencies/Non-Profits seeking funding in the FY2021 Budget will be in attendance to discuss their request with Town Council. Information relative to the requests is attached. ([Link](#)) Copies of each full request has been provided to Town Council under separate cover.

Project Proposal

Campbell County Public Library System and the Town of Altavista

The Idea

The Staunton River Memorial Library (SRML), a branch of the Campbell County Public Library System (CCPLS), will partner with the Town of Altavista, taking advantage of existing staff, materials, and infrastructure to provide an additional attraction/ area of service in the form of a certified visitor's center. The smaller community meeting space at SRML will be renovated to include a curated exhibit space and brochure rack with information about local and regional attractions. SRML staff members will serve as both docent and tourism guide, a role that they already play informally and frequently. Community volunteers will also be utilized in this role. Library hours will be amended to include 4 hours on Sunday, which will serve a dual purpose of providing another opportunity for working families to utilize library services. Hours during the week will shift slightly, so there is no overall change in number of service hours per week. SRML and the certified visitor's center will be open the same hours.

Benefits to the Town of Altavista and citizens

- Provide a destination for local and regional tourist information
- Low startup costs since the building and staffing structure is in existence
- Further showcase Altavista's most recognized building
- Increased tourism translates to increased tax revenue and economic development

Benefits to SRML and library patrons

- Capitalize on an underutilized space
- Carve out designated display space for local history and other exhibits
- Encourage citizens to engage with the library in a new way
- Pilot Sunday hours to provide library services for working families

CCPLS/ SRML Commitment

- Utilize existing staffing and volunteer structure to provide support to the visitor's center during opening hours
- Staff and volunteer training
- Curate exhibits

How can the Town of Altavista help?

- Invest in one-time startup costs for the space:
 - Paint
 - Tables
 - Locking display cases
 - Brochure racks
 - TV (to add an audiovisual element to the exhibit space)
- Signage/ marketing

Why do we need a *certified* visitor's center?

- Makes us eligible for perks from the Virginia Tourism Corporation, including:
 - Marketing space in the other 13 state certified visitor's centers for our local tourist attractions
 - Listing in the Virginia travel guides and other state marketing endeavors
 - Bulk supply of Virginia travel guides and state highway maps



Date: January 24, 2020

To: Waverly Coggsdale

From: Tobie Shelton

Re: Community Agency Funding Request for FY2021

Please find attached a listing of funding requests from community agencies for Fiscal Year 2021 that covers the period July 1, 2020 through June 30, 2021. A representative from each agency was encouraged to attend the Work Session scheduled for Tuesday, January 28th to answer any questions Council may have.

All information submitted by each agency will be forwarded to Council under a separate cover.

Please advise if there are any questions.

Thank you.

TOWN OF ALTAVISTA

Agency Requests for FY2021

<u>Agency</u>	<u>FY 2021 Request</u>	<u>FY 2020 Approved Request</u>	<u>FY 2019 Audit Submitted</u>	<u>Notes</u>
Altavista Area YMCA	\$ 100,000.00	\$ 100,000.00	No	Will provide audit once complete
Altavista Chamber of Commerce	\$ 20,000.00	\$ 20,000.00	No	Will provide audit once complete
Altavista on Track	\$ 5,000.00	\$ 5,000.00	No	Town also funds 28 hrs/week (70%) of the Main St. Coordinator's position at a cost of \$43,666 (The total cost of the position is \$62,380)
Altavista Senior Center	\$ 1,000.00	\$ 1,000.00	Yes	
Small Business Development Center	\$ 6,000.00	\$ 6,000.00	No; Please refer to question #5 on application	



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items Referred from Previous Meetings

MEETING DATE:

January 28, 2020

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

Staunton River Garden Club – Decoration Funding Request

DESCRIPTION:

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

Mrs. Linda Janiak, a member of the Staunton River Garden Club, presented a plan to continue the partnership of purchasing Snowflake decorations for the Town's light poles at the January 14, 2020 Regular Meeting. Based on her presentation, an additional 64 decorations would be needed to utilize all the poles along Main Street. To date the Garden Club and the Town have partnered to purchase 68 decorations. Mrs. Janiak indicated that the supplier is currently having a "Buy 2 Get 1 Free" promotion.

Staff has looked at several options in regard to partnering with the Garden Club on this project and would recommend either Option "A" or "B" as outlined on the attachment ([LINK](#)). Any funds for this project would need to be included in the FY2021 Budget.

RECOMMENDATION:

Staff would advise that the remaining snowflakes be budgeted over the next several years (Option A or B), taking into account a continued partnership with the Staunton River Garden Club and others. Having funds in the budget would make it easier to take advantage of the vendor's "after season" promotions.

BUDGET/FUNDING:

Dependent upon the number of decorations purchased.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Direct staff on the number of decorations that the Town will pay for and work with the Garden Club to place the order and include the expense in the FY2021 Budget.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Staunton River Garden Club decoration information*
- *Staff Decorative Snowflake Options*

STAUNTON RIVER GARDEN CLUB

To date the SRGC and the Town of Altavista has purchased a total of 68 snowflakes.

We are very thankful for the help we received from the town last year and hope to get some more this year

As of last count of poles to finish this project we would need 64 more snowflakes.

This would finish the four on 7th Street, two on Main St. from McDonalds to Broad St. and the rest on Main Street down to where the poles end., and 2 in the town hall parking lot.

The snowflakes average \$345.00 each but if we purchase with the buy 2 get 1 free discount the average price is \$254.00

The SRGC is prepared to purchase another twelve.

That would leave 52 more to be purchased. Last year the town purchased 30 which would leave 22 to be purchased next year.

The cost to purchase the same amount as last year would be \$7677.00

The cost to purchase the remaining 52 would be approx.. \$13,160.00

Thank you for any help you can give us.

Linda Janiak Treasurer
Staunton River Garden Club

Decorative Snowflake Options

Option "A"			Total Needed	64
	<u>SRGC</u>	<u>TOA</u>	<u>Promotion</u>	
Cost/Per	359	359		
#	8	8	8	24
Cost:	\$2,872	\$2,872		
			Remaining:	40

Option "B"			Total Needed	64
	<u>SRGC</u>	<u>TOA</u>	<u>Promotion</u>	
Cost/Per	359	359		
#	8	12	10	30
Cost:	\$2,872	\$4,308		
			Remaining:	34

Option "C"			Total Needed	64
	<u>SRGC</u>	<u>TOA</u>	<u>Promotion</u>	
Cost/Per	359	359		
#	8	35	21	64
Cost:	\$2,872	\$12,565		
			Remaining:	0



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

ITEM #: 5b**ITEM TITLE:**

Booker Building Use Feasibility Study discussion

DESCRIPTION:

THIS ITEM WAS REFERRED TO THE January 28, 2020 Town Council Work Session per a Consensus of Town Council following discussion at their November 26, 2019 Work Session.

Staff has attached the minutes of the November 26, 2019 Town Council Work Session pertaining to this item for informational purposes. During the November Work Session, staff discussed with Council the “top five” uses identified in the Land Planning and Design Associates (LPDA) Use Feasibility Study. As the minutes show, there was much discussion initially about potential improvements to the facility followed by discussion on the “use” of the structure. However, there was no consensus of Council on either item and accordingly Council reached the consensus to place the item on the January 28, 2020 Work Session for continued discussion.

LPDA’s Booker Building Use Feasibility Study identifies the “Top Five” uses as (listed alphabetically): Brewery; Event Center and Rental; Farmer’s Market, Parks and Rec Programming; and Restaurant. The study looks at the “Objectives, Site/Building Compatibility, and Benchmarks” for each of the five uses. On page 7 of the report, LPDA sets forth its recommendations in regard to “Next Steps”, which includes “Immediate Action” which would serve all uses and includes: *Town Council review and determination of desired goals and uses of the Booker Building; Utilization of a professional for an analysis of structural, code compliance and safety concern; and Engagement of stakeholders on visions and preferences.* Appendix A of the report sets forth the building interior and exterior conditions inventory with recommendations on possible improvements. As previously stated Town Council began the conversation about goals and uses at their November 26, 2019 Work Session; in addition they provided time on their October 22, 2019 Work Session agenda for a Public Input Session on the topic.

RECOMMENDATION:

Staff recommends that Town Council finalize their “desired goals and uses for the Booker Building” and move forward with an “inspection of the Booker Building to evaluate structural stability, code compliance, and safety improvements”; as outlined in the LPDA Recommendations. The analysis may also be a good opportunity to develop cost estimates for the items mentioned in the building interior and exterior conditions inventory (Appendix A).

BUDGET/FUNDING:

Unknown, at this time.

POTENTIAL ACTION:

- Council may decide to do one of the following:

POTENTIAL ACTION (continued):

- Provide staff with the goals/uses of the Booker Building and move forward with receiving proposals from the town's engineering firms (annual services contract) for the inspection/analysis of the building, pursuant to staff's recommendation.
- Place this item on a future Town Council meeting agenda for additional review/discussion.
- Provide alternative direction to staff, based on discussion.
- Take no action, at this time.

ATTACHMENTS:

- November 26, 2019 Town Council Work Session meeting minute excerpts
- Booker Building Use Feasibility Study (Sept. 2019) w Appendix A only
- Public Input comments

Mr. Coggsdale confirmed Mr. Higginbotham's comment.

Mr. Coggsdale stated the decorative lights were for "pedestrian safety", whereas the overhead street lights were in place to enhance a driver's vision of the street/road.

Mr. Coggsdale stated, if Council desired, he could have the new "staff intern" conduct a street light assessment, to determine where each of the town's decorative lights are located compared to where all of the overhead street lights are located.

Mayor Mattox asked Council if they had any additional questions or comments regarding this item, to which there were none.

d. Booker Building Use Feasibility Study Follow Up

Mr. Coggsdale referenced the Land Planning and Design Associates (LPDA) recent analysis of potential uses for the Booker Building. He also referenced the Public Input Session, held during Council's October Work Session, for citizen input regarding potential uses and improvements needed to the Booker Building.

Mr. Coggsdale shared with Council the top five uses identified from LPDA's study, the October Public Input Session, and citizen comments via email:

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

Mr. Coggsdale stated, at this time, Council may choose to discuss the potential uses and improvement needs, and begin to provide staff direction on how they would like to move forward with this item.

Mayor Mattox asked Council if they had any questions or comments regarding this item.

Mr. Mitchell stated he appreciated the history the Booker Building brings to the Town of Altavista, and he felt it was time to start implementing improvements and updates to the facility, so the town could start utilizing all of its potential.

Mr. Mitchell shared with Council his top suggestions as priority improvement items: (1) updating the floor, (2) adding HVAC to the facility, (3) replace existing windows with more efficient ones, (4) adding glass to two of the three "bay doors", and (5) renovating the bathrooms.

Mr. Mitchell stated he did not see the feasibility of adding a kitchen to the facility to justify its consideration as a potential upgrade.

Mr. Emerson stated he also felt the facility needed to be more energy efficient and agreed new windows, doors, and the addition of an HVAC system would be at the top of his list for improvement considerations.

Mr. Emerson stated he did favor adding a small "prep" kitchen to the facility. He stated having a small kitchen area would be an asset for event rentals.

Mr. Emerson stated, after the initial and most needed improvements were made, such as HVAC, the town could re-evaluate what items to address next.

Mrs. Dalton stated she favored one or more of the suggested "uses" be allowed, as long as they still coincide with the existing uses/rentals of the facility.

Council Work Session – November 26, 2019

Mrs. Dalton stated upgrading the floors, renovating the bathrooms, and adding HVAC to the facility were the top priorities on her list of “first” improvements.

Mrs. Dalton stated a small “catering kitchen” for bringing food that has already been prepped would be an ideal choice for the facility, but the item would be last on her list of necessary improvements. She stated the item could be considered for a later budget.

Mayor Mattox stated, with Council not knowing which suggested “use” option will take place in the building/facility, he suggested approving a minimal amount of improvements to start with. He stated he would not want to see the town spend money to upgrade certain areas of the building, only to have it removed because the facility was going to be used for something other than it was originally planned for.

Mayor Mattox referenced the VTI Event Center and The River Valley Venue (The Granary), both located in the Town of Altavista. He stated he did not feel that the Booker Building facility could compete with those two spaces in its current condition.

Mayor Mattox suggested implementing minimal upgrades to enhance how the facility was currently being used, and at the same time be an asset to a potential future use.

Mr. Higginbotham stated he felt the town should preserve the history of the building. He stated he did not agree with replacing the roll-up doors and the windows could be “re-glazed” instead of being replaced, all in order to preserve the existing building.

Mr. Higginbotham referenced the building’s wood ceiling. He stated covering the ceiling with insulation would also take away from its original “character”. He stated HVAC could be added to the existing ceiling without disturbing its visual appeal.

Mr. Higginbotham suggested not adding a kitchen to the Booker Building, but asked Council to consider the previously mentioned “Innovative Center” as a potential rental space, which already has a small kitchen.

Mr. Higginbotham concluded stating his suggestions for priority improvements would be updating the floors, renovating the exterior stage, updating the bathrooms, and adding HVAC to the facility.

Mr. Higginbotham stated he agreed with Mrs. Dalton and was in favor of implementing one improvement item per year, until all of the desired upgrades were met.

Mr. George stated he was in favor of adding a “small” kitchen area to the facility. He stated he felt having a small kitchen would be an asset to renters of the facility.

Mr. George referenced the VTI Event Center. He stated VTI was a good example of a “warehouse” type building being renovated to suit rental needs.

Mr. George also referenced the nearby Harvester Event Center. He stated the facility was a great example of how an old building could be renovated without disturbing its integrity and original character.

Mr. George stated he would be interested in knowing the cost for each individual suggested upgrade/improvement for Council’s review and further consideration.

Mr. Bennett referenced Mayor Mattox’s comment and stated he agreed there were certain improvements, such as the floors, that needed to be postponed until such a time as a “vision” or use for the building was decided on. He stated he did not want to see the town spend money on updating floors, only to find out the floors needed to be something different for the new future use.

Mr. Bennett stated he agreed the Booker Building needed several upgrades and improvements, but stated he would like to see Council make a decision on what the future “use” of the facility will be before spending time and money in renovations.

Mrs. Dalton suggested, when making a decision of what the future use(s) of the Booker Building should be, Council keep in mind the facility is located inside of a town park.

Mrs. Dalton stated she felt any and all uses should be consistent with its location, and did not feel a restaurant or brewery would be conducive with the facility's current use.

Mayor Mattox stated, taking Mrs. Dalton's comment of the facility's park location into consideration, he felt a "Food Court" would be a good fit for the building. He stated the facility could house vendors serving such items as hot dogs, subs, ice cream, and even small businesses.

Mr. Emerson stated the Mayor's idea was similar to Lynchburg's Downtown Market.

Mayor Mattox stated the vendor spaces could be rented to bring in additional town revenue. He stated the vendors selling food products would also be additional town revenue through Meals Taxes.

Mr. Bennett stated the number one "stakeholder" suggestion for the Booker Building was a "concert event space/venue".

Mayor Mattox stated the Booker Building, with minimal improvements, could house both a Food Court and a music venue.

Mr. Coggsdale suggested Council consider the current use of the Booker Building facility, and decide whether or not the town would continue using the facility as such. He stated that decision would help determine if an item had potential as a future use consideration or not.

Mr. Coggsdale stated, if Council had another potential use that would preclude the current use of the facility, the improvement list would need to reflect that use.

Mrs. Dalton stated she was not in favor of precluding the current use, but selecting additional uses that could coincide with the current rental uses. She stated a Food Court could be "seasonal" and pre-scheduled to share the space with rental requests.

Mr. George suggested Council keep in mind there are multiple event spaces, both large and small, in the Town of Altavista available for rental.

Mr. Coggsdale informed Council that the other event spaces in town, other than the smaller Train Station, were more costly than the Booker Building's current rental cost.

Mr. Mitchell stated, if the town renovated the Booker Building with multiple upgrades, such as HVAC, the town may need to reevaluate the facility's rental cost accordingly.

Vice-Mayor Dalton suggested placing this item on a future work session for additional discussion and consideration.

All Council members were in consensus to place this item on the January 2020 Council Work Session Agenda for further discussion.

e. CCTV Sewer Camera Head Replacement Request

Mr. Tom Fore, Utilities Director, stated the Utility Department utilizes a Sub-site CCTV Camera in order to inspect sewer lines throughout the town's sewer collection system. He informed Council that during the first week of November, while doing sewer video work, the CCTV camera failed.

Mr. Fore stated the camera was approximately nine years old and unrepairable. He stated staff was requesting permission to replace the CCTV camera head.



BOOKER BUILDING USE FEASIBILITY STUDY

Altavista, Virginia

September 2019

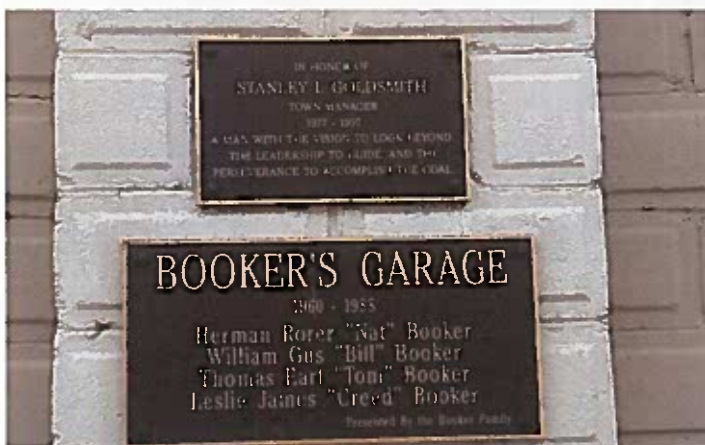
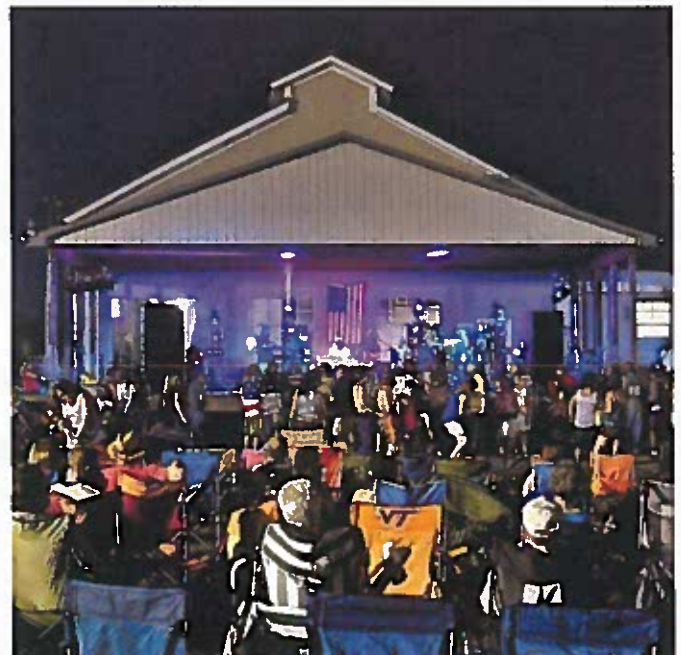


TABLE OF CONTENTS

Introduction.....	1
Booker Building Potential Use Evaluation	
Event Center and Rental.....	2
Brewery/ Tasting Room.....	2
Restaurant.....	3
Parks and Recreation Programming.....	4
Farmer’s Market.....	5
Booker Building Business Models	
Private.....	6
Public-Private.....	6
Public.....	6
Recommendations	
Nest Steps.....	7
Conclusion.	8
Appendix A: Booker Building Conditions Assessment	
Appendix B: Stakeholder Interview Results	
Appendix C: Precedent Benchmark Projects	

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.

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.

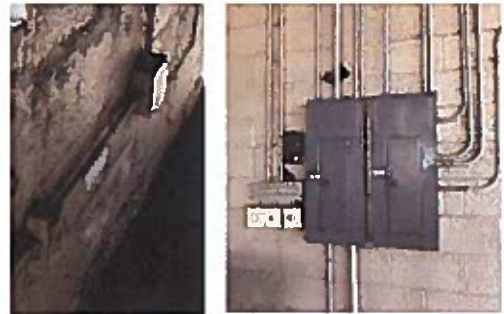
Recommendation: Replace lights with interior grade lights for extended use of

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.



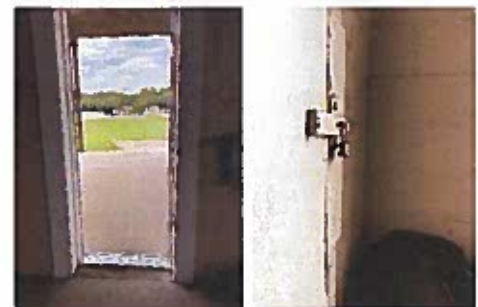
Walls: Concrete block walls are uninsulated and paint is beginning to age and crack. Decorative block wall is an interesting existing design feature.

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:

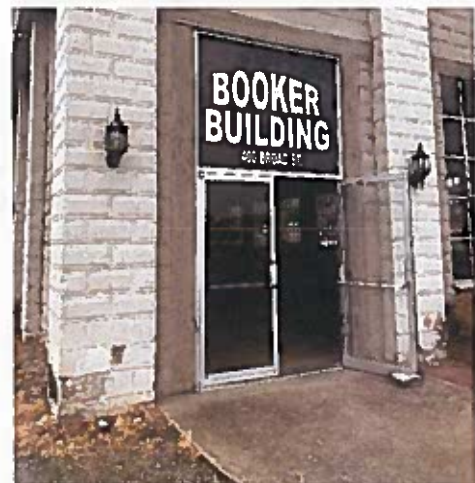
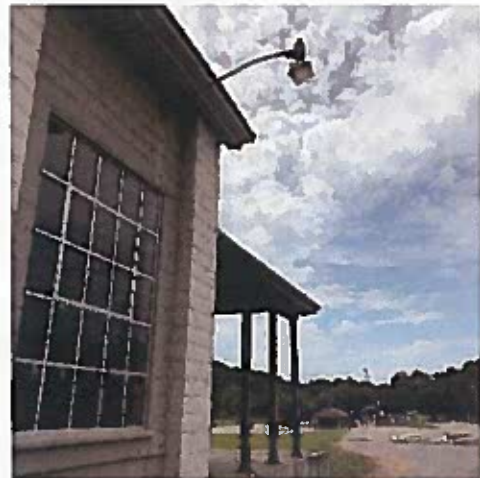
- Lantern-style lights flank the doors
- One flood light on rear corner of building near the stage. Light is non-functioning.
- No flood or area lighting for space around the building, including parking.

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.

This page left blank

BOOKER BUILDING USE INPUT

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

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

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

Comments from the October Work Session – Input Session

Public Input – Booker Building “Use Feasibility” Report

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

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

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

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

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

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



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

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

Virginia Resource Authority (VRA) – VCWRLF Funding Update – WWTP Electrical Improvements Project

DESCRIPTION:

The Town, with assistance from Peed & Bortz, has previously applied for funding through the Virginia Resources Authority (VRA)/Virginia Clean Water Revolving Loan Fund (VCWRLF) in regard to the Town's WWTP Electrical Improvements Project. The application has been approved by the State Water Control Board (DEQ) in the amount of \$4.327 million for either a 20 or 25 year term. The rate will be locked in after receipt of bids and issuance of a Notice of Award, current rates are 1.2% (20 years) or 1.8% (25 years). However, the rate would not lock in until the final phase of the project bids are received.

The WWTP Electrical Improvements Project has been divided into three phases (I, II, and III). Peed & Bortz is currently under contract and working on Engineering Design for Phases I and II. The Phase I building & generator pad (\$472,690) were not included with the funding request as they were in process prior to the VRA application. The Phase I Generator (\$466,767) and switchgear (\$349,500) were procured using the state sponsored process and are included in the funding request.

Peed & Bortz is recommending that the Town proceed with design of Phase III (Phase II design is underway), so that both Phases (II and III) can be bid at the same time. It would be anticipated that the projects would be bid in July 2020, which should allow the Town to lock in the interest rate this summer. The total estimate for the entire project, all phases, is \$4,915,696. The only item that is not included in that figure would be the Inspection services, if needed.

RECOMMENDATION:

Staff concurs with Peed & Bortz in regard to moving forward with the Engineering Design of Phase III of the project based on their proposal of \$222,100.

BUDGET/FUNDING:

Project estimate is \$4,915,696, with DEQ (VRA/VCWRLF) funding in the amount of \$4,327,000. This leaves a balance of \$588,696.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Place approval of the Peed & Bortz proposal in the amount of \$222,100 for Phase III Engineering Design for the WWTP Electrical Improvements Project, this includes Bidding and Construction services for the entire project.

- 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:

- *Town of Altavista WWTP Electrical Improvements Project sheet*
- *Master Engineers & Designers Probable Cost of Investments Phase II and III*
- *Peed & Bortz Engineering Services Phase III Proposal*

TOWN OF ALTAVISTA

WASTEWATER TREATMENT PLANT ELECTRICAL IMPROVEMENTS

Project Budget-Phase II and Phase III to Completion

December 2019

		<u>INELIGIBLE PRICE</u>	<u>ELIGIBLE PRICE</u>
Phase I			
Engineering-Design	contract	\$42,110	
Construction-Building and Generator Pad	contract	\$472,690	
Generator	procurement contract		\$466,767
Switchgear	procurement contract		\$349,500
Bidding and Construction Administration <i>Inspection</i>	included in design fee <i>not included in estimates</i>		
Phase II			
Engineering-Design	contract		\$81,500
Construction	estimated (see attached)		\$1,080,420 projection
Bidding and Construction Administration <i>Inspection</i>	included in Ph III Design <i>not included in estimates</i>		
Incidentals and Contingency	estimated (see attached)		\$302,518 projection
Phase III			
Engineering-Design	contract-proposed		\$169,100
Engineering-SCADA Design	contract-proposed		\$53,000
Construction	estimated (see attached)		\$1,482,884 projection
Bidding and Construction Administration <i>Inspection</i>	included in Ph III Design <i>not included in estimates</i>		
Incidentals and Contingency	estimated (see attached)		\$415,208 projection
TOTAL INELIGIBLE BUDGET		\$514,800	
TOTAL ELIGIBLE DEQ BUDGET			\$4,400,896
TOTAL BUDGET			\$4,915,696
TOTAL DEQ Funding Request		\$	(4,327,000)
Difference			\$588,696



Altavista WWTP - Electrical Upgrade Phase II
Probable Cost of Investments over Phase II

Structure	Recommendation	Cost
<i>Blower Building</i>		
	Upgrade of all Electrical Equipment	\$ 300,000
	Upgrade Interior Lighting and Lighting Controls	\$ 4,000
	Upgrade Exterior Lighting and Lighting Controls	\$ 1,000
<i>Blower Building HVAC</i>		
	HVAC Upgrade	\$ 20,000
	<i>Total for Building:</i>	\$ 325,000
<i>Sludge Pumping Station Electrical</i>		
	Upgrade of all Electrical Equipment	\$ 200,000
	Upgrade Interior Lighting and Lighting Controls	\$ 4,000
	Upgrade Exterior Lighting and Lighting Controls	\$ 1,000
<i>Sludge Pumping Station HVAC</i>		
	HVAC Upgrade	\$ 20,000
	<i>Total for Building:</i>	\$ 225,000
<i>UV Service Electrical</i>		
	Upgrade of all Electrical Equipment	\$ 15,000
	<i>Total for Building:</i>	\$ 15,000
<i>Power House Building</i>		
	Electrical Switchgear Installation	\$ 75,000
	1750kW Generator Installation	\$ 50,000
	<i>Total for Building:</i>	\$ 125,000
<i>Site Lighting</i>		
	Upgraded Site Lighting	\$ 30,000
	<i>Total for Building:</i>	\$ 30,000
<i>Power Company Work</i>		
	Dominion Service Drop	\$ 110,000
	<i>Total for Building:</i>	\$ 110,000
<i>Feeders to Each Building in the Plant</i>		
	DB-2.2 Ductbank and Conduit Only	
	Manhole to Lab Building (Approx 600')	\$ 52,840
	Manhole to Sludge Pumping Station (Approx 350')	\$ 31,340
	Manhole to Solids Handling Service (Approx 450')	\$ 82,360
	Manhole to UV Service (Approx 230')	\$ 44,520
	DB-1 Ductbank and Conduit Only	
	Power House to Blower Building (Approx 200')	\$ 39,360
	<i>Total for Building:</i>	\$ 250,420
	CONSTRUCTION Total:	\$ 1,080,420



Altavista WWTP - Electrical Upgrade Phase II
Probable Cost of Investments over Phase II

Structure	Recommendation	Cost
<i>Project Cost Estimate Expense Assumptions</i>		
	Permitting Fees (1%)	\$ 10,804
	Contingency (25%)	\$ 270,105
	Legal Fees (1%)	\$ 10,804
	Bond Council (1%)	\$ 10,804
	<i>Total:</i>	<i>\$ 302,518</i>
	Total:	\$ 1,382,938



Altavista WWTP - Electrical Upgrade Phase III
Probable Cost of Investments over Phase III

Structure	Recommendation	Cost
<i>Lab Building Electrical</i>		
	480/277V, 3-Phase, 600A Motor Control Center	\$ 200,000.00
	112.5kVA Transformer to Panel L1	\$ 6,800.00
	120/208V, 3-Phase, 100A Panelboard L1	\$ 5,225.00
	25kVA Transformer to Panel Lab	\$ 4,300.00
	120/240V, 1-Phase, 100A Panelboard Lab	\$ 1,975.00
	Interior Lighting and Lighting Control Upgrade	\$ 3,500.00
	Exterior Lighting Upgrade	\$ 1,000.00
	Code Compliant Grounding System	\$ 1,000.00
	Receptacle Replacement	\$ 1,000.00
	Lightning Protection Installation	\$ 3,200.00
	Relocation of Electrical Equipment to Achieve Proper Working Clearance	\$ 4,000.00
<i>Lab Building HVAC</i>		
	Lab HVAC Upgrade	\$ 75,000.00
	Office/Electrical Room HVAC Upgrade	\$ 20,000.00
	<i>Total for Building:</i>	\$ 327,000
<i>Administration Building Electrical</i>		
	50kVA Transformer to Panel LG (Outside of Building)	\$ 7,000
	120/240V, 1-Phase, 200A Panelboard LG	\$ 5,150
	Interior Lighting and Lighting Control Upgrade	\$ 3,500
	Exterior Lighting Upgrade	\$ 1,000
	Receptacle Replacement	\$ 1,000
<i>Administration Building HVAC</i>		
	Lightning Protection Installation	\$ 2,500
	HVAC Upgrade	\$ 30,000
	<i>Total for Building:</i>	\$ 50,150
<i>Personnel Building Electrical</i>		
	Lighting & Power Upgrades	\$ 18,000
<i>Personnel Building HVAC</i>		
	Lightning Protection Installation	\$ 2,500
	HVAC Upgrade	\$ 30,000
	<i>Total for Building:</i>	\$ 50,500
<i>Solids Handling Building</i>		
	Electrical Equipment	\$ 20,000
	Motor Control Center	\$ 400,000
	Lighting	\$ 5,000
<i>Solids Handling Building HVAC</i>		
	HVAC	\$ 20,000
	<i>Total for Building:</i>	\$ 445,000



Altavista WWTP - Electrical Upgrade Phase III
Probable Cost of Investments over Phase III

Structure	Recommendation	Cost
<i>Feeders to Each Building in the Plant</i>		
	DB-1 Feeder Cost	
	Power House to Blower Building (Approx 225')	\$ 15,975
	DB-2 Feeder Cost	
	Power House to Generator (Approx 55')	\$ 17,573
	DB-2.2 Feeder Cost	
	Power House to Lab Building (Approx 600')	\$ 16,500
	Power House to Sludge Pumping Station (Approx 350')	\$ 4,970
	Power House to Solids Handling Service (Approx 450')	\$ 31,950
	Power House to UV Service (Approx 230')	\$ 3,266
	<i>Total for Building:</i>	\$ 90,234
<i>SCADA</i>		
	SCADA conduit and wiring	\$ 20,000
	SCADA	\$ 500,000
	<i>Total:</i>	\$ 520,000
	CONSTRUCTION Total:	\$ 1,482,884
<i>Project Cost Estimate Expense Assumptions</i>		
	Permitting Fees (1%)	\$ 14,829
	Contingency (25%)	\$ 370,721
	Legal Fees (1%)	\$ 14,829
	Bond Council (1%)	\$ 14,829
	<i>Total:</i>	\$ 415,208
	Total:	\$ 1,898,092

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

December 6, 2019

Mr. Tom Fore
Town of Altavista
Director of Public Utilities
P.O. Box 420
Altavista, Virginia 24517

Re: 2020 CIP Projects
WWTP Phase III Electrical Upgrades
Engineering Services Proposal
19-34

Dear Mr. Fore:

Peed & Bortz is pleased to provide the Town with this proposal for professional engineering services associated with design of the final Phase III electrical upgrades to the Town's wastewater treatment plant. This is the final phase of the wastewater treatment plant electrical improvements as identified in the Wastewater Facilities Assessment and Improvement Plan (FAIP). It is anticipated that this design work will be consolidated with the Phase II improvements currently under design and may be financed as part of a single funding package, possibly through Virginia Department of Environmental Quality (DEQ). Construction of these Phase II/III electrical improvements may performed as a single contract or split into multiple divisions or phases. These construction alternatives will be evaluated with the Town in accordance with their preferences, funding agency considerations, and cost and time efficiency.

A substantial portion of these electrical upgrade design services are proposed to be provided through subcontract with Master Engineers and Designers, of Lynchburg, Virginia. The proposed Scope of Services Deliverables are in accordance with the attached from Master Engineers and Designers proposal supplemented by this proposal for additional items.

In addition to the base Phase III electrical upgrades, Peed & Bortz has also included services for the design of the SCADA Improvements identified in the FAIP as a separate, but related, improvement project.

The Bidding and Construction Administration services outlined in the proposal assume both the Phase II and Phase III (including SCADA) work will be bid and constructed at the same time. The Bidding and Construction Administration costs include both the Phase II and Phase III work.

A. Scope of Services

Based on our present knowledge of the intention of the Owner, Peed & Bortz, LLC proposes the following services.

Electrical Upgrades - Design

1. Perform site visit to verify the location and dimensions of existing equipment to be temporarily relocated or replaced during construction in the Solids Handling, Lab, Personnel, and Administrative Building. It is also the intent of this site visit to inspect existing wiring and conduit within the Solids Handling and Lab Buildings to verify if it is in operable condition. Owner will open enclosures for our inspection.
2. Obtain information on critical loads within the Solids Handling and Lab Buildings and create a sequence of load transfer during construction, to reduce process downtime. Owner input will be required.
3. Draft existing electrical equipment demolition plans for all buildings.
4. Specify the replacement of the MCCs within Solids Handling and Lab Buildings. New MCCs will be designed to support existing loads and will have additional capacity to support future loads as directed by Owner. The new MCCs will be designed with the capability to tie into plant-wide SCADA system. The new MCCs will use Allen-Bradley as basis of design.
5. New feeders in ductbank, which back-feed new building MCCs, shall be sized and fed from powerhouse. Details and schedules will be provided on drawings.
6. Design new work plans showing location of new electrical equipment within each building.
7. Design new work lighting and miscellaneous power plans for each building.

HVAC Upgrades - Design

Design improvements to the heating, ventilating and cooling systems for the Solids Handling, Lab, Administrative, and Personnel Buildings will be based on IBC – 2015, VCC – 2015, various laboratory design guidelines, and input from the Owner. It is anticipated that the existing sheet metal ductwork will be re-used and cleaned.

8. Hold preliminary design meeting with Owner to better define the HVAC scope of work and specific design criteria.

9. Conduct field investigation to document existing conditions and information on the existing installations.
10. Calculate required ventilation and exhaust airflows to the affected spaces based on the International Mechanical Code 2015 edition and Owner requirements and determine if changes are required from the original system design conditions.
11. Select new HVAC equipment.
12. Design new Laboratory airflow and DDC control system including new control strategies and lab hood airflow requirements.
13. Generate HVAC plans, schedules, process and instrumentation diagrams, and specifications based on new equipment and Owner input.
14. Specify Testing and Balancing procedures for HVAC systems.

Bidding & Construction Administration

1. Advertise Contract Bid (Request for Proposals).
2. Conduct Pre-Bid/Pre-Proposal Meeting, respond to bidder questions, and issue addenda as required.
3. Review received Bids/Proposals with Town to make an award recommendation. Follow-up documentation requests or interviews may be conducted with Bidders.
4. Prepare contract award documents and assist the Town with executing agreements.
5. Conduct preconstruction and regular monthly progress meetings.
6. Review document submittals.
7. Conduct completion inspections and generate punch-list(s) for final acceptance.
8. Prepare contract close-out documentation.

SCADA Upgrades

Design

1. Perform site visit to inspect existing electrical control panels at Riverview Pump Station, Influent Pump Station, Blower Building, and Sludge Pump Building to document existing control connected input and output (I/O) devices. Owner will open enclosures for our inspection. Building inspections will include documenting existing local instrumentation which may be integrated to the

SCADA system. Also inspect existing Laboratory and Administrative Buildings to assess requirements for new local SCADA PC stations.

2. Meet with Owner to review scope of SCADA upgrade including discussion of possible additional new instrumentation; any additional automated process control to be included in project; and proposed additional SCADA functionality to include remote SCADA access, remote and local alarm notification, redundant historian and database servers, and high speed wireless network communication architecture. Discussion will also include project bidding/procurement alternatives and considerations.
3. Prepare preliminary list of connected devices, I/O, and functional control for each local PLC panel. Meet with Town to review and revise per input.
4. Prepare panel diagrams and detailed I/O schedules for Master and all remote PLC stations. Drawing preparation will also include Network Topology Map, installation details, and sequence of construction.
5. Evaluate SCADA software alternatives and meet with Town to review and identify preferences.
6. Prepare project specifications including hardware and software requirements, detailed functionality description for each PLC, detailed list of all HMI and PC screens with display and input control requirements for each. Specifications will also include performance requirements for system integrators including hardware and software submittals, HMI/ PC screen and report submittals and review meetings, software licensing, training, record drawings and O&M Manuals, and support services.
7. Prepare project procurement/bidding documents including evaluation criteria.
8. Submit documents to Town, meet to review comments, and revise documents.

Bidding & Construction Administration

9. Advertise Contract Bid (Request for Proposals).
10. Conduct Pre-Bid/Pre-Proposal Meeting, respond to bidder questions, and issue addenda as required.
11. Review received Bids/Proposals with Town to make an award recommendation. Follow-up documentation requests or interviews may be conducted with Bidders.
12. Prepare contract award documents and assist the Town with executing agreements.
13. Conduct preconstruction and regular monthly progress meetings.

14. Review document submittals and conduct HMI/ PC screen and report review meeting.
15. Conduct completion inspections and generate punch-list(s) for final acceptance.
16. Prepare contract close-out documentation.

B. Owner Responsibilities and Services Excluded from this Contract

The Owner will provide the following information and work items for this project:

1. Review design plans and estimates and provide comments, as applicable.
2. Construction Inspection. Engineer can provide project inspection at a negotiated rate if so desired by the Owner.

C. Schedule

We anticipate completion of the preliminary design for Town staff review by 1 June 2020 assuming Owner provided notice to proceed by 1 January 2020. We propose to complete the remaining design work within 30 days of receipt of the Town staff comments. Bidding and Construction Period Services will proceed in accordance with determined schedules for each.

D. Compensation

Our fees to provide the above services include the attached Master Engineers & Designers subcontract proposal dated December 6, 2019 and will be as follows:

Base Services-

Electrical Upgrades – Design (Masters)	\$59,500
HVAC Upgrades – Design (Masters)	\$52,800
Electrical and HVAC – Design Coordination (P&B)	\$15,650
Bidding & Construction Administration-Phase II and III (Masters)	\$24,650
Bidding & Construction Administration- Phase II and III (P&B)	\$16,500
Total Lump Sum – Base Services	\$169,100

SCADA Services	
SCADA Wiring and Conduit – Design (Masters)	\$5,200
SCADA Design (P&B)	\$40,000
Bidding & Construction Administration	\$7,800
Total Lump Sum –SCADA Services	\$53,000
 Total Lump Sum –Base and SCADA Services	 \$222,100

The above fees are based on Master Engineers & Designers lump sum fee noted in their attached proposal and include a 15% pass-through charge as well as additional Peed & Bortz services.

Monthly invoicing will be based on the percentage of work completed to date.

E. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



Scott Bortz, PE
Partner

Town of Altavista, Virginia

Accepted by: _____

Date: _____

Title: _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

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

FY2020 Spring Paving (Streets, Alleys and Parking Lots)

DESCRIPTION:

The Department of Public Works has provided the attached information relative to their recommendation for the Spring 2020 Paving projects. As you know, the Town receives funds from VDOT on an annual basis for “maintenance” of the streets in Town; except Main Street and Bedford Avenue. Each year a portion of those funds are allocated to street paving. In addition, the Town allocates General Fund revenues to paving that is not eligible for VDOT “Highway” funds, this includes paving of alleys and parking lots.

The VDOT portion of the paving proposal totals \$427,295.09, which includes a contingency (10%) and engineering fees (8%). The list includes fourteen (14) street segments. The FY2020 Budget included \$565,500 for this purpose.

The General Fund portion of the paving proposal totals \$79,793.33, which includes a contingency (10%) and engineering fees (8%). The list includes 5 alleys segments and two parking lots. The FY2020 Budget included \$100,000 for this purpose.

Staff requested proposals from the Town’s “on-call” engineering firms in regard to a Scope of Services that would assist with the preparation of bidding and contract documents, advertisement of the projects, pre-bid conferences/bid openings and recommendation for award and processing of pay applications. It is anticipated that once the Town has the bidding and contract documents they would be used annually and the future costs for engineering services would decrease. The town received three proposals and recommends award to Engineering Concepts, Inc. in the amount of \$12,500.

RECOMMENDATION:

Staff recommends that Council approve the 2020 Spring Paving schedule. Based on receipt of proposals, staff recommends award to Engineering Concepts, Inc. for these services in the amount not to exceed \$12,500.

BUDGET/FUNDING:

Funding included in the FY2020 Budget.

POTENTIAL ACTION:

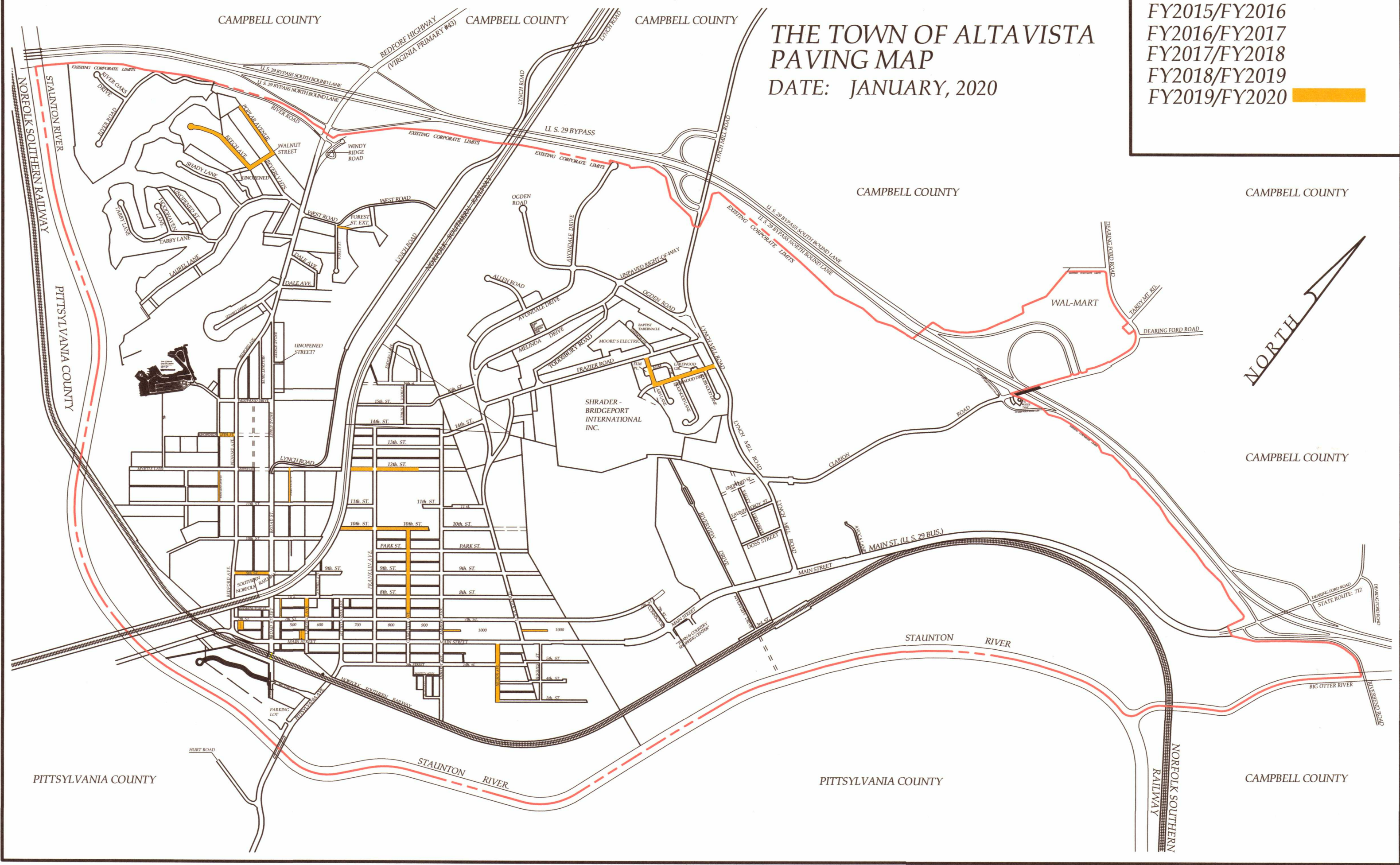
- Council may decide to do one of the following:
 - Approve the Spring 2020 Paving list and authorize staff to proceed.
 - Approve the proposal of an engineering firm to assist town staff with this process.
 - Place this item on a future Town Council meeting for additional review/discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- Spring 2020 Paving List (Streets, Alleys and Parking Lots)
- Maps of locations
- Engineering Proposals

THE TOWN OF ALTAVISTA PAVING MAP DATE: JANUARY, 2020

FY2015/FY2016
FY2016/FY2017
FY2017/FY2018
FY2018/FY2019
FY2019/FY2020



HIGHWAY FUNDS

<u>Name</u>	<u>Location of Streets to be Paved</u>	<u>Length</u>	<u>Width</u>	<u>Milling Sq Yds Required</u>	<u>Asphalt Tons Required</u>	<u>Shoulder Stone Tons Required</u>	<u>Milling Cost</u>	<u>Asphalt Paving Cost</u>	<u>Shoulder Stone Cost</u>	<u>Total Estimated Cost</u>
9th Street	Bedford Ave To Broad St	580	39	1903	276.47	20	\$13,321.00	\$27,646.67	\$800.00	\$41,767.67
10th Street	Franklin Ave To Dead End	350	19	80	81.28	18	\$560.00	\$8,127.78	\$720.00	\$9,407.78
13th Street	Bedford Ave To Woodland	250	27	200	82.50	12.2	\$1,400.00	\$8,250.00	\$488.00	\$10,138.00
10th Street	Franklin Ave To Dead End	855	35	161	365.75	16	\$1,127.00	\$36,575.00	\$640.00	\$38,342.00
Charlotte Ave	10th Street To 7th Street	1434	27	600	473.22	20	\$4,200.00	\$47,322.00	\$800.00	\$52,322.00
Campbell Ave	7th Street To 8th Street	325	28	297	111.22	3	\$2,079.00	\$11,122.22	\$120.00	\$13,321.22
12th Street	Franklin Ave To Railroad	360	26	100	114.40	7.3	\$700.00	\$11,440.00	\$292.00	\$12,432.00
12th Street	Franklin Ave To Dead End	655	22	100	176.12	12	\$700.00	\$17,612.22	\$480.00	\$18,792.22
Beech Street	Beverly Hghts To Dead End	1410	20	165	344.67	36	\$1,155.00	\$34,466.67	\$1,440.00	\$37,061.67
Popular Ave	Beverly Hghts To Dead End	1050	18	100	231	27	\$700.00	\$23,100.00	\$1,080.00	\$24,880.00
Nelson Ave	Main Street To 3rd Street	1120	25	1026	342.22	16	\$7,179.90	\$34,222.22	\$640.00	\$42,042.12
Nelson Ave	Tie End	28	15		5.13		\$0.00	\$513.33	\$0.00	\$513.33
Nelson Ave	Tie End	49	25		14.97		\$0.00	\$1,497.22	\$0.00	\$1,497.22
Lakewood Dr	Elm Ave To Lynchmill Road	1043	22	473	280.45	26.4	\$3,311.00	\$28,045.11	\$1,056.00	\$32,412.11
Elm Ave	Lakewood Dr To Frazier Rd	525	22	326	141.17	12	\$2,282.00	\$14,116.67	\$480.00	\$16,878.67
Forest Street Ext	Forest Street To Dead End	275	20	17	67.22	6.1	\$119.00	\$6,722.22	\$244.00	\$7,085.22
Grand Total Cost				5548	3107.79		\$38,833.90	\$310,779.33	\$9,280.00	\$358,893.23
Pavement Overlay Depth At 2 Inches										
*** Asphalt Cost \$100.00 Per Ton***										
*** Milling Cost \$7.00 Per Square Yard***										
*** Crush Run Cost \$ 40.00 Per Ton***										

GENERAL FUNDS

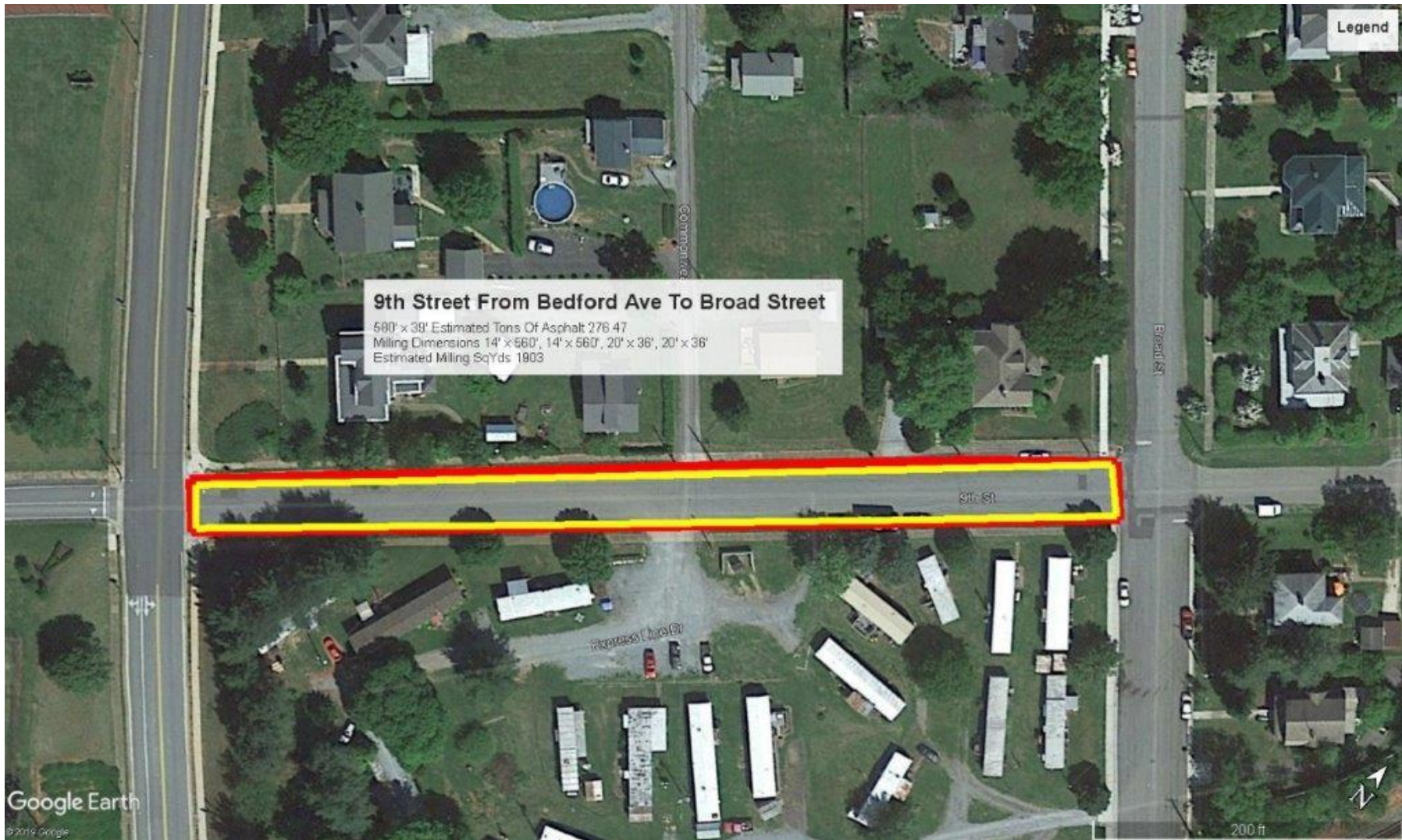
<i>Name</i>	<i>Location of Alley's to be Paved</i>	<i>Length</i>	<i>Width</i>	<i>Milling Sq/Yds Required</i>	<i>Asphalt Tons Required</i>	<i>Shoulder Stone Tons Required</i>	<i>Milling Cost</i>	<i>Asphalt Paving Cost</i>	<i>Shoulder Stone Cost</i>	<i>Total Estimated Cost</i>
Main Street	Amherst Ave To Dead End	265	13	194	42.11		\$1,358.00	\$4,210.56	\$0.00	\$5,568.56
7th Street	Lola Ave To Dead End	422	10	13.2	51.58		\$92.40	\$5,157.78	\$0.00	\$5,250.18
7th Street	7th to 8th - At Old Fire Station	335	16.5	228.4	67.56		\$1,598.80	\$6,755.83	\$0.00	\$8,354.63
Commonwealth	Myrtle Ln To 11th Street	555	12	47	81.40		\$329.00	\$8,140.00	\$0.00	\$8,469.00
Woodland Ave	Myrtle Ln To 11th Street	540	10	100	66.00	13.2	\$700.00	\$6,600.00	\$528.00	\$7,828.00
7th Street-Parking L	Parking Lot Behind McDonald's	146	84	112	149.893		\$784.00	\$14,989.33	\$0.00	\$15,773.33
Campbell-Parking L	Parking Lot @ Corner of Main & Cam	146	81	285.2	144.54		\$1,996.40	\$14,454.00	\$0.00	\$16,450.40
							\$0.00	\$0.00	\$0.00	\$0.00
	Grand Total Cost			979.8	603.08		\$6,858.60	\$60,307.50	\$528.00	\$67,694.10
Pavement Overlay Depth At 2 Inches										
*** Asphalt Cost \$100.00 Per Ton***										
*** Milling Cost \$7.00 Per SquareYard***										
*** Crush Run Cost \$ 40.00 Per Ton***										

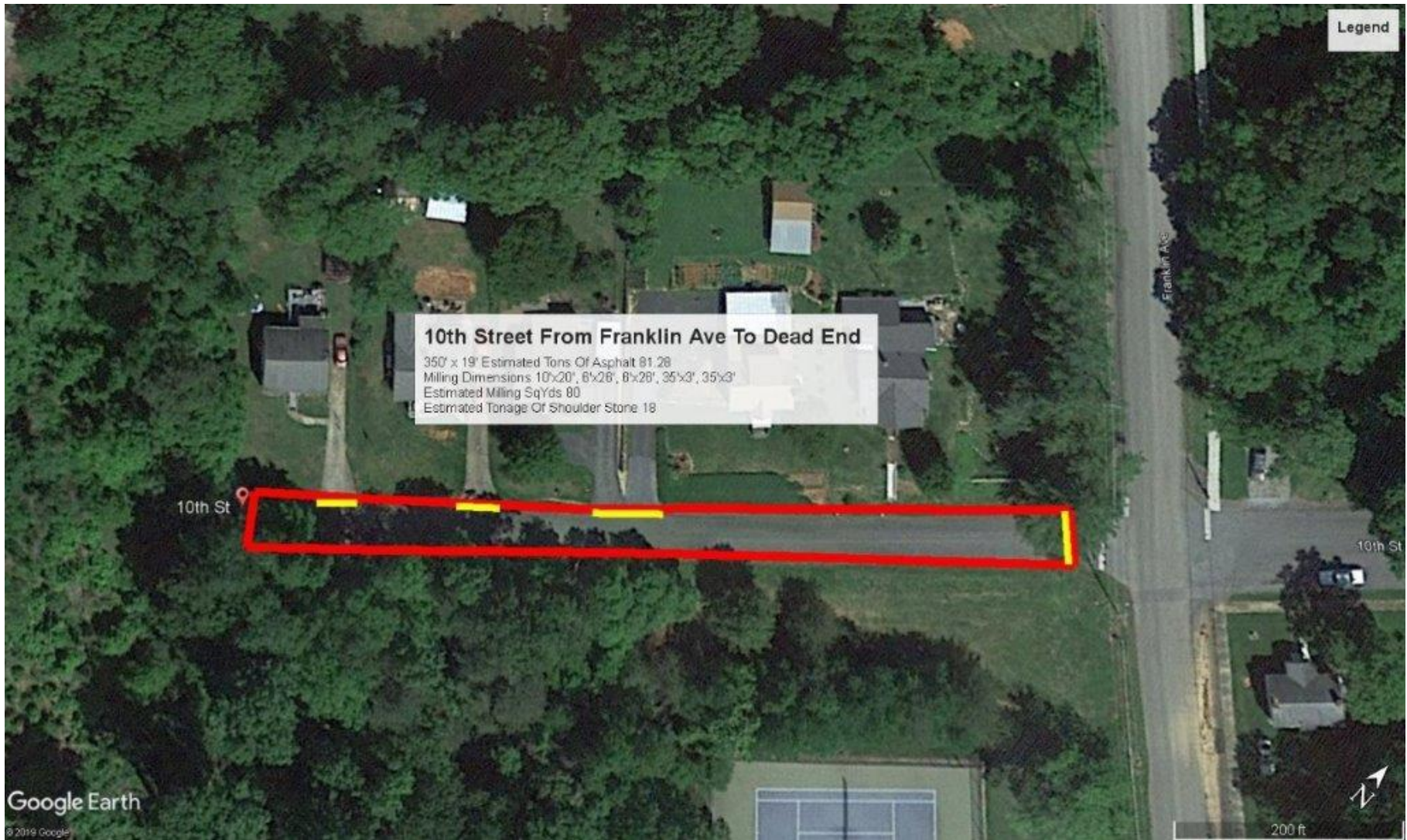
FY2019/FY2020 Highway Paving Budget

BUDGET FUNDS			<i>Milling Sq Yds Required</i>	<i>Asphalt Tons Required</i>		Milling and Paving Totals	10% Plus or Minus on Tonage	8 % Engineers Fees	Total
Estimated Highway Paving			5548	3107.79		\$359,676.00	\$35,967.60	\$31,651.49	\$427,295.09
Estimated General Paving			979.8	603.08		\$67,166.10	\$6,716.61	\$5,910.62	\$79,793.33
TOTAL ESTIMATED PAVING COST			6528	3710.87					\$507,088.41

STREET PAVING

FUNDING SOURCE: VDOT HIGHWAY FUNDS





Legend

13th Street From Bedford Ave To Woodland Ave

250' x 27' Estimated Tons Of Asphalt 82.50
Milling Dimensions 65'x14', 51'x7', 50'x7'
Estimated Milling SqYds. 180.1
Estimated Tonnage Of Shoulder Stone 12.2

13th St

Google Earth

© 2016 Google

200 ft



10th Street From Franklin To Dead End

855' x 35' Estimated Tons Of Asphalt 365.75
Milling Dimensions 30'x3', 30'x3', 30'x3', 73'x7', 20'x3', 23'x3', 75'x7'
Estimated Milling SqYds 181
Estimated Tonnage Of Shoulder Stone 18

Legend

Franklin Ave

10th St

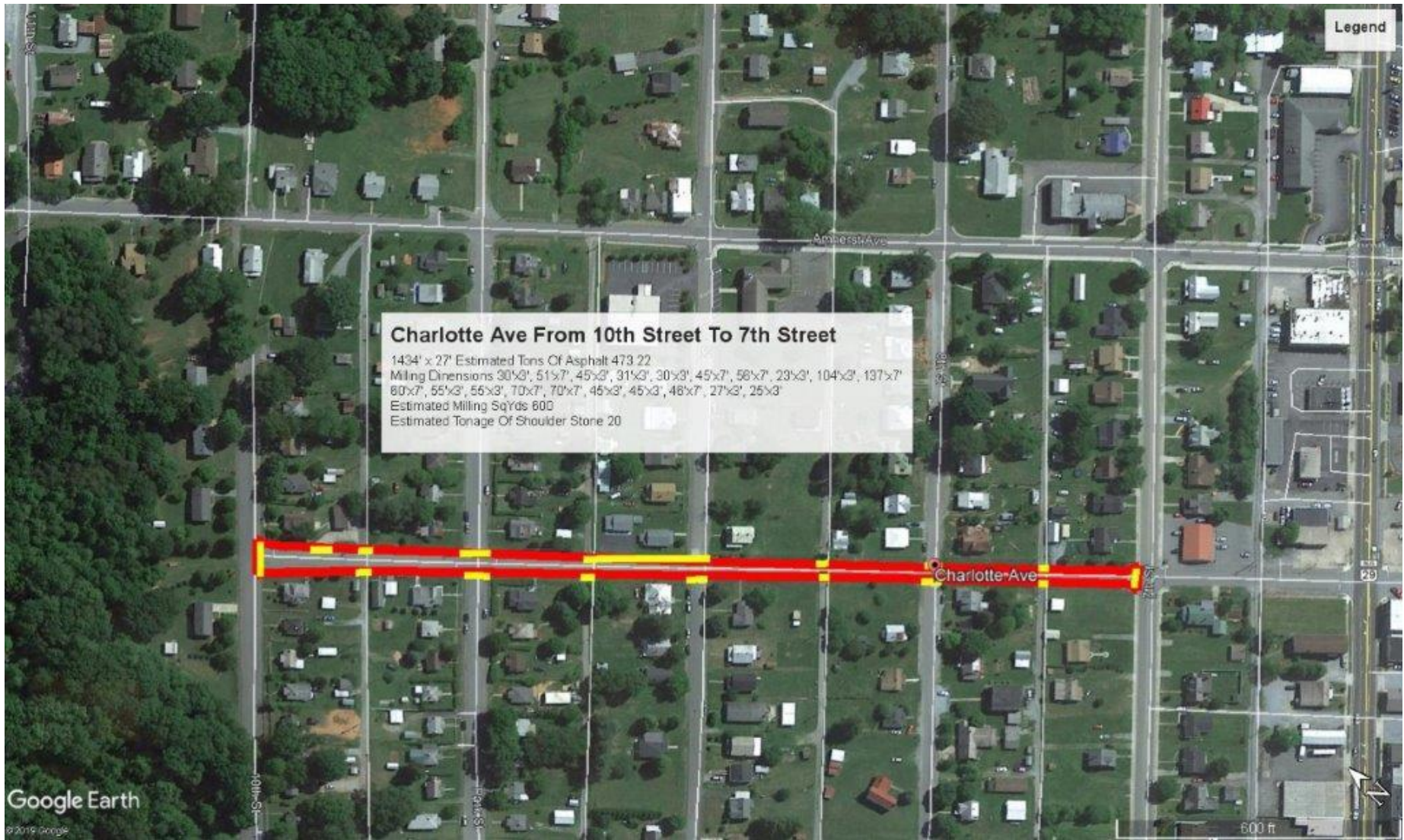
Charlotte Ave



Google Earth

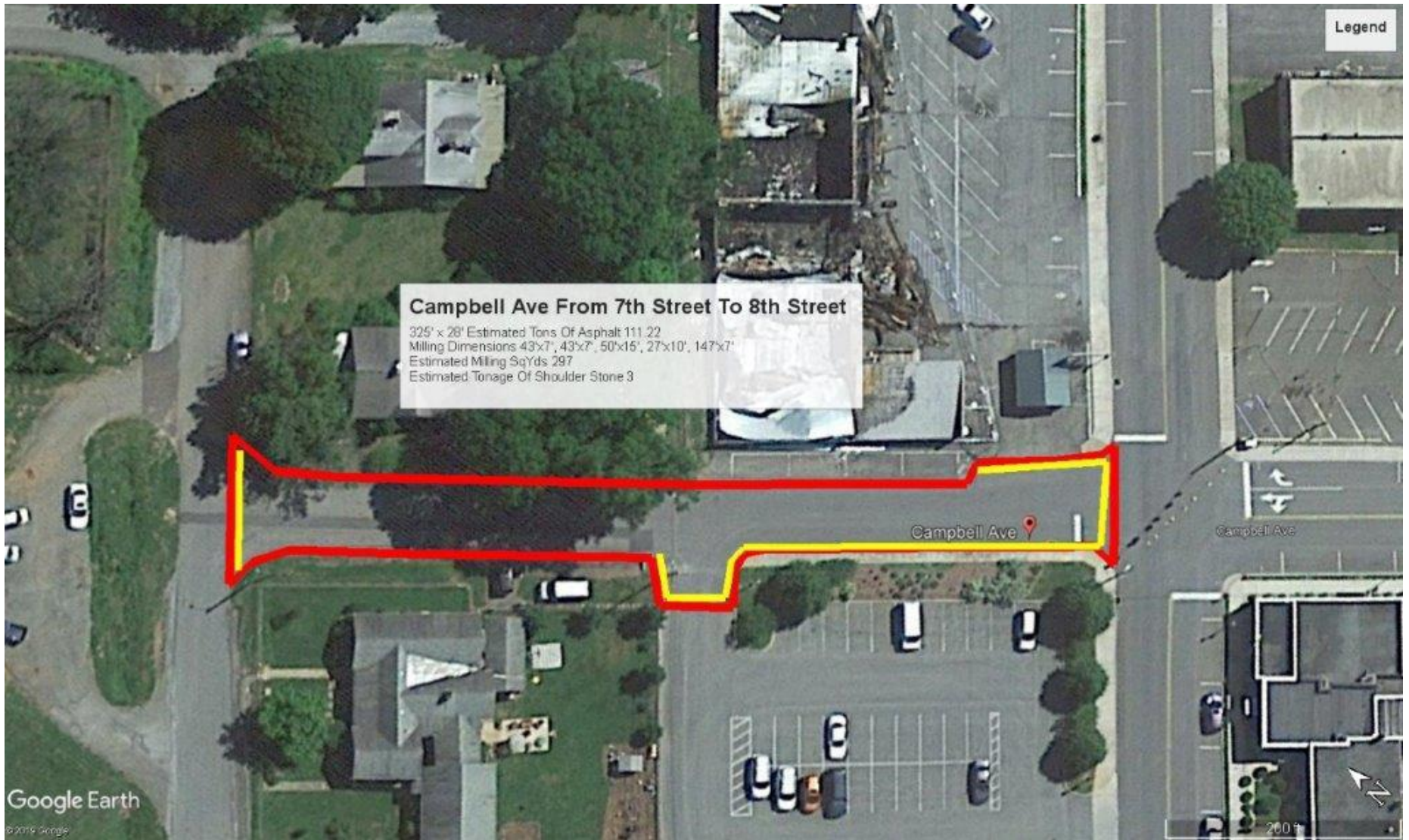
© 2018 Google

400 ft



Charlotte Ave From 10th Street To 7th Street
1434' x 27' Estimated Tons Of Asphalt 473.22
Milling Dimensions 30'x3', 51'x7', 45'x3', 31'x3', 30'x3', 45'x7', 56'x7', 23'x3', 104'x3', 137'x7'
60'x7', 55'x3', 55'x3', 70'x7', 70'x7', 46'x3', 45'x3', 46'x7', 27'x3', 25'x3'
Estimated Milling SqYds 600
Estimated Tonnage Of Shoulder Stone 20

Legend



Legend

Campbell Ave From 7th Street To 8th Street

325' x 28' Estimated Tons Of Asphalt 111.22
Milling Dimensions 43'x7', 43'x7', 50'x15', 27'x10', 147'x7'
Estimated Milling SqYds 297
Estimated Tonnage Of Shoulder Stone 3

Campbell Ave

Campbell Ave

Google Earth

© 2015 Google

200 ft



12th Street From Franklin Ave To Railroad
360'x26' Estimated Tons Of Asphalt 114.40
Milling Dimensions 58'x7', 60'x3', 60'x3'
Estimated Milling SqYds 100
Estimated Tonnage Of Shoulder Stone 7.3

Legend

Google Earth

© 2016 Google

200 ft



Legend

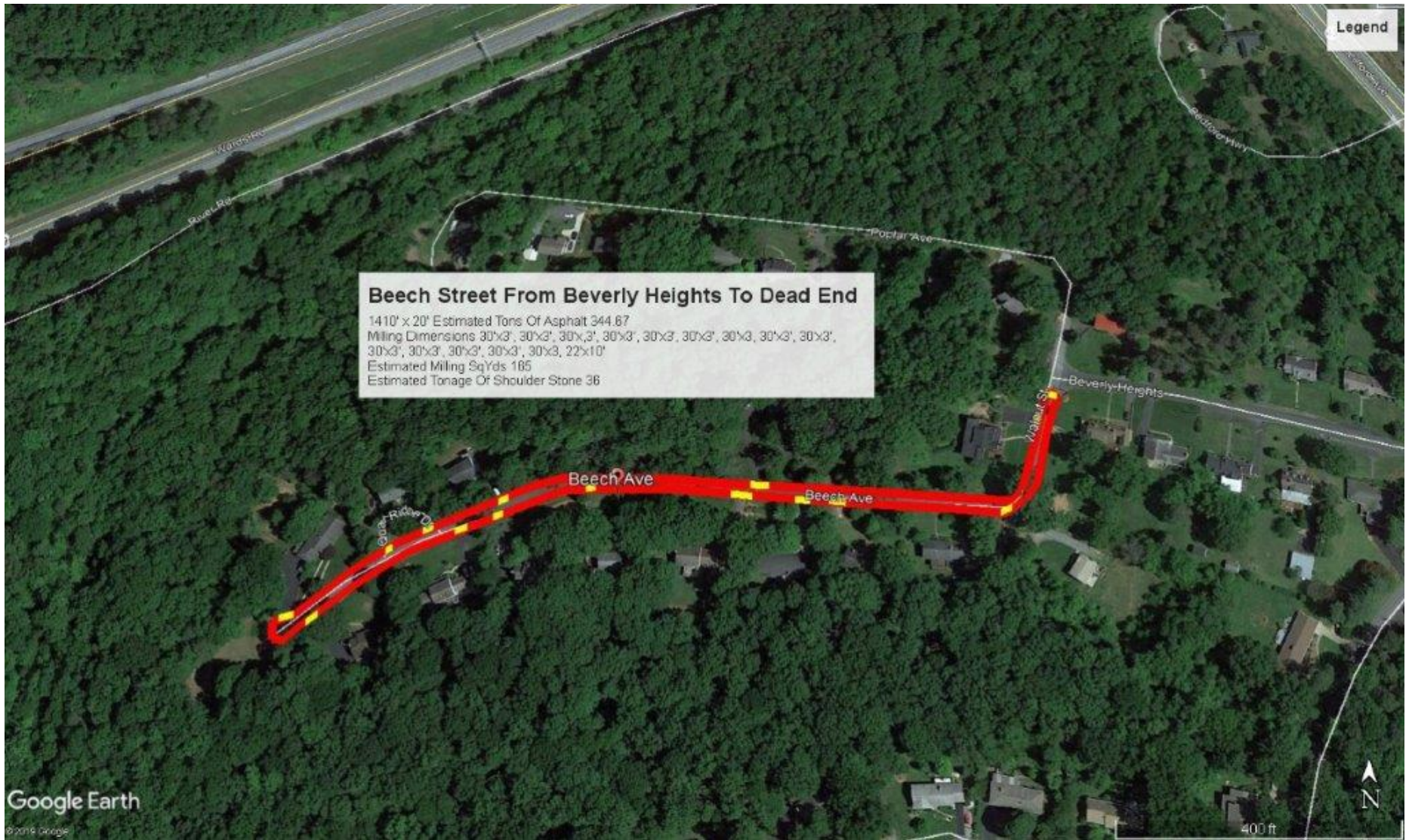
12th Street From Franklin Ave To Dead End

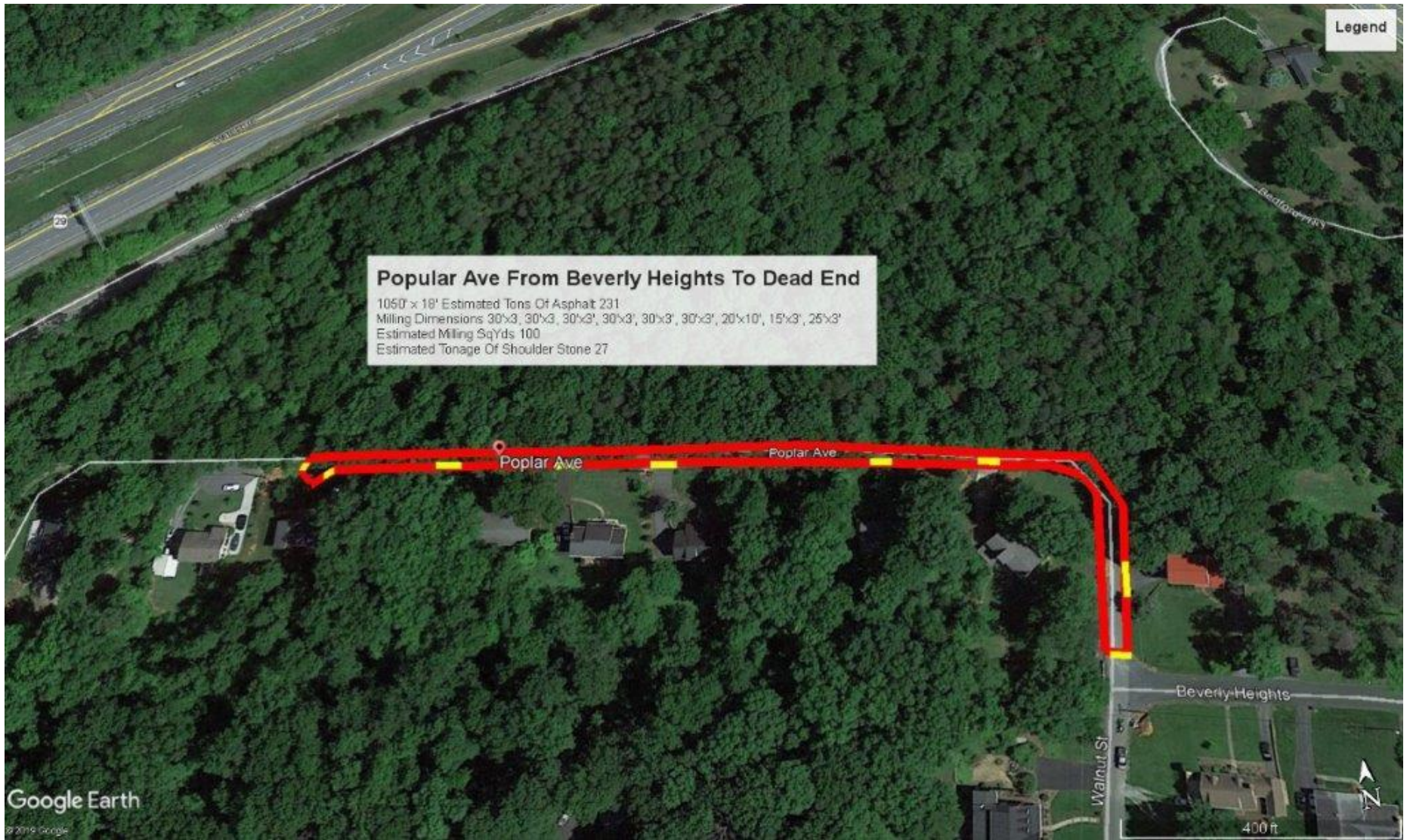
665' x 22' Estimated Tons Of Asphalts 176.12
Milling Dimensions 61'x7', 141'x3', 27'x3''
Estimated Milling SqYds 100
Estimated Tonnage Of Shoulder Stone 12

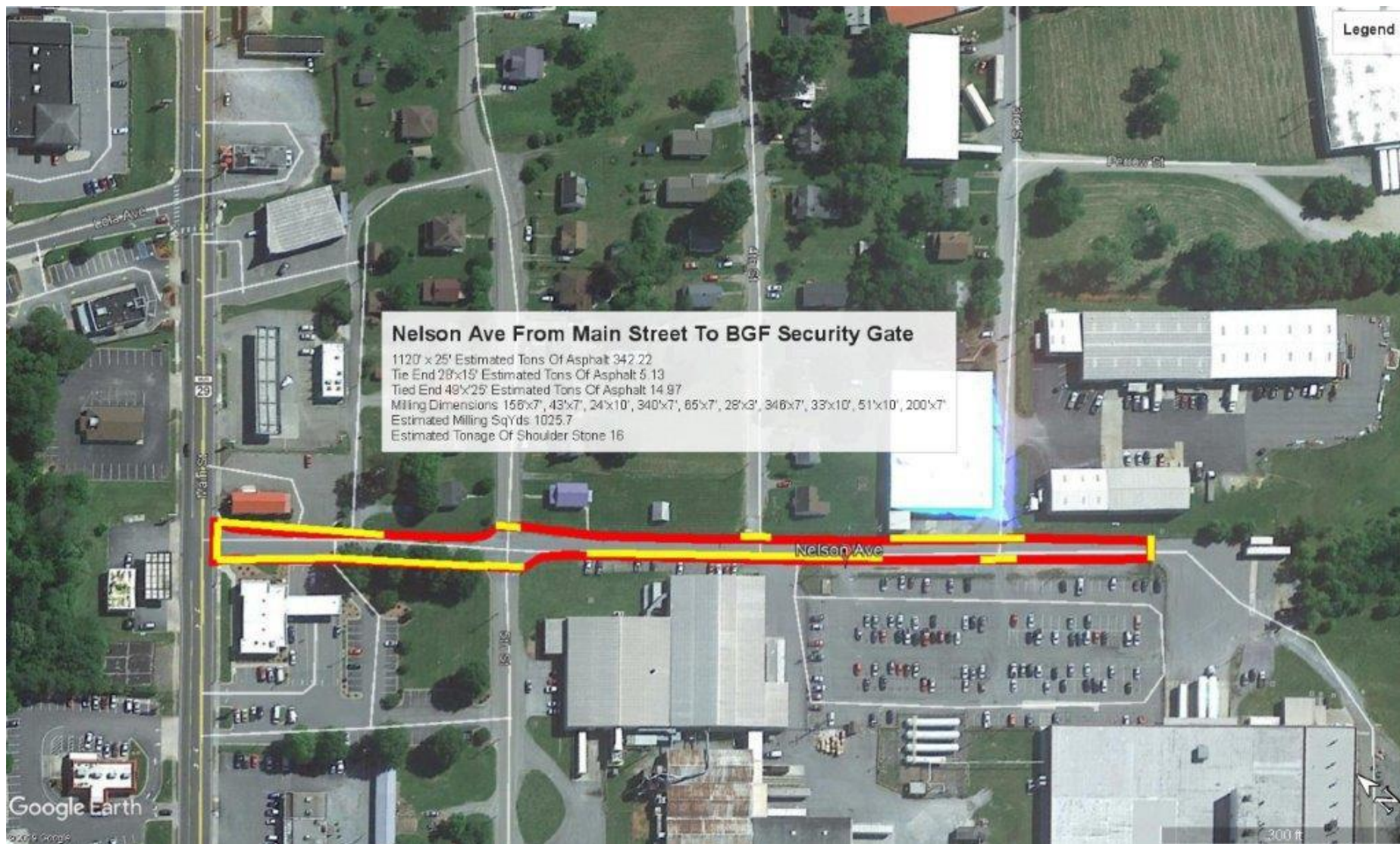
Google Earth

© 2019 Google

400 ft











Legend

Forest Street Extension From Forest Street To Dead End

275' x 20' Estimated Tons Of Asphalt 67.22
Milling Dimensions 25' x 6'
Estimated Milling SqYds 17
Estimated Tonnage Of Shoulder Stone 8.1

Forest St Ext

Google Earth

© 2016 Google

400 ft

ALLEY AND PARKING LOTS

FUNDING SOURCE: General Fund





Legend

8th St

7th Street Alley From Lola Ave To Dead End
422' x 10' Estimated Tons Of Asphalt 51.58
Milling Dimensions 17'x7'
Estimated Milling SqYds 13.2
Estimated Tonnage Of Shoulder Stone 6.1



7th Street Alley At Old Fire Station

16.5' x 335' Estimated Tons Of Asphalt: 67.56
Milling Dimensions 13'x7', 170'x3', 32'x3', 8'x22', 20'x15', 7'x71', 30'x7'
Estimated Milling SqYds 228.4

Legend

Google Earth

© 2019 Google

300 ft



Legend

Commonwealth Drive From Myrtle Lane To 11th Street

555' x 12' Estimated Tons Of Asphalt 81.40
Milling Dimensions 32'x10', 32'x3'
Estimated Milling SqYds 47
Estimated Tonnage Of Shoulder Stone 13.6

Commonwealth Dr

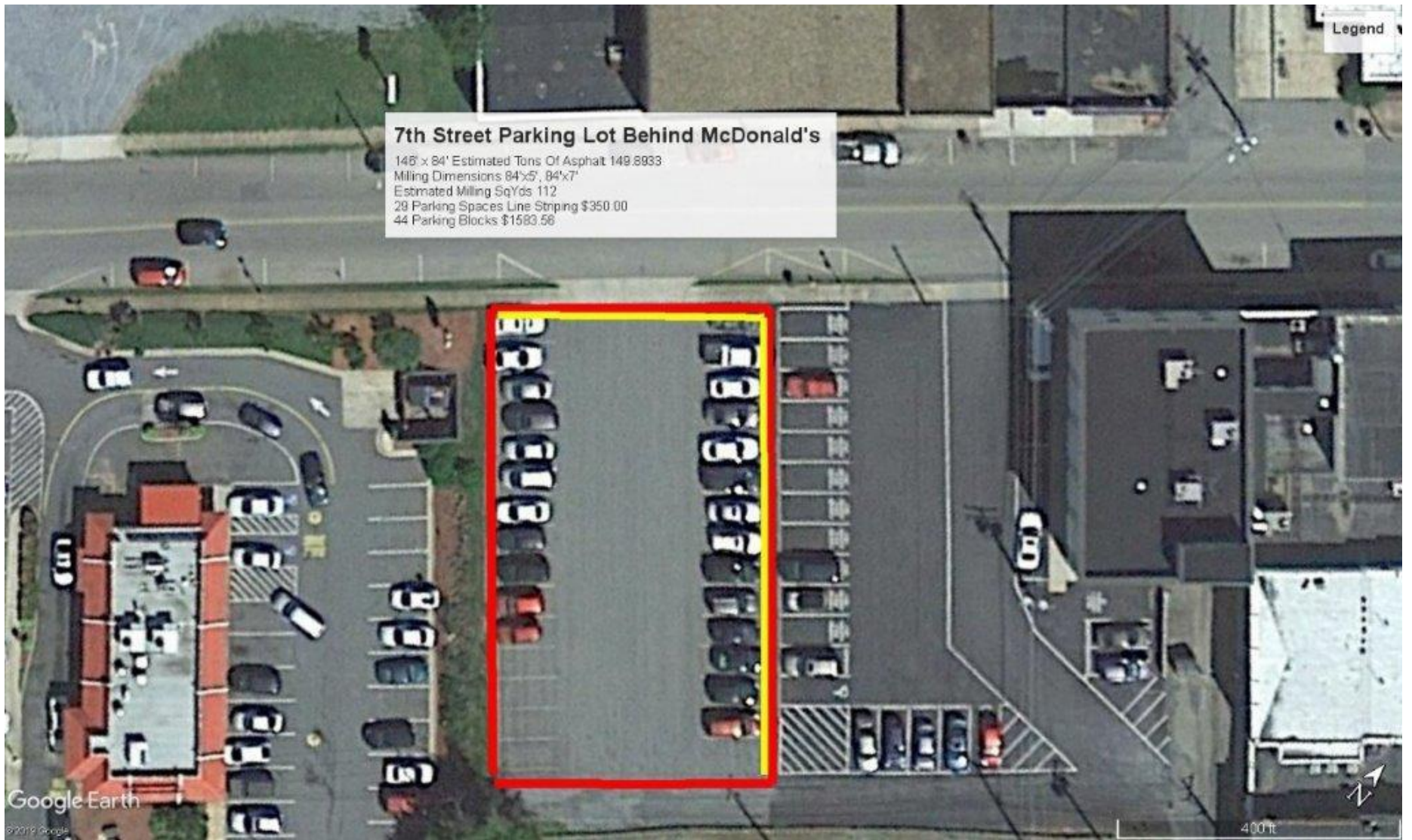
Commonwealth Dr

Google Earth

© 2014 Google

400 ft





7th Street Parking Lot Behind McDonald's

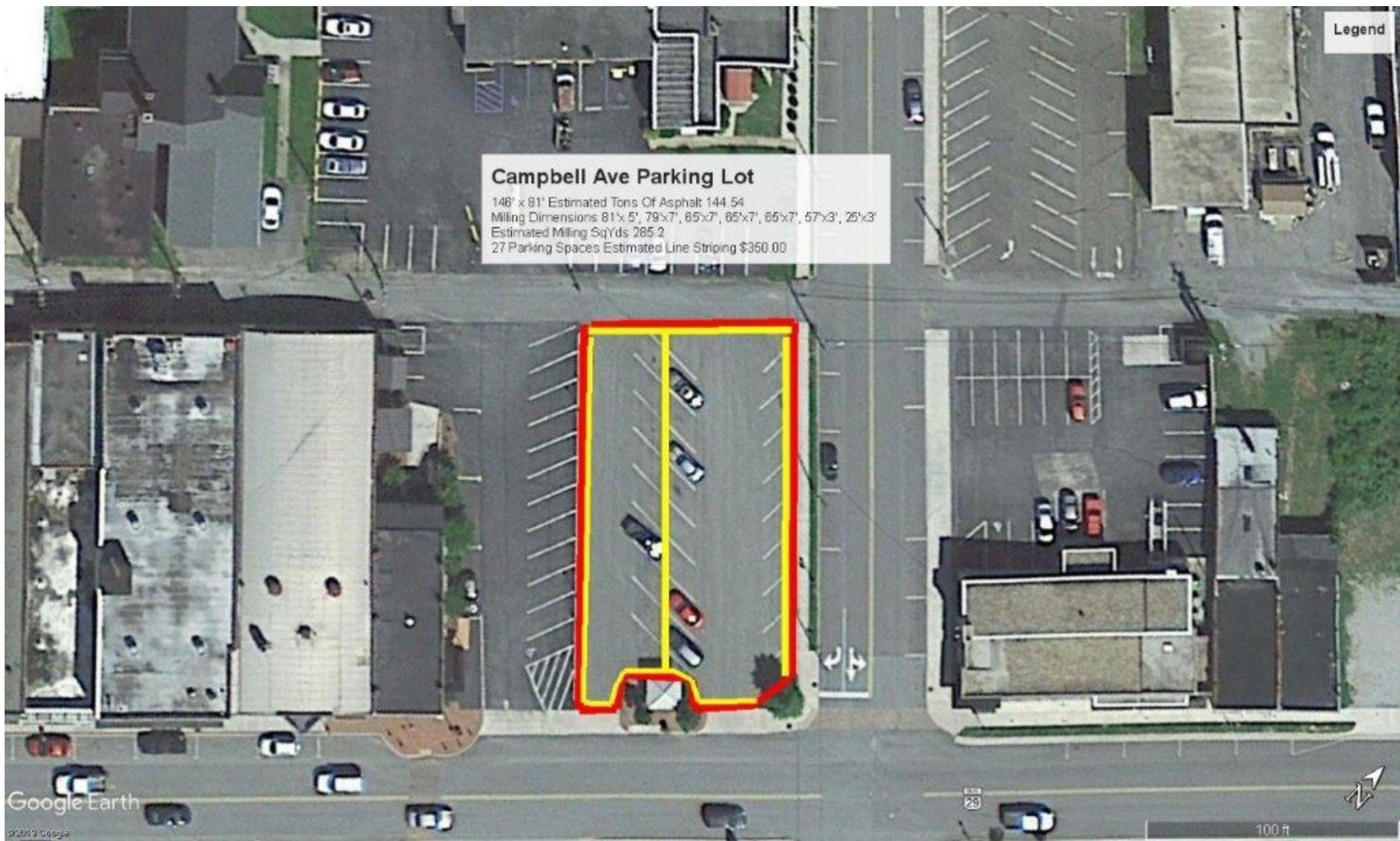
145' x 84' Estimated Tons Of Asphalt 149.8933
Milling Dimensions 84'x5', 84'x7'
Estimated Milling SqYds 112
29 Parking Spaces Line Striping \$350.00
44 Parking Blocks \$1583.56

Legend

Google Earth

©2019 Google

400 ft



Campbell Ave Parking Lot

146' x 81' Estimated Tons Of Asphalt 144.54
Milling Dimensions 81'x5', 79'x7', 65'x7', 65'x7', 57'x3', 25'x3'
Estimated Milling SqYds 285.2
27 Parking Spaces Estimated Line Striping \$350.00

<u>7th Street Parking Lot</u> Parking Lot Dimensions 84' x 144' Asphalt Tonnage 147.8 tons Milling Dimensions 84' x 5', 84' x 7' Milling Total: 112 Square Yards 29 Parking Spaces	<table> <tr> <td>Estimated Cost Paving @ \$100.00 Per Ton</td> <td>\$14,780</td> </tr> <tr> <td>Estimating Cost Milling @ \$7.00 Per Sq.Yd.</td> <td>\$784.00</td> </tr> <tr> <td>Estimated Cost Line Striping</td> <td>\$350.00</td> </tr> <tr> <td>Estimated Cost Parking Blocks @35.99 Per Block</td> <td>\$1583.56</td> </tr> <tr> <td>Estimated Total Cost</td> <td>\$17,497.56</td> </tr> </table>	Estimated Cost Paving @ \$100.00 Per Ton	\$14,780	Estimating Cost Milling @ \$7.00 Per Sq.Yd.	\$784.00	Estimated Cost Line Striping	\$350.00	Estimated Cost Parking Blocks @35.99 Per Block	\$1583.56	Estimated Total Cost	\$17,497.56
Estimated Cost Paving @ \$100.00 Per Ton	\$14,780										
Estimating Cost Milling @ \$7.00 Per Sq.Yd.	\$784.00										
Estimated Cost Line Striping	\$350.00										
Estimated Cost Parking Blocks @35.99 Per Block	\$1583.56										
Estimated Total Cost	\$17,497.56										

<u>Campbell Ave Parking Lot</u> Parking Lot Dimensions 81' x 146' Asphalt Tonnage 144.5 tons Milling Dimensions 81' x 5', 79' x 7', 65' x 7', 65' x 7', 65' x 7', 57, x 3', 25' x 3' Milling Total: 285.2 Square Yards 27 Parking Spaces	<table> <tr> <td>Estimated Cost Paving @ \$100.00 Per Ton</td> <td>\$14,450.00</td> </tr> <tr> <td>Estimated Cost Milling @ \$7.00 Per Sq.Yd.</td> <td>\$1996.40</td> </tr> <tr> <td>Estimated Cost Line Striping</td> <td>\$350.00</td> </tr> <tr> <td>Estimated Total Cost</td> <td>\$16,796.40</td> </tr> </table>	Estimated Cost Paving @ \$100.00 Per Ton	\$14,450.00	Estimated Cost Milling @ \$7.00 Per Sq.Yd.	\$1996.40	Estimated Cost Line Striping	\$350.00	Estimated Total Cost	\$16,796.40
Estimated Cost Paving @ \$100.00 Per Ton	\$14,450.00								
Estimated Cost Milling @ \$7.00 Per Sq.Yd.	\$1996.40								
Estimated Cost Line Striping	\$350.00								
Estimated Total Cost	\$16,796.40								

David Garrett

From: David Garrett
Sent: Friday, January 24, 2020 12:10 PM
To: Waverly Coggsdale III
Cc: Cora L. Jordan
Subject: Emailing: FY2020 Spring Paving (Streets, Alleys and Parking Lots).pdf
Attachments: FY2020 Spring Paving (Streets, Alleys and Parking Lots).pdf

Waverly,

Attached please find a copy of the RFP from Engineering Concepts, Hurt & Proffitt and Peed & Bortz on the FY Spring Milling and Paving Bidding Contract for this project.

The RFP quotes came in as follows;

1. Engineering Concepts \$12,500.00
2. Hurt & Proffitt \$18,170.00
3. Peed & Bortz \$21,000.00

As you can see from the above that Engineering Concepts were the apparent low bidder.
I would like to recommend that we seek approval to award this contract with Engineering Concept.

Should you have any questions please let me know.

Thanks

David Garrett
Town of Altavista
Public Works Director
Office (434) 369-6045
Cell (434) 841-2313

Your message is ready to be sent with the following file or link attachments:

FY2020 Spring Paving (Streets, Alleys and Parking Lots).pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



**ENGINEERING
CONCEPTS, INC.**

January 24, 2020

Town of Altavista
David Garrett
Public Works Director
510 Seventh Street
Altavista, Virginia 24517
via e-mail: dtgarrett@altavistava.gov

RE: Spring Milling and Paving Contract

Dear David,

Engineering Concepts, Inc. (ECI) appreciates the opportunity to provide you with a proposal to assist with your Spring Milling and Paving Contract. We have reviewed your Request for Proposal and understand the following scope of work:

1. Assist Town staff in identification of Town roadways to be milled and pave with this contract. Town staff has provided a preliminary list of roadways and extents of milling/paving.
2. Prepare and provide bidding and contract documents for spring 2020 Milling and Paving.
3. Provide contract documents to Town staff to allow for review, comments and revisions prior to opening bids.
4. Submit and pay for the bid advertisement in the local newspaper.
5. Conduct the pre-bid conference and provide amended minutes for contract addendum. Address any other bidder questions into bidder addendum as time permits.
6. Conduct the bid opening, summarize bids, and provide a recommendation letter to the Town.
7. Assist the Town and Contractor with finalizing contract documents for signature.
8. Assist the Town during construction phase regarding interpretation of the contract documents, process partial payment applications,
9. Provide digital Word & PDF files of the completed contract documents to the Town.

We understand the Town will be responsible for the following items:

1. Provide the locations, extents and general areas for milling & paving to be performed with this contract. Provide this information in a suitable form as to be included in the bidding package.

2. Conduct all measurements of milled asphalt and installed asphalt. Provide verification of quantities to Engineer for partial payment requests.
3. Provide construction inspection.
4. Provide any compaction and density testing through a third-party testing service.

ECI is prepared to meet the following schedule:

10 February 2020	Submit contract documents to Town staff for review
22 February 2020	Advertise project for bidding in local newspaper
10 March 2020	Pre-bid conference
24 March 2020	Open Bids
14 April 2020	Award Contract
21 April 2020	Contract signed
28 April 2020	Notice to Proceed
30 June 2020	Final Completion

Our fee for this project shall be: \$12,500.

ECI understands that Paving and Milling projects' bid documents are readily available including referencing VDOT standards for specifications. A review of existing bid documents and specifications from other localities shows the different approaches taken by many localities depending on their staff resources and requirements for contract documents. We plan to work closely with Town staff to develop the most appropriate documents to fit the Town's needs.

ECI's approach and fee do not intend on providing a boiler-plate bidding and contract document for this project. In addition to reviewing the roads to be milled and paved with Town staff, ECI proposes to include an experienced paver during our site visit to review the roads and to discuss the options available for contract documents and specifications. We believe this approach will provide the Town with the most appropriate and responsive bidding document for your project.

With time being of the essence, we would like to coordinate a time to review the roadways and discuss the bidding documents immediately.

We look forward to working with you and creating a successful project for all involved. If you have any questions regarding this proposal or would like to discuss further, please do not hesitate to contact me directly.

Sincerely,



Bobby Wampler, PE
President



HURT & PROFFITT

January 22, 2020

Mr. David Garrett
Public Works Director
Town of Altavista
1311 3rd Street
Altavista, VA 24517

Re: Town of Altavista Paving Projects - Civil Fee Proposal
H&P Project Number: 20200128

Dear Mr. Garrett:

We are pleased to submit this fee proposal to offer our services to assist your office with the resurfacing or repaving of multiple roads within the Town limits for the spring of 2020.

We offer the following scope based on the RFP you sent us on January 16, 2020. We understand that the Town would like to mill approximately 6,500 SY of pavement and overlay nearly 3,700 Tons of asphalt. During our discussions you mentioned that you already know which roads you would like to do the work. We will assist you with the bid documents for this work. We also understand that the contractor selected from the bids may be used in subsequent paving projects.

Bidding and Construction Assistance

We will help your office with the sketches and specifications necessary to either mill and repave or overlay, existing roads within the Town. Specifically we plan to:

1. Provide sketches of the limits of milling, paving and overlays. This will be done with a walk through with your office, estimating 3,000 linear feet of 20' wide roadways +/- . The walk through is estimated to take a day to cover with you. We will return to sketch the important features along the roadways, such as entrances, manholes, valve boxes, etc that may need to be adjusted during paving operations. The plans will be 8.5"x11" sheets detailing the important features affecting the milling and paving operations. Please note the drawings will not be surveyed plans, rather sketches used for typical paving operations. Should the scale allow, we will also add the GIS aerial background data for reference.
2. Prepare bidding and contract documents for spring 2020 Milling and Paving. The documents are to be approved by Town staff prior to advertising. The bid documents will be created so that there is a line item unit costs for the quantities above, but also allow the same unit bid prices to be extended to more paving projects, should the Town find funds available. These ensuing projects will be estimated within the bid and units prices used over the time period of two years. The Town will reserve the right to rebid future projects should the work by the contractor not be to the Town's approval or better pricing sought.
3. We will submit the payment and advertisement to Lynchburg's News & Advance.
4. We will conduct the pre-bid meeting and provide any addenda necessary, within a suitable period of time, prior to bids.
5. We will conduct the bid opening, review bid unit costs, the bonds, summarize the bids, and provide a recommendation letter to the Town.



6. Assist the Town and Contractor with finalizing the contract documents for signature. This will include a review of the Schedule of Values.
7. Assist the Town during construction by:
 - a. Conducting a weekly meeting with the Contractor and Town to discuss the work performed and work to be done.
 - b. Review and approve any Change Order Requests by the Contractor
 - c. Conduct a walk-through with punch list items with the Contractor and Owner
 - d. Provide any Work Orders for Potential Change in Field Conditions
 - e. Review and Approve Payment Requests (estimating two).
8. Provide all documentation in digital Word and PDF files of the completed contract documents to the Town.

We estimate we can do the tasks above for a lump sum fee of \$18,170.00

Schedule:

Submittal of Fee to the Town – January 22, 2020
Notice to Proceed by the Town – January 27, 2020
Field Visit with Town for Walk-through – January 29, 2020
Additional Walk Through by H&P and Sketches Submitted to the Town – February 4, 2020
Approval of Paving Sketches by the Town February 7, 2020
Bidding Documents Submitted to the Town for Review – February 10, 2020
Advertise the Project – February 22, 2020
Pre-Bid Conference - March 10, 2020
Open Bids – March 24, 2020
Award Contract – April 14, 2020
Sign Contracts – April 21, 2020
Notice to Proceed – April 28, 2020
Begin Paving Operations – May 4, 2020
End Paving Operations – May 25, 2020
Provide Punch List Items from Walk-through – June 5, 2020
Close out Project – June 30, 2020

Exclusions:

The quote given does not include any special services that may be required such as: boundary and r/w surveys; plats; utility studies; traffic studies; traffic control plans; drainage modifications; environmental assessments; other utility relocation designs; construction inspection services; or material testing and compaction/density testing. We do not anticipate any VDOT reviews of sketches, contract documents or pavement inspections. Any review fees, permit fees, recordation fees, DEQ fees, etc. related to the project will be the responsibility of the Owner.



Reproduction and courier services are included with the fees.

Additional services beyond those included in the scope of work will be charged in accordance with our hourly rates. You may have access to all documents and digital files that were created at any time throughout this project.

General Contract Terms

Payment for services will be requested monthly based upon our estimate for the percentage of work completed. Payment for these services shall be made within thirty (30) calendar days from the date of the invoice. Each payment not received within thirty (30) calendar days will be assessed a monthly service charge of 1.5% per month (18% annually).

If you are in agreement with this proposal and can accept the terms, please sign the signature space below and return an executed copy to me. I will regard the date of receipt of your signed contract as my Notice to Proceed with this project.

We appreciate the opportunity you have given us and look forward to assisting you again with another successful project. If you have any questions or if I can be of further assistance please give me a call at 434-665-6979.

Sincerely,

HURT & PROFFITT, INC.

Trent J. Warner, PE
Vice President

Authorized by: _____

Title: _____

Date: _____

PEED & BORTZ, L.L.C.
Civil/Environmental Engineers

C. Elvan Peed, P.E.

Scott Bortz, P.E.

Martin Jansons, P.E.

January 13, 2020

Mr. David Garrett
Town of Altavista
Director of Public Works
P.O. Box 420
Altavista, Virginia 24517

Re: Spring 2020 Town Paving Contract
Engineering Services Proposal
19-81

Dear Mr. Garrett:

Peed & Bortz is pleased to provide the Town with this proposal for professional engineering services associated with development of contract documents for a paving project on a number of Town roadways to be executed in Spring 2020. Peed & Bortz, LLC will be referred to as the Engineer and the Town of Altavista, Virginia will be referred to as the Owner for this proposal.

Engineer will assist the Owner to provide contract documents suitable for bidding approximately 6400 sq yards of milling and placement of approximately 3700 tons of asphalt.

It is our understanding the contract documents may be utilized by the Owner for bidding projects in subsequent years and/or Owner/Contractor may opt to extend this contract to provide services at agreed upon prices in subsequent years. No additional engineering services beyond preparation of this contract and administration of the Spring 2020 contract are included with this engineering proposal.

If Owner requires assistance with bidding and contracting subsequent year projects, this engineering proposal may be amended to included engineering assistance.

A. Scope of Services

Based on our present knowledge of the intention of the Owner, Peed & Bortz, LLC proposes the following services.

1. Assist Town staff in identification of Town roadways to be milled and pave with this contract. Town staff has provided a preliminary list of roadways and extents of milling/paving.
2. Prepare and provide bidding and contract documents for Spring 2020 paving. Provide contract documents to Town staff to allow for review, comments and revisions prior to opening bids.
3. Submit and pay for the bid advertisement in the local newspaper.
4. Conduct the pre-bid conference and provide amended minutes for contract addendum. Address any other bidder questions into bidder addendum as time permits.
5. Conduct the bid opening, summarize bids, and provide a recommendation letter to the Owner.
6. Assist the Owner and Contractor with finalizing contract documents for signature.
7. Assist the Owner during construction phase regarding interpretation of the contract documents, process partial payment applications,
8. Provide digital Word & PDF files of the completed contract documents to the Owner.

B. Owner Responsibilities

The Owner will provide the following information and work items for this project:

1. Provide the locations, extents and general areas for milling & paving to be performed with this contract. Provide this information in a suitable form as to be included in the bidding package.
2. Conduct all measurements of milled asphalt and installed asphalt. Provide verification of quantities to Engineer for partial payment requests.
3. Provide construction inspection.
4. Provide any compaction and density testing through a third party testing service.

C. Schedule

As time is of the essence in obtaining bids for this project in order to be substantially complete by 30 June 2020, we are proposing an aggressive schedule dependent upon prompt responses from Town staff.

10 February 2020	Submit contract documents to Town staff for review
22 February 2020	Advertise project for bidding in local newspaper
10 March 2020	Pre-bid conference
24 March 2020	Open Bids
14 April 2020	Award Contract
21 April 2020	Contract signed
28 April 2020	Notice to Proceed
30 June 2020	Final Completion

D. Compensation

Our lump fee to provide the above services will be \$21,000.

Monthly invoicing will be based on the percentage of work completed to date.

E. Approval

If you find this proposal acceptable, please sign the enclosed copy and return it to us for our records. Thank you for the opportunity to be of service.

Sincerely,



Scott Bortz, PE
Partner

Town of Altavista, Virginia

Accepted by: _____

Date: _____

Title: _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

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

Splash Pad Operations Review

DESCRIPTION:

As you know, the Town opened its new Splash Pad at English Park in September 2019; which resulted in an abbreviated operational season. Input has been received from Council, Recreation Committee, citizens and staff in regard to operations of the system and what “lessons” were learned during the short period of time that the splash pad was open. Staff has attached a list of items that have been brought up and are in need of Council’s review/discussion.

RECOMMENDATION:

Staff requests that Council provide direction on any items that need to be addressed prior to the opening of the Splash Pad for the 2020 season.

BUDGET/FUNDING:

Unknown, at this time.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Provide direction to staff on any or all of the items that will be discussed in regard to Splash Pad Operations.
 - Place this item on a future Town Council meeting for additional review/discussion.
 - Provide alternative direction to staff, based on discussion.
 - Take no action, at this time.

ATTACHMENTS:

- *Splash Pad Operations Review list*

SPLASH PAD Operations Review

Ideas/Thoughts/Suggestions to consider before Reopening in May 2020.

- Plaque for Dedication/Grand Opening
 - Set date for Event (Friday, May 1st or Saturday, May 2nd)
- Infant Changing Stations in Bathrooms
- Swim suit and Swim Diaper Regulations/Signs
- Consequences for not adhering to rules
- Schedule (months/hours open)
 - *Currently open 7 days per week between Memorial Day and Labor Day from 10:00 a.m. to 7:00 p.m. and weekends in May prior to Memorial Day and in September after Labor Day.*
 - Will this be weather dependent each year? Extend due to high temp?
 - Will we just keep going on a week by week basis?
 - Once opened, should it be 7 days (not just weekends in early May/late September)
 - Close if weather is below a certain temperature (70 degrees?)
 - Information posted on website and social media
- Slow Children at Play Signs
 - Cover this item under the Circulation improvements.
 - Median
 - Wide Speed hump as the Crosswalk (Tie into sidewalk)
- Large Pavilion Rentals
 - Issues between renters and individuals seeking shade to watch participants.

- Staffing?
- Parking?
- Concessions?
- Marketing/Promotion
- Fees?
- Issue permits for large groups/organizations?
 - Size of group (10+ or 20+.....)
 - Fee
 - Not Exclusive Use of facility

ADDITIONAL ITEMS



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

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

Hurt Town Council Solid Waste Services Proposal

DESCRIPTION:

Over the past few months, staff has been working with Town of Hurt Staff in regard to a proposal to provide weekly solid waste collection services to Hurt. A preliminary proposal was submitted to the Town of Hurt and they would like to move forward on the matter in regard to preparation of their FY2021 Budget.

The proposal indicates that the Town of Altavista would provide weekly solid waste collection to the Town of Hurt each Friday with transport of the solid waste to the Pittsylvania County Landfill in Dryfork. The proposal covers personnel, operational costs, as well as vehicle replacement cost. Any cost for disposal at the landfill would be paid by the Town of Hurt and is not included in our proposal.

The proposal would utilize an existing Altavista Public Works position for this service; although it is anticipated that with an increased work load the Public Works budget will include a new position, which could offset the one day loss of personnel to the town related to this proposal.

At this time, staff seeks Council's consensus for the Town of Hurt to utilize this proposal for budget purposes and to continue the process to address all the details related to the delivery of this service that would be formalized in an agreement. In addition, an Ad Hoc committee of up to two elected officials from each locality and staff representation could be formed to work through agreement details.

RECOMMENDATION:

Staff recommends that Council provide consensus on the concept and allow staff to continue with the process. If the Ad Hoc committee concept is endorsed, Council would need to designate up to two members, in addition to staff.

BUDGET/FUNDING:

Impact would be in the FY2021 Budget, if an agreement is reached

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Reach a consensus on the proposal concept and direct staff to continue the process.
 - Appoint up to two council members to serve on an Ad Hoc committee for this item.
 - Place this item on a future Town Council meeting for additional review/discussion.

ATTACHMENTS:

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

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

“Late Arriving/Matters from Council” agenda items policy

DESCRIPTION:

Mayor Mattox requested that this item be placed on the January Work Session agenda for discussion.

As you may know, the Town Council does not have “adopted” rules of procedure and decorum for their meetings. While this is something that has been discussed several times over the years it never has been acted on. This may be a good opportunity to set in writing policies and procedures that will assist the current Council, as well as newly elected officials when they take office. A manual that sets forth Council’s roles and how they do their business could greatly assist a newly elected council member.

RECOMMENDATION:

Staff recommends that Council allow staff to present a draft Council policy and procedure manual that would cover the many different aspects of being an elected official.

BUDGET/FUNDING:

None, unless Council decided to outsource this item.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Reach a consensus on the establishment of a Council policy and procedure manual.
 - Address only particular items that may be of concern.
 - Place this item on a future Town Council meeting for additional review/discussion.

ATTACHMENTS:

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

AGENDA LOCATION:

Items For Discussion

MEETING DATE:

January 28, 2020

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

FY2021 Budget and FY2021-2025 Capital Improvement Plan

DESCRIPTION:

Earlier in tonight's meeting, Town Council heard from 'Outside Agencies and Non-Profits' seeking funding in the FY2021 Budget.

At this time, staff will go over the "draft" Capital Improvements Plan (CIP), with Council. Attached please find a list by departments of the proposed FY2021-2025 Capital Improvement Plan, along with potential funding sources. [\(LINK\)](#) The individual project sheets will be available at the meeting, for viewing on the screens. This will be Town Council's opportunity to become familiar with the projects/items included and provide feedback to staff. At the February Work Session, staff will be seeking consensus approval of the CIP.

In addition, staff reminds Town Council that according to the Utility Rate Study plan, there will be a rate increase to water and sewer rates of 8% and 4% respectively in the draft FY2021 Budget. It has been the policy for the rate increases to become effective on December 1st of each year; which has been the case in 2018 and 2019 with the 4% and 8% increases previously mentioned. The plan calls for increases of 10% water and 5% sewer in FY2022 and FY2023. Below are the current and proposed (FY2021) utility rates; water rates are based per 1,000 gallons and sewer is based on 85% of water usage.

FY2020 Rates Current, (Effective December 1, 2019)**Water**

Residential \$2.54
Industrial \$2.49

Sewer

Residential \$3.32
Industrial \$3.40

FY2021 Rates (effective December 1, 2020)**Water**

Residential \$2.74
Industrial \$2.69

Sewer

Residential \$3.45
Industrial \$3.54

*Outside town rates are double. Town of Hurt water rates are 1.5X.
Base Rates are according to meter size.*

RECOMMENDATION:

Staff recommends that Council provide staff input on the CIP and the proposed utility rates.

BUDGET/FUNDING:

CIP impact is as noted.

Staff is determining the revenue impact of the utility rate increases.

POTENTIAL ACTION:

- Council may decide to do one of the following:
 - Provide feedback to staff.
 - Address only particular items that may be of concern.

ATTACHMENTS:

- Draft FY2021-2025 Capital Improvement Plan

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

<u>COUNCIL CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
CO	Meeting Software	5,000				
CO	Replacement of tablets		10,000			
<u>COUNCIL TOTAL</u>		5,000	10,000	0	0	0
				FY2021-2025 CIP TOTAL:		15,000
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		5,000	10,000			
<u>COUNCIL TOTAL</u>		5,000	10,000	0	0	0

<u>ADMINISTRATION CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
ADM	Website Redesign	20,000				
ADM	Replacement of IBM printer	7,500				
ADM	Replacement of Main Network Server	13,500				
ADM	Replacement of VPN/Firewalls				6,300	
ADM	Replacement of Exchange Server				17,000	
ADM	Replacement of Carpet					20,000
<u>ADMINISTRATION TOTAL</u>		41,000	0	0	23,300	20,000
				FY2021-2025 CIP TOTAL:		84,300
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		41,000			19,100	20,000
<i>Enterprise Fund (W)</i>					2,100	
<i>Enterprise Fund (WW)</i>					2,100	
<u>ADMINISTRATION TOTAL</u>		41,000	0	0	23,300	20,000

<u>AVOCA CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
AV	Rewire Outdoor Electrical Lines	5,000				
AV	Construction of Wooden Storage Building		25,000			
AV	Replacement of Mansion's Heat Pump			35,000		
AV	Improve Mansion Décor				30,000	
AV	Paint Mansion's & Outbuildings' Exterior					58,000
<u>AVOCA TOTAL</u>		5,000	25,000	35,000	30,000	58,000
				FY2021-2025 CIP TOTAL:		153,000
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		5,000	25,000	35,000	30,000	58,000
<u>AVOCA TOTAL</u>		5,000	25,000	35,000	30,000	58,000

<u>ACTS (TRANSIT) CIP BY YEAR</u>						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
ACTS	Mobile Radio System	3,500				
ACTS	Replacement of Exisitng BOC #6004	140,000				
ACTS	Replacement of Support Vehicle			28,000		
<u>ACTS (TRANSIT) TOTAL</u>		143,500	0	28,000	0	0
				FY2021-2025 CIP TOTAL:		171,500
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		78,620		5,600		
<i>Grants (List)</i>		64,880		22,400		
<u>ACT TOTAL</u>		143,500	0	28,000	0	0

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

POLICE DEPARTMENT CIP BY YEAR							
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
PD	Replacement of Body Cameras	25,250					
PD	Transition from 40 cal. Glock to 9mm Glock	3,000					
PD	Vehicle Replacement	86,000	47,000	47,000	90,000	50,000	
PD	Replacement of Mobile Data Terminals				40,000		
<u>POLICE DEPARTMENT TOTAL</u>		114,250	47,000	47,000	130,000	50,000	
				FY2021-2025 CIP TOTAL:		388,250	
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
<i>General Fund</i>		111,250	47,000	47,000	130,000	50,000	
<i>Other (List)</i>		3,000					
<u>POLICE TOTAL</u>		114,250	47,000	47,000	130,000	50,000	

PUBLIC WORKS CIP BY YEAR							
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
PW	Replacement of Solid Waste Cans	5,000	5,000	5,000	5,000	5,000	
PW	Replacement of Bucket Truck	104,000					
PW	Replacement of Tractor Mower	89,000					
PW	15 Foot Flex Wing Rotary Cutter	19,000					
PW	Replacement of Rotary Lift	8,000					
PW	Streetlight Upgrades (LED)	32,500	32,500	32,500	32,500		
PW	Sidewalk Replacement	75,000	75,000	75,000	75,000	75,000	
PW	20 Year Paving Plan	60,000					
PW	Message Boards	17,000	17,000				
PW	Upgrade Fuel System	10,000					
PW	Removal of SR 2 Oil Tanks	10,000					
PW	Painting of Train Station & Caboose	18,000					
PW	Painting of Booker Building (Int & Ext)	15,000					
PW	Replacement of Street Sweeper		203,000				
PW	Replacement of 3/4 Ton Pickup Truck		47,000				
PW	Replacement of 3/4 Ton Utility Truck		47,000				
PW	Replacement of 1/2 Ton Pickup Truck		100,000				
PW	Replacement of Knuckleboom Truck		160,000				
PW	Replacement of Peterbilt Refuse Truck				350,000		
PW	Replacement of 1 Ton Dump Truck				65,000		
PW	Replacement of Pickup Truck					40,000	
PW	Replacement of 1 Ton Dump Truck					65,000	
<u>PUBLIC WORKS TOTAL</u>		462,500	686,500	112,500	527,500	185,000	
				FY2021-2025 CIP TOTAL:		1,974,000	
<u>FUNDING SOURCES</u>		<u>Earmarked</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>		247,800	290,850	204,400	122,500	122,500	20,000
<i>Highway Fund</i>		132,400	271,000	166,550	97,250	97,250	81,000
<i>Enterprise Fund (W)</i>		12,800	26,510	12,560			
<i>Enterprise Fund (WW)</i>		12,800	34,890	20,940			
<u>PUBLIC WORKS TOTAL</u>		405,800	623,250	404,450	219,750	219,750	101,000

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

<u>PARKS & RECREATION CIP BY YEAR</u>							
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
P&R	Gateway Park Shade Sail Replacement	10,000					
P&R	Disc Golf Course	26,100					
P&R	River Overlook at English Park	6,000					
P&R	Dog Park/EnglishPark	70,500	20,000				
P&R	Trail Access to Pittsly. Ave./Connector Trail	60,000	240,000				
P&R	Walking/Biking Trail Connection	15,000	60,000				
P&R	Improve Entrance to English Park	11,600	46,400				
P&R	Parking/Circulation Impr. to Boat Parking Lot	32,000	127,500				
P&R	Picnic Table Replacement/English Park	10,000					
P&R	Inner Loop Trail	87,000					
P&R	Improvements to Picnic & River Area		50,700				
P&R	River Access at Boat Rmap		159,500				
P&R	Renovations to War Memorial Entrance			36,250			
P&R	Overnight Campground			10,000	60,000		
P&R	Repaving/Striping Trade Lot Parking Lot			232,000			
P&R	Connection to YMCA Parking Lot			10,000	62,500		
P&R	Improvements to Pedstrian Bridge Over RR			20,000	130,000		
P&R	Parking Circulation Improvement				50,000		
P&R	New Bathroom Facilities/Concession (EP)				25,000	300,000	
P&R	New Fields (EP)				25,000	1,268,750	
P&R	Ballfield Lights (SP)					180,000	
<u>PARKS & RECREATION TOTAL</u>		328,200	704,100	308,250	352,500	1,748,750	
				<u>FY2021-2025 CIP TOTAL:</u>		3,441,800	
<u>FUNDING SOURCES</u>		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>	
<i>General Fund</i>		328,200	704,100	308,250	352,500	1,748,750	
<u>PARKS & RECREATION TOTAL</u>		328,200	704,100	308,250	352,500	1,748,750	

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

UTILITIES (WATER) CIP BY YEAR							
		FY2021	FY2022	FY2023	FY2024	FY2025	
UT(W)	Tank Maintenance	38,300	38,300	38,300	38,300	38,300	
UT(W)	Water Line Replacement Project	705,000	705,000	705,000	705,000	705,000	
UT(W)	Filter Improvements	870,000					
UT(W)	Emergency Power (PS and Springs)	590,000					
UT(W)	Chemical Pump Replacement	22,000					
UT(W)	Sedimentation/Solids Handling Impr.	200,000	2,186,000				
UT(W)	SCADA for Springs	130,000					
UT(W)	Raw Inline Turbidimeter		25,000				
UT(W)	Stream and Current Monitor		25,000				
UT(W)	Raw Water Pump Replacement		35,000				
UT(W)	Wash Pit for Trucks and Equipment		5,000				
UT(W)	Raw Water Control Valve			60,000			
UT(W)	Midsize Excavator			210,000			
UT(W)	Water Plant Security			196,000			
UT(W)	WTP & Tank Electrical & SCADA Impr.			434,000			
UT(W)	Sweeper with Hopper Attachment				8,000		
UT(W)	Water Plant Truck with Lift Gate				65,000		
UT(W)	Grapple Bucket & Brush Cutter Head				15,000		
UT(W)	Meter Truck Replacement				30,000		
UT(W)	Utilities Truck				120,000		
UT(W)	Solids Tank Pump Replacement				30,000	30,000	
UT(W)	WTP Heat Pump Replacement				20,000		
UT(W)	Beverly Heights / Incr. Water Pressure					239,000	
UT(W)	Holly Hills/Northgate / Incr. Water Pressure					239,000	
UT(W)	SCADA Plant Improvements					171,000	
UT(W)	Hydraulic Thumb & Tilting Grade Bucket					12,000	
UTILITIES (WATER) TOTAL		2,555,300	3,019,300	1,643,300	1,031,300	1,434,300	
				FY2021-2025 CIP TOTAL:		9,683,500	
FUNDING SOURCES		FY2021	FY2022	FY2023	FY2024	FY2025	
<i>Enterprise Fund (W)</i>		190,300	125,800	143,300	241,500	253,000	
<i>Enterprise Fund (WW)</i>			2,500	105,000	86,500		
<i>Bonds (List)</i>		2,365,000	2,891,000	1,395,000	703,300	1,181,300	
UTILITIES (WATER) TOTAL		2,555,300	3,019,300	1,643,300	1,031,300	1,434,300	

Town of Altavista
Capital Improvements Program (CIP)
FY2021 - 2025

UTILITIES (SEWER) CIP BY YEAR						
		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
UT(S)	40 hp Pump Replacement/Main PS	33,000				
UT(S)	WWTP Electrical Upgrade	1,542,200	1,431,200			
UT(S)	Sewer Line Root Removal	10,000	10,000	10,000		
UT(S)	Sewer Line Replacement / Rehab	709,500	709,500	709,500	709,500	709,500
UT(S)	Aeration Rehab	653,500	2,351,000			
UT(S)	Replacement of Hydraulic Ram	18,000				
UT(S)	60 hp Digester Blower	18,000		18,000		
UT(S)	Feed Pump Replacement		27,500		28,500	
UT(S)	40 hp Pump Replacement/Riverview PS					
UT(S)	Truck Replacement		36,000			
UT(S)	Main Pump Station Upgrade		51,000	862,000		
UT(S)	Replacement of Lab Scales			5,000		
UT(S)	Riverview Pump Station Upgrade			20,000	289,000	
UT(S)	Mobile Pump (6")			55,000		
UT(S)	SCADA Improvements			171,000		
UT(S)	Auger Attachment (Skid Steer)			6,000		
UT(S)	Secondary Clarifiers				124,000	1,873,000
UT(S)	Brush Cutter Head Attachment				11,000	
UT(S)	Truck Replacement				50,000	
UT(S)	Trencher Attachment					6,000
UT(S)	Commercial Water Truck					200,000
UT(S)	Heat Pump Repl in Lab and Office					30,000
UTILITIES (SEWER) TOTAL		2,984,200	4,616,200	1,856,500	1,212,000	2,818,500
				FY2021-2025 CIP TOTAL:		13,487,400
FUNDING SOURCES		<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>	<u>FY2025</u>
<i>General Fund</i>						40,000
<i>Enterprise Fund (W)</i>				8,500	5,500	83,000
<i>Enterprise Fund (WW)</i>		84,000	112,500	90,500	89,000	113,000
<i>Bonds (List)</i>		2,900,200	4,503,700	1,757,500	1,117,500	2,582,500
UTILITIES (SEWER) TOTAL		2,984,200	4,616,200	1,856,500	1,212,000	2,818,500