



Town of Altavista, Virginia
Meeting Agenda
Town Council Work Session

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

Tuesday, April 27, 2021
5:00 p.m. – Council's Chambers

5:00 p.m. Call to Order

1. **AGENDA ADOPTION**
2. **RECOGNITIONS AND PRESENTATIONS**
3. **CITIZEN'S TIME (Agenda Items Only)**

Citizens 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.)

4. **ITEMS REFERRED FROM PREVIOUS MEETINGS**

5. **ITEMS FOR DISCUSSION (NEW & UNFINISHED)**

- A. **ACTS Transit Bus Wrap**
- B. **FY2021 and FY2022 Paving Plans**
- C. **AOT – Conversion of Façade Loan to Grant program**
- D. **Recreation Committee Report/Recommendation**
- E. **DCJS Grant – Body Worn Cameras**
- F. **Procurement – Prequalification Policy**
- G. **Strategic Planning Retreat Follow Up**
- H. **Reserve Fund Policy and Pending/Future Project Funding**

6. **UPDATES/INFORMATIONAL ITEMS**

- A. **National Night Out**
- B. **Dalton's Landing Canoe Launch**
- C. **DHCD's "Acquire, Renovate, Sell" Program**
- D. **Dearing Ford Business and Manufacturing Center Update**
- E. **FY2022 Budget/FY2022-2026 Budget**

7. **PUBLIC COMMENT (Non-Agenda Items)**

Citizens 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 ARRE TO BE REQUESTED NOT LESS THAN 3 WORKING DAYS BEFORE THE DAY OF THE EVENT. PLEASE CALL (434) 369-5001 FOR ASSISTANCE.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5A

Items for Discussion

Title: Wrapping of Transit Body on Chassis Vehicle

Staff Resource: Tobie Shelton, Finance Director
Amie Owens, Assistant Town Manager

Action(s):

- Request Council direction related to the wrapping of new transit BOC.

Explanation:

A new BOC vehicle was included in the FY 2021 budget is being ordered to replace the older transit bus, staff needs direction as to which graphics Town Council would like to highlight on the new vehicle.

Background:

The last BOC transit vehicle (bus #6005) purchased and wrapped highlighted various landmarks on the wrap and the wrap covers the windows. The previous wrap was provided by Creative Edge and was approximately \$4,000. A request for a formal quote will be requested based on Council direction.

The transit bus that is being replaced has only the blue lettering and outline and no wrap over the windows. It will be retired from the fleet and will be sold as surplus.

Funding Source(s):

Funding – This is funded via the DRPT grant with 80% Federal and 20% local funding.

Attachment(s): *(Click on item to open)*

- *Pictures of existing Transit wrap*

Amanda Owens

Subject: FW: Transit graphics

Amanda "Amie" Owens
Assistant Town Manager
Town of Altavista
510 7th Street
P O Box 420
Altavista VA 24517
(434) 369-5001 Ext 110
(434) 369-4369 fax
awowens@altavistava.gov

From: Amanda Owens <awowens@altavistava.gov>
Sent: Monday, April 19, 2021 2:57 PM
To: Amanda Owens <awowens@altavistava.gov>
Subject: Transit graphics







Sent from my iPhone



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5B

Items for Discussion (New & Unfinished)

Title: Spring Milling and Paving
Staff Resource: David Garrett, Public Works Director
Amie Owens, Assistant Town Manager

Action(s):

- Request approval of the spring milling and paving bid document and schedule.
- Request approval for use of Highway Funds from highway fund reserves.

Explanation:

Having well-paved and well-maintained streets is imperative for the Town of Altavista. Utilizing a paving plan has assisted in making sure that we have a record for maintenance and allows for future planning to ensure that the Town is maintaining this important infrastructure on a continual basis.

Background:

The Spring Milling and Paving Bid documents were developed by Bobby Wampler from Engineering Concepts.

Currently, there is \$450,000.00 budgeted in the FY2021 budget and a proposed FY2022 budget of \$450,000.00 and \$35,000 in Water CIP for springs driveway improvements. This would provide \$935,000.00 for the paving if approved to move forward with both FY2021/FY2022 this spring/summer. Based on the engineer's bid, there is a need to utilize an additional \$245,374.00 (which includes the \$15,000 engineering services fee) from Highway Fund reserves to equal the engineer's estimate of \$1,165,374.00. There is currently \$958,815.18 available for use in the highway fund reserves.

If Town Council wishes to proceed, the bid would follow the attached schedule with the request for approval of award occurring at the June 8, 2021 regular meeting.

Funding Source(s):

Funding – Highway Fund (including reserves) – \$1,135,374.00; Water Fund - \$35,000

Attachment(s): *(Click on item to open)*

- *Cost Estimates by Project*
- *Bid Schedule*
- *Bid Ad and graphics of each project area*
- *Map of paving areas (2017 to present)*

| Project | Street | Beginning | Ending | Overlay SF | Overlay SY | Full Mill (SY) | Edge Milling (LF) | Total Milling (SY) | ECI Estimated Asphalt Tonnage | Shoulder Stone (ft) | ECI Shoulder Stone (Tons) | | |
|---------|--------------------------|----------------------|----------------------|------------|------------|----------------|-------------------|--------------------|-------------------------------|---------------------|---------------------------|------------------|----------------|
| 1A | 5th Street | Pittsylvania Avenue | Charlotte Avenue | 27,528 | 3,059 | 1,454 | 1,208 | 2,394 | 332.6 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 1B | 5th Street Alley-1 | Charlotte Avenue | Franklin Avenue | 14,021 | 1,558 | 406 | 20 | 422 | 169.4 | 530 | 8.8 | | |
| | | | Town Estimate | | | | | | | | | | |
| 2A | 5th Street | Charlotte Avenue | Hughes Street | 122,941 | 13,660 | 0 | 2,337 | 1,818 | 1,485.5 | 750 | 12.5 | | |
| | | | Town Estimate | | | | | | | | | | |
| 2B | 5th Street Alley-2 | 5th Street | Amherst Avenue | 5,452 | 606 | 0 | 15 | 12 | 65.9 | 630 | 10.5 | | |
| | | | Town Estimate | | | | | | | | | | |
| 2C | 5th Street Alley-3 | 5th Street | Nelson Avenue | 6,981 | 776 | 0 | 20 | 16 | 84.4 | 675 | 11.3 | | |
| | | | Town Estimate | | | | | | | | | | |
| 3A | 7th Street (Lola Avenue) | Main Street | 7th Street | 14,015 | 1,557 | 0 | 868 | 675 | 169.3 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 3B | 7th Street | Lola Avenue | 7th Street Connector | 70,100 | 7,789 | 0 | 4,347 | 3,381 | 847.0 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 3C | 7th Street Connector | 7th Street | Main Street | 16,285 | 1,809 | 0 | 992 | 772 | 196.8 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 4 | Lola Avenue | 10th Street | 14th Street | 58,879 | 6,542 | 31,695 | 1,583 | 32,926 | 711.5 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 5 | 9th Street | Amherst Avenue | Lola Avenue | 24,653 | 2,739 | 0 | 50 | 39 | 297.9 | 1,700 | 28.3 | | |
| | | | Town Estimate | | | | | | | | | | |
| 6 | Frazier Road | Avondale Drive | Lynch Mill Road | 68,682 | 7,631 | 0 | 6,019 | 4,682 | 829.9 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 7 | Avondale Drive | National Guard | Ogden Road | 59,175 | 6,575 | 3,288 | 96 | 3,362 | 715.0 | 2,185 | 36.4 | | |
| | | | Town Estimate | | | | | | | | | | |
| 8 | Ogden Road | Avondale Drive | Lynch Mill Road | 57,490 | 6,388 | 0 | 2,326 | 1,809 | 694.7 | 1,675 | 27.9 | | |
| | | | Town Estimate | | | | | | | | | | |
| 9 | 10th Street | Bedford Avenue | High School Limits | 23,765 | 2,641 | 0 | 1,530 | 1,190 | 287.2 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 10 | Reynolds Spring | Tardy Mt. Road | Cul-de-Sac | 7,980 | 887 | 0 | 0 | 0 | 96.4 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| 11 | McMinnis Spring | Rockford School Road | Cul-de-Sac | 10,450 | 1,161 | 0 | 0 | 0 | 126.3 | 0 | 0.0 | | |
| | | | Town Estimate | | | | | | | | | | |
| | | | | 588,397 | 65,377 | 36,843 | 21,411 | 53,496 | 7,110 | 8,145 | 136 | Total Quantities | |
| | | | | | | | | \$7 | \$110 | | \$65 | Unit Prices | |
| | | | | | | | | \$374,473 | \$782,078 | | \$8,824 | \$1,165,374 | Total Estimate |

Spring Milling and Paving – Proposed Bid Timeline

1. **April 27, 2021** - Engineer (Bobby Wampler) will present paving bid and schedule to Town Council at the work session meeting; if approved will forward Paving Bid Advertisement to Lynchburg paper.
2. **May 12, 2021** - Bid Opening at noon on Wednesday.
3. **May 17, 2021** - Engineer will have recommendation sent in for Council packet by 12:00 noon for the May 25, 2021 Council work session for discussion.
4. **June 8, 2021** - Council may formally approve and award paving contract.
5. **June 9, 2021** - Notice to proceed to Contractor.
6. **September 30, 2021** - paving contract completion date.

**REQUEST FOR BIDS
TOWN OF ALTAVISTA
SPRING MILLING AND PAVING PROJECT**

Sealed bids for the Town of Altavista's Spring Milling and Paving Project will be received by the Town of Altavista, Attn: Waverly Coggsdale III, 510 7th Street, Altavista, VA 24517 until **12:00 PM** local time on **Wednesday, May 12th** at which time bids will be opened and read aloud.

The project consists of milling approximately 53,500 square yards of existing pavement along portions of various streets, alleys, and parking lots as indicated within the contract documents and applying approximately 7,110 tons of asphalt overlay paving as indicated in the specifications and on the accompanying map.

Copies of the contract documents may be examined by appointment only at the office of Engineering Concepts, Inc., 94 Greenfield Street, Daleville, Virginia 24083 during normal business hours.

Copies of the documents may be purchased for \$25.00 from Engineering Concepts, Inc., 94 Greenfield Street, Daleville, Virginia 24083. The payment is non-refundable. The payment shall be in the form of a check or money order with the name of the project written on the payment.

A digital copy of the documents may be obtained by emailing jford@engineeringconcepts.com at no charge.

A Pre-Bid Conference will not be held for the project.

Town of Altavista Town Code, current version, Chapter 2, Article 5, Division 2, will take precedence regarding bidding and contract procurement compliance. The Town of Altavista encourages small businesses and businesses owned by women and minorities to participate in bidding of this project. Withdrawal of Bids due to error shall be in accordance with Section 2-223 from the above Town Code.


Should the apparent low Bid exceed available funds, the Owner reserves the right to negotiate with the apparent low bidder to obtain a contract price within available funds. Bidders shall comply with Virginia Code Section 54.1-1112 regarding information required with Bid. Envelopes containing Bids shall be clearly marked with the Bidder's contractor license number.

The Town reserves the right to renew, or extend, this contract on an annual basis as required, for two (2) additional one-year periods, for a maximum contract period of three (3) years.

For further information, contact Mr. Bobby Wampler, at Engineering Concepts, Inc. (540) 473-1253.

The document, together with the concepts and designs presented herein, as an instrument of service, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Engineering Concepts, Inc. shall be without liability to Engineering Concepts, Inc.





ENGINEERING CONCEPTS, INC.
94 GREENFIELD STREET
DALEVILLE, VIRGINIA 24083
540.473.1253

Overlay Limits
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Edge Milling
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Full Mill & Overlay
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SPRING MILLING & PAVING PROJECT

TOWN OF ALTAVISTA



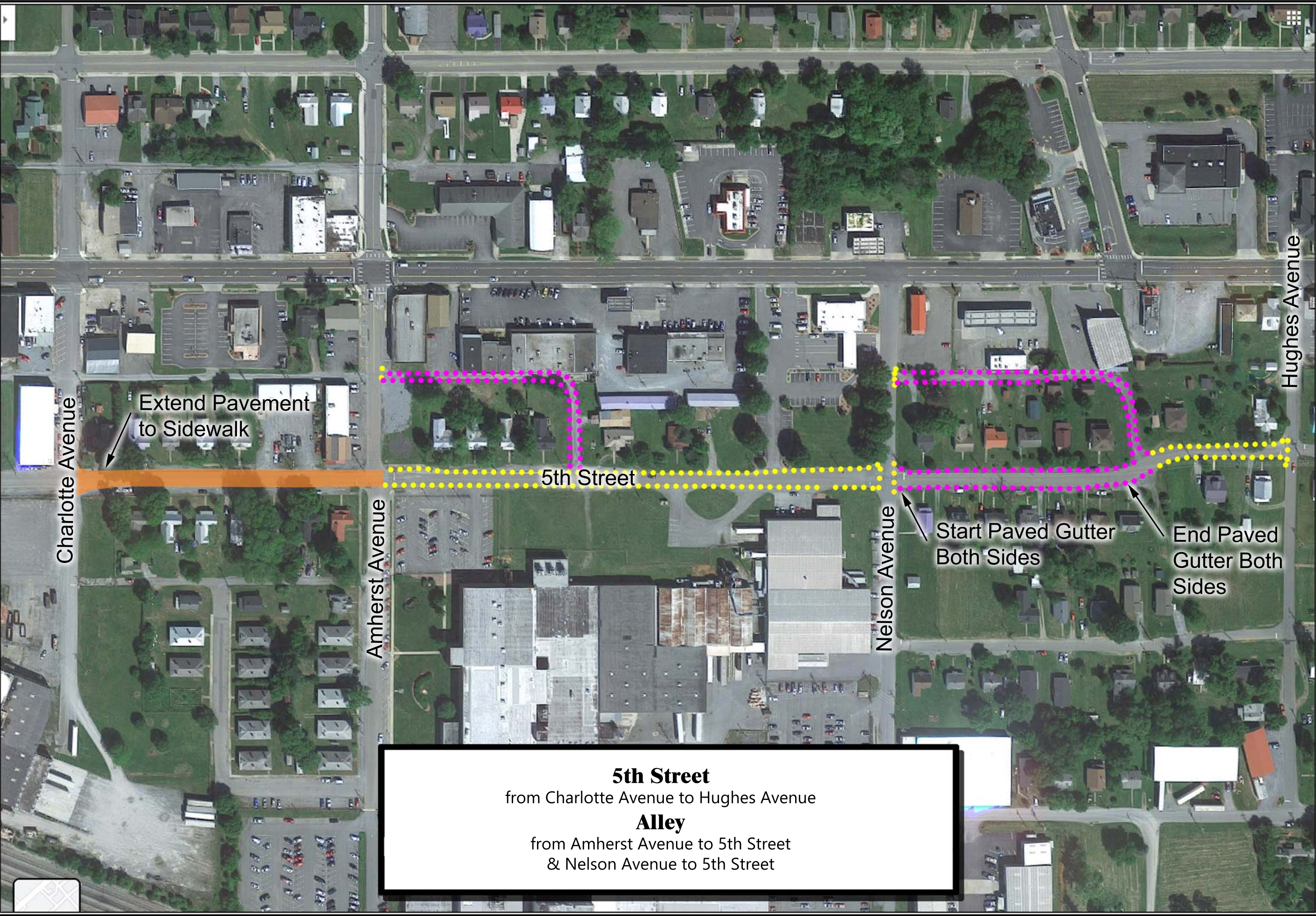
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PROJECT: 20008

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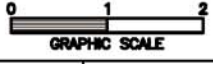
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**SPRING MILLING
& PAVING PROJECT**
TOWN OF ALTAVISTA



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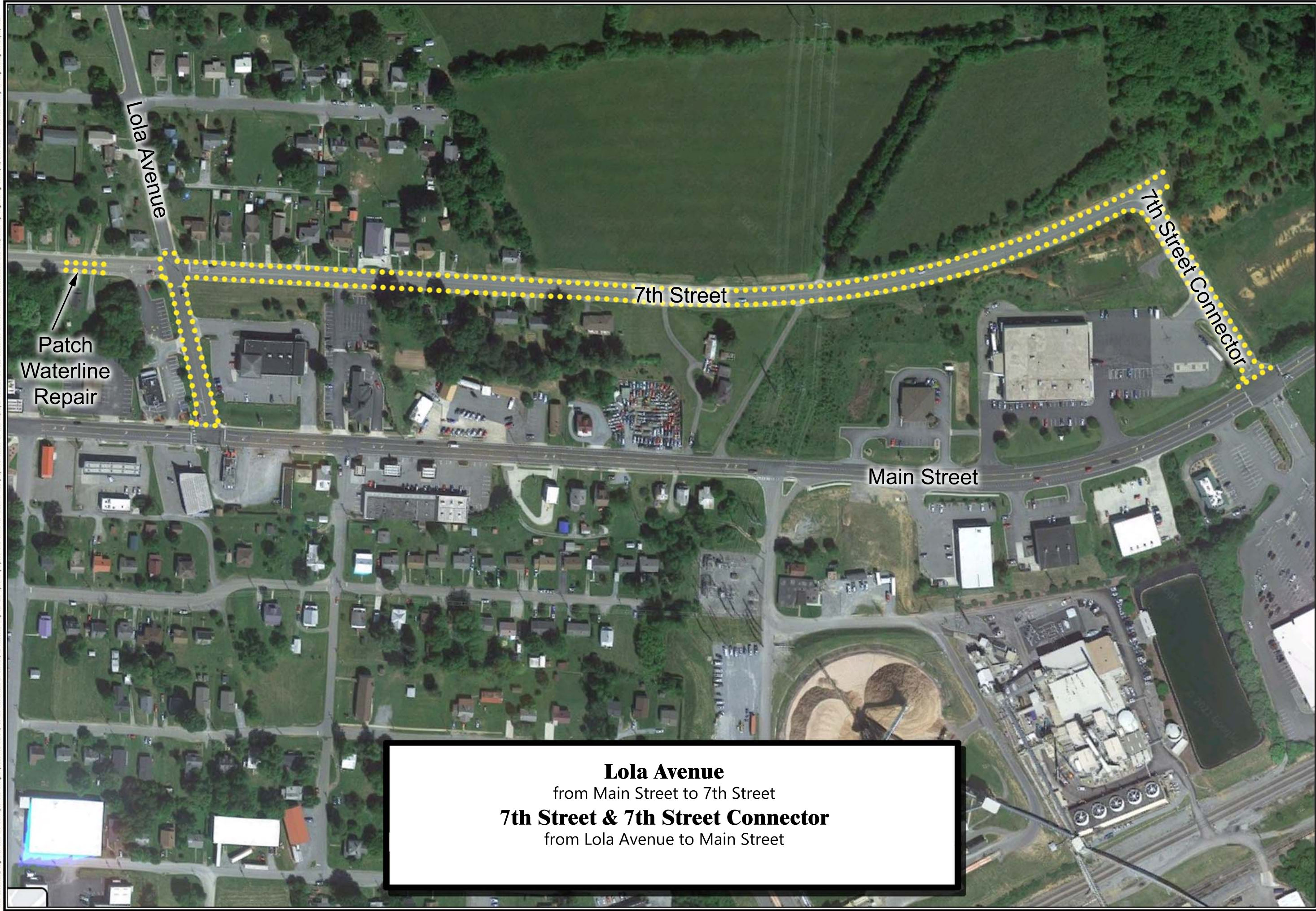


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Overlay Limits
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**SPRING MILLING
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TOWN OF ALTAVISTA



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Overlay Limits


Edge Milling



Full Mill & Overlay


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**SPRING MILLING
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TOWN OF ALTAVISTA



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**SPRING MILLING
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TOWN OF ALTAVISTA



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**SPRING MILLING
& PAVING PROJECT**

TOWN OF ALTAVISTA

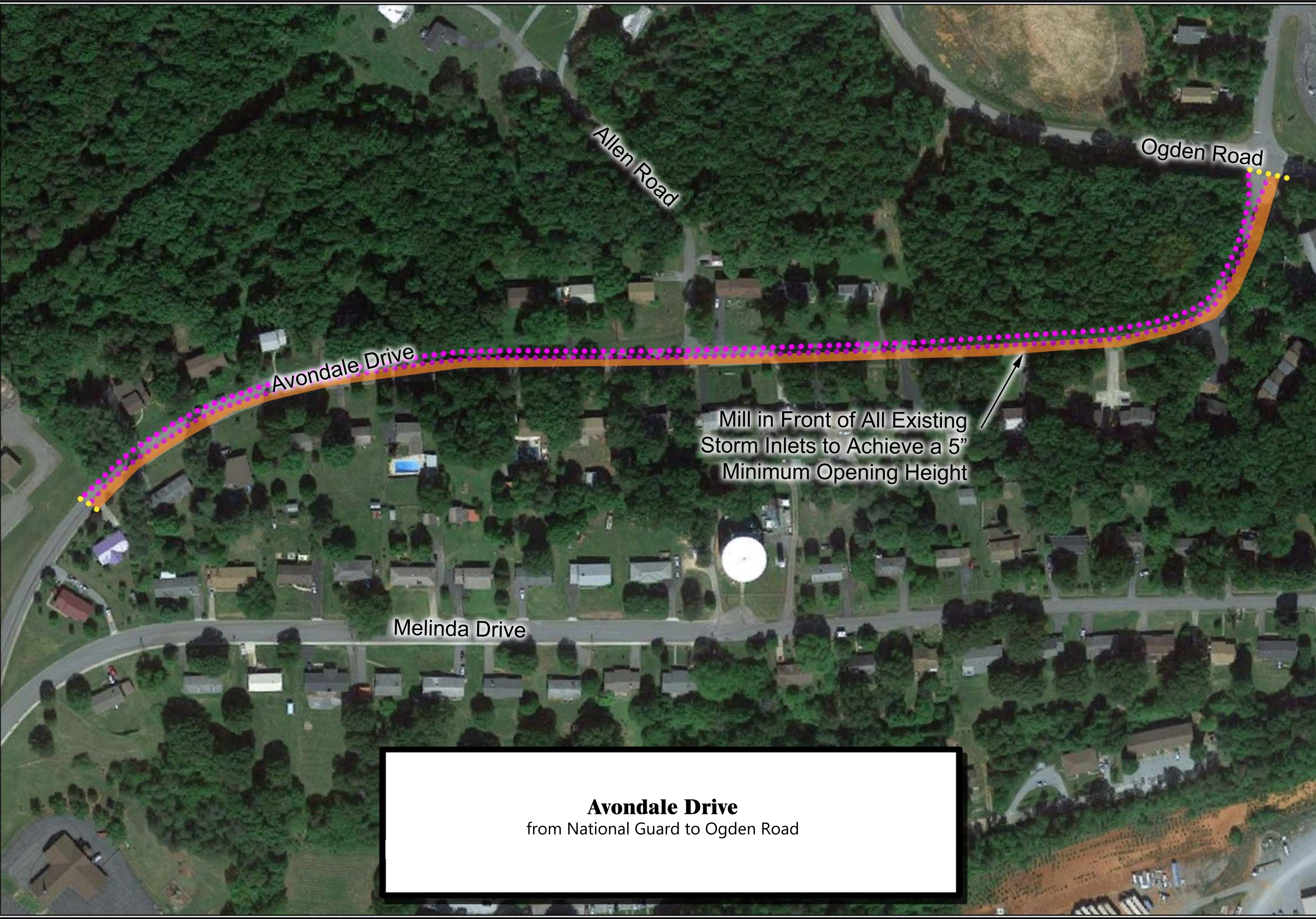


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- Overlay Limits
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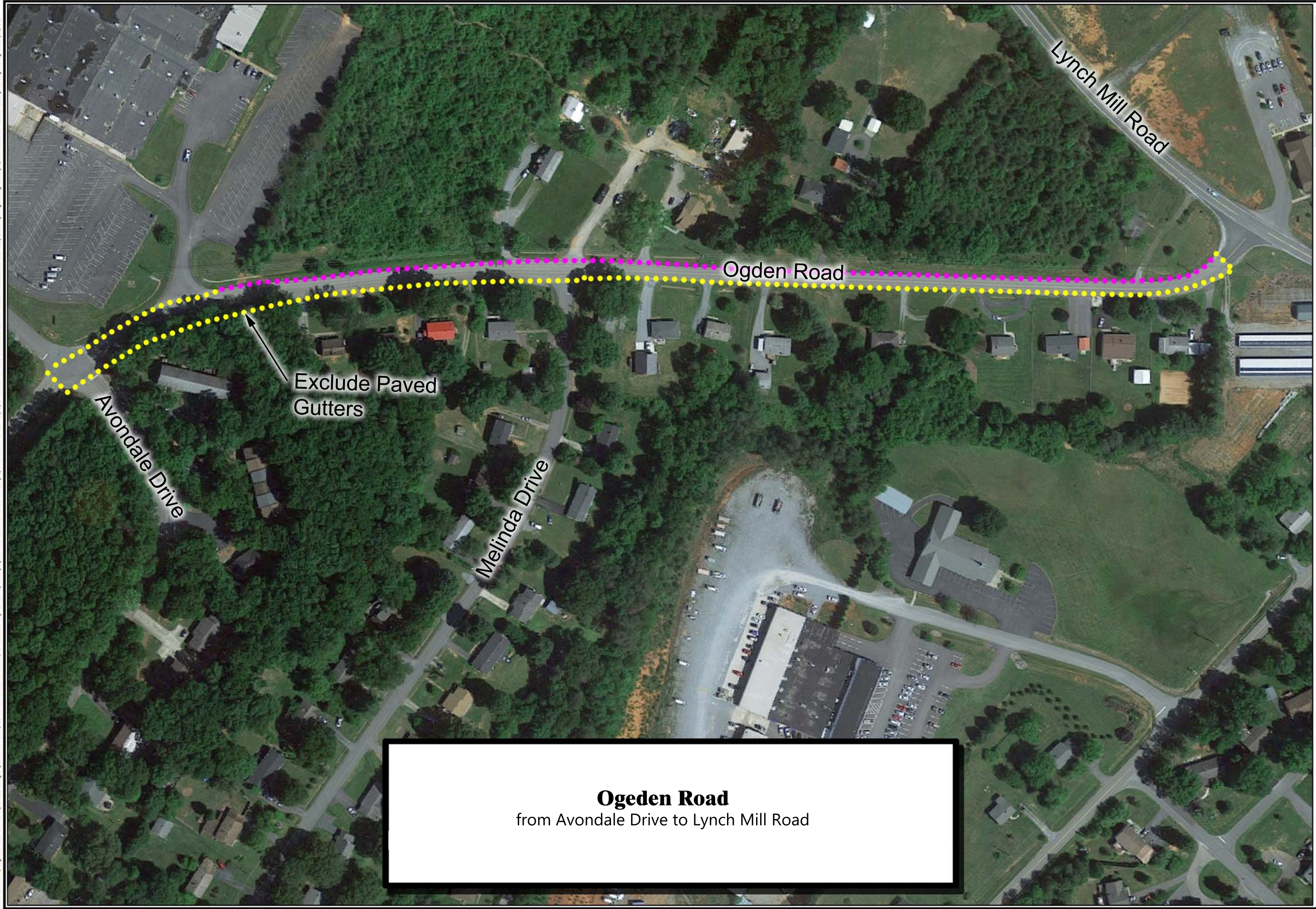
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**SPRING MILLING
& PAVING PROJECT**
TOWN OF ALTAVISTA




PROJECT: 20008

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Ogden Road
from Avondale Drive to Lynch Mill Road



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Overlay Limits
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Edge Milling
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Full Mill & Overlay
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SPRING MILLING & PAVING PROJECT
TOWN OF ALTAVISTA



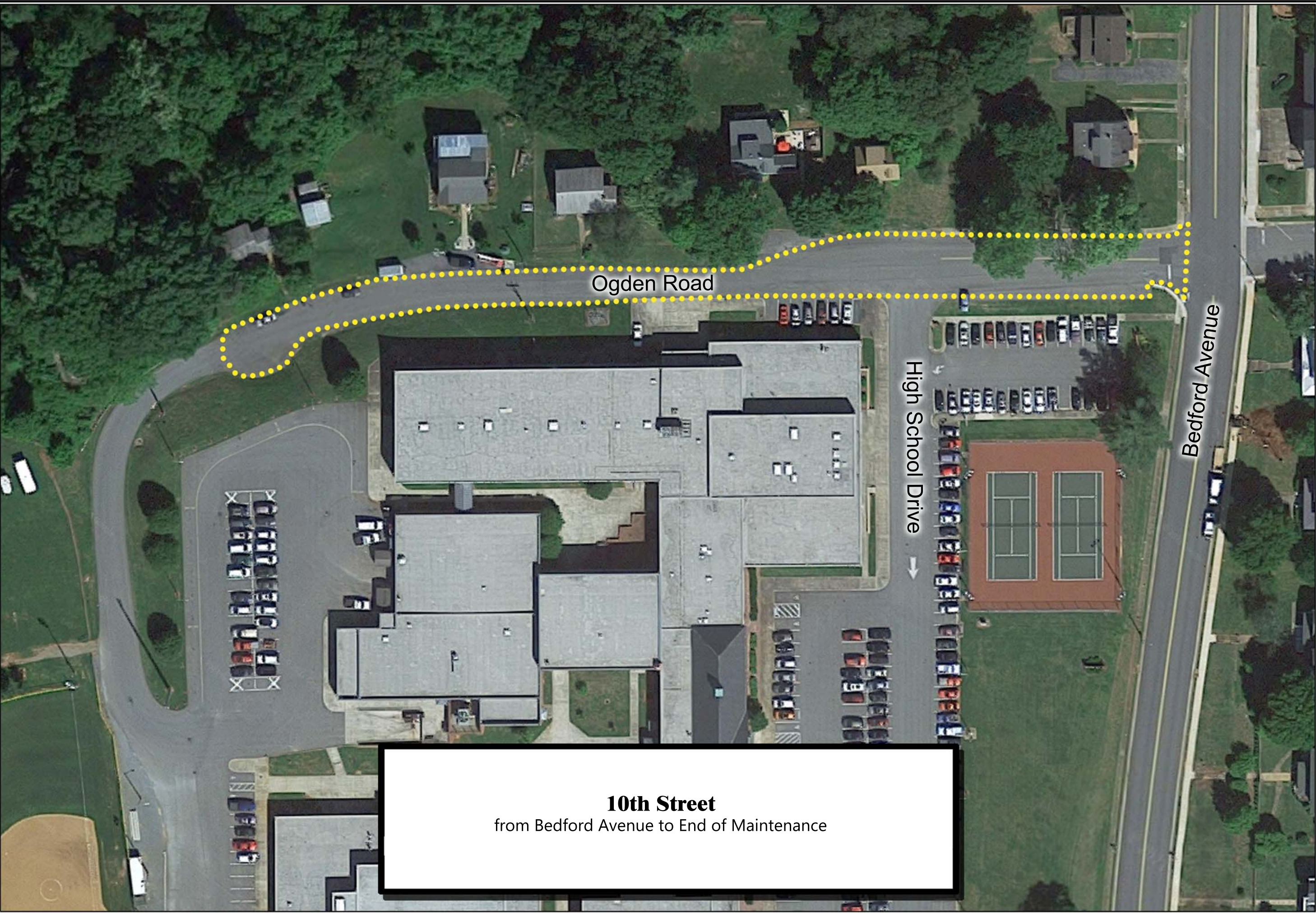
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10th Street
from Bedford Avenue to End of Maintenance



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Overlay Limits



Edge Milling

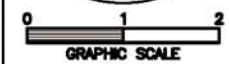


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**SPRING MILLING
& PAVING PROJECT**
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Tardy Mountain Road

Reynolds Spring
Approximately 665' x 12' Wide
Approximately 80' Asphalt Curb

Reynolds Spring

Contractor shall establish an asphalt curb at the end of road at the spring and direct runoff into existing concrete ditch.

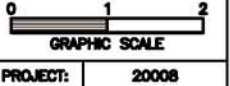


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- Overlay Limits
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SPRING MILLING & PAVING PROJECT
TOWN OF ALTAVISTA



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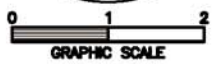
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SPRING MILLING & PAVING PROJECT

TOWN OF ALTAVISTA



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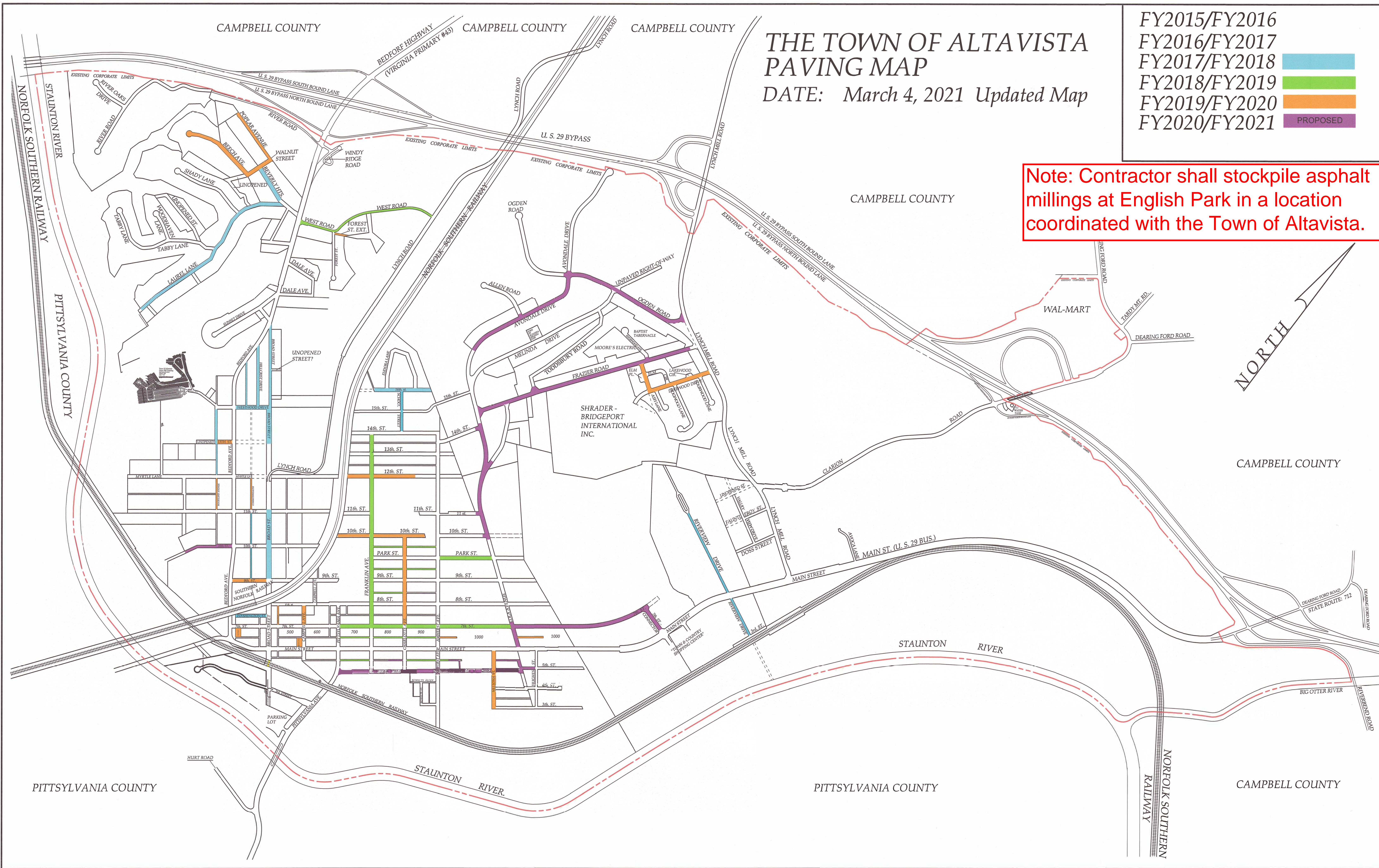
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THE TOWN OF ALTAVISTA PAVING MAP

DATE: March 4, 2021 Updated Map

| | |
|---------------|----------|
| FY2015/FY2016 | |
| FY2016/FY2017 | |
| FY2017/FY2018 | |
| FY2018/FY2019 | |
| FY2019/FY2020 | |
| FY2020/FY2021 | PROPOSED |

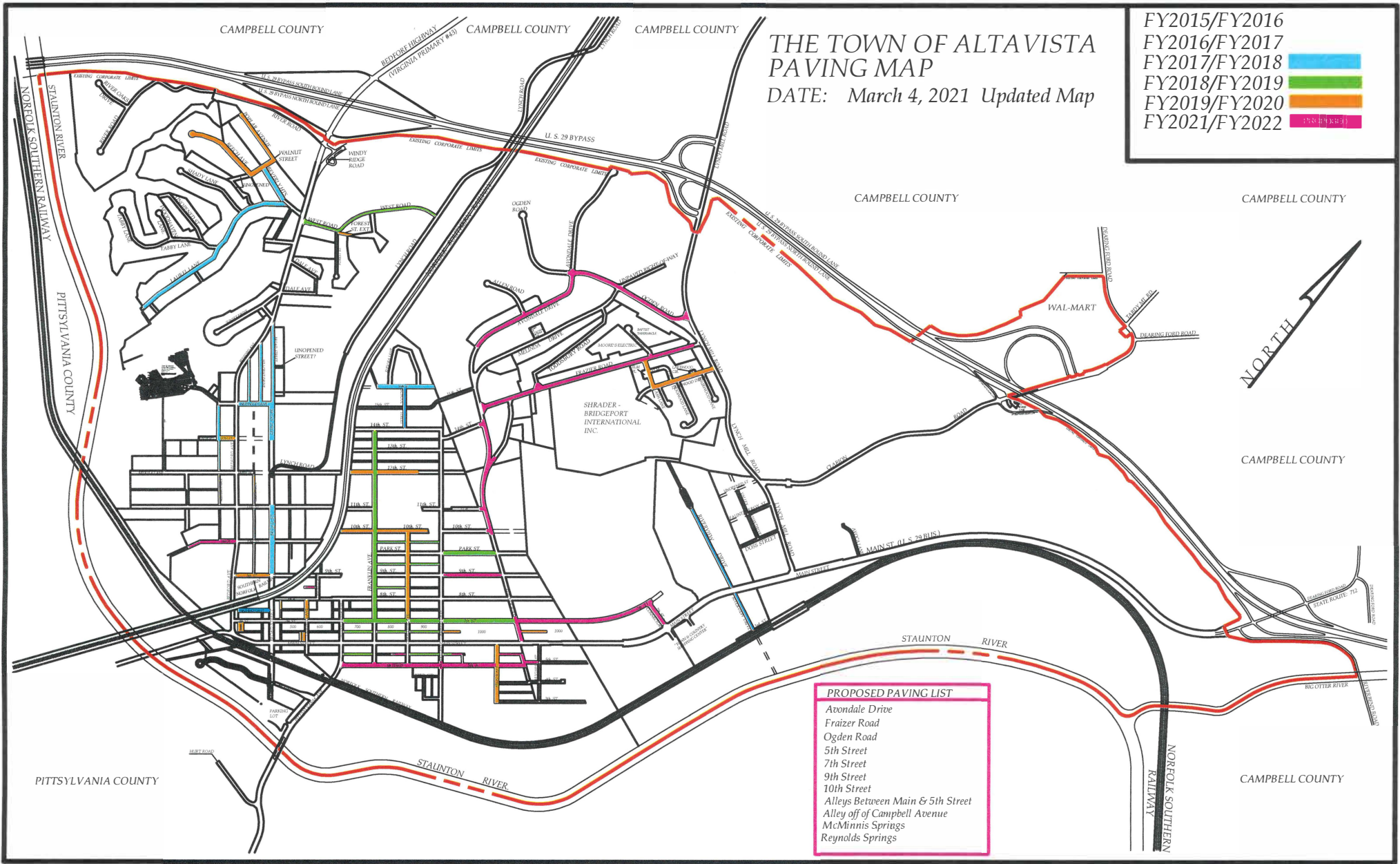
Note: Contractor shall stockpile asphalt millings at English Park in a location coordinated with the Town of Altavista.



THE TOWN OF ALTAVISTA PAVING MAP

DATE: March 4, 2021 Updated Map

| | |
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| FY2015/FY2016 | |
| FY2016/FY2017 | |
| FY2017/FY2018 | |
| FY2018/FY2019 | |
| FY2019/FY2020 | |
| FY2021/FY2022 | |





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5C

Items for Discussion

Title: Altavista On Track Façade Loan Program Modification

Staff Resource: George Sandridge, Main Street Coordinator

Action(s):

- Approval of façade program from a loan to a grant

Explanation:

Altavista On Track (AOT) is seeking to modify the Façade Program by converting it from a loan to a grant. As it is designed now, the program is a matching loan that must be paid back within 60 months (5 years) of receiving the loan. By converting the program to a matching grant, it may incentivize more businesses to take advantage of it.

Background:

As a designated Main Street community, downtown Altavista businesses have access to a façade loan program designed to assist with permanent improvements to the exterior of non-governmental buildings within the downtown district. Eligible improvements include: painting (including murals and restoration of historic murals), awnings, masonry repair/cleaning, storefront replacement/restoration, exterior lighting, window repair, cornice repair/replacement, roofing (such as standing seam metal, terra cotta tile, and shingle [slate, wood, asphalt]) that is readily visible from an adjacent public street or alley and is an integral part of the aesthetic design of the building, and restoration of historic and permanent landscaping (hardscape). The program was initially funded in 2009 using \$50,000 in Community Development Block Grant (CDBG) funding.

Pursuant to the CDBG Program Guidelines (attached), major alterations to the program must be presented to the AOT Board and Town Council for their consideration and adoption. At their April 11th meeting, the AOT Board of Directors voted to recommend modification of the program to Town Council.

Funding Source(s):

No additional funds are required as \$20,000 is currently earmarked for the program. In the event the program funds are depleted, AOT will seek to replenish it via state/federal grants, fundraising activities, or Town contributions.

Attachment(s):

- Original Façade Loan Program Design

ALTAVISTA DOWNTOWN REVITALIZATION PROJECT ZERO-INTEREST LOAN POOL PROGRAM DESIGN

Town of Altavista Virginia

Draft 6 May 2009

Draft 7 May 2009

Adopted 12 May 2009

Amended 17 February 2011



PROJECT CONTACTS

Waverly Coggsdale, Town Manager

Town of Altavista

510 7th Street, Altavista, VA 24517

434-369-5001 jwcoggsdale@ci.altavista.va.us

Scott Smith, Project Manager

Region 2000 Local Government Council

828 Main Street, 12th Floor, Lynchburg, VA 24504

Office: 434-845-3491 Mobile: 434-401-3995 ssmith@region2000.org

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I. PROGRAM GOAL

The Town of Altavista will provide financial assistance to commercial building property owners who wish to rehabilitate their buildings utilizing Town of Altavista Building Improvement Program (BIP) and Community Development Block Grant Façade Rehabilitation Grant funds. The purpose of the loan program described herein is to provide assistance to property owners in meeting their private investment match requirement through the availability of zero-interest loan funds.

II. PROGRAM GUIDELINES

The Town of Altavista is dedicating \$50,000 of CDBG funds to this loan pool.

Property owners may apply for up to \$10,000 (per person, not per building) in order to help meet their match requirement. Funds will be available on a first-come, first-served basis. Application for these funds will be made through the Façade Improvement Program Application Form.

These funds must be repaid monthly within 5 years (60 months), at zero percent interest. There are no penalties for early repayment.

A deed of trust in the amount of the loan will be placed on the building that is receiving improvements funded by the loan. This deed of trust is not transferrable. If the property is sold before the deed of trust has been satisfied, the unpaid portion must be paid immediately. The trustee is the Town of Altavista.

First National Bank (of Altavista) will assist the Town of Altavista in administering the loan pool. While loan capital will be issued by the Town of Altavista as part of its CDBG funds, First National will manage the administration of the loan. Loan recipients will be issued a payment book, and may make monthly payments at any First National location.

If a loan payment is thirty (30) days late, First National will send the property owner one reminder note. If the payment has not been made in fifteen (15) days after the issuance of

the reminder letter, First National will notify the Town of Altavista and the Rehabilitation Board that the loan is 45 days late. The Rehabilitation Board will take necessary action to ensure that the payment is made, and that the loan is current.

Up to one (1) payment per year during the life of the loan may be deferred to the back of the loan.

III. LOAN PROGRAM OVERSIGHT AND PROGRAM STAFF

The Town of Altavista Zero-Interest Loan Program will be implemented by the following positions:

Project Manager

The Project Manager for the Altavista Downtown Revitalization Project, Scott Smith, is designated as the CDBG Loan Pool Program Project Manager and will be responsible for the overall implementation and management of the program.

The Project Manager will screen initial applicants, complete application intake, file management, and report to the Rehabilitation Board.

Rehabilitation Board

The Board's primary responsibility is to review and implement the Program Design. Duties of the Rehab Board include the development and adoption of the Rehabilitation Board by-laws; monitoring of staff and consultant work performance; approval of contractors qualified to submit bids for storefront, housing rehab and adaptive use work; approval of applicants for improvement assistance; approval of bids and contracts for work performed; review of the approved Program Income Plan; and, resolution of complaints and disputes.

Continuation of Plan after Project Close-Out

After the close-out of the CDBG Project (estimated to occur in 2011), the duties of the Project Manager will transfer to the Executive Director of Altavista on Track, the Town of Altavista's Virginia Main Street Program coordinating organization. Altavista on Track will assume the role of the Rehabilitation Board.

As loan payments are made and the \$50,000 loan pool begins to refill, Altavista on Track shall make additional 5 year loans available on a revolving basis. The repayments of this loan principle will be treated as CDBG "Program Income" and will be used in a manner consistent with the Town of Altavista's Program Income Plan. It is the intent of this program that the loan pool remains active within the Town of Altavista in perpetuity.

Loans issued subsequent to the initial round may be subject to modest service fees (as per the current edition of the Virginia Department of Housing & Community Development

CDBG Manual) to help Altavista on Track and/or First National Bank defray administrative costs.

IV. PROGRAM DESIGN AMENDMENTS

During the implementation of the Loan Pool Program, Town staff responsible for the project may find it necessary to make minor changes and refinements as the program proceeds. If a major alteration to the program design is deemed necessary to better achieve the intent of the program, the staff will provide the proposed changes to the Rehabilitation Board and Town Council for consideration and adoption. Items constituting major change in the program would include modification of the types of assistance to be provided or the eligibility criteria for assistance. Any major changes will also be submitted to VDHCD for review and approval before submission to the Rehabilitation Board and Town Council.

The Loan Pool Program Design has been reviewed and approved by the Town Council for the Town of Altavista on 12 May 2009.

J. Waverly Coggsdale, III Town Manager
Town of Altavista, Virginia

Date



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5D

Items for Discussion (New & Unfinished)

Title: Recommendation from Recreation Committee re: Shade Sails

Staff Resource: Amie Owens, Assistant Town Manager

Action(s):

- Receive for Town Council Consideration – recommendation from the Recreation Committee to install two (2) of the rotating shade sail structures – one in Bedford Park and one in Leonard Coleman Park.

Explanation:

Request Town Council consideration for purchase and installation of two (2) shade sail structures. There has not been funding allocated for such purchase and it is not currently budgeted. The cost is estimated at \$10,000 for fabrication and installation.

Background:

At the March 16, 2021 Recreation Committee meeting, Jeremy Funderburk, Shade Sail Structures, Inc., presented information with a scaled model of the rotating shade sail structure. He noted that the product is a self-supporting, adjustable, cantilevered shade sail structure designed to shade outside areas from the sun. The shade sails are 18'x18'x18' commercial grade triangular mesh fabric. The framework design consists of a structural aluminum and steel column and custom machined bearing allowing the upper portion of the structure 360 degrees pivotal movement. The structure rotates in a circular manner with a simple flip handle that allows movement to the desired position and locks in place.

The Recreation Committee made a motion at their April 20, 2021 meeting to recommend to Town Council the purchase and installation of two (2) structures at the parks where there is currently no shade sails or pavilions.

Funding Source(s):

There has been no funding identified for this project and it is not currently budgeted. The cost is estimated at \$10,000.

- *Brochure for Shade Sail Structure*

Attachment(s): *(Click on item to open)*

About Us

The adjustable shade sail structure is the most innovative shade sail system ever designed. All other shade sail systems are stationary and are fixed in one location no matter what position the sun is during the day. Just imagine sitting in your shade and the sun is moving across the sky and starts to get on you. You simply move the shade sail structure with the flip of a handle and move the shade where you want it. You can even lock it in place in case it is windy outside. This is the new revolution for outside shade in America and throughout the world.



One of a kind
shade structure
that pivots 360
degrees of
adjustment

History

The adjustable shade sail structure was designed and fabricated in a shop in Evington VA. With months of design and engineering the frame to handle wind loads and the elements, we came up with a framework design that consists of structural aluminum and a steel column and thrust bearings that make the entire structure movable with a simple handle and a push to rotate. The structure was then professionally engineered at a firm in Lynchburg VA. It meets all the wind loads to even be in coastal areas along the beaches. We can provide stamped engineered drawings upon request. The structure is mounted to a concrete or wood foundation that is bolted and very sturdy. All components are powder coated for long term durability. The second option is a flush clean mount that goes into the ground with concrete foundation. We are currently designing a new addition to the structure to make it move with Bluetooth technology with your smart phone. Imagine sitting at your pool and want to move the shade more on you, grab your phone and with the app, move the shade over to your preference. The shade structure is made for people that enjoy outdoors that own patios, pools, or just want shade in a specific area of their home or business like a outdoor bar for a restaurant. This is a product you need. The shade sails are made in the USA by Tenshon. The size we use for our shade structure is the largest they make, and most popular, many colors. It is 18x18x18 triangle. It provides a lot shade for that size. These shade sail structures can be positioned to overlap each other and create a very aesthetically pleasing look.

Contact Us

350 Langdon Rd
Evington VA 24550
434-941-7015

info@shadesailstructure.com

**Patent
pending
US Patent
63103166**



WWW.shadesailstructure.com

Our Team

our team of professional staff are sub contractor companies in Lynchburg Va that strive to give the best product that can be made. We have three companies that can deliver on time multiple orders for our valued customers. We are proud to make this in the USA and keep jobs here in our country.



Mission Statement

we are committed to give our customers the best product possible using all American made steel and aluminum. Our organization uses very skilled labor to produce the highest quality in each shade sail structure locally in the central Va area. All design and engineering is done by professional engineers and cad technicians. We pride ourselves to customer service and provide shade relief from the sun to make your outside experience more comfortable anywhere in the world.

Our People

Jeremy Funderburk is a master fabricator with twenty plus yrs of design and hands on fabrication experience. He is a ornamental fabricator and welder full time. The shade sail structure he designed will benefit all people that want to be out of the sunlight and in the shade, especially nowadays when everyone needs to be outside since the pandemic happened. Why not be outside with some style and flare and make it fun. Jeremy strives to give the best product that can be made. He has teamed up with some local business in Lynchburg to help with fabrication and keep work here in the USA. Jeremy is a veteran and started the business from scratch.





TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5E

Items for Discussion

Title: DCJS Grant – Body Cameras

Staff Resource: Tommy Merricks, Police Chief; and Tobie Shelton, Finance Director

Action(s):

Authorize the Town Manager to execute the Statement of Grant Award/Acceptance for the DCJS Body Camera grant and approve the use of surplus funds (\$9,240) from the FY2021 General Fund Budget at the end of the year as carryover to FY2022 to offset the costs for the grant not covered in the draft FY2022 Budget (\$9,240).

Explanation:

- Altavista Police Department applied for a grant to assist with the on-going costs associated with the Axom Body Worn Cameras that were a FY2021 CIP item and purchased earlier in the FY.
- The Town paid a lump sum (\$25,250) in FY2021 and was scheduled to pay \$9,240 a year for the next four FY's (2022 – 2025). The grant provides \$18,480 towards the remaining payments. Included in the FY2022 Draft Budget is \$9,240, which leaves \$9,240 to meet the Town's match of \$18,480.
- With the grant, the town will not need to include \$9,240 in the three future fiscal years (FY2023, 2024 and 2025); this frees up revenues for other uses. This results in a \$18,480 savings to the town.

Background:

- The Body Camera purchase was a FY2021 Capital Improvement item.

Funding Source(s):

FY2021 Funds (\$9,240), FY2022 Funds (\$9,240) and DCJS Grant (\$18,480)

Attachment(s):

- *Memo from Chief Merricks to Town Manager*
- *DCJS Award Letter*

To: J Waverly Coggsdale, Town Manager

From T E Merricks, Chief of Police

Re: Grant Award

Dear Waverly,

It is my pleasure to let you know that we were notified on April 12, 2021 that the Town of Altavista Police Department is the recipient of a \$36,960 grant from the Body Worn Camera Grant Program. This grant requires a local match of \$18,480. The numbers are from the balance owed on the Axon Body III cameras, which is \$36, 960. We paid \$25, 534 the first year and were to pay \$9240/year for years 2-5. By paying \$18,480, we can save \$18,480. The grant period is 4-1-21 through 3-31-22.

I am attaching to this email the grant award letter.

I am happy to answer any questions that I can.

Sincerely,

Thomas E Merricks, Chief of Police.



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

April 12, 2021

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

RE: Body Worn Camera Program

Dear Mr. Coggsdale:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **21-A8627BC21** and was approved for a total award of **\$36,960**. The project period is **04/01/2021** through **03/31/2022**.

Included with this letter is a Statement of Grant Award/Acceptance (SOGA). Please note hard copies of the General Special Conditions, as well as the Reporting Requirements and Projected Due Dates, are now referred to as **Conditions and Requirements** and will be posted online at <https://www.dcjs.virginia.gov/grants/grant-requirements> within the next two weeks.

In addition to the general Special Conditions, there may be grant specific Special Conditions related to your Grant Award called Encumbrances. If there are any, you are required to view these conditions via the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov/> on the main Dashboard. If you have not previously done so, you must register in order to use this web-based system. The instructions on *Registering for a New Account* are posted here <https://www.dcjs.virginia.gov/grants/ogms-training-resources> along with other resources and training videos. All registrants will be approved within 3 – 5 business days.

We will be happy to assist you in any way we can to assure your project's success. To indicate your acceptance of the award and conditions, please sign the included SOGA and return it electronically within the next 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact (Nicole Phelps) at (804) 786-1577 or via email at nicole.phelps@dcjs.virginia.gov.

Sincerely,

Shannon Dion

Shannon Dion

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

Body Worn Camera Program

Subgrantee: Altavista
DCJS Grant Number: 21-A8627BC21
Grant Start Date: 04/01/2021
Grant End Date: 03/31/2022

Indirect Cost Rate: _____% ***If applicable**

| | |
|----------------------|------------------|
| Federal Funds: | \$ |
| State General Funds: | \$18,480 |
| State Special Funds: | \$ |
| Local Match: | <u>\$</u> 18,480 |
| Total Budget: | \$36,960 |

| Project Director | Project Administrator | Finance Officer |
|--|---|---|
| Chief Thomas Merricks Chief of Police Town of Altavista PD PO Box 420 Altavista, VA 24517 (434) 369-7425 tmerricks@altavistava.gov | Mr. J. Waverly Coggsdale III Town Manager Town of Altavista P. O. Box 420 Altavista, VA 24517 (434) 369-5001 jwcoggsdale@ci.altavista.va.us | Ms. Tobie C. Shelton Treasurer Town of Altavista P. O. Box 420 Altavista, VA 24517 (434) 369-5001 tcshelton@AltavistaVa.gov |

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____

Authorized Official (Project Administrator)

Title: _____

Date: _____



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5F

Items for Discussion

Title: Procurement – Prequalification Process

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Approve the Prequalification Process as presented and authorize staff to create an application and any other document(s) needed to implement the process per state and local code.

Explanation:

- Recently Town Council requested that contractors for the Spark Innovation Center renovation project be prequalified. Section 2-215 establishes the Town's authority, pursuant to the Code of Virginia §2.2-4317, to prequalify contractors.
- Upon review, the Town Code indicates that a prequalification process for construction projects adopted by the town council must be in place. Based on this requirement, staff has submitted a Prequalification Process for Council's consideration.

Background:

- Section 2-215 of the Town Code allows for prequalification for construction projects.

Funding Source(s):

Not applicable

Attachment(s):

- *Prequalification Process (Draft)*
- *Town Code Section 2-215*
- *Code of Virginia §2.2-4317*

Pursuant to the Code of the Town of Altavista §2-215, the Town of Altavista adopts the following as its prequalification process to prequalify prospective construction contractors to bid on selected projects:

1. The Town Manager or his designee may, in his discretion, when he believes it to be in the best interests of the Town of Altavista, require prequalification of prospective contractors to bid on a specific construction project for the Town of Altavista. The purpose of such prequalification shall be to limit prospective bidders for the specific construction project to contractors who demonstrate themselves to be qualified to construct the project. When the prequalification process is used for a project, only contractors who have complied with the prequalification process and have been determined qualified will be eligible to submit bids for the project.
2. In conducting prequalification of potential contractors, the Town Manager or his designee shall follow this prequalification process and the requirements of Code of the Town of Altavista §2-215.
3. The Town Manager or his designee shall develop the appropriate documentation for potential contractors to apply for prequalification. The Town Manager or his designee may prescribe in such documentation specific mandatory requirements contractors must meet in order to prequalify for specific projects. The documentation used in the Town of Altavista's prequalification process shall set forth the criteria upon which the qualifications of prospective contractors will be evaluated. The documentation shall request of prospective contractors only such information as is appropriate for an objective evaluation of all prospective contractors pursuant to such criteria. The documentation shall allow the prospective contractor seeking prequalification to request, by checking the appropriate box, that all information voluntarily submitted by the contractor as part of its prequalification application shall be considered a trade secret of Code of Virginia §2.2-4342 or proprietary information subject to the provisions of subsection F.
4. In all instances in which the Town of Altavista requires prequalification of potential contractors for construction projects, advance notice shall be given of the deadline for the submission of prequalification applications. The deadline for submissions shall be sufficiently in advance of the date set for the submission of bids or proposals for such construction so as to allow the prequalification process to be accomplished.
5. At least thirty (30) days prior to the date established for submission of bids or proposals under the procurement for which the prequalification applies, the Town of Altavista shall advise in writing each contractor who submitted an application whether that contractor has been prequalified. In the event that a contractor is denied prequalification, the written notification to the contractor shall state the reasons for the denial of prequalification and the factual basis of such reasons.
6. A decision by the Town Manager or his designee under this prequalification process shall be final and conclusive unless the contractor appeals the decision as provided in Code of

Virginia §2.2-4357.

7. The Town of Altavista may deny prequalification to any Contractor only if the Town of Altavista finds one of the following:
 - a. The contractor does not have sufficient financial ability to perform the contract that would result from such procurement. If a bond is required to ensure performance of a contract, evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required by the public body shall be sufficient to establish the financial ability of the contractor to perform the contract resulting from such procurement;
 - b. The contractor does not have appropriate experience to perform the construction project in question;
 - c. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten (10) years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management;
 - d. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body without good cause. If the Town of Altavista has not contracted with a particular contractor in any prior construction contracts, The Town of Altavista may deny prequalification if the contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. The Town of Altavista may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto given to the contractor at that time, with the opportunity to respond;
 - e. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including but not limited to, a violation of (i) Article 6 of the Virginia Public Procurement Act (§ 2.2-4367, et seq.), (ii) the Virginia Governmental Frauds Act (§ 18.2-498.1 et seq.), (iii) Chapter 4.2 (§ 59.1-68.6 et seq.) of Title 59.1 or (iv) any substantially similar law of the United States or another state;
 - f. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and
 - g. The contractor failed to provide to the Town of Altavista in a timely manner any information requested by the Town of Altavista relevant to subdivisions a through f of this

subsection.

8. In determining if a contractor has the “appropriate experience” under Subsection 8.b. to be prequalified, the Town of Altavista may consider and use specific minimum experience requirements established by the Town Manager or his designee for the specific project. The Town of Altavista may also consider the contractor’s past performance on the projects that provide its past experience to determine if the projects provide the appropriate experience required.
9. To the extent any provision in this process is deemed to be inconsistent with Code of Virginia §2.2- 4317, whether due to amendment of that statutory provision or otherwise, then the provisions of §2.2-4317 shall control as to such inconsistency.
10. The provisions of this process and its implementation are intended to be severable, and if any provision is deemed invalid, this shall not be deemed to affect the validity of other provisions.
11. This prequalification process does not apply to any procurement done under the Public-Private Education Facilities & Infrastructure Act of 2002 (“the PPEA”), Code of Virginia §56-575.1 et seq., and is in no way intended to limit the Town of Altavista’s discretion in the way it selects contractors under the PPEA.
12. A determination that a contractor is prequalified does not necessarily preclude the Town of Altavista from determining that such contractor is not responsible following bid opening. Among other things, a change in circumstances, change in information, or different criteria allowed to be considered for prequalification versus responsibility, may lead to a different result. For example, a prequalified contractor that becomes debarred between prequalification and bid opening, or a contractor who is subsequently discovered not to have been totally candid in answering its prequalification questionnaire, might be deemed non-responsible at the bid opening.
13. Prequalification of a contractor to bid on a specific project does not prequalify that contractor to bid on a different project. Prequalification of a contractor to bid on a specific project does not mean that the contractor will necessarily be deemed to be a responsible bidder for a different project.
14. Neither this prequalification process nor its implementation by the Town of Altavista shall be deemed to create any contract right in any prospective contractor or to give any prospective contractor any right beyond that conferred by Code of Virginia §2.2-4317. All prospective contractors shall be responsible for their own expenses in applying for prequalification, and the Town of Altavista shall have no liability for any such expense.

END OF PREQUALIFICATION PROCESS FOR CONSTRUCTION PROJECTS

Sec. 2-215. - Prequalification.

(a) *Generally; construction.*

- (1) Prospective contractors may be prequalified for particular types of supplies, services, insurance or construction, and consideration of bids or proposals limited to prequalified contractors. Any prequalification procedure shall be established in writing and sufficiently in advance of its implementation to allow potential contractors a fair opportunity to complete the process.
- (2) Any prequalification of prospective contractors for construction by the town shall be pursuant to a prequalification process for construction projects adopted by the town council. The process shall be consistent with the provisions of this section. The application form used in such process shall set forth the criteria upon which the qualifications of prospective contractors will be evaluated. The application form shall request of prospective contractors only such information as is appropriate for an objective evaluation of all prospective contractors pursuant to such criteria. The form shall allow the prospective contractor seeking prequalification to request, by checking the appropriate box, that all information voluntarily submitted by the contractor pursuant to this subsection shall be considered a trade secret or proprietary information subject to the provisions of Code of Virginia, § 2.2-4342(D). In all instances in which the town requires prequalification of potential contractors for construction projects, advance notice shall be given of the deadline for the submission of prequalification applications. The deadline for submission shall be sufficiently in advance of the date set for the submission of bids for such construction so as to allow the procedures set forth in this subsection to be accomplished. At least 30 days prior to the date established for submission of bids or proposals under the procurement of the contract for which the prequalification applies, the town shall advise in writing each contractor who submitted an application whether that contractor has been prequalified. If a contractor is denied prequalification, the written notification to the contractor shall state the reasons for the denial of prequalification and the factual basis of such reasons. A decision by the town denying prequalification under the provisions of this subsection shall be final and conclusive unless the contractor appeals the decision as provided in Code of Virginia, § 2.2-4357.
- (3) The town may deny prequalification to any contractor only if the town finds one of the following:
 - a. The contractor does not have sufficient financial ability to perform the contract that would result from such procurement. If a bond is required to ensure performance of a contract, evidence that the contractor can acquire a surety bond from a corporation included on the United States Treasury list of acceptable surety corporations in the amount and type required by the town shall be sufficient to establish the financial ability of the contractor to perform the contract resulting from such procurement;
 - b. The contractor does not have appropriate experience to perform the construction project in question;
 - c. The contractor or any officer, director or owner thereof has had judgments entered against him or her within the past ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management;
 - d. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body without good cause. If the town has not contracted with a contractor in any prior construction contracts, the town may deny prequalification if the contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. The town may not utilize this subsection to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto given to the contractor at that time, with the opportunity to respond;

- e. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of Code of Virginia, § 2.2-4367 et seq., the Virginia Governmental Frauds Act (Code of Virginia, § 18.2-498.1 et seq.), Code of Virginia, § 59.1-68.6 et seq., or any substantially similar law of the United States or another state;
 - f. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and
 - g. The contractor failed to provide to the town in a timely manner any information requested by the town relevant to subsection (3)a—f of this section.
- (4) If the town has a prequalification ordinance that provides for minority participation in municipal construction contracts, the town may also deny prequalification based on minority participation criteria. However, nothing in this section shall authorize the adoption or enforcement of minority participation criteria except to the extent that such criteria, and the adoption and enforcement thereof, are in accordance with the Constitution and laws of the United States and the commonwealth.

State Law reference— Similar provisions, Code of Virginia, §§ 2.2-4311, 2.2-4317.

- (b) *Authority of purchasing agent.* The purchasing agent is authorized to prequalify bidders prior to any solicitation of bids, whether for goods, services, insurance or construction, by requiring prospective bidders to submit such information as the purchasing agent shall deem appropriate, including samples, financial reports and references; provided, however, that opportunity to prequalify shall be given to any prospective bidder who has not been suspended or debarred under this division. The purchasing agent may refuse to prequalify any prospective contractor, provided that written reasons for refusing to prequalify are made a part of the record in each case. The decision of the purchasing agent shall be final. In considering any request for prequalification, the purchasing agent shall determine whether there is reason to believe that the bidder possesses the management, financial soundness, and history of performance which indicate apparent ability to successfully complete the plans and specifications of the invitations for bid. The purchasing agent may employ standard forms designed to elicit necessary information, or may design other forms for that purpose. Prequalification of a bidder shall not constitute a conclusive determination that the bidder is responsible, and such bidder may be rejected as nonresponsible on the basis of subsequently discovered information. Failure of a bidder to prequalify with respect to a given procurement shall not bar the bidder from seeking prequalification as to future procurements, or from bidding on procurements which do not require prequalification.

(Code 1968, §§ 2-36, 2-37)

§ 2.2-4317. Prequalification generally; prequalification for construction

A. Prospective contractors may be prequalified for particular types of supplies, services, insurance or construction, and consideration of bids or proposals limited to prequalified contractors. Any prequalification procedure shall be established in writing and sufficiently in advance of its implementation to allow potential contractors a fair opportunity to complete the process.

B. Any prequalification of prospective contractors for construction by a public body shall be pursuant to a prequalification process for construction projects adopted by the public body. The process shall be consistent with the provisions of this section.

The application form used in such process shall set forth the criteria upon which the qualifications of prospective contractors will be evaluated. The application form shall request of prospective contractors only such information as is appropriate for an objective evaluation of all prospective contractors pursuant to such criteria. The form shall allow the prospective contractor seeking prequalification to request, by checking the appropriate box, that all information voluntarily submitted by the contractor pursuant to this subsection shall be considered a trade secret or proprietary information subject to the provisions of subsection D of § [2.2-4342](#).

In all instances in which the public body requires prequalification of potential contractors for construction projects, advance notice shall be given of the deadline for the submission of prequalification applications. The deadline for submission shall be sufficiently in advance of the date set for the submission of bids for such construction so as to allow the procedures set forth in this subsection to be accomplished.

At least 30 days prior to the date established for submission of bids or proposals under the procurement of the contract for which the prequalification applies, the public body shall advise in writing each contractor who submitted an application whether that contractor has been prequalified. In the event that a contractor is denied prequalification, the written notification to the contractor shall state the reasons for the denial of prequalification and the factual basis of such reasons.

A decision by a public body denying prequalification under the provisions of this subsection shall be final and conclusive unless the contractor appeals the decision as provided in § [2.2-4357](#).

C. A public body may deny prequalification to any contractor only if the public body finds one of the following:

1. The contractor does not have sufficient financial ability to perform the contract that would result from such procurement. If a bond is required to ensure performance of a contract, evidence that the contractor can acquire a surety bond from a corporation included on the United States

Treasury list of acceptable surety corporations in the amount and type required by the public body shall be sufficient to establish the financial ability of the contractor to perform the contract resulting from such procurement;

2. The contractor does not have appropriate experience to perform the construction project in question;

3. The contractor or any officer, director or owner thereof has had judgments entered against him within the past ten years for the breach of contracts for governmental or nongovernmental construction, including, but not limited to, design-build or construction management;

4. The contractor has been in substantial noncompliance with the terms and conditions of prior construction contracts with a public body without good cause. If the public body has not contracted with a contractor in any prior construction contracts, the public body may deny prequalification if the contractor has been in substantial noncompliance with the terms and conditions of comparable construction contracts with another public body without good cause. A public body may not utilize this provision to deny prequalification unless the facts underlying such substantial noncompliance were documented in writing in the prior construction project file and such information relating thereto given to the contractor at that time, with the opportunity to respond;

5. The contractor or any officer, director, owner, project manager, procurement manager or chief financial official thereof has been convicted within the past ten years of a crime related to governmental or nongovernmental construction or contracting, including, but not limited to, a violation of (i) Article 6 (§ [2.2-4367](#) et seq.) of this chapter, (ii) the Virginia Governmental Frauds Act (§ [18.2-498.1](#) et seq.), (iii) Chapter 4.2 (§ [59.1-68.6](#) et seq.) of Title 59.1, or (iv) any substantially similar law of the United States or another state;

6. The contractor or any officer, director or owner thereof is currently debarred pursuant to an established debarment procedure from bidding or contracting by any public body, agency of another state or agency of the federal government; and

7. The contractor failed to provide to the public body in a timely manner any information requested by the public body relevant to subdivisions 1 through 6 of this subsection.

D. If a public body has a prequalification ordinance that provides for minority participation in municipal construction contracts, that public body may also deny prequalification based on minority participation criteria. However, nothing herein shall authorize the adoption or enforcement of minority participation criteria except to the extent that such criteria, and the adoption and enforcement thereof, are in accordance with the Constitution and laws of the United States and the Commonwealth.

E. A state public body shall deny prequalification to any contractor who fails to register and participate in the E-Verify program as required by § [2.2-4308.2](#).

F. The provisions of subsections B, C, and D shall not apply to prequalification for contracts let under § [33.2-209](#), [33.2-214](#), or [33.2-221](#).

1982, c. 647, § 11-46; 1994, c. [918](#); 1995, c. [527](#); 2001, c. [844](#); 2007, c. [154](#); 2011, cc. [573](#), [583](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters

whose provisions have expired.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5G

Items for Discussion

Title: Town Council Retreat Follow Up

Staff Resource: Waverly Coggsdale, Town Manager

Action(s):

Direction from Council. Potential action would be Adoption of the Work Plan as identified on page 9 of the Notes document. Also direction to staff concerning Town Council Rules of Procedure discussion.

Council may want to defer any action and place this item on a future agenda for additional consideration.

Explanation:

- The Town Council held its Strategic Planning Retreat on Tuesday, March 30th. Kim Payne of the Berkley Group facilitated the retreat.
- Mr. Payne provided a draft summary of the Retreat's discussion that included a draft Work Plan (page 9 of the document).
- Based on Council's discussion regarding procedure/protocol for council and its meetings, Mr. Payne provided several samples from other communities.
- The draft summary and the meeting procedure samples were provided to Town Council in early April.

Background:

- Staff seeks to assist Council in moving forward its goals and objectives established during the retreat.

Funding Source(s):

Per discussion.

Attachment(s):

- *Retreat Notes (Draft) - Work Plan is on page 9.*

Altavista Town Council Retreat

March 30, 2021

Altavista Train Station

Notes

Mayor Mattox called the meeting to order at 12:00 p.m. In addition to the Mayor, Council members Bennett, Higginbotham, Mitchell, Emerson, George, and Lowman were present, along with Town Manager Waverly Coggsdale, Assistant Town Manager Amie Owens, Town Attorney John Eller, and facilitator Kimball Payne.

Mr. Payne welcomed everyone and thanked Council for having him back to facilitate his third retreat with Council. He reviewed the suggested goals for the retreat and the ground rules.

- Suggested goals for the retreat:
 - Work as a team and develop consensus
 - Identify priorities and develop a workplan for the next two years
 - Understand constraints to progress and identify means to overcome them
- Ground rules
 - Everyone participates
 - Engage
 - Be honest
 - Listen to each other
 - Respect different opinions
 - No idea is too outlandish
 - Seek to understand
 - Ask questions
 - Seek consensus (formal action at a future Council meeting)
 - Use the parking lot for issues that may evade consensus or require more background
 - Have fun
 - We will take breaks when it seems appropriate

Mr. Payne also reviewed common themes that he garnered from his conversations with individual Council members in preparation for the retreat.

- Housing – the Frazier property
- Economic Development – leadership, responsibility, expectations, Campbell County's role

- English Park
- The old movie theater
- The Booker Building
- Concerns about leadership – from the Mayor, Town Manager, etc.
- Utilization of new staff
- Relationships – Council, Mayor, Town Manager, staff

Mr. Payne asked if the goals announced for the retreat were consistent with Council's expectations. As no one objected, the goals were accepted by consensus.

Mr. Payne then asked what had been accomplished since Council's last planning retreat in April 2019. The responses were captured on flip charts #1 and #2.

Accomplishments

- Survived COVID
- Sparks Innovation Center
- Splash pad [in English Park]
- Overlook [in English Park]
- Purchase of [Vista] Theater
- Boat Launch [opening this spring]
- Dearing Ford [Business & Manufacturing Center – acquisition from Campbell County]
- New bridge [over the Staunton River – a VDOT project]
- Renewed confidence in AOT [Amherst on Track]
 - Buildings
 - Restaurants
 - Staff [Main Street Coordinator]
 - Letter of Agreement
- Hiring Assistant Town Manager/Project Manager & Community Development Director
- The [Revitalization/Community Development] Steering Committee
- Financial Policies
- Brownfields Grant Program
- Water/sewer Master Plan progress - \$11 million loan
- Trails- connections and bridges
- Park amenities

In response to the question, "Were there any missed opportunities?," the following responses were captured on flip chart #3.

Missed Opportunities

- The Booker Building [Council decided to take a “wait and see” approach on the building after the planned work on the floor and a desire to address other priorities.]
- Uncle Billy’s Day (twice)
- Housing [development]
- The Frazier Farm
- [Adopting Economic Development] Incentives
- Economic development opportunities (Campbell County)
- Chamber issue [an internal issue regarding mishandling of funds]

Mr. Payne also asked if there were any surprises over the last two years. Council members responded (flip chart #4) and included some great ideas that were not anticipated or planned for at the last retreat.

Surprises/Great Ideas

- COVID
- Sparks [Innovation Center]
- Vista Theater – [the opportunity to finally purchase it]
- AOT (Executive Director) – [hiring the Main Street Coordinator]

Mr. Payne then asked what challenges or opportunities were facing the town. Responses were captured on flip chart #5.

Challenges

- Housing
- Development
- Prosperity
- Blight
- Vista Theater funding (\$1+ millions)
- Funding in general – fees [raise to increase revenues in order to fund projects]
- Services for additional people

Mr. Payne asked Council which issues it wanted to tackle first. Three issues were identified as priorities, housing, the development of the Vista Theater, and economic development. Mr. Payne commented that he also wanted to address Council leadership and relationships and financial issues as well as he had heard concerns about them from members.

Housing

The first issue was Housing. Council members expressed a desire to address blighted housing in the Town and to attract new housing for the young, for families, and for the elderly. Mr. Eller, the Town Attorney, pointed out that Council had adopted a Derelict Building ordinance in December 2020 and that its provisions were just starting to be implemented. Council agreed that the program should continue and determined that an appropriate step was to produce an inventory of blighted property for potential action. One idea during the discussion was the suggestion that the Town might consider a loan program to assist property owners with the rehabilitation of blighted property, with eligibility determined by certain criteria such as a young person returning to live in the community.

The discussion on new housing focused on what the Town could do to incentivize developers to build in the community. The Director of Community Development has provided Council with some ideas on incentivizing and funding new housing. One idea was to explore the viability of a Community Housing Development Organization (CHDO) assisting with housing development. Perhaps an existing regional or statewide CHDO would look at Altavista. The Frazier property remains of interest as it is the largest parcel of undeveloped property in the Town. The 2019 retreat had set an objective of meeting with representatives of the development community to gain a better understanding of the challenges to the creation of new housing in the Town. Council reaffirmed this as something it wanted done. Because owners of the Frazier property may now be willing to sell it, and due to rumored interest in its development for solar power, the facilitator suggested that Council consider gaining control of the property, until it could be evaluated for housing development, through the purchase of an option. In addition to the Frazier property, there may be other unimproved or vacant property that might be conducive for higher density housing development. Creating an inventory of such property was suggested. Finally, it was suggested that a discussion of housing in Altavista should be included in the upcoming review and revision of the comprehensive plan.

The discussion was captured on flip chart # 6, with deadlines and assignments of responsibility noted in red.

Housing

Inventory of developable unimproved/vacant property – **by October 1 (Asst. Town Manager)**

Loan program for blighted property renewal

Explore CHDO [Community Housing Development Organization]– **6 months**

Inventory of blighted property – **October 1**

Derelict Building Program – **ongoing**

Frazier Farm

Meeting with developers – **July 1 (Director of Community Development)**

Consider getting control of the property (option) – **6 months**

Incorporate housing into the Comprehensive Plan review and revision – Jan 2023

Vista Theater

The next issue was the redevelopment of the Vista Theater which the Town was in the last steps of acquiring. Council discussed the steps to take leading to the restoration and reuse of the theater. Community engagement to receive input on possible uses, in addition to showing movies, was considered to be an important step. The appointment of a Council subcommittee to guide the process was suggested, however, that idea was set aside when a majority of the members expressed an interest in participating. Council will be involved in the process as a body. It was recognized that there would have to be decisions made about the management and operations of the theater, as well as its governance. The theater could function as a component of the local government, as a part of Altavista on Track, or as an independent non-profit organization.

All agreed that an important step, after acquiring the theater, was to conduct a feasibility study to determine the potential uses and estimated costs. The Town Manager was already seeking prices for an existing conditions inventory that would include a structural evaluation. At some point, electrical, mechanical, and plumbing systems will also have to be analyzed. It was anticipated that a firm would be selected for this initial evaluation in April, with an anticipated completion by September 1st. The comprehensive feasibility study will require the issuance of a request for proposals (RFP) from organizations with expertise in theater renovation and reuse. It was agreed that Council would review a scope of work at its May work session. The scope would include options for restoration and adaptation, costs and funding options, and community engagement, with a plan to release the RFP in June.

The discussion was captured on flip chart #7, with deadlines identified in red.

Vista Theater

Community engagement

Council subcommittee – [decided against; full Council participation is anticipated]

Management/operations

Governance

Feasibility study – September 1

Condition (structural) inventory – April

Restore or Adapt – funding opportunities, community involvement

Issue RFP – June

Determine scope – May work session

Economic Development

Mr. Payne started the discussion on economic development by asking the Council members for a definition. Responses included community prosperity and expansion, a strong tax base, jobs, citizens with disposable income, increased revenues to the local government, and a good quality of life. Mr. Payne suggested that economic development was also a part of the larger sphere of community development. He asked whose job economic development was and the answer was, “everyone’s!” That question led to a discussion of the desire of many communities to hire a Director of Economic Development with the expectation that he or she would bring in a major new employer, in a new building on a currently vacant piece of land. Noting how few such announcements are made every year in the Commonwealth, Mr. Payne suggested that setting that standard for an Economic Development Director would probably lead to disappointment. He pointed to the dissatisfaction with the Town’s previous two directors in that role and pointed out that the State, region, and county would market any sites ready for industrial development. Nevertheless, at Council’s retreat in 2019, the decision was made to hire a new Director of Economic Development. Mr. Payne noted his surprise that, instead of filling that position, the Town had hired an Assistant Town Manager and a Director of Community Development, an option that had been considered and then rejected in 2019. He noted, however, that a team of the Town Manager, Assistant Town Manager, and Director of Community Development, working with Council, the Economic Development Authority (EDA), and Altavista on Track could be highly effective in promoting broad based economic development such as described earlier.

This discussion led to the voicing of concerns about how Council had pivoted from its earlier decision to hire an Economic Development Director and instead had hired the other two positions. Mr. Payne reported that he had heard this from several Council members during his phone calls and those concerns were re-affirmed. Some Council members said that the decision to change course was never brought before the full Council for action. Instead, in response to some anticipated changes leadership of the Campbell County Economic Development Office, telephone calls were made to each Council member suggesting a pause and reconsideration. The Town Manager also explained that around the same time he had advertised for the position without success. Ultimately, in July of 2020 the EDA adopted an abbreviated economic development strategy that focuses on downtown revitalization, counting on Campbell County to market industrial sites, and establishing a steering committee with representatives of the various support groups, assisted by Town staff, to coordinate revitalization efforts.

Mr. Payne said that the process as described raised questions about how Council makes decisions and how they are implemented. That led to a wide-ranging discussion about Council procedures and principles of the Council/Manager form of government in implementing Council decisions. Mr. Payne made several points that he asked Council to consider as principles of good governance. Among them were:

- There should be a goal of open and transparent government

- Council decisions are made in public and are recorded in the minutes of its meetings
- Council gives direction to staff through a recorded action, a majority vote or unanimous consent
- Council acts as a body – no individual Council member or group of members can decide an issue or give direction to staff outside of a Council meeting
- Actions that set or change policy, commit resources, or otherwise direct staff are only valid when enacted by Council as a body, either by a majority vote or unanimous consent
- Changes to policy directions or decisions previously made by Council are changed in the same manner in which they were originally decided, through a public vote after appropriate deliberation
- The responsibility for enacting Council's decisions or directions lies with the Town Manager; the manager also has a responsibility to keep the Council informed of progress, challenges, or delays in implementing Council's directions
- Staff assignments or direction to staff go through the Town Manager
- The principle of completed staff work includes the expectation that alternatives, intended or possible consequences, and recommendations are provided by the Town Manager for significant issues that come before Council

The Mayor asked if Council would like to incorporate some or all of these principles by adopting a set of rules of procedure to guide its activities. There was affirmative consensus to this question and Mr. Payne offered to share examples from other communities for Council's consideration.

The discussion on economic development continued with a number of action items agreed to. The first was to confirm that the abbreviated economic development strategy had been formally adopted by the EDA and Town Council. A goal set at the 2019 retreat was for an incentives policy to be adopted by the Town. It was reported that the EDA would consider adoption of a policy in April and that it would come to Council for endorsement in June. Another suggestion was to reach out to the Campbell County Economic Development Office and to the Lynchburg Regional Business Alliance to discuss marketing efforts. Finally, Mr. Payne suggested that the Town should consider the transfer of assets, property such as Dearing Ford, to the EDA because the EDA has greater leeway in supporting private development than the Town Council does.

The economic development discussion was captured on flip charts #8 & #9, with deadlines in red.

Economic Development

Definition: prosperity, expansion, tax base, jobs, disposable income, revenues, quality of life

Whose job? – Everyone!

Confirm adoption of the abbreviated [economic development strategic] plan -
immediately

EDA adopt an incentive policy – April
Council endorse the incentive policy – June
Outreach to Campbell County and the LRBA – within 3 months
Consider transfer of assets/property (Dearing Ford) from Town to EDA – 6 months

The retreat concluded with a brief discussion of the Town's financial status and its fiscal policies regarding reserves. There was some feeling that the reserves could be reduced from that required by the current policy in order to have more resources for capital projects. Mr. Coggsdale explained the reserves currently held by the Town. Mr. Payne suggested that Council be careful to keep consideration of the enterprise (utility) fund separate from the General Fund and the Capital Fund. He noted that extra funds should only be used for one-time expenditures and that the Town's financial advisors should be consulted about the appropriateness of changing the reserve policy.

The retreat wrapped up with Mr. Payne thanking Council for allowing him to be of service. He said that he would provide notes of the retreat and a work plan that he suggested Council formally adopt.

Mayor Mattox declared the retreat adjourned at 5:00 p.m.

Town of Altavista 2021 Work Plan

On-going or Immediate

- Implementation of the Derelict Building Program
- Confirm adoption of the abbreviated economic development strategic plan – formally adopt if not done so already
- EDA adopt an economic development incentive policy (in April)
- Award a contract for a condition (structural) inventory of the Vista Theater (in April)

Within Three Months (by July 1)

- Meet with developers to discuss the potential for and how to incentivize development of the Frazier Farm property for housing (Director of Community Development)
- Determine the scope of a feasibility study for the restoration and adaptive reuse of the Vista Theater (approval by Council at the May work session)
- Issue a request for proposals (RFP) to qualified firms to conduct the feasibility study of the Vista Theater (June)
- Council endorsement of the EDA's economic development incentive policy (June)
- Reach out to Campbell County and the LRBA regarding economic development marketing activities

Within Six Months (by October 1)

- Complete an inventory of unimproved/vacant property in the Town (Asst. Town Manager)
- Complete an inventory of blighted property in the Town
- Explore the feasibility of a CHDO (Community Housing Development Organization) providing support/assistance for the development of new housing in the Town
- Consider getting control, via option or otherwise, of the Frazier Farm property to allow time for evaluation of the potential for housing or mixed-use development
- Complete the feasibility study of the Vista Theater (by September 1)
- Consider the transfer of assets/property, including the Dearing Ford Business and Manufacturing Center from the Town to the EDA

Longer Term or Indefinite

- Incorporate housing into the Comprehensive Plan review and revision (Jan 2023)
- Consider developing a loan program for blighted property renewal
- Consider the adoption of rules of procedure for Council meetings
- Consider an amendment to the financial policy regarding reserves



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 5H

Items for Discussion

Title: Reserve Policy and Funding of Pending/Future Projects

Staff Resource: Waverly Coggsdale, Town Manager and Tobie Shelton, Finance Director

Action(s):

None at this time.

Explanation:

- During the recent Town Council Strategic Retreat and the FY2022 Budget discussions, the issue of the Town's General Fund Reserves and its policy have come up several times.
- In addition, several larger projects/purchases have been discussed which may require funding in addition to any already allocated funds.
- Based on these two factors, staff would like to have a discussion with Town Council, based on conversations with some of you, which may provide an opportunity to address both items. Staff is working on gathering additional information but will be prepared to discuss with Council at the April Work Session if that is Council's desire.

Background:

- Staff seeks to assist Council in moving forward its goals and objectives while maintain a strong fiscal standing.

Funding Source(s):

Per discussion.

Attachment(s):

- *None at this time.*



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6

Updates/Informational Items

Below are items that staff will provide updates on, any action will be per discussion by Town Council.

A: National Night Out Update (Chief Merricks)

B: Dalton's Landing Canoe Launch (Amie Owens, Assistant Town Manager)

- Attached please find a Project Update report for the Dalton's Landing Canoe Launch Project.
 - *Project Update*
 - *Preliminary Punch list Items*
- Attached please find an agreement that staff will enter into concerning certain maintenance items related to the operations/upkeep of the facility.
 - *Agreement*

C. DHCD's "Acquire, Renovate, Sell" Program

- Attached please find the attached staff report/agenda form for DHCD's "Acquire, Renovate, Sell" Program' as well as the Program Design.
 - *Agenda Form*
 - *Program Design*

D. Dearing Ford Business and Manufacturing Center Updates

- * Staff will provide an update on park items as well as discussion with the AEDA. Council may opt to discuss the potential for conveyance of property in the park to the AEDA. This potential action would require a public hearing.

E. FY2022 Budget/FY2022-2026 Capital Improvement Plan

- Public Hearings for the FY2022 Draft Budget and FY2022-2026 Draft Capital Improvement Plan, as well as the Utility Rate Increase (Proposed) will be held on Tuesday, May 11, 2021 at 6:30 p.m.

DALTON'S LANDING CANOE LAUNCH PROJECT UPDATE

| REPORT DATE | PROJECT NAME | PREPARED BY |
|----------------------|--|--|
| Date: April 21, 2021 | Project: Dalton's Landing Canoe Launch | Name: Amie Owens, Assistant Town Manager |

STATUS SUMMARY

Dalton's Landing Canoe Launch has progressed well during March and April. The launch itself has been completed with the exception of the safety railing on the launch stairs. The parking lot has been paved, but there are some modifications required to meet ADA standards related to the handicapped parking grade. Berms, wooden guardrails around the parking lot perimeter closest to the river, permanent signage and safety fencing in one area where there is a steep drop off are not completed (as of 04-20-2021). At this time, the final inspection by Campbell County has not been scheduled. It is estimated that these remaining items should be completed by early May with opening during the same month.

PROJECT OVERVIEW

| TASK | % DONE | DUE DATE | DRIVER | NOTES |
|---|---|-----------------|------------------------------------|---|
| Pre-construction Meeting | 100% | October 1, 2020 | ALL | All parties present – minutes and signature page on file |
| Survey and stone parking area; site preparation | *See Notes for additional explanation Erosion and Sediment Control - 95% Clearing and Grubbing - 100% Earthwork - 100% Aggregate Stone Base - 100% Change Order - 100% | May 1, 2020 | Counts & Dobyns; ECS as required | Counts & Dobyns began on 10/7/2020; there was a concern related to compaction and recommendations submitted on 10/15/2020 by ECS (copy attached); a change order was submitted in the amount of approximately \$54,000 on 10/18/2020; change order approved by Council on 10/27/2020. Work began on soil stabilization of the area on 11/2/2020. There was a significant rainfall event in mid-November that caused work to be halted for several days. River levels remain at all time highs and no construction has occurred within the river. Engineers are aware of the need to renew the DWR permit and of the timing issues for being out of the water due to the endangered logperch (March 15 - June 15). |
| Paving of Parking Area | 90% - see notes | May 1, 2021 | Counts & Dobyns | There is some repair work that needs to be done related to the grade in the handicapped parking area. |
| In-River Construction of actual launch ramp | 100% | March 15, 2021 | Counts & Dobyns | The launch itself is complete. All in-river construction was completed prior to March 15, 2021. Coordination with the Smith Mountain Lake Dam allowed for a lowering of river levels to accomplish this task. |
| Amenities | 75% | May 15, 2021 | McBride Sign and Town of Altavista | The permanent signage should be delivered and installed during the first week in May; additional signage, trash cans and picnic tables will be installed prior to opening for the public. |
| Solar lighting | 0% | July 2021 | | The solar lighting will be installed in July 2021 (see conclusions/recommendations) |

BUDGET OVERVIEW

| CATEGORY | CONTRACT AMOUNT | SPENT | REMAINING BALANCE | % OF TOTAL | NOTES |
|--|-----------------|-----------|--|------------|--|
| Gay and Neel - Engineering Costs | \$36,550 | \$35,550 | \$1,000 | 97.25% | This is the total from the project initiation to December 31, 2020 – latest invoice included |
| Counts & Dobyns Construction contractor | \$485,681 | \$157,699 | \$327,892 | 32.5% | This is the total as of December 31, 2020; request for payment detail included |
| | | | | | |
| Project Contingency | \$139,500 | | | | |
| Change Order #1 | \$50,261 | \$ 42,722 | \$7,539 | 85% | 85% completion on CO #1 (noted on payment detail) |
| Change Order #2 – proposed – solar lighting | \$60,000 | | | 0% | COUNCIL APPROVED addition of solar lighting at site. Lighting plan complete and await delivery. |
| Signage – including regulatory/directional signage and permanent signage | \$16,670 | | | 0% | COUNCIL APPROVED the permanent signage; working with McBride Signs to complete by first week in May. |
| Trash cans and other amenities (2 picnic tables) | \$6,000 | | | 0% | COUNCIL APPROVED – trash cans and picnic tables have been received; await installation at site. |
| | | | | | |
| | | | TOTAL REMAINING FROM CONTINGENCY \$6,735 | | |

RISK AND ISSUE HISTORY

| ISSUE | ASSIGNED TO | DATE |
|--|------------------------|---|
| Soil stabilization – resulting in change order #1 – consultant recommendation | Counts & Dobyns | Stabilization began November 2, 2020 due to weather conditions; change order is only 85% complete |
| Potential lighting of the area – lighting plan sent to Engineers – would be an owner initiated change order – | Town Council to direct | APPROVED January 26, 2021 by Council. |
| Need to set hours of operation for the site or determine when gate needs to be opened and closed related to access | Town Council to direct | STILL NEED DECISION |

CONCLUSIONS/RECOMMENDATIONS

We are nearing completion of this project. It is hoped that we can have a “soft-opening” with elected officials, Mr. & Mrs. Dalton, key donors, contractor and engineer and media and then make an announcement that the launch is open for use. The substantial completion date for contractors is May 1, 2021 with a tentative use date by May 15, 2021.

The lighting will not be installed prior to the launch opening as it is being fabricated; this should not preclude use of the facility as we are entering longer daylight hours.

| PARKING TABLE | |
|--------------------|------------------|
| TYPE OF SPACES | NUMBER OF SPACES |
| CAR | 19 |
| CAR & TRAILER | 5 |
| ACCESSIBLE PARKING | 2 |
| TOTAL | 25 |

GRID NORTH
VIRGINIA STATE PLANE COORDINATE SYSTEM
(SOUTH ZONE, NAD 83 (NA2011) EPOCH 2010.00)



The drawing, design, and digital files relating to this project are the property of Gay and Neel, Inc. The reproduction, copying, or other use of this drawing without GNI's written consent is prohibited.

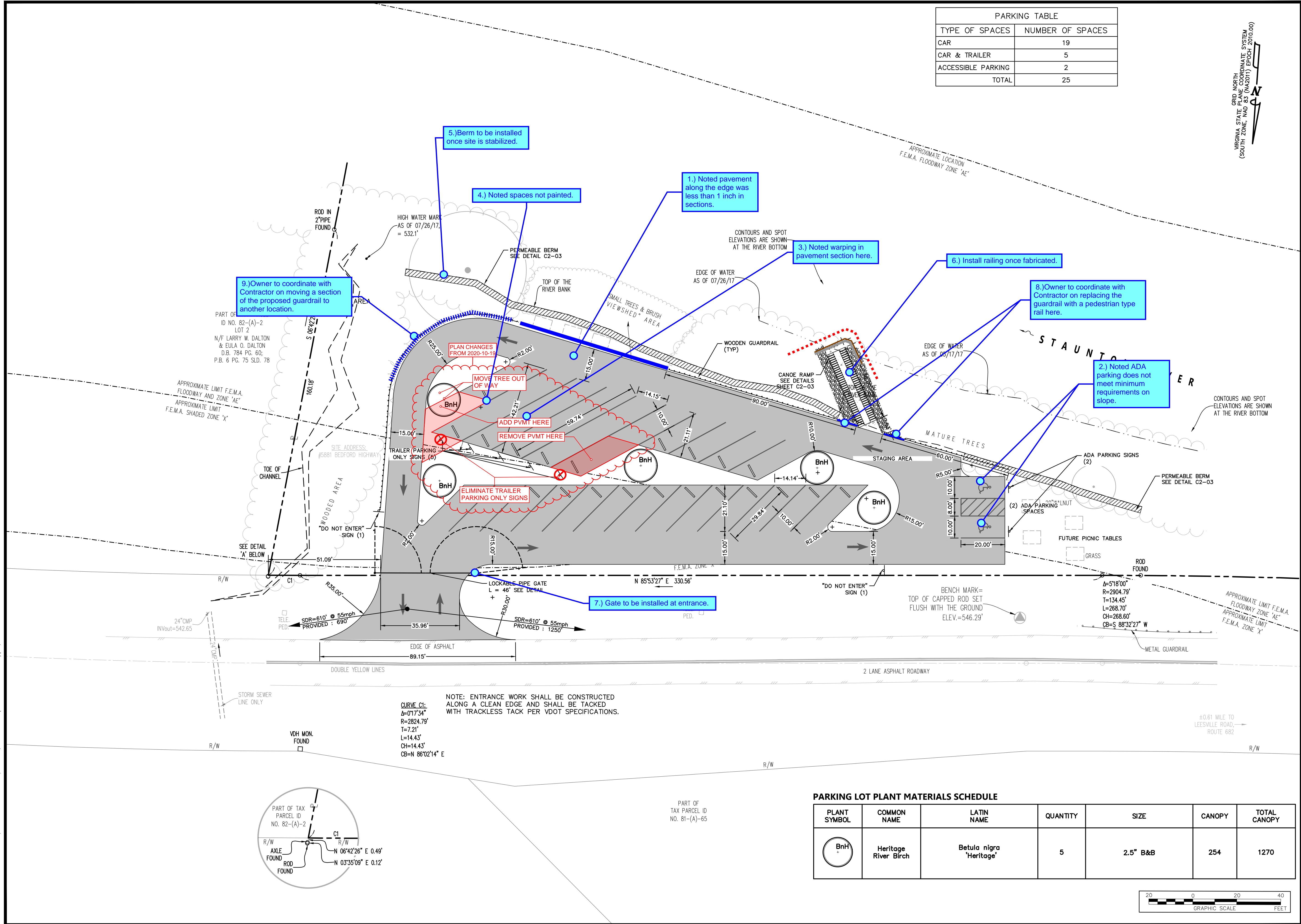
DALTON'S LANDING CANOE LAUNCH SITE PLAN


CAMPBELL COUNTY, VIRGINIA

[illegible]

| PROJECT TEAM | |
|--------------|------------------------|
| PIC | TREVOR M. KIMZEY, P.E. |
| PM | TIM D. GUTHRIE, P.E. |
| ESTGN | TDG, LHS, SEC |

| | |
|--------------|-----------------------------------|
| ISSUE DATE | 01/19/2018 |
| GNI JOB NO. | 2630.0 |
| SHEET TITLE | SITE LAYOUT AND DIMENSION PLAN |
| SHEET NUMBER | C2-01 |



| PARKING LOT PLANT MATERIALS SCHEDULE | | | | | | |
|---|----------------------|----------------------------|----------|----------|--------|--------------|
| PLANT SYMBOL | COMMON NAME | LATIN NAME | QUANTITY | SIZE | CANOPY | TOTAL CANOPY |
|  | Heritage River Birch | Betula nigra 'Heritage' | 5 | 2.5" B&B | 254 | 1270 |

X:\Drawings\2630\ENGINEERING\Design\Plans\Sheets\2630_Sht_C2_Site_Layout_Plan.dwg
SITE LAYOUT AND DIMENSION PLAN, 01/19/2018 10:08:32 AM, Scaddwell, AutoCAD PDF (General Documentation) pc3, 1:1

AGREEMENT

This Agreement, made the ____ day of _____, 2021 by and between Larry Dalton hereinafter called "Contractor," and the Town of Altavista, a Virginia Municipal Corporation, hereinafter called "Town."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

- (1) Contractor will provide all labor, equipment, etc., to maintain the grass at the Dalton's Landing Canoe Launch. Work will be performed in accordance with the scope of work listed in Appendix A.
- (2) Contractor will be compensated for the work described in Paragraph (1) above by payments to Contractor according to the following schedule based on price of \$10.00 per hour and number of estimated hours per activity:

| | |
|---|----------|
| Opening and Closing of Gate and Garbage Collection - 3 hours weekly | \$30.00 |
| Mowing and Trimming - 4 hours weekly | \$40.00 |
| Miscellaneous maintenance - 2 hours weekly | \$20.00 |
| Gasoline allowance - flat rate | \$10.00 |
| Weekly Total | \$100.00 |

The Town will only pay for actual maintenance work that occurs during the given weeks noted on the invoice.

- (3) Contractor will submit an invoice for payment, may be done electronically via email, on a monthly basis for all work completed during the previous month. The Town will make payment no later than two weeks after the date that Town receives the invoice.
- (4) Contractor hereby indemnifies and holds harmless Town and its agents and employees from all loss claims or damage of every kind, either to person or property and all litigation expenses and attorney fees arising from Contractor's operations in the Town.
- (5) The Public Works Director or his designee will be the point of contact regarding this contract. The phone number is 434-369-6045.
- (6) Although the Contractor may choose to use a regular schedule, the Town reserves the right to modify the schedule and have maintenance work done more frequently or less frequently as weather conditions, special needs of the Town, or other circumstances dictate.
- (7) The Contract shall be for a one (1) year term, starting July 1, 2021 to June 30, 2022. This contract may be renewed for a maximum of four (4) additional one-year terms. Any extension/renewal of this contract shall be by mutual consent in a written extension agreement signed by the parties prior to the expiration of the term then in effect.
- (8) In the event Contractor is not satisfactorily meeting its' obligations, the Town will give notice to Contractor specifying the problem. If after receiving notice, Contractor fails to correct problem within 30 days, the Town reserves the right to immediately terminate the agreement.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement.

OWNER:

CONTRACTOR:

Town of Altavista

Larry Dalton

Waverly Coggsdale, III, Town Manager

Larry Dalton

Witness:

Witness:

APPENDIX A

SCOPE OF WORK

Contractor will cut grass and trim, perform garbage collection, general maintenance of the launch area including mud, debris and litter removal, and open and close the gate for the Dalton's Landing Canoe Launch location.

- Mowing will be performed as needed depending on the rate of growth, but in no instance should this exceed once per 7-day period.
- Garbage will be emptied at least twice weekly (or more often as needed) on Mondays and Thursdays.
- The gate will be opened and closed each day Sunday through Saturday at a time to be determined by the Town Council of Altavista.
- General maintenance of the site including litter removal and mud and debris removal from stairs at the canoe launch

Town will provide the necessary equipment for the changing of the bags in the garbage receptacles including gloves, bags and reacher for picking up litter and an allowance for gasoline for the mowing/trimming equipment.

Town will work with Contractor to determine a schedule or mechanism for disposal of garbage collected.



TOWN OF ALTAVISTA TOWN COUNCIL AGENDA COVER SHEET

Agenda Item#: 6C

New Business

Title: Discussion Item – Acquire, Renovate Sell (ARS) Program – Virginia Department of Housing and Community Development (DHCD)

Staff Resource: Sharon D. Williams, AICP, Community Development Director

Action(s):

- Council discussion on the Virginia Department of Housing and Community Development's (DHCD) Acquire, Renovate, Sell (ARS) Program to determine if Town Council desires to seek funding for potential housing projects.

Explanation:

The Virginia Department of Housing and Community Development (DDHCD) is accepting applications for housing rehabilitation and construction funding through its Acquire, Renovate, Sell Program through July 25, 2021. Staff has presented this potential funding source to Council to consider if an application should be submitted by the town.

Background:

Town Council has made quality housing a top priority for Altavista. As such, they have directed staff to explore options to create new housing units, improve existing housing units, and expand housing options within the town.

Under the program guidelines, ARS providers, through their own capacity or through that of their partners, will develop a means to acquire, renovate, and resell undervalued homes to LMI (Low-Moderate Income), first-time homebuyers.

Funding Source(s):

No funding source has been identified to purchase potential properties. A maximum of \$45,000 in ARS funds, would be awarded per project to restore homes to a comparable market state if the town's application were approved. The \$45,000 would include \$2,000 for performance deliverables (acquisition: \$500, renovation: \$1,000, resale: \$500) incurred by the provider and \$2,500 for the rehab specialist. The remaining \$40,500 will be available for renovation draws and contingencies.

Attachment(s): *(Click on item to open)*

- *Acquire, Renovate, Sell (ARS) Program Design Overview* ([LINK](#))



Acquire, Renovate, Sell (ARS)

PROGRAM DESIGN

Objective

The goal of this program is to create affordable homeownership opportunities for low- to moderate-income (LMI), *first-time homebuyers* by renovating previously *undervalued* homes thus transforming a street, a neighborhood, a community, and a family.

Program Description

The Virginia Department of Housing and Community Development (DHCD) funded the renovation of foreclosures in Virginia for the past ten years through the Neighborhood Stabilization Program (NSP) and the Virginia Trust Stabilization Program (TSP), but the changing real estate market calls for a more adaptable program. DHCD and the Virginia Housing Development Authority (VHDA) have now partnered to create a program that allows providers increased discretion over acquisition type, service region, and resale: Acquire, Renovate, Sell (ARS).

As partners, DHCD will expand the provider network while conducting grant/project monitoring and financial management, and VHDA has already set aside a minimum of \$5 million in financial backing. Under this program, providers will acquire *undervalued* homes using their own lines of credit, renovate using ARS funding and other leveraged sources if necessary, and resell the property at fair market value to a *first-time homebuyer*.

Undervalued home: A home that is assessed below market value. This may include but is not limited to homes that are foreclosed, abandoned, vacant, distressed, investor-owned and economically-challenged, estate/divorce/tax sales, or have suffered years of deferred maintenance.

First-time homebuyer: An individual or family with who has not owned AND occupied a primary residence within the last three years. Homebuyers must also meet VHDA income limits. Exceptions to the first-time homebuyer definition as well as higher income limits are available for properties located in Areas of Economic Opportunity (Federal Targeted Areas) in accordance with VHDA income and location guidelines.

Eligible Providers

- Localities (including entitlement areas)
- Local government housing authorities
- Planning district commissions (PDCs)
- Regional/statewide housing assistance organizations or nonprofits serving LMI Virginians

Program Design

ARS providers, through their own capacity or through that of their partners, will develop a means to acquire, renovate, and resell undervalued homes to LMI, first-time homebuyers. During all three stages of the project, the ARS provider network is encouraged to leverage local, state, federal, and private resources to increase the program's overall effectiveness. VHDA foreclosures will be eligible for acquisition in this program, and there are no census tract or neighborhood requirements. Additionally, a bi-monthly list of available properties will be emailed to providers.

The provider will acquire properties using their own lines of credit (at least \$200,000 or ability to acquire two houses at once – whichever is greater), and must have a property identified with the intent to bid before submitting a request to earmark funds. Applicants are not required to have a property secured when submitting their application, however, strong applications will have multiple properties identified for potential acquisition. A maximum of \$45,000 in ARS funds will be awarded per project to restore the home to a comparable market state. Substantial reconstruction projects will be considered on a case-by-case basis under this program. The \$45,000 will include \$2,000 for performance deliverables (acquisition: \$500, renovation: \$1,000, resale: \$500) incurred by the provider and \$2,500 for the rehab specialist. The remaining \$40,500 will be available for renovation draws and contingencies. Funding is available through a performance pool on a first-come basis. ARS will not provide administrative/developer fees to the providers, however, ten percent of the net proceeds of the sale can be used towards administrative costs.

The property must be listed at fair market value, and initially marketed to LMI, first-time homebuyers. After 60 days on the market, the property can be sold to any LMI applicant who will occupy the home as their primary residence. The program is designed for the resale of homes and will not contain a rental component. All activities funded through ARS will benefit individuals and families, classified as first-time homebuyers, at or below 80 percent of area median income (AMI) in accordance with VHDA income limits. Exceptions to the first-time homebuyer requirement as well as higher income limits can be made for properties located in Areas of Economic Opportunity (Federal Targeted Areas). Additionally, the provider is required to have access to a HUD-approved housing counselor who will coach the homebuyer before the purchase, and continue to monitor them for one year post-purchase to provide support when needed.

VHDA will provide a down payment assistance (DPA) grant should the homebuyer obtain their first mortgage through VHDA (FHA, FNMA, USDA, VA). The DPA grant does not trigger an affordability period or required payments. ARS will not provide closing cost assistance for the provider or homebuyer; leveraged sources must be utilized for these costs (e.g. VHDA Closing Cost Assistance grants).

| Lender | First Mortgage Loan Type | Percent DPA |
|--------|--------------------------------------|--------------|
| VHDA | Federal Housing Administration (FHA) | 2.50% |
| VHDA | Fannie Mae (FNMA) | 2.00% |
| VHDA | USDA Rural Housing Service | 2.00% |
| VHDA | Veteran's Affairs (VA) | 2.00% |

Once the sale is complete, the rehabilitation funds (\$40,500) are returned to VHDA, and the provider retains the net proceeds. ARS program income may be used to fund subsequent rounds of this program or similar activities in the future.

Oversight and Staffing

The implementation of ARS will require synchronized efforts between DHCD and VHDA. The two organizations have signed an MOU in recognition of each party's responsibilities. DHCD will administer the ARS program to include duties such as oversight, training, technical assistance, fiscal management, and reporting. VHDA will support the program financially. Through regular compliance monitoring, the ARS program manager (DHCD) will ensure that activities are executed within program guidelines. The table below identifies key roles in implementation.

| Agency | Title | Name |
|--------|----------------------------------|----------------|
| DHCD | Director | Jay Grant |
| DHCD | Director | Amanda Healy |
| DHCD | Program Manager | Cheri Miles |
| DHCD | Community Service Representative | TBD |
| VHDA | Director | Janice Burgess |
| VHDA | Director | Toni Ostrowski |
| VHDA | Program Manager | Mike Urban |

Project Area Boundaries

The ARS program is eligible for use on any undervalued home in the Commonwealth of Virginia. Each approved provider will submit a map of their service area to DHCD with their application. The goal of ARS is to reach all regions of Virginia by fostering a multi-faceted network of providers.