



Appomattox Workshop Meeting Agenda

Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522

Tuesday, May 28, 2024

6:30 PM – Workshop Meeting

(Location: Appomattox Municipal Building, 210 Linden Street, Appomattox, Virginia 24522)

Call to Order

Public Hearing

The purpose of the public hearing will be to receive public comments concerning the Proposed FY 2025 Budget for the Town of Appomattox.

Discussion Items

1. Property Maintenance Code-Rob Fowler will discuss several model ordinances as options for Council to consider.
2. Consideration to accept Dominion Seven Architects proposal for the Town Hall Compliance Survey.
3. Discussion regarding information technology hardware and software systems.
4. Discussion on the process for hiring a Town Manager and Director of Public Works.

Council Comments

Council Standing Committee Reports

Staff Reports

Kim Ray, Treasurer

Rob Fowler, Interim Town Manager

Nickcole Maynard-Errami, Human Resources Director

Adjournment

File Attachments for Item:

1. The purpose of the public hearing will be to receive public comments concerning the Proposed FY 2025 Budget for the Town of Appomattox.



TOWN OF APPOMATTOX - PUBLIC HEARING NOTICE PROPOSED FY 2025 BUDGET

The Appomattox Town Council will hold a public hearing on Tuesday, May 28, 2024 at 6:30 p.m. at the Appomattox Municipal Building, 210 Linden Street. The purpose of this public hearing will be to receive public comments concerning the following:

Proposed FY 2025 Budget for the Town of Appomattox - In accordance with §15.2-2506 Code of Virginia, the following is a brief synopsis of the budget proposed by the Town of Appomattox for FY 2025:

GENERAL FUND EXPENDITURES	\$2,852,462.00
WATER FUND EXPENDITURES	\$3,093,628.00
SEWER FUND EXPENDITURES	\$1,583,712.00
TOTAL EXPENDITURES	\$7,529,802.00
GENERAL FUND REVENUE	\$2,852,462.00
WATER FUND REVENUE	\$3,093,628.00
SEWER FUND REVENUE	\$1,583,712.00
TOTAL REVENUE	\$7,529,802.00

Documentation is available during regular business hours in the Appomattox Town Office, 210 Linden Street, Appomattox, Virginia. A copy is also available on the Town of Appomattox website, www.townofappomattox.com.

The public and all interested parties are invited to attend this public hearing to make their views known on the proposed FY 2025 Budget for the Town of Appomattox. Any person needing special accommodation should contact the Town Office no later than the close of business on the day of the hearing at 434-352-8268.

File Attachments for Item:

2. Property Maintenance Code-Rob Fowler will discuss several model ordinances as options for Council to consider.

Property Maintenance

Model Ordinances to Adopt the Enforcement Provisions of the Virginia Uniform Statewide Building Code for the Continued Maintenance of Existing Buildings by Local Government

Below is an index to the model ordinances attached. These are offered as examples which can be used as written or elements of one combined with another. The contemplated ordinance need not be confined to these examples either by format or wording.

#1 Enforce code in full;

#2 Enforce code in full when the code official discovers a violation or receives a complaint;

#3 Enforce code, except for certain sections, when the code official discovers a violation or receives a complaint;

#4 Enforce only certain sections of the code when the code official discovers a violation or a written complaint is received by the code official;

PURSUANT TO § 36-105, CODE OF VIRGINIA, AN ORDINANCE AUTHORIZING THE
DEPARTMENT TO ENFORCE THE PROVISIONS OF THE
UNIFORM STATEWIDE BUILDING CODE, PARTS 1 AND 3, MAINTENANCE OF
EXISTING BUILDINGS

Short Title

1

This ordinance may be known and referred to as the City/County Building Maintenance Code.

SECTION ONE - Official Action: NOW THEREFORE BE IT ORDAINED, by the Council of Appomattox that the Department of Community Development and Planning is hereby designated to act as the enforcing agency for the enforcement of the maintenance provisions of the Virginia Uniform Statewide Building Code as promulgated by the Virginia Board of Housing and Community Development under authority of 36-99 and 36-105, Code of Virginia. Enforcement shall be according to the terms of this ordinance.

SECTION TWO - Enforcement: The enforcement procedures shall be instituted by the code official and administered in accordance with the provision set forth in Section Four.

SECTION THREE - Appeals: The Local Board of Building Code Appeals is hereby designated as the appeals board to hear appeals arising from the application of the provisions of the code.

SECTION FOUR - Administrative Practices: The code official shall establish such procedures or requirements as may be necessary for administration and enforcement of this ordinance. The procedures are to be approved by the Town of Appomattox.

SECTION FIVE - Severability: Should any provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION SIX - Effective date: This ordinance shall become effective at 12:01 A.M., following the date of its adoption.

Adopted: _____

Signed: _____
Chairman/Mayor

PURSUANT TO § 36-105, CODE OF VIRGINIA, AN ORDINANCE AUTHORIZING THE
DEPARTMENT TO ENFORCE THE PROVISIONS OF THE
UNIFORM STATEWIDE BUILDING CODE, PARTS 1 AND 3, MAINTENANCE OF
EXISTING BUILDINGS

Short Title

2

This ordinance may be known and referred to as the City/County Building Maintenance Code.

SECTION ONE - Official Action: NOW THEREFORE BE IT ORDAINED, by the Council of Appomattox that the Department of Community Development and Planning is hereby designated to act as the enforcing agency for the enforcement of the maintenance provisions of the Virginia Uniform Statewide Building Code as promulgated by the Virginia Board of Housing and Community Development under authority of 36-99 and 36-105, Code of Virginia. Enforcement shall be according to the terms of this ordinance.

SECTION TWO - Enforcement: The enforcement procedures shall be instituted by the code official and administered in accordance with the provision set forth in Section Four *when the code official discovers a violation or receives a complaint*.

SECTION THREE - Appeals: The Local Board of Building Code Appeals is hereby designated as the appeals board to hear appeals arising from the application of the provisions of the code.

SECTION FOUR - Administrative Practices: The code official shall establish such procedures or requirements as may be necessary for administration and enforcement of this ordinance. The procedures are to be approved by the Town of Appomattox.

SECTION FIVE - Severability: Should any provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION SIX - Effective date: This ordinance shall become effective at 12:01 A.M., following the date of its adoption.

Adopted: _____

Signed: _____
Chairman/Mayor

PURSUANT TO § 36-105, CODE OF VIRGINIA, AN ORDINANCE AUTHORIZING THE
DEPARTMENT TO ENFORCE THE PROVISIONS OF THE
 UNIFORM STATEWIDE BUILDING CODE, PARTS 1 AND 3, MAINTENANCE OF
 EXISTING BUILDINGS

Short Title

3

This ordinance may be known and referred to as the City/County Building Maintenance Code.

SECTION ONE - Official Action: NOW THEREFORE BE IT ORDAINED, by the Council of Appomattox that the Department of Community Development and Planning is hereby designated to act as the enforcing agency for the enforcement of the maintenance provisions of the Virginia Uniform Statewide Building Code as promulgated by the Virginia Board of Housing and Community Development under authority of 36-99 and 36-105, Code of Virginia. Enforcement shall be according to the terms of this ordinance.

SECTION TWO - Enforcement: *The code official shall enforce all provisions of the code except Section(s) **Chapters 3, 4, 5, and 6**. The enforcement procedures shall be instituted by the code official and administered in accordance with the provision set forth in Section Four *when the code official discovers a violation or receives a complaint.**

SECTION THREE - Appeals: The Local Board of Building Code Appeals is hereby designated as the appeals board to hear appeals arising from the application of the provisions of the code.

SECTION FOUR - Administrative Practices: The code official shall establish such procedures or requirements as may be necessary for administration and enforcement of this ordinance. The procedures are to be approved by the Town of Appomattox.

SECTION FIVE - Severability: Should any provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION SIX - Effective date: This ordinance shall become effective at 12:01 A.M., following the date of its adoption.

Adopted: _____

Signed: _____

4

Chairman/Mayor

PURSUANT TO § 36-105, CODE OF VIRGINIA, AN ORDINANCE AUTHORIZING THE
_____ DEPARTMENT TO ENFORCE THE PROVISIONS OF THE
UNIFORM STATEWIDE BUILDING CODE, PARTS 1 AND 3, MAINTENANCE OF
EXISTING BUILDINGS

Short Title

3

This ordinance may be known and referred to as the City/County Building Maintenance Code.

SECTION ONE - Official Action: NOW THEREFORE BE IT ORDAINED, by the Council of Appomattox that the Department of Community Development and Planning is hereby designated to act as the enforcing agency for the enforcement of the maintenance provisions of the Virginia Uniform Statewide Building Code as promulgated by the Virginia Board of Housing and Community Development under authority of 36-99 and 36-105, Code of Virginia. Enforcement shall be according to the terms of this ordinance.

SECTION TWO - Enforcement: *The code official shall enforce only the provisions of Section(s) _____.* The enforcement procedures shall be instituted by the code official and administered in accordance with the provision set forth in Section Four *when the code official discovers a violation or receives a complaint.*

SECTION THREE - Appeals: The Local Board of Building Code Appeals is hereby designated as the appeals board to hear appeals arising from the application of the provisions of the code.

SECTION FOUR - Administrative Practices: The code official shall establish such procedures or requirements as may be necessary for administration and enforcement of this ordinance. The procedures are to be approved by the Town of Appomattox (governing body).

SECTION FIVE - Severability: Should any provision of this ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

SECTION SIX - Effective date: This ordinance shall become effective at 12:01 A.M., following the date of its adoption.

Adopted: _____

Signed: _____
Chairman/Mayor

File Attachments for Item:

3. Consideration to accept Dominion Seven Architects proposal for the Town Hall Compliance Survey.



May 21, 2024

Mr. Rob Fowler
Town of Appomattox
Interim Town Manager
P.O. Box 705
Appomattox, VA 24522

Re: Town of Appomattox – Town Hall Accessibility Compliance Survey

Dear Rob:

First, thank you for the continued opportunity to collaborate with you and the Town.

Project Understanding:

The existing Town Hall consists of approximately 6,300 square feet on two floors. The building dates to the 1960's but has had some renovations to the DMV area and top floor over the last 20 years.

The Americans with Disability Act was signed into law by George H. W. Bush in 1990. It is important to note that the bill had broad bipartisan support but was opposed by those who owned real estate due to the perceived cost of updating their buildings.

The building code (Virginia Construction Code) has a chapter that addresses accessibility requirements and references the International Construction Code (ICC A117.1 Accessible and Usable Building Facilities) which includes requirements of the ADA and the American National Standard (ANSI).

The purpose of an ADA Compliance Survey is to determine how well the building aligns with those people with various physical disabilities including mobility, vision, and hearing. ADA compliance is not just for accommodating those who visit your building, but also those who work in the building. Disabilities that are minor due to a temporary condition would not be covered by the requirements, but a short-term illness or impairment of an employee may qualify.

Professional Services Included in this Proposal:

We will provide Town Council with an Accessibility Compliance Survey that lists the non-conforming accessibility issues, a description of workable solutions, and an estimated cost for remediation. Our study will only include the top floor of the building where the Town offices are located.

- Note that a correction of an accessibility issue may require additional work to adjacent spaces.

We will develop a report for the council's review and will make a presentation of our findings to the council.

Other Work Not Included in this Proposal:

We have excluded the following items:

- The lower floor of the building including the shell space (former fire department) and DMV office.
- Construction documents used for publicly bidding the project and obtaining a building permit.

Proposed Professional Fees: Basic Services

We propose a lump sum fee of \$5,000 the work described in this proposal.

We will invoice monthly, with payment due within 45 days. After that time, unpaid invoices will accrue interest at 1% per month.

If this proposal is acceptable, please execute one copy of the letter and return it to us.

Sincerely,



Blair Smith, RA, LEED AP

Accepted By:

Date:
