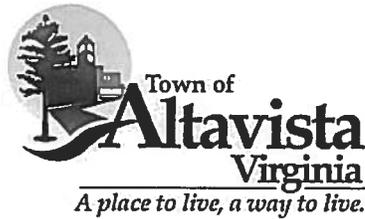


TOWN COUNCIL AGENDA

The agenda items listed below are not part of the scanned agenda and may be viewed at Town Hall during normal business hours:

- 3) Minutes**
- 4) Check Register**
- 5) Financial Statements**

All other items are included below.



PROCLAMATION

Industry Appreciation Month – February 2013

WHEREAS, Altavista's Primary Industries play a pivotal role in strengthening our Town by embracing job creation, innovative technologies, and employing a diverse workforce to preserve the economic well-being of all our citizens; and

WHEREAS, the Town is pleased to recognize the accomplishments of our Industries, including *Abbott Nutrition, BGF Industries, Graham Packaging Company, Intersections, Mid-Atlantic Printers, Moore's Electrical & Mechanical Construction, PCM Power Construction, Rage Plastics, Schrader Bridgeport International, and the Timken Company* who contribute greatly to the economic sustainment and growth of our Town; and

WHEREAS, the business leaders of Altavista Industries are a source of our success, contributing to the well-being of today's citizenry and planning for tomorrow's successes; and

WHEREAS, we recognize that Altavista Industries create high-wage, high-skill jobs for our citizens, sustaining our position in the global market; and

WHEREAS, these industrial companies provide local revenues from which the entire citizenry benefits; and

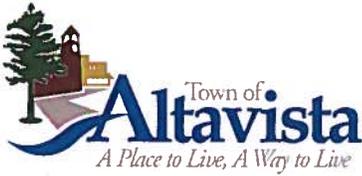
WHEREAS, industrial businesses make considerable contributions to our families and communities, often improving the overall quality of place; and

WHEREAS, it is fitting to offer the citizens of Altavista a unique opportunity to recognize Altavista Industries for the essential role they play in advancing Altavista;

NOW, THEREFORE, I, Michael Mattox, do hereby recognize February 2013 as **INDUSTRY APPRECIATION Month** in our Town of Altavista, Virginia, and I call this observance to the attention of our citizens; and

BE IT FURTHER RECOGNIZED, that *Industry Apperception Month* is part of Altavista's commitment to celebrate the many ways in which our Industries positively impact our community and our Commonwealth, as well the lives of individuals in communities throughout the greater Altavista area.

Michael E. Mattox, Mayor
Town of Altavista



Town of Altavista Town Council Meeting Agenda Form

Meeting Date: January 8, 2013

Town Clerk's Office Use:

Agenda Item #: 8a

Agenda Placement: Public Hearing

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Special Use Permit Application – ER & RT Properties, LLC

Presenter(s): Dan Witt, Assistant Town Manager

SUBJECT HIGHLIGHTS

The Town has received a request for a Special Use Permit to allow recreational vehicles to remain on property currently utilized as a mobile home park. This request seeks that the use only be continued until the end of June 2013, in an effort to accommodate workers associated with the upgrade at the Dominion Power plant on Wood Lane.

The property is identified as 1524 Main Street and further known as Tax Map/Parcel #: 69- 4- 5- 1E1 and is zoned Commercial (C2). The property contains approximately 47.39 acres.

This application is filed pursuant to "Section 86-8 Uses not provided for." in the Town Code following direction from the Planning Commission. The attached Planning Commission Agenda Form outlines the nature of the application.

Recommendations, if applicable:

Planning Commission recommends approval of the Special Use Permit until June 30, 2013, at which time it would expire with the condition that a one- time extension may be granted at the Zoning Administrator's discretion for "good cause" and for a "reasonable time". (Planning Commission report/recommendation attached)

Staff recommendation, if applicable: Approve

Action(s) requested or suggested motion(s):

HOLD PUBLIC HEARING: Accept public comment on the Special Use Permit application.

SUGGESTED MOTION: Motion to approve the Special Use Permit application requested by ER & RT Properties, to allow "recreational vehicles" at 1524 Main Street until June 30, 2013; after which time this special use permit will expire and the vehicles must be removed, with the condition that a one-time extension may be granted at the Zoning Administrator's discretion for "good cause" and only for a reasonable time".

Attachments: Yes No

Attachments (in order they appear in packet): 1) *Special Use Permit Notice of Public Hearing*; 2) *Planning Commission Agenda Form (Staff Report)*; 3) *Planning Commission Report/Recommendation*; 4) *Special Use Permit Application*; and 5) *Maps*

This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	Planning & Zoning
Town Manager:	jwc	

NOTICE OF PUBLIC HEARING
SPECIAL USE PERMIT APPLICATION

The Altavista Town Council will hold a public hearing pursuant to §86-781 and §86-782 of the Code of the Town of Altavista, Virginia on Tuesday, January 8, 2013 at 7:00 p.m.

The purpose of the public hearing is to consider a Special Use Permit application submitted Mr. Ralph English on behalf of ER & RT Properties, LLC to request temporary permission for 'recreational vehicles' on an existing mobile home park located at 1524 Main Street, Parcel ID 69-4-5-1E1, until the end of June 2013 to accommodate workers during construction of VA Dominion Power Plant. A copy of the SUP application is available for review at Town Hall, 510 7th Street during regular business hours.

The public and all interested parties are invited to attend this public hearing to make their views known on this particular application. The Town of Altavista does not discriminate on the basis of handicap status in admission or access to its programs or activities. Accommodations will be made to handicapped persons upon prior request by contacting Town Hall at (434) 369-5001.

Waverly Coggsdale, Town Manager

PLANNING COMMISSION AGENDA FORM

Agenda Item and Number: ER & RT Properties, LLC- SUP Application #6
(Public Hearings, New Business, Old Business, Staff Report, Permit Related, Citizen request)

Subject Title: Special Use Permit Application

Meeting Date: December 3, 2012

Action Needed: Hear input from the public, consider any concerns, recommendation to Town Council

Subject Overview

Staff made the Planning Commissioners aware of a violation at English Mobile Home Park at the November meeting and the consensus of the commissioners was to not consider an amendment to the Town’s zoning ordinance but to provide options afforded by the code to the owners of the park. This is the direction that staff followed.

Background:

In October 2012 staff became aware of a violation at English MHP, 1524 Main Street, because there were four ‘recreational vehicles’, as defined by Section 86-22 of the Altavista Town Code, set up as temporary residences at English’s Mobile Home Park (EMHP) located on Pine Grove Court in the Town of Altavista.

The owners were not aware of the violation and once notified were very apologetic but also wanted to make the situation right. They were given the option of having the vehicles removed or applying for a special use permit. The latter option was selected.

Placement of recreational vehicles is not currently provided for in the zoning ordinance and is therefore not permitted in town. Such a use would be a “use not provided for” under Town Code Sec. 86-8 and this section provides a procedure by which such ‘was not provided for’ may be added as permitted uses.

Section 86-8:

If a use is not listed as any of the allowable uses, by right or by special use permit, in any zoning district in the entirety of the ordinance and the use falls within the stated intent for uses in a specific district, the administrator shall present the proposed use to the planning commission, which at its discretion may recommend an amendment to the code or require an application for a special use permit.

Considerations:

- 1. What does the Comprehensive Plan say?

Comprehensive Plan: The Future Land Use Map (FLUM) developed as part of the 2009 Comprehensive Plan update shows this as Industrial. However, the current use of the land, Mobile Home Park is permitted as an existing nonconforming use.

2. How could approval of this application affect the geographical area?

There is no impact as the recreational vehicles are on existing lots within the MHP.

Staff Recommendations, if applicable

The requested use is within the 'statement of intent' for the C2, General Commercial District and does not negatively impact the current nonconforming use.

Suggested / Required Action or Suggested Motion(s)

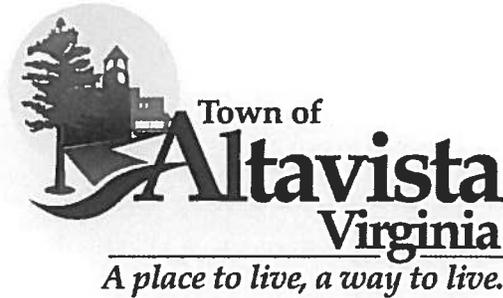
"I make a motion that the Planning Commission recommends to Town Council approval of the special use permit application request by ER & RT Properties, to allow 'recreational vehicles' at 1254 Main Street until June 30, 2013; after which time this special use permit will expire and the vehicles must be removed."

"I make a motion that the Planning Commission recommends to Town Council denial of the special use permit application request by ER & RT Properties, to allow 'recreational vehicles' at 1254 Main Street" until June 30, 2012."

Commissioners

Jerry Barbee, Chairman
Tim Wagner, Vice Chairman

Bill Ferguson
Laney Thompson
John Woodson

**Town Planning Staff**

Dan Witt
Staff Planner

Town of Altavista Planning Commission
510 Seventh Street, PO Box 420
Altavista, VA 24517
(434) 369-5001 phone (434) 369-4369 fax

**Recommendation for Special Use Permit Application by ER & RT Properties, LLC
for temporary permission to allow 'recreational vehicles' at English Mobile Home
Park**

The Planning Commission held a public hearing on Monday, December 3, 2012 at its regularly scheduled meeting to consider an application submitted by Mr. Ralph English on behalf of ER & RT Properties, LLC. The SUP application requested permission for the vehicles until the end of June, 2013 for the purpose of accommodating workers during construction at the Dominion Cogen plant on Wood Lane.

The code does not address this use; it is neither specifically permitted nor prohibited, so the SUP process was initiated. No one spoke for or against the application and after discussion the following recommendation was submitted.

Commissioner Ferguson made the following motion: "I make a motion that the Planning Commission recommends to Town Council approval of the special use permit application request by ER & RT Properties, to allow 'recreational vehicles' at 1254 Main Street until June 30, 2013 with the following condition: a one-time extension may be granted at the Zoning Administrator's discretion for 'good cause' and only for a 'reasonable time.'"

Commissioner John Woodson seconded the motion. All voted in favor with none opposing.

OFFICE USE ONLY SUP # <u>003-012</u> FEE PAID: _____ DATE: _____

TOWN OF ALTAVISTA

APPLICATION FOR SPECIAL USE PERMIT

This application and accompanying information must be submitted in full before the special use permit can be referred to the Planning Commission and Town Council for consideration. The application and accompanying information will become conditions of approval and be binding on the property if the permit is granted. Please contact the Zoning Department at (434) 369-5001 for application and deadline or questions.

Request is hereby made by the principle officer of applicant or undersigned owner of the below listed property for consideration of a Special Use Permit as provided for in Section 86-33 of The Code of the Town of Altavista, Virginia 2002.

Applicant Information

Name: E.R & R.T PROPERTIES LLC Phone Number: 369-4771
BUSINESS OWNED BY ENGLISH DEVELOPMENT CORP. Phone Number: 369-4926
Address: 1522 MAIN ST; ALTAVISTA, VA 24517

Property Information

Property Owner(s): CHRISTOPHER E. ENGLISH & STEPHEN W. ENGLISH SONS OF E.R. ENGLISH JR (POA) Phone Number: 369-4926
Property Address or Location: 1524 MAIN ST.; ALTAVISTA, VA
Parcel ID Number: 69-4-5-1E1
Present Zoning District: C2

Purpose of Request

Is this request for an amendment to an existing special use permit? No

Please provide the following information – separate pages if necessary:

Detailed description of the proposed use (or site modification)

Please provide a site plan with the following information:

- Proposed use of the land: size and location of structures with dimensions to lot lines.
- Vehicular circulation system with points of ingress and egress.

- Existing on-site buildings, separation dimensions and paved areas.
- Location and dimensions of all parking and loading areas, including the number of off-street parking and loading spaces provided.
- Net acreage. 47.39
- Gross and net square footage of building (s) (proposed and existing).
- Required landscaping and buffer areas.

Please provide a brief description of the proposed development:

WE REQUEST THAT A "RECREATIONAL VEHICLE" BE ALLOWED TO REMAIN ON EXISTING MOBILE HOME LOTS UNTIL THE END OF JUNE 2013. THIS WOULD ACCOMMODATE THE CONSTRUCTION UPGRADE BEING DONE FOR DON VA POWER AT ITS CO-GEN POWER PLANT ON MAIN STREET

Please demonstrate how the proposed use, when complemented with additional measures, if any, will be in harmony with the purposes of the specific district in which it will be placed.

N/A

(Use separate pages if additional space is required)

Please demonstrate how there will be no undue adverse impacts on the surrounding neighborhood in terms of public health, safety, or general welfare, and show the measures to be taken to achieve such goals.

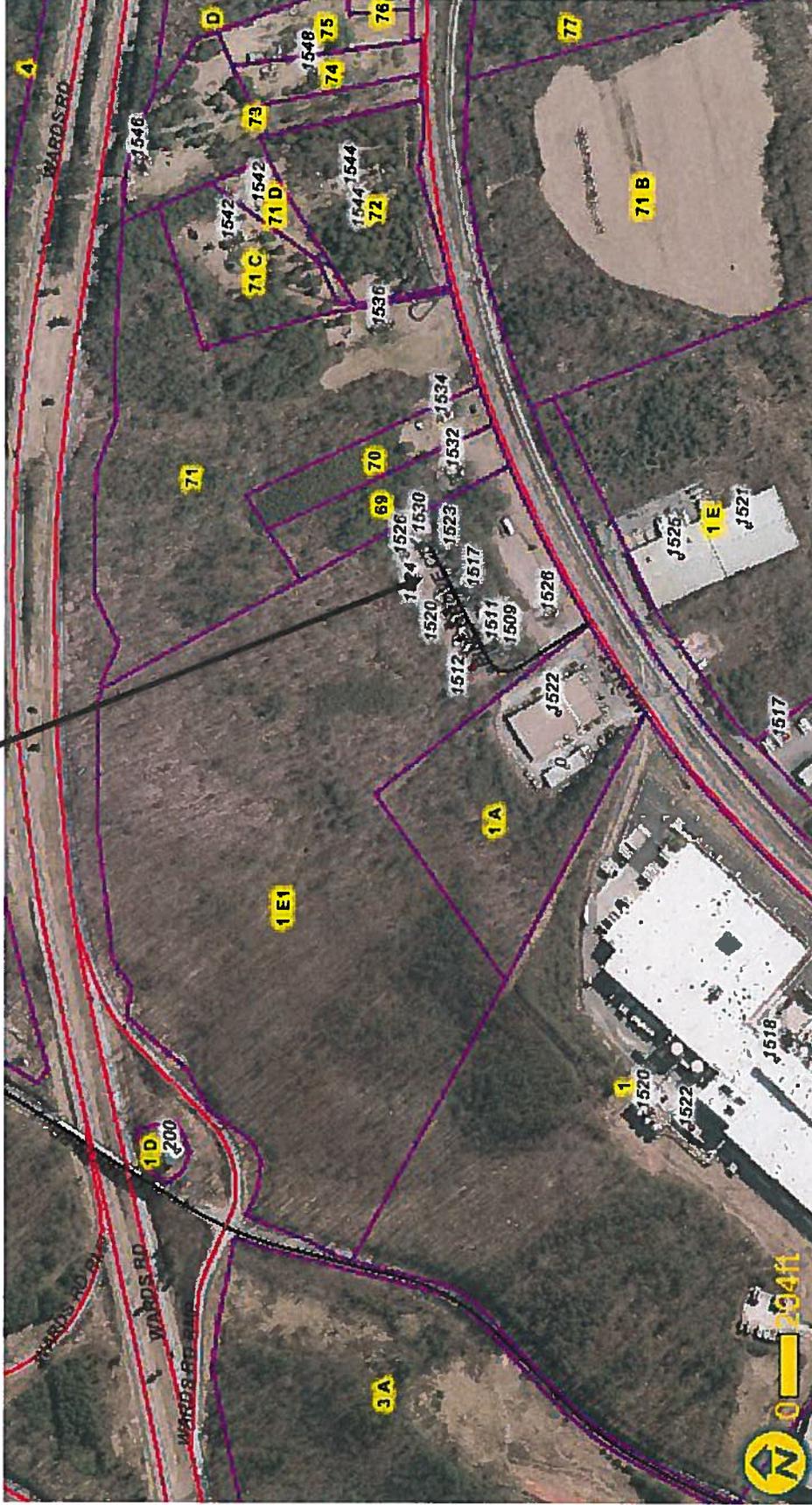
NO CHANGE N/A

(Use separate pages if additional space is required)

The following items must accompany this application:

1. The written consent of the owner or agent for the owner (only if the applicant is not the owner). If the applicant is the contract purchaser, the written consent of the owner is required.
2. One copy of a site plan for the property showing the lot, structures, site improvements, parking areas and spaces, and any other information necessary to determine the ability to meet the Zoning Ordinance site development standards, use and design standards, and physical compatibility with the neighborhood.
3. Vicinity map (may be included on the site plan).

ER & RT Properties, LLC
Location for requested SUP for Temporary use for 'Recreational Vehicle'





Town of Altavista Town Council Meeting Agenda Form

Meeting Date: January 8, 2013

Town Clerk's Office Use:

Agenda Item #: 10a

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Region 2000 Hazard Mitigation Plan Update 2013

Presenter(s): Phillip Gabathuler, Region 2000

SUBJECT HIGHLIGHTS

Local governments are required to create a local hazard mitigation plan in accordance with state and federal law. A multi-jurisdictional Region 2000 Hazard Mitigation Plan was adopted in 2006, which included the Town of Altavista and the document being considered at this time is an update to the original.

Adoption of the Region 2000 Hazard Mitigation Plan Update 2013 by the participating jurisdictions assures continuing entitlement for Federal Emergency Management Agency (FEMA) grant assistance through the Hazard Mitigation Grant Program, the Pre-Disaster Mitigation Grant Program, the Flood Mitigation Assistance Program, and other federally-funded programs. The Town of Altavista decided to participate in the multi-jurisdictional plan and contributed \$200 toward the process as its "local match" to the grant received from the Virginia Department of Emergency Management.

The original Region 2000 Hazard Mitigation Plan and the 2013 update fulfills the requirements of the Disaster Mitigation Act of 2000 as administered by the Virginia Department of Emergency Management (VDEM) and FEMA, for multi-jurisdictional planning participation and adoption.

Attached is the Executive Summary of the document and the FEMA approval letter. The full document (Region 2000 Hazard Mitigation Plan) and the Appendices are provided as hyperlinks.

Recommendations, if applicable: Region 2000 recommends adoption of the attached resolution regarding the Region 2000 Hazard Mitigation Plan.

Staff recommendation, if applicable: Adopt resolution.

Action(s) requested or suggested motion(s):

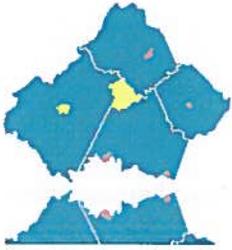
"I move that the resolution in regard to the Adoption of the Region 2000 Hazard Mitigation Plan be approved."

Attachments: Yes No

Attachments (in order they appear in packet): 1) Executive Summary; 2) Resolution; 3) *FEMA Approval Letter* 4) *Region 2000 Hazard Mitigation Plan (hyperlink)*; 5) *Region 2000 Hazard Mitigation Plan Appendices (hyperlink)*

This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):	dnw	Planning & Zoning
Town Manager:	jwc	

Hyperlinks not provided with Scanned copies of the Agenda Packet. Contact Town Hall (369-5001) for additional information.



Executive Summary

This plan is an update of the Region 2000 Hazard Mitigation Plan. The original Hazard Mitigation Plan for Region 2000 was written in 2006. Although it is an update, this document has been redesigned so that it looks, feels, and reads differently than the original. This is due to several factors: new hazard information has become available that drives new definitions of risk, the region has matured and new capabilities are now available that drive new definitions of risk, the region has matured and new capabilities are now available, and the new format will allow readers to more easily understand the content. In addition, the original Hazard Mitigation Plan included several action items that have been completed, creating an opportunity for developing new mitigation strategies.

Mitigation is defined in the English language as “the action of lessening in severity or intensity”. Hazard mitigation focuses on lessening the severity and intensity of identified hazards as well as protecting life and property. A hazard mitigation plan produces specific measures to be taken by a community to reduce the vulnerability from hazards of future events and reducing the recovery time from damages incurred. Such a plan is created through a planning process with input from citizens, business owners, public safety officials, and other stakeholders.

This plan update includes an updated list of identified natural hazards what are considered to be a threat to each county, an update to the evaluation and analysis of the risks of exposure each jurisdiction in Region 2000 has, an update to the strategy for long and short mitigation of identified natural hazards and a plan for on-going review and maintenance of the Region 2000 Hazard Mitigation Plan. With these updated items, the plan follows the requirements for local mitigation planning as required under Section 322 of the Stafford Act (42U.S.C. 5165) and 44 CFR Part 201 as the necessary components of a local hazard mitigation plan and the new regulations for the program per.

The Project Management Team reviewed each section of the plan to make sure the protocols adequately served the purpose of the plan. The plan maintenance section was reviewed and confirmed. The mitigation strategies section was reviewed and updated to include new mitigation strategies and update the ones in the existing plan.

In 2006, the Center for Geospatial Information Technology at Virginia Tech was contracted by Region 2000 to carry out the original Hazard Mitigation Plan. This update process was carried out in house by Region 2000 staff. Funding for the project was provided through a grant from the Virginia Department of Emergency Management with the appropriate match made by each local government in Region 2000.



Town of Altavista, Virginia

Adoption of the Region 2000 Hazard Mitigation Plan

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop and adopt natural hazard mitigation plans in order to receive certain federal assistance, and

WHEREAS, the Region 2000 Project Management Team representing the Town of Altavista, as well as the remaining 10 localities of Region 2000 were convened in order to study the Region's risks from and vulnerability to natural hazards, and to make recommendations on mitigating the effects of such hazards on the Region; and

WHEREAS, the Project Management Team was provided staff support by Region 2000; and

WHEREAS, the efforts of the Project Management Team, the staff of Region 2000 as well as members of the public, private and nonprofit sectors, have resulted in the development of the Region 2000 Hazard Mitigation Plan.

NOW THEREFORE, BE IT RESOLVED by the Altavista Town Council that the Region 2000 Hazard Mitigation Plan dated December 2012 is hereby approved and adopted for the Town of Altavista.

Adopted by the Altavista Town Council this _____ day of _____, 2013.

By: _____

ATTEST:

By: _____



FEMA

Mr. Michael M. Cline
Director
Virginia Department of Emergency Management
10501 Trade Court
Richmond, Virginia 23236-3713

NOV 27 2012

Dear Mr. Cline:

The Federal Emergency Management Agency (FEMA) has completed our review of the Region 2000 Planning District Commission, Virginia, Hazards Mitigation Plan, based on the standards contained in 44 CFR, Part 201, as authorized by the Disaster Mitigation Act of 2000 (DMA2K). These criteria address the planning process, hazard identification and risk assessment, mitigation strategy and plan maintenance requirements.

The plan received a "satisfactory" rating for all required criteria and is approvable. However prior to formal approval, each participating jurisdiction in the Planning District Commission is required to provide FEMA an adoption resolution.

We commend you for your dedication demonstrated in supporting the DMA2K and the County's commitment to reduce future disaster losses.

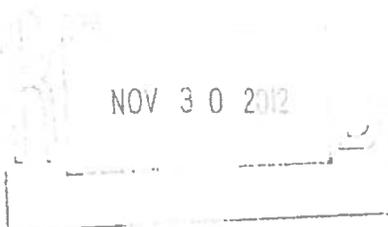
If you have questions, please contact Tess Grubb at (215) 931-5528.

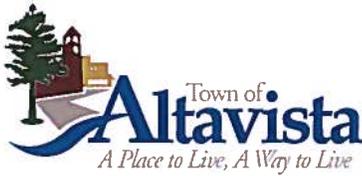
Sincerely,

A handwritten signature in black ink, appearing to read "Eugene K. Gruber".

Eugene K. Gruber
Mitigation Division Director

cc: Matthew Wall, Virginia State Hazard Mitigation Officer
Hugh Pendleton, Chairman, Region 2000 Planning District Commission





Town of Altavista

Town Council Meeting Agenda Form

Meeting Date: January 8, 2013

Town Clerk's Office Use:	
Agenda Item #:	10b

Agenda Placement: New Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations). Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Peer Group Comparison Report

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Last month, Morgan Allen delivered to Council the "Peer Group Comparison Report" that compares Altavista to a group of other similar towns. At that time, it was decided that Council would review the study until the next regularly scheduled meeting.

The report contains comparison of revenue sources, as well as departmental expenditures and indicates Altavista's ranking as compared to the other localities. Council may provide direction to staff following discussion of the report.

Peer Group Comparison Report ([hyperlink](#))

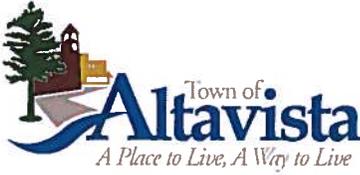
Recommendations, if applicable:

Staff recommendation, if applicable:

Action(s) requested or suggested motion(s):

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) Peer Group Comparison Report (hyperlink)		
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):		
Town Manager:	jwc	

Hyperlinks not provided with Scanned copies of the Agenda Packet. Contact Town Hall (369-5001) for additional information.



Town of Altavista

Town Council Meeting Agenda Form

Meeting Date: January 8, 2013

Town Clerk's Office Use:	
Agenda Item #:	11a

Agenda Placement: Unfinished Business

(Special Recognition (awards, proclamation), Requests & Communications (reports, information presentations), Public Hearings, Unfinished Business, New Business, Closed Session)

Subject Title: Downtown Streetscape Project Task Order

Presenter(s): Town Manager

SUBJECT HIGHLIGHTS

Staff has consulted with VDOT in regard to possibilities of finding alternative methods of contract administration and inspection services for the Downtown Streetscape project. The Town has worked with Wiley & Wilson on the two previous projects. VDOT has indicated that due to their procurement requirements for the grant funded project, the process to find another firm would take several months, and accordingly recommends that we continue with Wiley & Wilson for this last phase of the Streetscape.

Task Order 9 for Construction Administration and Resident Project Representative Services related to the Streetscape portion of Project 5 & 6 is attached. The Task Order totals \$81,900, with VDOT's funding covering 80% (\$65,520) and the Town funding the remaining 20% (\$16,380). These funds are provided for in the FY2013 Adopted Budget.

Staff recommendation, if applicable: Approve Task Order 9 in the amount of \$81,900 for the Construction Administration and Resident Project Representative Services related to the Streetscape portion of Project 5 & 6.

Action(s) requested or suggested motion(s):

"I move that Task Order 9 from Wiley & Wilson in the amount of \$81,900 be approved."

Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Attachments (in order they appear in packet): 1) Task Order 9		
This agenda form has been reviewed by:	Initials	Comments:
Department Head(s) (Applicable):		
Town Manager:	jwc	

This is Task Order No. 9, consisting of 3 pages

Task Order No. 9

In accordance with paragraph 1.01 of the Master Agreement Between Owner and Engineer for Professional Services, dated July 23, 2008 ("Agreement"), Owner and Engineer agree as follows:

Specific Project Data

A. Title: Town of Altavista, Virginia, Downtown Enhancement Projects, Projects 5 and 6, Phase III – Construction Administration and Phase IV – Resident Project Representative.

B. Description: Defined as the Phase III and IV items in the attached Scope of Work, dated July 21, 2008. This task order will apply to the streetscape portion of Projects 5 and 6. Task Order No. 14 under the contract for Town Projects, dated March 3, 2008 will apply to the water, wastewater, and storm sewer portions of Projects 5 and 6.

1. **Services of Engineer**

Phases III and IV items for Projects 5 and 6 in the attached Scope of Work, dated July 21, 2008.

2. **Owner's Responsibilities**

Exhibit B of the Master Agreement.

3. **Times for Rendering Services**

Phase

III – Construction Administration for Projects 5 and 6

IV – Resident Project Representative for Projects 5 and 6

Completion Date

Within 12 months of Notice to Proceed

Within 12 months of Notice to Proceed

The times for Phases III and IV are based on the Town issuing a Notice to Proceed within 30 days of the Bid Opening, and the Construction Period lasting 365 days.

4. **Payments to Engineer**

A. **Method(s) of Payment by Phases**

Owner shall pay Engineer for services within each phase as follows:

Phase	Method of Payment	
	Basic Services	Additional Services
III – Construction Administration for Projects 5 and 6	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement
IV – Resident Project Representative for Projects 5 and 6	Lump Sum	Hourly per Exhibit C Rate Schedules as adjusted per Article C4.02B.6 of the Master Agreement

B. For Method of Payment A, Lump Sum

The total compensation for services identified under Paragraph 1 of the Task Order is estimated to be \$81,900.00, based on the following assumed distribution:

Phase	Estimated Compensation
III – Construction Administration for Projects 5 and 6	\$46,100.00
IV – Resident Project Representative for Projects 5 and 6	\$35,800.00
TOTAL	\$81,900.00

- The compensation for Phase III – Construction Administration for Projects 5 and 6 is based on six progress meetings. Compensation for the other six progress meetings will be addressed through Task Order No. 14 issued under the contract for Town Projects and will apply to the water, wastewater, and storm sewer portions of Projects 5 and 6. This is based on the premise that the utilities portion of Projects 5 and 6 can be constructed in 6 months and the streetscape portion of Projects 5 and 6 can be constructed in 6 months.
 - The compensation for Phase IV - Resident Project Representative for Projects 5 and 6 is based on 16 hours per week for 6 months. Compensation for the other 6 months of the construction period will be addressed through Task Order No. 12 issued under the contract for Town Projects and will apply to the water, wastewater, and storm sewer portions of Projects 5 and 6. This is based on the premise that the utilities portion of Projects 5 and 6 can be constructed in 6 months and the streetscape portion of Projects 5 and 6 can be constructed in 6 months.
- Consultants:** Harvey Design Land Architects.
 - Other Modifications to Master Agreement:** None.
 - Attachments:** None.
 - Documents Incorporated by Reference:** Master Agreement Between Owner and Engineer for Professional Services, dated July 23, 2008.

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Agreement. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____.

Engineer

Signature Date

J. Fred Armstrong, P.E.
Name

Chairman and CEO
Title

Owner

Signature Date

J. Waverly Coggsdale, III
Name

Town Manager
Title

This is Task Order No. 9, consisting of 3 pages

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Timothy R. Wagner, P.E.
Name

Project Manager
Title

127 Nationwide Drive, Lynchburg, VA 24502
Address

twagner@wileywilson.com
E-Mail Address

434.455.3681
Phone

434.947.1659
Fax

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

J. Waverly Coggsdale, III
Name

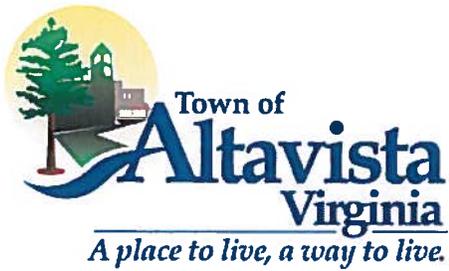
Town Manager
Title

P. O. Box 420, Altavista, VA 24517
Address

jwcoggsdale@ci.altavista.va.us
E-Mail Address

434.369.5001
Phone

434.369.4369
Fax



TAB: 10
Agenda Item: 12a

PROJECT UPDATE – For Month of December 2012

VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project

- VDOT has issued a letter concurring with the Award of the project to Virginia Carolina Paving, Inc.
- Notice of Award has been issued to Virginia Carolina Paving.
- Pre Construction meeting is scheduled for Wednesday, January 9th.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.

Departmental Reports

(Ctrl + Click on hyperlink to open)

[Administration](#)

[Business License](#)

[Community Development](#)

[Economic Development](#)

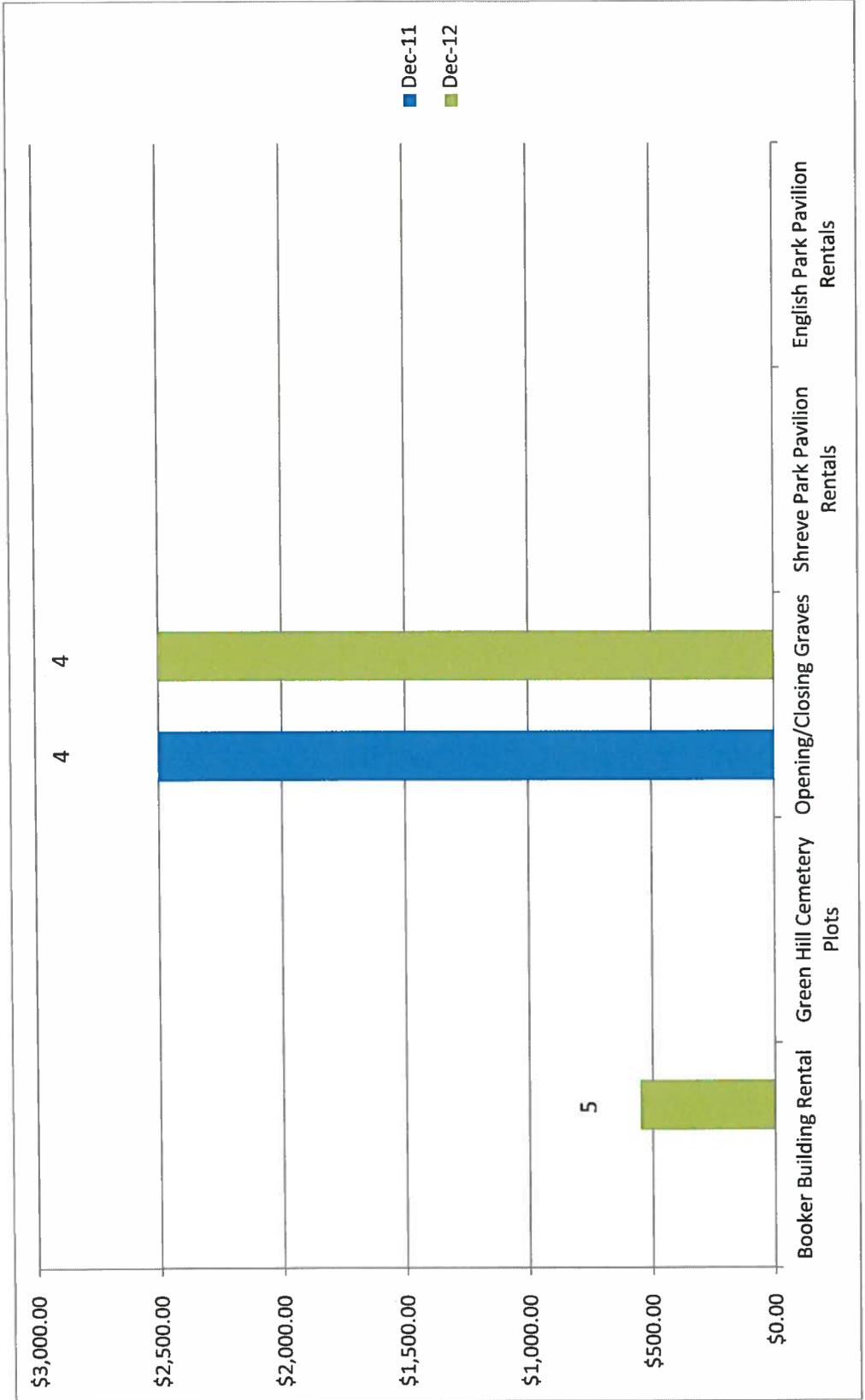
[Police Department](#)

[Public Works Report](#)

[Transit Report](#)

[Waste Water Dept Report](#)

[Water Dept Report](#)



\$3,000.00

\$2,500.00

\$2,000.00

\$1,500.00

\$1,000.00

\$500.00

\$0.00

4

4

5

■ Dec-11

■ Dec-12

Booker Building Rental Green Hill Cemetery Plots Opening/Closing Graves Shreve Park Pavilion Rentals English Park Pavilion Rentals

Monthly Report to Council

Date: January 8, 2013
To: Town Council
From: Dan Witt, Assistant Town Manager
Re: December 2012 Activity

1. Zoning/Code Related Matters:

4-Dec 059-12	Yeats home sales, Blairs, VA	Singlewide MH at Riverview MHP 1309 River View Ct.
16-Dec 060-12	Jonathan Wilson, 303 Ogden Road	24'x28' Addition to the rear of the home

2. Site Plans Reviewed and/or Approved:

- Approved resurvey and Subdivision plats for ER & RT Properties for 1200 and 1208 Avondale.

3. Planning Commission (PC) Related:

- Staffed December PC meeting.
- Held Public Hearing for ER & RT Properties for SUP to allow, on a temporary basis, recreation vehicles at English MHP. PC is recommending approval to TC.
- Report prepared and presented to TC for FLUM and rezoning public hearings

4. AOT Related

- No board meeting in December

5. ACTS Relate

- Completed November billing for operations.
- Validated daily ridership and revenue for bus system- see bus report
- Completed online November monthly reporting to DRPT- see DRPT State report
- Attended grant manager training for 2 days in Richmond. This training was required by DRPT and funded by Rural Transportation Assistance Program (RTAP) funds.
- Over 60 surveys completed and data will be compiled for January meeting with Advisory Board.
- Completed and submitted final eligibility and deobligation forms to DRPT for FY2012.
- Participated in DRPT grant webinar (3 hours).
- Completed annual Transportation Development Plan update for DRPT.
- Quarterly driver training video from VML

6. Projects and Administrative Related:

- Updated GIC as needed
- Certified November monthly payroll bank statements
- Distributed CIP documents to managers for FY2014-2018
- Advertised retired vehicle on Public Surplus- 1994 GMC 4x4 pick up
- Met with VDOT and Dominion regarding proposed changes/improvements to Wood Lane. Memo sent to Dominion with options, per TC decision on December 11
- Notices prepared and sent out to Journal and residents for TC public hearing scheduled for January 8, 2013
- Attended regional planning commissioners luncheon in Lynchburg

Memo

To: Mayor Burgess & Members of Town Council
Fr: Megan A. Lucas, Economic Development Dir.
Date: January 8, 2013
Re: Activity Report encompassing **DECEMBER 2012**

Below are my activities relating to the AEDA's six components for the first year action plan.

1. **Capacity Building** – Establish a full-time economic developer position, in January, 2012. **Status: complete**
2. **Networking** – The economic development director will build relationships with local (Altavista Area Chamber of Commerce, Altavista On Track, Virginia Technical Institute, etc.), regional (Region 2000, utilities, CVCC, CAER, etc.), and statewide (Virginia Economic Development Partnerships, Tobacco Commission, etc.) organizations that will assist and support Altavista economic development with different resources **Status: Active**

Genedge Briefing with Region 2000
Altavista Chamber Econ. Dev. Council Mtg
VEDP Region 2000 Christmas Party
Meeting with Dr. Capps CVCC
VEDP Ally Phone Conference
Attended AEDA meeting
Meeting Mike Laffin, Colman Adams Construction
Meeting with Jerry Barbour, BGF
Meeting with Virginia Tech Economic Dev.

SBDC Meeting with Region 2000 Partners
Meeting with Marvin Keen
Received tour & briefing of The Virginia Port Authority
Tobacco Commission briefing
US Chamber Conference Call x 5
Meeting Tim Clark, Blair Construction
Economic Development Webinar
AEDA Meeting
Meeting with Bryan David
Meeting with Atlas

Attended Lynchburg Chamber Legislative Breakfast

3. **Existing Business Retention and Expansion** - An aggressive business visitation and follow-up effort will be developed, including visiting 26 businesses and assisting in the creation of 50 full-time expansion jobs in the first year. **Status: Active**

Preparing for Industry Appreciation Month (February)

4. **Develop Products** —Procure by purchase and/or option one or more 20+ acre sites and partner with the owner of the Lane building on a redevelopment program, to ensure locations for expanding local firms and/or new businesses). Broaden local incentives. **Status: Active, working on a land inventory and evaluation**
5. **Marketing** – Develop the following plan fundamentals in the first year: (1) Agree on types of businesses the Town wants to pursue, (2) Ask existing businesses to identify prospects; and (3) Prepare a comprehensive economic development website, publish a fact sheet, begin a branding effort, and initiate cooperative marketing with Campbell County. **Status: Active, working on marketing plan**
6. **Encourage Entrepreneurism** – Pursue agreements with Virginia Technical Institute for use of vacant space and with Chamber of Commerce and the Business Development Center for technical support to aid new or early stage small businesses with growth potential. **Status: active**



MONTHLY POLICE REPORT SYNOPSIS

MONTH OF DECEMBER, 2012

CRIME STATISTICS - December 1, 2012 thru December 31, 2012

Crimes Against Persons

For the Month of December, the Town of Altavista Community experienced 3 incidents or a 50 % increase of Crimes Against Persons compared to 2 incidents last year during the same time duration.

- 3 Simple Assaults

Property Crimes

For the Month of December, the Town of Altavista Community experienced 9 incidents or an 18.18 % decrease of Property Crimes compared to 11 incidents last year during the same time duration.

- 3 Destruction/ Damage/ Vandalism of Property
- 5 Shoplifting
- 1 All Other Larceny

Quality of Life Crimes

For the month of December, the Town of Altavista Community experienced 12 incidents or a 33.33 % decrease of Quality of Life Crimes compared to 18 incidents last year during the same time duration.

- 1 Drug/ Narcotic Violations
- 1 Driving Under the Influence
- 1 Drunkenness
- 2 Trespass of Real Property
- 7 All Other Offenses



CRIME STATISTICS - January 1, 2012 thru December 31, 2012 Y.T.D.

Year to date, the Town of Altavista experienced 46 incidents or a 26.98 % decrease of Crimes Against Persons compared to 63 incidents last year during the same time duration.

- 1 Kidnapping
- 1 Sexual Assault with Object
- 1 Forcible Fondling
- 5 Aggravated Assault
- 37 Simple Assaults
- 1 Statutory Rape

Year to date, the Town of Altavista experienced 129 incidents or a 31.75 % decrease of Property Crimes compared to 189 incidents last year during the same time duration.

- 8 Burglary/ B& E
- 3 Motor Vehicle Theft
- 2 Counterfeiting/ Forgery
- 1 Embezzlement
- 35 Destruction/ Vandalisms
- 45 Shoplifting
- 3 Theft from Building
- 3 Theft from Coin Operated Machine
- 4 Theft from Motor Vehicle
- 1 Theft of Motor Vehicle Parts
- 24 All other Larcenies

Year to date, the Town of Altavista experienced 319 incidents or a 89.88 % increase of Quality of Life Crimes compared to 168 incidents last year during the same time duration.

- 1 Weapon Law Violations
- 187 Drug/ Narcotic Violations
- 2 Drug Equipment Violations
- 1 Disorderly Conduct
- 7 Driving Under the Influence
- 20 Drunkenness
- 2 Family Offenses, Nonviolent
- 1 Runaway



- 6 Trespass of Real Property
- 92 All Other Offenses

Major Crimes Statistics *(Combining Crimes Against Persons & Property Crimes = Major Crimes)*

Month of December 2012, the Town of Altavista Community experienced 12 incidents or 7.69 % decrease in Major Crimes compared to 13 incidents last year during the same time duration.

Year to date, the Town of Altavista experienced 176 incidents or a 30.2 % decrease in Major Crimes compared to 252 incidents last year during the same time duration.

The above statistics depict “Shopliftings” (primarily from Wal-Mart) as the most frequent occurrence of criminal activity the Town of Altavista is experiencing.

CALLS FOR SERVICE - December 1, 2012 thru December 31, 2012

The Altavista Police Department was dispatched to 331 Calls for Service or a 1.5 % increase compared to 326 C.F.S. last year during the same time duration.

CALLS FOR SERVICE - January 1, 2012 thru December 31, 2012- Y. T. D.

The Altavista Police Department was dispatched to 3876 Calls for Service or a 9.8 % decrease compared to 4299 C. F. S. last year during the same time duration.

CRIMINAL ARRESTS EXECUTED - December 1, 2012 thru December 31, 2012

The A.P.D. executed 20 criminal arrests or a 0 % increase compared to 20 criminal arrests last year during the same duration.

CRIMINAL ARRESTS EXECUTED- January 1, 2012 thru December 31, 2012 Y. T. D.

The A.P.D. executed 366 criminal arrests or 71.8 % increase compared to 213 criminal arrests executed last year during the same time duration.

TRAFFIC CITATIONS ISSUED - December 1, 2012 thru December 31, 2012

The A.P.D. issued 55 traffic summonses or a 1.8 % decrease compared to 56 traffic summonses issued last year during the same time duration.



TRAFFIC CITATIONS ISSUED - January 1, 2012 thru December 31, 2012 Y. T. D.

The A.P.D. issued 454 traffic summonses or a 29.8 % decrease compared to 647 traffic summonses issued last year during the same time duration.

TRAFFIC WARNING CITATIONS ISSUED - Dec. 1, 2012 thru Dec. 31, 2012

The A.P.D. issued 6 traffic warning citations to adults and 0 traffic warning citation to juveniles during the month of December.

TRAFFIC WARNING CITATIONS ISSUED - February 1, 2012 thru Dec. 31, 2012

The A.P.D. issued 99 traffic warning citations to adults and 5 traffic warning citations to juveniles year to date.

OFFICER OF THE MONTH – December, 2012

The Altavista Police Department has selected Officer James Goggins as the Officer of the Month for December 2012. During the month, Officer Goggins made numerous criminal arrests, and issued traffic summonses in areas of town where the department received complaints. He worked very diligently in clearing criminal incidents assigned to him. Officer Goggins is also very active within the community. While conducting routine patrols, he speaks with members of the community and receives positive results. Officer Goggins has a good relationship with both members of the community, and his fellow officers. Goggins displays a positive attitude toward his duties as a Police Officer, and toward his role in the community.

PERSONNEL TRAINING

Fifty-two (52) hours of training were afforded to police personnel during the month of December 2012. Blocks of instruction pertained to the following training subjects: Case Law Training, C. E. R. T. Training, Canine Training, Field Training, General In-House Training, Legal Update Training, Policy and Procedure Training and Safety Video Training.

WHAT'S NEW

Crimes Against Persons has decreased 26.98 % for this year compared to last year during the same time period. Property Crimes has decreased 31.75 % for this year compared to last year during the same time period. Quality of Life Crimes



has increased 89.88 % for this year compared to last year during the same time period. I commend every Altavista Police Officer for their outstanding performance and dedication to duty. (Chief Clay Hamilton)

Traffic summonses are significantly down year to date. This can be attributed to radar trailer deployment in areas where the department has received complaints of traffic problems and the issuance of traffic warning citations.

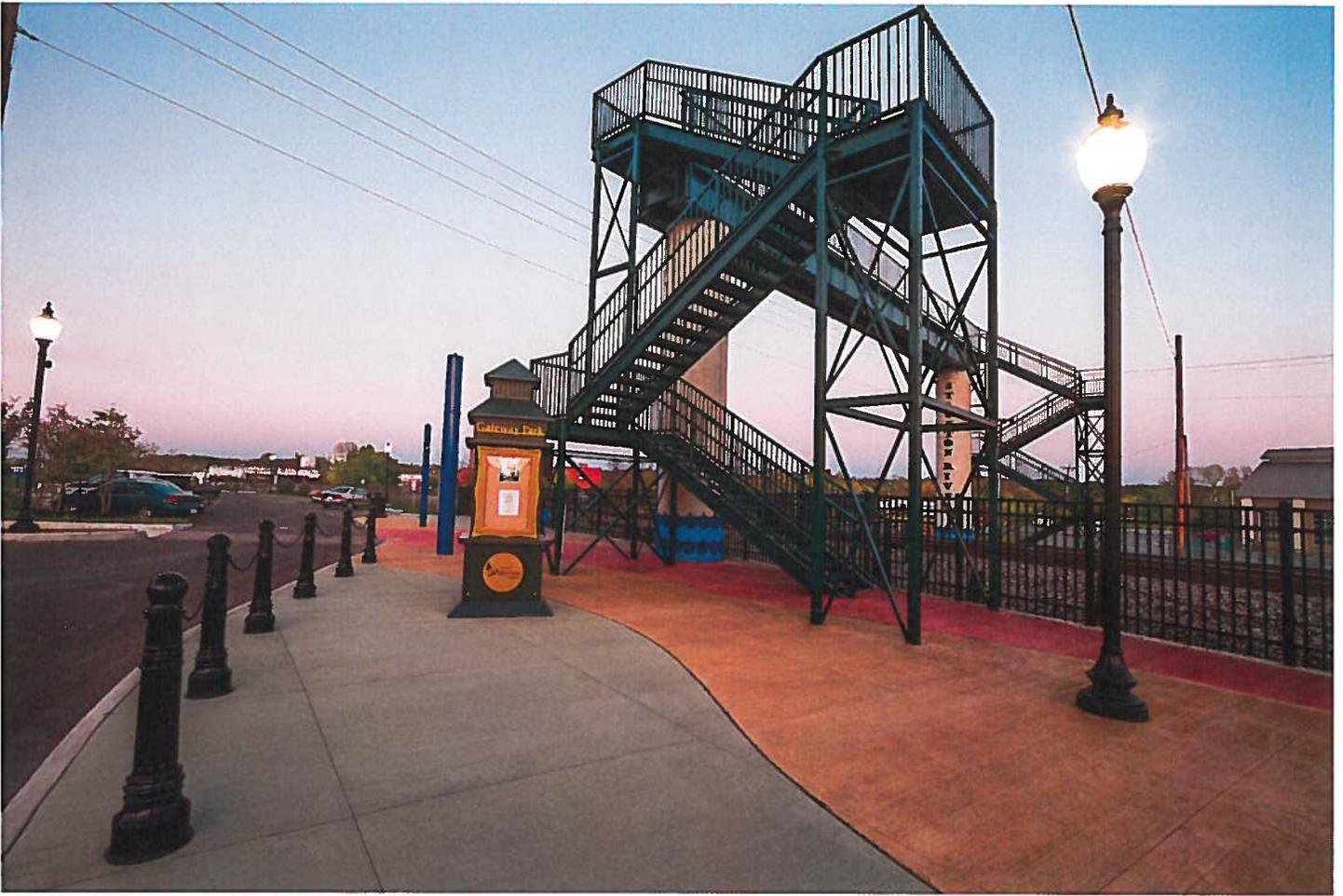
The Altavista Police Department continues to operate below minimal staffing due to 1 member assigned to a Drug Task Force and 1 member on Administrative Leave for approximately eight to twelve weeks.

The Altavista/ Campbell County Drug Task Force has charged fifty-six (56) suspects with one hundred seventy-four (174) drug and firearm violations since 1 March 2012.

Information compiled for this report was taken from the Altavista Police Department's Monthly Report.

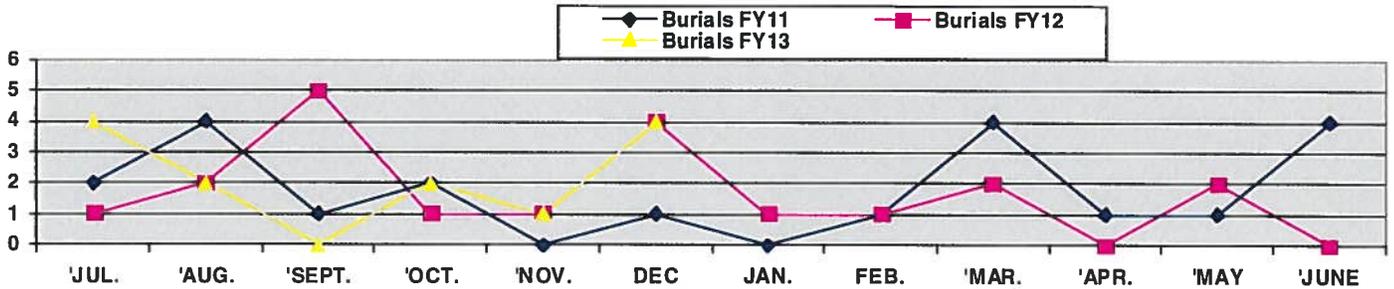
PUBLIC WORKS MONTHLY REPORT

For: December 2012



CEMETERY

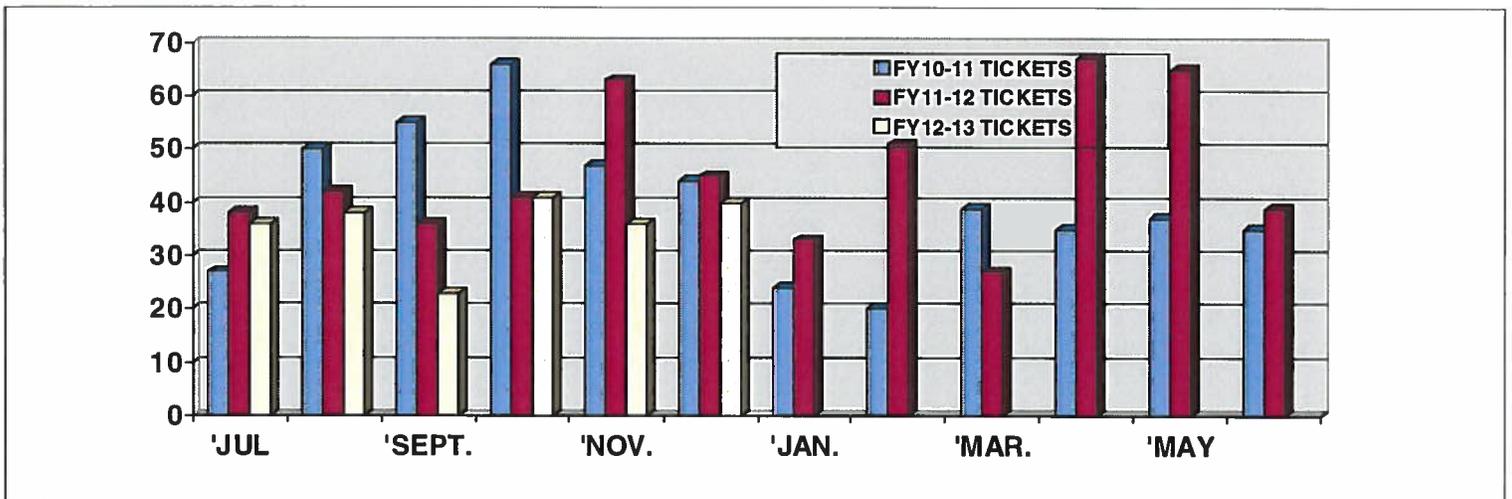
❖ BURIALS: 4



Buildings & Grounds Maintenance

❖ PARKS:

❖ MISS UTILITY TICKETS (40)



REFUSE & BRUSH & SPECIAL PICKUPS

- ❖ Total solid waste tonnage for the month 70.99 tons.
- ❖ Total brush stops for the month. (58) Stops
- ❖ Total special pickup tonnage for the month 10.20 tons. (97) Stops
- ❖ Total weekend truck tonnage for the month .44 tons. (1) Trucks

SEWER & WATER

- ❖ Sewer (Video): Page 10 (360'/2 Manholes), 807 Amherst Ave. (100'), 1107 Amherst Ave. (125'/1 Manhole), 103 Wood Lane Rd. (150'), 1508 Toddsbury Rd. (177'/2 Manholes), Page 5 (665'/2 Manholes), Page 5 (562'/2 Manholes), 1404 Broad St. (80'), 1401 Broad St. (80'), 1103 Amherst Ave. (65'/1 Manhole), 910 Main St. (120').
- ❖ Sewer (Clean): Page 10 (300'/2 Manholes), 103 Wood Lane Rd. (175'), Page 5 (562'/2 Manholes), Page 5 (557'/2 Manholes), 1401 Broad St. (75'), 1103 Amherst Ave. (65'/1 Manhole), 910 Main St. (120').
- ❖ Sewer (Root Cutting): 807 Amherst Ave. (100'), Page 5 (562'/2 Manholes), 1302, 1304, 1306, etc. Bedford Ave. (150'), 1404 Broad St. (80'), 1401 Broad St. (75').
- ❖ Sewer (Repair): 2083 Shady Lane, 1108 4th St. and 1023 7th St.
- ❖ Sewer (Blockage): Bedford Ave., 910 Main St. and 1023 7th St.

Total Linear Footage (Video): 2,484'/10 Manholes

Total Linear Footage (Clean): 1,854'/ 7 Manholes

Total Linear Footage (Root Cutting): 967'/ 2 Manholes

Emergency Overflow Pond - PCB Remediation 6- Regular Hrs.

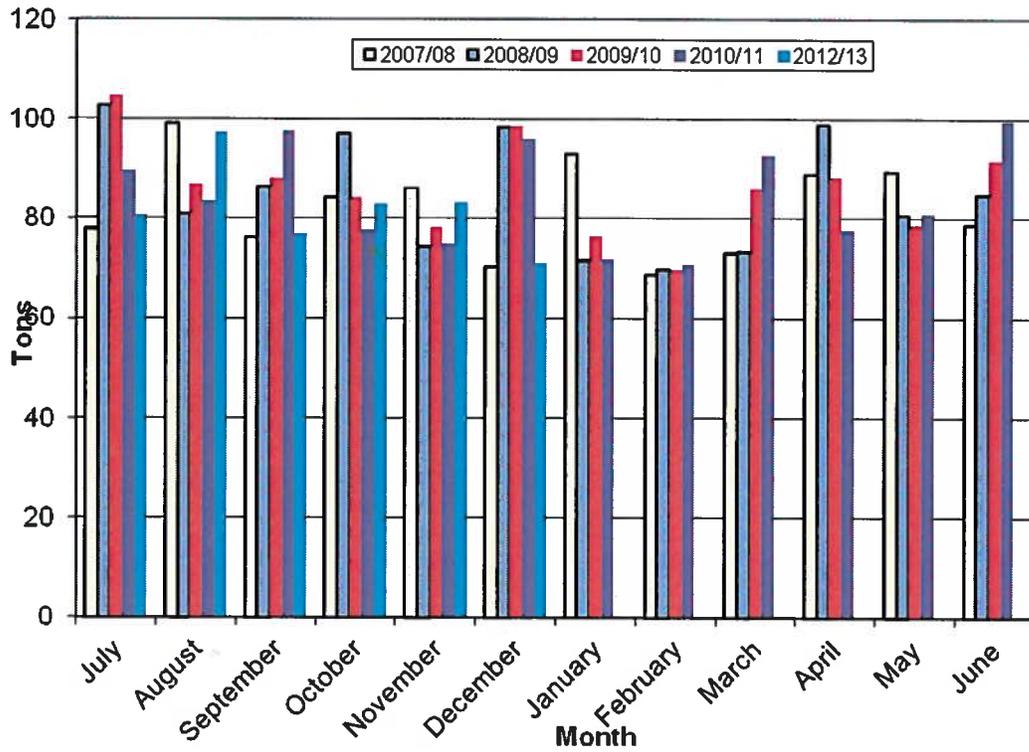
- ❖ Water (Repair): 1108 Amherst Ave., 705 Broad St., 1712 Eudora Ave., 1720 Eudora Ave.
- ❖ Water (Install) New Service: 627, 633, 636 Riverview Dr. (Asphalted)
- ❖ Water (Disconnect Service): 1235 Main St.

STREET MAINTENANCE

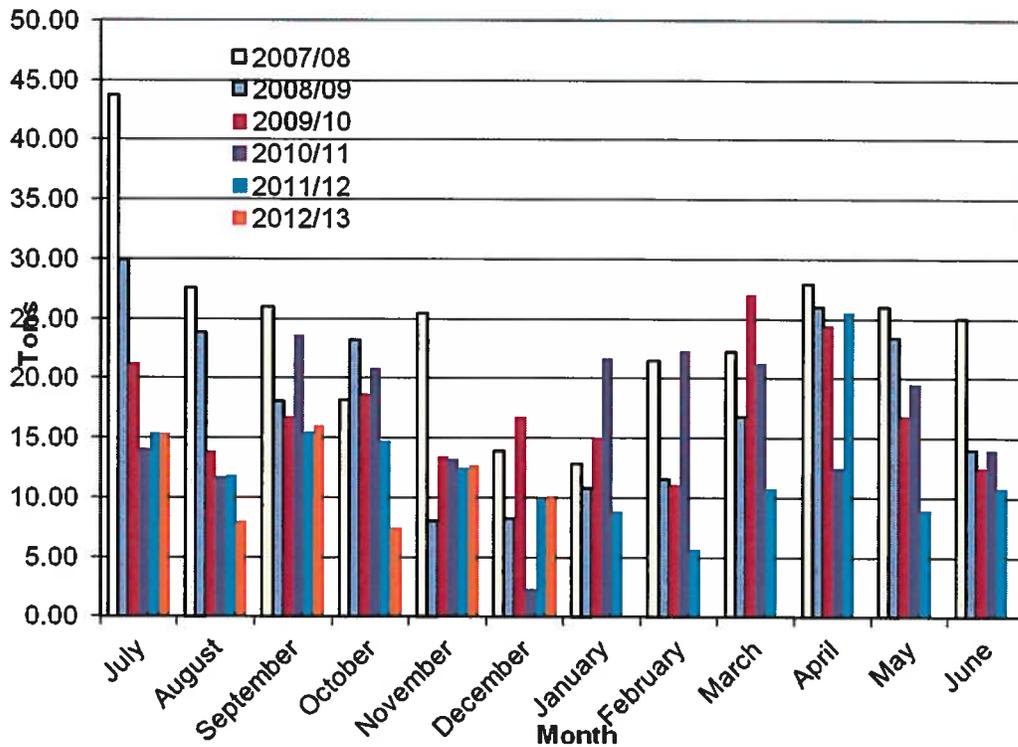
- ❖ Weekly Street Sweeping: Town of Altavista (72) Miles
- ❖ Bags of Litter (3)
- ❖ Asphalt Tonnage: 2.475 (Utilities)
- ❖ Leaf Collection: (87) Loads

SAFETY TRAINING – Jake Roberts & Mike King – Leadership Institute
Mike King – CDL License Training, Distracted Driving Making The Correct Choice – All PW Employees

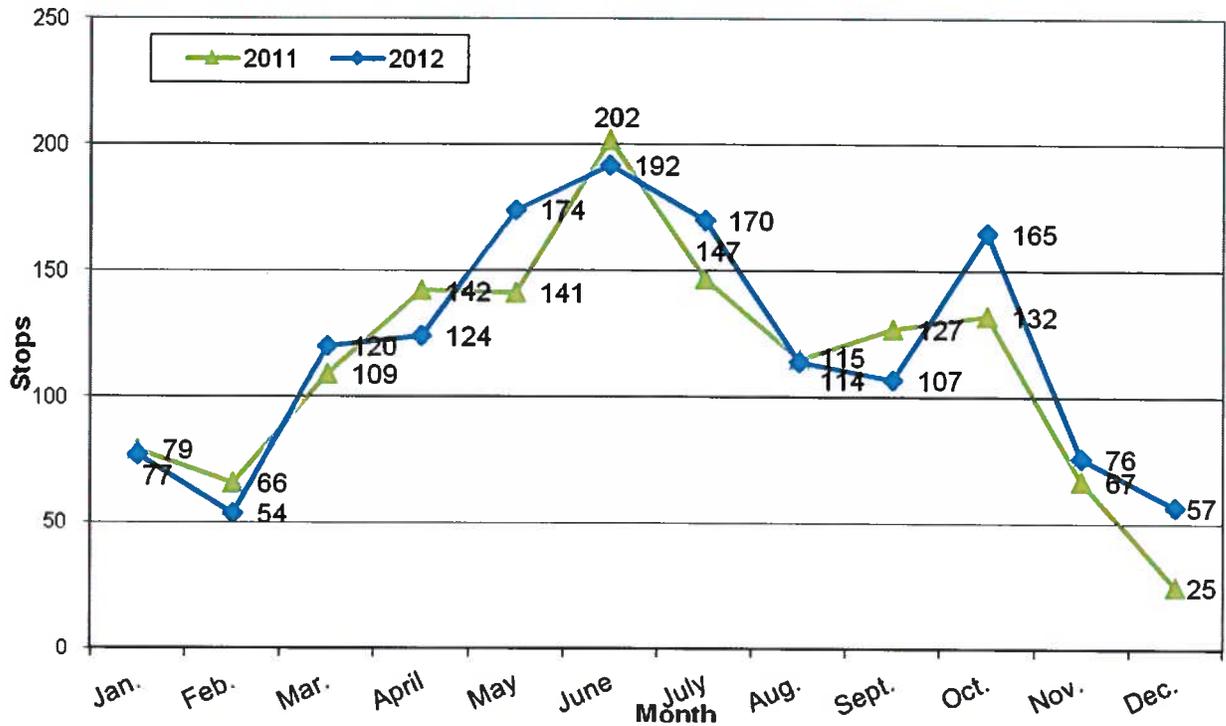
Solid Waste Comparison



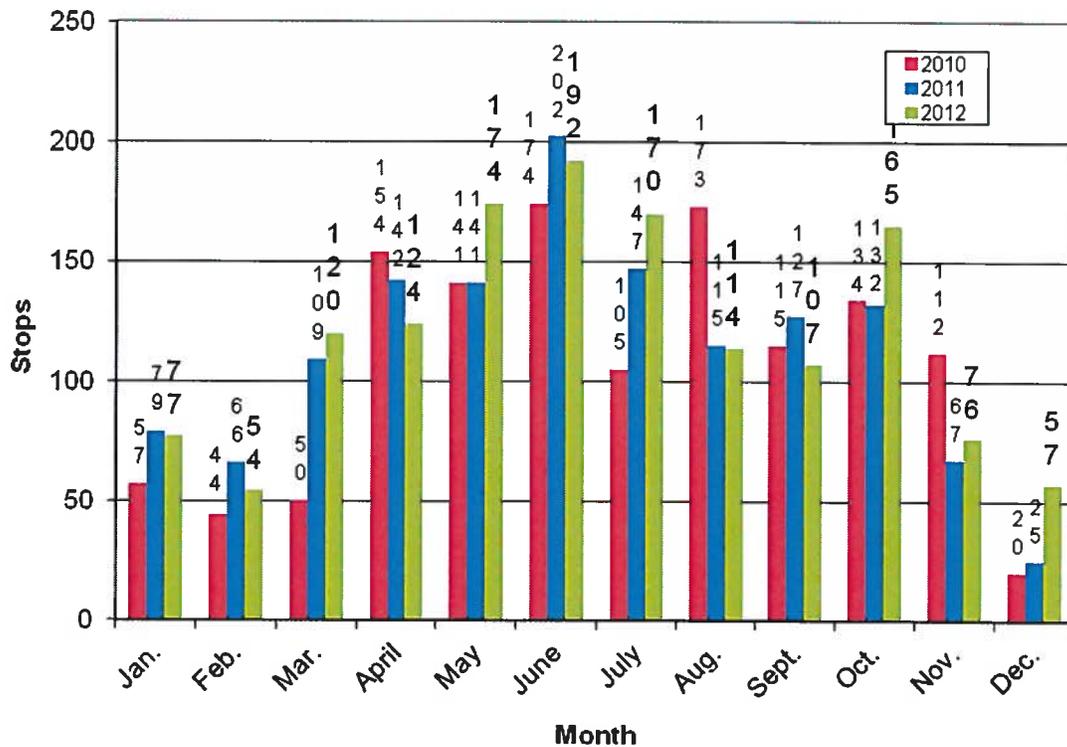
Special Pick Up Comparisons



Town of Altavista - Public Works Brush Pick Ups



Brush Comparison



Transportation Department Monthly Report-FY2013

July 1, 2012- June 30, 2013

<u>Month</u>	<u>Total # Riders</u>	<u>Average Daily Riders</u>	<u>Monthly Miles</u>	<u>Monthly Revenue</u>
July	1,850	80	3,713	\$ 400.00
August	1,962	79	3,999	\$ 400.00
September	1,618	75	3,469	\$ 400.00
October	1,176	47	3,984	\$ 563.50
November	1,083	47	3,727	\$ 510.50
December	979	45.5	3,490	\$ 403.50
Total YTD	8,668	57	22,382	\$ 2,677.50

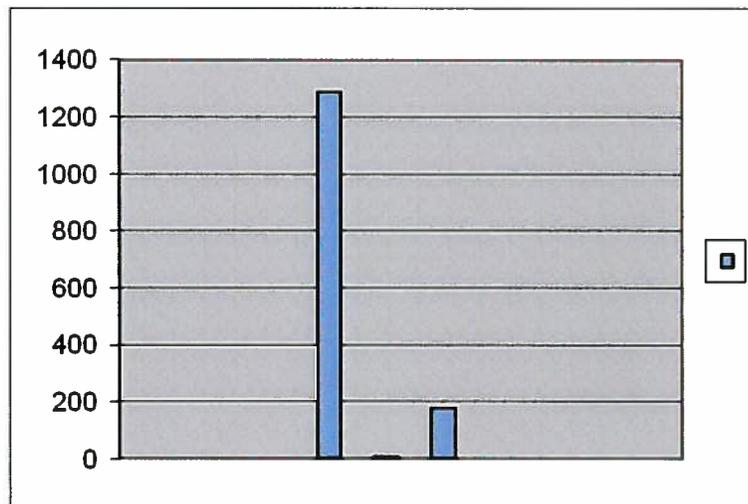
<u>Comparison FY2012</u>	<u>Monthly Riders</u>	<u>Percent Change</u>
11-Jul	1,364	136%
11-Aug	1,499	123%
11-Sep	1,255	128%
11-Oct	805	146%
11-Nov	849	128%
11-Dec	1,076	-9%

WASTEWATER December 2012 SUMMARY

- Repaired clarifier #2 raker arm
- Repaired clarifier #2 drive unit gear box
- Repaired floating aerator in basin #2
- Conducted annual monitoring well sampling
- Conducted Semi-annual Industrial Monitoring
- Dr. Licht collected samples from EOP and replanted
- Conducted Semi-annual Industrial Inspections
- Sampled industrial users for surcharge and permit compliance
- Normal plant operation and maintenance
- 123 wet tons of sludge processed
- Treated 58.01 million gallons of water

December 2012

1286	Man Hours Worked
1	Sick Leave
177	Vacation Hours



Water Department Report December, 2012

Water Production:

Water Plant: **41.2** million gallons of raw water treated.

Water Plant: **31.0** million gallons of finished water delivered.

Mcminnis Spring: **7.5** million gallons of finished water treated.

Mcminnis Spring: average 243,000 gallons per day and run time hours 14 a day.

Reynolds Spring: **6.2** million gallons of finished water treated.

Reynolds Spring: average 200,000 gallons per day and run time hours 12 a day.

Water Purchased:

Campbell County Utility and Service Authority:

Water Sold:

Town of Hurt

Water Plant Averages for December, 2012:

Weekday: **14.0** hrs / day of production

1,605,000 gallons treated / day

Weekends: **8.1**hrs / day of production

909,000 gallons treated / day

Special Projects:

- Abbott did not run 23rd. 24th. 25th of December
- Working on budget and C,I,P. for next fiscal year.

Water Plant

- Repaired Clarion Road Tank level gauge.
- Working on C.I.P. items.
- Painting continues on first floor.
- Piping in new fluoride tank fill line.

INFORMATIONAL ITEMS

The items mentioned below are attached for informational purposes:

VML "Local Government Day" January 31st (email)

Campbell County Industry Location Announcement – January 4, 2013



TO: VML member local governments / legislative liaisons

FROM: VML legislative staff

ITEM: Local Government Day at the General Assembly is Jan. 31

Reminder: Register now for Local Government Day at the General Assembly sponsored by the Virginia Municipal League, the Virginia Association of Counties and the Virginia Association of Planning District Commissions.

The event will be held on Thursday, Jan. 31, at the Richmond Marriott, located at 500 E. Broad St. in downtown Richmond. Check-in begins at 11 a.m. The program, which will include staff reports on legislation affecting local governments, will start at noon. Cost is \$45, which includes a boxed lunch. After the staff presentations, local officials are encouraged to participate in committee meetings and lobby state legislators at the Capitol.

Mail or Fax back the registration form, which can be printed out at:

<http://www.vml.org/CONF/13LocalGvtDay/13LocalGvtDayRegVML.pdf>

Officials who need to stay overnight at the Richmond Marriott Hotel can get a special rate of \$112 for a single or double room. Call the hotel at 1-800-228-9290 and use the special code "VACo-VML Legislative Day." Deadline for hotel reservations is Jan. 21.

If you have questions, call VML at (804) 649-8471, fax (804) 343-3758 or e-mail@vml.org.

David Parsons
Director of Communications
Virginia Municipal League
(804) 523-8527
dparsons@vml.org
<http://www.vml.org>

Campbell County News

Commonwealth Applied Silica Technologies (C.A.S.T.), a subsidiary of American Alliance Financial & Funding Group, LLC. to Establish a Manufacturing Facility in Campbell County

01/04/2013 - 9:00 AM

The Virginia Tobacco Indemnification and Community Revitalization Commission, the Campbell County Board of Supervisors, and Commonwealth Applied Silica Technologies are pleased to announce the location of a new manufacturing facility in Campbell County.

Development grants to support the project are being awarded by the Virginia Tobacco Indemnification and Community Revitalization Commission, Campbell County and the Department of Business Assistance. Two industrial development grants, one from the Tobacco Commission and one from Campbell County, will aid in the development and construction of a manufacturing facility in Campbell County, located on a portion of the former Archer Creek Intermet Facility off of Mt. Athos Road. In addition to these grants, C.A.S.T. will receive Virginia Jobs Investment Program funds for workforce training. C.A.S.T.'s capital investment in the facility and commitment in creating additional jobs was a key component to receiving the grants. This new center will add up to \$35 million in capital investment including building renovations, building expansion and new machinery and tools. It will likewise create up to 300 new jobs over the next 36 months. The facility in Campbell County will process silica ore and extract high value components for resale.

"We are very pleased to be locating our new facility here in Campbell County. We believe its location and workforce make it an ideal place for our firm and its future. We are looking forward to a long and prosperous relationship here in Central Virginia," stated C. Richard Scales, Jr. President, Commonwealth Applied Silica Technologies (C.A.S.T.). Mr. Scales, an E. C. Glass High School Alum, is glad to be returning to the area to manage the facility.

American Alliance Financial & Funding Group, LLC. will be supplying Silica ore and processing technologies to C.A.S.T. at its Campbell location. AAFFG's CEO Steven Cross stated "I am very pleased to be working with Campbell County and Virginia via our subsidiary C.A.S.T."

Local elected officials also expressed support for the project.

"Our region continues to demonstrate its attractiveness to manufacturing firms that want to grow, expand, and prosper. Commonwealth Applied Silica Technologies has made the right choice to locate in Campbell County, investing millions that will add to our prosperity and bringing jobs that will benefit hundreds of our families," remarked Delegate Kathy Byron (22nd District). "As a member of the Tobacco Commission, I am pleased that we provided essential funding to make this announcement possible, furthering our mission of encouraging the economic revitalization of our region."

"Campbell County is delighted with C.A.S.T.'s decision to locate their manufacturing center in Campbell County," stated Eddie Gunter Jr., Board of Supervisors member, representing the Concord election district. "The creation of new, good jobs and the capital investment is great news as is the repurposing of a portion of the former foundry site. We're happy to assist the project and look forward to a long working relationship."

The Region 2000 Economic Development Council, the Virginia Economic Development Partnership, and the Department of Business Assistance also assisted with this project. The Tobacco Indemnification and Community Revitalization Commission is a 31-member body created by the 1999 General Assembly to promote economic growth and development in tobacco-dependent communities, using proceeds of the national tobacco settlement. To date, the Commission has awarded 1,578 grants totaling more than \$939 million across the tobacco region of the Commonwealth, and has made available nearly \$299 million in indemnification payments to tobacco growers and quota holders. For information on the Commission's history, mission, funding programs and recent grant awards, visit our website at www.tic.virginia.gov or call toll free (877) 807-1086.