



**City Council**  
Tuesday, March 25, 2025

**AGENDA**

**AMENDED**

Changes Highlighted.

**Closed Session - 5pm, Rm 208; Municipal Building**

- a. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected. Discussion of possible Commonwealth Boulevard Waterline Extension.
- b. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body. Discussion concerning Possible Commonwealth Boulevard Waterline Extension.
- c. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter. Discussion concerning relocation options.

**Work Session - 6pm, Rm 208; Municipal Building**

Joint with Planning Commission to Discuss Comprehensive Plan

**1. Briefings and Presentations**

- a. Comprehensive Plan Kick-Off by Berkley Group

**2. Discuss Consent Agenda Items**

- a. Discuss and Consider Approval of March 13, 2025 Meeting Minutes

**Regular Session - 7pm, Council Chambers**

**3. Call to Order**

**4. Pledge to the American Flag**

**5. Invocation**

**6. Presentations and Proclamations**

- a. Proclamation Honoring Martinsville Middle School Boys' Basketball Team on Championship Win
- b. Proclamation Honoring Martinsville Middle School Girls' Basketball Team on Championship Win
- c. Proclamation Honoring Martinsville High School Swim Team's State Champion
- d. First Quarter Community Voice Survey Presentation
- e. Proclamation Honoring April as being Child Abuse Prevention Month

**7. Consent Agenda**

- a. Discuss and Consider Approval of March 13, 2025 Meeting Minutes

**8. Regular Agenda or New Business**

- a. Discuss and Consider Approval of Revenue Loss Designation of ARPA Funds
- b. Discuss and Consider Budget Calendar
- c. Discuss and Consider Adopting a Reimbursement Resolution for Financing of Capital Equipment Replacement Expenditure
- d. Discuss and Consider Appropriation of funds for 2025 Reassessment Consulting Services-Commissioner of Revenue
- e. Discuss and Consider Approval of Resolution Requesting for Joint Application to Opioid Abatement Authority Application to use Individual Distribution and/or gold standard funds to support a Kinship Navigator serving the City of Martinsville and Henry County.
- f. Discuss and Consider, Briefing on an ordinance amending Martinsville City Code, to amend exemptions for real property taxes.

**9. Take any action necessary as a result of the Executive Session.**

**10. City Hall Reporting & Announcements**

- a. Human Resources Update
- b. Finance Update
- c. Public Information Officer

**11. Communications from Visitors / Business from the Floor**

**12. Comments by Members of City Council**

**13. Comments by City Manager**

**14. Adjournment**





**Item: 1.a.**

## **ITEM REPORT**

**To:** City Council

**From:** Hannah Powell, Community Development Specialist

**Subject:** Comprehensive Plan Kick-Off by Berkley Group

**Department/Office:** Community Development

**Meeting Date:** March 25, 2025

### **Summary:**

Update on the Comprehensive Plan currently underway for the City of Martinsville. A Comprehensive Plan is a legally-required document by the Code of Virginia that offers a long-range plan and decision-making guide that showcases assets and opportunities for growth. It provides a guiding framework for the City's regulatory documents.

### **Recommended Action:**

### **Fiscal Impact:**

### **Attachments:**

1. Martinsville\_JointMeeting\_Agenda
2. Martinsville\_JointMeeting\_Presentation
3. A\_ProjectSchedule
4. B\_ComprehensivePlanDiagnostic
5. C\_DepartmentInterviewSummary
6. D\_ComprehensivePlanGuide



Tuesday, March 25, 2025 | 5:00 P.M.  
55 W. Church Street Martinsville, VA 24112

## **Agenda**

1. Welcome & Introductions (5 min.)
2. What is a Comprehensive Plan? (10 min.)
  - Overview of purpose, process, and legal parameters for Comprehensive Plans
3. What is the Update Process? (10 min.)
  - Overview of Project Schedule
4. How is the Community Involved? (20 min.)
  - Review Public Engagement Plan
5. What Data has been Gathered So Far? (20 min.)
  - Overview of Diagnostic Analysis of current Comprehensive Plan
  - Community Profile
6. Questions & Next Steps
  - Public Engagement
  - Demographic & Data Analysis
  - City Council Interviews

## **Attachments**

- **Attachment A:** Project Schedule
- **Attachment B:** Comprehensive Plan Diagnostic
- **Attachment C:** Department Staff Interview Summary
- **Attachment D:** Berkley Group Guide to Comprehensive Planning



---

# **Joint Kickoff Worksession**

## March 25, 2025

# Meeting Objectives

---



Introductions



What is a Comprehensive Plan?



What is the Update Process?



How is the Community Involved?



What Data has been Gathered So Far?

# Meet the Team

---



**Caroline Vanterve, AICP**  
Project Manager



**Arthur Cashwell IV**  
Project Lead



**Catherine Redfearn**  
Project Support



**Cecile Gaines, AICP**  
Project Lead



**Brooke Frink, CZA**  
Project Support





# What is a Comprehensive Plan?





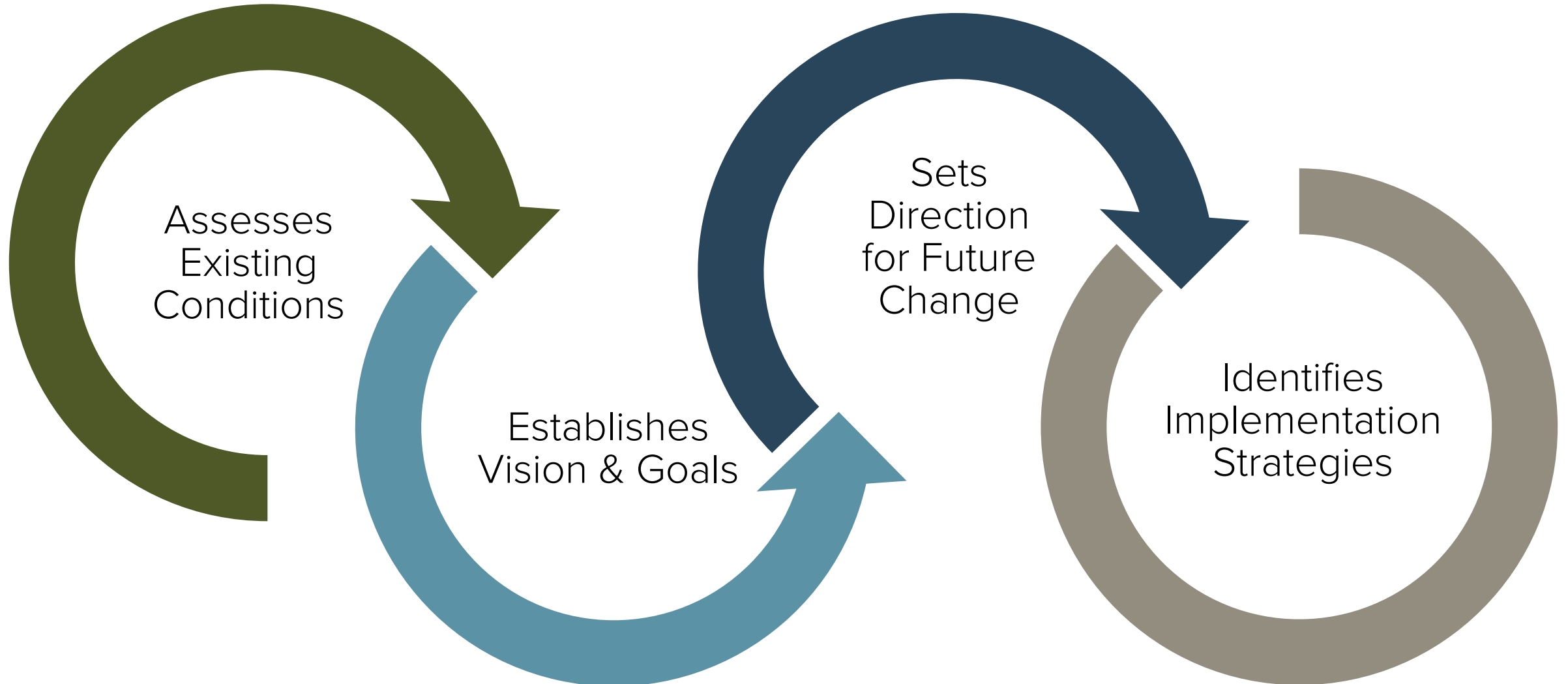
# What is a Comprehensive Plan?

---

- A long-range planning document and decision-making guide
- A community-guided vision for Martinsville's future
- A showcase of assets and opportunities for growth
- The guiding framework for the City's regulatory documents
- A legally required document by Code of Virginia § 15.2-2223

# What Does a Comprehensive Plan Do?

---



# What's In a Comprehensive Plan?

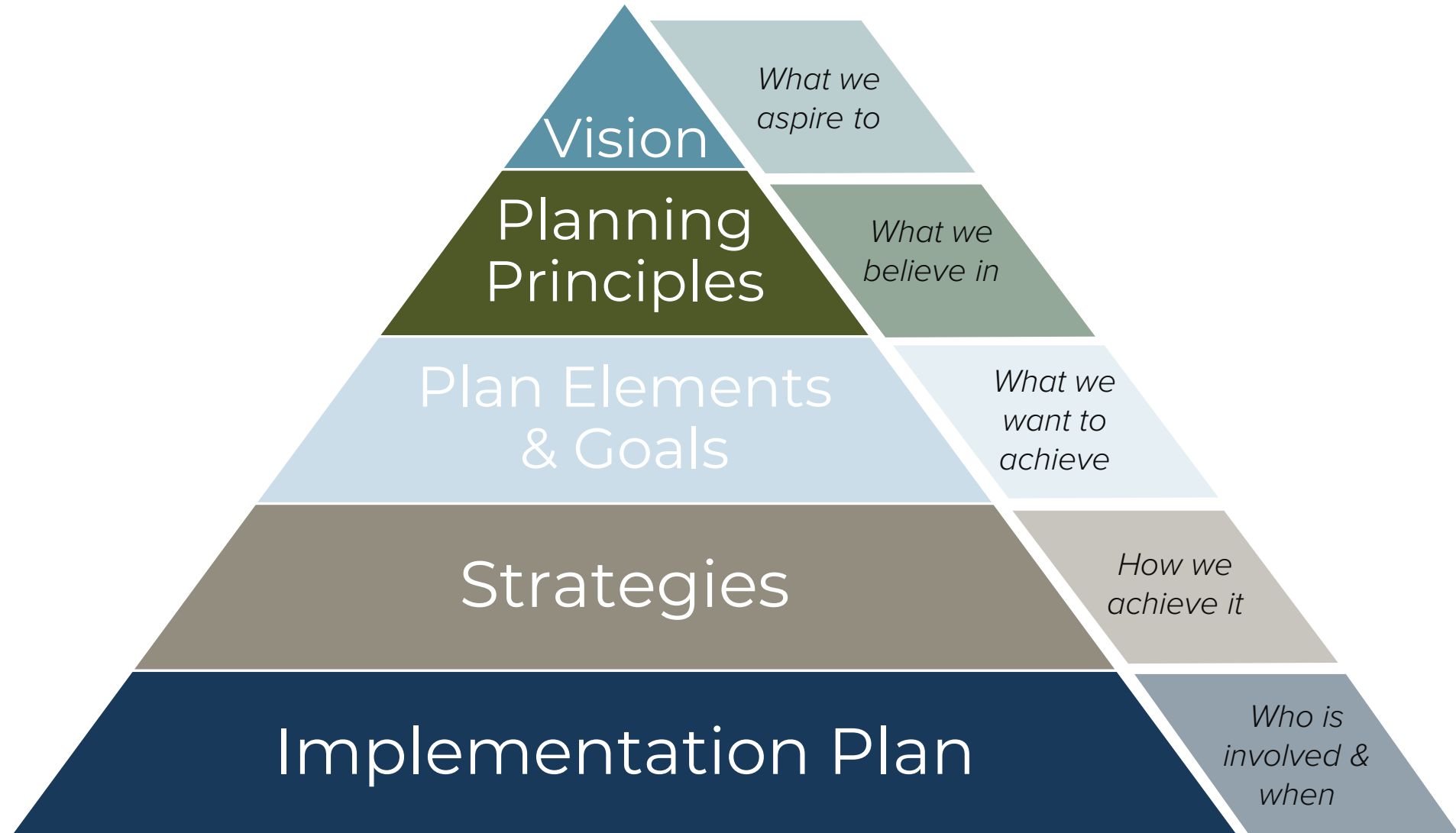


- Transportation
- Economic & Workforce Development
- Facilities & Infrastructure
- Public Health & Safety
- Natural Resources
- Housing
- Historic Resources
- Land Use



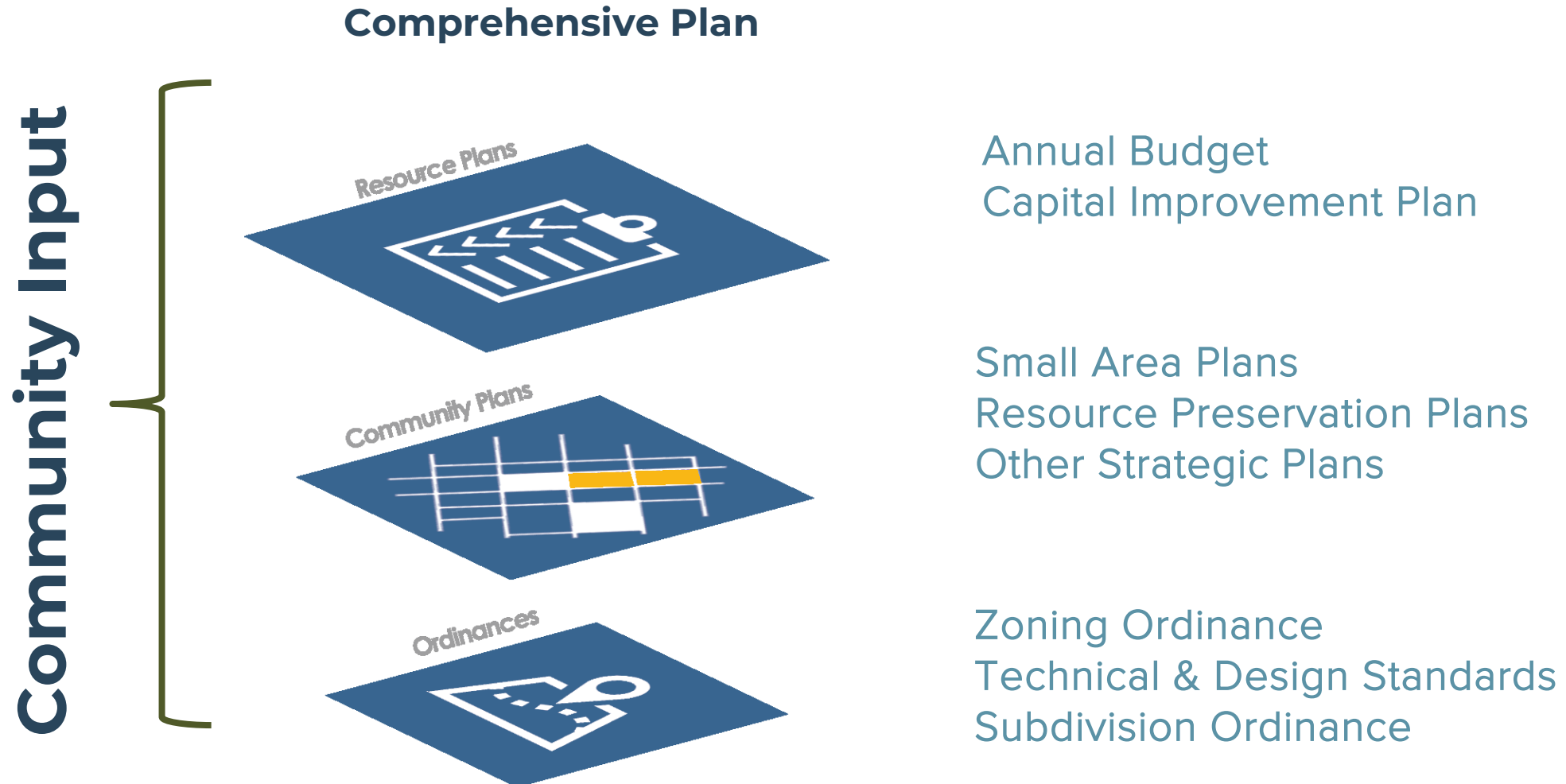
# What are the Pieces of the Plan?

---



# How Does the Plan Relate to Other Plans and Ordinances?

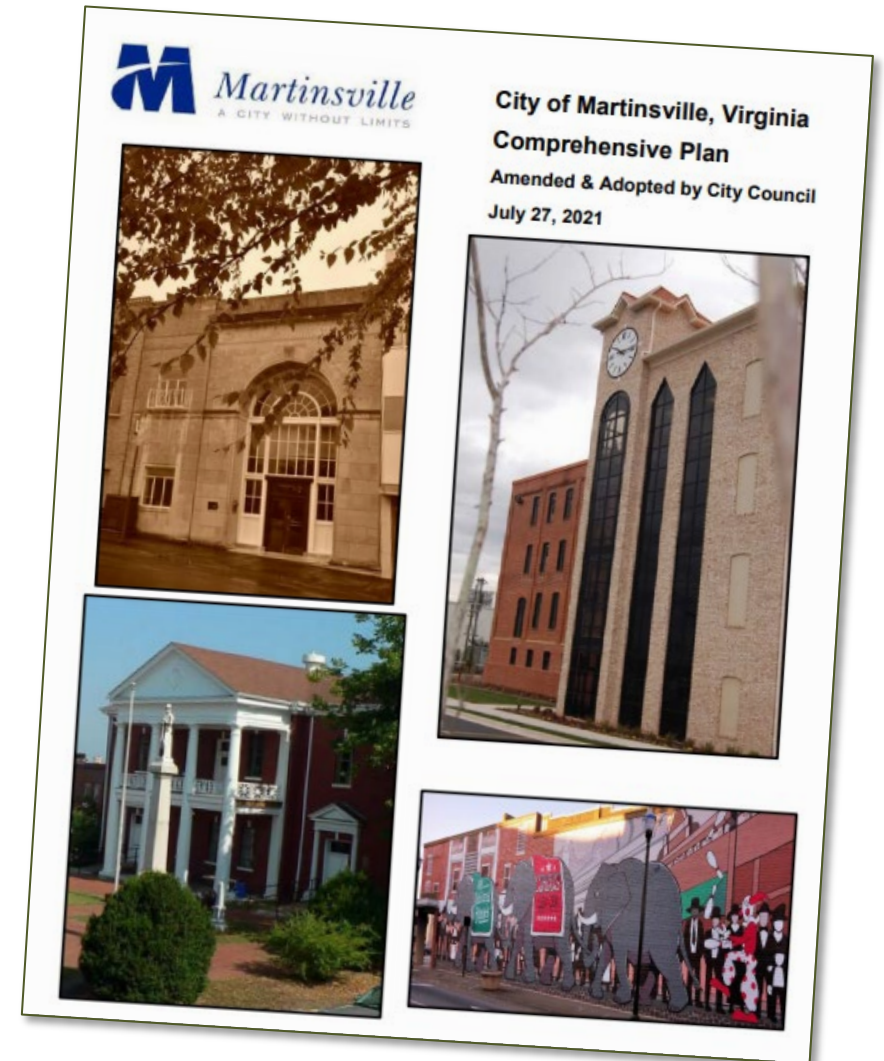
---



# Why Update the Plan?

---

- Local priorities & vision change with time
- The natural & built environment change with time
- Strategies to achieve the plan's vision & goals must be updated & adjusted
- Five-year review legally required by Code of Virginia § 15.2-2223





# What is the Update Process?



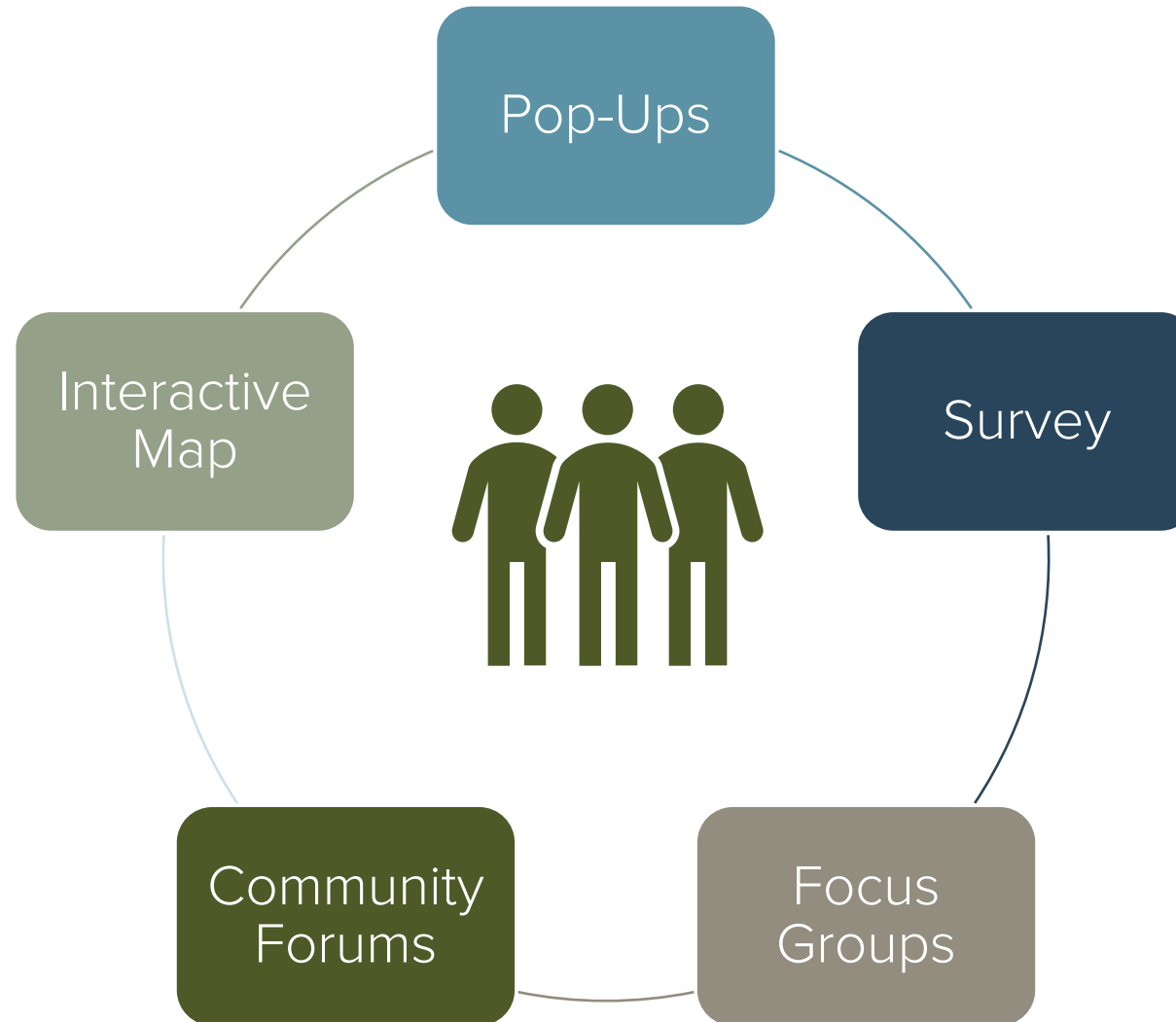
# Project Schedule





# Community Engagement Plan

---



# Interactive Map

About

Welcome to the Martinsville Momentum Interactive Map! Comments placed on the map are anonymous & will be regularly compiled for City staff and project consultants to review.

- Use the (+) and (-) buttons on the upper left-hand side of your screen to zoom in and out of the map. Some Internet browsers may require you to press the CTRL and - keys to zoom in and out and move around on the map.
- For optimal performance, use a desktop Internet browser (Google Chrome recommended).
- Use the "Edit" feature below to select one of the below topics, and then place the corresponding point on the map where you would like to provide a comment:
  - **ASSETS:** What do you love about Martinsville? Where are your favorite places to visit? What is something about Martinsville you are proud of?
  - **BIG IDEAS:** What areas or places in Martinsville have unrealized potential? What big dreams do you have for your neighborhood?
  - **CONCERNS:** What should Martinsville be paying closer attention to? Where is greater investment needed? Where are places inaccessible, unsafe, or in need of infrastructure improvements?

Edit

Select a template to create features

  
Assets

  
Big Ideas

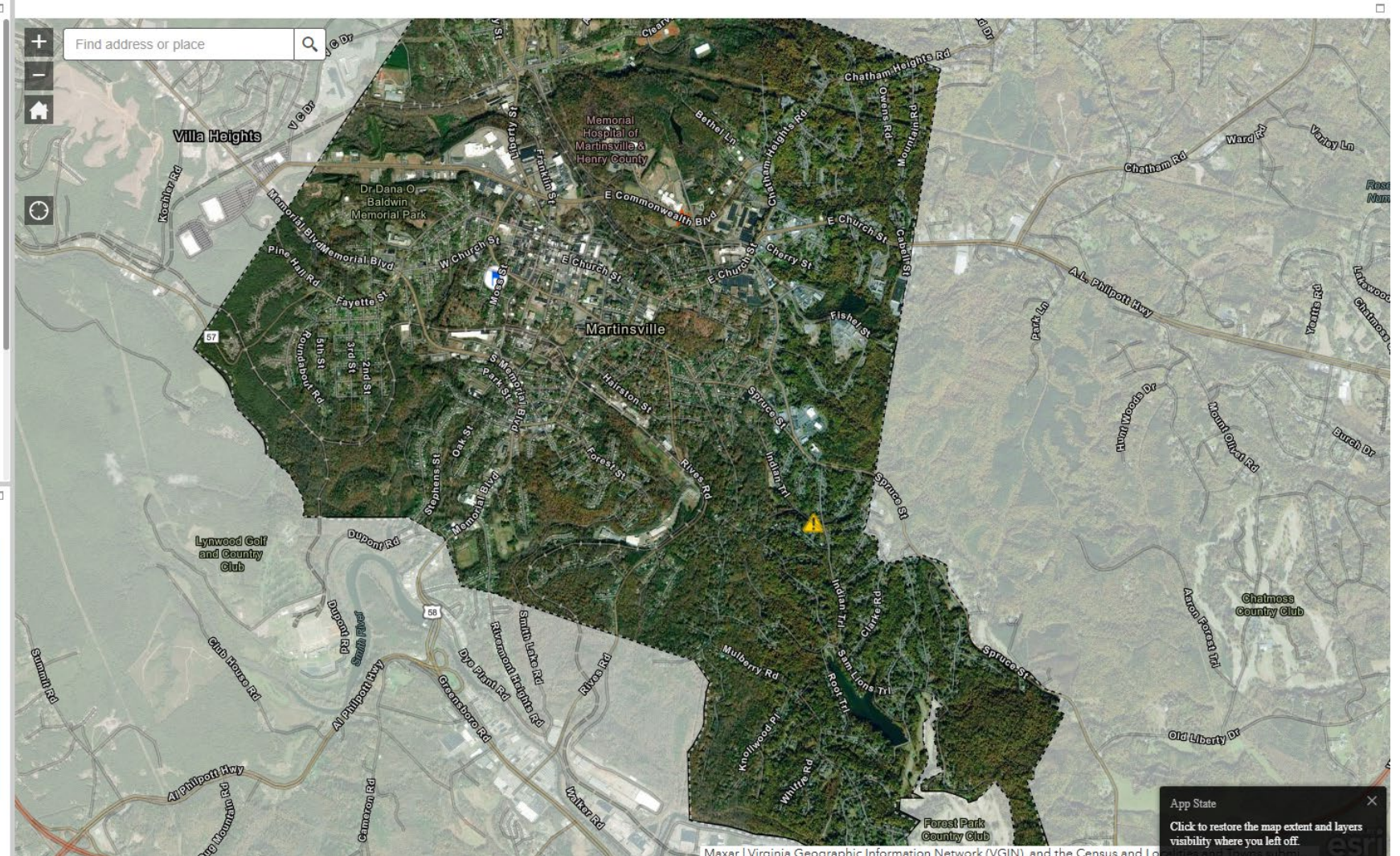
  
Concerns

Assets

Big Ideas

Concerns







# Community Survey

**MARTINSVILLE MOMENTUM**  
CITY OF MARTINSVILLE  
Comprehensive Plan Update  
Community Survey

**Introduction**  
This survey is an opportunity for you to share your thoughts and opinions on the future growth and development of the City. Your feedback will be used by the City's staff, Planning Commission, and City Council as they work to update the Comprehensive Plan.

**What is a Comprehensive Plan?**  
The Comprehensive Plan is Martinsville's guide for how the City grows and develops over the next 10-15 years. It shapes decisions about land use, public services like schools and parks, transportation, and protecting the environment and historic places. In Virginia, every community is required to have a Comprehensive Plan and review it at least every five years to keep it current and responsive to the community's needs.

**Survey Information**  
→ Return completed surveys by 5:00 P.M. Wednesday, April 30<sup>th</sup> to the designated drop-off location at Martinsville City Hall, 55 West Church St. Martinsville, VA 24112.  
→ You can also take the survey online at [www.surveymonkey.com/r/MartinsvilleMomentum](https://www.surveymonkey.com/r/MartinsvilleMomentum).  
→ Questions? Contact Hannah Powell at [hpowell@martinsvilleva.gov](mailto:hpowell@martinsvilleva.gov) or 276-403-5156.

**1. To thrive in Martinsville over the next decade, my family and I will most need... (Choose up to three):**

|                                                                                         |                                                                                        |                                                                                              |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Access to affordable, high-quality housing options.            | <input type="checkbox"/> Accessible parks, recreation, and cultural opportunities.     | <input type="checkbox"/> Well-paying jobs and career growth opportunities within the City.   |
| <input type="checkbox"/> High-quality educational facilities and programs for all ages. | <input type="checkbox"/> Safe and reliable public transportation and walkable streets. | <input type="checkbox"/> Safe neighborhoods with low crime and strong community connections. |

**2. What should Martinsville prioritize as it plans for the future? (Choose up to three):**

|                                                                            |                                                                                                   |                                                                                |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <input type="checkbox"/> Housing availability                              | <input type="checkbox"/> Improving the economy and access to well-paying job opportunities        | <input type="checkbox"/> Improving parks and recreation opportunities          |
| <input type="checkbox"/> Protecting and preserving environmental resources | <input type="checkbox"/> Enhancing public safety (i.e., police, fire, rescue, emergency services) | <input type="checkbox"/> Improving public education and workforce development  |
| <input type="checkbox"/> Improving public health                           | <input type="checkbox"/> Preserving historical and cultural resources                             | <input type="checkbox"/> Expanding and improving transportation infrastructure |
| <input type="checkbox"/> Addressing blight and disinvestment               | <input type="checkbox"/> Ensuring a balanced mix of land uses and development                     | <input type="checkbox"/> Not Sure / No Opinion                                 |

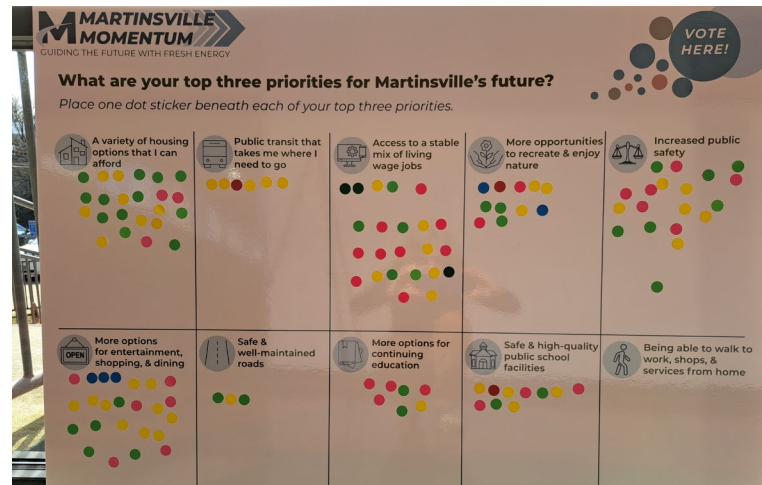
**3. What transportation improvements are needed in Martinsville? (Choose as many as apply):**

|                                                                                                                                               |                                                                                  |                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Enhanced traffic signs, signals, and intersection improvements                                                       | <input type="checkbox"/> Ridesharing facilities (e.g., park-and-ride lots)       | <input type="checkbox"/> Bicycle and trail connectivity              |
| <input type="checkbox"/> Traffic congestion mitigation                                                                                        | <input type="checkbox"/> Expanded or improved public transit                     | <input type="checkbox"/> Sidewalks, crosswalks, and pedestrian paths |
| <input type="checkbox"/> Expanded ridesharing and mobility options (e.g., carpooling, taxis, Uber, micro-mobility like scooters and bicycles) | <input type="checkbox"/> General road maintenance (e.g., pothole repair, paving) | <input type="checkbox"/> Other:                                      |

**Online Survey Available:**  
<https://www.surveymonkey.com/r/MartinsvilleMomentum>



# Pop-Ups



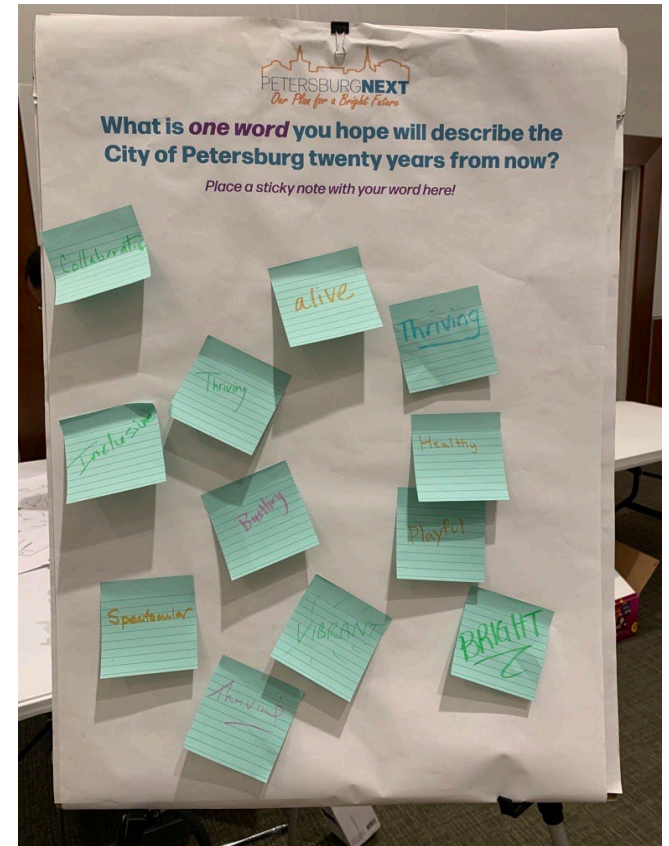
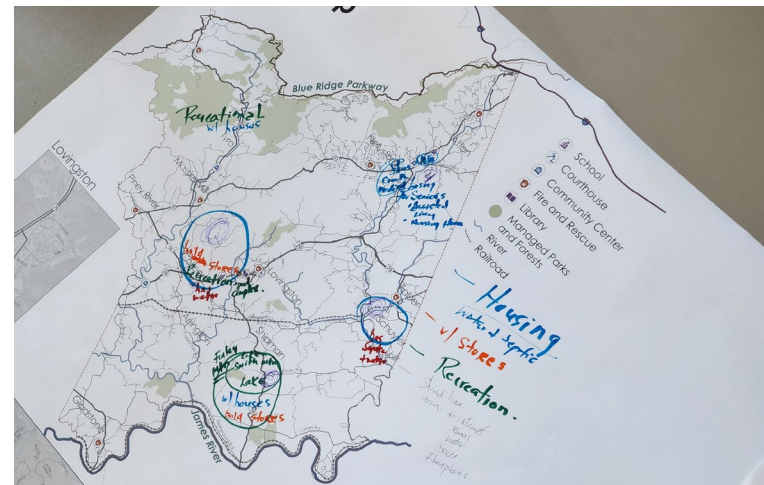
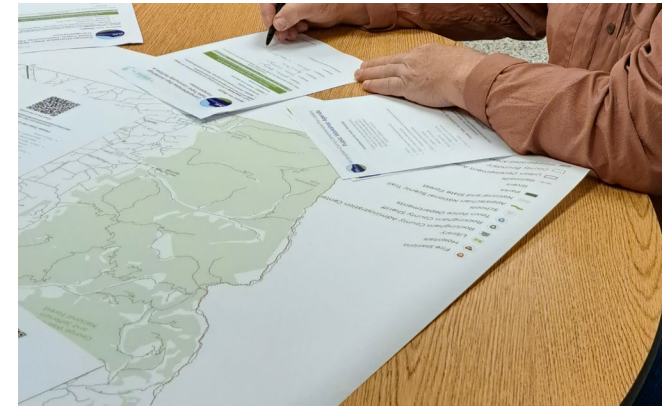


# Community Drop-Ins

Tuesday, April 15  
12:00 p.m. – 2:00 p.m.

Tuesday, May 6  
6:00 p.m. – 8:00 p.m.

*New College Institute*





# Focus Groups

---



Land Use &  
Development



Education &  
Workforce  
Development



Health, Safety, &  
Social Services



MCS Students



Economic  
Development



Transportation,  
Infrastructure, &  
Public Works



Community  
Organizations



Parks, Recreation,  
and Natural  
Environment

# Project Website

 **NEWS FLASH**

[Sign Up for City Hall Weekly Updates](#)  
[Read On...](#)

[To Report a Power Outage, Call 276-403-5138.](#)  
[Read On...](#)

[Create a Website Account](#) - Manage notification subscriptions, save form progress and more.

[Website Sign In](#)

Agendas & Minutes

911 - Martinsville & Henry County

American Rescue Plan Act Funding

Boards & Commissions +

Circuit Court +

City Manager +

City Attorney

City Charter

City Council +

City Freedom of Information (FOIA)

Code of Ordinances

Martinsville Comprehensive Plan Update

Commissioner of the Revenue +

Commonwealth's Attorney +

[Home](#) > [GOVERNMENT](#) > Martinsville Comprehensive Plan Update

## Martinsville Comprehensive Plan Update



### The City of Martinsville is updating the Comprehensive Plan!

The process will take about two years and will offer many opportunities for the community to be involved and give meaningful input. Please check back here often to share your ideas and keep track of the project's progress!

The Comprehensive Plan is the City of Martinsville's most important document regarding growth, development, and change. It establishes government policy to help guide public and private activities as they relate to land use and resource use. The Comprehensive Plan is our City's basis for land development regulations and decisions (i.e., rezonings, conditional use permits), capital improvements (i.e., schools, parks, libraries), transportation, environmental, and historic resource protection.

[More information about Comprehensive Plans.](#)

Additional information regarding the project can be found at the bottom of the page.

<https://www.martinsville-va.gov/567/Martinsville-Comprehensive-Plan-Update>





# What Data Has Been Gathered So Far?



# Comprehensive Plan Diagnostic

---



Evaluates the current Comprehensive Plan's:

- Use of *mandatory* and *optional* requirements of the **Code of Virginia**
- Use of **best practices**, as identified by the American Planning Association

# Code of Virginia Key Findings

---

1

Conduct a robust public engagement process

2

Update existing conditions and data

3

Create a clear Future Land Use Map

4

Address economic & environmental resilience

# Best Practice Key Findings

---

1

Use findings from public engagement to inform the Plan

2

Identify opportunities for a more user-friendly document

3

Establish clear, concise, and measurable strategies

4

Include a thorough implementation plan



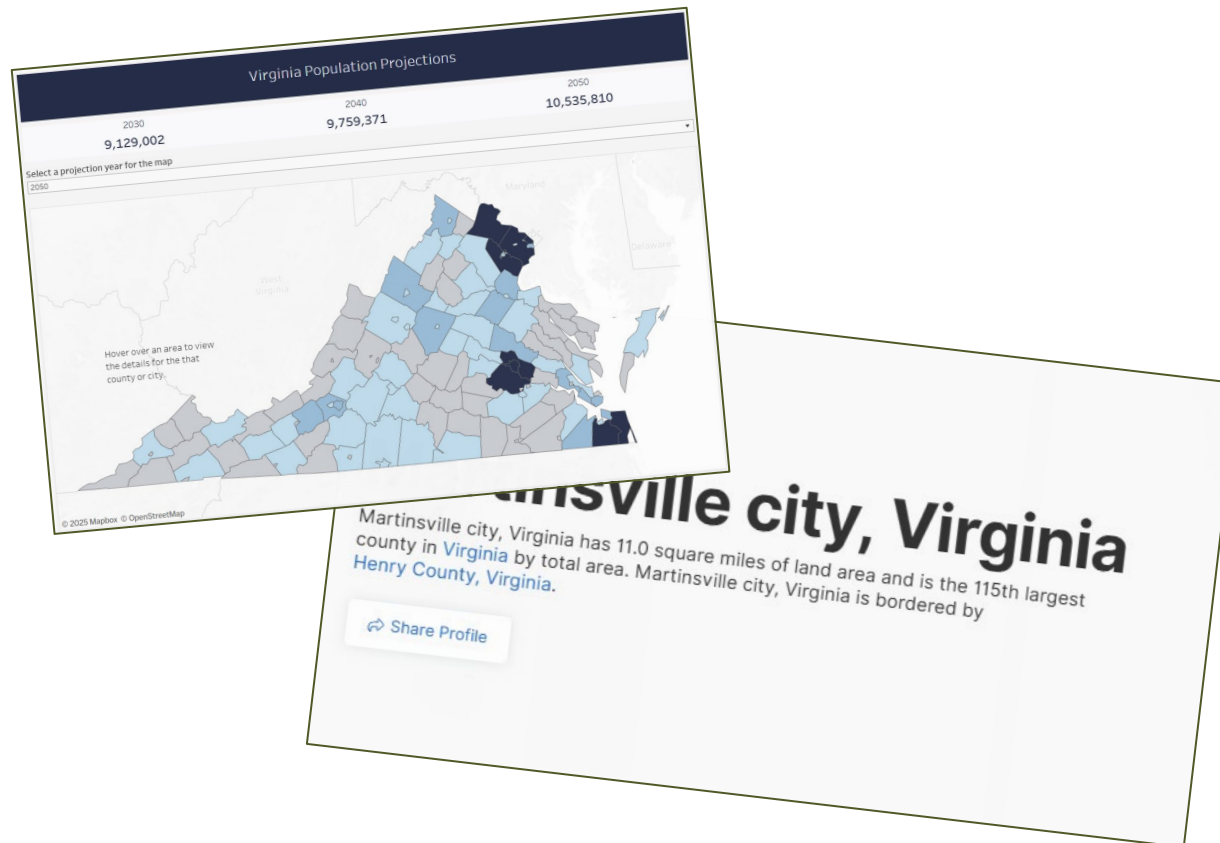
# Priority Items

---

- ✓ Ensure the Comprehensive Plan includes all *Code of Virginia* requirements.
- ✓ Plan for economic growth by adapting to changing industry and infrastructure needs.
- ✓ Format the Plan with a community vision, goals, strategies, and actions, using clear visuals and a concise data summary or appendix.
- ✓ Discuss equitable access to quality public services and facilities for underserved neighborhoods.
- ✓ Plan for multi-modal transportation to support biking, walking, and transit; include complete streets guidance.
- ✓ Create a future land use framework with clear growth, preservation, and development priorities.
- ✓ Include a Prioritized Transportation Project List with descriptions, costs, and locations to improve planning and transparency.
- ✓ Outline measurable strategies with an implementation plan that includes timeframes, responsible departments, costs, and resources, highlighting key transformative projects.

# Community Profile

---



*In progress;* provides a robust, data-driven analysis of existing conditions in Martinsville





# Questions and Next Steps



# Next Steps...

---

## PHASE I: INVESTIGATION

- ✓ Project Kickoff
- ✓ City Tour
- ✓ City Staff Interviews
- ✓ Joint Kickoff Worksession
- ☐ City Council Interviews
- ☐ Community Engagement
  - ☐ Pop-Ups
  - ☐ Community Drop-Ins
  - ☐ Survey
  - ☐ Focus Groups
- ☐ Demographic & Data Analysis

## PHASE II: DRAFTING

- ☐ Plan Drafting
- ☐ Staff & Joint Review Sessions

## PHASE III: REVIEW, REFINEMENT, ADOPTION

- ☐ Public Review Open House
- ☐ Review and Refinement
- ☐ Public Hearings and Adoption



**Hannah Powell, CZA**  
**Community Development Specialist**

hpowell@martinsvilleva.gov



**Caroline Vanterve, AICP**  
**Senior Planner**

caroline.vanterve@bgllc.net

**Thank You!**

| PROJECT TIMELINE                                             |       |                                                  |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|--------------------------------------------------------------|-------|--------------------------------------------------|----------|----------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|------|--------|--|--|--|
| Phase                                                        | #     | Task Description                                 | 2024     |          | 2025    |          |       |       |     |      |      |        |           |         |          |          | 2026    |          |       |       |     |      |      |        |  |  |  |
|                                                              |       |                                                  | November | December | January | February | March | April | May | June | July | August | September | October | November | December | January | February | March | April | May | June | July | August |  |  |  |
| Investigation                                                | A1    | Mobilization/ Kick-off Meeting with Staff        | V        |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A2    | Department Interviews / City Tour                |          |          | X       |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A3    | Kick-off Joint Work Session / Council Interviews |          |          |         |          | X     |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A4    | Plan Diagnostic                                  |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A5    | Document Review                                  |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A6    | Baseline Analysis / Existing Conditions          |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A7    | Website, Branding, & Promotions                  |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A8    | Public Workshop & Pop Up (up to 3)               |          |          |         | X        |       | X     | X   |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A9    | Focus Group Listening Sessions (up to 8)         |          |          |         |          |       | X     | X   |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A10   | Community Survey                                 |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | A11   | Community Engagement Summary                     |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
| Development                                                  | B1    | Joint Work Sessions (up to 3)                    |          |          |         |          |       |       | X   |      |      | X      |           |         | X        |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B2    | Meetings/Coordination with Staff (Virtual)       |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B3    | Outline, Vision, About the Plan                  |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B4-B9 | Draft Plan Elements                              |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B10   | Implementation Plan                              |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B11   | Executive Summary                                |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B12   | Mapping                                          |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | B13   | Plan Layout & Graphics                           |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
| Adoption                                                     | C1    | Public Draft Review + Open House (1)             |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         | X        |       |       |     |      |      |        |  |  |  |
|                                                              | C2    | Final Review Joint Work Session (1)              |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          | X     |       |     |      |      |        |  |  |  |
|                                                              | C3    | Incorporate Final Revisions                      |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
|                                                              | C4    | Public Adoption (PC & Board Hearings)            |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       | X   | X    | V    |        |  |  |  |
|                                                              | C5    | Final Deliverable                                |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |
| X = Anticipated In-person Attendance; V = Virtual Attendance |       |                                                  |          |          |         |          |       |       |     |      |      |        |           |         |          |          |         |          |       |       |     |      |      |        |  |  |  |

X = Anticipated In-person Attendance; V = Virtual Attendance





# Comprehensive Plan **Diagnostic**





# Table of Contents

|                                  |    |
|----------------------------------|----|
| Overview.....                    | 1  |
| Purpose and Scope.....           | 1  |
| Diagnostic Process.....          | 2  |
| Key Findings.....                | 3  |
| Code of Virginia Compliance..... | 5  |
| Best Practices.....              | 6  |
| Priority Items.....              | 9  |
| Next Steps.....                  | 10 |
| Conclusion.....                  | 11 |
| Appendices.....                  | 12 |

# Overview .....

*The recommendations included in this diagnostic report assess the City of Martinsville’s Comprehensive Plan to provide a framework for the Plan’s update.*

## Purpose and Scope

The Comprehensive Plan is a long-range planning document that establishes a vision for the future of a locality. To prepare the City of Martinsville for a future Plan update, Berkley Group, a Virginia-based local government consulting firm, completed a diagnostic assessment of the City of Martinsville 2021 Comprehensive Plan. This assessment includes the following components:

- Review of the Comprehensive Plan (Amended & Adopted July 27, 2021) for compliance with the requirements of the *Code of Virginia*;
- Review of the Comprehensive Plan for compatibility with current planning best practices, as guided by the American Planning Association (APA);
- Review of existing maps;
- Summary of plan strengths and weaknesses based on *Code* compliance and alignment with planning best practices;
- Assessment of the content, structure, and consistency of the plan for completeness and ease of use; and
- Identification of final recommendations for incorporation into a future Comprehensive Plan update.



## Diagnostic Process

The diagnostic process included a comprehensive review and evaluation of the current Comprehensive Plan by the Berkley Group consulting team. The team assessed conformance with the *Code of Virginia*, identifying each requirement by type (mandatory, optional, or not applicable) and summarizing the Plan's effectiveness in meeting these requirements; see **Appendix A** for a full list of findings.

The team also assessed the Plan's effectiveness in meeting the American Planning Association (APA) Comprehensive Plan Standards for Sustaining Places. These best practices are the result of a four-year effort by the APA to define the role of comprehensive plans in addressing the sustainability of human settlements and provide a set of planning best practices to serve as a resource in the preparation of Comprehensive Plan updates. They are optional standards for creating livable, healthy, and sustainable communities, and can be reviewed in greater detail in **Appendix B**.

These recommended changes will provide the City with a roadmap for an updated Comprehensive Plan that improves the ability of public officials, citizens, and stakeholders to build their envisioned community.

## Report Resources

*Click the linked pages below to explore the resources used in this report.*

Code of Virginia



APA's Comprehensive Plan  
Standards for Sustaining Places



The City of Martinsville's Current  
Comprehensive Plan



# Key Findings



Overall, the City of Martinsville’s Comprehensive Plan complies or partially complies with most mandatory items of the *Code of Virginia*; however, most of the optional provisions are not fully included. The most necessary improvements to achieve full compliance with the *Code* and align with best planning practices include a transportation section update to highlight priority projects, cost estimates, and alignment with Virginia Department of Transportation (VDOT) standards, including the statewide VTrans plan and the Six-Year Improvement Plan (SYIP). Additionally, the Plan should incorporate a dedicated section on manufactured housing that assesses current conditions and outlines strategies to address this housing need. Modern land use considerations, such as broadband infrastructure and resilience planning, are also essential to meet both *Code* requirements and contemporary best practices, particularly in the areas of hazard mitigation and disaster recovery. An implementation plan should be created to include detailed strategies,

designate responsible parties, and establish clear timelines to enhance accountability and effectiveness.

To strengthen the Plan’s connection to the community, future updates should prioritize a more comprehensive integration of public input across all sections. Incorporating key themes throughout each chapter would better reflect resident priorities within the Plan’s goals and strategies. Additionally, assumptions about Martinsville’s future and analyses of existing conditions—currently based on outdated data—should be updated to reflect both the latest data and community insights, ensuring the Plan offers well-grounded alternatives for future growth and investment.

A robust public engagement strategy is essential for the next update to document and summarize input that directly informs the City’s vision and goals. This approach will foster a transparent planning process that better aligns with the *Code of Virginia* and planning

best practices. Furthermore, the updated Plan should be accessible to the average reader, with a glossary of key terms, infographics, and clearly captioned visuals to clarify complex information. By including these features and distilling core elements into an executive summary, the Plan will encourage broader community engagement and understanding.

Additionally, the current Plan reads more as an extensive community profile than as a functional, implementable policy document. To increase its utility as a guiding resource, the Plan should be restructured to clearly present a community vision, goals, strategies, and actionable implementation steps grounded in public engagement, existing conditions, and relevant data. The document would also benefit from impactful visuals to enhance clarity and engagement. To reduce redundancy, data should be streamlined to highlight only the most essential information, with a more detailed community profile included as an appendix.

Improvements to address *Code of Virginia* requirements will focus on updating information to reflect current data, incorporating any applicable new studies or plans, documenting recent and planned capital improvements, and reviewing policy strategies for changes based on public engagement and direction from the Planning Commission and City Council.





*Under Section 15.2-2223 of the Code of Virginia, every locality is required to adopt and maintain a Comprehensive Plan for the territory that it governs. Once adopted, this plan must be reviewed at least once every five years. This ensures that local governments continue to evaluate changing community needs and actively work to achieve the goals identified in the plan.*

## Code of Virginia Compliance

The *Code of Virginia* establishes required and optional elements for adopted Comprehensive Plans. For example, the *Code* requires elements such as a description of future community trends, a transportation plan identifying priority projects, and recommendations to promote the development and maintenance of affordable housing, including manufactured housing. Some optional elements in the *Code* include description of future facilities development, identification of existing facilities (such as parks, sports fields, hospitals, schools, etc.), and the designation of historic or urban renewal areas. This diagnostic includes a matrix (**Appendix A**) that categorizes each part of the *Code* by type (mandatory or optional) and includes an analysis and recommendation based on review of the existing plan.

Key recommendations from the *Code of Virginia* analysis include the following:

- The Plan should be updated to show existing conditions and data, using the most recent information from the U.S. Census Bureau, the Weldon Cooper Center for Public Service, the Virginia Department of Environmental Quality (DEQ), and Virginia Department of Transportation (VDOT), along with other reputable data sources.
- The Plan should include an assessment of current conditions for manufactured housing, including locations, structural soundness, and identified needs, as well as strategies to address manufactured housing requirements in the City per the *Code of Virginia*. Additionally, affordable housing availability in the City should be evaluated, with strategies revised as necessary to meet updated needs.
- The Plan needs a more robust discussion of broadband, which is now required for inclusion by the *Code of Virginia*. Resilience and hazard mitigation planning, which often includes post-disaster economic recovery, also should be incorporated.

*“Best practices are the planning action tools used by communities to activate the desired principles, processes, and attributes of their comprehensive plans. They are analogous to the body’s muscles and tendons, linking and moving the components of the planning structure. Based on state-of-the-art practices found in leading plans and planning literature, they represent the best thinking of the planning profession on how to carry out the vision and goals of their plan.”*

*- American Planning Association*

## Best Practices

The best practices analyzed as part of this diagnostic process are the result of an extensive effort by the American Planning Association (APA) to define the role of comprehensive plans in addressing the sustainability of human settlements. Traditionally, comprehensive plans focus on land use and physical development. These best practices cover ten planning principles and are established to respond to modern community needs and societal trends, such as an increased demand for citizen participation, a greater focus on implementation, and a heightened awareness of climate change and its impacts.

The best practices diagnostic matrix (**Appendix B**) evaluates the 2021 Comprehensive Plan’s use of these ten best practices as a means of benchmarking the document against some of the most effective comprehensive plans across the country. They are added to provide a more complete analysis and facilitate discussion throughout the Plan update process and should not be interpreted as requirements.

## APA’s Sustaining Places

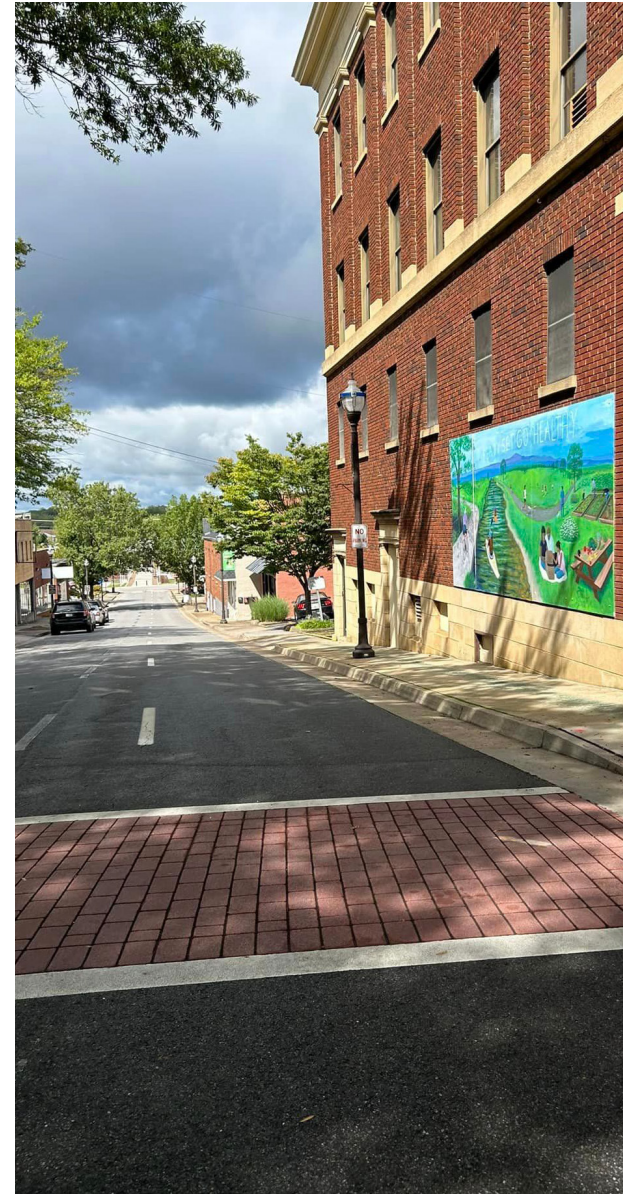


**Scan the QR code with your mobile device camera to see a PDF of the principles discussed in APA’s Comprehensive Plan Standards for Sustaining Places.**



The City of Martinsville's 2021 Comprehensive Plan is *most effective* in the **livable built environment**, **responsible regionalism**, and **coordinated characteristics** categories:

- Both the Transportation and Land Use Chapters identify the City's Urban Development Areas (UDAs), which include traditional neighborhood design (TND), walkability, bikeability, infill development, and mixed-use land patterns. Recommend reviewing the UDA boundaries and adjusting to reflect recent and projected development and population trends; also address integration of transit-oriented development (TOD) into the UDAs.
- The current Comprehensive Plan includes a robust housing plan with data and existing conditions from the early 2000s. The housing plan should be updated with current conditions, data, and projections, including strategies from recent regional housing studies or plans.
- The Plan covers numerous regional documents and plans that the City has approved or adopted, and studies and reports that were used in the development of the Plan. Responsible regionalism should be continued in future updates and in coordination with Henry County's Comprehensive Plan.
- Historic resources are covered thoroughly in the Cultural/Historic Resources Chapter, including details regarding multiple initiatives to conserve and reuse historic resources.
- The "Complete Streets & Multimodalism" section of the Transportation Chapter discusses the infrastructure needed for this type of development. Recommend updating existing conditions, identifying current and future needs and strategies, and including specific projects the City will implement to develop complete streets.





The City of Martinsville's 2021 Comprehensive Plan is *least effective* in **harmony with nature, authentic participation, accountable implementation, and consistent content:**

- The Natural Conditions Chapter is primarily focused on stating existing conditions. The chapter should be updated with today's existing conditions, environmental regulations, and ways the City can protect, remediate, and preserve its natural resources.
- Air quality, climate change, renewable energy, solid waste, and water conservation are not addressed in the current Plan. The City should address these practices and identify key opportunities for progress. By including data and policy statements for these elements, Martinsville will improve resilience while bolstering the City's image and regional competitiveness.
- The current Comprehensive Plan does not include any indication that community engagement was used to draft the Plan. When updating the Plan, a robust public engagement strategy should be followed to collect ample public input. The input should be well documented and summarized in the updated Plan, including ways that the input informs the goals and vision for the City's future.
- The Plan should be evaluated for comprehensibility for the average reader. This may include, but not be limited to, a glossary with key terms and definitions; the use of infographics to communicate complex data; clear visuals with captions; graphics to encourage readers to explore additional resources; and condensing the most important elements into an executive summary. Where possible, the Plan should use common lay vocabulary.
- Goals, objectives, and strategies should reflect current priorities and be clear, concise, and measurable. As a best practice, all policy items should be included both in the implementation chapter and in the individual element chapters to provide a clear connection between existing conditions and forward progress.
- The Recommendations Chapter categorizes specific recommendations but does not include funding sources (except for transportation projects), responsible parties for each action, or other information to guide successful implementation. The Plan should include a thorough implementation plan that clearly states actions, responsible parties, funding sources, timeframes, and metrics to evaluate progress on each strategy.

# Priority Items for the Comprehensive Plan Update .....

1. Ensure all required items of the *Code of Virginia* are clearly incorporated into the Comprehensive Plan, including, but not limited to, manufactured housing, resilience, and amendment processes. Optional provisions should be incorporated as desired by the City.
2. Format the Plan to include a community vision, goals, strategies, and implementation actions based on public engagement, existing conditions, and data, and communicated with compelling visuals. Data can be condensed to avoid redundancy and only include the most pertinent information; this can also be done through the inclusion of a community profile as an appendix.
3. Plan for multi-modal transportation; this is essential for creating a comprehensive and accessible transportation network that supports various mobility options, including bicycling, walking, and public transit. This also includes providing guidance for complete streets.
4. Incorporate a Prioritized Transportation Project List into the Comprehensive Plan that includes detailed project descriptions, cost estimates, and specific locations. This will enhance transparency, improve planning efficiency, and guide future investments in the transportation network.
5. Provide the physical capacity for economic growth and include considerations for adapting to evolving economic demands and infrastructure needs.
6. Provide guidance for accessible and quality public services, facilities, and health care to minority and low-income neighborhoods. This is crucial for fostering equity and inclusivity, ensuring access to essential services across demographics.
7. Develop a robust future land use framework that provides clear guidance for growth, preservation, and development priorities across Martinsville. The framework should designate land use categories, define growth areas and conservation areas, integrate multimodal and sustainable design, promote compatibility with adjacent uses, and provide guidance for future zoning changes.
8. Indicate specific, measurable strategies for all Plan elements. Consolidate all strategies into an implementation plan, with a matrix that clearly assigns a timeframe, responsible department, estimated cost, and resources to guide implementation. A select number of catalyst projects, or strategies that will be the most transformative for the City, can also be identified and included in an implementation plan.

# Next Steps .....

Berkley Group will provide the findings of this diagnostic report to the City of Martinsville. Reviewing and discussing this report will help build a strong foundation for future updates to the City's Comprehensive Plan.

The immediate next steps for the City of Martinsville are as follows:

1. Determine which components of this report will be prioritized for inclusion in future updates of the Comprehensive Plan.
2. Identify additional projects and priorities for inclusion in the Comprehensive Plan, as recommended by the Planning Commission and City Council.
3. Conduct public engagement with the community at the outset of the update process to determine community goals and priorities.





# Conclusion .....

The City of Martinsville should be commended for undertaking a thorough review of its Comprehensive Plan; this provides the foundation for future updates and will serve to better articulate the community’s core vision of the future. This vision should be rooted in community values and developed through robust and equitable community engagement.

In addition to incorporating community engagement, the Comprehensive Plan update should include revisions to fully comply with the *Code of Virginia*. If desired, the community can not only comply with minimum standards, but restructure the Plan as an engaging, easy to use document and include APA best practices to work toward a more resilient, balanced, and healthy community.

The recommendations outlined in this report establish a detailed analysis of the 2009 Comprehensive Plan and its alignment with the *Code of Virginia* and APA Standards of Sustaining Places. Utilizing the information and recommendations contained in this report and included appendices will help forge a path towards a healthier and more vibrant City.





# Appendices

Appendix A | Code of Virginia  
Diagnostic Matrix.....13

Appendix B | Best Practices  
Diagnostic Matrix.....29

Appendix C | Map Elements  
Diagnostic Matrix.....40

# Appendix A

---

## Code of Virginia Diagnostic Matrix



|    | VA Code<br>Section 15.2- | Intent                                                                             | Compliance | Comp. Plan<br>Reference              | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----|--------------------------|------------------------------------------------------------------------------------|------------|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | 2222                     | Transportation plan coordination with Virginia Department of Transportation (VDOT) | Mandatory  | Included Ch. 8, Various <sup>1</sup> | <p>The Transportation chapter includes a section about the Virginia Chapter 527 Program. Additionally, there are several mentions in the Plan of VTrans, the Six-Year Improvement Program (SYIP), and SMART Scale as transportation guidelines and tools for the City to leverage. The upcoming Plan update should seek to retain appropriate background information but update details to reflect the most current set of data and projects.</p> <p><b>The Comprehensive Plan update will require a 90-day VDOT review period as outlined in this Section of the Code of Virginia. Prior to VDOT review, recommend updating the Plan to reflect current data, current priority transportation projects and plan(s), potential funding sources, and to include all content required by the Code of Virginia.</b></p> |
| 2. | 2223                     | Comp. Plan prepared and adopted; scope and purpose                                 | Mandatory  | Partially Included Ch. 1, pgs. 1-5   | <p>The Plan includes the adoption resolutions, which state the requirements of state code along with the pertinent references. The Introduction section of the Plan also includes language verbatim from this section of State Code. However, there is no information about community engagement in relation to development of the Plan, which is a key component of informing long-range planning.</p> <p><b>Recommend adding additional discussion of the need to continuously engage the community as the Plan is implemented. Recommend including the results of community engagement feedback in the Plan or as an appendix, and drawing upon community input as each Plan element is drafted.</b></p>                                                                                                          |

<sup>1</sup> Editor's Note: Several Chapters of the *Martinsville, VA Comprehensive Plan, Amended and Adopted by City Council July 27, 2021*, do not have page numbers. The page numbers used in this column are the PDF page numbers.

|    | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                                                                                                                                                                     | Compliance | Comp. Plan<br>Reference                                                                                         | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. | 2223 (A)                 | Existing Conditions                                                                                                                                                                                                                                                                                                                        | Mandatory  | Partially<br>Included<br><br>Chapters 1–9                                                                       | The Plan establishes thorough descriptions of existing conditions for the Economy, natural conditions, community facilities, services, and utilities, cultural and historic resources, and housing for 2009, and transportation, and land use which were updated in 2021. The Plan does not mention any community engagement in relation to development of the Plan.<br><br><b>Recommend including a robust public engagement strategy and results from public input gathered. Recommend updating all demographic data to reflect current conditions and trends. See Line Item #4.</b>                       |
| 4. | 2223 (A)                 | Future trends of growth and requirements of territory and inhabitants                                                                                                                                                                                                                                                                      | Mandatory  | Included<br><br>Ch. 1,<br>pgs. 20-30<br>Ch. 2, pgs.<br>39-43<br>Ch. 9, pgs.<br>264-5<br>Ch. 10, pgs.<br>275-276 | The Plan includes total population trend data through 2020 and discusses historic population trends and their effects on public services, community facilities, and the economy, along with economic development strategies. The Plan includes a future land use plan (pgs. 245-274).<br><br><b>Recommend updating all demographics data to include data from the 2020 U.S. Census and most recent American Community Survey. Recommend including and analyzing the most recent population projections from the Weldon Cooper Center for Public Service.</b>                                                 |
| 5. | 2223 (A)                 | Purpose to promote health, safety, welfare, etc.                                                                                                                                                                                                                                                                                           | Mandatory  | Included<br><br>Introduction                                                                                    | The purpose of the Comprehensive Plan is established in the Introduction.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 6. | 2223 (A)                 | Designate the general or approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and shall indicate where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use | Mandatory  | Included<br><br>Ch. 8, pgs.<br>165-184, 201-<br>206                                                             | The Transportation Plan chapter includes maps and a discussion of Martinsville’s existing transportation network and future needs, urban development areas (UDAs), passenger rail, intercity bus service, and specific transportation needs and projects for UDAs. The chapter also has a section for “complete streets and multimodalism.”<br><br><b>The Comprehensive Plan complies with this Section of the Code of Virginia, but it is recommended that Martinsville review designated development areas and identified transportation improvements to update as needed based on current conditions.</b> |

|     | VA Code<br>Section 15.2- | Intent                                                                                                                 | Compliance              | Comp. Plan<br>Reference                                                        | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----|--------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.  | 2223 (B)                 | <u>Chapter 729 Regulations</u>                                                                                         | (See Line Items 8 – 15) |                                                                                | See recommendations below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8.  | 2223 (B)(1)              | Contains inventory of existing transportation facilities                                                               | Mandatory               | Included<br><br>Chapter 8,<br>pgs. 165-244                                     | The Plan includes inventory and maps of transportation assets and data, including the UDAs, VTrans IEDAs (Industrial Economic Development Authority), project maps, functional classification, bridges & culverts ratings, AADT (average annual daily traffic), volume to capacity ratio, crash data, level of service, bike plan, and freight generators.<br><br><b>Recommend updating with the most up-to-date data from VDOT and the City.</b>                                                                                                                      |
| 9.  | 2223(B)(1)               | Contains transportation needs assessment (current and future performance and conditions, future required improvements) | Mandatory               | Included<br><br>Ch. 8 pgs.<br>183-189                                          | The Transportation Chapter was updated in 2021 and includes a needs assessment as required by this section.                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 10. | 2223 (B)(1)              | Contains recommendations                                                                                               | Mandatory               | Included<br><br>Ch. 8, pgs.<br>175-178, 184-<br>191<br>Ch. 10, pgs.<br>278-279 | The Transportation Plan meets this Code requirement through identifying both general transportation strategies and recommendations for specific transportation improvements.<br><br><b>Recommend updating recommendations, maps, and plans to reflect changes in facility needs and completion of recent projects. Recommend including an updated, prioritized matrix of implementation steps and projects, with target dates, estimated cost, and current potential funding sources. Metrics may also be included as part of the implementation plan, if desired.</b> |
| 11. | 2223 (B)(1)              | Recognize hierarchy of roads                                                                                           | Mandatory               | Included<br><br>Ch. 8, pgs.<br>194-196                                         | The Transportation chapter of the Plan includes a table of roadway functional classifications and a map.<br><br><b>The Comprehensive Plan complies with this Section of the Code of Virginia, but it is recommended that Martinsville review and update to incorporate any changes to functional classifications.</b>                                                                                                                                                                                                                                                  |



|     | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                 | Compliance | Comp. Plan<br>Reference                                         | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. | 2223 (B)(1)              | Align transportation improvements with planning assumptions that will influence the transportation network (population growth, employment growth, location of critical infrastructure) | Mandatory  | Partially<br>Included<br><br>Ch. 8, pgs.<br>192-193,<br>201-206 | <p>The Plan includes goals to provide multi-modal transportation infrastructure, including providing for those for whom driving is not an option due to age, disabled populations, and those who may be economically disadvantaged. The Plan also addresses recent innovations in transportation, as well as the need for transportation upgrades to better facilitate economic development.</p> <p>While the transportation plan includes sections about smart growth, complete streets, TND (traditional neighborhood design), and key City projects, it does not specifically discuss the relationship between the transportation network and affordable, accessible housing.</p> <p><b>Recommendations should specifically address aligning transportation infrastructure with affordable, accessible housing/neighborhoods and community services for elderly and disabled persons.</b></p> |
| 13. | 2223 (B)(2)              | Contains map of recommended transportation improvements                                                                                                                                | Mandatory  | Included<br><br>Ch. 8 pgs.<br>189, 191, 222                     | <p>The Plan contains maps of transportation improvements, including those to bicycle infrastructure.</p> <p><b>Recommend including an updated map(s) to accompany identified priority transportation projects. Identification of recommended transportation improvements should continue to incorporate recent information from VTrans, the Six-Year Improvement Program (SYIP), and other recent local and regional transportation plans and studies.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 14. | 2223 (B)(2)              | Contains VDOT cost estimates for recommended improvements                                                                                                                              | Mandatory  | Partially<br>Included<br><br>Ch. 8, pgs.<br>184; 186-188        | <p>The Plan identifies a variety of project funding sources, but it does not include cost estimates for recommended improvements, except for the four SYIP projects.</p> <p><b>Recommend including planning-level cost estimates for any recommended transportation improvements. Cost estimates can be sourced from VTrans, SYIP, VDOT, the West Piedmont Planning District Commission (PDC), and other identified transportation studies, as available.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                |

|     | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                                           | Compliance               | Comp. Plan<br>Reference                                                       | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15. | 2223 (B)(3)              | Consistent with Statewide Transportation Plan, Six-Year Improvement Plan, and location of routes to be followed by roads comprising systems of state highways set by the Commonwealth Transportation Board (CTB) | Mandatory                | Partially<br>Included<br><br>Ch. 8, pgs.<br>178-184                           | Chapter 8 identifies Virginia transportation project funding sources and lists the projects funded in the SYIP for Martinsville; however, the SYIP referenced is from FY 2021.<br><br><b>The Plan must be updated to ensure consistency per VDOT requirements. This includes incorporating the most recent VTrans recommendations; indicating significant new, expanded, or relocated roadway projects under VDOT control from the SYIP; and showing CTB route locations. Recommend including a section in the Transportation Chapter explaining consistency with statewide plans as required by this Section of the Code of Virginia.</b> |
| 16. | 2223(B)                  | Future Requirements of Territory                                                                                                                                                                                 | (See Line Items 17 – 28) |                                                                               | See recommendations below.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 17. | 2223(C)                  | Long-range recommendations for the general development of the locality shown with maps, plats, charts, and descriptions                                                                                          | Mandatory                | Included<br><br>Ch. 9, pgs.<br>261-275, 263,<br>280<br><br>Ch. 10,<br>Various | The Plan includes a Land Use Plan chapter to guide development, which includes maps, charts, graphics, and descriptions that include long-range recommendations for the general development of Martinsville, including a future land use map (FLUM). The Plan also identifies recommendations for each of the planning elements in Chapter 10.<br><br><b>Recommend updating goals, objectives, and strategies, and maps, based on data, public engagement, staff direction, Planning Commission/City Council input, and modern planning best practices.</b>                                                                                |

|     | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                                                                                                                        | Compliance | Comp. Plan<br>Reference                             | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. | 2223(C)(1)               | Designation of areas for public and private development and use; residential; housing; business; industrial; agricultural; mineral resources; conservation; recreation; public service; flood plain and drainage; etc.                                                                        | Optional   | Partially<br>Included<br><br>Ch. 9, pgs.<br>261-263 | <p>The Plan provides a Future Land Use framework and map, designated UDAs, and designates future land use classifications for typical development types and territories on a map; however, the classifications are not specifically described. The chapter provides an analysis of existing land use and zoning analysis, including maps and thorough descriptions of existing zoning and development patterns.</p> <p><b>Recommend describing future land use categories to clearly provide their intent and focus. The FLUM and UDAs can also be updated as, based on feedback from the community, City staff, and City leadership. Update maps as needed to reflect current and anticipated development patterns. A Zoning Ordinance and map analysis can be undertaken as a separate project, if desired by the City.</b></p> |
| 19. | 2223 (C)(2)              | Designation of a system of community service facilities such as parks, sports playing fields, forests, schools, playgrounds, public buildings and institutions, hospitals, nursing homes, assisted living facilities, community centers, waterworks, sewage disposal or waste disposal areas. | Optional   | Partially<br>Included<br><br>Ch. 5, pgs.<br>86-124  | <p>Chapter 5, Community Facilities, Services, and Utilities, provides information that sufficiently satisfies the intent of this state code section. However, the information and data is based on existing conditions and projections from 2008.</p> <p><b>Recommend updating all data and information using latest Census Bureau data and Weldon Cooper Center projections, existing conditions, available studies, and staff- and community-identified needs. Maps, graphics, and tables would be beneficial in identifying both the existing system of community service facilities and potential new facilities.</b></p>                                                                                                                                                                                                     |
| 20. | 2223 (C)(3)              | The designation of historical areas and areas for urban renewal or other treatment.                                                                                                                                                                                                           | Optional   | Included<br><br>Ch. 6, pgs.<br>125-137              | <p>The Cultural/Historic Resources chapter describes three historic districts that are listed on the National Register of Historic Places, and two additional areas that the City was pursuing historic designations for at the time. This chapter also describes the City's ARB (architectural review board), which had recently been formed at the time of drafting, and design guidelines that were being planned.</p> <p><b>Recommend including an updated map and inventory of designated historical areas and sites. Other information in this chapter should be reviewed and updated as needed.</b></p>                                                                                                                                                                                                                    |



|     | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                              | Compliance | Comp. Plan<br>Reference                                        | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21. | 2223 (C)(4)              | Designation of areas for the implementation of reasonable measures to provide for the continued availability, quality, and sustainability of groundwater and surface water                          | Optional   | Partially Included<br><br>Ch. 3, pgs. 79-81<br>Ch. 10, pg. 276 | The Natural Conditions chapter discusses flooding and floodplains, but does not include protection strategies for groundwater and surface water beyond what is included in the regional hazard mitigation plan. Additionally, the floodplain data used in the Plan is from 1981 and should be updated to provide a more accurate context for recommending strategies. The Plan includes one recommendation to adhere to required erosion and sediment controls.<br><br><b>Recommend updating with the most recently available data and including robust strategies and implementation measures to both meet this state code requirement and provide stronger guidance for the protection of the City's groundwater and surface water.</b> |
| 22. | 2223 (C)(5)              | A capital improvements program, a subdivision ordinance, a zoning ordinance and zoning district maps, mineral resource district maps and agricultural and forestal district maps, where applicable; | Optional   | Partially Included<br>Ch. 3, pgs. 71-72<br>Ch. 9, pgs. 245-260 | Chapter 3, Natural Conditions, includes a section on mineral resources and a geology map, and the Land Use Plan in Chapter 9 thoroughly explains zoning, with accompanying maps. The remaining items in this section are not provided.<br><br><b>Recommend including new/updated information and maps to provide for this section of state code.</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| 23. | 2223 (C)(6)              | The location of existing or proposed recycling centers;                                                                                                                                             | Optional   | Ch. 4, Pg. 94                                                  | The Plan states the availability of recycling services and infrastructure, but does not include information about proposed recycling facilities or other associated improvements.<br><br><b>Recommend updating the Plan to include the City's current recycling services and infrastructure, including assessment of future needs, along with identification of existing or proposed recycling centers. A map or table may be a helpful visual aid to support analysis.</b>                                                                                                                                                                                                                                                               |
| 24. | 2223 (C)(7)              | The location of military bases, military installations, and military airports and their adjacent safety areas                                                                                       | N/A        | N/A                                                            | This section does not apply to Martinsville, as the City does not have military infrastructure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 25. | 2223 (C)(8)              | The designation of corridors or routes for electric transmission lines of 150 kilovolts or more                                                                                                     | Optional   | Not Included                                                   | The plan does not mention corridors or routes for electric transmission lines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|     | VA Code<br>Section 15.2- | Intent                                                                                                                                        | Compliance | Comp. Plan<br>Reference                                                        | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26. | 2223 (D)                 | Current and future considerations for affordable housing - area designation, implementation measures for construction, maintenance, and rehab | Mandatory  | Included<br><br>Ch. 6, pgs. 151-154, 156-164<br>Ch. 10, pg. 278                | Chapter 6, Housing Plan, includes robust data regarding housing, including cost for renting and buying. The chapter includes information on neighborhood rehabilitation projects that were completed and those planned, including affordable housing. A housing affordability analysis includes housing needs and goals. Associated recommendations are included in Chapter 10.<br><br><b>Recommend updating existing affordable housing conditions and future considerations based on updated community data, such as population and employment. Recommend including clear strategies for the provision of affordable housing options in Martinsville and including in an implementation plan.</b> |
| 27. | 2223 (E)                 | Consider strategies to provide broadband sufficient to meet the current and future needs of residents and businesses                          | Mandatory  | Partially Included<br><br>Ch. 2, pg. 38<br>Ch. 3, pgs. 63-64<br>Ch. 9, pg. 265 | Broadband is addressed for industrial parks, with respect to economy and land use in 2009. The Plan does not include recommendations or strategies to meet the requirements of this section.<br><br><b>Recommend updating data to identify existing broadband service areas and future needs/considerations, including those related to equity.</b>                                                                                                                                                                                                                                                                                                                                                 |
| 28. | 2223 (F)                 | Consider strategies to address resilience, as defined.                                                                                        | Optional   | Not Included                                                                   | Resilience as defined in this Section of the Code of Virginia is not addressed.<br><br><b>Recommend amending the Plan to include discussion and strategies that address resilience, including those of the region's Hazard Mitigation Plan, as defined in this section of the Code of Virginia.</b>                                                                                                                                                                                                                                                                                                                                                                                                 |
| 29. | 2223.1                   | Comprehensive Plan to include urban development areas (UDA)                                                                                   | Optional   | Included<br><br>Ch. 8, pg. 168-172<br>Ch. 9, pgs. 266-272                      | The Plan designates three specific areas of the City as UDAs and includes maps, descriptions, framework, vision, transportation needs and projects, and development concepts.<br><br><b>Recommend evaluating UDA boundaries to ensure they are still appropriate, and whether any other areas of Martinsville meet criteria for UDA designation.</b>                                                                                                                                                                                                                                                                                                                                                |
| 30. | 2223.2                   | Comprehensive Plan to include coastal resource management                                                                                     | N/A        |                                                                                | This section does not apply to Martinsville.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|     | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                                                                                                                     | Compliance | Comp. Plan<br>Reference           | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 31. | 2223.3                   | Strategies to combat sea-level rise and recurrent flooding                                                                                                                                                                                                                                 | N/A        |                                   | This is not applicable, as Martinsville is not located in the Hampton Roads Planning District Commission.                                                                                                                                                                                                                                                                                                                                                  |
| 32. | 2223.4                   | Strategies to promote transit-oriented development                                                                                                                                                                                                                                         | N/A        |                                   | Martinsville's population is under the 20,000 threshold for mandatory TOD provisions.                                                                                                                                                                                                                                                                                                                                                                      |
| 33. | 2223.5                   | Manufactured housing as a source of affordable housing                                                                                                                                                                                                                                     | Mandatory  | Not Included                      | <p>The Plan does not address manufactured housing and therefore does not meet this requirement.</p> <p><b>Recommend amending the Plan to include specific strategies and implementation steps to promote manufactured housing as a source of affordable housing.</b></p>                                                                                                                                                                                   |
| 34. | 2224                     | Surveys and studies shall be made in preparation of Comprehensive Plan on topics such as: land use, agricultural preservation, development trends, historic areas, environmental resources, infrastructure, transportation, affordable housing, etc. ( <i>See full list in 15.2-2224</i> ) | Mandatory  | Chs. 2-9                          | <p>The plan includes a comprehensive assessment of community conditions. These conditions and measures are explored through the various chapters of the plan.</p> <p><b>Recommend maintaining and updating existing data and adding new data as appropriate.</b></p>                                                                                                                                                                                       |
| 35. | 2224 (A) (2)             | Probable future economic growth                                                                                                                                                                                                                                                            | Mandatory  | <p>Included</p> <p>Chs. 2,3,9</p> | <p>The local economy and potential economic growth based on existing conditions, historic demographic trends, and population growth scenarios are discussed at length in Chapter 2, Population and Demographics, Chapter 3, Economy, and Chapter 9, Land Use.</p> <p><b>Recommend updating population and demographics data, and economic growth goals and principles as needed. Add current economic growth trends and projections, as available.</b></p> |



|     | VA Code<br>Section 15.2- | Intent                                                                                                                                                                                                                                                  | Compliance | Comp. Plan<br>Reference                  | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 36. | 2224 (A) (2)             | Probable future population growth                                                                                                                                                                                                                       | Mandatory  | Included<br><br>Ch. 2, pgs. 21-22        | The Plan discusses population projections up to 2020.<br><br><b>Recommend updating to include the most recent data from the U.S. Census and the most recent population projections from the Weldon Cooper Center for Public Service.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 37. | 2224 (B)                 | Contains current official map of locality                                                                                                                                                                                                               | Mandatory  | Partially Included<br><br><i>Various</i> | The Comprehensive Plan includes a Census block and tract map, along with many other locality maps, but does not specifically identify one as the official map of the City.<br><br><b>Recommend including an official map of the City at the beginning of the Plan to clearly establish planning jurisdiction.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 38. | 2224 (B)                 | Contains implementation methods, which may include but need not be limited to official map, CIP, subdivision ordinance, zoning ordinance and zoning map, mineral resource map, recreation and sports resources map, and dam break inundation zones map. | Mandatory  | Partially Included<br><br>Ch. 9          | The Plan includes several maps including an Existing Land Use and Future Land Use Map, zoning maps, and identification of UDAs. Maps of natural conditions, facilities, historic resources, and transportation conditions are also provided. The Plan includes recommendations that correspond with planning elements, but does not identify specific implementation methods. Additionally, many of the included recommendations are often not specific enough to provide sufficient direction.<br><br><b>Recommend amending the Comp. Plan to include updated maps as recommended in this section of Code of Virginia, using the most recently available data. Recommend developing clear strategies with implementation methods and timeframes.</b> |

|     | VA Code<br>Section 15.2- | Intent                                                                                                                | Compliance                          | Comp. Plan<br>Reference | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|--------------------------|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 39. | 2225                     | Notice and hearing on plan; recommendation by local planning commission to governing body; posting of plan on website | Optional Process – Information Only | Partially Included      | <p>The Plan does not include information about the recommendation process as outlined by this Section of the Code of Virginia.</p> <p>The Plan is posted on the City’s Planning &amp; Development webpage. Additionally, the resolution at the beginning of the Plan notes that both Planning Commission and City Council held public hearings to consider the Plan.</p> <p><b>Prior to adoption of any amendment(s) to the Comp. Plan, the Plan should follow public notification and hearing procedures outlined in Code of Virginia. Recommend including additional details about the recommendation process in the Plan.</b></p> |
| 40. | 2226                     | Adoption or disapproval by governing body                                                                             | Optional Process – Information Only | Included<br>Pgs. 2-8    | <p>The Plan meets this section of state code and is posted on the City’s website for public access.</p> <p><b>Prior to adoption of any amendment(s) to the Comp. Plan, the Plan should follow public notification and hearing procedures outlined in the Code of Virginia. Recommend including information about the adoption process in the Plan.</b></p>                                                                                                                                                                                                                                                                           |
| 41. | 2227                     | Return of plan to local planning commission; resubmission                                                             | Optional Process – Information Only | Not Included            | <p>The Plan does not address this process.</p> <p><b>Prior to adoption of any amendment(s) to the Comp. Plan, the Plan should follow public notification and hearing procedures outlined in Code of Virginia.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                |
| 42. | 2228                     | Adoption of parts of plan                                                                                             | Optional Process – Information Only | Not Included            | <p>The Plan does not discuss adoption of parts of the plan.</p> <p><b>Recommend referencing the Code of Virginia section regarding adoption. Sections or Divisions may be adopted as work progresses.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 43. | 2229                     | Amendments process                                                                                                    | Optional Process – Information Only | Not Included            | <p>The Plan does not address this process.</p> <p><b>Recommend including the amendments process in the Plan. Amendments shall be properly advertised, and recommendation and action shall be subject to the timeframes set in the Code of Virginia.</b></p>                                                                                                                                                                                                                                                                                                                                                                          |

|     | VA Code<br>Section 15.2- | Intent                                                                   | Compliance | Comp. Plan<br>Reference                            | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-----|--------------------------|--------------------------------------------------------------------------|------------|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 44. | 2230                     | Five-year review                                                         | Mandatory  | Included<br><br>Pg. 16                             | Information regarding the five-year review and the pertinent state code section are included in the Introduction of the Plan.<br><br>The Plan was last updated in 2021, meaning that the City's upcoming Comprehensive Plan update will serve to meet the five-year review requirement. This diagnostic evaluation will aid in directing both mandatory and optional, desired edits to the Plan as drafting progresses.                              |
| 45. | 2230.1                   | Optional public facilities study and requirements of study               | Optional   | Partially<br>Included<br><br>Ch. 4, pgs.<br>86-124 | Chapter 4, Community Facilities, Services, and Utilities provides a robust summary of existing conditions, but does not include a specific study of public facilities needed for full implementation of the Plan. Pertinent regional studies, such as the Regional Water Supply Plan, are briefly mentioned.<br><br><b>Recommend updating this chapter with a study of public facilities which would be needed if the Plan is fully implemented.</b> |
| 46. | 2231                     | Incorporated towns and adjacent unincorporated territory may be included | N/A        |                                                    | Martinsville is a City; therefore, this provision of the Code of Virginia is not applicable.                                                                                                                                                                                                                                                                                                                                                         |
| 47. | 2232                     | Legal Status of plan                                                     | Mandatory  | Included<br><br>Pg. 16-17                          | The Plan includes this section of the Code of Virginia.                                                                                                                                                                                                                                                                                                                                                                                              |

| Additional Comments                                    | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General clarification and streamlining of plan content | <p>Organization, formatting, readability, and comprehension of the Plan could be improved with a linear structure beginning with identification of key themes and community engagement findings, followed by Plan element chapters that each identify existing conditions, issues and opportunities, goal statements, objectives, and strategies. A thorough implementation plan should be included at the end of the Plan.</p> <ul style="list-style-type: none"> <li>Existing conditions should be updated and restructured for clarity, ease of use, and to reflect current issues and opportunities. Some existing conditions can be detailed in a community profile or appendix; interactive links can also be used to reference pertinent studies without reiterating their content in the Plan.</li> </ul> |



| Additional Comments                    | Consultant Comments/Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                        | <ul style="list-style-type: none"> <li>• Strategies should be as clear and directive as possible to provide both direction for the City and transparency for the community.</li> <li>• Including a chapter dedicated to strategies and implementation steps would improve clarity and transparency, ultimately benefiting the City's ability to successfully implement the Plan.</li> <li>• Photos, maps, charts, and graphics should be increased, and lengthy paragraphs of text decreased, to have a more illustrative, engaging, and user-friendly plan. All visual elements should be high-quality and labeled with titles, captions, and sources, as appropriate.</li> <li>• Standardized labeling and mapping elements are encouraged for readability.</li> <li>• Image quality should be clear and all data sources should be cited.</li> </ul> |
| Public Input and Engagement            | The Plan does not include a public engagement process. Any Plan updates or amendments should include public engagement methods that strive to achieve robust and diverse participation through innovative methods such as pop-up or weekend events, online and social media outreach, and interactive charettes or workshops. The feedback received during these engagement events should be summarized, either in the Plan or as an appendix, and drawn upon to guide document drafting. Martinsville should continue to engage its community in planning and implementation efforts after amendments to the Plan are adopted.                                                                                                                                                                                                                         |
| Policies, Objectives, and Strategies   | Recommend a thorough review and update of the goals, policies, and strategies to reflect current conditions and priorities. Strategies should be specific, measurable, and concise to guide Martinsville in successful implementation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Implementation Plan                    | All strategies identified in the Plan chapters should be included in an implementation matrix that assigns each strategy and/or recommendation the following: implementation type, responsible party, and time frame for completion (short-, medium-, and long-term implementation). If desired, clear metrics and cost estimates can be included as part of the implementation matrix to help guide decision-making and serve as an additional measure of accountability for the City.                                                                                                                                                                                                                                                                                                                                                                 |
| Mapping                                | Recommend updating maps to reflect the most recently available data and to ensure all relevant Code of Virginia requirements are met. Maps should be consistently formatted, and reference numbers and titles should be included for all maps. All maps should be full-page when possible for legibility. A table of maps/figures should be provided at the beginning of the Plan for ease of use.                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Development Concepts & Recommendations | The Future Land Use Map (FLUM) included in the current Plan does not include descriptions of the classifications used on the map. Recommend updating conditions and goals for the FLUM classifications based on updated data, maps, and public engagement findings. Draw on updated local and regional plans and studies as needed and available. FLUM classifications should communicate the City's expectations and priorities for future development as a means of guiding subsequent implementation steps, including zoning text and map amendments and future plans.                                                                                                                                                                                                                                                                               |

# Appendix B

---

Best Practices  
Diagnostic Matrix

| Principle                    |                                                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Livable Built Environment |                                                                      | Ensure that all elements of the built environment, including land use, transportation, housing, energy, and infrastructure, work together to provide sustainable places for living, working, and recreation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Included                     | Best Practices                                                       | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                          | 1.1 Plan for multi-modal transportation                              | <ul style="list-style-type: none"> <li>The “Complete Streets &amp; Multimodalism” section of the Transportation Chapter discusses the infrastructure needed for this type of development. <b>Recommend updating existing conditions, identifying current and future needs and strategies, and including specific projects the City will implement to develop complete streets.</b></li> <li>Page 220-224 covers the West Piedmont Regional Bicycle Plan and Priority and Vision Recommendations for Bicycle Infrastructure. <b>Recommend updating existing conditions, strategies, and projects for bicycle/multi-use infrastructure.</b></li> <li>The Plan recognizes public transportation as valuable, and the Recommendations Chapter includes transit initiatives; however, no timeframes or implementation steps are included. <b>Recommend updating existing conditions to include paratransit and new strategies and project priorities to support and grow public transportation.</b></li> <li>The Plan does not address accessibility for the disabled and challenged. <b>Recommend including existing conditions, future needs, and strategies to provide accessible (ADA) public facilities and spaces throughout Martinsville. Recommend also addressing paratransit and additional detail regarding services provided by Piedmont Area Regional Transit (PART).</b></li> <li>In 2009, many workers were commuting out of the City for employment. <b>Recommend updating data, identifying employment centers, and addressing public transportation to these areas, and other investments to support economic stability.</b></li> <li>Both the Transportation and Land Use Chapters identify the City’s Urban Development Areas (UDAs), which include traditional neighborhood design (TND), walkability, bike ability, infill development, and mixed-use land patterns. <b>Recommend reviewing the UDA boundaries and adjusting to reflect recent and projected development and population trends; also</b></li> </ul> |
| No                           | 1.2 Plan for transit-oriented development                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| No                           | 1.3 Coordinate regional transportation investments with job clusters |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Yes                          | 1.4 Provide complete streets serving multiple functions              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Yes                          | 1.5 Plan for mixed land-use patterns that are walkable and bikeable  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Yes                          | 1.6 Plan for infill development                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Yes                          | 1.7 Encourage design standards appropriate to the community context  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

| Principle                    |                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Livable Built Environment |                                                              | Ensure that all elements of the built environment, including land use, transportation, housing, energy, and infrastructure, work together to provide sustainable places for living, working, and recreation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| No                           | 1.8 Provide accessible (ADA) public facilities and spaces    | <p><b>address integration of transit-oriented development (TOD) into the UDAs.</b></p> <ul style="list-style-type: none"> <li>• Historic resources are covered thoroughly in the Cultural/Historic Resources Chapter, including details regarding multiple initiatives to conserve and reuse historic resources.</li> <li>• Green building, low-impact development, and energy conservation are not addressed in the Plan. <b>Recommend including existing conditions and future needs, goals, and strategies for these and other climate and environmental issues.</b></li> <li>• The Plan references the West Piedmont Regional Hazard Mitigation Plan (MHP) multiple times, and includes a map and discussion of floodplains, but it does not explicitly discourage development in hazard zones. <b>Recommend discussion of flood hazard zones in relation to land use and development.</b></li> </ul> |
| Yes                          | 1.9 Conserve and reuse historic resources                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                           | 1.10 Implement green building design and energy conservation |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                           | 1.11 Discourage development in hazard zones                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



| Principle              |                                                                        | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Harmony with Nature |                                                                        | Ensure that the connection between natural resources and human well-being are explicitly recognized and that maintaining the health and viability of natural resources is a primary objective.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Included               | Best Practice                                                          | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                     | 2.1 Restore, connect, and protect natural habitats and sensitive lands | <ul style="list-style-type: none"> <li>The Facilities, Services, and Infrastructure Chapter includes a section for parks and recreation, including parks resources.</li> <li>The Natural Conditions Chapter is primarily focused on stating existing conditions. <b>The chapter should be updated with today's existing conditions, environmental regulations, and ways the City can protect, remediate, and preserve its natural resources.</b></li> <li>The Recommendations Chapter makes seven recommendations for Natural Conditions. Three of these are ways to market the City – two related to environmental conditions and one related to historic attractions. <b>Recommendations should be updated to state actions the City will take to remediate, preserve, and protect its environmental resources. Marketing actions should be grouped with economic recommendations. All policy actions should be clear, concise, and measurable to aid the City in implementation.</b></li> <li>The Natural Conditions Chapter addresses development with respect to soils, slopes, and floodplains. Air quality, climate change, renewable energy, solid waste, and water conservation are not addressed. <b>The City should address these practices and identify key opportunities for progress. By including data and policy statements for these elements, Martinsville will improve resilience while bolstering the City's image and regional competitiveness.</b></li> </ul> |
| No                     | 2.2 Plan for the provision and protection of green infrastructure      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Yes                    | 2.3 Encourage development that respects natural topography             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| No                     | 2.4 Enact policies to reduce carbon footprints                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Partial                | 2.5 Comply with state and local air quality standards                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| No                     | 2.6 Encourage climate change adaptation                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| No                     | 2.7 Provide for renewable energy use                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| No                     | 2.8 Provide for solid waste reduction                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| No                     | 2.9 Encourage water conservation and plan for a lasting water supply   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Yes                    | 2.10 Protect and manage streams, watersheds, and floodplains           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

| Principle            |                                                                                         | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Resilient Economy |                                                                                         | Ensure that the community is prepared to deal with both positive and negative changes in its economic health and to initiate sustainable urban development and redevelopment strategies that foster business growth and build reliance on local assets.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Included             | Best Practice                                                                           | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Yes                  | 3.1 Provide the physical capacity for economic growth                                   | <ul style="list-style-type: none"> <li>The Economy Chapter focuses on existing conditions, jobs, and attracting and sustaining industrial and business growth. The Recommendations Chapter includes initiatives to build the economy. However, the Plan does not address emerging economic factors such as remote work, workforce development, and outdoor tourism. <b>Recommend including the most recent data and discussion of modern economic factors, including updated strategies to support economic growth.</b></li> <li>The Chapter does not specifically address a balanced land use mix for fiscal sustainability. <b>Recommend making the case for mixed-use development patterns as a strategy for economic vitality.</b></li> <li>The Transportation Chapter designates UDAs and includes recommendations to enhance mobility for residents to travel for shopping, work, etc. Neither the Transportation nor Recommendations Chapter specifically discuss, or provide strategies for, transportation to employment centers. <b>A clear connection between transportation and job accessibility should be established in the updated Plan.</b></li> <li><b>Update the Plan according to emerging federal and state transportation planning practices and projects, especially related to heavy truck traffic and regional mobility.</b></li> <li><b>Update recommendations to address unfinished actions from the current Plan, and establish new actions as needed.</b></li> </ul> |
| No                   | 3.2 Plan for a balanced land-use mix for fiscal sustainability                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Partial              | 3.3 Plan for transportation access to employment centers                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| No                   | 3.4 Promote green businesses and jobs                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Yes                  | 3.5 Encourage community-based economic development and revitalization                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Yes                  | 3.6 Provide and maintain infrastructure capacity in line with growth or decline demands |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| No                   | 3.7 Plan for post-disaster economic recovery                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

| Principle                   |                                                                                                                            | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. Interwoven Equity</b> |                                                                                                                            | Ensure fairness and equity in providing for the housing, services, health, safety, and livelihood needs of all citizens and groups.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Included                    | Best Practice                                                                                                              | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Yes                         | 4.1 Provide a range of housing types                                                                                       | <ul style="list-style-type: none"> <li>The Plan provides extensive data for existing housing conditions in Martinsville, with a detailed discussion of why both new development and revitalization are important. Several strategies address providing a balance of housing options for various ages and lifestyles and creating a blight action plan. This balanced approach should be continued in the upcoming Plan update.</li> <li>The Plan does not specifically plan for a balance of jobs and housing or the health and safety of at-risk populations. <b>Recommend clearly stating the importance of housing as an economic development tool to attract new employers, residents, and businesses. The Plan should acknowledge at-risk, minority, and low-income populations in the City, with strategies to encourage their well-being and quality of life.</b></li> <li>The Plan does not specifically address environmental justice. Further, there is minimal discussion of preparing for and responding to natural disasters such as hurricanes, storms, flooding, and extreme heat. <b>Recommend acknowledging the increased frequency of these events and providing strategies for mitigating impacts on the community.</b></li> </ul> |
| No                          | 4.2 Plan for jobs/housing balance                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Yes                         | 4.3 Plan for the physical, environmental, and economic improvement of at-risk, distressed, and disadvantaged neighborhoods |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| No                          | 4.4 Plan for improved health and safety for at-risk populations                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Yes                         | 4.5 Provide accessible and quality public services, facilities, and health care to minority and low-income neighborhoods   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Yes                         | 4.6 Upgrade infrastructure and facilities in older and substandard areas                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Yes                         | 4.7 Plan for workforce diversity and development                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Partial                     | 4.8 Protect vulnerable populations from natural hazards                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| No                          | 4.9 Promote environmental justice                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Principle            |                                                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5. Healthy Community |                                                                                                                             | Ensure that public health needs are recognized and addressed through provisions for access to healthy foods, physical activity, recreation, health care, environmental justice, and safe neighborhoods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Included             | Best Practice                                                                                                               | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Yes                  | 5.1 Reduce exposure to toxins and pollutants in the natural and built environments                                          | <ul style="list-style-type: none"> <li>The Community Facilities, Services, and Utilities Chapter addresses health and wellness with respect to the Martinsville-Henry County Coalition for Health and Wellness and the Harvest Foundation. Several recommendations address other aspects of community health, including recreation programs, facilities, and walking and biking trails.</li> <li>The Plan includes a recommendation for redevelopment of vacant industrial sites but does not plan for mitigation of brownfields; <b>a Plan update should address mitigation and redevelopment of brownfields and other potentially hazardous sites.</b></li> <li>Table 10 of the current Comprehensive Plan includes recommendations for alternative mobility in Martinsville, including greenways in the vicinity of new TNDs and trail linkages between parks and neighborhoods. <b>However, the Plan should include clear implementation strategies regarding accessibility to these assets from all neighborhoods.</b></li> <li>The section “Recent and Planned Transportation and Development Projects” of the Transportation Chapter discusses an area identified as a food desert, but no action to address the need for healthy foods is included. <b>Recommend clearly acknowledging the importance of food security, especially for vulnerable populations such as youth and the elderly.</b></li> <li>Equitable access to childcare, health care through various providers, and the challenges of accessible parks and recreation facilities are discussed in the Plan, but there are no recommendations to increase accessibility. <b>The Plan should be updated to address universal accessibility as listed in 5.7.</b></li> </ul> |
| Yes                  | 5.2 Plan for increased public safety through reduction of crime and injuries                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| No                   | 5.3 Plan for the mitigation and redevelopment of brownfields for productive uses                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Yes                  | 5.4 Plan for physical activity and healthy lifestyles                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Partial              | 5.5 Provide accessible parks, recreation facilities, greenways, and open space near all neighborhoods                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| No                   | 5.6 Plan for access to healthy, locally grown foods for all neighborhoods                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| No                   | 5.7 Plan for equitable access to health care providers, schools, public safety facilities, and arts and cultural facilities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



| Principle                  |                                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Responsible Regionalism |                                                                                                             | Ensure that all local proposals account for, connect with, and support the plans of adjacent jurisdictions and the surrounding region.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Included                   | Best Practice                                                                                               | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Yes                        | 6.1 Coordinate local land use plans with regional transportation investments                                | <ul style="list-style-type: none"> <li>The Plan covers numerous regional documents and plans that the City has approved or adopted, and studies and reports that were used in the development of the Plan. The emphasis on responsible regionalism is one of the current Plan's strengths and should be continued in future updates, and in coordination with Henry County's Comprehensive Plan.</li> <li>The current Comprehensive Plan includes a robust housing plan with data and existing conditions from the early 2000s. The housing plan should be updated with current conditions, data, and projections, including strategies from recent regional housing studies or plans.</li> <li><b>The Plan should be updated with recent regional initiatives, plans, and strategies, particularly any that are pertinent to transportation, environmental protection, or economic development.</b></li> <li><b>Recommend coordinating parks and recreation planning with any regional directives for green infrastructure and environmental preservation.</b></li> </ul> |
| Yes                        | 6.2 Coordinate local and regional housing plan goals                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No                         | 6.3 Coordinate local open space plans with regional green infrastructure plans                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                        | 6.4 Delineate designated growth areas that are served by transit                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                        | 6.5 Promote regional cooperation and sharing of resources                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                        | 6.6 Enhance connections between local activity centers and regional destinations                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                        | 6.7 Coordinate local and regional population and economic projections                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                        | 6.8 Include regional development visions and plans in local planning scenarios                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                        | 6.9 Encourage consistency between local capital improvement programs and regional infrastructure priorities |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Principle                  |                                                                                             | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Authentic Participation |                                                                                             | Ensure that the planning process actively involves all segments of the community in analyzing issues, generating visions, developing plans, and monitoring outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Included                   | Best Practice                                                                               | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| No                         | 7.1 Engage stakeholders at all stages of the planning process                               | <ul style="list-style-type: none"> <li>Basic assumptions about Martinsville’s future, and robust analyses of existing conditions, are included throughout the Plan. <b>These assumptions and analyses should be updated to be based on both the most recent data and community input to provide accurate alternatives for growth and investment in the City.</b></li> <li>The current Comprehensive Plan does not include any indication that community engagement was used to draft the Plan. <b>When updating the Plan, a robust public engagement strategy should be followed to collect ample public input. The input should be well documented and summarized in the updated Plan, including ways that the input informs the goals and vision for the City’s future.</b></li> <li>The Plan should be evaluated for comprehensibility for the average reader. <b>This may include, but not be limited to, a glossary with key terms and definitions; the use of infographics to communicate complex data; clear visuals with captions; graphics to encourage readers to explore additional resources; and condensing the most important elements into an executive summary. Where possible, the Plan should use common lay vocabulary.</b></li> </ul> |
| No                         | 7.2 Seek diverse participation in the plan development process                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                         | 7.3 Promote leadership development in disadvantaged communities during the planning process |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                         | 7.4 Develop alternative scenarios of the future                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                         | 7.5 Provide ongoing and understandable information for all participants                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                         | 7.6 Use a variety of communications channels to inform and involve the community            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| No                         | 7.7 Continue to engage the public after the comprehensive plan is adopted                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Principle                     |                                                                 | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. Accountable Implementation |                                                                 | Ensure that responsibilities for carrying out the plan are clearly stated, along with metrics for evaluating progress in achieving desired outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Included                      | Best Practice                                                   | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Partial                       | 8.1 Indicate specific actions for implementation                | <ul style="list-style-type: none"> <li>The Recommendations Chapter categorizes specific recommendations but does not include funding sources (except for transportation projects), responsible parties for each action, or other information to guide successful implementation. <b>The Plan should include a thorough implementation plan that clearly states actions, responsible parties, funding sources, timeframes, and metrics to evaluate progress on each strategy.</b></li> <li>Goals, objectives, and strategies should reflect current priorities and be clear, concise, and measurable. As a best practice, all policy items should be included both in the implementation chapter and in the individual element chapters to provide a clear connection between existing conditions and forward progress.</li> <li>Annual status updates on Plan implementation should be provided to the Planning Commission and City Council.</li> <li>The Plan should include a strategy directing the development of a standardized process that regularly informs the public about implementation progress.</li> </ul> |
| No                            | 8.2 Connect plan implementation to the capital planning process |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No                            | 8.3 Connect plan implementation to the annual budgeting process |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Yes                           | 8.4 Establish interagency and organizational cooperation        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Partial                       | 8.5 Identify funding sources for plan implementation            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No                            | 8.6 Establish indicators, benchmarks, and targets               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No                            | 8.7 Regularly evaluate and report on implementation progress    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| No                            | 8.8 Adjust the plan as necessary based on evaluation            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

| Principle             |                                                              | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9. Consistent Content |                                                              | Ensure that the plan contains a consistent set of visions, goals, policies, objectives, and actions that are based on evidence about community conditions, major issues, and impacts.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Included              | Best Practice                                                | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Yes                   | 9.1 Assess strengths, weaknesses, opportunities, and threats | <ul style="list-style-type: none"> <li>The Plan lacks public engagement, a community vision of the future, goals, and strategies. Therefore, recommendations are based on existing conditions and data but are not guided by a vision and goals for the community. Community engagement is the backbone of a successful Comprehensive Plan; <b>see 7, Authentic Participation for associated recommendations.</b></li> <li>The current Plan reads as an extensive community profile rather than a guiding, fully implementable policy document. <b>The Plan should be formatted to include a community vision, goals, strategies, and implementation actions based on public engagement, existing conditions, and data, and communicated with compelling visuals. Data can be condensed to avoid redundancy and only include the most pertinent information; this can also be done through the inclusion of a community profile as an appendix.</b></li> </ul> |
| Yes                   | 9.2 Establish a fact base                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No                    | 9.3 Develop a vision of the future                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No                    | 9.4 Set goals in support of the vision                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No                    | 9.5 Set objectives in support of the goals                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No                    | 9.6 Set policies to guide decision making                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No                    | 9.7 Define actions to carry out the plan                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| No                    | 9.8 Use clear and compelling features to present the plan    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



| Principle                       |                                                                                | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10. Coordinated Characteristics |                                                                                | Ensure that the plan includes creative and innovative strategies and recommendations and coordinates them internally with each other, vertically with federal and state requirements, and horizontally with plans of adjacent jurisdictions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Included                        | Best Practice                                                                  | Analysis / Recommendation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Yes                             | 10.1 Be comprehensive in the plan's coverage                                   | <ul style="list-style-type: none"> <li>The Plan addresses a wide range of relevant planning topics including natural conditions; community facilities, services, and utilities; cultural and historic resources; housing; transportation; and land use.</li> <li>Many mandatory elements from the Code of Virginia have been included; see Appendix A for additional information on achieving full compliance with state regulations.</li> <li><b>Plan updates should look for opportunities to be innovative, creative, and incorporate modern planning best practices. Much of this should be informed by community engagement and feedback.</b></li> <li>Upon completion, the Plan should be available online and the future land use map provided in an interactive mapping software for public use. <b>Consider creative use of other platforms, including but not limited to the City's website and social media pages, to inform the community routinely and effectively of implementation progress.</b></li> </ul> |
| Yes                             | 10.2 Integrate the plan with other local plans and programs                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No                              | 10.3 Be innovative in the plan's approach                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No                              | 10.4 Be persuasive in communicating the plan                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                             | 10.5 Be consistent across plan components                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No                              | 10.6 Coordinate with the plans of other jurisdictions and levels of government |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                             | 10.7 Comply with applicable laws and mandates                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Yes                             | 10.8 Be transparent in the plan's substance                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| No                              | 10.9 Use formats that go beyond paper                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

| Code of Virginia Section | Type of Content                                                                                                  | Status    | Map Currently Included in Comprehensive Plan: | Data Source*                         |
|--------------------------|------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------|--------------------------------------|
| <b>§ 15.2-</b>           | <b>Overall Requirements</b>                                                                                      |           |                                               |                                      |
| 2223 (B) (1)             | Roads                                                                                                            | Optional  | Chapter 8                                     | Local, VDOT                          |
|                          | Bicycle accommodations ( <i>proposed improvements only</i> )                                                     | Optional  | Chapter 8                                     | Local, WPPDC                         |
|                          | Pedestrian accommodations                                                                                        | Optional  | No                                            | Local, WPPDC , VDOT                  |
|                          | Railways                                                                                                         | Optional  | No                                            | Local, VGIN                          |
|                          | Bridges and Culverts                                                                                             | Optional  | Chapter 8                                     | VDOT                                 |
|                          | Waterways                                                                                                        | Optional  | No                                            | Local, VGIN, DEQ                     |
|                          | Airports                                                                                                         | Optional  | N/A                                           | N/A                                  |
|                          | Ports                                                                                                            | Optional  | N/A                                           | N/A                                  |
|                          | Public transportation facilities                                                                                 | Optional  | Chapter 8                                     | Local, WPPDC , PART                  |
|                          | Functional classes                                                                                               | Optional  | Chapter 8                                     | VDOT                                 |
|                          | Crash data                                                                                                       | Optional  | Chapter 8                                     | VDOT                                 |
|                          | Annual average daily traffic (AADT)                                                                              | Optional  | Chapter 8                                     | VDOT                                 |
|                          | Level of Service (LOS)                                                                                           | Optional  | Chapter 8                                     | VDOT                                 |
|                          | Road and transportation improvements/projects                                                                    | Mandatory | Chapter 8<br>3 maps                           | Local, WPPDC, VDOT,<br>to be created |
| 2223 (C)*                | Future Land Use                                                                                                  | Mandatory | Chapter 9                                     | Local & to be created                |
|                          | Community facilities – services, utilities, public buildings, recycling centers, electric transmission corridors | Optional  | No                                            | Local                                |
|                          | Community facilities – recreation ( <i>parks only</i> )                                                          | Optional  | Chapter 4                                     | Local & DCR                          |
|                          | Wetlands / Watersheds                                                                                            | Optional  | No                                            | Local, DCR, DEQ                      |
|                          | Flood plain and drainage ( <i>Flood Hazard Zones</i> )                                                           | Optional  | No                                            | Local & FEMA                         |
|                          | Conservation areas                                                                                               | Optional  | No                                            | DCR & Local                          |
|                          | Mineral resources                                                                                                | Optional  | No                                            | Virginia Energy                      |
|                          | Historic Resources / Areas                                                                                       | Optional  | Chapter 5<br>Chapter 9                        | Local & DHR                          |
|                          | Military designated areas                                                                                        | Optional  | N/A                                           | N/A                                  |
|                          | Agricultural and Forestal Areas                                                                                  | Optional  | N/A                                           | N/A                                  |
|                          | Economic incentives (tourism zones, enterprise zones, etc.)                                                      | Optional  | No                                            | Local, VEDP                          |

| Code of Virginia Section | Type of Content                                    | Status    | Map Currently Included in Comprehensive Plan: | Data Source*       |
|--------------------------|----------------------------------------------------|-----------|-----------------------------------------------|--------------------|
| <b>§ 15.2-</b>           | <b>Overall Requirements</b>                        |           |                                               |                    |
|                          | Housing                                            | Optional  | No                                            |                    |
|                          | Communications facilities                          | Optional  | No                                            | Local              |
|                          | Groundwater & surface water protection             | Optional  | No                                            | Local              |
| 2223.1 (B) (4)           | Urban Development Areas (UDA)                      | Optional  | Chapter 8, 9                                  | VDOT & Local       |
| 2224 (B)*                | Area covered by plan                               | Mandatory | No                                            | Local              |
|                          | Dam break inundation zones                         | Optional  | No                                            | Local              |
| N/A                      | <u>Other Maps Included in the Existing Plan</u>    |           |                                               |                    |
|                          | Census Tracts and Block Groups Maps (2)            |           | Chapter 1                                     | U.S. Census Bureau |
|                          | Martinsville City Geology Map                      |           | Chapter 3                                     | VGIN               |
|                          | Martinsville City Slope Map                        |           | Chapter 3                                     | VGIN               |
|                          | Martinsville General Soil Map                      |           | Chapter 3                                     | VGIN               |
|                          | Martinsville City Public Schools                   |           | Chapter 4                                     | Local              |
|                          | Martinsville City Traffic Volumes                  |           | Chapter 8                                     | Local, VDOT        |
|                          | Martinsville City Parks and Trails Inventory       |           | Chapter 8                                     | Local              |
|                          | Henry County VTRANS 2045 IEDAs                     |           | Chapter 8                                     | VDOT               |
|                          | City of Martinsville Walkability Assessments       |           | Chapter 8                                     | Local              |
|                          | City of Martinsville Volume to Capacity Ratio 2017 |           | Chapter 8                                     | Local, VDOT        |
|                          | Martinsville City Freight Generators (July 2007)   |           | Chapter 8                                     | Local              |
|                          | City of Martinsville Fayette Street Project Area   |           | Chapter 8                                     | Local              |
|                          | Martinsville Land Use Map (existing)               |           | Chapter 9                                     | Local              |
|                          | Martinsville Zoning Maps (4)                       |           | Chapter 9                                     | Local              |

\*Code of Virginia requires items in this section to be included in the plan through maps, plats, charts, and/or descriptive matter. Maps are an optional feature.

\*A list of acronyms can be found on the following page.

| ACRONYMS |                                                    |      |                                           |
|----------|----------------------------------------------------|------|-------------------------------------------|
| WPPDC    | West Piedmont Planning District Commission         | PART | Piedmont Area Regional Transit            |
| DCR      | Virginia Department of Conservation and Recreation | USGS | United States Geological Survey           |
| DEQ      | Virginia Department of Environmental Quality       | VDOT | Virginia Department of Transportation     |
| DHR      | Virginia Department of Historic Resources          | VEDP | Virginia Economic Development Partnership |
| FAA      | Federal Aviation Administration                    | VGIN | Virginia Geographic Information Network   |
| FEMA     | Federal Emergency Management Agency                | VIMS | Virginia Institute of Marine Science      |



# Appendix C

---

Map Elements  
Diagnostic Matrix

## Background

As part of the baseline information gathering procedures, Berkley Group (BG) conducted a series of individual interviews with key staff from the City of Martinsville's different departments and divisions. These interviews were designed to help BG identify current challenges, opportunities, planning needs, and existing resources throughout Martinsville as a whole and specifically within the City's operations. These interviews were conducted either in person or virtually in a one-on-one question and response format. Staff were asked questions about the strengths and challenges facing their respective departments as well as the City as a whole. To date, BG has completed seven interviews with representatives from the following departments:

- Community Development;
- Social Services;
- Fire and Emergency Medical Services (EMS);
- Martinsville City Schools;
- MiNet; and
- Martinsville Police Department.

The following serves as a brief summary of key findings. Complete results will be incorporated into a baseline conditions report that will also include data analysis and public engagement findings.

## Interview Summary

Martinsville's major strengths and advantages were stated to be its low cost of living, tight-knit community, low crime rate, and proximity to larger urban centers. The City has strong potential to continue growing by attracting young professionals and families who work in one of the nearby localities. There is also a strong commitment from the City and community stakeholders to address some of the City's key issues such as economic vitality, housing, and public safety. Notably, collaborating with neighboring Henry County offers significant potential to enhance regional growth, improve infrastructure services, and leverage shared resources to promote both economic development and environmental sustainability.

## Key Themes

### ECONOMIC VITALITY

- Replace and upgrade critical infrastructure, including water and wastewater systems.
- Strengthen partnerships with Henry County to enhance shared recreational, economic, and utility resources.
- Leverage development incentives and sustainability initiatives to boost economic opportunities.

### LAND USE AND HOUSING

- Promote flexible land use solutions to accommodate innovations in industry and creative housing options.
- Balance the needs for multi-family housing development and single-family units.

### WORKFORCE DEVELOPMENT AND RETENTION

- Strengthen workforce retention and provide targeted training to address staffing shortages and infrastructure challenges within City departments.
- Improve employee retention with attractive compensation packages and career advancement opportunities.
- Address staffing gaps, particularly in planning and project management, through strategic hiring.
- Advocate for necessary budgetary increases to support workforce development and departmental efficiency.

One major obstacle for Martinsville is its aging infrastructure, particularly water and wastewater systems, which will require significant upgrades to ensure continued reliability. Compounding this challenge are natural barriers, such as topography and local rock formations, which complicate development efforts. Other challenges for the City include the need for stable jobs in a diverse array of industries and the need for an expanded hospitality industry to both boost tourism and enhance permanent residents' quality of life. Fiscal constraints remain a challenge for the City; creative ways to boost the tax base will be necessary in the coming years if the City is to thrive.

As Martinsville expands its housing stock, economic development, and recreational amenities, strategic implementation and growth management are paramount. Strengthening partnerships with Henry County is crucial for Martinsville's growth, particularly regarding recreational facilities, economic development, and utility services. This collaboration will allow the City to share resources and capitalize on regional opportunities to stimulate growth and promote economic sustainability. Another pressing concern is employee retention, which is hindered by factors such as low pay, limited career advancement opportunities, and limited benefits. Staffing gaps, particularly in planning and project management roles, hinder the City's operational efficiency. The City must address these challenges to ensure its continued long-term ability to manage its growth and development effectively.



# GUIDE TO COMPREHENSIVE PLANNING



## What is a Comprehensive Plan?

A Comprehensive Plan is a **long-range, high-level planning document** that addresses topics such as land use, development, natural environment, transportation, and resource utilization within a community. The plan is the community's vision for where it wants to be in 20+ years and includes strategies to achieve that vision. Under **Virginia State Code §15.2-2223**, local governments in Virginia are required to adopt a Comprehensive Plan and to review that plan every 5 years for necessary updates. Though having a plan is required, the content of the plan is not regulatory. Rather, a Comprehensive Plan is a **decision-making guide** for changes to the natural and built environment in a community. A Comprehensive Plan is the basis for regulatory tools such as zoning and subdivision ordinances.



## Who is Involved?

A Comprehensive Plan is a community-driven process that is meant to develop a shared vision for the community's future. Through public dialogue, citizens discuss the future of their community. Public input creates strong community support for the plan as well as subsequent decisions that are consistent with the plan's policies. The Berkley Group listens, facilitates, and synthesizes community input from a wide variety of stakeholders. We work closely with staff and the Planning Commission to draft the plan.



## What Does it Include?

As the name implies, a Comprehensive Plan studies, assesses, and makes recommendations about the many elements that make up a community. Virginia State Code §15.2-2223 mandates the study of subjects such as transportation, development areas, land use, population projections, and coastal resource management to name a few. However, every community is unique and additional elements that are included in a plan are determined by the locality. Determining what a plan will address is an important part of the planning process, and The Berkley Group works closely with the community to ensure the right elements are addressed in the plan. Typical elements include: cultural resources, local economy, housing, natural resources, land use, transportation, and community services. Once determined, the Comprehensive Plan outlines existing conditions for each element and establishes a vision, goals, and specific strategies to improve each of these elements.

### A Note About the Future Land Use Map

A key component of the Comprehensive Plan is the Future Land Use Map. The map describes general, ideal future land use patterns in the community. It does not directly regulate private property, rather it is a guide for officials when evaluating growth and development projects. The Future Land Use Map is different from the Official Zoning Map.



## What is the Process?

The Comprehensive Planning process is divided roughly into four phases: Data Gathering & Analysis; Public Input; Plan Development; and Review, Adoption, & Implementation. Once the plan is accepted by officials it is then a legal statement of community policy in regards to future development. The work doesn't stop when the plan is adopted. The plan must be implemented and part of implementation is continual review, monitoring, and updating.



Existing Conditions

Vision > Goals > Objectives

Implementation Strategies



← Continuous feedback and review with staff and Planning Commission →





# GUIDE TO COMPREHENSIVE PLANNING



## What a Comprehensive Plan is NOT

- ✗ Regulation that controls how an individual can use their property.
- ✗ A rigid, unchangeable document.
- ✗ The only guiding document for the community.
- ✗ A plan that sits on a shelf and is never implemented.



## How is it Implemented?

### Comprehensive Plan



Implementation is the most important step in developing a Comprehensive Plan. Continuous review and progress monitoring holds everyone accountable to the plan's vision. The Code of Virginia §15.2-2230 requires that Comprehensive Plans be reviewed every five years. Annual reviews and revisions of ordinances and plans is considered a best practice. In addition to monitoring and updating the plan, there are a variety of implementation tools that enable the long-range vision to become a reality. The following tools are the most vital to ensuring the successful implementation of a Comprehensive Plan: (1) resource plans such as the Capital Improvement Plan and annual budget which allocate public expenditure on projects; (2) community plans and programs that deal with specific subjects; and (3) ordinances and development regulations that control the location, form, and character of private projects.

### Capital Improvement Plan

The Capital Improvement Plan (CIP) is intended to link public capital investments with the Comprehensive Plan. The CIP includes a schedule, cost estimate, funding source(s), and justification.

### Community Plans

The Comprehensive Plan sets the stage for more detailed community plans and planning initiatives. Example plans might include: Housing Studies, Green Infrastructure Plans, Parks & Recreation Master Plans, and Small Area Plans.

### Ordinances & Zoning Map

The Zoning and Subdivision Ordinances should be guided by the Comprehensive Plan. These ordinances are the primary tool through which the land use goals and policies of the plan are implemented.

## The Value of Comprehensive Plans

- ✓ Provide continuity across time, and give successive public bodies a common framework for addressing land-use issues.
- ✓ Guide and protect public investments.
- ✓ Allow communities to plan development in a way that protects valued resources.
- ✓ Provide guidance for shaping the appearance of the community.
- ✓ Promote economic development.
- ✓ Provide justification for decisions by providing a factual and objective basis to support zoning decisions.



**Item: 2.a.**

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Discuss and Consider Approval of March 13, 2025 Meeting Minutes

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

1. Minutes March 13th 2025



**March 13th, 2025**  
**Martinsville City Council Meeting Minutes**

**4:00 pm - Joint Closed, Executive Session with Economic Development**

**Authority**

Gardner Board Room, New College Institute

A Closed meeting of the City of Martinsville, Virginia's Council, was held on March 13th, 2025, at 4:00 PM in Gardner Board Room, New College Institute, Martinsville, VA. Council Members participating included Vice Mayor, Kathy Lawson; Councilman, Julian Mei; Councilman, Rayshaun Gravely, and Mayor Jones. Councilman Rawls was absent from the meeting. Staff present included City Manager, Aretha Ferrell-Benavides; Assistant to the City Manager, Peyton Nibblett, City Attorney Designee and Interim Managing Director of Development, Eric Payne; Mayor Jones called the meeting to order and advised Council would go into Joint Closed Session with the Economic Development Authority beginning at 4:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Lee Prillaman and seconded by with the following 7-0 recorded vote: Lee Prillaman, aye; Ronnie Fultz, aye; Marcus Stone, aye; Olivia Garrett, aye; Michael Scales, aye; James Frith, aye; and Eric Phillips was tardy. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Vice Mayor Lawson and seconded by Councilman Gravely with the following 3-0 recorded vote: Councilor Mei, Aye; Vice Mayor Lawson, aye; Mayor Jones, aye. Councilman Gravely entered the meeting at 4:10 PM. Councilman Rawls was absent.



Council and the Economic Development Authority convened in Closed Session to discuss the following matters:

- a. 2.2-3711 A(5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
- b. b. 2.2-3711 A(3) and 2.2-3711 A(6) Discussion concerning items related to the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as allowed.

At 5PM, Chairman Phillips moved to adjourn the joint closed session and was seconded by Vice-Chairman Lee Prillaman. The motion passed unanimously and the Economic Development Authority exited the closed session while City Council remained to discuss the following matters

- a. 2.2-3711 A (1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; In regards to the City Manager and City Attorney position.

Vice Mayor Lawson motioned to adjourn the closed session at 6:30 PM and seconded by Councilor Mei. The motion passed unanimously, Council then moved into Open Session.





**6:30 pm - Work Session**

City Council Chambers, Municipal Building

All members were in attendance.

1. Briefings and Presentations

- a. Foothills of the Blue Ridge Outdoor Recreation Plan
  - i. Presentation by Friends of the Outdoor Recreation Process with designs concerning Baldwin Park with key elements included parking, basketball court, play space, and exercise station. Asked for opinions on designs presented – City Council connected the presenters and City Public Works Director in order to reach a more comprehensive understanding.
- b. Presentation of Parks Improvement Plan
  - i. Tabled due to time
- c. Human Resources Update
  - i. Tabled due to time

2. Discuss Consent Agenda Items

- a. Discuss and Consider Rescheduling April 8th City Council Meeting to April 1st
- b. Discuss and Consider February 25, 2025 City Council Meeting Minutes
- c. Discuss and Consider February 28 2025 City Council Retreat Meeting Minutes



### **7:00 pm - Regular Session**

City Council Chambers, Municipal Building

All Council members were present.

1. Call to Order
2. Pledge to the American Flag
3. Invocation
  - a. Led by Shasta Carmichael
4. Proclamations and Presentations
  - a. Presentation of a Proclamation of March 2025 as Women's History Month
  - b. Police Annual Report 2024
    - i. State of Crime in the City Report given by Chief Fincher. Martinsville experienced an overall 11.41% decrease in overall crime since 2023. Top calls for service, in order of volume, were: Call by phone, Suspicious Circumstances, Dog/Animal Calls, Wellbeing Check, 911 Open Line/Hang Up, Business Alarms, Motor Vehicle Accidents, Disturbances, Report in person, Mental subject. Spoke on Community Initiatives and Community Partners. In addition, warned of the threat of card skimmers.
5. Consent Agenda
  - a. Discuss and Consider Rescheduling April 8th City Council Meeting to April 1st
  - b. Discuss and Consider February 25, 2025 City Council Meeting Minutes
  - c. Discuss and Consider February 28 2025 City Council Retreat Meeting Minutes
    - i. Consent Agenda Approved with a motion made by Vice Mayor Lawson and seconded by Councilman Mei. The motion passed unanimously. Councilor Mei, aye; Councilor Gravely, aye; Councilor Rawls, aye; Vice Mayor Lawson, aye; Mayor Jones, aye.
6. Public Hearing
  - a. None



7. Regular Agenda or New Business

a. Discussion of 2025 Tax Rate

- i. Discussion of recent 2025 Tax Rate and Assessment values. Went over the key roles in property assessment. The Commissioner of Revenue assesses the value, not the tax rate. City Council has the sole ability to set the tax rate, which has not yet been set.
- ii. In response to the needs of the community and to offset the burden on taxpayers, City Management requested permission to develop and create an ordinance to cap the maximum revenue rate allowable, which was approved with a motion made by Vice Mayor Lawson and seconded by Councilor Mei.

8. Actions necessary as a result of the Executive Session

A. None

9. City Hall Reporting and Announcements

A. Public Information Officer

10. Communications from Visitors / Business from the Floor

- A. Melody Cartwright
- B. Jennifer Hairston
- C. Jamie Turner
- D. Rachel Hunsicker
- E. Eric Phillips
- F. Michael Greene

11. Comments by Members of City Council

12. Communications by City Manager

13. Adjournment



**Item:** 6.a.

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Proclamation Honoring Martinsville Middle School Boys' Basketball Team on Championship Win

**Department/Office:** Council

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None





**Item:** 6.b.

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Proclamation Honoring Martinsville Middle School Girls' Basketball Team on Championship Win

**Department/Office:** Council

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None



**Item:** 6.c.

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Proclamation Honoring Martinsville High School Swim Team's State Champion

**Department/Office:** Council

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None



## ITEM REPORT

**To:** City Council

**From:** Peyton Nibblett, Deputy City Clerk

**Subject:** First Quarter Community Voice Survey Presentation

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

**Summary:**

Overview of Community Voice Survey Results gathered from survey launched from January - February 28, 2025.

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None



**Item:** 6.e.

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Proclamation Honoring April as being Child Abuse Prevention Month

**Department/Office:** Council

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None





**Item: 7.a.**

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Discuss and Consider Approval of March 13, 2025 Meeting Minutes

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

1. Minutes March 13th 2025



**March 13th, 2025**  
**Martinsville City Council Meeting Minutes**

**4:00 pm - Joint Closed, Executive Session with Economic Development**

**Authority**

Gardner Board Room, New College Institute

A Closed meeting of the City of Martinsville, Virginia's Council, was held on March 13th, 2025, at 4:00 PM in Gardner Board Room, New College Institute, Martinsville, VA. Council Members participating included Vice Mayor, Kathy Lawson; Councilman, Julian Mei; Councilman, Rayshaun Gravely, and Mayor Jones. Councilman Rawls was absent from the meeting. Staff present included City Manager, Aretha Ferrell-Benavides; Assistant to the City Manager, Peyton Nibblett, City Attorney Designee and Interim Managing Director of Development, Eric Payne; Mayor Jones called the meeting to order and advised Council would go into Joint Closed Session with the Economic Development Authority beginning at 4:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Lee Prillaman and seconded by with the following 7-0 recorded vote: Lee Prillaman, aye; Ronnie Fultz, aye; Marcus Stone, aye; Olivia Garrett, aye; Michael Scales, aye; James Frith, aye; and Eric Phillips was tardy. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Vice Mayor Lawson and seconded by Councilman Gravely with the following 3-0 recorded vote: Councilor Mei, Aye; Vice Mayor Lawson, aye; Mayor Jones, aye. Councilman Gravely entered the meeting at 4:10 PM. Councilman Rawls was absent.



Council and the Economic Development Authority convened in Closed Session to discuss the following matters:

- a. 2.2-3711 A(5) Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
- b. b. 2.2-3711 A(3) and 2.2-3711 A(6) Discussion concerning items related to the discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, as allowed.

At 5PM, Chairman Phillips moved to adjourn the joint closed session and was seconded by Vice-Chairman Lee Prillaman. The motion passed unanimously and the Economic Development Authority exited the closed session while City Council remained to discuss the following matters

- a. 2.2-3711 A (1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; In regards to the City Manager and City Attorney position.

Vice Mayor Lawson motioned to adjourn the closed session at 6:30 PM and seconded by Councilor Mei. The motion passed unanimously, Council then moved into Open Session.



**6:30 pm - Work Session**

City Council Chambers, Municipal Building

All members were in attendance.

1. Briefings and Presentations

- a. Foothills of the Blue Ridge Outdoor Recreation Plan
  - i. Presentation by Friends of the Outdoor Recreation Process with designs concerning Baldwin Park with key elements included parking, basketball court, play space, and exercise station. Asked for opinions on designs presented – City Council connected the presenters and City Public Works Director in order to reach a more comprehensive understanding.
- b. Presentation of Parks Improvement Plan
  - i. Tabled due to time
- c. Human Resources Update
  - i. Tabled due to time

2. Discuss Consent Agenda Items

- a. Discuss and Consider Rescheduling April 8th City Council Meeting to April 1st
- b. Discuss and Consider February 25, 2025 City Council Meeting Minutes
- c. Discuss and Consider February 28 2025 City Council Retreat Meeting Minutes



### **7:00 pm - Regular Session**

City Council Chambers, Municipal Building

All Council members were present.

1. Call to Order
2. Pledge to the American Flag
3. Invocation
  - a. Led by Shasta Carmichael
4. Proclamations and Presentations
  - a. Presentation of a Proclamation of March 2025 as Women's History Month
  - b. Police Annual Report 2024
    - i. State of Crime in the City Report given by Chief Fincher. Martinsville experienced an overall 11.41% decrease in overall crime since 2023. Top calls for service, in order of volume, were: Call by phone, Suspicious Circumstances, Dog/Animal Calls, Wellbeing Check, 911 Open Line/Hang Up, Business Alarms, Motor Vehicle Accidents, Disturbances, Report in person, Mental subject. Spoke on Community Initiatives and Community Partners. In addition, warned of the threat of card skimmers.
5. Consent Agenda
  - a. Discuss and Consider Rescheduling April 8th City Council Meeting to April 1st
  - b. Discuss and Consider February 25, 2025 City Council Meeting Minutes
  - c. Discuss and Consider February 28 2025 City Council Retreat Meeting Minutes
    - i. Consent Agenda Approved with a motion made by Vice Mayor Lawson and seconded by Councilman Mei. The motion passed unanimously. Councilor Mei, aye; Councilor Gravely, aye; Councilor Rawls, aye; Vice Mayor Lawson, aye; Mayor Jones, aye.
6. Public Hearing
  - a. None





7. Regular Agenda or New Business

a. Discussion of 2025 Tax Rate

- i. Discussion of recent 2025 Tax Rate and Assessment values. Went over the key roles in property assessment. The Commissioner of Revenue assesses the value, not the tax rate. City Council has the sole ability to set the tax rate, which has not yet been set.
- ii. In response to the needs of the community and to offset the burden on taxpayers, City Management requested permission to develop and create an ordinance to cap the maximum revenue rate allowable, which was approved with a motion made by Vice Mayor Lawson and seconded by Councilor Mei.

8. Actions necessary as a result of the Executive Session

A. None

9. City Hall Reporting and Announcements

A. Public Information Officer

10. Communications from Visitors / Business from the Floor

- A. Melody Cartwright
- B. Jennifer Hairston
- C. Jamie Turner
- D. Rachel Hunsicker
- E. Eric Phillips
- F. Michael Greene

11. Comments by Members of City Council

12. Communications by City Manager

13. Adjournment





## ITEM REPORT

**To:** City Council

**From:** Edena Reese-Atmore, Chief Operating Officer, James Stanfield, Chief Financial Officer

**Subject:** Discuss and Consider Approval of Revenue Loss Designation of ARPA Funds

**Department/Office:** Finance

**Meeting Date:** March 25, 2025

### Summary:

The City of Martinsville would like to consider designating the maximum amount of the American Rescue Plan Act (ARPA) funding as Revenue Loss Replacement funding. Projects that have been completed or that are currently in progress with contractual encumbrances will continue under their appropriate category as provided by the ARPA administration. Other projects approved by the City Council and in progress but without encumbered contracts as of December 31, 2024, will be considered Revenue Loss amounts with the approval of the City Council.

### POLICY

According to the American Rescue Act, The City must obligate/encumber ARPA funds by December 31, 2024. Funds can be spent for the following purposes: Public Health, Water & Sewer Infrastructure, Broadband Infrastructure, Premium Pay for essential workers, addressing negative economic impacts and replacing revenue loss in the public sector.

### Recommended Action:

1. City Council Approve
2. City Council Do Not Approve
3. Other Action as Directed by Council

### Fiscal Impact:

### Attachments:

1. Z-Updated ARPA FY21-FY25 Summary 25-03-23

Fund -22 ARPA PROJECT STATUS TO DATE - MARCH 14, 2025

|                                                                      | FY 2021-22 ACTUALS | FY 2022-23 ACTUALS | FY 2023-24 ACTUALS | FY 2024-25 ACTUALS | CY Encumbrance | TOTAL APPROVED BUDGET | VARIANCE UNDER/ (OVER) SPENT | STATUS      | ACCESSIBILITY | DATE APPROVED                 |
|----------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|-----------------------|------------------------------|-------------|---------------|-------------------------------|
| GL Accounts                                                          |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| Revenue                                                              |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 22102926 - ARPA FUNDS 2021                                           |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 442307 - ARPA 2021 FUNDS                                             | (1,832,358)        | (5,460,187)        | (8,170,906)        |                    | -              | (15,463,451)          | -                            | RECEIVED    |               |                               |
| 22102926 - ARPA FUNDS 2021 Total                                     | (1,832,358)        | (5,460,187)        | (8,170,906)        |                    | -              | (15,463,451)          | -                            |             |               |                               |
| Revenue Total                                                        | (1,832,358)        | (5,460,187)        | (8,170,906)        |                    | -              | (15,463,451)          | -                            |             |               |                               |
| Expense                                                              |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 22112091 - PPE-PUB HEALTH EC 1.5                                     |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503136 - PROF. SERVICES - CONSULTANT (COVID-19)                      | 500                | -                  | -                  | -                  | -              | 500                   | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 506010 - SUPPLIES/EQUIPMENT (COVID-19 PPE)                           | 265                | -                  | -                  | -                  | -              | 974                   | 709                          | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22112091 - PPE-PUB HEALTH EC 1.5 Total                               | 765                | -                  | -                  | -                  | -              | 1,474                 | 709                          |             |               |                               |
| 22112094 - COM DEV EC 2.13                                           |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503136 - PROF. SERVICES - CONSULTANT (COMP LAND USE PLAN)            | -                  | -                  | -                  | 35,283             | 71,761         | 187,000               | 79,956                       | IN PROGRESS |               | 7/25/23 & 9/24/24             |
| 22112094 - COM DEV EC 2.13 Total                                     | -                  | -                  | -                  | 35,283             | 71,761         | 187,000               | -                            |             |               |                               |
| 22112096 - PUB HEALTH OTH EC 1.12                                    |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 508168 - ELEVATOR MAINTENANCE/IMPROVEMENT                            | 69,324             | 81,227             | 114,306            | -                  | -              | 264,857               | (0)                          | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22112096 - PUB HEALTH OTH EC 1.12 Total                              | 69,324             | 81,227             | 114,306            | -                  | -              | 264,857               | (0)                          |             |               |                               |
| 22112097 - PUB HEALTH-PHYS PLANT EC 1.7                              |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 508220 - PHYSICAL PLANT EXPANSION (SHERIFF DEPT HVAC MINI SPLIT A/C) | 10,151             | -                  | -                  | -                  | -              | 10,151                | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22112097 - PUB HEALTH-PHYS PLANT EC 1.7 Total                        | 10,151             | -                  | -                  | -                  | -              | 10,151                | -                            |             |               |                               |
| 22113095 - TOURISM/HOSPITALITY EC 2.35                               |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503130 - PROF. SERVICE-MANAGEMENT CONS. (WEST PIEDMONT )             | -                  | -                  | 11,164             | -                  | -              | -                     | (11,164)                     | COMPLETED   | closed        | 3/8/2022                      |
| 503140 - PROF. SERVICE-ENG. & ARCH. (HOOKER FIELD IMPROVEMENTS)      | -                  | -                  | 6,400              | -                  | -              | 6,400                 | -                            | COMPLETED   | closed        | 3/8/2022                      |
| 506010 - SUPPLIES/EQUIPMENT                                          | 10,208             | -                  | -                  | -                  | -              | -                     | (10,208)                     | COMPLETED   | closed        | 3/8/2022                      |
| 508152 - MISC. DEVELOPMENT EXPENSES (PIED. ARTS CAMPAIGN CONTRIB.)   | 50,000             | -                  | -                  | -                  | -              | 50,000                | -                            | COMPLETED   | closed        | 3/8/2022                      |
| 508152 - MISC. DEVELOPMENT EXPENSES (S. VIRGINIA PRINCE PARKING LOT) | -                  | 151,414            | -                  | -                  | -              | -                     | (151,414)                    | COMPLETED   | closed        | 3/8/2022                      |
| 508168 - MAINTENANCE/IMPROVEMENT (HOOKER FIELD IMPROVEMENTS)         | 1,825              | 1,314,254          | 714,247            | -                  | -              | 2,265,728             | 235,401                      | COMPLETED   | closed        | 3/8/2022                      |
| 508168 - MAINTENANCE/IMPROVEMENT (TENNIS CT. RENO - SPRUCE ST)       | -                  | -                  | 26,610             | -                  | -              | 26,610                | -                            | COMPLETED   | closed        | 10/4/2023                     |
| 508207 - HARDWARE/EQUIPMENT (HOOKER FIELD IMPROVEMENTS)              | -                  | 14,900             | -                  | -                  | -              | 14,900                | -                            | COMPLETED   | closed        | 3/8/2022                      |
| 508207 - HARDWARE/EQUIPMENT (SOUTHSIDE PARK)                         | 86,761             | -                  | -                  | -                  | -              | -                     | (86,761)                     | COMPLETED   | closed        | 3/8/2022                      |
| 22113095 - TOURISM/HOSPITALITY EC 2.35 Total                         | 148,794            | 1,480,568          | 758,422            | -                  | -              | 2,363,638             | (24,146)                     |             |               |                               |
| 22113098 - AFFORD HOUSING EC 2.15                                    |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503118 - PS - LANDSCAPING (FIVE POINTS)                              | 19,775             | -                  | -                  | -                  | -              | 19,775                | -                            | COMPLETED   | closed        | 3/22/2022                     |
| 503166 - PS-ASBESTOS REMOVAL (FIVE POINTS IMPROVEMENTS)              | 900                | -                  | -                  | -                  | -              | 900                   | -                            | COMPLETED   | closed        | 3/22/2022                     |
| 503191 - PROF. SERVICES-CONTRACTORS (BBT & WARMING CENTER)           | 8,675              | 377,815            | 97,183             | -                  | -              | 495,440               | 11,767                       | COMPLETED   | closed        | 3/22/2022 & 10/4/2023         |
| 503214 - PROF SERV - WEB DESIGN & HOSTING (MAINT-FIVE POINTS)        | 526                | -                  | -                  | -                  | -              | 526                   | -                            | COMPLETED   | closed        | 3/22/2022                     |
| 503838 - PS - EVICTION PROGRAM (UNITED WAY)                          | -                  | -                  | 68,845             | 51,155             | -              | 120,000               | 0                            | COMPLETED   |               | 8/9/2022                      |
| 505300 - INSURANCE                                                   | -                  | 594                | -                  | -                  | -              | -                     | (594)                        | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 505602 - STREET IMPROVEMENTS (FIVE POINTS)                           | 30,511             | 2,603              | 6,927              | 5,962              | -              | 50,000                | 3,996                        | COMPLETED   |               | 3/22/2022                     |
| 506010 - SUPPLIES/EQUIPMENT (FIVE POINTS)                            | -                  | 12,853             | -                  | -                  | -              | 12,853                | 0                            | COMPLETED   | closed        | 3/22/2022                     |
| 508160 - CONSTRUCTION (AARON MILLS SR HOUSING)                       | -                  | -                  | -                  | -                  | -              | 500,000               | 500,000                      | COMPLETED   |               | 3/22/2022                     |
| 508160 - CONSTRUCTION (FIVE POINTS SITE IMPROVEMENTS)                | -                  | -                  | -                  | 2,970              | 50,888         | 144,625               | 90,767                       | IN-PROGRESS |               | 3/22/2022                     |
| 580480 - BLDG IMPROVEMENTS-BBT                                       | -                  | -                  | 13,070             | -                  | -              | -                     | (13,070)                     | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22113098 - AFFORD HOUSING EC 2.15 Total                              | 60,388             | 393,866            | 186,024            | 60,087             | 50,888         | 1,344,119             | 592,866                      |             |               |                               |
| 22113099 - DEMOLITION/REHAB EC 2.23                                  |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503166 - PS-ASBESTOS REMOVAL                                         | -                  | 23,850             | -                  | -                  | -              | 23,850                | -                            | COMPLETED   | closed        | 4/26/2022                     |
| 503191 - PROF. SERVICES-CONTRACTORS (DEMOLITIONS)                    | -                  | 39,550             | 24,341             | 30,975             | 34,290         | 476,150               | 346,994                      | IN-PROGRESS |               | 4/26/2022                     |
| 22113099 - DEMOLITION/REHAB EC 2.23 Total                            | -                  | 63,400             | 24,341             | 30,975             | 34,290         | 500,000               | 346,994                      |             |               |                               |
| 22114097 - PH-CAP INV/PHY PL EC 1.7                                  |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 508207 - HARDWARE/EQUIPMENT (WHOLE BODY SCANNER - PART OF COST)      | 27,318             | -                  | -                  | -                  | -              | 27,318                | 0                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22114097 - PH-CAP INV/PHY PL EC 1.7 Total                            | 27,318             | -                  | -                  | -                  | -              | 27,318                | 0                            |             |               |                               |
| 22121250 - CAREER/WORKFORCE PROGRAM                                  |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 563400 - SPONSORSHIP EXPENDITURES (YOUTH EMPLOY PROGRAM)             | -                  | -                  | 280,000            | -                  | -              | 530,000               | 250,000                      | COMPLETED   | closed        | 2/27/2024 & 11/19/2024        |
| 22121250 - CAREER/WORKFORCE PROGRAM Total                            | -                  | -                  | 280,000            | -                  | -              | 530,000               | 250,000                      |             |               |                               |
| 22122825 - ADMINISTRATIVE EXP EC 7.1                                 |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 501100 - SALARIES-FULL-TIME (ADMIN & BENEFITS)                       | 6,358              | 3,012              | 2,211              | -                  | -              | 11,582                | 1                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22122825 - ADMINISTRATIVE EXP EC 7.1 Total                           | 6,358              | 3,012              | 2,211              | -                  | -              | 11,582                | 1                            |             |               |                               |
| 22125610 - REVENUE REPLACE EC 6.1                                    |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503191 - PROF. SERVICES-CONTRACTORS (W PIEDMONT ROOF REPL.)          | -                  | -                  | 127,511            | -                  | -              | 108,950               | (18,561)                     | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 503191 - PROF. SERVICES-CONTRACTORS (CIVIC PLUS WEBSITE)             | -                  | 23,446             | -                  | -                  | -              | 23,446                | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 503191 - PROF. SERVICES-CONTRACTORS (MGTV UPGRADES)                  | -                  | -                  | 92,499             | -                  | -              | 94,748                | 2,249                        | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 503600 - ADVERTISING (BERKLEY GROUP SEARCH & MANAGEMENT)             | -                  | -                  | 122,208            | -                  | -              | 121,500               | (708)                        | COMPLETED   | closed        | 2/27/2024                     |
| 506010 - SUPPLIES/EQUIPMENT (E911 UPGRADES)                          | 26,030             | -                  | -                  | -                  | -              | 26,030                | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 506010 - SUPPLIES/EQUIPMENT (OTHER - FAST TRACK)                     | -                  | -                  | 8,622              | -                  | -              | -                     | (8,622)                      | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 506011 - UNIFORMS & VEST                                             | -                  | -                  | 1,070              | -                  | -              | -                     | (1,070)                      | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (JAIL ROOF REPAIR)              | -                  | -                  | -                  | 76,300             | -              | 76,300                | -                            | COMPLETED   | closed        | 2/27/2024                     |
| 508207 - HARDWARE/EQUIPMENT (UPS REPLACE-TRU POWER)                  | 33,882             | -                  | -                  | -                  | -              | 33,872                | (10)                         | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 508207 - HARDWARE/EQUIPMENT (PLOTTER PRINTER - ENGINEERING DEPT)     | 9,795              | -                  | -                  | -                  | -              | 9,795                 | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 509205 - TRANSFER TO GENERAL FUND (CA LAW CLERK)                     | -                  | -                  | 85,000             | -                  | -              | 170,000               | 85,000                       | COMPLETED   | closed        | 11/19/2024                    |
| 509205 - TRANSFER TO GENERAL FUND (BLDG INSPECT.)                    | -                  | -                  | 120,000            | -                  | -              | 120,000               | -                            | COMPLETED   | closed        | 2/27/2024                     |
| 509205 - TRANSFER TO GENERAL FUND                                    | -                  | 3,000,000          | -                  | -                  | -              | 3,000,000             | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 580600 - EQUIPMENT & MACHINERY (MIDDLE SCHOOL GENERATOR)             | -                  | -                  | 236,492            | -                  | -              | 205,000               | (31,492)                     | COMPLETED   | closed        | 10/4/2023                     |
| 22125610 - REVENUE REPLACE EC 6.1 Total                              | 69,707             | 3,023,446          | 793,403            | 76,300             | -              | 3,989,641             | 26,785                       |             |               |                               |
| 22131310 - COMMUNITY ENGAGEMENT ACTIVITY                             |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 540200 - MARKETING & BRANDING EXP (COMMUNITY BRANDING & MKTNG)       | -                  | -                  | 413                | -                  | -              | 80,000                | 79,587                       | IN-PROGRESS |               | 7/25/2023 & 2/27/2024         |
| 22131310 - COMMUNITY ENGAGEMENT ACTIVITY Total                       | -                  | -                  | 413                | -                  | -              | 80,000                | 79,587                       |             |               |                               |
| 22311825 - LAW ENFORCEMENT EC 4.1                                    |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 501400 - BONUS/COMMISSION (PREMIUM PAY)                              | 141,000            | 45,000             | -                  | -                  | -              | 186,000               | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 502100 - SOCIAL SECURITY                                             | 8,742              | 2,790              | -                  | -                  | -              | 11,532                | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 502110 - MEDICARE FICA                                               | 2,045              | 653                | -                  | -                  | -              | 2,698                 | 1                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22311825 - LAW ENFORCEMENT EC 4.1 Total                              | 151,787            | 48,443             | -                  | -                  | -              | 200,230               | 1                            |             |               |                               |
| 22322825 - EMS EC 4.1                                                |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 501400 - BONUS/COMMISSION (PREMIUM PAY)                              | 98,700             | 34,600             | -                  | -                  | -              | 133,300               | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 502100 - SOCIAL SECURITY                                             | 6,119              | 2,145              | -                  | -                  | -              | 8,264                 | (1)                          | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 502110 - MEDICARE FICA                                               | 1,431              | 502                | -                  | -                  | -              | 1,933                 | 0                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22322825 - EMS EC 4.1 Total                                          | 106,251            | 37,247             | -                  | -                  | -              | 143,497               | (0)                          |             |               |                               |
| 22331825 - SHER CORR EC 4.1                                          |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 501400 - BONUS/COMMISSION (PREMIUM PAY)                              | 49,500             | 53,300             | -                  | -                  | -              | 102,800               | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 502100 - SOCIAL SECURITY                                             | 3,069              | 3,305              | -                  | -                  | -              | 6,374                 | 0                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 502110 - MEDICARE FICA                                               | 718                | 773                | -                  | -                  | -              | 1,491                 | 0                            | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 22331825 - SHER CORR EC 4.1 Total                                    | 53,287             | 57,377             | -                  | -                  | -              | 110,665               | 1                            |             |               |                               |
| 22429000-ARPA NONDPT WWW INFRAST 5.15                                |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 580600-WSCAD - EQUIPMENT & MACHINERY (SCADA)                         | -                  | -                  | -                  | -                  | 300,000        | 300,000               | -                            | IN-PROGRESS |               | 11/19/2024                    |
| 22429000-ARPA NONDPT WWW INFRAST 5.15 TOTAL                          | -                  | -                  | -                  | -                  | 300,000        | 300,000               | -                            |             |               |                               |
| 22484800 -ARPA IT-INFRASTRUCTURE                                     |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 580708 -BROADBAND INFRAS. IMPROVEMENTS                               | -                  | -                  | -                  | -                  | -              | -                     | -                            | IN-PROGRESS |               | 11/19/2024                    |
| 580710 - NETWORK/SECURITY INFRASTRUCTURE                             | -                  | -                  | -                  | -                  | -              | 400,000               | -                            | IN-PROGRESS |               | 11/19/2024                    |
| 22484800-ARPA IT BROADBAND TOTAL                                     | -                  | -                  | -                  | -                  | -              | 400,000               | -                            |             |               |                               |
| 22505240 - PARKS & GROUNDS                                           |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 580280 - PARK INFRAST. IMPROVEMENTS                                  | -                  | -                  | -                  | 156,247            | -              | 600,000               | 443,753                      | IN-PROGRESS |               | 3/8/2022                      |
| 22505240 - PARKS & GROUNDS Total                                     | -                  | -                  | -                  | 156,247            | -              | 600,000               | 443,753                      |             |               |                               |
| 22528850 - STORM WTR EC 5.6                                          |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 503191 - PROF. SERVICES-CONTRACTORS (STORMWATER REPAIRS)             | 69,457             | -                  | -                  | 13,377             | -              | 200,000               | 117,167                      | IN-PROGRESS | GREG          | 3/22/2022                     |
| 22528850 - STORM WTR EC 5.6 Total                                    | 69,457             | -                  | -                  | 13,377             | -              | 200,000               | 117,167                      |             |               |                               |
| 22538850 - BROADBAND EC 5.21                                         |                    |                    |                    |                    |                |                       |                              |             |               |                               |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (FIREWALL)                      | 600,004            | 73,720             | 52,505             | -                  | -              | 673,157               | (53,072)                     | COMPLETED   | closed        | Previous City Manager (L. T.) |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (CLARK RD MATLS)                | 174,987            | -                  | -                  | -                  | -              | 174,987               | -                            | COMPLETED   | closed        | Previous City Manager (L. T.) |

|                                                                      | FY 2021-22 ACTUALS | FY 2022-23 ACTUALS | FY 2023-24 ACTUALS | FY 2024-25 ACTUALS | CY Encumbrance | TOTAL APPROVED BUDGET | VARIANCE UNDER/ (OVER) SPENT | STATUS      | ACCESSIBILITY | DATE APPROVED                |
|----------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|----------------|-----------------------|------------------------------|-------------|---------------|------------------------------|
| GL Accounts                                                          |                    |                    |                    |                    |                |                       |                              |             |               |                              |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (OFF 365 UPGRADE)               | 68,942             | -                  | -                  | -                  | -              | 69,509                | 567                          | COMPLETED   | closed        | Previous City Manager (L.T.) |
| 580708 - BROADBAND INFRAS. IMPROVEMENTS (EXPANSION)                  | -                  | -                  | 120,763            | 254,293            | 222,164        | 800,000               | 202,780                      | IN-PROGRESS |               | 2/27/2024                    |
| 22538850 - BROADBAND EC 5.21 Total                                   | 843,933            | 73,720             | 173,268            | 254,293            | 222,164        | 1,717,653             | 150,276                      |             |               |                              |
| 22548850 - WATER-INFRASTR EC 5.15                                    |                    |                    |                    |                    |                |                       |                              |             |               |                              |
| 503140 - PROF. SERVICE-ENG. & ARCH. (ASSET INVENT. & WTR MODEL PLAN) | -                  | -                  | -                  | -                  | -              | 100,000               | 100,000                      | IN-PROGRESS |               | 6/25/2024                    |
| 503191 - PROF. SERVICES-CONTRACTORS (UPDATE ASSET MGMT PLAN)         | -                  | -                  | -                  | 203,240            | 16,360         | 120,000               | (99,600)                     | IN-PROGRESS |               | 2/27/2024                    |
| 503191 - PROF. SERVICES-CONTRACTORS (SUMMIT VIEW)                    | -                  | 3,626              | 815,435            | -                  | -              | 816,832               | (2,229)                      | COMPLETED   | closed        | 2/22/2022                    |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (GENERATOR FOR PUMP HOUSE)      | -                  | -                  | -                  | 50,000             | 60,598         | 70,000                | (40,598)                     | IN-PROGRESS |               | 2/27/2024                    |
| 580400-WS407-BUILDING & BLDG IMPROVENMTS (WWW BLDG ROOF REPAIRS)     | -                  | -                  | -                  | -                  | 100,000        | 100,000               | -                            | IN-PROGRESS |               | 2/27/2024                    |
| 22548850 - WATER-INFRASTR EC 5.15 Total                              | -                  | 3,626              | 815,435            | 253,240            | 176,958        | 1,206,832             | (42,427)                     |             |               | 0                            |
| 22568850 - SEWER-INFRASTR EC 5.5                                     |                    |                    |                    |                    |                |                       |                              |             |               |                              |
| 503140 - PROF. SERVICE-ENG. & ARCH (CCTV INSPECTIONS)                | 39,450             | -                  | -                  | -                  | -              | 39,450                | -                            | COMPLETED   | closed        | Previous City Manager (L.T.) |
| 503191 - PROF. SERVICES-CONTRACTORS (CCTV INSPECTIONS)               | 175,390            | -                  | -                  | -                  | -              | 175,390               | (0)                          | COMPLETED   | closed        | Previous City Manager (L.T.) |
| 503191 - PROF. SERVICES-CONTRACTORS (DUPONT RD PIPE REPLACE)         | -                  | 194,850            | -                  | -                  | -              | 194,850               | -                            | COMPLETED   | closed        | Previous City Manager (L.T.) |
| 22568850 - SEWER-INFRASTR EC 5.5 Total                               | 214,840            | 194,850            | -                  | -                  | -              | 409,690               | (0)                          |             |               |                              |
| 22900000 - ARPA NON-DEPARTMENTAL                                     |                    |                    |                    |                    |                |                       |                              |             |               |                              |
| 590410 - TRANSFER TO FLEET REPLACEMENT FUND                          | -                  | -                  | -                  | 125,000            | -              | 125,000               | -                            | IN-PROGRESS |               | 8/27/2024                    |
| 590007 - TRANSFER TO 07-IDA FUND                                     | -                  | -                  | 500,000            | -                  | -              | 640,104               | 140,104                      | COMPLETED   |               | 10/4/23, 2/27/24, 11/19/24   |
| 590210 - TRANSFER TO 210-MHRA FUND                                   | -                  | -                  | 100,000            | -                  | -              | 100,000               | -                            | COMPLETED   |               | 7/25/2023 & 2/27/2024        |
| 22900000 - ARPA NON-DEPARTMENTAL Total                               | -                  | -                  | 600,000            | 125,000            | -              | 865,104               | 140,104                      |             |               |                              |
| Expense Total                                                        | 1,832,358          | 5,460,782          | 3,747,823          | 1,004,801          | 856,061        | 15,463,451            | 2,081,670                    |             |               |                              |
| UNALLOCATED BUDGET AMOUNT                                            |                    |                    |                    |                    |                | \$0                   |                              |             |               |                              |

## Fund -22

## ARPA PROJECT STATUS TO DATE - MARCH 24, 2025

| GL ACCOUNTS                                                          | FY 2021-22<br>ACTUALS | FY 2022-23<br>ACTUALS | FY 2023-24<br>ACTUALS | FY 2024-25<br>ACTUALS | CY Encumbrance | TOTAL APPROVED<br>BUDGET | VARIANCE<br>UNDER/ (OVER)<br>SPENT | STATUS      | DATE APPROVED             |
|----------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------|--------------------------|------------------------------------|-------------|---------------------------|
| <b>Revenue</b>                                                       |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 22102926 - ARPA FUNDS 2021                                           |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 442307 - ARPA 2021 FUNDS                                             | (1,832,358)           | (5,460,187)           | (8,170,906)           |                       | -              | (15,463,451)             | -                                  | RECEIVED    |                           |
| 22102926 - ARPA FUNDS 2021 Total                                     | (1,832,358)           | (5,460,187)           | (8,170,906)           |                       | -              | (15,463,451)             | -                                  |             |                           |
| <b>Revenue Total</b>                                                 | <b>(1,832,358)</b>    | <b>(5,460,187)</b>    | <b>(8,170,906)</b>    |                       | <b>-</b>       | <b>(15,463,451)</b>      | <b>-</b>                           |             |                           |
| <b>Expense</b>                                                       |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 22112091 - PPE-PUB HEALTH EC 1.5                                     |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 503136 - PROF. SERVICES - CONSULTANT (COVID-19)                      | 500                   | -                     | -                     | -                     | -              | 500                      | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 506010 - SUPPLIES/EQUIPMENT (COVID-19 PPE)                           | 265                   | -                     | -                     | -                     | -              | 974                      | 709                                | COMPLETED   | Prior City Manager (L.T.) |
| 22112091 - PPE-PUB HEALTH EC 1.5 Total                               | 765                   | -                     | -                     | -                     | -              | 1,474                    | 709                                |             |                           |
| 22112094 - COM DEV EC 2.13                                           |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 503136 - PROF. SERVICES - CONSULTANT (COMP LAND USE PLAN)            | -                     | -                     | -                     | 35,283                | 71,761         | 187,000                  | 79,956                             | IN PROGRESS | 7/25/23 & 9/24/24         |
| 22112094 - COM DEV EC 2.13 Total                                     | -                     | -                     | -                     | 35,283                | 71,761         | 187,000                  | 79,956                             |             |                           |
| 22112096 - PUB HEALTH OTH EC 1.12                                    |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 508168 - ELEVATOR MAINTENANCE/IMPROVEMENT                            | 69,324                | 81,227                | 114,306               | -                     | -              | 264,857                  | (0)                                | COMPLETED   | Prior City Manager (L.T.) |
| 22112096 - PUB HEALTH OTH EC 1.12 Total                              | 69,324                | 81,227                | 114,306               | -                     | -              | 264,857                  | (0)                                |             |                           |
| 22112097 - PUB HEALTH-PHYS PLANT EC 1.7                              |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 508220 - PHYSICAL PLANT EXPANSION (SHERIFF DEPT HVAC MINI SPLIT A/C) | 10,151                | -                     | -                     | -                     | -              | 10,151                   | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 22112097 - PUB HEALTH-PHYS PLANT EC 1.7 Total                        | 10,151                | -                     | -                     | -                     | -              | 10,151                   | -                                  |             |                           |
| 22113095 - TOURISM/HOSPITALITY EC 2.35                               |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 503130 - PROF. SERVICE-MANAGEMENT CONS. (WEST PIEDMONT)              | -                     | -                     | 11,164                | -                     | -              | -                        | (11,164)                           | COMPLETED   | 3/8/2022                  |
| 503140 - PROF. SERVICE-ENG. & ARCH. (HOOKER FIELD IMPROVEMENTS)      | -                     | -                     | 6,400                 | -                     | -              | 6,400                    | -                                  | COMPLETED   | 3/8/2022                  |
| 506010 - SUPPLIES/EQUIPMENT                                          | 10,208                | -                     | -                     | -                     | -              | -                        | (10,208)                           | COMPLETED   | 3/8/2022                  |
| 508152 - MISC. DEVELOPMENT EXPENSES (PIED. ARTS CAMPAIGN CONTRIB.)   | 50,000                | -                     | -                     | -                     | -              | 50,000                   | -                                  | COMPLETED   | 3/8/2022                  |
| 508152 - MISC. DEVELOPMENT EXPENSES (S. VIRGINIA PRINCE PARKING LOT) | -                     | 151,414               | -                     | -                     | -              | -                        | (151,414)                          | COMPLETED   | 3/8/2022                  |
| 508168 - MAINTENANCE/IMPROVEMENT (HOOKER FIELD IMPROVEMENTS)         | 1,825                 | 1,314,254             | 714,247               | -                     | -              | 2,265,728                | 235,401                            | COMPLETED   | 3/8/2022                  |
| 508168 - MAINTENANCE/IMPROVEMENT (TENNIS CT. RENO - SPRUCE ST)       | -                     | -                     | 26,610                | -                     | -              | 26,610                   | -                                  | COMPLETED   | 10/4/2023                 |
| 508207 - HARDWARE/EQUIPMENT (HOOKER FIELD IMPROVEMENTS)              | -                     | 14,900                | -                     | -                     | -              | 14,900                   | -                                  | COMPLETED   | 3/8/2022                  |
| 508207 - HARDWARE/EQUIPMENT (SOUTHSIDE PARK)                         | 86,761                | -                     | -                     | -                     | -              | -                        | (86,761)                           | COMPLETED   | 3/8/2022                  |
| 22113095 - TOURISM/HOSPITALITY EC 2.35 Total                         | 148,794               | 1,480,568             | 758,422               | -                     | -              | 2,363,638                | (24,146)                           |             |                           |
| 22113098 - AFFORD HOUSING EC 2.15                                    |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 503118 - PS - LANDSCAPING (FIVE POINTS)                              | 19,775                | -                     | -                     | -                     | -              | 19,775                   | -                                  | COMPLETED   | 3/22/2022                 |
| 503166 - PS-ASBESTOS REMOVAL (FIVE POINTS IMPROVEMENTS)              | 900                   | -                     | -                     | -                     | -              | 900                      | -                                  | COMPLETED   | 3/22/2022                 |
| 503191 - PROF. SERVICES-CONTRACTORS (GBT & WARMING CENTER)           | 8,675                 | 377,815               | 97,183                | -                     | -              | 495,440                  | 11,767                             | COMPLETED   | 3/22/2022 & 10/4/2023     |
| 503214 - PROF SERV - WEB DESIGN & HOSTING (MAINT-FIVE POINTS)        | 526                   | -                     | -                     | -                     | -              | 526                      | -                                  | COMPLETED   | 3/22/2022                 |
| 503838 - PS - EVICTION PROGRAM (UNITED WAY)                          | -                     | -                     | 68,845                | 51,155                | -              | 120,000                  | 0                                  | COMPLETED   | 8/9/2022                  |
| 505300 - INSURANCE                                                   | -                     | 594                   | -                     | -                     | -              | -                        | (594)                              | COMPLETED   | Prior City Manager (L.T.) |
| 505602 - STREET IMPROVEMENTS (FIVE POINTS)                           | 30,511                | 2,603                 | 6,927                 | 5,962                 | -              | 50,000                   | 3,996                              | COMPLETED   | 3/22/2022                 |
| 506010 - SUPPLIES/EQUIPMENT (FIVE POINTS)                            | -                     | 12,853                | -                     | -                     | -              | 12,853                   | 0                                  | COMPLETED   | 3/22/2022                 |
| 508160 - CONSTRUCTION (FIVE POINTS SITE IMPROVEMENTS)                | -                     | -                     | -                     | 2,970                 | 50,888         | 144,625                  | 90,767                             | IN-PROGRESS | 3/22/2022                 |
| 508480 - BLDG IMPROVEMENTS-BBT                                       | -                     | -                     | 13,070                | -                     | -              | -                        | (13,070)                           | COMPLETED   | Prior City Manager (L.T.) |
| 22113098 - AFFORD HOUSING EC 2.15 Total                              | 60,388                | 393,866               | 186,024               | 60,087                | 50,888         | 844,119                  | 92,866                             |             |                           |
| 22113099 - DEMOLITION/REHAB EC 2.23                                  |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 503166 - PS-ASBESTOS REMOVAL                                         | -                     | 23,850                | -                     | -                     | -              | 23,850                   | -                                  | COMPLETED   | 4/26/2022                 |
| 503191 - PROF. SERVICES-CONTRACTORS (DEMOLITIONS)                    | -                     | 39,550                | 24,341                | 43,575                | 51,390         | 476,150                  | 317,294                            | IN-PROGRESS | 4/26/2022                 |
| 22113099 - DEMOLITION/REHAB EC 2.23 Total                            | -                     | 63,400                | 24,341                | 43,575                | 51,390         | 500,000                  | 317,294                            |             |                           |
| 22114097 - PH-CAP INV/PHY PL EC 1.7                                  |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 508207 - HARDWARE/EQUIPMENT (WHOLE BODY SCANNER - PART OF COST)      | 27,318                | -                     | -                     | -                     | -              | 27,318                   | 0                                  | COMPLETED   | Prior City Manager (L.T.) |
| 22114097 - PH-CAP INV/PHY PL EC 1.7 Total                            | 27,318                | -                     | -                     | -                     | -              | 27,318                   | 0                                  |             |                           |
| 22121250 - CAREER/WORKFORCE PROGRAM                                  |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 563400 - SPONSORSHIP EXPENDITURES (YOUTH EMPLOY PROGRAM)             | -                     | -                     | 280,000               | -                     | -              | 530,000                  | 250,000                            | COMPLETED   | 2/27/2024 & 11/19/2024    |
| 22121250 - CAREER/WORKFORCE PROGRAM Total                            | -                     | -                     | 280,000               | -                     | -              | 530,000                  | 250,000                            |             |                           |
| 22122825 - ADMINISTRATIVE EXP EC 7.1                                 |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 501100 - SALARIES-FULL-TIME (ADMIN & BENEFITS)                       | 6,358                 | 3,012                 | 2,211                 | -                     | -              | 11,582                   | 1                                  | COMPLETED   | Prior City Manager (L.T.) |
| 22122825 - ADMINISTRATIVE EXP EC 7.1 Total                           | 6,358                 | 3,012                 | 2,211                 | -                     | -              | 11,582                   | 1                                  |             |                           |
| 22125610 - REVENUE REPLACE EC 6.1                                    |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 503191 - PROF. SERVICES-CONTRACTORS (W PIEDMONT ROOF REPL.)          | -                     | -                     | 127,511               | -                     | -              | 108,950                  | (18,561)                           | COMPLETED   | Prior City Manager (L.T.) |
| 503191 - PROF. SERVICES-CONTRACTORS (CIVIC PLUS WEBSITE)             | -                     | 23,446                | -                     | -                     | -              | 23,446                   | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 503191 - PROF. SERVICES-CONTRACTORS (MGTV UPGRADES)                  | -                     | -                     | 92,499                | -                     | -              | 94,748                   | 2,249                              | COMPLETED   | Prior City Manager (L.T.) |
| 503600 - ADVERTISING (BERKLEY GROUP SEARCH & MANAGEMENT)             | -                     | -                     | 122,208               | -                     | -              | 121,500                  | (708)                              | COMPLETED   | 2/27/2024                 |
| 506010 - SUPPLIES/EQUIPMENT (B911 UPGRADES)                          | 26,030                | -                     | -                     | -                     | -              | 26,030                   | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 506010 - SUPPLIES/EQUIPMENT (OTHER - FAST TRACK)                     | -                     | -                     | 8,622                 | -                     | -              | -                        | (8,622)                            | COMPLETED   | Prior City Manager (L.T.) |
| 506011 - UNIFORMS & VEST                                             | -                     | 1,070                 | -                     | -                     | -              | -                        | (1,070)                            | COMPLETED   | Prior City Manager (L.T.) |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (JAIL ROOF REPAIR)              | -                     | -                     | -                     | 76,300                | -              | 76,300                   | -                                  | COMPLETED   | 2/27/2024                 |
| 508207 - HARDWARE/EQUIPMENT (UPS REPLACE-TRU POWER)                  | 33,882                | -                     | -                     | -                     | -              | 33,872                   | (10)                               | COMPLETED   | Prior City Manager (L.T.) |
| 508207 - HARDWARE/EQUIPMENT (PLOTTER PRINTER - ENGINEERING DEPT)     | 9,795                 | -                     | -                     | -                     | -              | 9,795                    | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 509205 - TRANSFER TO GENERAL FUND (CA LAW CLERK)                     | -                     | -                     | 85,000                | 85,000                | -              | 170,000                  | -                                  | COMPLETED   | 11/19/2024                |
| 509205 - TRANSFER TO GENERAL FUND (BLDG INSPECT.)                    | -                     | -                     | 120,000               | -                     | -              | 120,000                  | -                                  | COMPLETED   | 2/27/2024                 |
| 509205 - TRANSFER TO GENERAL FUND                                    | -                     | 3,000,000             | -                     | -                     | -              | 3,000,000                | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 580600 - EQUIPMENT & MACHINERY (MIDDLE SCHOOL GENERATOR)             | -                     | -                     | 236,492               | -                     | -              | 205,000                  | (31,492)                           | COMPLETED   | 10/4/2023                 |
| 22125610 - REVENUE REPLACE EC 6.1 Total                              | 69,707                | 3,023,446             | 793,403               | 161,300               | -              | 3,989,641                | (58,215)                           |             |                           |
| 22131310 - COMMUNITY ENGAGEMENT ACTIVITY                             |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 540200 - MARKETING & BRANDING EXP (COMMUNITY BRANDING & MKTG)        | -                     | -                     | 413                   | -                     | -              | 80,000                   | 79,587                             | IN-PROGRESS | 7/25/2023 & 2/27/2024     |
| 22131310 - COMMUNITY ENGAGEMENT ACTIVITY Total                       | -                     | -                     | 413                   | -                     | -              | 80,000                   | 79,587                             |             |                           |
| 22311825 - LAW ENFORCEMENT EC 4.1                                    |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 501400 - BONUS/COMMISSION (PREMIUM PAY)                              | 141,000               | 45,000                | -                     | -                     | -              | 186,000                  | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 502100 - SOCIAL SECURITY                                             | 8,742                 | 2,790                 | -                     | -                     | -              | 11,532                   | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 502110 - MEDICARE FICA                                               | 2,045                 | 653                   | -                     | -                     | -              | 2,698                    | 1                                  | COMPLETED   | Prior City Manager (L.T.) |
| 22311825 - LAW ENFORCEMENT EC 4.1 Total                              | 151,787               | 48,443                | -                     | -                     | -              | 200,230                  | 1                                  |             |                           |
| 22322825 - EMS EC 4.1                                                |                       |                       |                       |                       |                |                          |                                    |             |                           |
| 501400 - BONUS/COMMISSION (PREMIUM PAY)                              | 98,700                | 34,600                | -                     | -                     | -              | 133,300                  | -                                  | COMPLETED   | Prior City Manager (L.T.) |
| 502100 - SOCIAL SECURITY                                             | 6,119                 | 2,145                 | -                     | -                     | -              | 8,264                    | (1)                                | COMPLETED   | Prior City Manager (L.T.) |
| 502110 - MEDICARE FICA                                               | 1,431                 | 502                   | -                     | -                     | -              | 1,933                    | 0                                  | COMPLETED   | Prior City Manager (L.T.) |



Fund -22

## ARPA PROJECT STATUS TO DATE - MARCH 24, 2025

| GL ACCOUNTS                                                          | FY 2021-22<br>ACTUALS | FY 2022-23<br>ACTUALS | FY 2023-24<br>ACTUALS | FY 2024-25<br>ACTUALS | CY Encumbrance | TOTAL APPROVED<br>BUDGET | VARIANCE<br>UNDER/ (OVER)<br>SPENT | STATUS      | DATE APPROVED                    |
|----------------------------------------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------|--------------------------|------------------------------------|-------------|----------------------------------|
| <b>22322825 - EMS BC 4.1 Total</b>                                   | <b>106,251</b>        | <b>37,247</b>         | <b>-</b>              | <b>-</b>              | <b>-</b>       | <b>143,497</b>           | <b>(0)</b>                         |             |                                  |
| <b>22331825 - SHER CORR BC 4.1</b>                                   |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 501400 - BONUS/COMMISSION (PREMIUM PAY)                              | 49,500                | 53,300                | -                     | -                     | -              | 102,800                  | -                                  | COMPLETED   | Prior City Manager (L. T.)       |
| 502100 - SOCIAL SECURITY                                             | 3,069                 | 3,305                 | -                     | -                     | -              | 6,374                    | 0                                  | COMPLETED   | Prior City Manager (L. T.)       |
| 502110 - MEDICARE FICA                                               | 718                   | 773                   | -                     | -                     | -              | 1,491                    | 0                                  | COMPLETED   | Prior City Manager (L. T.)       |
| <b>22331825 - SHER CORR BC 4.1 Total</b>                             | <b>53,287</b>         | <b>57,377</b>         | <b>-</b>              | <b>-</b>              | <b>-</b>       | <b>110,665</b>           | <b>1</b>                           |             |                                  |
| <b>22429000-ARPA NONDPT WWW INFRAST 5.15</b>                         |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 580600-WSCAD - EQUIPMENT & MACHINERY (SCADA)                         |                       |                       |                       |                       | 300,000        | 300,000                  | -                                  | IN-PROGRESS | 11/19/2024                       |
| <b>22429000-ARPA NONDPT WWW INFRAST 5.15 TOTAL</b>                   | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>300,000</b> | <b>300,000</b>           | <b>-</b>                           |             |                                  |
| <b>22484800 -ARPA IT-INFRASTRUCTURE</b>                              |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 580708 -BROADBAND INFRAS. IMPROVEMENTS                               |                       |                       |                       |                       |                |                          |                                    |             | 11/19/2024                       |
| 580710 - NETWORK/SECURITY INFRASTRUCTURE                             |                       |                       |                       |                       |                | 400,000                  | 400,000                            | IN-PROGRESS | 11/19/2024                       |
| <b>22484800-ARPA IT BROADBAND TOTAL</b>                              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>-</b>       | <b>400,000</b>           | <b>400,000</b>                     |             |                                  |
| <b>22505240 - PARKS &amp; GROUNDS</b>                                |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 580280 - PARK INFRASTR. IMPROVEMENTS                                 | -                     | -                     | -                     | 156,247               | -              | 600,000                  | 443,753                            | IN-PROGRESS | 3/8/2022                         |
| <b>22505240 - PARKS &amp; GROUNDS Total</b>                          | <b>-</b>              | <b>-</b>              | <b>-</b>              | <b>156,247</b>        | <b>-</b>       | <b>600,000</b>           | <b>443,753</b>                     |             |                                  |
| <b>22528850 - STORM WTR BC 5.6</b>                                   |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 503191 - PROF. SERVICES-CONTRACTORS (STORMWATER REPAIRS)             | 69,457                | -                     | -                     | 13,377                | -              | 200,000                  | 117,167                            | IN-PROGRESS | 3/22/2022                        |
| <b>22528850 - STORM WTR BC 5.6 Total</b>                             | <b>69,457</b>         | <b>-</b>              | <b>-</b>              | <b>13,377</b>         | <b>-</b>       | <b>200,000</b>           | <b>117,167</b>                     |             |                                  |
| <b>22538850 - BROADBAND BC 5.21</b>                                  |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (FIREWALL)                      | 600,004               | 73,720                | 52,505                | -                     | -              | 673,157                  | (53,072)                           | COMPLETED   | Prior City Manager (L. T.)       |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (CLARK RD MATLS)                | 174,987               | -                     | -                     | -                     | -              | 174,987                  | -                                  | COMPLETED   | Prior City Manager (L. T.)       |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (OFF 365 UPGRADE)               | 68,942                | -                     | -                     | -                     | -              | 69,509                   | 567                                | COMPLETED   | Prior City Manager (L. T.)       |
| 580708 - BROADBAND INFRAS. IMPROVEMENTS (EXPANSION)                  | -                     | -                     | 120,763               | 273,355               | 204,043        | 800,000                  | 201,839                            | IN-PROGRESS | 2/27/2024                        |
| <b>22538850 - BROADBAND BC 5.21 Total</b>                            | <b>843,933</b>        | <b>73,720</b>         | <b>173,268</b>        | <b>273,355</b>        | <b>204,043</b> | <b>1,717,653</b>         | <b>149,335</b>                     |             |                                  |
| <b>22548850 - WATER-INFRASTR BC 5.15</b>                             |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 503140 - PROF. SERVICE-ENG. & ARCH. (ASSET INVENT. & WTR MODEL PLAN) | -                     | -                     | -                     | -                     | -              | 100,000                  | 100,000                            | IN-PROGRESS | 6/25/2024                        |
| 503191 - PROF. SERVICES-CONTRACTORS (UPDATE ASSET MGMT PLAN)         | -                     | -                     | -                     | 203,240               | 16,360         | 120,000                  | (99,600)                           | IN-PROGRESS | 2/27/2024                        |
| 503191 - PROF. SERVICES-CONTRACTORS (SUMMIT VIEW)                    | -                     | 3,626                 | 815,435               | -                     | -              | 816,832                  | (2,229)                            | COMPLETED   | 2/22/2022                        |
| 508175 - INFRASTRUCTURE IMPROVEMENTS (GENERATOR FOR PUMP HOUSE)      | -                     | -                     | -                     | 50,000                | 60,598         | 70,000                   | (40,598)                           | IN-PROGRESS | 2/27/2024                        |
| 580400-WS407-BUILDING & BLDG IMPROVEMENTS (WWW BLDG ROOF REPAIRS)    | -                     | -                     | -                     | 70,155                | 30,313         | 100,000                  | (468)                              | IN-PROGRESS | 2/27/2024                        |
| <b>22548850 - WATER-INFRASTR BC 5.15 Total</b>                       | <b>-</b>              | <b>3,626</b>          | <b>815,435</b>        | <b>323,395</b>        | <b>107,271</b> | <b>1,206,832</b>         | <b>(42,895)</b>                    |             |                                  |
| <b>22568850 - SEWER-INFRASTR BC 5.5</b>                              |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 503140 - PROF. SERVICE-ENG. & ARCH (CCTV INSPECTIONS)                | 39,450                | -                     | -                     | -                     | -              | 39,450                   | -                                  | COMPLETED   | Prior City Manager (L. T.)       |
| 503191 - PROF. SERVICES-CONTRACTORS (CCTV INSPECTIONS)               | 175,390               | -                     | -                     | -                     | -              | 175,390                  | (0)                                | COMPLETED   | Prior City Manager (L. T.)       |
| 503191 - PROF. SERVICES-CONTRACTORS (DUPONT RD PIPE REPLACE)         | -                     | 194,850               | -                     | -                     | -              | 194,850                  | -                                  | COMPLETED   | Prior City Manager (L. T.)       |
| <b>22568850 - SEWER-INFRASTR BC 5.5 Total</b>                        | <b>214,840</b>        | <b>194,850</b>        | <b>-</b>              | <b>-</b>              | <b>-</b>       | <b>409,690</b>           | <b>(0)</b>                         |             |                                  |
| <b>22900000 - ARPA NON-DEPARTMENTAL</b>                              |                       |                       |                       |                       |                |                          |                                    |             |                                  |
| 590410 - TRANSFER TO FLEET REPLACEMENT FUND                          | -                     | -                     | -                     | 125,000               | -              | 125,000                  | -                                  | COMPLETED   | 8/27/2024                        |
| 590007 - TRANSFER TO 07-EDA FUND                                     | -                     | -                     | 500,000               | 140,104               | -              | 640,104                  | -                                  | COMPLETED   | 10/4/23, 2/27/24, 11/19/2        |
| 590210 - TRANSFER TO 210-MIRA FUND ( AND AARON MILLS SR PROJECT)     | -                     | -                     | 100,000               | 500,000               | -              | 600,000                  | -                                  | COMPLETED   | 3/22/2022, 7/25/2023 & 2/27/2024 |
| <b>22900000 - ARPA NON-DEPARTMENTAL Total</b>                        | <b>-</b>              | <b>-</b>              | <b>600,000</b>        | <b>765,104</b>        | <b>-</b>       | <b>1,365,104</b>         | <b>-</b>                           |             |                                  |
| <b>Expense Total</b>                                                 | <b>1,832,358</b>      | <b>5,460,782</b>      | <b>3,747,823</b>      | <b>1,831,722</b>      | <b>785,353</b> | <b>15,463,451</b>        | <b>1,805,413</b>                   |             |                                  |
| LTD AMOUNT SPENT                                                     |                       |                       |                       |                       |                | 13,658,038               |                                    |             |                                  |
| UNALLOCATED BUDGET AMOUNT                                            |                       |                       |                       |                       |                | \$0                      |                                    |             |                                  |

|                   |                             |
|-------------------|-----------------------------|
| Fund              | <b>22 - ARPA FUNDS 2021</b> |
| Projection Number | 2501                        |

| Row Labels                                      | FY 2020-21 ACTUALS | FY 2021-22 ACTUALS | FY 2022-23 ACTUALS | FY 2023-24 ACTUALS YTD | CY Encumbrance | FY 2023-24 Revised Budget | FY 2024-25 PROPOSED |
|-------------------------------------------------|--------------------|--------------------|--------------------|------------------------|----------------|---------------------------|---------------------|
| <b>Revenue</b>                                  |                    |                    |                    |                        |                |                           |                     |
| 22102926 - ARPA FUNDS 2021                      |                    |                    |                    |                        |                |                           |                     |
| 442307 - ARPA 2021 FUNDS                        | \$0                | (\$1,832,358)      | (\$5,460,187)      | (\$8,170,906)          | \$0            | (\$4,993,809)             | \$0                 |
| 442309 - LIHWAP                                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22102926 - ARPA FUNDS 2021 Total                | \$0                | (\$1,832,358)      | (\$5,460,187)      | (\$8,170,906)          | \$0            | (\$4,993,809)             | \$0                 |
| 22103938 - CONTRIBUTION FROM FUND BALANCE       |                    |                    |                    |                        |                |                           |                     |
| 462101 - CONTRIB FROM FUND BALANCE              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22103938 - CONTRIBUTION FROM FUND BALANCE Total | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22909990 - NON-DEPARTMENTAL CONTRIBUTIONS       |                    |                    |                    |                        |                |                           |                     |
| 477999 - CONTRIBUTION FROM FUND BALANCE         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | (\$5,000,000)       |
| 22909990 - NON-DEPARTMENTAL CONTRIBUTIONS Total | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | (\$5,000,000)       |
| Revenue Total                                   | \$0                | (\$1,832,358)      | (\$5,460,187)      | (\$8,170,906)          | \$0            | (\$4,993,809)             | (\$5,000,000)       |
| <b>Expense</b>                                  |                    |                    |                    |                        |                |                           |                     |
| 22112091 - PPE-PUB HEALTH EC 1.5                |                    |                    |                    |                        |                |                           |                     |
| 503115 - TEST/SCREEN/BACKGROUND CKS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503136 - PROF. SERVICES - CONSULTANT            | \$0                | \$500              | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$265              | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112091 - PPE-PUB HEALTH EC 1.5 Total          | \$0                | \$765              | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112092 - HOUSEHOLD ASSIST EC 2.2              |                    |                    |                    |                        |                |                           |                     |
| 503136 - PROF. SERVICES - CONSULTANT            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508152 - MISC. DEVELOPMENT EXPENSES             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112092 - HOUSEHOLD ASSIST EC 2.2 Total        | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112093 - NON-PROF EC 2.1                      |                    |                    |                    |                        |                |                           |                     |
| 503136 - PROF. SERVICES - CONSULTANT            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508152 - MISC. DEVELOPMENT EXPENSES             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112093 - NON-PROF EC 2.1 Total                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112094 - COM DEV EC 2.13                      |                    |                    |                    |                        |                |                           |                     |
| 503136 - PROF. SERVICES - CONSULTANT            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$100,000                 | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503600 - ADVERTISING                            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503901 - INCENTIVE REVOLVING LOANS              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508152 - MISC. DEVELOPMENT EXPENSES             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112094 - COM DEV EC 2.13 Total                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$100,000                 | \$0                 |
| 22112095 - TOUR/HOSP EC 2.11                    |                    |                    |                    |                        |                |                           |                     |
| 503136 - PROF. SERVICES - CONSULTANT            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508152 - MISC. DEVELOPMENT EXPENSES             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112095 - TOUR/HOSP EC 2.11 Total              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112096 - PUB HEALTH OTH EC 1.12               |                    |                    |                    |                        |                |                           |                     |
| 503127 - GENERAL PROF. SERVICES                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$69,324           | \$81,227           | \$114,306              | \$0            | \$0                       | \$0                 |
| 22112096 - PUB HEALTH OTH EC 1.12 Total         | \$0                | \$69,324           | \$81,227           | \$114,306              | \$0            | \$0                       | \$0                 |
| 22112097 - PUB HEALTH-PHYS PLANT EC 1.7         |                    |                    |                    |                        |                |                           |                     |
| 508220 - PHYSICAL PLANT EXPANSION               | \$0                | \$10,151           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112097 - PUB HEALTH-PHYS PLANT EC 1.7 Total   | \$0                | \$10,151           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112190 - ASSIST TO NON-PROFIT 1.9             |                    |                    |                    |                        |                |                           |                     |
| 503136 - PROF. SERVICES - CONSULTANT            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                     | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508152 - MISC. DEVELOPMENT EXPENSES             | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT                | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |

|                   |                      |
|-------------------|----------------------|
| Fund              | 22 - ARPA FUNDS 2021 |
| Projection Number | 2501                 |

| Row Labels                                     | FY 2020-21 ACTUALS | FY 2021-22 ACTUALS | FY 2022-23 ACTUALS | FY 2023-24 ACTUALS YTD | CY Encumbrance | FY 2023-24 Revised Budget | FY 2024-25 PROPOSED |
|------------------------------------------------|--------------------|--------------------|--------------------|------------------------|----------------|---------------------------|---------------------|
| 508207 - HARDWARE/EQUIPMENT                    | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22112190 - ASSIST TO NON-PROFIT 1.9 Total      | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22113095 - TOURISM/HOSPITALITY EC 2.35         |                    |                    |                    |                        |                |                           |                     |
| 503130 - PROF. SERVICE-MANAGEMENT CONS.        | \$0                | \$0                | \$0                | \$11,164               | \$0            | \$0                       | \$0                 |
| 503140 - PROF. SERVICE-ENG. & ARCH.            | \$0                | \$0                | \$0                | \$6,400                | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                    | \$0                | \$10,208           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508152 - MISC. DEVELOPMENT EXPENSES            | \$0                | \$50,000           | \$151,414          | \$0                    | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT               | \$0                | \$1,825            | \$1,314,254        | \$740,857              | \$0            | \$0                       | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                    | \$0                | \$86,761           | \$14,900           | \$0                    | \$0            | \$0                       | \$0                 |
| 22113095 - TOURISM/HOSPITALITY EC 2.35 Total   | \$0                | \$148,794          | \$1,480,568        | \$758,422              | \$0            | \$0                       | \$0                 |
| 22113098 - AFFORD HOUSING EC 2.15              |                    |                    |                    |                        |                |                           |                     |
| 503118 - PS - LANDSCAPING                      | \$0                | \$19,775           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503136 - PROF. SERVICES - CONSULTANT           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503166 - PS-ASBESTOS REMOVAL                   | \$0                | \$900              | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS            | \$0                | \$8,675            | \$377,815          | \$97,183               | \$0            | \$104,000                 | \$0                 |
| 503214 - PROF SERV - WEB HOSTING/MAINT         | \$0                | \$526              | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503838 - PS - EVICTION PROGRAM                 | \$0                | \$0                | \$0                | \$68,845               | \$0            | \$120,000                 | \$0                 |
| 505300 - INSURANCE                             | \$0                | \$0                | \$594              | \$0                    | \$0            | \$0                       | \$0                 |
| 505371 - ACQUISITION                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 505602 - STREET IMPROVEMENTS                   | \$0                | \$30,511           | \$2,603            | \$6,927                | \$0            | \$0                       | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                    | \$0                | \$0                | \$12,853           | \$0                    | \$0            | \$0                       | \$0                 |
| 508145 - ENGINEERING                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508160 - CONSTRUCTION                          | \$0                | \$0                | \$0                | \$0                    | \$0            | \$50,000                  | \$0                 |
| 580480 - BLDG IMPROVEMENTS-BBT                 | \$0                | \$0                | \$0                | \$13,070               | \$0            | \$0                       | \$0                 |
| 22113098 - AFFORD HOUSING EC 2.15 Total        | \$0                | \$60,388           | \$393,866          | \$186,024              | \$0            | \$274,000                 | \$0                 |
| 22113099 - DEMOLITION/REHAB EC 2.23            |                    |                    |                    |                        |                |                           |                     |
| 503118 - PS - LANDSCAPING                      | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503136 - PROF. SERVICES - CONSULTANT           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503166 - PS-ASBESTOS REMOVAL                   | \$0                | \$0                | \$23,850           | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS            | \$0                | \$0                | \$39,550           | \$24,341               | \$0            | \$418,259                 | \$0                 |
| 503214 - PROF SERV - WEB HOSTING/MAINT         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 505371 - ACQUISITION                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 505602 - STREET IMPROVEMENTS                   | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508145 - ENGINEERING                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508160 - CONSTRUCTION                          | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22113099 - DEMOLITION/REHAB EC 2.23 Total      | \$0                | \$0                | \$63,400           | \$24,341               | \$0            | \$418,259                 | \$0                 |
| 22114097 - PH-CAP INV/PHY PL EC 1.7            |                    |                    |                    |                        |                |                           |                     |
| 508207 - HARDWARE/EQUIPMENT                    | \$0                | \$27,318           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22114097 - PH-CAP INV/PHY PL EC 1.7 Total      | \$0                | \$27,318           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22121250 - CAREER/WORKFORCE PROGRAM            |                    |                    |                    |                        |                |                           |                     |
| 563400 - SPONSORSHIP EXPENDITURES              | \$0                | \$0                | \$0                | \$280,000              | \$0            | \$280,000                 | \$0                 |
| 22121250 - CAREER/WORKFORCE PROGRAM Total      | \$0                | \$0                | \$0                | \$280,000              | \$0            | \$280,000                 | \$0                 |
| 22122825 - ADMINISTRATIVE EXP EC 7.1           |                    |                    |                    |                        |                |                           |                     |
| 501100 - SALARIES-FULL-TIME                    | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501200 - OVERTIME                              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501300 - PART-TIME & TEMPORARY                 | \$0                | \$5,906            | \$2,798            | \$2,054                | \$0            | \$0                       | \$0                 |
| 501400 - BONUS/COMMISSION                      | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 502100 - SOCIAL SECURITY                       | \$0                | \$366              | \$173              | \$127                  | \$0            | \$0                       | \$0                 |
| 502110 - MEDICARE FICA                         | \$0                | \$86               | \$41               | \$30                   | \$0            | \$0                       | \$0                 |
| 22122825 - ADMINISTRATIVE EXP EC 7.1 Total     | \$0                | \$6,358            | \$3,012            | \$2,211                | \$0            | \$0                       | \$0                 |
| 22125610 - REVENUE REPLACE EC 6.1              |                    |                    |                    |                        |                |                           |                     |
| 503191 - PROF. SERVICES-CONTRACTORS            | \$0                | \$0                | \$23,446           | \$220,010              | \$0            | \$0                       | \$0                 |
| 503600 - ADVERTISING                           | \$0                | \$0                | \$0                | \$122,208              | \$0            | \$121,500                 | \$0                 |
| 506010 - SUPPLIES/EQUIPMENT                    | \$0                | \$26,030           | \$0                | \$8,622                | \$0            | \$0                       | \$0                 |
| 506011 - UNIFORMS & VEST                       | \$0                | \$0                | \$0                | \$1,070                | \$0            | \$0                       | \$0                 |
| 508168 - MAINTENANCE/IMPROVEMENT               | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$76,300                  | \$0                 |
| 508207 - HARDWARE/EQUIPMENT                    | \$0                | \$112,618          | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 509205 - TRANSFER TO GENERAL FUND              | \$0                | \$0                | \$3,000,000        | \$205,000              | \$0            | \$205,000                 | \$0                 |
| 22125610 - REVENUE REPLACE EC 6.1 Total        | \$0                | \$138,648          | \$3,023,446        | \$556,911              | \$0            | \$402,800                 | \$0                 |
| 22131310 - COMMUNITY ENGAGEMENT ACTIVITY       |                    |                    |                    |                        |                |                           |                     |
| 540200 - MARKETING & BRANDING EXP.             | \$0                | \$0                | \$0                | \$413                  | \$0            | \$80,000                  | \$0                 |
| 22131310 - COMMUNITY ENGAGEMENT ACTIVITY Total | \$0                | \$0                | \$0                | \$413                  | \$0            | \$80,000                  | \$0                 |
| 22311825 - LAW ENFORCEMENT EC 4.1              |                    |                    |                    |                        |                |                           |                     |
| 501100 - SALARIES-FULL-TIME                    | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501200 - OVERTIME                              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501300 - PART-TIME & TEMPORARY                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501400 - BONUS/COMMISSION                      | \$0                | \$141,000          | \$45,000           | \$0                    | \$0            | \$0                       | \$0                 |
| 502100 - SOCIAL SECURITY                       | \$0                | \$8,742            | \$2,790            | \$0                    | \$0            | \$0                       | \$0                 |
| 502110 - MEDICARE FICA                         | \$0                | \$2,045            | \$653              | \$0                    | \$0            | \$0                       | \$0                 |
| 22311825 - LAW ENFORCEMENT EC 4.1 Total        | \$0                | \$151,787          | \$48,443           | \$0                    | \$0            | \$0                       | \$0                 |
| 22321825 - FIRE DEPT EC 4.1                    |                    |                    |                    |                        |                |                           |                     |
| 501100 - SALARIES-FULL-TIME                    | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501200 - OVERTIME                              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501300 - PART-TIME & TEMPORARY                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501400 - BONUS/COMMISSION                      | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 502100 - SOCIAL SECURITY                       | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |

|                   |                      |
|-------------------|----------------------|
| Fund              | 22 - ARPA FUNDS 2021 |
| Projection Number | 2501                 |

| Row Labels                                  | FY 2020-21 ACTUALS | FY 2021-22 ACTUALS | FY 2022-23 ACTUALS | FY 2023-24 ACTUALS YTD | CY Encumbrance | FY 2023-24 Revised Budget | FY 2024-25 PROPOSED |
|---------------------------------------------|--------------------|--------------------|--------------------|------------------------|----------------|---------------------------|---------------------|
| 502110 - MEDICARE FICA                      | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22321825 - FIRE DEPT EC 4.1 Total           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22322825 - EMS EC 4.1                       |                    |                    |                    |                        |                |                           |                     |
| 501100 - SALARIES-FULL-TIME                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501200 - OVERTIME                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501300 - PART-TIME & TEMPORARY              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501400 - BONUS/COMMISSION                   | \$0                | \$98,700           | \$34,600           | \$0                    | \$0            | \$0                       | \$0                 |
| 502100 - SOCIAL SECURITY                    | \$0                | \$6,119            | \$2,145            | \$0                    | \$0            | \$0                       | \$0                 |
| 502110 - MEDICARE FICA                      | \$0                | \$1,431            | \$502              | \$0                    | \$0            | \$0                       | \$0                 |
| 22322825 - EMS EC 4.1 Total                 | \$0                | \$106,251          | \$37,247           | \$0                    | \$0            | \$0                       | \$0                 |
| 22323825 - AMB TRANS EC 4.1                 |                    |                    |                    |                        |                |                           |                     |
| 501100 - SALARIES-FULL-TIME                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501200 - OVERTIME                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501300 - PART-TIME & TEMPORARY              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501400 - BONUS/COMMISSION                   | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 502100 - SOCIAL SECURITY                    | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 502110 - MEDICARE FICA                      | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22323825 - AMB TRANS EC 4.1 Total           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22331825 - SHER CORR EC 4.1                 |                    |                    |                    |                        |                |                           |                     |
| 501100 - SALARIES-FULL-TIME                 | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501200 - OVERTIME                           | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501300 - PART-TIME & TEMPORARY              | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 501400 - BONUS/COMMISSION                   | \$0                | \$49,500           | \$53,300           | \$0                    | \$0            | \$0                       | \$0                 |
| 502100 - SOCIAL SECURITY                    | \$0                | \$3,069            | \$3,305            | \$0                    | \$0            | \$0                       | \$0                 |
| 502110 - MEDICARE FICA                      | \$0                | \$718              | \$773              | \$0                    | \$0            | \$0                       | \$0                 |
| 22331825 - SHER CORR EC 4.1 Total           | \$0                | \$53,287           | \$57,377           | \$0                    | \$0            | \$0                       | \$0                 |
| 22505240 - PARKS & GROUNDS                  |                    |                    |                    |                        |                |                           |                     |
| 580280 - PARK INFRASTR. IMPROVEMENTS        | \$0                | \$0                | \$0                | \$0                    | \$0            | \$600,000                 | \$0                 |
| 22505240 - PARKS & GROUNDS Total            | \$0                | \$0                | \$0                | \$0                    | \$0            | \$600,000                 | \$0                 |
| 22528850 - STORM WTR EC 5.6                 |                    |                    |                    |                        |                |                           |                     |
| 503140 - PROF. SERVICE-ENG. & ARCH.         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS         | \$0                | \$69,457           | \$0                | \$0                    | \$0            | \$130,544                 | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS        | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22528850 - STORM WTR EC 5.6 Total           | \$0                | \$69,457           | \$0                | \$0                    | \$0            | \$130,544                 | \$0                 |
| 22538850 - BROADBAND EC 5.21                |                    |                    |                    |                        |                |                           |                     |
| 503140 - PROF. SERVICE-ENG. & ARCH.         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS        | \$0                | \$774,991          | \$73,720           | \$52,505               | \$0            | \$0                       | \$0                 |
| 580708 - BROADBAND INFRAS. IMPROVEMENTS     | \$0                | \$0                | \$0                | \$120,763              | \$0            | \$800,000                 | \$0                 |
| 22538850 - BROADBAND EC 5.21 Total          | \$0                | \$774,991          | \$73,720           | \$173,268              | \$0            | \$800,000                 | \$0                 |
| 22548850 - WATER-INFRASTR EC 5.15           |                    |                    |                    |                        |                |                           |                     |
| 503140 - PROF. SERVICE-ENG. & ARCH.         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS         | \$0                | \$0                | \$3,626            | \$815,435              | \$0            | \$933,206                 | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS        | \$0                | \$0                | \$0                | \$0                    | \$0            | \$170,000                 | \$0                 |
| 22548850 - WATER-INFRASTR EC 5.15 Total     | \$0                | \$0                | \$3,626            | \$815,435              | \$0            | \$1,103,206               | \$0                 |
| 22568850 - SEWER-INFRASTR EC 5.5            |                    |                    |                    |                        |                |                           |                     |
| 503140 - PROF. SERVICE-ENG. & ARCH.         | \$0                | \$39,450           | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 503191 - PROF. SERVICES-CONTRACTORS         | \$0                | \$175,390          | \$194,850          | \$0                    | \$0            | \$0                       | \$0                 |
| 508175 - INFRASTRUCTURE IMPROVEMENTS        | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$0                 |
| 22568850 - SEWER-INFRASTR EC 5.5 Total      | \$0                | \$214,840          | \$194,850          | \$0                    | \$0            | \$0                       | \$0                 |
| 22900000 - ARPA NON-DEPARTMENTAL            |                    |                    |                    |                        |                |                           |                     |
| 565800 - MISCELLANEOUS EXPENDITURES         | \$0                | \$0                | \$0                | \$0                    | \$0            | \$0                       | \$5,000,000         |
| 590007 - TRANSFER TO 07-IDA FUND            | \$0                | \$0                | \$0                | \$500,000              | \$0            | \$500,000                 | \$0                 |
| 590210 - TRANSFER TO 210-MHRA FUND          | \$0                | \$0                | \$0                | \$100,000              | \$0            | \$100,000                 | \$0                 |
| 22900000 - ARPA NON-DEPARTMENTAL Total      | \$0                | \$0                | \$0                | \$600,000              | \$0            | \$600,000                 | \$5,000,000         |
| Expense Total                               | \$0                | \$1,832,358        | \$5,460,782        | \$3,511,331            | \$0            | \$4,788,809               | \$5,000,000         |
| NET REVENUES IN (EXCESS)/UNDER EXPENDITURES | \$0                | \$0                | \$594              | (\$4,659,575)          | \$0            | (\$205,000)               | \$0                 |



**Item: 8.b.**

## **ITEM REPORT**

**To:** City Council

**From:** Robert Floyd, Budget Administrator

**Subject:** Discuss and Consider Budget Calendar

**Department/Office:** Budget

**Meeting Date:** March 25, 2025

**Summary:**

Presentation giving an update on past and future budget meeting dates.

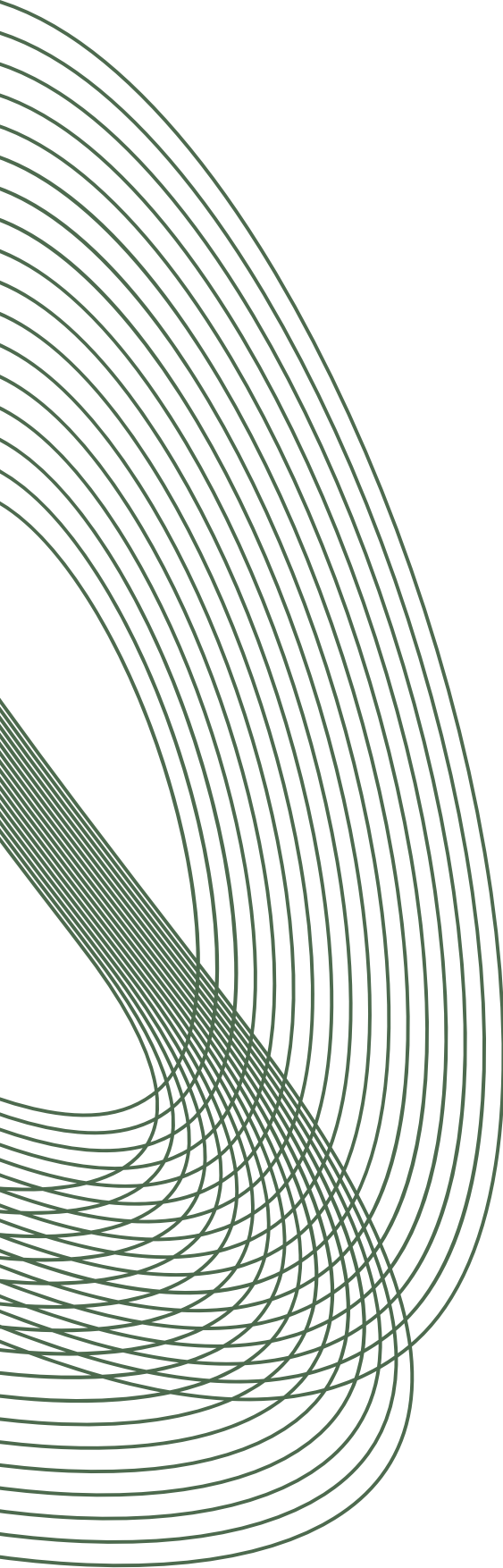
**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

1. 2025 Budget Calendar





# BUDGET CALENDAR FY 2025 - 26

CITY OF MARTINSVILLE

# BUDGET CALENDAR SUMMARY

**Budget Calendar Purpose:** To provide a timeline and schedule of items to departments, staff, and residents, that facilitate planning and publishing of the annual city budget. Included are important deadlines to submit information to the City Manager’s Office by municipal and state fiscal standards. The calendar serves as a visual informational aid and may be distributed to the public



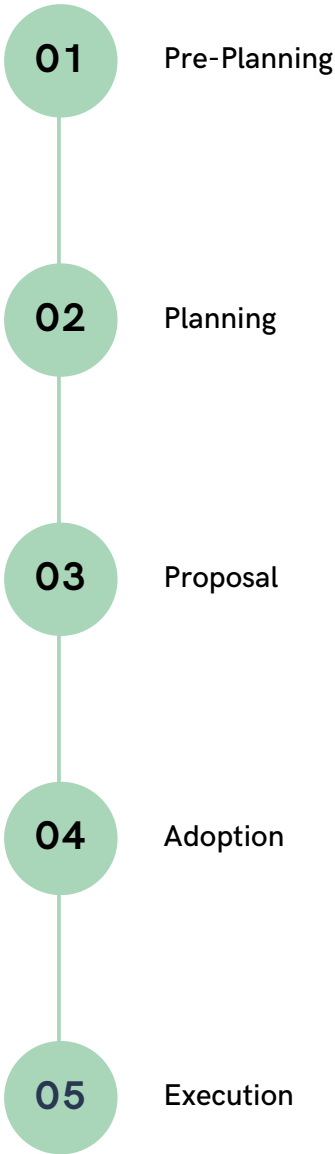
## TABLE OF CONTENTS

|                  |   |
|------------------|---|
| Planning Process | 3 |
| City Charter     | 4 |
| Monthly Calendar | 6 |

# PLANNING PROCESS

The planning process for the city’s budget is a meticulous and iterative cycle designed to translate community needs and organizational goals into actionable financial plans. The fiscal year begins July 1 and ends June 30 annually. This cycle is composed of distinct, interconnected stages:

- 1. Pre-Planning
- 2. Planning
- 3. Proposal
- 4. Adoption
- 5. Execution



| November to March                                                                                                                                                                                                                                                                                                                   | March to April                                                                                                                                                                                                                                                                                                                                     | April to May                                                                                                                                                                                                                                | May to June                                                                                                                                                                                                                                                                                   | July to All-Year                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Pre-Planning                                                                                                                                                                                                                                                                                                                        | Planning                                                                                                                                                                                                                                                                                                                                           | Proposal                                                                                                                                                                                                                                    | Adoption                                                                                                                                                                                                                                                                                      | Execution                                                                                                                                                                                              |
| The budget cycle begins with the pre-planning stage. Here is when the Council engages in goal-setting during non-election years, previous budget outcomes are evaluated, and the City Manager's Office and the Finance Department kick off the budget with initial conversations with city-wide departments and distributing forms. | During this stage, the groundwork for the budget is laid out in detail. The Council and the School Board conduct joint meetings to align educational funding with priorities. Departments submit their budget requests and workshops are conducted for understanding revenue streams and evaluating needs and expenses, ensuring budget alignment. | The City Manager presents the proposed budget to the Council, moving the budget from planning to the decision-making stage. The proposal includes a budget message explaining the budget's rationale and key financial strategies employed. | The adoption stage is the accumulation of activities during the budget's proposal are subjected to public scrutiny and review. The Council conducts a public hearing on the operating budget for residents to voice their opinions. The fiscal year's budget is officially adopted by a vote. | After the budget is adopted, the city moves into the execution phase, where all plans are put into action. A budget-in-brief is developed providing an accessible summary of the budget to the public. |

# CITY CHARTER

These sections from the Martinsville city charter outline the procedures and requirements for the preparation, submission, content, publication, and adoption of the city's annual budget.

## PREPARATION OF BUDGET

The budget preparation process follows accepted municipal accounting and budgeting principles. Department heads and other entities funded wholly or partly by the city must submit revenue and expenditure estimates for the next fiscal year to the city manager or finance director. These submissions are on forms provided by the finance director and are compiled for review by the city manager, who may revise them according to state laws and fiscal needs, except for the school board's total estimated expenditure, which can only be recommended for revision (Section 2-35).

## BUDGET CONTENTS AND BALANCING

The budget must itemize all proposed expenditures and estimated revenues, comparing them to the previous year's figures and making adjustments as necessary to ensure that proposed expenditures do not exceed estimated receipts unless additional tax increases are recommended. If receipts exceed expenditures, tax and license ordinance revisions may be suggested to balance the budget (Section 2-36)

## SUBMISSION TO CITY COUNCIL

By April 30 each year, the city manager submits to the city council the current expense budgets for city operations, public schools, and utilities, along with a budget message, a capital budget, and a schedule of permanent improvements (Section 2-37).

## BUDGET MESSAGE AND TENTATIVE APPROVAL

The budget message explains the financial policies for the upcoming fiscal year and is accompanied by supporting schedules and material for both operations and capital improvements. The city council then tentatively approves the budget with or without changes (Section 2-38).

## PUBLIC HEARING

A synopsis of the tentatively approved budget is published, and a public hearing is announced, allowing citizens to express their views on the budget (Section 2-39)

## ADOPTION AND REVENUE ORDINANCES

After the public hearing, the council adopts the budgets and any necessary revenue ordinances to balance them by June 30. The approved budget amounts become appropriated funds, and the finance director can transfer unencumbered balances within the same department upon the city manager's authorization (Section 2-40). The finance director ensures that copies of the adopted budgets are available for offices, departments, and agencies subject to budgetary control (Section 2-41)

---

## January

- January 24th - Budget Kick Off
- January 28th - Council Budget Kick Off Presentation & Midyear Report
- January 31st - Outside Agencies Request for Funding Forms Deadline

---

## February

- February 1-7th - Departmental Information Gathering
- February 21st - Departmental Budget Submissions Due for Internal Review
- February 28th & March 1st - Council Retreat

---

## March

- March 3- 19th - Departmental Presentations to Internal Budget Administration
- March 18th - Outside Agency Requests for Funding Presented to Council
- March 27th - Constitutionals Final Budget Review
- March 28th - Department Final Budget Presentations to City Manager and Budget Administration

---

## April

- April 1st - City Manager Submits Budget Proposal to City Council
- April 1st Public Notice Tax Assessments
- April Budget Departmental Presentations/Workshops with Council
  - April 7th - 5pm, NCI
  - April 14th - 5pm, NCI
- April Recap of Presentations & Outside Agencies
  - April 22nd - 5pm, Council Meeting, School Board Work Session
- April Capital Projects Presentation
  - April 23rd - 10am-4, NCI
- April 24th - Publish Budget Public Hearing in Newspaper
- Two Community Budget Meetings
  - April 29th- 5PM, Location TBD
  - May 1st- 5PM, Council Chambers



---

May 6th - Reading of Budget Ordinance & Public  
Hearing on Budget

May 20th - 2nd Reading of Budget Ordinance & City  
Council Considers Approval of Budget

---

May



## ITEM REPORT

**To:** City Council

**From:** Edena Reese-Atmore, Chief Operating Officer, Greg Maggard, Managing Director of Public Works

**Subject:** Discuss and Consider Adopting a Reimbursement Resolution for Financing of Capital Equipment Replacement Expenditure

**Department/Office:** Public Works

**Meeting Date:** March 25, 2025

### Summary:

In August of 2024, the City Council approved a fleet capital budget for the replacement of the City fleet and heavy equipment needs for fiscal year 2025. The vehicle replacements would be financed through an Enterprise Leasing Program, and other heavy equipment replacements would be financed through a lease/purchase program. The Davenport Public Finance Group, our Financial Advisors, are assisting us with a Request For Proposal (RFP) to solicit proposals for a direct bank loan evidenced by an Equipment Lease Purchase Agreement in the amount of \$1,300,000. The proceeds will fund the purchase of the vehicles and equipment as outlined in the attached RFP draft. The City has moved forward with the purchase to secure vehicles on a timely basis to curtail downtimes and fulfill customer service commitments. See **Attachment A**-Draft RFP for solicitation for financing proposals. See **Attachment B**-Draft Resolution for Reimbursement with Tax Exempt Proceeds.

### Recommended Action:

1. City Council Approve Resolution
2. City Council Do Not Approve Resolution
3. Other Action as determined to be necessary by Council

### Fiscal Impact:

The budget in Fund 410-Vehicle/Equipment Replacement Fund will need to be amended for the receipt of loan proceeds of \$1,300,000, equipment purchases of \$1,053,911 and closing costs of approximately \$246,00 -- Purchase Amount: \$1,300,000

### Attachments:

1. Reimbursement Resolution-equipment financing

**RESOLUTION OF CITY COUNCIL OF THE CITY OF MARTINSVILLE,  
VIRGINIA DECLARING ITS INTENTION TO REIMBURSE ITSELF  
FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT  
FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE  
MADE IN CONNECTION WITH THE ACQUISITION AND EQUIPPING  
OF A CITY OF MARTINSVILLE CAPITAL PROJECT**

WHEREAS, the City of Martinsville, Virginia (**the “Issuer”**) is a body politic and corporate organized and existing under the laws of the State of Virginia; and

WHEREAS, the Issuer has paid beginning no earlier than 60 days prior to the date of adoption of this resolution, and will pay, on and after the date hereof, certain expenditures (**“Expenditures”**) for the design, acquisition and equipping of a City of Martinsville capital project, further described on Exhibit A attached hereto (**the “Project”**); and

WHEREAS, the City Council of the Issuer (**the “Council”**) has determined that those moneys previously advanced no earlier than 60 days prior to the date of adoption of this resolution and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Issuer for the Expenditures from the proceeds of one or more issues of tax-exempt financing (**the “Financing”**).

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARTINSVILLE, VIRGINIA:**

Section 1. The Council hereby declares the Issuer’s intent to reimburse the Issuer with the proceeds of the Financing for the Expenditures with respect to the Project made on and after 60 days prior to the date of adoption of this resolution. The Issuer reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Financing.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to capital account under general federal income tax principles (determined in each case as of the date of the Expenditures), (b) a cost of issuance with respect to the Financing, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Issuer so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Issuer.

Section 3. The maximum principal amount of the Financing expected to be issued for the Project is \$1,300,000.

Section 4. The Issuer will make a reimbursement allocation, which is a written allocation by the Issuer that evidences the Issuer's use of proceeds of the Financing to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Issuer recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, expenditures by "small issuers" (based on the year of issuance and not the year of expenditure) and expenditures for construction projects of at least 5 years.

Section 5. This resolution shall take effect immediately upon its passage.

## **EXHIBIT A**

The acquisition of vehicles and equipment, described as including F350 Truck with Dump Bed, Trash Truck – Rear Loader, Kubota M6060HDC Utility Tractor, Sewer Maintenance Dump Truck, Sewer Maintenance Jetter Trailer and Street Sweeper.



\* \* \* \* \*

### CERTIFICATE

The Members of the Council voted as follows on the foregoing Resolution:

Ayes

Nays

Absent

Abstentions

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_

The undersigned Clerk of the City Council of the City of Martinsville, Virginia hereby certifies that the foregoing constitutes a true and correct extract from the minutes of a meeting of the City Council held on \_\_\_\_\_, 2025, and of the whole thereof so far as applicable to the matters referred to in such extract. I hereby further certify that such meeting was a regularly called meeting and that, during the consideration of the foregoing Resolution, a quorum was present.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Clerk, City Council of  
City of Martinsville, Virginia



## ITEM REPORT

**To:** City Council

**From:** Robert Floyd, Budget Administrator

**Subject:** Discuss and Consider Appropriation of funds for 2025 Reassessment Consulting Services- Commissioner of Revenue

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

### Summary:

In early 2024, the City Manager verbally approved the use of vacancy savings from the salary and benefits lines, following the termination of the previous assessor, to fund Vision consultants for the 2025 reassessment. The original contract, signed in late February 2024, totaled \$89,000 over two fiscal years.

In April 2024, an amendment to the contract expanded the scope of work to include 197 exempt properties, increasing the total contract value to \$94,900 over two years. Between April and June 2024, only \$35,575.62 was billed in FY 2024, leaving unspent funds. In accordance with prior years' practices, these savings were intended to be reallocated to FY 2025, along with the vacancy savings accumulated by delaying the hiring of a new assessor until after January 2025.

Billing for the full contract amount remains ongoing, with monthly retainers applied until project completion. The remaining balance is expected to be invoiced within the next month. Approval is sought to reallocate the unspent funds from FY 2024 to FY 2025 to fulfill the contract obligations.

### Recommended Action:

1. City Council Approve
2. City Council Do Not Approve
3. Other Action as Directed by Council

### Fiscal Impact:

### Attachments:

1. 2025 Reassessment Contract Documents
2. PO 889 Contract & Invoice Tracking

## Contract Log Coversheet

Contract Over \$50,000?

Yes ☒ No ☐

City Manager Signature Only?

Yes ☐ No ☐



Vision Government Solutions

**Vendor # & Vendor**

Patrick Donovan

**Vendor Point of Contact**

pdonovan@vgi.com Cell: 508-317-7131

**Vendor Point of Contact E-mail & Phone**

Commissioner of the Revenue / Ruth Easley

**City Department / Staff Responsible**

3-1-2024 to 12-31-2024

**Contract Term Period**

City Council Agenda Date

**Bid #** \_\_\_\_\_

(# is assigned by Purchasing Manager)

**Contract #** \_\_\_\_\_

(# is assigned by Purchasing Official)

**Notice to Proceed Approval** \_\_\_\_\_

(by Purchasing Official or Fin. Director)

**Amendment** \_\_\_\_\_

**Original, Renewal, or Amendment**

*Prof. Serv - Legal - 3000* *new* *reassesses.*  
Transfer of Authorized Salary and Benefits from vacant real estate assessor position

**Project Code or Acct #** (CIP, Bond, or 01011100-70000)

no number

**Resolution/ Ordinance #**

(if renewal use original Reso/Ord # with R ex. 2020-001R)

\$89,000 over two fiscal years 3/1/2024

**Amount of Contract & Effective Date**

### Brief Description of Services:

Consulting services for 2025 reassessment of commercial properties under existing VGSi software contract

Transfer of remaining authorized salary and benefits associated with vacant real estate assessor position to be transferred within existing budget lines for FY 2024 and 2025. Position will remain vacant until after 1/1/2025.

**Notes from the City Clerk or Procurement Official:**

*[Signature]* 2/29/2024  
*Mandy Moker* 2/29/2024

**Contract/Agreement Final Signatures Only As Applicable: City Manager** *[Signature]*

**Mayor** *N/A*

Date Received by City Management: 2/28/2024

Date Returned to Department: \_\_\_\_\_

**Amendment**

This amendment (this "Amendment") is issued pursuant to the terms of the Professional Services Agreement dated February 28, 2024 between Vision Government Solutions, Inc., a Massachusetts corporation ("Vision") and the City of Martinsville, Virginia. Vision and Martinsville are each a "Party" and collectively the "Parties" to this Amendment. The parties agree that the Agreement and its Exhibits, Schedules and other attachments shall remain in full force and effect unless specifically modified herein.

1. **Addition of 197 exempt properties to the scope.** Vision and Customer agree to change the following Scope to the "Professional Services Agreement" for an additional payment of \$5,900:
  - a. **Vision will provide valuation services for 197 Exempt properties utilizing the Cost approach to value. There will be no Income approach to value provided.**
2. **Review of Fee Changes.** The fee is as follows:

| Date                                          | Amount   |
|-----------------------------------------------|----------|
| Addition of 197 Exempt properties             | +\$5,900 |
| Net Change to Professional Services Agreement | \$5,900  |

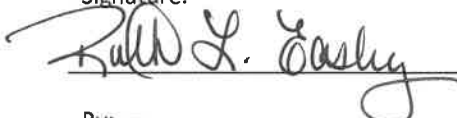
IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals as of their respective dates written below.

**Customer: Martinsville, Virginia**

**Vision Government Solutions, Inc.:**

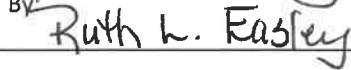
Signature:

Signature:



\_\_\_\_\_

By:



By:

\_\_\_\_\_

Its:

Its:

\_\_\_\_\_

Date: 4-1-2024

Date:

\_\_\_\_\_

## Ruth Easley

---

**From:** Zachary Morris  
**Sent:** Friday, May 24, 2024 10:37 AM  
**To:** Ruth Easley  
**Subject:** Open PO's

Ruth,

Hope you are doing well! Below are a couple PO's that are still open in FY24. Let me know if they can be closed out or if they need to be rolled over. If you have any questions let me know. Below are the PO # - Vendor – Open Amount

797- Munis - \$3894  
889- Vision - \$42,654.33

Thanks,  
Zach Morris, CPPB  
Purchasing Manager  
zmorris@ci.martinsville.va.us  
Office- 276-403-5354  
Work Cell- 276-226-6038



## Ruth Easley

---

**From:** Mandy McGhee  
**Sent:** Thursday, February 29, 2024 7:02 PM  
**To:** Zachary Morris; Ruth Easley  
**Cc:** Edena Reese-Atmore  
**Subject:** Vision Contract - Request P.O. to be issued to vendor  
**Attachments:** City of Martinsville - Vision Contract.pdf

Hi Zach,

Hope you are well!

Please find the attached contract between the City/Vision. This contract has all signatures and meets all the city's contractual requirements.

We kindly ask you to enter a purchase order with the following info:

- Description: Professional Consulting Services – 2025 Commercial Properties Reassessment
- P.O. Amount for Year 1 of 2 contract will be 47,682.88.
- Please use the expense budget line 01123035-503175 when creating the PO.

Zach – can you tell us if there are any posting requirements for this contract?

Please send Ruth a copy if you don't mind. I would like a copy (emailed to me) so I can include it with the copy of the contract. (thanks in advance, ZM)

Ruth, once Vision signs, can you send us a copy with their signature to complete our contract files. Please let us know if there are any other statements/language you would like printed on the purchase order. Lastly, will the contractor be on any City property, if so, we may need to request Cert of Insurance for our files also? We can further discuss, if needed.

Ruth & Edena, many thanks to you for your attention to detail and this process. The new process is much needed to help us streamline and work more collaboratively together as a team!!

Let me know if I may have missed anything!! Hope you all have a great evening!

Take Care,

Mandy McGhee  
Director of Finance  
City of Martinsville  
PO Box 1112  
Martinsville, VA 24114-1112  
(276)403-5145  
[mmcghee@ci.martinsville.va.us](mailto:mmcghee@ci.martinsville.va.us)

# Contract Log Coversheet

Contract Over \$50,000?

Yes ☒ No ☐

City Manager Signature Only?

Yes ☐ No ☐

Vision Government Solutions

Vendor # &amp; Vendor

Patrick Donovan

Vendor Point of Contact

pdonovan@vgsi.com Cell: 508-317-7131

Vendor Point of Contact E-mail &amp; Phone

Commissioner of the Revenue / Ruth Easley

City Department / Staff Responsible

3-1-2024 to 12-31-2024

Contract Term Period

City Council Agenda Date

Bid #

(# is assigned by Purchasing Manager)

Contract #

(# is assigned by Purchasing Official)

Notice to Proceed Approval

(by Purchasing Official or Fin. Director)

Amendment

Original, Renewal, or Amendment

Prof. Serv - Legal - 3000 <sup>new</sup> reassesses.  
Transfer of Authorized Salary and Benefits from vacant real estate assessor position

Project Code or Acct # (CIP, Bond, or 01011100-70000)

no number

Resolution/ Ordinance #

(if renewal use original Reso/Ord # with R ex. 2020-001R)

\$89,000 over two fiscal years 3/1/2024

Amount of Contract &amp; Effective Date

## Brief Description of Services:

Consulting services for 2025 reassessment of commercial properties under existing VGSi software contract

Transfer of remaining authorized salary and benefits associated with vacant real estate assessor position to be transferred within existing budget lines for FY 2024 and 2025. Position will remain vacant until after 1/1/2025.

Notes from the City Clerk or Procurement Official:

*[Signature]* 2/29/2024  
*[Signature]* Mandy Mokee 2/29/2024

Contract/Agreement Final Signatures Only As Applicable: City Manager *[Signature]*Mayor *N/A*

Date Received by City Management:

2/28/2024

Date Returned to Department:

2/29/2024

## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this “**Agreement**”) is dated Feb. 28, 2024 (the “**Effective Date**”) and is between Vision Government Solutions, Inc., a Massachusetts corporation with its principal place of business at 1 Cabot Road, Hudson, Massachusetts 01749 (“**Vision**”) and the City of Martinsville Virginia (“**Customer**”). The parties agree as follows:

### 1. SERVICES.

**1.1 Statement of Work.** Vision shall perform the services (the “**Services**”) for Customer during the term of this Agreement, as described in one or more statements of work, proposals, or other similar documents signed by both parties (each a “**Statement of Work**”). The initial Statement of Work is attached hereto as *Exhibit A*. Vision shall determine the manner and means of performing the Services and shall use commercially reasonable efforts to perform the Services in accordance with the schedule set forth in the applicable Statement of Work. Notwithstanding the foregoing, Customer acknowledges and agrees that the schedule set forth in any Statement of Work is an estimate only and is subject to change as the Services proceed.

**1.2 Change Orders; Conflicts.** In the event either party requires a material change to a Statement of Work, such party will provide a written change order to the other for approval, specifying the change required (each a “**Change Order**”). Each party agrees that a Change Order may necessitate a change in the delivery schedule and fees due under the applicable Statement of Work. In the event of a conflict between this Agreement and a Statement of Work or Change Order, this Agreement will control, unless specifically stated otherwise in the Statement of Work or Change Order with reference to this Agreement. No Change Order will be effective unless it is in writing and signed by both parties.

**1.3 Customer Materials and Assistance.** Customer acknowledges that in order to perform the Services, Vision may require access to certain data, information, and materials of Customer (collectively, “**Customer Materials**”). Customer acknowledges that it is, at its own expense, solely responsible for acquiring the necessary consents to disclose Customer Materials to Vision and the necessary rights to Customer Materials for Vision to perform the Services. Customer shall provide Vision with the Customer Materials along with any assistance and other resources that Vision reasonably requests in order for Vision to perform the Services. Customer acknowledges that Vision’s ability to successfully perform the Services may be contingent upon Vision’s right to use to such Customer Materials and receipt from Customer of such assistance, access, and personnel resources. Accordingly, Vision will not be deemed in breach of this Agreement and will have no liability to Customer for failure to perform, or any other deficiencies in, the Services or for damages resulting from: (i) Customer’s failure to acquire the necessary rights to use the Customer Materials; (ii) Customer’s failure to obtain the necessary consents required to disclose the Customer Materials to Vision; (iii) Customer’s failure to provide any such assistance, access, and personnel resources; (iv) the acts or omissions of Customer, its agents, or employees; or (v) performance of the Services in accordance with Customer’s instructions.

### 2. FEES AND PAYMENT.

**2.1 Fees.** As compensation for the Services, Customer shall pay Vision the fees set forth in the applicable Statement of Work (the “**Fees**”). All Fees due hereunder are non-refundable and are not contingent on any additional services to be provided. Vision may update the Fees for each Renewal Term upon at least 30 days’ prior written notice.

**2.2 Expenses.** Customer shall reimburse Vision for all preapproved expenses Vision incurs in performing the Services on the condition that Vision submits expense reports to Customer with supporting documentation.

**2.3 Payment Terms.** Except as otherwise set forth in the applicable Statement of Work, Vision will invoice Customer on a periodic basis, no more frequently than monthly, based on the work completed during the preceding month, and Customer shall pay Vision all amounts invoiced within 30 days of the invoice date. Payment constitutes acceptance of the billed work for the preceding month(s). Customer shall make all payments in U.S. dollars. All Fees due hereunder are exclusive of, and Customer shall pay, all sales, use, and other taxes, export and import fees, customs duties and similar charges applicable to the transactions contemplated by this Agreement, except for taxes based upon Vision's net income. Customer shall pay interest on undisputed outstanding balances at a rate equal to the lesser of 1.5% per month and the maximum rate permitted by applicable law, from due date until paid, and shall reimburse Vision reasonable costs of collection of such amounts.

**2.4 Suspension.** If any undisputed charge owed by Customer under this Agreement is 10 days or more overdue, Vision may, without limiting its other rights and remedies, suspend the Services until such undisputed amounts are paid.

### **3. PROPRIETARY RIGHTS; RESTRICTIONS ON USE.**

**3.1 Ownership.** Subject to the terms and conditions of this Agreement, the parties understand and agree that any and all deliverables created for and delivered to Customer by Vision under this Agreement and identified as a "Deliverable" in the applicable Statement of Work (each a "**Deliverable**") shall be the property of Customer. Notwithstanding the foregoing, as between the parties, Vision shall retain all copyrights, trademarks, service marks, trade secrets, patents, patent applications, moral rights, contract rights and other proprietary rights in any and all tools, routines, programs, designs, technology, ideas, know-how, processes, formulas, techniques, improvements, inventions and works of authorship, and any derivative works thereof, which: (a) are created, developed, owned or licensed by Vision prior to the Effective Date, (b) are created, developed, owned or licensed by Vision during the Term but outside the scope of this Agreement and any Statement of Work; or (c) have general applicability to Vision's other clients and customers (collectively, the "**Vision Property**"). Vision Property includes, but is not limited to, the look and feel and layout of any reports generated in connection with the Services. Subject to the terms and conditions of this Agreement, Vision grants Customer a non-exclusive, non-transferable license, without rights to sublicense, to use any Vision Property that is incorporated in the Deliverables, solely for Customer's use of such Deliverables in accordance with this Agreement. All rights not expressly granted to Customer in this Agreement are reserved by Vision.

**3.2 Restrictions on Use.** Except as expressly permitted in this Agreement or as otherwise authorized by Vision in writing, Customer will not, and will not permit any person or entity to: (a) modify, adapt, alter, translate, or create derivative works of any Vision Property; (b) sublicense, lease, rent, loan, sell, distribute, make available or otherwise transfer the Vision Property to any third party; (c) reverse engineer, decompile, disassemble, or otherwise attempt to derive the source code for any Vision Property; (d) remove, alter, or obscure any proprietary notices (including copyright notices) of Vision or its licensors contained within the Deliverables or Vision Property; or (e) attempt to do any of the foregoing.

**3.3 Customer Materials.** As between the parties, Customer owns all right, title, and interest in Customer Materials, including all intellectual property rights therein. Customer hereby grants to Vision, during the Term (as defined below), a limited, non-exclusive, non-transferable (except as permitted by Section 9.3), non-sublicensable license to use the Customer Materials solely for the limited purpose of performing the Services under this Agreement.

### **4. WARRANTIES.**

**4.1 Customer's Warranties.** Customer represents and warrants that it has all consents, approvals, and rights necessary to: (a) disclose the Customer Materials to Vision; and (b) grant Vision the license in Section 3.3.

**4.2 Vision's Warranty.** Vision warrants to Customer that the Services will be performed in a professional manner consistent with industry standards. Vision shall, as its sole obligation and Customer's sole and exclusive remedy for any breach of the warranty set forth in this Section 4.2, re-perform the Services which gave



rise to the breach or, at Customer's option, refund the Fees paid by Customer for the Services which gave rise to the breach; provided that Customer shall notify Vision in writing of the breach within 30 days following performance of the defective Services, specifying the breach in reasonable detail.

**4.3 Disclaimer.** EXCEPT AS PROVIDED IN THIS AGREEMENT, VISION MAKES NO REPRESENTATIONS OR WARRANTIES IN CONNECTION WITH THIS AGREEMENT OR THE SERVICES, WHETHER EXPRESS OR IMPLIED AND EXPRESSLY DISCLAIMS ALL OTHER WARRANTIES (EXPRESS, IMPLIED, OR STATUTORY), INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, NON-INFRINGEMENT, AND ANY WARRANTIES ARISING FROM COURSE OF DEALING.

## **5. INDEMNIFICATION.**

**5.1 Claims Against Customer.** Vision shall defend any claim, suit, or action against Customer brought by a third party to the extent based on an allegation that any Deliverable infringes any intellectual property rights of such third party (each, a "**Customer Claim**"), and Vision shall indemnify and hold Customer harmless, from and against damages, losses, liabilities, and expenses (including reasonable attorneys' fees and other legal expenses) (collectively, "**Losses**") that are specifically attributable to such Customer Claim or those costs and damages agreed to in a settlement of such Customer Claim. The foregoing obligations are conditioned on Customer (a) promptly notifying Vision in writing of such Customer Claim, (b) giving Vision sole control of the defense thereof and any related settlement negotiations, and (c) cooperating and, at Vision's request and expense, assisting in such defense or settlement. If any Deliverable becomes, or in Vision's opinion is likely to become, the subject of an infringement claim, Vision may, at its option, either (i) procure for Customer the right to continue using the Deliverable, (ii) replace or modify the Deliverable so that it becomes non-infringing, or (iii) require return of the Deliverable and give Customer a refund of the fees paid by Customer for the Deliverable. Notwithstanding the foregoing, Vision will have no obligation under this Section or otherwise with respect to any infringement claim based upon (w) any use of the Deliverable not in accordance with this Agreement, (x) or for any use of the Deliverable for purposes not intended by Vision, (y) any use of the Deliverable in combination with other products, equipment, software, or data not supplied by Vision, or (z) any modification of the Deliverable by any person other than Vision. THIS SECTION 5 STATES VISION'S ENTIRE LIABILITY AND CUSTOMER'S SOLE AND EXCLUSIVE REMEDY FOR THIRD PARTY CLAIMS AND ACTIONS

**5.2 Claims Against Vision.** Customer will defend at its own expense any claim, suit, or action against Vision brought by a third party (including, but not limited to, Customer's third party data providers) to the extent that such claim, suit or action is based upon: (a) an allegation that Customer does not have the necessary rights or consents to disclose Customer Materials to Vision; and/or (b) Vision's use of any Customer Materials in accordance with this Agreement or Customer's use of any Customer Materials (each, a "**Vision Claim**") and Customer shall indemnify and hold Vision harmless, from and against Losses that are specifically attributable to such Vision Claim or those costs and damages agreed to in a settlement of such Vision Claim. The foregoing obligations are conditioned on Vision: (i) promptly notifying Customer in writing of such Vision Claim; (ii) giving Customer sole control of the defense thereof and any related settlement negotiations; and (iii) cooperating and, at Customer's request and expense, assisting in such defense or settlement.

## **6. CONFIDENTIALITY.**

**6.1 Definition.** "**Confidential Information**," as used herein, shall mean the terms and conditions of this Agreement and all information related to a party's business, financial affairs or operations, including but not limited to information related to business plans, technology, source code, product or service development plans, pricing, techniques and methods, which is either marked as confidential or with a similar legend, or, if disclosed orally, is confirmed as confidential in writing to the receiving party within 30 days following disclosure, or which should reasonably be known to be confidential to the disclosing party based on the nature of the information or the circumstances of its disclosure.



**6.2 Obligations.** During the Term and thereafter, each Party shall (a) hold the other party's Confidential Information in confidence using the same standard of care as it uses to protect its own confidential information of a similar nature, but in no event less than reasonable care; (b) not disclose the Confidential Information of the other to any third party without the other's prior written consent, except as expressly permitted under this Agreement; and (c) limit access to the other's Confidential Information to those of its employees or agents having a need to know who are bound by confidentiality obligations at least as restrictive as those set forth herein. Notwithstanding the foregoing, (i) either party may make disclosures as required or requested by a court of law or any governmental entity or agency, provided that such party provides the other with reasonable prior notice to enable such party to seek confidential treatment of such information; and (ii) either party may disclose the terms and conditions of this Agreement solely to potential investors, acquisition partners and its legal counsel and accountants in connection with a proposed financing or acquisition, provided that each such third party is bound by confidentiality obligations at least as restrictive as those set forth herein.

**6.3 Exclusions.** The restrictions on the use and disclosure of Confidential Information shall not apply to any Confidential Information, or portion thereof, which (a) is or becomes publicly known through no act or omission of the receiving party; (b) is lawfully received from a third party without restriction on disclosure; (c) is already known by the receiving party at the time it is disclosed by the disclosing party, as shown by the receiving party's written records; or (d) is independently developed by the receiving party without reference to the other's Confidential Information, as shown by the receiving party's written records.

**6.4 Injunctive Relief.** Each party acknowledges that a breach or threatened breach of this Section 6 would cause irreparable harm to the non-breaching party, the extent of which would be difficult to ascertain. Accordingly, each party agrees that, in addition to any other remedies to which a party may be legally entitled, the non-breaching party shall have the right to seek immediate injunctive or other equitable relief in the event of a breach of this Section 6 by the other party or any of its employees or agents.

## **7. TERM AND TERMINATION.**

**7.1 Term.** The term of this Agreement shall commence on the Effective Date and shall continue through December 30, 2024 (the "Initial Term"). Notwithstanding the foregoing, if the Services set forth in the Statement of Work are project-based, the Term shall continue until: (a) the Services have been completed, and (b) Vision has been paid in full for the Services.

**7.2 Termination.** Either party may terminate the Agreement and all uncompleted Statements of Work by written notice in the event the other party is in material breach of any obligation under this Agreement or any Statement of Work, which default is incapable of cure or which, being capable of cure, has not been cured within 30 days after receipt of notice of such default. Notwithstanding the foregoing, Vision may also terminate the Agreement and all uncompleted Statements of Work: (a) immediately upon written notice for material breach in the event that: (i) Customer fails to pay any amounts payable hereunder within 10 days after receiving written notice from Vision that payment is due, or (ii) Customer breaches Section 6; or (b) for convenience upon 30 days' prior written notice to Customer. The termination or expiration of a single Statement of Work shall not cause the automatic termination of any other Statement of Work.

**7.3 Effect of Termination.** Upon the termination of this Agreement, (a) each party shall return the other's Confidential Information in its possession or control, and (b) Customer shall pay all amounts owed to Vision under this Agreement which accrued before such termination. Upon Vision's termination of this Agreement for Customer's material breach pursuant to Section 7.2, (i) all licenses to the Vision Property granted to Customer hereunder will immediately terminate, and (ii) Customer shall promptly discontinue all use of the Vision Property, erase all copies thereof from Customer's computers, and return to Vision all other copies thereof in its possession or control. Sections 2 (Fees and Payment), 3 (Ownership; License), 4.3 (Disclaimer), 5 (Intellectual Property



GOVERNMENT SOLUTIONS

Indemnification), 6 (Confidentiality), 7.3 (Effect of Termination), 8 (Limitation of Liability), and 9 (General) will survive the termination of this Agreement for any reason.

**8. LIMITATION OF LIABILITY.** IN NO EVENT WILL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE, OR INCIDENTAL DAMAGES, ARISING FROM OR RELATING TO THIS AGREEMENT OR THE PERFORMANCE OF THE SERVICES. IN NO EVENT WILL EITHER PARTY'S TOTAL AGGREGATE LIABILITY TO THE OTHER PARTY ARISING OUT OF THIS AGREEMENT OR THE SERVICES EXCEED AN AMOUNT EQUAL TO THE AGGREGATE AMOUNT OF FEES PAID TO VISION UNDER THIS AGREEMENT DURING THE TWELVE (12) MONTHS PRECEDING THE EVENT GIVING RISE TO THE LIABILITY. NOTWITHSTANDING ANYTHING IN THIS SECTION 8 TO THE CONTRARY, THE FOREGOING EXCLUSIONS AND LIMITATIONS OF LIABILITY IN THIS SECTION 8 DO NOT APPLY TO CUSTOMER'S OBLIGATIONS UNDER SECTION 5.2.

**9. GENERAL.**

**9.1 Governing Law.** This Agreement is governed by the laws of the Commonwealth of Massachusetts without reference to any conflict of laws principles that would require the application of the laws of any other jurisdiction. This contract shall be governed exclusively by the laws of the Commonwealth of Massachusetts and any claim or action brought related to this contract, the work performed or contracted to be performed thereunder, or referable in anyway thereto shall be brought in Massachusetts Superior Court and not elsewhere.

**9.2 Relationship of Parties.** The relationship of the parties established under this Agreement is that of independent contractors and neither party is a partner, employee, agent or joint venture partner of or with the other, and neither party has the right or authority to assume or create any obligation on behalf of the other party.

**9.3 Assignment.** Neither party may assign its rights or delegate its obligations under this Agreement without the prior written consent of the other party, which consent shall not be unreasonably withheld or delayed. Notwithstanding the foregoing, Vision may assign its rights and obligations under this Agreement to a parent, affiliate, or subsidiary, or to a successor, whether by way of merger, sale of all or substantially all of its assets or otherwise. Any attempted assignment in violation of this Section is void.

**9.4 Notices.** To be effective, all notices required or permitted under this Agreement must be in writing and delivered to the other party at the address set forth below or as otherwise designated in accordance with this Section and will be deemed effective: (a) when delivered by hand or sent by nationally recognized overnight courier service (costs prepaid); (b) when sent by e-mail with confirmation of transmission; (c) 2 days after mailing, if sent by certified mail, return receipt requested; (d) upon refusal of delivery; or (e) upon inability to deliver because of a change in address for which no notice was given.

If to Customer:

Attn: Ruth L. Easley  
Martinsville Commissioner of the Revenue  
City of Martinsville  
55 West Church Street  
Martinsville, VA 24112

If to Vision: Vision Government Solutions, Inc.  
1 Cabot Road  
Hudson, MA 01749

**9.5 Force Majeure.** Neither party shall be liable for any breach of the Agreement, other than any default in payment obligations, for any delay or failure of performance resulting from any cause beyond such party's reasonable control, including but not limited to the weather, civil disturbances, acts of civil or military authorities, or acts of God.

  
GOVERNMENT SOLUTIONS

**9.6 Severability.** If any provision of this Agreement is held to be invalid or unenforceable, the other provisions of this Agreement will be unimpaired and the invalid or unenforceable provisions will be deemed modified so that it is valid and enforceable to the maximum extent permitted by law (unless such modification is not permitted by law, in which case such provision will be disregarded).

**9.7 Subcontractors.** Customer acknowledges and agrees that Vision may hire subcontractors to perform Services hereunder. Vision will be responsible for the direction and coordination of the services of each subcontractor and Customer will have no obligation to pay any subcontractor directly. Vision will remain liable and responsible for such subcontractors' acts and omissions to the extent any of such acts or omissions, if performed by Vision, would constitute a breach of, or otherwise give rise to liability to Vision under, this Agreement when they are performing for or on behalf of Vision.

**9.8 Waiver.** Any waiver or failure to enforce any provision of this Agreement on one occasion will not be deemed a waiver of any other provision or of such provision on any other occasion.

**9.9 Entire Agreement; Amendments.** This Agreement and its Statements of Work constitute the final and entire agreement between the parties with regard to the subject matter hereof and supersedes all other agreements, whether written or oral, between the parties with respect to such subject matter. No amendment to this Agreement or any Statements of Work will be effective unless it is in writing and signed by both parties.

**9.10 Counterparts.** This Agreement may be executed in separate counterparts, each of which will be deemed an original and all of which will be deemed one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

VISION

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CUSTOMER: MARTINSVILLE VA

By: 

Name: Ruth L. Easley

Title: Commissioner of the Revenue



## **EXHIBIT A**

### **STATEMENT OF WORK**

This Statement of Work is attached to, and is made a part of, that certain Master Services Agreement between **VISION GOVERNMENT SOLUTIONS, INC. ("Vision")** and City of Martinsville, Virginia ("**Customer**") (the "**Agreement**"). Unless explicitly stated otherwise in this Statement of Work, any capitalized terms used but not defined have the meaning given to them in the Agreement.

#### **1. SCOPE OF PROJECT:**

1.1 The Contractor will value all taxable commercial and industrial properties within the City of Martinsville, not to exceed 1,250 parcels.

1.1.1 The Contractor will determine the full and fair cash value of each property so described and its usage classification. It is understood that the Contractor will perform services to assist the Commissioner of the Revenue and that final determination is established by the Commissioner of the Revenue.

1.1.2 The valuation and use of all property so described shall be determined as of January 1, 2025.

#### **2. RESPONSIBILITIES OF THE PARTIES:**

2.1.1 City Assessors Office: Throughout the project, the Assessor's Office will receive periodic reports from the Contractor that will review and evaluate the progress of the project and the City Assessor's Office will promptly notify the Contractor as to whether the work performed is satisfactory and timely.

2.1.2 The City shall provide the following data on or before March 15, 2024, unless otherwise specified.

2.1.3 The City shall provide "parcel identification data" for each parcel, which shall consist of the owner's name(s), mailing address, property address, subdivision deed references, property classification, lot dimensions and land area in acres or square feet, correct and current to the most recent tax billing date.

2.1.4 The City shall provide the zoning classification for each parcel, correct and current to the most recent tax year. The City shall also provide one (1) set of zoning maps and a copy of the zoning ordinances covering all parcels, correct and current as of the most recent tax year.

2.1.5 The City shall provide one (1) set of tax maps covering all parcels, correct and current as of the most recent tax year. The Contractor may rely upon the accuracy of the maps and is not responsible for any errors in the maps or any errors resulting from the use of the maps. Each map will be drawn to scale, be identified by map and parcel numbers and have dimensions and areas of each parcel drawn on the map.

2.1.6 The city will need to provide remote access to all associated software (CAMA system, images, GIS etc.) required to complete the statement of work.

2.1.7 The City shall continuously and currently update the information referred to in this section to January 1, 2025.



- 2.1.8 The City shall continuously and currently provide copies of all sales information available to it with respect to the transfer of parcels occurring from January 1 and ending December 31, 2024. Sales provided must be on forms approved by the Virginia Department of Tax Administration for reporting sales and must contain proper and correct non-arms length coding and all other data called for on such Department of Tax Administration form, including correct map and lot numbers.
- 2.1.9 The City shall make available to the Contractor existing property records, or copies thereof. The Contractor shall be responsible for the safekeeping of the records while in its possession. If the City is in need of any such record while it is in the possession of the Contractor, the Contractor shall provide it to the City upon request as soon as possible without causing undue disruption to the work schedule of the Contractor.
- 2.1.10 The City shall further assist the Contractor by providing or making available such other information which it possesses or which is conveniently available to it, including, but not limited to, general assessment records, containing pertinent information and data.
- 2.1.11 The City shall be required to provide such materials and data in original or duplicated form at the City's option, but in no event shall the City be required to provide such which is not reasonably available to it. The Contractor presents that it is aware of the resources of the City and its limitations and, therefore, will require only that additional material and data which is currently available to the City or which may come into its possession from time to time through the normal course of events.
- 2.1.12 The City shall provide all property inventory data. Said data shall be current and will include all parcels which have been improved, as evidenced by building permits properly applied for and approved prior to January 1, 2025.
- 2.1.13 All data collected by the City shall be reported on forms supplied by the Contractor and filled out in accordance with its instructions.
- 2.1.14 The Contractor: The Contractor will be responsible for fulfilling all requirements stated in this Statement of Work in a timely fashion and in a professional and satisfactory manner.

### 3. PROJECT REQUIREMENTS:

#### 3.1.1 Valuation Project Timetable:

|                                              | <b><u>FROM</u></b> | <b><u>TO</u></b> |
|----------------------------------------------|--------------------|------------------|
| Project commencement (WebEx conference call) | 03/01/24           | 03/15/24         |
| Valuation testing                            | 03/15/24           | 04/15/24         |
| Valuation                                    | 04/15/24           | 07/15/24         |
| Preliminary Values (WebEx conference call)   | 09/15/24           | 09/30/24         |
| City Staff Review of Preliminary Values      | 10/01/24           | 10/15/24         |
| Final work products                          | 11/01/24           | 11/15/24         |
| Final Conclusions (On-site meeting)          | 11/15/24           | 11/30/24         |
| Delivery of Final Documentation              | 12/01/24           | 12/15/24         |
| Project completion                           | 12/30/24           |                  |



3.2 Data Collection:

3.2.1 There are no data collection services as part of this statement of work.

3.3 Valuation Testing:

3.3.1 The Contractor with assistance from the City, will verify, in accordance with this Statement of Work, the property inventory data for those properties located throughout the City which have sold in the complete calendar year prior to the valuation date for this program.

3.3.2 The purpose of this verification is to enable the Contractor to produce a file for valid arms-length sales, describing inventory status as of the date of sale. The Contractor will verify this data for all sales occurring until the valuation date of this program. The Contractor will develop and provide the City with appropriate written documentation for the sales verification effort.

3.3.3 Manual or computer assisted valuation testing for all commercial/industrial types of property will take place subsequent to sales verification.

3.4 Valuation:

3.7.2 The Contractor will compute, to the nearest One Hundred Dollars (\$100.00), the value of all commercial/industrial properties within the scope of this Statement of Work. A minimum of two (2) approaches to value from the following three (3): market, cost or income, will be employed for all income-producing properties.

3.7.3 Income-producing properties include, but are not necessarily limited to, the following types: primarily commercial/industrial/multiple-use properties; apartments over four units; hotels and motels; storage, warehouse and distribution facilities; discount and department stores; shopping centers and malls; supermarkets; small retail properties; office buildings; medical office buildings, research and development facilities; and properties within industrial parks.

3.7.4 The minimum requirements for each of the three (3) major approaches to value, as well as land valuation, are outlined in the following sections. The Contractor will describe the approach to value which will be applied to each type of property within the scope of this Statement of Work.

3.8 Market Value Approach:

3.8.1 The market value approach will be employed on properties not utilizing a combination of the replacement cost approach and the income approach. For commercial/industrial properties that are basically non-income-producing, the secondary approach will be the market approach, utilizing the square foot values derived from the sales analysis for the particular use type of the property. Square foot values will be segregated by type, including industrial, warehouse, retail, etc. and will provide reasonable ranges for per square foot sale prices of building areas. Land value, once determined, will be added to building value for an estimate of total value.

3.8.2 Replacement Cost Approach: The replacement cost approach to value will be employed for both commercial and industrial properties as follows:

- 3.8.3 Information derived from cost analysis will provide the basis for determining the unit-in-place and replacement cost pricing schedules used in the valuation of commercial and industrial properties.
- 3.8.4 Subsequent to the determination of replacement cost pricing schedules and the establishment of land values, the Contractor will analyze the sales of improved properties in order to derive an estimate of physical and functional depreciation and economic obsolescence. A report of this study of sales of improved properties will be made to the City, listing the comparison subjects and detailing the schedules of adjustments to be made prior to valuation production.
- 3.8.5 Physical and functional depreciation and economic obsolescence will be computed to be the difference between the selling price of the total property and the sum of the estimated replacement cost new of the improvement plus the estimated land value.
- 3.8.6 Provided that a sufficient number of sales are available, guidelines in the form of tables based upon the condition, desirability and usefulness of a building relative to its actual age will be developed. After approval by the City, these tables will be used to estimate the depreciation of comparable subject properties.
- 3.9 Income Approach:
  - 3.9.1 The Contractor will review and screen income and expense reports furnished by the parcel owner, or prepared as a result of interviews with the property owner; will determine the validity of the data and will make any necessary adjustments on the basis of the Contractor's appraisal knowledge of income and expense data of comparable properties. The City shall be responsible for the postage and the mailing of income and expense forms. A report containing documentation and derivation of rent schedules, expense ratios and capitalization rates shall be submitted to the City for review.

A value determined by the income approach to valuation will be made for each income-producing property. The income and expense statements will become the property of the City.
- 3.10 Land Valuation:
  - 3.10.1 Basic square foot or acre values for all commercial/industrial parcels shall be established for land throughout the City after an evaluation by the Contractor of all factors affecting the market value of lots and parcels. Factors to be considered shall include the quality of the neighborhoods, zoning restrictions, size, frontage, depth, shape and topography of the parcels, and all other factors considered relevant in the establishment of land values for each of the various classes of property.
  - 3.10.2 These land unit values will be determined as a result of an analysis of recent sales of comparable properties, either within the City or within an agreed upon area of the state, or by using a land residual approach. Any land classified by the City under Virginia Constitution as in agricultural or horticultural use will be valued after consideration of the current guidelines.
- 3.11 Valuation Field Review:
  - 3.11.1 There are no field review services as part of this scope of work. The contractor will perform a desktop review of all commercial/industrial properties.

3.12 Certification of Values:

- 3.12.1 As a condition of successful project completion, the Contractor's work product will meet valuation requirements of the State.
  - 3.12.2 It is understood that the Contractor will have the ability to exercise judgment in making final value estimates.
  - 3.12.3 All values produced by the Contractor will be given to the City for final review and for a determination as to whether the Contractor's work product is satisfactory. The Contractor will provide the City with all valuation models, schedules and sales analyses documents. These documents will become the property of the City.
- 3.13 Defense Of Values: The Contractor will provide expert witnesses to represent the City at all appeals to any court, or otherwise, of valuations and/or classifications resulting from this project. The expert witnesses will have performed a visual review of the property. The Contractor will furnish these services, including comprehensive written appraisal reports if required, for a per diem rate of \$1,200 per diem plus expenses.

4 DELIVERABLE PRODUCTS:

- 4.1.1 All documents, reports, records, data or other material in whatever form, manual or mechanized, obtained or produced during the performance of this project shall be the sole property of the City and shall be delivered at the conclusion of the project. The documents, reports, records, data and other materials shall include, without limitation, the following deliverable products:
  - 4.1.2 Documentation of procedures used throughout the project.
  - 4.1.3 The valuation manual which will enable the City to maintain and update its values.
  - 4.1.4 The depreciation schedule and source of information used for its development.
  - 4.1.5 Income and expense statements for parcels utilizing the income approach.
  - 4.1.6 All manual and computerized reports which support values and valuation formulas.
  - 4.1.7 All materials and documentation used on the land valuation effort.
  - 4.1.8 Any sales ratio studies used in this project.

5. OFFICE REQUIREMENTS:

- 5.1.1 The Contractor does not require any office space for the project within the City. Appraisal statement of work will be performed at the Contractor's Office.



**FEES AND EXPENSES:**

The cost to provide Commercial/Industrial valuation update services for the City of Martinsville is;

**Eighty-Nine Thousand Dollars (\$89,000)**

**Defense of Values:** Any Litigation, Board of Equalization, Litigation preparation, and Narrative Reports preparation will be billed at the rate of;

**One Thousand Dollars (\$1,200) per Diem plus travel expenses**

Additional items such as the following can be provided as an option once a final scope of work is established:

- Impact notices sent to all Commercial/Industrial property owners.
- Commercial/industrial informal local hearings.
- Printing of field cards or PDF field card file.

**PO 889 Vision Government Solutions Contract for 2025 Reassessment Consulting Services**

|                                                          |  |                    |
|----------------------------------------------------------|--|--------------------|
| Contract amount 2/2/24                                   |  | \$89,000.00        |
| Amendment to Contract for 197 Exempt properties 4/1/2024 |  | \$5,900.00         |
| <b>Total</b>                                             |  | <b>\$94,900.00</b> |

((\$56,502 from Full-time Salary Line Item + \$3,600 from SS  
**\$60,102.00** Line Item)

**FY 2024 -- balance of Real Estate Assessor position unused salary & benefits**

|                             |           |                    |
|-----------------------------|-----------|--------------------|
| <b>FY2024 Paid Invoices</b> |           |                    |
|                             | 4/10/2024 | -\$5,028.55        |
|                             | 5/15/2024 | -\$8,206.88        |
|                             | 6/13/2024 | -\$10,143.91       |
|                             | 7/12/2024 | -\$12,196.28       |
| <b>Balance</b>              |           | <b>\$24,526.38</b> |

**FY2025 -- 1/2 year salary & benefits of Unfilled Real Estate Assessor Position**

|                             |            |                    |
|-----------------------------|------------|--------------------|
| <b>FY2025 Paid Invoices</b> |            |                    |
|                             | 8/12/2024  | -\$8,545.10        |
|                             | 9/10/2024  | -\$10,907.95       |
|                             | 10/9/2024  | -\$12,596.40       |
|                             | 11/11/2024 | -\$6,125.40        |
|                             | 12/11/2024 | -\$4,875.30        |
|                             | 1/8/2025   | -\$3,081.60        |
|                             | 2/10/2025  | -\$2,054.70        |
|                             | 3/10/2025  | -\$1,647.00        |
| <b>Balance</b>              |            | <b>\$16,061.93</b> |

As of 03/10/2025





## ITEM REPORT

**To:** City Council

**From:** Eric Payne, Managing Director of Community Development

**Subject:** Discuss and Consider Approval of Resolution Requesting for Joint Application to Opioid Abatement Authority Application to use Individual Distribution and/or gold standard funds to support a Kinship Navigator serving the City of Martinsville and Henry County.

**Department/Office:** Community Development

**Meeting Date:** March 25, 2025

### Summary:

Staff is requesting approval from City Council to use individual distribution and gold standard funds from the Opioid Abatement Authority (OAA), in partnership with Henry County, to fund a kinship navigator position for three (3) years at the Department of Social Services.

### Recommended Action:

1. City Council Approve Resolution
2. City Council Do Not Approve Resolution
3. Any other action as deemed necessary by City Council

### Fiscal Impact:

\$80,931 (city portion) of Individual Distribution funds from the Opioid Abatement Authority. No local funds will be required.

### Attachments:

1. OAAdirectdistributioninfoGoldStandards
2. OAA Resolution\_031825
3. HMDSS Kinship Navigator Proposal
4. Family\_Services\_Specialist\_IV\_State Occupational Title Description

## **TO INCENTIVIZE CITIES AND COUNTIES TO USE AND REPORT DIRECT DISTRIBUTIONS FROM OPIOID SETTLEMENTS BY MEETING THE OAA “GOLD STANDARD”**

The Board of Directors (“Board”) of the Opioid Abatement Authority (“OAA”) is statutorily required to allocate a specific portion of the Opioid Abatement Fund (“Fund”) to each participating city and county (see Virginia Code § 2.2-2374(D)(2)). For purposes of this policy, this allocation will be referred to as the “OAA Distribution.”

In turn, each participating city and county has statutory obligations attached to the receipt of OAA Distributions (see Virginia Code § 2.2-2370(A)). These obligations are summarized below. For purposes of this policy these statutory obligations will be referred to collectively as the OAA “Gold Standard.”

- Participating cities and counties will only utilize OAA Distributions to fund efforts designed to treat, prevent, or reduce opioid use disorder or the misuse of opioids through evidence-based or evidence-informed methods, programs, or strategies;
- Participating cities and counties shall not supplant funding of an existing program nor collect indirect costs; and
- Participating cities and counties shall provide the Authority with information on implementation of said methods, programs, or strategies and allow such monitoring and review as may be required by the Authority.
- Participating cities and counties must agree to certain base terms and conditions established by the OAA Board of Directors before receiving any OAA Distributions.

In addition to receiving the OAA Distribution, each participating city and county will also receive distributions directly from the settling companies. For purposes of this policy, this allocation will be referred to as the “Direct Distribution.”

The use and reporting requirements of the Direct Distribution are outlined in the nationally-negotiated settlement agreements and not through State statute. These use and reporting requirements are not as stringent nor as clear as the OAA’s Gold Standard, and in fact the OAA Gold Standard will always meet or exceed the requirements of the settlement agreements.

To encourage participating cities and counties to use all of their Direct Distribution funds fully for remediation and abatement, and to encourage participating cities and counties to report the use of their Direct Distribution funds to the OAA for the purpose of ensuring statewide adherence to the various settlement agreements, the Board hereby offers a voluntary financial incentive to each participating city and county. For each fiscal year that a participating city or county agrees to use and report their Direct Distribution funds according to the same standards they are required to use and report their OAA Distribution funds (i.e., the Gold Standard), the Board agrees to increase that city or county’s OAA Distribution by 25% above the base amount for that same fiscal year.

As noted above, each year that a city or county applies for any OAA Distribution, it must first agree to a set of base terms and conditions set by the OAA Board. In addition to those base terms and conditions, there will also be an additional set of extra terms and conditions that only apply to cities and counties that elect to participate in the incentive. These extra terms and conditions will specify the requirements for participating in the incentive. In short, each city or county will communicate its decision as to whether it will participate in the incentive by completing and submitting this additional set of terms and conditions.

Date of Board Approval: October 24, 2022

## **Resolution \_\_\_\_\_**

A RESOLUTION relating to the Opioid Abatement Authority Kinship Navigator Position; Staff is requesting approval from City Council to use individual distribution and gold standard funds from the Opioid Abatement Authority (OAA) to fund a kinship navigator position for three (3) years at the Department of Social Services. This will be a joint request with the County of Henry. The total cost of the program is estimated to be \$254,932, with the City responsible for \$84,892 of the total.

**WHEREAS**, the Opioid Abatement Authority (OAA) is providing an opportunity for funding to support a Kinship Navigator Position at the Department of Social Services (DSS), and

**WHEREAS**, the Opioid Abatement Authority will provide funding from the available Individual Distribution and Gold Standard funds, and

**WHEREAS**, the County of Henry is in support of using individual distribution funding, in partnership with the City of Martinsville, to fund the Kinship Navigator Position at DSS, and

**WHEREAS**, no local funds will be used for this project, and all funding will come directly from the individual distribution for each locality, and

**WHEREAS**, the total cost of the program is estimated to be \$254,932, with the City of Martinsville responsible for \$84,892 of the total, and

**WHEREAS**, the Kinship Navigator Position at DSS will provide services to both the City of Martinsville and the County of Henry for three (3) years.

\

### **BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MARTINSVILLE:**

Be it hereby resolved, that the City of Martinsville is in accordance with pursuing Opioid Abatement Authority (OAA) Individual Distribution funds and Gold Standard funds, in partnership with the County of Henry, to fund a Kinship Navigator position at the Department of Social Services (DSS) to provide services for both the city and county for a total of three (3) years.

**Henry-Martinsville Department of Social Services  
Opioid Abatement Proposal for  
Kinship Navigator Family Services Specialist IV Position  
January 22, 2025**

**Grant Type:** Individual Distribution

**Application Type:** New

**Category:** Prevention, Treatment, Recovery, Justice Involved

**Requested FY2025 Amount Individual Distribution:** New Award \$84,892

**Total FY2025 Recommended:** New Award \$84,892

**Project Title:** Kinship Navigator

**Long-Term Sustainability:** Considering the time to hire, train, and collect outcome data, Henry-Martinsville Department of Social Services would anticipate presenting positive, impactful data to the Henry County Board of Supervisors and the Martinsville City Council for full funding as soon as FY28.

**Project Description:** This grant will be used to hire and retain a Family Services Specialist IV to work within Henry-Martinsville Department of Social Services.

Henry-Martinsville Department of Social Services (HMDSS) requests an Opioid Abatement funding consideration for a new Kinship Navigator Family Services Specialist IV (FSS IV) position. This specialist will assist kinship caregivers navigate services and strong connection to community supports to sustain permanency of children; therefore, creating a more stable environment and mitigating the risk of Substance Use Disorder (SUD) and Opioid Use Disorder (OUD) among youth in foster care. The navigator will be skilled in substance use prevention, substance use identification, and recovery support with aftercare.

### **Supporting Data**

Children in foster care and emancipated youth experience Post Traumatic Stress Disorder (PTSD) at a rate that is double that of war veterans. *2005 Harvard Medical School Study*

The National Foster Youth Institute reports the following foster care data points. One out of every four youth in foster care will become homeless within four years of aging out of foster care. Only 50% of foster youth finish high school. High school dropout rates are three times higher for foster youth than low-income children. It is estimated that a quarter of foster youth will be involved with the criminal justice system within two years of transitioning out of child welfare. Sixty percent of all child sex trafficking victims have histories in the child welfare system. On average, four out of every five children and adolescents enter foster care with serious mental health issues.

Foster youth are at a significant risk for using substances due to familial abuse and/or neglect and significant trauma. Studies show substance use among foster youth at rates similar to or higher than their peers who are not in care. They also tend to use substances earlier than their peers who are not in care. This places them at a higher risk of developing an SUD.



**Henry-Martinsville Department of Social Services**  
**Opioid Abatement Proposal for**  
**Kinship Navigator Family Services Specialist IV Position**  
**January 22, 2025**

Factors affecting an individual's likelihood for developing an SUD include biology or genetics (e.g., presence of a mental health issue) and their environment (e.g., peer pressure, family circumstances, exposure to stress) (NIDA, 2018b). This includes experiencing adverse childhood experiences, which can lead to substance use among youth, including earlier initiation of use (Duke, 2018). [Preventing, Identifying, and Treating Substance Use Among Youth in Foster Care](#)

Of the children who entered foster care nationally in 2020, the majority had a reason for removal that included neglect (either alone—25.6 percent— or in combination with another reason other than physical or sexual abuse—30.3 percent). Physical or sexual abuse (alone) accounted for 16.0 percent of the removals, and drug abuse (alone) accounted for 8.5 percent. Removal reasons involving child behavior problems and caretaker's inability to cope accounted for 4.0 percent and 3.6 percent, respectively.

Circumstances associated with removal: The majority of children who entered foster care in 2020 had a reason for removal that included neglect (either alone—25.6 percent— or in combination with another reason other than physical or sexual abuse—30.3 percent). Nearly one-tenth (8.5 percent) of children entering care were reported with parental drug use as the only reason associated with removal. Sexual or physical abuse accounted for 16.0 percent of removals, and child behavior problems (alone) and caretaker's inability to cope (alone) accounted for 4.0 percent and 3.6 percent, respectively, of removals. [Child Welfare Outcomes 2020: Report to Congress](#)

**HMDSS Foster Care Statistics as of 12/2/2024**

The agency maintains custody of ninety-two children in foster care. Fifty-six (61%) of those children entered care due to Substance Use/Abuse. Kinship families account for 12% of the placements with 88% remaining in out-of-family foster care placements.

**HMDSS Family Preservation Statistics as of 12/2/2024**

The Family Preservation Unit has 48 families receiving services. Of those 48 cases, 40% have SUD as a primary issue. There are 17 (35%) families receiving kinship diversion services where the child is placed outside of the home. Of those cases, 29% of those primary caregivers have SUD as the prevalent issue.

Data informs us that when placed with biological relatives or fictive kin which include friends, teachers, etc. children experience less trauma, fewer placement changes, and better outcomes. According to a 2020 Annie E. Casey Foundation report, children placed in kinship placements tend to have less school disruptions, are less likely to experience behavioral and mental health problems, lower rates of re-abuse, and more likely to stay with their siblings. [Family First Virginia](#)

Often kinship caregivers experience challenges, including but not limited to, adequate housing, financial difficulties, emotional stress, and limited peer support.

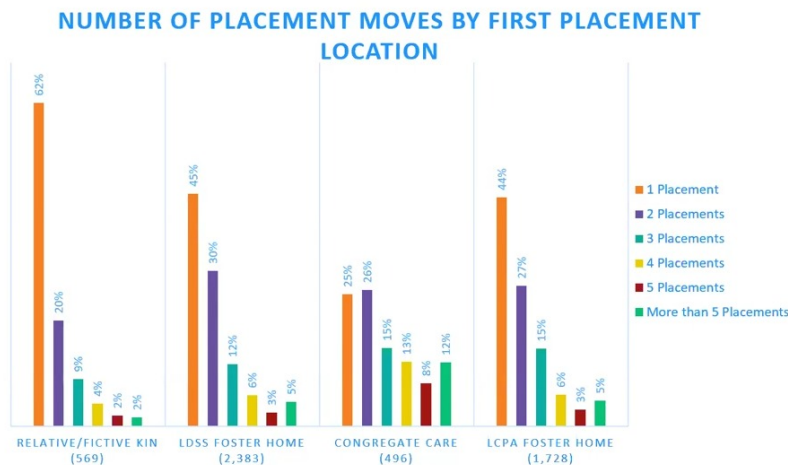
Successful Kinship Navigator programs provide continued support to the kinship caregivers and child. Kinship Navigator programs help maintain permanency by assisting kinship families with

# Henry-Martinsville Department of Social Services Opioid Abatement Proposal for Kinship Navigator Family Services Specialist IV Position January 22, 2025

understanding financial resources and connecting to community supports which can often prove difficult without caseworker support.

As shown in the table below, children placed with a relative or fictive kin experience fewer placement changes than children placed in traditional Foster Care placements. Children placed with a relative or fictive kin are more likely to remain in their school of origin, maintain safe relationships with biological parents, and have a reduction in trauma from being separated from their parents.

## Impact of Placement Location



Includes children who entered care between CY2021-2023 and were under 18 at the time of removal. Data is based on the most recent date of removal and placement entries in CY2021-2023. Placements do not include Trial Home Visits or AWOL. Exported data from Oasis on 3/20/2024.



Funding a kinship navigator for HMDSS will allow this person to work directly with family members to navigate financial options including mitigating costs of adding an additional household member. The navigator will be skilled in substance use prevention, substance use identification, and recovery support with aftercare. With the rise of fentanyl, our youth are at risk of consuming opioid laced substances including marijuana. The kinship navigator will work diligently to prevent OUD from permeating another generation of Henry County and Martinsville City families.

Objectives of this project:

1. Provide support, education, information, and referral to kinship caregivers open to the Family Preservation (Prevention) Unit and the Foster Care Unit.
2. Direct provision of services, such as completing permanency assessments, placement decisions, needs assessments, and facilitating kinship caregiver support groups to include collaborating with existing area kinship caregiver support groups.
3. Educating local vendors, community partners, and HMDSS staff on kin-focused services and supports. Creating information packets, a referral database, and other supportive tools to promote kin-focus throughout the community.

**Henry-Martinsville Department of Social Services  
Opioid Abatement Proposal for  
Kinship Navigator Family Services Specialist IV Position  
January 22, 2025**

4. Working with the Virginia Department of Social Services and other local departments of social services to develop a regional approach to kin-focused work.
5. Coordinating and collaborating with area groups such as the Opioid Task Force to enhance their training and understanding of SUD and OUD. Connecting families to local resources who can support their understanding of SUD and OUD.

**Funding request detail for Family Services Specialist IV**

\$58,650 Salary  
    \$368 Worker's Compensation  
\$3,636 FICA  
    \$850 MEDI  
\$7,630 Retirement  
\$8,679 Medical Insurance  
    \$786 Life Insurance  
    \$332 Long-Term Disability  
\$80,931 Grand Total

## **21-000 Community and Social Services Occupations**

### **Category**

### **FAMILY SERVICES GROUP**

| <b><u>Occupational Title</u></b>            | <b><u>Pay Band</u></b> | <b><u>Tier</u></b> | <b><u>EEO Code</u></b> |
|---------------------------------------------|------------------------|--------------------|------------------------|
| <b><i>Family Services Specialist IV</i></b> | <b><i>6</i></b>        | <b><i>4</i></b>    | <b><i>B</i></b>        |

**Title Description-** This is the beginning leadership level in the occupational group for Family Services. Employees function as a lead worker for subordinate family services specialists and/or acts as an expert resource specialist. Employees serve as support for the supervisor by performing tasks such as ensuring staff coverage, workload balance, training staff, reviewing case files, and providing back-up supervision of staff. Employees may provide consultation on complex cases and may also work on complex case assignments such as individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education. Employees work within established policies, procedures and guidelines with a high degree of independence, seeking supervisory assistance only in unusually complicated and difficult cases/situations. **The Family Services Specialists IV class is distinguished from the Family Services Supervisor class by the latter's spending a majority of time in supervisory activities such as handling personnel issues, problems, and evaluating the work of others.**

### **General Work Tasks (Illustrative Only) -**

- Provides persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses, neglect and abuse;
- Ensures that reports of suspected abuse/neglect are assigned to appropriate staff;
- Ensures that the local department has staff on duty 24 hours per day, seven days per week to respond to reports of abuse/neglect;
- Provides guidance, consultation and supervision to other staff in the absence of the supervisor;
- Prepares social histories and psychosocial diagnoses and develops treatment plans which identify problems, clinical methods for dealing with them, and the means by which services will be provided either within the agency or through referral to other community resources;
- Represents the agency in both civil and criminal court proceedings which involves interpreting laws, filing petitions, preparing court records, testifying before the court, preparing witnesses for examination, and compiling evidence;
- Provides direct intervention and service delivery for difficult, complex social work cases, and coordinates casework;
- Develops and conducts training for staff, interns and other professionals in the community;
- Supervises social work interns by guiding them in their service delivery, assessing their strengths and weaknesses, and communicating with the school liaison about their progress;
- Conducts field visits to residential facilities, consults with therapists and residential staff and participates in the staffing and planning of meetings;
- Functions as a lead worker providing guidance and training to other staff;
- May perform same functions described in Family Services Specialist III; and
- Coordinates program functions, develops programs, and evaluates materials.

### **Knowledge, Skills, and Abilities:**

**Knowledge-** Comprehensive knowledge of: social work principles and practices; human behavior and motivational theory; laws, policies, and regulations relating to human services program areas; investigating and interviewing techniques; and the assessment and treatment of behavioral and affective disorders; principles and processes for providing customer and personal services to include needs assessment, meeting quality standards for services, and evaluation of satisfaction; principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance; and therapeutic treatment technique. Some knowledge of supervisory practices and principles if required in specific assignment.

**Skills-** Skill in: operating a personal computer and the associated software; and the operation of a motor vehicle.

**Abilities-** Demonstrated ability to: provide guidance and training in program areas to other employees if required in specific assignment; write court reports, home studies, evaluations, mediation agreements, letters, committee reports, presentations, and general information; make clinical judgments, assess clients' needs, and formulate plan of action; communicate effectively both orally and in writing; interview, assess needs, counsel and refer clients to other resources as needed; investigate high profile cases; testify in court proceedings; develop and present training programs and other presentations; interpret program laws, policies and regulations; develop and implement service plans in order to insure the delivery of appropriate services to the client; analyze case information to make sound judgments within the framework of existing laws, policies, and regulations; respond to the client's emotions in order to accomplish services objectives; develop speeches and represent the agency on program training and workshops; work in stressful situations and maintain diplomacy; plan and manage own work activities including service delivery preparing reports, and correspondence, record keeping responsibilities and related activities; establish and maintain effective relationships with others; and stay abreast of current trends and developments in the social work field.

**Education and Experience-** Minimum of a Bachelor's degree in a Human Services field or minimum of a Bachelor's degree in any field with a minimum of two years of appropriate and related experience in a Human Services area (Section 22VAC40-670-20 of the Administrative Code of Virginia). Considerable experience in assigned program area/human services programs and completion of required training programs. Work experience in a leadership role. Equivalent combination of training and experience which provides the required knowledge, skills and abilities. Possession of a BSW or MSW degree and a Commonwealth of Virginia Social Worker license are desirable.





**Item: 8.f.**

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Discuss and Consider, Briefing on an ordinance amending Martinsville City Code, to amend exemptions for real property taxes.

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

**Summary:**

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None



**Item:** 10.a.

## **ITEM REPORT**

**To:** City Council

**From:** Travis Hodge, Managing Director of Administration

**Subject:** Human Resources Update

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

**Summary:**

2025 Update from Human Resources Department

Topics include: New Projects, Hiring, Recruitment, and Achievements

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None



**Item:** 10.b.

## **ITEM REPORT**

**To:** City Council

**From:** James Stanfield, Chief Financial Officer

**Subject:** Finance Update

**Department/Office:** City Management

**Meeting Date:** March 25, 2025

**Summary:**

Finance Updates are given at Second, Regular Council Meeting of every month.

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None



**Item:** 10.c.

## **ITEM REPORT**

**To:** City Council

**From:**

**Subject:** Public Information Officer

**Department/Office:** Community Engagement

**Meeting Date:** March 25, 2025

**Summary:**

News and Events

**Recommended Action:**

**Fiscal Impact:**

**Attachments:**

None