



MARTINSVILLE CITY COUNCIL

MEETING AGENDA

Tuesday, December 16, 2025

Martinsville's Vision

Martinsville is a thriving, full-service city centrally located in southern Virginia, offering excellent education and superior quality of life in a picturesque setting while embracing inclusivity and opportunities to ensure a sustainable and fulfilling lifestyle to live, visit, and grow.

Martinsville's Mission

Martinsville City proudly promotes a safe, healthy, thriving community dedicated to delivering excellent services and meaningful public participation.

PRESIDING: LC Jones, Mayor

CITY COUNCIL MEMBERS: Kathy Lawson, Vice Mayor
Julian Mei
Rayshaun Gravely
Aaron Rawls

STAFF: Chief Robert Fincher, Interim City Manager
Peyton Nibblett, Deputy City Clerk
Law Offices of Sands Anderson, Serving City Attorney



Work Session - 5:30pm, Council Chambers; Municipal Building

- a. Council Workshop with Moseley Architects
- b. Discuss and Consider Motion to Go Into Closed Session

Closed Session - 6pm, Rm 226; Municipal Building

- a. 2.2-3711(A7) With regard to facility show-cause order. 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.
- b. 2.2-3711(A8) With regard to facility show-cause order. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.
- c. 2.2-3711(A1) With regard to City Manager, City Attorney, and City Clerk Positions. And with regard to Boards and Commissions Applications. 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; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals.

Return to Open Session and Certification of Closed Session - 7PM, Council Chambers; Martinsville Municipal Building

- a. Discuss and Consider Motion to Certify Closed Session

Regular Session - 7pm, Council Chambers

1. Call to Order
2. Pledge to the American Flag
3. Invocation
4. Take Any Action Necessary as a Result of Closed Session
5. Presentations and Proclamations
 - a. Annual Review Presentation from the Youth Advisory Committee
6. Consent Agenda
 - a. Discuss and Consider November 18, 2025 City Council Meeting Minutes
7. Regular Agenda or New Business



- a. Discuss and Consider 2026 Meeting Schedule
- b. Discuss and Consider 2026 City Council Meeting Inclement Weather Resolution
- c. Discuss and Consider an Ordinance Repealing Section 2.4 of the City Code on First Reading
- d. Discuss and Consider Boards and Commissions Manual
- e. Discuss and Consider Outside Agency Funding Policy
- f. Discuss and Consider Appointments to City Boards and Commissions
- g. Discuss and Consider Approval of a Resolution Authorizing the Donation of City-Owned Real Property to the Economic Development Authority of the City of Martinsville, Virginia
- h. Discuss and Consider FY25 School's Appropriations on Second Reading
- i. Hold a Public Hearing for and Subsequently Discuss and Consider E-911 Appropriation Ordinance on First Reading
- j. Hold a Public Hearing for and Subsequently Discuss and Consider First Piedmont Refuse Fees on First Reading

8. City Hall Reporting & Announcements

- a. News and Events
- b. Refuse Ordinance Update
- c. Financial Report

9. Communications from Visitors / Business from the Floor

Description: The purpose of City Council Meetings is to conduct the City's Business. City Council allows for public comment, limited to matters on which the Council has the power and authority to act and are not listed on the printed agenda. Participation: Citizens who wish to participate in a meeting's public comment period may do so by signing up at the podium at the entrance prior to the beginning of the meeting, emailing their comments to Peyton Nibblett, Deputy City Clerk, at pnibblett@martinsvilleva.gov, calling in their comments to 276-403-5196, or mailing comments to the City of Martinsville, attn.: Peyton Nibblett, Martinsville, VA 24114 (a.) Comments, or a request to speak, must be received by noon the day before a Council meeting for consideration by the Council at the meeting. (b.) Any person submitting comments or requesting to speak must identify themselves by name and address, including zip code. (c.) Remarks are to be limited to 3 minutes or less (as read aloud), address a topic of City business, and refrain from making any personal references or accusations of a factually false and/or malicious nature. (d.) Priority for comments is given to City residents, taxpayers, and business owners. (e.) Speakers may not yield time. (f.) Groups of speakers on the same topic must designate a single representative. Comments violating these rules may not be presented at the Council meeting. (g.) Any speaker violating these rules may be removed from the podium or from the Council Chamber. (h.) This policy does not apply to public hearings, at which any citizen of Martinsville may appear and speak on the subject of the public hearing.



10. Comments by Members of City Council

11. Comments by City Manager

12. Adjournment



STAFF REPORT

TO: City Council
FROM: Peyton Nibblett, Deputy City Clerk
SUBJECT: Discuss and Consider 2026 Meeting Schedule
STAFF/ DEPARTMENT RESPONSIBLE: Council
MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

A copy of the 2026 City Council Meeting Schedule has been provided for consideration. No edits have been made to the calendar.

The Following Changes to 2026 Schedule have been Suggested:

- November 10, 2026 as only meeting in November
- December 8, 2026 as only regular meeting in December
- December 29, as Organizational Meeting of City Council with Swearing in of New Members

Potential 2026 Community Meetings:

May 25th and September 21st

POLICY EXPLANATION:

Virginia Code § 15.2-1416. Regular meetings. & § 2.2-3707. Meetings to be public; notice of meetings

Subsection B. The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting;

FISCAL IMPACT/FUNDING SOURCE:

Not Applicable

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Approve 2026 Meeting Schedule and Confirm 2026 Community Meeting Dates so Staff may begin properly preparing and advertising for aforementioned meetings. (Motion, Second, Roll Call Vote)

ATTACHMENTS:

1.	2026 Council Meeting Calendar (1)
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Martinsville City Council 2026 Meeting Schedule

City Council Meeting

January 13, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

May 12, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

September 8, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

January 27, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

May 26, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

September 22, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

February 10, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

June 9, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

October 13, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

February 24, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

June 23, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

October 27, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

March 10, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

July 14, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

November 10, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

March 24, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

July 28, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

-November 24, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

April 14, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

August 11, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

December 8, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

April 28, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

August 25, 2026

5:00pm Council Chambers
7:00pm Council Chambers

City Council Meeting

December 22, 2026

5:00pm Council Chambers
7:00pm Council Chambers

**Dates are Subject to Change.*



STAFF REPORT

TO: City Council

FROM: Peyton Nibblett, Deputy City Clerk

SUBJECT: Discuss and Consider 2026 City Council Meeting Inclement Weather Resolution

STAFF/ DEPARTMENT RESPONSIBLE: Council

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

To adopt a resolution establishing the City Council's 2026 regular meeting schedule and formalizing procedures for continuing or rescheduling meetings when hazardous weather or emergency conditions prevent Council, staff, or the public from safely attending.

POLICY EXPLANATION:

Virginia Code § 15.2-1416. Regular meetings. & § 2.2-3707. Meetings to be public; notice of meetings

Subsection B. The days, times and places of regular meetings to be held during the ensuing months shall be established at the first meeting which meeting may be referred to as the annual or organizational meeting; At its annual meeting the governing body may fix the day or days to which a regular meeting shall be continued if the chairman or mayor, or vice-chairman or vice-mayor if the chairman or mayor is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

FISCAL IMPACT/FUNDING SOURCE:

Not Applicable

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Adopt Resolution (Motion, Second, Voice Vote)

ATTACHMENTS:

1.	Inclement Weather Council Resolution (3)
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**A RESOLUTION OF THE CITY OF MARTINSVILLE, VIRGINIA
CITY COUNCIL**

**INCLEMENT WEATHER AND CONTINUATION OF CITY COUNCIL
MEETINGS**

WHEREAS, under Virginia law (Va. Code § 15.2-1416 and § 15.2-111), the governing body of a city may adopt, by resolution, a schedule for regular meetings and may fix the day or days to which a regular meeting shall be continued when the Mayor or Vice-Mayor finds that weather or other conditions render it hazardous for Council members to attend; and

WHEREAS, it is in the interest of public safety and the proper functioning of local government that Council meetings not proceed under hazardous conditions that would endanger Council members, staff, or the public;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The regular meeting schedule for the calendar year 2026 is hereby adopted as follows: The Second and Fourth Tuesdays of Every Month, except for November and December, where Council Meeting Dates are November 10, 2026; December 8, 2026; and December 29, 2026.
2. In the event that the Mayor, or if the Mayor is unavailable then the Vice-Mayor, determines at any time prior to the start of a scheduled meeting that weather or other conditions (e.g., snow, ice, flooding, severe storm, hazardous travel conditions, municipal building closure) make it hazardous for Council members, staff, or the public to proceed — the scheduled meeting shall be rescheduled to either
 - the next regular meeting date, or
 - a specific alternate date, at least as determined by the Mayor or Vice-Mayor, provided that such alternate date shall be no sooner than 24 hours after the originally scheduled meeting time.
3. Notice of such a determination, both cancellation and rescheduled meeting date, time, and location, shall be provided as promptly as possible to all Council members and to the public and press.
4. All public hearings and other matters previously advertised for the original meeting date shall carry forward to the continued meeting; no additional advertisement or re-notice is required.
5. The rescheduled meeting shall be held in Council Chambers unless otherwise specified by separate resolution.

6. For transparency, any decision to declare a hazardous-weather continuation shall be recorded in the Council's minutes, including the date/time of the original meeting, the reason for continuation, and the date/time of the rescheduled meeting.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption, and shall remain in force until amended or repealed by further resolution of the Martinsville City Council.

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

Ayes

Nays

Absent

Abstentions

Attest:

Deputy Clerk of Council, City of Martinsville



STAFF REPORT

TO: City Council

FROM: Rob Fincher, Interim City Manager

SUBJECT: Discuss and Consider an Ordinance Repealing Section 2.4 of the City Code on First Reading

STAFF/ DEPARTMENT RESPONSIBLE: City Management

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

During the September 16, 2025 meeting, City Council approved the settlement agreement resolving the retirees' health-insurance litigation. At the recommendation of the City's legal counsel, John Neal White, Council was advised to repeal an Ordinance duly adopted on June 22, 2010, which enacted Section 2.4 of the City Code regarding health insurance benefits for City employees. Repeal of the ordinance is necessary to finalize the settlement and prevent future disputes or ambiguity regarding retiree benefits.

First Reading: 12/16/2025

POLICY EXPLANATION:

Code of Virginia § 15.2-1427 Subsection E.

An amendment or repeal of an ordinance shall be in the form of an ordinance which shall become effective upon adoption or upon a date fixed by the governing body, but, if no effective date is specified, then such ordinance shall become effective upon adoption.

FISCAL IMPACT/FUNDING SOURCE:

Not Applicable

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council repeal 2010 Ordinance with the attached ordinance.

ATTACHMENTS:

1.	Repeal Ordinance - Martinsville Health insurance Benefits
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City of Martinsville, Virginia
ORDINANCE 2025-16

WHEREAS, on June 22, 2010, the Council of the City of Martinsville, Virginia adopted Ordinance 2010-____, effective July 1, 2010, enacting Section 2.4 of the City Code relating to Health Insurance Benefits for City Employees; and

WHEREAS, said ordinance has been the subject of protracted litigation between affected retirees and the City; and

WHEREAS, said litigation has now concluded; and

WHEREAS, the Council deems it in the best interest of the City to repeal said ordinance to avoid any future disputes or confusion.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Martinsville, Virginia, in regular session held on December 16 2025, as follows:

SECTION 1. REPEAL OF ORDINANCE 2010-____

That Ordinance 2010-____, adopted by the Council of the City of Martinsville, Virginia on June 22, 2010, and effective July 1, 2010, which enacted Section 2.4 of the City Code relating to Health Insurance Benefits for City Employees, is hereby repealed in its entirety.

SECTION 2. EFFECTIVE DATE

This ordinance shall be effective ten days from the date of adoption.

Recorded Roll Call Votes:

Mayor L.C. Jones:	_____
Vice Mayor Kathy Lawson:	_____
Council Member Aaron Rawls:	_____
Council Member Julian Mei:	_____
Council Member Rayshaun Gravely:	_____

Attest:

Clerk of Council

Date Adopted:

Date Effective:



STAFF REPORT

TO: City Council

FROM: Peyton Nibblett, Deputy City Clerk

SUBJECT: Discuss and Consider Boards and Commissions Manual

STAFF/ DEPARTMENT RESPONSIBLE: City Management

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

In February 2025, during a facilitated discussion with The Berkley Group, City Council identified the need for a comprehensive Boards and Commissions Handbook to support clarity and shared expectations across all advisory bodies. Since that time, staff has been developing the document, incorporating best practices, legal requirements, and feedback from Council and department liaisons. The Handbook is intended to serve as a centralized resource outlining roles, responsibilities, procedures, and operational guidelines for all boards and commissions. Council is asked to review the draft and provide direction on next steps.

Captured in the document are several key components:

- Board Purpose
- Recommended Qualifications
- Board Terms
- Roles within City Boards
- Roles of Staff Support
- Sunsetting Process and Board Evaluation Process
- Member Resignation and Removal
- Conflict of Interest Act
- Social Media Policies

POLICY EXPLANATION:

Code of Virginia § 63.2-305.

FISCAL IMPACT/FUNDING SOURCE:

Not Applicable

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Approve Boards and Commissions Manual and Authorize Staff to Begin Implementation with City Boards and Commissions (Motion, Second, Voice Vote)

ATTACHMENTS:

1.	Boards and Commissions Manual 12.8.25
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Boards and Commissions Orientation Manual

Overview

Purpose

Advisory boards and commissions serve to provide community-based insight, expertise, and guidance on key areas of public policy and service delivery. While they may take independent actions within their own proceedings, and play a valuable role in reviewing issues, evaluating proposals, and guiding City Council and staff, these bodies and their decisions are advisory in nature and are not binding on City Council or City Staff. They do not direct or control day-to-day City operations, nor do they have authority over departmental functions, their purpose is to provide informed recommendations to City Council and staff, not to dictate operational policy or oversee City departments. Through their work, these bodies support transparent decision-making, expand public participation in local government, and ensure that community interests and priorities are reflected in City policies and programs.

Appointment

City Council may establish any boards and commissions it deems appropriate and shall define their powers and duties at the time of appointment.

Applications

Citizens are invited to apply year-round to be reviewed upon vacancies of applied for Boards or Committees. Public announcements to apply are made via multiple platforms. The online and printable versions of the application can be found on the City of Martinsville's website.

Applications are retained for one year. Key positions, like the School Board and Planning Commission, may require interviews by the entire Council. New appointees are notified in writing and, for certain Boards, sworn in at the office of the Clerk of Circuit Court.

City Boards and Commissions

List of Boards and Commissions as of May 2025

	Level	Meeting Dates	Staff Liasion
Arts and Cultural Committee	<i>Municipal</i>	3rd Thursday of the Month	Community Development
Citizen Advisory Board	<i>Municipal</i>	1 st and 3 rd Wednesday of the Month	Community Engagement
Economic Development Authority	<i>Municipal</i>	1st Monday of the Month	Community Development
Tree Board	<i>Municipal</i>	1st Monday of the Month	Public Works Department
School Board	<i>Municipal</i>	2nd Monday of the Month	As Directed by City Manager
Architectural Review Board	<i>Municipal</i>	2nd Thursday of the Month (As Needed)	Community Development
Planning Commission	<i>Municipal</i>	3rd Monday of the Month	Community Development
Board of Appeals	<i>Municipal</i>	Meets as Needed	Community Development
Transportation Safety Commission	<i>Municipal</i>	3rd Thursday of the Month	Police Department
Board of Zoning Appeals	<i>Municipal</i>	Meets as Needed	Community Development
Youth Advisory Committee	<i>Municipal</i>	2 nd and 4 th Wednesday of the Month	At least two Assigned by City Manager
Western Virginia Emergency Medical Services	<i>Regional/State</i>	2nd Thursday of the Last Month of Each Quarter	Fire & EMS Department
Henry County-Martinsville Joint Social Services Board	<i>Regional/State</i>	3rd Monday of the Month	As Directed by City Manager

Children's Services Act	<i>Regional/State</i>	4th Thursday of the Month	As Directed by City Manager
Blue Ridge Regional Library Governing Board	<i>Regional/State</i>	As needed	Community Engagement
Anchor Group Home Commission	<i>Regional/State</i>	As needed	As Directed by City Manager
Dan River Alcohol Safety Action Program ASAP Policy Board	<i>Regional/State</i>	Each quarter as needed	Sheriff's Office
West Piedmont Planning District Board of Commissioners	<i>Regional/State</i>	Fourth Thursday of the Month	Council
West Piedmont Planning District Technical Advisory Committee	<i>Regional/State</i>	Last Monday of every other Month	Community Development
Southern Area Agency on Aging Board of Directors	<i>Regional/State</i>	Last Monday of the Month	As Directed by City Manager
Patrick & Henry Community College Board	<i>Municipal</i>	Alternate months beginning in February	As Directed by City Manager
Pittsylvania County Community Action Agency Board	<i>Regional/State</i>	Fourth Monday of the Month	As Directed by City Manager
Piedmont Regional Community Services Board	<i>Regional/ State</i>	3rd Monday of the Month	As Directed by City Manager

Anchor Group Home Commission

The Commission is empowered with oversight of local Anchor residential, family, and prevention services. The Commission consists of twelve members serving four-year terms; three are appointed by City Council. Six members are appointed by the Henry County Board of Supervisors; three members are appointed by the Patrick County Board of Private Business: It serves as the final authority on personnel matters, approves the annual budget prepared for the local governments, reviews and approves the State budget, annually reviews the treatment programs, and approves all major purchases.

Recommended Qualifications/ Capabilities of Appointees

- 1) At least an Associate's Degree, with minimum of four years professional experience in an administrative capacity, or a four-year degree with a minimum of two years experience in

an administrative capacity, or experience that is equal to the combination of education and experience. marketing

- 2) Work/volunteer experience in one or more of the following areas:
 - a. Marketing
 - b. Business/banking
 - c. Organizational development
 - d. Personnel
 - e. Legal (attorneys/paralegals)
 - f. Healthcare
 - g. Fundraising
 - h. Public Safety
 - i. Human Service
 - j. Criminal Justice

Terms: 4 Years.

Architectural Review Board (ARB)

The Architectural Review Board (ARB) serves as Martinsville's designated review body for matters affecting designated local historic districts and the visual character of the city's historic areas. The ARB reviews proposed exterior changes to structures in historic districts and issues Certificates of Appropriateness, ensuring that rehabilitation, new construction, demolition, relocation, and alterations respect the Historic District Design Guidelines and the goals of preservation embodied in the City's ordinances and local preservation program. The ARB does not substitute for zoning or building permits; rather, its certificate is required before related permits are issued for properties in the historic district.

Primary Responsibilities:

- Review applications for Certificates of Appropriateness (COAs) for exterior work in local historic districts and determine whether proposed work is consistent with the Historic District Design Guidelines.
- Advise City staff and Council on historic preservation policies, design guidelines, and potential historic preservation incentives/grants.
- Conduct outreach and educate property owners about preservation standards and available resources.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with a minimum of four years professional experience in architecture, planning, design, construction, or a related administrative capacity; or a four-year degree with a minimum of two years experience in the fields above; or experience that is equal to the combination of education and professional experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Architecture, Urban Planning, or Landscape Architecture
 - b. Construction or Building Design

- c. Historic Preservation or Restoration
- d. Real Estate Development or Property Management
- e. Engineering (Civil, Structural, or Mechanical)
- f. Legal (land use, zoning, or construction law)
- g. Project Management or Organizational Development
- h. Community Engagement or Public Outreach
- i. Marketing or Sales

Terms: 3 Years.

Arts and Culture Committee (ACC)

The Arts and Culture Committee (ACC) serves as Martinsville’s advisory body dedicated to advancing a vibrant, diverse, and inclusive, arts and cultural environment throughout the City. The ACC supports initiatives that celebrate Martinsville’s diverse identities, histories, and traditions, ensuring that City-supported arts and cultural investments reflect and uplift the voices of all communities. The Committee evaluates public art proposals, cultural programming, events, festivals, and creative placemaking projects to promote community beautification, strengthen cross-cultural understanding, and build a more connected, unified Martinsville.

The ACC does not replace zoning, procurement, or permitting processes. Rather, its recommendations inform City Council and staff decisions on project approvals, cultural planning, and public art authorizations—particularly those affecting multicultural representation, cultural heritage, and community access to creative opportunities.

Primary Responsibilities:

- Review and evaluate proposals for public art, cultural programming, multicultural celebrations, heritage festivals, and community arts projects.
- Promote multicultural expression by encouraging programming that reflects Martinsville’s Black, Latino, Asian American, Indigenous, immigrant, and other cultural communities, as well as historically underrepresented cultural voices.
- Advise staff and City Council on multicultural arts policy, public art guidelines, cultural investment priorities, and opportunities to expand inclusive access to cultural resources.
- Support cross-cultural dialogue and community-building by facilitating artistic collaborations between diverse cultural groups, local artists, organizations, and neighborhoods.
- Promote culturally responsive creative placemaking, including projects that honor local heritage, elevate diverse storytelling, and foster a sense of belonging for residents of all backgrounds.
- Strengthen cultural capacity within the City by identifying grant opportunities, regional partnerships, and community networks that support multicultural programming and equitable cultural development.
- Engage in outreach to diverse communities, ensuring equitable participation in arts planning and inclusive representation in City projects, advisory processes, and public art initiatives.

- Assist with the development, implementation, or review of the City’s Arts & Culture Master Plan, with a focus on cultural diversity, representation, cultural heritage corridors, and access to the arts across demographic groups.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate’s Degree with a minimum of four years professional or volunteer experience in arts administration, community development, multicultural engagement, or related work; *or* a four-year degree with a minimum of two years’ experience; *or* equivalent experience through creative practice, cultural organizing, or community leadership.
2. Work or volunteer experience in one or more of the following areas:
 - a. Multicultural Programming, Cultural Equity, Diversity & Inclusion Work
 - b. Heritage Preservation, Ethnic Studies, or Community History Projects
 - c. Visual, Performing, Literary, Digital, or Folk Arts
 - d. Community Engagement or Outreach
 - e. Festival Management, Event Production, or International Cultural Exchange
 - f. Nonprofit Leadership, Arts Administration, or Cultural Organization Governance
 - g. Creative Placemaking, Public Art, or Urban Design with a multicultural emphasis
 - h. Youth Cultural Programming, Arts Education, or culturally inclusive curriculum design
 - i. Marketing, Communications, Digital Media, or Storytelling
 - j. Economic Development or Tourism
 - k. Grant Writing, Fundraising, or Partnership Development

Board of Appeals

The Board of Appeals (often titled the Local Board of Building Code Appeals or Local Building and Fire Code Board of Appeals in Virginia localities) is a *distinct* quasi-judicial body that adjudicates appeals arising from enforcement decisions under the Virginia Uniform Statewide Building Code (VUSBC), the Statewide Fire Prevention Code, and related local construction or property-maintenance codes. This Board provides the first tier of due-process review for persons aggrieved by a local building official’s application or interpretation of the state building or fire codes. Its jurisdiction is separate from the Board of Zoning Appeals (which focuses on zoning matters).

Primary Responsibilities:

- Hear appeals from final decisions, orders, or interpretations of the local Building Official or Fire Marshal concerning the application of the VUSBC or State Fire Prevention Code (including requests for modifications).
- Provide reasonable, technically informed rulings that interpret code application locally; if the local Board denies relief, appellants may appeal to the State Board/State Review Board (SBCTRB) or equivalent statewide body where applicable.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in law, administration, real estate, construction, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Law (attorneys, paralegals, or related legal experience)
 - b. Real Estate or Property Management
 - c. Construction or Building Design
 - d. Finance, Business, or Banking
 - e. Zoning, Land Use, or Planning
 - f. Organizational Development or Administration
 - g. Community Engagement or Public Outreach
 - h. Public Safety
 - i. Human Services
 - j. Government or Regulatory Experience

Terms: 3 Years.

Blue Ridge Regional Library Governing Board

The Blue Ridge Regional Library Governing Board administers the regional library system serving Martinsville and surrounding jurisdictions. The Board is responsible for the selection and annual evaluation of the Library Director, adoption of systemwide operating policies, long-range planning, and approval of budgets consistent with state library standards.

Primary Responsibilities:

- Monitoring financial controls
- Advocating for public and private funding
- Overseeing capital improvements
- Ensuring equal access to information, technology, and educational resources.
- Board members serve as ambassadors for library programs, literacy initiatives, and partnership development throughout the region.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in library science, education, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Library Science or Information Management
 - b. Education or Literacy Programs
 - c. Administration or Organizational Development

- d. Finance, Business, or Fundraising
- e. Legal (attorneys, paralegals, or related experience)
- f. Community Engagement or Public Outreach
- g. Technology and Digital Resources
- h. Human Services
- i. Arts, Culture, or Historical Preservation
- j. Volunteer or Nonprofit Leadership

Terms: 4 Years.

Citizen Advisory Board

Established under the authority of VA §15.2-1107, the Citizen Advisory Board provides thoughtful advice, ideas, and feedback from a citizen perspective on both current and future matters and plans of the City. The Board serves as a formal, consistent liaison between City Council, staff, and residents.

The Board studies, analyzes, and develops well-considered recommendations and insights based on citizen feedback, which are presented to the Council. It acts as a two-way sounding board, facilitating communication between the Council and citizens, and is involved in planning for the present and future of Martinsville. Additionally, the Board helps disseminate information to the community to enhance public engagement and awareness.

Recommended Qualifications and Experience

While a Degree is not required, ideal members may have:

1. An Associate's degree with at least four years of professional experience in social services, healthcare, administration, or a related field; OR a Bachelor's degree with at least two years of relevant experience; OR an equivalent combination of education and experience.
2. Work or volunteer experience in one or more of the following areas:
 - Social or Human Services
 - Healthcare or Mental Health Services
 - Education or Child Development
 - Administration or Organizational Development
 - Legal (attorneys, paralegals, or related experience)
 - Finance, Business, or Fundraising
 - Community Engagement or Public Outreach
 - Public Safety or Juvenile Services
 - Nonprofit or Volunteer Leadership
 - Family Support or Advocacy

Terms: 3 Years.

Children's Services Act (CSA) – Community Policy and Management Team (CPMT)

The CSA CPMT is a statutorily created, multi-agency governing body designed to coordinate services and funding for children who have significant behavioral, emotional, educational, or developmental needs. The Team authorizes expenditures of state and local CSA funds, develops and monitors individualized service plans, ensures interagency collaboration, and evaluates service outcomes for youth and families. The City of Martinsville is the fiscal agent. Members are appointed by the governing body/bodies of the participating localities to represent the agencies involved with at-risk youth, except for the parent representative and private provider.

Representatives include Social Services, Court Services, the School Division, the Community Services Board, and parent or private-provider representatives. The CPMT ensures that services are child-centered, family-focused, cost-effective, and compliant with state regulations. It plays a vital role in stabilizing families and reducing out-of-home placements.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in social services, healthcare, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Social Services or Human Services
 - b. Healthcare or Mental Health Services
 - c. Education or Child Development
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Fundraising
 - g. Community Engagement or Public Outreach
 - h. Public Safety or Juvenile Services
 - i. Nonprofit or Volunteer Leadership
 - j. Family Support or Advocacy

Terms: Indefinite.

Dan River Alcohol Safety Action Program (ASAP) Policy Board

The responsibilities of the Board are to develop and approve all program levels and operating policies to oversee and be responsible for the operation of the program, to hire/terminate the Executive Director, and to develop a budget for each year. The purpose of the program is a local court services program that shall strive to use community and state services to reduce the

problem of driving under the influence of alcohol and/or drugs, in an effort to improve transportation safety both locally and statewide. Regular meetings are held each quarter (March, June, September, December) and as determined by the members of the Board.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in public safety, law enforcement, administration, healthcare, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Public Safety or Law Enforcement
 - b. Healthcare or Substance Abuse Services
 - c. Administration or Organizational Development
 - d. Legal (attorneys, paralegals, or related experience)
 - e. Education or Community Outreach
 - f. Finance, Business, or Fundraising
 - g. Human Services or Social Work
 - h. Community Engagement or Public Awareness
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: 3 Years.

Economic Development Authority (EDA)

The Martinsville EDA is empowered to stimulate economic growth, attract new investment, and expand the City's commercial and industrial tax base. The Authority may acquire, develop, and dispose of property; issue industrial revenue bonds; enter into development agreements; support business retention and recruitment efforts; and partner with public and private entities to advance economic opportunities. The Authority consists of seven members, each appointed to four-year terms.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in business, economic development, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Economic Development or Business Development
 - b. Finance, Banking, or Accounting
 - c. Real Estate, Property Management, or Construction
 - d. Marketing or Public Relations
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Organizational Development or Administration
 - g. Fundraising or Grant Management

- h. Community Engagement or Public Outreach
- i. Government or Regulatory Experience
- j. Project Management or Strategic Planning

Terms: 4 Years.

Sworn in at the Office of the Circuit Court Clerk.

Henry County–Martinsville Joint Social Services Board

Established under Title 63 of the Code of Virginia, the Henry County-Martinsville Joint Social Services Board consists of nine members serving four-year terms; three are appointed by the City Council. The Joint Board was created when the Martinsville and Henry County Social Services Departments were consolidated on July 1, 1997. The Board makes all decisions regarding expenditures for the Social Services Department, including the preparation and approval of an annual budget and approval of all subsidized adoption cases. The Board also approves and establishes policies and procedures for the local agency and staff. Although all employment matters are the responsibility of the Director, the Board is informed of personnel issues of concern, and suggestions are made by the Board. There are no specific requirements for becoming a Board member. An attempt is made to have representatives from many segments of the community.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in social services, human services, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Social Services or Human Services
 - b. Healthcare or Mental Health Services
 - c. Child and Family Services
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Fundraising
 - g. Community Engagement or Public Outreach
 - h. Public Safety or Juvenile Services
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: 4 Years.

Patrick & Henry Community College Board

Created under Title 23, Chapter 16, Section 23-220, of the Code of Virginia, the Board is responsible for: 1-providing recommendations to the State Board on the development of the site plan and on the design and construction of facilities of the College; 2-participating in the selection, evaluation, and removal of the President of the College; 3-eliciting community participation in program planning and development; 4-reviewing and approving a detailed local funds budget for the College; 5-reviewing and approving local regulations on student conduct; and 6-reviewing reports of audit. The Board consists of fifteen members serving four-year terms; three are appointed by City Council. The Board meets in alternate months beginning in February of each year in the Exhibit Hall of the Frith Economic Development Center on the College Campus.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in education, administration, business, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Education or Academic Administration
 - b. Higher Education Policy or Governance
 - c. Finance, Business, or Budgeting
 - d. Marketing or Public Relations
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Organizational Development or Administration
 - g. Community Engagement or Public Outreach
 - h. Workforce Development or Career Services
 - i. Nonprofit or Volunteer Leadership
 - j. Strategic Planning or Program Management

Terms: 4 Years.

Piedmont Regional Community Services Board

The Board is composed of fourteen members serving three-year terms; two are appointed by City Council. The Board was created in 1972 and operates under the licensing authority of the Virginia Department of Behavior Health and Developmental Services. The Board is a quasi-public body with the mandate to plan, implement, and coordinate a comprehensive system of mental health, developmental disability, and substance abuse services. The area covering is Martinsville and the Counties of Henry, Franklin, and Patrick. The Board is an operating board with full decision-making authority, and the staff works for the Board. An interest in the Board's work is probably the major "selection" criteria for Board membership. Some experience and knowledge of the target populations is helpful.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in social services, human services, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Social Services or Human Services
 - b. Healthcare or Mental Health Services
 - c. Child and Family Services
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Fundraising
 - g. Community Engagement or Public Outreach
 - h. Public Safety or Juvenile Services
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: 3 Years.

Pittsylvania County Community Action Agency Board

The mission of Pittsylvania County Community Action is to provide opportunities for individuals and families to overcome barriers, gain self-sufficiency, and improve quality of life. This is achieved by establishing a strategic fund development infrastructure to create a sustainable and financially viable agency, building leadership capacity to adapt to the complex environment surrounding poverty, and increasing awareness of the agency while building its reputation, brand, and identity as advocates and champions for poverty-related issues. Additionally, the agency works to educate and engage stakeholders, invest in its infrastructure, and refine and focus its programs and activities to build and leverage strong community partnerships to maximize impact. Through these efforts, the organization aims to improve the quality of life in communities throughout its service area.

Recommended Qualifications/Capabilities of Appointees

3. At least an Associate's Degree, with minimum of four years professional experience in social services, human services, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
4. Work/volunteer experience in one or more of the following areas:
 - a. Social Services or Human Services
 - b. Healthcare or Mental Health Services
 - c. Child and Family Services
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Fundraising
 - g. Community Engagement or Public Outreach

- h. Public Safety or Juvenile Services
- i. Nonprofit or Volunteer Leadership
- j. Policy Development or Program Management

Terms: 3 Years.

Planning Commission

Established under the authority of Chapter 11 of Title 15.1, of the Code of Virginia, the Planning Commission advises and makes recommendations to City Council on various matters pertaining to land use planning and development in the City.

15.2-2212. Qualifications, appointment, removal, terms and compensation of members of local planning commissions. A local planning commission shall consist of not less than five nor more than fifteen members, appointed by the governing body, all of whom shall be residents of the locality, qualified by knowledge and experience to make decisions on questions of community growth and development; provided, that at least one-half of the members so appointed shall be owners of real property. The local governing body may require each member of the commission to take an oath of office.

One member of the commission may be a member of the governing body of the locality, and one member may be a member of the administrative branch of government of the locality. The term of each of these two members shall be coextensive with the term of office to which he has been elected or appointed unless the governing body, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the commission first appointed shall serve respectively for terms of one year, two years, three years, and four years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of four years each. The local governing bodies may establish different terms of office for initial and subsequent appointments, including terms of office that are concurrent with those of the appointing governing body. Vacancies shall be filled by appointment for the unexpired term only.

The local governing body may compensate commission members for their services, reimburse them for actual expenses incurred, or both.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in planning, architecture, urban development, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Urban Planning or Land Use
 - b. Architecture, Design, or Landscape Architecture
 - c. Real Estate Development or Property Management
 - d. Construction or Engineering
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Economic Development
 - g. Community Engagement or Public Outreach

- h. Historic Preservation or Cultural Resource Management
- i. Organizational Development or Administration
- j. Policy Development or Program Management

Terms: 4 Years.

School Board

The School Board is declared a body corporate. In its corporate capacity, it is vested with all the powers and charged with all the duties, obligations, and responsibilities upon school boards by law. It may sue, be sued, contract, be contracted with, and in accordance with the provisions of this title, purchase, take, hold, lease, and convey school property both real and personal. School Board members serve a three-year term. The School Board has the following powers and duties: 1) to make rules for the governance of the schools within its jurisdiction; 2) to determine the curriculum, methods of teaching, methods of administration and governance, and the length of the school term; 3) to employ and dismiss teachers upon the recommendation of the superintendent; 4) to suspend or expel pupils when necessary; 5) to establish such schools as are necessary in the judgment of the Board to so constitute a complete and efficient system; 6) to control and manage funds made available to the Board for the purpose of conducting free public schools; 7) to examine all claims for payment and authorize payment; and 8) to submit annually to City Council a budget request.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in education, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Education or Academic Administration
 - b. Curriculum Development or Instructional Leadership
 - c. Finance, Business, or Budgeting
 - d. Legal (attorneys, paralegals, or related experience)
 - e. Organizational Development or Administration
 - f. Community Engagement or Public Outreach
 - g. Workforce Development or Career Services
 - h. Student Services, Counseling, or Special Education
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Strategic Planning

Terms: 3 Years.

Southern Area Agency on Aging (SAAA) Board of Directors

The Agency is a private, not-for-profit agency that was formed in May 1976 under the name of Piedmont Seniors of Virginia. It exists to promote maximum independence for persons age 60 and older by providing services that will assist older persons to live independently in their own homes. The Agency's tasks include advocacy, planning, and coordination of services for older

persons. It serves the Counties of Franklin, Henry, Patrick and Pittsylvania, and the Cities of Danville and Martinsville.

The Board consists of twelve members serving three-year terms; two are appointed by City Council. According to SAAA bylaws, a member may serve two consecutive three-year terms. Among the responsibilities of the Board are the following: 1. Developing an area plan for aging services, 2. Identifying the needs of the elderly in the community, 3. Establishing long-range goals for meeting the needs of the elderly, 4. Formulating short-range objectives for programs to be conducted in the community, 5. Approving overall plans for carrying out the objectives, and 6. Hiring and firing the Executive Director.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in social services, human services, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Social Services or Human Services
 - b. Healthcare or Mental Health Services
 - c. Child and Family Services
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Fundraising
 - g. Community Engagement or Public Outreach
 - h. Public Safety or Juvenile Services
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: 3 Years.

Transportation Safety Commission

Authorized under Chapter 2, Section 5 of the City Code, the Transportation Safety Commission advises City Council and staff on all matters related to roadway safety, traffic regulation, pedestrian accommodations, and public education initiatives.

The Commission reviews traffic studies, crash data, community concerns, proposed infrastructure improvements, and enforcement strategies. It collaborates closely with the Police Department, Public Works, and regional agencies to enhance transportation safety.

Members serve three-year terms, and the Chief of Police provides the Recording Secretary.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in transportation, public safety, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.

2. Work/volunteer experience in one or more of the following areas:
 - a. Transportation Planning or Traffic Engineering
 - b. Public Safety or Law Enforcement
 - c. Emergency Management or First Response
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Finance, Business, or Risk Management
 - g. Community Engagement or Public Outreach
 - h. Policy Development or Regulatory Compliance
 - i. Infrastructure or Construction Management
 - j. Nonprofit or Volunteer Leadership

Terms: 4 Years.

Tree Board

This Commission administers and enforces the City's Tree Ordinance, which governs the preservation, maintenance, removal, and planting of public trees. Responsibilities include reviewing permit applications, recommending landscape standards, advising on urban forestry initiatives, and supporting community beautification projects.

The Commission also collaborates with the City Manager and the Superintendent of Schools to evaluate the scope of its work and to support educational and environmental stewardship initiatives.

The Commission is composed of five members, each responsible for upholding the City's commitment to sustainable urban canopy management.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in horticulture, arboriculture, environmental science, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Arboriculture or Urban Forestry
 - b. Horticulture or Landscape Management
 - c. Environmental Science or Conservation
 - d. Administration or Organizational Development
 - e. Legal (attorneys, paralegals, or related experience)
 - f. Community Engagement or Public Outreach
 - g. Finance, Business, or Fundraising
 - h. Public Safety or Risk Management
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: 3 Years.

West Piedmont District Technical Advisory Committee (TAC)

The Committee advises on matters of physical, housing, economic development, and human resources planning, and makes advisory recommendations to the Board in the review of applications for Federal funds under the Intergovernmental Review Process. It is also responsible for reviewing regional plans and documents as developed. The Committee provides citizen input in the planning process, with each local governing body appointing one member and one alternate member. Members serve three-year terms, while alternates serve four-year terms. Both the Member and Alternate may attend meetings, but only the Member will vote if both are present. The Committee also includes two at-large members representing the Planning District, appointed to serve three-year terms as a voice for under-represented groups.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in planning, technical services, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Regional or Urban Planning
 - b. Transportation Planning or Traffic Studies
 - c. Economic Development or Business Analysis
 - d. Housing Data Analysis or Community Development
 - e. Administration or Organizational Development
 - f. Legal (attorneys, paralegals, or related experience)
 - g. Finance, Business, or Grant Management
 - h. Community Engagement or Public Outreach
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: 3 Years.

West Piedmont Planning District Commission (WPPDC) Board of Commissioners

The Commission was created in 1969 pursuant to the Virginia Area Development Act and is a confederation of several local governments established to plan for the region's orderly and efficient physical, social, and economic development. The region encompasses the Cities of Martinsville and Danville, the Town of Rocky Mount, and the Counties of Henry, Franklin, Patrick, and Pittsylvania. The responsibility of the Board includes the development of an Annual Work Program to guide its staff in a wide range of activities, including comprehensive planning, technical assistance, grant seeking, and regional coordination efforts. Other decisions made by the Board include the establishment of regional priorities for the Virginia Community Development Block Grant Program and reviewing and commenting on requests for Federal funds made for projects within Planning District 12 through the Virginia Intergovernmental

Review Process. The Commission also serves as the West Piedmont Economic Development District Board and received designation from the U.S. Department of Commerce, Economic Development Administration as an Economic Development District in 1992. The Board's bylaws state that each governmental subdivision within the planning district shall appoint three members: two governing body members and one non-elected resident qualified voter. There are no term limits for this board.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in planning, technical services, administration, or a related field, or a four-year degree with a minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.
2. Work/volunteer experience in one or more of the following areas:
 - a. Regional or Urban Planning
 - b. Transportation Planning or Traffic Studies
 - c. Economic Development or Business Analysis
 - d. Housing Data Analysis or Community Development
 - e. Administration or Organizational Development
 - f. Legal (attorneys, paralegals, or related experience)
 - g. Finance, Business, or Grant Management
 - h. Community Engagement or Public Outreach
 - i. Nonprofit or Volunteer Leadership
 - j. Policy Development or Program Management

Terms: No Term Limits.

Western Virginia Emergency Medical Services Council (WVEMS)

The Council is a comprehensive system for basic and advanced life support for Planning Districts 4, 5, and 12. The Council is supported by local governments, United Ways, hospitals, the Virginia Department of Health, and private citizens. City Council nominates one member for appointment to the Council who serves a three-year term. Grants are available from the State and benevolent organizations. The Council provides technical assistance, funding, and assistance to emergency medical services providers in its assigned planning districts. The Council makes policy decisions for the development and direction. A comprehensive plan is used as a guideline.

One member of City Fire & EMS Staff is appointed.

Terms: Life-Term

Youth Advisory Committee (YAC)

The Youth Advisory Committee (YAC) serves as an advisory body created administratively by the City to provide insight, feedback, and recommendations from the youth perspective on issues

affecting Martinsville's young residents. Its primary purpose is to encourage civic engagement among youth, strengthen communication between City leadership and young residents, and help ensure that policies, programs, and initiatives reflect the needs and priorities of the next generation. Members are chosen by designated staff chosen to facilitate the program. As part of the Selection Process, City Council reviews anonymized essays and ranks them accordingly.

Primary Responsibilities

- Provide recommendations to City staff and, when requested, to City Council regarding youth-related programs, recreation, safety, community development, outreach, and other topics impacting young people.
- Assist in the development of youth-focused initiatives, events, volunteer projects, and community service efforts.
- Serve as a liaison between the City and school-aged residents by gathering peer input, identifying issues facing local youth, and elevating concerns to appropriate City departments.
- Promote leadership development, civic responsibility, and public participation among youth members through structured engagement with City operations.
- Participate in surveys, roundtables, or special projects requested by staff to help inform planning and decision-making.
- Support City departments in outreach efforts aimed at teens and young adults, including communication strategies, event promotion, and identifying barriers to participation.

Terms: 1 Year Term.

Board of Zoning Appeals (BZA)

The Board of Zoning Appeals hears appeals on the City's Zoning and Subdivision Ordinances.. The Board meets on an as-needed basis, usually during the daytime. Members of the Board of Zoning Appeals may hold no other public office in the City except Planning Commission.

Primary Responsibilities

- Hear appeals from decisions, orders, or determinations made by administrative officers (e.g., Zoning Administrator) in the administration of the zoning ordinance.
- Consider and rule on applications for variances where literal enforcement would cause unnecessary hardship, applying the statutory criteria.
- Consider applications for special exceptions/use permits when authorized by the zoning ordinance and subject to the ordinance's standards.

Recommended Qualifications/Capabilities of Appointees

1. At least an Associate's Degree, with minimum of four years professional experience in law, planning, real estate, administration, or a related field, or a four-year degree with a

minimum of two years experience in the fields above, or experience that is equal to the combination of education and experience.

2. Work/volunteer experience in one or more of the following areas:
 - a. Law (attorneys, paralegals, or related experience)
 - b. Urban Planning or Land Use
 - c. Real Estate Development or Property Management
 - d. Construction or Building Design
 - e. Administration or Organizational Development
 - f. Finance, Business, or Economic Development
 - g. Community Engagement or Public Outreach
 - h. Policy Development or Regulatory Compliance
 - i. Nonprofit or Volunteer Leadership
 - j. Historic Preservation or Cultural Resource Management

Terms: 5 Years.

Organizational Structure

Election of Officers

Board Chair

Each board or commission appoints a chairperson to designate tasks among the board members. The chairperson is voted on by the current board of the year, votes must be a majority of the board. Council may also appoint a chairman to the Board if they so desire.

Primary Responsibilities

- Lead meetings in an orderly, impartial, and efficient manner, ensuring that all members have the opportunity to speak and participate.
- Work with staff to develop meeting agendas and ensure materials are distributed in advance.
- Enforce meeting rules, keep discussion on topic, and ensure compliance with parliamentary procedures.
- Ensure all members, including those with differing opinions, have equal opportunity to contribute.
- Coordinate with staff for scheduling, meeting logistics, and procedural questions.

Authority Limits

- The Chair has **no additional voting authority** beyond that of any other member. The Chair casts votes only in the same manner and under the same circumstances as the rest of the board.

- The Chair **may not speak on behalf of the board or commission** unless:
 1. The board has taken a formal vote authorizing a statement, and
 2. The board has explicitly designated the Chair to deliver that statement.
- Personal views expressed by the Chair must not be represented as the position of the board.
- The Chair cannot independently commit the board to an action, position, or policy without a duly-documented and recorded vote of the full membership.

Vicechair and Secretary

Each Board and Commission may appoint both a Vicechair and Secretary from among its own board members. These positions are also appointed annually by a majority vote of the board.

Relationship to City Council

The Council has the authority to appoint various boards and commissions and define their powers and duties. All members of Council, Boards and Commissions members, and City staff are required to align with and execute the directives based on the majority decision of the City Council. This is crucial for maintaining administrative order and effectiveness.

Relationship to Staff

Each board and commission is typically assigned a **staff liaison** by the City Manager. Staff liaisons are members of the administrative staff and have knowledge and expertise in the functional area in which the boards/commissions are involved. The staff liaison is a non-voting member of the boards/commissions and does not count toward a quorum. The Staff Liaison may be reviewed annually to rate performance/ effectiveness. The staff liaison serves as follows:

1. To provide information to help members make their decisions and formulate their advice to the Mayor and City Council.
2. To facilitate the meeting process by working with the chairman to schedule meeting times, dates, and locations.
3. To coordinate with the chairman on the various activities of the board, committee, or commission.
4. To provide continuity to the work of the board/commissions by maintaining complete files of the work of the boards/commissions and to facilitate access to these records upon request by any member, Town official, employee or the members of the public.

6. To annually review Open Meeting Law requirements pertaining to open meetings, minutes, agenda posting, etc., and ensure proper procedure is followed.
7. To develop the agenda in collaboration with the chair and ensure meeting schedules, meeting minutes, agendas are posted on the City website.
8. To advise the City Manager and City Clerk of the activities of the board/commission ensure thorough communication between the administrative staff, boards/commissions members and the Mayor and City Council.
9. To schedule, in conjunction with the chairman, no less than one (1) meeting per year.

Relationship to City Attorney

-The city attorney is “the legal advisor of the council, the city manager and of all departments, boards, commissions and agencies of the City, including the school board, in all matters affecting the interest of the City and shall upon request furnish a written opinion on any question of law involving their respective official powers and duties.” (1950, c. 193; 2024, c. 566)

All boards and commissions shall direct any legal questions or requests for opinions to the City Attorney through their assigned staff liaison. This ensures proper coordination, maintains consistent communication, and allows the City Attorney’s Office to respond efficiently in accordance with City procedures.

Annual Review

Annual Review Process

All City of Martinsville Boards and Commissions must provide Annual Reports to Council to ensure transparency and goal alignment. Annual Reports must contain the following:

- ☐ **Names of All Current Board Members**
- ☐ **Executive Summary:** Purpose, mission, membership (including vacancies).
- ☐ **Year in Review:** Key initiatives and accomplishments.
- ☐ **Goals for Upcoming Year:** Planned projects, desired outcomes, required support.
- ☐ **Metrics & Impact:** Data on meeting attendance, board activity, and community engagement.
- ☐ **Challenges & Recommendations:** Operational challenges and support needs.

Annual Reports must be conducted before **December 31st of every Calendar Year** and sent to the Clerk of Council for documenting. Boards and Commissions are expected to work with the Clerk for scheduling of Annual Report presentation to Council in an Open Session Meeting. Not all members must be present for the presentation of the annual report. Staff Liaisons are expected to prepare and submit an annual review of the Board’s progress to the City Clerk for Council consideration.

Meetings

Open Meetings

Under the Virginia Freedom of Information Act (FOIA), a meeting is defined as a gathering when a quorum is present and where the purpose of such gathering or attendance is for the discussion or transaction of any public business. This is applied to meetings of committees or subcommittees appointed by the Council, with a quorum present. In small committees or subcommittees with 4 or less members, a meeting occurs when 2 or more members are present with the purpose of discussing or transacting the public business of their committee or subcommittee.

All meetings of the Council and other public bodies must be open to the public **unless a closed meeting is authorized by FOIA as outlined by Virginia Code.**

This also applies to committees appointed by the Council or other public bodies under FOIA. All council-appointed committees are subject to FOIA's public meeting requirements regardless of their composition or size.

All boards, committees, and commissions of the City of Martinsville are subject to the open meetings requirements of FOIA).

Closed Meetings

No closed meeting shall take place unless a recorded vote occurs in a previous open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § [2.2-3711](#) or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § [2.2-3711](#) or other provision of law. The matters contained in that motion shall be included in detail in the minutes of the open meeting. ([VA Code Section 2.2-3712](#))

A notice of a Closed Meeting must be posted to the City's website and duly advertised, at least 12 hours prior to the meeting taking place. Failure to do so is a direct violation of Virginia FOIA and Open Meeting Law.

Attendance

To ensure that each board and commission can effectively conduct the public's business, all members are expected to attend meetings regularly and consistently.

1. Absence Limits

A member may not:

- Miss **more than four (4)** regular meetings within a calendar year; **and**
- Miss **more than three (3) consecutive** regular meetings.

2. Notification of Absence

Members should notify the staff liaison or chairperson as soon as possible when an absence is unavoidable.

3. Review of Attendance

The staff liaison will track attendance. If a member reaches or exceeds the absence limits, the liaison will notify the appointing authority for review.

4. Possible Removal

Exceeding the absence limits may result in removal and replacement pursuant to City Council's appointment authority.

All Boards and Commissions may set their own attendance policy; however, if no attendance policy is voted on and duly documented with the City Clerk, the above attendance policy is the default. All adopted attendance policies by Boards and Commissions may not be more lenient than the default Attendance policy (ie. The maximum is established and set forth in the default, no more than four (4) regular meetings within a calendar year and no more than three (3) consecutive meetings.

Decorum

To preserve order and decorum, board/commission members shall follow these rules of conduct during all meetings:

- Listen and understand before judging.
- Focus on the vision and goals; avoid personal attacks or inferences.
- Look for areas of agreement before addressing differences.
- Be on time, start on time, silence personal communication devices, and ensure they do not distract from the meeting.
- Once a decision is made, support the City decision while stating any reservations respectfully.
- Agree to disagree and move on to the next issue.
- Come prepared to discuss issues; ask staff questions in advance when possible, to allow proper preparation.
- Praise in public; provide constructive feedback in private.
- Participate in discussions and focus on the issue; avoid disruptive sidebar conversations.
- Be courteous, honest, and respectful toward others.
- Communicate openly and directly; keep others informed.
- Address personal issues with another board/commission member directly rather than involving other members, the community, or staff.
- Act as positive ambassadors for the city.
- Allow others to finish speaking before making comments.

For citizens in attendance:

- Guests must not disturb order or decorum, interrupt proceedings, or refuse to obey the Chairperson's directives.
- Attendees must show respect and courtesy to members, City staff, and the public.
- Participants must refrain from rude or derogatory remarks and avoid belittling members, staff, or others in attendance.

All Boards and Commissions may set forth and adopt their own Rules of Conduct. This must be done by a majority vote of the Board Members.

Notices and Agendas

All boards, committees, and commissions of the City of Martinsville are subject to FOIA's open meeting requirements and shall at least three days prior to any regular meeting provide notice of the date, time, and location of their meetings by posting such notice on the City of Martinsville website. Notice of special, emergency, or continued meetings shall be given at the same time notice is provided to the members of the public body conducting the meeting.

The Order of Business, often referred to as the agenda, is the structured sequence of items that the City Council and other public bodies follow during its regular meetings. This agenda ensures that all council proceedings are conducted in an orderly, efficient, and transparent manner.

The agenda can be found on the Agenda Center page in the City of Martinsville's website. At least one copy of the proposed agenda and all non-exempt materials furnished to the members for items on the agenda is required to be made available for public inspection at the same time such documents are furnished to the members of the public body. All agendas must be sent to the City Clerk's office for posting to the City's Website.

Minutes

Minutes of all boards and commissions shall be in compliance with Virginia code.

[\(VA Code Section 2.2-3707\)](#) Minutes shall be taken at all open meetings. Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to disclosure pursuant to FOIA. Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with the electronic participation policy adopted by the City Council on March 26, 2024 and VA Code §§ [2.2-3708.2](#) or [2.2-3708.3](#), minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the one physical location but who monitored such meeting through electronic communication means.

Pursuant to FOIA, minutes are required to be posted on the City of Martinsville website within seven working days of their final approval by the applicable public body ([VA Code Section 2.2-3707.2](#)).

Quorum

In order to conduct business, the board, committee, or commission must have a quorum. A quorum is a simple majority (half of the regular members plus one). The chairperson is considered a member in the determination of a quorum. A quorum is generally calculated out of the total number of seats on a board/commission, not out of the number of seats currently filled. The Mayor, Council and Staff liaisons do not count toward a quorum. In the event a quorum is not obtained, no meeting shall take place. Should late arrivals change the status, then actions may be considered.

Voting

The votes of at least a majority of the board/commission are required to take any action that:

- Is administratively final at the board/commission level without a further appeal.
- Must occur during open session and shall be recorded in the Meeting Minutes.
- May be appealed by the City Council to a court of competent jurisdiction.
- Is a part of a recommendation or proposal for action by City Council or any other City Board or Commission. Note that the affirmative votes of a larger majority may be required by the Advisory Group's enabling legislation.
- **Voting by secret or written ballot in an Open Meeting is not allowed and is a violation of FOIA.**

Sunsetting Process

The City Council shall maintain a structured **sunsetting process** to periodically review boards and commissions and determine whether they should continue, be modified, or be dissolved. All boards and commissions shall remain accountable to the Council and the public and must demonstrate ongoing relevance and effectiveness in fulfilling their stated purpose.

All boards, commissions, and committees shall undergo an annual review conducted by City staff in coordination with the City Council.

The annual review shall consider the following:

- **Relevance:** Whether the board’s purpose aligns with current city needs and priorities.
- **Activity:** Frequency of meetings, completion of work plans, and delivery of reports or recommendations.
- **Duplication:** Whether the functions are duplicated by other boards, commissions, or city departments.
- **Compliance:** Fulfillment of statutory or council-mandated responsibilities.
- **Public Value:** Demonstrable benefit to the community and citizen engagement.

A. Staff Evaluation

- Staff shall prepare an evaluation report for each board or commission based on the criteria above.

B. Public Input

- The City Clerk shall prepare an evaluation survey for each board or commission based on the criteria above and have this information available for public participation.
- Public input on the Board’s Relevance, Activity, Public Value, and Community Engagement shall be surveyed and collected for Council consideration prior to sunseting.

C. Council Action

- The City Council shall review the evaluations and public input and may:
 1. Continue the board or commission without changes
 2. Modify its purpose, structure, or membership
 3. Sunset (Dissolve) the board or commission
 - If a board or commission is Sunsetting (Dissolved):
 - Records, minutes, and reports shall be archived by the City Clerk.
 - Members shall be notified in writing of the termination.
 - Website will be updated to reflect as such.

Legal Policies

Conflict of Interest Act (COIA)

Disclosure Forms

Each January, the Martinsville Clerk of the Council will distribute the necessary disclosure statements to Council Members, relevant members of Boards and Commissions, and certain staff. These disclosures are due by February 1st each year.

The Real Estate Holdings and Financial Disclosure Forms, mandated by State Code, will be provided to applicable members of boards, commissions, and authorities. **Boards Required to file: City Council, Economic Development Authority, Planning Commission, and Board of Zoning Appeals.**

Failure to file a real estate disclosure under Virginia's Conflict of Interest Act is a violation that can result in a \$250 civil penalty for state and local officials. For those required to file, knowingly and intentionally making a false statement on the disclosure form is a Class 5 felony.

Social Media Policies

Usage of Social Media

Boards and Commissions interested in creating a social media account or page must seek approval from the City Council. Interested boards and committees are to fill out the Social Media Request for Approval Form located in the form center on the City's website.

- The office of Community Engagement shall serve as page administrators and are not to be removed from created accounts and pages. They shall perform routine reviews to ensure compliancy.
- All posts, comments, and content must adhere to the Social Media Policy and community guidelines of the platform under which it exists.
- All posts must be reviewed by the Staff Liaison prior to posting.

Personal Social Media Use

While members retain First Amendment rights, they must remain mindful of their public roles when referring to City matters online.

- Do not represent your views as official city positions. Use disclaimers such as:
"Views expressed here are my own and do not reflect those of the City of Martinsville or its Boards."
- Do not disclose confidential information obtained through your service.
- Do not engage in online deliberations that may violate Virginia's open meetings laws.
- Be mindful of the distinction between personal and City views and must not speak on behalf of the City via these accounts unless explicitly authorized.
- Maintain professionalism, honesty, and respect in their interactions with the public on both official and personal accounts when referencing City business.
- Refrain from engaging in personal posts about City business in a manner that could create a conflict of interest or undermine public trust.

Use of City Logo and Name

The City has a public business interest in protecting its logo, City name, and other intellectual property and in ensuring that its employees do not violate criminal or civil law or privacy rights. All content created, received, or transmitted by, stored on, or deleted from City information systems is exclusively the property of the City or, to the extent provided by applicable law, of the person or entity that created or owns the copyright or trademark rights to that content.

The City of Martinsville's logo is intended solely for official City operations and administrative purposes. Its logo shall not be used to cause confusion, falsely promote any endorsement or affiliation, or advertise goods, services, or entities unless explicitly authorized by the City or fair use laws. However, any use of the logo must not imply official endorsement of the content unless explicitly stated by the City.

Any organization or entity wishing to use the City of Martinsville's official logo must submit a request to the Community Engagement Team. To make a request, email Engage@martinsvilleva.gov. A member of the team shall review all requests and determine whether the organization or entity may use the official logo for the requested purpose.

Upon approval, a member of the Community Engagement Team shall send an electronic copy of the City's logo for the organization or entity's one-time use. The logo must not be altered, distorted, or modified in any way (e.g., recoloring or adding graphic elements). Violations of these guidelines may result in a revocation of permission to use the City logo and, where applicable, further legal action.

Records Retention

All content posted or received through official City social media accounts, including comments, audio, and video, is considered a public record under Virginia law and must be retained according to applicable retention schedules. Each department is responsible for ensuring proper archival and access in compliance with the Virginia Public Records Act.

Guiding Principles

Members of boards and commissions are considered representatives of the city and must:

- Uphold the public trust.
- Promote respectful, transparent, and accurate communication.
- Avoid creating the appearance of speaking on behalf of the City.

Tenure

Member Removal

The council may remove any member of boards, commissions or committees for cause; such as misdemeanors, conviction, malfeasance, violation of code of conduct, violation of City policy and procedure, abuse of office, or frequent absenteeism. If a vacancy occurs otherwise than by the expiration of the term of the different members, it shall be filled by the council for the unexpired term.

Resignation

Any member choosing to resign from a position on a board/commission must submit their intention in writing to the Chairman of the Board, Staff Liaison, and the City Clerk.

Term Limits

Unless specified, individuals can serve up to three terms on a board or commission, following a policy from December 11, 1990. Incumbents may be considered for an additional term if no other interested or qualified candidates apply. All term dates should end on December 31 of the appointed year.

Acknowledgement

By signing this document and returning to the City Clerk's office, my signature serves as evidence that I have read and fully understand the guidelines outlined throughout this Guidebook.

(Name of Board/Committee Member)



STAFF REPORT

TO: City Council

FROM: Rob Fincher, Interim City Manager

SUBJECT: Discuss and Consider Outside Agency Funding Policy

STAFF/ DEPARTMENT RESPONSIBLE: City Management

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

As part of the City's annual budget process, external nonprofit and community organizations may submit requests for financial support to assist with operating needs and service delivery.

To ensure a consistent, transparent, and equitable framework for considering and processing these requests, staff has developed an Outside Agency Funding Policy.

The policy establishes clear guidelines and procedures for the overall review, evaluation, awarding, and monitoring of City funds provided to outside agencies, whether requested during the formal budget process or at any point throughout the fiscal year.

The policy affirms that City resources are limited and that submission of an application or presentation to City Council does not guarantee funding, but it reinforces the City's commitment to supporting initiatives that deliver measurable community benefit.

POLICY EXPLANATION:

Code of Virginia § 15.2-25

FISCAL IMPACT/FUNDING SOURCE:

Not Applicable

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Approve Outside Agency Funding (Motion, Second, Voice Vote)

ATTACHMENTS:

1.	Outside Agency Funding Policy
2.	Appendix A Outside Agency Funding Request Application

**CITY OF MARTINSVILLE
ADMINISTRATIVE REGULATION**

Regulation Title: Outside Agency Funding Policy

Effective Date: January 1, 2026

Subject: Financial Administration

Last Reviewed: December 8, 2025

Regulation Number: FA-2

Supersedes:

Approved: _____

Robert Fincher, Acting City Manager

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1. PURPOSE

The City of Martinsville recognizes the essential role nonprofit organizations play in improving the quality of life for residents, particularly by providing services and activities the City does not have the capacity to deliver directly. Although the City's resources are limited and neither an application nor a presentation to City Council guarantees financial assistance, the City is committed to supporting initiatives that positively impact the community.

The purpose of this policy is to establish clear parameters and procedures for reviewing, awarding, and monitoring City funds provided to outside agencies that request monetary contributions during the annual budget process or at any point throughout the fiscal year.

2. SCOPE

This policy applies to all outside agencies requesting monetary contributions from the City of Martinsville and to all City staff, including those within the City Manager's Office and the Finance Department, involved in the review, budgeting, approval, or disbursement of such funds.

Exclusions to this policy may be granted by the City Manager when appropriate and consistent with § 15.2-953 of the Code of Virginia, and any other applicable local, state, and federal laws.

3. ELIGIBILITY

A. Criteria

All requests for monetary contributions to outside agencies shall align with a complementary service, demonstrable community benefit, or service that the City could provide but currently does not.

Requesting agencies must meet the following eligibility requirements:

- Agencies must have a primary place of business in Martinsville-Henry County and/or provide activities or services that benefit City of Martinsville residents.
- Agencies must be a nonprofit and maintain an IRS 501(c)(3) nonprofit status throughout the term of their authorized appropriation period. Exceptions may

be made to certain providers of community services, rescue squads, fire companies, and arts organizations, as stipulated under Va. Code § 15.2-953.

- Agencies must have been in operation for at least two (2) years and demonstrate viable, ongoing activities before requesting City funds.
- Agencies must maintain good standing with the City of Martinsville by complying with all application and reporting requirements, adhering to applicable City ordinances, State code, and federal law, and remaining non-delinquent on City-issued billing.

B. Ineligible Use of Funding and Related Restrictions

The following restrictions apply to all requests for monetary contributions. Agencies will be deemed ineligible if any of the conditions below apply:

- City funds may not be used to support or promote religious worship, instruction, or political campaigns or activities.
- Agencies may not use City funds in a manner that discriminates on the basis of race, color, gender, religion, disability, sexual orientation, marital status, or national origin.
- City funds may not be awarded to individuals or used for the direct benefit of a single private individual.
- City funds may not be awarded to for-profit (taxable) entities.
- Agencies whose proposed activities are determined by the City Council to be inconsistent with the public interest may be deemed ineligible.
- Agencies that are currently engaged in litigation against the City may be subject to additional legal review to determine whether funding presents a conflict of interest.

4. REQUESTS FOR FUNDING OR CONTRIBUTIONS

A. During the Annual Budget Process

i. Application

As part of the annual budget process, outside organizations must submit an Application for Outside Agency Funding form with all supporting documents to the City Manager's Office at city.manager@martinsvilleva.gov by January 31 prior to the fiscal year that they are being considered. For example, an organization requesting City funds for FY 2025-26 (beginning on July 1, 2025) must apply by January 31, 2025.

All applications are reviewed by the City Manager's Office and must provide the following:

- organization contact information
- organization category and details (e.g., federal tax designation, purpose, activities or services provided, etc.)
- projects that may be created and/or funded with the City's financial contribution, their expected impact, and how they are relevant to the City's goals and initiatives
- amount of monetary contribution requested
- impact of previous funding, if applicable
- names of similar organizations providing a similar service or project and potential collaborators
- required documents (e.g., IRS Exemption Determination Letter, Financial Statements for two prior years, Articles of Incorporation, and Certificate of Good Standing)

Only complete applications will be considered for funding. Incomplete applications must be completed at the agency's earliest convenience, within five (5) business days following its receipt of the City's request for completion or clarification.

ii. Council Review

Upon initial review by the City Manager's Office, the City will incorporate all eligible applications into an Outside Agency Request document for review

by the City Council prior to the appropriate budget work session in which funding for outside agencies will be discussed.

As part of the City Council's review process, applicants may be required to provide a ten-minute presentation at a regular Council meeting preceding the adoption of the City's budget on or before June 30. If a presentation is required, particularly for non-mandated agencies, the City will coordinate with the primary contact listed on the application. No shows for required presentations are not guaranteed funding.

The following principles and funding priorities will guide any contributions to outside agencies:

- mandated agencies (e.g., social services and 911)
- alignment with Council priorities
- avoidance of duplication of services
- demonstrated community impact
- fiscal responsibility
- regional benefit (if applicable)
- past performance and compliance history

iii. Award Letter

After two public hearings as required by the Code of Virginia, the Council will either approve or deny external funding. Their decision (and further instructions, if approved) will be communicated by letter at the City's earliest convenience following the Council's official vote.

All Council-approved agencies must sign and return an outside agency funding agreement before any contribution is appropriated. The agreement outlines mutual expectations for the City and outside agency, ensuring mutual understanding and compliance with policy requirements such as funding uses and reporting schedules.

Contributions awarded to an outside agency do not constitute a precedent for contributions of any kind or amount in subsequent years unless explicitly communicated. Agencies must reapply for funding annually.

B. During an Active Fiscal Year

If an outside agency is not awarded City funds during the annual budget cycle or seeks additional support mid-year, they may contact the City Manager's Office to request an application and opportunity to present to Council. Agencies requesting City funds during an active fiscal year are subject to the same eligibility, funding, and monitoring requirements established throughout this policy.

Unless requests are for addressing a public emergency pursuant to Sec. 2-42 of the City Code, the Chief Financial Officer must certify that an unappropriated or unencumbered sum is available for transfer. Mid-year funding requests are not guaranteed to be approved and are limited to what is available in the City Council's contingency fund for that fiscal year.

5. REPORTING AND MONITORING

Outside agencies that have received funding from the City of Martinsville are required to submit semi-annual reports to the City Manager's Office twice per fiscal year on September 1 and March 1. Reports are submitted to the City Manager's Office via a provided form and will be relayed to Council at the preceding meeting.

The semi-annual report must describe how the agency has used its appropriated funds to advance one or more of the City's initiatives, as well as the expected outcomes for the upcoming quarter. Failure to submit required reports or to demonstrate satisfactory progress toward stated outcomes will be considered in Council's evaluation of future funding requests.

Any agency receiving City funds must submit a financial audit or financial review, completed at the agency's own expense. The City may require additional monitoring materials or financial documentation, depending on the amount appropriated and based on legal or administrative guidance.

6. AUTHORITY TO DENY FUNDING AND RECLAIM APPROPRIATIONS

The City Council retains the right to deny an outside agency's request for funding or contributions. At the discretion of Council, the City may also request that any remaining balance of its appropriation be returned should the receiving agency violate its shared funding agreement or become ineligible to receive City contributions under any other City contract or Section 3 of this policy (e.g., loss of nonprofit status, cessation of operations, or material noncompliance during the appropriation period).

Appendix A

Application for Outside Agency Funding

[NEXT PAGE]

Application for Outside Agency Funding



Form Revised 1/2023

Previous contribution received \$_____ FY____

Agencies receiving funding are required to submit semi annual reports to City Council March 1 and Sept 1.

Note: Only the information provided on these lines will be considered.

No attachments will be considered other than the required documents specified.

1. ORGANIZATION CONTACT INFORMATION:

Organization Name_____

Mailing Address_____

City of Martinsville Location_____

Contact Person_____

Contact Person Title_____

Contact Mailing Address
(if different from above)_____

Contact Telephone_____ Contact Fax_____

Contact E-Mail_____

2. ORGANIZATION CATEGORY:

- | | | |
|--|--|---|
| ☐ Church, religious denomination, religious order | ☐ YMCA or similar religious association | ☐ Girl Scouts/Boy Scouts |
| ☐ Religious missionary assoc. | ☐ Educational institution | ☐ Boys' or Girls' Club |
| ☐ Benevolent association | ☐ Orphanage; nursing care facility | ☐ Agricultural or Farm Club |
| ☐ Cemetery (private or public) | ☐ Red Cross | ☐ Animal cruelty prevention |
| ☐ Veterans' organization | ☐ Hospital or sanitarium | ☐ College alumni association |
| ☐ Museum | ☐ Habitat for Humanity | ☐ Other (specify):_____ |
| ☐ Historical foundation/assoc. | ☐ Volunteer fire or rescue organization | _____ |

When was the organization first established? _____

When did/will the organization begin operations in City of Martinsville? _____

What is the organization's federal tax designation? (Circle one)

501(c)(3) 501(c)(4) 501(c)(6) 501(c)(7) Other: 501(c)(____) (please insert #)

What is the organization's purpose? _____

What activities or services are provided by the organization? _____

Describe in detail the project(s) that will be created by the city's contribution of financial or in-kind support.
Note: City does not provide funds or in-kind support for on-going expenses.

Describe in detail the project(s) that will be created by the city's contribution of financial or in-kind support.
Note: City does not provide funds or in-kind support for on-going expenses.

Amount of contribution or in-kind services requested _____

Describe how the project(s) will advance one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/> (example: XYZ Organization will address city's goal of prevention, detection, and intervention of gang related activity as outlined under the heading under Gang Related Activity.)

Describe how the project(s) will advance one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/> (example: XYZ Organization will address city's goal of prevention, detection, and intervention of gang related activity as outlined under the heading under Gang Related Activity.)

5. Briefly describe the impact the previous funding from the City of Martinsville had on your program, project, or organization. Some discussion to items may include:

- Number of persons served and demographics served.
- Describe how your organization used the funding to leverage additional funds, either through grants or other means?
- Describe the overall impact of these funds on your program, project, or organization.

6 . ORGANIZATIONAL COLLABORATION

What other organization(s), if any, are performing a similar service or project? _____

What other organizations will collaborate with the organization to complete the described project(s) _____

Describe in detail the financial and in-kind contributions of other organizations that will advance the project(s) _____

7. TIMETABLE AND OUTCOMES

Describe what outcomes for the project(s) are expected over the course of the next fiscal year Submission of a progress report is required. *(example: Over the next year, XYZ Organization will inform 100 residents on how gangs are formed and how to identify gang related activity by.....)*

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- **IRS Exemption Determination Letter**
- **Financial statements for two prior years**
- **Articles of Incorporation or Organization, and any amendments thereto**
- **Certificate of Good Standing from the State Corporation Commission**



STAFF REPORT

TO: City Council

FROM: Rob Fincher, Interim City Manager

SUBJECT: Discuss and Consider Approval of a Resolution Authorizing the Donation of City-Owned Real Property to the Economic Development Authority of the City of Martinsville, Virginia

STAFF/ DEPARTMENT RESPONSIBLE: City Management

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

At City Council's October 14th Meeting, City Council held a public hearing on the potential conveyance of 315 West Commonwealth Boulevard (Tax Map # 21 (01) (00-01A)). The parcel totals approximately 8 acres $\pm$, of which 3.661 acres were approved for conveyance to the Economic Development Authority (EDA) of the City of Martinsville on October 14th.

The City's Economic Development Authority (EDA) has made significant progress in engaging potential developers for the 315 West Commonwealth Boulevard property. The EDA has requested that City Council convey the remaining portion of the parcel, which was reserved during the previous meeting, to the Authority. This action would enable the EDA to advance discussions and align with the development objectives expressed by interested developers. City Council's consideration of this conveyance will support ongoing economic development efforts for the property.

POLICY EXPLANATION:

Virginia Code § 15.2-1800, City Council may dispose of real property following public notice and hearing when it determines such action serves a public purpose.

FISCAL IMPACT/FUNDING SOURCE:

Not Applicable

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Approve the Resolution and Authorize the Donation of the Remaining Parcel to

the Economic Development Authority of the City of Martinsville, Virginia

(Motion, Second, Roll Call Vote)

ATTACHMENTS:

1.	RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARTINSVILLE AUTHORIZING THE DONATION OF CITY-OWNED REAL PROPERTY TO THE ECONOMIC DEVELOPMENT AUTHORITY
----	---

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARTINSVILLE
AUTHORIZING THE DONATION OF CITY-OWNED REAL PROPERTY TO THE
ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF MARTINSVILLE,
VIRGINIA**

WHEREAS, in accordance with Va. Code Section 15.2-1800 *et seq.*, the City Council of the City of Martinsville (**the "City Council"**) duly advertised and conducted a public hearing on October 14, 2025 concerning the possible conveyance of a parcel lying in the City of Martinsville, consisting of approximately 8 acres +/-, bearing tax map # 21 (01) (00-01A), having a property address of 315 West Commonwealth Boulevard (the "Property"); and,

WHEREAS, the City Council finds that conveying the remaining portion of the Property not previously transferred—consisting of approximately **4.339 acres**, as depicted on the Plat described herein—to the Economic Development Authority of the City of Martinsville, Virginia (the "EDA"), will promote economic development within the City and is consistent with Va. Code §§ 15.2-4917 and 15.2-953(B); and

WHEREAS, the 8-acre parcel was subdivided by plat dated February 9, 2024, and recorded in the Clerk's Office of the Circuit Court of the City of Martinsville in Cabinet B, Slide 118 (01) (the "Plat").

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

1. The City Council hereby approves the conveyance of the **remaining portion** of the Property, consisting of approximately **4.339 acres** as shown on the Plat, to the Economic Development Authority of the City of Martinsville, Virginia, at no cost. The City Manager and appropriate City staff are authorized and directed to execute all documents necessary to complete the conveyance.
2. This action supersedes any prior reservation of rights concerning disposal of the remainder of the Property, and confirms Council's intent to convey the entirety of the Property as subdivided on the Plat.
3. As a condition of this conveyance, the EDA shall cause substantial progress toward active redevelopment, marketing, or disposition of the Property to occur within three (3) years of the date of transfer. If the EDA does not make substantial progress toward such redevelopment or fails to enter into a binding development agreement for the Property within that period, title to the Property shall automatically revert to the City of Martinsville, unless extended by a subsequent resolution of the City Council for good cause shown.

The City Manager is authorized to include such reversionary language and related performance terms in the deed or a separate agreement to effectuate this condition.

4. This Resolution shall take effect immediately upon adoption.

This measure was adopted upon the following vote of the Council:

Member	Vote
Mayor L.C. Jones	_____
Vice Mayor Kathy Lawson	_____
Rayshaun Gravely	_____
Julian Mei	_____
Aaron Rawls	_____

Clerk



STAFF REPORT

TO: City Council

FROM: Richard Stanfield, Chief Financial Officer

SUBJECT: Discuss and Consider FY25 School's Appropriations on Second Reading

STAFF/ DEPARTMENT RESPONSIBLE: Finance

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

Presented by Travis Clemmons.

This amendment increases total appropriations across City School funds to account for new grants and state funding.

First Reading and Public Hearing: November 18, 2025

Second Reading: December 16, 2025

POLICY EXPLANATION:

Virginia Code § 15.2-950. Appropriations.

A locality may make appropriations for the purposes for which it is empowered to levy taxes and make assessments, for the support of the locality, for the performance of its functions, and the accomplishment of all other lawful purposes and objectives, subject to such limitations as may be imposed by law.

Code 1950, § 15-77.6; 1958, c. 328; 1962, c. 623, § 15.1-842; 1997, c. 587.

FISCAL IMPACT/FUNDING SOURCE:

This amendment increases total appropriations across City School funds to account for new grants and state funding.

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Hold a Public Hearing and Approve Appropriations on Second Reading.

City Council Approve Appropriations on Second Reading (Motion, Second, Voice Vote)

ATTACHMENTS:

1.	ORDINANCE NO. 2025 -14
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ORDINANCE NO. 2025-14

ORDINANCE AMENDING THE CITY AND SCHOOL

BUDGET FOR FISCAL YEAR 2025–2026

WHEREAS, in accordance with the provisions of §§ 15.2-2507 and 15.2-1427 of the *Code of Virginia (1950), as amended*, the Martinsville City Council has duly advertised and conducted a public hearing on November 18, 2025 at 7:00 P.M. in Council Chambers at the Martinsville Municipal Building to consider amendments to the City’s budget for Fiscal Year 2025–2026; and

WHEREAS, the Council has determined that it is necessary to amend certain revenue and expenditure items to properly account for additional funding and operational needs;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Martinsville, Virginia that the Fiscal Year 2025–2026 budget be, and hereby is, amended as follows:

- The Fiscal Year 2025-26 Fund 24 expenditure budget shall be increased by Eight Hundred Ninety Thousand Six Hundred Ninety-Nine Dollars (\$890,699) from All in Virginia Balance, General Assembly Adjustment HB-6001.
- The Fiscal Year 2025-26 Fund 18 expenditure budget shall be increased by Forty Two Thousand One Hundred and Eight Dollars (\$42,108) from Virginia Tiered System of Supports PBIS Grant.

This ordinance shall take effect immediately upon adoption.

Date of Adoption:

Recorded Roll Call Votes:

Aye

Nay

Abstain

Absent

ATTEST:

Deputy City Clerk



STAFF REPORT

TO: City Council

FROM: Rob Fincher, Interim City Manager

SUBJECT: Hold a Public Hearing for and Subsequently Discuss and Consider E-911 Appropriation Ordinance on First Reading

STAFF/ DEPARTMENT RESPONSIBLE: City Management

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

From Tierra Dillard, E-911 Director

At its meeting on November 25, 2025, the Henry County Board of Supervisors approved an additional appropriation of \$54,100 from the County General Fund for the 911 Center's Mandatory Call Handling Equipment update, contingent upon approval of the City of Martinsville's share. The Board also awarded a \$354,100 contract to Mobile Communications America for the purchase and installation of the equipment.

Per the City's Finance Department, Martinsville's cost share is \$17,312.00. If approved, this amount will be included on the City's year-end settle-up invoice.

First Reading: 12/16/2025

POLICY EXPLANATION:

Code of Virginia § 15.2-2507

FISCAL IMPACT/FUNDING SOURCE:

E-911 Expenditure Budget increased in the amount of \$17,312.00.

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

Motion to Open Public Hearing, Motion and Second to Close Public Hearing, and City Council Approve Appropriation on First Reading

ATTACHMENTS:

1.	ORDINANCE NO. 2025 -15 (4)
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ORDINANCE NO. 2025-15

ORDINANCE AMENDING THE CITY

BUDGET FOR FISCAL YEAR 2025–2026

WHEREAS, in accordance with the provisions of §§ 15.2-2507 and 15.2-1427 of the *Code of Virginia (1950), as amended*, the Martinsville City Council has duly advertised and conducted a public hearing on December 16, 2025 at 7:00 P.M. in Council Chambers at the Martinsville Municipal Building to consider amendments to the City’s budget for Fiscal Year 2025–2026; and

WHEREAS, the Council has determined that it is necessary to amend certain revenue and expenditure items to properly account for additional funding and operational needs;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Martinsville, Virginia that the Fiscal Year 2025–2026 budget be, and hereby is, amended as follows:

- The Fiscal Year 2025-26 E-911 budget shall be increased by Seventeen Thousand, Three Hundred, and Twelve Dollars (\$17, 312.00) from the City General Fund.

This ordinance shall take effect immediately upon adoption.

Date of Adoption:

Recorded Roll Call Votes:

Aye

Nay

Abstain

Absent

ATTEST:

Deputy City Clerk



STAFF REPORT

TO: City Council

FROM: Rob Fincher, Interim City Manager , Greg Maggard, Managing Director of Public Works

SUBJECT: Hold a Public Hearing for and Subsequently Discuss and Consider First Piedmont Refuse Fees on First Reading

STAFF/ DEPARTMENT RESPONSIBLE: City Management

MEETING DATE: December 16, 2025

BACKGROUND/HISTORY:

The City's current five-year refuse collection and disposal contract with First Piedmont is set to expire at the end of the calendar year. Under the existing agreement, annual rate increases were limited to the Consumer Price Index (CPI). Because a new contract is required for the upcoming term, all rates are subject to renegotiation.

Since the start of the current contract, the landfills previously utilized by First Piedmont have closed, forcing the company to secure disposal capacity at a Pittsylvania County facility at an additional cost of approximately \$8 per metric ton. First Piedmont has worked with the City to limit the impact of these increased disposal costs by renegotiating its lease for the City's transfer station, thereby narrowing its margins. Under the proposed new contract, the City's disposal rate would increase by \$7 per metric ton, and First Piedmont would assume responsibility for necessary capital improvements at the transfer station. Future annual adjustments would again be capped at the CPI.

Despite these cost-containment measures, the City cannot absorb the increased disposal costs within the current refuse budget. Refuse operations are not revenue-positive and do not break even under existing rates. To remain financially sustainable, an increase in customer refuse fees appears necessary. The projected impact to residential customers is an estimated increase of **\$0.80 per household per month.**

First Reading: 12/16/25

POLICY EXPLANATION:

§§ 15.2-107, 15.2-927 et seq, and 15.2-1427 of the Code of Virginia

FISCAL IMPACT/FUNDING SOURCE:

(a) Collection charges:

Individual living units (one (1) pickup per week), per month. \$20.60

8 yard Dumpster (scheduled collection) - \$28.62 per occurrence

8 yard Dumpster (on-demand collection) - \$33.97 per occurrence

Businesses not currently using dumpsters (for two (2) pickups per week), per month. – \$40.40

Available Budget: Not Applicable

Purchase Amount: Not Applicable

ACTION REQUESTED/ALTERNATIVES

City Council Hold Public Hearing and Approve Ordinance on First Reading

ATTACHMENTS:

1.	ORDINANCE NO. 2025 -18
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ORDINANCE NO. 2025-18

ORDINANCE AMENDING REFUSE FEES

WHEREAS, in accordance with the provisions of §§ 15.2-107, 15.2-927 et seq, and 15.2-1427 of the *Code of Virginia (1950), as amended*, the Martinsville City Council has duly advertised and conducted a public hearing on December 16, 2025 at 7:00 P.M. in Council Chambers at the Martinsville Municipal Building to consider amendments to the City's Refuse Collection Fee.

WHEREAS, increased operating costs incurred by First Piedmont Corporation, including but not limited to fuel, labor, equipment, and disposal expenses, have resulted in higher service delivery costs to the City; and

WHEREAS, the proposed adjustment to the Refuse Collection Fee is necessary to maintain continued, reliable solid waste collection services and to ensure the fiscal integrity of the City's sanitation operations;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Martinsville, Virginia that Section 18-24 (a) Collection charges and Section 18-24 (b) Landfill charges of the Code of the City of Martinsville, be, and hereby are, amended to read as follows:

Sec. 18-24. Fee schedule,

(a) Collection charges:

- Individual living units (one (1) pickup per week), per month. \$20.60
- 8 yard Dumpster (scheduled collection) - \$28.62 per occurrence
- 8 yard Dumpster (on-demand collection) - \$33.97 per occurrence
- Businesses not currently using dumpsters (for two (2) pickups per week), per month. – \$40.40

This ordinance shall take effect immediately upon adoption.

Date of Adoption:

Recorded Roll Call Votes:

Aye

Nay

Abstain

Absent

ATTEST:

Deputy City Clerk