

March 20, 2024 Council Meeting

A Work Session and Briefing to discuss Consent Agenda Items and Quarterly Updates was held at 5:00 pm on March 20, 2024, in Room 208 Conference Room, Municipal Building. Mayor Jones, Vice Mayor Rawls, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, Chief Operating Officer Edena Reese-Atmore, Clerk of Council Karen Roberts, Finance Director Mandy McGhee, Assistant Finance Director Crystal Ferguson, Public Information Officer Kendall Davis, Fire Chief Dan Howell, Utilities Director Durwin Joyce, and Police Chief Rob Fincher were in attendance.

Discussion was held regarding the City Attorney Executive Search Services being offered by The Berkley Group.

**WORK ORDER 5: CITY ATTORNEY
EXECUTIVE SEARCH SERVICES
CITY OF MARTINSVILLE, VIRGINIA
March 13, 2024**

We are pleased to provide City Attorney Executive Search Services to the City of Martinsville, VA. The scope of work will include development the following items:

1. **Position Profile:** The City Attorney Profile will be developed in collaboration with City Council in a work session. Profile questions will be provided to the Council in advance of the work session and a position profile will be developed at the work session.
2. **Advertising and Outreach:** Utilizing the profile, a job advertisement will be developed to include position roles, responsibilities and requirements will be developed. The position will be advertised with professional organizations and others the City may request. Additionally, the Berkley Group will use its extensive network of Executive Managers to directly solicit qualified candidates who might have an interest in the City Attorney position.
3. **Application Process:** Applicants will be directed to submit their interest in the position in a standardized format that will include cover letter, resume, and salary history. Applications will be submitted electronically to the Berkley Group. This information will be kept confidential amongst the city staff, Council, and the Berkley Group. The position will be advertised open until filled.
4. **Selection Process:** Berkley Group staff will review all applications and classify them into three categories: interview; consider interviewing; not recommended for interview. Interviews will be held with top applicants. The interview process may include the entire Council or a subcommittee of the Council. Berkley Group will arrange interview times in coordination with City staff. The Berkley Group will work in conjunction with City officials to negotiate with the final applicant(s).
5. **Periodic Check In:** Berkley Group staff will check in with the City up to three times in the first year and provide the City with an annual performance review template.

Assumptions

1. Client will pay for any publishing fees to advertise the position.
2. Client will make space available for interviews and provide the Berkley Group with all contact information for relevant City staff.
3. Client will reimburse reasonable travel expenses for candidates invited to come to the city for an interview. Such expenses may include those incurred for transportation (mileage, air fare, rental car), lodging (at a pre-approved facility as identified to the candidates by BG staff), and a per diem for meals of up to thirty dollars (\$30) a day. Additional expenses, such as for spouses, may be reimbursed if approved in advance by the Client.
 - a. For its convenience, the Client authorizes the Berkley Group to collect all receipts for travel expenses and to reimburse candidates directly. The Berkley Group will then invoice the Client for those expenses, plus five percent (5%). Such charges shall be separate and in addition to the compensation stipulated in the agreement.

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- b. Berkley Group will maintain supporting documents for candidate travel expense reimbursement and will share such documentation with the Client as stipulated in Section 5, paragraph D (3) of the agreement.

Schedule

Berkley Group anticipates making an offer on behalf of the City to a selected candidate within 120 days upon a signed Notice to Proceed.

Fee

Executive search services will be a lump sum fee of \$25,000. This amount will include all non-direct expenses related to travel, etc., for Berkley Group staff. Fifty percent (\$12,500) will be due upon receipt of Notice to Proceed. The remaining balance, including all advertising costs, will be invoiced upon completion of the search process.

If additional finalist assessments are desired, the EQ-i 2.0 emotional intelligence assessment and/or the ADVanced Insights Profile (Attribute, Values, and DISC indices) assessment can be conducted for an additional fee. The EQ-i 2.0 emotional intelligence assessments is offered at \$500 per finalist assessment and \$1,500 for a results presentation to the City. The ADVanced Insight assessment is offered at \$500 per finalist assessment and \$2,000 for a results presentation to the City.

We are in agreement with the services and basis for fee determination in this scope of work and hereby grant the consultant notice to proceed for the work herein specified.

Mr. LC Jones, Mayor

Date

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Fire Chief Dan Howell presented a PowerPoint presentation with updates on the Fire Department.



Martinsville Fire & EMS

February 13, 2024 – City Council Update


Martinsville
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Departmental Divisions

- Fire and EMS Divisions
 - Administrative Personnel – 3
 - Operational Shifts – 24 (2 – Vacancies)
 - FF/ALS – 22
 - FF/BLS – 2
 - Part-Time Firefighters - 5
- Fire Marshal's Office
 - Fire Marshal - 1
 - Part-Time Fire Marshals – 2
- Non-Emergency Transport Division
 - EMT's – 2 (1 – Vacancy)
- Emergency Management and Safety Division
 - Emergency Management Coordinator – 1
 - Assistant Emergency Management Coordinator – 1
- Community Health Worker
 - Grant funded
 - Currently vacant. Using grant funds to pay personnel to handle referrals
 - Grant terminates at the end of June 2024
 - We have secured grant funds through June of 2025

Daily Staffing

E-1 – 2-3 Personnel

M-1/L-1 (ALS) – 2 Personnel

M-3/E-3 (ALS) – 2 Personnel

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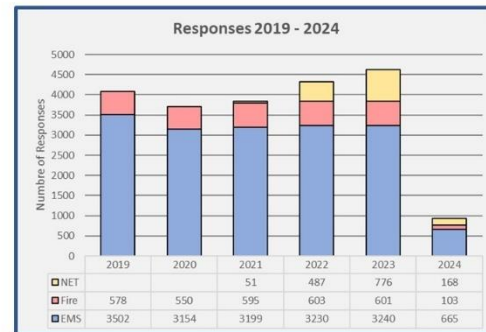
Departmental Statistics

Fire Division		
Activity Type	2023	2024 YTD
Fire Dispatches	415	72
Fire Mutual-Aid Provided	7	5
Fire Mutual-Aid Received	17	5
EMS Dispatches	3104	664
EMS Mutual-Aid Provided	151	24
EMS Mutual-Aid Received	67	18
Community Health Worker	144	13
Non-Emergency Transports	776	168
Total Responses	4295	917
Non-Response Activities		
	2023	2024 YTD
Total Shift Training Hours - Fire and EMS	5220	1,226.5
Station Tours/Individuals	187	0
Off-Site Public Education/Individuals	4285	0
Child Safety Seat Installations	50	6
Smoke Detectors Installed	952	81
Pre-Plans/Walk Throughs Conducted	44	9
Confined Space Stand-By	0	2
Fire Safety Inspections	217	54
Fire Investigations	6	3

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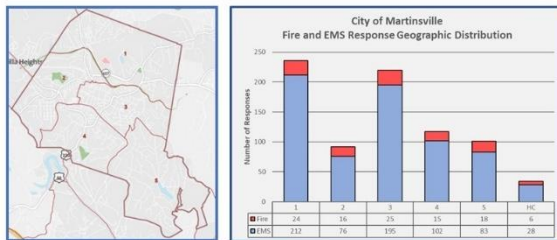
Departmental Responses



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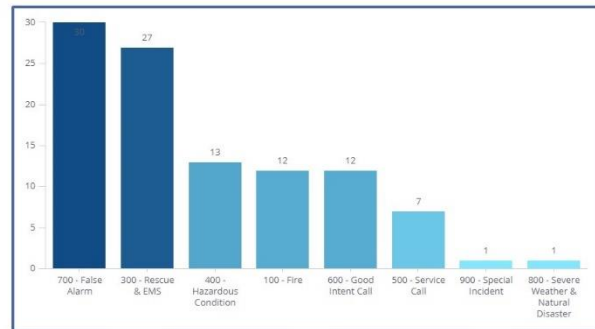
Geographical Distribution of Responses - 2024



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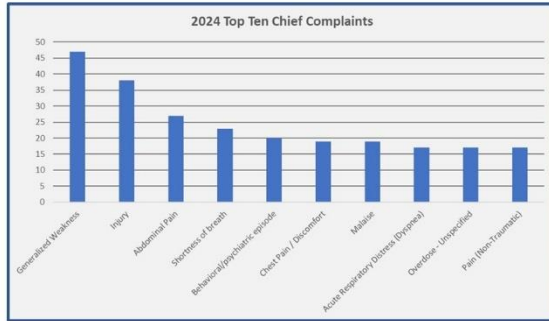
Fire Incident Types Through January 2024



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EMS Responses - 2024



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Budget – Fiscal Year 2024

Revenues

Transport Type	FY 2023	FY 2024
Emergency Transport	\$ 555,363.79	\$ 424,984.11
Non-Emergency Transport	\$ 161,128.14	\$ 79,253.52
Total	\$ 716,491.93	\$ 504,237.63

Expenses

Division Name	FY 2024 Budgeted	FYTD
Fire	\$ 2,783,740.00	\$ 1,707,806.48
EMS	\$ 285,445.00	\$ 211,958.55
Non-Emergency Transport	\$ 161,472.00	\$ 96,983.66
Emergency Management	\$ 238,301.00	\$ 194,687.00
Total	\$ 3,468,958.00	\$ 2,211,435.69
Percentage Used (Target is 66%)		64%

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Non-Emergency Transport Program

- Started in 2021 at the request of the hospital.
- Performs non-emergency BLS discharges for the hospital.
- Original contract signed in July of 2021.
- Started running calls in November of 2021.
- Runs Monday through Friday 10:00 – 18:00. (40 hours a week)
- The hospital requested an expansion in February of 2023 to 12 hours a day and 7 days a week. (84 hours a week)
- No agreement has been reached on the expansion.
- No new contracts have been signed since July 2021.



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Questions?

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Utilities Director Durwin Joyce presented a PowerPoint presentation with updates on the Electric Department.

Martinsville Electric Department Update

March 19, 2024



Responsibilities

- Martinsville Electric Department was established in 1904 to provide electric service to Martinsville's residents, businesses and industries.
- Over 120 years later, the department is still at work. It purchases wholesale power from American Municipal Power LLC to meet the city's peak demand of 42 megawatts. The city also operates and maintains our dam on the Smith River and a peak-shaving natural gas generator at our closed landfill.
- The electric department has 17 employees and at least one on-call crew prepared to respond to emergencies. Our line crews operate and maintain approximately 95 miles of overhead and underground lines, 10,000 poles, 3800 streetlights and 7600 meters.
- The Substation/Metering Crew maintains commercial and residential metering and responds to customer meter complaints. The meter crew also monitors, controls, and repairs substation equipment and schedules and supervises hydro plant and landfill generator operations. The Substation Crew operates the Supervisory Control and Data Acquisition System (SCADA), which allows for control and monitoring of voltage level, grid current, number of operations of the circuit breakers, and many other features that help provide reliable electric service.
- The Electric Department is an active member of the Blue Ridge Power Agency, the Municipal Electric Power Association of Virginia, and the American Public Power Association. The Electric Department has been actively participating in Federal and State regulatory concerns that impact our costs through these agencies.

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Benefits of Public Power

- Electric Rate Stability
 - Locally owned = locally controlled = lower cost to citizens
- Serves the community and Martinsville's priorities
- Provides long-term value and financial support for local government functions
- Faster response time
- Reliable customer service
- Highly trained staff
- Investment in our Community
 - Generated income remains in Martinsville

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Typical Customer Calls

December - February

- Calls - 107 during work hours, 104 after-hours
- 753 calls during large outages, during and after work hours
- Trouble calls include power outages, partial power, flickering lights, streetlights, trees and limbs on lines, accidents, structure fires, damaged poles, low and downed wires, and equipment damage.
- Meeting with contractors and homeowners to discuss new and upgraded services and address customer concerns.



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Typical Scheduled Work



Long and short-term projects and system improvement.



When possible, work is completed without interruption to service.



Oversight of outside contractors and joint-use pole attachments. Transmission, distribution, and substation maintenance and testing.



Customer-driven jobs including underground service installation, upgrades, generator installs, and other work requiring department coordination.

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Recent and Ongoing Projects

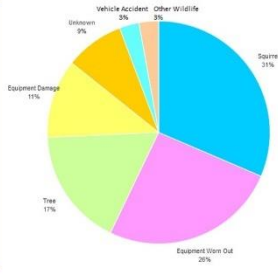
- Tie-line for the northside at Oneida and Inman Streets will allow alternate feed for all underground switchgear.
- Continue with adding additional reclosers, prioritizing worse-performing circuits
- Replacing fused switches with Trip Savers at strategic locations
- System-wide pole testing to determine deficient poles, change out of structurally deficient poles
- Infrastructure to support customer-added load



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CY 2023 Outage causes

- Trees and vehicle accidents cause most large outages, leading to the most customer outage minutes.
- Wildlife and equipment damage typically affects one or less than 5 customers.
- Exceptions during the last year were damaged and worn-out substation equipment.



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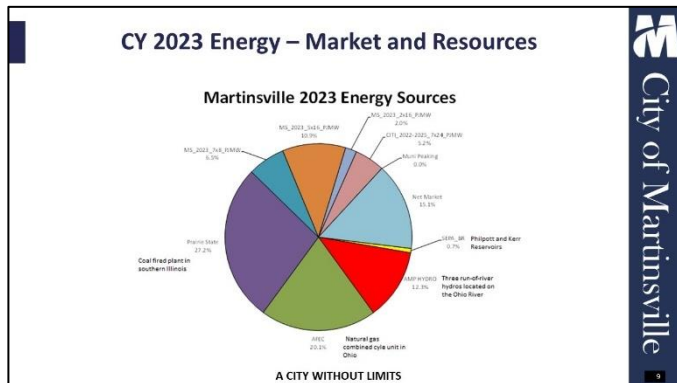
Current and Future Challenges

- Long lead times for material and equipment
- Price increases for all materials, examples below –

	2020	2023
\$905 25 KVA Pole Mount Transformer		\$2,458
\$344 45-foot class 3 pole		\$595
\$2.08 350 MCM underground wire		\$6.86

- Employee Retainment
- Annual double-digit increases in transmission rates will continue to affect our ability to make system improvements while maintaining competitive rates.

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City Council Executive Session began at 6:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 2.2-3711.A.3: Discussion or consideration of the acquisition of real property for a public purpose or disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, concerning amending the former BB&T Building contract. At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the meeting. A motion was made by Council Member Lawson; seconded by Council Member Pearson with the following 5-0 recorded vote in favor to return to Open Session: Rawls, aye; Lawson, aye; Jones, aye; Mitchell, aye; and Pearson, aye.

Council Member Lawson made a motion to recess as City Council and convene as the Martinsville Redevelopment and Housing Authority. Vice Mayor Rawls seconded the motion with

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all Council Members voting in favor. Housing Authority Member Lawson made a motion to approve a Resolution approving the addendum to the amended contract of sale for JRS Realty Partners, LLC. Housing Authority Member Pearson seconded the motion with the following roll call vote: Housing Authority Member Mitchell, aye; Housing Authority Member Pearson, aye; Housing Authority Chair Jones, aye; Housing Authority Vice Chair Rawls, aye; and Housing Authority Lawson, aye. Lawson made a motion to adjourn as the Housing Authority and reconvene as City Council. Pearson seconded the motion with all voting in favor.

RESOLUTION APPROVING ADDENDUM TO AMENDED CONTRACT OF SALE

WHEREAS, the Martinsville Redevelopment and Housing Authority (the "Authority") and JRS Realty Partners, LLC (the "LLC") entered into an Amended Contract of Sale (the "Amended Contract of Sale") dated as of October 25, 2023 providing for the Authority to convey certain property commonly referred to as the BB&T Building with a street address of 1 Ellsworth Street, Martinsville, VA 24112 (the "Property"); and

WHEREAS, the Authority and the LLC desire to amend the Amended Contract of Sale to extend the Due Diligence Period (as defined in the Amended Contract of Sale) to May 15, 2024 in accordance with the terms of an Addendum to Amended Contract of Sale (the "Addendum"), the form of which has been presented to this meeting.

NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby approves the Addendum and authorizes the Executive Director of the Authority to execute the Addendum in substantially the form presented to this meeting; and

BE IT FURTHER RESOLVED that the employees and agents of the Authority are authorized to take such other actions as necessary or appropriate to carry out the terms of the Addendum, and that this Resolution will take effect immediately.

Adopted by the Commissioners of the Housing Authority at a meeting on the 20th day of March, 2024.

CERTIFICATE

The Commissioners of the Housing Authority voted as follows on the foregoing Resolution:

Ayes

L.C. Jones
Aaron Rawls
Kathy C. Lawson
Tammy Pearson
Lawrence Mitchell

Nays

None

Absent

None

Abstentions

None



Aretha Ferrell-Benavides, Executive Director
Martinsville Redevelopment and Housing Authority

Call to Order – Mayor Jones welcomed everyone to the meeting, pointing out that agendas could be found in the back of the room and on the City’s website.

Pledge to the American Flag – Council Member Kathy Lawson led the pledge to the flag; Shasta Carmichael offered invocation.

Proclamations and Presentations – Council Member Pearson read the Proclamation for National Library Week and presented it to Margaret Cardwell of the Blue Ridge Regional Library. Cardwell invited the public to visit one of the five regional libraries and the bookmobile. Cardwell shared the importance of increased funding for the library with the next city budget.



PROCLAMATION
NATIONAL LIBRARY WEEK
April 7-13, 2024

Whereas, our nation's libraries are modern community resources for education, information, culture, and entertainment, and play a vital role in providing millions of people with the resources they need to live, learn, and work in the 21st century; and

Whereas, libraries are dynamic places and librarians are the ultimate search engine, helping people of all ages find the information they need in print and online; and

Whereas, in times of economic instability, Americans rely heavily on their public libraries; and

Whereas, libraries give access to nearly everything on the Web or in print and offer personal service and assistance in finding it; and

Whereas, libraries offer free access to information and resources; and

Whereas, libraries provide services and programs to children and realize they are our future; and

Whereas, libraries and library supporters across America are celebrating National Library Week with @ your library, The Campaign for America's Libraries.

Now, Therefore, I, LC Jones, Mayor of the City of Martinsville, do hereby proclaim April 7-13, 2024, as **National Library Week** in the City of Martinsville and encourage all residents to support and use the Blue Ridge Regional Library and discover or rediscover the wealth of resources available there.

LC Jones, Mayor

Regular agenda or new business: Council Member Lawson made the motion to approve the Work Order for the City Attorney Executive Search; Council Member Pearson seconded the motion, and all Council Members voted in favor.

Budget Workshop Initial Revenue Estimates – City Manager Aretha Ferrell-Benavides spoke about the Budget Revenue outlook for 2024-25 and shared a PowerPoint detailing the budget calendar, revenue projection approach, budget outlook, challenges facing the economy, Dr. Bailey's key considerations for organizations, an overview of the City Manager's observations, a general fund revenue multi-year summary, and general fund budget – revenue.

Communications from Visitors / Business from the Floor – Mike Scaffidi, representative of the local AMVETS and Retired Army and Vietnam Veteran Carl Wright, provided information on the services that AMVETS provides to the community. AMVETS would like to inform the City Council of their desire to acquire the National Armory property to combine all local AMVETS branches in a single location and allow members to service veterans and their families in various ways. They have the support of other veteran organizations; the AMVETS is the top contributor to veterans in the state. Wright said it's obvious that the City Council and the City Manager do not want AMVETS to have the armory for some reason. Anthony Bryant, 716 Windsor Lane and Retired Sergeant of the Army, spoke, sharing that veterans are a different breed, and they serve a lifelong connection with fellow veterans. He found Post 35 and, after a single visit, signed up

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as a lifetime member. Bryant asked if Council was aware of any services in Martinsville or Henry County that provided services to veterans before tonight. Only 5% of Veterans in the area are a member of AMVETS; they are lost and not getting the benefits they deserve, and most do not realize the services available. Bryant shared some of the services that the local veterans provide and organizations that they've supported. Many of the local organizations do not have post homes and meet at other businesses like Wright's Funeral Home. With the support of the city and county, the armory could become a great asset to the AMVETS, local veterans, and their families. Doug Coates, Mt Olivette Road, was a soldier and now a disabled vet. He gave Council Members each a \$1 bill; Council bought the armory for \$1, and the veterans fought for their freedom with their blood. Coates asked Council to take a moment to consider that. Sam Phillips, Retired Army for 30 years. Thank you for allowing the AMVETS to speak. The armory is accessible to staff and for office spaces. Shawn O'Leary, an AMVETS rider, shared that 22 soldiers commit suicide on a daily average. Having a place for them to go and talk to others who have experienced what they have is vital in saving lives. David Niblett, 77 Warren Road, Bassett, a Navy veteran, said his wife worked in DC for the Veterans Administration, and she brought home stories of how veterans were treated; they have no place to go to talk and no services to receive treatments. The word needs to get out there about veteran suicides, and a place needs to be made available for those in need.

Ural Harris, 217 Stuart Street, stated that Vice Mayor Rawls said the 5:00 meeting would be televised, but it was not; Harris asked that it be fixed for the next meeting.

Mayor Jones thanked the veterans for attending and expressing their needs; it was educational and humbling for him, and he thanked them for sharing that information. There is an outreach VA program to help communities put together assistance, trade programs, and job skills. Jones commits that if veterans are willing to work with him, the armory will be short-sighted and serve its purpose, but he feels that the veterans deserve better, and he will search for a place even in the county to support those veterans. Continue to communicate with the council so that a plan can be put into place.

Comments by Members of City Council – Council Member Mitchell thanked the veterans for attending. A year ago, Alberta Wilson was honored for her 100th birthday; she passed away last week, so Mitchell offered condolences to her family. Council Member Pearson thanked the veterans for attending and sharing information; no words can express her gratitude for their service. Council Member Lawson echoed the mayor's words; she understands what the veterans have spoken about, and she looks forward to moving forward and working with AMVETS. Hazardous Waste Day is April 13 at the PSA warehouse in Bassett; this is a free service for Martinsville and Henry County citizens. Vice Mayor Rawls let the veterans know that the armory includes a gym and 10 offices and needs a lot of work on the heating and air system. Rawls hopes to work with the county to identify locations that could be better for the AMVETS. Mayor Jones shared details about a budget survey for residents to complete online regarding the budget

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process and a big opportunity for citizens to get involved. Police Chief Fincher is looking for new officers for the department and highlighted recruiting steps to find new officers from various backgrounds; that's what makes a good department, Jones said being a police officer is the best job he's ever had, and no experience is necessary to apply. The Fire Department is hiring also.

Communications – City Manager Ferrall-Benavides attended a play in Apex on the history of Apex and it spoke highly of Martinsville history through the Baldwin Family. The Mayor of Apex suggested a sister neighborhood relationship with Martinsville. Ferrell-Benavides thanked the veterans for attending; because there is a current RFP process, it is important that she works with the City Attorney's so that they don't do anything to go against those processes. It is important to work towards a solution.

Adjournment – Council Member Mitchell made a motion to adjourn the meeting at 8:00pm

Karen Roberts, Clerk of Council

LC Jones, Mayor