

AGENDA--CITY COUNCIL  
CITY OF MARTINSVILLE, VIRGINIA  
Council Chambers – Municipal Building

**5:00pm Work Session      6:00pm Executive Session      7:00pm Regular Session**  
**Tuesday March 26, 2024**

**5:00 pm – WORK SESSION / BRIEFING**

1. Discuss Consent Agenda Items
  - A. Reallocation of capital funds for Public Works: pressure washer
2. Briefings and Presentations
  - A. Just Call Granny Presentation
  - B. Vision/Mission Discussion
3. Quarterly Department Updates:
  - A. Public Works
  - B. Water Resources

**6:00 pm – EXECUTIVE SESSION**

1. 2.2-3711.A.1: Discussion, consideration, or interview 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, concerning Boards and Commissions update and Appointments/Re-Appointments.
2. 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 a Contract Amendment for “I Won’t Stop Family, LLC” Lease.
3. 2.2-3711A.7: Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where consultation in an open meeting would adversely affect the City’s negotiation or litigating posture concerning Henry County PSA.

**7:00 pm - Regular Session**

1. Call to Order
2. Pledge to the American Flag by Council Member Tammy Pearson.
3. Invocation –
4. Proclamations and Presentations
  - A. Proclamation for Marie Smith Craig turning 100 years old.
  - B. Proclamation recognizing the month of April 2024 as Bee City Month.
5. Consent Agenda
  - A. Reallocation of capital funds for Public Works
  - B. Boards and Commissions Update and Appointments/Re-Appointments
  - C. Contract Amendment for “I Won’t Stop Family, LLC” Lease
6. Public Hearing – None
7. Regular agenda or new business
  - A. Health Benefits Update

8. Communications from Visitors / Business from the Floor

The public comment portion of the Council meeting provides citizens with the opportunity to discuss matters relevant to the operation of the City, which are not listed on the printed agenda. Citizens who wish to participate in a meeting's public comment period may do so by emailing their comments to Karen Roberts, Clerk of Council, at [kroberts@ci.martinsville.va.us](mailto:kroberts@ci.martinsville.va.us), calling in their comments to 276-403-5182, faxing comments to 276-403-5280, or mailing comments to the City of Martinsville, attn.: Karen Roberts, P.O. Drawer 1112, Martinsville, VA 24114. Comments must be received by 12:00 noon March 25, 2024. Citizens may also request to speak at the Council meeting in the same manner. Comments, or a request to speak, must be received by noon the day before a Council meeting for consideration by Council at the meeting. Any person submitting comments or requesting to speak must identify themselves by name and address, including zip code, limit their remarks 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. Priority for comments AGENDA--CITY COUNCIL CITY OF MARTINSVILLE, VIRGINIA Council Chambers – Municipal Building 5:00 pm Work Session 7:00 pm Regular Session DATE is given to City residents, taxpayers, and business owners. Speakers may not yield time. Groups of speakers on the same topic must designate a single representative. Comments violating these rules may not be presented at the Council meeting. Any speaker violating these rules may be removed from the podium or from the Council chamber. 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.

9. Comments by Members of City Council (5 mins)

10. Communications

- A. City Manager
- B. City Attorney
- C. Deputy City Clerk
- D. Monthly Financial Update

11. Adjournment



# Proposed City Vision & Mission Statements

Strategic Planning and Organizational Development



# Staff Retreat

- Department Directors and Senior Executives engaged in a two-day staff retreat.
- The team developed mission and vision statements for the Council to review and approve.
- Staff developed statements using industry best practices and worked in small groups.



# Vision Statements

## Qualities of a Vision Statement:

1. People First
2. Inclusion, Diversity, Equality
3. Health and Well-Being of the Community
4. Strategic Foresight and Future Shaping
5. Green Economy – Sustainability and Climate Change
6. Innovative, Smart, and Digital Cities
7. Prosperous Economy and International Recognition

- Martinsville is a vibrant city on the leading edge of modernization and technology, providing affordable services, exemplary education and career development, quality of life, and natural beauty. Defined by opportunity and inclusiveness, we have built a community where prosperity and a simplistic lifestyle are attainable for all citizens.
- Martinsville is a vibrant and transformative city centrally located in the foothills of the Blue Ridge Mountains, where friendliness, affordability, and high quality of life are accessible to everyone. We respect our history and are optimistic for our future, ensuring our community is a sustainable place to live, visit, and grow.
- We see Martinsville as a vibrant and inclusive place that is defined by its multi-generational amenities, safe neighborhoods, quality housing, and its fiscally sustainable approach to community development.

# Mission Statements

A mission defines the city's purpose. It states what we hope to accomplish in the present to achieve the vision for the future.

- The City of Martinsville supports continuous innovation and financial stability, providing high-quality services to our citizens.
- We aim to cultivate a thriving community where everyone is motivated to excel through service above self, a commitment to democratic values, and where every change propels us forward.
- The mission of the City of Martinsville is to promote economic and cultural development to ensure a vibrant and accepting community. Ensure a high level of public safety by maintaining a modern emergency services organization. Support community development and engagement, and ensure the government operates with sound fiscal policies.

# What's Next?

How does the vision and mission statements help with strategic planning and organizational development?

- The guiding framework for decision-making and provides a clear and shared direction.
- Focus on strategic priorities, highlighting key areas such as community engagement and innovation.
- It can serve as a basis for setting specific and measurable objectives to track our progress and performance (to achieve the outlined vision).
- It enhances our organizational identity by articulating the organization's character and aspirations that foster a strong sense of purpose.
- Attract and retain talent by sharing the organization's values and reinforcing a sense of purpose.
- Can strengthen community relations by committing to inclusivity, public safety, or other values listed in the statements.

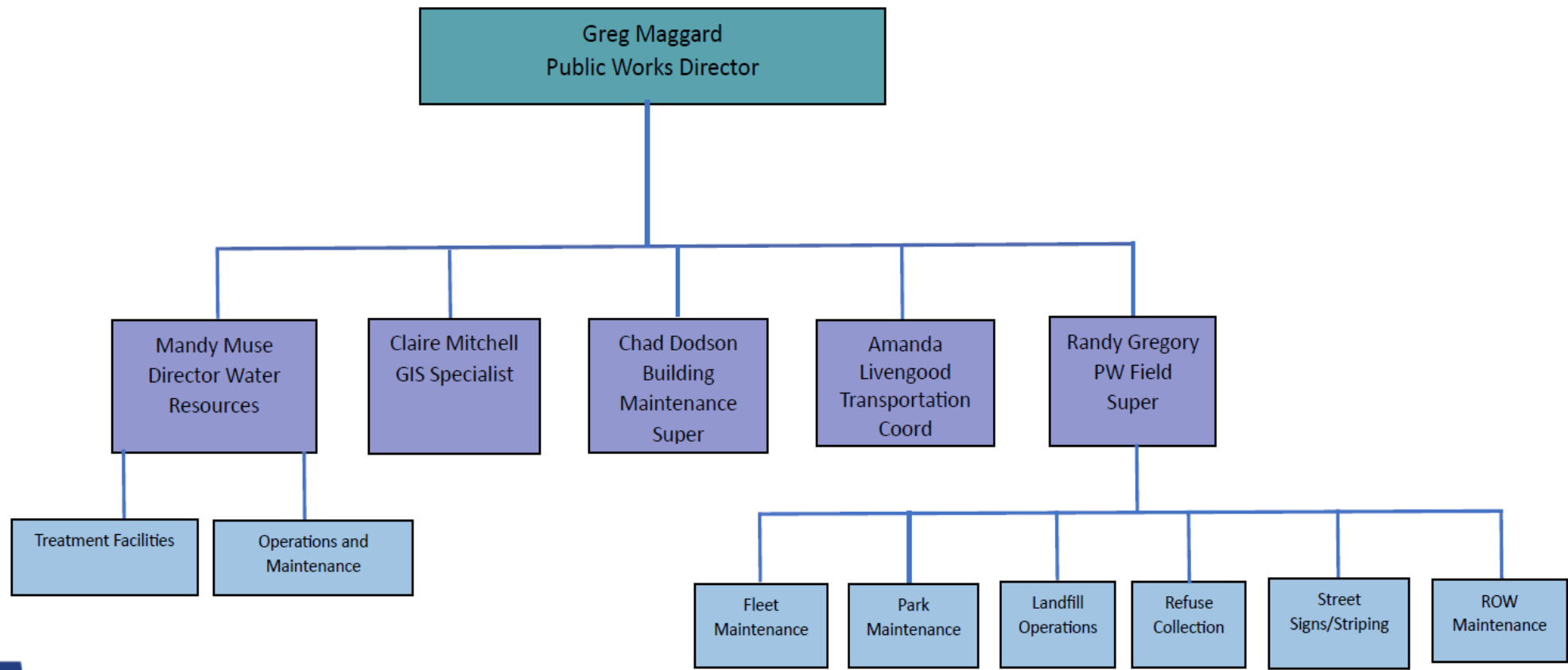
## Next Steps

- Once approved, the mission and vision statements will be used to facilitate ongoing efforts in developing the city's strategic plan.

# PUBLIC WORKS AND WATER RESOURCES



# Public Works/Utilities Organizational Structure





# Right of Way Maintenance

324 Lane Miles  
of Right of Way  
to Maintain

Mowing all  
Shoulders

Tree Trimming  
and Removal

Beautification

Continual  
Street  
Sweeping

Fall Leaf Clean  
Up

Snow Removal

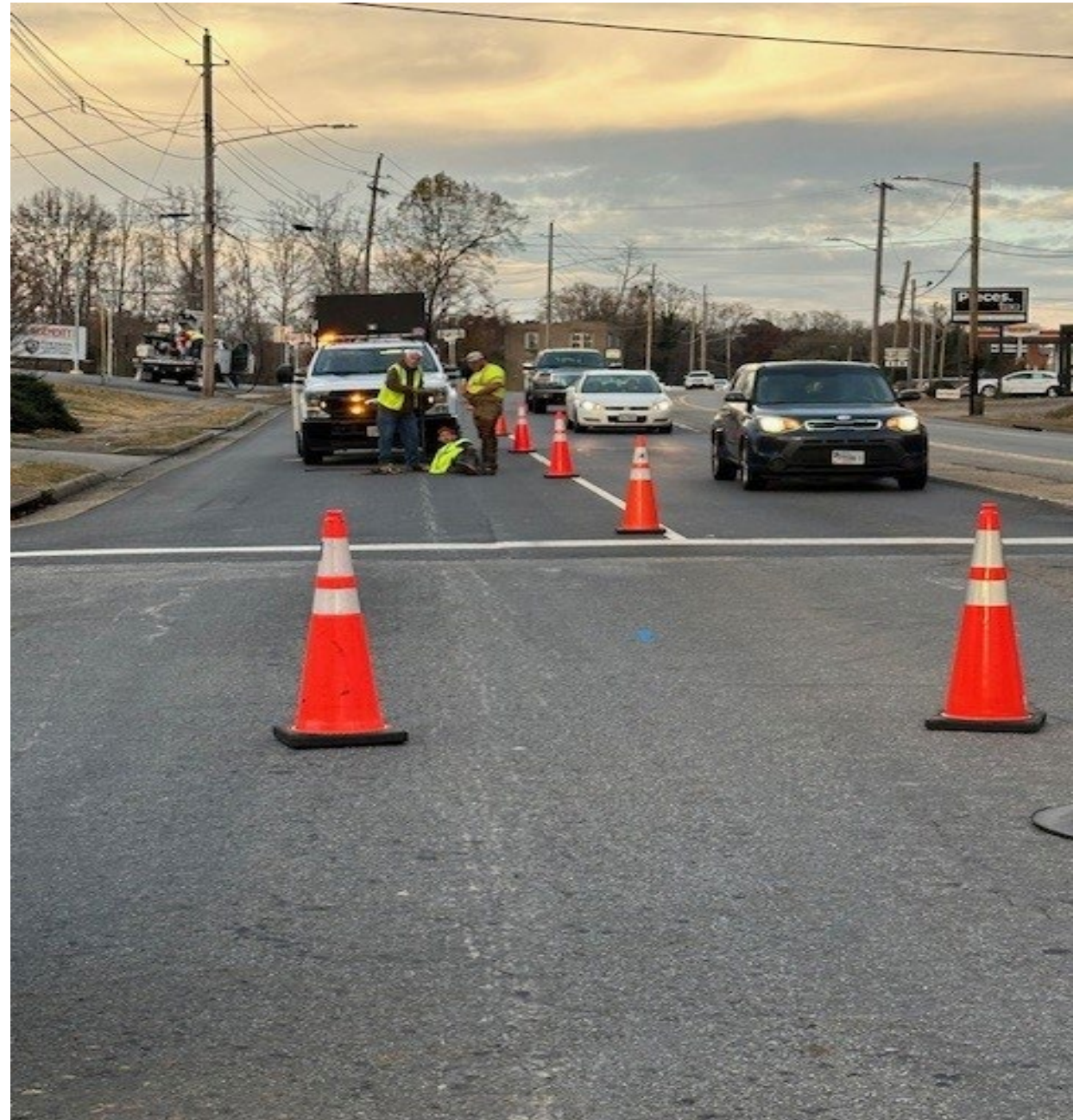
Stormwater  
Maintenance

11 Full-Time  
Employees



# Street Signs and Striping

- **Provide Traffic Control for all Road Closures within City Limits**
- **Maintain Over 15,000 Roadway Signs**
- **Manage Roadway Striping Procedures and Projects**
- **3 Full-Time Employees**





# Refuse Collection



SERVICE OVER  
5500 CUSTOMERS  
WEEKLY



OPERATE 4  
COLLECTION  
TRUCKS



MANAGE OVER 300  
DUMPSTER  
ACCOUNTS



8 FULL-TIME  
EMPLOYEES





# Park Maintenance

- Maintain 10 Municipal Parks and Hooker Field
- Conduct Monthly Safety Inspections on Equipment
- Administration of the Park Rental Program
- 3 Full-Time Employees





# Fleet Maintenance



- 158 Light Trucks and Cars Maintained (including Police)
- Maintain 32 School Busses
- Provide Heavy Equipment Maintenance to Over 40 Pieces
- Maintain 4 Fire Trucks
- Provide Backup Snow Removal
- 8 Full-Time Employees

# Water Resources Department

Martinsville's Water Resources Department is responsible for the operation and maintenance of all facilities associated with providing water and wastewater service to the entire City of Martinsville and some adjacent areas in Henry County.

Facilities include the reservoir and dam, treatment plants, finished water storage tanks, water distribution, and wastewater collection systems. Each of these facilities must maintain regulatory compliance with Federal & State Agencies (EPA, DCR, USACE, VDH-ODW, and DEQ) to ensure the health and safety of our citizens, wildlife, and environment.



A scenic view of Beaver Creek Reservoir. In the foreground, a grassy area features a wooden pier extending into the water. On the pier, there is a black trash can with a "NO SWIMMING" sign. To the right of the pier, a black metal bench sits on the grass. A thin wire fence runs across the lower part of the frame. The reservoir is a large body of blue water, and the background is filled with a dense line of green trees under a clear sky.

# Beaver Creek Reservoir

With a 1.3-billion-gallon capacity, Beaver Creek Reservoir serves as the City of Martinsville's primary drinking water source.

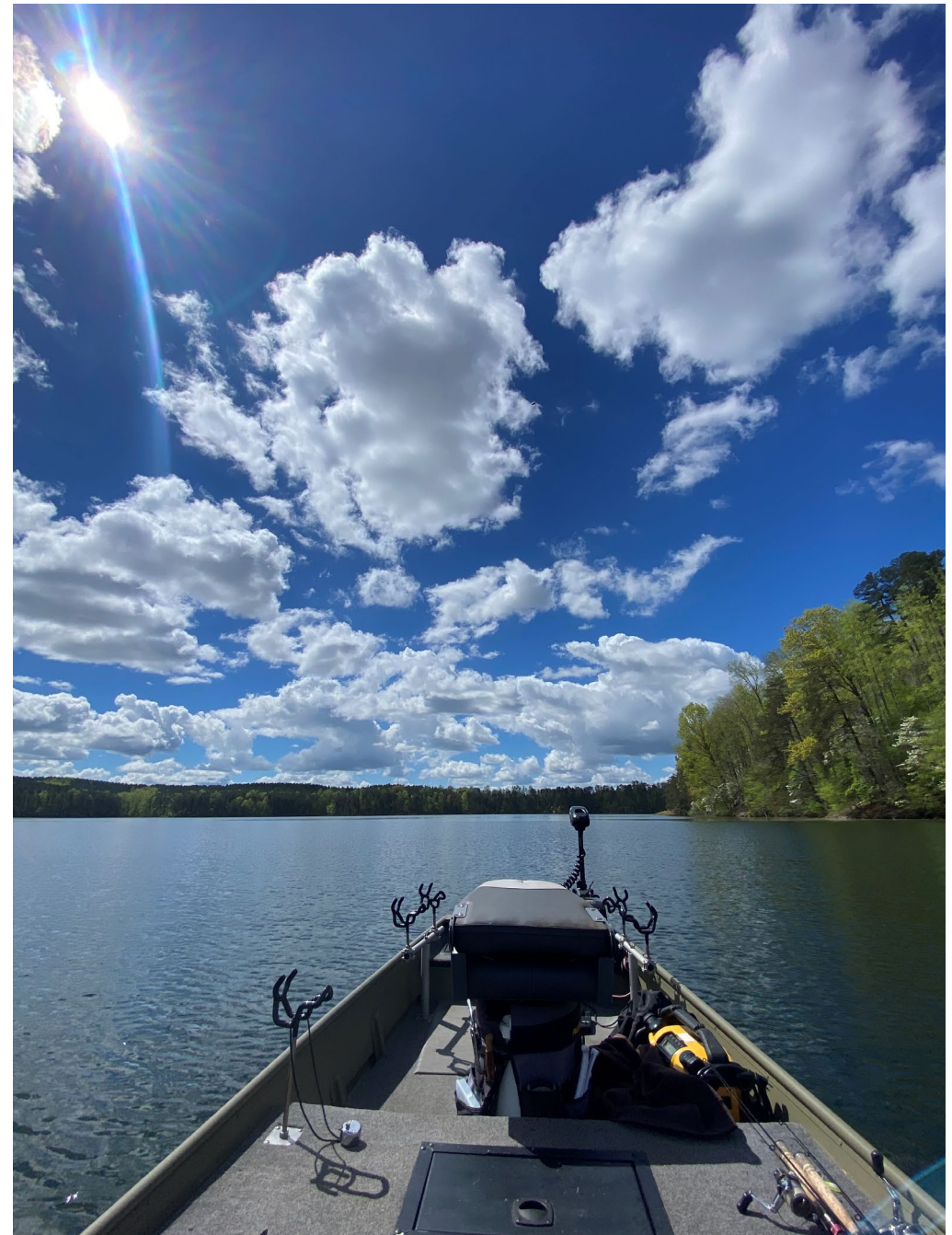
1954



The 175-acre lake also provides a recreational area for picnicking, fishing, and boating activities.

Annual and day passes are available for boat owners, and kayaks and canoes can be rented at the facility.

Four part-time Lake Wardens maintain security and regulate recreational activities seven days a week, from 7 am until 6 pm.







# Water Filtration Plant

An average of 2.3 million gallons is produced daily to meet customer demand.

1948



Raw water is pumped from the reservoir to Martinsville's Water Filtration Plant, which has the capacity to treat up to 7.5 million gallons per day.

Water is settled, filtered, and disinfected to ensure that safe, healthy drinking water is distributed to our customers.

A team of four Operators, one Lab Technician, and a Plant Manager are committed to maintaining compliance with the EPA and VDH-ODW's regulations.





# Water Distribution System

Water Resources maintains 7 water tanks. Six tanks are in use and the remaining tank could be brought online for additional storage capacity if needed.

Each water tank is cleaned and inspected every 3 years and painted in 15-year intervals.

These tanks allow water to be fed by gravity through 120 miles of distribution lines without the need for booster pump stations.

The department maintains approximately 7,500 metered service connections.





# Water Distribution & Sewer Collection Maintenance

- The Water & Sewer Maintenance Coordinator oversees 3 crews consisting of 13 employees.
- Crews perform planned and emergency maintenance and construction such as:
  - Completing water line improvement projects.
  - Constructing new water and sewer taps.
  - Jetting sewer lines to clear blockages.
  - Performing camera inspections of sewer lines to determine the cause of issues.
  - Treating sewer lines with solvents to maintain flows.
  - Repairing water mains and sewer line breaks.
  - Repairing manholes.
  - Replacing damaged meter boxes.
  - Maintaining all water & sewer right-of-ways.
  - Installing & replacing large water meters with confined space entry.
  - Investigating sewer inflow & infiltration.
- An On-Call crew is available nights, weekends, and holidays to respond to emergencies promptly.







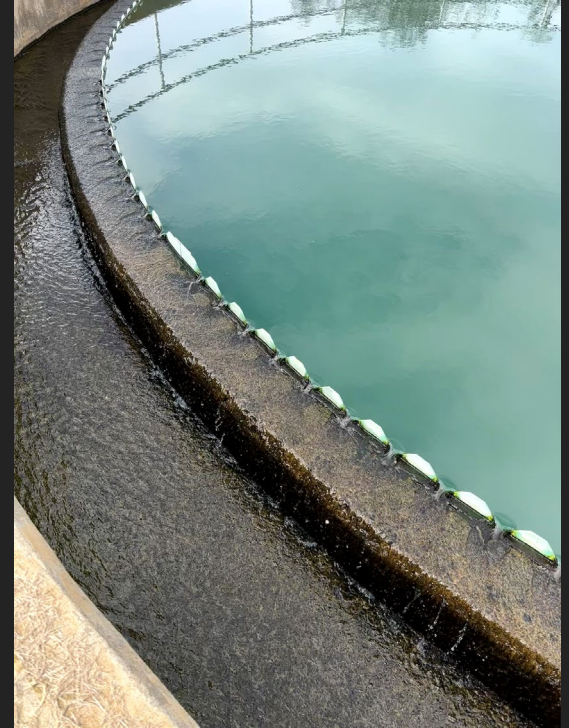
# Sewer Collection System

- Approximately 140 miles of sewer collector and interceptor lines gather used water from homes and businesses within Martinsville and Henry County.
- Small collector lines dump into much larger sewer interceptors that convey the flow to the wastewater treatment plant.
- Maintenance & repairs of collector lines and manholes are completed in-house.
- Work performed on interceptors must be contracted out due to the size and depth of the lines.
- The Jones Creek Interceptor project is currently underway. The principal work performed under this contract is the replacement of 5,200 linear feet of sewer line, including 23 new manholes.



# Wastewater Treatment Plant

Wastewater flows from Martinsville and Henry County are conveyed to this 8 MGD extended aeration-activated sludge treatment facility.



A dedicated staff of 9 Operators, a Lab Manager, a Plant Manager, and a Solids Handling Coordinator provide coverage at the facility 24 hours a day.

A delicate biological balance must be maintained for microorganisms to facilitate adequate wastewater treatment. When this process is properly combined with sedimentation, disinfection, and dichlorination, Martinsville is able to maintain NPDES permit compliance.

A Plant Maintenance Crew is based out of this facility and consists of a Maintenance Supervisor, Electrical Technician, and 5 Plant Mechanics. Together they work to complete preventative and emergency repairs at both treatment facilities.







**The Smith River is Martinsville's effluent flows' receiving body of water. It is our duty to discharge clean water into the streams that many people swim, fish, and play in daily. We must also remember that our neighbors downstream rely on the Smith River as their source of drinking water.**

**As such,  
the cycle continues.**





## PROCLAMATION

### MARIE SMITH CRAIG

March 26, 2024

**WHEREAS**, Marie Smith Craig was born on March 26, 1924, in Franklin County, Virginia to Clara Fralin Smith and James Thomas Smith who lived in the family's ancestral home, Smith Mountain Lake; and

**WHEREAS**, Mrs. Craig is a true Southern lady who dearly loves her family and church and is known for her warmth, kindness and generosity; and

**WHEREAS**, She graduated from Rocky Mount High School in 1942 and moved to Martinsville, Virginia where she was employed by E.I. Dupont, working for 15 years in the P.T. Lab; and

**WHEREAS**, Marie Smith Craig met and married her beloved husband Leonard Lee Craig to whom she has been married for more than 70 wonderful years; and

**WHEREAS**, Together Marie and Leonard had two very loved children, Michael Lee Craig and Susan Marie Craig Midkiff as well as were blessed by two grandchildren, Michael Adam Midkiff and Matthew Craig Midkiff; and

**WHEREAS**, Mrs. Craig is a lifelong member of Wesley Memorial Baptist Church of Martinsville, VA serving on the Altar Guild, the Young at Hearts Fellowship Group and the Lester-Thore Sunday school Class; and

**WHEREAS**, Marie Smith Craig volunteered her service at the former Memorial Hospital of Martinsville and Henry County, at the information desk for 17 years, highlighted by serving on the board of the Ladies Auxiliary.

**NOW THEREFORE, I**, LC Jones, Mayor of the City of Martinsville, Virginia, do hereby proclaim our thanks and appreciation for the 100 years of dedicated service of Marie Smith Craig to her family and this community.

---

LC Jones, Mayor





## PROCLAMATION

### RECOGNIZING THE MONTH OF APRIL, 2024 AS MARTINSVILLE'S OBSERVANCE OF BEE CITY MONTH

**WHEREAS**, pollinators such as thousands of species of bees are essential partners in producing much of our food supply; and

**WHEREAS**, pollinators provide significant environmental benefits that are necessary for maintaining healthy, diverse ecosystems in towns and cities; and

**WHEREAS**, pollinators play a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

**WHEREAS**, the City of Martinsville manages parks, public landscaping, and other public lands that may include greenways and wildlife habitats; and

**WHEREAS**, the City of Martinsville encourages all property owners, developers, and residents to promote wise conservation stewardship, including the protection of pollinators and the maintenance of their habitats;

**NOW, THEREFORE**, I, LC Jones, Mayor of the City of Martinsville, on this 28th day of March 2023, hereby proclaims the month of April 2024 as Martinsville's observance of

### **Martinsville's Bee City Month**

And, as the City of Martinsville is an affiliate of **Bee City USA®**, all citizens are urged to recognize this observance.

---

LC Jones, Mayor



**MEETINGS:** March 26, 2024

**TITLE:** Reallocation of Funds for the Purchase of Power Washer

**STAFF RESPONSIBLE** Greg Maggard

## BACKGROUND/HISTORY

All equipment and vehicles are kept clean utilizing a heated power washer. This promotes the longer life of the equipment and allows our mechanics easier access to maintenance areas. All garbage trucks are washed out daily. The current power washer is over 10 years old and no longer provides adequate heat or pressure to fully clean the equipment.

## POLICY EXPLANATION

Keeping all vehicles clean and presentable while out in public is in line with our Strategic Goal of strong community spirit and pride.

## FISCAL IMPACT/FUNDING SOURCE

The council approved a capital expense in the Fiscal Year 2024 Budget of \$14,000 for the replacement of a roll-up door at the Public Works Garage. The actual cost of the replacement was \$6,600 leaving \$7,400.

This request is to utilize the cost savings to purchase a new Heated Power Washer for the shop.

| AVAILABLE BUDGET | PURCHASE AMOUNT |
|------------------|-----------------|
| \$7,400          | \$7,085         |

## ACTION REQUESTED/ALTERNATIVES:

1. Approve the reallocation of capital funds for the purchase of a power washer.

## ATTACHMENTS:

1. Virginia Industrial Cleaners and Equipment Company Quotation



R. GREGORY MIGLIARESE, PRESIDENT

|                          |                                                            |
|--------------------------|------------------------------------------------------------|
| <b>MEETINGS:</b>         | March 26, 2024                                             |
| <b>TITLE:</b>            | Boards & Commissions Update and Appointment/Re-Appointment |
| <b>STAFF RESPONSIBLE</b> | Aretha R. Ferrell-Benavides & Richard Phipps               |

## BACKGROUND/HISTORY

The City Council typically conducts the appointment of members to municipal boards and commissions, except for the Board of Appeals. Appointments have been traditionally made as vacancies or resignations occur. The powers and responsibilities assigned to these boards and commissions are granted by the Council, as detailed in the City Charter or ordinance. Regional and State Boards and Commissions generally fall under the mandate of the State and are not directly overseen by the Council. However, in some instances, they have the power to appoint some members.

The Council has 108 individual appointments within 25 organizations with varying expiration dates. The organization appointment term varies between infinite to 4-year terms. As for the current appointment, there are 39 vacancies, with 17 approved in 2024. Vacancies may occur based on term expiration, resignation, or staff changes. The process is transitioned to the Deputy Clerk's Office, and each board or commission has individual liaisons. Through our website and social media, we advertise for individuals to apply to serve in various roles. Some positions have specific criteria or roles to serve, and some are for general participation. Staff have received applications from various individuals for re-appointment or appointment and are submitting the attached PowerPoint outlines positions for both.

## POLICY EXPLANATION

By City of Martinsville Charter or Establishing Ordinances

## FISCAL IMPACT/FUNDING SOURCE

\$0

**AVAILABLE BUDGET**  
NA

**PURCHASE AMOUNT**  
NA

## ACTION REQUESTED/ALTERNATIVES:

1. Approve All Re-Appointment and Identified Appointments
2. Do Not Approve
3. Other Action as Directed by City Council





# City of Martinsville Board & Commissions

Review of Existing Appointments and Future Appointment Process



*Martinsville*  
A CITY WITHOUT LIMITS



# ARCHITECTURAL REVIEW BOARD

Established for the purposes of administering the provisions of the Historical District ordinance. This board is to be composed of five (5) qualified residents of the City of Martinsville appointed by the City Council; except that City Council may appoint, as one of the five qualified members, a licensed architect or landscape architect who is not a resident of the City of Martinsville.

**TERMS:** Once a term renews, such term shall be valid for three (3) years. A member may serve three (3) consecutive terms) City Council may reappoint the board member for a fourth term if no one qualified has applied. If a Board member moves from the City during his/her term of appointment, he/she may continue to serve as a member with the approval of the City Council.

The board meets on the third Thursday of each month at 10:00 am

**CONTACT:** Kris Bridges, Community Development, 403-5169, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                                                      | Initial Appointment | Term Expires | Full Term |
|---------------------------------------------------------------------|---------------------|--------------|-----------|
| Kathleen McEvoy, 709 Spruce St (RESIGNED)                           | 3/23/21             | 3/31/24      |           |
| Kerri Bradley, 710 Berkshire Place                                  | 1/24/23             | 3/31/26      |           |
| Michael Greene, 402 Oakdale St                                      | 4/25/23             | 3/31/26      |           |
| Sharon Shepherd, 813 Clarke Road                                    | 1/11/22             | 3/31/25      |           |
| Mary Rives Brown, 334 E. Church St, Apt B3 (REAPPOINTMENT ELIGIBLE) | 7/9/13              | 3/31/24      |           |





# ARTS AND CULTURAL COMMITTEE

Established by the City Council in 2010, under Martinsville City Code Section 2-109 through 2-118, the Arts and Cultural Committee works to enhance the Arts/Cultural District in the City of Martinsville. The Arts and Cultural Committee reports to the Planning Commission and works with the Architectural Review Board. The Committee consists of 11 members who serve three-year terms appointed by the City Council.

To ensure stakeholder involvement and input, members include:

- Representative from Piedmont Arts Association/Studio 107
- Representative from the

Virginia Museum of Natural History

- Representative from Southern Virginia Artisan Center
- Representative from the MHC Historical Society
- Representative from the Architectural Review Board
- Representative from West Piedmont Planning District Board
- A City Business Owner
- Four (4) Citizens

Community Development will serve as Secretary, and the Committee elects a Chairman and Vice Chairman among its members. The Committee meets on an as-needed basis.

**TERMS:** Each committee member will serve staggered terms of three years in duration.

**CONTACT:** Hannah Powell, Community Development, 276-403-5156, P.O. Box 1112, Martinsville, VA 24114

The board meets the third Thursday of each month at 10:00am

**CONTACT:** Kris Bridges, Community Development, 403-5169, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                                                   | Initial Appointment               | Term Expires | Full Term    |
|------------------------------------------------------------------|-----------------------------------|--------------|--------------|
| Lucy Treado, 615 Jefferson St, Apt 1                             | (VMNH) 3yr initial term           | 3/31/26      |              |
| VACANT                                                           | (PAA)                             | 12/31/25     |              |
| Julian Mei, 207 Thomas Heights                                   | (ARTISAN)                         | 12/31/26     |              |
| Callie Hietala, 1125 Cherokee Trail (Resigned)                   | (HISTORICAL)                      | 3/31/24      |              |
| VACANT                                                           | (ARB)                             | 12/31/25     | Partial Term |
| Edward Mitchell, 1406 Spruce Street Ext                          | (Citizen)                         | 12/31/25     |              |
| Kathleen McEvoy, 709 Spruce Street ) (Re-Appointment as Citizen) | (WEST PIEDMONT PLANNING DISTRICT) | 12/31/23     |              |
| Mandy Gordon, 1707 Mulberry Rd                                   | (CITY BUSINESS OWNER)             | 3/31/26      |              |
| VACANT                                                           | (Citizen)                         | 12/31/26     | Partial Term |
| Imogene Hodge Draper, 1035 Mulberry Rd (Resigned)                | (Citizen)                         | 12/31/25     | Partial Term |
| Jennifer Nease, 1236 Sam Lions Trail (Resigned)                  | (Citizen)                         | 2/25/26      | Partial Term |



## BOARD OF APPEALS

Originally established to review and decide appeals to the requirements of the Uniform Statewide Building Code as enforced by the City, the Board of Appeals consists of five members who serve five-year terms, all of whom are appointed by City Council. At present, the Board also has the authority to decide matters relating to the City's Erosion and Sediment Control Ordinance, Flood Plain Ordinances, and Fire Prevention Code. Decisions and actions made by the Board are by resolution. The Board meets on an as-needed basis to consider specific administrative decisions and interpretations of the ordinances under its authority.

**TERMS:** Each member serves a five-year term. The board meets on the third Thursday of each month at 10:00 am

**CONTACT:** Kris Bridges, Community Development, 403-5169, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                | Initial Appointment | Term Expires | Full Term |
|-------------------------------|---------------------|--------------|-----------|
| VACANT                        |                     | 5/11/28      |           |
| VACANT                        |                     | 5/11/24      |           |
| Wayne Draper – 114 Oakview Dr | 6/23/20             | 5/11/25      |           |
| VACANT                        |                     | 5/11/26      |           |
| VACANT                        |                     | 5/11/27      |           |





# BOARD OF ZONING APPEALS

The Board of Zoning Appeals hears appeals on the City's Zoning and Subdivision Ordinances. Five members are appointed by the Circuit Court Judge to serve Five-year terms. 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

**TERMS:** Each member serves a five-year term. Once a term renews, such term shall be valid for three (3) years. A member may serve three (3) consecutive terms) City Council may reappoint the board member for a fourth term if no one qualified has applied. If a Board member moves from the City during his/her term of appointment, he/she may continue to serve as a member with approval of the City Council

The board meets the third Thursday of each month at 10:00am

**CONTACT:** Kris Bridges, Community Development, 403-5169, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                                                 | Initial Appointment | Term Expires | Full Term |
|----------------------------------------------------------------|---------------------|--------------|-----------|
| Derrick Ziglar, Jr (10 E. Church Street)                       | 8/23/22             | 8/23/27      |           |
| Benjamin Sharpe, 1328 Root Trail                               | 3/10/20             | 9/22/24      |           |
| Duane Saufley (327 E. Church Street)                           | 8/23/22             | 8/23/27      |           |
| Michael Greene, 402 Oakdale (Appt 1/24/23, Judge Appt 8/25/23) | 1/24/23             | 1/24/28      |           |
| VACANT                                                         |                     | 9/26/28      |           |



# CITIZEN ADVISORY BOARD

Established by the authority granted in VA §15.2-1107, the Board provides judicious advice, ideas and feedback from a citizen perspective related to both present and future matters and plans of the City. The board will serve as a formal, consistent liaison between the Council, City staff and citizens. The board will study, analyze and formulate well-developed, thoughtful recommendations, insights, and ideas based upon citizen feedback and discuss/present to Council. The board will act as a two-way sounding board for the Council and citizens, and be involved in the planning of the current and future state of Martinsville. The board will help disseminate community information to the citizens to broaden the City's outreach. The board will meet the first and third Wednesday each month from 6:00-7:30pm. The board shall choose a chair and vice-chair.

**RESIDENCY** – Must be a Martinsville City resident qualified by knowledge and experience to make decisions on questions of community social needs. The board will comprise ten adults (ages 18 and up): two from West End, two from Southside, two from Northside, two from East Martinsville/Druid Hills, and two City business owners/operators.

**TERMS:** Four members will serve a two-year term, and four members will serve a three-year term.

**CONTACT:** City Manager's office, 403-5185, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                                  | Initial Appointment                    | Term Expires | Full Term |
|-------------------------------------------------|----------------------------------------|--------------|-----------|
| Khalil Baker, 110 Kings Row                     | West End Resident 2-yr term            | 4/25/23      | 4/30/25   |
| Charlie Holland, 114 Crestwood Ct               | West End Resident 3-yr term            | 4/12/23      | 4/30/26   |
| VACANT                                          | Southside Resident 2-yr term           |              |           |
| Martha Wickliffe, 1011 Cherokee Trail           | Southside Resident 3-yr term           | 9/26/23      | 4/30/26   |
| Alfonza Martin, 1006 Independence Drive         | Northside Resident 2-yr term           | 9/12/23      | 4/30/25   |
| Efigenia Mota, 549 Dillard St                   | Northside Resident 3-yr term           | 9/12/23      | 4/30/26   |
| VACANT                                          | Martinsville/Druid Hills 2-yr term     |              |           |
| Susan Tyler, 608 Jefferson Street               | Martinsville/Druid Hills 3-yr term     | 4/12/23      | 4/30/26   |
| VACANT                                          | City Business Owner/Operator 2-yr term |              |           |
| Robert Price, 284 Sunnycrest Drive Martinsville | City Business Owner/Operator 3-yr term | 4/12/23      | 4/30/26   |



# INDUSTRIAL DEVELOPMENT AUTHORITY

Established under the authority of Chapter 33 of Title 15.1, of the Code of Virginia, the Industrial Development Authority is involved in certain economic development projects. The Authority consists of seven members serving four-year terms appointed by the City Council. The City Manager has traditionally served as Secretary, and the Authority elects a Chairman and Vice Chairman from among its members. The Authority meets on an as-needed basis.

TERMS: Each member serves a four-year term The IDA will meet the first Monday of each month at 4:00 PM in Council Chambers

CONTACT: City Manager's office, 403-5185, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                                     | Initial Appointment | Term Expires | Full Term |
|----------------------------------------------------|---------------------|--------------|-----------|
| Marcus Stone, 153 Blue Ridge Yacht Club Rd Bassett | 10/24/23            | 9/26/24      |           |
| Ronnie Fultz, 1019 Country Club Drive              | 10/4/23             | 9/26/24      |           |
| Kimberly Walker, 1807 E. Church Street, Ext 901    | 10/4/23             | 9/26/25      |           |
| Michael Scales, 1010 Preston Road                  | 10/4/23             | 9/26/25      |           |
| Olivia Garrett, 400 Plantation Road                | 10/4/23             | 9/26/26      |           |
| Lee Prillaman, 50 Lowery Lester Drive              | 10/4/23             | 9/26/26      |           |
| Eric Phillips, 222 Red Hill Drive                  | 10/4/23             | 9/26/27      |           |



# 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 a variety of matters pertaining to land use planning and development in the City. In addition, the Commission is charged with the responsibility for preparing and recommending a comprehensive plan for adoption by City Council. Members of the planning commission shall be residents of the city qualified by knowledge and experience to make decisions on questions of community growth and development. At least one-half of such members shall be freeholders. Except as otherwise specifically provided in subsection (a) above, member of the commission shall hold no other municipal office. The Commission consists of seven members serving four-year terms appointed by City Council.

**TERMS:** Each member serves a four-year term.

**RESIDENCY:** Must be a Martinsville City resident

The Commission meets at 4:00pm on third Wednesday of each month

**CONTACT:** Keith Holland, Community Development, 403-5169, P.O. Box 1112, Martinsville, VA 24114

| Name & Address                           | Initial Appointment | Term Expires | Full Term |
|------------------------------------------|---------------------|--------------|-----------|
| Mack Evans, 610 Mulberry Road            | 9/8/20              | 6/30/24      |           |
| VACANT                                   |                     | 6/30/24      |           |
| Lisa Watkins, 307 Oakdale St             | 9/8/20              | 6/30/24      |           |
| DeShanta Hairston, 1308 Cardinal Lane    | 1/13/21             | 6/30/24      |           |
| Jonathan Martin, 3 East Church St Apt 3C | 9/28/21             | 6/30/26      |           |
| Austin Roberson, 1227 Mulberry Rd        | 10/10/17            | 6/30/26      |           |
| Joseph Martin, 27 E. Church St           | 7/1/14              | 6/30/26      |           |





# 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. 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 judgement 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) examine all claims for payment and authorize payment; and 8) to submit annually to City Council a budget request.

**TERMS:** The Board consists of five members serving three-year terms appointed by City Council. School Board members can serve a maximum of three 3-year consecutive terms.

Meetings are held on the second Monday of each month.

**CONTACT:** Dr. Zeb Talley, Superintendent,  
403-5820, 746 Indian Trail, Martinsville, VA  
24112

| Name & Address                                   | Initial Appointment | Term Expires | Full Term |
|--------------------------------------------------|---------------------|--------------|-----------|
| Michael Williamson, 922 Vine Street              | 07/12/22            | 06/30/25     |           |
| Heather Blankenbaker, 908 Hazelwood Ln           | 6/29/23             | 6/30/26      |           |
| Nekia Blackwell, 317 Forest St                   | 6/29/23             | 6/30/26      |           |
| Cody Williams, 1233 Lanier Rd                    | 6/29/23             | 6/30/24      |           |
| Yvonne Givens, 714 Indian Trail (reappt 6/23/21) | 07/09/19            | 06/30/24     |           |
|                                                  |                     |              |           |

# TRANSPORTATION SAFETY COMMISSION

The Transportation Safety Commission was created by action of City Council pursuant to powers granted in Chapter 2, Section 5, of the Code of the transportation and safety in the City. Regular members may serve three consecutive four-year terms.

TERMS: The commission elects a Chairman and Vice Chairman from among its members, with a Recording Secretary provided by the Chief of Police. The Commission meets on the third Tuesday each month in Council Chambers from 10:00am-11:00am.

CONTACT: Rob Fincher, Chief of Police, 403-5310, P.O. Box 1101, Martinsville, VA 24114

Copy to Dawn Hale, Police Department

| Name & Address                        | Initial Appointment | Term Expires | Full Term |
|---------------------------------------|---------------------|--------------|-----------|
| Michael Sanguedolce, 708 Starling Ave | 9/13/22             | 12/31/25     |           |
| Doug Sharpe, 206 Clearview Dr         | 2/28/23             | 12/31/25     |           |
| Melissa Taylor, 821 Belmont St        | 2/28/23             | 12/31/25     |           |
| Michael Law, 260 Oxford Dr            | 2/28/23             | 12/31/25     |           |
| VACANT                                |                     | 12/31/25     |           |
| Barbara Shively, 1035 Owen St. Ext    | 4/25/23             | 12/31/26     |           |
| Tom Conroy, 723 Corn Tassel Trail     | 1/24/23             | 12/31/26     |           |
| William Galyean, 701 Beverly Way      | 1/24/23             | 12/31/26     |           |
| VACANT                                |                     | 12/31/26     |           |





## TREE BOARD

Established for the purposes of administering the provisions of the Tree ordinance. This board, in collaboration with the City Manager and Superintendent of Schools or their designees, shall consider, investigate, makes findings, reports and recommendations regarding any special matter coming within the scope of its work. It shall be the responsibility of the Board to study, investigate, and develop recommendations for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in the parks, along streets and in other publicly owned areas.

**TERMS:** The Board is to be composed of five (5) members appointed by the city council. Of the members of the Board first appointed, one (1) shall be appointed for a term of one (1) year; two (2) for a term of two (2) years and two (2) for a term of three (3) years, respectively. Once a term renews, such term will be for three (3) years.

**CONTACT:** Greg Maggard, Public Works Director, 403-5159, P.O. Box 1112, Martinsville, VA 24114

| Name & Address | Initial Appointment | Term Expires | Full Term |
|----------------|---------------------|--------------|-----------|
| VACANT         |                     | 3/31/25      |           |
| VACANT         |                     | 3/31/26      |           |
| VACANT         |                     | 3/31/26      |           |
| VACANT         | 9/28/21             | 3/31/24      |           |
| VACANT         |                     | 3/31/24      |           |
| VACANT         |                     | 3/31/25      |           |

# 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: 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, approves all major purchases, approves new program, initiates for presentation to the local and state governing bodies, and approves any grant requests. Meetings of the Commission are held on an as-needed basis.

TERMS: Four-year terms.

CONTACT: Ricky Walker, Administrator, 634-2910, 313 East Market St, Martinsville, VA 24112

Copy to Robin Campbell,  
[robin.campbell@anchor-services.org](mailto:robin.campbell@anchor-services.org)

| Name & Address                                                     | Initial Appointment | Term Expires | Full Term |
|--------------------------------------------------------------------|---------------------|--------------|-----------|
| VACANT                                                             |                     | 12/31/27     |           |
| Karen Garrett, 1210 Sam Lions Tr. (reappt 1/09/18, reappt 1/11/22) | 1/13/15             | 12/31/25     | 3         |
| Veraine Randolph, 1414 S. Askin St (reappt 12/13/22)               | 4/12/11             | 12/31/26     | 3         |



# BLUE RIDGE REGIONAL LIBRARY GOVERNING BOARD

The functions of the Board include selecting and appointing the director of the library, establishing general policy, and planning the effect of city, county, state or national library legislation on service. It is the duty of the Board to obtain adequate funds from appropriations and gifts and to be responsible for their expenditure, attend Board meetings regularly, serve as a liaison between the library and the community, and work for higher standards of library service on all levels. The legal responsibility is vested in the Board. City Council appoints THREE members serving four-year terms per revised Bylaws 4/2/10. The Board meets on the third Wednesday of each month at 12:00pm.

TERMS: By State Law, appointments are limited to two full terms serving four-year terms.

CONTACT: Rick Ward, Director, 403-5435, P.O. Box 5264, Martinsville, VA 24115

(location address: 310 East Church Street Martinsville, VA 24112).

| Name & Address                    | Initial Appointment | Term Expires | Full Term |
|-----------------------------------|---------------------|--------------|-----------|
| Karen Despot, 101 Dove Lane       | 5/09/23             | 6/30/27      |           |
| Rives Coleman, 603 Mulberry Road  | 10/13/20            | 6/30/27      |           |
| Yleulhaldi Rose, 715 Circle Court | 12/13/22            | 06/30/25     |           |



# CHILDREN'S SERVICES ACT

CHILDREN'S SERVICES ACT –is responsible for coordinating funding for services to at-risk youth and their families. Meetings are held on the fourth Thursday of every month at 8:30 am at the Henry-Martinsville Department of Social Services in the Board Room. 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. Members serve unspecified terms; the private provider and parent representative are appointed by the governing body for a 2-year renewable term.

TERMS: Parent representative and Private provider serve 2-year renewable terms.

CONTACT: Robin Turner, CSA Coordinator,  
403-5592, P.O. Box 4946, Martinsville, VA  
24115

| Name & Address                                        | Initial Appointment        | Term Expires | Full Term |
|-------------------------------------------------------|----------------------------|--------------|-----------|
| VACANT, PARENT REPRESENTATIVE                         |                            | 12/31/25     |           |
| Billie White, PRIVATE PROVIDER                        |                            | 6/30/23      |           |
| VACANT, PRIVATE PROVIDER                              |                            | 6/30/25      |           |
| Cynthia Tarpley (Primary) - Karen Adams (Alternate)   | City School Division       |              |           |
| April Evans (Primary) - Amy Rice (Alternate)          | Social Services Department |              |           |
| Robert Hiatt (Primary) - Holly Johnson (Alternate)    | Court Service Unit         |              |           |
| Steve Bailey (Primary) - Verna Burnette (Alternate)   | Health Department          |              |           |
| Kelly Kobel (Primary) - Sharon Buckman (Alternate)    | Community Services Board   |              |           |
| Mandy McGhee (Primary) - Crystal Ferguson (Alternate) | City Finance Department    |              |           |



# 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.

TERMS: City Council appoints two members serving three-year terms.

CONTACT: Tammy Goad, Executive Director,  
276-632-6303, 135 East Market St,  
Martinsville, VA 24112

Email: [danrasap@centurylink.net](mailto:danrasap@centurylink.net)

| Name & Address                 | Initial Appointment | Term Expires | Full Term |
|--------------------------------|---------------------|--------------|-----------|
| Steve Draper, 1911 Dundee Lane | 12/10/13            | 4/30/24      | 3         |
| VACANT                         |                     |              |           |

# EMERGENCY HOUSING & COMMUNITY SUPPORT COMMISSION

Established by the authority granted in VA §15.2-1107, the Commission advises Council on matters of community need with respect to housing, human services, related agencies, the performance and outcomes of related efforts, and other matters as relevant. The commission is expected to inform Council of pertinent issues in a timely manner and make recommendations based on community impact. The Commission consists of seven members serving two-year terms. The Commission meets on the second Monday of each month at 5:00pm or at other times as determined by Commission membership.

**RESIDENCY** – Must be a Martinsville City resident qualified by knowledge and experience to make decisions on questions of community social needs.

**TERMS:** Each member serves a two-year term.

**CONTACT:** Kimberly Walker

| Name & Address                                 | Initial Appointment | Term Expires | Full Term |
|------------------------------------------------|---------------------|--------------|-----------|
| Barbara Seymour, 603 Mulberry Rd CHAIR         | 1/24/23             | 1/24/25      |           |
| Amy Rice, 20 Progress Drive                    | 1/24/23             | 1/24/25      |           |
| Stephanie Sherrill, 15 Cleveland Ave           | 1/24/23             | 1/24/25      |           |
| Cindy Franck, 951 Mulberry Rd                  | 1/24/23             | 1/24/25      |           |
| Sharmain Thornton, 521 Armstead Ave (Resigned) | 1/24/23             | 1/24/24      |           |
| Sandy Hines, 55 West Church St, (Resigned)     | 1/24/23             | 1/24/24      |           |
| Haley Roberson, 1227 Mulberry Rd (Resigned)    | 1/24/23             | 1/24/24      |           |

**A CITY WITHOUT LIMITS**



City of Martinsville



# 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. The Board meets on the third Monday of each month at 3:00 pm.

TERMS: By State Law, appointments are limited to two full terms. Members serve four-year terms.

CONTACT: Amy Rice, DSS Director, 656-4301, P.O. Box 4946, Martinsville, VA 24115

| Name & Address                                         | Initial Appointment | Term Expires | Full Term |
|--------------------------------------------------------|---------------------|--------------|-----------|
| Jean Odachowski, 1107 Cherokee Trail (reapptd 5/24/23) | 10/08/19            | 5/31/27      |           |
| VACANT                                                 |                     | 5/31/27      |           |
| Michael Kirby, 734 Indian Trail (Resigned)             | 1/14/20             | 5/31/26      |           |
|                                                        |                     |              |           |

# 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.

**RESIDENCY:** Members should be a resident of the locality appointing them to the Board

**TERMS:** By State law, appointments are limited to two full terms. Members serve four-year terms.

**CONTACT:** Dr. Greg Hodges, President,  
Patrick & Henry Community College, 645  
Patriot Avenue, Martinsville, VA 24112

| Name & Address                       | Initial Appointment | Term Expires | Full Term |
|--------------------------------------|---------------------|--------------|-----------|
| Jewell Drewery, 1011 Valient Lane    | 01/11/22            | 6/30/27      |           |
| Pamela Allen, 1005 Corn Tassel Trail | 1/13/22             | 6/30/24      |           |
| Ouss Sahhar, 334 E. Church St Apt A1 | 10/11/22            | 6/30/26      |           |

# 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. Meetings are typically held in Martinsville on the third Monday afternoon of each month at 5:30pm, although there is some variation in schedule.

**TERMS:** Board regulations state that members may not be appointed to more than three full terms. Members serve three-year terms.

**CONTACT:** Greg Preston, Executive Director, 632-7128 (cell 340-1030), 24 Clay Street, Martinsville, VA 24112

| Name & Address                  | Initial Appointment | Term Expires | Full Term |
|---------------------------------|---------------------|--------------|-----------|
| Ann Gibson, 102 Sherwood Place  | 6/28/22             | 6/30/25      |           |
| Brenda Ephriam, 932 Bethel Lane | 8/14/18             | 6/30/26      | 1         |



# PITTSYLVANIA COUNTY COMMUNITY ACTION AGENCY BOARD

City Council appoints one member who serves a three-year term.

TERMS: Three-year term.

CONTACT: Victoria Minton, Human Resource Director/Deputy Director, 434-432-8250 ext. 223, P.O. Box 1119, Chatham, VA 24531

| Name & Address                       | Initial Appointment | Term Expires | Full Term |
|--------------------------------------|---------------------|--------------|-----------|
| Lydia Martin, 2514 Martin Dr., Axton | 10/23/18            | 8/31/23      |           |

# SOUTHERN AREA AGENCY ON AGING 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 aged 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 coordinating 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. The Board's responsibilities include: 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. The Board meets on the last Monday of each month at 1:00 pm. The Board meets on the last Monday of every other month at 1:00 pm. The Board meets seven times per year.

TERMS: Members serve three-year terms. A member may serve two consecutive three-year terms.

CONTACT: Teresa N. Fontaine, Executive Director, 632-6442, 204 Cleveland Ave., Martinsville, VA 24112

| Name & Address                | Initial Appointment | Term Expires | Full Term |
|-------------------------------|---------------------|--------------|-----------|
| Crystal Dallas, 211 Massey St | 09/27/22            | 9/28/24      |           |
| VACANCY                       |                     | 02/28/24     |           |



City of Martinsville

# SOUTHERN VIRGINIA RECREATION FACILITIES AUTHORITY

Created and established (2006) for the purposes of acquiring, financing, constructing, owning and operating public recreational facilities in Martinsville and Henry County, and to that end it will have all statutory powers granted by the Act.

The Board of Directors shall be composed of ten (10) directors, four (4) of who shall be appointed by the City Council, four (4) of who shall be appointed by the Board of Supervisors. Regarding the appointments by the City and County, the City shall appoint the City Manager, and the County shall appoint the County Administrator. One of the four City appointees shall be a representative approved by the Harvest Foundation. Members of the Board shall be appointed for a term of four (4) years and can serve up to two (2) terms.

TERMS: Members will serve four (4) year terms and can serve up to two (2) terms.

CONTACT: Lloyd Barber, Executive Director,  
Smith River Sports Complex, 1000 Irisburg  
Rd., Axton, VA 24054,

276-638-5200 Ext 6,  
lbarber@southernvirginiports.com

| Name & Address                                                                         | Initial Appointment | Term Expires | Full Term |
|----------------------------------------------------------------------------------------|---------------------|--------------|-----------|
| Julie Wells, 305 Thomas Heights                                                        | 2/9/20              | 10/31/24     |           |
| Katina Dalton, 1242 Sam Lions Trail (4 <sup>th</sup> member must be Harvest appointee) | 6/8/21              | 10/31/24     |           |
| Rives Coleman, 603 Mulberry Rd                                                         | 10/10/18            | 10/31/26     |           |
| Andy Quirk, 1218 Knollwood Place                                                       | 10/23/18            | 10/31/26     |           |



# WEST PIEDMONT PLANNING DISTRICT 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

**TERMS:** Terms of office of members who are also member of governing bodies shall be coincident with their elected terms of office or such shorter term as their governing body shall determine. The citizen member shall serve for three years and may be reappointed.

**CONTACT:** Michael Armbrister, Director, 638-3987, P.O. Box 5268, Martinsville, VA 24115  
marmbrister@wppdc.org

| Name & Address                       |                | Initial Appointment | Term Expires | Full Term |
|--------------------------------------|----------------|---------------------|--------------|-----------|
| Kathy Lawson, 909 Barrows Mill Rd    | Governing Body | 1/10/17             | 12/31/24     |           |
| Aaron Rawls, 318 Brown Street        | Governing Body | 3/14/23             | 12/31/26     |           |
| Joseph Martin, 27 East Church Street | Citizen        | 4/11/23             | 6/30/25      |           |
|                                      |                |                     |              |           |

# WEST PIEDMONT PLANNING DISTRICT TECHNICAL ADVISORY COMMITTEE

The Committee advises the Board on matters of physical, housing, economic development, and human resources planning. The Committee also makes advisory recommendations to the Board in reviewing applications for Federal funds under the Intergovernmental Review Process. In addition, the Committee is responsible for reviewing regional plans and documents as developed. The Committee provides citizen input in the planning process. Each local governing body appoints one member and one alternate member. Members serve three-year terms; alternates serve four-year terms. Both Member and Alternate may attend meetings; however, if both are present, only the Member will vote on issues. The Committee also has two at-large members representing the Planning District. The at-large members are appointed to serve three-year terms as a voice for under-represented groups of the elderly, youth, poor, blacks, and women. There are no term limits for this board.

**TERMS:** Each local governing body appoints one member and one alternate member. Members serve three-year terms; alternates serve four-year terms.

**CONTACT:** Michael Armbrister, Director, 638-3987, P.O. Box 5268, Martinsville, VA 24115

| Name & Address                              | Initial Appointment | Term Expires | Full Term |
|---------------------------------------------|---------------------|--------------|-----------|
| Brittiany Freeland, 724 Grattan Rd (member) | 5/23/23             | 12/31/24     |           |
| VACANT, (alternate)                         |                     | 12/31/26     |           |
|                                             |                     |              |           |

# WESTERN VIRGINIA EMERGENCY MEDICAL SERVICES

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. There is a comprehensive plan that is used as a guideline. The Board meets on the second Thursday of the last month of each calendar quarter, and meetings are generally held at the Salem Civic Center at 2:00pm.

TERMS: Three-year term, No term limit

CONTACT: Steve Simon, Executive Director,  
1944 Peters Creek Rd, Roanoke, VA 24017-  
1613 (ssimon@vaems.org) 540-562-3482

| Name & Address                      | Initial Appointment | Term Expires | Full Term |
|-------------------------------------|---------------------|--------------|-----------|
| Diane Foley, Assistant Chief of EMS | 1/12/23             |              |           |



# SOUTHERN VIRGINIA RECREATION FACILITIES AUTHORITY

Created and established (2006) for the purposes of acquiring, financing, constructing, owning and operating public recreational facilities in Martinsville and Henry County, and to that end it will have all statutory powers granted by the Act.

The Board of Directors shall be composed of ten (10) directors, four (4) of whom shall be appointed by the City Council and four (4) of whom shall be appointed by the Board of Supervisors. Regarding the appointments by the City and County, the City shall appoint the City Manager, and the County shall appoint the County Administrator. One of the four City appointees shall be a representative approved by the Harvest Foundation. Members of the Board shall be appointed for a term of four (4) years and can serve up to two (2) terms.

TERMS: Members will serve four (4) year terms and can serve up to two (2) terms.

CONTACT: Lloyd Barber, Executive Director,  
Smith River Sports Complex, 1000 Irisburg  
Rd., Axton, VA 24054,

276-638-5200 Ext 6,  
lbarber@southernvirginiaspports.com

| Name & Address                                                                         | Initial Appointment | Term Expires | Full Term |
|----------------------------------------------------------------------------------------|---------------------|--------------|-----------|
| Julie Wells, 305 Thomas Heights                                                        | 2/9/20              | 10/31/24     |           |
| Katina Dalton, 1242 Sam Lions Trail (4 <sup>th</sup> member must be Harvest appointee) | 6/8/21              | 10/31/24     |           |
| Rives Coleman, 603 Mulberry Rd (Reappt 101122)                                         | 10/10/18            | 10/31/26     |           |
| Andy Quirk, 1218 Knollwood Place (Reappt 101122)                                       | 10/23/18            | 10/31/26     |           |
|                                                                                        |                     |              |           |

# BOARDS & COMMISSIONS



City of Martinsville

| BOARD                                       | NUMBER OF MEMBER | CURRENT VACANCY | APPROACHING VACANCY 2024 | TERMS   | STAFF LIAISON        |
|---------------------------------------------|------------------|-----------------|--------------------------|---------|----------------------|
| Architectural Review Board                  | 5                | 2               |                          | 3-Years | Kris Bridges         |
| Arts and Cultural Committee                 | 11               | 9               | 0                        | 3-Years | Kris Bridges         |
| Board of Appeals                            | 5                | 4               |                          |         | Kris Bridges         |
| Board of Zoning Appeals                     | 5                | 1               | 1                        |         | Kris Bridges         |
| Citizen Advisory Board                      | 10               | 3               |                          | 2-Year  | Shasta Carmichael    |
| Industrial Development Authority            |                  |                 | 2                        | 4-Years | City Managers Office |
| Planning Commission                         | 7                | 1               | 3                        | 4-Year  | Keith Holland        |
| School Board                                | 5                |                 | 2                        | 3-Year  | Dr. Talley           |
| Transportation Safety Commission            | 9                | 2               |                          | 4-Year  | Chief Rob Fincher    |
| Tree Board                                  | 6                | 6               |                          | 3-Year  | Greg Maggard         |
| Anchor Group Home System Commission         | 3                | 1               |                          | 4-Year  | Ricky Walker         |
| Blue Ridge Regional Library Governing Board | 3                | 0               | 0                        | 4-Year  | Rick Ward            |

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# BOARD & COMMISSIONS



City of Martinsville

| BOARD                                                          | NUMBER OF MEMBER | CURRENT VACANCY | APPROACHING VACANCY 2024 | TERMS  | STAFF LIAISON      |
|----------------------------------------------------------------|------------------|-----------------|--------------------------|--------|--------------------|
| Children's Services Act                                        | 9                | 2               |                          | 2-Year | Robin Turner       |
| Community Criminal Justice Board                               |                  |                 |                          |        |                    |
| Dan River Alcohol Safety Action Program Policy Board           | 2                | 1               |                          | 3-Year | Tammy Goad         |
| Emergency Housing & Community Support Commission               | 7                | 3               |                          |        | Kimberly Walker    |
| Henry-Martinsville Joint Social Services Board                 | 3                | 2               |                          |        | Amy Rice           |
| Patrick & Henry Community College Board                        | 3                |                 | 1                        | 4-Year | Dr Greg Hodge      |
| Piedmont Regional Community Services Board Pittsylvania County | 2                | 0               |                          |        | Greg Preston       |
| Pittsylvania County Community Action Agency Board              | 1                |                 | 1                        | 3-Year | Victoria Minton    |
| Southern Area Agency on Aging Board of Directors               | 2                | 1               | 1                        | 3-Year | Teresa Fontaine    |
| Southern Virginia Recreation Facilities Authority              | 4                |                 | 4                        |        | Lloyd Barber       |
| West Piedmont Planning District Board of Commissioners         | 3                |                 | 1                        |        | Michael Armbrister |
| West Piedmont Planning District Technical Advisory Committee   | 2                | 1               | 1                        |        | Michael Armbrister |
| Western Virginia Emergency Medical Services Council            | 1                |                 |                          |        | Steve Simon        |

A CITY WITHOUT LIMITS



|                          |                                                         |
|--------------------------|---------------------------------------------------------|
| <b>MEETINGS:</b>         | March 26, 2024                                          |
| <b>TITLE:</b>            | Contract Amendment for "I Won't Stop Family, LLC" Lease |
| <b>STAFF RESPONSIBLE</b> | Aretha R. Ferrell-Benavides                             |

## BACKGROUND/HISTORY

On August 14, 2023, the City of Martinsville entered an agreement to lease the City-owned Armoy Property by "I Won't Stop Family LLC," the current lease agreement for the Armory building, as requested. The lease, as established, was on a month-to-month basis, requiring the lease to carry insurance and pay all utility costs for the building. The boiler system was deemed inoperable and costly to repair during the lease. This occurred specifically during the winter month, limiting the use of the site. As the City has expressed interest in the site's development, long-term facility use has not been determined. However, during the interim, the lease has requested a lease that extends to the end of the year, including providing two (2) months' rent credit (April and May). The lease amended lease would also expand the allowed use for tournaments and other uses as long as the City manager approves and provides for an end of the lease term of Dec. 31, 2024,

## POLICY EXPLANATION

## FISCAL IMPACT/FUNDING SOURCE

**\$12,000**

**AVAILABLE BUDGET**  
NA

**PURCHASE AMOUNT**  
NA

## ACTION REQUESTED/ALTERNATIVES:

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

|                          |                                             |
|--------------------------|---------------------------------------------|
| <b>MEETINGS:</b>         | March 26, 2024                              |
| <b>TITLE:</b>            | City of Martinsville Health Benefits Update |
| <b>STAFF RESPONSIBLE</b> | Travis Hodge                                |

## BACKGROUND/HISTORY

The City Council utilizes an outside broker to identify Insurance Providers for City and School Employees, their families, and our Retirees. Annually, we hold a meeting with our broker to review our renewal options based on the vendor's solicited proposals to provide services to the City and Schools. Several factors are used to determine the rates offered to the city by providers including previous claim history, number of participants, and other demographic data. As a result of the meeting, a sub-committee consisting of staff from both the schools, city, and retirees' representatives reviewed the proposal and made a recommendation on what provider to use for the city. This presentation will give the Council an update on the proposed plan and provider.

## POLICY EXPLANATION

## FISCAL IMPACT/FUNDING SOURCE

Based on the Total Participants

**AVAILABLE BUDGET**  
TBD

**PURCHASE AMOUNT**  
NA

## ACTION REQUESTED/ALTERNATIVES:

1. Accept the Report
2. Do Not Accept the Report
3. Other Action as Directed by City Council



## MEMORANDUM

TO: Aretha Ferrell-Benavides, City Manager

FROM: Mandy McGhee, Director of Finance

DATE: March 26, 2024

RE: Financial Report for the City of Martinsville, Virginia

The Martinsville Financial Report presents revenues and expenditures through February 29, 2024. The report provides a financial summary of data on key funds, including general and utility funds. The General Fund is the primary operating fund for the City, so details of the revenues by category and expenditure by the department are included in your review.

Below are highlights of the July – February 2024 unaudited governmental financial information.

This report represents eight months or 67% of the 2024 fiscal year.

### **General Fund**

The General Fund unaudited ending fund balance for actuals is approximately 4,020,612 million dollars, which provides an expenditure coverage of 118 days of operations as of February 2024. The Fund balance reserve requirement policy is 10% of expenses.

- Overall, collected General Fund revenues are at 67% of the target budget for the February 29, 2024 reporting period.
  - Current property taxes collected are at 69.4% of the budget.
    - Real Estate Taxes collected are 53.8% of the budget.
    - Personal Property and Machinery and Tools collected are 106.8% of the budget.
    - Lodging Taxes collected are 120.1% of the budget.
  - Sales Tax revenues for the reporting period exceeded the prior year's actuals by \$ 155,284 at this time last year. This represents July-February.
    - Sales Tax is received a month in arrears. Sales Taxes collected in July are remitted to the City in August.
  - Permit fees and licenses are 64.5% of the annual budget.
  - Attached is a detailed review of General Fund revenues by category.
- The General Fund's total operating expenditures are 63.6% of the General Fund budget.



- To date, most operating categories are below target for the period.
- In addition, attached is a detailed overview of the General Fund Expenditures by department.

**Other Funds:**

- Meals Taxes collected from July-February totaled \$1,930,222, representing an increase of \$174,849 compared to collections last year.

**Utility Funds:**

- MINet revenues totaled 72% of the budget through February. Expenditures for the reporting period totaled 61%.
- Refuse revenues totaled 49% of the budget through February. Expenditures for the reporting period totaled 63%.
- Water Fund revenues totaled 54% of the target budget. Expenditures total 59% of the budget.
- Sewer Fund revenues totaled 70% of the targeted budget through February. Expenditures totaled 67% for the reporting period.
- Electric Department revenues totaled 59% of the budget through February. Expenditures represented 50% throughout February.

Respectfully submitted,

City Finance Staff



**City of Martinsville**  
**Monthly Financial Report**

**Fiscal Year 2023 – 2024**

Year-To-Date Operations

**As of February 29, 2024**

July 1, 2023 – February 29, 2024

Updated and prepared by  
City Finance Department



| REVENUE                       | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024 AVAILABLE<br>BUDGET | Sum of % of<br>Budget Used YTD<br>FY 2024 |
|-------------------------------|------------------------------|-----------------------|-----------------------------|-------------------------------------------|
| GENERAL PROPERTY TAXES        | (10,453,900)                 | (7,253,967)           | (3,199,933)                 | 69.4%                                     |
| OTHER LOCAL TAXES             | (7,000,350)                  | (3,586,271)           | (3,414,079)                 | 51.2%                                     |
| PERMITS FEES & LICENSES       | (855,100)                    | (551,566)             | (303,534)                   | 64.5%                                     |
| FINES & FORFEITURES           | (87,500)                     | (37,853)              | (49,647)                    | 43.3%                                     |
| REVENUE FROM USE OF MON       | (1,364,677)                  | (578,497)             | (786,180)                   | 42.4%                                     |
| CHARGES FOR SERVICES          | (117,824)                    | (61,051)              | (56,773)                    | 51.8%                                     |
| RECOVERED COSTS               | (2,419,027)                  | (1,642,127)           | (776,900)                   | 67.9%                                     |
| CATEGORICAL FEDERAL           | (125,571)                    | (922,709)             | 797,138                     | 734.8%                                    |
| CATEGORICAL OTHER STATE       | (5,869,434)                  | (3,062,787)           | (2,806,647)                 | 52.2%                                     |
| CATEGORICAL SHARED EXPE       | (4,431,750)                  | (2,795,090)           | (1,636,660)                 | 63.1%                                     |
| GRANTS STATE                  | -                            | (71,550)              | 71,550                      | 0.0%                                      |
| MISCELLANEOUS                 | (560,607)                    | (439,080)             | (121,527)                   | 78.3%                                     |
| NON CATEGORICAL AID STA       | (642,428)                    | (687,434)             | 45,006                      | 107.0%                                    |
| PRIVATE GRANT                 | (30,000)                     | (30,000)              | -                           | 100.0%                                    |
| CONTRIBUTION FROM FUND        | (2,545,566)                  | (2,545,566)           | -                           | 100.0%                                    |
| ARPA 2023 FUNDS               | (3,000)                      | (3,311)               | 311                         | 110.4%                                    |
| NONCATEGORICAL FEDERAL        | -                            | (393)                 | 393                         | 0.0%                                      |
| TRANSFERS FROM MEALS TAX FUND | (1,035,000)                  | (872,500)             | (162,500)                   | 84.3%                                     |
| <b>REVENUE TOTAL</b>          | <b>(37,541,734)</b>          | <b>(25,141,753)</b>   | <b>(12,399,981)</b>         | <b>67.0%</b>                              |

| EXPENSES                         | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024 AVAILABLE<br>BUDGET | Sum of % of<br>Budget Used YTD<br>FY 2024 |
|----------------------------------|------------------------------|-----------------------|-----------------------------|-------------------------------------------|
| SALARY & BENEFITS                | 22,127,587                   | 13,167,590            | 8,959,997                   | 59.5%                                     |
| CONTRACT & PROFESSIONAL SERVICES | 1,941,715                    | 1,028,430             | 649,942                     | 53.0%                                     |
| OTHER                            | 985,862                      | 1,327,756             | (580,374)                   | 134.7%                                    |
| SUPPLIES                         | 1,112,224                    | 469,757               | 625,960                     | 42.2%                                     |
| TRANSFERS TO FUNDS               | 5,542,637                    | 4,156,978             | 1,385,659                   | 75.0%                                     |
| REPAIRS AND MAINTENANCE          | 660,612                      | 409,746               | 211,864                     | 62.0%                                     |
| UTILITIES                        | 1,302,927                    | 808,309               | 494,618                     | 62.0%                                     |
| NONCAPITAL EQUIPMENT             | 58,745                       | 7,720                 | 51,025                      | 13.1%                                     |
| SOFTWARE/MAINTENANCE             | 348,346                      | 272,325               | 10,671                      | 78.2%                                     |
| CONTRIB TO LOCAL ORGANI          | 2,045,328                    | 779,995               | 1,265,333                   | 38.1%                                     |
| CHILDREN'S SERVICES ACT          | 700,000                      | 682,369               | 17,631                      | 97.5%                                     |
| ADVERTISING                      | 46,800                       | 19,638                | 27,162                      | 42.0%                                     |
| POSTAL SERVICES                  | 95,281                       | 71,722                | 23,559                      | 75.3%                                     |
| TRAVEL                           | 168,476                      | 104,947               | 60,929                      | 62.3%                                     |
| DUES                             | 19,124                       | 11,249                | 7,875                       | 58.8%                                     |
| EXPENSE REDUCTION PLAN           | (685,174)                    | -                     | (685,174)                   | 0.0%                                      |
| LEASE/RENTAL                     | 826,419                      | 390,421               | 435,998                     | 47.2%                                     |
| FUEL                             | 244,825                      | 170,154               | 74,671                      | 69.5%                                     |
| <b>EXPENSE TOTAL</b>             | <b>37,541,734</b>            | <b>23,879,105</b>     | <b>13,037,347</b>           | <b>63.6%</b>                              |

|                            |   |           |
|----------------------------|---|-----------|
| Revenues Over/(Under) Exp. | - | 1,262,648 |
|----------------------------|---|-----------|

|                                 |           |           |
|---------------------------------|-----------|-----------|
| AUDITED BEGINNING FUND BALANCES | 7,691,441 | 7,691,441 |
|---------------------------------|-----------|-----------|

|                                                              |             |             |
|--------------------------------------------------------------|-------------|-------------|
| FY 2024 Contributions From Fund<br>Balance (Based on Budget) | (2,545,566) | (2,545,566) |
|--------------------------------------------------------------|-------------|-------------|

|                               |           |           |
|-------------------------------|-----------|-----------|
| UNAUDITED ENDING FUND BALANCE | 5,145,875 | 6,408,523 |
|-------------------------------|-----------|-----------|

|                                    |           |           |
|------------------------------------|-----------|-----------|
| <b>FUND BALANCE RESERVE</b>        |           |           |
| % OF FUND BALANCE TO EXP. RATIO    | 20%       | 32%       |
| # OF DAYS COVERAGE                 | 75        | 118       |
| RESERVE REQUIREMENT \$\$ (60 DAYS) | 3,754,173 | 2,387,911 |
| RESERVE REQUIREMENT                | 10%       | 10%       |
| AS OF 2/24 UNAUDITED EXCESS        | 1,391,702 | 4,020,612 |





**City of Martinsville**  
**Monthly Financial Report**

**Fiscal Year 2023 – 2024**  
General Fund Revenue Details

**As of February 29, 2024**

July 1, 2023 – February 29, 2024

Updated and prepared by  
City Finance Department

City of Martinsville  
General Fund Revenues as of February 29, 2024



| REVENUES                       | REVISED BUDGET  | FY 2024 YTD<br>ACTUAL | AVAILABLE<br>BUDGET AMOUNT | PERCENT OF<br>ANNUAL BUDGET<br>YTD |
|--------------------------------|-----------------|-----------------------|----------------------------|------------------------------------|
| GENERAL PROPERTY TAXES         | (10,453,900.00) | (7,253,966.68)        | (3,199,933.32)             | 69.4%                              |
| CURRENT PERSONAL PROP TAX      | (9,663,900.00)  | (6,450,802.47)        | (3,213,097.53)             | 66.8%                              |
| DELINQUENT PERSONAL PROP TAX   | (505,000.00)    | (562,091.96)          | 57,091.96                  | 111.3%                             |
| INTEREST                       | (150,000.00)    | (120,524.09)          | (29,475.91)                | 80.3%                              |
| PENALTIES                      | (135,000.00)    | (120,548.16)          | (14,451.84)                | 89.3%                              |
| OTHER LOCAL TAXES              | (7,000,350.00)  | (3,586,271.13)        | (3,414,078.87)             | 51.2%                              |
| BANK FRANCHISE TAX             | (440,000.00)    | 3,230.00              | (443,230.00)               | -0.7%                              |
| BUSINESS LICENSES              | (2,100,000.00)  | (680,394.48)          | (1,419,605.52)             | 32.4%                              |
| CIGARETTE TAX                  | (155,000.00)    | (107,772.16)          | (47,227.84)                | 69.5%                              |
| E911 TAX                       | -               | (2,030.25)            | 2,030.25                   | 0.0%                               |
| FRANCHISE LICENSE TAX          | (20,000.00)     | (10,000.00)           | (10,000.00)                | 50.0%                              |
| GRANTOR TAX                    | (32,000.00)     | (16,729.14)           | (15,270.86)                | 52.3%                              |
| LOCAL SALES & USE TAX          | (2,600,000.00)  | (1,656,292.88)        | (943,707.12)               | 63.7%                              |
| MOTOR VEH TAX (DECAL)          | (340,000.00)    | (300,150.51)          | (39,849.49)                | 88.3%                              |
| RECORDATIONS/DEEDS/WILLS       | (70,000.00)     | (56,402.70)           | (13,597.30)                | 80.6%                              |
| RENTAL TAX                     | (50.00)         | (13.84)               | (36.16)                    | 27.7%                              |
| SALES TAX MOPED                | (1,500.00)      | (945.39)              | (554.61)                   | 63.0%                              |
| TELECOMMUNICATIONS TAX         | (625,000.00)    | (348,514.20)          | (276,485.80)               | 55.8%                              |
| TRANSIENT ROOM TAX             | (40,000.00)     | (48,025.91)           | 8,025.91                   | 120.1%                             |
| UTILITY TAX                    | (576,800.00)    | (362,229.67)          | (214,570.33)               | 62.8%                              |
| PERMITS FEES & LICENSES        | (855,100.00)    | (551,565.65)          | (303,534.35)               | 64.5%                              |
| AMBULANCE FEES                 | (10,000.00)     | (30,000.00)           | 20,000.00                  | 300.0%                             |
| ANIMAL LICENSES                | (3,500.00)      | (2,575.00)            | (925.00)                   | 73.6%                              |
| BUILDING PERMITS               | (500.00)        | (315.67)              | (184.33)                   | 63.1%                              |
| COURT FINES & COSTS            | (257,400.00)    | (63,113.17)           | (194,286.83)               | 24.5%                              |
| COURT REPORTER FEES            | (40,000.00)     | (21,839.49)           | (18,160.51)                | 54.6%                              |
| FIRE PREVENTION PERMITS        | (13,000.00)     | (10,569.05)           | (2,430.95)                 | 81.3%                              |
| MISC INSPECTION FEES           | (250.00)        | (100.00)              | (150.00)                   | 40.0%                              |
| NON-EMER TRANSPORT FEES        | (500.00)        | (250.00)              | (250.00)                   | 50.0%                              |
| NUISANCE ABATEMENT FEE         | (525,000.00)    | (421,984.11)          | (103,015.89)               | 80.4%                              |
| PRECIOUS METALS/GEMS           | (250.00)        | (300.00)              | 50.00                      | 120.0%                             |
| PUBLIC DANCE PERMIT FEES       | (4,500.00)      | (519.16)              | (3,980.84)                 | 11.5%                              |
| RIGHT OF WAY FEES              | (200.00)        | -                     | (200.00)                   | 0.0%                               |
| CATEGORICAL FEDERAL            | (125,571.00)    | (922,708.54)          | 797,137.54                 | 734.8%                             |
| ARPA 2023 FUNDS                | (20,000.00)     | (17,540.00)           | (2,460.00)                 | 87.7%                              |
| ARTS CULTURAL GRANT            | (7,500.00)      | -                     | (7,500.00)                 | 0.0%                               |
| LOCAL EMER MNGMT PROGRAM GRANT | (10,000.00)     | (2,118.83)            | (7,881.17)                 | 21.2%                              |
| ORG CRIME/DRUG ENF TASK FORCE  | (79,071.00)     | (38,867.08)           | (40,203.92)                | 49.2%                              |
| SENIOR CITIZENS                | (9,000.00)      | (6,736.80)            | (2,263.20)                 | 74.9%                              |
| SPRUCE ST TENNIS PROJ          | -               | (713,056.61)          | 713,056.61                 | 0.0%                               |
| VICTIM/WITNESS PROGRAMS        | -               | (6,574.71)            | 6,574.71                   | 0.0%                               |
| BULLETPROOF VEST GRANT         | -               | (137,814.51)          | 137,814.51                 | 0.0%                               |
| CATEGORICAL OTHER STATE        | (5,869,434.00)  | (3,062,787.22)        | (2,806,646.78)             | 52.2%                              |
| CONF ASSETS - COMM. ATT        | -               | (1,290.80)            | 1,290.80                   | 0.0%                               |
| CONF ASSETS - PD               | -               | (3,818.63)            | 3,818.63                   | 0.0%                               |
| EMS 4 FOR LIFE                 | (1,072,231.00)  | (541,150.00)          | (531,081.00)               | 50.5%                              |

|                              |                |                |                |        |
|------------------------------|----------------|----------------|----------------|--------|
| FIRE PROGRAMS FUND           | (10,000.00)    | (26,111.28)    | 16,111.28      | 261.1% |
| HB599 FUNDS                  | (33,888.00)    | (18,508.34)    | (15,379.66)    | 54.6%  |
| JAIL PER DIEM                | (4,442,599.00) | (2,247,701.00) | (2,194,898.00) | 50.6%  |
| SR CITIZENS                  | -              | (11,566.25)    | 11,566.25      | 0.0%   |
| STREET MAINT                 | (60,716.00)    | (60,716.00)    | -              | 100.0% |
| VDEM - SWVA INCIDENT MGMT TM | (250,000.00)   | (151,593.00)   | (98,407.00)    | 60.6%  |
| VICTIM WITNESS               | -              | (331.92)       | 331.92         | 0.0%   |
| CATEGORICAL SHARED EXPE      | (4,431,750.00) | (2,795,090.09) | (1,636,659.91) | 63.1%  |
| CA/SHARED EXPENSE            | (3,485,326.00) | (1,956,896.51) | (1,528,429.49) | 56.1%  |
| CHILDRENS SERVICES ACT       | (371,424.00)   | (197,627.98)   | (173,796.02)   | 53.2%  |
| SR CITIZENS                  | (575,000.00)   | (640,565.60)   | 65,565.60      | 111.4% |
| CHARGES FOR SERVICES         | (117,824.00)   | (61,051.49)    | (56,772.51)    | 51.8%  |
| ADMIN FEES/DEBT SET-OFF      | (24,000.00)    | (18,000.00)    | (6,000.00)     | 75.0%  |
| ADMIN FEES/TREAS COLLECTIONS | (10,000.00)    | (3,903.22)     | (6,096.78)     | 39.0%  |
| BLOOD/DNA SAMPLE FEES        | (1,200.00)     | (90.00)        | (1,110.00)     | 7.5%   |
| CANOE RENTAL FEES            | (2,800.00)     | (2,285.95)     | (514.05)       | 81.6%  |
| COMMONWEALTH ATTORNEY FEES   | (15,000.00)    | (1,803.00)     | (13,197.00)    | 12.0%  |
| COURT APPOINTED ATTYS        | (6,000.00)     | (2,768.85)     | (3,231.15)     | 46.1%  |
| COURT HOUSE MAINT FEES       | (3,624.00)     | (3,624.84)     | 0.84           | 100.0% |
| COURT HOUSE SECURITY FEE     | (6,000.00)     | (1,061.68)     | (4,938.32)     | 17.7%  |
| DOCUMENT REPRODUCTION FEES   | (22,000.00)    | (12,994.07)    | (9,005.93)     | 59.1%  |
| DOG IMPOUND/CITATION FEES    | (2,000.00)     | (1,160.00)     | (840.00)       | 58.0%  |
| DONATIONS/RECREATION         | (10,000.00)    | (6,082.02)     | (3,917.98)     | 60.8%  |
| JAIL LABOR/ST MAINT          | (500.00)       | -              | (500.00)       | 0.0%   |
| LIVE SCAN CHARGES            | (1,000.00)     | (242.38)       | (757.62)       | 24.2%  |
| LOCK-UP/JAIL ADM. FEES       | (4,000.00)     | (2,549.24)     | (1,450.76)     | 63.7%  |
| PASSPORT PHOTOS/DOC          | (5,000.00)     | (2,294.50)     | (2,705.50)     | 45.9%  |
| POLICE SERVICES              | (3,000.00)     | (1,042.01)     | (1,957.99)     | 34.7%  |
| REMOTE ACCESS FEE            | (1,700.00)     | (1,149.73)     | (550.27)       | 67.6%  |
| CONTRIBUTION FROM FUND       | (2,545,566.00) | (2,545,566.00) | -              | 100.0% |
| GENERAL GOV. SERVICES DEPT.  | (2,545,566.00) | (2,545,566.00) | -              | 100.0% |
| FINES & FORFEITURES          | (87,500.00)    | (37,852.71)    | (49,647.29)    | 43.3%  |
| E-SUMMONS                    | (500.00)       | (525.00)       | 25.00          | 105.0% |
| INTEREST ON BANK DEPOSITS    | (7,000.00)     | (3,249.27)     | (3,750.73)     | 46.4%  |
| OVERTIME PARKING CHARGES     | (80,000.00)    | (34,078.44)    | (45,921.56)    | 42.6%  |
| GRANTS STATE                 | -              | (71,550.34)    | 71,550.34      | 0.0%   |
| AFID INFRASTRUCTURE GRANT    | -              | (1,962.61)     | 1,962.61       | 0.0%   |
| LAW ENFORCEMENT EQUIP GRANT  | -              | (48,019.98)    | 48,019.98      | 0.0%   |
| TANF - PASS-THROUGH          | -              | (17,485.59)    | 17,485.59      | 0.0%   |
| US MARSHAL OT GRANT          | -              | (4,082.16)     | 4,082.16       | 0.0%   |
| MISCELLANEOUS                | (560,607.00)   | (439,080.37)   | (121,526.63)   | 78.3%  |
| 911 ALARM PENALTIES          | (30,000.00)    | (32,686.40)    | 2,686.40       | 109.0% |
| DONATIONS/RECREATION         | -              | (370.39)       | 370.39         | 0.0%   |
| DONATIONS/SHERIFF            | -              | (5,000.00)     | 5,000.00       | 0.0%   |
| ELECTRIC-IN LIEU OF TAXES    | (210,806.00)   | (158,104.50)   | (52,701.50)    | 75.0%  |
| INMATE WORK CREW             | (6,090.00)     | (6,090.00)     | -              | 100.0% |
| MISC. UNCLASSIFIED REVENUE   | -              | 1,583.75       | (1,583.75)     | 0.0%   |
| OVER/UNDER GENERAL INVENTORY | -              | 169.93         | (169.93)       | 0.0%   |
| OVER/UNDER-AUTO INVENTORY    | (8,000.00)     | (10,391.51)    | 2,391.51       | 129.9% |
| REFUSE-IN LIEU OF TAXES      | (2,000.00)     | (278.00)       | (1,722.00)     | 13.9%  |
| RETURNED CHECK FEES          | (185,951.00)   | (139,463.25)   | (46,487.75)    | 75.0%  |
| SEWER-IN LIEU OF TAXES       | (94,370.00)    | (70,777.50)    | (23,592.50)    | 75.0%  |
| W W MOORE                    | (2,500.00)     | (2,005.00)     | (495.00)       | 80.2%  |
| WATER-IN LIEU OF TAXES       | (20,890.00)    | (15,667.50)    | (5,222.50)     | 75.0%  |



|                               |                        |                        |                        |              |
|-------------------------------|------------------------|------------------------|------------------------|--------------|
| NON CATEGORICAL AID STA       | (642,428.00)           | (687,434.17)           | 45,006.17              | 107.0%       |
| CA/SHARED EXPENSE             | (8,000.00)             | (8,685.58)             | 685.58                 | 108.6%       |
| PPTRA COMMONWEALTH REIMBURSE  | (8,000.00)             | (83,641.98)            | 75,641.98              | 1045.5%      |
| RR ROLLING STOCK TAXES        | (626,428.00)           | (595,106.61)           | (31,321.39)            | 95.0%        |
| PRIVATE GRANT                 | (30,000.00)            | (30,000.00)            | -                      | 100.0%       |
| TRANSFER FROM MEALS TAX FUND  | (25,000.00)            | (25,000.00)            | -                      | 100.0%       |
| TRANSFER FROM REFUSE FUND     | (5,000.00)             | (5,000.00)             | -                      | 100.0%       |
| RECOVERED COSTS               | (2,419,027.00)         | (1,642,127.18)         | (776,899.82)           | 67.9%        |
| ADVANCE/RECOVERED COST        | (5,000.00)             | (1,542.19)             | (3,457.81)             | 30.8%        |
| AUTO RENTAL TAX               | (3,600.00)             | (2,700.00)             | (900.00)               | 75.0%        |
| CIRCUIT COURT CLERK/POSTAGE   | (1,000.00)             | (84.00)                | (916.00)               | 8.4%         |
| COST ALLOCATION               | (1,595,143.00)         | (1,192,083.78)         | (403,059.22)           | 74.7%        |
| DEMOLITION                    | (75,259.00)            | (56,444.25)            | (18,814.75)            | 75.0%        |
| HEALTH DEPT REFUND            | (150,000.00)           | (190,609.31)           | 40,609.31              | 127.1%       |
| INMATE FEES                   | (30,000.00)            | (27,683.00)            | (2,317.00)             | 92.3%        |
| J & DR REIMBURSEMENTS         | (6,500.00)             | (2,400.00)             | (4,100.00)             | 36.9%        |
| JUROR & WITNESS               | (5,000.00)             | (6,528.88)             | 1,528.88               | 130.6%       |
| MEALS TAX ADMINIS             | (2,000.00)             | (1,915.63)             | (84.37)                | 95.8%        |
| MEDICAL CO PAY REIMBURSEMENT  | (3,500.00)             | (11,760.00)            | 8,260.00               | 336.0%       |
| PROJ LIFESAVER                | -                      | (14,836.56)            | 14,836.56              | 0.0%         |
| REC COST/SHERIFF              | (500.00)               | (250.00)               | (250.00)               | 50.0%        |
| RECOVERED COSTS/TREASURER     | (440,000.00)           | -                      | (440,000.00)           | 0.0%         |
| REGIONAL LIBRARY              | (1,000.00)             | (978.45)               | (21.55)                | 97.8%        |
| SR CIT PROG INCOME            | (23,525.00)            | (15,683.68)            | (7,841.32)             | 66.7%        |
| SR TRANSPORTATION             | (1,000.00)             | (700.00)               | (300.00)               | 70.0%        |
| SSI/LIDS PAYMENTS             | (50,000.00)            | (92,123.32)            | 42,123.32              | 184.2%       |
| ST. MAINT OVERHEAD            | (6,000.00)             | (1,818.93)             | (4,181.07)             | 30.3%        |
| TRAFFIC REIMBURSEMENT         | (20,000.00)            | (21,985.20)            | 1,985.20               | 109.9%       |
| REVENUE FROM USE OF MON       | (1,364,677.00)         | (578,497.43)           | (786,179.57)           | 42.4%        |
| INTEREST ON INVESTMENTS       | (20.00)                | (10.39)                | (9.61)                 | 52.0%        |
| PARKING SPACES CBD EMPLOYEES  | (20,000.00)            | (29,621.75)            | 9,621.75               | 148.1%       |
| RENT OF REC PROPERTIES        | (5,217.00)             | (3,477.84)             | (1,739.16)             | 66.7%        |
| RENT/ARMORY                   | (1,440.00)             | -                      | (1,440.00)             | 0.0%         |
| RENT/FORMER HOUSING BLDG      | (500,000.00)           | (167,426.17)           | (332,573.83)           | 33.5%        |
| RENTAL EQUIPMENT              | (5,000.00)             | (2,895.00)             | (2,105.00)             | 57.9%        |
| RENTAL/GENERAL PROPERTY       | (18,000.00)            | (12,000.00)            | (6,000.00)             | 66.7%        |
| SALE OF PROPERTY              | (800,000.00)           | (354,316.28)           | (445,683.72)           | 44.3%        |
| SALE OF SALVAGE/SURPLUS       | (15,000.00)            | -                      | (15,000.00)            | 0.0%         |
| SHERIFF FEES                  | -                      | (8,750.00)             | 8,750.00               | 0.0%         |
| ARPA 2023 FUNDS               | (3,000.00)             | (3,310.93)             | 310.93                 | 110.4%       |
| DMV GRANT - POLICE DEPT       | (3,000.00)             | (3,310.93)             | 310.93                 | 110.4%       |
| NONCATEGORICAL FEDERAL        | -                      | (393.36)               | 393.36                 | 0.0%         |
| VIPER TASK FORCE/POLICE OT    | -                      | (393.36)               | 393.36                 | 0.0%         |
| TRANSFERS FROM MEALS TAX FUND | (1,035,000.00)         | (872,500.00)           | (162,500.00)           | 84.3%        |
| CONTRIB FROM FUND BALANCE     | (250,000.00)           | (187,500.00)           | (62,500.00)            | 75.0%        |
| TRANSFER FROM ARPA FUND       | (100,000.00)           | (75,000.00)            | (25,000.00)            | 75.0%        |
| TRANSFER FROM TELECOMM FUND   | (300,000.00)           | (300,000.00)           | -                      | 100.0%       |
| TRANSFER FROM WATER           | (300,000.00)           | (225,000.00)           | (75,000.00)            | 75.0%        |
| GENERAL GOV. SERVICES DEPT.   | (85,000.00)            | (85,000.00)            | -                      | 100.0%       |
| <b>Grand Total</b>            | <b>(37,541,734.00)</b> | <b>(25,141,753.29)</b> | <b>(12,399,980.71)</b> | <b>67.0%</b> |



**City of Martinsville**  
**Monthly Financial Report**

**Fiscal Year 2023 – 2024**  
General Fund Expense Details

**As of February 29, 2024**

July 1, 2023 – February 29, 2024

Updated and prepared by  
City Finance Department

City of Martinsville  
General Fund Expenses as of February 29, 2024



| Row Labels                           | REVISED<br>BUDGET | 2024 FYTD<br>ACTUALS | AVAILABLE<br>BUDGET AMOUNT | PERCENT OF<br>ANNUAL<br>BUDGET YTD |
|--------------------------------------|-------------------|----------------------|----------------------------|------------------------------------|
| TRANSFER FEES                        | -                 | (26)                 | 26                         | 0.0%                               |
| PERMITS FEES & LICENSES              | -                 | (26)                 | 26                         | 0.0%                               |
| GENERAL GOV. SERVICES DEPT.          | 12,874,006        | 9,171,446            | 3,374,385                  | 71.2%                              |
| ACCOUNTING                           | 212,035           | 127,466              | 84,569                     | 60.1%                              |
| ASSESSOR                             | 1,535             | 674                  | 861                        | 43.9%                              |
| ASSISTANT CITY MANAGER               | 124,739           | -                    | 124,739                    | 0.0%                               |
| CENTRAL GARAGE                       | 557,751           | 336,471              | 219,870                    | 60.3%                              |
| CIRCUIT COURT                        | 184,587           | 130,028              | 54,559                     | 70.4%                              |
| CITY ATTORNEY - SANDS ANDERSON LEGAL | 97,600            | 173,466              | (75,866)                   | 177.7%                             |
| CITY COUNCIL                         | 62,559            | 145,022              | (82,463)                   | 231.8%                             |
| CITY MANAGER                         | 288,368           | 227,808              | 60,560                     | 79.0%                              |
| CLERK OF CIRCUIT COURT               | 562,934           | 340,891              | 222,043                    | 60.6%                              |
| CLERK OF COUNCIL                     | 5,367             | 3,506                | 1,861                      | 65.3%                              |
| COMMISSIONER OF REVENUE              | 591,085           | 345,288              | 245,797                    | 58.4%                              |
| COMMONWEALTH'S ATTORNEY              | 955,142           | 508,775              | 446,367                    | 53.3%                              |
| CONTINGENCIES                        | 10,000            | 6,250                | 3,750                      | 62.5%                              |
| ELECTORAL BOARD                      | 28,216            | 22,485               | 5,731                      | 79.7%                              |
| EMPLOYEE SRV/DEV/RECOGN              | 378,833           | 218,630              | 160,203                    | 57.7%                              |
| GENERAL DISTRICT COURT               | 35,162            | 4,542                | 30,620                     | 12.9%                              |
| GENERAL EXPENSE                      | 99,973            | 72,918               | (196,623)                  | 72.9%                              |
| HUMAN RESOURCES                      | 260,990           | 163,822              | 97,168                     | 62.8%                              |
| INFORMATION SERVICES                 | 554,408           | 397,034              | 54,800                     | 71.6%                              |
| JUV & DOMESTIC RELATION              | 4,655             | 1,427                | 3,228                      | 30.7%                              |
| LEGAL SERVICES                       | 5,000             | -                    | 5,000                      | 0.0%                               |
| PARK MAINTENANCE                     | 3,376             | 5,985                | (3,121)                    | 177.3%                             |
| POLICE DEPT.                         | -                 | 3,060                | (3,060)                    | 0.0%                               |
| PUBLIC INFORMATION OFFI              | 123,014           | 70,351               | 52,663                     | 57.2%                              |
| PURCHASING                           | 211,877           | 136,622              | 75,255                     | 64.5%                              |
| REGISTRAR                            | 244,378           | 173,842              | 70,536                     | 71.1%                              |
| RISK MANAGEMENT                      | 330,690           | 455,930              | (125,240)                  | 137.9%                             |
| SENIOR SERVICES                      | 157,353           | 104,157              | 53,196                     | 66.2%                              |
| SHERIFF - COURTS                     | (61,764)          | 3,486                | (65,250)                   | -5.6%                              |
| TREASURER                            | 441,224           | 283,639              | 157,585                    | 64.3%                              |
| UTILITY BILLING                      | 440,387           | 274,200              | 166,187                    | 62.3%                              |
| VICTIM/WITNESS PROGRAM V             | 125,368           | 78,146               | 47,222                     | 62.3%                              |
| FINANCE                              | 294,527           | 198,548              | 95,979                     | 67.4%                              |
| TRANSFERS TO SCHOOLS                 | 5,542,637         | 4,156,978            | 1,385,659                  | 75.0%                              |
| SHERIFF                              | 6,181,734         | 3,715,202            | 2,456,471                  | 60.1%                              |
| AMBULANCE TRANSPORT SER              | 7,200             | 3,411                | 3,789                      | 47.4%                              |
| CLERK OF CIRCUIT COURT               | (9,789)           | -                    | (9,789)                    | 0.0%                               |
| PROBATION - J & DR                   | 330,404           | 192,631              | 137,773                    | 58.3%                              |
| SHERIFF - CORRECTIONS                | 4,191,541         | 2,557,822            | 1,624,259                  | 61.0%                              |
| SHERIFF - COURTS                     | 1,487,179         | 863,006              | 623,571                    | 58.0%                              |
| SHERIFF - JAIL ANNEX                 | 175,199           | 98,331               | 76,868                     | 56.1%                              |
| PUBLIC WORKS                         | 6,423,096         | 3,124,165            | 3,226,403                  | 48.6%                              |



|                                                    |                   |                   |                   |              |
|----------------------------------------------------|-------------------|-------------------|-------------------|--------------|
| BB&T BUILDING                                      | 43,590            | 6,744             | 36,846            | 15.5%        |
| CITY HALL OPERATIONS                               | 792,338           | 591,168           | 201,170           | 74.6%        |
| ENGINEERING                                        | 158,659           | 39,026            | 119,633           | 24.6%        |
| INSPECTIONS                                        | (6,384)           | 58,626            | (83,910)          | -918.3%      |
| PARK MAINTENANCE                                   | 309,462           | 187,498           | 94,014            | 60.6%        |
| PARKS & RECREATION                                 | 50,000            | 50,000            | -                 | 100.0%       |
| PUBLIC WORKS DIRECTOR                              | 132,566           | 83,972            | 48,594            | 63.3%        |
| STREET CLEANING                                    | 501,605           | 328,775           | 172,830           | 65.5%        |
| STREET CONSTRUCTION (IN                            | 292,838           | 195,324           | 95,735            | 66.7%        |
| STREET MAINTENANCE                                 | 2,978,485         | 1,024,586         | 1,946,598         | 34.4%        |
| STREET MARKING & SIGNS                             | 293,752           | 148,031           | 145,612           | 50.4%        |
| TRAFFIC SIGNALS                                    | 640,259           | 287,560           | 350,699           | 44.9%        |
| UPTOWN MAINTENANCE                                 | 72,250            | 41,501            | 23,575            | 57.4%        |
| WAREHOUSE/GARAGE COMPLE                            | 102,534           | 55,763            | 39,455            | 54.4%        |
| WPBDC BUILDING                                     | 61,142            | 25,591            | 35,551            | 41.9%        |
| <b>POLICE DEPT.</b>                                | <b>4,966,347</b>  | <b>3,302,125</b>  | <b>1,456,705</b>  | <b>66.5%</b> |
| COMMONWEALTH'S ATTORNEY                            | (10,283)          | 5,089             | (15,372)          | -49.5%       |
| POLICE DEPT.                                       | 4,976,630         | 3,297,036         | 1,472,076         | 66.3%        |
| <b>FIRE/EMS/TRANSPORT</b>                          | <b>3,383,603</b>  | <b>2,281,911</b>  | <b>1,094,692</b>  | <b>67.4%</b> |
| AMBULANCE TRANSPORT SER                            | 154,272           | 93,319            | 60,953            | 60.5%        |
| EMERGENCY MEDICAL SERVI                            | 285,445           | 208,010           | 77,435            | 72.9%        |
| EMERGENCY MGMT/SAFETY C                            | 225,164           | 137,545           | 87,619            | 61.1%        |
| FIRE DEPARTMENT                                    | 2,788,516         | 1,691,330         | 1,097,186         | 60.7%        |
| POLICE DEPT.                                       | (96,095)          | 119,438           | (222,533)         | -124.3%      |
| PROBATION - J & DR                                 | 24,801            | 28,504            | (3,703)           | 114.9%       |
| SWVA INCIDENT MGMT TEAM                            | -                 | 3,046             | (3,046)           | 0.0%         |
| TRANSPORTATION SAFETY C                            | 1,500             | 720               | 780               | 48.0%        |
| <b>NON-DEPARTMENTAL</b>                            | <b>2,936,593</b>  | <b>1,565,124</b>  | <b>1,371,469</b>  | <b>53.3%</b> |
| BB&T BUILDING                                      | 3,500             | 3,600             | (100)             | 102.8%       |
| CHILDREN'S SERVICES ACT                            | 700,000           | 682,369           | 17,631            | 97.5%        |
| COMMUNITY DEVELOPMENT C                            | 792               | 3,098             | (2,306)           | 391.1%       |
| CONTRIB TO LOCAL ORGANI                            | 2,045,328         | 779,995           | 1,265,333         | 38.1%        |
| HOOKER FIELD                                       | 49,307            | 23,218            | 26,089            | 47.1%        |
| MISC DEVELOPMENT EXPENS                            | 34,000            | 12,212            | 21,788            | 35.9%        |
| NAT'L GUARD READINESS C                            | 19,500            | 2,363             | 17,137            | 12.1%        |
| PLANNING & ZONING                                  | 4,262             | 2,143             | 2,119             | 50.3%        |
| SENIOR SERVICES                                    | 14,003            | 8,668             | 5,335             | 61.9%        |
| WAREHOUSE/GARAGE COMPLE                            | 65,901            | 47,459            | 18,442            | 72.0%        |
| <b>COMMUNITY DEVELOPMENT/ INSPECTIONS/PLANNING</b> | <b>776,355</b>    | <b>719,159</b>    | <b>57,196</b>     | <b>92.6%</b> |
| BROWNFIELD-HAZ MAT SITE                            | -                 | 136,708           | (136,708)         | 0.0%         |
| COMMUNITY DEVELOPMENT C                            | 151,621           | 89,052            | 62,569            | 58.7%        |
| EMERGENCY MGMT/SAFETY C                            | 13,137            | 56,667            | (43,530)          | 431.4%       |
| HOOKER FIELD                                       | 7,099             | 6,081             | 1,018             | 85.7%        |
| INSPECTIONS                                        | 426,993           | 271,988           | 155,005           | 63.7%        |
| MISC DEVELOPMENT EXPENS                            | 136,005           | 119,638           | 16,367            | 88.0%        |
| MUSTANGS BASEBALL TEAM                             | 39,000            | 39,007            | (7)               | 100.0%       |
| PLANNING & ZONING                                  | 2,500             | 19                | 2,481             | 0.7%         |
| <b>Grand Total</b>                                 | <b>37,541,734</b> | <b>23,879,105</b> | <b>13,037,347</b> | <b>63.6%</b> |



**City of Martinsville**  
**Monthly Financial Report**

**Fiscal Year 2023 – 2024**

Sales and Use Tax Analysis

Meals Tax Analysis

**As of February 29, 2024**

July 1, 2023 – February 29, 2024

Updated and prepared by  
City Finance Department

Sales Tax Allocation Historical Summaries  
February 29, 2024



| Sales Tax Allocation Historical Summaries<br>as of January 31, 2024 |                |             |             |             |             |
|---------------------------------------------------------------------|----------------|-------------|-------------|-------------|-------------|
| Collection Month                                                    | Received Month | FY 2021     | FY 2022     | FY 2023     | FY 2024     |
| JULY                                                                | AUGUST         | (186,141)   | (238,214)   | (194,758)   | (212,006)   |
| AUGUST                                                              | SEPTEMBER      | (182,103)   | (226,075)   | (216,649)   | (221,446)   |
| SEPTEMBER                                                           | OCTOBER        | (173,850)   | (194,699)   | (198,619)   | (207,147)   |
| OCTOBER                                                             | NOVEMBER       | (188,969)   | (197,221)   | (206,221)   | (327,147)   |
| NOVEMBER                                                            | DECEMBER       | (185,213)   | (220,815)   | (204,994)   | (210,951)   |
| DECEMBER                                                            | JANUARY        | (175,624)   | (234,554)   | (209,599)   | (220,310)   |
| JANUARY                                                             | FEBRUARY       | (244,008)   | (285,365)   | (270,169)   | (257,286)   |
| FEBRUARY                                                            | MARCH          | (180,551)   | (315,897)   | (166,240)   |             |
| MARCH                                                               | APRIL          | (181,005)   | (198,955)   | (198,010)   |             |
| APRIL                                                               | MAY            | (237,515)   | (240,882)   | (220,359)   |             |
| MAY                                                                 | JUNE           | (202,601)   | (208,782)   | (197,098)   |             |
| JUNE                                                                | JULY           | (207,537)   | (202,601)   | (211,633)   |             |
| Grand Total                                                         |                | (2,345,116) | (2,764,058) | (2,494,349) | (1,656,293) |

Meals Tax Trend  
February 29, 2024



| Meals Tax Trend Analysis<br>as of January 31, 2024 |             |                |                |                |
|----------------------------------------------------|-------------|----------------|----------------|----------------|
| Collection Month                                   | 2021        | 2022           | 2023           | 2024           |
| JULY                                               | (169,717)   | (201,034)      | (193,247)      | (243,862)      |
| AUGUST                                             | (177,766)   | (182,672)      | (202,637)      | (239,994)      |
| SEPTEMBER                                          | (181,001)   | (197,416)      | (224,853)      | (230,801)      |
| OCTOBER                                            | (181,344)   | (186,517)      | (213,057)      | (263,417)      |
| NOVEMBER                                           | (173,600)   | (198,779)      | (225,520)      | (237,263)      |
| DECEMBER                                           | (158,387)   | (185,855)      | (230,476)      | (238,717)      |
| JANUARY                                            | (182,146)   | (194,987)      | (244,221)      | (248,926)      |
| FEBRUARY                                           | (165,988)   | (174,307)      | (221,362)      | (227,243)      |
| MARCH                                              | (153,266)   | (182,355)      | (225,272)      |                |
| APRIL                                              | (218,481)   | (201,753)      | (268,642)      |                |
| MAY                                                | (204,078)   | (223,844)      | (247,601)      |                |
| JUNE                                               | (197,906)   | (210,972)      | (257,991)      |                |
| Grand Total                                        | (2,163,681) | (2,340,489.96) | (2,754,879.31) | (1,930,221.77) |





**City of Martinsville**  
**Monthly Financial Report**

**Fiscal Year 2023 – 2024**

Utility Funds Analysis

Refuse, MiNET, Water, Sewer, Electric

**As of February 29, 2024**

July 1, 2023 – February 29, 2024

Updated and prepared by  
City Finance Department

## REFUSE ENTERPRISE FUND

### Revenue and Expenses As of February 29, 2024

| REVENUE CATEGORY               | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| CHARGES FOR SERVICES           | (1,908,700)                  | (1,203,967)           | (704,733)                      | 63.1%                      |
| CONTRIBUTION FROM FUND BALANCE | (628,504)                    | -                     | (628,504)                      | 0.0%                       |
| MISCELLANEOUS                  | (13,500)                     | (4,351)               | (9,149)                        | 32.2%                      |
| RECOVERED COSTS                | -                            | (500)                 | 500                            | 0.0%                       |
| REVENUE FROM USE OF MONEY/PROP | (159,000)                    | (129,259)             | (29,741)                       | 81.3%                      |
| <b>REVENUE TOTAL</b>           | <b>(2,709,704)</b>           | <b>(1,338,077)</b>    | <b>(1,371,627)</b>             | <b>49%</b>                 |

| EXPENSE CATEGORY                 | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|----------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| SALARY & BENEFITS                | 649,680                      | 365,487               | 284,193                        | 56.3%                      |
| CONTRACT & PROFESSIONAL SERVICES | 81,500                       | 65,488                | 16,012                         | 80.4%                      |
| REPAIRS AND MAINTENANCE          | 97,850                       | 71,641                | 26,209                         | 73.2%                      |
| SUPPLIES                         | 9,052                        | 4,342                 | 3,641                          | 48.0%                      |
| UTILITIES                        | 30,635                       | 21,938                | 8,697                          | 71.6%                      |
| DEBT SERVICE                     | 52,580                       | 52,580                | -                              | 100.0%                     |
| DISPOSAL                         | 580,000                      | 329,849               | 250,151                        | 56.9%                      |
| OTHER                            | 541,907                      | 547,301               | (15,476)                       | 101.0%                     |
| TRANSFER TO GENERAL FUND         | 300,000                      | 225,000               | 75,000                         | 75.0%                      |
| TRANSFER TO CAPITAL RESERVE      | 50,000                       | -                     | 50,000                         | 0.0%                       |
| FUEL                             | 63,000                       | 34,580                | 28,420                         | 54.9%                      |
| LEASE/RENTAL                     | 3,500                        | 400                   | 3,100                          | 11.4%                      |
| DEPRECIATION                     | 250,000                      | -                     | 250,000                        | 0.0%                       |
| <b>EXPENSE TOTAL</b>             | <b>2,709,704</b>             | <b>1,718,605</b>      | <b>979,948</b>                 | <b>63%</b>                 |

## MINeT ENTERPRISE FUND

### Revenue and Expenses

As of February 29, 2024

| REVENUE CATEGORY               | ADOPTED<br>BUDGET  | FY 2024 YTD<br>ACTUAL | AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------|--------------------|-----------------------|---------------------|----------------------------|
| CHARGES FOR SERVICES           | (1,417,600)        | (901,041)             | (516,559)           | 63.6%                      |
| RECOVERED COSTS                | (604,001)          | (547,304)             | (56,697)            | 90.6%                      |
| REVENUE FROM USE OF MONEY/PROP | (2,050)            | (3,396)               | 1,346               | 165.7%                     |
| <b>REVENUE TOTAL</b>           | <b>(2,023,651)</b> | <b>(1,451,741)</b>    | <b>(571,910)</b>    | <b>72%</b>                 |

| EXPENSE CATEGORY                     | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| SALARY & BENEFITS                    | 597,473                      | 386,372               | 211,101                        | 64.7%                      |
| CONTRACT & PROFESSIONAL SERVICES     | 285,000                      | 160,512               | 106,488                        | 56.3%                      |
| REPAIRS AND MAINTENANCE              | 173,000                      | 51,987                | 121,013                        | 30.1%                      |
| SUPPLIES                             | 5,400                        | 7,274                 | (1,874)                        | 134.7%                     |
| UTILITIES                            | 250,000                      | 185,222               | 64,778                         | 74.1%                      |
| OTHER                                | 430,871                      | 269,600               | 161,271                        | 62.6%                      |
| TRANSFER TO GENERAL FUND             | 100,000                      | 75,000                | 25,000                         | 75.0%                      |
| SOFTWARE/MAINTENANCE                 | 7,000                        | 8,990                 | (1,990)                        | 128.4%                     |
| PHYSICAL PLANT EXPANSION & EQUIPMENT | 152,657                      | 69,568                | 83,089                         | 45.6%                      |
| ADVERTISING                          | 3,000                        | -                     | 3,000                          | 0.0%                       |
| POSTAL SERVICES                      | 2,250                        | 2,061                 | 189                            | 91.6%                      |
| LEASE/RENTAL                         | 1,500                        | 675                   | 825                            | 45.0%                      |
| TRAVEL                               | 3,000                        | 1,711                 | 1,289                          | 57.0%                      |
| DUES                                 | 2,500                        | 2,050                 | 450                            | 82.0%                      |
| FUEL                                 | 7,500                        | 5,527                 | 1,973                          | 73.7%                      |
| NONCAPITAL EQUIPMENT                 | 2,500                        | 4,256                 | (1,756)                        | 170.2%                     |
| <b>EXPENSE TOTAL</b>                 | <b>2,023,651</b>             | <b>1,230,804</b>      | <b>774,847</b>                 | <b>61%</b>                 |

## WATER ENTERPRISE FUND

### Revenue and Expenses As of February 29, 2024

| REVENUE CATEGORY               | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| CHARGES FOR SERVICES           | (3,956,260)                  | (2,454,784)           | (1,501,476)                    | 62.0%                      |
| REVENUE FROM USE OF MONEY/PROP | (187,500)                    | (129,331)             | (58,169)                       | 69.0%                      |
| CONTRIBUTION FROM FUND BALANCE | (676,678)                    | -                     | (676,678)                      | 0.0%                       |
| <b>REVENUE TOTAL</b>           | <b>(4,820,438)</b>           | <b>(2,584,115)</b>    | <b>(2,236,323)</b>             | <b>54%</b>                 |

| EXPENSE CATEGORY                     | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| SALARY & BENEFITS                    | 1,454,306                    | 771,743               | 682,563                        | 53.1%                      |
| UTILITIES                            | 178,736                      | 140,894               | 37,842                         | 78.8%                      |
| SUPPLIES                             | 305,450                      | 229,121               | 76,329                         | 75.0%                      |
| CONTRACT & PROFESSIONAL SERVICES     | 162,300                      | 561,203               | (414,463)                      | 345.8%                     |
| SOFTWARE/MAINTENANCE                 | 25,500                       | 21,732                | 660                            | 85.2%                      |
| REPAIRS AND MAINTENANCE              | 158,238                      | 37,573                | 114,000                        | 23.7%                      |
| TRANSFER TO GENERAL FUND             | 250,000                      | 187,500               | 62,500                         | 75.0%                      |
| OTHER                                | 544,484                      | 385,785               | 158,699                        | 70.9%                      |
| DEPRECIATION                         | 450,000                      | -                     | 450,000                        | 0.0%                       |
| PHYSICAL PLANT EXPANSION & EQUIPMENT | 893,512                      | 103,631               | 656,357                        | 11.6%                      |
| POSTAL SERVICES                      | 450                          | 159                   | 291                            | 35.4%                      |
| TRAVEL                               | 4,700                        | 2,890                 | 1,810                          | 61.5%                      |
| NONCAPITAL EQUIPMENT                 | 15,000                       | 1,400                 | 13,600                         | 9.3%                       |
| FUEL                                 | 21,500                       | 13,340                | 8,160                          | 62.0%                      |
| LEASE/RENTAL                         | 3,250                        | 1,605                 | 1,645                          | 49.4%                      |
| DUES                                 | 2,850                        | -                     | 2,850                          | 0.0%                       |
| DEBT SERVICE                         | 350,162                      | 362,807               | (12,645)                       | 103.6%                     |
| <b>Grand Total</b>                   | <b>4,820,438</b>             | <b>2,821,382</b>      | <b>1,840,198</b>               | <b>59%</b>                 |



## SEWER ENTERPRISE FUND

*Revenue and Expenses*  
*As of February 29, 2024*

| REVENUE CATEGORY               | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| CHARGES FOR SERVICES           | (4,828,500)                  | (3,108,787)           | (1,719,713)                    | 64.4%                      |
| REVENUE FROM USE OF MONEY/PROP | (25,512)                     | (19,609)              | (5,903)                        | 76.9%                      |
| CONTRIBUTION FROM FUND BALANCE | (2,265,708)                  | -                     | (2,265,708)                    | 0.0%                       |
| MISCELLANEOUS                  | -                            | (9,336)               | 9,336                          | 0.0%                       |
| TOTAL CATEGORICAL FEDERAL      | -                            | (1,847,375)           | 1,847,375                      | 0.0%                       |
| Grand Total                    | (7,119,720)                  | (4,985,107)           | (2,134,613)                    | 70%                        |

| EXPENSE CATEGORY                 | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|----------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| SALARY & BENEFITS                | 1,712,297                    | 1,114,234             | 598,063                        | 65.1%                      |
| UTILITIES                        | 1,017,124                    | 539,134               | 477,990                        | 53.0%                      |
| SUPPLIES                         | 354,900                      | 263,271               | 89,186                         | 74.2%                      |
| CONTRACT & PROFESSIONAL SERVICES | 139,850                      | 171,170               | (307,906)                      | 122.4%                     |
| SOFTWARE/MAINTENANCE             | 4,500                        | 423                   | 4,077                          | 9.4%                       |
| REPAIRS AND MAINTENANCE          | 236,738                      | 106,368               | 101,115                        | 44.9%                      |
| OTHER                            | 2,850,636                    | 2,564,065             | (3,921,098)                    | 89.9%                      |
| DEPRECIATION                     | 750,000                      | -                     | 750,000                        | 0.0%                       |
| FUEL                             | 22,000                       | 13,956                | 8,044                          | 63.4%                      |
| POSTAL SERVICES                  | 200                          | 77                    | 123                            | 38.5%                      |
| LEASE/RENTAL                     | 2,700                        | -                     | 2,700                          | 0.0%                       |
| TRAVEL                           | 6,500                        | 1,742                 | 4,758                          | 26.8%                      |
| DUES                             | 6,275                        | 4,586                 | 1,689                          | 73.1%                      |
| NONCAPITAL EQUIPMENT             | 16,000                       | 2,930                 | 13,070                         | 18.3%                      |
| Grand Total                      | 7,119,720                    | 4,781,957             | (2,178,190)                    | 67%                        |

## ELECTRIC ENTERPRISE FUND

### Revenue and Expenses As of February 29, 2024

| REVENUE CATEGORY               | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| CHARGES FOR SERVICES           | (23,499,500)                 | (14,052,569)          | (9,446,931)                    | 59.8%                      |
| REVENUE FROM USE OF MONEY/PROP | (27,063)                     | (109,488)             | 82,425                         | 404.6%                     |
| MISCELLANEOUS                  | (12,500)                     | (49,392)              | 36,892                         | 395.1%                     |
| ELECTRIC - RECOVERED COSTS     | -                            | (11,537)              | 11,537                         | 0.0%                       |
| DEPRECIATION OFFSET            | (650,000)                    | -                     | (650,000)                      | 0.0%                       |
| <b>REVENUE TOTAL</b>           | <b>(24,189,063)</b>          | <b>(14,222,986)</b>   | <b>(9,966,077)</b>             | <b>59%</b>                 |

| EXPENSE CATEGORY                     | FY 2024<br>ADOPTED<br>BUDGET | FY 2024 YTD<br>ACTUAL | FY 2024<br>AVAILABLE<br>BUDGET | Budget Used<br>YTD FY 2024 |
|--------------------------------------|------------------------------|-----------------------|--------------------------------|----------------------------|
| SALARY & BENEFITS                    | 2,007,583                    | 1,256,867             | 750,716                        | 62.6%                      |
| PURCHASED POWER                      | 17,500,000                   | 9,114,566             | 8,385,434                      | 52.1%                      |
| UTILITIES                            | 67,179                       | 45,475                | 21,704                         | 67.7%                      |
| SUPPLIES                             | 129,400                      | 72,188                | 57,212                         | 55.8%                      |
| CONTRACT & PROFESSIONAL SERVICES     | 473,650                      | 176,747               | 296,903                        | 37.3%                      |
| SOFTWARE/MAINTENANCE                 | 40,180                       | 39,632                | 548                            | 98.6%                      |
| REPAIRS AND MAINTENANCE              | 141,190                      | 107,222               | 31,948                         | 75.9%                      |
| OTHER                                | 962,530                      | 760,008               | 195,554                        | 79.0%                      |
| DEPRECIATION                         | 650,000                      | -                     | 650,000                        | 0.0%                       |
| PHYSICAL PLANT EXPANSION & EQUIPMENT | 862,500                      | 17,841                | 769,359                        | 2.1%                       |
| POSTAL SERVICES                      | 200                          | 100                   | 100                            | 49.9%                      |
| TRAVEL                               | 15,000                       | 4,344                 | 10,656                         | 29.0%                      |
| DUES                                 | 6,000                        | 6,272                 | (272)                          | 104.5%                     |
| NONCAPITAL EQUIPMENT                 | 16,500                       | 6,401                 | 10,099                         | 38.8%                      |
| FUEL                                 | 32,850                       | 22,853                | 9,997                          | 69.6%                      |
| LEASE/RENTAL                         | 3,388                        | 680                   | 2,708                          | 20.1%                      |
| CONTRIB TO FUND BALANCE              | 895,701                      | -                     | 895,701                        | 0.0%                       |
| DEBT SERVICE                         | 385,212                      | 385,212               | (0)                            | 100.0%                     |
| <b>Grand Total</b>                   | <b>24,189,063</b>            | <b>12,016,408</b>     | <b>12,088,367</b>              | <b>50%</b>                 |