

AGENDA--CITY COUNCIL
CITY OF MARTINSVILLE, VIRGINIA
Council Chambers – Municipal Building
5:00pm Regular Session
Thursday May 16, 2024

5:00 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 Alpha Kappa Alpha Sorority Inc. Day
5. Regular agenda or New business
 - A. Application for Excavation/Construction/Street Closure in City Right-of-Way
 - B. Approval of FY24-25 Budget Ordinance on second reading
6. Adjournment

Proclamation

Kappa Delta Omega Chapter

Alpha Kappa Alpha Sorority Inc Day— May 25, 2024

WHEREAS, Martinsville, Virginia, is a land of timeless splendor and charm, and;

WHEREAS, On this day 50 years ago, 17 women of confidence as well as resilience were united in excellence, and;

WHEREAS, These 17 Ivys of distinction were Chartering Members: Lola Brown, Claudia Caldwell, Emmadean Commander, Della Cooke, Barbara Finley, Sophia Foster, Agnes Hairston, Gloria Hairston, Lois Hairston, Ruby Hairston, Glenda Jones, Myrtle Jewell Jones, Madie Rountree, Coretta Scales, V. Doris Scales, Joyce Via and Carol, and;

WHEREAS, This Henry County graduate chapter of Alpha Kappa Alpha Sorority, Incorporated was a vision of the late Soror Emmadean Commander, and;

WHEREAS, The Kappa Delta Omega Chapter celebrates an annual International Program, and;

WHEREAS, "Alpha Kappa Alpha Sorority reigns supreme in its mission of "Service to All Mankind," and;

WHEREAS, Kappa Delta Omega Chapter continues to Uplift Our Local Community!

NOW, THEREFORE, I, LC Jones, Mayor of the City of Martinsville, do hereby proclaim the 25th day of May 2024 Kappa Delta Omega Chapter of Alpha Kappa Alpha Sorority Inc. Accordingly, I encourage all our citizens to join us as we participate in tributing 50 years of excellence and service by the Kappa Delta Omega Chapter of Alpha Kappa Alpha Sorority Inc.

LC Jones
Mayor



MEETINGS: May 16, 2024

TITLE: **APPLICATION FOR
EXCAVATION/CONSTRUCTION/STREET CLOSURE IN
CITY RIGHT-OF-WAY**

STAFF RESPONSIBLE Greg Maggard

BACKGROUND/HISTORY

The City does not currently have a permit for any non-city work within the public right of way. A permit allows for better oversight of construction activities, and traffic control and ensures that any degradation of public facilities will be repaired properly by the contractor. The permit also requires surety from the contractor to cover any disturbances to the right of way, along with a one-year warranty on repairs.

POLICY EXPLANATION

Ensuring Rights-of-Ways are repaired to high standards is in line with our Strategic Goal of clean, attractive, and vibrant neighborhoods and communities.

FISCAL IMPACT/FUNDING SOURCE

Staff recommends a permit fee of \$50.00 to cover any administrative and site inspection costs.

AVAILABLE BUDGET	PURCHASE AMOUNT
n/a	n/a

ACTION REQUESTED/ALTERNATIVES:

1. Approve the APPLICATION FOR EXCAVATION/CONSTRUCTION/STREET CLOSURE IN CITY RIGHT-OF-WAY

ATTACHMENTS:

1. Permit Application

Project Address

APPLICATION FOR EXCAVATION/CONSTRUCTION/STREET CLOSURE IN CITY RIGHT-OF-WAY

☐ EXCAVATION/RIGHT-OF-WAY CONSTRUCTION

This application must be submitted to the Public Works Department for approval before undertaking any physical disruption, excavation, construction or cutting in any street, access, alley, pedestrian/bike path, or other public right-of-way.

The fee must accompany the application, contain accurate information, and must be supported by information as may be deemed necessary by Public Works. This includes a sight survey and sketch of the proposed work area.

Date of Application: _____
 Applicant's Name: _____
 Applicant's Mailing Address: _____
 Applicant's Phone Number: _____ Email: _____
 Name of Company Performing Work: _____ Phone Number: _____
 Liability Insurance Received: ☐ yes ☐ no

Description of the Project and Location:

Construction Information

Start Date: _____ Completion Date: _____

Deposit Calculation:

☐ Paved Area (\$4.00/sq. ft.) (Deposit will be held for one year) _____ ft. x _____ ft. = _____ sf. (X) \$4.00/sf = \$ _____

☐ Unpaved Area (\$2.00/sq. ft.) (Deposit will be held for one year) _____ ft. x _____ ft. = _____ sf. (X) \$2.00/sf = \$ _____

Will a **Lane Closure** be necessary ☐ yes* ☐ no

***All Lane Closures must be approved by the Public Works Director before commencement of work. A Traffic Control Plan must accompany this application.**

The applicant acknowledges and declares that he/she has read the application and the requirements and conditions for issuance of a permit and that all the information provided, and all supporting materials are true and accurate to the best of their knowledge.

I have read, understand, and will comply with all conditions and regulations listed.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____



STREET CLOSURE

This application must be submitted to the Public Works Department for approval at least one week before starting any project. The application must contain accurate information and be supported with information deemed necessary by Public Works, including a Traffic Control Plan.

APPLICANT INFORMATION:

Date of Application: _____
 Name: _____
 Mailing Address: _____
 Email: _____
 Telephone Number: _____

PROJECT DESCRIPTION/LOCATION:

All Street Closure Applications must be accompanied by a Traffic Control Plan (TCP), including pictures or drawings of the site, intersections, detours, locations and types of barricades, flagger locations, and other pertinent information.

Streets to be Closed: _____
 Closure Date: _____ End Date: _____
 Reason for Closure: _____

Description of Closure: _____

The applicant acknowledges and declares that he/she has read the application and the requirements and conditions for issuance of a permit and that all the information provided, and all supporting materials are true and accurate to the best of their knowledge.

I have read, understand, and will comply with all conditions and regulations listed.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____

For City Use Only**Excavation:**

Excavation Permit Approved By: _____ Date: _____

*The permit will automatically expire thirty (30) days from the approval date, excluding Sundays and legal holidays.***Deposit Cut Table for Right-Of-Way Work**

☐ Paved Surface Square Footage from Page 1: _____ (X) \$4.00/sf = Deposit Amount: \$ _____

☐ Unpaved Surface Square Footage from Page 1: _____ (X) \$2.00/sf = Deposit Amount: \$ _____

Permit Fee: \$50 Received By: _____ Payment Type: _____ Date: _____

Deposit: \$ _____ Received By: _____ Payment Type: _____ Date: _____

Refund:Date Inspected: _____ Inspected By: _____ Approved: ☐ yes ☐ no

Deposit Refund Date: _____

Street Closure:

Street Closure Permit Approved By: _____ Date: _____

Traffic Control Plan Approved By: _____ Date: _____

Emergency Agencies Notified: ☐ MPD ☐ MFD ☐ MSD

Additional Comments/Conditions:

EXCAVATION/RIGHT OF WAY CONSTRUCTION CONDITIONS

1. A permit fee of \$50.00 and a separate payment, based on the cut table on the previous page, must be paid upon application submission. The deposit will be returned to the applicant following a 1-year warranty period and final inspection by the City. Checks shall be made payable to the "City of Martinsville".
2. The actual excavation/street cut in a paved surface shall be made by the Permittee on both sides of the proposed trench with a concrete saw, pipe saw, or other suitable tool. All cuts are to be made at 90% right angles.
3. All material taken from the excavation/street cut and not used in backfill shall be properly removed and disposed of by the Permittee at the time of the cut/excavation.
4. Materials that must be stored on-site shall be done so as to minimize interference with traffic.
5. Backfill materials shall be placed in layers or lifts not to exceed twelve inches (12") in un-compacted thickness.
6. Backfill material shall be native or imported materials containing no stones larger than four inches (4") in diameter.
7. Compaction shall be accomplished only with equipment specifically designated for trench compaction. The Public Works Director or his/her designated representative shall approve compaction equipment.
8. All backfill material shall be moisture-conditioned and compacted to achieve ninety-five percent (95%) of maximum dry density (ASTM 698).
9. The top eight inches (8") of the excavation shall be filled with an aggregate base course (Type I or II).
10. All previously asphalted surfaces shall be paved with a minimum of 3" hot-mix asphalt.
11. No paved surfaces shall be left unpaved without hot mix for longer than seven days unless approved by the Public Works Department.
12. For construction activities within the R.O.W., a Traffic Control Plan (TCP) shall be submitted with this permit for approval by the Public Works Director or his/her designated representative. The TCP must show the limits of construction and the location of all signs, barricades, cones, etc.
13. The Permittee shall be solely responsible for all lights, barricades, signs, flag persons, and other traffic control devices or equipment necessary to ensure the safe flow of vehicle and pedestrian traffic around the construction/excavation site, and the Permittee shall indemnify and hold the City of Martinsville, its officers and employees, harmless from any and all claims for injury or damage to persons or property arising from the construction/excavation activity. All barricades, signs and other traffic control devices shall conform to the Manual on Uniform Traffic Control Devices, and no excavation shall be left open overnight unless prior written approval is obtained from the Public Works Department.
14. If surfaces are adequately paved and/or repaired to their original condition, the deposit check shall be returned to the applicant after one year. If the surface does not meet requirements, the deposit will not be returned. All costs, beyond the deposit amount, incurred by the Public Works Department to repair the excavated area will be invoiced to the applicant for payment. All outstanding payments must be received prior to approval of any new street cuts.
15. A permit may be made subject to such terms and conditions as the Public Works Department determines necessary to protect public health, safety, and welfare, including the imposition of an expiration date for the permit and/or the posting with the City of adequate financial security securing the Permittee's performance under the permit.
16. At least 72 hours prior to excavation, the Permittee shall contact Virginia 811 for utility locates.
17. Permit expires 30 days from the date of issuance unless extended in writing.
18. The Permittee must call the Streets Department at least 12 hours in advance to schedule an inspection, at 276-403-5408. All backfill compaction must be inspected and approved by the Public Works Streets Department prior to paving.

MEETINGS:	May 16, 2024
TITLE:	Consider approval of Budget Ordinance 2024-U1 on the second reading.
STAFF RESPONSIBLE	Aretha R. Ferrell-Benavides, City Manager

BACKGROUND/HISTORY

On April 9, the City Manager presented the Fiscal Year 2024-25 Proposed Operating Budget to the City Council. This was followed by a series of workshops being held, with each Department presenting its individual budgets between April 18 – May 9, 2024. On May 2, 2024, a public meeting was held with staff presenting the budget to the community. As required by state law, a public hearing was scheduled for May 9, 2024, to include the first reading of the budget ordinance. The second reading is scheduled for May 16, 2024, seven days following the first reading, which is required by law. In the proposed budgets of the various funds, known as All Funds, in the amount of \$114,703,256. The All-Funds Budget for the Fiscal Year commencing July 1, 2024, and ending June 30, 2025, requires approval, adoption, and appropriation by the City Council.

A Public Hearing on the City's FY23-24 Budget was held on May 9, 2024 and the Budget Ordinance 2024-U-1 was approved on first reading.

POLICY EXPLANATION

Code of Virginia Title 15.2 Subtitle II Powers of Local govern Chapter 25 Budget Audits and Reports § 15.2-2506.

FISCAL IMPACT/FUNDING SOURCE

See Attached Ordinance

AVAILABLE BUDGET
NA

PURCHASE AMOUNT
NA

ACTION REQUESTED/ALTERNATIVES:

1. Approve on second reading (roll call vote).
2. Do Not Approve
3. Other Action as Directed by City Council

ORDINANCE 2024-U-1

The Budget for Fiscal Year 2024-2024

BE IT ORDAINED by the Council of the City of Martinsville, Virginia in regular session assembled May 14, 2024, that the following sums of money be and hereby are appropriated – by specific Fund – for the City's fiscal year ending June 30, 2025 from the following Fund sources of estimated revenue:

SUMMARY STATEMENT OF BUDGET ESTIMATES 2024-2025

FUND	PROJECTED REVENUES	BUDGETED EXPENDITURES	CHANGES FUND BALANCE
General	\$38,096,430	\$35,514,868	2,581,799
Meals Tax	\$0	\$0	\$0
IDA	\$250,000	\$250,000	\$0
Capital Reserve	\$0	\$0	\$0
Refuse	\$2,136,950	\$2,136,950	\$0
Telecom	\$2,280,031	\$2,280,031	\$0
Water	\$4,316,260	\$4,316,260	\$0
Sewer	\$5,507,629	\$5,507,629	\$0
Electric	\$24,748,380	\$24,748,380	\$0
Street Fund	\$4,442,559	\$4,442,559	\$0
Stormwater Fund	\$420,620	\$420,620	\$0
CDBG	\$0	\$0	\$0
Cafeteria*	\$2,186,601	\$2,186,601	\$0
School – Federal Programs	\$2,267,523	\$2,267,523	\$0
School Operating*	\$28,050,273	\$28,050,273	\$0
TOTALS:	\$114,703,256	\$112,121,694	\$2,581,799

*Information on cafeteria and school operating funds is provided by school personnel.

Tax Rates:

Real Estate:	\$0.99 per \$100 assessed value (unchanged)
Personal Property:	\$2.30 per \$100 assessed value (unchanged)
Machinery/Tools:	\$1.85 per \$100 assessed value (unchanged)

Electric Rates:

5% average increase across all categories

Water & Sewer Rates

Increase cost per additional thousand gallons to \$3.50. Base rates will remain the same.

Stormwater Rate

\$3 per month for residential customers; \$3.50 - \$4.00 per month for non-residential customers

Attest:

Karen Roberts, Clerk of Council