



AMENDED AGENDA -- CITY COUNCIL &
MARTINSVILLE REDEVELOPMENT HOUSING AUTHORITY
CITY OF MARTINSVILLE, VIRGINIA COUNCIL

3:00 pm Joint IDA & City Council
4:00 pm Council Executive Session
5:00 pm City Council Work Session & Briefing
7:00 pm Regular Session

Tuesday, August 27, 2024

3:00 pm - Industrial Development Authority (IDA) & City Council
(Joint Executive Session)

Gardner Board Room, New College Institute
191 Fayette St

Discuss Agenda Items

- A. 2.2-3711(A)3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
- B. 2.2-3711(A) 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
- C. 2.2-3711(A) 6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

4:00 pm - Council Executive Session

Gardner Board Room, New College Institute
191 Fayette St

Discuss Agenda Items

- A. 2.2-3711(A)1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body
- B. Appointment to Boards and Commissions, as authorized by Subsection 1.



AMENDED AGENDA -- CITY COUNCIL &
MARTINSVILLE REDEVELOPMENT HOUSING AUTHORITY
CITY OF MARTINSVILLE, VIRGINIA COUNCIL

5:00 pm - Work Session & Briefing

City Hall Conference Room

1. Discuss Consent Agenda Items

- A. Consider setting a Public Hearing for Council's September 10th meeting for the purpose of receiving names of citizens interested in appointments to fill the vacancy with a term that expires June 2026
- B. Consider setting a Public Hearing for Council's September 24th meeting for the purpose of hearing the zoning variance request
- C. Consider Approval of Minutes:
 - a. 02/27/24, 03/14/24, 03/20/24, 03/26/24, 04/08/24
- D. Consider Approval of Special Events Policy
- E. Consider Approval of Capital Budget and Fleet Replacement Program

2. Briefings and Presentations

- A. Discuss Refuse Code Ordinance
- B. Discuss Fayette Street Parking
- C. Discuss Formation of Youth Advisory Committee
- D. Presentations from Financial Advisors at Davenport



AMENDED AGENDA -- CITY COUNCIL &
MARTINSVILLE REDEVELOPMENT HOUSING AUTHORITY
CITY OF MARTINSVILLE, VIRGINIA COUNCIL

7:00 pm - Regular Session

City Council Chambers

1. Call to Order
2. Pledge to the American Flag
3. Invocation
4. Proclamations and Presentations
5. Take any action necessary as a result of the Executive Session.
 - A. Resolution of Martinsville City Council Approving and Consenting to 1 Ellsworth Project Loan and Related Transactions Martinsville Redevelopment And Housing Authority
 - B. Resolution of the City of Martinsville Redevelopment and Housing Authority Approving 1 Ellsworth Project Loan Documents and Authorizing Related Action
6. Consent Agenda
 - A. Consider setting a Public Hearing for Council's September 10th meeting for the purpose of receiving names of citizens interested in appointments for one 3-year term ending September 30, 2027, on the Martinsville City School Board
 - B. Consider setting a Public Hearing for Council's September 24th meeting for the purpose of hearing zoning variance request
 - C. Consider Approval of Minutes:
 - a. 02/27/24, 03/14/24, 03/20/24, 03/26/24, 04/08/24
 - D. Discuss and Consider Special Events Policy
 - E. Discuss and Consider Capital Budget and Fleet Replacement Program
6. Regular Agenda or New Business
 - A. Discuss and Consider VDOT State of Good Repair Grant Fund
 - B. Discuss Police Demographic Update
 - C. Ordinance to Change the Name from Industrial Development Authority to the Economic Development Authority – 1st Reading



AMENDED AGENDA -- CITY COUNCIL &
MARTINSVILLE REDEVELOPMENT HOUSING AUTHORITY
CITY OF MARTINSVILLE, VIRGINIA COUNCIL

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 Peyton Nibblett, Deputy Clerk of Council, at pnibblett@martinsvilleva.gov, calling in their comments to 276-403-5182, faxing comments to 276-403-5280, or mailing comments to the City of Martinsville, attn.: Peyton Nibblett, P.O. Box 1112, Martinsville, VA 24114. Comments must be received by 12:00 noon on August 12, 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 the 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 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 rule 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

10. Communications

- A. City Manager
- B. City Attorney

11. Adjournment



STAFF REPORT

MEETING DATE:	8/27/24
AGENDA TITLE:	Consider setting a Public Hearing for Council's September 10th meeting, for the purpose of receiving names of citizens interested in appointments for one 3-year term ending September 30, 2027 on the Martinsville City School Board.
STAFF RESPONSIBLE:	Aretha R Ferrell-Benavides
STAFF TITLE:	City Manager

BACKGROUND/HISTORY	
POLICY EXPLANATION	
FISCAL IMPACT/FUNDING SOURCE	
AVAILABLE BUDGET:	PURCHASE AMOUNT:
ACTION REQUESTED/ALTERNATIVES:	
1. Approve Agenda Item 2. Do Not Approve Agenda Item 3. Other Action as Directed by City Council	



STAFF REPORT

MEETING DATE:	8/27/2024
AGENDA TITLE:	Consider setting a Public Hearing for Council's September 22 nd meeting for the purpose of hearing zoning variance request.
STAFF RESPONSIBLE:	
STAFF TITLE:	

BACKGROUND/HISTORY	
POLICY EXPLANATION	
FISCAL IMPACT/FUNDING SOURCE	
AVAILABLE BUDGET:	PURCHASE AMOUNT:
ACTION REQUESTED/ALTERNATIVES:	
1. Approve Agenda Item 2. Do Not Approve Agenda Item 3. Other Action as Directed by City Council	

MEETINGS:	August 18, 2024
TITLE:	Minutes
STAFF RESPONSIBLE	Clerk of Council

BACKGROUND/HISTORY	
N/A	
POLICY EXPLANATION	
Minutes from Council meetings must be approved by Council Members before they are posted to the website and added to the minute book.	
FISCAL IMPACT/FUNDING SOURCE	
No fiscal impact is associated with this action	
AVAILABLE BUDGET: No budget affected	PURCHASE AMOUNT: N/A
ACTION REQUESTED/ALTERNATIVES:	
1. Review/Revise Minutes from 2/27/24, 3/14/24, 3/20/24, 3/26/24, and 4/08/24 2. Consider approval of Minutes	

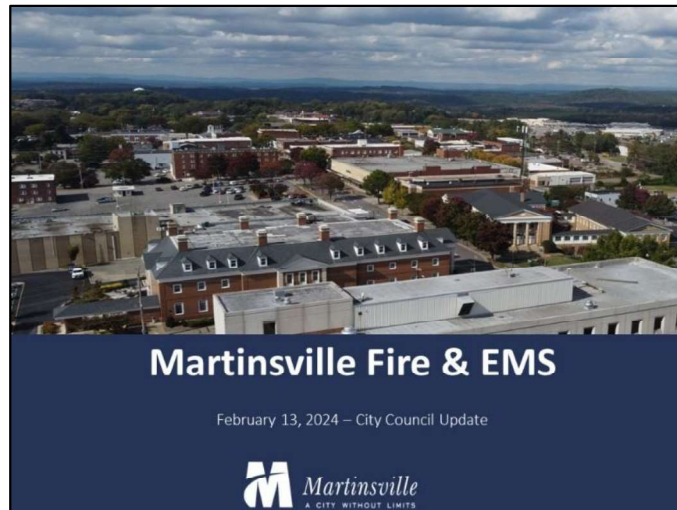
ACTION REQUESTED/ALTERNATIVES:

1. Approve the Concept
2. Do not Approve Concept
3. Other Action as Directed by Council

February 27, 2024 Council Meeting

A Work Session and Briefing was held at 5:00 pm in room 208, Martinsville City Municipal Building on February 27, 2024. Mayor Jones, Vice Mayor Rawls, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, Chief Operating Officer Edena Reese-Atmore, Finance Director Mandy McGhee, Assistant Finance Director Crystal Ferguson, Community Development Director Keith Holland, Public Information Officer Kendall Davis, and Police Chief Rob Fincher

Police Chief Rob Fincher presented a Quarterly Update PowerPoint.



Departmental Divisions

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

Daily Staffing

E-1 – 2-3 Personnel
M-1/L-1 (ALS) – 2 Personnel
M-3/E-3 (ALS) – 2 Personnel

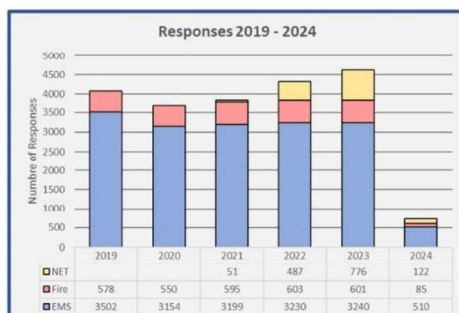
A CITY WITHOUT LIMITS

Departmental Statistics

Fire Division		
Activity Type	2023	2024 YTD
Fire Responses	415	64
Fire Mutual-Aid Provided	7	5
Fire Mutual-Aid Received	17	4
EMS Responses	3104	470
EMS Mutual-Aid Provided	151	13
EMS Mutual-Aid Received	67	14
Community Health Worker	144	6
Non-Emergency Transports	776	122
Total Responses	4295	662
Non-Response Activities	2023	January 2024
Total Shift Training Hours - Fire and EMS	5220	440.5
Station Tours/Individuals	187	0
Off-Site Public Education/Individuals	4285	0
Child Safety Seat Installations	50	3
Smoke Detectors Installed	952	60
Pre-Plans/Walk Throughs Conducted	44	3
Confined Space Stand-By	0	2
Fire Safety Inspections	217	24
Fire Investigations	6	2

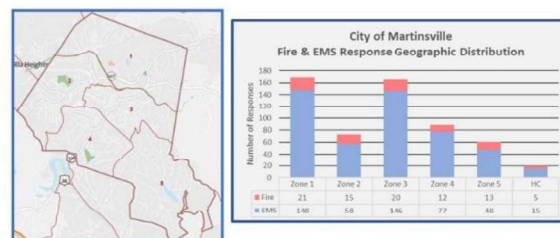
A CITY WITHOUT LIMITS

Departmental Responses



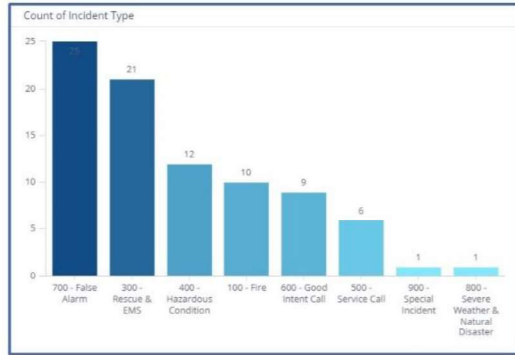
A CITY WITHOUT LIMITS

Geographical Distribution of Responses - 2024



A CITY WITHOUT LIMITS

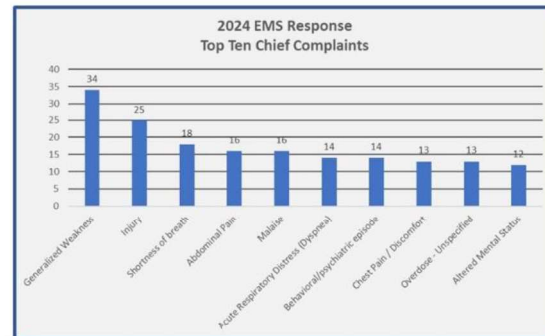
Fire Incident Types Through January 2024



A CITY WITHOUT LIMITS

City of Martinsville

EMS Responses - 2024



A CITY WITHOUT LIMITS

City of Martinsville

Budget – Fiscal Year 2024

Revenues

Transport Type	FY 2023	FY 2024
Emergency Transport	\$ 555,363.79	\$ 360,779.33
Non-Emergency Transport	\$ 161,128.14	\$ 79,253.52
Total	\$ 716,491.93	\$ 423,892.50

Expenses

Division Name	FY 2024 Budgeted	FYTD
Fire	\$ 2,783,740.00	\$ 1,477,032.00
EMS	\$ 285,445.00	\$ 191,212.15
Non-Emergency Transport	\$ 161,472.00	\$ 83,894.18
Emergency Management/Safety	\$ 238,301.00	\$ 176,301.79
Total	\$ 3,468,958.00	\$ 1,928,440.12
Percentage Used (Target is 58%)		56%

A CITY WITHOUT LIMITS

City of Martinsville

Questions?

A CITY WITHOUT LIMITS

City of Martinsville

The Fire Department Quarterly Update was rescheduled for the next meeting.

Regular Session began at 7:00pm in the Council Chambers

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

Pledge to the American Flag and Invocation by Council Member Kathy Lawson.

Proclamations and Presentations – Council Member Lawson read the proclamation which was presented to Barry Nelson, 2024 TIME Dealer of the Year for Virginia.



PROCLAMATION

BARRY NELSON

WHEREAS, Barry Nelson of Autos by Nelson in Martinsville, Virginia was honored with the esteemed TIME Dealer of the Year award at the 2024 National Automobile Dealers Association (NADA) Show in Las Vegas, Nevada. Nelson was chosen from 16,000 dealers nationwide to represent the Virginia Automobile Dealers Association. This accolade is considered a significant honor within the auto industry, highlighting successful dealership operations and deep-rooted commitment to community service, and

WHEREAS, Nelson began his journey in the auto industry right after graduating from George Washington Carver High School. He joined the family-owned Ford store in Bassett, Virginia under his father G.R. Nelson's leadership. Nelson mastered the intricacies of the car business by working through every position at the dealership. This hands-on experience gave him the expertise to manage, and eventually spearhead their own auto group, and

WHEREAS, the Nelson family name grew stronger as they expanded their reach by acquiring various franchises and stores. Today, their umbrella company, Autos by Nelson, boasts several new car dealerships across Virginia, housing major brands such as Chevrolet, Ford, GMC, Honda, and others, and

WHEREAS, Nelson is passionate about giving back to the community. He has coached American Legion Baseball for over 16 years, generously supports the Martinsville Community Recreation Association, and played a pivotal role in establishing the Patrick & Henry Community College (PHCC) baseball program. His dedication to community growth extends beyond sports; his involvement with the Martinsville Henry County Chamber of Commerce and the Henry County Industrial Development Authority showcases his commitment to local business growth and job creation, and

WHEREAS, in recognition of his longstanding service to the community, the Virginia Automobile Dealers Association Committee not only selected Nelson for this prestigious award but also awarded a monetary reward of \$10,000 for Nelson to donate to a charity of his choice.

NOW THEREFORE, I, LC Jones, Mayor of Martinsville, call upon the citizens of Martinsville to honor and recognize Barry Nelson for this honorable recognition and for his commitment and dedicated work within Martinsville and Henry County.

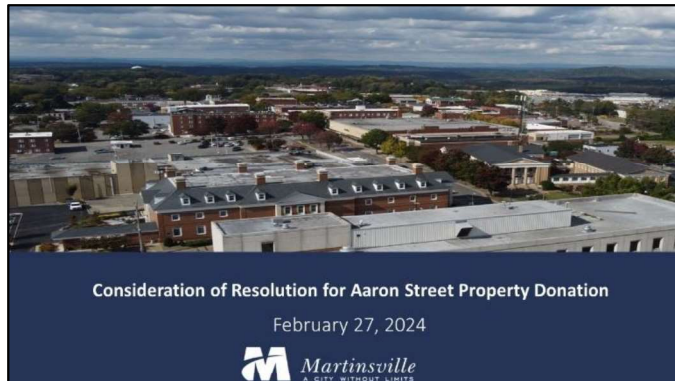
LC Jones, Mayor

Consent Agenda – Mayor Jones shared the items listed under the Consent Agenda including State Grant Appropriation, Virginia Department of Transportation Commitment and Signatory Resolution, Consideration of Amendments to Nuisance Code Ordinance and the Budget Calendar. Council Member Lawson made a motion to approve all consent agenda items; Vice Mayor Rawls seconded the motion. Vice Mayor Rawls said the work session was over the allotted time and he doesn't feel that enough time was spent discussing the Nuisance Code Ordinance. Council agreed to move the ordinance discussion forward to the Regular Agenda/New Business section of the agenda. City Manager Ferrell-Benavides confirmed that Council would be voting to approve the State Grant Appropriation, the Transportation Commitment and Signatory Resolution, and Budget Calendar only. All Council Members voted in favor.

Public Hearing – Community Development Director Keith Holland explained the need for the public hearing to receive citizen input on the consideration of the Ordinance to Amend and Restate the Establishment of the Martinsville Land Bank Authority. Approval of the ordinance is urgent. Holland provided a PowerPoint to better explain the need for changes. Mayor Jones opened the public hearing. John Stiltner with Landmark Asset spoke and offered to answer any questions Council may have. City Manager Ferrell-Benavides pointed out that City Council could no longer serve as the Land Bank Authority. Council Member Lawson made a motion to adopt

February 27, 2024 Council Meeting

the ordinance to amend and restate the establishment of the Martinsville Land Bank Authority. Council Member Mitchell seconded the motion. Council Member Pearson asked how the new board was selected. Ferrell-Benavides explained that they looked at existing individuals; because this is a state-established board, we needed to get the transfer, and they looked at individuals who had already gone through the ethics filing process. It's much like the IDA and there are several areas of conflict of interest that will exist. This board will allow internal employees to serve. Our goal is not long range, but we needed to move expeditiously because of the ongoing projects. Roll Call vote 5-0 in favor of approving the ordinance: Mitchell, aye; Lawson, aye; Rawls, aye; Pearson, aye; and Jones, aye.



Purpose

- The Martinsville Redevelopment and Housing Authority (MRHA) will need to approve a Resolution for Property Donation Option Agreement
- Authorize a letter of commitment of \$500,000 of ARPA funds as a low-interest 3% loan to support the project
- Authorize the transfer of the property to Mid-Atlantic Foundation, a North Carolina non-profit, who in turn will donate the property back to Aaron Street Lofts, LLC as a capital contribution
- All actions effective upon transfer of the property from the Martinsville Land Bank Authority to the MRHA

Questions?

Regular agenda or New business: MRHA Resolution for Donation Option Agreement for Aaron Mills Senior Housing Project - Council Member Lawson made a motion to recess as City Council and convene as the Martinsville Redevelopment Housing Authority. Vice Mayor Rawls seconded the motion, with all Council Members voting in favor. Community Development Director Keith Holland explained the purpose of the resolution. The MRHA would need to approve the resolution for the Property Donation Option Agreement and authorize a letter of commitment for \$500,000 in ARPA funds as a low-interest 3% loan to support the project. Holland requests MRHA authorize the transfer of the property to MidAtlantic Foundation, a North Carolina non-profit that, in turn, would donate the property back to Aaron Street Lofts as a capital contribution with all actions effective upon transfer of the property from the Martinsville Land Bank Authority to the MRHA. Housing Authority Member Lawson made the motion to approve the resolution; Housing Authority Member Pearson seconded the motion. Housing Authority Vice Chair Rawls questioned the transfer from a nonprofit to a for-profit for

February 27, 2024 Council Meeting

business purposes, has shut down some civic duties, and asked for more explanation. John Stiltner with Landmark Asset explained the process and the need for the transfer, and the various “moving parts” to be handled in that way. All Council Members voted in favor of approving the resolution. Housing Authority Member Lawson made the motion to adjourn as MRHA and reconvene as City Council; Housing Authority Vice Chair Rawls seconded the motion with all Council Members voting in favor.

Extension of Sales Agreement with Kayak Hotel Group - Community Development Director Keith Holland explained the need for an extension of the sales agreement with Kayak Hotel Group. Due to delays in submission of the required Erosion and Sediment Control Plan to the Virginia Department of Environmental Quality, Kayak Hotel Group is requesting an extension of the contract for sales agreement dated December 1, 2023. They request an extension of the due diligence period for 90 days to May 28, 2024. The amendment of the agreement must also be approved by the Martinsville Industrial Development Authority. No adverse impacts are anticipated by this extension request. Vice Mayor Rawls made a motion to adopt the resolution related to the extension; Council Member Lawson seconded the motion with all Council Members voting in favor.

ARPA Funding Update – City Manager Aretha Ferrell-Benavides and Finance Director Mandy McGhee provided a PowerPoint on the ARPA funding. Vice Mayor Rawls made a motion to adopt the updated ARPA project list with the clarification that the Council retains the initial amount approved for community branding and marketing, at least until they can discuss it further in a work session. Council Member Lawson seconded the motion, with all Council Members voting in favor. Mayor Jones would like to take the ARPA list home to review and then reconvene another day. Vice Mayor Rawls made a motion to accept the ARPA expenses as presented for Inspections, The Berkley Group expense. MiNET, the jail roof, the water generator for the pump house, and the updated asset plan for the water/sewer department. Lawson seconded the motion and questioned if the bus stop should be added. Mayor Jones would like to add the Youth Employment program and asked if the chiller is an immediate need. Council Member Pearson questioned the status of the Fire Department roof. Ferrell-Benavides said there is still time to make additional approvals for items not quite as urgent. Rawls requested that the Council approve the water/sewer plant roof, which should have been in last year's capital, so it needs to be done. Lawson confirmed that Council would be approving Inspections, The Berkley Group, MiNET, the Jail roof, asset management updates, the water/sewer plant roof, the Youth Employment program, and the water generator for the pump house. All Council Members approved the motion.

Consideration of amendments to the Nuisance Code Ordinance – Community Development Director Keith Holland briefly explained the need for amendments to the ordinance.

City of Martinsville, Virginia

Ordinance No. 2024-1

BE IT ORDAINED by the Council of the City of Martinsville, Virginia, in Regular Session held February 27, 2024 that Sections 13-37, 15.5-21 and 15.5-22 of the Code of the City of Martinsville be amended to hereafter read as follows:

Sec. 13-37. Excessive growth of grass, weeds, etc., on vacant property.

- (a) It shall be the duty of the owner of any parcel of land in the city to cut or cause to be cut all grass, weeds or like vegetative growth so that such growth at no time exceeds a height of eighteen (18) inches above the ground unless such growth, due to unusual physical characteristics of the property, is deemed by the director of public works to not create a potential threat to public health or safety; and it shall be the duty of the owner of any legally established lot situated in the city fronting a city-maintained public street to cut thereon any weeds, brush, grass or like vegetative growth if an occupied building or residence is situated on an adjacent lot, subject to the following:
- (1) All grass, weeds or like vegetative growth shall be cut so that no such growth exceeds at any time a height of ten (10) inches above ground for a depth of eighty (80) feet from the street line measured at ninety (90) degrees with the street line; and
- (2) Such vegetative growth shall be cut as often as necessary to comply with the standards stated herein, which shall be no less frequent than two (2) times per year between May 15 and June 15; and between August 1 and September 1.

The director of public works may grant a variance from these requirements if, in his opinion, steep slopes or terrain make it impractical to cut such vegetative growth as described above provided that the intent of these requirements is complied with. Should the owner of any such property fail or refuse to abide by this requirement, the director of public works shall give a written notice to such owner requiring him to cut or have cut such grass, weeds or vegetative growth within fifteen (15) days after the date of the notice.

- (b) The notice referred to in subsection (a) above shall be given to the owner by personally serving a copy of such notice on the owner or his agent or by mailing a copy to the owner at his last known post office address by registered or certified mail, return receipt requested, or if the owner or his address is unknown, by publication of such notice in a newspaper of general circulation in the city once per week for two (2) successive weeks. A copy of such notice sent to the owner by registered or certified mail at the address of such owner listed on the land books of the city shall be deemed sufficient and equivalent to notice having been received by the owner, regardless of whether such copy is returned undelivered or not.
- (c) Upon the failure or refusal of the owner, after serving of the notice pursuant to this section, to cut or cause to be cut the grass, weeds or vegetative growth within the time provided, the director of public works may have the necessary work done by city employees or city agents under contract. All of the actual costs and expenses of such work, plus the cost of serving the notice, shall be chargeable to and paid by the owner of the property. Any bill sent to the owner which is not paid within thirty (30) days shall be transmitted to the city treasurer, who shall include such bill in the next regular real estate tax bill sent to the owner. Every such charge with which the owner has been assessed and which remains unpaid after the deadline for the payment of the next installment of real estate taxes shall constitute a lien against such property; provided, however, that such lien shall be recorded in the same manner as liens for real estate taxes are recorded. It shall be the duty of the city treasurer to assure the proper recording of any such lien.
- (d) The failure or refusal of any property owner to comply with the terms of any notice to cut grass, weeds or other growth served pursuant to this section shall constitute a Class 4 misdemeanor. In any prosecution, there shall be a rebuttable presumption that any growth exceeding three (3) feet in height creates a potential threat to public health or safety.

Page 1 of 3

- (e) Nothing in this section shall be construed to require the cutting of any tree or ornamental shrubbery, unless it is creating a safety hazard.
- (f) In the event that the director of public works finds it necessary to abate violations of this section in accordance with subsection (c) herein, upon the fourth such abatement within a calendar year for any specific parcel the director of public works may have such property reseeded in non-invasive clover or other non-invasive, low-growth vegetative cover as the director deems appropriate.

Charter reference(s)—Authority of city to require premises be kept clean, sanitary and free from weeds, Ch. 1, § 2(20).

Cross reference(s)—Penalty for Class 4 misdemeanor, § 1-11; removal or screening of accumulations of waste material on private property, § 18-2.

State law reference(s)—Authority for above section, Code of Virginia, §§ 15.2-901, 15.2-1115.

Sec. 15.5-21. Nuisances prohibited; term defined.

It shall be unlawful for the owner or owners, occupant or occupants of any property or premises located in the city to create, cause, or permit the continuation of any nuisance. The term "nuisance" to include, without limitation, the examples set forth as follows:

- (1) Any condition which is breeding ground or harbor for mosquitoes or a breeding ground for rats or other pests.
- (2) Any place of weeds, grass or other noxious vegetation over ten (10) inches in height that is within fifty (50) feet of an inhabited residence or other occupied structure.
- (3) An open place of collection of water where insects tend to breed. For the purposes of this chapter, an "open place of collection of water" shall be held to mean and be that contained in ditches, pools, ponds (natural or artificial), excavations, holes, depressions, open cesspools, privy vaults, fountains, cisterns, tanks, shallow wells, barrels, troughs, urns, cans, boxes, bottles, tubs, buckets, partially disassembled vehicles, defective house roof gutters, tanks of flush closets or similar containers.
- (4) An open place of combustible items such as mattresses, boxes, paper, automobile tires and tubes, garbage, trash, refuse, brush, debris from the clearing or grading of lots, old clothes, rags or any other combustible materials or objects of a like nature.
- (5) An open place of collection of garbage, food waste, animal waste or other rotten or putrescible matter of any kind.
- (6) Any furniture, appliance or other metal products of any kind or nature openly kept which have rough or jagged edges of metal or glass.
- (7) Any furniture or other articles not specifically intended for outdoor use or exposure to the elements and which would tend to absorb or retain moisture thereby attracting insects, pests or vermin.
- (8) Any accumulation of rubbish, trash, old building materials or junk causing or threatening to cause a fire hazard, or causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the habitation of mice, snakes or vermin of any kind which may be dangerous or prejudicial to the public health.
- (9) Any condition detrimental to the public health which violates the rules and regulations of the health department.

The code official heretofore designated by council to enforce the building maintenance code in the city and alternatively the city attorney are hereby vested with discretionary authority to decline to undertake enforcement

Page 2 of 3

of this section with respect to nuisances which are (a) deemed to be of a private nature between neighboring property owners, or (b) deemed not to constitute a public nuisance, or (c) not visible to the unaided eye from street or ground level outside the boundaries of the property on which the subject nuisance exists.

Sec. 15.5-22. Notice of abatement; correction by city.

- (a) Whenever it shall be reported to the code official heretofore designated by council to enforce the building maintenance code in the city that there exists on any lot or parcel of land in the city any such nuisance, he shall forthwith give the owner or owners, occupant or occupants of said premises written notice to promptly remove, raze, or abate such nuisance and specify a reasonable time for such discontinuance or abatement. The council conclusively finds that three (3) days from the receipt of such notice is a reasonable amount of time for completion of removal razing or abatement of any nuisance, and also finds any longer period prescribed by the notifying official to be reasonable. Such notice shall be in writing and shall be served upon the owner or owners, occupant or occupants by mailing a copy thereof to the last known post office address of said person or persons, or by delivery in person or by delivering it and leaving it in possession of any person in charge of the premises, or by posting the notice in a conspicuous place on the premises if such person or persons cannot be found on said premises; and if the person or persons receiving the notice to abate fail to comply within the given period of time, the code official shall cause the corrections to be made, either through other city agencies or by contract or arrangement with private persons, and charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.
- (b) In the event that the director of public works finds it necessary to abate violations of section 15.5-21 of the city code in accordance with subsection (a) herein, upon the fourth such abatement within a calendar year for any specific parcel the director of public works may have such property reseeded in non-invasive clover or other non-invasive, low-growth vegetative cover as the director deems appropriate.

Attest:

Karen Roberts, Clerk of Council

Page 3 of 3

Communications from Visitors / Business from the Floor – Noone approached the podium.

Comments by Members of City Council – Council Member Mitchell attended two events this month celebrating Black History Month and for the first time, he feels that residents “showed

February 27, 2024 Council Meeting

up” to recognize black history. Council Member Pearson thanked PIO Kendall Davis for his work putting together the Expo this past weekend, and she looks forward to working on additional events in the City going forward. Pearson encourages residents to contact Council Members with input. Fast Track is March 6 at the Clock Tower in Martinsville with over 125 businesses exhibiting. Pearson informed residents of the Visit Martinsville App and encouraged them to download it. Council Member Lawson thanked staff, and Council Members involved in the City’s BHM event. The next Hazardous Waste Day is April 13, 2024, at the Bassett PSA warehouse. Vice Mayor Rawls shared details on potential energy and electric funding through the state with an explanation of how the City purchases power. Mayor Jones thanked residents for attending the meeting and thanked volunteers for assisting with this past weekend's event. Jones invited Pastor Caleb Robinson to offer the invocation at the end of the meeting.

City Manager Ferrell-Benavides thanked the children who volunteered for the BHM event. Martinsville is a member of the National League of Cities, and she hopes that the Council will continue to participate in this organization as they continue to move the City forward. Aretha and the Mayor will be attending a meeting on March 11, so the March 12 meeting will be moved to March 19. Aretha mentioned Fast Tract on March 5 and 6, 2024. There will be a Council Retreat soon to discuss the vision for the city.

Monthly Financial Update – Finance Director Mandy McGhee presented the Financial Update.

Pastor Robinson offered a closing invocation.

Adjournment – Council Member Lawson made a motion to adjourn the meeting at 8:30 pm.

Karen Roberts, Clerk of Council

LC Jones, Mayor

March 26, 2024 Council Meeting

A Work Session was held at 5:00 pm on March 26, 2024, in Room 208, Conference Room, Municipal Building. Mayor Jones, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, Deputy Clerk of Council Richard Phipps, Chief Operating Officer Edena Reese-Atmore, Human Resource Director Travis Hodge, Public Information Officer Kendall Davis, Public Works Director Greg Maggard, and Water Resources Director Mandy Muse were in attendance.

The four Council Members in attendance voted to adopt a policy for remote attendance for meetings: The City Council of the City of Martinsville, Virginia as a Virginia local public body and governing body desires to adopt a policy, as permitted by Virginia Code §2.2-3708.3, to afford a member thereof the opportunity to participate remotely in a Council meeting when such a member may be unable to attend the meeting thereof due to: (1) a temporary or permanent disability or other medical condition of a member, (2) a medical condition of a family member of the member for whom the member is required to provide care, (3) the member's principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting or (4) a personal matter that is identified with specificity, allowing Vice Mayor Rawls to participate by TEAMS.

Discussion was held regarding the reallocation of capital funds for a pressure washer for public works.

Briefings: Just Call Granny gave a brief presentation on the services offered.

Grandparents Raising Grandchildren
Providing support resources and improving quality of life

Tips for Grandparents
Take care of yourself. When you're preoccupied with the daily demands of raising grandkids, it's easy to let your own needs fall by the wayside. But taking care of yourself is a necessity, not a luxury. You can't be a good caregiver when you're overwhelmed, exhausted and emotionally depleted.

Did You Know?
Grandparents may be raising their grandchildren as the children's parents struggle with substance abuse, mental illness, incarceration, economic hardship, divorce, domestic violence, other challenges and even death. These caregivers provide a vital safety net to children inside and outside of the foster care system but you are not alone.

Just Call Granny is a volunteer who offers:

- A listening ear
- Encouragement
- Understanding of the responsibility of parenting
- Information about resources in the community
- Prayer

Just Call Granny
Just Call Granny wants to provide resources in our community to help you get your grandchildren connected to learning programs, afterschool activities, daycare and more.

Just Call Granny
Just Call Granny wants to provide resources to grandparents like support groups, kinship groups, educational and community agencies.

Get In Touch
Contact Information
We are here to listen, help and be your village.

Phone Number
276-734-3331

Facebook
Just Call Granny Ministry

For I am the Lord, your God, who takes hold of your right hand and says to you, "Do not fear. I will help you!"
Isaiah 41:13

Just Call Granny

Our Mission
Just Call Granny provides caring trained volunteers who offer encouragement and resources to Martinsville and Henry County Grandfamilies.

Josh Blubaugh discussed the new Vision and Mission Statements.



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.

A CITY WITHOUT LIMITS

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.



A CITY WITHOUT LIMITS

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.

A CITY WITHOUT LIMITS

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.

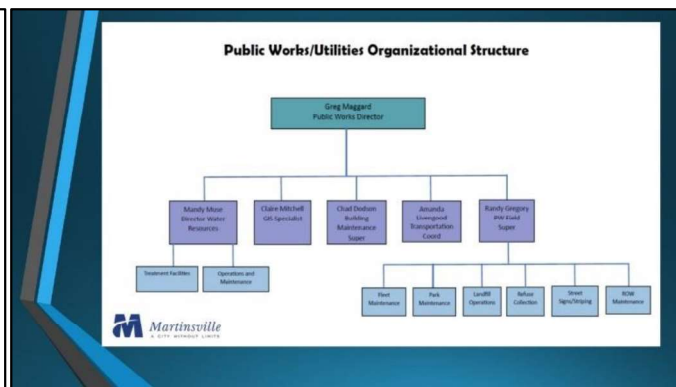


Public Works Director Greg Maggard provided a PowerPoint and update on the Public Works department

PUBLIC WORKS AND WATER RESOURCES



M Martinsville
A CITY WITHOUT LIMITS



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 1500 CUSTOMERS WEEKLY	 OPERATE & COLLECTION TRUCKS	 MANAGE OVER 200 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

Mandy Muse provided a PowerPoint and update on Water Resources.

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.



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 odors & infiltration.
- An On-Call crew is available nights, weekends, and holidays to respond to emergencies promptly.



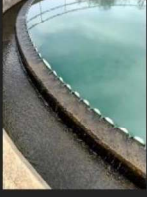
Sewer Collection System

- 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.



1965



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.

City Council Executive Session began at 6:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 2.2-3711.A.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, (B) 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, and (C) 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. At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the meeting. A motion was made by Council Member Lawson; seconded by Council Member Pearson with the following 5-0 recorded vote in favor to return to Open Session: Council Member Lawson, aye; Mayor Jones, aye; Council Member Mitchell, aye; Vice Mayor Rawls, aye; and Council Member Pearson, aye. No action was taken out of Closed Session.

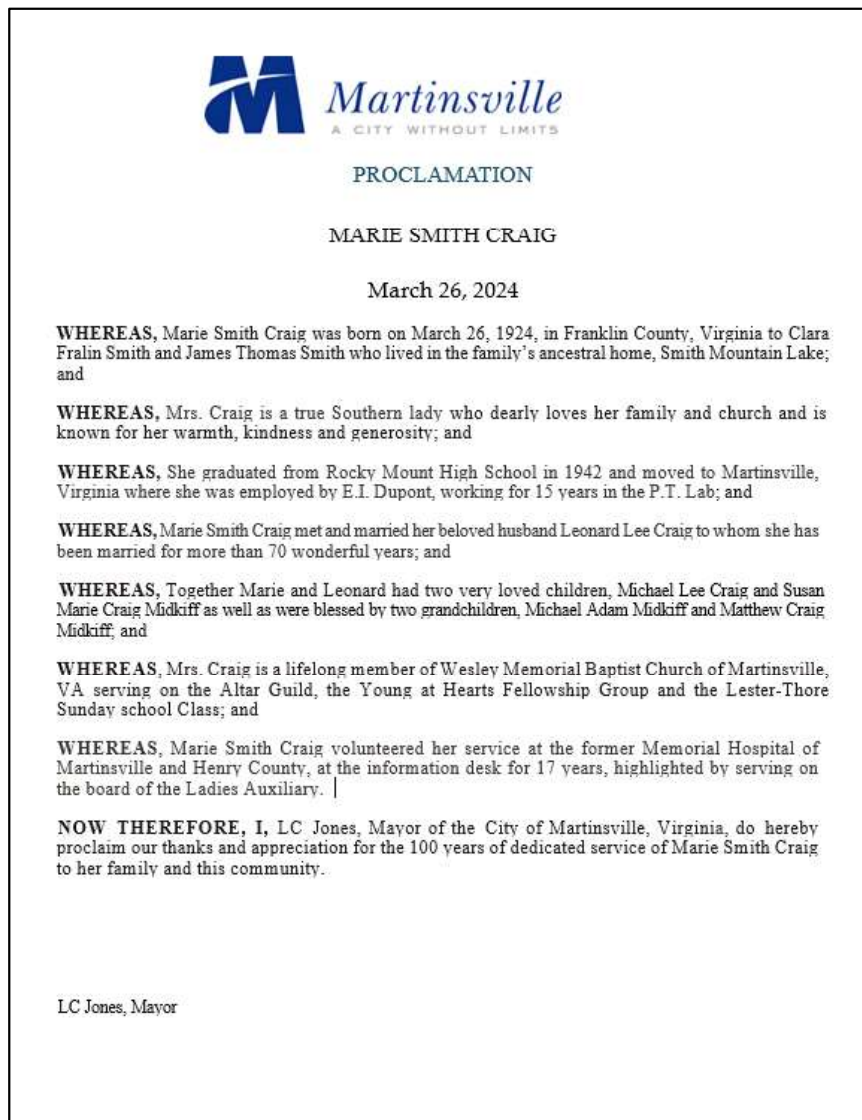
March 26, 2024 Council Meeting

Regular Session began at 7:00 PM with additional attendees including Clerk of Council Karen Roberts, Finance Director Mandy McGhee, Assistant Finance Director Crystal Ferguson, and Police Chief Rob Fincher.

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

Pledge to the American Flag by Council Member Pearson. Invocation by Council Member Lawson

Proclamations and Presentations – Council Member Lawson read the Proclamation honoring Marie Smith Craig who was turning 100 years young. The proclamation will be mailed to Ms. Craig and her family.



Council Member Pearson provided background, sharing that she is a member of the Garden Club. Being a Bee City is important as bees are essential to our food supply, but many species of bees are becoming extinct. Pearson read the Proclamation recognizing April 2024 as Bee City Month.



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



Consent Agenda – City Manager Aretha Ferrell-Benavides shared that the Boards and Commissions were discussed, but no action will be taken on that tonight. Ferrell-Benavides detailed the reallocation request, the National Fitness Campaign grant, and the amended lease agreement for the I Won't Stop Family lease for the Armory building. Lawson made a motion to approve the consent agenda items; Mitchell seconded the motion with all Council voting in favor.

Regular Agenda or new business: Health Benefits Update – Human Resources Director Travis Hodge provided a PowerPoint update on what changes would be expected in the City's health benefits for the fiscal year 2024/25. Council Member Lawson asked if the school employees would be front-loaded as usual or if they would be paid out in lump sums. Hodge explained that the City had a larger turnover of staff than the schools. Mayor Jones explained that the school employees are under an employment contract.

Communications from Visitors / Business from the Floor – No one approached the podium.

Comments by Members of City Council – Council Member Mitchell said their hearts go out to the people of Baltimore after today's tragic bridge collapse. Council Member Pearson wished everyone a Happy Easter. The spring race is April 5, 6 and 7; the race is a valuable economic resource. Council Member Lawson shared details about Hazardous Waste Day on April 16.

March 26, 2024 Council Meeting

Information about allowed items will be listed online. March 29 the flags will be out Uptown for National Vietnam War Veteran Day. May 2 is National Day of Prayer and there is a community event that day. Grant opportunities are available for small businesses; that information will be added to the city website. It's race weekend so please welcome visitors to the community; Martinsville is known for its hospitality. Lawson requested Richard Phipps, the new Deputy Clerk of Council be introduced. Mayor Jones asked PIO Kendall Davis to speak; Kendall will be putting out a casting call for a 30-day fitness challenge and the entire community is invited to participate. The casting call is for a Martinsville edition of Biggest Loser that will include trainers from local gyms and prizes. Events will be held weekly until the end of the competition to include biking, meal prep and to educate the public on a healthier lifestyle. June 1 will be a major celebration to end the initiative and will include competitions. Mayor Jones reiterated their prayers are with the people in Baltimore and a reminder that Martinsville could at any time face a big catastrophe. Jones asked Council for approval to give City employees Friday off for Easter. Council Member Lawson made a motion to give city employees the day off on Friday, Council Member Pearson seconded the motion with all Members voting in favor.

City Manager Aretha Ferrell-Benavides explained that Karen Roberts, Clerk of Council has served as Clerk for many years, the City Charter has allowed the City Manager to become the Clerk of Council, so she has hired Deputy Clerk Richard Phipps who is in training; Ferrell-Benavides shared some of Phipp's experience and background including parks and recreation.

Police Chief Rob Fincher warned residents about an increase in fraud cases in Martinsville recently and how to protect themselves. Ferrell-Benavides encouraged Council and citizens to check the email address to ensure it's the actual person sending the emailing. City employees have been trained in recognizing fraud.

Fraud Warning

- Law Enforcement will never ask you to transfer funds or send any form of payment.
- Never give gift card information to anyone by phone, text, or email.
- If you receive an email or a text that contains a phone number for you to call for "security issues," do not call that number. Rather, look up the number from other sources and call that number for verification.
- Do not open attachments or respond to unsolicited emails or text messages.

A CITY WITHOUT LIMITS



M
City of Martinsville

Monthly Financial Update – Finance Director Mandy McGhee provided an overview of the

March 26, 2024 Council Meeting
Monthly Financial Report. City Manager Aretha Ferrell-Benavides said its budget season and they are working to put together the FY24-25 budget. McGhee and her team are working to incorporate budget information in a more user-friendly document.



GENERAL FUND REVENUES
as of February 29, 2024

REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
GENERAL PROPERTY TAXES	(10,433,900)	(7,233,967)	(3,199,933)	69.4%
OTHER LOCAL TAXES	(7,000,358)	(3,596,274)	(3,404,079)	51.2%
PERMITS FEES & LICENSES	(855,100)	(593,566)	(261,534)	64.5%
FINES & FORFEITURES	(87,800)	(37,853)	(49,947)	43.3%
REVENUE FROM USE OF MON	(1,364,677)	(578,497)	(786,180)	42.4%
CHARGES FOR SERVICES	(117,834)	(61,051)	(56,779)	51.8%
RECOVERED COSTS	(2,419,027)	(1,442,127)	(976,900)	67.9%
CATEGORICAL FEDERAL	(125,571)	(322,708)	797,138	794.8%
CATEGORICAL OTHER STATE	(5,869,434)	(3,062,787)	(2,806,647)	52.2%
CATEGORICAL SHARED EXPE	(4,431,758)	(2,799,093)	(1,632,665)	65.1%
GRANTS & DONATIONS	(560,607)	(438,080)	(122,527)	78.3%
NON CATEGORICAL AID STA	(642,428)	(887,434)	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)	(3,911)	911	130.4%
NONCATEGORICAL FEDERAL	-	(393)	393	0.0%
TRANSFERS FROM MEALS TAX FUND	(1,035,000)	(872,500)	(162,500)	84.3%
	(17,441,734)	(25,141,733)	(12,199,931)	67%

GENERAL FUND EXPENSES
as of February 29, 2024

	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Sum of % of Budget Used YTD FY 2024
SALARY & BENEFITS	22,827,847	13,167,090	8,659,987	58.5%
CONTRACT & PROFESSIONAL SERVICES	1,941,715	1,028,430	649,942	53.0%
OTHER	985,863	1,197,764	(210,901)	114.7%
SUPPLIES	1,112,224	469,757	625,960	42.2%
TRANSFERS TO FUNDS	5,942,637	4,156,978	1,785,659	70.0%
REPAIRS AND MAINTENANCE	660,612	409,746	211,864	62.0%
UTILITIES	1,302,827	808,309	494,618	62.0%
NONCAPITAL EQUIPMENT	58,745	7,720	31,025	13.1%
SOFTWARE/MAINTENANCE	348,346	272,125	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	35,008	27,142	42.0%
POSTAL SERVICES	36,281	71,722	23,550	75.3%
TRAVEL	168,476	104,947	60,929	62.3%
DUES	35,124	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%
	\$7,541,734	\$29,879,105	\$13,037,347	64%



Sales Tax Allocation Historical Summaries
as of February 29, 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
as of February 29, 2024

Collection Month	2021	2022	2023	2024
JULY	(169,717)	(201,036)	(193,247)	(243,802)
AUGUST	(177,786)	(182,672)	(202,857)	(238,994)
SEPTEMBER	(181,002)	(197,418)	(224,888)	(230,802)
OCTOBER	(181,344)	(198,517)	(213,097)	(258,427)
NOVEMBER	(173,000)	(188,779)	(225,529)	(237,280)
DECEMBER	(138,987)	(185,855)	(230,476)	(238,717)
JANUARY	(182,146)	(194,987)	(244,221)	(248,938)
FEBRUARY	(166,988)	(174,307)	(212,362)	(237,248)
MARCH	(153,266)	(182,855)	(225,272)	-
APRIL	(218,482)	(201,758)	(268,642)	-
MAY	(254,078)	(223,844)	(247,606)	-
JUNE	(197,908)	(210,971)	(257,893)	-
Grand Total	(2,163,681)	(2,340,489.96)	(2,754,879.31)	(1,890,221.77)

Refuse Enterprise Fund
As of February 26, 2024

REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
CHARGES FOR SERVICES	(1,569,299)	(1,300,367)	(744,713)	83.2%
CONTRIBUTION FROM FUNDALANCE	(628,594)	-	(628,594)	0.0%
MISC ELLAVANOUS	(13,148)	(4,351)	(13,148)	32.2%
RECOVERED COSTS	-	(700)	700	0.0%
REVENUE FROM USE OF MONETARY PRIN	(13,000,000)	(129,209)	(29,241)	81.3%
REVENUE TOTAL	(15,210,941)	(1,315,627)	(15,110,627)	49%

EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
SALARY & BENEFITS	649,800	385,487	786,193	50.3%
CONTRACT & PROFESSIONAL SERVICES	81,500	65,488	36,012	80.8%
REPAIRS AND MAINTENANCE	97,800	71,641	26,999	71.7%
SUPPLIES	3,952	4,352	3,461	48.0%
UTILITIES	80,000	71,008	8,097	71.0%
DEBT SERVICE	52,500	52,500	-	100.0%
DISPOSAL	500,000	239,897	260,103	50.0%
OTHER	541,407	542,301	(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	10,000	10,000	10,000	100.0%
LEASE/RENTAL	3,500	400	3,100	11.4%
EXPENSE TOTAL	2,409,104	1,718,605	975,948	67%

MINet Enterprise Fund	MINet ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(1,617,000)	(1,608,000)	(1,616,500)	63.0%
	RECOVERED COSTS	(468,000)	(547,300)	(16,800)	98.8%
	REVENUE FROM USE OF MONEY/PROP	(7,500)	(1,100)	1,100	100.0%
	REVENUE TOTAL	(2,092,500)	(2,156,300)	(1,611,200)	77.5%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	SALARY & BENEFITS	597,873	288,372	211,351	64.7%
	CONTRACT & PROFESSIONAL SERVICES	295,000	180,317	106,480	56.4%

Water Enterprise Fund	WATER ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(1,617,000)	(1,608,000)	(1,616,500)	63.0%
	RECOVERED COSTS	(468,000)	(547,300)	(16,800)	98.8%
	REVENUE FROM USE OF MONEY/PROP	(7,500)	(1,100)	1,100	100.0%
	REVENUE TOTAL	(2,092,500)	(2,156,300)	(1,611,200)	77.5%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	SALARY & BENEFITS	597,873	271,741	211,351	53.7%
	UTILITIES	276,700	10,804	17,882	78.4%

Sewer Enterprise Fund	SEWER ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(4,838,500)	(3,106,707)	(3,718,713)	66.4%
	REVENUE FROM USE OF MONEY/PROP	(16,537)	(18,400)	(1,900)	76.0%
	CONTRIBUTION FROM FUND BALANCE	(2,065,700)	-	(2,065,700)	0.0%
	MODIFICATIONS	-	(1,900)	9,300	0.0%
	TOTAL CATEGORICAL REVENUE	-	(1,900)	6,400	0.0%
	Grand Total	(7,319,737)	(3,125,107)	(3,718,713)	66.4%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024

Electric Enterprise Fund	ELECTRIC ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(1,617,000)	(1,608,000)	(1,616,500)	63.0%
	RECOVERED COSTS	(468,000)	(547,300)	(16,800)	98.8%
	REVENUE FROM USE OF MONEY/PROP	(7,500)	(1,100)	1,100	100.0%
	REVENUE TOTAL	(2,092,500)	(2,156,300)	(1,611,200)	77.5%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	SALARY & BENEFITS	2,000,000	1,246,867	756,750	62.0%
	PHYSICAL PLANT EXPANSION & EQUIPMENT	12,000,000	8,124,000	8,300,400	59.3%

Adjournment – Council Member Lawson made a motion to adjourn the meeting at 7:45pm.

Karen Roberts, Clerk of Council

LC Jones, Mayor

March 20, 2024 Council Meeting

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

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

WORK ORDER 5: CITY ATTORNEY EXECUTIVE SEARCH SERVICES CITY OF MARTINSVILLE, VIRGINIA March 13, 2024 We are pleased to provide City Attorney Executive Search Services to the City of Martinsville, VA. The scope of work will include development the following items: Position Profile: The City Attorney Profile will be developed in collaboration with City Council in a work session. Profile questions will be provided to the Council in advance of the work session and a position profile will be developed at the work session. Advertising and Outreach: Utilizing the profile, a job advertisement will be developed to include position roles, responsibilities and requirements will be developed. The position will be advertised with professional organizations and others the City may request. Additionally, the Berkley Group will use its extensive network of Executive Managers to directly solicit qualified candidates who might have an interest in the City Attorney position. Application Process: Applicants will be directed to submit their interest in the position in a standardized format that will include cover letter, resume, and salary history. Applications will be submitted electronically to the Berkley Group. This information will be kept confidential amongst the city staff, Council, and the Berkley Group. The position will be advertised open until filled. Selection Process: Berkley Group staff will review all applications and classify them into three categories: interview; consider interviewing; not recommended for interview. Interviews will be held with top applicants. The interview process may include the entire Council or a subcommittee of the Council. Berkley Group will arrange interview times in coordination with City staff. The Berkley Group will work in conjunction with City officials to negotiate with the final applicant(s). Periodic Check In: Berkley Group staff will check in with the City up to three times in the first year and provide the City with an annual performance review template. Assumptions - Client will pay for any publishing fees to advertise the position. - Client will make space available for interviews and provide the Berkley Group with all contact information for relevant City staff. - Client will reimburse reasonable travel expenses for candidates invited to come to the city for an interview. Such expenses may include those incurred for transportation (mileage, air fare, rental car), lodging (at a pre-approved facility as identified to the candidates by BG staff), and a per diem for meals of up to thirty dollars (\$30) a day. Additional expenses, such as for spouses, may be reimbursed if approved in advance by the Client. - For its convenience, the Client authorizes the Berkley Group to collect all receipts for travel expenses and to reimburse candidates directly. The Berkley Group will then invoice the Client for those expenses, plus five percent (5%). Such charges shall be separate and in addition to the compensation stipulated in the agreement. 1	Berkley Group will maintain supporting documents for candidate travel expense reimbursement and will share such documentation with the Client as stipulated in Section 5, paragraph D (3) of the agreement. Schedule Berkley Group anticipates making an offer on behalf of the City to a selected candidate within 120 days upon a signed Notice to Proceed. Fee Executive search services will be a lump sum fee of \$25,000. This amount will include all non-direct expenses related to travel, etc., for Berkley Group staff. Fifty percent (\$12,500) will be due upon receipt of Notice to Proceed. The remaining balance, including all advertising costs, will be invoiced upon completion of the search process. If additional finalist assessments are desired, the EQ-i 2.0 emotional intelligence assessment and/or the ADVanced Insights Profile (Attribute, Values, and DISC indices) assessment can be conducted for an additional fee. The EQ-i 2.0 emotional intelligence assessments is offered at \$500 per finalist assessment and \$1,500 for a results presentation to the City. The ADVanced Insight assessment is offered at \$500 per finalist assessment and \$2,000 for a results presentation to the City. We are in agreement with the services and basis for fee determination in this scope of work and hereby grant the consultant notice to proceed for the work herein specified. Mr. LC Jones, Mayor _____ Date _____ 2
--	---

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



Martinsville Fire & EMS

February 13, 2024 – City Council Update


Martinsville
A CITY WITHOUT LIMITS

Departmental Divisions

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

Daily Staffing

E-1 – 2-3 Personnel

M-1/L-1 (ALS) – 2 Personnel

M-3/E-3 (ALS) – 2 Personnel

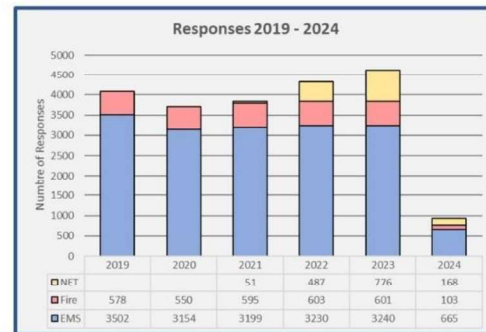
A CITY WITHOUT LIMITS

Departmental Statistics

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

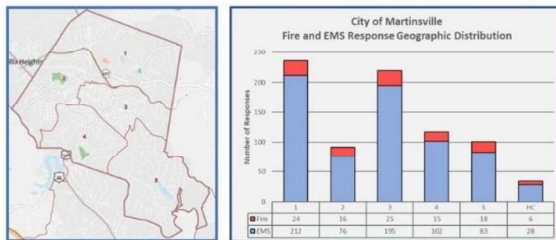
A CITY WITHOUT LIMITS

Departmental Responses



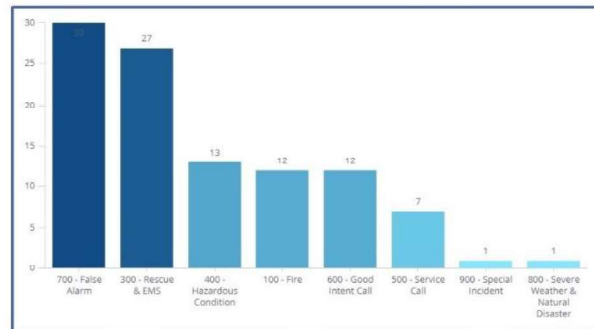
A CITY WITHOUT LIMITS

Geographical Distribution of Responses - 2024

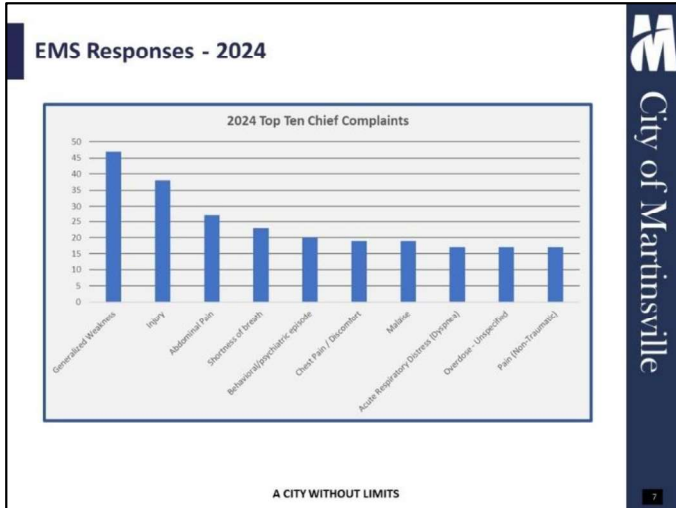


A CITY WITHOUT LIMITS

Fire Incident Types Through January 2024



A CITY WITHOUT LIMITS



Budget – Fiscal Year 2024

Revenues

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

Expenses

Division Name	FY 2024 Budgeted	FYTD
Fire	\$ 2,283,740.00	\$ 1,707,806.48
EMS	\$ 285,445.00	\$ 211,958.55
Non-Emergency Transport	\$ 161,472.00	\$ 96,983.66
Emergency Management	\$ 238,301.00	\$ 194,687.00
Total	\$ 3,468,958.00	\$ 2,211,435.69
Percentage Used (Target is 66%)		64%

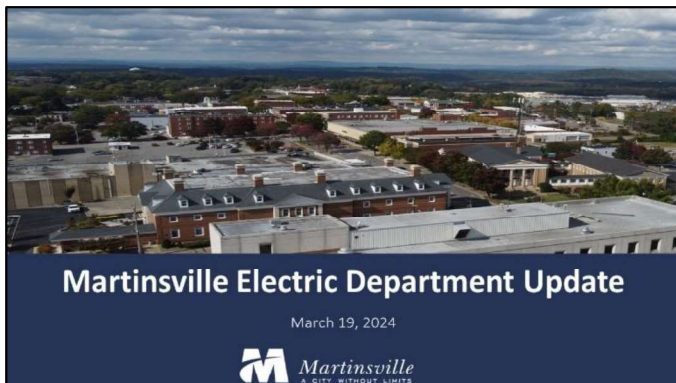
A CITY WITHOUT LIMITS

- ### Non-Emergency Transport Program
- Started in 2021 at the request of the hospital.
 - Performs non-emergency BLS discharges for the hospital.
 - Original contract signed in July of 2021.
 - Started running calls in November of 2021.
 - Runs Monday through Friday 10:00 – 18:00. (40 hours a week)
 - The hospital requested an expansion in February of 2023 to 12 hours a day and 7 days a week. (84 hours a week)
 - No agreement has been reached on the expansion.
 - No new contracts have been signed since July 2021.
- 
- A CITY WITHOUT LIMITS

Questions?

A CITY WITHOUT LIMITS

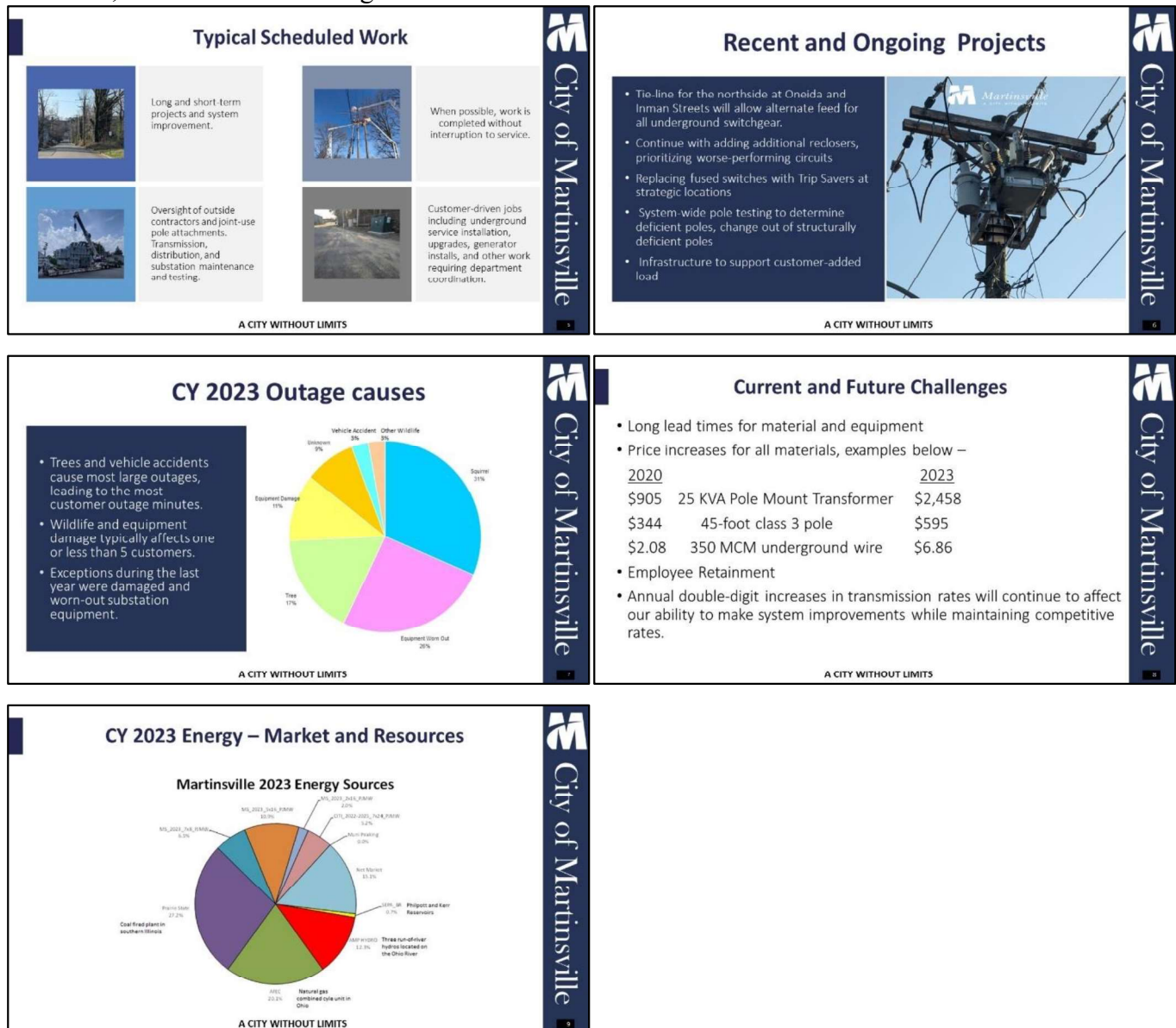
Utilities Director Durwin Joyce presented a PowerPoint presentation with updates on the Electric Department.



- ### Responsibilities
- Martinsville Electric Department was established in 1904 to provide electric service to Martinsville's residents, businesses and industries.
 - Over 120 years later, the department is still at work. It purchases wholesale power from American Municipal Power Inc to meet the city's peak demand of 42 megawatts. The city also operates and maintains our dam on the Smith River and a peak-shaving natural gas generator at our closed landfill.
 - The electric department has 17 employees and at least one on call crew prepared to respond to emergencies. Our line crews operate and maintain approximately 95 miles of overhead and underground lines, 10,000 poles, 3800 streetlights and 7600 meters.
 - The Substation/Metering Crew maintains commercial and residential metering and responds to customer meter complaints. The meter crew also monitors, controls, and repairs substation equipment and schedules and supervises hydro plant and landfill generator operations. The Substation Crew operates the Supervisory Control and Data Acquisition System (SCADA), which allows for control and monitoring of voltage level, grid current, number of operations of the circuit breakers, and many other features that help provide reliable electric service.
 - The Electric Department is an active member of the Blue Ridge Power Agency, the Municipal Electric Power Association of Virginia, and the American Public Power Association. The Electric Department has been actively participating in Federal and State regulatory concerns that impact our costs through these agencies.
- A CITY WITHOUT LIMITS

- ### Benefits of Public Power
- Electric Rate Stability
 - Locally owned = locally controlled = lower cost to citizens
 - Serves the community and Martinsville's priorities
 - Provides long-term value and financial support for local government functions
 - Faster response time
 - Reliable customer service
 - Highly trained staff
 - Investment in our Community
 - Generated income remains in Martinsville
- A CITY WITHOUT LIMITS

- ### Typical Customer Calls
- December - February
- Calls - 107 during work hours, 104 after-hours
 - 753 calls during large outages, during and after work hours
 - Trouble calls include power outages, partial power, flickering lights, streetlights, trees and limbs on lines, accidents, structure fires, damaged poles, low and downed wires, and equipment damage.
 - Meeting with contractors and homeowners to discuss new and upgraded services and address customer concerns.
- 
- A CITY WITHOUT LIMITS

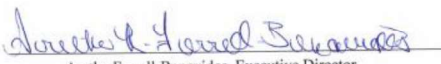


City Council Executive Session began at 6:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 2.2-3711.A.3: Discussion or consideration of the acquisition of real property for a public purpose or disposition of publicly held real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

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

March 20, 2024 Council Meeting

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

RESOLUTION APPROVING ADDENDUM TO AMENDED CONTRACT OF SALE WHEREAS, the Martinsville Redevelopment and Housing Authority (the "Authority") and JRS Realty Partners, LLC (the "LLC") entered into an Amended Contract of Sale (the "Amended Contract of Sale") dated as of October 25, 2023 providing for the Authority to convey certain property commonly referred to as the BB&T Building with a street address of 1 Ellsworth Street, Martinsville, VA 24112 (the "Property"); and WHEREAS, the Authority and the LLC desire to amend the Amended Contract of Sale to extend the Due Diligence Period (as defined in the Amended Contract of Sale) to May 15, 2024 in accordance with the terms of an Addendum to Amended Contract of Sale (the "Addendum"), the form of which has been presented to this meeting. NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby approves the Addendum and authorizes the Executive Director of the Authority to execute the Addendum in substantially the form presented to this meeting; and BE IT FURTHER RESOLVED that the employees and agents of the Authority are authorized to take such other actions as necessary or appropriate to carry out the terms of the Addendum, and that this Resolution will take effect immediately. Adopted by the Commissioners of the Housing Authority at a meeting on the 20th day of March, 2024. CERTIFICATE The Commissioners of the Housing Authority voted as follows on the foregoing Resolution: <table><tr><td><u>Ayes</u> L.C. Jones Aaron Rawls Kathy C. Lawson Tammy Pearson Lawrence Mitchell</td><td><u>Nays</u> None</td></tr><tr><td><u>Absent</u> None</td><td><u>Abstentions</u> None</td></tr></table>  Aretha Ferrell-Benavides, Executive Director Martinsville Redevelopment and Housing Authority	<u>Ayes</u> L.C. Jones Aaron Rawls Kathy C. Lawson Tammy Pearson Lawrence Mitchell	<u>Nays</u> None	<u>Absent</u> None	<u>Abstentions</u> None
<u>Ayes</u> L.C. Jones Aaron Rawls Kathy C. Lawson Tammy Pearson Lawrence Mitchell	<u>Nays</u> None			
<u>Absent</u> None	<u>Abstentions</u> None			

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

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

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



PROCLAMATION
NATIONAL LIBRARY WEEK
April 7-13, 2024

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

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

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

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

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

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

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

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

LC Jones, Mayor

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

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

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

March 20, 2024 Council Meeting

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

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

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

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

March 20, 2024 Council Meeting

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

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

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

Karen Roberts, Clerk of Council

LC Jones, Mayor

April 8, 2024 Council Meeting

A Closed Session was held at 4:00 pm on April 8, 2024, in Room 208 Conference Room, Municipal Building. Mayor Jones, Vice Mayor Rawls, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, and Deputy Clerk of Council Richard Phipps were in attendance.

In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 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 related to previous employee litigation.

At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the meeting.

No action was taken out of Closed Session

Adjournment – Council Member Lawson made a motion to adjourn the meeting at 6:00pm

Karen Roberts, Clerk of Council

LC Jones, Mayor

March 14, 2024, Council Meeting

A Closed meeting of the City of Martinsville, Virginia's City Council, was held on March 14, 2024, at 9:00 AM in Council Chambers, Municipal Building, with Mayor LC Jones presiding by the TEAMS link. Other Council Members participating included Kathy Lawson and Aaron Rawls. Tammy Pearson participated by the TEAMS link. Council Member Mitchell was not in attendance. Staff present included City Manager Aretha Ferrell-Benavides, Chief Operating Officer Edena Reese-Atmore, and Community Development Director Keith Holland.

Vice Mayor Rawls called the meeting to order and advised Council would go into Closed Session beginning at 9:00 AM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Council Member Lawson and seconded by Vice Mayor Rawls with the following 4-0 recorded vote: Council Member Pearson, aye; Mayor Jones, aye; Vice Mayor Rawls, aye; and Council Member Lawson, aye. Council convened in Closed Session to discuss the following matters: (A) Virginia Code Section 2.2-3711.A 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 the former BB&T building located at One Ellsworth.

There was no action taken out of the Closed session.

There being no further business, Council Member Lawson moved to adjourn at 10:15 a.m.

Karen Roberts, Clerk of Council

LC Jones, Mayor

March 26, 2024 Council Meeting

A Work Session was held at 5:00 pm on March 26, 2024, in Room 208, Conference Room, Municipal Building. Mayor Jones, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, Deputy Clerk of Council Richard Phipps, Chief Operating Officer Edena Reese-Atmore, Human Resource Director Travis Hodge, Public Information Officer Kendall Davis, Public Works Director Greg Maggard, and Water Resources Director Mandy Muse were in attendance.

The four Council Members in attendance voted to adopt a policy for remote attendance for meetings: The City Council of the City of Martinsville, Virginia as a Virginia local public body and governing body desires to adopt a policy, as permitted by Virginia Code §2.2-3708.3, to afford a member thereof the opportunity to participate remotely in a Council meeting when such a member may be unable to attend the meeting thereof due to: (1) a temporary or permanent disability or other medical condition of a member, (2) a medical condition of a family member of the member for whom the member is required to provide care, (3) the member's principal residence is more than sixty (60) miles from the meeting location identified in the required notice for such meeting or (4) a personal matter that is identified with specificity, allowing Vice Mayor Rawls to participate by TEAMS.

Discussion was held regarding the reallocation of capital funds for a pressure washer for public works.

Briefings: Just Call Granny gave a brief presentation on the services offered.

Grandparents Raising Grandchildren
Providing support resources and improving quality of life

Tips for Grandparents
Take care of yourself. When you're preoccupied with the daily demands of raising grandkids, it's easy to let your own needs fall by the wayside. But taking care of yourself is a necessity, not a luxury. You can't be a good caregiver when you're overwhelmed, exhausted and emotionally depleted.

Did You Know?
Grandparents may be raising their grandchildren as the children's parents struggle with substance abuse, mental illness, incarceration, economic hardship, divorce, domestic violence, other challenges and even death. These caregivers provide a vital safety net to children inside and outside of the foster care system but you are not alone.

Just Call Granny is a volunteer who offers:

- A listening ear
- Encouragement
- Understanding of the responsibility of parenting
- Information about resources in the community
- Prayer

Just Call Granny
Just Call Granny wants to provide resources in our community to help you get your grandchildren connected to learning programs, afterschool activities, daycare and more.

Just Call Granny
Just Call Granny wants to provide resources to grandparents like support groups, kinship groups, educational and community agencies.

Get In Touch
Contact Information
We are here to listen, help and be your village.

Phone Number
276-734-3331

Facebook
Just Call Granny Ministry

For I am the Lord, your God, who takes hold of your right hand and says to you, "Do not fear. I will help you!"
Isaiah 41:13

Just Call Granny

Our Mission
Just Call Granny provides caring trained volunteers who offer encouragement and resources to Martinsville and Henry County Grandfamilies.

Josh Blubaugh discussed the new Vision and Mission Statements.



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.

A CITY WITHOUT LIMITS


City of Martinsville

2

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.



A CITY WITHOUT LIMITS

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.

A CITY WITHOUT LIMITS


City of Martinsville

4

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.

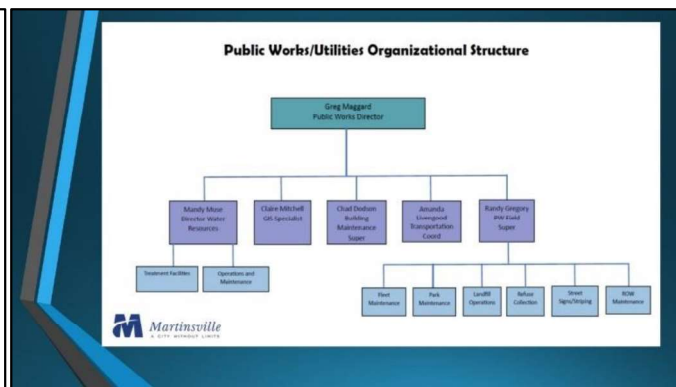


Public Works Director Greg Maggard provided a PowerPoint and update on the Public Works department

PUBLIC WORKS AND WATER RESOURCES



M Martinsville
A CITY WITHOUT LIMITS



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 1500 CUSTOMERS WEEKLY	 OPERATE & COLLECTION TRUCKS	 MANAGE OVER 200 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

Mandy Muse provided a PowerPoint and update on Water Resources.

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.



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.
 - Setting 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 surges & infiltration.
- An On-Call crew is available nights, weekends, and holidays to respond to emergencies promptly.



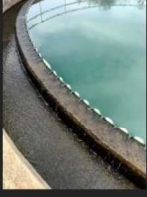
Sewer Collection System

- 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.



1965



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.

City Council Executive Session began at 6:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 2.2-3711.A.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, (B) 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, and (C) 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. At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the meeting. A motion was made by Council Member Lawson; seconded by Council Member Pearson with the following 5-0 recorded vote in favor to return to Open Session: Council Member Lawson, aye; Mayor Jones, aye; Council Member Mitchell, aye; Vice Mayor Rawls, aye; and Council Member Pearson, aye. No action was taken out of Closed Session.

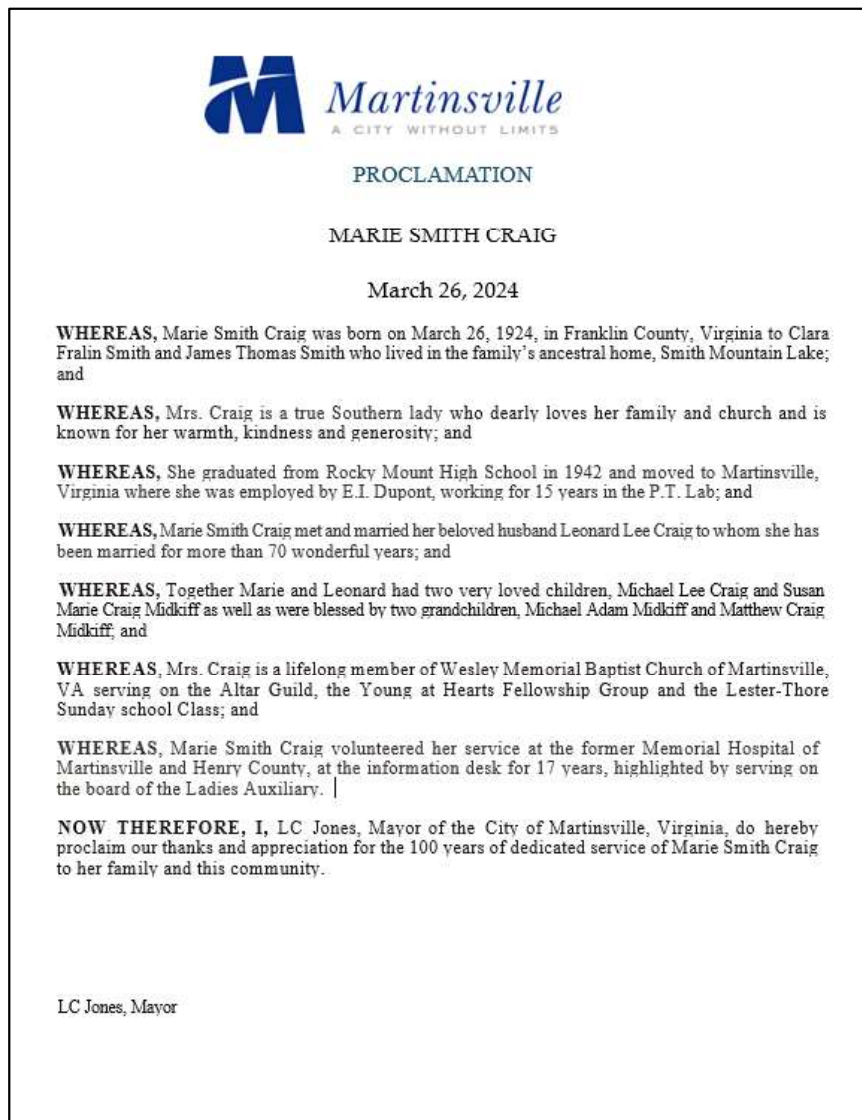
March 26, 2024 Council Meeting

Regular Session began at 7:00 PM with additional attendees including Clerk of Council Karen Roberts, Finance Director Mandy McGhee, Assistant Finance Director Crystal Ferguson, and Police Chief Rob Fincher.

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

Pledge to the American Flag by Council Member Pearson. Invocation by Council Member Lawson

Proclamations and Presentations – Council Member Lawson read the Proclamation honoring Marie Smith Craig who was turning 100 years young. The proclamation will be mailed to Ms. Craig and her family.



Council Member Pearson provided background, sharing that she is a member of the Garden Club. Being a Bee City is important as bees are essential to our food supply, but many species of bees are becoming extinct. Pearson read the Proclamation recognizing April 2024 as Bee City Month.



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



Consent Agenda – City Manager Aretha Ferrell-Benavides shared that the Boards and Commissions were discussed, but no action will be taken on that tonight. Ferrell-Benavides detailed the reallocation request, the National Fitness Campaign grant, and the amended lease agreement for the I Won't Stop Family lease for the Armory building. Lawson made a motion to approve the consent agenda items; Mitchell seconded the motion with all Council voting in favor.

Regular Agenda or new business: Health Benefits Update – Human Resources Director Travis Hodge provided a PowerPoint update on what changes would be expected in the City's health benefits for the fiscal year 2024/25. Council Member Lawson asked if the school employees would be front-loaded as usual or if they would be paid out in lump sums. Hodge explained that the City had a larger turnover of staff than the schools. Mayor Jones explained that the school employees are under an employment contract.

Communications from Visitors / Business from the Floor – No one approached the podium.

Comments by Members of City Council – Council Member Mitchell said their hearts go out to the people of Baltimore after today's tragic bridge collapse. Council Member Pearson wished everyone a Happy Easter. The spring race is April 5, 6 and 7; the race is a valuable economic resource. Council Member Lawson shared details about Hazardous Waste Day on April 16.

March 26, 2024 Council Meeting

Information about allowed items will be listed online. March 29 the flags will be out Uptown for National Vietnam War Veteran Day. May 2 is National Day of Prayer and there is a community event that day. Grant opportunities are available for small businesses; that information will be added to the city website. It's race weekend so please welcome visitors to the community; Martinsville is known for its hospitality. Lawson requested Richard Phipps, the new Deputy Clerk of Council be introduced. Mayor Jones asked PIO Kendall Davis to speak; Kendall will be putting out a casting call for a 30-day fitness challenge and the entire community is invited to participate. The casting call is for a Martinsville edition of Biggest Loser that will include trainers from local gyms and prizes. Events will be held weekly until the end of the competition to include biking, meal prep and to educate the public on a healthier lifestyle. June 1 will be a major celebration to end the initiative and will include competitions. Mayor Jones reiterated their prayers are with the people in Baltimore and a reminder that Martinsville could at any time face a big catastrophe. Jones asked Council for approval to give City employees Friday off for Easter. Council Member Lawson made a motion to give city employees the day off on Friday, Council Member Pearson seconded the motion with all Members voting in favor.

City Manager Aretha Ferrell-Benavides explained that Karen Roberts, Clerk of Council has served as Clerk for many years, the City Charter has allowed the City Manager to become the Clerk of Council, so she has hired Deputy Clerk Richard Phipps who is in training; Ferrell-Benavides shared some of Phipp's experience and background including parks and recreation.

Police Chief Rob Fincher warned residents about an increase in fraud cases in Martinsville recently and how to protect themselves. Ferrell-Benavides encouraged Council and citizens to check the email address to ensure it's the actual person sending the emailing. City employees have been trained in recognizing fraud.

Fraud Warning

- Law Enforcement will never ask you to transfer funds or send any form of payment.
- Never give gift card information to anyone by phone, text, or email.
- If you receive an email or a text that contains a phone number for you to call for "security issues," do not call that number. Rather, look up the number from other sources and call that number for verification.
- Do not open attachments or respond to unsolicited emails or text messages.

A CITY WITHOUT LIMITS



M
City of Martinsville

Monthly Financial Update – Finance Director Mandy McGhee provided an overview of the

March 26, 2024 Council Meeting
Monthly Financial Report. City Manager Aretha Ferrell-Benavides said its budget season and they are working to put together the FY24-25 budget. McGhee and her team are working to incorporate budget information in a more user-friendly document.



GENERAL FUND REVENUES
as of February 29, 2024

REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
GENERAL PROPERTY TAXES	(10,433,900)	(7,233,967)	(3,199,933)	69.4%
OTHER LOCAL TAXES	(7,000,358)	(3,596,274)	(3,404,079)	51.2%
PERMITS FEES & LICENSES	(855,100)	(591,566)	(263,534)	64.5%
FINES & FORFEITURES	(87,800)	(37,853)	(49,947)	43.3%
REVENUE FROM USE OF MON	(1,364,677)	(578,497)	(786,180)	42.4%
CHARGES FOR SERVICES	(117,834)	(61,051)	(56,779)	51.8%
RECOVERED COSTS	(2,419,027)	(1,442,127)	(976,900)	67.9%
CATEGORICAL FEDERAL	(125,571)	(322,708)	797,138	794.8%
CATEGORICAL OTHER STATE	(5,869,434)	(3,062,787)	(2,806,647)	52.2%
CATEGORICAL SHARED EXPE	(4,431,758)	(2,799,093)	(1,632,665)	65.1%
GRANTS & DONATIONS	(560,607)	(438,080)	(122,527)	78.3%
NON CATEGORICAL AID STA	(642,428)	(887,434)	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)	(3,911)	911	110.4%
NONCATEGORICAL FEDERAL	-	(393)	393	0.0%
TRANSFERS FROM MEALS TAX FUND	(1,035,000)	(872,500)	(162,500)	84.3%
	(17,441,734)	(25,141,733)	(12,199,931)	67%

GENERAL FUND EXPENSES
as of February 29, 2024

	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Sum of % of Budget Used YTD FY 2024
SALARY & BENEFITS	22,327,847	13,167,090	8,859,987	59.5%
CONTRACT & PROFESSIONAL SERVICES	1,941,715	1,028,430	649,942	53.0%
OTHER	985,863	1,197,764	(210,901)	114.7%
SUPPLIES	1,112,224	469,757	625,960	42.2%
TRANSFERS TO FUNDS	5,942,637	4,156,978	1,785,659	70.0%
REPAIRS AND MAINTENANCE	660,612	409,746	211,864	62.0%
UTILITIES	1,302,827	808,309	494,518	62.0%
NONCAPITAL EQUIPMENT	58,745	7,720	31,025	13.1%
SOFTWARE/MAINTENANCE	348,346	272,125	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	35,008	27,142	42.0%
POSTAL SERVICES	36,281	71,722	23,550	75.3%
TRAVEL	168,476	104,947	60,929	62.3%
DUES	35,124	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%
	37,541,734	23,879,105	13,037,347	64%



Sales Tax Allocation Historical Summaries
as of February 29, 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
as of February 29, 2024

Collection Month	2021	2022	2023	2024
JULY	(169,717)	(201,036)	(193,247)	(243,802)
AUGUST	(177,786)	(182,672)	(202,857)	(238,994)
SEPTEMBER	(181,002)	(197,418)	(224,888)	(230,802)
OCTOBER	(181,344)	(198,517)	(213,097)	(258,427)
NOVEMBER	(173,000)	(188,779)	(225,529)	(237,280)
DECEMBER	(138,987)	(185,855)	(230,476)	(238,717)
JANUARY	(182,146)	(194,987)	(244,221)	(248,938)
FEBRUARY	(146,988)	(174,307)	(212,362)	(237,248)
MARCH	(153,266)	(182,855)	(225,272)	-
APRIL	(218,481)	(201,758)	(268,642)	-
MAY	(254,078)	(223,844)	(247,606)	-
JUNE	(197,908)	(210,971)	(257,893)	-
Grand Total	(2,183,681)	(2,340,489.96)	(2,754,879.31)	(1,890,221.77)

Refuse Enterprise Fund
As of February 26, 2024

REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
CHARGES FOR SERVICES	(1,569,299)	(1,300,367)	(744,713)	83.2%
CONTRIBUTION FROM FUNDALANCE	(628,594)	-	(628,594)	0.0%
MISC ELLAVANOUS	(13,148)	(4,351)	(13,148)	32.7%
RECOVERED COSTS	-	(700)	700	0.0%
REVENUE FROM USE OF MONETARY PRIN	(13,000,000)	(129,209)	(29,141)	81.3%
REVENUE TOTAL	(15,110,941)	(1,315,327)	(12,795,614)	8.7%

EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
SALARY & BENEFITS	649,800	385,487	786,193	50.3%
CONTRACT & PROFESSIONAL SERVICES	81,500	65,488	36,012	80.5%
REPAIRS AND MAINTENANCE	97,800	71,641	26,999	73.7%
SUPPLIES	3,912	4,312	3,641	48.0%
UTILITIES	80,000	71,008	8,097	71.0%
DEBT SERVICE	12,500	12,500	-	100.0%
DEPRICAL	500,000	239,897	260,103	50.0%
OTHER	541,407	142,301	(15,476)	301.0%
TRANSFER TO GENERAL FUND	300,000	225,000	75,000	75.0%
TRANSFER TO CAPITAL RESERVE	50,000	-	50,000	0.0%
FUEL	10,000	10,000	10,000	100.0%
LEASE/RENTAL	3,500	400	3,100	11.4%
EXPENSE TOTAL	2,409,109	1,278,605	976,548	61%

MINet Enterprise Fund	MINet ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(1,617,000)	(1,606,901)	(1,616,598)	63.0%
	RECOVERED COSTS	(464,001)	(547,306)	(16,687)	98.8%
	REVENUE FROM USE OF MONEY/PROP	(7,555)	(1,136)	1,346	15.7%
	REVENUE TOTAL	(2,088,556)	(2,155,343)	(1,281,939)	7.5%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	SALARY & BENEFITS	597,473	288,372	211,351	64.7%
	CONTRACT & PROFESSIONAL SERVICES	265,000	186,317	106,483	69.9%

Water Enterprise Fund	WATER ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(1,104,700)	(1,104,700)	(1,104,700)	47.0%
	REVENUE FROM USE OF MONEY/PROP	(88,200)	(88,200)	(88,200)	69.0%
	CONTRIBUTION FROM FUND BALANCE	(22,300)	(22,300)	(168,400)	54.8%
	REVENUE TOTAL	(1,415,200)	(1,215,200)	(1,361,300)	54%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	SALARY & BENEFITS	1,114,500	271,741	682,561	53.1%
	UTILITIES	176,700	10,804	17,847	78.4%

Sewer Enterprise Fund	SEWER ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(4,838,500)	(3,106,707)	(3,718,713)	66.4%
	REVENUE FROM USE OF MONEY/PROP	(16,517)	(16,400)	(1,908)	76.0%
	CONTRIBUTION FROM FUND BALANCE	(1,265,700)	-	(1,265,700)	0.0%
	MODIFICATIONS	-	(1,910)	9,100	0.0%
	TOTAL CATEGORY REVENUE	(6,120,717)	(3,125,117)	(4,985,321)	51.2%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	SALARY & BENEFITS	1,712,297	1,124,234	598,063	65.3%

Electric Enterprise Fund	ELECTRIC ENTERPRISE FUND				
	Revenue and Expenses As of February 26, 2024				
	REVENUE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
	CHARGES FOR SERVICES	(1,149,500)	(1,149,500)	(1,149,500)	50.8%
	REVENUE FROM USE OF MONEY/PROP	(77,000)	(76,400)	(6,400)	404.4%
	MODIFICATIONS	(15,000)	(16,000)	30,000	39.1%
	ELECTRICITY RECOVERED COSTS	-	(14,107)	11,107	0.0%
	DEPRECIATION/DEFERRED	(600,000)	-	(600,000)	0.0%
	REVENUE TOTAL	(1,841,500)	(1,346,007)	(1,734,800)	60%
	EXPENSE CATEGORY	FY 2024 ADOPTED BUDGET	FY 2024 YTD ACTUAL	FY 2024 AVAILABLE BUDGET	Budget Used YTD FY 2024
SALARY & BENEFITS	2,000,000	1,246,467	753,533	62.3%	

Adjournment – Council Member Lawson made a motion to adjourn the meeting at 7:45pm.

Karen Roberts, Clerk of Council

LC Jones, Mayor

March 20, 2024 Council Meeting

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

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

WORK ORDER 5: CITY ATTORNEY EXECUTIVE SEARCH SERVICES CITY OF MARTINSVILLE, VIRGINIA March 13, 2024 We are pleased to provide City Attorney Executive Search Services to the City of Martinsville, VA. The scope of work will include development the following items: Position Profile: The City Attorney Profile will be developed in collaboration with City Council in a work session. Profile questions will be provided to the Council in advance of the work session and a position profile will be developed at the work session. Advertising and Outreach: Utilizing the profile, a job advertisement will be developed to include position roles, responsibilities and requirements will be developed. The position will be advertised with professional organizations and others the City may request. Additionally, the Berkley Group will use its extensive network of Executive Managers to directly solicit qualified candidates who might have an interest in the City Attorney position. Application Process: Applicants will be directed to submit their interest in the position in a standardized format that will include cover letter, resume, and salary history. Applications will be submitted electronically to the Berkley Group. This information will be kept confidential amongst the city staff, Council, and the Berkley Group. The position will be advertised open until filled. Selection Process: Berkley Group staff will review all applications and classify them into three categories: interview; consider interviewing; not recommended for interview. Interviews will be held with top applicants. The interview process may include the entire Council or a subcommittee of the Council. Berkley Group will arrange interview times in coordination with City staff. The Berkley Group will work in conjunction with City officials to negotiate with the final applicant(s). Periodic Check In: Berkley Group staff will check in with the City up to three times in the first year and provide the City with an annual performance review template. Assumptions - Client will pay for any publishing fees to advertise the position. - Client will make space available for interviews and provide the Berkley Group with all contact information for relevant City staff. - Client will reimburse reasonable travel expenses for candidates invited to come to the city for an interview. Such expenses may include those incurred for transportation (mileage, air fare, rental car), lodging (at a pre-approved facility as identified to the candidates by BG staff), and a per diem for meals of up to thirty dollars (\$30) a day. Additional expenses, such as for spouses, may be reimbursed if approved in advance by the Client. - For its convenience, the Client authorizes the Berkley Group to collect all receipts for travel expenses and to reimburse candidates directly. The Berkley Group will then invoice the Client for those expenses, plus five percent (5%). Such charges shall be separate and in addition to the compensation stipulated in the agreement. 1	Berkley Group will maintain supporting documents for candidate travel expense reimbursement and will share such documentation with the Client as stipulated in Section 5, paragraph D (3) of the agreement. Schedule Berkley Group anticipates making an offer on behalf of the City to a selected candidate within 120 days upon a signed Notice to Proceed. Fee Executive search services will be a lump sum fee of \$25,000. This amount will include all non-direct expenses related to travel, etc., for Berkley Group staff. Fifty percent (\$12,500) will be due upon receipt of Notice to Proceed. The remaining balance, including all advertising costs, will be invoiced upon completion of the search process. If additional finalist assessments are desired, the EQ-i 2.0 emotional intelligence assessment and/or the ADVanced Insights Profile (Attribute, Values, and DISC indices) assessment can be conducted for an additional fee. The EQ-i 2.0 emotional intelligence assessments is offered at \$500 per finalist assessment and \$1,500 for a results presentation to the City. The ADVanced Insight assessment is offered at \$500 per finalist assessment and \$2,000 for a results presentation to the City. We are in agreement with the services and basis for fee determination in this scope of work and hereby grant the consultant notice to proceed for the work herein specified. Mr. LC Jones, Mayor _____ Date _____ 2
--	---

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



Martinsville Fire & EMS

February 13, 2024 – City Council Update


Martinsville
A CITY WITHOUT LIMITS

Departmental Divisions

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

Daily Staffing

E-1 – 2-3 Personnel

M-1/L-1 (ALS) – 2 Personnel

M-3/E-3 (ALS) – 2 Personnel

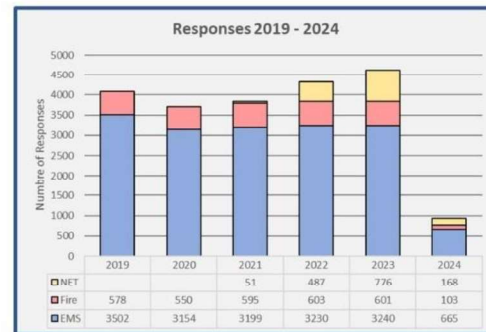
A CITY WITHOUT LIMITS

Departmental Statistics

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

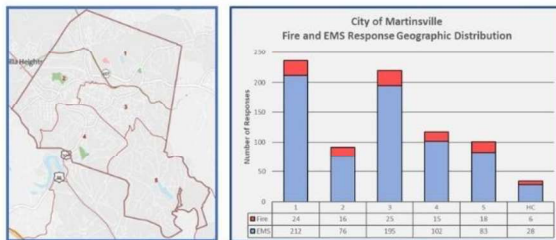
A CITY WITHOUT LIMITS

Departmental Responses



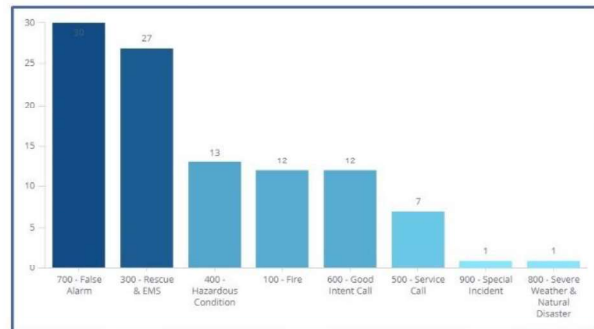
A CITY WITHOUT LIMITS

Geographical Distribution of Responses - 2024

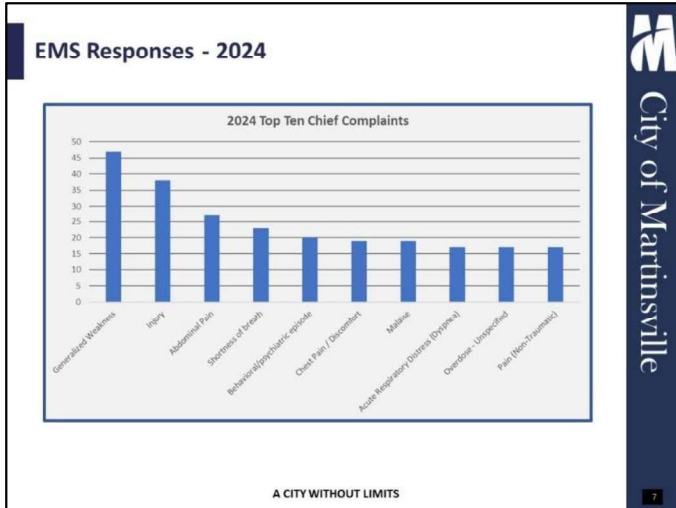


A CITY WITHOUT LIMITS

Fire Incident Types Through January 2024



A CITY WITHOUT LIMITS



Budget – Fiscal Year 2024

Revenues

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

Expenses

Division Name	FY 2024 Budgeted	FYTD
Fire	\$ 2,283,740.00	\$ 1,707,806.48
EMS	\$ 285,445.00	\$ 211,958.55
Non-Emergency Transport	\$ 161,472.00	\$ 96,983.66
Emergency Management	\$ 238,301.00	\$ 194,687.00
Total	\$ 3,468,958.00	\$ 2,211,435.69
Percentage Used (Target is 66%)		64%

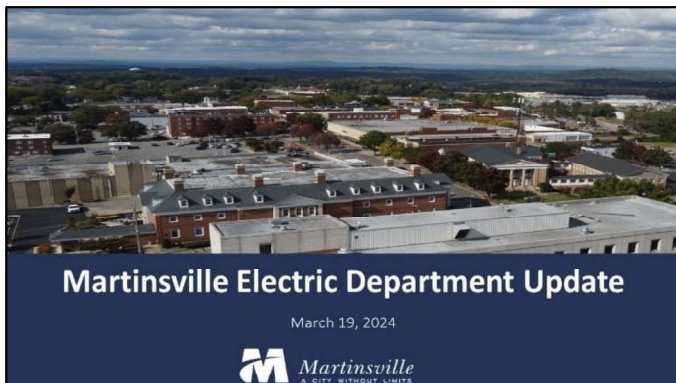
A CITY WITHOUT LIMITS

- ### Non-Emergency Transport Program
- Started in 2021 at the request of the hospital.
 - Performs non-emergency BLS discharges for the hospital.
 - Original contract signed in July of 2021.
 - Started running calls in November of 2021.
 - Runs Monday through Friday 10:00 – 18:00. (40 hours a week)
 - The hospital requested an expansion in February of 2023 to 12 hours a day and 7 days a week. (84 hours a week)
 - No agreement has been reached on the expansion.
 - No new contracts have been signed since July 2021.
- 
- A CITY WITHOUT LIMITS

Questions?

A CITY WITHOUT LIMITS

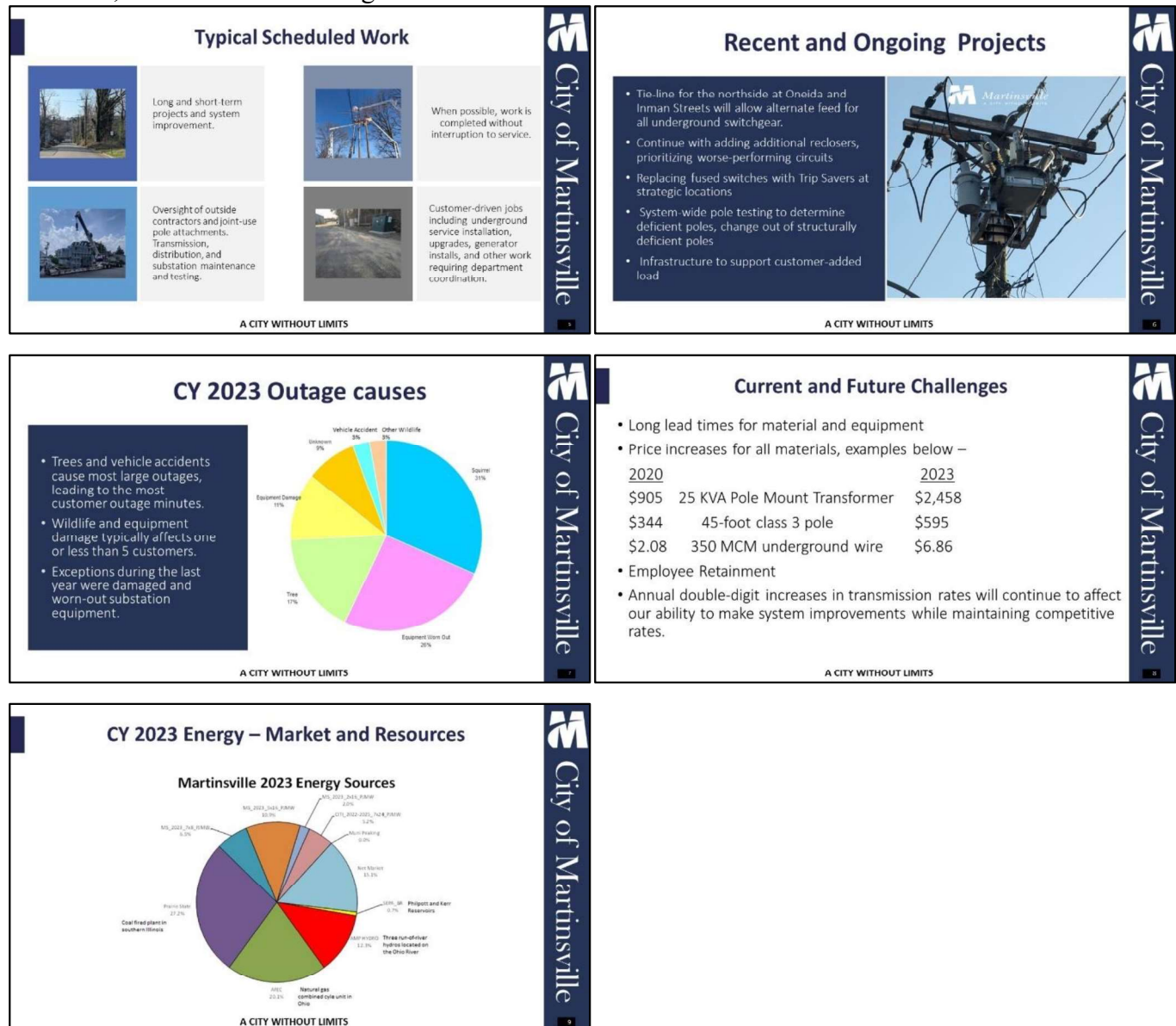
Utilities Director Durwin Joyce presented a PowerPoint presentation with updates on the Electric Department.



- ### Responsibilities
- Martinsville Electric Department was established in 1904 to provide electric service to Martinsville's residents, businesses and industries.
 - Over 120 years later, the department is still at work. It purchases wholesale power from American Municipal Power Inc to meet the city's peak demand of 42 megawatts. The city also operates and maintains our dam on the Smith River and a peak-shaving natural gas generator at our closed landfill.
 - The electric department has 17 employees and at least one on call crew prepared to respond to emergencies. Our line crews operate and maintain approximately 95 miles of overhead and underground lines, 10,000 poles, 3800 streetlights and 7600 meters.
 - The Substation/Metering Crew maintains commercial and residential metering and responds to customer meter complaints. The meter crew also monitors, controls, and repairs substation equipment and schedules and supervises hydro plant and landfill generator operations. The Substation Crew operates the Supervisory Control and Data Acquisition System (SCADA), which allows for control and monitoring of voltage level, grid current, number of operations of the circuit breakers, and many other features that help provide reliable electric service.
 - The Electric Department is an active member of the Blue Ridge Power Agency, the Municipal Electric Power Association of Virginia, and the American Public Power Association. The Electric Department has been actively participating in Federal and State regulatory concerns that impact our costs through these agencies.
- A CITY WITHOUT LIMITS

- ### Benefits of Public Power
- Electric Rate Stability
 - Locally owned = locally controlled = lower cost to citizens
 - Serves the community and Martinsville's priorities
 - Provides long-term value and financial support for local government functions
 - Faster response time
 - Reliable customer service
 - Highly trained staff
 - Investment in our Community
 - Generated income remains in Martinsville
- A CITY WITHOUT LIMITS

- ### Typical Customer Calls
- December - February
- Calls - 107 during work hours, 104 after-hours
 - 753 calls during large outages, during and after work hours
 - Trouble calls include power outages, partial power, flickering lights, streetlights, trees and limbs on lines, accidents, structure fires, damaged poles, low and downed wires, and equipment damage.
 - Meeting with contractors and homeowners to discuss new and upgraded services and address customer concerns.
- 
- A CITY WITHOUT LIMITS

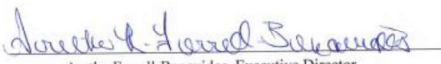


City Council Executive Session began at 6:00 PM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 2.2-3711.A.3: Discussion or consideration of the acquisition of real property for a public purpose or disposition of publicly held real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

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

March 20, 2024 Council Meeting

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

RESOLUTION APPROVING ADDENDUM TO AMENDED CONTRACT OF SALE WHEREAS, the Martinsville Redevelopment and Housing Authority (the "Authority") and JRS Realty Partners, LLC (the "LLC") entered into an Amended Contract of Sale (the "Amended Contract of Sale") dated as of October 25, 2023 providing for the Authority to convey certain property commonly referred to as the BB&T Building with a street address of 1 Ellsworth Street, Martinsville, VA 24112 (the "Property"); and WHEREAS, the Authority and the LLC desire to amend the Amended Contract of Sale to extend the Due Diligence Period (as defined in the Amended Contract of Sale) to May 15, 2024 in accordance with the terms of an Addendum to Amended Contract of Sale (the "Addendum"), the form of which has been presented to this meeting. NOW, THEREFORE, BE IT RESOLVED, that the Authority hereby approves the Addendum and authorizes the Executive Director of the Authority to execute the Addendum in substantially the form presented to this meeting; and BE IT FURTHER RESOLVED that the employees and agents of the Authority are authorized to take such other actions as necessary or appropriate to carry out the terms of the Addendum, and that this Resolution will take effect immediately. Adopted by the Commissioners of the Housing Authority at a meeting on the 20th day of March, 2024. CERTIFICATE The Commissioners of the Housing Authority voted as follows on the foregoing Resolution: <table><tr><td><u>Ayes</u> L.C. Jones Aaron Rawls Kathy C. Lawson Tammy Pearson Lawrence Mitchell</td><td><u>Nays</u> None</td></tr><tr><td><u>Absent</u> None</td><td><u>Abstentions</u> None</td></tr></table>  Aretha Ferrell-Benavides, Executive Director Martinsville Redevelopment and Housing Authority	<u>Ayes</u> L.C. Jones Aaron Rawls Kathy C. Lawson Tammy Pearson Lawrence Mitchell	<u>Nays</u> None	<u>Absent</u> None	<u>Abstentions</u> None
<u>Ayes</u> L.C. Jones Aaron Rawls Kathy C. Lawson Tammy Pearson Lawrence Mitchell	<u>Nays</u> None			
<u>Absent</u> None	<u>Abstentions</u> None			

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

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

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



PROCLAMATION
NATIONAL LIBRARY WEEK
April 7-13, 2024

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

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

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

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

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

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

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

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

LC Jones, Mayor

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

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

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

March 20, 2024 Council Meeting

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

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

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

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

March 20, 2024 Council Meeting

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

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

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

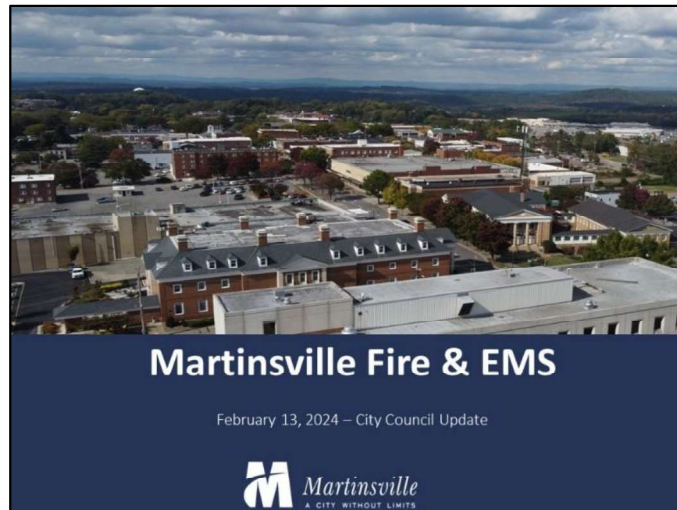
Karen Roberts, Clerk of Council

LC Jones, Mayor

February 27, 2024 Council Meeting

A Work Session and Briefing was held at 5:00 pm in room 208, Martinsville City Municipal Building on February 27, 2024. Mayor Jones, Vice Mayor Rawls, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, Chief Operating Officer Edena Reese-Atmore, Finance Director Mandy McGhee, Assistant Finance Director Crystal Ferguson, Community Development Director Keith Holland, Public Information Officer Kendall Davis, and Police Chief Rob Fincher

Police Chief Rob Fincher presented a Quarterly Update PowerPoint.



Departmental Divisions

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

Daily Staffing

E-1 – 2-3 Personnel
M-1/L-1 (ALS) – 2 Personnel
M-3/E-3 (ALS) – 2 Personnel

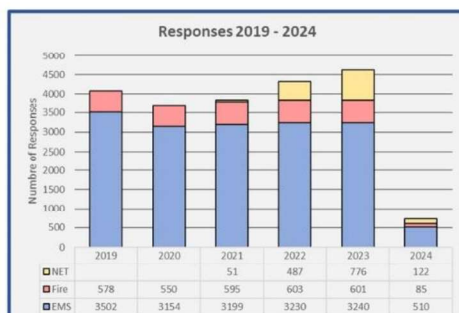
A CITY WITHOUT LIMITS

Departmental Statistics

Fire Division		
Activity Type	2023	2024 YTD
Fire Responses	415	64
Fire Mutual-Aid Provided	7	5
Fire Mutual-Aid Received	17	4
EMS Responses	3104	470
EMS Mutual-Aid Provided	151	13
EMS Mutual-Aid Received	67	14
Community Health Worker	144	6
Non-Emergency Transports	776	122
Total Responses	4295	662
Non-Response Activities	2023	January 2024
Total Shift Training Hours - Fire and EMS	5220	440.5
Station Tours/Individuals	187	0
Off-Site Public Education/Individuals	4285	0
Child Safety Seat Installations	50	3
Smoke Detectors Installed	952	60
Pre-Plans/Walk Throughs Conducted	44	3
Confined Space Stand-By	0	2
Fire Safety Inspections	217	24
Fire Investigations	6	2

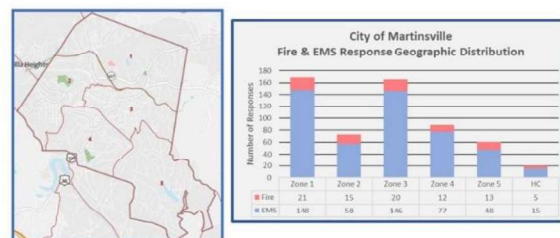
A CITY WITHOUT LIMITS

Departmental Responses



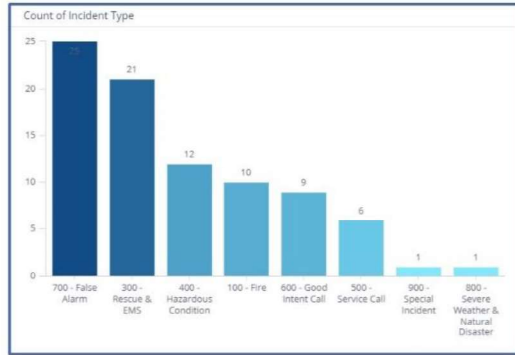
A CITY WITHOUT LIMITS

Geographical Distribution of Responses - 2024



A CITY WITHOUT LIMITS

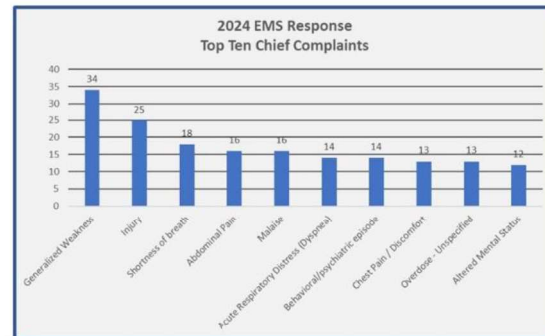
Fire Incident Types Through January 2024



A CITY WITHOUT LIMITS

City of Martinsville

EMS Responses - 2024



A CITY WITHOUT LIMITS

City of Martinsville

Budget – Fiscal Year 2024

Revenues

Transport Type	FY 2023	FY 2024
Emergency Transport	\$ 555,363.79	\$ 360,779.33
Non-Emergency Transport	\$ 161,128.14	\$ 79,253.52
Total	\$ 716,491.93	\$ 423,892.50

Expenses

Division Name	FY 2024 Budgeted	FYTD
Fire	\$ 2,783,740.00	\$ 1,477,032.00
EMS	\$ 285,445.00	\$ 191,212.15
Non-Emergency Transport	\$ 161,472.00	\$ 83,894.18
Emergency Management/Safety	\$ 238,301.00	\$ 176,301.79
Total	\$ 3,468,958.00	\$ 1,928,440.12
Percentage Used (Target is 58%)		56%

A CITY WITHOUT LIMITS

City of Martinsville

Questions?

A CITY WITHOUT LIMITS

City of Martinsville

The Fire Department Quarterly Update was rescheduled for the next meeting.

Regular Session began at 7:00pm in the Council Chambers

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

Pledge to the American Flag and Invocation by Council Member Kathy Lawson.

Proclamations and Presentations – Council Member Lawson read the proclamation which was presented to Barry Nelson, 2024 TIME Dealer of the Year for Virginia.



PROCLAMATION

BARRY NELSON

WHEREAS, Barry Nelson of Autos by Nelson in Martinsville, Virginia was honored with the esteemed TIME Dealer of the Year award at the 2024 National Automobile Dealers Association (NADA) Show in Las Vegas, Nevada. Nelson was chosen from 16,000 dealers nationwide to represent the Virginia Automobile Dealers Association. This accolade is considered a significant honor within the auto industry, highlighting successful dealership operations and deep-rooted commitment to community service, and

WHEREAS, Nelson began his journey in the auto industry right after graduating from George Washington Carver High School. He joined the family-owned Ford store in Bassett, Virginia under his father G.R. Nelson's leadership. Nelson mastered the intricacies of the car business by working through every position at the dealership. This hands-on experience gave him the expertise to manage, and eventually spearhead their own auto group, and

WHEREAS, the Nelson family name grew stronger as they expanded their reach by acquiring various franchises and stores. Today, their umbrella company, Autos by Nelson, boasts several new car dealerships across Virginia, housing major brands such as Chevrolet, Ford, GMC, Honda, and others, and

WHEREAS, Nelson is passionate about giving back to the community. He has coached American Legion Baseball for over 16 years, generously supports the Martinsville Community Recreation Association, and played a pivotal role in establishing the Patrick & Henry Community College (PHCC) baseball program. His dedication to community growth extends beyond sports; his involvement with the Martinsville Henry County Chamber of Commerce and the Henry County Industrial Development Authority showcases his commitment to local business growth and job creation, and

WHEREAS, in recognition of his longstanding service to the community, the Virginia Automobile Dealers Association Committee not only selected Nelson for this prestigious award but also awarded a monetary reward of \$10,000 for Nelson to donate to a charity of his choice.

NOW THEREFORE, I, LC Jones, Mayor of Martinsville, call upon the citizens of Martinsville to honor and recognize Barry Nelson for this honorable recognition and for his commitment and dedicated work within Martinsville and Henry County.

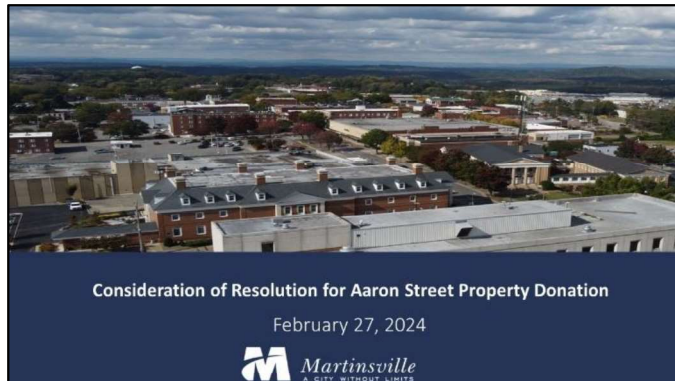
LC Jones, Mayor

Consent Agenda – Mayor Jones shared the items listed under the Consent Agenda including State Grant Appropriation, Virginia Department of Transportation Commitment and Signatory Resolution, Consideration of Amendments to Nuisance Code Ordinance and the Budget Calendar. Council Member Lawson made a motion to approve all consent agenda items; Council Member Lawson seconded the motion. Vice Mayor Rawls said the work session was over the allotted time and he doesn't feel that enough time was spent discussing the Nuisance Code Ordinance. Council agreed to move the ordinance discussion forward to the Regular Agenda/New Business section of the agenda. City Manager Ferrell-Benavides confirmed that Council would be voting to approve the State Grant Appropriation, the Transportation Commitment and Signatory Resolution, and Budget Calendar only. All Council Members voted in favor.

Public Hearing – Community Development Director Keith Holland explained the need for the public hearing to receive citizen input on the consideration of the Ordinance to Amend and Restate the Establishment of the Martinsville Land Bank Authority. Approval of the ordinance is urgent. Holland provided a PowerPoint to better explain the need for changes. Mayor Jones opened the public hearing. John Stiltner with Landmark Asset spoke and offered to answer any questions Council may have. City Manager Ferrell-Benavides pointed out that City Council could no longer serve as the Land Bank Authority. Council Member Lawson made a motion to adopt

February 27, 2024 Council Meeting

the ordinance to amend and restate the establishment of the Martinsville Land Bank Authority. Council Member Mitchell seconded the motion. Council Member Pearson asked how the new board was selected. Ferrell-Benavides explained that they looked at existing individuals; because this is a state-established board, we needed to get the transfer, and they looked at individuals who had already gone through the ethics filing process. It's much like the IDA and there are several areas of conflict of interest that will exist. This board will allow internal employees to serve. Our goal is not long range, but we needed to move expeditiously because of the ongoing projects. Roll Call vote 5-0 in favor of approving the ordinance: Mitchell, aye; Lawson, aye; Rawls, aye; Pearson, aye; and Jones, aye.



Purpose

- The Martinsville Redevelopment and Housing Authority (MRHA) will need to approve a Resolution for Property Donation Option Agreement
- Authorize a letter of commitment of \$500,000 of ARPA funds as a low-interest 3% loan to support the project
- Authorize the transfer of the property to Mid-Atlantic Foundation, a North Carolina non-profit, who in turn will donate the property back to Aaron Street Lofts, LLC as a capital contribution
- All actions effective upon transfer of the property from the Martinsville Land Bank Authority to the MRHA

Questions?

Regular agenda or New business: MRHA Resolution for Donation Option Agreement for Aaron Mills Senior Housing Project - Council Member Lawson made a motion to recess as City Council and convene as the Martinsville Redevelopment Housing Authority. Vice Mayor Rawls seconded the motion, with all Council Members voting in favor. Community Development Director Keith Holland explained the purpose of the resolution. The MRHA would need to approve the resolution for the Property Donation Option Agreement and authorize a letter of commitment for \$500,000 in ARPA funds as a low-interest 3% loan to support the project. Holland requests MRHA authorize the transfer of the property to MidAtlantic Foundation, a North Carolina non-profit that, in turn, would donate the property back to Aaron Street Lofts as a capital contribution with all actions effective upon transfer of the property from the Martinsville Land Bank Authority to the MRHA. Housing Authority Member Lawson made the motion to approve the resolution; Housing Authority Member Pearson seconded the motion. Housing Authority Vice Chair Rawls questioned the transfer from a nonprofit to a for-profit for

February 27, 2024 Council Meeting

business purposes, has shut down some civic duties, and asked for more explanation. John Stiltner with Landmark Asset explained the process and the need for the transfer, and the various “moving parts” to be handled in that way. All Council Members voted in favor of approving the resolution. Housing Authority Member Lawson made the motion to adjourn as MRHA and reconvene as City Council; Housing Authority Vice Chair Rawls seconded the motion with all Council Members voting in favor.

Extension of Sales Agreement with Kayak Hotel Group - Community Development Director Keith Holland explained the need for an extension of the sales agreement with Kayak Hotel Group. Due to delays in submission of the required Erosion and Sediment Control Plan to the Virginia Department of Environmental Quality, Kayak Hotel Group is requesting an extension of the contract for sales agreement dated December 1, 2023. They request an extension of the due diligence period for 90 days to May 28, 2024. The amendment of the agreement must also be approved by the Martinsville Industrial Development Authority. No adverse impacts are anticipated by this extension request. Vice Mayor Rawls made a motion to adopt the resolution related to the extension; Council Member Lawson seconded the motion with all Council Members voting in favor.

ARPA Funding Update – City Manager Aretha Ferrell-Benavides and Finance Director Mandy McGhee provided a PowerPoint on the ARPA funding. Vice Mayor Rawls made a motion to adopt the updated ARPA project list with the clarification that the Council retains the initial amount approved for community branding and marketing, at least until they can discuss it further in a work session. Council Member Lawson seconded the motion, with all Council Members voting in favor. Mayor Jones would like to take the ARPA list home to review and then reconvene another day. Vice Mayor Rawls made a motion to accept the ARPA expenses as presented for Inspections, The Berkley Group expense. MiNET, the jail roof, the water generator for the pump house, and the updated asset plan for the water/sewer department. Lawson seconded the motion and questioned if the bus stop should be added. Mayor Jones would like to add the Youth Employment program and asked if the chiller is an immediate need. Council Member Pearson questioned the status of the Fire Department roof. Ferrell-Benavides said there is still time to make additional approvals for items not quite as urgent. Rawls requested that the Council approve the water/sewer plant roof, which should have been in last year's capital, so it needs to be done. Lawson confirmed that Council would be approving Inspections, The Berkley Group, MiNET, the Jail roof, asset management updates, the water/sewer plant roof, the Youth Employment program, and the water generator for the pump house. All Council Members approved the motion.

Consideration of amendments to the Nuisance Code Ordinance – Community Development Director Keith Holland briefly explained the need for amendments to the ordinance.

City of Martinsville, Virginia

Ordinance No. 2024-1

BE IT ORDAINED by the Council of the City of Martinsville, Virginia, in Regular Session held February 27, 2024 that Sections 13-37, 15.5-21 and 15.5-22 of the Code of the City of Martinsville be amended to hereafter read as follows:

Sec. 13-37. Excessive growth of grass, weeds, etc., on vacant property.

(a) It shall be the duty of the owner of any parcel of land in the city to cut or cause to be cut all grass, weeds or like vegetative growth so that such growth at no time exceeds a height of eighteen (18) inches above the ground unless such growth, due to unusual physical characteristics of the property, is deemed by the director of public works to not create a potential threat to public health or safety; and it shall be the duty of the owner of any legally established lot situated in the city fronting a city-maintained public street to cut thereon any weeds, brush, grass or like vegetative growth if an occupied building or residence is situated on an adjacent lot, subject to the following:

- (1) All grass, weeds or like vegetative growth shall be cut so that no such growth exceeds at any time a height of ten (10) inches above ground for a depth of eighty (80) feet from the street line measured at ninety (90) degrees with the street line; and
- (2) Such vegetative growth shall be cut as often as necessary to comply with the standards stated herein, which shall be no less frequent than two (2) times per year between May 15 and June 15; and between August 1 and September 1.

The director of public works may grant a variance from these requirements if, in his opinion, steep slopes or terrain make it impractical to cut such vegetative growth as described above provided that the intent of these requirements is complied with. Should the owner of any such property fail or refuse to abide by this requirement, the director of public works shall give a written notice to such owner requiring him to cut or have cut such grass, weeds or vegetative growth within fifteen (15) days after the date of the notice.

(b) The notice referred to in subsection (a) above shall be given to the owner by personally serving a copy of such notice on the owner or his agent or by mailing a copy to the owner at his last known post office address by registered or certified mail, return receipt requested, or if the owner or his address is unknown, by publication of such notice in a newspaper of general circulation in the city once per week for two (2) successive weeks. A copy of such notice sent to the owner by registered or certified mail at the address of such owner listed on the land books of the city shall be deemed sufficient and equivalent to notice having been received by the owner, regardless of whether such copy is returned undelivered or not.

(c) Upon the failure or refusal of the owner, after serving of the notice pursuant to this section, to cut or cause to be cut the grass, weeds or vegetative growth within the time provided, the director of public works may have the necessary work done by city employees or city agents under contract. All of the actual costs and expenses of such work, plus the cost of serving the notice, shall be chargeable to and paid by the owner of the property. Any bill sent to the owner which is not paid within thirty (30) days shall be transmitted to the city treasurer, who shall include such bill in the next regular real estate tax bill sent to the owner. Every such charge with which the owner has been assessed and which remains unpaid after the deadline for the payment of the next installment of real estate taxes shall constitute a lien against such property; provided, however, that such lien shall be recorded in the same manner as liens for real estate taxes are recorded. It shall be the duty of the city treasurer to assure the proper recording of any such lien.

(d) The failure or refusal of any property owner to comply with the terms of any notice to cut grass, weeds or other growth served pursuant to this section shall constitute a Class 4 misdemeanor. In any prosecution, there shall be a rebuttable presumption that any growth exceeding three (3) feet in height creates a potential threat to public health or safety.

Page 1 of 3

(e) Nothing in this section shall be construed to require the cutting of any tree or ornamental shrubbery, unless it is creating a safety hazard.

(f) In the event that the director of public works finds it necessary to abate violations of this section in accordance with subsection (c) herein, upon the fourth such abatement within a calendar year for any specific parcel the director of public works may have such property reseeded in non-invasive clover or other non-invasive, low-growth vegetative cover as the director deems appropriate.

Charter reference(s)—Authority of city to require premises be kept clean, sanitary and free from weeds, Ch. 1, § 2(20).

Cross reference(s)—Penalty for Class 4 misdemeanor, § 1-11; removal or screening of accumulations of waste material on private property, § 18-2.

State law reference(s)—Authority for above section, Code of Virginia, §§ 15.2-901, 15.2-1115.

Sec. 15.5-21. Nuisances prohibited; term defined.

It shall be unlawful for the owner or owners, occupant or occupants of any property or premises located in the city to create, cause, or permit the continuation of any nuisance. The term "nuisance" to include, without limitation, the examples set forth as follows:

- (1) Any condition which is breeding ground or harbor for mosquitoes or a breeding ground for rats or other pests.
- (2) Any place of weeds, grass or other noxious vegetation over ten (10) inches in height that is within fifty (50) feet of an inhabited residence or other occupied structure.
- (3) An open place of collection of water where insects tend to breed. For the purposes of this chapter, an "open place of collection of water" shall be held to mean and be that contained in ditches, pools, ponds (natural or artificial), excavations, holes, depressions, open cesspools, privy vaults, fountains, cisterns, tanks, shallow wells, barrels, troughs, urns, cans, boxes, bottles, tubs, buckets, partially disassembled vehicles, defective house roof gutters, tanks of flush closets or similar containers.
- (4) An open place of combustible items such as mattresses, boxes, paper, automobile tires and tubes, garbage, trash, refuse, brush, debris from the clearing or grading of lots, old clothes, rags or any other combustible materials or objects of a like nature.
- (5) An open place of collection of garbage, food waste, animal waste or other rotten or putrescible matter of any kind.
- (6) Any furniture, appliance or other metal products of any kind or nature openly kept which have rough or jagged edges of metal or glass.
- (7) Any furniture or other articles not specifically intended for outdoor use or exposure to the elements and which would tend to absorb or retain moisture thereby attracting insects, pests or vermin.
- (8) Any accumulation of rubbish, trash, old building materials or junk causing or threatening to cause a fire hazard, or causing or threatening to cause the accumulation of stagnant water, or causing or threatening to cause the habitation of mice, snakes or vermin of any kind which may be dangerous or prejudicial to the public health.
- (9) Any condition detrimental to the public health which violates the rules and regulations of the health department.

The code official heretofore designated by council to enforce the building maintenance code in the city and alternatively the city attorney are hereby vested with discretionary authority to decline to undertake enforcement

Page 2 of 3

of this section with respect to nuisances which are (a) deemed to be of a private nature between neighboring property owners, or (b) deemed not to constitute a public nuisance, or (c) not visible to the unaided eye from street or ground level outside the boundaries of the property on which the subject nuisance exists.

Sec. 15.5-22. Notice of abatement; correction by city.

(a) Whenever it shall be reported to the code official heretofore designated by council to enforce the building maintenance code in the city that there exists on any lot or parcel of land in the city any such nuisance, he shall forthwith give the owner or owners, occupant or occupants of said premises written notice to promptly remove, raze, or abate such nuisance and specify a reasonable time for such discontinuance or abatement. The council conclusively finds that three (3) days from the receipt of such notice is a reasonable amount of time for completion of removal razing or abatement of any nuisance, and also finds any longer period prescribed by the notifying official to be reasonable. Such notice shall be in writing and shall be served upon the owner or owners, occupant or occupants by mailing a copy thereof to the last known post office address of said person or persons, or by delivery in person or by delivering it and leaving it in possession of any person in charge of the premises, or by posting the notice in a conspicuous place on the premises if such person or persons cannot be found on said premises; and if the person or persons receiving the notice to abate fail to comply within the given period of time, the code official shall cause the corrections to be made, either through other city agencies or by contract or arrangement with private persons, and charge and collect the cost thereof from the owner or owners, occupant or occupants of the property affected in any manner provided by law for the collection of state or local taxes.

(b) In the event that the director of public works finds it necessary to abate violations of section 15.5-21 of the city code in accordance with subsection (a) herein, upon the fourth such abatement within a calendar year for any specific parcel the director of public works may have such property reseeded in non-invasive clover or other non-invasive, low-growth vegetative cover as the director deems appropriate.

Attest:

Karen Roberts, Clerk of Council

Page 3 of 3

Communications from Visitors / Business from the Floor – Noone approached the podium.

Comments by Members of City Council – Council Member Mitchell attended two events this month celebrating Black History Month and for the first time, he feels that residents “showed

February 27, 2024 Council Meeting

up” to recognize black history. Council Member Pearson thanked PIO Kendall Davis for his work putting together the Expo this past weekend, and she looks forward to working on additional events in the City going forward. Pearson encourages residents to contact Council Members with input. Fast Track is March 6 at the Clock Tower in Martinsville with over 125 businesses exhibiting. Pearson informed residents of the Visit Martinsville App and encouraged them to download it. Council Member Lawson thanked staff, and Council Members involved in the City’s BHM event. The next Hazardous Waste Day is April 13, 2024, at the Bassett PSA warehouse. Vice Mayor Rawls shared details on potential energy and electric funding through the state with an explanation of how the City purchases power. Mayor Jones thanked residents for attending the meeting and thanked volunteers for assisting with this past weekend's event. Jones invited Pastor Caleb Robinson to offer the invocation at the end of the meeting.

City Manager Ferrell-Benavides thanked the children who volunteered for the BHM event. Martinsville is a member of the National League of Cities, and she hopes that the Council will continue to participate in this organization as they continue to move the City forward. Aretha and the Mayor will be attending a meeting on March 11, so the March 12 meeting will be moved to March 19. Aretha mentioned Fast Tract on March 5 and 6, 2024. There will be a Council Retreat soon to discuss the vision for the city.

Monthly Financial Update – Finance Director Mandy McGhee presented the Financial Update.

Pastor Robinson offered a closing invocation.

Adjournment – Council Member Lawson made a motion to adjourn the meeting at 8:30 pm.

Karen Roberts, Clerk of Council

LC Jones, Mayor

April 8, 2024 Council Meeting

A Closed Session was held at 4:00 pm on April 8, 2024, in Room 208 Conference Room, Municipal Building. Mayor Jones, Vice Mayor Rawls, Council Member Lawson, Council Member Pearson, Council Member Mitchell, City Manager Aretha Ferrell-Benavides, and Deputy Clerk of Council Richard Phipps were in attendance.

In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act to discuss the following: (A) 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 related to previous employee litigation.

At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the meeting.

No action was taken out of Closed Session

Adjournment – Council Member Lawson made a motion to adjourn the meeting at 6:00pm

Karen Roberts, Clerk of Council

LC Jones, Mayor

March 14, 2024, Council Meeting

A Closed meeting of the City of Martinsville, Virginia's City Council, was held on March 14, 2024, at 9:00 AM in Council Chambers, Municipal Building, with Mayor LC Jones presiding by the TEAMS link. Other Council Members participating included Kathy Lawson and Aaron Rawls. Tammy Pearson participated by the TEAMS link. Council Member Mitchell was not in attendance. Staff present included City Manager Aretha Ferrell-Benavides, Chief Operating Officer Edena Reese-Atmore, and Community Development Director Keith Holland.

Vice Mayor Rawls called the meeting to order and advised Council would go into Closed Session beginning at 9:00 AM. In accordance with the Code of Virginia, Title 2.2 Chapter 37, Freedom of Information Act and upon a motion by Council Member Lawson and seconded by Vice Mayor Rawls with the following 4-0 recorded vote: Council Member Pearson, aye; Mayor Jones, aye; Vice Mayor Rawls, aye; and Council Member Lawson, aye. Council convened in Closed Session to discuss the following matters: (A) Virginia Code Section 2.2-3711.A 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 the former BB&T building located at One Ellsworth.

There was no action taken out of the Closed session.

There being no further business, Council Member Lawson moved to adjourn at 10:15 a.m.

Karen Roberts, Clerk of Council

LC Jones, Mayor



STAFF REPORT

MEETING DATE:	8/27/2024
AGENDA TITLE:	Consider Approval of Special Events Policy
STAFF RESPONSIBLE:	Kendall Davis
STAFF TITLE:	Communications and Community Engagement Officer

BACKGROUND/HISTORY

Staff was tasked with creating a Special events policy in order to ensure the special events are successful and cost effective as possible.

POLICY EXPLANATION

This policy set standards for the feasible and practical use of public property by agencies and organizations who wish to engage with citizen and prevents special events from negatively impacting public health and safety.

FISCAL IMPACT/FUNDING SOURCE

N/A

AVAILABLE BUDGET: N/A

PURCHASE AMOUNT: N/A

ACTION REQUESTED/ALTERNATIVES:

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



City of Martinsville, Virginia

Special Events Draft Policies and Procedures

Table of Contents

I.	Introduction.....	3
II.	Guiding Policies.....	3
III.	Definitions As Used in This Policy.....	4
IV.	Management of Special Events	6
1.	Management Responsibility.....	7
2.	Communication.....	7
3.	Event Classifications.....	7
	City-Sponsored Special Events	7
	Non-City Sponsored Special Events.....	7
	Parades.....	7
	Foot Races	8
V.	Application Process.....	8
1.	Application Submittal	8
2.	Special Event Office (SEO) Review.....	9
3.	Approval Requirements	9
4.	Changes.....	10
5.	Disapproval Reasons.....	10
6.	Late Applications	10
7.	Fees	10
8.	Reimbursement Policy	11
9.	Event Type Deadline for Application, Additional Fees, and Late Fees	12
10.	Street and Right-of-Way Closures	12
VI.	Indemnification	12
1.	Insurance Requirements.....	12
2.	** SPECIAL NOTE (INFLATABLE DEVICES)	12
VII.	Points of Contact for Pre-Application Questions.....	13
VIII.	Appeal Process	13
IX.	Annual Policy Review.....	13

I. Introduction

Thank you for choosing the City of Martinsville for your special event. We are committed to facilitating a wide range of special events that highlight the diverse communities within the city. To ensure that all events are conducted safely and in an orderly manner, the social and economic benefits of the event are weighed with the general public's well-being, and oversight for all special events is the responsibility of the Special Events Coordinator and Committee. This committee is a group made up of various city departments and agencies that support and regulate special events.

A Special Event approval may be required when:

- Use of any city-owned property is involved.
- Coordination between two or more permitting agencies is needed.
- Food and alcohol are being sold or served to the public.
- The event requires street or road closures.
- Public safety may be at risk.

Additionally, it is recognized that tax-exempt non-profit organizations that benefit the community are central to the quality of life in Martinsville and that they often develop, through their special events, the resources to provide essential services to the citizens of Martinsville. It is further intended to provide coordinated policies for the regulation of specific activities to be conducted in conjunction with special events, to ensure the health and safety of patrons of special events, to prohibit illegal activity from occurring within unique event Venues, and to protect the rights and interests granted a Special Event Permit holder.

It is further intended to create a mechanism for cost recovery and revenue sharing for special events without harming those that contribute economically and socially to the community. The City of Martinsville also intends to protect the rights of its citizens to engage in protected free speech expression activities yet allow for the least restrictive and reasonable time, place, and manner of regulation of those activities within the overall context of rationally regulating special events that impact public facilities and services.

II. Guiding Policies

- 1) It is the policy of the City of Martinsville to recognize the substantial community benefits that result from special events. These events provide cultural enrichment, promote economic vitality, enhance community identity and pride, and provide fundraising opportunities. To promote these objectives, it is sometimes appropriate for the city to bear all, some portion, or no portion of the costs.
- 2) Partnerships between the City of Martinsville, event organizers, and the community are valuable in ensuring successful events. The City of Martinsville recognizes that events require logistical support and commitment from the city and the organizing entities. The City of Martinsville must protect public health, safety, and financial oversight of the citizens of Martinsville.

- 3) It is the policy goal of the City of Martinsville to have successful, cost-effective special events that enrich and enliven the community and provide opportunities for agencies and organizations where deemed feasible and practical and where special events will be achieved that will not negatively impact public health and safety.
- 4) This policy sets forth the application process for special event organizers to request City sponsorship designation and funding in **Appendix I**. The policy restricts designated co-sponsored organizations/City-sponsored special event organizers from double-dipping into various City department funds over and above the allotted City sponsorship funding. This would include City funds for economic development, multicultural events, athletic event bid fees, and quality-of-life events.
- 5) The City sponsorship designation allows for the reimbursement, discount, or waiver of City fees. City fees include event rental space, application, and City staff resources for planning and implementing the event. The official City logo will be used if an event is designated city-sponsored.

III. Definitions As Used in This Policy

Special Event – means an activity that meets any one of the following definitions:

- 1) Any organized formation, parade, procession, or assembly which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any Street that does not comply with typical traffic regulations or controls.
- 2) Any organized assemblage anticipated to include 200 or more persons at any one time, or a total of 1,500 persons throughout the event, on any public property, public park, or facility which is to gather for a common purpose under the direction and control of a person, organization or company.
- 3) Any other organized activity conducted by a person, organization, or company for common or collective use, purpose, or benefit that involves the use of or has an impact on a public property, park, or facility that requires City services beyond those conveyed in the course of normal City operation.
- 4) Any other organized activity conducted by a person, organization, or company that proposes to utilize any public property, park, or facility in a manner inconsistent with the design and usual function of such property, park, or facility.
- 5) Any organized activity conducted by a person, organization, or company on any public property, park, or facility that plans to sell alcoholic beverages.
- 6) Any organized activity conducted by a person, organization, or company on any public property, park, or facility that plans to charge an admission fee.
- 7) Examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, community events, mass participation sports (such as marathons and running events, bicycle races or tours, etc.).

City Services- means those services provided by the City that are required and necessary for event production and safety, such as police, fire, inflatable or ride inspection, food truck inspection, street closure, and trash removal.

Cost Recovery- means direct payment by an event organizer to the City in compensation for

the direct costs of city services incurred during the special event.

City-Supported Special Event – means any special event organized and conducted by the City of Martinsville and an event organizer that the City has selected through a competitive application process to support the appropriation of funds within the City’s budget. This endorsement provides the producer of the event the following: reservation of date, a partnership of support and collaboration to create awareness, promotional opportunities, accommodations, or discounts regarding regularly chargeable City services (i.e., security, insurance, rental of venue, trash removal, etc.). These conceptual events must be submitted well in advance to be included in the budget process for any amount of funding.

City-Sponsored Special Event – Any special event or activities directly organized and conducted by the City of Martinsville or an event organizer that the City has selected through a competitive application process to support through the appropriation of funds within the City’s budget. These events are funded entirely by the City of Martinsville.

Event Organizer- means any person, organization, or company who conducts, manages, promotes, organizes, aids, or solicits attendance at a Special Event.

Fees – This means charges to event organizers for city services, venue usage, and permits.

General Events – An organized activity with a stationary footprint in an identifiable location for a specific duration, often involving amplified noise, food, beverage, merchandise, or other forms of entertainment. Examples include festivals, performances, rallies, markets, parties, tournaments, and other similar events.

General Event Tier 1 – means more significant impact on the community, which may involve the closure of multiple city blocks; closure that inconveniences numerous residents or establishments; excessive noise; attendance of 200 or more people; and significant event infrastructure that requires inspection and permitting by the Martinsville Fire Marshal, for example, events such as Oktoberfest, Christmas Parade, and Uptown Trick or Treat.

General Event Tier II – means low-impact events that close only one city block and are off-street venues; have fewer than 200 total attendees; affect a minimal number of residents or establishments; and have no significant event infrastructure. The event cannot include or require any of the following:

- Event attendance of less than 200 people
- Tents over 800 square feet or inflatable structures over 400 square feet
- Fireworks, pyrotechnics, open flame performances, or bonfires
- Special amusement buildings or rides
- Amplified sounds beyond the use of small speakers
- Closure of more than one city block
- Closure of the public right-of-way

Gross Revenues- means the sum of all revenues received by an event organizer for a special event, including, but not limited to, cash receipts, licensing, sponsorships, advertising and similar revenues, and concessions.

Legacy Event is a special event co-sponsored for ten years or more and is considered a Martinsville tradition. A socially meaningful legacy event has been invented to satisfy various community-building goals, celebrate local history, and promote social capital needs. Examples are Oktoberfest and Christmas Parade events.

Recurring Event- The same event on multiple dates submitted via one application. Recurring Event Permits are good for 90-day periods.

Social Capital- The web of cooperative relationships between citizens, organizations, businesses and agencies that facilitate the resolution of collective action problems like poverty, human trafficking, obesity, social isolation, and economic sustainability.

Special Event Permit- A permit issued by the City that authorizes using public property, a park, or a facility for a special event.

Special Event Venue or Event Venue – means that area for which a Special Event Permit has been issued.

Street – This is a way or place of whatever nature, publicly maintained and open to use by the public for purposes of vehicular travel.

Vendor- This term is any person who sells or offers to sell any goods, food, or beverages within a special event venue and has been submitted to the event organizer's vendor list. Vendors must be registered with the Virginia Department of Taxation for sales tax collection and the Martinsville Commissioner of the Revenue Office for meal tax collection. Food vendors must also meet Health Department requirements and safety inspections from the Martinsville Fire Marshall. Alcohol vendors must be licensed by the Virginia ABC and obtain a local ABC permit from the Martinsville Commissioner of the Revenue Office.

IV. Management of Special Events

The City of Martinsville has created a Special Events Office that is authorized to carry out the provisions of the special events policies, city codes, and state codes. To ensure representation from all appropriate segments of city government, the Special Events Office will maintain a Special Events Committee for coordination, notification, and collaborative purposes that will include representatives from groups including but not limited to Community Development and Engagement, Public Works, Street and Traffic, Fire Marshal, Emergency/Safety Management, Police, Commissioner of the Revenue and the Public Information Office, as well as external agencies or organizations necessary for the coordination of specific events or with existing event knowledge that could prove beneficial to the group.

The Special Events Office will facilitate meetings approximately once per quarter to hear feedback and recommendations regarding current and future special events. This composition

may be amended and updated to include the Virginia Department of Health, the MHC Chamber of Commerce, and the Virginia ABC. The Special Events Office is authorized to:

- 1) Represent the city, under the authority of the City Manager, in discussions and in maintaining agreements or contracts with the person(s) who represent the special event.
- 2) Coordinate with city departments and other government agencies to provide government services for such special events.
- 3) Establish the terms and conditions, appropriate fees, time, place, and manner of the special event.
- 4) Approve or deny a special event permit;
- 5) Recommend special events policies and practices to the City Council and the City Manager.

1. Management Responsibility

The City of Martinsville Special Events Office serves as a liaison between city departments, event producers, and community members as it oversees organized events by coordinating enterprise-wide functions. All special event productions within the City require a permit from the Special Events Office. The Special Events Office will be the primary point of contact for all events covered in this policy and will review each event to ensure compliance with this policy. The Special Events Office shall either approve an event permit or may place conditions upon, reschedule, relocate, or deny any requested event that does not meet this policy.

2. Communication

City staff will maintain a website that allows community members to view the master events calendar, which will provide specific event details. Staff will also publish a weekly email digest of upcoming special events and maintain a feedback form that community members can access to comment on special events and their impacts.

3. Event Classifications

City-Sponsored Special Events

Events created, planned, funded, and implemented by city departments or agencies. Permit fees are waived for events falling in this category. Although events may continue to be classified as city-produced, seeking private and corporate sponsorships is encouraged. The Special Event Team shall assess each event based on its overall impact, cost, community benefits, and changes made accordingly.

Non-City Sponsored Special Events

Events created, planned, and implemented by non-city agencies. The city provides physical assistance and support for these events but does not financially support them.

Parades

The City Council can approve holding parades annually. Parades provide a unique experience and contribute to the city by promoting community and cultural enrichment.

Foot Races

Marathons and other foot races are allowed in limited locations throughout the city to ensure the safety of participants and spectators. The SEO may limit the number of permitted foot races annually.

V. Application Process

A Special Event application must be submitted to the Special Event Office to conduct a special event within the city limits. The Special Events Office will establish an event application and a user's guide that will outline specifically the process, deadlines, application materials, checklists, notification requirements, and additional information necessary to allow event organizers to submit proposed events for approval and have a more predictable timeframe for approval, with the further goal of allowing agencies to anticipate the impact of an event and plan accordingly effectively. The following procedures apply:

1. Application Submittal

- a) A special event application shall be submitted to the city's Special Event Task Force by the special event applicant. Applications not completed in full will not be processed and returned to the applicant. *See section "9)" below for application deadlines before the proposed event date.*

- b) *First-time* events are encouraged to list several options for location, route, date, time, and a site map with the special events application.

- c) Event applications must be submitted according to the deadlines for each specific event type as outlined below and will be accepted up to one year before the event date. Submission of an application does not guarantee the issuance of a permit. **Applications are only considered submitted once the application fee has been received.**

- i. **General Events.** Applications for general events must be received by no later than the deadline correlated with each tier, as outlined below.
 - a. *General Event Tier I: 90 days.* Under certain extenuating circumstances, the Special Events Office may consider late Tier I applications and charge an additional \$250 late application fee. The City does not guarantee that any event will be reviewed if it is submitted after the deadline.
 - b. *General Event Tier II: 45 days* Under certain extenuating circumstances, the Special Events Office may consider late Tier II applications and charge an additional \$250 late application fee. The City does not guarantee that any event will be reviewed if it is submitted after the deadline.
- ii. **Neighborhood Block Parties.** Applications for neighborhood block parties must be received at least 30 days before the event's proposed date. It is recommended that organizers apply at least 45 days before the event date if the block party might require special permitting for the use of tents, amusement structures, fireworks, etc. Under certain circumstances, the Special Events Office may consider late block party applications and **charge an**

additional \$250SS late application fee. The City does not guarantee that any event will be reviewed if it is submitted after the deadline.

- iii. **Filming.** Processing time for film applications is determined by the extent of the request, ranging from approximately 15 to 90 days. It is recommended that applications for extensive filming spanning multiple days or locations be submitted at least 30 days in advance. Low-impact productions can often be processed within two weeks. The Special Events Office will attempt to accommodate requests within reason but cannot guarantee that an application will be reviewed if it is not submitted at least 15 days before the shoot date.

In particular circumstances, the SEO may waive the above time frames.

2. Special Event Office (SEO) Review

The Special Events Office will review the application and determine if the event can be accommodated. Special Event staff will then meet with the applicant to review the proposed event's information and activities and ensure compliance with city and state codes.

3. Approval Requirements

In deciding whether to approve, approve with conditions, or deny a special event request, the Special Events Office shall determine:

- a) The event, as proposed, can be shown to function safely;
- b) The diversion of police and fire resources for this event will not deny reasonable police and fire protection to the city;
- c) The event will not cause irreconcilable interference with previously approved or scheduled construction, maintenance, and other activities, including any sidewalks, streets, and parking spaces;
- d) The location/route meets the criteria established in the procedures;
- e) Events will be scheduled in a way that does not overly burden any one neighborhood consistently;
- f) The proposed event shall not severely impact the quality of life within the area where it is being held.

The SEO shall make decisions based on the application and the information provided and set any conditions and fees per policy, understanding that the applicant shall meet all department requirements **at least thirty (30) days before** the event date.

Once the applicant has met all requirements of the special event regulations, the Special Events Office will issue a permit for the special event. The applicant shall be notified in writing of the Special Events Office's action concerning the application as early as possible but at least thirty (30) days after receipt of the completed special event application.

4. Changes

The SEO must approve any changes to the approved plans, including but not limited to the event date(s), time(s), and location/route. Any requests for changes shall be submitted to the SEO for review at least thirty (30) days before the event date.

5. Disapproval Reasons

The Special Event Office shall **NOT** issue an approval permit for a special event request if one or more of the following conditions exist:

- a) The application is incomplete.
- b) The applicant has failed or refused to meet the city requirements for approval of a special event.
- c) A prior application for a special event to be held at the same time and place has already been received or granted.
- d) The special event will interfere with vehicular ingress and egress to or from or travel on a road, state highway, or major arterial collector street of the city.
- e) The special event will unreasonably interfere with fire and police protection, including any contributing to any substantial traffic volume or safety hazard.
- f) The applicant or the organization on whose behalf the application is submitted has, on prior occasions, damaged city property or has other outstanding and unpaid debts to the City of Martinsville.

6. Late Applications

Any application received after the deadlines established is considered a late application. The City does not guarantee that any event will be reviewed if it is submitted after the deadline. The SEO shall not accept a late application unless they find that:

- a) The proposed special event is in response to an occurrence whose timing did not reasonably allow the applicant to file a timely application or
- b) The time limitations would be unreasonable and restrict the applicant's free speech rights.

Under extreme extenuating circumstances, the Special Events Office may consider late applications and charge an additional \$250 late application fee. If the SEO determines that the above conditions do exist, staff shall accept the application and process it unless it does not meet the criteria outlined in the application process or there is insufficient time for the city to make the necessary preparations for permits, staff availability, or other public safety matters before the proposed date of the special event.

7. Fees

- a) Application fees are due when the application is submitted. Applications will be reviewed once the fee is received. The application will be routed through the various departments upon payment of these fees for approval. **Payment of the application fee is nonrefundable and does not guarantee event approval;** however, event

- organizers can modify dates and locations at no additional cost if they are denied approval due to a scheduling conflict.
- b) Upon application approval, the associated permit fees will be required before a permit is issued. The event organizer shall be responsible for producing the permit upon request of any City official throughout the event.
 - c) The City reserves the right to bill event organizers after the event for any extraordinary costs imposed on the City due to the event, such as on-site structure repair, dropping bollards for emergency vehicle access, trash pickup, or damage to streets or sidewalks. All bills must be paid within 15 days of receipt.
 - d) Road races that include events of more than one distance shall only be required to pay the fee for the longest distance. If an activity classifies as more than one type of event, the organizer must pay whichever application and permit fee the Special Events Office determines most appropriate.

Application Fees:

- e) Special Event Application Processing Fee (One-Day Only Event) - **\$25***
- f) Special Event Application Processing Fee (2 and 3-Day Events, Max. 3) - **\$50***

Additional Fees, if Applicable, Added to the Application Fee:

- g) Utility (Water, Trash, Electric) Connection Fee - **\$50**
- h) Park and Shelter Fee: See attached schedule
- i) Parking Lot Fee: **\$50**
- j) Closure or use of a City Street or Right-of-Way (Non-Race or Parade)- **\$50 per street***
- k) Closure or use of a City Street or Right-of-Way (Race Event or Parade) - **\$100 per street***

Late Fees:

Under extreme extenuating circumstances, the Special Events Office may consider late applications and charge an additional **\$250** late application fee.

Special Event Permit Fee:

- a. *General Event Tier I: \$100*
- b. *General Event Tier II: \$50*

***Fees are non-refundable if an event is canceled.**

8. Reimbursement Policy

- a) There is no reimbursement of application fees or late application fees.
- b) Permit fees will be fully reimbursed if an event is canceled at least 15 days before the event date. There is no reimbursement of permit fees if an event is canceled within 15 days of the event date.
- c) Fees may be transferable towards future event applications/permits if the event is canceled due to inclement weather or other emergencies, which will be determined at the discretion of the Special Events Office.

9. Event Type Deadline for Application, Additional Fees, and Late Fees

Application Submittal Deadline

Tier I Event – 200+ Persons (see page 5)	At least 90 days prior to the event setup date
Tier II Event – Under 200 Persons (see page 5)	At least 45 days prior to the event setup date
Demonstration/Expressive Activity/First Amendment Rights Activity	At least 10 days prior to the event setup date
All Runs, Bike Races, Parades	At least 90 days prior to the event setup date
Neighborhood Block Party	At least 30 days prior to the event setup date
Filming	At least 15-90 days prior to filming (see page 9)

10. Street and Right-of-Way Closures

Any proposed special event requiring street or right-of-way closures must include a completed petition form with the application, as shown in **Appendix II**. (Acknowledgement)

VI. Indemnification

The applicant shall indemnify and hold harmless the City of Martinsville, its officers, agents, employees, and volunteers from any claims, causes of action, penalties, losses, expenses, and any other liability for injuries or damages to persons or property resulting from the special event which caused by the omissions or authorized acts of the applicant officers, agents, or employees.

If the City of Martinsville incurs any costs as a result of the applicant's failure to comply with any provisions or if city property is destroyed or damaged by the cause of the special event, the applicant shall reimburse the city for its actual costs, including the exact replacement or repair cost of the destroyed property.

1. Insurance Requirements

Any special event proposed to be held on city-owned property shall require the submission of a Certificate of Insurance. The applicant must obtain general liability insurance for one million dollars for the duration of the event, which names the City of Martinsville as the additional insured.

The applicant shall immediately provide notice of cancellation or non-renewal of insurance to the City of Martinsville in writing upon being notified of said cancellation or non-renewal by the insured. In the event of cancellation, the applicant shall promptly provide replacement insurance naming the City as an "additional insured."

2. ** SPECIAL NOTE (INFLATABLE DEVICES)

If the proposed event involves any inflatable device, please note that only **COMMERCIAL** devices are permitted within city event spaces and the right-of-way. Along with the

aforementioned general liability insurance and applicable liquor liability insurance, an applicant shall provide the Special Events Office with a copy of the certificate of insurance associated with any proposed inflatable device(s).

VII. Points of Contact for Pre-Application Questions

The Departments Listed Below May Be Contacted Prior to Application Submittal For Additional Information

Building Official/Permits & Inspections Department (Inflatables)	(276) 403-5171
Commissioner of the Revenue (Business/Local ABC Licensing, Meals Tax)	(276) 403-5133
Fire Marshal (Food Truck Inspection)	(276) 403-5205
Health Department (Food Handling Requirements)	(276) 638-2311
Police – Need to talk to Rob	(276)403-5331
Risk Management (Finance Department)	(276) 403-5196
Virginia Alcohol Beverage Control Authority	(540)562-3604
Public Works (Street Closures, Waste Management, Park Rental)	(276) 403-5154
Utilities (Electric)	(276) 403-5184
Community Development	(276) 403-5156
Special Events Office	(276) 403-5196
Disability Rights and Resource Center	(276)226-1696

VIII. Appeal Process

If the event is not approved, the applicant may appeal the denial of the application or permit conditions to the Special Events Committee within 30 days of receiving the notice by emailing a written statement to the Community Engagement Specialist. The Special Events Committee shall act upon said appeal promptly but no later than the date and time of the proposed special event. If the Special Events Committee decides to deny the special event permit, that decision shall be final.

IX. Annual Policy Review

Each year, City staff will review the Special Event Policy in light of the prior years' experience and solicit the input of stakeholders. Any suggested changes will be forwarded to the City Council for approval.

APPENDIX I

REQUESTING FUNDING FOR CITY-SUPPORTED OR CITY-FUNDED SPECIAL EVENTS

During the city's annual budget process, the city manager will recommend to the city council a funding amount earmarked for special events, which is earmarked as city-sponsored status during the upcoming fiscal year. Public funding for City-Sponsored Special Events is not guaranteed beyond the current fiscal year in which it is approved. The City Council may elect to continue this funding annually during the budget process.

Applications for City-Sponsored Special Events should be submitted by March 1st so the City Manager can include funding consideration in the annual budget proposal. Special events that are funded financially by the City will be determined by the City Council using the following criteria matrix:

Public Safety Risk	High Level of Community Support	Non-profit Status	Positive Community Contribution	Stable Financial Administration	Ability to Effectively Host	Legacy Event	Novelty	Economic Impact	Organized by City Residents or Business
10 pts	10 pts	10 pts	20 pts	10 pts	10 pts	10 pts	5 pts	5 pts	10 pts

In addition to the matrix scoring, the organizer must provide the following:

- A financial statement with a letter of request addressed to the City Manager or Special Events Office by March 1st or 180 days before the event date.
- Submit a program proposal showing the total event expense the applicant/sponsor anticipates incurring.
- Provide a detailed business plan that outlines how the event will be autonomous and ensures that it will not require City funding after the third year of city funding.
- Provide a financial statement following the event that shows full details of all expenses incurred by the event sponsor and all revenue collected for the event, including, but not limited to, revenue collected before and during the event.

Note: Non-profit certifications are issued to non-profit organizations as approved under the IRS Tax Code, Section 501 (c). To qualify for reduced permit fees or no assessment, the applicant must submit proof of this certification as listed below in addition to the special event application:

- a) A copy of the IRS tax exemption determination letter

- b) Written permission of the property owner when the applicant does not own the property where the event is to take place
- c) Written permission from the church or school allowing the organization to hold the event on the property

**Special consideration outside the annual budget process may be made for the FY2025 budget year for city sponsorship of a special event that may meet the matrix requirements above.*

These changes will impact the applications received after July 30th.

DRAFT

APPENDIX II

**Sample Petition Form for a City Street or Right-of-Way Closure for a Special Event
(You may create your own as long as it contains the information below)**

**PETITION FORM FOR A CITY STREET OR RIGHT-OF-WAY CLOSURE
THROUGHOUT THE DURATION OF AN EVENT**

For Residential Properties: Please obtain the name(s)/signature(s) of either the property owner or an adult occupant. For apartments or mixed-use retail spaces in the Uptown area, please provide a name/signature from the property manager.

For Business Properties: Please obtain the name/signature of the owner or manager on duty. If a business building/structure is vacant, please write the street address in the table below and indicate "VACANT" next to the address

For Vacant Lots/Properties: No information required

Event Name:	
Date(s):	
Start/End Time(s):	
Location:	

By signing this petition, I acknowledge that I am aware of the above listed event. I may object to this event and will provide my reason for objecting on this form. However, I understand that my objection will not necessarily result in the denial of this event. My objection will be given full consideration by the Special Events Task Force during the permit review process.

Date	Printed Name	Signature	Business Name (If Applicable)/Job Title Business or Residential Address Phone Number	Do you support this event? If no, provide reason

MEETING DATE:	08/27/2024
AGENDA TITLE:	Capital Budget and Fleet Replacement Program
STAFF RESPONSIBLE:	Edena J. Reese-Atmore & Greg Maggard
STAFF TITLE:	Chief Operating Officer & Public Works Director

BACKGROUND/HISTORY

On July 16th 2024, the City Council Was presented with a recommended list of capital projects for the fiscal year 2025 budget. This meeting will be used to discuss the projects and address any questions that the City Council may have on the proposed projects. Funding for the proposed projects was approved in the May 2024 adoption of the fiscal year 2024-25 Operating and Capital Budget.

POLICY EXPLANATION

FISCAL IMPACT/FUNDING SOURCE

FY 2024-25 Operating and Capital Budget

**AVAILABLE BUDGET: FY 2024-25
Operating & Capital Budget**

PURCHASE AMOUNT: n/a

ACTION REQUESTED/ALTERNATIVES:

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

City of Martinsville Fiscal Year 2024- 2025 Proposed Capital Budget

Presented by:
Edena J. Reese-Atmore



FY 2024-25 GENERAL GOVERNMENT CAPITAL PROJECTS SUMMARY



DEPARTMENTS	FY 2024-25 REQUESTS	FY 2024-25 PROPOSED	FY 2025-26 REQUESTED	FY 2026-27 REQUESTED
Public Works Dept.	25,000	25,000	-	-
Facilities	451,700	406,700	50,000	5,000
Warehouse	112,512	37,512	-	-
Uptown	37,000	-	37,000	37,000
Hooker Field	275,000	-	-	-
Fire, EMS, & Safety	320,646	320,646	-	-
Community Development	52,500	-	-	-
Information Systems	75,000	85,000	-	-
Treasurer	10,000	-	8,000	-
Fiscal Services	-	-	8,000	-
Sheriff	207,200	-	1,207,200	2,000,000
TOTALS	\$1,566,558	\$874,858	\$1,310,200	\$2,042,000

FY 2024-25
GENERAL
GOVERNMENT
CIP FUND (16)

PORTABLE
GENERATOR W/
TOWER LIGHTS,
REPLACE ICE
MACHINE,
REPLACE
EXTERIOR DOOR

PROJECT DESCRIPTION-Public Works

- Adding a portable light tower and generator for events such as parades, natural disasters, and construction work at night.
- An ice machine is used to make ice for employees. The current machine is no longer working. Ice is essential in keeping employees hydrated during the summer months.
- First year of a multi-year project to replace the exterior doors at the Public Works Facility. Multiple doors do not function correctly due to excessive wear. New doors will ensure better security at the facility.



Funding Source: General Fund Revenues

Estimate: \$25,000

FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

CITY HALL
ENHANCEMENTS-
EXTERIOR &
INTERIOR

PROJECT DESCRIPTION-Public Works

- Brick maintenance (tuckpointing) of the city hall building and painting. Tuckpointing is a mortar repair technique used to repair mortar joints in brick or stone structures. It involves removing old, deteriorated mortar from joints and filling the joints with fresh mortar that closely matches the brick or stone.

Funding Source: General Fund Revenues

Estimate: \$75,000

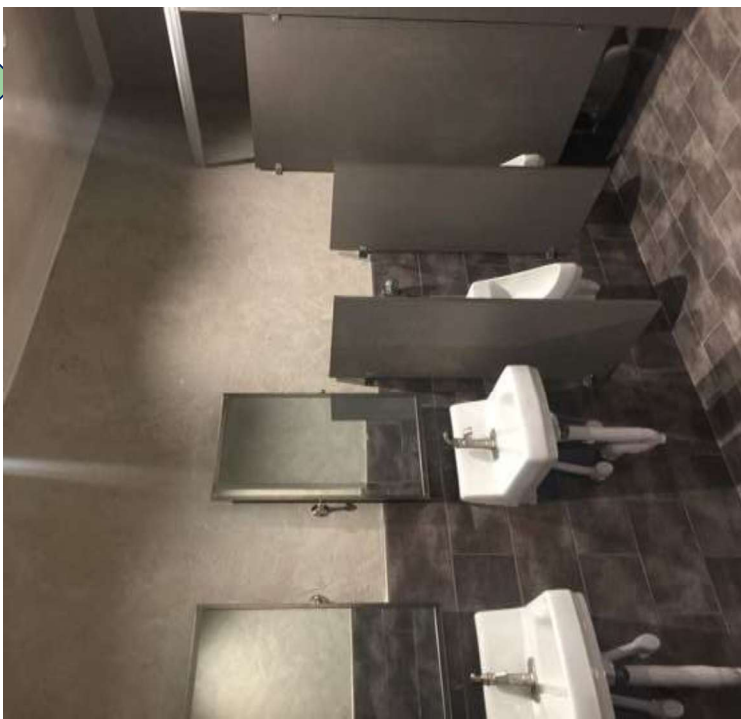


FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

WAREHOUSE
BATHROOM
UPDATES :
HVAC MINI-SPLIT
UNIT & LOCKER
ROOMS UPDATES
AND FAUCETS
ADDED

PROJECT DESCRIPTION-Public Works

- Installation of new HVAC system in new facility bathroom. Updated facilities are needed due to the age and condition of current facilities.
- Update locker room in the bathroom with touchless equipment for health and safety reasons



Funding Source: General Fund Revenues

Estimate: \$31,000

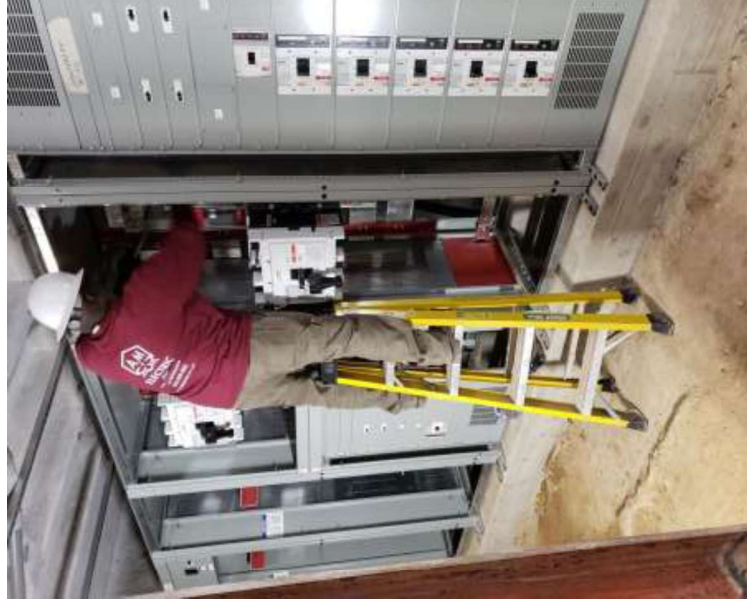
FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)
REPLACE &
UPGRADE
ELECTRICAL
SWITCHGEAR

PROJECT DESCRIPTION-Public Works

- An Electrical switchgear **regulates, protects, and isolates a power system** with a variety of controls housed in a metal enclosure.
- It's a vital system in industries that experience electrical faults or those that need to regularly de-energize equipment for maintenance, such as industrial environments and electrical utilities.
- It typically includes circuit breakers, switches, fuses, and protection devices like relays and current transformers.

Funding Source: General Fund Revenues

Estimate: \$5,000



FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

AC RECOVERY
MACHINE

PROJECT DESCRIPTION-Public Works

- This equipment is used to diagnose and maintain the AC systems for all 2019 and newer vehicles.
- We have been sending them out for repair due to no capability of doing repairs.
- We will save money by performing service in-house.

Funding Source: General Fund Revenues

Estimate: \$6,512



FY 2024-25
 GENERAL
 GOVERNMENT CIP
 FUND (16)
 RESEAL ROOF AT
 STATION ONE

PROJECT DESCRIPTION-Fire, EMS, Safety

- Company One's spray-on polyurethane foam roof must be resealed every 10 years. It is due for resealing during Fiscal Year 2025.
- The last resealing was performed in Fiscal Year 2015. The last quote was for \$39,479.00 on September 26, 2023. I have increased this amount by 10% to hopefully accommodate any price increases from now until after June 2024.

Funding Source:	General Fund Revenues

Estimate: \$43,427



FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

STRUCTURAL
TURNOUT GEAR

PROJECT DESCRIPTION-Fire, EMS, Safety

- The Fire Department has never had a budget line for the replacement of structural firefighting turnout gear. It has always relied on State ATL funds to purchase this essential gear. The department has been rotating a certain number of sets each year to ensure that every member has gear that meets the most current safety standards and is in serviceable condition.
- After, the budget cuts for the FY 2024 budget, the department has to rely on the ATL funds for other essential functions such as departmental physicals. Under the current rotation, one-third of the department has new gear but there are 16 sets that still need to be replaced over the next few years.
- This request seeks approval for eight sets of gear in FY 2025. This will allow the department to continue our replacement rotation and offset some of the budget cuts from FY 2024.

Funding Source:

General Fund Revenues

Estimate: \$41,091



FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

DORMITORY
IMPROVEMENTS

PROJECT DESCRIPTION-Fire, EMS, Safety

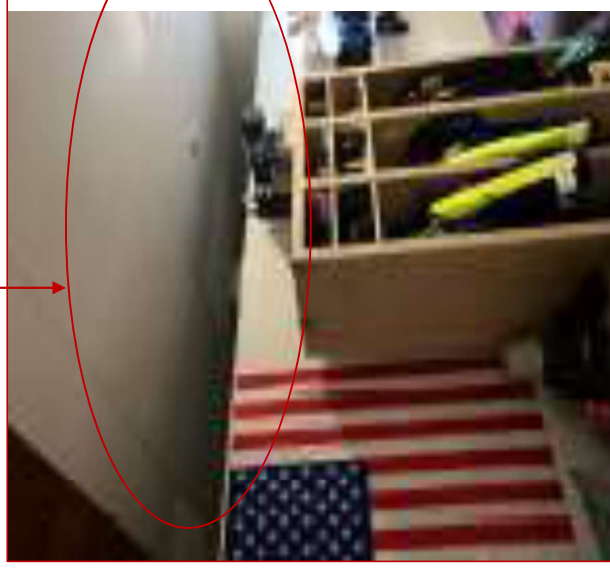
- The main fire station at 65 w. Church Street was built in 1967. It was designed to station two shifts and minimal administrative personnel. Furthermore, it was not designed to accommodate female employees. Since that time, the department has greatly expanded to meet the needs of the City and has a growing number of female employees.
- It is now 2024 and with a growing number of female employees, the need to improve the dormitory has steadily increased. This project would extend the walls to the ceiling and add locks to the entry doors to each room. It would also require modifications to the HVAC system so each room will have a discharge and return vent. These modifications are essential to ensure the department's ability to recruit and maintain female employees in the Fire Department.

Funding Source:

General Fund Revenues

Estimate: \$25,924

This is an example of one of the walls that needs to be extended to the ceiling.



FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

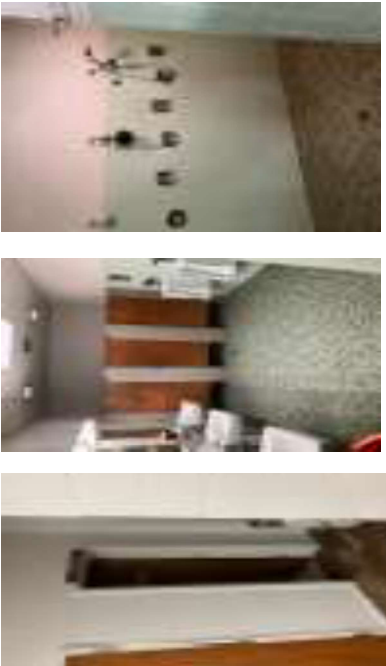
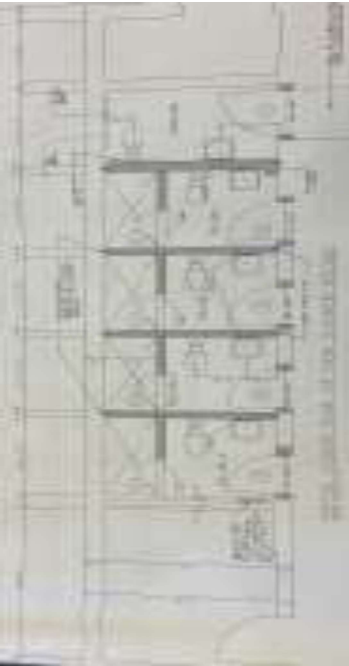
FIRE STATION
BATHROOM
RENOVATIONS

PROJECT DESCRIPTION-Fire, EMS, Safety

- This project is to modernize the bathroom and shower facilities to better accommodate female employees. This will help the recruitment and retention of future employees

Funding Source: General Fund Revenues

Estimate: \$188,617



FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

DRUG STORAGE
SECURITY
IMPROVEMENTS

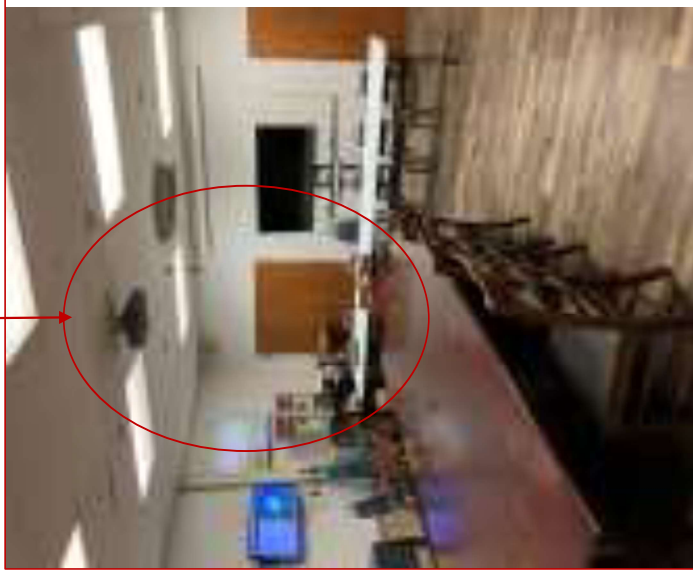
PROJECT DESCRIPTION-Fire, EMS, Safety

- During the next 2-5 years, the current drug box exchange system used in WVOEMS region will end. When this occurs, it will become necessary for the Fire Department to stock and store its own drug boxes. The DEA requires the following security systems to be in place before approving a license permitting this storage:
 - 1 - Access Control - Current Estimate = \$6,341.25
 - 2 - Camera Monitoring - Current Estimate = \$2,587.50
 - 3 - Intrusion Monitoring - Current Estimate = \$1,150.00 + \$18.00/Month monitoring fee
- These new requirements are basically an unfunded mandate because the State does not provide any funding to help meet the requirements.

Funding Source: General Fund Revenues

Estimate: \$11,587

Area to be modified



**FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)**

**TRAFFIC BARRIER
SAFETY PROJECT**

PROJECT DESCRIPTION-Fire, EMS, Safety

- City departments have always struggled to provide the safest event atmosphere possible with the limited amount of resources we have available.
- Traditionally, a large public event costs around \$8,000 in overtime. Implementing this project will provide a safe environment for our citizens and vendors while reducing the total number of overtime hours on a per-event basis.
- A typical large event, such as the Christmas parade, usually requires 15+ Public Works personnel and an equal amount of city-owned vehicles to block/restrict access into the event area.
- Utilizing these types of barricades will greatly reduce the amount of overtime hours and equipment required for each event.

Funding Source: General Fund Revenues

Estimate: \$10,000



FY 2024-25
GENERAL
GOVERNMENT CIP
FUND (16)

REPLACE 50
LAPTOPS &
COMPUTERS WITH
PERIPHERALS

PROJECT DESCRIPTION-Information & Tech Services

- Replacement of up to 50 laptops and computers for all departments including Treasurer’s office



Estimate: \$85,000

Funding Source: General Fund Revenues



**FY 2024-25
ELECTRIC
UTILITY
CAPITAL
PROJECTS
SUMMARY**



PROJECTS	FY 2024-25 REQUESTS	FY 2024-25 PROPOSED	FY 2025-26 REQUESTED	FY 2026-27 REQUESTED
Substation Upgrades	250,000	203,500	250,000	250,000
Line Replacement & New Projects	110,000	85,000	110,000	110,000
Cable Fault Locator Replacement	25,000	25,000	-	-
Service Saver	9,500	9,500	-	-
TOTALS	\$394,500	\$323,000	\$360,000	\$360,000

**FY 2024-25
ELECTRIC CIP
FUND (503)**

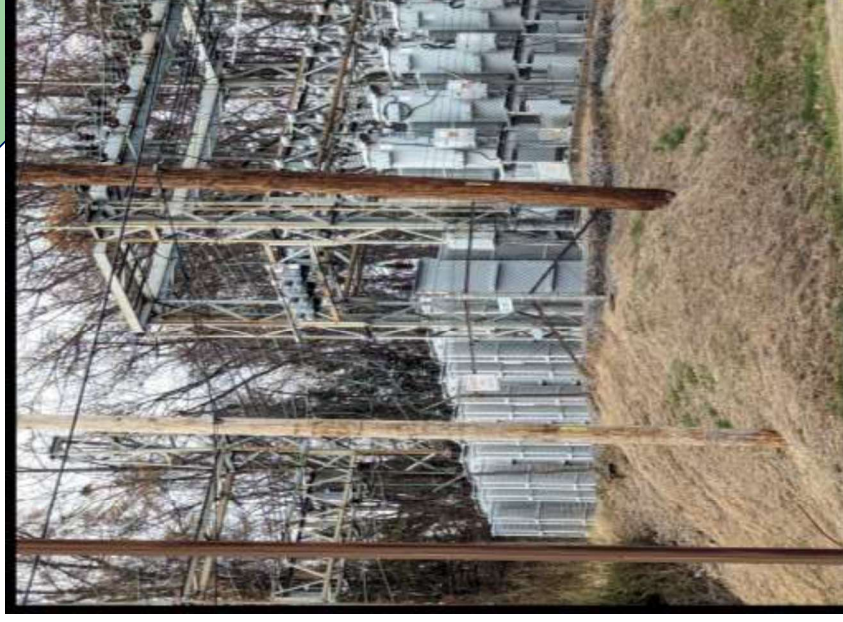
**SUBSTATION
UPGRADES**

PROJECT DESCRIPTION

- Long term project for upgrades to substations including: structures, transformers, lines, wire, hardware, control panels, batteries, huts and electronics.
- All of our substation transformers are at or near their life expectancy of 50 years. Aaron Street Station is the only one completed to date.
- Request is part of ongoing funding for substation upgrades

Funding Source: Electric Revenues-\$203,500

Estimate: \$250,000



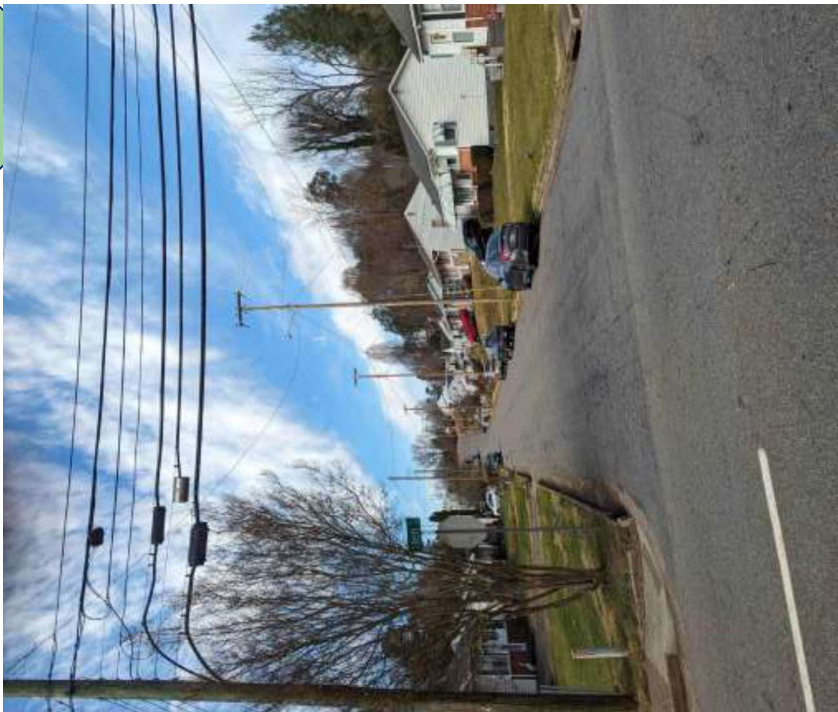
FY 2024-25
ELECTRIC CIP
FUND (503)
LINE
REPLACEMENTS

PROJECT DESCRIPTION

- Long-term funding for new projects for power lines, as well for
- Power lines that may need replacement annually.

Funding Source: Electric Revenues-\$85,000

Estimate: \$110,000



FY 2024-25
ELECTRIC CIP
FUND (503)
CABLE FAULT
LOCATOR
REPLACEMENT

PROJECT DESCRIPTION

- Request for Underground cable fault locating equipment. This equipment helps pinpoint faults in underground cables so repairs can be made.
- Current equipment is dated and heavily worn. New equipment with new technology will cut down on outage times and overtime for after-hours trouble.

Funding Source:

Electric Revenues



Manufactured in 1997
Estimate: \$25,000

FY 2024-25
ELECTRIC CIP
FUND (503)

SERVICE SAVER

PROJECT DESCRIPTION

- This equipment allows an underground service to operate as normal with one-phase faulting. Multiple times, two have been needed.
- This equipment enables repairs to be made during normal work hours avoiding overtime and working during inclement weather.
- Underground repairs made when the soil is wet leads to multiple returns to the site in order to restore grass and landscaping.

Funding Source:

Electric Revenues

Estimate: \$9,500



FY 2024-25 WATER & SEWER UTILITY CAPITAL PROJECTS SUMMARY



PROJECTS	FY 2024-25 REQUESTS	FY 2024-25 PROPOSED	FY 2025-26 REQUESTED	FY 2026-27 REQUESTED
Water Plant/Reservoir Improvements	472,976	407,517	500,000	900,000
Sewer Plant Improvements	500,814	383,383	1,142,171	-
Water/Sewer Main Improvements	500,000	300,000	621,910	600,000
TOTALS	\$1,473,790	\$1,091,900	\$2,264,081	\$1,500,000

**FY 2024-25
WATER & SEWER
CIP FUND
(523)**

**REPLACE ROOF
& WINDOWS ON
WATER
TREATMENT
PLANT**

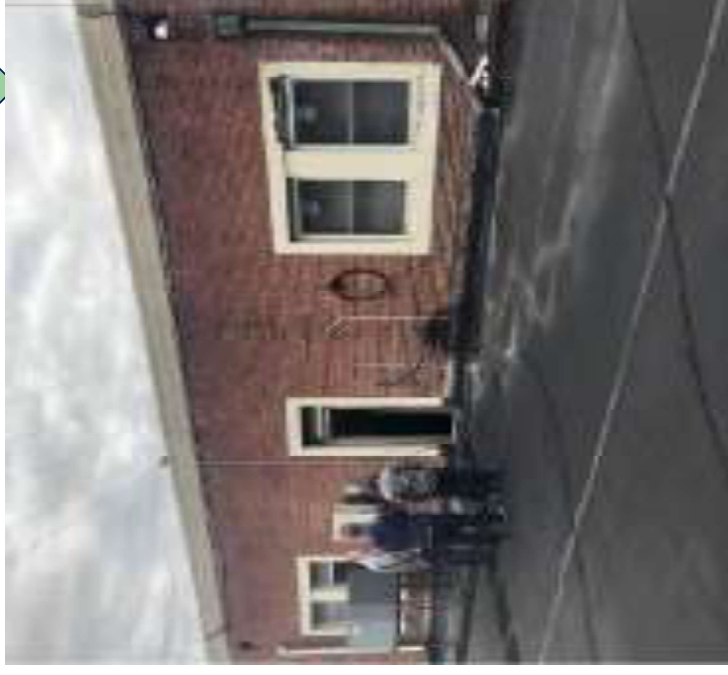
PROJECT DESCRIPTION

- The current EPDM roofing membrane at the Water Treatment Plant is experiencing problems with water leakage in multiple locations and levels. It is nearing the end of its useful life.
- Water is entering the interior of the building and causing damage to the windows. Engineers feel that the existing roof should be replaced with 80mil TPO roofing, new copings, and flashing is the most desirable approach and should provide at least 20 years of reliable roof protection. Window repairs are estimated to be \$40,000. A contingency of at least 15% for architectural engineering fees brings the total estimate to \$350,000.
- \$200,000 was approved in the FY24 budget but was reallocated to the installation of sludge collectors at the facility.

**Funding
Sources:**

**Water & Sewer Revenues-
\$250,000
ARPA Funds-\$100,000**

Estimate: \$350,000



**FY 2024-25
WATER & SEWER
CIP FUND
(523)**

**REPLACE SCADA
AT WATER &
SEWER
TREATMENT
PLANTS**

PROJECT DESCRIPTION

- SCADA systems are utilized to operate and monitor the water and wastewater treatment facilities. The current SCADA programs are Visual Basics programs that were built in-house by a retiree. Mandy Muse is the only person with any knowledge/ability to maintain the systems, and that knowledge is limited. Windows updates may cause the programs to quit functioning, potentially leading to the programs having to be rewritten completely. This would require outside assistance from the retiree who originally wrote the programs.
- EPA cited concerns of system security in recent facility inspection. There is only one control computer that is centrally located at each facility and doesn't require credentials to login and make changes.
- \$50,000 was approved in FY24 budgets, but was not enough to cover the cost of new SCADA systems. We would like these funds to be rolled over to FY25 in addition to the requested amount to ensure that we have enough funds to update the systems.
- Updated SCADA systems would ensure that both facilities remain operable, reduce security concerns, and improve overall treatment system reliability. The SCADA upgrades would require that radio equipment and controllers be updated as well. Doug Wickham is the only person who is able to program, troubleshoot, and maintain the radios. Doug is retiring January 2025. Some of our radios have quit functioning completely and even Doug has been unable to resolve those issues.
- Ultimately, we are operating with outdated systems and no longer have the capability of maintaining them going forward. This leaves both of our treatment facilities in a vulnerable position due the potential for SCADA system failure. All plant managers and operators with the knowledge and ability to operate the facilities manually have retired.

Funding Source:	Water & Sewer Revenues-
	\$200,000

Estimate: \$200,000

**FY 2024-25
WATER & SEWER
CIP FUND
(523)**

**RESERVOIR
LOFTED
BUILDING**

PROJECT DESCRIPTION

- Lake attendants oversee boat pass purchases, vessel rentals, and the general safety, security, and upkeep of the facility. The lake attendants use the Warden's House, which is not visible to visitors, as an office and lounge. They must sit in their trucks in the parking lot in order to maintain a visible presence. In order to stay warm during the winter and cool in the summer they must idle their vehicles.
- A small building at the parking area would allow park oversight, increase safety, and eliminate vehicle idling. Signage on the structure would inform visitors of recreational opportunities/costs and park rules. Revenue would likely increase due to increased awareness and ease of rentals. Strategic placement will provide broad oversight of facility.

Funding Source:

**Water & Sewer Revenues-
\$7,517**

Estimate: \$17,517



**FY 2024-25
WATER & SEWER
CIP FUND
(523)**

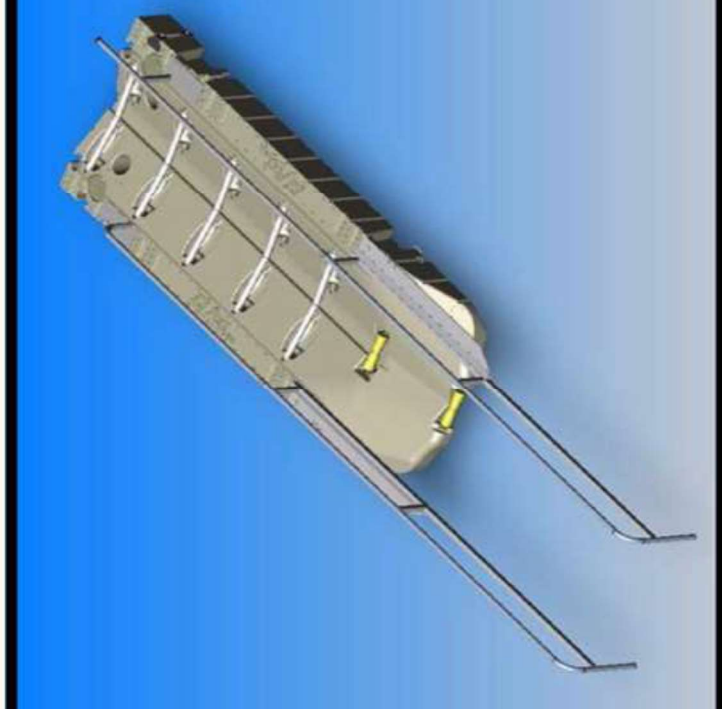
**EZ LAUNCH
KAYAKS &
CANOES**

PROJECT DESCRIPTION

- The EZ Launch for Kayaks & Canoes is a port system built specifically for paddlers. The rollers and guide rails make it easy to glide on and off. It is a floating system that adjusts to changing water levels. It provides ample “foot space” on both sides and in the front to allow for optimum access and stability. It is constructed of all marine grade components, and the primary component is anodized aluminum.
- The EZ Launch would allow paddlers to enter and exit the reservoir without having to get in the water. (Swimming, wading, etc. are not permitted.) It would also reduce the likelihood of slips and falls, allowing for safer docking. This item can be used for both kayaks and canoes.

Funding Source: Water & Sewer Revenues-\$0

Estimate: \$5,459



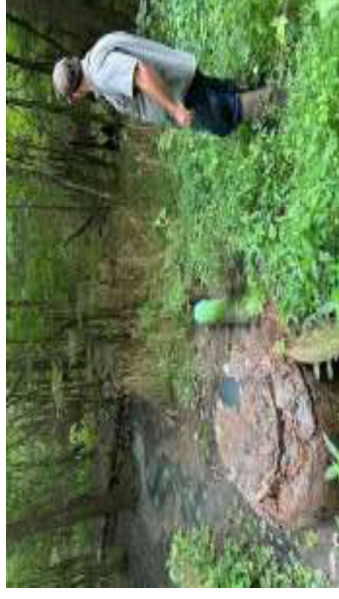
**FY 2024-25
WATER & SEWER
CIP FUND (523)**

**WATER & SEWER
DISTRIBUTION
SYSTEM
IMPROVEMENTS**

PROJECT DESCRIPTION

- Martinsville's water distribution system is aging, and infrastructure is beginning to fail. Funds need to be allocated annually for distribution system improvements.
- Martinsville's wastewater collection system is also aging, and infrastructure is beginning to fail. Funds need to be allocated annually for collection system improvements that may include point repair, rehab, and/or replacement.
- By proactively replacing water sewer lines, we can minimize costly emergency repairs, service interruptions, boil water advisories, and health hazards. This would increase system reliability and customer satisfaction.

Funding Source:	Water & Sewer Revenues- \$350,000
------------------------	--



Estimate: \$500,000

**FY 2024-25
WATER & SEWER
CIP FUND (523)**

**WATER & SEWER
REPLACE WATER
METERS**

PROJECT DESCRIPTION

- Martinsville's AML metering system utilizes Omni meters for services larger than 1 inch. These meters have battery powered registers with a 10-year warranty. The batteries are failing almost immediately after hitting the 10-year mark. We need to allocate money for meter replacements.
- These larger meters are for some of our biggest water users. Without being able to obtain actual meter readings, the bills must be estimated. Estimated readings could lead to revenue loss, decrease system reliability, and lower customer confidence and satisfaction. Estimated billing is a manual process that increases the workload for the Utility Billing Dpt.

Funding Source:

**Water & Sewer Revenues-
\$100,000**

Estimate: \$200,000



**FY 2024-25
WATER & SEWER
CIP FUND (523)**

**HYPOCHLORITE
TANK
CONTAINMENT
BUILDING**

PROJECT DESCRIPTION

- A chemical containment building is needed to switch from chlorine gas to the much safer, economical liquid hypochlorite bleach for disinfecting wastewater. Hypochlorite bleach requires a consistent temperature between 60 and 80 degrees Fahrenheit to maintain its strength and lifespan.
- This is achieved by storing the chemical within a building and out of the elements. \$200,000 was approved in FY24 for infrastructure for hypochlorite. Those funds were enough to cover the cost of purchasing the tanks, sensors, pumps, and feed system.



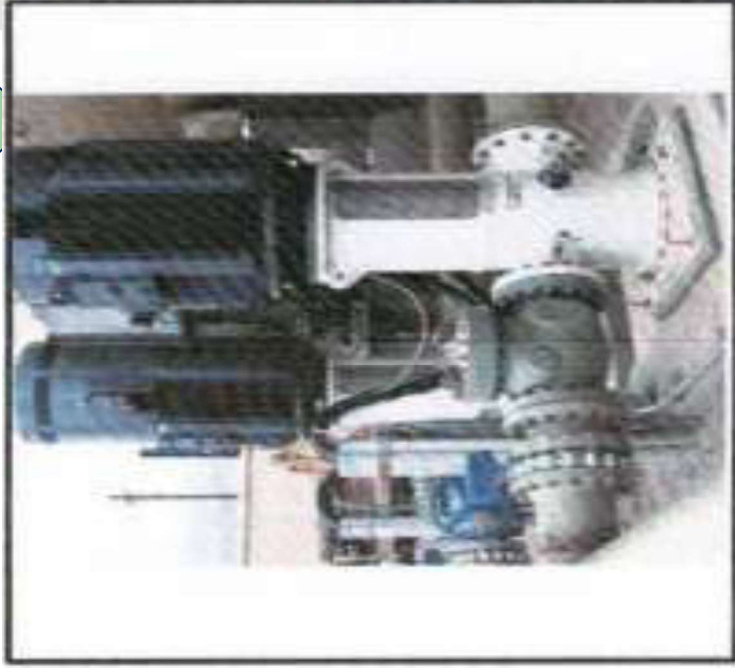
Funding Source: Water & Sewer Revenues-
\$150,000

Estimate: \$250,000

**FY 2024-25
WATER & SEWER
CIP FUND (523)
RETURN PUMP &
INSTALLATION**

PROJECT DESCRIPTION

- 4,200 gpm pump to return activated sludge from the secondary clarifiers to the lagoon. The current pumps were installed in 1968 and are worn out.
- Maintenance is constantly rebuilding or replacing packing to keep them running. One of these pumps is no longer operational and another is only to be used in the event of an emergency.
- These pumps are located in the return pit between the #1 and #2 secondary clarifiers. We will be requesting another return pump each year until all 3 pumps have been replaced.



Funding Source:

**Water & Sewer Revenues-
\$93,654**

Estimate: \$93,654

FY 2024-25
WATER & SEWER
CIP FUND
(523)

TOW MOTOR

PROJECT DESCRIPTION

- The current tow motor is approaching 20 years old and has required frequent servicing and repair. After the most recent repair, it only has low range in the transmission and no brakes on the right side due to hydraulic issues.
- The hydraulic line for the brakes was converted to supply hydraulics for the transmission in an effort to keep the machine operable at all.
- The most recent "repair" may have been the last time that the machine was able to be returned to a semi-operable state.



Funding Source:

Water & Sewer Revenues-
\$40,729

Estimate: \$57,160



FY 2024-25 TELECOM UTILITY CAPITAL PROJECTS SUMMARY



PROJECTS	FY 2024-25 REQUESTS	FY 2024-25 PROPOSED	FY 2025-26 REQUESTED	FY 2026-27 REQUESTED
Fiber (FTTH) XGS Chassis (5)	30,000	28,700	30,000	-
Fiber (FTTH) General Equip During Construction	50,000	50,000	50,000	50,000
Tractor - Massey Ferguson	36,000	36,000		
Building for Expansion	-	-	30,000	
Splitter Cables FTTH	5,000	5,000	27,000	27,000
Adtran Optical Network Terminal	-		15,681	15,681
24 Fiber Optical Aerial ADSS 30,000 LF	15,300	15,300	7,650	
Fabric Switch Extreme Networks	12,028	12,028		
Palo Alto Firewall Hardware/License Renewal	100,000	100,000	100,000	100,000
Telephone Switch V500	5,994	5,994	5,994	5,994
TOTALS	\$254,322	\$253,022	\$266,325	\$198,675

**FY 2024-25
TELECOM CIP
FUND (553)**

**FIBER GENERAL
EQUIP & XGS
CHASSIS (5)**

PROJECT DESCRIPTION

- During construction, there are always PPE expenses that are below the \$5,000 threshold that generally are not accounted for.
- Tangents \$35, Dead End Assemblies \$85, Splice Boxes, Transitional Boxes, Dirt and Gravel hauling, Conduits (.80/ foot), and a variety of other expenses encompassed in the expenditures of MiNet.

Funding Source: Telecommunication Revenues

Estimate: \$78,700



FY 2024-25
TELECOM CIP
FUND (553)

TRACTOR

PROJECT DESCRIPTION

- Massey Ferguson or similar tractor with a bucket and backhoe attachment. The Massey or Kabota manufacturers would be the best options.
- This will reduce the time and effort placed when adding splice boxes, footers, and a variety of units in the field.
- Currently, we are hand-digging these structures and it is extremely time-consuming. This can be very useful when placing deliniators in the field with a possible post attachment (future).



Funding Source: Telecommunication Revenues

Estimate: \$36,000



**FY 2024-25
TELECOM CIP
FUND (553)**

**SPLITTER
CABLES**

PROJECT DESCRIPTION

- Fiber optic cable splitters extend from Splitter to home and from Splitter to Splitter. The cost of these different-length cables ranges from \$7.60 to \$155.
- We will use an average cost of \$90 per cable, recognizing that a length of 200 to 300 is most relevant.
- MINet continues to purchase optical fiber from different sources. This will enable us to purchase directly from the City's Stores and Warehouse. As our FTTH infrastructure grows, these cables are necessary to attach homes effectively utilizing the FTTH infrastructure.



Funding Source:

Electric Revenues

Estimate: \$5,000

FY 2024-25
TELECOM CIP
FUND (553)

24 FIBER
OPTICAL
AERIAL ADSS

PROJECT DESCRIPTION

- ADSS SM Optical Fiber, 24 Fiber Count - 30,000 LF
- As our FTTH infrastructure grows, less fiber count must be extended into various parts of the City.
- Instead of the large bulky count of optics down streets, MINet will run a more suitable fiber down neighborhood streets.



Funding Source: Telecommunication Revenues

Estimate: \$15,300



FY 2024-25
TELECOM CIP
FUND (553)

FABRIC SWITCH
NETWORK &
PALO ALTO
FIREWALL

PROJECT DESCRIPTION

- Extreme Fabric Connect delivers the desired integrated services. This includes Layer 2 virtualized services, Layer 3 virtualized services with multiple Virtual Routing and Forwarding instances.
- MInet currently has six in the field, and with the growing number of customers and the expansion on the XGS PON network, it is imperative that older switches are sundown and newer switches are in its place in addition to a full and completely redundant network for fail-over purposes.
- In addition, we get requests for PIM-Free IP Multicast that is scalable, Resilient, and easy to manage. The cost per Unit is \$6,014. The request is for 2 units, Totaling \$12,028.

Funding Source: Telecommunication Revenues

Estimate: \$112,028



FY 2024-25
TELECOM CIP
FUND (553)

TELEPHONE
SWITCH V500

PROJECT DESCRIPTION

- Quantity 6 - V500 - Avaya
- This is an important item when a customer requests services from MINet. Without these switching devices, the customer has no phone services (Companies not residential.)

Funding Source: Telecommunication Revenues

Estimate: \$5,994



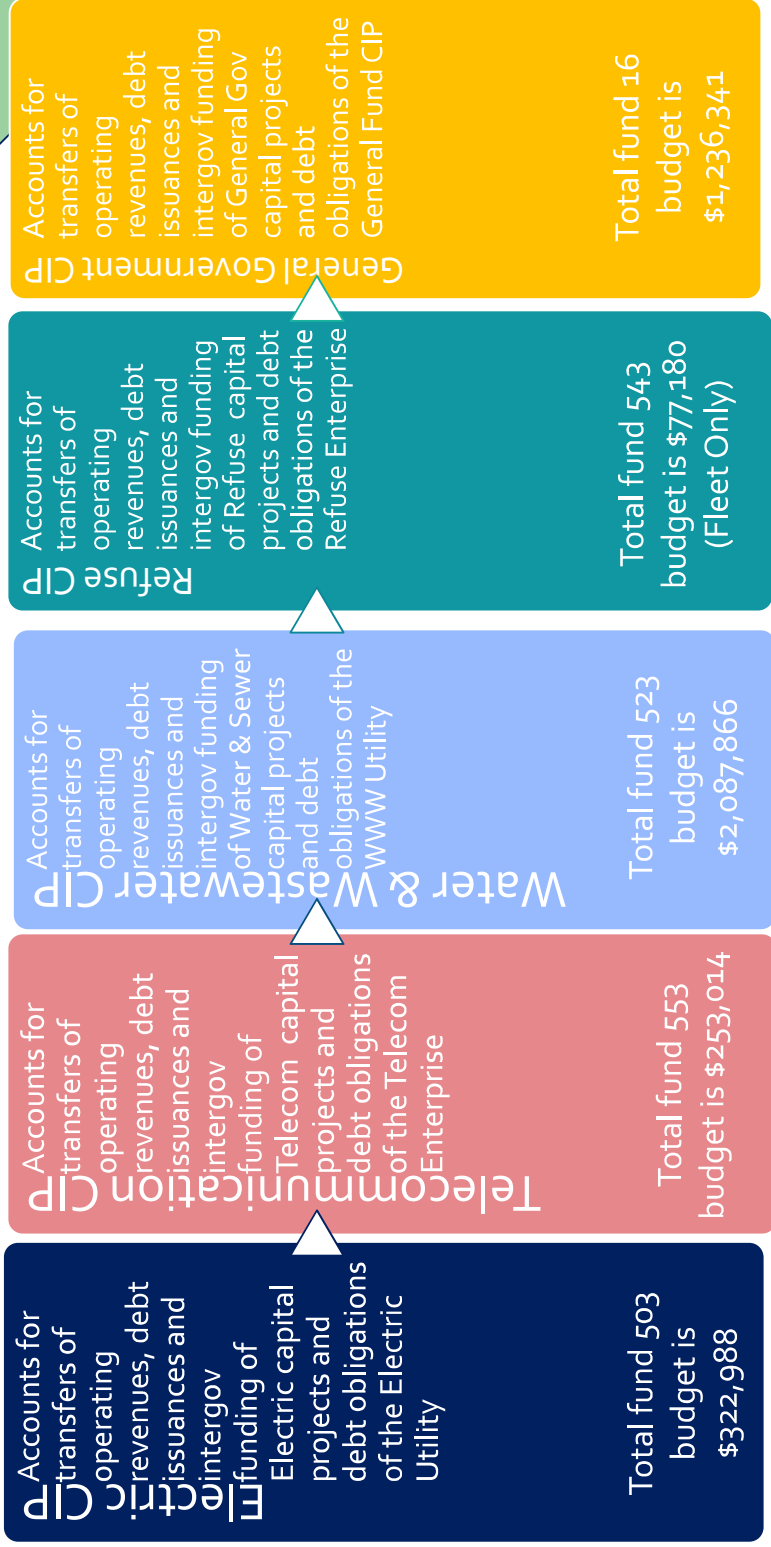
FY 2024-25 TOTAL PROPOSED CAPITAL BUDGET SUMMARY



	FY 2024-25 PROPOSED	FY 2025-26 PLANNED
GENERAL GOV. CAPITAL FUND (16)	875,000	1,310,200
ENTERPRISE FUNDS	1,667,922	2,890,406
ELECTRIC CIP FUND (503)	323,000	360,000
WATER & WASTEWATER CIP FUND (523)	1,091,900	2,264,081
TELECOMMUNICATIONS CIP FUND (553)	253,022	266,325
REFUSE CIP FUND (543)	(Fleet Only)-	-
SCHOOLS CIP FUND (None to Date)	\$-	\$-
TOTAL CIP FUND EXPENDITURES	\$2,542,922	\$3,068,406

CIP Funds

Total
Proposed
Capital:
\$2.54
Million



- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

MEETINGS: February 13, 2024

TITLE: Chapter 18, Article 2, Refuse Code Rewrite

STAFF RESPONSIBLE Greg Maggard

BACKGROUND/HISTORY

Chapter 18, Article 2 of the City Code has not been updated since 1982. This article deals primarily with the city's administration, enforcement, and collection of refuse. The current article is vague and requires antiquated enforcement actions.

The revised Article 2 provides additional definitions for clarity, allows for more effective enforcement, and increases efficiency in collection operations.

POLICY EXPLANATION

The key outcome of Part 2.2 of the City's Strategic Plan is clean, attractive, and vibrant neighborhoods and communities. The revisions proposed in this Article meet this key outcome by providing for increased administration, enforcement, and collection of refuse.

FISCAL IMPACT/FUNDING SOURCE

Refuse Enterprise Fund will be used to purchase additional 8-yard dumpsters and electrical locks

AVAILABLE BUDGET	PURCHASE AMOUNT
19,500.00	9,000.00

ACTION REQUESTED/ALTERNATIVES:

1. Provide feedback on draft ordinance

ATTACHMENTS:

1. Draft ordinance
2. Original ordinance with revisions shown
3. Summary of changes

Proposed Ordinance

ARTICLE II. REFUSE

Sec. 18-13. Definitions.

The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Asbestos-containing material (ACM) means any material or product, which contains more than one (1) percent asbestos.

Ashes means the residue from the burning of wood, coal, coke or other combustible materials.

Bulk container means a metal or plastic receptacle or container designed and constructed for the storing of solid waste until its collection for disposal and which can be mechanically lifted, hoisted or rolled on or off and emptied by mechanical collection vehicles.

Bulky debris means items of debris, such as furniture, bedding, mattresses, brush, and similar items, which are acceptable for collection by the city but because of their size, bulk or weight, require special collection procedures other than those required and provided for garbage and debris.

Collection means the process or activity required to collect, remove and convey solid waste from its source or location to a site for final disposal.

Commercial premises means any premises or property upon which a wholesale, retail, service, manufacturing or processing business is located or conducted, including, but not limited to, restaurants, hotels, motels, markets, stores and other outlets, theaters, warehouses, factories, processing and manufacturing plants or facilities, automobile sales rooms, service stations and repair shops and offices of every kind; and the premises or property of organizations and institutions, such as, and including, all schools, hospitals, churches, clubs and societies; and any premises or property upon which is located an apartment building or buildings, other than condominiums, containing an aggregate of four (4) or more single-family dwelling units or apartments; and all other premises not defined herein as for a residential premises.

Commercial solid waste means the solid waste generated, produced or accumulated upon commercial premises.

Condominiums means premises, including the land and buildings thereon, containing multiple dwelling units or apartments, each of which is or may be separately owned, and the undivided interests in the common elements of such premises which are vested in the unit owners and which have been lawfully created pursuant to the Condominium Act contained in chapter 4.2 of title 55 (section 55-79.39 et seq.) of the Code of Virginia.

Container means a receptacle designed, and required or permitted by this chapter, for the purpose of storing garbage and debris until its collection for disposal.

Contractor means any person or firm who shall agree, written or otherwise, to perform work in return for compensation in any form.

- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

Debris means nonputrescible solid waste consisting of both combustible and noncombustible wastes, such as paper, cardboard, wood, rags, sweepings, and similar discarded materials.

Director means the Director of the Department of Public Works of the City.

Disposal means the delivery and deposit of solid waste to and at an approved disposal facility for final processing or storage.

Friable asbestos means any material containing more than one (1) percent asbestos by weight which, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure and regulated as a special waste.

Garbage means putrescible animal or vegetable waste resulting from the handling, preparation, cooking or serving of food.

Hazardous waste means a hazardous waste as described by the Virginia Hazardous Waste Regulation or the EPA.

Infectious waste means solid or liquid wastes, which contain pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible host could result in an infectious disease.

Placement means the placing of all types of solid waste for collection and disposal.

Premises means any lot or parcel of land, together with any building, part of a building or group of buildings located thereon, which constitutes a single property.

Public property means and includes all public streets and highways, including the curbs, gutters and median strips thereof, sidewalks, alleys, parking lots and other public rights-of-way, and all public parks, playgrounds, buildings and grounds.

Refuse means all putrescible and nonputrescible solid waste, whether combustible or noncombustible, including garbage, debris, ashes, dead animals, and materials resulting from industrial, commercial, domestic and community activities, but excluding hazardous wastes, body wastes and the sludges, screenings, pumpings and residue from cesspools, septic tanks sewage and infectious wastes.

Residential premises means and includes a single-family dwelling, any premises or property upon which is located an apartment building containing less than four (4) single-family dwelling units or apartments, all condominiums and all other property or premises not defined herein as commercial premises.

Residential solid waste means the solid waste generated, produced or accumulated upon residential premises.

Solid waste means and includes garbage, refuse, ashes, grass clippings, trees, shrubs, and yard waste.

Solid waste removal contractor means a person licensed by the City to engage in the collection, removal and disposal of solid waste as a private business venture.

White goods means appliances such as refrigerators, freezers, stoves, washers, dryers, air conditioners, and all other types of appliances.

- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

Yard waste means lawn clippings, tree and shrub trimmings, limbs, tree trunks, leaves, and other such arboreal material.

Sec. 18-14. Supervision of collection and disposal; administration and enforcement

(a) The collection and disposal of solid waste under the provisions of this chapter shall be under the supervision and direction of the Director of Public Works, who, by and with the consent of and subject to the control of the City Manager, shall also be in charge generally of the administration and enforcement of this chapter.

(b) Whenever it is observed that any person is accumulating, preparing, storing, conveying, or disposing of solid waste within the City in a manner contrary to the requirements of this chapter, the Director or his/her designee, shall, except as hereinafter provided, serve the owner of such parcel, or on the occupant thereof, or both, notice to cause such violations to be removed from such land or premises within three (3) days from the date of such notice.

(c) Service of the notice provided for in subsection (b) shall be by first class mail, personal delivery or posting in a conspicuous place upon the parcel; provided, however, that if the parcel is unoccupied and the owner cannot be found by the exercise of due diligence or are unknown, such notice shall be sufficient against the owner if given by first class mail to the owner's last known mailing address and posted in a conspicuous place upon the land or premises. The Director of Public Works, or his/her designee, is hereby authorized to deliver or post such notices.

(d) Failure to comply with the terms of a notice issued and served as provided in this section within the time prescribed in such notice shall constitute a class 4 misdemeanor, and each day thereafter that the violation continues shall constitute a separate offense. In addition to any penalties imposed hereunder, the City may institute legal action to enjoin the continuing violation of this section and may remove or contract for the removal of such violation, in which event the cost and expenses thereof, including administrative fees as prescribed by the City of Martinsville Fee Schedule, shall be chargeable to and paid by the owner or occupant of the parcel. Any such charge which is not paid within sixty (60) days of the date on which it is billed to the owner of such land or premises shall constitute a lien upon the property and may be collected in any manner provided by law for the collection of taxes, or in the same manner provided by law for liens of judgments; provided, however, that no such lien shall be valid against any owner of a parcel who was not served with the notice prescribed in this section.

(e) Upon receipt of the written notice described above, the property owner may appeal the order to the City Manager. Such appeal must be made in writing during the three-day interval given in the notice from the Director of Public Works, or his/her designee. Any actions required in the notice shall be delayed pending the City Manager's response to the appeal.

(f) If the owner or occupant fails to abate the public nuisance as required, the Director of Public Works shall use City forces to abate the nuisance or, at his/her option, the Director of Public Works may contract for this abatement on behalf of the City with a private contractor which abatement expenses shall be paid by the owner and/or occupant and subject to collection as prescribed in subsections (h), (i), (j), and (k) below.

(g) Any owner or occupant may abate the violation themselves without liability to the City, provided that they do so before commencement of abatement by City personnel or contractors.

(h) The Director of Public Works shall keep an account of the cost of abating violations under this article and embody such account in periodic reports with assessment lists, which shall be transmitted to the City Clerk and the Director of Finance at convenient intervals. The copy retained by the City Clerk shall be available for public inspection. The report shall refer to each parcel as to which a violation was abated, by description sufficient to identify the parcel and specify in addition to the cost of abatement an additional charge for each such parcel to be assessed against the owner or owners including administrative fees as prescribed by the City of Martinsville Fee Schedule.

(i) The Director of Finance or his/her designee shall bill the owner or occupant of the land assessed with the costs of abatement, for the costs of such abatement and for the administrative fees as prescribed and as shown on the assessment report.

- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

(j) Whenever a bill for such assessments remains unpaid for sixty (60) days after the billing date, the City Clerk shall record with the Clerk of the Circuit Court a statement of lien claim. This statement shall contain a description of the premises and the expenses and costs incurred, including, but not limited to, the costs of recordation. A copy of this statement shall be mailed to the owner or occupant if his/her address is known. Provided, however, the failure of the owner or occupant to receive such notice shall not affect the right to foreclose on the lien for these assessments as provided in this section.

(k) The costs and expenses incurred by the City in such violation abatement, including administrative fees as prescribed by the City of Martinsville Fee Schedule, with which the owner and lienholder of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on parity with liens for unpaid local taxes and enforceable in the same manner as provided in articles 3 and 4 of chapter 39 of title 58.1 of the Code of Virginia or in the same manner provided by law for liens of judgment. The City Attorney is hereby authorized and directed to institute such proceedings in the name of the City in the General District or Circuit Court for the City of Martinsville against any property for which the bill has remained unpaid sixty (60) days after it has been rendered.

Sec. 18-15. General container requirements.

(a) It shall be the duty of every owner, lessee or occupant of any premises in the city where refuse is created to provide or cause to be provided a suitable container for such refuse, which container shall meet the requirements of this section.

(b) It shall be the duty of every owner of an apartment or multiple-family dwelling containing more than four (4) individual units to provide an adequate number of large-volume dumpsters of a type approved by the Director of Public Works.

(c) It shall be the duty of every owner, lessee or occupant of any premises in the city creating refuse in such volume between regularly scheduled collections that such refuse exceeds the volume of five (5) thirty-two (32) gallon containers to provide an adequate number of large-volume dumpsters of a type approved by the Director of Public Works.

(d) It shall be the duty of every owner, lessee or occupant of any premises in the city not subject to the provisions of subsection (b) or (c) above to provide or cause to be provided an adequate number of galvanized metal or plastic watertight, sanitary containers, each with a tight-fitting cover and two (2) side handles, having a minimum capacity of twenty (20) gallons and a maximum capacity of thirty-two (32) gallons.

(e) Any refuse container shall hold its contents without leakage or spillage.

(f) All refuse containers shall be kept tightly covered.

Sec. 18-16. Storage of ashes.

Ashes shall be stored in metal containers having a maximum capacity of twenty (20) gallons and shall be kept separate from garbage and rubbish.

(Ord. of 8-24-1982, § 8-9)

Sec. 18-17. Condemnation of defective containers.

(a) Any solid waste container, on any premises within the City, that does not conform to the standards of design, construction or condition prescribed by this chapter shall be condemned by the Director or his/her designated agent and must be replaced by the owner, tenant, lessee or occupant of the premises within seven (7) days after such condemnation and, thereafter, shall not be used for the storage of solid waste until and unless brought into conformance with such standards.

- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

(b) Notice of condemnation pursuant to this section shall be given by affixing or attaching to the container a tag or decal setting forth the date of and reason for its condemnation and advising that the container must be either brought into conformance with the required standards or replaced with an authorized container within seven (7) days after such condemnation and notice.

(c) Any condemned container which is not brought into compliance with the standards prescribed therefore or replaced as required and which is not removed from use by its owner within the time allowed therefore may be collected and disposed of by the City as solid waste.

Sec. 18-18. Collection generally.

(a) All refuse shall be collected by the city at regular intervals no less frequently than once per week. It shall be the duty of every owner, lessee or occupant having one or more large-volume dumpsters to see that such dumpsters are accessible for emptying. It shall be the duty of every other owner, lessee or occupant to place or cause to be placed their refuse container at the side of the curb line of the premises, at a location accessible to the collection crews, unless such owner, lessee or occupant has been exempted from the requirement of curbside placement by the Director of Public Works under the provisions of this section. Bulky rubbish, such as paper, cardboard or wooden boxes, must be flattened and tied in bundles with heavy, stout cord, such bundles not to exceed thirty-six (36) inches in length or breadth, twenty (20) inches in height and fifty (50) pounds in weight.

(b) It shall be unlawful for any nonresident of the city, or any owner or occupant of a property situated within the city limits, or any agent of either, to bring refuse of any kind from outside the city into the city, or from another collection site located within the city, and deposit it anywhere in the city for collection by the city or its agent.

(c) It shall be unlawful to transfer refuse generated at one site in the city to another site in the city for collection, without the prior written approval of the Director of Public Works.

(d) The Director of Public Works may excuse any owner, lessee or occupant of any residential premises in the city from the duty of placing their refuse at the curb line for collection, if the director finds, from the written statements of a medical doctor, that such owner, lessee or occupant is physically or medically unable to place the refuse at the curb line.

Sec. 18-18.1. Collection of refuse in Uptown.

Every owner, lessee or occupant of any premises in the Uptown Martinsville Historic District shall dispose of all refuse in dumpsters provided by the city. All refuse shall be collected by the city at regular intervals no less frequently than once per week.

Sec. 18-18.2. Certain solid waste not to be collected by the City.

The collection, removal and disposal of the following types or items of solid waste shall be the sole responsibility of the owner, tenant, lessee and occupant of the premises upon which the solid waste is produced, generated or accumulated and shall not be collected by the City for disposal:

(1) Hazardous or infectious waste. The Public Works Department will assist the residential owner or occupant in arranging proper disposal of hazardous or infectious waste on a case-by-case basis.

(2) Solid waste, which is not prepared, stored and placed for collection in accordance with, or which exceeds the weight, size, volume or quantity prescribed by, the requirements of this chapter.

(3) Any item of solid waste, which, because of its size, bulk, shape or weight, two (2) employees cannot safely and conveniently lift and place into a collection vehicle.

- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

- (4) Solid waste resulting from construction, reconstruction, repair, renovation, demolition or work by a contractor.
 - (5) Body wastes and the sludges, screenings, pumpings and residue from cesspools, septic tanks and sewage.
 - (6) Earth, rocks and soil.
 - (7) Motor vehicles or parts of motor vehicles.
 - (8) Any item of solid waste which will damage the collection equipment or injure collection personnel.
- Sec. 18-19. Removal of containers from curb after collection.
After the collection of refuse by the city collectors, all refuse containers placed at the curb line of the premises shall be returned by the owner, lessee or occupant to the premises by night of the day of collection and shall there remain until the next day of collection.
(Ord. of 8-24-1982, § 8-12)

Sec. 18-20. Rules and regulations of Director of Public Works concerning collection and handling.

The Director of Public Works in hereby authorized to promulgate such rules or regulations concerning the collection or handling of refuse as he/she may deem necessary, not in conflict with this Code or state law.
(Ord. of 8-24-1982, § 8-16)

Sec. 18-21. Suspension of collection service.

The Director of Public Works may, in his/her discretion, suspend refuse collection service to any person who fails or refuses to comply with this article or any rules or regulations lawfully promulgated thereunder.
(Ord. of 8-24-1982, § 8-16)

Sec. 18-22. Public receptacles generally.

- (a) For the better appearance and beautification of the city, the Director of Public Works may cause to be placed, at any location deemed appropriate, public refuse receptacles for the deposit of trash, garbage, litter and rubbish. Such receptacles shall not be used for the disposal of refuse from residence or commercial establishments.
- (b) The Litter Receptacle Regulations adopted by the Department of Conservation and Economic Development of the Commonwealth of Virginia, November 22, 1978, pursuant to section 10-200 of the Code of Virginia, are hereby adopted and incorporated into this section by reference as if set forth herein verbatim.
(Ord. of 8-24-1982, §§ 8-13, 8-15)

Sec. 18-23. Damaging or defacing containers or public receptacles.

It shall be unlawful and a Class 3 misdemeanor for any person to disturb, damage or deface any refuse container placed at the curb line for collection or any public refuse receptacle.
(Ord. of 8-24-1982, § 8-14)
Cross reference(s) — Penalty for Class 3 misdemeanor, § 1-11; damaging property generally, § 13-28 et seq.

- CODE
Chapter 18 - SOLID WASTE
ARTICLE II. REFUSE

Sec. 18-24. Violations of Chapter.

Unless otherwise specifically provided, a violation of any provision of this chapter shall constitute a Class 4 misdemeanor.

Sec. 18-25. Fee schedule.

(a) Collection and landfill charges:

Individual living units (one (1) pickup per week), per month\$12.50

Dumpsters, commercial and apartments (for each time emptied), per container22.50

Business not currently using dumpsters (for two (2) pickups per week), per month25.00

Additional fee per dumpster empty for call-in/empty on demand service5.00

(b) Landfill charges:

Unsplit tires (thirteen-inch and larger), each, not to exceed2.00

Car with bagged garbage only (minimum charges)1.50

All other vehicles, per ton 45.20

(Ord. No. 89-6, 6-27-1989; Ord. No. 90-10, 7-10-1990; Ord. No. 92-18, 12-22-1992; Ord. No. 94-4, 5-24-1994; Ord. No. 96-12, 11-12-1996; Ord. No. 97-7, 5-27-1996; Ord. No. 99-6, 6-22-1999; Ord. No. 2002-6, 6-20-2002; Ord. No. 2003-7, 6-20-2003; Ord. No. 2004-12, 6-8-2004; Ord. No. 2005-3, 6-13-2005; Ord. No. 2006-6, 6-13-2006)

Summary of Substantial Changes to Refuse Ordinance

8/16/2024

1. **Section 18-13**

Additional Definitions - Provides clarity to ordinance.

2. **Section 18-14**

Enforcement Revisions – Changes clearly outline the violation, notification, abatement, fine, and collection processes.

3. **Section 18-15**

Container Required – Current code requires all customers utilize a container.

4. **Section 18-17**

Container Requirements – Allows for removal of any trash container that is deemed no longer suitable to ensure refuse is properly contained.

5. **Section 18-18.1**

Uptown Collection – Would eliminate curbside pickup to all businesses in Uptown. Provides for centralized dumpsters throughout Uptown.

6. **Section 18-18.2**

Items Not for Pickup – Provides a list of specific items that will not be collected.

Current Ordinance with Changes

ARTICLE II. REFUSE¹

Sec. 18-13. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Asbestos-containing material (ACM) means any material or product, which contains more than one (1) percent asbestos.

Ashes means the residue from the burning of wood, coal, coke or other combustible materials.

Bulk container means a metal or plastic receptacle or container designed and constructed for the storing of solid waste until its collection for disposal and which can be mechanically lifted, hoisted or rolled on or off and emptied by mechanical collection vehicles.

Bulky debris means items of debris, such as furniture, bedding, mattresses, brush, and similar items, which are acceptable for collection by the city but because of their size, bulk or weight, require special collection procedures other than those required and provided for garbage and debris.

Collection means the process or activity required to collect, remove and convey solid waste from its source or location to a site for final disposal.

Commercial premises means any premises or property upon which a wholesale, retail, service, manufacturing or processing business is located or conducted, including, but not limited to, restaurants, hotels, motels, markets, stores and other outlets, theaters, warehouses, factories, processing and manufacturing plants or facilities, automobile sales rooms, service stations and repair shops and offices of every kind; and the premises or property of organizations and institutions, such as, and including, all schools, hospitals, churches, clubs and societies; and any premises or property upon which is located an apartment building or buildings, other than condominiums, containing an aggregate of four (4) or more single-family dwelling units or apartments; and all other premises not defined herein as for a residential premises.

Commercial solid waste means the solid waste generated, produced or accumulated upon commercial premises.

Condominiums means premises, including the land and buildings thereon, containing multiple dwelling units or apartments, each of which is or may be separately owned, and the undivided interests in the common elements of such premises which are vested in the unit owners and which have been lawfully created pursuant to the Condominium Act contained in chapter 4.2 of title 55 (section 55-79.39 et seq.) of the Code of Virginia.

¹Cross reference(s)—General duties of director of public works as to refuse collection and disposal, § 2-93.

State law reference(s)—General authority of city relative to collection and disposal of refuse, Code of Virginia, §§ 15.1-857, 15.1-879.

Container means a receptacle designed, and required or permitted by this chapter, for the purpose of storing garbage and debris until its collection for disposal.

Contractor means any person or firm who shall agree, written or otherwise, to perform work in return for compensation in any form.

Debris means nonputrescible solid waste consisting of both combustible and noncombustible wastes, such as paper, cardboard, wood, rags, sweepings, and similar discarded materials.

Director means the Director of the Department of Public Works of the City.

Disposal means the delivery and deposit of solid waste to and at an approved disposal facility for final processing or storage.

Friable asbestos means any material containing more than one (1) percent asbestos by weight which, when dry, may be crumbled, pulverized, or reduced to powder by hand pressure and regulated as a special waste.

Garbage means putrescible animal or vegetable waste resulting from the handling, preparation, cooking or serving of food.

Hazardous waste means a hazardous waste as described by the Virginia Hazardous Waste Regulation or the EPA.

Infectious waste means solid or liquid wastes, which contain pathogens with sufficient virulence and quantity so that exposure to the waste by a susceptible host could result in an infectious disease.

Placement means the placing of all types of solid waste for collection and disposal.

Premises means any lot or parcel of land, together with any building, part of a building or group of buildings located thereon, which constitutes a single property.

Public property means and includes all public streets and highways, including the curbs, gutters and median strips thereof, sidewalks, alleys, parking lots and other public rights-of-way, and all public parks, playgrounds, buildings and grounds.

Refuse means all putrescible and nonputrescible solid waste, whether combustible or noncombustible, including garbage, debris, ashes, dead animals, and materials resulting from industrial, commercial, domestic and community activities, but excluding hazardous wastes, body wastes and the sludges, screenings, pumpings and residue from cesspools, septic tanks sewage and infectious wastes.

Residential premises means and includes a single-family dwelling, any premises or property upon which is located an apartment building containing less than four (4) single-family dwelling units or apartments, all condominiums and all other property or premises not defined herein as commercial premises.

Residential solid waste means the solid waste generated, produced or accumulated upon residential premises.

Solid waste means and includes garbage, refuse, ashes, grass clippings, trees, shrubs, and yard waste.

Solid waste removal contractor means a person licensed by the City to engage in the collection, removal and disposal of solid waste as a private business venture.

White goods means appliances such as refrigerators, freezers, stoves, washers, dryers, air conditioners, and all other types of appliances.

Yard waste means lawn clippings, tree and shrub trimmings, limbs, tree trunks, leaves, and other such arboreal material.

Formatted: Indent: First line: 0"

For the purpose of this article, the following words and terms shall have the meanings ascribed to them in this section:

Ashes: The residue from the burning of wood, cloth, coal, coke, charcoal, paper or other combustible material.

Garbage: Putrescible animal and vegetable wastes resulting from the handling, preparation or consumption of food.

Rubbish: Nonputrescible solid wastes consisting of paper, cardboard, wood, cans, glass, yard clippings, bedding, crockery, metals, trash, sweepings, litter, plaster and debris.

Refuse: Ashes, garbage and rubbish.

(Ord. of 8-24-1982, § 8-8)

Sec. 18-14. ~~Violations of article.~~ Supervision of collection and disposal; administration and enforcement.

(a) ~~The collection and disposal of solid waste under the provisions of this chapter shall be under the supervision and direction of the Director of Public Works, who, by and with the consent of and subject to the control of the City Manager, shall also be in charge generally of the administration and enforcement of this chapter.~~

(b) ~~Whenever it is observed that any person is accumulating, preparing, storing, conveying, or disposing of solid waste within the City in a manner contrary to the requirements of this chapter, the Director or his/her designee, shall, except as hereinafter provided, serve the owner of such parcel, or on the occupant thereof, or both, notice to cause such violations to be removed from such land or premises within three (3) days from the date of such notice.~~

(c) ~~Service of the notice provided for in subsection (b) shall be by first class mail, personal delivery or posting in a conspicuous place upon the parcel; provided, however, that if the parcel is unoccupied and the owner cannot be found by the exercise of due diligence or are unknown, such notice shall be sufficient against the owner if given by first class mail to the owner's last known mailing address and posted in a conspicuous place upon the land or premises. The Director of Public Works, or his/her designee, is hereby authorized to deliver or post such notices.~~

(d) ~~Failure to comply with the terms of a notice issued and served as provided in this section within the time prescribed in such notice shall constitute a class 4 misdemeanor, and each day thereafter that the violation continues shall constitute a separate offense. In addition to any penalties imposed hereunder, the City may institute legal action to enjoin the continuing violation of this section and may remove or contract for the removal of such violation, in which event the cost and expenses thereof, including administrative fees as prescribed by the City of Martinsville Fee Schedule, shall be chargeable to and paid by the owner or occupant of the parcel. Any such charge which is not paid within sixty (60) days of the date on which it is billed to the owner of such land or premises shall constitute a lien upon the property and may be collected in any manner provided by law for the collection of taxes, or in the same manner provided by law for liens of judgments; provided, however, that no such lien shall be valid against any owner of a parcel who was not served with the notice prescribed in this section.~~

(e) ~~Upon receipt of the written notice described above, the property owner may appeal the order to the City Manager. Such appeal must be made in writing during the three-day interval given in the notice from the Director of Public Works, or his/her designee. Any actions required in the notice shall be delayed pending the City Manager's response to the appeal.~~

Formatted: Section

(f) If the owner or occupant fails to abate the public nuisance as required, the Director of Public Works shall use City forces to abate the nuisance or, at his/her option, the Director of Public Works may contract for this abatement on behalf of the City with a private contractor which abatement expenses shall be paid by the owner and/or occupant and subject to collection as prescribed in subsections (h), (i), (j), and (k) below.

(g) Any owner or occupant may abate the violation himself without liability to the City, provided that they do so before commencement of abatement by City personnel or contractors.

(h) The Director of Public Works shall keep an account of the cost of abating violations under this article and embody such account in periodic reports with assessment lists, which shall be transmitted to the City Clerk and the Director of Finance at convenient intervals. The copy retained by the City Clerk shall be available for public inspection. The report shall refer to each parcel as to which a violation was abated, by description sufficient to identify the parcel and specify in addition to the cost of abatement an additional charge for each such parcel to be assessed against the owner or owners including administrative fees as prescribed by the City of Martinsville Fee Schedule.

(i) The Director of Finance or his/her designee shall bill the owner or occupant of the land assessed with the costs of abatement, for the costs of such abatement and for the administrative fees as prescribed and as shown on the assessment report.

(j) Whenever a bill for such assessments remains unpaid for sixty (60) days after the billing date, the City Clerk shall record with the Clerk of the Circuit Court a statement of lien claim. This statement shall contain a description of the premises and the expenses and costs incurred, including, but not limited to, the costs of recordation. A copy of this statement shall be mailed to the owner or occupant if his/her address is known. Provided, however, the failure of the owner or occupant to receive such notice shall not affect the right to foreclose on the lien for these assessments as provided in this section.

Formatted: Highlight

(k) The costs and expenses incurred by the City in such violation abatement, including administrative fees as prescribed by the City of Martinsville Fee Schedule, with which the owner and lienholder of any such property shall have been assessed and which remains unpaid shall constitute a lien against such property ranking on parity with liens for unpaid local taxes and enforceable in the same manner as provided in articles 3 and 4 of chapter 39 of title 58.1 of the Code of Virginia or in the same manner provided by law for liens of judgment. The City Attorney is hereby authorized and directed to institute such proceedings in the name of the City in the General District or Circuit Court for the City of Martinsville against any property for which the bill has remained unpaid sixty (60) days after it has been rendered.

Formatted: Highlight

~~Except as otherwise specifically provided, any violation of any provision of this article shall constitute a Class 1 misdemeanor.~~

(Ord. of 8-24-1982, § 8-17)

~~Cross-reference(s) — Penalty for Class 1 misdemeanor, § 1-11.~~

Sec. 18-15. General container requirements.

- (a) It shall be the duty of every owner, lessee or occupant of any premises in the city where refuse is created to provide or cause to be provided a suitable container for such refuse, which container shall meet the requirements of this section.
- (b) It shall be the duty of every owner of an apartment or multiple-family dwelling containing more than four (4) individual units to provide an adequate number of large-volume dumpsters of a type approved by the Director of Public Works.
- (c) It shall be the duty of every owner, lessee or occupant of any premises in the city creating refuse in such volume between regularly scheduled collections that such refuse exceeds the volume of five (5) thirty-two

Formatted: Highlight

(32) gallon containers to provide an adequate number of large-volume dumpsters of a type approved by the Director of Public Works.

- (d) It shall be the duty of every owner, lessee or occupant of any premises in the city not subject to the provisions of subsection (b) or (c) above to provide or cause to be provided an adequate number of galvanized metal or plastic watertight, sanitary containers, each with a tight-fitting cover and two (2) side handles, having a minimum capacity of twenty (20) gallons and a maximum capacity of thirty-two (32) gallons.
- (e) Any refuse container shall hold its contents without leakage or spillage.
- (f) All refuse containers shall be kept tightly covered at all times, except when momentarily open to receive refuse or to be emptied.

(Ord. of 8-24-1982, § 8-9)

Sec. 18-16. Storage of ashes.

Ashes shall be stored in metal containers having a maximum capacity of twenty (20) gallons and shall be kept separate from garbage and rubbish.

(Ord. of 8-24-1982, § 8-9)

Sec. 18-17. ~~Use of defective containers.~~ Condemnation of defective containers.

~~No refuse shall be kept in containers which have become so worn as to prevent tight closure of covers or the complete concealment of liquid wastes.~~

Formatted: Section

(a) Any solid waste container, on any premises within the City, which does not conform to the standards of design, construction or condition prescribed by this chapter shall be condemned by the Director or his/her designated agent and must be replaced by the owner, tenant, lessee or occupant of the premises within seven (7) days after such condemnation and, thereafter, shall not be used for the storage of solid waste until and unless brought into conformance with such standards.

(b) Notice of condemnation pursuant to this section shall be given by affixing or attaching to the container a tag or decal setting forth the date of and reason for its condemnation and advising that the container must be either brought into conformance with the required standards or replaced with an authorized container within seven (7) days after such condemnation and notice.

(c) Any condemned container which is not brought into compliance with the standards prescribed therefore or replaced as required and which is not removed from use by its owner within the time allowed therefore may be collected and disposed of by the City as solid waste.

(Ord. of 8-24-1982, § 8-9)

Sec. 18-18. Collection generally.

- (a) All refuse shall be collected by the city at regular intervals no less frequently than once per week. It shall be the duty of every owner, lessee or occupant having one or more large-volume dumpsters to see that such dumpsters are accessible for emptying. It shall be the duty of every other owner, lessee or occupant to place or cause to be placed their refuse container ~~, or fully closed and tied plastic garbage bags containing refuse,~~ at the side of the curb line of the premises, at a location accessible to the collection crews, unless

such owner, lessee or occupant has been exempted from the requirement of curbside placement by the ~~D~~irector of ~~P~~ublic ~~W~~orks under the provisions of this section. Bulky rubbish, such as paper, cardboard or wooden boxes, ~~must~~~~may~~ be flattened and tied in bundles with heavy, stout cord, such bundles not to exceed thirty-six (36) inches in length or breadth, twenty (20) inches in height and fifty (50) pounds in weight.

- (b) It shall be unlawful for any nonresident of the city, or any owner or occupant of a property situated within the city limits, or any agent of either, to bring refuse of any kind from outside the city into the city, or from another collection site located within the city, and deposit it anywhere in the city for collection by the city or its agent.
- (c) It shall be unlawful to transfer refuse generated at one site in the city to another site in the city for collection, without the prior written approval of the ~~D~~irector of ~~P~~ublic ~~W~~orks.
- (d) The ~~D~~irector of ~~P~~ublic ~~W~~orks may excuse any owner, lessee or occupant of any residential premises in the city from the duty of placing ~~their~~~~his~~ refuse at the curb line for collection, if the director finds, from the written statements of a medical doctor, that such owner, lessee or occupant is physically or medically unable to place the refuse at the curb line.

(Ord. of 8-24-1982, §§ 8-10, 8-11; Ord. No. 2019-6, 9-24-2019)

Charter reference(s)—Authority of city to collect and dispose of garbage and other waste, Ch. 1, § 2(19).

Sec. 18-18.1. Collection of refuse in Uptown.

~~In the Uptown Martinsville Historic District, refuse shall be placed on the curb for collection no earlier than 5:00 a.m., and no later than 9:30 a.m., on any designated day of collection. No refuse shall be placed on the curb between the hours of 9:30 a.m. of any Friday and 5:00 a.m. of any Monday, nor shall it placed on the curb during any holiday designated by the city on which refuse collection has been suspended.~~

~~(Ord. No. 2020-3, 7-14-202)~~

- ~~(a) Every owner, lessee or occupant of any premises in the Uptown Martinsville Historic District shall dispose of all refuse in dumpsters provided by the city. All refuse shall be collected by the city at regular intervals no less frequently than once per week.~~

Sec. 18-18.2. Certain solid waste not to be collected by the City.

The collection, removal and disposal of the following types or items of solid waste shall be the sole responsibility of the owner, tenant, lessee and occupant of the premises upon which the solid waste is produced, generated or accumulated and shall not be collected by the City for disposal:

- (1) Hazardous or infectious waste. The Public Works Department will assist the residential owner or occupant in arranging proper disposal of hazardous or infectious waste on a case-by-case basis.
- (2) Solid waste, which is not prepared, stored and placed for collection in accordance with, or which exceeds the weight, size, volume or quantity prescribed by, the requirements of this chapter.
- (3) Any item of solid waste, which, because of its size, bulk, shape or weight, two (2) employees cannot safely and conveniently lift and place into a collection vehicle.

Formatted: Indent: First line: 0"

Formatted: Paragraph 1

Formatted: Paragraph 1, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Font: 12 pt, Bold

Formatted: Font: Bold

Formatted: Font: Bold

(4) Solid waste resulting from construction, reconstruction, repair, renovation, demolition or work by a contractor.

(5) Body wastes and the sludges, screenings, pumpings and residue from cesspools, septic tanks and sewage.

(6) Earth, rocks and soil.

(7) Motor vehicles or parts of motor vehicles.

(8) Any item of solid waste which will damage the collection equipment or injure collection personnel.

Sec. 18-19. Removal of containers from curb after collection.

After the collection of refuse by the city collectors, all refuse containers placed at the curb line of the premises shall be returned by the owner, lessee or occupant to the premises by night of the day of collection and shall there remain until the next day of collection.

(Ord. of 8-24-1982, § 8-12)

Sec. 18-20. Rules and regulations of Director of Public Works concerning collection and handling.

The Director of Public Works in hereby authorized to promulgate such rules or regulations concerning the collection or handling of refuse as he/she may deem necessary, not in conflict with this Code or state law.

(Ord. of 8-24-1982, § 8-16)

Sec. 18-21. Suspension of collection service.

The Director of Public Works may, in his/her discretion, suspend refuse collection service to any person who fails or refuses to comply with this article or any rules or regulations lawfully promulgated thereunder.

(Ord. of 8-24-1982, § 8-16)

Sec. 18-22. Public receptacles generally.

- (a) For the better appearance and beautification of the city, the Director of Public Works may cause to be placed, at any location deemed appropriate, public refuse receptacles for the deposit of trash, garbage, litter and rubbish. Such receptacles shall not be used for the disposal of refuse from residence or commercial establishments.
- (b) The Litter Receptacle Regulations adopted by the Department of Conservation and Economic Development of the Commonwealth of Virginia, November 22, 1978, pursuant to section 10-200 of the Code of Virginia, are hereby adopted and incorporated into this section by reference as if set forth herein verbatim.

(Ord. of 8-24-1982, §§ 8-13, 8-15)

Sec. 18-23. Damaging or defacing containers or public receptacles.

It shall be unlawful and a Class 3 misdemeanor for any person to disturb, damage or deface any refuse container placed at the curb line for collection or any public refuse receptacle.

(Ord. of 8-24-1982, § 8-14)

Cross reference(s)—Penalty for Class 3 misdemeanor, § 1-11; damaging property generally, § 13-28 et seq.

Sec. 18-24. Violations of chapter.

Unless otherwise specifically provided, a violation of any provision of this chapter shall constitute a Class 4 misdemeanoror.

Formatted: Font: 12 pt, Bold



STAFF REPORT

MEETING DATE:	08/2024
AGENDA TITLE:	Fayette Street Parking Lot Analysis
STAFF RESPONSIBLE:	Greg Maggard
STAFF TITLE:	Director of Public Works

BACKGROUND/HISTORY	
Update on the conducted Fayette Street Parking Lot Analysis with Findings and Possible Solutions.	
POLICY EXPLANATION	
FISCAL IMPACT/FUNDING SOURCE	
AVAILABLE BUDGET: N/A	PURCHASE AMOUNT: N/A
ACTION REQUESTED/ALTERNATIVES:	
1. Approve Agenda Item 2. Do Not Approve Agenda Item 3. Other Action as Directed by City Council	

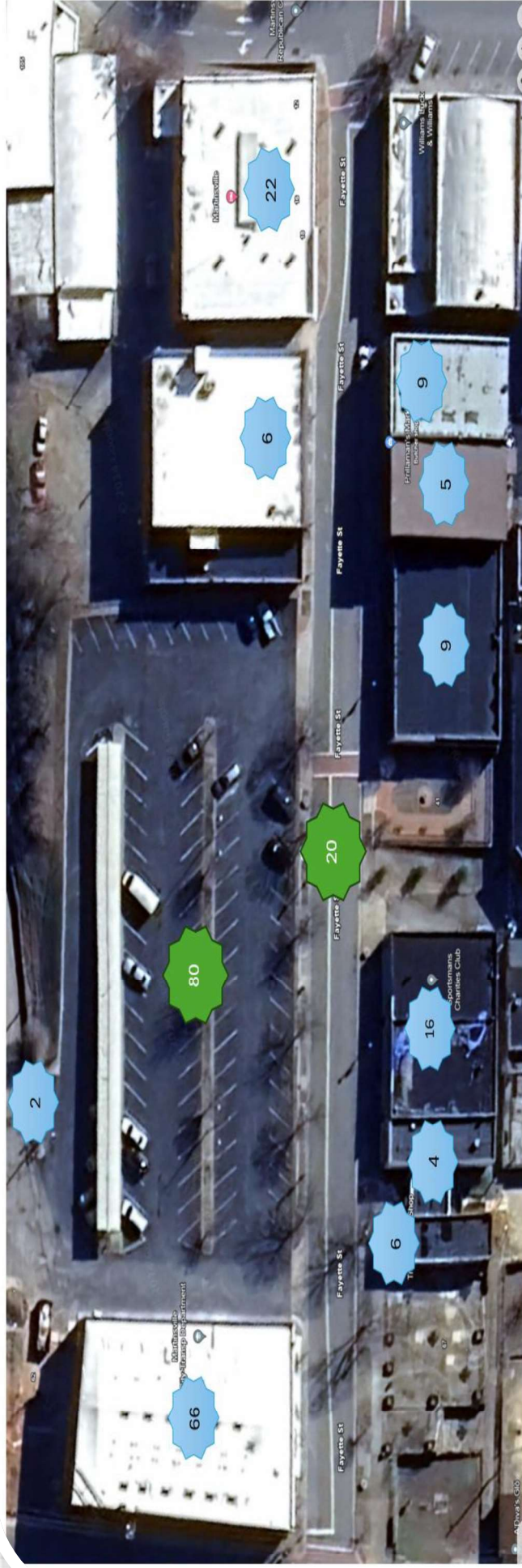


Fayette Street Parking Lot Analysis

8/7/2024

FINDINGS





Fayette Street Parking Needs Per Use

Fayette Street Parking Study

Possible Solutions to Parking Shortage

1. Permit for all Overnight Parking in City Lot.
Rental of spaces can be done at the discretion of the Traffic Engineer with a permit to the Finance Director
2. Establish designated parking spaces within the lot for specific buildings. Spaces would need to be signed accordingly.
3. Nothing. Allow all uses to utilize the lot unmanaged.
4. Ideas??



Questions or
Comments?

Purpose

- The City of Martinsville was awarded \$2.8 million in Industrial Revitalization Fund grants for rehabilitation of the former BB&T office building on Ellsworth Street from the Virginia Department of Housing and Community Development
- The rules of the IRF program are that the funds are made as a grant to the locality, but must be provided to a developer as a low interest loan for the purpose of creating a loan pool for continued investment in housing and economic development projects.
- Through negotiations between the City, JRS Development, and DHCD, draft loan and performance agreements have been drafted that reflects terms that have been approved by DHCD and meet criteria for the IRF program.
- The agreements must be executed between the Martinsville Housing and Redevelopment Authority and JRS Development for the One Ellsworth project to provide a mixed use residential and commercial project that we anticipate will have an impact of revitalization of Uptown Business District.

Questions?

MEETING DATE:	8/27/2024
AGENDA TITLE:	Formation of Youth Advisory Committee
STAFF RESPONSIBLE:	Peyton Nibblett
STAFF TITLE:	Deputy Clerk of Council

BACKGROUND/HISTORY

Creating future leaders and civic engagement has long been a priority for local government. Engaging the next generation of leaders and introducing public services were crucial components of the summer youth employment program that was implemented in the city. As the City strives toward greater youth engagement, the inaugural youth employment participants are proposing the creation of a Youth Advisory Committee.

According to the US Census Bureau, 25.4 percent of the City of Martinsville residents are under the age of 18, compared to 24.6 percent of the US population.

The purpose of the Youth Advisory Committee is to “provide local students a voice in their municipal government, build an understanding of governance and leadership, and provide opportunities to engage and serve the community. The Youth Advisory Committee shall be guided by the belief that local involvement at a young age is crucial to ensuring a well-informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.”

A youth council is an advisory body composed of high school-aged local youth. It advises and counsels the local governing body, its affiliated advisory and regulatory boards, and other community organizations. Additionally, youth councils can implement and participate in various youth-identified community initiatives

POLICY EXPLANATION

FISCAL IMPACT/FUNDING SOURCE

City of Martinsville Youth Advisory Committee

Presented by Peyton Nibblette

"We are the Future"



Martinsville
A CITY WITHOUT LIMITS

Board, Commissions and Committees

Board

Commission

Committee

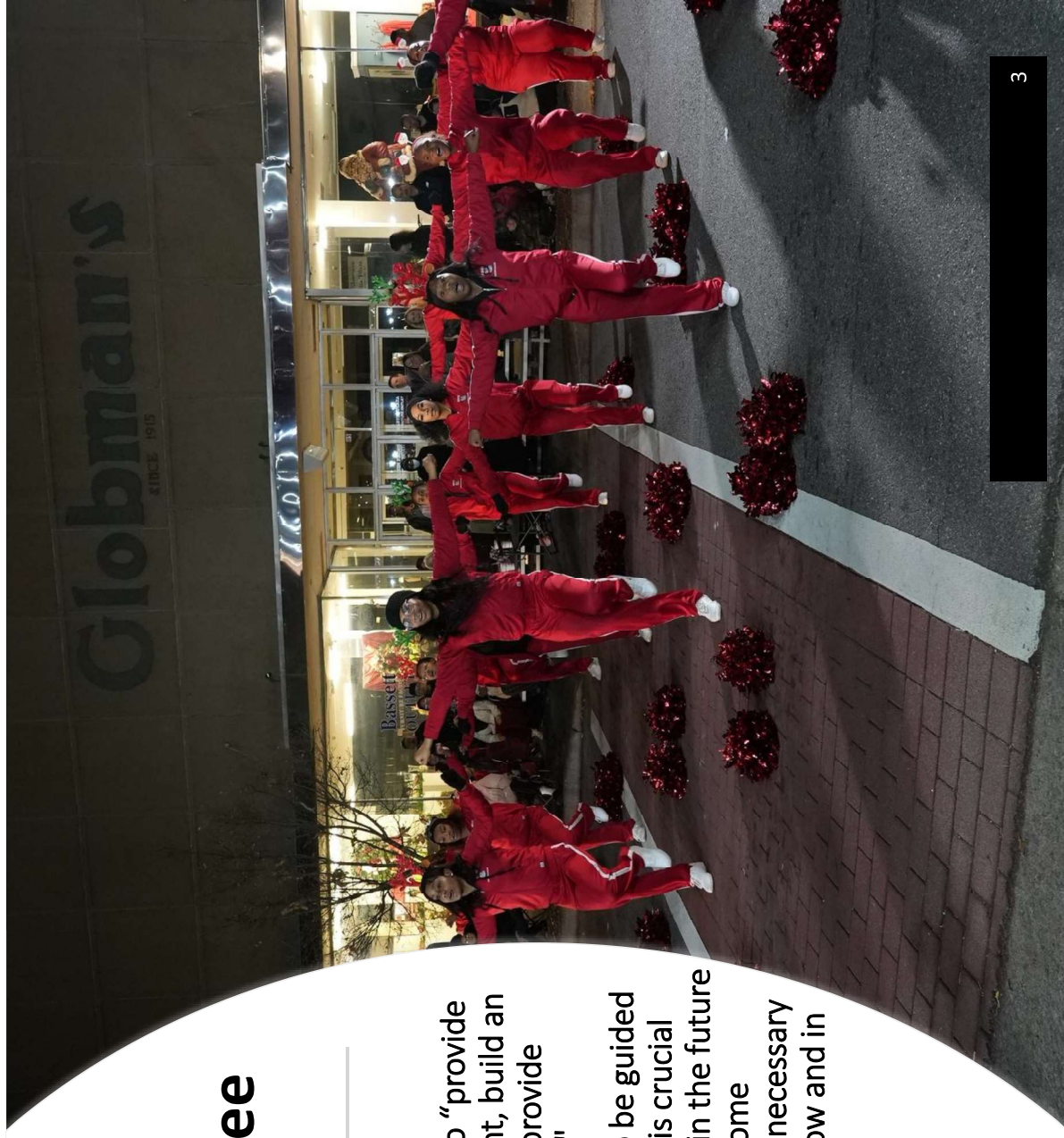
A CITY WITHOUT LIMITS



City of Martinsville

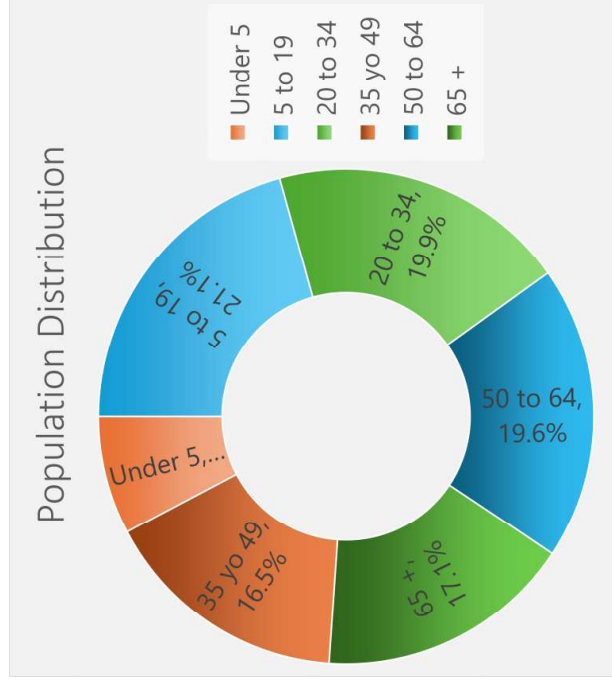
Youth Advisory Committee

- The purpose of the Youth Advisory Committee is to “provide local students a voice in their municipal government, build an understanding of governance and leadership, and provide opportunities to engage and serve the community.”
- The mission of the Youth Advisory Committee is to be guided by the belief that local involvement at a young age is crucial to ensuring a well-informed and engaged citizenry in the future and to provide an opportunity for members to become equipped with the knowledge and leadership skills necessary to become active contributors in the community now and in the future.



WHY ESTABLISH A YOUTH ADVISORY COMMITTEE

According to the Census Bureau, 24.6 percent of the U.S. population is under the age of 18. In Martinsville, 25.4 percent or ¼ of the City population is under the age of 19. It goes without saying that young people are the future of our communities. Therefore, it is vitally important that they are vested with the knowledge, skills, and abilities to be the next generation of local leaders.



Among six age groups — 0 to 4, 5 to 19, 20 to 34, 35 to 49, 50 to 64, and 65 and older — the **5 to 19** group was the fastest growing between **2010** and **2022**, with its population increasing by **20.2%**.

4

Who Benefits

The Local Youth

- A youth council is an advisory body composed of local youth (usually high school-aged). A Youth Council allows the local youth to have a voice in government decisions.

The Local Government

- A youth council can provide advice and counsel to the local governing body and its affiliated advisory and regulatory boards, as well as other community organizations.

The Community

- Additionally, youth councils can implement and participate in various youth-identified community initiatives.

A CITY WITHOUT LIMITS



City of Martinsville

Promoting Civic Engagement Among Youth By:

Giving them a *formal role* in local government decision-making

Providing them with an *opportunity* to develop *leadership skills* and learn how local government operations

Offering *real-world experience* with elected and advisory bodies

Increasing voice and communication between youth and adults and the youth themselves

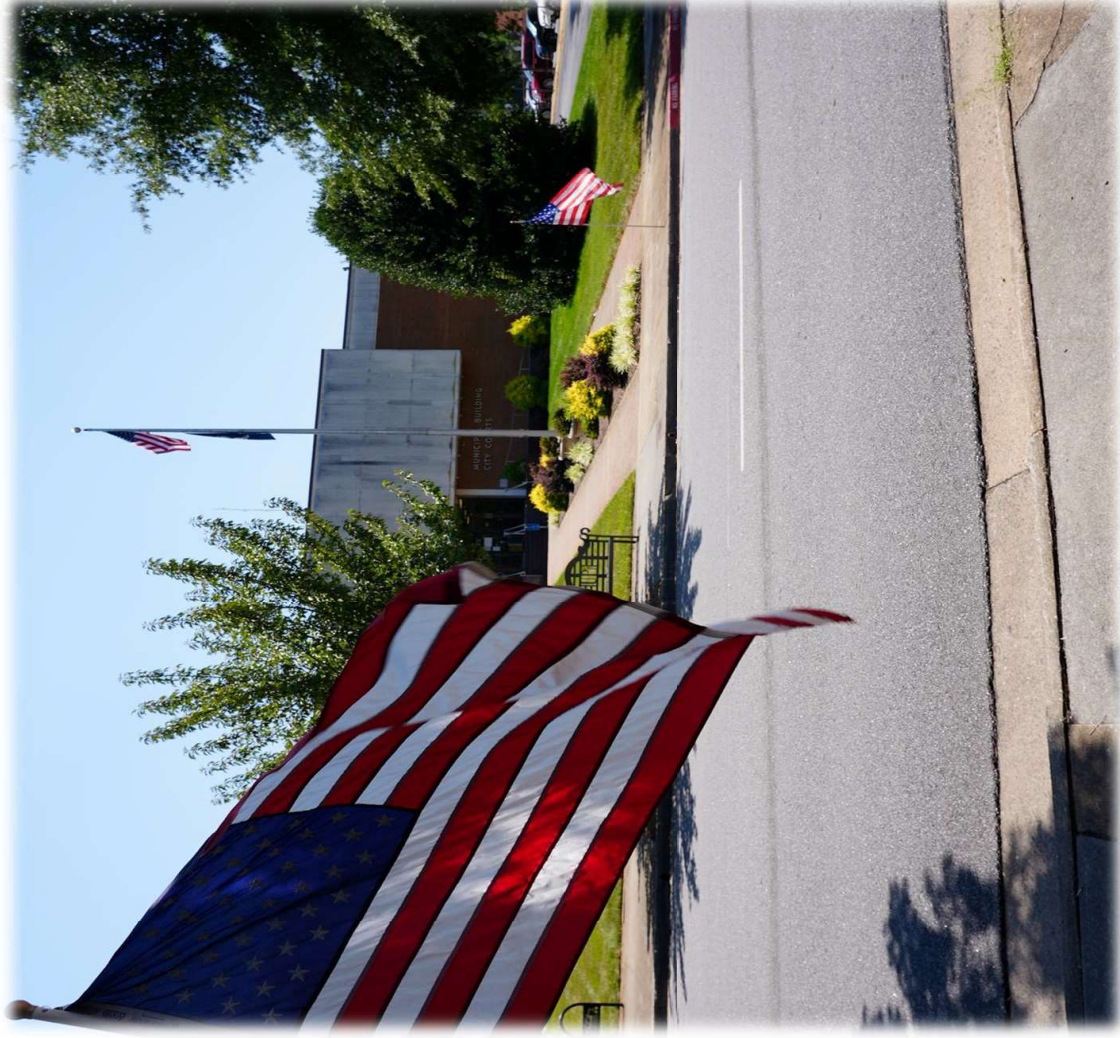
Enhancing *civic education*

Teaching them about the role of Councils, boards, and commission

Increasing *youth volunteerism*

A CITY WITHOUT LIMITS





IN CONCLUSION

"WE ARE THE FUTURE OF MARTINSVILLE"





STAFF REPORT

MEETING DATE:	8/27/2024
AGENDA TITLE:	Presentation of Debt and Capital Planning Profile for Martinsville
STAFF RESPONSIBLE:	Edena Reese-Atmore & Robert Floyd
STAFF TITLE:	Chief Operations Officer and Interim Managing Director of Finance

BACKGROUND/HISTORY

The Davenport Public Finance Group will present information on the debt profile and credit rating status for the City of Martinsville. They will discuss our debt capacity, overall debt structure, and our capital planning status to date.

POLICY EXPLANATION

FISCAL IMPACT/FUNDING SOURCE

N/A

AVAILABLE BUDGET: N/A

PURCHASE AMOUNT: N/A

ACTION REQUESTED/ALTERNATIVES:

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



STAFF REPORT

AVAILABLE BUDGET:	PURCHASE AMOUNT:
ACTION REQUESTED/ALTERNATIVES:	
1. Approve Agenda Item 2. Do Not Approve Agenda Item 3. Other Action as Directed by City Council	

MEETINGS: August 27, 2024

TITLE: VDOT State of Good Repair Program Funds

STAFF RESPONSIBLE Greg Maggard

BACKGROUND/HISTORY

Historically, VDOT funded and administered the State of Good Repair (SGR) Program, with no direct involvement by city staff. This program provides paving and pedestrian ramp improvements to specific, VDOT-selected roadways. As of January 2024, VDOT will no longer provide administration of the approved projects but rather require the local municipality to do this. Due to this change, the city must fund the project with 100% of the costs reimbursed through the SRF program. As such, the program is viewed as a grant, needing Council approval.

POLICY EXPLANATION

The key outcome of Part 2.2 of the City's Strategic Plan is clean, attractive, and vibrant neighborhoods and communities. Well maintained roads and upgraded pedestrian ramps help ensure the attractiveness and cleanliness of our community.

FISCAL IMPACT/FUNDING SOURCE

Reimbursement Grant from SGR program funds

AVAILABLE BUDGET	PURCHASE AMOUNT
\$697,000	\$697,000

ACTION REQUESTED/ALTERNATIVES:

1. Approve the VDOT SGR Grant
2. Alternative – Deny grant funding resulting in no project

ATTACHMENTS:

1. Program Description
2. State Approval



Home

Applications

About

Applicant Sign-In

State of Good Repair Pavement About

§33.2-358 of the Code of Virginia allocates 30% of the construction program to the State of Good Repair Program starting in Fiscal Year 2017. The State of Good Repair Program (§ 33.2-369 of the Code of Virginia) provides funding for the reconstruction and rehabilitation of deteriorated pavements on the Interstate, Primary and Primary Extensions (both Virginia Department of Transportation and locally maintained/owned) as well as the replacement and rehabilitation of structurally deficient bridges (both Virginia Department of Transportation and locally maintained/owned) on all systems. Allocation of the funding is based on a needs prioritization methodology. Under the State of Good Repair Program, all nine construction districts will receive funding, with no district receiving less than 5.5% or more than 17.5% percent of the funds in a given year. However, the Commonwealth Transportation Board has the ability to approve two exceptions or waivers to this funding distribution.

VDOT will notify localities when the application period opens in the Smart Portal. All qualifying routes are pre-loaded to the Smart Portal and are listed by locality. A separate application for each identified project will need to be submitted.

Localities can apply for a total of \$1,500,000 annually for all primary extension paving projects in their locality. All projects must be developed in accordance with federal requirements. Projects selected for funding must be advertised within 12 months of receipt of funds. Localities can request VDOT to administer the Construction phase or all phases of projects as well as request VDOT to perform Environmental activities. These requests are made via the "SGR Paving Projects Administration Request Form" found at the link below. This form is a required upload with all pavement applications in the Smart Portal.

[VDOT Local Assistance Division - Funding Programs](#)

Localities are encouraged to coordinate early with their local VDOT representative prior to submitting an application.

Additional information regarding the State of Good Repair funding programs can be found on VDOT's External website at: https://www.virginiadot.org/projects/state_of_good_repair.asp

For questions about the State of Good Repair funding programs, please contact your local VDOT representative, as noted below. For all other questions, please contact the SMART Portal points of contact listed on the Home page. You may also submit questions and comments by email at SmartPortal@CTB.Virginia.gov. Your questions and comments will be directed to the appropriate person.



July 10, 2024

David Thompson
LAP Engineer/Salem L&D
Virginia Department of Transportation

**RE: City of Martinsville-SGR ADA Pedestrian Ramps Bid
UPC 123189 & UPC 123113**

On June 24, 2024, bids were opened for the abovementioned project. One bid was received from Gary W. Smith Contractors, Inc., for \$697,700. The City of Martinsville feels this bid is acceptable and will move forward with securing the contract.

Please contact me with any questions.

Thank You,

Greg Maggard

Greg Maggard
City of Martinsville
Public Works Director
gmaggard@ci.martinsville.va.us



Martinsville
A CITY WITHOUT LIMITS

STAFF REPORT



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

731 Harrison Ave.
Salem, VA 24153-0560

STEPHEN C. BRICH, P.E.
COMMISSIONER

July 10, 2024

Mr. Greg Maggard
Public Works Director
City of Martinsville
55 West Church St.
Martinsville, VA 24112

SUBJECT: U000-120-303, P101, M501 (**UPC 123113**)
#SGR23LP - Martinsville – Primary Extension – ADA
Notification of Authorization to Award

Dear Mr. Maggard,

The Virginia Department of Transportation has approved the award of the subject state funded project to Gary W. Smith Contractors, Inc. for the construction of the subject project. Please understand that construction monitoring and oversight must be performed in accordance with Chapter 13 of the Locally Administered Projects Manual.

It is recommended that you invite representatives from Construction and Materials Divisions to attend your preconstruction conference. You may coordinate this through me.

Do not hesitate to contact me at 540-795-9408 if you have any questions.

Sincerely,

David
Thompson

Digitally signed by
David Thompson
Date: 2024.07.10
14:44:32 -04'00'

David Thompson
Engineer for Locally Administered Projects



STAFF REPORT

MEETING DATE:	8/27/2024
AGENDA TITLE:	Police Demographics
STAFF RESPONSIBLE:	Travis Hodge and Rob Fincher
STAFF TITLE:	Director of Human Resources & Chief of Police

BACKGROUND/HISTORY

POLICY EXPLANATION

FISCAL IMPACT/FUNDING SOURCE

AVAILABLE BUDGET:

PURCHASE AMOUNT:

ACTION REQUESTED/ALTERNATIVES:

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



Subject: Current Police Department Demographics

To: City Council

From: Travis N. Hodge – Managing Director of Administration

Date: August 23, 2024

Subject: Demographics of the Police Department

Dear Mayor, Vice-Mayor, and members of City Council,

Following up on the recent inquiry regarding the demographics of our Police Department, I would like to provide the following information:

• **Race/Ethnicity:**

- 3 employees (6.1%) identify as African American
- 2 employees (4.1%) identify as Hispanic
- 44 employees (89.8%) identify as White

• **Gender:**

- 9 employees (18.4%) identify as female
- 40 employees (81.6%) identify as male

We recognize the importance of having a police force that reflects the diversity of our community. In line with this, the Police Department is committed to continuing efforts to diversify its workforce. We are actively exploring strategies to attract, recruit, and retain a more diverse pool of candidates. These strategies include targeted outreach programs, partnerships with diverse community organizations, and enhancing our recruitment practices to ensure they are inclusive and welcoming to all potential applicants.

Our goal is to foster a police force that not only represents but also understands and connects with the community we serve. We will keep you informed of our progress and any new initiatives we may implement.

Thank you for your attention to this matter. Should you have any further questions or require additional information, please do not hesitate to contact me.

Sincerely,

Travis N. Hodge

Managing Director of Administration

City of Martinsville

thodge@martinsvilleva.gov

Employee Number	Last Name	First Name	Active Status	Job Class Code	Job Class Code Desc
66	BARROW	RICHARD	A	5003	POLICE LIEUTENANT
75	FINCHER	ROBERT	A	1009	POLICE CHIEF
79	GRAVELY	CORETHA	A	1086	PART TIME SRO OFFICER
98	LOVELL	JAMES	A	5004	POLICE CAPTAIN
1193	RHOADS	CHAD	A	5005	DEPUTY POLICE CHIEF
1565	JONES	ROBERT	A	5003	POLICE LIEUTENANT
2026	CLARK	MICHAEL	A	5003	POLICE LIEUTENANT
2116	PURVIS	JEREMY	A	5001	POLICE SERGEANT
2723	PETERS	MARK	A	5001	POLICE SERGEANT
2833	GRAHAM	DOUGLAS	A	5003	POLICE LIEUTENANT
2920	PETERS	BENJAMIN	A	5004	POLICE CAPTAIN
2996	EGGLESTON	ERIC	A	5003	POLICE LIEUTENANT
3391	BELL	CHRISTOPHER	A	5001	POLICE SERGEANT
3434	COX	JONATHAN	A	5001	POLICE SERGEANT
3546	BURTON	CATHERINE	A	2017	POLICE SUPPORT SPECIALIST
3581	DURHAM	HARLEY	A	5001	POLICE SERGEANT
3691	WARNICK	WILLIAM	A	5001	POLICE SERGEANT
3751	VAUGHAN	JASON	A	5001	POLICE SERGEANT
3931	HALE	DAWN	A	2007	ADMINIS. OFFICE ASSOCIATE
4243	ROGERS	STEVEN	A	5006	SENIOR POLICE OFFICER
4244	PARNELL	ADAM	A	5006	SENIOR POLICE OFFICER
4245	GRIFFITH	CHARLES	A	5001	POLICE SERGEANT
4289	WILLARD	JUSTIN	A	5003	POLICE LIEUTENANT
4363	KOGER	DAVID	A	5000	POLICE OFFICER
4650	BROWN	TUCKER	A	5006	SENIOR POLICE OFFICER
4652	HAVENS	JUSTIN	A	5000	POLICE OFFICER
4799	BELCHER	SHIRLEY	A	2017	POLICE SUPPORT SPECIALIST
4828	KING	CODY	A	5006	SENIOR POLICE OFFICER
4863	ELGIN	TRISHIA	A	5006	SENIOR POLICE OFFICER
4864	BOWMAN	LOGAN	A	5006	SENIOR POLICE OFFICER
4965	HORSLEY	ANDREW	A	5000	POLICE OFFICER
4970	KANODE	SAMUEL	A	5000	POLICE OFFICER
4975	HARPER	MATTEU	A	5000	POLICE OFFICER
4976	HUERTA	ALFREDO	A	5000	POLICE OFFICER
4994	HARMON	JOHN	A	5000	POLICE OFFICER
5030	VERNON	AUSTIN	A	5000	POLICE OFFICER
5070	HARMON	DAKODA	A	5000	POLICE OFFICER
5139	MABE	SHEENA	A	5000	POLICE OFFICER
5173	EVANS	SUSAN	A	2017	POLICE SUPPORT SPECIALIST
5292	CLIFTON	LUKE	A	5000	POLICE OFFICER
5309	MORAN	JESSICA	A	5000	POLICE OFFICER
5389	CATHCART	NATHAN	A	5000	POLICE OFFICER
5406	ASTIN	CHRISTOPHER	A	5000	POLICE OFFICER
5488	O'HARA	RYAN	A	5000	POLICE OFFICER
5495	HUXLEY	MATTHEW	A	5000	POLICE OFFICER
5500	FRICK	CHRISTINA	A	5000	POLICE OFFICER

5501	HERNANDEZ	JOEL	A	5000	POLICE OFFICER
5502	MORRIS	KHALIL	A	5000	POLICE OFFICER

Personnel Status Code Desc	Gender Code	EEO Race/Ethnicity Code Desc
FULL TIME	M	CAUCASIAN
EXEMPT EMPLOYEE	M	CAUCASIAN
PART TIME	F	BLACK
EXEMPT EMPLOYEE	M	CAUCASIAN
EXEMPT EMPLOYEE	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
EXEMPT EMPLOYEE	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	BLACK
FULL TIME	M	HISPANIC
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	M	CAUCASIAN
FULL TIME	F	CAUCASIAN

FULL TIME
FULL TIME

M
M

HISPANIC
BLACK

MEETINGS: July 23, 2024

TITLE: Ordinance to Change the Name from Industrial Development Authority to the Economic Development Authority - 1st Reading

STAFF RESPONSIBLE Keith Holland

BACKGROUND/HISTORY

The Martinsville City Council, by ordinance adopted on April 11, 1972, created and named the Industrial Development Authority of the City of Martinsville, Virginia, under the Virginia Industrial Development and Revenue Bond Act (the "Act"). While the organization has existed for several years, it has remained inactive. On September 26, 2024, the Council determined the need to re-establish the Commission and appointed members to the authority with standard terms. After just under a year of application, it has been recommended to adjust the name of the authority from the traditional amen in Industrial Development to Economic Development Authority. and

POLICY EXPLANATION

Industrial Development and Revenue Bond Act; Chapter 49, Title 15.2 of the Code of Virginia

FISCAL IMPACT/FUNDING SOURCE

No fiscal impact is associated with this action.

AVAILABLE BUDGET

No budget effect

PURCHASE AMOUNT

N/A

ACTION REQUESTED/ALTERNATIVES:

1. City Council Approve 1st Reading of Ordinance to Change the name from the Industrial Development Authority to the Economic Development Authority
2. Do not Approve the Ordinance
3. Other Action as directed by City Council

ATTACHMENTS:

- McGuire Woods Power on IDA
- Ordinance Changing Name to Economic Development Authority



Industrial Development Authority Name Change to Economic Development Authority

November 17, 2020



Martinsville
A CITY WITHOUT LIMITS



Industrial Development Authority (IDA)

- Industrial development authorities (“IDAs”), are now often called economic development authorities.
- The General Assembly of Virginia authorized their creation by local governing bodies when it enacted the Industrial Development and Revenue Bond Act (the “Act”) in 1966. Although IDAs (like counties) are political subdivisions of the Commonwealth of Virginia, they are limited in what powers and authority they may exercise.
- City’s and County’s in Virginia began changing their authority name, given the “smokestack” image conjured up by the inclusion of the term “industrial,” which did not accurately reflect the Authority’s role in the Communities economic development efforts.

WHAT'S IN A NAME

- Industrial Development Authority
- Economic Development Authority
- Exactly the same powers conferred under exactly the same Act
- “EDA” likely to be more descriptive of role
- Name change by ordinance amending the ordinance that created the Authority



WHAT IS AN IDA / EDA?

- Enabling Act: Industrial Development and Revenue Bond Act; Chapter 49, Title 15.2 of the Code of Virginia
- Political subdivision of the Commonwealth
 - A separate legal entity
- Usually, created by one locality
 - Act authorizes 2 or more localities to jointly create an Authority
 - Act authorizes 2 or more Authorities to act jointly
- Usually, 7 Directors appointed by the locality's governing body
- Usually, Directors well-positioned to influence economic development policy in their communities

MEETINGS: August 27, 2024

TITLE: Loan and Performance Agreements for IRF Loan for One Ellsworth

STAFF RESPONSIBLE Keith Holland

BACKGROUND/HISTORY

The City was awarded \$2.8 million in Industrial Revitalization Funds as a grant from the Virginia Department of Housing and Community Development. While the funds to the City are grants, the rules of the IRF program require that the funds be given as a low interest loan to a developer to help finance the project. The City has been working with DHCD and JRS Development to negotiate final terms of the IRF loan and performance agreements.

POLICY EXPLANATION

The loan and performance agreements will be between JRS Development and the Martinsville Redevelopment and Housing Authority and will be a 1% loan amortized for 30 years.

FISCAL IMPACT/FUNDING SOURCE

\$2.8 million will be drawn from DHCD for eligible expenses related to the One Ellsworth project. Proceeds from the loan principal and interest will be designated to create a revolving loan pool for future housing and economic development projects.

AVAILABLE BUDGET	PURCHASE AMOUNT
No budget effect	N/A

ACTION REQUESTED/ALTERNATIVES:

1. Consideration of approval to execute the Loan Agreement and Performance Agreement as the MRHA.

ATTACHMENTS:

1. One Ellsworth IRF Loan Agreement
2. One Ellsworth Performance Agreement



Consideration and Approval of Loan Agreement related to Industrial Revitalization Fund Program

August 27, 2024

Purpose

- The City of Martinsville was awarded \$2.8 million in Industrial Revitalization Fund grants for rehabilitation of the former BB&T office building on Ellsworth Street from the Virginia Department of Housing and Community Development
- The rules of the IRF program are that the funds are made as a grant to the locality, but must be provided to a developer as a low interest loan for the purpose of creating a loan pool for continued investment in housing and economic development projects.
- Through negotiations between the City, JRS Development, and DHCD, draft loan and performance agreements have been drafted that reflects terms that have been approved by DHCD and meet criteria for the IRF program.
- The agreements must be executed between the Martinsville Housing and Redevelopment Authority and JRS Development for the One Ellsworth project to provide a mixed use residential and commercial project that we anticipate will have an impact of revitalization of Uptown Business District.

Questions?

MEETINGS: August 27, 2024

TITLE: Loan and Performance Agreements for IRF Loan for One Ellsworth

STAFF RESPONSIBLE Keith Holland

BACKGROUND/HISTORY

The City was awarded \$2.8 million in Industrial Revitalization Funds as a grant from the Virginia Department of Housing and Community Development. While the funds to the City are grants, the rules of the IRF program require that the funds be given as a low interest loan to a developer to help finance the project. The City has been working with DHCD and JRS Development to negotiate final terms of the IRF loan and performance agreements.

POLICY EXPLANATION

The loan and performance agreements will be between JRS Development and the Martinsville Redevelopment and Housing Authority and will be a 1% loan amortized for 30 years.

FISCAL IMPACT/FUNDING SOURCE

\$2.8 million will be drawn from DHCD for eligible expenses related to the One Ellsworth project. Proceeds from the loan principal and interest will be designated to create a revolving loan pool for future housing and economic development projects.

AVAILABLE BUDGET	PURCHASE AMOUNT
No budget effect	N/A

ACTION REQUESTED/ALTERNATIVES:

1. Consideration of approval to execute the Loan Agreement and Performance Agreement as the MRHA.

ATTACHMENTS:

1. One Ellsworth IRF Loan Agreement
2. One Ellsworth Performance Agreement



Consideration and Approval of Loan Agreement related to Industrial Revitalization Fund Program

August 27, 2024

Purpose

- The City of Martinsville was awarded \$2.8 million in Industrial Revitalization Fund grants for rehabilitation of the former BB&T office building on Ellsworth Street from the Virginia Department of Housing and Community Development
- The rules of the IRF program are that the funds are made as a grant to the locality, but must be provided to a developer as a low interest loan for the purpose of creating a loan pool for continued investment in housing and economic development projects.
- Through negotiations between the City, JRS Development, and DHCD, draft loan and performance agreements have been drafted that reflects terms that have been approved by DHCD and meet criteria for the IRF program.
- The agreements must be executed between the Martinsville Housing and Redevelopment Authority and JRS Development for the One Ellsworth project to provide a mixed use residential and commercial project that we anticipate will have an impact of revitalization of Uptown Business District.

Questions?

**RESOLUTION OF MARTINSVILLE CITY COUNCIL APPROVING AND
CONSENTING TO 1 ELLSWORTH PROJECT LOAN AND RELATED
TRANSACTIONS**

WHEREAS, pursuant to an application from the City of Martinsville, Virginia **(the “City”)** the Virginia Department of Housing and Community Development **(“DHCD”)** has agreed to provide a grant from the Virginia Industrial Revitalization Fund **(the “IRF”)** in the amount of \$2,800,000 **(the “Funding”)** to assist with a project to repair and rehabilitate for commercial and residential purposes a building whose vacant and deteriorated condition creates physical and economic blight to the surrounding area, located at 1 Ellsworth Street in the City, **(the “Project”)**, all with the goal of creating long-term employment opportunities and ongoing physical and economic revitalization in the City; and

WHEREAS, by this Resolution the Martinsville Redevelopment and Housing Authority **(the “Authority”)** is designated to receive and administer the Funding, utilizing such funds as a loan **(the “Loan”)** from the Authority to 1 Ellsworth, LLC **(the “Developer”)** as provided for in the Loan Agreement between the Authority and the Developer **(the “Loan Agreement”)** for the elimination of blight and the development and rehabilitation of commercial and residential property in accordance with IRF guidelines; and

WHEREAS, in connection with the Loan and the development of the Project, the Authority, DHCD and the Developer have created the form of a Performance Agreement – Virginia Industrial Revitalization Fund **(the “Performance Agreement”)** between the Authority, the Developer and DHCD and to be consented to by the City.

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

1. The City Council approves of the Project and the Loan to accomplish the purposes described above and requests and designates the Authority to receive and administer the Funding, and to utilize such Funding for the Loan from the Authority to the Developer in accordance with the Loan Agreement and other agreements negotiated between the parties.
2. The City Council acknowledges receipt of and consents to the terms of the Performance Agreement in substantially the form presented to this meeting, and the City Manager is hereby authorized to execute the Performance Agreement with such completions, omissions, insertions, changes and revisions as may be approved by the City Manager, with the advice of counsel, including such modifications as shall be required by DHCD, such execution to be conclusive evidence of approval by the City Council of any such modifications.
3. The City Manager and her designees are further hereby authorized and directed to execute and deliver such other agreements, documents, instruments and certificates necessary or appropriate to finalize the Loan and develop the Project.
4. This Resolution will take effect immediately.

CERTIFICATE

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

Ayes

Nays

Absent

Abstentions

Clerk, Martinsville City Council

**RESOLUTION OF THE CITY OF MARTINSVILLE REDEVELOPMENT AND
HOUSING AUTHORITY APPROVING 1 ELLSWORTH PROJECT LOAN
DOCUMENTS AND AUTHORIZING RELATED ACTION**

WHEREAS, pursuant to an application from the City of Martinsville, Virginia **(the “City”)** the Virginia Department of Housing and Community Development **(“DHCD”)** has agreed to provide a grant from the Virginia Industrial Revitalization Fund **(the “IRF”)** in the amount of \$2,800,000 **(the “Funding”)** to assist with a project to repair and rehabilitate for commercial and residential purposes a building whose vacant and deteriorated condition creates physical and economic blight to the surrounding area, located at 1 Ellsworth Street in the City, **(the “Project”)**; and

WHEREAS, the Funding will be available as a grant with funds to be received and administered by the Martinsville Redevelopment and Housing Authority **(the “Authority”)** as designated by City Council, and such funds will be utilized as a loan **(the “Loan”)** from the Authority to 1 Ellsworth, LLC **(the “Developer”)** as provided for in the Loan Agreement (as defined below), for the elimination of blight and the development and rehabilitation of commercial and residential property in accordance with IRF guidelines; and

WHEREAS, in connection with the Loan and the development of the Project, the Authority, DHCD and the Developer have caused forms of the following agreements to be drafted: (1) a Performance Agreement – Virginia Industrial Revitalization Fund between the Authority, the Developer and DHCD (to be consented to by the City) **(the “Performance Agreement”)**; (2) a Loan Agreement between the Authority and the Developer **(the “Loan Agreement”)**; (3) a Promissory Note from the Developer to the Authority **(the “Promissory Note”)**; (4) a Deed of Trust executed by the Developer to be a lien on the property as security for the Loan for the benefit of the Authority **(the “Deed of Trust”)**; and

WHEREAS, the Developer represents that it will receive other funding to cause completion of the Project including three other loans secured by liens superior to the lien securing the Loan **(the “Additional Loans”)**, historic tax credits to be received from the rehabilitation of the 1 Ellsworth Building, grant funds and the Developers capital contribution.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSIONERS OF THE AUTHORITY:

1. The Project and the Loan to accomplish the development, acquisition, construction, repair, rehabilitation and maintenance of an eligible building under applicable law are approved, the lien of such Loan to be subordinate to the liens of the Additional Loans described above.
2. The Performance Agreement, the Loan Agreement, the Promissory Note and the Deed of Trust are approved in substantially the forms presented to this meeting, and the Executive Director of the Authority is hereby authorized to execute such documents with such completions, omissions, insertions, changes and revisions as may be approved by the Executive Director, with the advice of counsel, including

such modifications as shall be required by DHCD, such execution to be conclusive evidence of approval by the Authority of any such modifications. The Executive Director of the Authority and her designees are further hereby authorized and directed to execute and deliver such other agreements (including any intercreditor agreement deemed necessary or appropriate with any lender making an Additional Loan), documents, instruments and certificates, and to record any such documents, as appropriate to finalize the Loan.

3. The Executive Director of the Authority and her designees are further hereby authorized and directed to take such other actions as necessary or appropriate in furtherance of the purposes of this Resolution, to cause the Loan to be funded and closed, to carry out the terms of the Performance Agreement, the Loan Agreement, the Promissory Note, the Deed of Trust and any related agreements and to administer the Loan in accordance with DHCD requirements.
4. That this Resolution will take effect immediately.

Adopted by the Commissioners of the Housing Authority at a meeting on the ____ day of _____, 2024.

CERTIFICATE

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

Ayes

Nays

Absent

Abstentions

Executive Director
Martinsville Redevelopment and Housing Authority