

**Meeting Date:** August 24, 2010

**Item No:** 1.

**Department:** Human Resources

**Issue:** Recognize City Employees who are eligible for Service Awards – July 1 through September 30, 2010

**Summary:** The Service Award Program is designed to build individual morale and show appreciation to the long-service employee for his/her faithful service to the City of Martinsville.

**Attachment:** Listing of City Employees who are eligible for the service award for the first quarter of FY 10-11.

**TO BE READ BY MAYOR. NO ACTION NECESSARY.**

**SERVICE AWARD RECIPIENTS  
FIRST QUARTER - FISCAL YEAR 10-11  
FOR THE PERIOD OF JULY 1 THROUGH SEPTEMBER 30, 2010**

<b>EMPLOYEE</b>	<b>DEPARTMENT</b>	<b>YEARS OF SERVICE</b>
Robert Ramsey	Police Dept	30
Esther Artis	Information Services	25
Andrew Lash	Wastewater Plant	20
Mike Pace	Police Dept	20
Roger Shelor	Central Garage	20
Wilbur Preston	Water Impound/Filtr	20
Kathy Reed	Information Services	15
Timothy Dunbar	Sewer Maintenance	10
David Johnston	Water Maintenance	10
Sandy Hines	Police Dept	10
Kenith Shumate	Fire Dept	5
Jonathan France	Police Dept	5



## City Council Agenda Summary

**Meeting Date:** August 24, 2010

**Item No:** 2.

**Department:** City Manager

**Issue:** Presentation of proclamation proclaiming National Alcohol and Drug Addiction Recovery month.

**Summary:** Piedmont Community Services Drug Task Force Coordinator will attend to accept the proclamation.

**Attachments:** [Proclamation](#)

**Recommendations:**



## **PROCLAMATION**

### **National Alcohol and Drug Addiction Recovery Month**

**WHEREAS**, thousands of people across the United States are living happy, healthy, and productive lives in recovery from substance use disorders, and

**WHEREAS**, *National Alcohol and Drug Addiction Recovery Month* theme for September 2010 is “*Join the Voices for Recovery: Now More Than Ever!*”, and

**WHEREAS**, even with the promise of treatment and recovery, substance use disorders are a serious health care problem that can be triggered by a variety of external circumstances, including stress. This theme emphasizes how the stress in our society can contribute to addiction in some, and encourages all people to learn about how to help those suffering from addiction live a positive life in recovery. Addressing this problem and finding positive outlets for dealing with stress is now more important than ever, given the increasing amounts of stress in our lives, and

**WHEREAS**, in 2008, nearly half of Americans reported their stress levels had increased over the past year, with as many as 30 percent rating their average stress levels as extreme, according to the American Psychological Association. Additionally, an estimated 23.1 million people aged 12 or older in the United States needed treatment for an illicit drug or alcohol use problem in 2008, with only approximately 1.7 million receiving treatment for alcohol or illicit drug problems, according to the *2008 National Survey on Drug Use and Health*.

**WHEREAS**, there are many residents who suffer from addiction in our community. Educating our community about substance use disorders is essential to combat the misconceptions associated with addiction. Substance use disorders affect all people of every age, race, gender, ethnicity, community, and socio-economic status, including public safety officials, the workforce, older adults, and families in our community, and

**WHEREAS**, for more than 20 years, ***Recovery Month*** has worked to improve the lives of those suffering from addiction by raising awareness of the disease and educating communities about the treatment and recovery resources available. For all these reasons, I am asking the citizens of Martinsville to join me in celebrating this September as ***National Alcohol and Drug Addiction Recovery Month***.

The Substance Abuse and Mental Health Services Administration within the U.S. Department of Health and Human Services, the White House Office of National Drug Policy, and the Drug Task Force of Martinsville and Henry County welcome your participation in ***Recovery Month***.

I, Kim Adkins, Mayor, of the City of Martinsville do hereby proclaim the month of September 2010 as ***National Alcohol and Drug Addiction Recovery Month*** in Martinsville and call upon our community to observe this month with compelling programs, activities, and events that support this year’s theme, “***Join the Voices for Recovery: Now More Than Ever!***”

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Kim E. Adkins  
Mayor

**Meeting Date:** August 24, 2010

**Item No:** 3.

**Department:** Human Resources

**Issue:** Presentation of proclamation proclaiming Sept. 6-10 as National Payroll Week.

**Summary:** The American Payroll Association has designated the week in which Labor Day falls as National Payroll Week to recognize the important contributions of the people who work to support the American dream and highlight the partnership between taxpayers and payroll professions. The American Payroll Association represents Virginia residents and businesses throughout the Commonwealth and contributes millions of dollars to the state and federal treasuries through payroll taxes each year. These taxes include both federal and state withholding, which go toward important civic projects, including roads, schools and parks. Taxpayers and payroll professionals are also partners in supporting the Social Security and Medicare systems. In addition, companies are now playing an increasingly important role in the enforcement of child support laws by calculating and deducting child support payments from workers' pay.

**Attachments:** [Proclamation](#)

**Recommendations:**



## P R O C L A M A T I O N

**Whereas** the American Payroll Association and its 23,000 members have launched a nationwide public awareness campaign that pays tribute to the more than 156 million wage earners who work in the United States and the payroll professionals who support the American system by paying wages, reporting worker earnings and withholding federal employment taxes; and

**Whereas** payroll professionals in **Martinsville, Virginia** play a key role in maintaining the economic health of **Martinsville**, carrying out such diverse tasks as paying into the unemployment insurance system, providing information for child support enforcement, and carrying out tax withholding, reporting and depositing; and

**Whereas** payroll departments contribute, collect, report, and deposit approximately \$1.7 trillion, or 71.9% of the annual revenue of the U.S. Treasury; and

**Whereas** payroll professionals play an increasingly important role ensuring the economic security of American families by helping to identify noncustodial parents and making sure they comply with their child support mandates; and

**Whereas** payroll professionals have become increasingly proactive in educating both the business community and the public at large about the payroll tax withholding systems; and

**Whereas** payroll professionals meet regularly with federal and state tax officials to discuss both improving compliance with government procedures and how compliance can be achieved at less cost to both government and businesses; and

**Whereas** the week in which Labor Day falls has been proclaimed National Payroll Week, I hereby give additional support to the efforts of the people who work in **Martinsville, Virginia** and of the payroll profession by proclaiming September 6 – 10, 2010 as National Payroll Week for the **City of Martinsville, Virginia**.

Kim Adkins  
Mayor  
City of Martinsville, Virginia



## P R O C L A M A T I O N

**WHEREAS**, more than 3.2 million cases of Child Abuse were reported last year affecting the lives of millions of children into whose hands we will eventually entrust the future of our Nation; and

**WHEREAS**, roughly shaking a baby can cause brain damage or death, the Martinsville Exchange Club is promoting the month of **September as Baby Safety Month**, and look to educate the public about the dangers of Shaken Baby Syndrome; and

**WHEREAS**, Shaken Baby Syndrome occurs when a young child's head is snapped back and forth during violent shaking, and it occurs most frequently in infants younger than six months, yet can occur up to the age of three; and

**WHEREAS**, a child's head and neck muscles are weak and still developing, shaking a baby for only a few seconds can injure the baby for life;

Now, therefore, as **Mayor** of the City of Martinsville, Virginia, I, Kim Adkins, ask our citizens and, in particular, parents to respond to the call of preventing Child Abuse and support the Exchange Club as they make a concentrated effort to make children our number one priority;

And, further, I do hereby proclaim the month of September 2010, as **Baby Safety Month in Martinsville, VA**, to help focus public attention on this problem and to join forces with the Exchange Club of Martinsville & Henry County through both example and education to combat Child Abuse; and

Kim E. Adkins  
Mayor



## City Council Agenda Summary

**Meeting Date:** August 24, 2010

**Item No:** 4.

**Department:** City Manager

**Issue:** Presentation of proclamation proclaiming September as Baby Safety Month.

**Summary:** Exchange Club representatives will attend to accept the proclamation.

**Attachments:** [Proclamation](#)

**Recommendations:**



## **City Council Agenda Summary**

**Meeting Date:** August 24, 2010

**Item No:** 5.

**Department:** Electric

**Issue:** Hear an update on American Municipal Power projects from AMP representatives and Blue Ridge Power representative.

**Summary:** American Municipal Power and Blue Ridge Power representatives will be at the meeting and will provide an update.

**Attachments:**

**Recommendations:**



## **City Council Agenda Summary**

**Date:** August 24, 2010

**Item No:** 6.

**Department:** Water Resources

**Issue:** Hear staff recommendations on senior discount procedures.

**Summary:** A \$5.00 per month water service discount was offered for senior citizens effective 7/1/10. In response to inquiries from the public, Council asked staff to review policies and procedures to insure that the application process was as convenient as practical for those requesting the discount.

**Attachments:** [Memo in reference to Senior Discount dated August 13, 2010](#)

**Recommended Action:** Follow recommendations presented.



Date: August 13, 2010

To: Clarence Monday, City Manager

From: John H. Dyches, Director of Water Resources

Re: Senior Discount

As I understand, Council has requested a report at the 8/24 meeting on how applying for the adopted senior discount can be made more convenient. Since this matter has already consumed more time for both staff and Council members than anticipated, I am offering the following comments and recommendations in an attempt to limit further lengthy discussion.

After the initial senior discount request by Council, I obtained the discount policy administered for years by the HCPSA, and modified the wording to fit the City's situation while keeping procedures and controls consistent with the time-tested HC policy, to the extent possible. After reviewing both the City's policy and recent discussions by Council, followed by consultation with the Billing Office, I conclude that the policy as adopted and administered is fulfilling the original intent and needs no written revisions. Perceived inconveniences have surfaced through Council members understandable enthusiastic desire to help customers and by my failure to make the procedure clear to Council and the public.

I suggest that Council members be informed that for further inquiries pertaining to the senior discount:

- (1) First, inform the senior citizen that they should simply go to the Utility Billing Office with DOB confirmation (Driver's License, State ID or Birth Certificate). If the account name needs to be changed (because of a deceased spouse, for example), they should also bring their SS number. This is the easiest and simplest way for all involved and should work for most applicants.
- (2) If needed, the applicant can request transportation to the Utility Billing Office from 8:30 AM to 3:30 PM by contacting the Senior Citizens Center at 403-5260.
- (3) Only if the customer is unable to appear at the billing office, they should be referred to Sharon Echols (403-5175) in Utility Billing. Preferably, the name, address and phone number should be obtained and conveyed to Sharon, allowing her to research the account and determine what is needed before calling the customer. She will arrange for sign-up, as needed.
- (4) If not satisfactorily resolved through Utility Billing, Council members can then contact the City Manager or Dept Heads for follow up relative to special situations. Further Council involvement is expected to be minimal.

Also, the policy as adopted specifically states that the account must be in the name of the person receiving the discount. This is necessary to insure that only those who qualify receive the discount, and that the discount ceases when a person dies or moves. There are situations where the deceased owner was over 65, but the remaining spouse is under 65 (and vice-versa). Who qualifies? What is to stop a person who is over 65 from signing for more than one account since the name does not have to match? Leniency on this requirement would represent a significant loss of control and is not recommended. While I understand the sentimental and security reasons for not changing the account name in some situations, having an account in the name of a deceased person certainly does not represent good accounting and record keeping practices by the City and should not be encouraged.

**Meeting Date:** August 24, 2010  
**Item No:** 7.  
**Department:** Community Development

**Issue:** Consider approval of Resolutions and certifications required by DHCD for the Community Development Block Grant as part of pre-contract work.

**Summary:** In May 2010, the Governor announced that the City of Martinsville's Uptown Martinsville Business District Revitalization Community Improvement Grant (CIG) was approved. This grant was submitted to the VA Department of Housing and Community Development in March 2010. The focus of the grant's work is Fayette Street, W. Main Street, Courthouse Square and the Depot Street Trailhead.

The required process involves the approval of resolutions and advertisements to be completed to let the community know that there may be work available through the grant, to attract local and minority-owned businesses, and to follow steps that are in line with federal and state protocol. These same ads and resolutions were approved in the Cherry Street CDBG as well.

**Attachments:** They should be presented in this order:

- [Local Business and Employment Plan](#) (Appendix 4)
- [Non-Discrimination Policy](#) (Appendix 6)
- [Martinsville Residential Anti-Displacement Certification](#) (Appendix 8)
- [Fair Housing Certification](#) (Appendix 9)

**Recommendations:** Community Development recommends that City Council approve the resolutions which will enable us to move forward in the Uptown Revitalization process.

LOCAL BUSINESS AND EMPLOYMENT PLAN  
MARTINSVILLE, VIRGINIA

1. The *City of Martinsville* designates as its Local Business and Employment Project Area the boundaries of *Henry County*.
2. The *City of Martinsville*, its contractors, and designated third parties shall in utilizing Community Improvement Grant funds utilize businesses and lower income residents of the Project Area in carrying out all activities, to the greatest extent feasible.
3. In awarding contracts for work and for procurement of materials, equipment or services of the Uptown Martinsville Business District Revitalization Project, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Project Area are:
  - (a) The *City of Martinsville* shall ascertain what work and procurements are likely to take place through the Community Improvement Grant Funds.
  - (b) The *City of Martinsville* shall ascertain through various and appropriate source(s) including the *Martinsville Bulletin* the business concerns within the Project Area which are likely to provide materials, equipment and services which will be utilized in the activities funded through the Community Improvement Grant.
  - (c) The identified business concerns shall be apprised of opportunities to submit bids, quotes or proposals for work or procurement contracts which utilize CIG funds.
  - (d) To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities which are funded with CIGs.



NON-DISCRIMINATION POLICY  
CITY OF MARTINSVILLE, VIRGINIA

The *City of Martinsville* or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, handicap, creed, religion, color, sex, or national origin. Administrative and Personnel officials will take affirmative action to insure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

Duly adopted at the regular meeting of the Martinsville City Council on *August 24, 2010*.

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(Signature of Chief Elected Official)

## Residential Anti-Displacement and Relocation Assistance Plan Certification City of Martinsville

The *City of Martinsville* will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the *Housing and Community Development Act of 1974*, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the *City of Martinsville* will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in the jurisdiction.

The *City of Martinsville* will provide relocation assistance to each low/moderate – income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the *Housing*

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*and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.*

The *City of Martinsville* FY 2010 Uptown Martinsville Business District Revitalization project includes the following activities:

- Façade improvements to 23 blighted building façades
  - Blight remediation for 3 blighted vacant lots
  - Installation of 1 gateway at the intersection of Fayette and Moss Streets (signage, lighting, landscaping, and crosswalks)
  - Installation of 7 crosswalks
  - Installation or renovation of 43 curb ramps
  - Installation of 13 new street lights, 1 ornamental wall light, and 4 pole lights at Courthouse plaza
  - Installation of 9 wayfinding signs and 1 interpretive sign
  - Installation of 5800 SF of unit pavers
  - Installation of 72 Face Feet (FF) of decorative stone wall
  - Installation of 70 FF of brick seat wall
  - Installation of 135 LF of decorative fence
  - Installation of 3 benches
  - Installation of 1 trash can
  - Installation of 4000 SF of asphalt parking at 41 Fayette Street
  - Installation of trees, shrubs, seeding and mulch at 41 Fayette Street
  - Installation of 400 FF of retaining walls at 41 Fayette Street
  - Utilization of 500 CY of imported fill at 41 Fayette Street
  - Demolition of asphalt, curb, gutter along with hauling at Courthouse Square
  - Installation of 90 LF of stone caps for existing seat wall at Courthouse Square
  - Utilization of 100 CY of imported fill at Courthouse Square
  - Installation of 1,850 SF of concrete sidewalk at Courthouse Square
  - Installation of 400 LF of concrete curb and gutter at Courthouse Square
  - Installation of trees, shrubs, seeding, and mulch at Courthouse Square
  - Installation of 4 electrical outlets (conduits, receptacles, vaults, etc.) at Courthouse Square
  - Installation of 1 sculptural element at Courthouse Square
  - Demolition of 4 parking spaces and curb and gutter at Connection to D&W Trailhead
  - Installation of trees, shrubs, and mulch at Connection to D&W Trailhead
-

- Issuance of at least one business loan to eligible businesses within or locating to the Project Area
- Creation of 7.5 new jobs as a product of business expansion/creation through the Revolving Loan Fund

The activities as planned will not cause any displacement from or conversion of occupiable structures. The City of Martinsville will work with the grant management staff, engineers, project area residents, and the Department of Housing and Community Development to insure that any changes in project activities do not cause any displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

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Signature of Authorized Official

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Date Adopted

Attest:

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Clarence C. Monday, Clerk of Council

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# Fair Housing Certification

Compliance with Title VIII of the Civil Rights Act of 1968

**Whereas**, the *City of Martinsville* has been offered and intends to accept federal funds authorized under the Housing and Community Development Act of 1974, as amended, and

**Whereas**, recipients of funding under the Act are required to take action to affirmatively further fair housing;

**Therefore**, the City of Martinsville agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

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Signature of Authorized Official

Attest:

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Clarence C. Monday, Clerk of Council

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Date Adopted

**Meeting Date:** August 24, 2010

**Item No:** 8.

**Department:** Police

**Issue:** Consider approval of a resolution with a recommendation on Halloween 2010 observance being changed to Monday, November 1, 2010.

**Summary:** Because October 31, 2010, the date for observing Halloween, is on a Sunday, local law enforcement agencies are proposing that the event be observed on Monday night, November 1, 2010. We feel very strongly that Sunday night is not a good time to observe Halloween since it will interfere with many people's desire to attend Sunday evening church services.

Sheriff Lane Perry and Martinsville Police Chief Mike Rogers both have concerns about moving the event to Saturday night out of fear that pedestrian safety may be an issue due to an increased number of people who may be driving under the influence on the weekend.

It is our suggestion that having it on Monday evening will be the safest option.

**Attachments:** [Proposed resolution](#)

**Recommendations:** Approve resolution.



## **RESOLUTION**

**WHEREAS**, Halloween is traditionally observed on October 31, which falls on a Sunday this year; and

**WHEREAS**, when this was the case in the past, the Martinsville City Council urged city citizens to observe the event on a day other than Sunday; and

**WHEREAS**, it is the belief of the Martinsville City Council that a change in the observance date this year would be the best for all concerned; and

**WHEREAS**, the Council also believes that it is in the best interest of the community that all citizens of Henry County and the City of Martinsville observe Halloween on the same day:

**NOW, THEREFORE, BE IT RESOLVED**, on this 24<sup>th</sup> day of August, 2010 that the Martinsville City Council requests the citizens of the City of Martinsville to observe Halloween this year on Monday, November 1, 2010 instead of Sunday, October 31, contingent upon the Henry County Board of Supervisors taking similar action.

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Kim Adkins  
Mayor



## **City Council Agenda Summary**

**Meeting Date:** August 24, 2010

**Item No:** 9.

**Department:** Public Works

**Issue:** Hear an update on VDOT's long range transportation plan.

**Summary:** Bob Dowd, of West Piedmont Planning District Commission, will be at the meeting along with Michael Gray of VDOT Salem office. Mr. Dowd will update Council on the area's long range transportation plan and provide materials at the meeting for Council to have for review and to give feedback to him.

**Attachments:**

**Recommendations:**

**Meeting Date:** August 24, 2010  
**Item No:** 10.  
**Department:** Finance  
**Issue:** Hear monthly finance report

**Summary:**

**Year-End Financial Review**

FY10 officially ended on June 30, 2010; however, all year-end transactions will not be finalized until at least the end of August in order to realize all earned revenue and incurred expenses for the fiscal year. Therefore the annual audit process will occur in late October. Based upon these facts, staff is hereby providing a summary of FY10 revenues and expenditures, a revised balance sheet reflecting those revenues and expenditures, and an estimated fund balance. The final audit will provide an exact accounting of the fiscal year and can be expected in early 2011.

**FY10 - Revenues & Expenditures - UNAUDITED**

Upon examination of eight of the City's thirteen funds (not included are School's Cafeteria and Federal Programs, City's Insurance Trust, CDBG, and Housing Choice), unaudited figures are provided for actual versus anticipated revenues and expenses. These numbers are only inclusive of financial transactions recorded as of August 10, 2010 and do not include depreciation. On a cash-basis, there is an excess of revenue over expense of \$1,128,670. However, during the audit, depreciation estimated at \$1,370,000 will be deducted along with other routine budget adjustments including year-end payments to Henry County for the City's share of Social Services, Health Department and E-911 Center expenses, which will also reduce the cash-on-hand. The final audited figure will be rolled over to the Balance Sheet once that process is complete.

**FY10 – Combined Balance Sheet – UNAUDITED**

The total of combined fund balances for FY10 is \$11,794,529, representing a difference of \$1,788,429 from FY09. Again, the FY10 figure is also in transition due to the afore-mentioned factors. This difference also includes the authorized purchase of the Henry Hotel for \$95,000; the purchase and renovation of the Social Services building for \$799,000; and the FY09 re-appropriations of \$2,121,342. When all transactions have been completed, it is the opinion of staff that the final fund balance should still be very close to the projection prepared May 25<sup>th</sup> of \$11,980,962.

To summarize, the Fund Balance changes for FY10 are due to:

1. Expenditures made in FY10 where cash was received in FY09.
2. Expenditures made that were not in the original FY10 budget, but authorized by Council during the fiscal year; i.e. Henry Hotel, Social Services, FY09 re-appropriations.
3. Differences in revenues and expenditures in operating budgets during the fiscal year.

**Attachments:** [Combined Balance Sheet](#)  
[Revenue & Expense Report](#)

**Recommendations:** Motion to approve financial report

**City of Martinsville  
Combined Balance Sheet  
Operating  
06/30/2010 (Aug 10, 2010)  
FY2010**

FUND	TOTAL ASSETS*	LIABILITIES &RESERVES	CURRENT FUND BALANCE	per auditors		DIFFERENCE FROM FY09 FB	Reappropriations from FY09	FY09 Amended FUND BALANCE	DIFFERENCE + or (-)
				June 30, 2009 FUND BALANCE					
GENERAL FUND	\$ 5,691,839	\$ (2,902,834)	\$ 2,789,005	\$ 3,113,308	\$ (324,303)	\$ (281,346)	\$ 2,831,962	\$ (42,957)	
MEALS TAX	\$ 659,947	\$ (1,289)	\$ 658,658	\$ 731,399	\$ (72,741)	\$ -	\$ 731,399	\$ (72,741)	
SCHOOL CAFETERIA	\$ 703,334	\$ (48,521)	\$ 654,814	\$ 569,160	\$ 85,653	\$ -	\$ 569,160	\$ 85,653	
REFUSE COLLECTION FUND	\$ 6,927,819	\$ (6,430,227)	\$ 497,592	\$ 1,127,035	\$ (629,443)	\$ (770,067)	\$ 356,968	\$ 140,624	
WATER FUND	\$ 484,612	\$ (234,620)	\$ 249,992	\$ 89,694	\$ 160,298	\$ (12,000)	\$ 77,694	\$ 172,298	
SEWER FUND	\$ 914,971	\$ (793,578)	\$ 121,393	\$ 30,875	\$ 90,518	\$ (40,000)	\$ (9,125)	\$ 130,518	
ELECTRIC FUND	\$ 6,461,732	\$ (1,350,446)	\$ 5,111,286	\$ 5,205,312	\$ (94,026)	\$ (491,918)	\$ 4,713,394	\$ 397,892	
CAPITAL RESERVE FUND	\$ 578,575	\$ (65,713)	\$ 512,862	\$ 446,308	\$ 66,554	\$ (58,965)	\$ 387,343	\$ 125,519	
SCHOOL FUND	\$ 3,030,861	\$ (1,425,754)	\$ 1,605,107	\$ 2,180,255	\$ (575,148)	\$ (93,561)	\$ 2,086,694	\$ (481,587)	
SCHOOL FEDERAL PROGRAMS	\$ (215,522)	\$ (112,154)	\$ (327,677)	\$ (27,208)	\$ (300,469)	\$ -	\$ (27,208)	\$ (300,469)	
CDBG FUND	\$ (177,447)	\$ (105,647)	\$ (283,094)	\$ (264,803)	\$ (18,291)	\$ (357,156)	\$ (621,959)	\$ 338,865	
HOUSING CHOICE	\$ 209,501	\$ (4,911)	\$ 204,590	\$ 381,622	\$ (177,032)	\$ (16,329)	\$ 365,293	\$ (160,703)	
<b>TOTAL</b>	<b>\$ 25,270,224</b>	<b>\$ (13,475,695)</b>	<b>\$ 11,794,529</b>	<b>\$ 13,582,957</b>	<b>\$ (1,788,429)</b>	<b>\$ (2,121,342)</b>	<b>\$ 11,461,615</b>	<b>\$ 332,913</b>	

**RESERVED FUND**

INSURANCE HOLDING FUND	\$ 455,578	\$ -	\$ 455,578	\$ 545,054	\$ (89,475)
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\*Does not include fixed assets.

Totals may not crossfoot due to rounding.

8/19/2010 11:05

**COMPARISON OF REVENUES & EXPENDITURES**

**06/30/2010 (Aug. 10, 2010)**

**FY 10**

	REVENUES						EXPENDITURES/ENCUMBRANCES					
	Budget	ANTICIPATED		ACTUAL		Variance	Budget	ANTICIPATED		ACTUAL		Variance
		YTD	Percent	YTD	Percent			YTD	Percent			
General Fund	33,573,406 *	28,884,308	86.0%	28,025,830	83.5%	(858,478)	33,573,406	28,900,056	86.1%	28,355,151	84.5%	544,905
Meals Tax Fund	1,463,650 *	1,463,650	100.0%	1,390,906	95.0%	(72,744)	1,463,650	1,463,650	100.0%	1,463,648	100.0%	2
Refuse Fund	3,599,067 *	1,724,162	47.9%	1,700,835	47.3%	(23,327)	3,599,067	3,599,067	100.0%	2,330,279	64.7%	1,268,788
Water Fund	3,264,740 *	2,977,740	91.2%	2,904,335	89.0%	(73,405)	3,264,740	3,264,740	100.0%	2,744,036	84.1%	520,704
Sewer Fund	4,050,012 *	3,490,012	86.2%	3,767,478	93.0%	277,466	4,050,012	4,050,012	100.0%	3,695,070	91.2%	354,942
Electric Fund	19,300,846 *	17,789,990	92.2%	16,551,911	85.8%	(1,238,079)	19,300,846	18,609,098	96.4%	17,286,033	89.6%	1,323,065
Capital Reserve Fund	1,608,365 *	1,608,365	100.0%	1,549,400	96.3%	(58,965)	1,608,365	1,608,365	100.0%	1,482,848	92.2%	125,517
School Fund **	24,346,888 *	23,379,675	96.0%	22,400,204	92.0%	(979,471)	24,346,888	22,994,000	94.4%	22,976,251	94.4%	17,749
<b>TOTAL</b>	<b>91,206,974</b>	<b>81,317,902</b>	<b>89.2%</b>	<b>78,290,899</b>	<b>85.8%</b>	<b>(3,027,003)</b>	<b>91,206,974</b>	<b>84,488,988</b>	<b>92.6%</b>	<b>80,333,316</b>	<b>88.1%</b>	<b>4,155,673</b>

**SUMMARY:** Actual revenues and expenditures for FY10 are both less than anticipated through August 10, 2010.

**Local Sales/Use Taxes**                      **2,154,000**                      **2,154,000**                      **100.0%**                      **1,759,239**                      **81.7%**                      **(394,761)**

\*These figures include the "Contributions from Fund Balance (Retained Earnings)" required to balance the budget.

\*\* The "anticipated" figures in the School Fund have been provided by school personnel.

NOTE: YTD figures in revenues do not reflect any actual contribution **FROM** Fund Balance.

NOTE: YTD figures in expenses do not reflect any depreciation costs.

Anticipated = Budget - contributions from FB \* percentage of YTD.



## City Council Agenda Summary

**Meeting Date:** August 24, 2010  
**Item No:** 11.  
**Department:** Finance  
**Issue:** Consider approval of consent agenda.

**Summary:**

The attachments amend the FY10 & FY11 Budgets with appropriations in the following funds:

**FY10:**

General Fund: \$124,256 – reimbursement, recovered costs, contribution from fund balance

**FY11:**

General Fund: \$100,568 – recovered costs, donations, contribution from fund balance

Electric Fund: \$71,127 – recovered cost

**Attachments:** [Spreadsheet](#)

**Recommendations:** Motion to approve

**BUDGET ADDITIONS FOR 08/24/10**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
<b><u>FY10</u></b>				
<b><u>GENERAL FUND</u></b>				
01101917	442810	Categorical Other State - Highway Projects		108,556
01413151	503140	Thorofare Construction - Prof. Service - Engineering appropriate reimbursement for Liberty Street project	108,556	
01100909	490134	Recovered Costs/Recreation		700
01713211	508220	Park Maintenance - Physical Plant Expansion appropriate donated funds for Disc Golf expansion	700	
01103938	462101	Contribution from Fund Balance		15,000
01122017	503150	Legal Services - Prof. Service - Legal Retiree's Health Insurance Litigation	15,000	
<b>Total General Fund:</b>			<b>124,256</b>	<b>124,256</b>

**BUDGET ADDITIONS FOR 08/24/10**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
<b><u>FY11</u></b>				
<b><u>GENERAL FUND</u></b>				
01100908	480410	Miscellaneous - Donations/Fire Dept		350
01322105	505500	EMS - Training	150	
01321102	505500	Fire Department - Travel/Training Appropriate memorial donations	200	
01100908	480411	Miscellaneous - Donations/Skate Park		10,110
01713211	508220	Park Maintenance - Physical Plant Expansion appropriate donated funds for Skate Park	10,110	
01100908	440402	Miscellaneous - Donations/Hooker Field		523
01725422	505508	Mustangs - Meals appropriate donated funds for player meals	523	
01100909	490134	Recovered Costs/Recreation		30
01711210	503159	Parks & Recreation - Prof. Services - Instructors appropriate fees collected	30	
01100909	490134	Recovered Costs/Recreation		2,250
01713211	508220	Park Maintenance - Physical Plant Expansion	2,100	
01711210	506010	Parks & Recreation - Special Events & Promotions appropriate donated funds for Disc Golf expansion & special events	150	
01103938	462101	Contribution from Fund Balance		87,305
01122022	502800	Legal Services - Prof. Service - Legal Retiree's Health Insurance Litigation	87,305	
<b>Total General Fund:</b>			<b>100,568</b>	<b>100,568</b>

<b><u>ELECTRIC FUND</u></b>				
14100908	482901	Miscellaneous Revenue		71,127
14565340	506900	General Expense - Disaster Recovery appropriate final insurance claim for hydro plant	71,127	
<b>Total Electric Fund:</b>			<b>71,127</b>	<b>71,127</b>



## **City Council Agenda Summary**

**Meeting Date:** August 24, 2010

**Item No:** 12.

**Department:** City Manager

**Issue:** Discuss water/sewer improvements for the Commonwealth Crossing Business Center.

**Summary:**

**Attachments:**

**Recommendations:**