

AGENDA--CITY COUNCIL -- CITY OF MARTINSVILLE, VIRGINIA
Council Chambers – Municipal Building
7:00 pm CLOSED SESSION **7:30 pm regular session**
Tuesday, March 25, 2014

7:00pm--Closed Session

1. Items to be considered in Closed Session, in accordance with the Code of Virginia, Title 2.2, Chapter 37—Freedom of Information Act, Section 2.2-3711(A)—Closed Meetings, the following:
 - A. The condition, acquisition, use or disposition of real property as authorized by Subsection 3.

7:30pm-Regular Session

Invocation & Pledge to the American Flag—Council Member Mark Stroud

1. Presentation of proclamation recognizing Raymond Carr-Electoral Board. (2 mins)
2. Presentation of proclamation recognizing Child Abuse Prevention Month. (2 mins)
3. Presentation of proclamation recognizing Sexual Assault Awareness Month. (2 mins)
4. Consider adoption of a resolution recognizing the M-HC Chamber of Commerce for achieving 5 Star Accreditation. (5 mins)
5. Hear an update from Pat Folio, Manager for the Farmer’s Market Uptown. (10 mins)
6. Conduct a public hearing on Northside Neighborhood Revitalization Project. (10 mins)
7. Conduct a public comment period on the possible transfer of administration of the Housing Choice Voucher Program. (15 mins)
8. Hear a presentation on impact of seasonal power costs to city’s electric budget. (30 mins)
9. Consider setting a public hearing on a recommendation from the Planning Commission on amendments to the Zoning Ordinance related to land use as a temporary flexibility option as the Zoning Ordinance is being updated
10. Hear Finance report. (5 mins)
11. Consider approval of consent agenda. (2 mins)
12. Review outside agency semi annual reports. (2 mins)
13. Business from the Floor
This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. In that the Council meetings are broadcast on Martinsville Government Television, the City Council is responsible for the content of the programming. Thus, any person wishing to bring a matter to Council’s attention under this Section of the agenda should:
 - (1) come to the podium and state name and address;**
 - (2) state the matter that they wish to discuss and what action they would like for Council to take;**
 - (3) limit remarks to five minutes;**
 - (4) refrain from making any personal references or accusations of a factually false and/or malicious nature.****Persons who violate these guidelines will be ruled out of order by the presiding officer and will be asked to leave the podium.**
Persons who refuse to comply with the direction of the presiding officer may be removed from the chambers.
14. Comments by members of City Council. (5 minutes)
15. Comments by City Manager. (5 minutes)



City Council Agenda Summary

Meeting Date: March 25, 2014

Item No: 1.

Department: City Council

Issue: Presentation of proclamation recognizing Raymond Carr for service on Martinsville City Electoral Board.

Summary: Mr. Carr will be present to accept the proclamation.

Attachments: Proclamation

Recommendations: Presentation only.



PROCLAMATION

WHEREAS, Raymond J. Carr was born November 8th, 1937, and graduated from Western New England University, Springfield, Massachusetts and served in the United States Army Military Police from 1959 until 1963 with Honorable Discharge; and,

WHEREAS, Raymond J. Carr is a loving and dedicated husband of 51 years, marrying his wife, Carolyn, on August 4, 1962 and he is a nurturing and caring father to Todd Carr, born in 1963, Scott Carr born in 1964 and Lisa Carr-Baker born in 1965; and,

WHEREAS, Raymond J. Carr has served this community in numerous roles during his 42 years as a Martinsville resident in capacities such as: coached baseball and basketball 6 years for the Martinsville City Recreation Department, retired Vice President of Marketing for United Elastic in 2000, Forest Park Country Club Vice President Board Member for 12 years; and,

WHEREAS, Raymond J. Carr has been a dedicated church member of Saint Joseph Catholic Church serving as Chairman on the Financial Council; and,

WHEREAS, Raymond J. Carr was first appointed to Martinsville Electoral Board in April 2008 and served until February 28th, 2014, assisting in the process of maintaining efficiency and purity in 14 elections and during his tenure, served numerous times in leadership positions including Secretary and Vice-Chairman; and,

WHEREAS, Raymond J. Carr, has displayed outstanding dedication to the City of Martinsville and Henry County and its citizens while performing his duties as a public servant; and,

WHEREAS, it is highly appropriate in the presence of his family and friends who love him, we thank Raymond J. Carr for his solid leadership, dedication and hard work which has helped make Martinsville and Henry County an even better place to live, work, and raise a family;

NOW, THEREFORE I, Kim Adkins, Mayor, on behalf of the members of Martinsville City Council, do hereby declare March 25, 2014 as Raymond J. Carr Day in the City of Martinsville and do hereby call this observance to the attention of all our grateful citizens.

Kim Adkins
Mayor



City Council Agenda Summary

Meeting Date: March 25, 2014

Item No: 2.

Department: City Council

Issue: Presentation of proclamation recognizing Child Abuse Prevention Month.

Summary: A representative from the Martinsville Exchange Club will be present to accept the proclamation.

Attachments: Proclamation

Recommendations: Presentation only.



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

WHEREAS, Child Abuse is a serious and growing problem, affecting more than 3.2 million of our nation's children annually; and

WHEREAS, this social malignancy called Child Abuse respects no racial, religious, class or geographic boundaries; and

WHEREAS, babies, just the word suggest warm feelings, tender moments and innocent little people who depend on parents, grandparents, siblings and other caregivers to love and care for them for as it is into their hands we will eventually entrust the future of America; and

WHEREAS, sometimes there are no warning signs, sometimes the hurt is on the inside, just because you can't see it, doesn't mean it's not there; and

WHEREAS, Child Abuse comes in many forms and takes many lives and we as a community must do something to ensure that our children grow up in a safe and healthy environment; and

WHEREAS, Exchange Club adopted Child Abuse Prevention as their National Project in 1979 and is working to address the problem through public awareness efforts; now, therefore

I, Kim Adkins, Mayor of the City of Martinsville, Virginia, do hereby proclaim that the entire month of April 2014 shall be observed as

Child Abuse Prevention Awareness Month

in the City 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 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.

Kim Adkins
Mayor



City Council Agenda Summary

Meeting Date: March 25, 2014

Item No: 3.

Department: City Council

Issue: Presentation of proclamation recognizing Sexual Assault Awareness Month.

Summary: A representative from Citizens Against Family Violence will be present to accept the proclamation.

Attachments: Proclamation

Recommendations: Presentation only.



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

Sexual Assault Awareness Month

Whereas, Sexual Assault Awareness Month is intended to draw attention to the fact that sexual violence is widespread and has public health implications for every community member of the City of Martinsville; and

Whereas, Rape, sexual assault, and sexual harassment impact our community as seen by statistics indicating that one in five women will have experienced sexual assault by the time they complete college; and

Whereas, Child sexual abuse prevention must be a priority to confront the reality that one in six boys and one in four girls will experience a sexual assault before the age 18; and

Whereas, Staff and volunteers of Citizens Against Family Violence anti-violence programs in the City of Martinsville encourage every person to speak out when witnessing acts of violence however small; and

Whereas, With leadership, dedication, and encouragement, there is compelling evidence that we can be successful in reducing sexual violence in the City of Martinsville through prevention education, increased awareness, and holding perpetrators who commit acts of violence responsible for their actions; and

Whereas, the City of Martinsville strongly supports the efforts of national and state partners, as well as our local partner Citizens Against Family Violence, and of every citizen to actively engage in public and private efforts, including conversations about what sexual violence is, how to prevent it, how to help survivors connect with services, and how every segment of our society can work together to better address sexual violence.

NOW THEREFORE BE IT RESOLVED,

That I, Kim Adkins, along with Martinsville City Council members, join anti-sexual violence advocates and support service programs in the belief that all community members must be part of the solution to end sexual violence. Along with the United States Government and State of Virginia, I do hereby **proclaim April as “Sexual Assault Awareness Month”**.

Kim Adkins
Mayor

Meeting Date: March 25, 2014

Item No: 4.

Department: City Manager

Issue: Consider adoption of a Council Resolution recognizing the Martinsville-Henry County Chamber of Commerce for achieving 5-Star Accreditation.

Summary: At its March Board meeting, the United States Chamber of Commerce awarded the Martinsville-Henry County Chamber of Commerce with a 5- Star Accreditation for its sound policies, effective organizational procedures, and positive impact on the community. Accreditation with the U.S. Chamber of Commerce is a prestigious honor that distinguishes the high quality, expertise, and strong leadership displayed by accredited state and local chambers of commerce. To receive accreditation, a chamber must demonstrate quality programs, clear organizational procedures, and effective communications by meeting minimum standards in its operations and programs, including areas of governance, government affairs, and technology.

The M-HC Chamber was one of nine chambers receiving national accreditation at the meeting, and only one of six receiving the 5-Star designation. Local and regional chambers are rated as “Accredited”, or “Accredited with 3, 4, or 5 Stars”. The M-HC Chamber is also only one of only five chambers in Virginia to earn this distinction and accredited chambers represent the top 3 percent of all chambers nationally.

Attachments: Council Resolution

Recommendations: Motion to adopt the Resolution



R E S O L U T I O N

Recognizing the Martinsville-Henry County Chamber of Commerce For Achieving 5-Star Accreditation

WHEREAS, the Martinsville-Henry County Chamber of Commerce was founded in 1959 and is located at 115 Broad Street in Martinsville, VA to serve Martinsville and Henry County businesses; and

WHEREAS, the Martinsville-Henry County Chamber of Commerce programs are designed to encourage a strong local economy by creating an environment where businesses thrive and community and commerce work together for the future of Martinsville-Henry County; and

WHEREAS, the Martinsville-Henry County Chamber of Commerce acts as a voice for businesses in the region while also providing opportunities for networking, collaboration, and increased community exposure; and

WHEREAS, at its March Board meeting, the United States Chamber of Commerce awarded a prestigious 5-Star Accreditation to the Martinsville-Henry County Chamber of Commerce for its sound policies, effective organizational procedures, and positive impact on the community; and

WHEREAS, this 5-Star Accreditation distinguishes the high quality, expertise, and strong leadership displayed by a chamber of commerce and the Martinsville-Henry County Chamber of Commerce is only one of the only five chambers in VA to earn this distinction and represents the top 3 percent of all chambers nationally;

NOW, THEREFORE BE IT RESOLVED, on this 25th day of March, 2014, the Martinsville City Council does hereby commend the leadership of the Martinsville-Henry County Chamber of Commerce on this outstanding achievement and commends the diligent work of the Chamber staff and many community volunteers in providing programs benefiting the local economy and positively influencing the entire community.

Kim E. Adkins
Mayor



City Council Agenda Summary

Meeting Date: March 25, 2014

Item No: 5.

Department: City Manager

Issue: Hear an update from Pat Folio, Manager for the Farmer's Market Uptown.

Summary: Pat Folio will provide information about events and activities planned for the Uptown Farmer's Market.

Attachments: None

Recommendations: For information.

Meeting Date: March 25, 2014

Item No: 6..

Department: Community Development

Issue: Conduct public hearing on the Northside Neighborhood Revitalization Project.

Summary: A requirement of the application process is to conduct a public hearing regarding the proposed neighborhood improvements in the Northside neighborhood. Attached are maps denoting housing characteristics and conditions, in addition to estimated costs of the improvements, both CDBG and in-kind.

Attachments: Northside graphics maps
Housing conditions maps
Northside project draft budget
Resolution

Recommendations: After conducting the public hearing, a motion is needed to adopt the resolution from Council to authorize City administration to submit an application to the Department of Housing & Community Development for a Comprehensive Improvement Grant for the Northside Neighborhood.



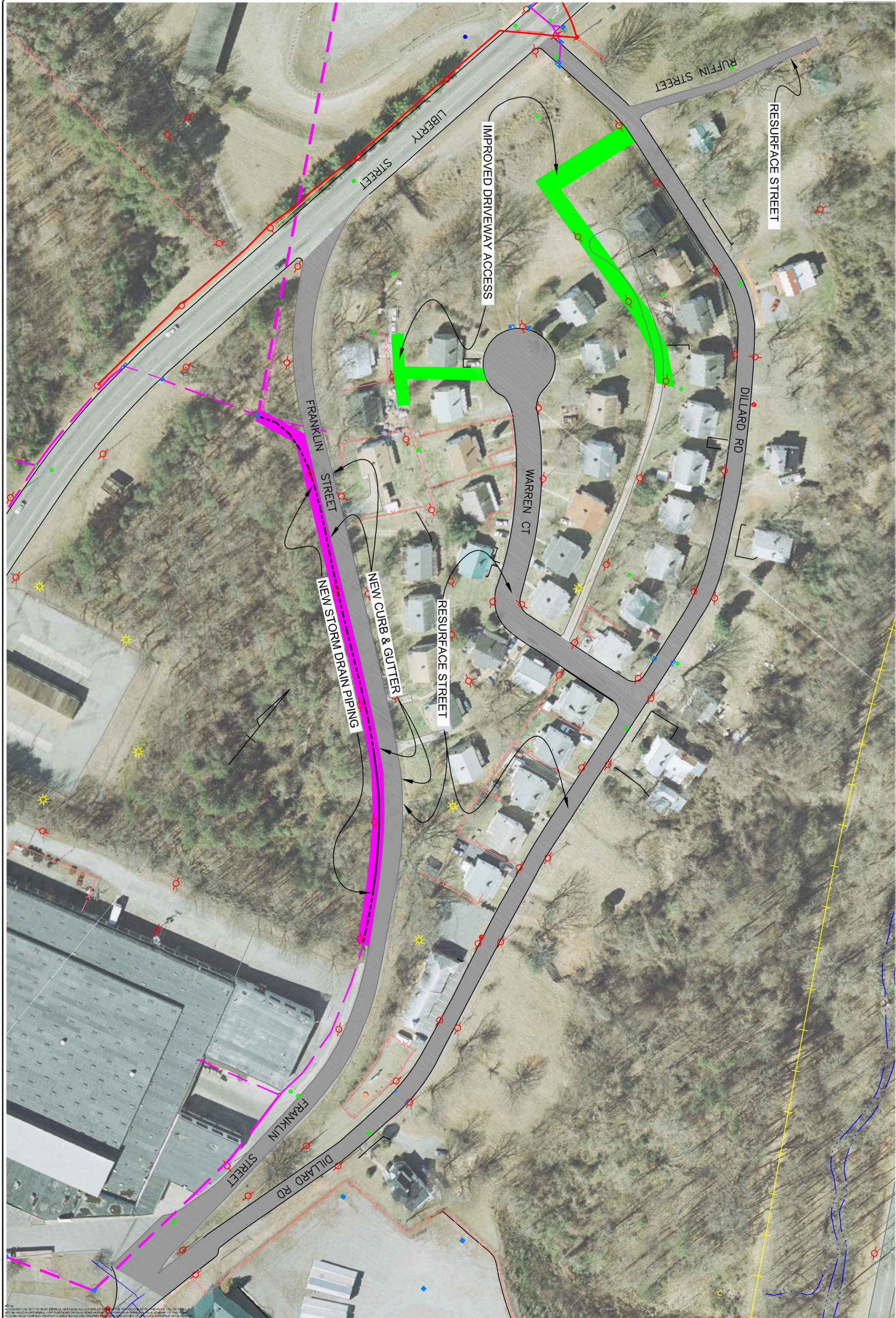
NOTE: THE CITY OF MARTINSVILLE HAS MADE ALL EFFORTS TO VERIFY THE CORRECTNESS OF THIS PLAN. THE CITY WILL NOT BE HELD RESPONSIBLE FOR ERRORS OR OMISSIONS OR FOR CONSEQUENCES ARISING FROM OR RESULTING FROM THE USE OF THIS PLAN. THE FIELD NOTES, PROPERTY LINES, NOTES AND DIMENSIONS SHOWN ON THIS PLAN DO NOT CONSTITUTE A PROFESSIONAL SURVEY. THIS PLAN IS PERFORMED BY A CERTIFIED LICENSED SURVEYOR OF THE PROFESSION OF SURVEYING. THE PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER BY WHOM IT WAS PREPARED.

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 55 WEST CHURCH STREET
 MARTINSVILLE, VIRGINIA 24114
 PH. (276) 403-5160 FAX (276) 403-5158
 www.ci.martinsville.va.us

PROJECT EXISTING CONDITIONS NORTHSIDE NEIGHBORHOOD IMPROVEMENT PLAN FRANKLIN ST, WARREN CT., DILLARD STREET VICINITY MARTINSVILLE, VIRGINIA 24114				
CADD VERSION AutoCAD MAP 2000	PLOT SCALE 1"=100'-0"	PLOT DATE MARCH 13, 2014	DIRECTORY EN/PIP/NORTHSIDE BLACK GRANT	FILE NAME TOPO

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 DWG. BY: W.C.R.
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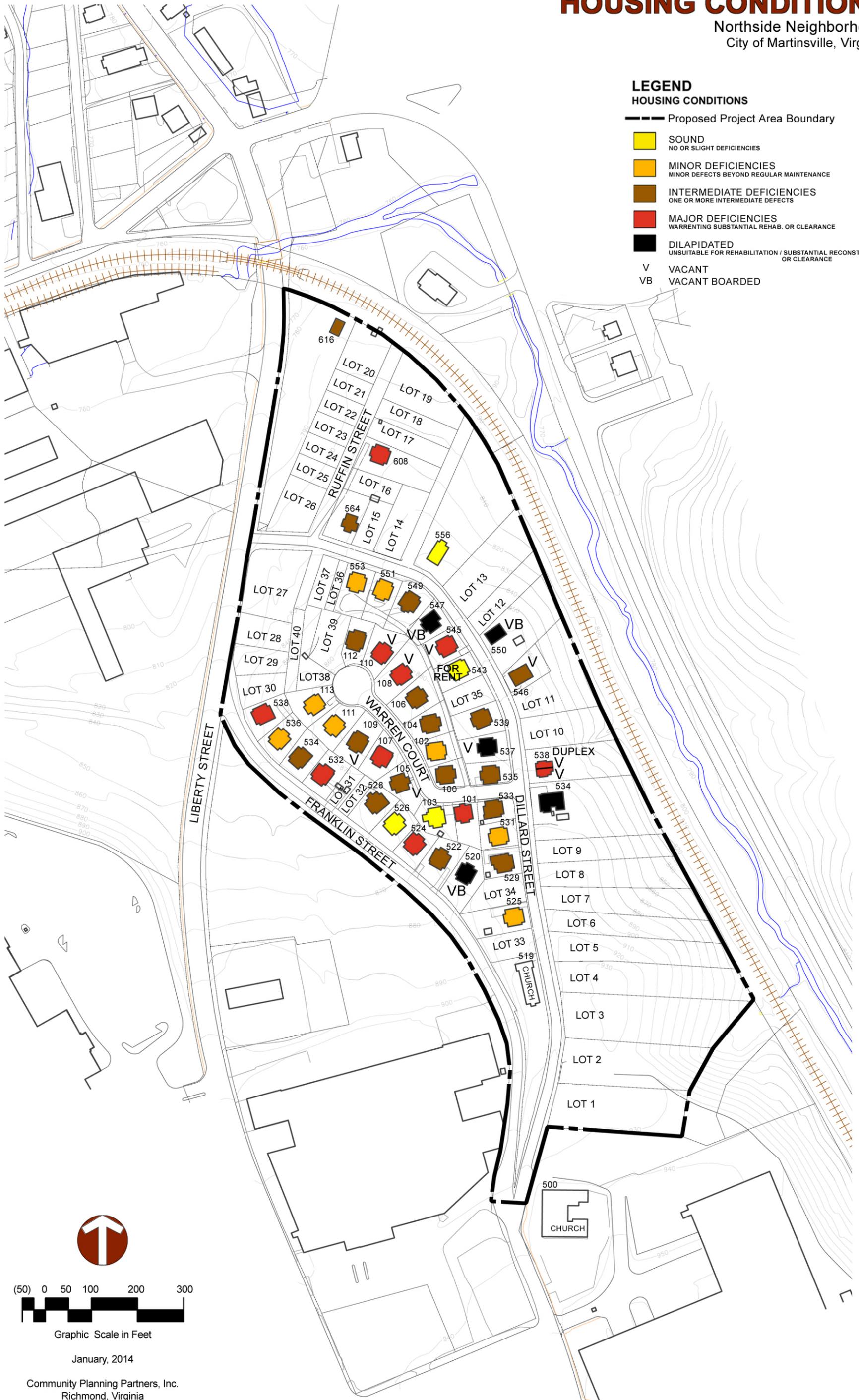
HOUSING CONDITIONS

Northside Neighborhood
City of Martinsville, Virginia

LEGEND

HOUSING CONDITIONS

-  Proposed Project Area Boundary
-  SOUND
NO OR SLIGHT DEFICIENCIES
-  MINOR DEFICIENCIES
MINOR DEFECTS BEYOND REGULAR MAINTENANCE
-  INTERMEDIATE DEFICIENCIES
ONE OR MORE INTERMEDIATE DEFECTS
-  MAJOR DEFICIENCIES
WARRENTING SUBSTANTIAL REHAB. OR CLEARANCE
-  DILAPIDATED
UNSUITABLE FOR REHABILITATION / SUBSTANTIAL RECONSTRUCTION OR CLEARANCE
-  V VACANT
-  VB VACANT BOARDED



Graphic Scale in Feet

January, 2014

Community Planning Partners, Inc.
Richmond, Virginia

MARTINSVILLE - Northside Neighborhood Improvement Project

PROJECT BUDGET

	DHCD Request	Other Funding	Total
Administration	\$80,000	\$0	\$80,000
Other	\$0	\$0	\$0
Satisfactory Compliance Review(s)	\$1,750	\$0	\$1,750
Administrative Project Closeout	\$2,200	\$0	\$2,200
Achievement of Benefits	\$10,000	\$0	\$10,000
Construction Completion	\$22,000	\$0	\$22,000
Contract Monitoring	\$10,000	\$0	\$10,000
Execution of Project Contract(s)	\$26,550	\$0	\$26,550
Execution of DHCD Contract	\$7,500	\$0	\$7,500
Acquisition	\$47,851	\$0	\$47,851
Other	\$0	\$0	\$0
Land Improvements	\$0	\$0	\$0
Principal Write Down	\$0	\$0	\$0
Closing Costs	\$5,000	\$0	\$5,000
Downpayment Assistance	\$0	\$0	\$0
Legal Expenses	\$3,750	\$0	\$3,750
Acquisition	\$36,601	\$0	\$36,601
Appraisal Costs	\$2,500	\$0	\$2,500
Clearance and Demolition	\$34,000	\$0	\$34,000
Other	\$0	\$0	\$0
Clearance and Demolition	\$34,000	\$0	\$34,000
Owner Occupied Housing Rehabilitation	\$196,605	\$0	\$196,605
Other	\$5,600	\$0	\$5,600
Construction Related Soft Costs	\$0	\$0	\$0
Home Maintenance Education Program	\$1,400	\$0	\$1,400
Temporary Relocation	\$7,000	\$0	\$7,000
Rehabilitation Specialist	\$16,600	\$0	\$16,600
Construction	\$166,005	\$0	\$166,005
Outreach	\$0	\$0	\$0
Investor-Owned Housing Rehabilitation	\$57,000	\$0	\$57,000
Other	\$1,600	\$0	\$1,600
Construction Related Soft Costs	\$0	\$0	\$0
Home Maintenance Education Program	\$400	\$0	\$400
Temporary Relocation	\$0	\$0	\$0
Rehabilitation Specialist	\$5,000	\$0	\$5,000
Investor-Owned Construction	\$50,000	\$0	\$50,000
Outreach	\$0	\$0	\$0
Owner Occupied Substantial Reconstruction	\$299,516	\$0	\$299,516
Other	\$2,400	\$0	\$2,400
Construction Related Soft Costs	\$0	\$0	\$0
Home Maintenance Education Program	\$600	\$0	\$600
Temporary Relocation	\$3,000	\$0	\$3,000
Rehabilitation Specialist	\$24,365	\$0	\$24,365
New Construction	\$243,651	\$0	\$243,651
Clearance and Demolition	\$25,500	\$0	\$25,500
Outreach	\$0	\$0	\$0
Homeownership Creation	\$48,000	\$0	\$48,000
Other	\$0	\$0	\$0

	Outreach	\$3,000	\$0	\$3,000
	Principal Write Down	\$0	\$0	\$0
	Closing Costs	\$20,000	\$0	\$20,000
	Downpayment Assistance	\$25,000	\$0	\$25,000
	Street Improvements	\$134,963	\$63,000	\$197,963
	Engineering Design	\$8,975	\$0	\$8,975
	Construction	\$116,500	\$63,000	\$179,500
	Temporary Relocation	\$0	\$0	\$0
	Easement Acquisition	\$5,000	\$0	\$5,000
	Inspection	\$4,488	\$0	\$4,488
	PER/PAR	\$0	\$0	\$0
	Flood Drainage Facilities	\$12,750	\$170,000	\$182,750
	Engineering Design	\$8,500	\$0	\$8,500
	Construction	\$0	\$170,000	\$170,000
	Temporary Relocation	\$0	\$0	\$0
	Easement Acquisition	\$0	\$0	\$0
	Inspection	\$4,250	\$0	\$4,250
	PER/PAR	\$0	\$0	\$0
	TOTAL	\$910,685	\$233,000	\$1,143,685

RESOLUTION

AUTHORIZING THE PREPARATION AND FILING OF AN APPLICATION FOR COMMUNITY IMPROVEMENT GRANT FUNDS THROUGH THE VIRGINIA SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the City of Martinsville has previously participated in the Small Cities Community Development Block Grant (CDBG) program as administered by the Virginia Department of Housing Community Development (DHCD) in order to address the City's priority community development needs; and

WHEREAS, the City is eligible for and wishes to submit a 2014 Community Development Block Grant application for the Northside Neighborhood Revitalization Project for a total of \$1,143,685 to VDHCD on or by March 26, 2014; and

WHEREAS, the City of Martinsville has prioritized revitalization of the Northside neighborhood as a continuation of the City's efforts to improve housing conditions for its residents; and

WHEREAS, the City applied for and received a CDBG Planning Grant in the amount of \$30,000 from DHCD to further investigate needs, develop a proposed improvement program and budget, and identify additional funding resources to implement said program; and

WHEREAS, the City conducted public meetings; formed a Project Management Team; completed a physical needs assessment of the Project Area; conducted a Housing Occupancy Survey of the owner-occupants and tenant-occupants within the Northside Neighborhood Project Area; and completed a Preliminary Engineering Report (PER) for improvements to the storm water and drainage infrastructure, and improvements to the streets; and

WHEREAS, a Northside Neighborhood Revitalization Project for physical improvements has been developed by the City in cooperation with property owners and related stakeholders pursuant to requirements for funding set forth by DHCD including a report on the estimated housing rehabilitation costs within the final delineated project area; a preliminary Housing Rehabilitation Program Design; and a Preliminary Engineering Report (PER) with cost estimates for improvements to the storm water infrastructure and streets in the Project Area; and

WHEREAS, the Martinsville Redevelopment and Housing Authority will partner with the City on this project and adopt a Conservation Area under Title 36, Code of Virginia, to expedite the acquisition of abandoned and/or tax delinquent properties in the Northside Neighborhood; and

WHEREAS, the proposed Housing Rehabilitation Program will provide benefit for ten (10) LMI owner-occupied housing units (totaling eighteen persons) and the proposed Homeownership Creation Program will provide benefit to six (6) households (totaling an

estimated thirteen LMI persons) through the acquisition, rehabilitation, and resale of these units; and

WHEREAS, infrastructure improvements as identified in the PER will include improving storm drainage along Franklin Street through the installation of drop inlets, curb and gutter, and storm drain piping; improving street surfaces for Dillard Street, Ruffin Street, Franklin Street and Warren Court; and extending paved driveway access to houses along Dillard Street and Franklin Street; and

WHEREAS, the City of Martinsville has properly advertised and conducted public hearings on February 25, 2014 and March 25, 2014 which addressed the CDBG program and the CDBG project application, thereby meeting CDBG citizen participation requirements; and

WHEREAS, the residents and property owners in the Northside Neighborhood Project Area and the Management Team have requested the City to proceed with resolving the problems identified in the Northside Neighborhood Project Area and in securing necessary funding to carry out the Northside Neighborhood Revitalization Project.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Martinsville, Virginia that:

1. The City of Martinsville wishes to apply for a 2014 CDBG Community Improvement Grant in the amount of **\$910,685** for the Northside Neighborhood Revitalization Project; and hereby commits **\$233,000** of City funds for the installation of 650 lf of storm drain, five (5) junction manholes, 2,750 lf of curb and gutter, and two (2) drop inlets; and the resurfacing of Franklin Street, Ruffin Street, and Warren Court within the project area boundaries; for a total project cost of **\$1,143,685**.
2. The City hereby authorizes the City Manager, the City's chief administrative official, to execute and file all appropriate documents necessary for submission of the City of Martinsville's 2014 Community Development Block Grant application on or before March 26, 2014 and to provide such additional information as may be required by the Virginia Department of Housing and Community Development.

DATE:

CITY OF MARTINSVILLE

Mr. Leon Towarnicki, City Manager

ATTEST:

Meeting Date: March 25, 2014

Item No: 7.

Department: Community Development

Issue: Conduct public comment period on the possible transfer of administration of Housing Choice Voucher Program

Summary: In looking back over the history of the Housing Choice Voucher Program, aka Section 8 Rental Assistance, which dates back to 1970's, it has always fulfilled a great need in Martinsville / Henry County. At one time we even covered the County of Patrick. We began as a conduit of federal funds through the Virginia Housing Development Authority, and around 2003 we started going directly to HUD. As time moved on and regulations changed, the cost of administering the program has increased, and varying funding formulas followed. This has caused us to end up with an operating deficit or at times, just barely breaking even. Therefore, as one of the cost – cutting actions, we have reached out to a neighboring public housing authority, Danville Redevelopment & Housing Authority, for help. As per HUD regulations, the transferring of program administration can only be accomplished with another public housing authority. The closest one adjacent to us is DRHA.

With the approval of City Council sitting as the Martinsville Redevelopment and Housing Authority, the first step in the approval process from HUD will begin. The board of directors for the Danville Redevelopment & Housing Authority must also officially approve such a transfer.

Attachments: Resolution
Memorandum on Voluntary Transfer

Recommendations: Authorize staff to submit the necessary documentation, along with Danville Redevelopment & Housing Authority's paperwork to HUD, by approving the attached resolution for transferring of the administration of the Housing Choice Voucher Program to DRHA, effective July 1, 2014.

To take this action, City Council will need to recess and reconvene as the Martinsville Redevelopment & Housing Authority for a motion to approve authorization.

MEMORANDUM

TO: Leon Towarnicki, City Manager

FROM: ^{WDPK} Wayne D. P. Knox, Director of Community Development

DATE: April 12, 2013

RE: Voluntary Transfer of Housing Choice Voucher Program

After conferring with representatives of HUD, Richmond, on Wednesday, April 10, 2013, and reviewing documents related to the above referenced issue, I am outlining some issue, requirements and timelines for such a move.

1. All transfers will be permanent
2. The transfer must be between PHAs within the same metropolitan area
3. No transfers are permitted to a troubled PHA or where the receiving PHA has failed to comply with correction action plans for financial or program audit findings.
4. At least 90 days prior to the requested effective date of the voluntary transfer, both the divesting and receiving PHAs must submit letters to the HUD field office indicating an agreement.
5. All effective dates must be either January 1st or July 1st of a given year.
6. The letters must be signed by respective EDs with an accompanying board resolution.
7. The total authorized budget (including HAP, UAP, administrative fees and reserves funds) must be transferred on the effective date.
8. A review and recommendation will be made by the field office no later than 30 days after receipt of an agreement and accompanying attachments by the divesting and receiving PHAs. If the request is acceptable, the Public Housing Director will send a memo to the Housing Voucher Financial Management Division Director,
9. Once Headquarters has approved the transfer, the Public Housing Field Office and Financial Management Center (FMC) Director will be notified. The Public Housing Field Office Director will notify the respective PHAs. The FMC will prepare and transmit the amendments to the Consolidated Annual Contributions Contract (CACC).

This entire process usually takes about a year to complete if there are no legal or financial issues to overcome.

**RESOLUTION OF THE GOVERNING BODY OF
THE MARTINSVILLE REDEVELOPMENT & HOUSING AUTHORITY**

The Board of Commissioners of the Martinsville Redevelopment and Housing Authority consisting of five members, in a duly called meeting held on the ____ day of March, 2014 at which a quorum was present, RESOLVED as follows:

BE IT RESOLVED THAT in order to facilitate obtaining approval from the United States of America, acting by and through the United States Department of Housing and Urban Development (HUD), in the transfer of administration of the Section 8 Housing Choice Voucher Program, in the City of Martinsville and the County of Henry, the governing body does hereby adopt and abide the covenants contained in the agreements, documents, and forms required by the Department of Housing and Urban development (HUD) to be executed.

BE IT FURTHER RESOLVED that the City Manager of the City of Martinsville, acting as the Executive Director of the Martinsville Redevelopment & Housing Authority is authorized to execute on behalf of the Martinsville Redevelopment and Housing Authority the above – referenced agreements and to execute instruments as may be required in obtaining the said administrative transfer.

THIS RESOLUTION, along with a copy of the above – referenced documents, is hereby entered into the permanent minutes of this meeting of this Authority.

Martinsville Redevelopment & Housing Authority

Attest:

_____ By _____

CERTIFICATION

I hereby certify that the above resolution was duly adopted by the Martinsville Redevelopment & Housing Authority in a duly assembled meeting on the ____ day of March, 2014.

Clerk of Council



City Council Agenda Summary

Meeting Date: March 25, 2014

Item No: 8.

Department: Electric, Water & Sewer

Issue: Hear a presentation on impact of seasonal power costs to the City's electric budget

Summary: City Staff will provide this update.

Attachments: None

Recommendations: Staff will provide options to recover seasonal power costs in the future.

Meeting Date: March 25, 2014
Item No: 9.
Department: Community Development

Issue: Consider setting a public hearing on amendments to the Zoning Ordinance related to land use as a temporary flexibility option as the Zoning Ordinance is being updated.

Summary: Community Development has received inquiries from potential business owners regarding newer uses of land than the City's Zoning Ordinance currently allows. One example is potentially operating a hydroponic facility within the City. At present, the City of Martinsville's Zoning Ordinance is a permissive ordinance, meaning if a specific land use is not explicitly listed as permitted by right or by special use permit in the individual district, then it is not allowed. The Zoning Ordinance is currently being reviewed in its entirety as part of the update budgeted for FY '14 and FY '15. A major goal of the update is to be more flexible with new businesses and new land uses. Staff submits the proposed amendment as a reasonable way to accommodate new hybrid light/industrial commercial development in the interim prior to the adoption of the new ordinance.

Planning Commission held a duly advertised public hearing on March 4, 2014. No one spoke for or against the amendment during the public hearing. Planning Commission voted unanimously (7-0) to send this amendment to City Council for their consideration.

Attachments: Planning Commission Letter
Proposed Amendment to the Zoning Ordinance

Recommendations: Staff recommends that City Council consider setting a public hearing for April 22, 2014 on the proposed amendments to the Zoning Ordinance .

PROPOSED AMENDMENTS – ZONING ORDINANCE

(Strikethrough indicates deletion; **italicized bold** indicates addition)

SECTION XII: COMMERCIAL DISTRICTS

B. Uses permitted by right in the C-1 District.

- 54. Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).**

C. Uses permitted by special use permit in the C-1 District.

- 8. Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance).**

F. Uses permitted by right in the C-1A District.

- 67. Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).**

G. Uses permitted by special use permit in the C-1A District.

- 8. Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing,**

assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance).

J. Uses permitted by right in the C-2 District.

72. *Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).*

K. Uses permitted by special use permit in the C-2 District.

8. *Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance).*

N. Uses permitted by right in the C-3 District.

83. *Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).*

O. Uses permitted by special use permit in the C-3 District.

8. *Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair,*

distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance)

SECTION XIII: BUSINESS AND MANUFACTURING DISTRICTS

B. Uses permitted by right in the B-1 District.

- 12.** *Establishments (not to exceed a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental performance standards (with no outdoor storage, loading, or displays, and further, excepting those uses which are specifically prohibited by this section or those uses which require a special use permit).*

C. Uses permitted by special use permit in the B-1 District.

- 4.** *Establishments (exceeding a ground floor footprint of 10,000 square feet gross floor area) for manufacturing, production, processing, assembly, compounding, cleaning, servicing, storage, testing, repair, distribution and sale of materials, goods, products, food, or beverages which conform to federal, state and local environmental standards (with limited outdoor storage, loading, or displays as determined by special use conditions, and, further, except those uses which are specifically prohibited by this ordinance)*



March 11, 2014

Mayor Kim Adkins
Members of City Council
City of Martinsville
P. O. Box 1112
Martinsville, VA 24114

RE: Amendment to the Zoning Ordinance

Dear Mayor and City Council Members:

The Planning Commission, at its meeting on March 4, 2014, conducted a duly advertised Public Hearing on a request by the City of Martinsville, for a proposed amendment to the Martinsville Zoning Ordinance related to land use.

At the public hearing, it was noted that the amendment would make land use more flexible to new forms of business in the Commercial and Business districts. This amendment will work in the interim prior to the adoption of the new Zoning Ordinance.

There was no opposition to the amendment and no one from the public was present at the hearing. The Planning Commission voted (7-0) to recommend the proposed amendment to City Council. The Planning Commission respectfully submits the recommendation for further consideration.

Yours Truly,

James A. Crigger, Sr., Secretary

Wayne D. P. Knox

Director of Community Development

WDPK

Cc: Timothy D. Martin, Chairperson
James A. Crigger, Sr., Secretary

Meeting Date: March 25, 2014
Item No: 10.
Department: Finance
Issue: Hear finance report.
Summary:

FY14 – Revenues & Expenditures through Feb. 28, 2014; Combined Balance Sheet; Projected Fund Balance

Exclusive of School and Special Revenue funds, actual revenues were \$38,058,521, representing 103.9% of the anticipated \$36,621,311 through the second quarter, ending February 28th. Receiving seven months proceeds, Local Sales/Use Taxes collected through February 28th are ahead of anticipated by \$20,925, for total receipts of \$1,129,385. Utility revenues were mixed with Refuse and Electric Funds' receipts being greater than anticipated, and MINet/Fiber Optic, Water, and Sewer Funds' receipts being a little less than anticipated.

Actual expenditures were \$42,382,816, which is greater than the anticipated amount by \$634,017. The "actual" figures include all outstanding encumbrances of \$1,105,294.

As of February 28th, the current total combined Fund Balance and Net Position is \$16,091,103, a decrease from FY13 of \$5,035,174. Available cash-on-hand February 28th for City Funds was \$11,683,238.

If all budgeted and re-appropriated funds for FY14 are realized and expended, the year-end Fund Balance and Net Position is projected to be \$14,616,551 – a decrease from FY13 year-end of \$6,509,726. Exclusive of Utility Funds and based upon this projection, the unassigned Fund Balance would be \$3,037,625, 9.4% of the budgeted General Fund expenditures for FY14.

Attachment: Combined Balance Sheet
Revenue & Expense FY14
FY14 Projected Fund Balance

Recommendations: Motion to approve financial report.

City of Martinsville
Combined Balance Sheet
02/28/2014
FY2014

As prepared for 3/25/14 meeting

FUND	TOTAL ASSETS*	LIABILITIES &RESERVES	CURRENT FUND BAL & NET POSITION	JUNE 30, 2013 FUND BAL & NET POSITION	DIFFERENCE FROM FY13
GENERAL FUND	\$ 12,552,615	\$ (6,459,021)	\$ 6,093,594	\$ 7,229,188	\$ (1,135,594)
MEALS TAX	\$ 677,195	\$ (342,413)	\$ 334,782	\$ 2,236,789	\$ (1,902,007)
SCHOOL CAFETERIA	\$ 648,737	\$ -	\$ 648,737	\$ 933,528	\$ (284,791)
REFUSE COLLECTION FUND	\$ 9,341,641	\$ (7,353,141)	\$ 1,988,500	\$ 2,295,374	\$ (306,874)
MINET/FIBER OPTIC SYSTEM	\$ (112,447)	\$ (22,745)	\$ (135,192)	\$ -	\$ (135,192)
WATER FUND	\$ 5,512,075	\$ (4,544,836)	\$ 967,239	\$ 748,827	\$ 218,412
SEWER FUND	\$ 4,699,304	\$ (3,495,970)	\$ 1,203,334	\$ 1,153,990	\$ 49,344
ELECTRIC FUND	\$ 15,106,868	\$ (9,242,925)	\$ 5,863,943	\$ 6,268,839	\$ (404,896)
CAPITAL RESERVE FUND	\$ 186,904	\$ -	\$ 186,904	\$ 834,098	\$ (647,194)
SCHOOL FUND	\$ (613,820)	\$ (31,600)	\$ (645,421)	\$ -	\$ (645,421)
SCHOOL FEDERAL PROGRAMS	\$ (111,336)	\$ (71)	\$ (111,407)	\$ 6,714	\$ (118,121)
CDBG FUND	\$ (476,668)	\$ (138,618)	\$ (615,286)	\$ (592,879)	\$ (22,407)
HOUSING CHOICE	\$ 311,375	\$ -	\$ 311,375	\$ 11,809	\$ 299,566

TOTAL	\$ 47,722,442	\$ (31,631,339)	\$ 16,091,103	\$ 21,126,277	\$ (5,035,174)
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Re-appropriations

\$ (3,217,179)

Adjusted Total:

\$ 17,909,098

*Re-appropriations for FY13 include \$104,816 for Capital Fund Energy Efficiency Project and

\$1,736,047 for Meals Tax Fund H.S. Renovation Project, leaving \$1,376,316 for other projects and grants.

RESERVED FUNDS

INSURANCE TRUST FUND	\$ 367,233	\$ -	\$ 367,233	\$ 340,524	\$ 26,709
INMATE TRUST FUND	\$ 88,185	\$ -	\$ 88,185	\$ 82,597	\$ 5,588

Fiduciary Agency Funds:

05-SVRFA	\$ 106,749	\$ 313	\$ 107,062	\$ 85,447	\$ 21,615
06-Dan River ASAP	\$ 227,075	\$ -	\$ 227,075	\$ 235,584	\$ (8,509)
08-WPBDC	\$ 114,137	\$ (3,939)	\$ 110,198	\$ 91,285	\$ 18,913
15-PRCJTA	\$ 588,930	\$ -	\$ 588,930	\$ 506,975	\$ 81,955
30-BRRL	\$ 295,785	\$ -	\$ 295,785	\$ 207,370	\$ 88,415
TOTALS:	\$ 1,332,675	\$ (3,626)	\$ 1,329,049	\$ 1,126,661	\$ 202,388

City of Martinsville
Consolidated Revenues and Expenditures
FY14 - Feb. 28, 2014

(prepared for 3/25/14 meeting)

	<i>Budget</i>	<i>Anticipated</i>	<i>Actual YTD</i>	<i>Remaining Balance</i>	<i>Difference Ant vs. Actual</i>
General Fund					
Revenues	\$ 30,594,361	\$ 16,915,704	\$ 18,152,370	\$ 12,441,991	107.3%
Expenditures	<u>32,407,584</u>	<u>20,694,596</u>	<u>19,984,359</u>	12,423,225	96.6%
Excess (deficiency) of revenues over expenditures	\$ <u>(1,813,223)</u>	\$ <u>(3,778,892)</u>	\$ <u>(1,831,990)</u>		
	(Fund Bal contrib)				
Capital Funds					
Meals Tax					
Revenues	\$ 1,900,250	\$ 1,165,125	\$ 1,228,117	\$ 672,133	105.4%
Expenditures	<u>3,636,297</u>	<u>3,130,124</u>	<u>3,130,124</u>	506,173	100.0%
Excess (deficiency) of revenues over expenditures	\$ <u>(1,736,047)</u>	\$ <u>(1,964,999)</u>	\$ <u>(1,902,007)</u>		
Capital Reserve					
Revenues	\$ 781,189	\$ 397,785	\$ 397,992	\$ 383,197	100.1%
Expenditures	<u>1,387,445</u>	<u>1,096,395</u>	<u>1,096,395</u>	291,050	100.0%
Excess (deficiency) of revenues over expenditures	\$ <u>(606,256)</u>	\$ <u>(698,610)</u>	\$ <u>(698,404)</u>		
TOTAL CAPITAL FUNDS:	\$ (2,342,303)	\$ (2,663,609)	\$ (2,600,410)		
	(Fund Bal contrib)				
Refuse Fund					
Revenues	\$ 1,797,000	\$ 1,236,960	\$ 1,367,073	\$ 429,927	110.5%
Expenditures	<u>2,097,136</u>	<u>1,256,479</u>	<u>1,161,315</u>	935,821	92.4%
Excess (deficiency) of revenues over expenditures	\$ <u>(300,136)</u>	\$ <u>(19,519)</u>	\$ <u>205,758</u>		
MINet/Fiber Optic Fund					
Revenues	\$ 561,601	\$ 336,898	\$ 331,522	\$ 230,079	98.4%
Expenditures	<u>577,459</u>	<u>458,514</u>	<u>495,896</u>	81,563	108.2%
Excess (deficiency) of revenues over expenditures	\$ <u>(15,858)</u>	\$ <u>(121,616)</u>	\$ <u>(164,374)</u>		
Water Fund					
Revenues	\$ 3,306,040	\$ 2,215,257	\$ 2,211,514	\$ 1,094,526	99.8%
Expenditures	<u>3,831,629</u>	<u>1,933,164</u>	<u>1,767,019</u>	2,064,610	91.4%
Excess (deficiency) of revenues over expenditures	\$ <u>(525,589)</u>	\$ <u>282,093</u>	\$ <u>444,494</u>		
Sewer Fund					
Revenues	\$ 4,010,012	\$ 2,686,198	\$ 2,548,480	\$ 1,461,532	94.9%
Expenditures	<u>4,841,109</u>	<u>2,608,344</u>	<u>2,495,772</u>	2,345,337	95.7%
Excess (deficiency) of revenues over expenditures	\$ <u>(831,097)</u>	\$ <u>77,854</u>	\$ <u>52,708</u>		
Electric Fund					
Revenues	\$ 17,442,745	\$ 11,667,384	\$ 11,821,454	\$ 5,621,291	101.3%
Expenditures	<u>18,898,550</u>	<u>10,571,183</u>	<u>12,251,935</u>	6,646,615	115.9%
Excess (deficiency) of revenues over expenditures	\$ <u>(1,455,805)</u>	\$ <u>1,096,201</u>	\$ <u>(430,481)</u>		
TOTAL UTILITY FUNDS:	\$ (3,112,627)	\$ 1,436,629	\$ 272,479		
	(Fund Bal contrib)				

Consolidated Revenues and Expenditures

FY14 - Feb. 28, 2014

		<i>Budget</i>		<i>Actual YTD</i>	<i>Remaining Balance</i>	<i>Difference Budg vs. Actual</i>
Cafeteria						
Revenues	\$	1,370,150	\$	\$ 835,070	\$ 535,080	60.9%
Expenditures		<u>1,701,710</u>		<u>1,119,861</u>	581,849	65.8%
Excess (deficiency) of revenues over expenditures		<u>\$ (331,560)</u>		<u>\$ (284,791)</u>		
Schools						
Revenues	\$	21,604,393	\$	\$ 11,822,496	\$ 9,781,897	54.7%
Expenditures		<u>21,686,548</u>		<u>12,679,310</u>	9,007,238	58.5%
Excess (deficiency) of revenues over expenditures		<u>\$ (82,155)</u>		<u>\$ (856,814)</u>		
Federal Programs						
Revenues	\$	2,390,492	\$	\$ 898,501	\$ 1,491,991	37.6%
Expenditures		<u>2,390,492</u>		<u>1,016,622</u>	1,373,870	42.5%
Excess (deficiency) of revenues over expenditures		<u>\$ -</u>		<u>\$ (118,121)</u>		
TOTAL SCHOOL FUNDS:	\$	(413,715)	\$ -	\$ (1,259,726)		
		<small>(fund bal contrib)</small>				
Special Revenue Funds						
CDBG Fund						
Revenues	\$	216,362		\$ 665,638	\$ (449,276)	307.7%
Expenditures		<u>216,362</u>		<u>1,002,190</u>	(785,828)	463.2%
Excess (deficiency) of revenues over expenditures		<u>\$ -</u>		<u>\$ (336,552)</u>		
Housing Choice Fund						
Revenues	\$	2,013,343		\$ 1,484,173	\$ 529,170	73.7%
Expenditures		<u>2,025,343</u>		<u>1,184,607</u>	840,736	58.5%
Excess (deficiency) of revenues over expenditures		<u>\$ (12,000)</u>		<u>\$ 299,566</u>		
TOTAL SPECIAL REVENUE FUNDS:	\$	(12,000)		\$ (36,986)		
GRAND TOTALS:						
<i>(excluding Schools & Special Revenues)</i>						
Revenues:	\$	60,393,198	36,621,311	\$ 38,058,521	\$ 22,334,677	103.9%
Expenditures		<u>67,677,209</u>	<u>41,748,799</u>	<u>42,382,816</u>	25,294,393	101.5%
Excess (deficiency) of revenues over expenditures		<u>\$ (7,284,011)</u>	<u>(5,127,488)</u>	<u>\$ (4,324,294)</u>		
Local Sales/Use Taxes	\$	1,900,000	\$ 1,108,460	\$ 1,129,385	\$ 770,615	101.9%

The Budgeted Revenue amounts do not include any contributions from Fund Balance.

CITY OF MARTINSVILLE
PROJECTED FUND BALANCE 06/30/2014

(2/28/14)

	<u>Audited Fund</u> <u>Balance & Net</u> <u>Position</u> <u>06/30/13</u>	<u>Budgeted</u> <u>Revenues</u> <u>FY14</u>	<u>Budgeted</u> <u>Expenditures</u> <u>FY14</u>	<u>Transfers</u> <u>In/(Out)</u>	<u>Budgeted</u> <u>Depreciation</u>	<u>Projected</u> <u>Fund</u> <u>Balance & Net</u> <u>Position</u> <u>06/30/14</u>	<u>Net</u> <u>(Decrease)</u> <u>Increase</u>
GENERAL	7,229,188	26,882,953	25,950,720	(2,745,456)		5,415,965	(1,813,223)
MEALS TAX	2,236,789	1,900,250	3,311,076	(325,221)		500,742	(1,736,047)
CAPITAL RESERVE	834,098	14,380	1,387,445	766,809		227,842	(606,256)
TOTAL CAPITAL FUNDS	3,070,887	1,914,630	4,698,521	441,588		728,584	(2,342,303)
REFUSE	2,295,374	1,797,000	2,097,136	0	150,000	2,145,238	(150,136)
MINET/FIBER OPTIC	0	206,996	577,459	354,605	0	(15,858)	(15,858)
WATER	748,827	3,306,040	2,339,284	(1,492,345)	250,000	473,238	(275,589)
SEWER	1,153,990	4,010,012	3,486,417	(1,354,692)	400,000	722,893	(431,097)
ELECTRIC	6,268,839	17,442,745	17,237,986	(1,660,564)	400,000	5,213,034	(1,055,805)
TOTAL UTILITY FUNDS (net position)	10,467,030	26,762,793	25,738,282	(4,152,996)	1,200,000	8,538,545	(1,928,485)
CAFETERIA	933,528	1,370,150	1,701,710			601,968	(331,560)
SCHOOLS	0	15,243,862	21,686,548	6,360,531		(82,155)	(82,155)
SCHOOL GRANTS	6,714	2,390,492	2,390,492			6,714	0
TOTAL SCHOOL FUNDS	940,242	19,004,504	25,778,750	6,360,531		526,527	(413,715)
CDBG	(592,879)	156,472	216,362	59,890		(592,879)	0
HOUSING CHOICE	11,809	1,976,900	2,025,343	36,443		(191)	(12,000)
TOTAL SP REV FUNDS	(581,070)	2,133,372	2,241,705	96,333		(593,070)	(12,000)
TOTAL ALL FUNDS	21,126,277	76,698,252	84,407,978			14,616,551	(6,509,726)

Year-End Fund Balance Summary:

	Total Funds:	Total by Category:
Non-spendable:		926,470
Inventory (elec/water)	921,470	
Prepaid Items - Gen Fund	5,000	
Restricted:		0
	0	
Committed to:		2,306,797
CCBC	1,666,700	
PART	31,415	
Housing Choice	0	
Cafeteria Fund	601,968	
School Grants Fund	6,714	
Assigned to:		728,584
Capital Reserve Fund	227,842	
Meals Tax Fund	500,742	
Unassigned:		10,654,700
Non-utility Funds:	3,037,625	
Utility Funds (net position):	7,617,075	
Totals:	14,616,551	14,616,551



City Council Agenda Summary

Meeting Date: March 25, 2014
Item No: 11.
Department: Finance
Issue: Consider approval of consent agenda.

Summary:

The attachments amend the FY14 Budget with appropriations in the following funds:

FY14:

General Fund: \$1,251 – Recovered Costs; Reimbursements

Refuse Fund: \$80,628 – Receipts from Sale of REC's

CDBG Fund: \$494,927 – Pass-through Funding; Reimbursement

Attachments: Spreadsheet

Recommendations: Motion to approve

BUDGET ADDITIONS FOR 3/25/2014

ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
<u>FY14</u>				
<u>General Fund:</u>				
01100909	490104	Advanced/Recovered Costs		501
01125046	503600	Finance Director - Advertising Recovered Costs for Refunding Series advertising	501	
01100909	490104	Advanced/Recovered Costs		500
01321102	501200	Fire Department - Overtime Wages	464	
01321102	502100	Fire Department - Social Security	29	
01321102	502110	Fire Department - Medicare Reimbursement - Stuart Fire Dept.	7	
01100909	490104	Advanced/Recovered Costs		50
01100908	480410	Donations - Fire Department		200
01321102	505500	Fire Department - Travel & Training Reimbursement/Donation for Travel/Training	250	
Total General Fund:			1,251	1,251
<u>Refuse Fund:</u>				
09100908	482806	Miscellaneous - Renewable Energy Credits		80,628
09425302	508220	Landfill - Physical Plant Expansion Funds realized from the production of power	80,628	
Total Refuse Fund:			80,628	80,628
<u>CDBG Fund:</u>				
47102926	447061	Categorical Federal - NCI Community Improvement Grant		485,962
47833380	503140	NCI - CIG - Prof. Service - Eng. & Arch.	10,000	
47833380	503191	NIC - CIG - Contractors Pass-through funding for New College	475,962	
47103919	443136	Grant - Private - Phoenix Façade Grants		8,578
47823521	506325	Uptown - Phoenix Façade Program Pass-through funding for Façade Program	8,578	
47103919	443138	Grant - Private - Phoenix Paradise Planning Grant		387
47824284	503130	Paradise Planning Grant - Prof. Services-Mngmt Consult Shared cost for Planning Grant	387	
Total CDBG Fund:			494,927	494,927



City Council Agenda Summary

Meeting Date: March 25, 2013

Item No: 12.

Department: City Council

Issue: Consider review of outside agency semi-annual reports.

Summary: Copies of semi-annual reports submitted from outside agencies that received FY14 funding are included in your packets for review. Agencies receiving city funding are aware that the semi annual reporting process is a requirement for funding.

Attachments: Reports received.
FOCUS
WPPDC

Recommendations: None. Presented for information purposes.

Semi Annual Report to City Council FY14



Martinsville
A CITY WITHOUT LIMITS

P. O. Box 1112 Martinsville, VA 24114
Phone 276-403-5182 FAX 276-403-5280

Date: February 25, 2014 (Completed form due in City Manager's office on **Sept. 1, 2013** and **March 1, 2014**)
(FY13 funding contribution received FY13 \$ 7,222)

Organization Name West Piedmont Planning District Commission

Mailing Address P.O. Box 5268, Martinsville, VA 24115

City of Martinsville Location 1100 Madison Street

Contact Person for agency Aaron Burdick, Executive Director

Person filling out this form Aaron Burdick, Executive Director

Telephone 276-638-3987 Fax 276-638-8137

Contact E-Mail aaronburdick@wppdc.org or lmanning@wppdc.org

1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

Describe how the project(s) have advanced one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

The PDC continued to provide planning and technical assistance to the City of Martinsville in the areas of economic development, hazard mitigation planning, community planning (**technical support to the Community Development Department**), and transportation planning (**technical support to the Community Development Department and Public Works Department**). The PDC continued to provide technical assistance and statistics, as requested by City Administration and staff, as well as numerous agencies/organizations, businesses, and industries. The PDC continues to be available to provide assistance with the development of and/or support for grant applications-those in support of the City and agencies/organizations located in Martinsville/Henry County. The PDC maintains the City's eligibility for grant funds from the US Commerce Department, Economic Development Administration, through the annual update of a Comprehensive Economic Development Strategy (CEDS) document with a listing of local priority projects. Following the 2012 CEDS submittal, EDA moved up the submittal deadline for CEDS document to align with the PDC's grant cycle. The WPPD Board approved the 2013 annual update which was submitted to EDA in March 2013. The 2014 annual update is complete and the draft was distributed for the 30-day public display period on February 26, 2014, and will be considered for approval by the West Piedmont Planning District Board of Commissioners on March 27, 2014. The update includes new statistics and information, as well as a list of the City's priority projects. Per EDA guidelines, the CEDS Strategy Committee was kept intact in anticipation of the submittal of the 2014 annual update, and includes individuals across a broad spectrum of both (53%) private and (47%) public sectors, including the City of Martinsville. Meetings began in early Fall 2013.

City Comprehensive Plan and associated mapping in conjunction with City Staff:
The Comprehensive Plan is not currently being updated. The PDC staff remains on-call to provide technical assistance to the City Administration and staff as requested.

- ***Appalachian Regional Commission Designation Activities***

In fall 2008, the City of Martinsville and Henry and Patrick Counties became eligible to participate in the Appalachian Regional Commission (ARC). The Planning District Commissions in Virginia serve as Local Development Districts (LDD) in conjunction with this program. As a result, the West Piedmont Planning District was designated a LDD by ARC. The WPPD staff continues to work with DHCD to stay informed with current information about the program and how it can be of assistance to these localities and entities located within these localities, and how funding can benefit this portion of the WPPD Region. Staff has and will continue to attend *How to Apply* workshops and provide technical assistance in the development of grant applications to ARC. The funding deadline for the submittal of the next round of grant applications to ARC was September 25. PDC staff worked with the College of Henricopolis School of Medicine/ICSM and New College Institute who submitted applications. Funding was not provided to ICSM; however, New College Institute was awarded \$200,000 as part of the Centers for Excellence designation. In regards to the Artisans Center of Virginia's ARC grant award of \$32,000 to develop and initiate an Artisans Trail in Martinsville and Henry County, the PDC staff continues to provide technical assistance toward the project and participates in/attends Management Team meetings. The PDC staff continues to notify the eligible localities about various ARC programs and grant opportunities, as they become available.

- ***Enterprise Zone Designation***

DHCD announced that two Virginia Enterprise Zone (VEZ) designations are due to expire at the end of this year. Both designations were reassigned on January 1, 2014. The application process was open to all cities and counties; however, the program is targeted towards economically-distressed localities. How-to-apply workshops were held in early March 2013, and were attended by PDC staff, as well as staff from Martinsville. The PDC continues to be available to assist City staff with its Enterprise Zones, including a possible new Enterprise Zone or revised Enterprise Zone Boundary, as well as Enterprise Zone mapping efforts, as requested.

- ***State-mandated Multi-jurisdictional Hazard Mitigation Plan***

PDC staff completed the five-year update of the Multi-jurisdictional Hazard Mitigation Plan with City staff and other members of the Hazard Mitigation Project Management Team in conjunction with Dewberry. The City of Martinsville approved the Multi-jurisdictional Hazard Mitigation Plan in November 2011, enabling the City to continue to qualify for Virginia Department of Emergency Management (VDEM) and Federal Emergency Management Agency (FEMA) grant funds. PDC staff has been following VDEM and FEMA grant fund opportunities and has forwarded these to City Administration and staff. PDC staff is available, as requested, to technically assist in VDEM and FEMA grant writing. Additionally, VDEM requires an annual report to be submitted by January 31 each year on the progress of the implementation of Strategies and Mitigation action plans. The annual report includes correction action plans if needed based upon evaluation criteria set by the working group. PDC staff developed evaluation criteria and pulled the Project Management Team together in November 2013. This included City staff, to provide annual progress reports from each locality. Along with related news articles from around the region, the reports were consolidated by WPPDC and submitted to the Virginia Department of Emergency Management in January 2014.

- ***Assistance with Transit Service***

The PDC staff has continued to be available to Martinsville-Henry County, the VA Department of Rail and Public Transportation (VDRPT), RADAR, and others with regard to mapping changes for the PART transit routes, as well as conducting a demographic analysis along the existing bus lines. Technical

assistance continues to be provided as requested. These efforts were being supported by grant funds from the Virginia Department of Rail and Public Transportation and Virginia Department of Transportation. However, beginning July 1, 2013, the West Piedmont Planning District no longer receives any funding through the Virginia Department of Rail and Public Transportation. These services will still be provided to the City of Martinsville through its local contributions. PDC staff continues to be available to serve on a Transportation Task Force formed by the Southern Area Agency on Aging as part of its Community Health Strategic Plan funded by the Harvest Foundation. This taskforce also has representatives from several other organizations, including staff from the City of Martinsville and Henry County. In addition, PDC staff attends VDRPT meetings to participate in the five-year update of the Region's Coordinated Human Services Mobility (CHSM) Plan in conjunction with various human service agencies that serve Martinsville residents. The most recent meeting was held in June 2013. The five-year update was adopted in September 2013. The CHSM Plan helps the City maintain its eligibility for VDRPT grant funds.

- ***Continue to provide general mapping assistance as requested and provided in the past.***
- ***Continued efforts to maintain updated City Street Map in conjunction with the Chamber of Commerce, the City, and Henry County.***
- ***Other Activities:***
 - The PDC's Executive Director and Deputy Director have been participants on the Strategic Planning Committee for the improvement of Uptown Martinsville and Northside that are being conducted in conjunction with the VA Department of Housing and Community Development and City staff utilizing Community Development Block Grants (CDBG).
 - PDC staff continues to provide technical assistance to the Southern Virginia Regional Alliance such as monthly unemployment data from VEC for the SVRA region, including Martinsville.
 - PDC staff continued to review the draft WPPD chapter of the five-year update of the Virginia Outdoors Plan and provided feedback to the Virginia Department of Conservation and Recreation, as requested while the update effort comes to a close. The Plan will be available in 2014.
 - Staff also continues to provide technical assistance to the Virginia Department of Conservation and Recreation for the Beaches to Bluegrass Trail initiative and participated in webinars and other informational meetings in regards to the trail efforts.
 - The PDC provided technical assistance to the West Piedmont Workforce Investment Board in developing its application to the VA Department of Housing and Community Development for the Building Collaborative Communities Grant focused on building capacity for Entrepreneurship Development through Education and Public Awareness. The PDC's Executive Director is providing in-kind staff hours as a match to the funds awarded for facilitation and grant management assistance and is serving on the Management Team.
 - Staff serves on the Construction and Implementation Management Team in conjunction with New College Institute and the City's CDBG project for construction of the Building on Baldwin through the VA Department of Housing and Community Development. Staff continues to provide technical assistance with the project implementation in regards to Davis-Bacon and other grant requirements.
 - PDC staff provided technical assistance to City staff in regards to the VA Department of Housing and Community Development's 2014 Industrial Revitalization Fund grant program for renovations of the Henry Hotel.
 - The PDC staff is providing technical assistance and serving on the management team of Artisans Center of Virginia's program to develop an Artisan Network in the region that is funded through an Appalachian Regional Commission grant. Meetings are generally held at the PDC offices.

2. ORGANIZATIONAL COLLABORATION

Describe collaboration efforts with other organizations

- The PDC has continued to work with the City Staff and various agencies and organizations in the area, state and federal agencies, and the private sector to complete the projects listed above. The PDC is making great efforts and strides in making contacts and building relationships with various state, regional, and local agencies to promote collaboration in the region. In addition, the PDC strives to maintain flexibility to provide a high level of service to meet the City's needs on an ongoing basis. Two of the City's five Council members serve on the WPPDC Board of Commissioners.
- The PDC continues to work with VDRPT to hold Regional CHSM meetings three times a year in order that projects in the region may continue to qualify for these grant programs.
- The PDC is a U.S. Department of Commerce, Economic Development Administration, designated Economic Development District. As such, the PDC coordinates closely with the Regional EDA staff in the Philadelphia Regional Office. The PDC develops a regional Comprehensive Economic Development Strategy annually to maintain the eligibility of the region's localities to receive EDA grant funds.
- The PDC staff, in conjunction with the City of Martinsville, assisted the New College Foundation with multiple grant applications for the Building on Baldwin Project. Upon award of these grant funds, the PDC staff continues to assist New College and its grants administrator on various aspects of the grant management, including Davis-Bacon, as well as serving on the Management Team for several of the grants.
- The PDC serves as a State Data Affiliate Center and works closely with the Census Bureau. The PDC also collaborates with the VA Employment Commission and the Weldon Cooper Center for Public Service on matters related to economics and demographics.
- The PDC, working with local government managers and transportation planning staff, compiled a list of current and future priority transportation projects for each member locality. PDC staff attended fall 2013 Commonwealth Transportation Board meetings regarding the FY 2014-2019 Six Year Improvement Program and presented the list of local priority projects, as well as projects of regional significance. The PDC will be requesting a review of this information in spring 2014 by local government staff in anticipation of the Spring 2014 CTB meetings to begin discussion of the FY 2015-2020 Six Year Improvement Program.
- The PDC staff continues to work with the VDOT Salem District Planning Engineer and City staff to review any new priority transportation projects within the City, both those that are identified in the 2035 Regional Rural Long-Range Transportation Plan and those that the PDC staff has presented to the Commonwealth Transportation Board at its annual Six-Year Improvement Plan meetings.
- Following FHWA's 2013 draft proposed changes for Functional Classifications of roads in Virginia, staff held meetings and worked with VDOT and local government staff to review, discuss, and comment on the proposed changes, utilizing VDOT's on-line tool. Staff conducted formal reviews of changes, drafted and reviewed comments with City staff, and uploaded final comments via the web-tool.
- The PDC staff continues to review evaluation criteria for the Regional Hazard Mitigation Plan annual report to determine if the appropriate metrics are included in the evaluation, and will be pull the Project Management Team together, including City staff, to provide annual progress reports from each locality. The reports will be consolidated by WPPDC and shared with the Virginia Department of Emergency Management in January 2015.
- The PDC staff continues to work with the Virginia Department of Housing and Community Development, and provides assistance to DHCD with the Community Development Block Grant Program for the prioritization of local government projects annually. This mission is conducted in February and March of each year.

- The PDC staff is working with the Artisans Center of Virginia, following its ARC funding to promote regional partnerships that support economic development, encourage activities that will diversify the economic base, enhance entrepreneurial activities, and provide opportunities for entrepreneurship education and outreach programs through development of this artisan trail. Staff participates in and attends Management Team meetings, providing meeting space as well.
- PDC Staff participated in the “Blueprint Virginia” project through the Virginia Chamber of Commerce to develop a statewide economic development plan and continues to support these efforts.
- Staff continues to collaborate with the Dan River Basin Association on a number of projects to promote recreational opportunities and new or expanding trails, including efforts to complete the “Beaches to Bluegrass Trail.” PDC staff continues to work with the VA Department of Conservation and Recreation in this effort, too.
- Staff continued to work to complete the five-year update of the Virginia Outdoors Plan and provided feedback to the Virginia Department of Conservation and Recreation, as requested while the update effort comes to a close. The Plan will be available in 2014.
- The PDC continues to collaborate with regional partners to help promote the Local Foods Initiative. PDC staff also works with the Martinsville Farmers’ Market in this aspect. As a result of survey information obtained through these partnerships, staff has nearly completed a Local Foods Guide to help boost local foods sales and agritourism to grow the local economy.
- PDC staff continues to participate in a number of workshops and webinars in regards to new DCR local stormwater management program requirements and continues to assist local government members with implementation of these new regulations as requested.

3. TIMETABLE, OUTCOMES, and MEASUREMENT PROCESS

Describe what outcomes for the project(s) are expected during next quarter and how progress will be measured:

- The 2014 Comprehensive Economic Development Strategy is complete. Staff is beginning development of the 2015 annual update of the CEDS. The CEDS Strategy Committee will begin meeting in early fall 2014, to assist in the CEDS development. This is an ongoing process throughout the year which includes statistical updates and assistance to localities in developing project priority lists for inclusion in the plan. EDA requires PDCs/EDDs to provide semi-annual performance measures reports.
- Continue assistance with transit service opportunities for the City in conjunction with the VA Department of Rail and Public Transportation.
- The PDC website and statistical information continues to be updated on an ongoing basis throughout the fiscal year, as new data is released by the VEC, Census Bureau, Weldon Cooper Center for Public Service, and other agencies. The PDC staff is currently working on a revamp of the website, and through assistance of an intern through the New College Institute’s Internship Program, this effort will be completed in Summer 2014.
- Continue to support the City’s planning efforts in conjunction with the Appalachian Regional Commission (PDC staff continues to work with the City staff to identify potential applications during the upcoming fiscal year for eligible projects in the area; projects/grant applications will be submitted in September 2014).
- Continue to provide technical assistance on any future grant applications, as requested.
- The PDC will continue to meet with the human service providers from across the region three times a year, as required by VDRPT to maintain eligibility for potential grant funds.

- Continue to assist in finalizing the five-year update of the Virginia Outdoors Plan for the City and Region in conjunction with the VA Department of Conservation and Recreation.
- Continue to work with the VDOT Salem District Planning Engineer and City staff to review any new priority transportation projects within the City, both those that are identified in the 2035 Regional Rural Long-Range Transportation Plan and those that the PDC staff has presented to the Commonwealth Transportation Board at its annual Six-Year Improvement Plan meetings.
- The PDC will continue to prepare a regional legislative platform that includes language requesting the General Assembly to review issues related to the City of Martinsville and to the West Piedmont Planning District. Additionally, the PDC Executive Director will meet with local legislators to discuss the PDC's legislative platform.
- Assistance with available 2010 Census and most recent American Community Survey (updating mapping and demographics used by public and private sectors).
- All other activities will be ongoing, as requested by the City or other member localities.

The PDC maintains an annual strategy statement and work program which is developed by the end of each fiscal year. In January of each year, PDC staff develops a report of activities undertaken on behalf of each locality and submits it to each local government administrator, along with a list of potential projects for the upcoming fiscal year. Each administrator is requested to review the list of proposed projects and provide input on additional projects with which the locality may need assistance during the next fiscal year. The PDC's goal is to maintain flexibility to assist local governments with ongoing work program activities while being able to assist with unforeseen work activities (i.e., state mandates such as the Regional Water Supply Plan) which may arise during the fiscal year.

Semi Annual Report to City Council FY14



Martinsville

A CITY WITHOUT LIMITS

P. O. Box 1112 Martinsville, VA 24114
Phone 276-403-5182 FAX 276-403-5280

Date February 28, 2014 (Completed form due in City Manager's office on Sept. 1, 2013 and March 1, 2014)

(FY13 funding contribution received \$ \$5,220)

Organization Name FOCUS On Youth

Mailing Address P. O. Box 1164/ Martinsville, VA 24114

City of Martinsville Location 22 East Church Street, Suite 324/Martinsville, VA 24112

Contact Person for agency Mable L Finney (Executive Director)

Person filling out this form Mable L Finney

Telephone 276-403-5691 Fax 276-638-2669

Contact E-Mail mfinney@foycasamhc.org

1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

Describe how the project(s) have advanced one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

FOCUS On Youth continues to support the city's Goals and Initiatives through its programs associated with our primary area of service CASA (Court Appointed Special Advocates). FOCUS centers its efforts on the safety of the children in the City of Martinsville. At every opportunity, the organization is seeking to educate parents and leaders about the need for safe permanent homes for the children in this community. Second, efforts are being made to assist parents in understanding how to assess healthcare for their children. Third, CASA volunteers are encouraged to make referrals to families that can help strengthen them as a unit.

Over the course of the last six months, the board of directors, staff and volunteers spent time reshaping the vision, mission and strategic plan of the organization. In doing so, FOCUS is able to provide a concise and comprehensive message about the need and importance of advocacy. Twenty-three committed available volunteers ready to advocate on behalf of children in the City of Martinsville. Well-trained volunteers aid in keeping administrative costs down for the organization while giving countless hours serving (at the discretion of the court; i.e. the city juvenile and domestic court).

Currently, the agency served **18 children and 10 family groups** in the City of Martinsville through the court systems. In addition, referral services were provided to the families of these children when applicable. Volunteers provided **270** hours of advocacy to these groups and had **85** court related contacts.

Volunteers receive top notch training in areas such as diversity, tolerance, community allied professional services, family justice services and leadership. The actions taken by these volunteers insure the safety and permanency of children in our community. Volunteer opportunities are available to all segments of the community and are a way for individuals to grow personally and professionally. **Six** new volunteers were sworn in on within the last six months. Currently, a new volunteer class is being recruited with classes starting March 25, 2014.

During this time frame, *The Shoplifting Diversion Program* served approximately **four** first time offenders. These juveniles attend a one to two hour class depending on age to gain a better understanding of how crime damages their lives and the residual effects on the local economy as well as how their families and other residents pay for their actions. This program saves the taxpayers from absorbing the costs of an over-burdened juvenile court system.

2. ORGANIZATIONAL COLLABORATION

Describe collaboration efforts with other organizations FOCUS On Youth collaborates with a number of agencies in Martinsville and Henry County. The executive director of FOCUS is a part of the community collaborative dealing with youth issues under the scrutiny of The Harvest Foundation. Collaborations continue to expand as the agency looks for new and innovative ways to serve the local communities,

The collaboration with the Exchange Club include activities throughout the month of April - Child Abuse Prevention Month and are review other ways to enhance our relationship annually. FOCUS continues its relationship with the Henry –Martinsville Department of Social Services, Court Services Unit, Probation and Parole, CONTACT, United Way, Citizens Against Family Violenc, , For the Children, Martinsville City Police and the Henry County Sheriff's Office as well as Piedmont Community Services.

3. TIMETABLE, OUTCOMES, and MEASUREMENT PROCESS

Describe what outcomes for the project(s) are expected during next quarter and how progress will be measured During the next quarter, the agency plans to hold its second annual training of 6-10 new volunteers each

completing the 35 hours of training. After all background reports are received these volunteers will become sworn in as officers of the court ; 15 volunteers will complete 6 hours of the annual 12 hours training(sign in sheets/website access for training materials will be documented); the agency will serve 8 CASA cases using 16 CASA volunteers (number of documented cases in progress); Four children or more are expected to received shoplifting diversion this quarter.

Next Quarter

- Eight cases (new) assigned for next quarter
- Two shoplifting classes will be held.
- New CASA training tentatively scheduled for March – May 2014.
- Completion of a Funding and Marketing Plan.