

AGENDA--CITY COUNCIL -- CITY OF MARTINSVILLE,  
VIRGINIA

Council Chambers – Municipal Building

**7:30 pm Regular Session**

**Tuesday April 28, 2020**

**7:30 pm - Regular Session**

Pledge to the American Flag and Invocation by Vice Mayor Martin

1. Consider approval of the minutes for April 14, 2020 Council Meeting. (5 mins)
2. Read and present a proclamation recognizing the week of May 3 through May 9, 2020 as National Correctional Officers Week. (5 mins)
3. Consider presentation of a proclamation regarding National Police Week 2020 and Peace Officer's Memorial Day. (5 mins)
4. Consider presentation of a proclamation recognizing May 2020 as Building Safety Month. (5 mins)
5. Hear a summary of the City's quarterly financial report for the period ending March 31, 2020. (5 mins)
6. Hear information related to local impact of the COVID-19 pandemic. (15 mins)
7. Consider approval of consent agenda (2 mins)
8. Business from the Floor - CANCELLED  
As a result of COVID-19 issues, business from the floor will not occur at City Council meetings until further notice. Citizens desiring to present comments for Council's consideration may do so by emailing the comments to Karen Roberts, Clerk of Council at [kroberts@ci.martinsville.va.us](mailto:kroberts@ci.martinsville.va.us), calling in the comments to 276-403-5182, faxing comments to 276-403-5280, or mailing comments to City of Martinsville, attn.: Karen Roberts, P.O. Drawer 1112, Martinsville, VA 24114. Comments must be received by noon, April 28 for consideration by Council at this meeting.
9. Comments by members of City Council. (5 minutes)
10. Comments by City Manager and City Attorney. (5 minutes)



## **City Council Agenda Summary**

**Meeting Date:** April 28, 2020

**Item No:** 1.

**Department:** Clerk of Council

**Issue:** Consider approval of minutes

**Summary:** None

**Attachments:** April 14, 2020 Council Meeting

**Recommendations:** Motion to approve minutes as presented.



## **City Council Agenda Summary**

**Meeting Date:** April 28, 2020

**Item No:** 2.

**Department:** City Council

**Issue:** Read and present a proclamation recognizing May 3 – May 9, 2020, as National Correctional Officers Week

**Summary:** Martinsville Sheriff's Department representatives will be present to accept the Proclamation

**Attachments:** Proclamation

**Recommendations:** Mayor to read the Proclamation and present to Sheriff's Department representatives. No formal action by Council is necessary.



## **PROCLAMATION**

### **National Correctional Officers and Employees Week**

**WHEREAS**, on May 5, 1984, President Ronald Reagan signed Proclamation 5187 creating National Correctional Officers Week and since then, the first full week in May has been observed to recognize and honor the work of correctional officers and corrections personnel nationwide; and

**WHEREAS**, one of the primary goals for the City of Martinsville is to provide its citizens with an effective judicial system that concentrates on quality for all of our citizens; and

**WHEREAS**, the City of Martinsville's dedicated correctional officers are essential to the success of our judicial process, and our correctional officers' work includes daily exposure to a hostile environment with many of the most dangerous individuals in our society; and

**WHEREAS**, Correctional Officers contribute daily to the protection of our citizens by housing dangerous felons in a humane environment, often at great risk to the officers' own protection; and

**WHEREAS**, the City of Martinsville is pleased to join with officials and distinguished correctional officers across America to recognize the achievements of these dedicated individuals. We are indebted to the International Association of Correctional Officers for continuing to emphasize the accomplishments of correctional officers worldwide;

**NOW, THEREFORE**, for these significant reasons, I, Kathy Lawson, Mayor of the City of Martinsville, Virginia, do hereby proclaim May 3-May 9, 2020

**“NATIONAL CORRECTIONAL OFFICERS AND EMPLOYEES WEEK”**

in the City of Martinsville and commend this observance to all of our citizens.

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Kathy Lawson  
Mayor



## **City Council Agenda Summary**

**Meeting Date:** April 28, 2020

**Item No:** 3.

**Department:** City Council

**Issue:** Consider presentation of a Proclamation regarding National Police Week 2020 and Peace Officers' Memorial Day.

**Summary:** Martinsville City Police Department representatives will be present to accept the Proclamation

**Attachments:** Proclamation

**Recommendations:** Mayor to read the Proclamation and present to Police Department representatives. No formal action by Council is necessary.



## PROCLAMATION

### NATIONAL POLICE WEEK 2020 & PEACE OFFICERS' MEMORIAL DAY

**WHEREAS**, the Congress and President of the United States have designated May 15 as Peace Officers' Memorial Day, and the week in which it falls as National Police Week; and

**WHEREAS**, the men and women of the Police and Sheriff's Departments of the City of Martinsville are instrumental in creating peace of mind to all the citizenry through their many efforts to enhance public safety; and

**WHEREAS**, it is incumbent on all our citizens to recognize, know and understand the duties, responsibilities, hazards, dedication, and sacrifices of the men and women of the Police Department and the Sheriff's Department of the City of Martinsville, and it is also incumbent upon each law enforcement officer to serve the people by safeguarding life and property, by protecting against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

**WHEREAS**, the Police and Sheriff's Departments of the City of Martinsville are professional organizations that remain abreast in the latest scientific applications of criminalistics;

**WHEREAS**, I call upon all citizens of the City of Martinsville to observe May 15th as Peace Officers' Memorial Day to honor those men and women who, through their dedicated service and courageous deeds, have lost their lives or been disabled in the performance of their duties. I especially want to recognize Martinsville Policeman George F. Carter, who lost his life in the performance of his duty on June 14, 1919 while he was attempting to apprehend gamblers. I would also like to recognize Martinsville Police Officer Jonathan Bowling who lost his life on January 26, 2005 while fighting in Iraq during Operation Iraqi Freedom.

**NOW THEREFORE**, I, Kathy Lawson, Mayor of Martinsville, call upon all citizens of the City of Martinsville and upon all patriotic, civic and educational organizations to observe the week of May 10 through May 16, 2020, as National Police Week with appropriate ceremonies in which all our people may join in recognizing the women and men, both past and present, who by their faithful and loyal service and devotion to their charge have rendered a dedicated service to our community and the citizens within it, and in performing these duties have established an enduring reputation for preserving the rights and security of all the citizens of Martinsville.

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Kathy Lawson  
Mayor

**Meeting Date:** April 28, 2020

**Item #** 4.

**Department:** Community Development/Inspections

**Issue:** Every year, May is Building Safety Month, a public awareness campaign to help individuals, families and businesses understand what it takes to create safe and sustainable structures. The campaign reinforces the need for adoption of modern, model building codes, a strong and efficient system of code enforcement and a well-trained, professional workforce to maintain the system.

The campaign is presented by the International Code Council and its 64,000 members worldwide along with a diverse partnership of professionals from the building construction, design and safety community. Corporations, government agencies, professional associations, nonprofits and more come together to support Building Safety Month because they understand the need for safe and sustainable structures where we live, work and play.

All communities need building codes to protect their citizens from disasters like fires, weather-related events and structural collapse. Building codes are society's best way of protecting homes, offices, schools, manufacturing facilities, stores and entertainment venues. Code officials work day in and day out to keep the public safe.

**Attachments:** Proclamation

**Recommendation:** Read and present the proclamation.



## **Proclamation**

### **Recognizing May 2020 as Building Safety Month**

**WHEREAS**, the City of Martinsville is committed to recognizing that our growth and strength depends on the safety and economic value of the homes, buildings and infrastructure that serve our citizens, both in everyday life and in times of natural disaster, and;

**WHEREAS**, our confidence in the structural integrity of these buildings that make up our community is achieved through the devotion of vigilant guardians—building safety and fire prevention officials, architects, engineers, builders, tradespeople, design professionals, laborers, plumbers and others in the construction industry—who work year-round to ensure the safe construction of buildings, and;

**WHEREAS**, these guardians are dedicated members of the International Code Council, a nonprofit that brings together local, state and federal officials that are experts in the built environment to create and implement the highest-quality codes to protect us in the buildings where we live, learn, work, play, and;

**WHEREAS**, our nation benefits economically and technologically from using the International Codes that are developed by a national, voluntary consensus codes and standards developing organization, our government is able to avoid the high cost and complexity of developing and maintaining these codes, which are the most widely adopted building safety and fire prevention codes in the world;

**WHEREAS**, these modern building codes include safeguards to protect the public from natural disasters such as hurricanes, snowstorms, tornadoes, wildland fires, floods and earthquake; which, according to a FEMA commissioned study by the National Institute of Building Sciences, provide \$11 in future mitigation benefits for every dollar invested, and;

**WHEREAS**, Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' largely unknown protectors of public safety—our local code officials—who assure us of safe, efficient and livable buildings that are essential to America's prosperity, and;

**WHEREAS**, "Safer Buildings, Safer Communities, Safer World," the theme for Building Safety Month 2020, encourages all Americans to raise awareness

about the importance of safe and resilient construction; fire prevention; disaster mitigation, and new technologies in the construction industry. Building Safety Month 2020 encourages appropriate steps everyone can take to ensure the safety of our built environment, and recognizes that the implementation of safety codes by local and state agencies has saved lives and protected homes and businesses, and;

**WHEREAS**, each year, in observance of Building Safety Month, Americans are asked to consider the commitment to improve building safety and economic investment at home and in the community, and to acknowledge the essential service provided to all of us by local and state building departments, fire prevention bureaus and federal agencies in protecting lives and property.

**NOW, THEREFORE**, I, Kathy Lawson, Mayor of the City Martinsville, do hereby proclaim the month of May 2020 as Building Safety Month. Accordingly, I encourage our citizens to join with their communities in participation in Building Safety Month activities.

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Kathy Lawson, Mayor

**Meeting Date:** April 28, 2020

**Item No:** 5.

**Department:** Finance

**Issue:** Hear a summary of the City's quarterly finance report for the period ending March 31, 2020.

**Summary:**

**FY20 – 3<sup>rd</sup> Qtr. - 3/31/20 Consolidated Revenue & Expenditure Report**

Exclusive of School and Special Revenue Funds, total actual revenues were \$50,107,673, which is 1.04% greater than of the amount anticipated through March 31. Local Sales & Use Taxes collected were greater than anticipated for total receipts of \$1,416,500 to date. Meals Taxes collected were also greater than expected with receipts of \$1,503,587 through the end of March. Actual expenditures were \$53,410,940, including encumbrances, which is \$1,572,155 less than the amount anticipated for this reporting period.

In the Utility Funds, total actual revenues were \$24,490,206, less than anticipated by \$80,438. Total actual expenses, including encumbrances, were \$24,582,618, less than anticipated by \$901,274.

The available cash-on-hand for all City Funds was \$14,408,500, a decrease of \$178,202 over the same time period last year.

**Current Fund Balances and Cash Equivalents Report**

At the end of March, the total of fund balances and utility cash equivalents was \$19,342,624. This amount reflects an overall decrease of \$520,219 when compared to Year-end FY2019.

**Attachments:** FY20 Combined Balance Sheet 3-31-20; FY20 Consolidated Revenue & Expenditures – 3-31-20

**Recommendations:** Motion to approve financial report.

**City of Martinsville  
Combined Balance Sheet  
FY20 - 03/31/2020**

FUND	TOTAL ASSETS	LIABILITIES & RESERVES	CURRENT FUND BAL & CASH & EQUIV.	June 30, 2019 FUND BAL & CASH & EQUIV.	DIFFERENCE FROM FY18
GENERAL FUND	\$ 11,616,800	\$ (7,688,969)	\$ 3,927,831	\$ 5,729,400	\$ (1,801,569)
MEALS TAX	\$ 293,981	\$ -	\$ 293,981	\$ 475,359	\$ (181,378)
SCHOOL CAFETERIA	\$ 1,561,478	\$ (607)	\$ 1,560,872	\$ 1,744,386	\$ (183,514)
REFUSE COLLECTION FUND*	\$ 7,890,863	\$ (3,310,302)	\$ 4,580,561	\$ 5,035,497	\$ (454,936)
TELECOMMUNICATIONS	\$ 723,679	\$ (66,984)	\$ 656,695	\$ 512,753	\$ 143,942
WATER FUND*	\$ 11,162,187	\$ (8,435,843)	\$ 2,726,344	\$ 2,746,494	\$ (20,150)
SEWER FUND*	\$ 23,815,073	\$ (21,915,660)	\$ 1,899,414	\$ 1,911,806	\$ (12,392)
ELECTRIC FUND*	\$ 21,730,282	\$ (19,248,350)	\$ 2,481,932	\$ 1,591,113	\$ 890,819
CAPITAL RESERVE FUND	\$ 1,170,015	\$ -	\$ 1,170,015	\$ 59,500	\$ 1,110,515
SCHOOL FUND	\$ 112,477	\$ (14,955)	\$ 97,522	\$ -	\$ 97,522
SCHOOL FEDERAL PROGRAMS	\$ (138,257)	\$ (71)	\$ (138,328)	\$ (13,810)	\$ (124,518)
CDBG FUND	\$ 205,803	\$ (120,018)	\$ 85,786	\$ 70,345	\$ 15,441
<b>TOTAL</b>	<b>\$ 80,144,382</b>	<b>\$ (60,801,758)</b>	<b>\$ 19,342,624</b>	<b>\$ 19,862,843</b>	<b>\$ (520,219)</b>

\*Utility funds reported as cash equivalents, not fund balances.

**RESERVED FUNDS**

INSURANCE TRUST FUND	\$ 290,471	\$ -	\$ 290,471	\$ 618,805	\$ (328,335)
INMATE TRUST FUND	\$ 116,660	\$ -	\$ 116,660	\$ 105,006	\$ 11,654

**Fiduciary Agency Funds:**

05-SVRFA	\$ 71,875	\$ (3,169)	\$ 68,706	\$ 16,242	\$ 52,464
06-Dan River ASAP	\$ 308,476	\$ (209,443)	\$ 99,033	\$ 126,854	\$ (27,821)
15-PRCJTA	\$ 427,783	\$ -	\$ 427,783	\$ 309,986	\$ 117,797
30-BRRL	\$ 469,812	\$ -	\$ 469,812	\$ 266,841	\$ 202,971
<b>TOTALS:</b>	<b>\$ 1,277,947</b>	<b>\$ (212,612)</b>	<b>\$ 1,065,335</b>	<b>\$ 719,923</b>	<b>\$ 345,412</b>

City of Martinsville  
Consolidated Revenues and Expenditures  
FY20 - 03/31/2020

	<i>Budget</i>	<i>Anticipated</i>	<i>Actual YTD</i>	<i>Remaining Balance</i>	<i>Difference Ant vs. Actual</i>
<b>General Fund</b>					
Revenues	\$ 31,000,890	\$ 19,287,302	\$ 21,772,462	\$ 9,228,428	112.9%
Expenditures	33,639,914	25,170,942	24,500,061	9,139,853	97.3%
Excess (deficiency) of revenues over expenditures	\$ (2,639,024)	\$ (5,883,640)	\$ (2,727,599)		
	(Fund Bal contrib)				
<b>Capital Funds</b>					
<b>Meals Tax</b>					
Revenues	\$ 2,250,744	\$ 1,551,501	\$ 1,689,552	\$ 561,192	108.9%
Expenditures	2,250,744	1,870,930	1,870,930	379,814	100.0%
Excess (deficiency) of revenues over expenditures	\$ -	\$ (319,429)	\$ (181,378)		
	(Fund Bal contrib)				
<b>Capital Reserve</b>					
Revenues	\$ 2,776,290	\$ 2,364,725	\$ 2,155,453	\$ 620,837	91.2%
Expenditures	2,925,575	2,457,331	2,457,331	468,244	100.0%
Excess (deficiency) of revenues over expenditures	\$ (149,285)	\$ (92,606)	\$ (301,878)		
<b>TOTAL CAPITAL FUNDS:</b>	\$ (149,285)	\$ (412,035)	\$ (483,256)		
	(Fund Bal contrib)				
<b>Utility Funds</b>					
<b>Refuse Fund</b>					
Revenues	\$ 2,107,000	\$ 1,533,210	\$ 1,781,958	\$ 325,042	116.2%
Expenditures	2,893,837	2,130,844	2,122,663	771,174	99.6%
Excess (deficiency) of revenues over expenditures	\$ (786,837)	\$ (597,634)	\$ (340,705)		
<b>MINet/Fiber Optic Fund</b>					
Revenues	\$ 2,115,909	\$ 1,399,812	\$ 1,546,082	\$ 569,827	110.4%
Expenditures	2,115,909	1,492,916	1,452,950	662,959	97.3%
Excess (deficiency) of revenues over expenditures	\$ -	\$ (93,104)	\$ 93,132		
<b>Water Fund</b>					
Revenues	\$ 3,623,565	\$ 2,589,622	\$ 2,683,324	\$ 940,241	103.6%
Expenditures	4,237,475	2,728,881	2,693,328	1,544,147	98.7%
Excess (deficiency) of revenues over expenditures	\$ (613,910)	\$ (139,259)	\$ (10,004)		
<b>Sewer Fund</b>					
Revenues	\$ 4,360,382	\$ 3,264,909	\$ 3,500,121	\$ 860,261	107.2%
Expenditures	5,178,299	3,633,486	3,633,486	1,544,813	100.0%
Excess (deficiency) of revenues over expenditures	\$ (817,917)	\$ (368,577)	\$ (133,365)		
<b>Electric Fund</b>					
Revenues	\$ 21,018,640	\$ 15,783,091	\$ 14,978,721	\$ 6,039,919	94.9%
Expenditures	22,192,740	15,497,765	14,680,191	7,512,549	94.7%
Excess (deficiency) of revenues over expenditures	\$ (1,174,100)	\$ 285,326	\$ 298,530		
<b>GRAND TOTALS FOR UTILITY FUNDS</b>					
Revenues:	\$ 33,225,496	24,570,644	\$ 24,490,206	\$ 8,735,290	99.7%
Expenditures	36,618,260	25,483,892	24,582,618	12,035,642	96.5%
Excess (deficiency) of revenues over expenditures	\$ (3,392,764)	(913,248)	\$ (92,412)		
	(Fund Bal Contribution)				

Consolidated Revenues and Expenditures

FY20 - 03/31/2020

	<i>Budget</i>		<i>Actual YTD</i>	<i>Remaining Balance</i>	<i>Difference Budg vs. Actual</i>
<b>Cafeteria</b>					
Revenues	\$ 1,695,606	\$	\$ 1,031,314	\$ 664,292	60.8%
Expenditures	<u>1,715,706</u>		<u>1,214,828</u>	500,878	70.8%
Excess (deficiency) of revenues over expenditures	\$ <u>(20,100)</u>	\$	\$ <u>(183,514)</u>		
	(Fund Bal contrib)				
<b>Schools</b>					
Revenues	\$ 22,415,767	\$	\$ 15,643,076	\$ 6,772,691	69.8%
Expenditures	<u>22,575,856</u>		<u>15,580,266</u>	6,995,590	69.0%
Excess (deficiency) of revenues over expenditures	\$ <u>(160,089)</u>	\$	\$ <u>62,810</u>		
<b>Federal Programs</b>					
Revenues	\$ 2,014,943	\$	\$ 998,936	\$ 1,016,007	49.6%
Expenditures	<u>2,014,943</u>		<u>1,178,506</u>	836,437	58.5%
Excess (deficiency) of revenues over expenditures	\$ <u>-</u>	\$	\$ <u>(179,570)</u>		
<b>TOTAL SCHOOL FUNDS:</b>	\$ <u>(180,189)</u>	\$ -	\$ <u>(300,275)</u>		
	(fund bal contrib)				
	<i>Budget</i>		<i>Actual YTD</i>	<i>Remaining Balance</i>	
<b>Special Revenue Funds</b>					
<b>CDBG Fund</b>					
Revenues	\$ 28,048		\$ 13,870	\$ 14,178	49.5%
Expenditures	<u>47,797</u>		<u>5,281</u>	42,516	11.0%
Excess (deficiency) of revenues over expenditures	\$ <u>(19,749)</u>		\$ <u>8,589</u>		
<b>TOTAL SPECIAL REVENUE FUNDS:</b>	\$ <u>(19,749)</u>		\$ <u>8,589</u>		
	<i>Budget</i>	<i>Anticipated</i>	<i>Actual YTD</i>	<i>Remaining Balance</i>	<i>Difference Ant vs. Actual</i>
<b>GRAND TOTALS:</b>					
<i>(excluding Schools &amp; Special Revenues)</i>					
Revenues:	\$ 69,253,420	47,774,172	\$ 50,107,673	\$ 19,145,747	104.9%
Expenditures	<u>75,434,493</u>	<u>54,983,095</u>	<u>53,410,940</u>	22,023,553	97.1%
Excess (deficiency) of revenues over expenditures	\$ <u>(6,181,073)</u>	<u>(7,208,923)</u>	\$ <u>(3,303,267)</u>		
<b>Local Sales/Use Taxes</b>	\$ 2,010,000	\$ 1,327,002	\$ 1,416,500	\$ 593,500	106.7%
<b>Meals Taxes</b>	\$ 1,880,000	\$ 1,367,512	\$ 1,503,587	\$ 376,413	110.0%

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



## **City Council Agenda Summary**

**Date:** April 28, 2020

**Item No:** 6.

**Department:** Finance

**Issue:** Hear information related to local impact of the COVID-19 pandemic.

**Summary:** Information will be presented regarding potential impact to certain elements of the City's budget, and measures currently being taken to mitigate those effects.

**Attachments:** None

**Recommendations:** No Council action needed



## City Council Agenda Summary

**Meeting Date:** April 28, 2020

**Item No:** 7.

**Department:** Finance

**Issue:** Consider approval of the consent agenda

**Summary:**

The attachment amends the FY20 budget with appropriations in the following fund:

General: \$ 15,776 – Grants

**Attachments:** Consent Agenda – 4-28-20

**Recommendations:** Approve.

## BUDGET ADDITIONS FOR 4/28/20

ORG	OBJECT	DESCRIPTION	DEBIT	CREDIT
<b><u>BUDGET ADDITIONS</u></b>				
<b><u>FY2020</u></b>				
<b>General Fund:</b>				
01102926	405555	Brownfields Grant - EPA		15,476
01812247	503136	Brownfields - Hazardous - Consultant	15,119	
01812249	503136	Brownfields - Petroleum - Consultant Requisition #3	357	
01102926	405555	Brownfields Grant - EPA		300
01812247	505500	Brownfields - Hazardous - Travel Requisition #2	300	
<b>Total General Fund:</b>			<b>15,776</b>	<b>15,776</b>