

AGENDA--CITY COUNCIL
CITY OF MARTINSVILLE, VIRGINIA

Council Chambers – Municipal Building

6:30pm CLOSED Session

7:00pm Regular Session

Tuesday August 22, 2023

6:30 pm – 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. Discussion concerning a prospective business or industry or the expansion of an existing business where n previous announcement has been made of the business' or industry's interest in locating or expanding the facilities in the community, as authorized by Subsection 5

7:00 pm - Regular Session

Pledge to the American Flag and Invocation by Council Member Pearson

1. Approve minutes from the August 8, 2023 Council meeting, August 9, 2023 Time Management meeting and the August 14, 2023 Work Session. (5 mins)
2. Hear briefing from the ANCHOR Commission regarding the ANCHOR/Virginia Juvenile Community Crime Control Act Combined resolution. (10 mins)
3. Consider approval of a Joint Resolution with Henry County referring to the proposed amended and restated revenue sharing agreements. (10 mins)
4. Hear briefing on requested change to the organizational structure and hiring of new positions. (10 mins)
5. Business from the Floor -

The public comment portion of the Council meeting provides citizens the opportunity to discuss matters relevant to the operation of the City, which are not listed on the printed agenda.

Citizens who wish to participate in a meeting's public comment period may do so by emailing their comments to Karen Roberts, Clerk of Council, at kroberts@ci.martinsville.va.us, calling in their 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 12:00noon Monday August 21, 2023*. Citizens may also request to speak at the Council meeting in the same manner.

Comments, or a request to speak, must be received by noon the day before a Council meeting for consideration by Council at the meeting. Any person submitting comments or requesting to speak must identify themselves by name and address, including zip code, limit their remarks to 3 minutes or less (as read aloud), address a topic of City business, and refrain from making any personal references or accusations of a factually false and/or malicious nature. Priority for comments is given to City residents, taxpayers, and business owners. Speakers may not yield time. Groups of speakers on the same topic must designate a single representative. Comments violating these rules may not be presented at the Council meeting. Any speaker violating these rules may be removed from the podium or from the Council chamber.

This policy does not apply to public hearings, at which any citizen of Martinsville may appear and speak on the subject of the public hearing.
6. Comments by members of City Council. (5 mins)
7. Comments by City Manager. (5 mins)



City Council Agenda Summary

Meeting Date: August 22, 2023

Item No: 1.

Department: Clerk of Council

Issue: Consider approval of minutes

Summary: None

Attachments: August 8, 2023 Council Meeting
August 9, 2023 Council Time Management Meeting
August 14, 2023 Work Session

Recommendations: Motion to approve minutes as presented.

Meeting Date: August 22, 2023

Item No: 2.

Department:

Issue: Hear briefing from the ANCHOR Commission regarding the ANCHOR/Virginia Juvenile Community Crime Control Act Combined resolution

Summary: The Department of Juvenile Justice (DJJ) is requesting that ANCHOR update their resolutions with all localities in the Virginia Juvenile Community Crime Control Act (VJCCCA) plan, which includes Henry County, Patrick County and the City of Martinsville. They have had several changes at the state level in the last 24 months and the newer staff is requesting an update to these resolutions. Nothing has changed and it has been many years since these resolutions, with this specific wording concerning VJCCCA have been updated. The City of Martinsville is still ANCHOR's fiscal agent, they are requesting the same amount from each locality and they receive the same amount from DJJ but they need updated resolutions showing each locality's support of ANCHOR's plans and services. The deadline set by DJJ is September 1, 2023

Attachments: ANCHOR Commission/VJCCCA Combined Resolution

Recommendations: For information purposes and consideration to approve the resolution.

Council Members
LC Jones, Mayor
Aaron Rawls, Vice-Mayor
Kathy Lawson
Tammy Pearson
Lawrence E. Mitchell, Jr.



Interim City Manager
Glen Adams

Clerk of Council
Karen Roberts



ANCHOR Commission VJCCCA Combined Resolution

WHEREAS, the ANCHOR Commission is a collaborative partner that supports youth and families; and works to provide supervision and services to keep youth out of detention and with their families, while remaining in our community; and

WHEREAS, the Virginia Juvenile Community Crime Control Act (VJCCCA) is a major funder of the programs offered by the ANCHOR Commission; and

WHEREAS, be it resolved that the City of Martinsville Council will participate in the Virginia Juvenile Community Crime Control Act and accept funds appropriate for the purpose set forth in this Act until it notifies the Department of Juvenile Justice, in writing, that it no longer wishes to participate.; and

WHEREAS, be it further resolved that the City of Martinsville will combine with the governing bodies of County of Henry and County of Patrick. The City of Martinsville will act as fiscal agent for these localities; and

WHEREAS, be it further resolved that the Martinsville City Manager is hereby authorized to execute a local plan on behalf of the City of Martinsville.

NOW THEREFORE, I, L. C. Jones, Mayor of Martinsville City Council, Virginia, do hereby proclaim and declare the City of Martinsville's support and urge our citizens to join with me in recognizing the value and importance of the ANCHOR Commission's services bring to our community.

L. C. Jones
Mayor

**JOINT RESOLUTION OF HENRY COUNTY AND THE CITY OF MARTINSVILLE
REFERRING THE PROPOSED AMENDED AND RESTATED REVENUE SHARING
AGREEMENTS BETWEEN HENRY COUNTY, THE CITY OF MARTINSVILLE AND
INDUSTRIAL DEVELOPMENT AUTHORITY OF HENRY COUNTY TO THE
COMMISSION ON LOCAL GOVERNMENT FOR REVIEW**

WHEREAS, Henry County, Virginia (**the "County"**) and the City of Martinsville, Virginia (**the "City"**) have a history of cooperation in promoting regional economic development, including administration of a joint enterprise zone program and mutual support of and cooperation with the Martinsville-Henry County Economic Development Corporation (**the "EDC"**); and

WHEREAS, the EDC is a public-private partnership among County, the City and the Harvest Foundation of the Piedmont with the goals of creating jobs in the City and the County and expanding the tax base in the County and the City, including support and development of local industry; and

WHEREAS, on or about September 25, 2007, the City, the County and the Industrial Development Authority of Henry County, Virginia (**the "IDA"**) entered into a Revenue Sharing Agreement related to two separate industrial and business sites in the County (**the "Original Agreement"**), specifically the subject of the Patriot Centre Agreement (as defined below) and the subject of the Commonwealth Crossing Agreement (as defined below); and

WHEREAS, the City and the County have determined it is appropriate to separate the Original Agreement into two separate agreements, each agreement to relate to its respective industrial and business park property and to modify the Commonwealth Crossing Agreement to provide partial funding to the EDC; and

WHEREAS, the two separate agreements are the Amended and Restated Revenue Sharing Agreement for Patriot Centre Expansion (**the "Patriot Centre Agreement"**) and the Amended and Restated Revenue Sharing Agreement for Commonwealth Crossing Business Centre, as modified by the First Addendum to Amended and Restated Revenue Sharing Agreement for Commonwealth Crossing Business Centre (**the "Commonwealth Crossing Agreement" and, together with the Patriot Centre Agreement, the "Agreements"**); copies of the Patriot Centre Agreement and the Commonwealth Crossing Agreement, including the First Addendum thereto, are attached to this Resolution; and

WHEREAS, on July 11, 2023, the City Council of the City, the Board of Supervisors of the County and the Board of Directors of the IDA held a joint meeting and each body voted to approve the Agreements; and

WHEREAS, Code of Virginia §15.2-1301 provides that economic growth sharing agreements such as the Agreements shall be referred to the Virginia Commission on Local Government (**the "Commission"**) for review and the making of findings as to the probable effect of such agreements on the people residing in the area affected by the agreements; and

WHEREAS, 1 VAC50-20-382 requires that referral of such agreements to the Commission shall be accompanied by resolutions, joint or separate, of the governing bodies of the localities that are parties to the proposed agreements requesting that the Commission review the agreement, stating the parties' intention to adopt the agreement, and providing certain information to the Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HENRY COUNTY, VIRGINIA AND THE CITY COUNCIL OF THE CITY OF MARTINSVILLE, VIRGINIA THAT:

1. The County and the City each (a) request that the Commission review the Agreements and issue its findings in accordance with the requirements of Code of Virginia § 15.2-1301 and (b) state their intention to adopt the Agreements in final form subsequent to the Commission's review.
2. The County Administrator, the City Manager and the County's and City's attorneys are authorized and directed to refer the Agreements, together with all necessary data and materials, to the Commission and to take all other actions as may be required to accomplish the Commission's review of the Agreements.
3. The County designates the following individual as the County's contact persons for communications with the Commission regarding the review of the Agreements:

Dale Wagoner, County Administrator. Henry County, Virginia

Physical Address:

3300 Kings Mountain Road
Martinsville, VA 24112

Mailing Address:

P.O. Box 7
Collinsville, VA 24078

Phone: 276-634-4601

Email address: dwagoner@co.henry.va.us

4. The City designates the following individual as the City's contact person for communications with the Commission regarding the review of the Agreement:

Glen Adams, Interim City Manager, City of Martinsville, Virginia

P.O. Box 1112
55 W Church Street, Room 216
Martinsville, VA 24112

Phone: 206-403-5182

Email: gadams@ci.martinsville.va.us

Adopted by the Board of Supervisors of the County this 22nd day of August, 2023.

CERTIFICATE

The undersigned Clerk of the Board of Supervisors of Henry County, Virginia hereby certifies that the foregoing constitutes a true and correct copy of a Joint Resolution of Henry County and the City of Martinsville Requesting that the Commission on Local Government Review Proposed Amended and Restated Revenue Sharing Agreements between Henry County, the City of Martinsville and Industrial Development Authority of Henry County, adopted by the Board of Supervisors at a meeting held on August 22, 2023.

Date: _____, 2023

[SEAL]

Clerk of the Board of Supervisors
Henry County, Virginia

Adopted by the City Council of the City this 22nd day of August, 2023.

CERTIFICATE

The undersigned Clerk of the City Council of the City of Martinsville, Virginia hereby certifies that the foregoing constitutes a true and correct copy of a Joint Resolution of Henry County and the City of Martinsville Requesting that the Commission on Local Government Review Proposed Amended and Restated Revenue Sharing Agreements between Henry County, the City of Martinsville and Industrial Development Authority of Henry County, adopted by the City Council at a meeting held on August 22, 2023.

Date: _____, 2023

[SEAL]

Clerk of the City Council
City of Martinsville, Virginia

Meeting Date: August 22, 2023

Item No: 3.

Department: Clerk of Council

Issue: Consider approval of a Joint Resolution with Henry County referring to the proposed amended and restated revenue sharing agreements.

Summary: A joint resolution for the Revenue Sharing agreement made with Henry County needs to be sent to the State Commission on Local Government (COLG), staffed by the Department of Housing and Community Development: Martinsville City Council and the Henry County Board of Supervisors are required to take official action to formally refer the matter to COLG. Attorneys for Henry County and Martinsville will communicate with the COLG at the September 8 meeting to explain background and answer any questions.

Attachments: Resolution

Recommendations: Motion to approve the joint resolution as presented (voice vote)



City Council Agenda Summary

Meeting Date: August 22, 2023
Item No: 4.
Department: City Manager
Issue: Hear briefing on requested change to the organizational structure and hiring of new positions.

Summary: As part of the goals the City Council requested, there are two new hiring actions.

The City Council would like to modify an existing position to create a City Clerk/Program Manager role in the organization: This position will support the City Council with City Clerk duties and program coordination. This position would be a grade 20 due to complexity and project management job duties. Position allocation: The City will reallocate funding from the existing Paralegal / Executive Assistant to the Assistant City Manager to this position, therefore partial funding has been previously approved and will request remaining funds in the December 2023 midyear budget review.

Request consideration to add (1) New Position Business Manager for MINet Expansion Project. This position would report to the MINet Director and develop proper succession planning for the Enterprise Fund. The new Business Manager will be involved with reviewing and developing business processes, developing marketing strategies to support growth, and overseeing the business operations of MINet. The position classified with Grade 20 of the City's Pay Plan will increase the workforce by (1) FTE; to be fully funded using Enterprise Funds in 11-Fund/MINet Budget.

Attachments: Program Manager (City Council) and MiNet Business Manager Job Descriptions.

Recommendations: Approve both of these positions for immediate hiring and we will adjust the budget during the Mid-year Budget Review in December.



CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: PROGRAM MANAGER/CLERK OF COUNCIL	DEPARTMENT: CITY MANAGER'S OFFICE
REPORTS TO: CITY MANAGER/CITY COUNCIL	CLASSIFICATION: GRADE 20
FLSA STATUS: EXEMPT	DATE: 8/2023

NATURE OF WORK

Performs complex professional, administrative, & coordination of activities between multiple projects, some of which the City Council of Martinsville will propose. Project coordination and delegation. Optimize productivity and nurture program success from inception to completion. Delegate tasks to relevant departments or teams, monitor progress, and ensure that projects are executed within established timelines and budgets. Attends all Council meetings and keeps a record of all the proceedings; signs and attests all ordinances, resolutions, or other acts of the Council and is the custodian of all official records of the legislative branch.

EXAMPLES OF WORK

- Formulating, organizing and monitoring inter-connected projects
- Decide on suitable strategies and objectives
- Coordinate cross-project activities
- Lead and evaluate project managers and other staff
- Develop and control deadlines, budgets and activities
- Apply change, risk and resource management
- Assume responsibility for the program's people and vendors
- Resolve projects' higher scope issues
- Prepare reports for City Council
- Act as a liaison between the City Council and public
- Prepare and maintain official reports, legal documents, financial records, and reference material
- Transcribe, type and proofread documents
- Distribute public correspondence and ensure that municipal records are accessible to the public

REQUIREMENTS AND SKILLS

- Proven experience as a Program Manager or other managerial position
- Thorough understanding of project/program management techniques and methods
- Excellent Knowledge of performance evaluation and change management principles
- Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage
- Outstanding leadership and organizational skills
- Excellent communication skills

- Computer skills
- Excellent problem-solving ability

MINIMUM QUALIFICATIONS OF WORK

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Program Management, or a related field and 3 years of experience in upper management role (preferably program management). Working knowledge of digital marketing. Outstanding knowledge of change management principles.

Any other combination of experience, college coursework, professional development courses, and progressively responsible municipal experience which provides the demonstrated knowledge, skills and abilities. Ability to express ideas effectively, both orally and in writing. Must have the use of sensory skills in order to effectively communicate and interact with employees, public, etc.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



CITY OF MARTINSVILLE, VIRGINIA
JOB DESCRIPTION

JOB TITLE: MINet BUSINESS MANAGER	DEPARTMENT: TELECOMMUNICATIONS
REPORTS TO: TELECOMMUNICATIONS DIRECTOR	CLASSIFICATION: GRADE 20
FLSA STATUS: EXEMPT	DATE: 8/2023

NATURE OF WORK

This is an experienced position that will demonstrate advanced business management skills as adapted to support a diverse customer base. The Business Manager is responsible for overseeing business operations of MINet. Also responsible for developing proactive strategies to improve productivity of MINet.

Supervise and administer the Martinsville Informational Network (MINet) that serves all City departments, schools, and customers outside of the City government. Requires coordination with other technical and related clerical support personnel inside and outside the department. Work is performed under the general supervision of the department director.

Assignments are reviewed orally or in writing with the department director; however, the employee in this class works with considerable independence in the administration of MINET.

EXAMPLES OF WORK

- Supervise staff of MiNET Operations.
- Resolve client issues
- Ensure safety, security, and compliance with all government regulations
- Work with outside vendors to maintain necessary business supplies.
- Corrects identified problems; assures effective system performance and proper maintenance. Administers network securities under the guidance of the Telecommunications Manager.
- Evaluates existing infrastructure and inventories of services, hardware and assists in the development of network extension, replacement, upgrade, and consolidation plans.
- Resolve or serve as intermediary to resolve service issues with MINet Customers.
- Generate reports as required.
- Attend training events as required.
- Increase customer understanding of MINet products and pricing models, as well as competitive advantage over other service providers.

MINIMUM QUALIFICATIONS OF WORK

Education: Bachelors degree in business or a related field required. An MBA is preferred.

Experience: 5+ years of leadership, management, goal setting and business optimization.

Skills: Should have strong communication, interpersonal, problem-solving, organizational, and leadership skills. Manages all facets of project management (budget, schedule, procurement, quality & risk) Interfaces directly with clients to define project requirements. Prepares scope of work, project delivery resource requirements, cost estimate & budget, work plan schedule. Excellent written and verbal communication skills. Strong organizational and analytical skills. Ability to provide efficient, timely, reliable and courteous service to customers. Ability to effectively present information.

- Be able to work independently with minimal oversight. Have excellent teamwork and customer service skills.

- Strong organization, time-management and multi-tasking skills
- Outstanding interpersonal skills.
- The ability to work independently with minimum supervision
- Intellectual curiosity and the desire to keep up with new aspects of business and technology needs
- General optical fiber optic knowledge or experience.
- General network knowledge or experience
- General electrical knowledge or experience

SPECIAL REQUIREMENTS

Must possess a valid Driver's License.

PHYSICAL DEMANDS

Must be able to physically lift, carry, push, pull or otherwise move objects in an office environment. May need to sit for long periods of time and also involves standing or walking during some periods. Vocal communication is required for expressing or exchanging ideas by means of spoken words. Visual acuity is required for preparing, and analyzing written computer data, determining the accuracy and completeness of work, and observing general surroundings and activity.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is a combination of indoor/outdoor work.

Ability to proficiently distinguish between the following colors "Blue, Orange, Green, Brown, Grey, White, Red, Black, Yellow, Violet, Pink, Aqua"

Hand-eye coordination is necessary to operate drafting instruments, computers, office equipment. While performing the duties of this job, the employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; talk or hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

NOTE: The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.